

POSTAL BULLETIN

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PB 22006, September 9, 1999



September 1999

DISTRICT MANAGERS
POSTMASTERS

SUBJECT: National Stamp Collecting Month

October is National Stamp Collecting Month (NSCM). Each year it provides an opportunity to generate increased awareness in the U.S. stamp program and promotes the hobby of stamp collecting. Why is this important? Our commemorative stamp program connects the Postal Service with the American public while our services provide high quality, low cost universal service to our customers. Your support of this year's campaign is vital to its success.

From the serious collector who buys every stamp we produce to the casual collector who keeps only special commemorative editions that have a personal appeal, stamp collecting is hobby forming.

Throughout the month of October, we encourage you to host a special event in your community to inspire people — especially school-age children — to take up the hobby. This year's NSCM theme, "Stamp Cool-lecting: It's Hobby Forming" delivers the message that stamp collecting is fun and exciting.

On October 1 the NSCM campaign will launch nationally with the issuance of the *Insects & Spiders* stamps in Indianapolis, IN. The enclosed publicity kit provides a step-by-step guide to help you plan local NSCM events and activities. The kit includes:

- Suggestions to generate publicity.
- Fill-in news releases for National Stamp Collecting Month events.
- A letter to the editor to send to your local newspaper(s) about your National Stamp Collecting Month ceremonies and events.
- Sample media advisory, public service announcement, and thank you notes for your National Stamp Collecting Month activities.
- Speech to be given during local community events.

Please use these publicity materials, along with the NSCM postmaster kit mailed to you earlier this month, to develop and plan your local events. Be sure to keep your Area Corporate Relations Center Manager informed of your activities.

A handwritten signature in black ink, appearing to read "Clarence E. Lewis Jr.", written over a white background.

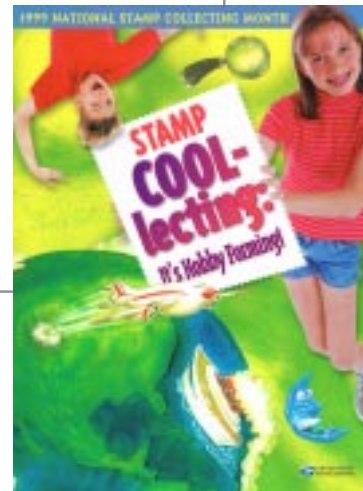
Clarence E. Lewis Jr.
Chief Operating Officer and
Executive Vice President

cc: Area Vice Presidents
Manager, Capital Metro Operations

475 L'Enfant Plaza SW
Washington DC 20260-3500
202-268-2506
Fax: 202-268-2503

A handwritten signature in black ink, appearing to read "Deborah K. Willhite", written over a white background.

Deborah K. Willhite
Senior Vice President,
Government Relations



Kit begins on page 5. Contents on page 2.



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Quarterly Index PB 22005 (8-26-99)

Ordering Information: Following is the list of postal stock numbers (PSNs) to use when ordering copies of the *Postal Bulletin* from the MDCs:

PB 22005: 7690-04-000-3984	PB 21986: 7690-04-000-3965
PB 22004: 7690-04-000-3983	PB 21985: 7690-04-000-3964
PB 22003: 7690-04-000-3982	PB 21984: 7690-04-000-3963
PB 22002: 7690-04-000-3981	PB 21983: 7690-04-000-3962
PB 22001: 7690-04-000-3980	PB 21982: 7690-04-000-3961
PB 22000: 7690-04-000-3979	PB 21981: 7690-04-000-3960
PB 21999: 7690-04-000-3978	PB 21980: 7690-04-000-3959
PB 21998: 7690-04-000-3977	PB 21979: 7690-04-000-3958
PB 21997: 7690-04-000-3976	PB 21978: 7690-04-000-3957
PB 21996: 7690-04-000-3975	PB 21977: 7690-04-000-3956
PB 21995: 7690-04-000-3974	PB 21976: 7690-04-000-2608
PB 21994: 7690-04-000-3973	PB 21975: 7690-04-000-2607
PB 21993: 7690-04-000-3972	PB 21974: 7690-04-000-2606
PB 21992: 7690-04-000-3971	PB 21973: 7690-04-000-2605
PB 21991: 7690-04-000-3970	PB 21972: 7690-04-000-2604
PB 21990: 7690-04-000-3969	PB 21971: 7690-04-000-2603
PB 21989: 7690-04-000-3968	PB 21970: 7690-04-000-2602
PB 21988: 7690-04-000-3967	PB 21969: 7690-04-000-2601
PB 21987: 7690-04-000-3966	

The *Postal Bulletin* is published biweekly; information is effective for 1 year unless it changes the text of permanent directives or unless otherwise specified.

Administrative Services

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 = Intranet = <http://blue.usps.gov>; click on "Information," then "Policies and Procedures," and 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
HBK MS-183-VOL-F	8/20/99	Accu-Sort TMS (Phase 3A), Indexing Chain Buffer Storage, Maintenance Information	7610-04-000-7705	ENG	MDC	R
MI AS-840-1999-6	7/20/99	Continuing to Ensure Year 2000 Readiness:...	7690-04-000-7083	IS	MDS	MDC
MOP FI-08-20-1999	8/20/99	Statistical Programs Letter #1, FY 2000, RPW — Recording Postmark Information	N/A	FIN	IWEB	N/A
POS 543-X	7/99	Two Easy Methods to Bid Jobs	N/A	HR	HQO	N/A
PUB 541-X	7/99	Two Easy Methods to Bid Jobs	N/A	HR	HQO	N/A
PUB 544-X	7/99	Two Easy Methods to Bid Jobs	N/A	HR	HQO	N/A

Revised Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
HBK MS-120 VOL-C	8/1/99	Computerized Forwarding System (CFS), Parts Information	7610-03-000-4022	ENG	MDC	R
HBK MS-183 VOL-D	8/20/99	Accu-Sort TMS (Phase 3A), AKL-25 Staging Unit, Maintenance Information	7610-04-000-5539	ENG	MDC	R
LAB 234	4/99	Return Parcel to Addressee	7690-02-000-9924	MSY	MDC	N/A
MAN ASM	7/27/99	Administrative Support Manual	7610-02-000-9881	IS	MDC	MDC
PUB 112	8/99	National Electronic Catalog	7610-03-000-5940	PUR	MDC	MDC
PUB 223	6/99	Directives and Forms Catalog	7610-03-000-9087	IS	MDC	MDC
PUB 550	5/1/99	For The Record, Employee Freedom of Information Act and Privacy Act	7610-03-000-5910	FIN	MDC	N/A
TAG 186	5/99	International Express Mail	7690-02-000-7109	IBU	MDC	N/A

Obsolete Directives

Document ID	Edition Date	Title	Obsolete Date	Replaced By
HC 74-11	6/12/74	Disposition of Funds Received for Prospective Bidders for Payment	7/29/99	N/A
HC 81-13	10/12/81	Remittances Received at Headquarters	7/29/99	N/A
HC 90-2	7/23/90	Review and Approval Requirements for Major Operating Expense Investments	8/19/99	N/A
MI AS-510-88-16	11/30/88	Artwork in USPS — Owned Buildings	8/6/99	N/A
MI EL-350-89-2	4/24/89	Maintenance Selection System	8/19/99	HBK EL-304, 4/97
MI FM-110-87-3	1/14/87	Definition of Systems Compliance Responsibilities	8/19/99	N/A
MI FM-520-85-2	10/28/85	Financial Lease Versus Ownership Analysis of Equipment	8/19/99	N/A
MOP HR-6-21-1994	6/21/94	Working with Asbestos — Containing Building Materials	7/30/99	N/A
PM DD-11-10-94	11/4/94	USPS Policy on Sexual Harassment	8/3/99	N/A
PUB 59	4/1/90	EAS Evaluator Information	8/11/99	N/A
PUB 191	9/1/89	Investment Policies and Procedures	7/29/99	HBK F-66 series
PUB 273	10/1/97	Express Mail International Service (Service Guide)	8/9/99	N/A

Revised Forms

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 919	6/1/99	6/99	Facility Planning Concept	7530-03-000-8950	CE	SH	ENG	LOC	N/A
PS 929	3/99	3/99	Major Facility Planning Data		CE	SH	ENG	LOC	N/A
PS 1551	6/99	6/99	Accountbook for Post Offices and Financial Reporting Units — CAG's A-L	7530-03-000-7731	PS	SET	FIN	MDC	N/A
PS 1555	6/99	6/99	Statement of Account	7530-01-000-9354	PS	SH	FIN	MDC	N/A
PS 2282	6/99	6/99	Facility Evaluation Sheet (Space & Condition)	7530-02-000-7428	CE	SH	ENG	MDC	N/A
PS 3501	4/1/99	4/99	Application for Periodicals Mailing Privileges (General)	7530-01-000-9912	PU	SH	MKT	MDC	PBC
PS 3533	8/99	8/99	Application and Voucher for Refund of Postage and Fees	7530-01-000-9932	PU	SH	FIN	MDC	P/F
PS 3652	8/99	8/99	Postage Statement — International Priority Airmail	7530-02-000-9028	PU	SH	IBU	MDC	WWW
PS 8192	8/99	8/99	FEDSTRIP/Address Activity Code Request	N/A	PS	SH	FIN	F3	N/A

Correction (changes highlighted in bold text)

Document ID	Edition Date	Oldest Usable Date	Title	NSN	Org	Where Used	Unit of Issue	USPS Source	Public Source
LAB 226-A	4/94	4/94	Easy Stamp Door Decal	7690-02-000-7030	RET	N/A	EACH	MDC	N/A
PUB 523	6/17/99	6/99	Economic Value Added Variable Pay Program	7610-04-000-2609	HR	N/A	EACH	MDC	N/A
PS 1421-A	6/94	6/94	Daily Financial Form	7530-01-000-9295	FIN	PS	PAD	MDC	N/A
PS 1576	6/90	6/90	Requisition for Duplicating Services	7530-04-000-6581	PUR	PS	SH	MDC	N/A
PS 3602-R	1/99	1/99	Postage Statement — Regular Standard Mail — Permit Imprint	7530-02-000-8053	MSY	PU	SH	MDC	WWW
PS 3971	1/98	1/98	Request for or Notification of Absence	7530-02-000-9136	FIN	PS	PAD	MDC	N/A
PS 5011	6/99	6/99	Training Confirmation Sure Money/Dinero Seguro	N/A	MKT	PO	EACH	BLUE	N/A
PS 7431	2/97	2/97	Requisition for Pressure Sensitive Labels and Rack Headers	7530-02-000-9718	OS	PS	SH	MDC	N/A

— Corporate Publishing and Information Management, Information Systems, 9-9-99

Customer Relations

PUBLICITY KIT

National Stamp Collecting Month

Publicity Ideas to Interest the Media

October Is National Stamp Collecting Month: Insects & Spiders Stamps to Kick Off Nationwide Celebration.

There are many ways to interest local media in your National Stamp Collecting Month (NSCM) and *Insects & Spiders* commemorative stamp events. Here are some methods to capture a reporter's attention:

Note: *National Stamp Collecting Month events can be planned in conjunction with Insects & Spiders stamp ceremonies. Although your event can raise awareness about the Insects & Spiders stamps, please ensure that NSCM is the primary focus.*

- Have a month-long National Stamp Collecting Month celebration involving employees and their families; stamp collecting club members; school children; and Congressional, civic, and community leaders. Involve these people in helping create a traveling or permanent stamp collection exhibit that could be placed in post office lobbies or taken to stamp events at libraries, schools, or museums throughout the month of October. Include a different stamp theme for every day of the month. Different themes might include insects and spiders, sports, animals, music, movie stars, or cartoon characters.
 - *Photo opportunity:* Encourage the media to cover the opening day of your exhibit. The media could take pictures of employees and community members setting up exhibit to accompany an article about National Stamp Collecting Month.
 - Opening day of the exhibit could include an *Insect & Spiders* stamp unveiling ceremony. Ask Congressional, civic, and community leaders to participate in ceremonies.
- Invite local children to design a stamp about insects and spiders and display them in the post office. Have local customers select the winners. Winners could be awarded stamp collecting materials.
- Develop a "Search for the Insects and Spiders" scavenger hunt in a local park. Children could uncover hidden blown-up stamp art of the Insect and Spiders stamps.
- Using the Postmaster's Kit provided earlier this month, spread the word about National Stamp Collecting Month in your community by giving presentations and workshops to local elementary schools, library reading clubs, and community organizations like the Scouts and the Rotary Club.
 - Look for opportunities to partner with local philatelic organizations that may be sponsoring local stamp collecting fairs or exhibits. Offer to speak or conduct workshops; organize volunteers from among your staff to help.
 - Tours: Invite students from a local elementary school or youth group into your post office for a behind-the-scenes tour of your facility. Show them how their stamps are canceled and how mail is sorted and delivered.
 - Help local after-school programs set up stamp collecting clubs. Ask a local stamp collector to set up a display of stamp collecting tools and philatelic materials such as tongs, magnifiers, perforation gauges, albums, and First Day Covers. Go online to the American Philatelic Society's website at www.stamps.org to find local chapters and affiliates that might be willing to help.
 - Begin a "Start Collecting Stamps" box. Set up a large box or fishbowl where customers can put used stamps. Make a sign inviting anyone who wants to become a collector to take one.
 - Set up a "Stamp Swap" bulletin board where stamp collectors can post their want lists, trade collecting information, and announce club meetings.

Implement any of these ideas, combine them, or brainstorm with your employees and come up with ideas of your own. Be sure to publicize each and every event to your local newspaper, radio, and television stations via press releases, media advisories, and the letters to the media contained in this publicity kit. Don't forget to make follow-up phone calls.

Stamp Artwork

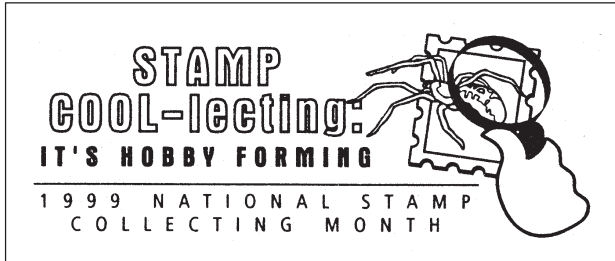
To obtain stamp artwork for the *Insects & Spiders* commemorative stamps, including color transparencies and "blow-ups," contact:

DODGE COLOR
 4827 RUGBY AVE STE 100
 BETHESDA MD 20814-3028
 Phone: 301-656-0025
 E-mail: marshall@dodgecolor.com

Please plan ahead to allow enough time for production and shipping.

Insects & Spiders Die Hub — National Stamp Collecting Month

The *Insects & Spiders* stamps, a special pane of 20 commemorative stamp designs and a part of the USPS Classic Collection, are being issued October 1 as part of the National Stamp Collecting Month (NSCM) promotion.

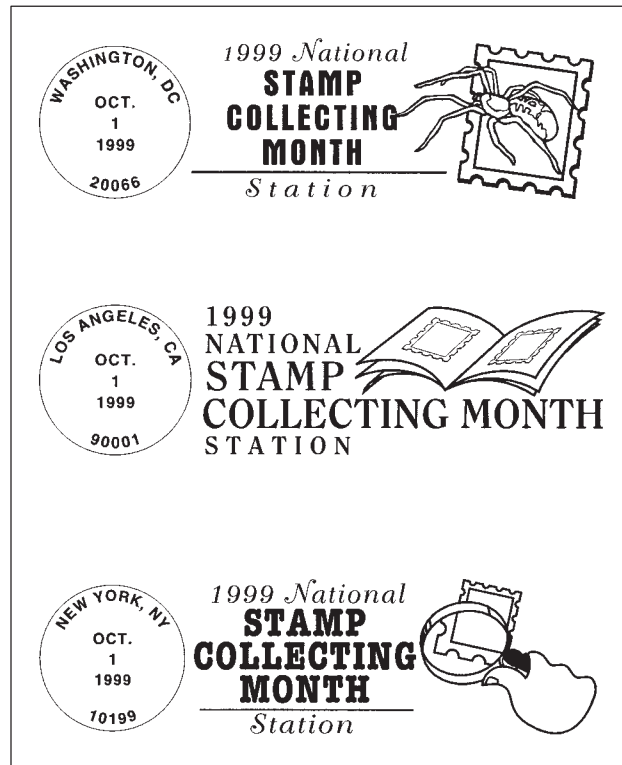


A special pictorial cancellation die hub (shown above), featuring a spider under a magnifying glass crawling off of a postage stamp, with the words "Stamp COOL-lecting: It's Hobby Forming," will be provided to the highest volume letter mail processing sites across the nation. The die hub is to be used October 1 through December 11. If processing centers are interested in procuring additional NSCM cancellation die hubs they may call Diane Wiler at the Hanley Postal Supply Co., 814-898-2720. The cost of each additional die hub is \$97.

Insects & Spiders Commemorative Stamps Issuance and National Stamp Collecting Month Station Pictorial Cancellation

The *Insects & Spiders* commemorative stamps will be issued on Friday, October 1 in Indianapolis, IN. The official first day of issue dedication ceremony will be held at The Children's Museum of Indianapolis, Inc. Additionally, this issuance kicks off the Postal Service's 1999 National Stamp Collecting Month (NSCM).

During National Stamp Collecting Month (October), many post offices will celebrate by conducting stamp ceremonies and offering pictorial cancellations. To assist you in your efforts, we have designed three unique pictorials and are providing unfinished art and instructions for completing the art to the stamp facilitator in your area. If you are conducting a stamp event during the month of October and are interested in using one of the designs shown below, please contact the stamp facilitator in your area.



Finally, as a reminder, pictorial cancellations are offered by the Postal Service to commemorate local community events or celebrations. They are authorized to be used only at temporary philatelic stations (established at an event) and may not be used at regular retail windows.

Suggested Public Relations Timeline

(Note: If you have questions or need assistance with any of these items, please contact your Area Corporate Relations representative.)

Action:	Suggested Timing:
1. Send invitations to local and area dignitaries	A few weeks before event
2. Announcement and invitation to employees	A few weeks before event
3. Distribute Calendar/Weekend Advisory to newspapers	A few weeks before event
4. Distribute Public Service Announcement to radio/TV	A few weeks before event
5. Distribute News Release	A few weeks before event

Action:	Suggested Timing:
6. Distribute Media Advisory to newspapers/radio/TV	One week before event
7. Redistribute Media Advisory to all news media	One to two days before event
8. Remind invited dignitaries about event via telephone	Five days before event
9. Make follow-up calls to local news media	Day before event
10. Distribute Day of Issuance news release	Day of event
11. Send Letter to Newspaper Editor thanking community	Day after event's completion
12. Send newspaper clippings to Area Corporate Relations	Week or sooner after event

Suggested Participating Organizations

ACADEMY OF NATURAL SCIENCES
1900 BENJAMIN FRANKLIN PKY
PHILADELPHIA PA 19103-1101
215-299-1000
WWW.ACNATSCI.ORG

AMERICAN MUSEUM OF NATURAL HISTORY
CENTRAL PARK WEST AT 79TH ST
NEW YORK NY 10024-5194
212-769-5100
WWW.AMNH.ORG

BELL MUSEUM OF NATURAL HISTORY
UNIVERSITY OF MINNESOTA
10 CHURCH ST SE
MINNEAPOLIS MN 55455-0104
612-624-7083
WWW.UMN.EDU/BELLMUSE

BISHOP MUSEUM
STATE MUSEUM OF NATL & CULTURAL HISTORY
1525 BERNICE ST
HONOLULU HI 96817-2704
808-847-3511
WWW.BISHOPHAWAII.ORG

BURKE MUSEUM OF NATURAL HISTORY & CULTURE
UNIVERSITY OF WASHINGTON
BOX 353010
SEATTLE WA 98195-3010
206 543-5590
WWW.WASHINGTON.EDU/BURKEMUS

CHICAGO ACADEMY OF SCIENCES
THE NATURE MUSEUM
2060 N CLARK ST
CHICAGO IL 60614-4713
773-549-0606
WWW.CHIAS.ORG

CINCINNATI MUSEUM CENTER
MUSEUM OF NATURAL HISTORY & SCIENCE
1301 WESTERN AVE
CINCINNATI OH 45203-1130
573-287-7010
WWW.CINCYMUSEUM.ORG/CMNH.HTML

CLEVELAND MUSEUM OF NATURAL HISTORY
1 WADE OVAL DR UNIVERSITY CIR
CLEVELAND OH 44106-1767
216-231-4600
800-317-9155
WWW.CMNH.ORG

DALLAS MUSEUM OF NATURAL HISTORY
P O BOX 150349
DALLAS TX 75315-0349
214-421-3466 X206
WWW.DALLASDINO.ORG

ESSIG MUSEUM OF NATURAL HISTORY
201 WELLMAN HALL #3112
UNIVERSITY OF CALIFORNIA
BERKELEY CA 94720-3112
510-643-0804
WWW.MIP.BERKELEY.EDU/ESSIG

FIELD MUSEUM OF NATURAL HISTORY
1400 S LAKE SHORE DR
CHICAGO IL 60605-2827
312-922-9410
WWW.FMNH.ORG

FLORIDA MUSEUM OF NATURAL HISTORY
POWER HALL
HULL RD AND SW 34TH ST
P O BOX 112710
UNIVERSITY OF FLORIDA
GAINESVILLE FL 32611-2710
352-846-2000
WWW.FLMNH.UFL.EDU

HARVARD UNIVERSITY
MUSEUM OF CULTURAL & NATURAL HISTORY
26 OXFORD ST
CAMBRIDGE MA 02138-2902
617-495-3045
WWW.PEABODY.HARVARD.EDU/MCNH

HOUSTON MUSEUM OF NATURAL SCIENCE
ONE HEMANN CIRCLE DR
HOUSTON TX 77030-1799
713-639-4600
WWW.HMNS.MUS.TX.US/HMNS/HOME.HTML

HUMBOLT UNIVERSITY
NATURAL HISTORY MUSEUM
1315 G ST
ARCATA CA 95521-8299
707-826-4479
WWW.SORREL.HUMBOLT.EDU/~NATMUS

ILLINOIS STATE MUSEUM
SPRING & EDWARDS ST
SPRINGFIELD IL 62706-5000
217-782-7387
WWW.MUSEUM.STATE.IL.US

IOWA STATE UNIVERSITY
DEPARTMENT OF ENTOMOLOGY
411 SCIENCE LL
AMES IA 50011-3222
515-294-7400
WWW.ENT.IASTATE.EDU

MATURANGO MUSEUM
CULTURAL & NATURAL HISTORY OF UPPER MOJAVE
DESERT
100 E LAS FLORES AVE (AT CHINA LAKE BLVD)
RIDGECREST CA 93555-3654
760-375-6900
WWW.RIDGECREST.CA.US/~MATMUS

MILWAUKEE PUBLIC MUSEUM
800 W WELLS ST
MILWAUKEE WI 53233-1478
414-278-2700
WWW.MPM.EDU/WELCOME.HTML

MT JAMES ENTOMOLOGICAL COLLECTION
DEPARTMENT OF ENTOMOLOGY
WASHINGTON STATE UNIVERSITY
PULLMAN WA 99164-6382
509-335-3394
WWW.WSU.EDU:8080/~ZACK

MUSEUM OF NATURAL HISTORY
1305 E CLIFF DR
SANTA CRUZ CA 95062-3722
408-429-3773
WWW.CRUZIO.COM/~SCVA/NATHIST.HTML

NATIONAL MUSEUM OF NATURAL HISTORY
SMITHSONIAN INSTITUTION
10TH & CONSTITUTION AVE NW
WASHINGTON DC 20560-0001
202-357-2700
WWW.SI.EDU

NATL HISTORY MUSEUM OF LOS ANGELES
900 EXPOSITION BLVD
LOS ANGELES CA 90007-4000
THE CITY OF SANTA CRUZ
213-763-3466
WWW.NHM.ORG

NESC-NEW ENGLAND SCIENCE CENTER
222 HARRINGTON WAY
WORCESTER MA 01604-1899
508-791-9211
WWW.NESC.ORG

NEW MEXICO MUSEUM OF NATL HISTORY & SCIENCE
1801 MOUNTAIN RD NW
ALBUQUERQUE NM 87104-1375
505-841-2800
WWW.NMMNH-ABQ.MUS.NM.US/NMMNH/NMMNH.HTML

NC STATE MUSEUM OF NATURAL SCIENCES
102 N SALISBURY ST
RALEIGH NC 27603-1740
919-733-7450
WWW.MUSEUMS.MDMI.COM/NATURALSCIENCES/OURMUSE.HTML

OAKLAND MUSEUM OF CALIFORNIA NATL SCIENCES DEPT
1000 OAK ST
OAKLAND CA 94607-4892
510-238-3884
WWW.MUSEUMCA.ORG/ECOLOGY.HTML

OKLAHOMA MUSEUM OF NATURAL HISTORY
THE UNIVERSITY OF OKLAHOMA
1335 ASP AVE
NORMAN OK 73019-6071
405-325-4712
WWW.OMNH.OU.EDU

OREGON MUSEUM OF SCIENCE AND INDUSTRY (OMSI)
1945 SE WATER AVE
PORTLAND OR 97214-3354
503-797-4000
WWW.OMSI.EDU

PALM SPRINGS DESERT MUSEUM
101 N MUSEUM DR
PALM SPRINGS CA 92262-5659
619-346-2971
WWW.PALMSPRINGS.COM/POINTS/MUSEUM.HTML

RED MOUNTAIN MUSEUM
2230 22ND ST S
BIRMINGHAM AL 35205-1710
205-933-4153
WWW.THE-MATRIX.COM/DISCOVER/RMM.HT

SAN DIEGO NATURAL HISTORY MUSEUM
PO BOX 121390
1788 EL PRADO BALBOA PARK
SAN DIEGO CA 92112-1390
619-232-3821
WWW.SDNHM.ORG

SANTA BARBARA MUSEUM OF NATURAL HISTORY
2559 PUESTA DEL SOL RD
SANTA BARBARA CA 93105-2936
805-682-4711
WWW.SBNATURE.ORG

TEXAS MEMORIAL MUSEUM
2400 TRINITY ST
AUSTIN TX 78705-5786
512-471-1604
WWW.UTEXAS.EDU/DEPTS/TMM

TULANE UNIVERSITY MUSEUM OF NATURAL HISTORY
BLDG A-3 WILD BOAR RD
BELLE CHASSE LA 70037-3098
504-394-1711
WWW.MUSEUM.TULANE.EDU/MUSEUM/MUSEUM.HTML

UNIVERSITY OF ALASKA MUSEUM
907 YUKON DR
FAIRBANKS AK 99775-1200
907-474-7505
ZORBA.UAFADM.ALASKA.EDU/MUSEUM

Contact Information for Media Interviews

A number of national philatelic organizations, stamp clubs, stamp design experts, and postal coordinators for children's stamp collecting programs are available to assist in providing your local media with interesting information for writing their National Stamp Collecting Month articles.

Please contact your Area Corporate Relations Center managers for assistance with such requests. Their names and phone numbers are provided below.

Area Corporate Relations Center Managers

RALPH STEWART
MANAGER CORPORATE RELATIONS CENTER
ALLEGHENY AREA/US POSTAL SERVICE
5315 CAMPBELLS RUN RD ONE MARQUIS PLZ
PITTSBURGH PA 15277-7010
412-494-2885

JIM MRUK
MANAGER CORPORATE RELATIONS CENTER
GREAT LAKES AREA/US POSTAL SERVICE
244 KNOLLWOOD DR 4TH FLOOR
BLOOMINGDALE IL 60117-2208
630-539-6565

IRENE A LERICOS
MANAGER CORPORATE RELATIONS CENTER
MID-ATLANTIC AREA/US POSTAL SERVICE
10320 LITTLE PATUXENT PKY STE 308
COLUMBIA MD 21044-5210
410-715-0071

DIANNE WILLIAMS
MANAGER CORPORATE RELATIONS CENTER
MIDWEST AREA/US POSTAL SERVICE
PO BOX 66608
ST LOUIS MO 63166-6608
314-692-5502

DIANE TODD
MANAGER CORPORATE RELATIONS CENTER
NY METRO AREA/US POSTAL SERVICE
421 EIGHTH AVE RM 5114
NEW YORK NY 10199-9681
212-330-3167

DAN DE MIGLIO
MANAGER CORPORATE RELATIONS CENTER
PACIFIC AREA/US POSTAL SERVICE
390 MAIN ST STE 200
SAN FRANCISCO CA 94105-8000
415-536-6490

STEVE P KORKER
MANAGER CORPORATE RELATIONS CENTER
NORTHEAST AREA/US POSTAL SERVICE
6 GRIFFIN RD N
WINDSOR CT 06006-9876
860-285-7265

DAVID MAZER
MANAGER CORPORATE RELATIONS CENTER
PACIFIC AREA/US POSTAL SERVICE
7001 S CENTRAL AVE RM 364A
LOS ANGELES CA 90052-9641
323-586-1212

EARL C ARTIS JR
MANAGER CORPORATE RELATIONS CENTER
SOUTHEAST AREA/US POSTAL SERVICE
225 N HUMPHREY BLVD
MEMPHIS TN 38166-0832
901-747-7544

ROBERT S BOLEN
ACTING MANAGER CORPORATE RELATIONS CENTER
US POSTAL SERVICE/US POSTAL SERVICE
7800 N STEMMONS FWY STE 450
DALLAS TX 75247-4220
214-819-8710

SCOTT BUDNY
MANAGER CORPORATE RELATIONS CENTER
WESTERN AREA/US POSTAL SERVICE
1745 STOUT ST STE 400
DENVER CO 80299-7500
303-313-5125

Participation of Public Officials

National Stamp Collecting Month events are a perfect opportunity to involve public officials in an important and positive local event. There is likely to be keen interest, as NSCM provides elected representatives a chance to interact with constituents in a friendly, civic setting with secured media coverage.

You are encouraged to reach out directly to your federal, state, and local elected officials. *Government Relations representatives are available to assist you in coordinating political involvement and would be pleased to help in any way.*

This Community Relations Tool Kit contains simple guidelines, sample letters, a suggested invitation list, and the names and telephone numbers of your Government Relations contacts.

Before the Event

Send a written invitation (see sample) four to six weeks before the event to your two U.S. Senators, your Congressional Representatives, the Governor of your state, and the Mayor of

your community. Please include any other local elected officials you feel would be appropriate. The local postmaster should sign the invitations.

Follow up the written invitation with a telephone call to the elected official's scheduler within a week if you have not received a reply. You may need to call more than once.

Keep in touch with all elected officials who respond. If asked, provide updated information to the elected official's staff as it becomes available — who else is participating, where and when to meet, what his or her role will be, etc. Stress that remarks should be brief and limited to the unveiling of the *Insects & Spiders* stamps and recognition of the role we play in sponsoring National Stamp Collecting Month.

Include names of all participating elected officials on the Official Program as honored guests, and mention them in all media advisories.

Provide a courtesy copy of the program to the elected official in advance.

After the Event

Send a written thank you to all elected officials who participated in the ceremony, expressing your appreciation.

Provide copies to their offices of any newspaper articles about the event. Even though they surely will see those articles on their own, you can take the opportunity to remind them of the press coverage the event received.

Provide a supply of extra cachets with the special cancellation, if applicable, to elected officials, even to those who

could not attend. These make great giveaways and serve as a positive reminder of the event.

Obtain and frame a photo of the elected official posing beside the stamp image and make an appointment to present it in person, if possible. A matted, well-framed photograph stands a good chance of being hung on the wall of the official's office, again serving as a positive reminder of the event.

Keep in touch with your elected officials. Good relationships are built over time.

Government Relations Representatives

We can help! Your Government Relations Representatives are here to serve YOU. As you plan your National Stamp Collecting Month events — or *any* special civic event — please let us know.

State	Manager	Ext*	Representative	Ext*
Alabama	John Hagarty	3746	Laurie Weiner	3743
Alaska	Mary Ann Simpson	3741	Jennifer Alvarez	7839
American Samoa	Mary Ann Simpson	3741	Jennifer Alvarez	7839
Arizona	Regina Schofield	3429	Renee Gadson	7217
Arkansas	Regina Schofield	3429	Judy Principe	3744
California	Mary Ann Simpson	3741	Bill Weagley	3745
Connecticut	Ken Currier	3613		6027
Colorado	Regina Schofield	3429	Renee Gadson	7217
Delaware	Ken Currier	3616		6027
District of Columbia	Mitch King	3740	Robert Warden	3755
Florida	John Hagarty	3746	Laurie Weiner	3743
Georgia	John Hagarty	3746	Jim Quirk	8468
Guam	Mary Ann Simpson	3741	Jennifer Alvarez	7839
Hawaii	Mary Ann Simpson	3741	Jennifer Alvarez	7839
Idaho	Mary Ann Simpson	3741	Jennifer Alvarez	7839
Illinois	Ann Rehfuss	3427	Robert Faruq	3750
Indiana	Mitch King	3740	Robert Warden	3755
Iowa	Ann Rehfuss	3427	Sheila Meyers	7505
Kansas	Regina Schofield	3429	Renee Gadson	7217
Kentucky	Mitch King	3740	Faith Beamon	3754
Louisiana	Regina Schofield	3429	Judy Principe	3744
Maine	Ken Currier	3616	Dana Williamson	6028
Maryland	Mitch King	3740	Robert Warden	3755
Massachusetts	Ken Currier	3616		6027
Michigan	Ann Rehfuss	3427	Robert Faruq	3750
Minnesota	Ann Rehfuss	3427	Sheila Meyers	7505
Mississippi	John Hagarty	3746	Laurie Weiner	3743
Missouri	Ann Rehfuss	3427	Sheila Meyers	7505
Montana	Mary Ann Simpson	3741	Jennifer Alvarez	7839
Nebraska	Ann Rehfuss	3427	Sheila Meyers	7505
Nevada	Mary Ann Simpson	3741	Jennifer Alvarez	7839
New Hampshire	Ken Currier	3616		6027
New Jersey	Ken Currier	3616		6027
New Mexico	Regina Schofield	3429	Renee Gadson	7217
New York	Ken Currier	3616	Dana Williamson	6028
North Carolina	John Hagarty	3746	Jim Quirk	8468
North Dakota	Ann Rehfuss	3427	Sheila Meyers	7505
Ohio	Mitch King	3740	Faith Beamon	3754
Oklahoma	Regina Schofield	3429	Judy Principe	3744
Oregon	Mary Ann Simpson	3741	Jennifer Alvarez	7839
Pennsylvania	Mitch King	3740	Robert Warden	3755
Puerto Rico	Ken Currier	3616	Dana Williamson	6028

State	Manager	Ext*	Representative	Ext*
Rhode Island	Ken Currier	3616		6027
South Carolina	John Hagarty	3746	Jim Quirk	8468
South Dakota	Ann Rehfuss	3427	Sheila Meyers	7505
Tennessee	John Hagarty	3746	Jim Quirk	8468
Texas	Regina Schofield	3429	Judy Principe	3744
Utah	Regina Schofield	3429	Renee Gadson	7217
Vermont	Ken Currier	3616	Dana Williamson	6028
Virgin Islands	Ken Currier	3616	Dana Williamson	6028
Virginia	Mitch King	3740	Faith Beamon	3754
Washington	Mary Ann Simpson	3741	Jennifer Alvarez	7839
West Virginia	Mitch King	3740	Faith Beamon	3754
Wisconsin	Ann Rehfuss	3427	Robert Faruq	3750
Wyoming	Regina Schofield	3429	Renee Gadson	7217

* The area code and exchange for all extensions is "202-268-(ext)."

Speech Segment

(Note: Use at local ceremonies and events to support National Stamp Collecting Month.)

Thank you and welcome.

This month we celebrate the hobby of stamp collecting — the most popular hobby in the world.

Through the decades, stamp collecting has become an American passion and a favorite pastime for all ages.

This year, the Postal Service's theme for National Stamp Collecting Month is "Stamp Cool-lecting, it's hobby-forming."

We are focusing on all of our stamp collectors — those who have been collecting for years, and those who are new to the hobby. We would also like to encourage children to become involved in this fascinating pastime.

Stamp collecting opens the door to an exciting world of history, geography, the arts, technology, and sports. Stamps can introduce us to heads of state and soldiers who changed the course of history. They can spotlight insects and spiders or glamorous movie stars.

Perhaps one of the best things about stamp collecting is that it's an affordable hobby that will last a lifetime.

There is a story behind every commemorative stamp; stories that can take us to exotic places or allow us to meet famous people.

Learning about our history and our forefathers through stamps can help us learn more about ourselves and today's world. Stamps can also take us back in time and help us relive moments in the past...moments that we cherish.

For more than 200 years the Postal Service has been a shining example of a public service institution that American people have come to rely on and trust.

Today, the Postal Service continues to bind our nation together by providing our citizens with high-quality, low-cost universal service.

But in many ways, it's our commemorative stamp program that best connects the Postal Service with the American people.

Since the first commemorative was issued more than 100 years ago, stamps have marked the historic milestones, the fundamental principles, and the extraordinary achievements that have made our nation what it is today.

This month, more than three million children ages 8 to 12 are expected to participate in National Stamp Collecting Month activities around the country. The 19th annual event since its inception in 1981, this year's National Stamp Collecting Month will be the largest ever.

The Postal Service has sent more than 134,000 educational kits to teachers, postmasters, and community leaders. The kits include reproducible information on how to get started collecting stamps and the tools needed to start a collection.

I would like to thank those of you in the audience today who are stamp collectors and those of you who would like to become stamp collectors. Collecting can begin at any age. For those of us who are young or just plain young at heart, it's a "cool" hobby, and one that delivers satisfaction for years to come.

Thanks to all of you for joining us here today.

— *Community Relations, Corporate Relations, 9-9-99*

LETTER TO LOCAL EDITOR

(INSERT DATE)

(INSERT NAME)

(INSERT TITLE)

(INSERT PUBLICATION)

(INSERT ADDRESS)

(INSERT CITY, STATE, ZIP+4)

Dear (INSERT TITLE AND NAME):

At a time when so many parents are seeking activities to share with their children, many of us overlook one of the most popular and educational hobbies — stamp collecting. Collecting stamps is an interactive hobby that parents and children can work on as a team and add to over the years. Stamp collecting is also an activity that can be passed along to future generations.

To celebrate National Stamp Collecting Month, the (INSERT CITY) Post Office will be unveiling new commemorative stamps crawling with lifelike depictions of 20 different insects and spiders to encourage children to “go buggy” over stamp collecting. Throughout the month, the Postal Service will be encouraging people of all ages in (INSERT CITY) to start or add to their stamp collections.

Stamp collecting is a fun, educational, and inexpensive way for children to learn about the historic people, places, and events printed on stamps each year. Through stamp collecting, children can glimpse some of the highlights in American and world history.

National Stamp Collecting Month and the *Insects & Spiders* stamps offer some interesting story ideas. We will be sponsoring community events including (LIST ACTIVITIES, STARTING TIMES, LOCATIONS, PARTICIPANTS, PHOTO OPPORTUNITIES).

I will call you soon to follow up. Should you have any questions in the interim, please do not hesitate to contact me at (INSERT YOUR PHONE NUMBER).

Sincerely,

(INSERT NAME)

Postmaster

U.S. Postal Service



POSTAL NEWS

FOR IMMEDIATE RELEASE
(INSERT DATE)

Contact: (INSERT YOUR NAME)
(INSERT YOUR PHONE NUMBER)

Internet: www.usps.com

FOR EVENT CALENDAR/WEEKEND ADVISORY EDITOR

KIDS IN (INSERT CITY) WILL “GO BUGGY” OVER STAMP COLLECTING STARTING OCT. 1

U.S. Postal Service Celebrates National Stamp Collecting Month

(INSERT YOUR CITY, STATE) — Children and adults across the country will soon discover that stamp collecting is “hobby forming” when the U.S. Postal Service celebrates National Stamp Collecting Month starting October 1 by issuing new commemorative stamps crawling with lifelike depictions of insects and spiders.

The nationwide celebration comes to **(INSERT NAME OF YOUR CITY)** with a special ceremony scheduled for **(INSERT EXACT TIME OF EVENT)** on **(INSERT DATE)** at the **(INSERT NAME AND ADDRESS OF POST OFFICE, LIBRARY, OR SCHOOL WHERE EVENT WILL TAKE PLACE)**.

(INSERT EVENT AGENDA AND NAMES OF SCHEDULED SPEAKERS).

“The *Insects & Spiders* stamps are an excellent example of how stamp collecting helps spark the imagination and can lead to a lifelong educational experience,” said Postmaster **(INSERT FIRST AND LAST NAME)**.

“The Postal Service values its role as a community leader, and we believe the U.S. commemorative stamp program gives us an opportunity to connect with our customers in a very personal and entertaining way,” said **(INSERT POSTMASTER’S LAST NAME)**.

More than 3 million school children ages 8 to 12 are expected to participate in National Stamp Collecting Month this year, making the 19th anniversary of this event the largest ever.

In October 1996, the Postal Service launched Stampers, a youth program designed to introduce a new generation of young people to stamps and stamp collecting. To date, more than 2 million kids have participated in Stampers free of charge by calling 1-888-STAMP FUN (1-888-782-6738). Members receive free mailings that include newsletters, posters, tips on how to collect stamps, and information on tools such as StamperSaver Cards that help make stamp collecting fun and easy.

#

Stampers is a registered mark and StamperSaverCards is a trademark of the U.S. Postal Service.



POSTAL NEWS

FOR IMMEDIATE RELEASE
(INSERT DATE)

Contact: (INSERT YOUR NAME)
(INSERT YOUR PHONE NUMBER)

Internet: www.usps.com

PUBLIC SERVICE ANNOUNCEMENT

**PUBLIC INVITED TO PARTICIPATE IN CELEBRATION OF NATIONAL STAMP
COLLECTING MONTH; NEW STAMP WILL BE UNVEILED
IN (INSERT CITY) ON (INSERT DATE)**

**(INSERT CITY) POSTMASTER (INSERT NAME) INVITES EVERYONE TO (INSERT LOCATION)
TO PARTICIPATE IN ACTIVITIES SURROUNDING THE POSTAL SERVICE'S CELEBRATION OF
NATIONAL STAMP COLLECTING MONTH ON (INSERT DAY AND DATE) FROM (INSERT TIME) TO
(INSERT TIME).**

ON THAT DAY CHILDREN AND ADULTS WILL DISCOVER THAT STAMP COLLECTING IS FUN,
EXCITING AND "HOBBY FORMING."

ACTIVITIES INCLUDE **(DESCRIBE ACTIVITIES)**.

COME TAKE A MOMENT TO DISCOVER THE WONDERFUL WORLD OF STAMP COLLECTING.
IT'S AN EDUCATIONAL WAY TO LEARN ABOUT THE HISTORIC PEOPLE, PLACES, AND EVENTS
PRINTED ON U.S. POSTAGE STAMPS EACH YEAR.

-END-



POSTAL NEWS

FOR IMMEDIATE RELEASE
(INSERT DATE)

Contact: (INSERT YOUR NAME)
(INSERT YOUR PHONE NUMBER)
Internet: www.usps.com

KIDS IN (INSERT CITY) WILL “GO BUGGY” OVER STAMP COLLECTING STARTING OCT. 1

U.S. Postal Service Celebrates National Stamp Collecting Month

(INSERT YOUR CITY, STATE) — Children and adults across the country will soon discover that stamp collecting is “hobby forming” when the U.S. Postal Service celebrates National Stamp Collecting Month starting October 1 by issuing new commemorative stamps crawling with lifelike depictions of insects and spiders.

The nationwide celebration comes to **(INSERT CITY)** with a special ceremony scheduled for **(INSERT EXACT TIME OF EVENT)** on **(INSERT DATE)** at the **(INSERT NAME OF POST OFFICE, LIBRARY, OR SCHOOL WHERE EVENT WILL BE HELD)**.

(INSERT EVENT AGENDA).

“The *Insects & Spiders* stamps are an excellent example of how stamp collecting helps spark the imagination and can lead to a lifelong educational experience,” said Postmaster **(INSERT FIRST AND LAST NAME)**.

“The Postal Service values its role as a community leader, and we believe the U.S. commemorative stamp program gives us an opportunity to connect with our customers in a very personal and entertaining way,” said **(INSERT POSTMASTER’S LAST NAME)**.

More than 3 million school children ages 8 to 12 are expected to participate in National Stamp Collecting Month this year, making the 19th anniversary of this event the largest ever.

Fueled by growing interest in popular stamp issues like Daffy Duck, Xtreme Sports, Arctic Animals, and Sonoran Desert, the eight-to-twelve age group has become the largest participating group in National Stamp Collecting Month and one of the fastest-growing segments of stamp collectors in the United States.

To raise awareness of National Stamp Collecting Month and to encourage the use of stamp collecting as an educational tool, the Postal Service distributed more than 134,000 educational kits to teachers, postmasters, and community leaders. The kits provide information and handouts on how to get started collecting stamps and the tools needed to start a collection.

— more —

"Stamp collecting is a lifetime hobby for myself and for many of our members," said John M. Hotchner, President of the American Philatelic Society and a member of the Citizens' Stamp Advisory Committee.

"As collectors, one of our greatest accomplishments is sharing stamp collecting with this country's youth. That's why National Stamp Collecting Month is a priority for our organization," said Hotchner.

In October 1996, the Postal Service launched Stampers, a youth program designed to introduce a new generation of young people to stamps and stamp collecting. To date, more than 2 million kids have participated in Stampers free of charge by calling 1-888-STAMP FUN (1-888-782-6738). Members receive free mailings that include newsletters, posters, tips on how to collect stamps, and information on tools such as StamperSaver Cards that help make stamp collecting fun and easy.

Become a Stamp "COOL-lector"! It's as Easy as 1-2-3! Tips for Collecting Stamps

1. *Get some stamps!* Any post office has new stamps. Most post offices will have some of the latest stamps issued in 1999, like Xtreme Sports, Aquarium Fish, Arctic Animals, Daffy Duck, and the new *Insects & Spiders*. There's also the *Celebrate The Century* series, which highlights 100 years of American history. It's easy to order stamps from the U.S. Postal Service web site at www.stampsonline.com, or call toll-free 1 800 STAMP-24 (that's 1-800-782-6724).

Other ways to get stamps are to trade with friends, ask family members or neighbors for stamps from old letters or postcards, visit a stamp dealer, or check stamp collecting sites on the Internet. There are also stamp shows where people come from all over the country to add to their collections.

2. *Organize your collection.* Stamp collections often express a person's unique personality. Some collectors choose stamps from all over the world or from just one country. Others pick specific topics, like animals, sports, or history.

3. *Protect and display your collection.* Every collector has a special way of protecting stamps. Put them on StamperSaver Cards and keep them in an album. For individual stamps or stamp panes, consider a stamp album or three-ring binder. Don't tape or glue stamps. Instead, slip them into specially designed plastic pages with pockets. Or if the album has paper pages, use hinges or mounts.

You can create a stamp collection about almost anything. Let the stamps be your guide!

#

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POSTAL NEWS

FOR IMMEDIATE RELEASE
(INSERT DATE)

Contact: (INSERT YOUR NAME)
(INSERT YOUR PHONE NUMBER)
Internet: www.usps.com

MEDIA ADVISORY

LOCAL KIDS WILL “GO BUGGY” OVER STAMP COLLECTING WHEN NATIONWIDE CELEBRATION COMES TO (INSERT YOUR CITY)

EVENT: Unveiling of *Insects & Spiders* commemorative postage stamps and celebration of October as National Stamp Collecting Month. **(CHANGE OR ADD TO THIS INFO IF YOUR EVENT IS DIFFERENT, BUT KEEP IT SHORT)**

WHO: **(LIST ONLY DIGNITARIES, KEY POSTAL OFFICIALS, AND ANY WELL-KNOWN SPECIAL GUESTS PARTICIPATING IN AND/OR ATTENDING EVENT)**

WHAT: **(DESCRIBE WHAT MAKES EVENT NEWSWORTHY — LIST ANY ENTERTAINMENT, REFRESHMENTS, SALES, ETC.)**

WHEN: (INSERT HOUR, DAY, DATE)

WHERE: **(INSERT EXACT LOCATION OF EVENT)**

Background: More than 3 million school children ages 8 to 12 are expected to participate in National Stamp Collecting Month this year, making the 19th anniversary of this event the largest ever. The lifelike *Insects & Spiders* stamps are featured for 1999.

Contact: **(LIST AREA CORPORATE RELATIONS REPRESENTATIVE’S OR POSTMASTER’S NAME AND PHONE NUMBER)**

###



POSTAL NEWS

FOR IMMEDIATE RELEASE
(INSERT DATE)

Contact: (INSERT YOUR NAME)
(INSERT YOUR PHONE NUMBER)
Internet: www.usps.com

KIDS IN (INSERT CITY) "GOING BUGGY" OVER STAMP COLLECTING

U.S. Postal Service Celebrates National Stamp Collecting Month

(INSERT YOUR CITY, STATE) — Children and adults across the country discovered today that stamp collecting is "hobby forming" when the U.S. Postal Service celebrated National Stamp Collecting Month by issuing new commemorative stamps crawling with lifelike depictions of insects and spiders.

The nationwide celebration came to (INSERT CITY) with a special ceremony held at the (INSERT NAME OF POST OFFICE, LIBRARY, OR SCHOOL WHERE EVENT WAS HELD).

(INSERT DETAILS OF EVENT).

"The *Insects & Spiders* stamps are an excellent example of how stamp collecting helps spark the imagination and can lead to a lifelong educational experience," said Postmaster (INSERT FIRST AND LAST NAME).

"The Postal Service values its role as a community leader, and we believe the U.S. commemorative stamp program gives us an opportunity to connect with our customers in a very personal and entertaining way," said (INSERT POSTMASTER'S LAST NAME).

More than 3 million school children ages 8 to 12 are expected to participate in National Stamp Collecting Month this year, making the 19th anniversary of this event the largest ever.

Fueled by growing interest in popular stamp issues like Daffy Duck, Xtreme Sports, Arctic Animals, and Sonoran Desert, the 8–12 age group has become the largest participating group in National Stamp Collecting Month and one of the fastest-growing segments of stamp collectors in the U.S.

To raise awareness of National Stamp Collecting Month and to encourage the use of stamp collecting as an educational tool, the Postal Service distributed more than 134,000 educational kits to teachers, postmasters, and community leaders. The kits provide information and handouts on how to get started collecting stamps and the tools needed to start a collection.

"Stamp collecting is a lifetime hobby for myself and for many of our members," said John M. Hotchner, President of the American Philatelic Society and a member of the Citizens' Stamp Advisory Committee.

– more –

“As collectors, one of our greatest accomplishments is sharing stamp collecting with this country’s youth. That’s why National Stamp Collecting Month is a priority for our organization,” said Hotchner.

In October 1996, the Postal Service launched Stampers, a youth program designed to introduce a new generation of young people to stamps and stamp collecting. To date, more than 2 million kids have participated in Stampers free of charge by calling 1-888-STAMP FUN (1-888-782-6738). Members receive free mailings that include newsletters, posters, tips on how to collect stamps, and information on tools such as StamperSaver Cards that help make stamp collecting fun and easy.

Become a Stamp “COOL-lector”! It’s as Easy as 1-2-3! Tips for Collecting Stamps

1. *Get some stamps!* Any post office has new stamps. Most post offices will have some of the latest stamps issued in 1999, like Xtreme Sports, Aquarium Fish, Arctic Animals, Daffy Duck, and the new Insects & Spiders. There’s also the Celebrate The Century series, which highlights 100 years of American history. It’s easy to order stamps from the U.S. Postal Service web site at www.stampsonline.com, or call toll-free 1 800 STAMP-24 (that’s 1-800-782-6724).

Other ways to get stamps are to trade with friends, ask family members or neighbors for stamps from old letters or postcards, visit a stamp dealer, or check stamp collecting sites on the Internet. There are also stamp shows where people come from all over the country to add to their collections.

2. *Organize your collection.* Stamp collections often express a person’s unique personality. Some collectors choose stamps from all over the world or from just one country. Others pick specific topics, like animals, sports, or history.

3. *Protect and display your collection.* Every collector has a special way of protecting their stamps. Put them on StamperSaver Cards and keep them in an album. For individual stamps or stamp panes, consider a stamp album or three-ring binder. Don’t tape or glue stamps. Instead, slip them into specially designed plastic pages with pockets. Or if the album has paper pages, use hinges or mounts.

You can create a stamp collection about almost anything. Let the stamps be your guide!

#

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**LETTER TO LOCAL NEWSPAPER EDITOR THANKING RESIDENTS FOR SUPPORT;
SEND DAY *AFTER* THE EVENT**

(INSERT DATE)

(INSERT NAME)

(INSERT TITLE)

(INSERT PUBLICATION)

(INSERT ADDRESS)

(INSERT CITY, STATE, ZIP+4)

Dear **(INSERT TITLE AND NAME)**:

I want to thank the citizens of **(INSERT CITY NAME)** for their enthusiasm and support in making yesterday's National Stamp Collecting Month celebration such a successful event for our community and for the U.S. Postal Service.

At a time when so many parents are seeking activities to share with their children, many of us overlook one of the most popular and educational hobbies — stamp collecting. Collecting stamps is an interactive hobby that parents and children can work on as a team and add to over the years. Stamp collecting is also an activity that can be passed along to future generations.

Our nation's commemorative stamp program has been developed over the past 100 years largely through the participation of the American people. Your stamp ideas and suggestions are instrumental in helping the Postal Service honor some of the greatest achievements and achievers that have made our country great.

We believe that stamp collecting is a fun, educational, and inexpensive way for children and adults to learn about the historic people, places, and events printed on stamps each year. Through stamp collecting, you can glimpse some of the highlights in American and world history.

Again, thanks to everyone in our community who participated in our National Stamp Collecting Month celebration. We hope you enjoyed discovering the wonderful world of stamp collecting.

Sincerely,

(INSERT NAME)

Postmaster

U.S. Postal Service

SAMPLE INVITATION TO PUBLIC OFFICIALS

(INSERT DATE)

(INSERT NAME)

(INSERT TITLE)

(INSERT ORGANIZATION)

(INSERT ADDRESS)

(INSERT CITY, STATE, ZIP+4)

Dear **(INSERT TITLE AND NAME)**:

Employees of the **(INSERT NAME)** Post Office invite you to be an honored guest at a special ceremony celebrating National Stamp Collecting Month on **(INSERT DATE)** at **(INSERT TIME)**. During that ceremony, the Postal Service will unveil the *Insects & Spiders* commemorative stamps issued in conjunction with National Stamp Collecting Month.

The Postal Service values its role as a community leader, and we believe the U.S. commemorative stamp program gives us an opportunity to connect with our customers in a very personal and entertaining way. During our ceremony, children and adults alike will have an opportunity to discover that stamp collecting is fun, exciting, and “hobby forming.”

National Stamp Collecting Month in October has been held annually since 1981 with the intention of encouraging people — particularly children — to explore the hobby of stamp collecting. This year, more than 3 million kids ages 8-12 are expected to participate in nationwide stamp collecting celebrations.

At the stamp unveiling ceremony, you will be invited to say a few words about the *Insect and Spiders* stamps and any comments you may have about stamp collecting. We expect significant press coverage of the ceremony and a good size crowd, including families, schools, and civic organizations.

We hope you will join us for our stamp unveiling and special National Stamp Collecting Month celebration. Please confirm your participation by calling **(INSERT NAME OF CONTACT)** at **(INSERT TELEPHONE NUMBER)** as soon as possible.

Sincerely,

(INSERT NAME)

Postmaster

U.S. Postal Service

SAMPLE THANK YOU LETTER TO PUBLIC OFFICIALS

(INSERT DATE)

(INSERT NAME)

(INSERT TITLE)

(INSERT ORGANIZATION)

(INSERT ADDRESS)

(INSERT CITY, STATE, ZIP+4)

Dear **(INSERT TITLE AND NAME)**:

On behalf of the United States Postal Service, I want to thank you for joining us during our special ceremony celebrating National Stamp Collecting Month and the unveiling of the Insect and Spiders commemorative postage stamp. It was a wonderful event for **(INSERT NAME OF COMMUNITY)** and your participation helped make it a success.

All of us in the Postal Service are extremely proud of the role our organization has played as a community leader and in commemorating many of the people, places, and events that have made our country great. The stamp unveiling ceremony was a wonderful way for us to share the hobby of stamp collecting with our friends, neighbors, children, and customers here in **(INSERT NAME OF COMMUNITY)**. I am enclosing 10 copies of our special cancellation **(IF APPLICABLE)** for you to share with your constituents, as well as copies of press clippings and photographs that recorded the event **(IF APPLICABLE)**.

As we enter the new millennium, the Postal Service will continue to provide reliable, cost-effective service to our customers through the ongoing development of our world-class communications network. I look forward to working with you in future community events. If I can be of assistance with any postal matter, please contact me at **(INSERT TELEPHONE NUMBER)**.

Sincerely,

(INSERT NAME)

Postmaster

U.S. Postal Service

CLARIFICATION

Lost Mail/Missing Contents

The Postal Service will continue to accept manually completed PS Form 1510, *Lost Mail/Rifling Report*, from postal customers. However, effective immediately, customers must be informed that they will not receive a written response from the Postal Service and that the loss information will be forwarded to the Postal Inspection Service. Send the top copy of Form 1510 to the local Inspection Service office; send all remaining parts of the form to the district claims and inquiry office.

Copies of PS Form 1510 accepted prior to the release of this *Postal Bulletin* should be processed as they were, prior to these instructions.

A new automated process is currently in a testing phase and will replace the current Form 1510 process in early 2000. The new process will incorporate a toll-free telephone number allowing customers to provide the loss information by telephone and data to be transferred electronically.

— Postal Inspection Service, 9-9-99

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 one 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
Carol Wright Mailing	Standard A/letter	9/13-9/18	20.0	Nationwide	Walk-sequence	Cox Direct, Elm City, NC, 6" x 9" natural Kraft envelope
Billy Graham Letter	Standard A/letter	9/13-9/24	1.3	Nationwide	3/5-digit, basic, barcode	Minneapolis, MN, 3 7/8" x 7 1/8" envelope
JC Penney Styling Salon	Standard A/postcard	9/16-9/18	2.0	Nationwide	CarRt	Harte-Hanks
JC Penney Dockers Fall Sale	Standard A/letter	9/16-9/18	1.1	Nationwide	CarRt	Harte-Hanks
Eddie Bauer Fall Resource	Standard A/catalog	9/20-9/22	3.6	Nationwide	CarRt, 3/5-digit	RR Donnelley, Warsaw, PA
Territory Ahead Fall 2	Standard A/flat	9/20-9/22	1.9	Nationwide	CarRt, 3/5-digit	RR Donnelley, 80-page catalog
Seventh Avenue	Standard A/catalog	9/20-9/23	1.8	Nationwide	CarRt, 3/5-digit, basic, barcode	Quad Graphics, Lomira, WI, 9 1/4" x 6 1/2" catalog has a die-cut cover and a personalized (address) underwrap
JC Penney Super Shoe Sale	Standard A/letter	9/21-9/23	4.2	Nationwide	CarRt	Harte-Hanks
JC Penney Winter Preview Sale	Standard A/catalog	9/25-9/30	11.2	Nationwide	CarRt	DLS
Eddie Bauer Fall Prospect Remail	Standard A/catalog	9/27-9/29	1.1	Nationwide	CarRt, 3/5-digit	RR Donnelley, Warsaw, PA
JC Penney Credit 10% Off Plus 10	Standard A/postcard	9/27-9/29	5.5	Nationwide	CarRt	Harte-Hanks
Billy Graham DECISION Magazine	Standard A/flat	9/27-10/1	1.5	Nationwide	CarRt, 3/5-digit, basic, barcode	Minneapolis, MN, 8" x 10 5/8", 44-page magazine
JC Penney Special Occasion Dresses	Standard A/letter	9/28-9/30	3.2	Nationwide	CarRt	Harte-Hanks
Sally Beauty Supply	Standard A/letter	9/28-9/30	2.0	Nationwide	CarRt, 3/5-digit, residual	The Mail Box, Dallas, TX
JC Penney Mystery Scratch Off	Standard A/postcard	9/29-10/1	20.0	Nationwide	CarRt	Harte-Hanks
Eddie Bauer Fall Sale Mailer IH1	Standard A/flat	9/29-10/2	2.4	Nationwide	3-digit, SCF	Harte-Hanks, 10" x 13"
Smithsonian Catalog — Holiday 3	Standard A/catalog	9/29-10/2	1.5	Nationwide	CarRt, 3/5-digit, basic, barcode	Quad Graphics, Lomira, WI, 8" x 8", 112 pages

— Customer Relations, Marketing, 9-9-99

Domestic Mail

DMM REVISION

Appeals for Revenue Deficiencies

Effective September 9, 1999, *Domestic Mail Manual* (DMM) P011.4.0 and 5.0 are revised to clarify appeal procedures for revenue deficiency assessments and to standardize time limits for appealing all revenue deficiency rulings at 30 days.

These revisions will appear in the next printed version of the DMM and are included in the monthly update of the online DMM available via Postal Explorer (<http://pe.usps.gov>).

Domestic Mail Manual (DMM)

	*	*	*	*	*
P	Postage and Payment Methods				
	*	*	*	*	*
P010	General Standards				
P011	Payment				
	*	*	*	*	*

4.0 REVENUE DEFICIENCY — GENERAL

4.1 Ruling

[Revise 4.1 to read as follows:]

Revenue deficiency means a shortage or underpayment of postage or fees. Revenue deficiencies are generally assessed by the postmaster or manager, Business Mail Entry, who issues a written notification to the customer citing the amount of the deficiency and the circumstances.

4.2 Appeal of Ruling

[Revise 4.2 to read as follows:]

Except as provided under 5.0 and E670, a mailer may appeal a revenue deficiency assessment by sending a written appeal within 30 days of receipt of the notification to:

- The district manager, Finance, for revenue deficiencies for fees. The district manager, Finance, issues the final USPS decision.
- The postmaster or manager, Business Mail Entry, for revenue deficiencies for postage. The postmaster or manager, Business Mail Entry, forwards the appeal to the RCSC manager serving the entry post office, who issues the final USPS decision.

- The manager, Mail Preparation and Standards, if the RCSC manager first assessed the deficiency. The manager, Mail Preparation and Standards, issues the final USPS decision.

In all cases, the mailer may be asked to give more information or documentation to support the appeal. Failure to do so within 30 days of the request is grounds for denying an appeal. Any decision that is not appealed as prescribed becomes the final agency decision.

5.0 REVENUE DEFICIENCY — NONPROFIT STANDARD MAIL

[Revise 5.1 and 5.2 as follows:]

5.1 Assessment and Appeal

A revenue deficiency may be assessed in the amount of the unpaid postage against any person or organization that mailed, or caused to be mailed, ineligible matter at the Nonprofit Standard Mail rates in violation of E670. Nonprofit mailers have two levels of appeal. They may appeal revenue deficiency assessments as follows:

If the Initial Revenue Deficiency Assessment was made by . . .	First-Level Appeal	Second-Level Appeal and Final USPS Decision
Postmaster or manager, Business Mail Entry	RCSC	Manager, Mail Preparation and Standards
RCSC	Manager, Mail Preparation and Standards (see G043 for address)	Vice President, Marketing Systems (see G043 for address)

All appeals must be submitted in writing within 30 days of the previous USPS decision. Any decision that is not appealed as prescribed becomes the final agency decision; no appeals are available within the USPS beyond the second appeal.

5.2 Collection

Any deficiency assessed under 5.1 that is found to be due and payable to the USPS in the final USPS decision must be paid promptly. If the USPS does not receive payment within 30 days, the USPS may deduct from the violator's trust account or any other funds in USPS possession any deficiencies incurred within 12 months of the date of the final mailing on which the deficiency was assessed.

— Mail Preparation and Standards,
Marketing Systems, 9-9-99

DMM REVISION

New Address for Stamp Fulfillment Services

Effective September 9, 1999, *Domestic Mail Manual* (DMM) E060.9.6, G043, G900.1.4, P021.2.1, and P021.2.6 are amended to change the name and address of Stamp Fulfillment Services (formerly the Philatelic Fulfillment Service Center). This change was originally announced in *Postal Bulletin* 22005 (8-26-99).

These revisions will appear in the next printed version of the DMM and are included in the monthly update of the online DMM available via Postal Explorer (<http://pe.usps.gov>).

Domestic Mail Manual (DMM)

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E Eligibility

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E060 Official Mail (Penalty)

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9.0 PENALTY POSTAGE STAMPS AND STATIONERY

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9.6 Ordering Stock

[Amend 9.6a by replacing "the USPS Philatelic Fulfillment Service Center" with "Stamp Fulfillment Services."]

* * * * *

G General Information

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G043 Address List for Correspondence

[Amend the name and address for the Philatelic Fulfillment Service Center to read as follows:]

STAMP FULFILLMENT SERVICES
PO BOX 219424
KANSAS CITY MO 64121-9424

* * * * *

G900 Philatelic Services

1.0 BASIC INFORMATION

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1.4 Mail Orders

[Amend 1.4 by replacing "the USPS Philatelic Fulfillment Service Center" with "Stamp Fulfillment Services."]

* * * * *

P Postage and Payment Methods

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P021 Stamped Stationery

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2.0 PERSONALIZED STAMPED ENVELOPE

2.1 Availability

[Amend 2.1 by replacing "the USPS Philatelic Fulfillment Service Center" with "Stamp Fulfillment Services."]

* * * * *

2.6 Rejected Envelopes

[Amend 2.6a and 2.6b by replacing "the Philatelic Fulfillment Service Center" with "Stamp Fulfillment Services."]

— Mail Preparation and Standards,
Marketing Systems, 9-9-99

DMM REVISION

Parcel Post ZIP Code Changes

Effective September 9, 1999, *Domestic Mail Manual* (DMM) E652 Exhibits 7.0 and 8.0 (formerly Exhibit 6.0 and Exhibit 7.0) are amended to change and add ZIP Codes for Parcel Post discounts and to correct existing information for some ZIP Codes.

These revisions will appear in the next printed version of the DMM and are included in the monthly update of the online DMM available via Postal Explorer (<http://pe.usps.gov>).

Domestic Mail Manual (DMM)

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E Eligibility

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E600 Standard Mail

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E652 Parcel Post

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[Amend Exhibit E652.7.0 (renumbered according to the DMM revision on pages 33–35 of this Postal Bulletin) by changing the names of postal facilities and adding and deleting entries as follows:]

Exhibit E652.7.0 Delivery Facility Exceptions to the “Majority of City Carriers” Rule

ZIP Code	Facility Name
CALIFORNIA [Correct the spelling of this facility:] 92122	University City Annex
MICHIGAN [Add the following entry:] 48170	Plymouth
OHIO [Delete the entry for 45459, Centerville]	
PENNSYLVANIA [Correct the spelling of this facility:] 19136	Holmesburg Carrier Unit
VIRGINIA [Correct the spelling of this facility:] 23521	L C Page
WASHINGTON [Correct the spelling of this facility:] 98687	East Vancouver DCU

* * * * *

[Amend Exhibit 652.8.0 (renumbered according to the DMM revision on pages 33–35 of this Postal Bulletin) by amending current entries and adding a new facility as follows:]

Exhibit E652.8.0 Delivery Facilities Different From Those in the Drop Shipment Product

ZIP Codes Served	Destination Delivery Unit Location
CALIFORNIA [Change the street address of this facility:] 92684	Westminster, 15030 Goldenwest Circle, Westminster, CA 92685-9998
NEW YORK [Change ZIP Codes for the following entry:] 10001, 18, 26, 27, 29, 35, 40, 43, 60, 81, 87, 90, 95, 98, 99 10115–23, 99	New York City, James A. Farley Building, 441 8th Avenue, New York, NY 10001-9998
[Add new entry for New York:] 10032, 33, 34	Fort George Station, 4558 Broadway, New York, NY 10040-9998

— Operational Requirements, Operations Support, 9-9-99

DMM REVISION

Eligibility Requirements for Nonprofit Standard Mail

Effective September 9, 1999, *Domestic Mail Manual* (DMM) E670.5.7 is revised to change the standards for mail matter eligible to be sent at Nonprofit Standard Mail rates. Specifically, mail matter that seeks or solicits membership dues payments may contain "promotional" material concerning membership benefits when certain criteria are met.

These revisions will appear in the next printed version of the DMM and are included in the monthly update of the online DMM available via Postal Explorer (<http://pe.usps.gov>).

Domestic Mail Manual (DMM)

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E Eligibility

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E670 Nonprofit Standard Mail

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5.0 ELIGIBLE AND INELIGIBLE MATTER

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5.7 Other Matter

An authorized nonprofit organization's material is not disqualified from being mailed at the Nonprofit Standard Mail rates solely because that material contains, but is not primarily devoted to:

* * * * *

- b. References to and a response card or other instructions for making inquiries about services or benefits available

from membership in the authorized organization, if advertising, promotional, or application materials for such services or benefits are not included. For purposes of this section, descriptions of membership benefits available as a part of membership, including the use of adjectives, terms, conditions, and brand names, are permissible when they are a minor part of a solicitation or renewal request for membership payments. For purposes of this provision, "minor" is defined as "less than half." Measurement is made in accordance with P200. The solicitation or renewal request in which, to a minor degree, membership benefits may be promoted is considered to include only a printed letter to prospective members or current members whose membership is about to expire, and not to any separate, distinct, or independent brochure, circular, flyer, or other documents. Such separate documents will be considered advertising if they contain any advertising, promotional, or application materials. Exception: A separate document prepared by the qualifying organization, consisting of one sheet, will be considered to be part of the solicitation letter if it describes the organization's membership benefits and the solicitation letter does not describe the organization's benefits but instead refers the reader to the separate document.

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— Mail Preparation and Standards,
Marketing Systems, 9-9-99

REMINDER

Publication of the Domestic Mail Manual

Postal employees are reminded that the current edition of the *Domestic Mail Manual* (DMM) is Issue 54 (dated January 10, 1999). This will be the only DMM printed in 1999.

The next printed edition of the DMM will be dated January 1, 2000, and is scheduled to arrive in the field by March. This will be the only printed edition in 2000.

The DMM is updated monthly with revisions that are published in the *Postal Bulletin* and is available online via Postal Explorer (<http://pe.usps.gov>). After you have accessed Postal

Explorer, simply enter a search term or click on "Domestic Mail Manual." A summary of DMM changes is available by clicking on the "What's New" button on the left toolbar. If you have problems accessing Postal Explorer, contact your local information systems support.

— Mail Preparation and Standards,
Marketing Systems, 9-9-99

DMM REVISION

New Rate Marking for Destination Entry Parcel Post

On January 10, 1999, the Postal Service introduced new Standard Mail (B) Parcel Post destination entry rates and, with these, our first new package service brand in 25 years: Parcel Select.™ Parcel Select is a new name for Standard Mail (B) Parcel Post destination entry rate mail (destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU) rate mail). The new Parcel Select name for these three drop shipment rates marks our increased commitment to package delivery and to the tremendous growth opportunities of the ground-shipping market.

Customers have asked to use the rate marking “Parcel Select” on pieces eligible for those destination entry rates, instead of the currently required markings “Parcel Post” (or “PP”) and “Drop Ship” (or “D/S”). Effective September 9, 1999, customers will have the option to use the “Parcel Select” marking in place of, or in addition to, the currently required markings for pieces entered at Parcel Select DBMC, DSCF, and DDU rates. Mailers may use “Parcel Select” instead of “Parcel Post” as the basic rate marking in the postage area on pieces entered at the DBMC, DSCF, and DDU Parcel Select rates. If the “Parcel Select” marking is used as the basic rate marking in the postage area, mailers are not required to add the “Drop Ship” (or “D/S”) marking. If “Parcel Post” is used as the basic rate marking in the postage area, “Parcel Select” may be used as an alternative to the currently required marking “Drop Ship” (or “D/S”) to show rates were paid at the DBMC, DSCF, and DDU Parcel Select rates. Mailers will also be permitted to show the “Parcel Select” marking in addition to the current “Parcel Post” (or “PP”) and “Drop Ship” (or “D/S”) markings. The “Parcel Select” and “Drop Ship” (or “D/S”) rate markings must be used only on pieces mailed at Parcel Post (Parcel Select) DBMC, DSCF, and DDU rates and must not appear on pieces mailed at any other Parcel Post rates.

Accordingly, there will be four rate markings or combinations of rate markings permissible for mail entered at DBMC, DSCF, and DDU Parcel Post destination entry rates:

- “Parcel Select”
- “Parcel Post” (or “PP”) and “Parcel Select”
- “Parcel Post” (or “PP”) and “Drop Ship” (or “D/S”)
- “Parcel Post” (or “PP”) and “Drop Ship” (or “D/S”) and “Parcel Select”

If used, the marking “Parcel Post” (or “PP”) must appear only in the postage area. Each mailpiece mailed at destination entry Parcel Post rates must show in the postage area either the “Parcel Select” or the “Parcel Post” (or “PP”) marking. The “Parcel Select” marking may appear in the address area only if the “Parcel Post” (or “PP”) marking appears in the postage area.

In addition, until January 10, 2000, mailers entering mail at DBMC Parcel Post/Parcel Select rates may continue to use the

marking “DBMC Parcel Post” (or “DBMC PP”) in either the postage area or the address area on the address side of the mailpiece instead of the above markings.

This revision will appear in the online version of the DMM available via Postal Explorer (<http://pe.usps.gov>) on September 9, 1999, and will appear in the printed version of DMM 55.

Domestic Mail Manual (DMM)

	*	*	*	*	*
M	Mail Preparation and Sortation				
M000	General Preparation Standards				
M010	Mailpieces				
	*	*	*	*	*
M012	Markings and Endorsements				
	*	*	*	*	*

3.0 MARKINGS — STANDARD MAIL (B)**3.1 Basic Markings**

[Amend 3.1 by including information on the “Parcel Select” marking to read as follows:]

The basic required marking that indicates the applicable subclass — “Bound Printed Matter,” “Special Standard Mail” or “SPEC STD,” “Library Rate” or “Library Mail” — must be printed on each mailpiece mailed at one of those rates. Effective January 10, 2000, these basic required markings must be placed in the postage area (printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Effective January 10, 2000, the basic required marking “Parcel Post” (or “PP”) must appear within the postage area on each mailpiece entered at Parcel Post rates other than destination entry rates. For Parcel Post destination entry rate mail, the marking “Parcel Post” (or “PP”) or the marking “Parcel Select” must be placed in the postage area. Exception: Until January 10, 2000, mail qualifying for the DBMC rate may bear the previously required marking “DBMC Parcel Post” (or “DBMC PP”) in the postage area location or in the address area location described in 3.2.

[Amend 3.2 to include provisions for the “Parcel Select” marking to read as follows:]

3.2 Other Parcel Post/Parcel Select Markings

Each piece in a Parcel Post mailing entered at a DBMC, DSCF, or DDU rate must bear a marking to indicate it was mailed at a destination entry rate. If the “Parcel Select” marking is used as the basic marking in the postage area on such pieces under 3.1, no additional marking is required because the “Parcel

Select” marking identifies the mail as destination entry rate mail. If the “Parcel Post” (or “PP”) marking is used as the basic marking in the postage area under 3.1, one or both of the following markings must also appear on each piece in the mailing to identify it as destination entry rate mail: (1) “Drop Ship” (or “D/S”); (2) “Parcel Select.” These additional destination entry rate markings must appear in either the postage area described in 3.1 or in the address area on the line directly above or two lines above the address if the marking appears alone (i.e., if no other information appears on that line). Exception: Until January 10, 2000, mail qualifying for the DBMC rate may be marked “DBMC Parcel Post” (or “DBMC PP”) in either the postage area location or the address area location. The “Parcel Select” and “Drop Ship” (or “D/S”) markings must not appear on Parcel Post mail that is entered at rates other than DBMC, DSCF, or DDU destination entry rates.

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M600 Standard Mail (Nonautomation)

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M630 Standard Mail (B)

1.0 PARCEL POST

1.1 Marking

[Amend 1.1 to include provisions for the “Parcel Select” marking to read as follows:]

Marking requirements for Parcel Post are as follows:

- a. Destination Entry Rate Mail. Each piece mailed at a DBMC, DSCF, or DDU Parcel Post rate must bear the marking “Parcel Post” (or “PP”) or “Parcel Select” in the postage area as described under M012. If “Parcel Select” is shown in the postage area, no other marking is required. If “Parcel Post” (or “PP”) is shown in the postage area, the additional marking “Drop Ship” (or “D/S”) or “Parcel Select,” or both, must be placed on each piece in either the postage area or in the address area (as described under M012) to indicate that the piece was entered at a destination entry rate. Exception: Until January 10, 2000, DBMC rate mail may bear only the marking “DBMC Parcel Post” (or “DBMC PP”) as described under M012.
- b. Other Parcel Post Mail. Pieces may bear the marking “Parcel Post” (or “PP”) and, effective January 10, 2000, must bear the marking “Parcel Post” (or “PP”) in the postage area as described under M012.

— Mail Preparation and Standards,
Marketing Systems, 9-9-99

DMM REVISION

Express Mail and Priority Mail Packaging

Effective September 9, 1999, *Domestic Mail Manual* (DMM) C010.6.2 and E500.1.6 are added and E120.1.4 is amended to clarify standards for items mailed in USPS-provided Express Mail and Priority Mail packaging.

The Postal Service provides Express Mail and Priority Mail packaging at no additional charge so that customers have convenient access to our premium services and so that the mailpieces are properly marked and easily identifiable during processing and delivery. Some customers cross out the Express Mail or Priority Mail markings and use the free packaging to send mail at other rates and classes. Customers also turn boxes and tubes inside out.

This revision changes DMM language to state specifically that items mailed in Express Mail and Priority Mail packaging provided by the USPS must be charged the appropriate Express Mail or Priority Mail rate, regardless of how the packaging is reconfigured or how markings may be obliterated.

These additions will appear in the next printed version of the DMM and are included in the monthly update of the online DMM available via Postal Explorer (<http://pe.usps.gov>).

Domestic Mail Manual (DMM)

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C Characteristics and Content

C010 General Mailability Standards

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6.0 SPECIAL MAILING ENVELOPES

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[Add new 6.2 to read as follows. Redesignate current 6.2 through 6.4 as 6.3 through 6.5.]

6.2 Express Mail and Priority Mail Packaging

Express Mail and Priority Mail packaging provided by the USPS must be used only for Express Mail or Priority Mail, as applicable. Regardless of how the packaging is reconfigured or how markings may be obliterated, any matter mailed in USPS-provided Express Mail or Priority Mail packaging is charged the appropriate Express Mail or Priority Mail rate.

* * * * *

E	Eligibility	*	*	*	*	*
E100	First-Class Mail	*	*	*	*	*
E120	Priority Mail					
1.0	BASIC STANDARDS	*	*	*	*	*
1.4	Marking					

[Revise 1.4 to read as follows:]

The marking "Priority" or "Priority Mail" must be placed prominently on the address side of each piece of Priority Mail. Matter mailed in USPS-provided Priority Mail packaging is subject to Priority Mail rates regardless of how the packaging is reconfigured or how markings may be obliterated.

* * * * *

E500	Express Mail					
1.0	STANDARDS FOR ALL EXPRESS MAIL	*	*	*	*	*

[Add new 1.6 to read as follows. Redesignate current 1.6 and 1.7 as 1.7 and 1.8.]

1.6 USPS-Provided Packaging

Matter mailed in USPS-provided Express Mail packaging is subject to Express Mail rates regardless of how the packaging is reconfigured or how markings may be obliterated.

— Mail Preparation and Standards,
Marketing Systems, 9-9-99

DMM REVISION

Format Standards for First-Class Cards

Effective September 9, 1999, *Domestic Mail Manual* (DMM) C100.2.6 is revised to clarify the format standards for First-Class Mail card rate eligibility. This revision supercedes the revision to C100.2.6 published in *Postal Bulletin* 21996 (4-22-99).

These revisions will appear in the next printed version of the DMM and are included in the monthly update of the online DMM available via Postal Explorer (<http://pe.usps.gov>).

Domestic Mail Manual (DMM)

		*	*	*	*	*
C	Characteristics and Content	*	*	*	*	*
C100	First-Class Mail	*	*	*	*	*
2.0	CARDS CLAIMED AT CARD RATES	*	*	*	*	*

[Revise 2.6 to read as follows:]

2.6 Face

For the purposes of 2.0, the *face* is the side of a postcard bearing the postage and delivery address. To be eligible for the card rate, a card must meet the physical standards in 2.0 and the

applicable eligibility and preparation standards for the rate claimed. In addition, if it contains a message area on the face, then the card must be formatted as follows:

- The face must be divided vertically into a right side and a left side, with or without a vertical rule.
- The delivery address, postage, and any postal marking or endorsement must appear on the right side; this side must be at least 2-1/8 inches wide (measured from the right edge of the card, top to bottom inclusive). The delivery address must not be shaded. If non-address information is printed on the right side of the face as permitted in 2.6d, then the delivery address must be at least 1 inch tall.
- The non-delivery address information must appear on the left side.
- Non-delivery address information may extend into the right side of the face above the address block only and must be shaded or surrounded by a border. Mailers may choose not to shade or border the non-delivery address information if they place a border around the delivery address, leaving at least 1/8 inch clearance between the delivery address and the border.

— Mail Preparation and Standards,
Marketing Systems, 9-9-99

DMM REVISION

Placement of Optional Endorsement Line

Effective September 9, 1999, *Domestic Mail Manual* (DMM) A040.3.3 is amended and M013.1.5 is added to clarify the standards for placement of an optional endorsement line when used with the exceptional address format. This revision does not substantively change existing standards; instead, it simplifies the DMM language and provides mailers clearer guidance for placement of the exceptional address format.

These revisions will appear in the next printed version of the DMM and are included in the monthly update of the online DMM available via Postal Explorer (<http://pe.usps.gov>).

Domestic Mail Manual (DMM)

	*	*	*	*	*
A	Addressing				
	*	*	*	*	*
A040	Alternative Addressing Format				
	*	*	*	*	*
3.0	EXCEPTIONAL ADDRESS				
	*	*	*	*	*
3.3	Placement				

[Amend 3.3 by revising 3.3a and 3.3b to read as follows:]

The exceptional address format must be placed in the address block, with the following exceptions:

- a. If all the current resident/occupant information cannot be placed on the first or second line of the address, the exceptional address format may be placed no more than 3/4 inch above the address block.

- b. If an optional endorsement line (OEL) is used, the mailer may elect to place the exceptional address format above the OEL. In these cases, the exceptional address format must be at least 1/2 inch, but not more than 3/4 inch, above the optional endorsement line. If a window envelope is used with an OEL, the exceptional address information may be printed either in the area on the insert showing through the window or on the envelope above the window.

[Remove the examples shown with item b.]

	*	*	*	*	*
M	Mail Preparation and Sortation				
	*	*	*	*	*
M013	Optional Endorsement Lines				
1.0	USE				
	*	*	*	*	*

[Add new 1.5 to read as follows:]

1.5 Exceptional Address Format

If the exceptional address format is used, it may appear above the OEL in accordance with A040.

— *Mail Preparation and Standards, Marketing Systems, 9-9-99*

DMM REVISION

Markings for Pieces in an Express Mail or Priority Mail Drop Shipment

Effective September 9, 1999, *Domestic Mail Manual* (DMM) M072.3.2 is revised to add a new optional marking for pieces contained in an Express Mail or Priority Mail drop shipment and to add a new minimum type size requirement for required rate markings on pieces in a drop shipment. Mailers have until January 1, 2000, to comply with the new type size requirement.

Mailers use Express Mail and Priority Mail to expedite mailings (usually Standard Mail (A)) deeper into mail processing operations. A sample of a mailpiece with an optional marking is shown on page 32 of this *Postal Bulletin*. One of the new optional markings conveniently allows a mailer to use the same marking for both Express Mail and Priority Mail drop shipments.

Employees are reminded that drop shipments must be opened immediately at the destination facility and the enclosed mailpieces must be taken to the appropriate distribution processing operation. For example, a drop shipment pouch containing Presorted Standard Mail (A) flats or irregular parcels may be labeled to a sectional center facility (SCF). The SCF must open the pouch and distribute the enclosed mail at that facility, thus meeting an expected in-home delivery of three to four days. When drop shipments destinate at a bulk mail center (BMC), the pouches are opened and processed in the BMC.

This revision will appear in the next printed version of the DMM and are included in the monthly update of the online DMM available via Postal Explorer (<http://pe.usps.gov>).

Domestic Mail Manual (DMM)

* * * * *

M Mail Preparation and Sortation

* * * * *

M072 Express and Priority Mail Drop Shipments

* * * * *

[Revise 3.0 to read as follows:]

3.0 MARKINGS ON ENCLOSED MAIL

* * * * *

3.2 Optional Marking

The enclosed mail may show one of the optional markings below. The optional marking must be placed directly below or




to the left of the postage area. The optional marking may appear in any type size or font. When an optional marking is used, the type size of the required rate marking (M012) must be at least 8 points.

TRANSPORTED BY [EXPRESS MAIL] [PRIORITY MAIL]
DELIVERED LOCALLY AS [CLASS OF ENCLOSED MAIL]

EXPEDITED VIA
USPS EXPEDITED SERVICES

EXPEDITED VIA
USPS [EXPRESS MAIL] [PRIORITY MAIL]

— *Mail Preparation and Standards,
Marketing Systems, 9-9-99*

<p>Cheech Inc. 1 First St. Suite 111 Anytown, USA 12345</p>	<table border="1"> <tr> <td data-bbox="799 970 1141 1136"> <p>Presorted Standard Expedited via USPS Expedited Services [Date] [Tracking Number]</p> </td> <td data-bbox="1149 955 1365 1136"> <p>US Postage PAID Company Inc. 12345</p> </td> </tr> <tr> <td colspan="2" data-bbox="850 1148 1377 1180">  </td> </tr> </table>	<p>Presorted Standard Expedited via USPS Expedited Services [Date] [Tracking Number]</p>	<p>US Postage PAID Company Inc. 12345</p>		
<p>Presorted Standard Expedited via USPS Expedited Services [Date] [Tracking Number]</p>	<p>US Postage PAID Company Inc. 12345</p>				
					
<table border="1"> <tr> <td data-bbox="451 1388 954 1591"> <p>ANYONE LASTNAME 2 SECOND ST EVERYTOWN USA 98765</p> </td> </tr> </table>		<p>ANYONE LASTNAME 2 SECOND ST EVERYTOWN USA 98765</p>			
<p>ANYONE LASTNAME 2 SECOND ST EVERYTOWN USA 98765</p>					

(Not to scale)

DMM REVISION

Computing Postage

Effective September 9, 1999, *Domestic Mail Manual* (DMM) P013.1.4, P013.1.5, and P013.2.2 are amended to clarify language about computing postage for single-piece rate mailings and Express Mail and to remove references to Presorted Priority Mail, which was eliminated on January 10, 1999. This revision does not change existing standards; instead, it clarifies the DMM language and makes P013 internally consistent. P013.1.6 is deleted because all current postage meters are able to print fractional postage amounts.

These revisions will appear in the next printed version of the DMM and are included in the monthly update of the online DMM available via Postal Explorer (<http://pe.usps.gov>).

Domestic Mail Manual (DMM)

	*	*	*	*	*
P	Postage and Payment Methods				
	*	*	*	*	*
P013	Rate Application and Computation				
1.0	BASIC STANDARDS				
	*	*	*	*	*

1.4 Affixing Postage — Single-Piece Rate Mailings

[Amend 1.4 by removing the second sentence to read as follows:]

In a postage-affixed Express Mail, Priority Mail, or single-piece rate First-Class Mail mailing, or in any postage-affixed Standard Mail (B) mailing, the mailer must affix to each piece a value in adhesive stamps, precanceled stamps, or meter stamps equal to at least the postage required for the piece. Less than the

correct amount of postage may be affixed only when permitted by standard or specific USPS authorization.

1.5 Affixing Postage — Other Than Single-Piece Rate Mailings

[Delete references to Priority Mail to read as follows:]

In a First-Class Mail or Standard Mail postage-affixed mailing at other than a single-piece rate, the mailer must affix to each piece a value in precanceled stamps or meter stamps that equals at least the full amount of postage at the applicable rate; or

- a. For First-Class Mail, the applicable postage at the lowest rate claimed in the mailing (or a lesser amount if authorized under P760) if all additional postage is paid at the time of mailing.

* * * * *

[Delete 1.6, Meter Postage.]

2.0 RATE APPLICATION — EXPRESS MAIL, FIRST-CLASS MAIL, AND PRIORITY MAIL

* * * * *

2.2 Express Mail

[Amend 2.2 by clarifying the first sentence to read as follows:]

Except under 2.5, Express Mail rates are charged per 0.5 pound through 1 pound, and in 1 pound increments over 1 pound.* * *

— Mail Preparation and Standards, Marketing Systems, 9-9-99

DMM REVISION

New Requirements for PVDS and Destination Entry Mailings

Effective September 9, 1999, *Domestic Mail Manual* (DMM) E651.1.1, E651.2.2, E651.2.6, E651.3.8, and E652.4.2 are revised to clarify and add procedures for destination entry rate mailings and plant verified drop shipment (PVDS) mailings. These changes grew out of conversations with mailers in an attempt to standardize PVDS and destination entry requirements for Standard Mail (A) and (B) and to improve Periodicals service. Specifically:

- When combined with Standard Mail (A) on the same vehicle, Periodicals mailings must be loaded toward the tail of the trailer so that they are offloaded first at each destination. This requirement, which already exists for

Standard Mail (B), is new. Mailers have until January 1, 2000, to comply with this requirement.

- Mailers (or drivers working on behalf of mailers) must transport Standard Mail (B) PVDS mailings from the place of verification to the destination postal facility. These requirements have been clarified.
- Mailers (or drivers working on behalf of mailers) are required to unload vehicles at destination delivery units. These requirements have been clarified.

These revisions will appear in the next printed version of the DMM and are included in the monthly update of the online DMM available via Postal Explorer (<http://pe.usps.gov>).

Domestic Mail Manual (DMM)

* * * * *

E Eligibility

* * * * *

E600 Standard Mail

* * * * *

E650 Destination Entry

E651 Regular, Nonprofit, and Enhanced Carrier Route Standard Mail

1.0 BASIC STANDARDS

1.1 Rate Application

[Amend 1.1 by adding the following sentence at the end of the paragraph:]

* * * An individual pallet may contain mail claimed at different destination entry rates.

* * * * *

2.0 VERIFICATION

* * * * *

[Revise 2.2 to read as follows:]

2.2 Mail Separation and Presentation

Destination entry rate mail must be verified under a PVDS system (P750) or be presented for verification and acceptance at a BMEU located at a destination BMC, destination sectional center facility, or other designated destination postal facility. Only plant-verified drop shipments may be deposited at a destination delivery unit not co-located with a post office or other postal facility having a business mail entry unit. When presented to the USPS, destination entry mailings must meet the following requirements:

- a. Each mailing must be separated from other mailings for verification. For PVDS, destination entry rate mailings for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow for reconciliation with each accompanying Form 8125, 8125-C, or 8125-CD.
- b. Mail must be separated from freight transported on the same vehicle.
- c. If Periodicals mail is on the same vehicle as Standard Mail (A), then the Periodicals mail must be loaded toward the tail of the vehicle so that, for each destination entry, Periodicals mail can be offloaded first.

- d. Form 8125, 8125-C, or 8125-CD must accompany all PVDS mailings.

* * * * *

2.6 Mailer Transport

[Amend 2.6 by replacing "verified shipment" with "PVDS mailing" to read as follows:]

The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility (BMC, SCF, or delivery unit), appropriate to the mailing and the rate claimed.

* * * * *

3.0 DEPOSIT

* * * * *

[Revise 3.8 to read as follows:]

3.8 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at BMCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. At BMCs, ASFs, and SCFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At delivery units, the driver must unload all mail within 1 hour of arrival. If pallets (including pallet boxes on pallets) are stacked, the driver is required to unload, unstack, and unstrap them. If a mailer transports palletized mail to a DDU facility that cannot handle pallets, then the driver must unload the pallets into a container specified by the delivery unit.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area.

* * * * *

E652 Parcel Post

* * * * *

[Redesignate existing 3.0 through 7.0 as 4.0 through 8.0. Add new 3.0 as follows:]

3.0 MAILER TRANSPORT

The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility (BMC, SCF, or delivery unit), appropriate to the mailing and the rate claimed.

4.0 DEPOSIT

* * * * *

[Revise renumbered 4.2 to read as follows:]

4.2 Mail Separation and Presentation

Destination entry rate mail must be verified under a PVDS system (P750) or be presented for verification and acceptance at a BMEU located at a destination BMC, destination sectional center facility, or other designated destination postal facility. Only plant-verified drop shipments may be deposited at a destination delivery unit not co-located with a post office or other postal facility having a BMEU. When presented to the

USPS, destination entry mailings must meet the following requirements:

- a. Each piece of DBMC, DSCF, or DDU rate Parcel Post must be marked as specified in M012 and M630.
- b. Separation by zone for DBMC rate mailings is required only for permit imprint mailings of identical-weight pieces that are not mailed using a postage payment system under P710, P720, or P730 or not mailed under M630.8.0.
- c. Each mailing must be separated from other mailings for verification. For PVDS, destination entry rate mailings for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow for reconciliation with each accompanying Form 8125, 8125-C, or 8125-CD.
- d. Mail must be separated from freight transported on the same vehicle.
- e. If Periodicals mail is on the same vehicle as Parcel Post, then the Periodicals mail must be loaded toward the tail of the vehicle so that, for each destination entry, Periodicals mail can be offloaded first.
- f. Form 8125, 8125-C, or 8125-CD must accompany all PVDS mailings.

*— Mail Preparation and Standards,
Marketing Systems, 9-9-99*

CLARIFICATION

Commercial Mail Receiving Agency (CMRA) Regulations

This is to further clarify several issues regarding the revised regulations for Commercial Mail Receiving Agencies (CMRAs).

Re-mailing of Mail

The current regulations require that CMRAs must re-mail mail addressed to former customers for at least six months after termination of the agency relationship. When re-mailed by the CMRA, mail requires payment of new postage. This re-mailing obligation need not be fulfilled if the customer provides written instruction to the CMRA that the mail (or specific types of mail) not be re-mailed upon termination of the relationship. This instruction may be provided in an internal agreement between the customer and the CMRA or by separate document. Written instructions from the customer regarding the handling of this mail must not stipulate that the CMRA refuse or hold this mail and return it to the post office or redeposit it in the mails without payment of new postage during the six-month re-mail period. At the end of the six-month re-mail period, the CMRA may return to the post office only First-Class Mail received for the former customer.

Accountable Mail

The CMRA owner/manager can accept all accountable mail, except for Registered Mail, from their customers for mailing. This includes certified mail, COD, delivery confirmation, express mail, and insured mail.

CMRA customers must take registered mail to the post office for acceptance.

The Postal Service is authorized to deliver to the CMRA all accountable mail addressed to their customers with the exception of "Restricted Delivery." The CMRA customer must extend authorization to the Postal Service to deliver "Restricted Delivery" to the CMRA by signing in box 6 on the revised PS Form 1583, *Application for Delivery of Mail Through Agent*.

There is no change in the current regulations on filing claims. The sender must file a claim for complete loss; either the sender or the addressee can file a claim for damage or partial loss. Although the CMRA presents the mail to the Postal Service for the customer, the customer is the sender. The CMRA should give receipts from the Postal Service to the sender, who must file any claim for indemnity.

Addressing Format

Some CMRA customers have indicated that certain businesses cannot provide them with the four-line address format. The four-line address format with the PMB designation and number on the line above the primary delivery address line is the USPS recommended format. However, in those case when four-line format cannot be provided to the CMRA customer, the alternate three-line format may be used. Sample formats are:

Recommended Format

Name: JOHN DOE
 PMB and Number: PMB 123
 Primary Delivery Address: 1015 MAIN ST OR PO BOX 34
 OR RR1 BOX 12
 City, State, ZIP Code: WASHINGTON DC 20001-1015

Alternate Format

Name: JOHN DOE
 Primary Delivery Address: 1015 MAIN ST PMB 123
 OR PO BOX 34 PMB 123
 OR RR1 BOX 12 PMB 123
 City, State, ZIP Code: WASHINGTON DC 20001-1015

CMRA customers must comply with the address requirement no later than April 26, 2000. Customers should be encouraged to take immediate steps to comply. After April 26, 2000, the Postal Service may return mail for failure to include PMB in the address. Mail returned to the sender will be endorsed "Undeliverable as Addressed: Missing PMB."

Form 1583

All PS Forms 1583, *Application for Delivery of Mail Through Agent*, were to be submitted by August 26, 1999. However, some CMRA customers objected to the disclosure of information policy as originally proposed. A proposed rule was published in the *Federal Register* August 26, 1999, that would prohibit the release of information contained in PS Form 1583 except to federal, local, and state government requesters,

including those engaged in law enforcement activities, or pursuant to subpoena or court order. In addition, this proposal would amend the Postal Service's current policy for disclosing information contained in PS Form 1093, *Application for Post Office Box or Caller Service*. Until such time as the ASM is changed, information from Form 1583 must not be released to any member of the public, except for the limited purpose of identifying an address as the address of a CMRA.

The CMRA industry has expressed concern that postal managers will suspend delivery to a CMRA because a few CMRA customers have failed to complete and submit revised Form 1583. The revised CMRA regulations assign accountability and responsibility to the CMRA to ensure that its customers comply with the regulations. If a CMRA customer fails to complete and submit the revised Form 1583, the CMRA must terminate the relationship with that customer and re-mail to that customer's new address. In any case regarding non-compliance by a CMRA customer, the CMRA must be provided the opportunity to correct the violation. The postal manager is accountable and responsible for compliance by the CMRA, not its customer.

Compliance With Deadlines

All CMRAs and their customers must comply with all of the deadlines as established in previous notices. However, if a CMRA is not in compliance, the postmaster or station manager must notify the CMRA in writing and allow an appropriate period of time to correct the violation. If the CMRA fails to comply, the postal manager must receive approval from the next higher level, generally the district manager, before notifying the CMRA that certain action will be initiated by a certain date. Under no circumstances should a postmaster or station manager suspend service without following the guidelines outlined in *Domestic Mail Manual* D042.2.6h and i.

— Retail Operations Support, Retail, 9-9-99

Finance

REVISION

Handbook F-1 Update — Debit Card Cash Back Transaction

The Postal Service is now offering cash back to customers who purchase postal products using online debit cards. Changes have been programmed on the Tranz380 terminals, and the implementation of this change is being phased-in by district and began in June 1999. Headquarters has provided an implementation schedule to all the districts. Training of customer service employee is required prior to implementation.

Handbook F-1, *Post Office Accounting Procedures*, is revised to reflect the following change in accepting a debit card:

Cash Back Policy

1. The purchase must be made with an *online* debit card. This will require the customer to enter a personal identification number (PIN).
2. There is no minimum purchase requirement. Any purchase using an online debit card qualifies for cash back.
3. Maximum amount of cash back is \$50.00.
4. Cash back must be given in increments of \$10.00 only.
5. Cash back will be offered only if cash is available.
6. Cash retained limits *must not* be increased.

Note: Cash back does not apply to credit card transactions.

This revision will be incorporated into the quarterly update of the online version of Handbook F-1 on the Corporate 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*

* * * * *

3 Managing Postal Funds

* * * * *

31 Acceptable Payment for Postal Goods and Services

* * * * *

317 Credit and Debit Cards

* * * * *

317.4 Accepting a Debit Card

- 1> Swipe the debit card through the magnetic card reader.
- 2> Key in the amount of the purchase transaction.
- 3> When the Tranz 380 terminal prompts "Cash Back," ask the customer if he or she would like cash back.

Note: Cash back will be offered only if cash is available. Cash retained limits must not be increased. Cash back can only be given to customers purchasing postal products using an online debit card.
- 4> Key in amount of cash back requested.

Note: Cash back amounts must be in increments of \$10.00 up to a maximum of \$50.00.
- 5> Ask the customer to enter a PIN using the handheld PIN pad. If approved, the magnetic card reader will print a two-part receipt. The receipt will show the amount purchased, the cash back amount, and the grand total.
- 6> Give the duplicate copy of the receipt to the customer.
- 7> Enter the total amount of debit card transaction (purchase and cash back) in AIC 772, Debit Cards Remitted.
- 8> Submit original receipts for the day with your Form 1412. Original receipts and Forms 1412 are to be filed at the unit level for use in researching possible customer disputes.

— *Post Office Accounting, Finance, 9-9-99*

CORRECTION

Publication 550, *For the Record*

Please disregard the October 13, 1995, letter distributed with Publication 550, *For the Record, Employee Guide to the Freedom of Information Act and the Privacy Act*. The letter was sent in error.

— *Administration and FOIA, Finance, 9-9-99*

NOTICE 25

Postal Fiscal Year Calendar

Notice 25, *Planning Schedule Postal Fiscal Year 2000*, appears on pages 89–103 of this *Postal Bulletin*. It is available also on the Corporate Intranet at <http://blue.usps.gov/cpim/ftp/notices/not25.pdf>.

— *National Accounting, Finance, 9-9-99*

Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 441

Keep all foreign order notices for use as reference.

Final Orders

The Tentative Decision and Orders issued against the following have become final:

Australia

AIWG
MAIL FORWARDING CENTRE
BOX 3309
SOUTH BRISBANE QLD 4101
AUSTRALIA

Canada

CONSUMER AWARD NETWORK FOR GUARANTEED
DELIVERY
#364 218 SILVERCREEK PARKWAY
GUELPH ON N1H 8E8
CANADA

CONSUMER AWARD NETWORK FOR GUARANTEED
DELIVERY
SILVERCREEK PARKWAY SUITE #364
GUELPH ON N1H 8E8
CANADA

NAAN
4981 HWY 7 EAST UNIT 12 A SUITE #4100
MARKHAM ON L3R 1N1
CANADA

NAAN
#4100 60-8 BRISTOL ROAD EAST
MISSISSAUGA ON L4Z 3K8
CANADA

Singapore

VIP MEMBERS AND BLN SERVICES
PO BOX 44 MACPHERSON ROAD
SINGAPORE 913402
SINGAPORE

Do not dispatch any mail to the above. Place the mail pieces in a pouch endorsed "Foreign Order Mail" and send it to:

POSTMASTER
CLAIMS AND INQUIRY
JAMES A FARLEY BUILDING RM 2029A
NEW YORK NY 10199-9652

Do not place any endorsement on the mail pieces themselves. Personnel may post this notice at the outgoing primary. They must post it on the Foreign Order Board at all Processing and Distribution Plants, designated international exchange offices, and customer service plants.

— Recorder's Office, Judicial Officer, 9-9-99

Withholding of Mail Orders

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

State/City	Names Covered
CA, San Francisco 94105-2918	Sister Eve, 564 Mission Street, #428
DE, Wilmington 19805-3013	The Surname Littler, 613 North Lincoln Street, Apt. 1
MI, Detroit 48210-1007	Any And All Of Various Names Other Than The Surnames Ruff, Jordan, Kizer, And/Or Brown, 7425 Burnette Street
MO, Florissant 63033-6741	PMB 143, 11220 W. Florissant
NY, Jamaica 11418-1945	Any And All Names Except Mail Addressed to Parmanand And Manesh Singh, 135-29 Kew Gardens Road
NY, Jamaica 11431-0720	Any And All Names Except Mail Addressed To Parmanand Singh And P&S Minimarket, P.O. Box 310720
NY, Jamaica 11431-1246	Any And All Names Except Mail Addressed To Parmanand Singh, P.O. Box 311246

— Recorder's Office, Judicial Officer, 9-9-99

Domestic Orders

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

State/City	Names Covered	Product
CA, Burbank 91505-2834	Dispatch Center, 859 Hollywood Way, Suite 457	Claims that merchandise has been previously ordered and is awaiting delivery.

— Recorder's Office, Judicial Officer, 9-9-99

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.

011 582 1889 to	389 887 9234 to	9299	406 009 4587 to	4599	421 116 3565 to	3599
011 582 1899	390 001 3182 to	3199	406 260 6830 to	6899	421 130 9300 to	9399
011 588 2900 to	390 001 3500 to	3699	406 459 6641 to	6999	421 313 4500 to	4999
011 588 3099	390 545 5974 to	5999	406 733 3000 to	3999	421 364 5537 to	5599
014 972 0800 to	391 104 6146 to	6199	407 545 1557 to	1599	421 656 2609 to	2699
014 972 0899	391 574 1466 to	1499	407 594 0412 to	0599	421 988 9700 to	9799
210 221 0548 to	391 783 3020 to	3599	407 692 9100 to	9299	422 172 4667 to	4699
210 221 0599	391 792 6100 to	6199	407 959 2190 to	2199	422 484 4212 to	4299
273 070 8059 to	392 668 2956 to	2999	408 265 2275 to	2288	422 556 1270 to	1299
273 070 8099	392 854 8500 to	8899	408 499 7700 to	7799	422 587 7024 to	7099
273 775 7700 to	393 584 7566 to	7699	408 499 7900 to	7999	422 819 7533 to	7599
273 775 7899	393 650 0074 to	0099	408 682 8484 to	8599	422 842 5073 to	5087
302 000 0000 to	393 838 8316 to	8499	408 698 7015 to	7099	422 907 7563 to	7599
302 123 9999	393 893 6007 to	6099	409 072 3941 to	3999	424 500 6050 to	6099
349 746 2056 to	394 126 6907 to	6999	410 491 2311 to	2399	424 641 8500 to	8599
350 518 7350 to	394 189 0405 to	0599	410 694 8400 to	8599	424 871 6600 to	6699
360 011 1690 to	394 822 3243 to	3278	410 775 1500 to	1599	425 298 2352 to	2399
360 168 6008 to	394 990 1810 to	1899	410 795 7927 to	7999	425 418 4269 to	4299
360 173 8800 to	395 343 3264 to	3299	410 867 0917 to	0966	425 418 4405 to	4499
360 324 2326 to	395 373 3035 to	3099	410 867 0970 to	0999	426 547 4566 to	4599
362 861 3064 to	395 396 9649 to	9799	411 868 1023 to	1199	427 412 6337 to	6499
373 006 2176 to	395 970 3240 to	3299	411 922 2322 to	2399	427 481 0900 to	0999
374 768 2600 to	397 622 4054 to	4099	412 193 0900 to	0999	428 027 2742 to	2752
375 169 4400 to	397 819 8902 to	8999	412 395 8599 to	8699	429 474 4172 to	4199
375 829 3400 to	398 149 7200 to	7699	412 485 6500 to	6599	429 889 2900 to	2999
375 851 9100 to	399 070 0872 to	0899	412 485 6610 to	6699	430 150 4401 to	4599
376 196 0911 to	399 156 7119 to	7199	412 885 5953 to	5999	430 172 9800 to	9899
378 085 3679 to	399 203 5064 to	5099	414 193 3608 to	3674	430 177 1900 to	2099
378 351 1063 to	399 296 9910 to	9999	414 193 3677 to	3699	430 444 9500 to	9699
379 843 5100 to	399 396 8935 to	8999	414 411 7348 to	7399	430 664 4070 to	4099
380 093 9600 to	399 792 7775 to	7799	414 640 0757 to	0799	432 168 8419 to	8499
380 165 1165 to	399 792 8300 to	8399	414 965 1727 to	1799	432 708 6800 to	6999
381 325 4500 to	400 427 1051 to	1999	417 302 8104 to	8199	432 744 1544 to	1599
381 604 2510 to	401 045 1505 to	1549	417 387 6532 to	6599	432 995 9775 to	9799
381 645 9525 to	401 045 1571 to	1599	417 496 6800 to	6999	433 003 5800 to	5899
383 314 3968 to	401 294 2700 to	2799	417 871 9250 to	9299	433 757 3047 to	3099
383 892 1000 to	401 310 9505 to	9599	417 930 9533 to	9599	433 765 4003 to	4099
383 892 1382 to	401 382 5312 to	5399	418 164 6500 to	6799	434 482 7060 to	7199
384 925 3641 to	402 578 7876 to	7899	418 423 9863 to	9899	434 513 2386 to	2399
385 568 2331 to	403 125 6744 to	6799	418 633 5922 to	5999	434 968 3076 to	3092
385 599 7554 to	403 260 7000 to	7499	418 719 8520 to	8599	435 303 1831 to	1842
385 774 2024 to	403 280 6470 to	6499	418 744 2235 to	2299	435 303 1986 to	1999
386 624 1412 to	403 685 8600 to	8699	418 962 2848 to	2899	435 666 6092 to	6399
386 883 8936 to	404 003 0300 to	0399	419 543 0286 to	0299	436 082 6400 to	6899
387 314 5574 to	404 041 8838 to	8899	419 730 0300 to	0399	436 160 6441 to	6499
387 837 6300 to	404 071 4268 to	4299	420 277 0015 to	0049	437 316 7115 to	7199
388 828 0656 to	404 347 5356 to	5399	420 599 0734 to	0798	437 427 0500 to	3499
389 696 2400 to	404 347 5548 to	5599	420 661 4115 to	4199	439 179 2300 to	2399
389 846 3104 to	404 726 4500 to	4599	420 758 9500 to	9699	439 310 0458 to	0499
389 846 3145 to	404 961 5001 to	5199	420 969 3951 to	3971	440 698 1947 to	1999
389 887 9211 to	405 325 0188 to	0198	420 969 3973 to	3999	440 858 6300 to	6399

440 858 6420	to	7299	459 365 5432	to	5499	476 169 8264	to	8299	491 567 1376	to	1399
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
450 048 4173	to	4199	462 277 8373	to	8399	478 469 7883	to	7899	494 217 3446	to	3999
450 048 4442	to	4699	462 554 6051	to	6099	479 280 9800	to	9899	494 224 0500	to	0599
450 560 5173	to	5199	463 011 5529	to	5540	479 365 9116	to	9176	495 145 0600	to	0699
450 620 3077	to	3099	463 176 4115	to	4199	479 412 9900	to	9999	496 209 7425	to	7499
450 620 3135	to	3199	463 176 4229	to	4299	479 667 6190	to	6199	496 213 8728	to	8799
450 780 2716	to	2799	463 185 2600	to	2799	479 748 9680	to	9699	496 474 5226	to	5248
450 801 2700	to	2799	463 227 7711	to	7799	479 860 7000	to	7199	497 053 8517	to	8699
451 109 2967	to	2984	463 414 4869	to	4899	480 526 2000	to	2099	497 854 8673	to	8699
451 115 4110	to	4125	463 808 3484	to	3499	480 640 6330	to	6399	498 449 8888	to	8899
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
452 265 0246	to	0299	464 711 4332	to	4399	481 072 9463	to	9499	499 016 5425	to	5499
452 265 0335	to	0999	465 692 3963	to	3999	481 673 0074	to	0095	499 440 8575	to	8899
452 509 1169	to	1199	465 698 8300	to	8599	482 527 1500	to	1599	499 731 6717	to	6799
452 855 6471	to	6499	465 743 7745	to	7799	482 541 5255	to	5299	500 064 1858	to	1869
452 890 4679	to	4799	466 798 6056	to	6067	482 729 6800	to	6899	500 070 5725	to	7799
452 900 8215	to	8238	467 147 4300	to	4399	483 363 7207	to	7299	600 645 3223	to	3299
453 117 9146	to	9199	468 079 5782	to	5799	483 402 2356	to	2399	601 339 1200	to	1399
453 334 3631	to	3699	469 067 2817	to	2899	483 486 5100	to	5199	601 653 5884	to	5899
453 603 7841	to	7891	469 127 8000	to	8199	483 632 1521	to	1599	601 661 7700	to	7799
453 650 1140	to	1199	469 213 0359	to	0399	483 632 2600	to	2799	601 682 5343	to	5399
453 741 1300	to	1399	469 213 0500	to	0599	483 849 1615	to	1699	601 928 1600	to	1699
454 013 2919	to	2999	469 561 8011	to	8099	484 174 4803	to	5299	602 512 2972	to	2999
454 186 2411	to	2499	469 658 1961	to	1999	484 323 8900	to	9199	602 555 2400	to	2799
454 268 4883	to	4899	469 666 9900	to	9999	484 680 5000	to	5038	602 829 7061	to	7099
454 302 5400	to	5499	469 678 1900	to	1999	484 680 5040	to	5074	603 483 9572	to	9599
454 490 8300	to	8399	469 781 4900	to	4999	484 680 5077	to	5099	603 490 7200	to	7299
454 547 7434	to	7499	469 947 6960	to	6999	485 029 4913	to	4999	603 678 7100	to	7199
454 922 4867	to	4895	470 755 5800	to	5818	486 176 0600	to	0699	603 678 7662	to	7699
455 221 1348	to	1499	471 918 0300	to	0999	486 559 7555	to	7599	603 678 7902	to	7999
455 364 2147	to	2199	471 985 2408	to	2419	486 696 3023	to	3199	603 678 8418	to	8499
455 399 5400	to	5499	472 191 6700	to	6799	488 173 7900	to	7999	603 678 8700	to	9999
455 476 0676	to	0699	472 270 2555	to	2599	488 206 4100	to	4199	604 086 0880	to	0899
455 543 0618	to	0699	472 987 0213	to	0241	488 226 0200	to	0299	604 349 1414	to	1499
456 410 9006	to	9099	472 987 0290	to	0299	488 709 3906	to	3999	604 503 7776	to	7799
456 470 4146	to	4299	473 151 2069	to	2199	488 855 8359	to	8399	605 520 9037	to	9099
456 619 4460	to	4499	473 666 9138	to	9199	489 181 8963	to	8999	605 685 4010	to	4099
457 333 2686	to	2699	473 952 3429	to	3499	489 223 2000	to	2099	605 988 6467	to	6499
457 729 1767	to	1777	474 108 5402	to	5499	489 311 1930	to	1999	607 689 7951	to	7960
457 937 8615	to	8699	474 356 5193	to	5299	489 318 6200	to	6300	607 728 1276	to	1299
458 028 9810	to	9899	474 949 3366	to	3399	489 384 0027	to	0099	608 727 7100	to	7199
458 057 2712	to	2999	475 134 9362	to	9399	489 427 0658	to	0899	608 727 7273	to	7599
458 069 9537	to	9599	475 167 9667	to	9699	489 997 5252	to	5299	608 813 9950	to	9999
458 069 9665	to	9699	475 319 3415	to	3499	490 669 5850	to	6099	609 067 5325	to	5399
458 337 5222	to	5299	475 319 3649	to	3799	490 717 7080	to	7099	609 067 5488	to	5499
458 354 7653	to	7999	475 340 6400	to	6599	490 721 6000	to	6099	609 067 5600	to	5699
458 671 8678	to	8699	475 424 8410	to	8499	490 793 1500	to	2099	609 289 6123	to	6199
458 671 8721	to	8798	475 629 9156	to	9199	490 886 8171	to	8199	609 438 4400	to	4499
458 847 5044	to	5999	475 850 6101	to	6199	490 977 9221	to	9240	609 493 1100	to	1199
459 274 7624	to	7699	475 875 2500	to	2599	491 258 8100	to	9099	609 766 8091	to	8999

609 825 4100	to	4115	632 217 4933	to	4999	646 242 6200	to	6299	663 883 7039	to	7499
609 884 2981	to	2999	632 500 0000	to	99 9999	646 270 7639	to	7799	664 253 8000	to	8499
609 893 1000	to	1099	633 110 4165	to	4199	646 798 4000	to	4999	664 656 3055	to	3099
610 092 3200	to	3299	633 110 4303	to	4499	647 048 7035	to	7099	665 174 6400	to	6499
610 582 4200	to	4299	633 438 6429	to	6599	647 049 2900	to	2999	665 274 8208	to	8299
611 879 6939	to	6999	633 588 7173	to	7182	647 398 8300	to	8399	665 669 5400	to	5499
612 291 8013	to	8099	634 725 0700	to	0799	647 398 8481	to	8499	666 132 8226	to	8299
612 751 5171	to	5199	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
612 751 6083	to	6099	634 827 5900	to	5999	648 009 6057	to	6099	667 032 9300	to	9399
612 751 6268	to	6299	634 886 3428	to	3499	648 163 5300	to	5499	667 729 5529	to	5599
612 751 6572	to	6599	635 559 3449	to	3499	648 722 5283	to	5299	668 383 8400	to	8699
612 774 2111	to	2199	636 289 6214	to	6299	648 892 3164	to	3199	670 368 3400	to	3499
612 774 2254	to	2299	636 634 8007	to	8042	649 100 3989	to	3999	670 369 7336	to	7399
612 774 2500	to	2599	637 150 1200	to	1299	649 647 0370	to	0399	670 750 7169	to	7199
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 9100	to	9299	671 926 5600	to	5799
614 645 1800	to	1899	638 318 1115	to	1199	649 666 7800	to	8299	672 444 2000	to	2999
614 832 1100	to	2099	638 318 1453	to	1499	650 114 7707	to	7719	672 828 3410	to	3499
615 017 7505	to	7599	638 885 0000	to	0299	650 130 3400	to	3599	673 167 5776	to	5799
617 711 6609	to	6699	638 903 4362	to	4373	650 213 0406	to	0499	675 464 3700	to	3799
617 760 5266	to	5299	639 415 1929	to	1999	650 555 1749	to	1799	675 464 4000	to	4199
617 813 3601	to	3699	639 415 2019	to	2099	650 564 1900	to	1999	676 365 5958	to	5999
618 840 9200	to	9299	639 420 6200	to	6299	650 627 4212	to	4299	676 669 1024	to	1099
619 551 7229	to	7299	639 469 3517	to	3799	650 736 2043	to	2099	677 126 6734	to	6799
619 859 3000	to	3099	639 605 2143	to	2199	650 739 1540	to	1699	677 333 9979	to	9999
620 073 9400	to	9499	639 657 8600	to	8799	651 741 4415	to	4499	677 466 1088	to	1099
621 614 7907	to	7930	640 289 7500	to	7599	651 882 2800	to	2899	678 071 4500	to	4799
621 614 7932	to	7999	640 289 7700	to	7999	652 754 6317	to	6399	678 096 7531	to	7599
621 648 8021	to	8199	641 170 4420	to	4499	653 131 4945	to	4999	679 909 2578	to	2599
621 648 8500	to	8599	641 318 3133	to	3199	653 426 3300	to	3399	680 112 9565	to	9599
621 904 8351	to	8599	641 378 6500	to	6999	653 455 4874	to	4899	680 244 0903	to	0999
621 916 1978	to	1989	641 383 8739	to	8799	654 238 0000	to	0399	680 412 6046	to	6099
622 989 8032	to	8099	641 877 3187	to	3299	654 404 3065	to	3092	680 761 6800	to	6899
623 076 9300	to	9399	641 877 3310	to	3399	654 962 2900	to	3199	681 677 0540	to	0699
623 819 5006	to	5099	642 355 8094	to	8199	655 103 5081	to	5199	682 070 1029	to	1099
623 895 8200	to	8399	642 355 8308	to	8999	655 523 2600	to	2999	682 956 6280	to	6299
623 917 0000	to	0099	642 900 0018	to	0099	656 305 2448	to	2499	682 956 6490	to	6599
623 917 0200	to	0299	643 030 6254	to	6299	657 347 4438	to	4999	682 956 6700	to	6799
624 468 5288	to	5299	644 066 0882	to	0899	657 710 8100	to	8999	682 965 1178	to	1199
624 665 3162	to	3198	644 069 0600	to	0699	657 780 0985	to	0999	682 965 1201	to	1299
625 088 6735	to	6799	644 077 7506	to	7699	658 586 1400	to	1499	683 118 2389	to	2399
625 916 9500	to	9799	644 085 8157	to	8199	658 877 8000	to	8199	683 378 2000	to	2099
625 968 8956	to	8999	644 112 9839	to	9899	658 880 8000	to	8199	683 378 2117	to	2299
627 005 3938	to	3999	644 373 9083	to	9099	659 398 7300	to	7399	683 415 1200	to	1499
627 384 3907	to	4099	644 380 1460	to	1499	659 706 8113	to	8199	683 444 8159	to	8199
627 496 7549	to	7599	644 733 4715	to	4799	659 846 7837	to	7899	685 154 7780	to	7789
627 708 3605	to	3699	644 900 9712	to	9799	660 510 4100	to	4199	685 623 5264	to	5299
627 776 2500	to	2599	644 901 0109	to	1299	660 673 0400	to	0599	685 650 9487	to	9499
628 226 3100	to	3199	644 901 1325	to	1399	661 488 5000	to	5099	685 669 4200	to	4299
628 814 4702	to	4799	644 923 6800	to	7799	661 609 9100	to	9199	685 757 8452	to	8499
628 851 9689	to	9699	644 932 4655	to	4699	661 716 9420	to	9499	686 071 2694	to	2799
629 510 7200	to	7299	645 318 7240	to	7499	661 906 6522	to	6599	686 176 3333	to	3354
629 964 4200	to	4294	645 333 1766	to	1799	662 021 8332	to	8399	686 372 3200	to	3299
630 389 3056	to	3071	645 790 8632	to	8699	662 068 0700	to	0899	686 644 5879	to	5899
630 463 0588	to	0599	645 821 0657	to	0699	662 553 0774	to	0799	686 931 7636	to	7699
631 459 9117	to	9199	645 930 7948	to	7999	663 078 7034	to	7099	687 601 0973	to	0999
631 762 9325	to	9399	645 975 0737	to	0762	663 763 5300	to	5399	687 614 6774	to	6799

688 120 9000	to	9999	695 947 8518	to	8599	701 601 3457	to	3499	808 086 7100	to	7199
688 314 3107	to	3191	696 662 8247	to	8299	701 605 5913	to	5999	808 090 3440	to	3499
690 291 1361	to	1371	697 447 8285	to	8296	701 695 3982	to	3999	808 325 5161	to	5699
690 788 2877	to	2899	698 042 4816	to	4899	701 695 4148	to	4199	808 784 8000	to	8299
690 893 5344	to	5399	698 227 0000	to	0099	701 695 4227	to	4299	830 602 5800	to	5999
690 893 5512	to	5599	700 065 2570	to	2599	701 708 1741	to	1799	830 983 3500	to	3599
690 904 1300	to	1599	700 065 4800	to	4899	701 736 3966	to	3999	830 983 3635	to	3699
690 941 6000	to	6199	700 190 3350	to	3359	701 838 2800	to	2899	831 815 8240	to	8299
691 313 6383	to	6399	700 228 6048	to	6099	701 941 0600	to	0699	833 566 3015	to	3071
691 313 6600	to	6699	700 650 0452	to	0499	702 171 1603	to	1699	834 316 5444	to	5499
691 582 8003	to	8099	700 666 1323	to	1349	702 195 5109	to	5199	835 539 5200	to	5999
691 664 1800	to	1999	700 786 9106	to	9142	702 254 9300	to	9399	839 718 8257	to	8299
691 664 2400	to	2499	700 859 0744	to	0758	702 264 7569	to	7599	869 800 0000	to	999 9999
692 727 9362	to	9399	701 028 6780	to	6899	702 713 1800	to	1809	870 054 4814	to	4899
693 249 0779	to	0799	701 213 3900	to	3999	702 878 0114	to	0199	870 491 4812	to	4849
693 249 0877	to	1699	701 267 2000	to	3999	740 002 7710	to	7719	870 536 5820	to	5829
693 445 0566	to	0999	701 335 7312	to	7399	806 087 1100	to	1499	870 541 7167	to	7239
693 448 8500	to	8999	701 369 2005	to	2050	806 268 9275	to	9299	870 589 0485	to	0494
693 645 9583	to	9599	701 503 2247	to	2299	806 534 3400	to	3477			
693 965 4200	to	4299	701 553 6557	to	6599	807 342 3283	to	3399			

— Inspection Service, 9-9-99

Missing, Lost, or Stolen Canadian 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. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only.

Do not cash new style money orders **000 000 001 to 692 600 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

000 000 001	to	702 104 368	to	4 900	709 649 804	to	9 820	720 227 871	to	7 930
	692 600 000	702 128 306	to	8 400	709 733 281	to	3 580	720 227 949	to	7 960
692 720 871	to	702 179 891	to	9 900	710 046 813	to	6 840	720 368 543	to	8 570
692 876 955	to	702 260 751	to	0 850	710 358 093	to	8 166	720 392 151	to	2 570
693 290 380	to	702 410 595	to	1 050	710 358 257	to	8 270	720 556 491	to	6 640
693 290 426	to	702 660 151	to	0 540	711 021 501	to	1 510	720 558 621	to	8 650
694 063 700	to	702 723 429	to	3 450	711 049 411	to	9 560	720 575 361	to	5 570
694 063 900	to	703 004 401	to	4 820	711 408 045	to	8 090	720 590 152	to	0 179
694 550 501	to	703 083 819	to	4 020	712 003 381	to	3 650	721 638 331	to	9 170
694 595 031	to	703 432 131	to	2 230	712 104 220	to	4 230	721 815 391	to	5 420
694 595 087	to	703 626 061	to	6 090	712 327 861	to	7 890	721 969 713	to	9 740
694 698 551	to	703 863 121	to	3 240	712 327 952	to	7 980	722 072 137	to	2 160
694 745 458	to	703 863 477	to	3 540	712 647 061	to	7 090	722 378 265	to	8 280
695 105 313	to	703 867 801	to	7 980	713 284 171	to	4 260	722 413 990	to	4 004
695 142 809	to	704 030 628	to	0 640	713 292 871	to	2 990	722 764 948	to	4 980
695 144 666	to	704 154 024	to	4 120	714 035 101	to	5 160	722 825 840	to	5 889
695 272 601	to	704 227 561	to	7 829	714 155 011	to	5 400	723 153 841	to	3 850
695 277 576	to	704 227 831	to	8 069	714 328 231	to	8 440	723 237 616	to	7 630
695 530 761	to	704 228 071	to	8 100	714 442 952	to	2 980	723 331 081	to	1 110
696 487 701	to	704 420 344	to	0 490	714 562 843	to	2 860	723 496 443	to	6 470
696 784 101	to	704 568 751	to	8 990	714 590 391	to	0 430	723 967 291	to	7 320
696 870 601	to	704 965 301	to	5 770	714 609 811	to	9 930	724 655 196	to	5 340
697 047 501	to	705 116 780	to	6 790	714 609 961	to	9 990	724 711 441	to	1 500
697 052 101	to	705 280 801	to	0 980	714 807 181	to	7 240	724 711 538	to	1 560
697 217 251	to	705 475 651	to	6 040	714 871 321	to	1 500	724 793 221	to	3 250
697 249 952	to	705 566 127	to	6 280	714 928 529	to	8 590	724 908 109	to	8 120
697 414 886	to	705 740 581	to	0 730	715 128 183	to	8 330	724 937 461	to	7 670
697 469 606	to	705 782 796	to	2 820	715 144 171	to	4 470	725 163 118	to	3 151
697 850 401	to	705 822 271	to	2 480	715 197 211	to	7 570	725 202 735	to	2 750
698 098 446	to	706 180 148	to	0 290	715 595 910	to	6 180	725 398 591	to	8 800
698 300 251	to	706 184 041	to	4 220	715 941 781	to	1 810	725 464 591	to	4 920
698 504 383	to	706 357 861	to	8 190	715 962 421	to	2 480	725 475 321	to	5 330
698 533 927	to	706 382 419	to	2 430	716 477 396	to	7 430	725 711 057	to	1 070
698 562 268	to	706 628 735	to	8 820	716 556 635	to	6 660	725 738 581	to	8 730
699 090 686	to	706 638 211	to	8 420	717 191 648	to	1 690	725 981 311	to	1 430
699 752 699	to	706 817 959	to	8 000	717 193 161	to	3 490	725 987 835	to	7 880
700 068 473	to	707 034 391	to	4 450	717 228 591	to	8 680	726 060 811	to	0 900
700 161 501	to	707 292 636	to	2 660	717 333 902	to	3 950	726 391 970	to	2 520
700 202 522	to	707 441 401	to	1 687	717 739 745	to	9 910	726 484 771	to	4 800
700 290 275	to	707 441 836	to	1 940	717 884 991	to	5 050	726 493 351	to	5 300
700 465 730	to	707 958 541	to	8 570	718 026 171	to	6 290	726 504 031	to	4 063
700 561 444	to	707 960 107	to	0 160	718 466 370	to	6 420	726 504 070	to	4 090
701 423 101	to	708 059 941	to	60 000	718 568 451	to	8 479	726 504 331	to	4 390
701 625 469	to	708 115 830	to	5 860	718 590 741	to	0 770	726 563 701	to	4 060
701 643 829	to	708 116 251	to	6 310	718 714 210	to	4 370	726 599 371	to	9 460
701 945 451	to	708 138 301	to	8 480	718 795 881	to	6 000	726 626 356	to	6 370
702 033 701	to	709 222 591	to	2 920	718 961 721	to	1 780	727 182 271	to	2 510
702 051 501	to	709 243 479	to	3 500	718 982 001	to	2 300	727 416 181	to	6 240
702 053 601	to	709 411 171	to	1 320	719 869 731	to	9 760	727 481 431	to	1 460

727 749 241	to	9 780	732 220 431	to	0 440	737 185 501	to	5 710	742 408 771	to	8 830
728 382 331	to	2 480	732 355 201	to	5 380	737 317 321	to	7 350	742 512 120	to	2 150
728 458 201	to	8 260	732 472 320	to	2 560	737 517 781	to	7 840	742 684 849	to	4 890
728 702 338	to	2 400	732 541 605	to	1 620	737 628 181	to	8 210	742 839 553	to	9 630
728 915 371	to	5 850	732 572 221	to	2 490	737 634 258	to	4 270	742 913 668	to	3 700
728 953 141	to	3 410	732 586 479	to	6 710	738 361 971	to	1 980	742 917 287	to	7 296
728 954 280	to	4 310	732 994 037	to	4 080	738 648 355	to	8 450	742 921 891	to	1 980
729 169 081	to	9 140	733 163 449	to	3 460	738 849 811	to	9 900	742 983 631	to	3 810
729 363 841	to	3 870	733 297 171	to	7 290	738 892 270	to	2 290	743 020 021	to	0 170
729 682 891	to	3 190	733 446 631	to	7 110	738 997 259	to	7 380	743 206 491	to	6 500
729 838 940	to	9 070	733 474 665	to	4 770	739 161 451	to	1 540	743 235 992	to	6 050
729 839 101	to	9 130	733 704 482	to	4 570	739 219 381	to	9 440	743 245 094	to	5 170
730 077 683	to	7 840	733 751 041	to	1 130	739 530 511	to	0 540	743 940 631	to	0 900
730 109 847	to	9 880	733 971 138	to	1 210	739 740 151	to	0 180	743 978 011	to	8 070
730 373 761	to	3 850	734 009 101	to	9 130	739 793 491	to	3 520	744 234 751	to	4 780
730 501 951	to	2 130	734 290 759	to	0 770	739 793 527	to	3 550	744 260 641	to	0 670
730 519 379	to	9 470	734 389 273	to	9 290	739 942 621	to	2 650	744 499 591	to	9 680
730 569 278	to	9 360	734 440 031	to	0 111	739 999 231	to	9 320	744 626 901	to	6 910
730 711 711	to	1 740	734 797 201	to	7 320	740 011 517	to	1 530	745 388 794	to	8 910
730 722 991	to	3 230	734 939 611	to	9 640	740 030 701	to	0 970	746 446 806	to	6 820
730 845 970	to	5 990	734 950 111	to	0 170	740 261 740	to	1 820	746 818 351	to	8 410
730 888 291	to	8 320	735 120 331	to	0 840	740 265 811	to	6 290	746 857 741	to	7 800
730 927 591	to	7 680	735 123 061	to	3 690	740 299 111	to	9 170	747 245 266	to	5 280
731 307 914	to	7 930	735 283 008	to	3 020	740 299 231	to	9 260	747 364 813	to	4 830
731 402 431	to	2 460	735 293 131	to	3 220	740 329 266	to	9 320	747 501 434	to	1 450
731 407 232	to	7 320	735 783 961	to	3,990	740 889 081	to	9 090	747 739 891	to	0 070
731 588 301	to	8 340	735 803 401	to	3 430	741 010 421	to	0 530	748 148 649	to	8 760
731 767 273	to	7 320	736 005 420	to	5 440	741 113 041	to	3 370	748 259 960	to	9 970
731 781 061	to	1 120	736 366 021	to	6 110	741 373 891	to	4 340	748 565 162	to	5 280
731 837 821	to	7 910	736 624 456	to	4 500	741 452 369	to	2 490	749 190 192	to	0 210
731 841 377	to	1 450	736 670 851	to	1 060	741 492 991	to	3 140	749 685 421	to	5 450
732 018 481	to	8 600	736 767 061	to	7 090	741 553 460	to	3 470	750 388 454	to	8 500
732 067 972	to	8 370	736 767 093	to	7 120	741 764 431	to	4 520	750 438 421	to	8 501
732 188 649	to	8 670	736 982 191	to	2 370	742 178 834	to	8 880	751 541 311	to	1 790
732 193 460	to	3 470	736 982 551	to	2 730	742 325 500	to	5 520	751 936 951	to	7 010
732 201 241	to	1 390	737 110 141	to	0 170	742 325 668	to	5 700	751 951 861	to	1 890

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, 9-9-99*

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, 9-9-99*

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.

005037	008988	016266	021341	022809	028841	055219	064159	064699	065363	065836	068132	077087
005173	009278	016665	021351	022832	028914	055244	064177	064716	065376	065840	068255	077202
005186	009424	018115	021408	022897	028940	056057	064215	064757	065380	065894	068261	077251
005188	009466	018247	021427	022899	028958	056059	064216	064764	065382	065922	068379	077271
005227	009476	018292	021430	022911	028987	056063	064217	064791	065385	065940	069020	077282
005314	009560	018361	021435	022941	029005	056070	064219	064826	065398	065963	069043	077431
005324	009594	018542	021448	022946	029225	060011	064224	064834	065402	065965	069044	077821
005368	009684	018587	021451	022953	029258	060047	064263	064838	065414	065988	069054	078008
005390	009686	018611	021468	022981	029326	060054	064265	064842	065418	065990	069075	078063
005473	009792	018666	021476	023141	029363	060084	064267	064847	065447	066002	069083	078064
005478	009876	018710	021511	023244	029501	060112	064284	064850	065450	066028	069211	078155
005495	009958	018824	021521	023596	029526	060119	064300	064866	065470	066030	069214	078406
005599	010089	019029	021528	025032	029552	060136	064317	064891	065488	066034	069424	078440
005633	010206	019189	021536	025277	029602	060210	064327	064894	065493	066040	069823	078883
005718	010329	019209	021588	025429	029615	060233	064330	064896	065498	066048	069927	078906
005769	010370	019291	021601	026035	029730	060247	064335	064919	065511	066049	069942	079065
005839	010393	019293	021612	026151	029801	060286	064336	064935	065515	066065	069992	079408
005868	010501	019475	021632	026198	029916	060336	064338	064936	065525	066066	070035	079505
005889	010521	019510	021657	026457	030001	060349	064344	064938	065535	066100	070157	079635
005931	010561	019663	021698	026490	030130	060355	064350	064958	065543	066121	070262	079754
005935	010604	019785	021746	026499	030178	060358	064351	064959	065551	066128	070320	079755
005953	010629	019918	021773	026546	030211	060360	064354	064973	065565	066134	070391	079933
006038	010726	019956	021783	026547	030221	060364	064355	065001	065575	066136	070530	080037
006058	011049	019959	021835	026599	030319	060407	064357	065012	065590	066143	071127	080095
006085	011159	020029	021859	026602	030333	060410	064414	065041	065597	066149	071225	080132
006147	011266	020038	021894	027056	030423	060421	064419	065073	065603	066150	071264	080144
006209	011281	020156	022036	027085	030490	060456	064425	065077	065634	066211	071354	080421
006221	011360	020235	022118	027097	030510	060519	064434	065108	065654	066216	071606	080583
006258	011365	020262	022165	027169	031069	060566	064446	065125	065655	066223	071613	080630
006322	012292	020432	022179	027319	031232	060636	064454	065141	065660	066231	071862	080672
006678	012356	020499	022243	027498	031239	060869	064479	065154	065665	066282	075166	085378
006828	013151	020555	022267	027846	032011	061008	064486	065179	065666	066284	075186	085386
007056	014103	020579	022303	027855	038026	061053	064504	065183	065672	066320	075320	085402
007078	014166	021064	022320	027892	038027	061191	064533	065185	065680	066321	075324	085405
007303	014553	021070	022370	027898	038031	061454	064534	065200	065687	066329	075355	085428
007382	014695	021078	022408	028002	038032	062105	064542	065208	065723	066393	075548	085462
007384	014867	021091	022445	028138	038066	063112	064543	065230	065729	066396	075646	085521
008088	014936	021111	022452	028230	040062	063115	064560	065233	065730	066405	075914	085548
008099	015161	021118	022514	028283	040124	063123	064596	065240	065751	066428	076109	085578
008217	015170	021142	022550	028334	041188	063141	064603	065249	065761	066436	076209	085649
008304	015271	021157	022591	028399	041193	063157	064613	065257	065762	067109	076210	085765
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008646	015306	021234	022678	028509	046002	063488	064638	065275	065774	067118	076456	085784
008819	015456	021286	022691	028529	054082	064004	064639	065285	065778	067407	076627	088027
008885	015516	021290	022696	028586	054144	064119	064655	065316	065783	067421	076910	088034
008889	015536	021318	022733	028699	055093	064121	064679	065335	065815	068028	076918	088045
008925	016050	021323	022769	028727	055133	064157	064686	065355	065828	068121	077084	088053

088141	101858	115643	118764	171238	207160	220083	288088	300994	317287	329658	334436	354093
088315	102274	115719	118768	171279	207192	220094	288112	301006	317309	329666	334745	356066
088449	102295	115733	118800	172042	207235	220120	292196	301010	317318	330012	334811	361119
088461	103084	115753	118830	172047	207241	220391	292523	301016	317325	330045	334875	361329
088463	103767	116015	118964	172058	207252	220831	294173	301028	319075	330124	335073	363002
088484	104516	117019	119435	172071	207277	221019	294435	301029	319098	330146	335095	366016
088555	105230	117026	119458	173072	207341	221059	294530	301030	320051	330293	335197	372068
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088616	105489	117042	119505	174078	207407	221067	295308	301054	320881	330589	335919	372330
088685	105818	117061	119513	180054	207422	221115	295457	301069	321008	330639	335975	372446
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089227	108441	117130	120133	180112	207533	221574	298015	301099	322290	331063	338050	372760
089384	108519	117151	120267	181002	207544	221604	299035	301112	322315	331187	339343	379538
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089587	108705	117235	124072	181057	207695	222314	300020	301138	322470	331465	340148	380159
089853	108732	117253	124091	181059	207745	222336	300043	301155	322546	331480	340191	380179
089914	108931	117274	128140	191069	207818	222340	300060	301258	322599	331609	340211	380208
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091493	109639	117324	135249	191324	207829	223368	300073	301932	322795	331824	340328	381277
091944	109983	117337	136061	191341	207863	223389	300087	301948	323057	332018	340334	381374
092178	110791	117344	142176	191356	207885	224017	300140	301961	323586	332066	340379	381470
092786	111078	117348	142882	191359	208449	231011	300144	302029	324014	332115	340381	381494
092892	111209	117371	142963	191467	209239	235423	300149	302228	324018	332274	340394	386074
092932	111387	117403	146016	191553	210173	235473	300196	302296	324028	332376	340455	391022
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094863	111827	117480	150252	192340	210337	253161	300341	305011	325627	332480	340626	393135
094997	112310	117538	152129	192351	210368	253174	300373	305044	325636	332573	340708	395307
095258	112718	117544	152261	192562	210392	253213	300425	305064	325800	332649	340734	401022
095483	112758	117553	152310	192781	210440	253240	300442	305072	326171	332711	340793	402096
095742	113010	117588	152408	192879	210448	253256	300650	305154	326629	332758	340869	402112
095801	113083	117590	152410	192905	210459	260008	300652	306337	326647	332979	340894	402147
095849	113173	117611	152429	193260	210468	271208	300654	309020	326660	333070	340927	402198
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096533	113887	117802	152489	196120	210484	272204	300756	312194	326762	333227	340993	402349
097037	114361	117829	152577	196144	210486	272360	300782	312247	327218	333229	340996	402703
097597	114392	117845	152669	197050	210497	272366	300785	312312	327262	333393	344022	404600
098071	115007	117905	152695	197060	210513	274167	300787	312328	327528	333496	344036	405051
098184	115074	117940	152907	197125	210521	274331	300792	312345	327796	333579	344130	405105
098398	115097	118001	152915	198005	210550	274337	300830	312417	327853	333684	347101	405178
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098502	115208	118227	165103	200527	210631	282180	300896	312507	328544	333821	349539	410180
098506	115231	118373	165189	200576	210637	282845	300917	314287	328835	333823	349543	426001
098755	115239	118483	165266	200642	212333	282860	300920	314660	328916	333940	349592	427020
098760	115264	118494	170243	200746	212531	283415	300929	314686	328949	333945	349682	430147
098767	115315	118503	170292	200777	212675	283560	300937	314718	328995	333951	349732	430164
098786	115447	118529	170329	200965	212683	284009	300953	315016	329272	334007	349749	432493
098818	115455	118648	171118	200970	212886	284010	300956	315022	329355	334042	349892	432627
098916	115459	118675	171165	206089	212917	285024	300979	317156	329527	334049	352252	432827
098934	115488	118699	171171	206094	212946	286019	300980	317201	329601	334336	352306	432865
101523	115600	118721	171233	207113	220037	286063	300981	317251	329602	334348	352749	432885

441357	462377	462886	480618	532802	600714	616092	662335	752981	782850	805165	841111	891814
441541	462380	462896	480629	532866	600744	617167	662353	754043	782864	805194	841136	891821
441567	462388	462900	480652	537288	600777	617169	667028	756005	782993	805195	841171	891866
441851	462392	462914	480698	545008	600812	622017	684020	760049	784255	805221	841226	895231
443215	462406	462917	480718	546121	601111	627020	685152	761001	784403	805240	844119	895298
444500	462420	462947	480727	549210	601225	628024	685282	761094	784604	805289	844185	895457
447007	462422	462957	480902	551028	601317	628078	701298	761135	785425	805321	846106	895891
447183	462427	462961	481312	551033	601398	628134	701299	761147	785529	805486	846116	900011
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451155	462460	462979	481712	551117	601468	631078	701398	761457	785755	805546	850206	900729
452147	462464	462988	481763	551204	601512	631100	701764	761632	786078	805576	850284	900847
452150	462472	462996	481892	551219	601758	631105	701956	761661	786092	805584	850407	901013
452531	462476	463002	482441	551893	601770	631192	705221	761692	787838	806019	850808	901085
452682	462481	463025	482674	551998	601917	631211	706091	761694	787876	806045	850820	901118
452718	462501	463059	483205	553101	602044	631259	706170	761703	787929	806068	850907	901163
452968	462513	464156	483323	553432	602212	631269	708586	761716	788058	806173	852129	901450
456045	462514	464211	483385	553453	602220	631397	708605	761842	791020	807030	852184	901498
457119	462528	466566	483416	553623	602325	631405	712005	762002	791033	809025	852242	901543
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460050	462551	468346	483575	553924	602567	631538	718007	763016	794440	809099	852514	901554
460056	462576	468390	483593	554039	602594	631657	720029	767531	799140	809252	852618	901745
460067	462577	468397	483825	554341	602853	631662	722108	767570	800138	809356	852663	901757
460083	462585	469164	484040	554359	602887	631716	730305	770041	800390	809364	852692	901768
460086	462586	470025	485082	554364	603088	631780	730669	770048	800430	810121	852726	901807
460094	462593	472021	486320	554743	604190	631903	730781	770055	800561	811019	852739	901923
460098	462614	472026	489245	558081	604194	631924	731005	770092	801537	811046	853009	902075
460103	462615	472040	489344	564025	605119	641005	731620	770097	801758	812039	853023	902419
460104	462630	472050	489474	571011	605172	641287	731835	770140	802014	813076	853052	902443
460106	462665	474006	490102	571097	605353	641408	735005	770142	802152	813083	853077	902501
461016	462695	474010	490148	571113	605355	641409	740371	770200	802174	813262	853163	902531
461043	462714	474018	490471	581013	606551	641446	741058	770276	802198	813309	853257	902638
461048	462722	474041	490579	581142	606933	641450	741111	770363	802315	814056	853297	902944
461098	462732	474049	490637	581205	607036	641493	741608	770381	802382	814206	853300	903232
461099	462766	474051	492012	581216	607149	641525	741638	770433	802389	815032	853304	903324
462005	462767	474052	492027	591005	607185	641568	741652	770471	802408	815098	853346	903860
462007	462779	477092	494180	591140	607448	641570	743006	770478	802477	815123	853360	904466
462027	462792	477164	495079	591360	607791	641572	744162	770528	802486	815203	853363	904486
462221	462799	478021	496060	598618	607798	641578	750080	770650	802631	815213	853395	904535
462224	462801	478022	496123	600014	607821	641654	750299	770652	802681	816009	853401	904678
462245	462802	478042	496172	600073	607904	641660	750304	771002	802711	816069	853422	904689
462255	462803	478047	503046	600081	608048	641701	750341	771104	802813	816178	853427	904705
462267	462805	478054	507010	600119	608061	641802	750373	771166	802815	816199	853460	906005
462290	462807	478105	522043	600135	608073	641812	750412	771507	802883	816302	853488	906048
462309	462809	478106	527036	600230	608082	641859	751063	771565	802886	816429	853520	906277
462313	462816	478107	531352	600237	608105	641896	752127	772360	802919	816436	853522	906384
462317	462825	479043	531369	600248	608153	641929	752149	772904	802951	816561	853539	906592
462334	462839	479045	531521	600251	608183	648170	752179	773527	803116	820707	853562	906610
462340	462842	479065	531664	600252	608224	648180	752265	774012	803191	826010	856144	906820
462341	462844	479080	531699	600264	608369	652320	752519	775327	803218	830071	856484	906880
462348	462856	479081	531706	600537	608498	657108	752560	777019	804069	837197	860018	906892
462351	462861	479086	531724	600595	609326	657131	752592	778343	804154	840502	870102	907050
462353	462862	479112	532349	600601	609332	658134	752695	780098	804155	840533	891333	907253
462372	462867	480254	532458	600642	610167	658154	752704	782007	804278	840561	891346	907321
462375	462880	480508	532703	600688	611236	658243	752776	782125	805048	840582	891621	907344
462376	462885	480578	532798	600694	613146	660111	752965	782714	805113	840586	891713	907466

907506	917293	918058	920397	926041	926969	931238	940828	949462	958610	968520	970842	982360
907553	917361	918082	921051	926166	927044	931366	940840	949599	958780	968713	972691	982383
907700	917385	918325	921129	926221	927226	931396	940842	950808	958843	968826	972801	984070
907713	917398	918446	921232	926393	927266	931700	941155	950839	958849	968909	973132	985220
907731	917408	918455	921318	926443	927291	931963	941234	950845	958850	968966	974157	992357
907849	917471	918501	921413	926493	927344	932625	941457	950873	958855	970225	974222	992364
910007	917497	918539	921479	926523	927523	932730	941580	951045	958877	970272	976013	992460
912452	917508	918552	921542	926545	927565	932780	941861	951230	958890	970275	976014	992501
913689	917547	918554	921597	926591	927768	933135	941862	951723	959002	970446	980004	992635
914839	917585	918570	921610	926606	927819	933457	945530	951922	959071	970517	980006	995006
914874	917597	918632	921689	926625	928218	933549	945649	952253	960041	970562	980344	995453
914877	917640	918642	921691	926698	928223	935222	945650	952319	960053	970581	980458	995496
915203	917647	918675	921853	926704	928279	935276	946279	953215	960085	970617	980908	995646
915217	917677	918811	921872	926792	928288	937636	946366	953274	967013	970619	980959	995829
915425	917710	918839	921884	926793	928316	937728	946455	953323	967137	970639	981371	995936
915614	917719	918886	921910	926805	928335	937823	947222	953344	967227	970654	981770	995939
915658	917730	918905	921923	926850	928370	937832	948199	958227	967235	970724	981958	997153
917018	917769	918965	922184	926918	928723	939141	948328	958232	967329	970742	982002	998346
917179	917806	920208	922277	926920	928728	939575	948358	958264	968169	970757	982098	
917191	917862	920252	924420	926930	928762	940292	948472	958312	968177	970769	982151	
917202	917884	920325	924598	926935	930381	940373	948550	958482	968221	970816	982262	
917216	917925	920347	924670	926939	930406	940408	948615	958496	968266	970823	982293	
917269	917981	920383	926009	926943	931202	940499	949455	958520	968492	970829	982323	

— Express and Priority Mail, Marketing, 9-9-99

International Mail

IMM REVISION

International Mail — Mailing to Ukraine

Effective September 9, 1999, the Country Conditions for Mailing to Ukraine are revised to reflect a change in an existing mailing restriction to that country. This regulatory change will be incorporated into the printed version of the *International Mail Manual* (IMM) Issue 22 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>). Accordingly, the IMM is revised as follows:

International Mail Manual (IMM)

* * * * *

Country Conditions for Mailing — Ukraine

* * * * *

[The entry under **Restrictions**, which pertains to the mailing of certain food items, is hereby revised to read as follows:]

Restrictions

In order to be admissible, the food items listed below must (a) be packed by the manufacturer; (b) conform to Ukraine's

sanitary standards; (c) be accompanied by a certificate of conformity which has been issued by the Ukrainian State Committee for Standardization and Measures or by a comparable regulatory authority in the country of origin; (d) be addressed to an individual who is a resident of Ukraine; (e) be shipped in quantities not to exceed 2 kilograms (4 pounds) when enclosed in a letter package or small packet; or (f) be shipped in quantities not to exceed 10 kilograms (22 pounds) when enclosed in a parcel post package or an Express Mail International Service (EMS) item.

Meats, fish, shell fish, milk and dairy products, birds' eggs, natural honey, fruits and nuts, coffee, tea, spices, vegetables, grains, cereals, flour, fats and oils, animal and vegetable by-products, sugar, cocoa, and other processed foodstuffs.

* * * * *

— Pricing, Costing, and Classification,
International Business Unit, 9-9-99

IMM REVISION

International Mail — Global Priority Mail (GPM)

Effective September 9, 1999, sections 226.42 and 226.83 in the *International Mail Manual* (IMM) are revised to reflect changes in the Global Priority Mail (GPM) service that became effective on May 30, 1999. These revisions will be incorporated into the printed version of IMM Issue 22 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>). Accordingly, the IMM is revised as follows:

International Mail Manual (IMM)

	*	*	*	*	*
2	Conditions for Mailing				
	*	*	*	*	*
220	Letters and Letter Packages				
	*	*	*	*	*
226	Global Priority Mail				
	*	*	*	*	*
226.4	Postage				
	*	*	*	*	*

226.42 Variable Weight Option Postage Rates

[Revise 226.42 to read as follows:]

See 226.62 for required packaging. Global Priority Mail variable-weight rates are calculated in half-pound (or fraction

thereof) increments based on the weight of each piece and the destination geographic rate zone up to four pounds. Each GPM mailpiece that is paid for on that basis must have a variable weight sticker affixed to the address side or be enclosed in a USPS furnished flat-size (Tyvek) envelope or cardboard box that is specifically intended for the transmittal of GPM items. (See Exhibit 226.42.)

* * * * *

226.8 Mail Entry

* * * * *

226.83 Pickup Service

[Revise 226.83 to read as follows:]

On call and scheduled pickup services are available for Global Priority Mail acceptance cities. There is a charge of \$8.25 for each pickup stop, regardless of the number of pieces picked up. (See DMM D010 for standards of pickup service.) Pickup service is *not* available for GPM items that bear a permit imprint and that are paid for through an advance deposit account.

* * * * *

— Pricing, Costing, and Classification,
International Business Unit, 9-9-99

Philately

STAMP ANNOUNCEMENT 99-44

Hanukkah Stamp



Copyright USPS 1998

The Postal Service will issue a 33-cent *Hanukkah* stamp in a self-adhesive pane of 20 (Item Number 551200), in Washington, DC, on October 8, 1999. The stamp, designed by Hannah Smotrich of Washington, DC, goes on sale nationwide on October 9, 1999.

This stamp, which is being reissued with a new denomination, was first issued in 1996 as part of the Holiday Celebrations series. This special stamp was designed in honor of Hanukkah, a Jewish celebration commemorating the rededication of the Second Temple of Jerusalem in 165 B.C.E., after its desecration three years earlier. Only enough oil to light the Temple menorah, or candelabrum, for one day was found, but the flame miraculously continued to burn for eight days. Because Hanukkah centers around the miracle of light, candles are the primary symbol of the holiday. Today, several rituals mark the observation of Hanukkah: Families light a menorah for eight nights, exchange gifts, sing, play a game with a spinning top called a dreidel, and eat foods cooked in oil such as potato pancakes or doughnuts.

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 stamps 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:

HANUKKAH STAMP
POSTMASTER
900 BRENTWOOD RD NE
WASHINGTON DC 20066-9991

Issue:	<i>Hanukkah</i>
Item Number:	551200
Denomination & Type of Issue:	33-cent special
PS Format:	Self-adhesive Pane of 20 (1 design)
Series:	Holiday Celebrations
Issue Date & City:	October 8, 1999, Washington, DC 20066
Illustrator:	N/A
Photographer:	N/A
Designer:	Hannah Smotrich, Washington, DC
Engraver:	North American Roto Engravers, Inc.
Art Director:	Derry Noyes, Washington, DC
Typographer:	Hannah Smotrich, Washington, DC
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko
Stamps per Coil/Pane:	20
Print Quantity:	65 million stamps
Paper Type:	Pre-phosphored Type I
Gum Type:	Self-adhesive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Magenta, Cyan, Black, Red
Stamp Orientation:	Horizontal
Image Area (w x h):	1.410 x 0.84 in./35.81 x 21.34 mm
Overall Size (w x h):	1.56 x .99 in./39.62 x 25.15 mm
Full Pane Size (w x h):	5.875 x 6.5 in./149.23 x 165.10 mm
Plate Size:	200 stamps per revolution
Plate Numbers:	"V" followed by five (5) single digits
Marginal Markings:	"© USPS 1995" • Price • Plate Position Diagram • Plate Numbers
Catalog Item Number(s):	551220 Block of 4 — \$1.32 551230 Block of 10 — \$3.30 551240 Full Pane of 20 w/ plate no. — \$6.60 551261 First Day Cover — \$0.54
Sale Date:	October 8, 1999
Nationwide Sale Date:	October 9, 1999

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 November 7, 1999.

Stamp Fulfillment Services (SFS) 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 STAMP-24 or writing to:

INFORMATION FULFILLMENT
 DEPT 6270
 US POSTAL SERVICE
 PO BOX 219014
 KANSAS CITY MO 64121-9014

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

Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive one-half of their standard automatic distribution quantities for a 20-stamps-per-pane issue. Distributions are rounded up to the nearest master carton size (40,000 stamps).

Initial Supply

SDOs and SDNs will make a subsequent automatic distribution to post offices for one-quarter 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 October 1, 1999.

Additional Supply

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

For filling supplemental orders, all APDs and SDNs, except for the New York, NY, and Denver, CO, APDs, will receive 600,000 stamps. The New York, NY, APD will receive 680,000 stamps, and the Denver, CO, APD will receive 200,000 stamps.

Philatelic Requirement

SDOs and SDNs with authorized philatelic centers will receive an automatic distribution of these stamps in 10 positions for subsequent distribution to each philatelic window.

SDOs and SDNs That Serve This Many Philatelic Windows	Will Receive This Quantity of the Hanukkah Special Stamp, Item Number 551200
1	20,000
2	20,000
3	40,000
4	40,000
5 to 6	60,000
7 to 9	100,000
11 to 12	120,000
13 to 16	160,000
17 to 20	200,000

Sales Policy

All post offices must acquire and maintain a supply of each new commemorative until the stamp is officially withdrawn from sale. If supplies run low, post offices must reorder additional quantities using their normal ordering procedures.

— Stamp Services, 9-9-99

Definitive Stamp Issues That Will Remain on General Sale

The following stamp items are withdrawn from sale at Stamp Fulfillment Services (SFS) and authorized philatelic windows on September 30, 1999. However, they will remain on sale at regular retail windows until supplies are exhausted.

Stamp Issues:

Item Number	Description
2238	50-cent Thaddeus Lowe Aerogramme
7945	\$500.00 Butte Nonprofit coil (issued 6-15-96)
7982	\$150.00 Mountain Nonprofit coil (issued 1-24-97)

— Stamp Services, 9-9-99

Stamps Withdrawn From Regular Sale and From Sale at Philatelic Centers

Effective close-of-business September 30, 1999, all post offices, stations, branches, postal stores, vending outlets, and authorized philatelic centers must withdraw the stamp stock items listed below and their related products from sale and prepare them for destruction. The stamp stock items and products should be submitted to destruction sites according to local established procedures, under the guidelines in Handbook F-1, *Post Office Accounting Procedures*, Part 45, Destroying Stamp Stock.

Absolutely no sales of the stamp items and related products listed below are permitted after September 30. These stamp stock items and their related products are also being removed from sale at Stamp Fulfillment Services (SFS).

Stamp Items:

Item Number	Description
1067	32-cent Lila and DeWitt Wallace stamp
1068	32-cent Henry Luce stamp
1110	\$3.00 Challenger Priority Mail stamp
4449	32-cent Year of the Tiger stamp
4450	32-cent Madam C. J. Walker stamp
4451	32-cent Winter Sports stamp
4454	32-cent Wisconsin Statehood stamp
4458	32-cent Klondike Gold Rush stamp
4459	32-cent Tropical Birds stamp
4460	32-cent Gospel Singers stamps
5504	55-cent Love Cherub stamp
5521	32-cent Holiday Celebration Kwanzaa stamp
5502	32-cent Flag Over Porch stamp
5576	32-cent Flowering Trees stamp
5577	32-cent Cinco De Mayo stamp
5584	32-cent Hanukkah stamp
6631	\$6.40 Flag Over Porch booklet (National Marrow Donor Program)

Item Number	Description
6658 & X	\$4.80 Statue Liberty Vending booklet
6659 & X	\$9.60 Statue Liberty Vending booklet
6673	\$6.40 Flag Over Porch booklet (National Domestic Violence Hotline)
6676	\$6.40 Statue Liberty booklet
6678	\$6.40 Christmas Contemporary Holly booklet
6679	\$6.40 Holiday Traditional Sano di Pietro booklet
6680	\$6.40 Love Swans booklet
6682	\$6.40 Yellow Rose booklet (Stampers Information on Cover)
6688 & X	\$4.80 Holly Vending booklet
6689 & X	\$9.60 Holly Vending booklet
7944	\$3,200.00 Flag Over Porch coil
7959	\$32.25 Flag liner-less coil with dispenser
7969	\$960.00 Flag Over Porch coil

Stamp Products:

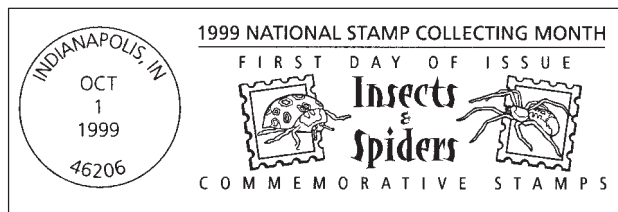
Item Number	Description
8892	\$57.60 Cinco De Mayo press sheet
8893	\$19.95 Tropical Birds prints
8913	\$7.95 Year of the Tiger panel
8941	\$7.95 Love Swans panel
9704	\$7.95 Winter Sports panel
9705	\$7.95 Madam C. J. Walker panel
9708	\$7.95 Flowering Trees panel
9709	\$7.95 Cinco De Mayo panel
9711	\$7.95 Wisconsin Statehood panel
9715	\$7.95 Klondike Gold Rush panel
9716	\$7.95 Tropical Birds panel
9722	\$7.95 Gospel Singers panel
9987	\$4.95 Year of the Tiger Commemorative Collectible

— Stamp Services, 9-9-99

CORRECTION

Insects & Spiders Pictorial Cancellation

The following pictorial cancellation was omitted from Stamp Announcement 99-43, Insects & Spiders Commemorative Stamps, in *Postal Bulletin* 22005.



— Stamp Services, 9-9-99

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.



August 26, 1999

ALL ABOARD STATION
POSTMASTER
PO BOX 9998
CAPE CHARLES VA 23310-9998

ALL ABOARD STATION
POSTMASTER
PO BOX 9998
BIRDNEST VA 23307-9998

ALL ABOARD STATION
POSTMASTER
PO BOX 9998
BLOXOM VA 23308-9998

ALL ABOARD STATION
POSTMASTER
PO BOX 9998
CHERITON VA 23316-9998

ALL ABOARD STATION
POSTMASTER
PO BOX 9998
EASTVILLE VA 23347-9998

ALL ABOARD STATION
POSTMASTER
PO BOX 9998
EXMORE VA 23350-9998

ALL ABOARD STATION
POSTMASTER
PO BOX 9998
HALLWOOD VA 23359-9998

ALL ABOARD STATION
POSTMASTER
PO BOX 9998
KELLER VA 23401-9998

ALL ABOARD STATION
POSTMASTER
PO BOX 9998
MACHIPONGO VA 23405-9998

ALL ABOARD STATION
POSTMASTER
PO BOX 9998
MELFA VA 23410-9998

ALL ABOARD STATION
POSTMASTER
PO BOX 9998
NASSAWADOX VA 23413-9998

ALL ABOARD STATION
POSTMASTER
PO BOX 9998
NEW CHURCH VA 23415-9998

ALL ABOARD STATION
POSTMASTER
PO BOX 9998
OAK HALL VA 23416-9998

ALL ABOARD STATION
POSTMASTER
PO BOX 9998
ONLEY VA 23418-9998

ALL ABOARD STATION
POSTMASTER
PO BOX 9998
PAINTER VA 23420-9998

ALL ABOARD STATION
POSTMASTER
PO BOX 9998
PARKSLEY VA 23421-9998

ALL ABOARD STATION
POSTMASTER
PO BOX 9998
TASLEY VA 23441-9998



Acton Fair Station
August 27, 1999
Acton, ME 04001

August 27-28, 1999
ACTON FAIR STATION
POSTMASTER
179 SAM PAGE RD
ACTON ME 04001-9998



PRAIRIE VILLAGE STATION
AUGUST 27, 1999
MADISON SD 57042

August 27-29, 1999
PRAIRIE VILLAGE STATION
POSTMASTER
PO BOX 9998
MADISON SD 57042-9998



Western Railway Museum Station
Suisun City, CA 94585
August 28, 1999

August 28, 1999
Western Railway Museum
WESTERN RAILWAY MUSEUM STATION
POSTMASTER
325 MERGANSER DR
SUISUN CITY CA 94585-9998



C & O CANAL DAYS
WILLIAMSPORT STATION
21705
AUGUST 28, 1999

August 28, 1999
QWL / EI
WILLIAMSPORT STATION
POSTMASTER
28 W SALISBURY ST
WILLIAMSPORT MD 21795-9998



TRAIN STATION
STERLING, OH 44276
SEPTEMBER 2, 1999

September 2, 1999
TRAIN STATION
POSTMASTER
13803 KAUFFMAN AVE
STERLING OH 44276-9998



September 3-4, 1999
City of Fort Worth
COWBOYS OF COLOR STATION
POSTMASTER
4600 MARK IV PKWY
FORT WORTH TX 76161-9998



WESTERN MINNESOTA
STEAM FISHERS REUNION
ROLLAG STATION
SEP - 3 1999

September 3-6, 1999
ROLLAG STATION
POSTMASTER
PO BOX 9998
HAWLEY MN 56549-9998



Centennial Station
LaSalle, MN 56056
September 4, 1999

September 4, 1999
CENTENNIAL STATION
POSTMASTER
104 S BROADWAY
LASALLE MN 56056-9998



The 1888 Port Oxford
Arts and Seafood Festival Station
September 4, 1999
Port Oxford, OH 97465

September 4, 1999
Port Oxford Arts Council Inc.
ARTS AND SEAFOOD FESTIVAL STATION
POSTMASTER
PO BOX 9998
PORT ORFORD OR 97465-9998



September 4, 1999
Steamtown Historical Society
STEAMTOWN NATIONAL HISTORIC SITE
STATION
POSTMASTER
100 THE MALL AT STEAMTOWN
SCRANTON PA 18502-9998



September 4-6, 1999
WELCOME TO MOUNTAIN STATION
POSTMASTER
111 SMITH RD
PACKWOOD WA 98361-9998



September 5, 1999
KASKASKIA ANNUAL PICNIC STATION
POSTMASTER
676 2ND ST
ST MARY MO 63673-9998



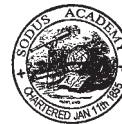
VFW 100TH
Anniversary
Centennial Station
Pawt, RI 02880
September 9, 1999

September 9, 1999
VFW 100TH ANNIVERSARY CENTENNIAL
STATION
POSTMASTER
40 MONTGOMERY ST
PAWTUCKET RI 02860-9998



Hervey Ely House
Built in 1837
11 Livingston Park
HEH Station
Rochester, NY 14608
September 9, 1999

September 9, 1999
HEH STATION
POSTMASTER
1335 JEFFERSON RD
ROCHESTER NY 14692-9998



September 9, 1999
SODUS ACADEMY STATION
POSTMASTER
44 MAIN ST
SODUS NY 14551-9998



September 9, 1999
VFW Post 8149
VFW 100TH ANNIVERSARY STATION
POSTMASTER
201 E PIKES PEAK AVE
COLORADO SPRINGS CO 80903-9998



September 9-11, 1999
Johnson County Old Settlers Association
JOHNSON COUNTY OLD SETTLERS
STATION
POSTMASTER
110 N CHESNUT ST
OLATHE KS 66061-9998



September 9-19, 1999
Touchstone Theatre
STEEL FESTIVAL ART OF THE INDUSTRY
STATION
POSTMASTER
PO BOX 9998
BETHLEHEM PA 18015-9998



September 10, 1999
 Lake Superior Railroad Museum
 RAILROAD POST OFFICE CAR STATION
 POSTMASTER
 2800 W MICHIGAN ST
 DULUTH MN 55806-9998



September 10-19, 1999
 YORK FAIR STATION
 POSTMASTER
 3435 CONCORD RD
 YORK PA 17405-9998



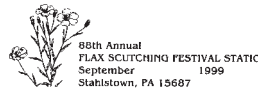
September 10, 1999
 US Postal Service
 GRAND OPENING STATION / NEEDHAM
 CUSTOMER SERVICE SUPPORT
 25 DORCHESTER AVE RM 4009
 BOSTON MA 02205-9996



September 10-26, 1999
 PUYALLUP FAIR STATION
 POSTMASTER
 204 2ND ST SW
 PUYALLUP WA 98371-9998



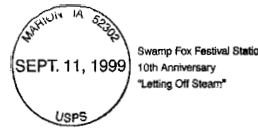
September 10-11, 1999
 Lawrence County
 LAWRENCE COUNTY SEPTEMBERFEST 99
 STATION
 POSTMASTER
 PO BOX 9998
 LOUISA KY 41230-9998



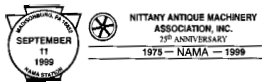
September 11, 1999
 Stahtstown Festival Committee
 FLAX SCUTCHING FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 STAHLSTOWN PA 15687-9998



September 10-11, 1999
 BLUES TO THE POINT STATION
 POSTMASTER
 PO BOX 9998
 CARROLLTON KY 41008-9998



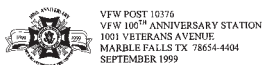
September 11, 1999
 SWAMP FOX FESTIVAL STATION
 POSTMASTER
 1101 6TH AVE
 MARION IA 52302-9998



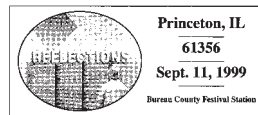
September 10-11, 1999
 Nittany Antique Machinery Association
 NAMA STATION
 POSTMASTER
 PO BOX 9998
 MADISONBURG PA 16852-9998



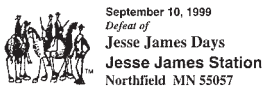
September 11, 1999
 THEODORE ROOSEVELT STATION
 POSTMASTER
 PO BOX 9998
 NEWCOMB NY 12852-9998



September 10-11, 1999
 VFW Post 10376
 VFW 100TH ANNIVERSARY STATION
 POSTMASTER
 1212 HWY 281
 MARBLE FALLS TX 78654-9998



September 11, 1999
 Bureau County Homestead Steering Committee
 BUREAU COUNTY FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 PRINCETON IL 61356-9998



September 10-12, 1999
 The Defeat of Jesse James Committee -
 Jesse James Days
 JESSE JAMES STATION
 POSTMASTER
 PO BOX 9998
 NORTHFIELD MN 55057-9998



September 11, 1999
 HERITAGE DAY FESTIVAL STATION
 POSTMASTER
 501 GRAND CENTRAL AVE
 LAVALLETT NJ 08735-9998



September 10-12, 1999
 CORN FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 SOUTH VIENNA OH 45369-9998



September 11, 1999
 Canaan Restoration Council
 PONY EXPRESS MAIL RUN STATION
 POSTMASTER
 8842 N CANAAN MAIN ST
 CANAAN IN 47224-9998



September 10-12, 1999
 COMMUNITY PARK STATION
 POSTMASTER
 PO BOX 9998
 ARANSAS PASS TX 78336-9998



September 11, 1999
 Roscoe Historical Society
 EXHIBITION STATION
 POSTMASTER
 100 PECAN ST
 ROSCOE MO 64781-9998

September 11, 1999

Wayzata Chamber of Commerce

JAMES J HILL STATION
POSTMASTER
229 MINNETONKA AVE S
WAYZATA MN 55391-9998



September 11, 1999

HISTORIC KINGS FERRY STATION
September 11, 1999
Verplanck's Point
Verplanck, N.Y. 10596

HISTORIC KINGS FERRY STATION
POSTMASTER
PO BOX 9998
VERPLANCK NY 10596-9998



September 11, 1999

MASON DIXON HISTORICAL SOCIETY
STATION
POSTMASTER
345 WOODWARD RD
WESTMINSTER MD 21157-9998



KNOTT COUNTY
GINGERBREAD
FESTIVAL STATION
HINDMAN KY 41822
SEPTEMBER 11, 1999

September 11, 1999

Knott County Gingerbread Festival Committee
KNOTT COUNTY GINGERBREAD FESTIVAL
STATION
POSTMASTER
PO BOX 9998
HINDMAN KY 41822-9998

September 11, 1999

US Postal Service
STANDIN ON THE CORNER IN WINSLOW
ARIZONA STATION
POSTMASTER
223 WILLIAMSON AVE
WINSLOW AZ 86047-9998



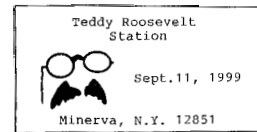
September 11, 1999

Talent Historical Society
100TH ANNIVERSARY COMMUNITY
CENTER STATION
POSTMASTER
PO BOX 9998
TALENT OR 97540-9998



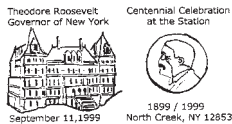
September 11, 1999

MAINE CHILDRENS CANCER PROGRAM
STATION
POSTMASTER
49 DOW HWY
ELLIOT ME 03903-9998



September 11, 1999

TEDDY ROOSEVELT STATION
POSTMASTER
PO BOX 9998
MINERVA NY 12851-9998



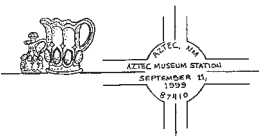
September 11, 1999

CENTENNIAL CELEBRATION AT THE
STATION
POSTMASTER
PO BOX 9998
NORTH CREEK NY 12853-9998



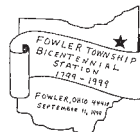
September 11, 1999

UNION STATION
POSTMASTER
145 N VINE ST
ORRVILLE OH 44667-9998



September 11, 1999

The Aztec Museum Pioneer Village and Oil
Field
AZTEC MUSEUM STATION
POSTMASTER
PO BOX 9998
AZTEC NM 87410-9998



September 11, 1999

FOWLER TOWNSHIP BICENTENNIAL
STATION
POSTMASTER
3455 YOUNGSTOWN KINGSVILLE RD
FOWLER OH 44418-9998



September 11, 1999

CLASSIC TRACTOR CALENDAR CLUB
STATION
POSTMASTER
PO BOX 9998
BOONVILLE MO 65233-9998



September 11, 1999

WALCOPEX STATION
POSTMASTER
PO BOX 9998
LAKE GENEVA WI 53147-9998



September 11, 1999

Gorman Peanut Festival
GORMAN PEANUT FESTIVAL STATION
POSTMASTER
113 S KENT ST
GORMAN TX 76454-9998



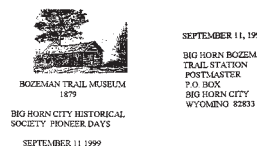
September 11, 1999

BEAVER LAKE STATION
POSTMASTER
26 E GENESEE ST
BALDWINVILLE NY 13027-9998



September 11, 1999

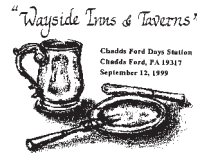
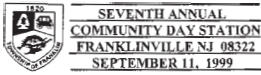
BATTLE OF PLATTSBURGH STATION
POSTMASTER
10 MILLER ST
PLATTSBURGH NY 12901-9998



September 11, 1999

BIG HORN BOZEMAN TRAIL STATION
POSTMASTER
310 BOX
BIG HORN CITY WYOMING 82833

September 11, 1999
 Township of Franklin
 SEVENTH ANNUAL COMMUNITY DAY
 STATION
 POSTMASTER
 2387 DELSEA DR
 FRANKLINVILLE NJ 08322-9998



September 11-12, 1999
 CHADDS FORD DAYS STATION
 POSTMASTER
 PO BOX 9998
 CHADDS FORD PA 19317-9998

September 11, 1999
 VFW Post 2866
 100TH ANNIVERSARY VFW POST 2866
 STATION
 POSTMASTER
 112 S FIFTH ST
 ST CHARLES MO 63301-9998



September 11-18, 1999
 McMinnville - Spencer QWL-EI
 FAIRFIELD VILLAGE STATION
 POSTMASTER
 102 E COURT SQ
 MCMINNVILLE TN 37110-9998

September 11, 1999
 West Virginia State Gospel Singing Convention
 50TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 MT NEBO WV 26679-9998



September 12, 1999
 Susan G. Komen Breast Cancer Foundation
 RACE FOR THE CURE STATION
 CUSTOMER RELATIONS COORDINATOR
 25 DORCHESTER AVE RM 4009
 BOSTON MA 02205-9998

September 11, 1999
 10TH ANNUAL STATION
 POSTMASTER
 PO BOX 9998
 MONTGOMERY NY 12549-9998



September 12, 1999
 UNCLE SAM DAY PARADE STATION
 POSTMASTER
 400 BROADWAY
 TROY NY 12180-9998



September 11-12, 1999
 APEX STATION
 PHILATELIC CLERK
 16890 E ALAMEDA PKWY
 AURORA CO 80017-9998



September 12, 1999
 BETHLEHEM CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 PLEASANT DALE NE 68423-9998



September 11-12, 1999
 Warren County Stamp Club
 WARCOPEX STATION
 POSTMASTER
 210 W 3RD ST
 WARREN PA 16365-9998



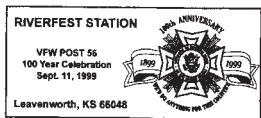
September 13, 1999
 Haines Booster Club
 HAINES CYCLE STATION
 POSTMASTER
 PO BOX 9998
 HAINES OR 97833-9998



September 11-12, 1999
 The Mantorville Restoration Association
 MARI GOLD STATION
 POSTMASTER
 PO BOX 9998
 MANTORVILLE MN 55955-9998



September 13, 1999
 UNITED WAY OF MAT-SU STATION
 POSTMASTER
 PO BOX 9998
 PALMER AK 99645-9998



September 11-12, 1999
 VFW Post 56
 RIVERFEST STATION
 POSTMASTER
 330 SHAWNEE ST
 LEAVENWORTH KS 66048-9998



September 13, 1999
 BILTMORE ESTATE STATION
 POSTMASTER
 PO BOX 9998
 ASHEVILLE NC 28803-9998



September 11-12, 1999
 Butler County Sesquicentennial Committee
 POPLAR BLUFF MUSEUM STATION
 POSTMASTER
 PO BOX 9998
 GRANDIN MO 63943-9998



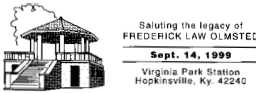
September 14, 1999
 THE ART OF ROBERT INDIANA STATION
 POSTMASTER
 125 FOREST AVE
 PORTLAND ME 04101-9998



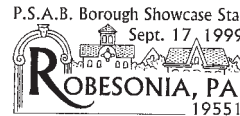
September 14, 1999
 NORTHEAST OHIO DESIGNATION AWARD
 DAY STATION
 PICTORIAL CANCELLATIONS MARKETING
 2200 ORANGE AVE RM 206
 CLEVELAND OH 44101-9996



September 16-19, 1999
 SCARECROW FESTIVAL STATION
 POSTMASTER
 129 W MARKET ST
 WASHINGTON CH OH 43160-9998



September 14, 1999
 US Postal Service & Hopkinsville Kentucky
 VIRGINIA PARK STATION
 POSTMASTER
 PO BOX 9998
 HOPKINSVILLE KY 42240-9998



September 17, 1999
 PSAB BOROUGH SHOWCASE STATION
 POSTMASTER
 37 E PENN AVE
 ROBESONIA PA 19551-9998



September 14-October 14, 1999
 GUILDHALL COMMUNITY CHURCH STATION
 POSTMASTER
 PO BOX 9998
 GUILDHALL VT 05905-9998



September 17, 1999
 MOON LANDING STATION
 POSTMASTER
 125 GLENRIDGE AVE
 MONTCLAIR NJ 07042-9998



September 15, 1999
 HOSPICE CARE STATION
 POSTMASTER
 241 N 4TH ST
 GRAND JUNCTION CO 81501-9998



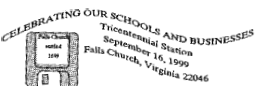
September 17, 1999
 City of Plano
 PLANO BALLOON FESTIVAL STATION
 POSTMASTER
 1200 JUPITER RD
 PLANO TX 75074-9998



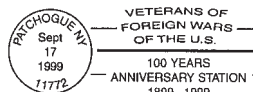
September 15, 1999
 US LIGHTSHIP MEMORIAL STATION
 POSTMASTER
 695 PLEASANT AVE
 NEW BEDFORD MA 02740-9998



September 17, 1999
 LAW ENFORCEMENT TRIBUTE STATION
 POSTMASTER
 424 S KANSAS AVE
 TOPEKA KS 66603-9611



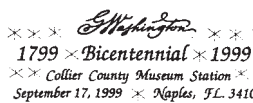
September 16, 1999
 TRICENTENNIAL STATION
 POSTMASTER
 301 W BROAD ST
 FALLS CHURCH VA 22046-9998



September 17, 1999
 VETERANS OF FOREIGN WARS OF THE U.S.
 100 YEARS ANNIVERSARY STATION
 1899 - 1999
 ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 PATCHOGUE NY 11772-9998



September 16, 1999
 El Cid Futurity
 EL CID STATION
 POSTMASTER
 PO BOX 9998
 TEXICO NM 88135-9998



September 17-18, 1999
 GEORGE WASHINGTON BICENTENNIAL
 COLLIER MUSEUM STATION
 POSTMASTER
 800 GOODLETTE RD
 NAPLES FL 34101-9998



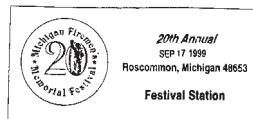
September 16-18, 1999
 Waverly Jaycees
 APPLE JUBILEE STATION
 POSTMASTER
 110 E KELLING AVE
 WAVERLY MO 64096-9998



September 17-18, 1999
 HAMMOND 4H AND FFA FAIR STATION
 POSTMASTER
 50 S MAIN ST
 HAMMOND NY 13646-9998



September 16-18, 1999
 WASHINGTON COUNTY FAIR STATION
 POSTMASTER
 PO BOX 9998
 ABINGDON VA 24210-9998



September 17-19, 1999
 20th Annual Michigan Fireman Memorial Festival
 FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 ROSCOMMON MI 48653-9998



September 17-19, 1999
CELEBRATE THE CENTURY EXPRESS
 STATION
 POSTMASTER
 700 R ST
 LINCOLN NE 68501-9804

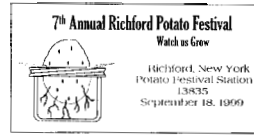


September 18, 1999
Charlotte Festival Station
 #7 Court Square
 Charlotte, TN 37036-9998
 September 18, 1999

September 18, 1999
Dickson County QWL/EI
 CHARLOTTE FESTIVAL STATION
 POSTMASTER
 7 COURT SQUARE
 CHARLOTTE TN 37036-9998



September 17-19, 1999
Festival Committee and the City of Attica
 POTOWATOMI FESTIVAL STATION
 POSTMASTER
 107 E MAIN ST
 ATTICA IN 47918-9998



September 18, 1999
POTATO FESTIVAL STATION
 POSTMASTER
 13299 STATE ROUTE 38
 RICHFORD NY 13835-9998



September 18, 1999
APPLE STATION
 POSTMASTER
 326 E MAIN ST
 LINCOLNTON NC 28092-9998



September 18, 1999
PLUM FEST STATION 99
 POSTMASTER
 1967 DELAWARE TPK
 CLARKSVILLE NY 12041-9998



September 18, 1999
Lincoln-Zephyr Owners Club Central Chapter
 GOF VIII STATION
 POSTMASTER
 11680 WY 84 E
 ZEPHYR TX 76890-9998



September 18, 1999
Hall County Texas
 HALL COUNTY STATION
 POSTMASTER
 700 W MAIN ST
 MEMPHIS TX 79245-9998



September 18, 1999
Central City Chamber of Commerce
 FALL FLAPJACK FLANNEL FLAMIN BBQ
 FESTIVAL STATION
 POSTMASTER
 1512 16TH ST
 CENTRAL CITY NE 68826-9998



September 18, 1999
City of O'Donnell
 SALEH PARK STATION
 POSTMASTER
 PO BOX 9998
 O'DONNELL TX 79351-9998



September 18, 1999
HILLSBORO ARTS & CRAFTS FAIR STATION
 POSTMASTER
 PO BOX 9998
 HILLSBORO KS 67063-9998



September 18, 1999
MINERAL COUNTY SEAFOOD & WINE
 FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 FORT ASHBY WV 26719-9998



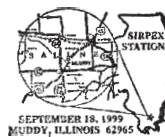
September 18, 1999
Wallowa Band Nez Perce Trail Interpretive Ctr
 CYCLE OREGON RIDE THRU STATION
 POSTMASTER
 PO BOX 9998
 WALLOWA OR 97885-9998



September 18, 1999
LAC DU FLAMBEAU STATION
 POSTMASTER
 PO BOX 9998
 LAC DU FLAMBEAU WI 54538-9998



September 18, 1999
The Newmarket Main Street Corporation
 NEWMARKET HERITAGE FESTIVAL
 STATION
 POSTMASTER
 126 MAIN ST
 NEWMARKET NH 03857-9998



September 18, 1999
SIRPEX STATION
 POSTMASTER
 PO BOX 9998
 MUDDY IL 62965-9998



September 18, 1999
Green Township
 WHITE COVERED BRIDGE STATION
 POSTMASTER
 PO BOX 9998
 GARARDS FORT PA 15334-9998



September 18, 1999
Clayton Chamber of Commerce
 HARVEST FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 CLAYTON NC 27520-9998



Boones Mill Festival Station
SEPTEMBER 18, 1999
 BOONES MILL, VA. 24065

September 18, 1999
 BOONES MILL FESTIVAL STATION
 POSTMASTER
 60 MAIN ST
 BOONES MILL VA 24065-9998



John P. Bowman
 1816 - 1891
 Devoted
 Husband Father Tanner
 September 18, 1999
 Creek Center Station
 Stony Creek, NY 12878

September 18, 1999
 CREEK CENTER STATION
 POSTMASTER
 6 HADLEY RD
 STONY CREEK NY 12878-9998



**Cincinnati Corn Fest
 Station**
 Cincinnati, New York 13040
SEPT. 18, 1999

September 18, 1999
 CINCINNATUS CORN FEST STATION
 POSTMASTER
 2763 LOWER CINCINNATUS RD
 CINCINNATUS NY 13040-9998



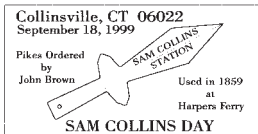
**Hummelstown
 Arts Festival
 Station**

September 18, 1999
Hummelstown Arts Festival Inc
 HUMMELSTOWN ARTS FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 HUMMELSTOWN PA 17036-9998



SEPTEMBER 18, 1999
 WALDEN DAY FALL FEST STATION
 WALDEN, NY 12586

September 18, 1999
 WALDEN DAY FALL FEST STATION
 POSTMASTER
 PO BOX 9998
 WALDEN NY 12586-9998



Collinsville, CT 06022
 September 18, 1999

Pikes Ordered
 by
 John Brown
 Used in 1859
 at
 Harpers Ferry
SAM COLLINS DAY

September 18, 1999
 SAM COLLINS STATION
 POSTMASTER
 24 BRIDGE ST
 COLLINSVILLE CT 06022-9998

Sharpsburg Heritage Festival



8th Annual Station
 September 18, 1999
 Sharpsburg, MD 21782

September 18-19, 1999
 SHARPSBURG HERITAGE FESTIVAL
 STATION
 POSTMASTER
 118 E CHAPLINE ST
 SHARPSBURG MD 21782-9998



HISTORIC
 BLUEMONT STATION
 BLUEMONT VA 20135
 SEPTEMBER 18 1999

September 18-19, 1999
 HISTORIC BLUEMONT STATION
 POSTMASTER
 33775 SNICKERSVILLE TPK
 BLUEMONT VA 20135-9998



**25th ANNUAL
 FESTIVAL
 SEPTEMBER
 18 & 19, 1999
 JOHN CHAPMAN
 STATION
 FORT WAYNE, IN
 46805**

September 18-19, 1999
 JOHN CHAPMAN STATION
 POSTMASTER
 PO BOX 9998
 FORT WAYNE IN 46805-9998

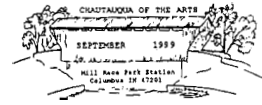


Heritage Festival Sta

Sept 18 1999

TIFFIN OH 44883

September 18-19, 1999
 HERITAGE FESTIVAL STATION
 POSTMASTER
 175 S MONROE ST
 TIFFIN OH 44883-9998



September 18-19, 1999
 MILL RACE PARK STATION
 POSTMASTER
 450 JACKSON ST
 COLUMBUS IN 47201-9998



September 18th

1999

September 18-19, 1999
 64TH ANNUAL SHOW STATION
 POSTMASTER
 8045 NEWELL ST
 SILVER SPRING MD 20910-9998

Big Sky Draft Horse Expo Station

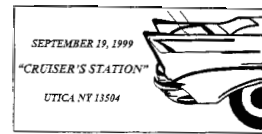


**September 18, 1999
 Deer Lodge, Montana 59722**

September 18-19, 1999
Big Sky Draft Horse Expo
 BIG SKY DRAFT HORSE EXPO STATION
 POSTMASTER
 PO BOX 9998
 DEER LODGE MT 59722-9998



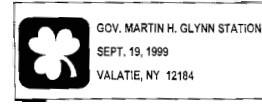
September 18-19, 1999
Wetlands Institute Stone Harbor
 WETLANDS INSTITUTE STATION
 POSTMASTER
 3219 DUNE DR
 AVALON NJ 08202-9998



September 19, 1999
 CRUISERS STATION
 POSTMASTER
 100 PITCHER ST
 UTICA NY 13504-9998



September 19, 1999
 MELROSE CENTENNIAL CELEBRATION
 STATION
 CUSTOMER SERVICE SUPPORT
 25 DORCHESTER AVE RM 4009
 BOSTON MA 02205-9996



September 19, 1999
 GOV MARTIN H GLYNN STATION
 POSTMASTER
 3302 WILLIAMS ST
 VALATIE NY 12184-9998



September 19, 1999
 SARATOGA BATTLEFIELD STATION
 POSTMASTER
 124 HUDSON AVE
 STILLWATER NY 12170-9998



September 19, 1999
 St Aloysius Historical Society
 GREENBUSH STATION
 POSTMASTER
 115 N SUMMIT ST
 GIRARD KS 66743-9998



September 21, 1999
 Allsup's
 ALLSUPS EL CID STATION
 POSTMASTER
 PO BOX 9998
 TEXICO NM 88135-9998



September 19, 1999
 BOARDWALK STATION
 POSTMASTER
 69 ROUTE 6A
 SANDWICH MA 02563-9998



September 21-26, 1999
 Professional Golf Association of America
 RYDER CUP STATION
 CUSTOMER RELATIONS MARKETING
 25 DORCHESTER AVE RM 4009
 BOSTON MA 02205-9996



September 20, 1999
 NATIONAL DOG WEEK STATION
 POSTMASTER
 65 N MAIN ST
 CRANBURY NJ 08512-9998

— Stamp Services, 9-9-99

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
Only You Can Prevent Forest Fires	April 1–Oct. 31
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, 9-9-99

Post Offices

FY00–FY01 Erasable Wall Calendar in Material Distribution Centers

The two-year FY00–FY01 Erasable Wall Calendar (printed on both front and back) is in the material distribution centers (MDCs). There is no automatic distribution for the calendars.

Employees may requisition copies of the Erasable Wall Calendar as follows:

- Use Touch Tone Order Entry by calling 1-800-332-0317, option 1, then option 2.
- Fax a completed PS Form 7380, *MDC Supply Requisition*, to 785-861-2939.
- Send an F3Fill-completed PS Form 7380 by cc:Mail to MDC Customer Service @ TOKS001L.
- Mail a completed PS Form 7380 to the following address:

SUPPLY REQUISITIONS
500 SW MONTARA PKWY
TOPEKA KS 66624-9702

The relevant ordering information for the Wall Calendar is as follows:

PSN: 7610-03-000-5257
PSIN: O102
Unit of Issue: EA
Issue Increment: 2
Quick Pick #: N/A
Bulk Pack Quantity: 2
Price: \$2.2497
Edition Date: 2000/2001

Note: You will be notified shortly of a firm arrival date for the FY 2000 Action Planner. *Do not order the Action Planner yet.*

— Business Accounts, Customer Relations, 9-9-99

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	01-3740	36419	AL	Grove Hill	Clarke	Allen	Community Post Office	02/08/1999	Community Post Office and ZIP Code discontinued. Establish a place name. Allen AL becomes an acceptable last line for use with Zip Code 36451.
New	01-3740	36451	AL	Grove Hill	Clarke	Allen	Place Name	02/08/1999	
Old	01-4360	36501	AL	Jackson	Clarke	Alma	Community Post Office	08/01/1999	This announcement changes the administrative office for this ZIP Code from Jackson AL to Gainestown AL. Continue to use Alma AL 36501 as last line for addresses.
New	01-3340	36501	AL	Gainestown	Clarke	Alma	Community Post Office	08/01/1999	
Old	04-2205	71635	AR	Crossett	Ashley	North Crossett	Community Post Office	12/12/1998	Community Post Office discontinued. Use Crossett AR 71635 as the last line of address.
New	04-2205	71635	AR	Crossett	Ashley	Main Office	Post Office	12/12/1998	
Old	04-6804	72208	AR	Paron	Pulaski	Ferndale	Community Post Office	04/24/1999	Community Post Office and ZIP Code discontinued. Use Paron AR 72122 as the last line of address.
New	04-6804	72122	AR	Paron	Pulaski	Main Office	Post Office	04/24/1999	
Old	04-5688	72556	AR	Melbourne	Izard	Zion	Community Post Office	11/28/1998	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Zion AR becomes an acceptable last line of address for use with ZIP Code 72556.
New	04-5688	72556	AR	Melbourne	Izard	Zion	Place Name	11/28/1998	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	05-6846	92692	CA	San Juan Capistrano	Orange	Main Office	Post Office	09/01/1999	Establish a new ZIP Code for a delivery area. Use Mission Viejo CA 92694 as last line of address for a portion of the deliveries previously in ZIP Code 92692.
New	05-6846	92694	CA	San Juan Capistrano	Orange	Main Office	Post Office	09/01/1999	
Old	07-3366	80530	CO	Frederick	Weld	Main Office	Post Office	09/01/1999	This announcement expands the use of ZIP Code 80530 to include delivery.
New	07-3366	80530	CO	Frederick	Weld	Main Office	Post Office	09/01/1999	
Old	11-0060	32714	FL	Altamonte Springs	Seminole	Forest City	Community Post Office	01/26/1999	Community Post Office discontinued. Establish a place name. Forest City FL becomes an acceptable last line for use with ZIP Code 32714.
New	11-0060	32714	FL	Altamonte Springs	Seminole	Forest City	Place Name	01/26/1999	
Old	18-8388	50587	IA	Somers	Calhoun	Rinard	Community Post Office	12/12/1998	Community Post Office and ZIP Code discontinued. Establish a place name. Rinard IA becomes an acceptable last line for use with ZIP Code 50538.
New	18-3069	50538	IA	Farnhamville	Calhoun	Rinard	Place Name	12/12/1998	
Old	18-6237	50657	IA	Morrison	Grundy	Main Office	Post Office	04/25/1998	Post office discontinued. Retain ZIP Code. Establish a community Post Office. Use Morrison IA 50657 as last line of address.
New	18-7596	50657	IA	Reinbeck	Grundy	Morrison	Community Post Office	04/25/1998	
Old	16-4968	60153	IL	Maywood	Cook	Main Office	Post Office	10/01/1999	Establish a new ZIP Code for a delivery area. Use Broadview IL 60155 as last line of address for a portion of the deliveries previously in ZIP Code 60153.
New	16-4968	60155	IL	Maywood	Cook	Broadview	Classified Branch	10/01/1999	
Old	16-7464	61017	IL	Sterling	Whiteside	Coleta	Community Post Office	02/20/1999	Community Post Office and ZIP Code discontinued. Establish a place name. Coleta IL becomes an acceptable last line for use with ZIP Code 61081.
New	16-7464	61081	IL	Sterling	Whiteside	Coleta	Place Name	02/20/1999	
Old	17-0561	47104	IN	Bethlehem	Clark	Main Office	Post Office	09/01/1999	This announcement expands the use of ZIP Code 47104 to include delivery.
New	17-0561	47104	IN	Bethlehem	Clark	Main Office	Post Office	09/01/1999	
Old	20-7668	41766	KY	Thousandsticks	Leslie	Main Office	Post Office	09/01/1999	This announcement expands the use of ZIP Code 41766 to include delivery.
New	20-7668	41766	KY	Thousandsticks	Leslie	Main Office	Post Office	09/01/1999	
Old	20-1128	42555	KY	Burnside	Pulaski	Sloans Valley	Community Post Office	11/28/1998	Community Post Office and ZIP Code discontinued. Establish a place name. Sloans Valley becomes an acceptable last line for use with ZIP Code 42519.
New	20-1128	42519	KY	Burnside	Pulaski	Sloans Valley	Place Name	11/28/1998	
Old	23-1602	21816	MD	Chance	Somerset	Main Office	Post Office	06/27/1998	Post Office and ZIP Code discontinued. Establish a place name. Chance MD becomes an acceptable last line for use with ZIP Code 21821.
New	23-2574	21821	MD	Deal Island	Somerset	Chance	Place Name	06/27/1998	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	23-2466	21820	MD	Dames Quarter	Somerset	Main Office	Post Office	06/27/1998	Post Office and ZIP Code discontinued. Establish a place name. Dames Quarter MD becomes an acceptable last line for use with ZIP Code 21821.
New	23-2574	21821	MD	Deal Island	Somerset	Dames Quarter	Place Name	06/27/1998	
Old	23-9432	21870	MD	Wenona	Somerset	Main Office	Post Office	06/27/1998	Post Office and ZIP Code discontinued. Establish a place name. Wenona MD becomes an acceptable last line for use with ZIP Code 21821.
New	23-2574	21821	MD	Deal Island	Somerset	Wenona	Place Name	06/27/1998	
Old	22-3420	04638	ME	Grove	Washington	Main Office	Post Office	02/28/1997	Post Office and ZIP Code discontinued. Establish a place name. Grove ME becomes an acceptable last line for use with ZIP Code 04657.
New	22-6630	04657	ME	Pembroke	Washington	Grove	Place Name	02/28/1997	
Old	26-6360	55454	MN	Minneapolis	Hennepin	Riverside	Classified Station	08/12/1995	Classified Station discontinued. Retain ZIP Code. Establish a contract station. Use Minneapolis MN 55454 as last line of address.
New	26-6360	55454	MN	Minneapolis	Hennepin	Riverside	Contract Station	08/12/1995	
Old	26-5080	55729	MN	Kerrick	Pine	Duquette	Community Post Office	04/20/1999	Community Post Office and ZIP Code discontinued. Establish a place name. Duquette MN becomes an acceptable last line for use with ZIP Code 55756.
New	26-5080	55756	MN	Kerrick	Pine	Duquette	Place Name	04/20/1999	
Old	29-6966	59069	MT	Reedpoint	Stillwater	Main Office	Post Office	07/01/1999	This announcement changes the name of the Reedpoint MT Post Office to the Reed Point MT Post Office. Use Reed Point 59069 as last line of address.
New	29-6966	59069	MT	Reed Point	Stillwater	Main Office	Post Office	07/01/1999	
Old	29-8244	59484	MT	Sweetgrass	Toole	Main Office	Post Office	07/01/1999	This announcement changes the name of the Sweetgrass MT Post Office to the Sweet Grass MT Post Office. Use Sweet Grass MT 59484 as last line of address.
New	29-8244	59484	MT	Sweet Grass	Toole	Main Office	Post Office	07/01/1999	
Old	29-8586	59085	MT	Twodot	Wheatland	Main Office	Post Office	07/01/1999	This announcement changes the name of the Twodot MT Post Office to the Two Dot MT Post Office. Use Two Dot MT 59085 as last line of address.
New	29-8586	59085	MT	Two Dot	Wheatland	Main Office	Post Office	07/01/1999	
Old	30-7350	68655	NE	Primrose	Boone	Main Office	Post Office	10/01/1992	Post office discontinued. Retain ZIP Code. Establish a place name. Primrose NE becomes an acceptable last line of address for use with ZIP Code 68655.
New	30-1695	68655	NE	Cedar Rapids	Boone	Primrose	Place Name	10/01/1992	
Old	34-8384	88063	NM	Sunland Park	Dona Ana	Main Office	Post Office	09/01/1999	This announcement expands the use of ZIP Code 88063 to include delivery.
New	34-8384	88063	NM	Sunland Park	Dona Ana	Main Office	Post Office	09/01/1999	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	35-4700	13657	NY	Limerick	Jefferson	Main Office	Post Office	06/01/1998	Post office discontinued. Retain ZIP Code. Establish a place name. Limerick NY becomes an acceptable last line of address for use with ZIP Code 13657.
New	35-2230	13657	NY	Dexter	Jefferson	Limerick	Place Name	06/01/1998	
Old	38-6048	44056	OH	Northfield	Summit	Macedonia	Contract Branch	06/06/1998	Contract Station discontinued. Continue to use Macedonia OH 44056 as the last line of address.
New	38-6048	44056	OH	Northfield	Summit	Main Office	Post Office	06/06/1998	
Old	41-5736	17770	PA	Muncy Valley	Sullivan	Sonestown	Community Post Office	02/20/1999	Community Post Office and ZIP Code discontinued. Establish a place name. Sonestown PA becomes an acceptable last line for use with ZIP Code 17758.
New	41-5736	17758	PA	Muncy Valley	Sullivan	Sonestown	Place Name	02/20/1999	
Old	45-6180	29076	SC	Neeses	Orangeburg	Livingston	Community Post Office	05/18/1996	Community Post Office and ZIP Code discontinued. Establish a place name. Livingston SC becomes an acceptable last line for use with ZIP Code 29107.
New	45-6180	29107	SC	Neeses	Orangeburg	Livingston	Place Name	05/18/1996	
Old	51-2550	23911	VA	Dillwyn	Buckingham	Andersonville	Community Post Office	06/14/1999	Community Post Office and ZIP Code discontinued. Establish a place name. Andersonville VA becomes an acceptable last line for use with ZIP Code 23936.
New	51-2550	23936	VA	Dillwyn	Buckingham	Andersonville	Place Name	06/14/1999	
Old	51-3456	24092	VA	Gladehill	Franklin	Main Office	Post Office	07/01/1999	This announcement changes the name of the Gladehill VA Post Office to the Glade Hill VA Post Office. Use Glade Hill VA 24092 as last line of address.
New	51-3456	24092	VA	Glade Hill	Franklin	Main Office	Post Office	07/01/1999	
Old	56-4120	53542	WI	Janesville	Rock	Hanover	Community Post Office	09/01/1999	This announcement changes the administrative office for this ZIP Code from Janesville WI to Orfordville WI. Continue to use Hanover WI 53542 as last line for addresses.
New	56-6260	53542	WI	Orfordville	Rock	Hanover	Community Post Office	09/01/1999	

Postal Employees

REVISED PUBLICATION

ELM 14, June 1999, Now Available

The *Employee and Labor Relations Manual* (ELM) has been revised and is now available online and in the material distribution centers (MDCs).

The ELM is accessible on the Postal Service Internet at <http://www.usps.com> (click on "Inside the Postal Service" and scroll down to the ELM under "Publications"). It can be accessed also via the Corporate Intranet at <http://blue.usps.gov> (click on "Information," then "Policies and Procedures," then "Manuals," and then scroll down to the ELM).

Employees may requisition copies of the ELM as follows:

- Use Touch Tone Order Entry by calling 1-800-332-0317, option 1, then option 2.
- Fax a completed PS Form 7380, *MDC Supply Requisition*, to 785-861-2939.
- Send an F3Fill-completed PS Form 7380 by cc:Mail to MDC Customer Service @ TOKS001L.
- Mail a completed PS Form 7380 to the following address:

SUPPLY REQUISITIONS
500 SW MONTARA PKWY
TOPEKA KS 66624-9702

The relevant ordering information for the ELM is as follows:

PSN: 7610-02-000-9963
PSIN: ELMISSUE
Unit of Issue: EA
Quick Pick #: 353
Bulk Pack Quantity: 10
Price: \$3.665
Edition Date: 6/99

— *Field Policies and Programs,
Human Resources, 9-9-99*

Retail

ASM REVISION

Implementation of New AIC 264, USPS Passport Fees: Revised Procedures for Passport Application Acceptance

Effective September 11, 1999, the *Administrative Support Manual* (ASM) 13, issued July 1999, is amended to provide revised procedures for post offices designated to accept passport applications from customers. The ASM 13 revisions appear on pages 73–88 of this *Postal Bulletin* and also will be available through the Policies and Procedures home page of the Postal Service Intranet web site (<http://blue.usps.gov/cpim>). In summary, these are the key changes:

- *Implementation of the new account identifier code (AIC) 264, USPS Passport Fees, with supporting financial procedures. AIC 264 is used only for accounting entries for the \$15.00 Postal Service passport execution and handling fee. This fee is received for each Form DSP-11, Passport Application, that the Postal Service accepts.*
The State Department received legislative approval to allow passport acceptance sites to retain revenues. Therefore, now the Postal Service can retain the Postal Service portion of revenue generated for passport application acceptance.
Benefits: Allows districts to retain the Postal Service portion of revenue generated for passport application acceptance.
- *Increased standardization of procedures, including the sale of a domestic postal money order, when a customer pays by cash. The money order provides payment to Passport Services, State Department, for the fees, which must be remitted daily to the State Department. When a customer pays by check to Passport Services for the State Department portion of fees, a postal money order is not required.*
Benefits: Generates revenue for the Postal Service and reduces the system cost of no-fee money orders. The customer purchase of a money order for a cash payment is consistent with State Department procedures at non-postal locations. Additional changes have been made to streamline, update, and clarify postal procedures for passport acceptance.
- *Increased ability of districts to work directly with field passport agency offices to establish new authorized sites and make changes to existing passport application acceptance locations.*
Benefits: Increased district flexibility to respond more quickly to customer, revenue generation, and operational needs.
- *Effective AP 1, fiscal year (FY) 2000, district accounting unit quarterly reporting of the number of passport applications accepted to the St. Louis Accounting Service Center (ASC) is discontinued. With this change, submission of Form 5660, Summary of Passport Applications Submitted, to the St. Louis ASC will be discontinued after the Postal Quarter IV, FY 1999 forms are submitted, following existing procedures.*
Benefits: Reduces workload for district accounting units.

Background: Today's Procedures

Customers have been paying the postal execution fee as part of their total passport application payment, which is remitted to Passport Services, State Department. The Postal Service, in turn, has received reimbursement from the State Department. The St. Louis Information Systems Service Center (ISSC) has billed the State Department for applications the Postal Service has handled, based on the district accounting units' quarterly submissions of Form 5660, *Summary of Passport Applications Submitted*, to the St. Louis ISSC. The revenues for passport application acceptance have been credited to a central postal account.

The State Department received legislative approval to allow passport acceptance sites to retain revenues. Therefore, now the Postal Service can retain its portion of the revenue generated for passport application acceptance. Implementation of the new AIC now allows district retention of revenues and streamlining of procedures.

Implementation

Headquarters Retail Operations Support, Retail, is working closely with Finance and other Headquarters, area, and district functions on the necessary planning to implement this change. At the district level, retail, post office operations, and finance will focus on the necessary implementation actions.

AIC 264, USPS Passport Fees

A new AIC 264, USPS Passport Fees, is established for the \$15.00 passport execution fee for each Form DSP-11, *Passport Application*, which the Postal Service accepts at authorized passport acceptance locations. The execution fee is the portion of the total passport fee the Postal Service receives for executing and handling passport applications. AIC 264 must be used only for the passport execution fee. Accounting procedures to support the new AIC 264 are shown in revised ASM 13 section 422.2, *Passport Application Acceptance Service at Designated Post Offices*, published on pages 73–88 of this *Postal Bulletin*.

Quarterly Reporting

Beginning September 11 (AP 1, FY 2000), these changes eliminate the need for district accounting unit quarterly submission of Form 5660, *Summary of Passport Applications Submitted*, to the St. Louis ASC. The final Forms 5660 for postal quarter IV, FY 1999, prepared by each district accounting unit, must be submitted to St. Louis ASC by September 17, 1999, in accordance with existing procedures in the *Administrative Support Manual 12*, section 422.272.

Forms and Reports Revisions

Revises — Form 5659, *Daily Passport Application (DSP-11) Transmittal*, prepared by acceptance employees as a daily log of passport application activity, is revised. A revised Form 5659 will not be available in supply centers by the September 11 implementation date. Therefore, until notified that this form is available in supply centers, acceptance points must use the Form 5659 on pages 71–72 of this *Postal Bulletin*, reproducing it locally as needed. Form 5659 is also available from the Postal Service Intranet web site (<http://blue.usps.gov/formmgmt/forms.htm>).

Obsoletes — Postal quarter IV, FY 1999, the final Forms 5660 will be submitted to the St. Louis ASC, thereby closing the fiscal year. Effective PQ 1, FY 2000, district accounting units will no longer submit Form 5660 to the St. Louis ASC. Effective January 1, 2000, Form 5660 will be obsoleted and will no longer be stocked at the material distribution centers (MDCs).

— Retail Operations Support, Retail, 9-9-99

VENDING EQUIPMENT SALES AND SERVICE

New Deadlines for Vending Equipment Sales and Service (VESS) Reporting

Vending Equipment Sales and Service (VESS) reporting deadlines for inputting vending revenue in FY '00 are as follows:

Accounting Period	Deadline
AP 1	October 22, 1999
AP 2	November 19, 1999
AP 3	December 17, 1999
AP 4	January 14, 2000
AP 5	February 11, 2000
AP 6	March 10, 2000

Accounting Period	Deadline
AP 7	April 7, 2000
AP 8	May 5, 2000
AP 9	June 2, 2000
AP 10	June 30, 2000
AP 11	July 28, 2000
AP 12	August 25, 2000
AP 13	September 22, 2000

— Self Service, Marketing, 9-9-99

ASM REVISION

Removal of Food Coupon Program

Effective immediately, the *Administrative Support Manual (ASM) 13*, issued July 1999, is amended to remove section 422.3, Food Coupon Program, since the program has been eliminated. ASM 13 will be available through the Policies and Procedures home page of the Postal Service Intranet web site (<http://blue.usps.gov/cpim>).

— Retail Operations Support, Retail, 9-9-99



Daily Passport Application (DSP-11) Transmittal

Facility Name and Address (City, state, and ZIP + 4) _____ Unit ID _____ Clerk ID _____ Date _____

USPS Passport Contact _____ Name _____ Telephone Number (Include area code) _____

No.	Applicant's Name (First initial, middle initial, last name)			Date of Birth	Telephone Number (Include area code)	Total Fees (\$) <i>(To Passport Services, State Dept.)</i>	Express Mail Postage <i>(For delivery to customer, if applicable)</i>	USPS Execution Fee <i>(\$15 - AIC 264)</i>	Clerk Initials
	1st Initial	Mid Initial	Last Name <i>(Include area code)</i>						
X	J	A	Johnson (Example only)	12/25/50	123-456-7890	\$45	\$11.75	(Leave Blank)	PT
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									

Enter total of USPS Execution Fees (AIC 264) from this form _____ x \$15 = \$ _____

Preparer's Printed Name _____ Remarks (Identify, by number, applications sealed after execution for the customer to hand carry) _____
 Preparer's Signature _____ Reviewer's Initials _____

Instructions

The passport program policies and procedures are contained in the *Administrative Support Manual (ASM) Section 422.2* and the *Passport Agent's Reference Guide*. This completed form is the log of individual passport application activity. The completed transmittal is the top, facing page for passport applications, with supporting documentation and accompanying payment, to be remitted daily to the passport agency office or designee. Ensure accuracy during preparation. Use the 2-part printed form, or the 1-page form available from the postal intranet (<http://blue.usps.gov/formgmt/forms.htm>).

Specifics follow for transmittal completion (see ASM section 422.28 and the *Passport Agent's Reference Guide*, Chapter 2):

- 1. Facility Name** - Enter the name, city, state, and ZIP+4 of the authorized passport acceptance post office.
- 2. Unit ID** - Enter the facility unit ID.
- 3. Clerk ID** - Enter the primary clerk's ID. Those accepting at other times (lunch, for example) initial in the *Clerk's Initials* column.
- 4. Date** - Enter date the form is prepared.
- 5. USPS Passport Contact Telephone Number** - Enter the telephone number of the employee with responsibility for passport services, who may be contacted in case of questions.
- 6. Applicant's Name** - Enter first initial, middle initial, and complete last name of each passport applicant.
- 7. Date of Birth** - Enter the date of birth as shown on applicant's Form DSP-11, *Passport Application*.
- 8. Telephone Number** - Enter the telephone number as shown on applicant's Form DSP-11.
- 9. Total Fees (\$ Payable to Passport Services** - Enter the total dollar amount of the fees payable to Passport Services for each Form DSP-11 executed and handled. When there are multiple applications in a customer transaction (*when one check or money order is prepared - for a family, for example*), and the multiple applications are attached together, make a line entry for each application. Enter the total Passport Services, State Department fees (money order or check amounts) on the line for the first application of the group entered on Form 5659. Draw a bracket showing which applications are included in the group or family.

These fees must include:

Adult Fee (*age 16 and over*) OR **Minor Fee** (*age 15 and under*).

In addition, the Passport Services, State Department fee total may include the following additional fee items, based on procedures in the Passport Agent's Reference Guide:

Expedited Service - (*State Department fee for 3-day processing upon receipt by the Passport Agency Office*)

Complex Case Fee - (*State Department fee for processing - documentation of persons born outside of U.S.*)

10. Express Mail Postage (\$), Delivery to Customer - Enter amount received for Express Mail service purchased for delivery of the passport from the Passport Agency Office to the customer. (*Ensure that the stamped and labeled Express Mail envelope is attached to the application.*) Do not enter amounts received for Express Mail service purchased for delivery from the acceptance location to the Passport Agency Office.

11. Clerk Initials - This column identifies the employee who actually accepted the application when more than one employee is involved.

12. USPS Execution Fee, AIC 264 Amount - Calculate the total AIC 264 amount for the entire transmittal by multiplying the number of Execution Fees collected by the \$15 fee.

13. Prepared by & Signature - Enter the preparer's name and sign.

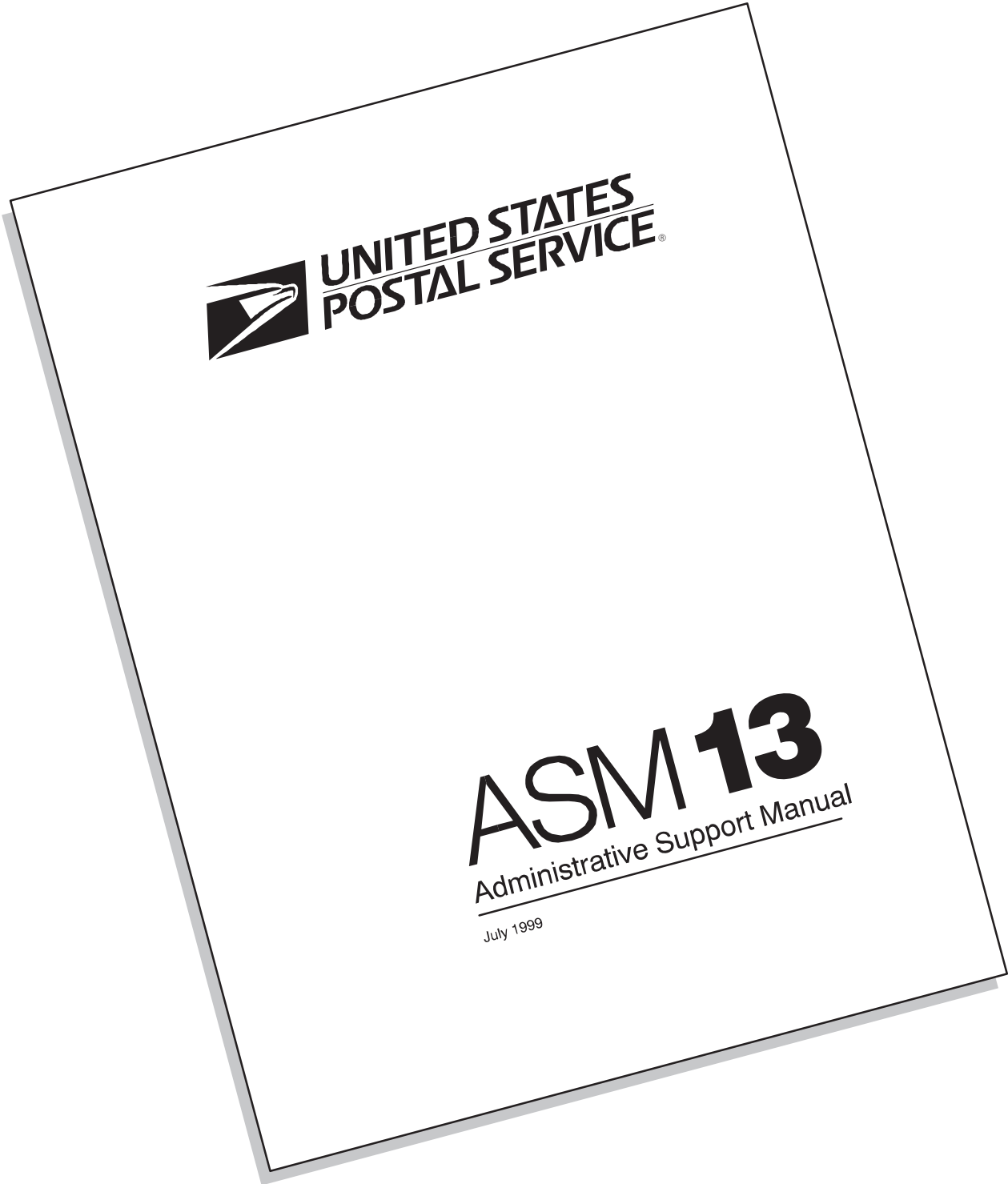
14. Reviewer Initials - A supervisor (or other employee) initials to indicate concurrence with the accuracy of the form.

15. Remarks - If an application was sealed after execution for the customer to hand carry, list the application by number and indicate to whom the application was hand carried.

■ **Before mailing, verify that all passport applications have been logged, and verify the accuracy of all entries.**

■ **Send the original of this completed form with the passport applications and retain the copy at the acceptance facility. If you use the web Form 5659, (<http://blue.usps.gov/formgmt/forms.htm>), make 1 copy after completion and distribute as indicated above.**

■ **Follow the mailing procedures in ASM 422.281c.**



Revision Pages

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422.2 **Passport Application Acceptance Service at Designated Post Offices**

422.21 **Applicability**

The Secretary of State, on authority delegated by the President, has designated certain categories of persons who may accept passport applications (22 CFR 51.21), including postal employees designated by the postmaster at a post office authorized by the Postal Service and the U.S. Department of State to accept passport applications.

422.22 **General Policy and Procedures**

422.221 **General Policy**

The Postal Service, in agreement with the Department of State, Passport Services, assists field passport agency offices by accepting passport applications, where operationally feasible, given overall customer service and revenue generation considerations.

422.222 **Procedures**

The State Department establishes the procedures for passport application acceptance and passport issuance. Postal Service Headquarters, coordinating with the Department of State, establishes the postal operational, accounting, and other procedures for passport application acceptance at designated post offices nationwide.

422.23 **Rates and Fees**

Passport application fees are established by the State Department, upon legislative approval. Postal Service Headquarters and the Department of State mutually agree on the execution fee which the Postal Service receives for providing passport application acceptance at post offices. The execution fee is collected from the customer as part of the total passport fees for the Form DSP-11, *Passport Application*. This fee reimburses passport acceptance agents for the performance of the required execution and acceptance procedures as outlined in the *Passport Agent's Reference Guide*. The Postal Service receives no execution fee for other types of passport applications, such as renewal Form DSP-82, *Application for Passport by Mail* or DSP-19, *Passport Amendment/Validation Application*.

422.24 **Required District Coordination — Acceptance Post Offices and Field Passport Agency Offices**

422.241 **Coordination**

Passport agency offices and postal districts work together to determine and reach agreement on the number and location of postal facilities which will accept passport applications. Postal coordination with the field passport agency office is necessary in managing the passport program to establish sites, coordinate training, provide the necessary postal management and oversight, and discontinue sites, when necessary.

422.242 **District and Passport Location Designee**

Each district manager of Customer Service and Sales will have a designee to serve as a contact to coordinate passport activity with the field passport agency

office, with other functions at the district and with post offices accepting passport applications. Coordination should include input from impacted functions in the consideration and establishment of new sites and scheduling of training. The district designee will also coordinate with post offices and other functions to ensure that there is adequate signage and communication to the customer regarding passport service locations and hours. In addition, each passport application acceptance post office will have a designated contact to coordinate with the passport agency office and the district designee.

422.25 **Determination of Sites and Establishment of Passport Application Acceptance Facilities**

422.251 **Determination of Sites**

The following apply:

- a. Passport agency offices and Passport Services determine the areas (city, county, or state) where the public needs additional service, considering the customer need and the post offices, clerk of court, county, college and other acceptance locations available.
- b. When post offices receive requests for passport service, this information should be provided to the district, which will coordinate with the passport agency office to consider a suitable passport application acceptance site.
- c. The district determines whether the postal facility(ies) can provide passport application acceptance without adversely affecting service to postal customers. The district will review customer need, operational capability, service issues and revenue in its determination. Factors to consider are other nearby passport acceptance locations, customer travel time from the nearest passport acceptance location, estimated volume of passport applications, demographics, and the city/urban/rural nature of the community.
- d. In addition to post offices, clerks of court are also traditional sources of assistance to the passport agency offices and to the public in acceptance of passport applications. The Postal Service does not want to compete in providing services for other government agencies. Therefore, the passport agency office, working with the district to establish a postal acceptance location, should ensure that existing or planned application acceptance by clerks of court, local government, or other entities are considered in any request for establishment of services.

422.252 **Requests for Establishment or Changes to Passport Application Acceptance Facilities**

The following apply:

- a. *Requests to Postal Districts For New Passport Sites.* When field passport agency offices identify a need for an additional passport application acceptance post office location, the field passport agency office will prepare a written request to the district manager of Customer Service and Sales, or his or her district passport designee. Generally, this request should be received 90 days in advance of requested start-up of passport application acceptance. Passport agency requests should include pertinent information about the anticipated number of customers requesting passports and the location, distance and status of nearby nonpostal passport application

acceptance sites, such as clerks of court, libraries, colleges, etc. Passport agency office requests for additional service require concurrence by the postmaster, Post Office Operations, Consumer Affairs, and Retail, as necessary. In addition, the Postal Service may also request the passport agency office consider authorizing a new passport site.

- (1) *Passport Site Requests.* When a request for a new site is reviewed, the district will consider customer need, revenue generation (including associated Express Mail revenue generation), service conditions, and operational issues before a decision is reached.
 - (2) *Approval or Disapproval.* The passport agency office will receive either a passport application acceptance site approval or disapproval from the district manager, or his or her designee. Should the passport agency office receive disapproval from the district and feel strongly that a postal location is needed, the passport agency office may request that Passport Services at the State Department coordinate with Postal Service Headquarters, Retail Operations Support, to reconsider the disapproved request. A decision should be reached within 30 days of receipt of the request, and Headquarters will notify both the district and the State Department.
- b. *Relocation or Changes of Passport Service Hours.* When a district finds it necessary to relocate a postal facility serving as an authorized location for passport application acceptance, the district will notify the passport agency office 30 days prior to the location change. Changes to passport service hours should also be reported to the passport agency office through the district designee. Likewise, the passport agency office will coordinate with the district designee regarding the service hours of any nearby non-postal passport application acceptance locations.
- c. *Discontinuing Service — by Postal Service.* When a district finds it necessary to discontinue a passport application acceptance location, or reduce the number of participating facilities when other nearby acceptance agencies or postal facilities can meet the community needs for service, a letter will be sent from the district to the passport agency office at least 60 days prior to the planned date to stop passport application acceptance. The letter will provide an explanation of reasons for the planned discontinuance. The proposed discontinuance should be coordinated with the passport agency office.
- (1) The passport agency office may respond with a letter of concurrence or a request for reconsideration to the district. Should agreement not be reached, the passport agency office can request reconsideration through Passport Services, Department of State, which will coordinate with the Retail Department at Postal Service Headquarters. Generally, Headquarters, working with districts, will make a determination within 30 days of the State Department request and send notification to both the district and the Department of State regarding the decision reached.
 - (2) When a district is notified that the passport agency office is submitting a request for reconsideration, the district will continue passport application acceptance until a decision has been reached.
- d. *Discontinuing Service — by Passport Services.* Passport Services makes periodic reviews and recommends removal of participating postal facilities

where there no longer appears to be a need for the service. The Postal Service agrees unless the district manager involved determines that the action would shift an unmanageable workload onto a nearby postal facility remaining in the program.

422.26 **Preparation at Newly Authorized Locations**

422.261 **Instructions**

The district designee/coordinator will provide authorized offices specific instruction on postal guidelines in accordance with these procedures. The required State Department passport application acceptance procedures are provided in the *Passport Agent's Reference Guide*.

422.262 **Acceptance Employees**

The following apply:

- a. Postmasters select and designate employees to provide the service. These are normally limited to one principal employee and only enough alternatives to ensure that the service is available during all advertised hours and to prevent excessive customer waiting time during peak periods. This reduces training requirements and enhances the expertise of the principal acceptance clerks.
- b. Employees other than retail window clerks may be designated; however, cash accountability must be established.
- c. Supervisory personnel should be designated only for emergency situations.

422.263 **Acceptance Location**

Postmasters select the locations within the facility where the service is provided. This may be one or all window positions, depending on volume of business. Consider the following:

- a. Ensuring accessibility and customer convenience.
- b. Providing acceptance at special window positions established for philatelic products, meter settings, bulk mailings, etc.
- c. Diverting all applicants to the principal acceptance employee at offices with a speedy line and multipurpose windows.
- d. Ensuring availability of telephone for acceptance employee to use in answering inquiries.

422.264 **Training**

The following will apply:

- a. Passport application acceptance training is generally provided to the new passport application acceptance post office by the passport agency office. The district designee/coordinator, passport application acceptance post office contact, and passport agency office will coordinate to schedule training for designated employees at new passport sites and when refresher training is necessary.
- b. Designated postal employees must be provided on-the-clock time to attend training. In addition to the training, a reasonable amount of official, on-the-clock time will be provided to study the manuals carefully. They are expected to be familiar with the contents and comply fully with the procedures.

- c. The *Passport Agent's Reference Guide*, issued by Passport Services, State Department, provides required procedures and technical guidance for acceptance of passport applications by designated employees. Passport agency offices provide each newly authorized office two copies of the manual. The *Administrative Support Manual* section 422.2 provides the postal passport application acceptance policy and procedures.

422.265 **Service Hours**

Postmasters establish the hours for offering the service based on local resources and capabilities. The minimum should be 10:00 a.m. to 3:00 p.m., Monday through Friday, if the service cannot be provided during all normal business hours.

422.266 **Signs**

Post signs in the lobby clearly stating the hours passport service is available. Nearby postal units that do not accept applications should display a lobby sign informing customers of the postal and nonpostal locations where the service is available. District coordination with the passport agency office is required to identify the non-postal locations to include on signage at locations which do not accept passport applications. The district designee will coordinate with Marketing/Retail to ensure adequate signage is being used. Signs prepared by hand must not be used.

422.27 **Application Acceptance Guidelines**

422.271 **Passport Agent's Reference Guide**

The manual is used for daily reference and has a list of passport agencies serving each geographic area, with a special telephone number for acceptance employees to call for additional guidance. Changes to the manual and other passport information issued by Passport Services are sent periodically to participating post offices.

422.272 **Passport Application Acceptance Procedures**

The following apply:

- a. *Form DSP-11, Passport Applications.* Acceptance employees make available blank Forms DSP-11, *Passport Applications*, to applicants or mail them when requested by telephone. Customers can also download passport forms via the Internet at <http://travel.state.gov>. Applicants complete the forms according to instructions printed on them and return them in person to acceptance employees for review and execution. The Postal Service receives a fee for the execution and handling of each Form DSP-11.
- b. *Verifying Applicant Identity.* Acceptance employees must take measures to verify the identity of the applicant. The acceptance employee is the one who can most readily seek verification from the applicant that the applicant is the person he or she claims to be. The acceptance employee must annotate the application form to show the document or procedure used for verifying the applicant's identification.
- c. *Witnessing Applicant Signature.* Acceptance employees administer the oath, witness the applicant's signature on the application, and then sign it and affix an imprint of the postal unit's round dating stamp.

- d. *Supporting Documents.* Acceptance employees should do their utmost to ensure that the application is properly completed and accompanied by the correct supporting documents. However, to avoid arguments with the applicants, they should accept any questionable item and attach an explanatory note to the application, so that Passport Services may resolve the problem directly with the applicant.
- e. *Applications Which Cannot Be Accepted.* Do not hold any applications for additional documentation; return those not sent to the passport agency to the applicants without completing the procedures in 422.272c.
- f. *Passport Photograph Information.* Do not recommend to applicants a particular photographer or studio for passport photographs. Refer applicants either to a locally prepared listing of all qualified establishments in the immediate area or to the classified pages of the telephone directory.
- g. *Other Passport Application Forms and Acceptance Activity Authorized.* Other passport forms should be made available to customers. Customers may also download passport forms via the Internet at <http://travel.state.gov>, or call the National Passport Information Center at 1-900-225-5674 to request blank forms. The following applies to acceptance:
 - (1) *Form DSP-82, Application for Passport by Mail.* Customers may purchase postage to mail Form DSP-82, *Application for Passport by Mail*, which the customer has fully completed. The Postal Service does not receive an execution fee for handling Form DSP-82, because no execution is required.
 - (2) *Form DSP-19, Passport Amendment/Validation Application.* Customers may purchase postage to mail Form DSP-19, *Application for Passport by Mail*, which the customer has fully completed. The Postal Service does not receive an execution fee for handling Form DSP-19, because no execution is required.
- h. *No-Fee Passports.* The Postal Service no longer handles or accepts no-fee passport applications. No-fee passport applications are requests for government-sponsored travel or for others who are exempt by law from payment of the passport fee (such as Peace Corps employees, for example). The State Department has authorized sponsoring government offices to execute no-fee passport applications. The State Department provides authorization for those who are exempt by law to execute their own passport applications. Postal employees should provide the name and phone number of the passport agency office, customer service manager, or designee to those customers needing assistance for no-fee passport applications.
- i. *Short-Paid Passport Applications.* The Postal Service no longer handles or accepts applications for which partial payment of fees is now required, due to erroneous submission of Form DSP-82, *Application for Passport by Mail*, to Passport Services, by customers who are required to submit Form DSP-11. In this situation, customers should be advised to contact the local passport agency office, customer service manager or designee.

422.273 **Payment of Passport Fees and Financial Procedures**

The following apply to payment of passport fees:

- a. *Types of Payment.* The passport fee must be collected at the time the application is rendered. Payment may be made in cash, check or money order. Valid payment or tender types are as follows:

(1) *Valid Payment Types*

Check Type	To Postal Service	To State	M.O. Types	To Postal Service	To State
Personal check	Yes	Yes	Postal Service money order	Yes	Yes
Business check	Yes	Yes	Nonpostal US money order	Yes	Yes
Cashiers check	Yes	Yes	*Canadian postal money order	Yes	No
Travelers check	Yes	Yes	*Other foreign money order	Yes	No
Treasury check	Yes	Yes			

* Canadian and Foreign money orders can only be made payable to the U.S. Postal Service.

(2) *Invalid Payment Types.* Unacceptable payment types are:

- Credit card
- Debit card
- LibertyCash
- Postal payment card

- b. *Payment by Check.* Customers paying by check must write two checks as follows:

(1) *Check to Passport Services for State Department Fees.* One check must be payable to Passport Services for the total State Department fees for the customer visit. The check must be marked with the applicant's name and date of birth. The State Department fees include either a minor (age 15 and under) or adult (age 16 and over) application fee, and may include an expedited and/or complex case fee for each application. Refer to the *Passport Agent's Reference Guide* for fees and fee descriptions. Verify accuracy of the total State Department fee, write the total State Department fee amount in the bottom right corner of the Form DSP-11, and initial. The Passport Services check is stapled to the application during the customer visit. If one check is written for multiple applications (a family, for example), attach applications together, and staple the check to the top application.

(2) *Check to the U.S. Postal Service.* A separate check must be payable to the U.S. Postal Service for the execution fee amount and for any other products and services which the customer chooses to purchase

during that customer visit, such as postage for return of the issued passport via Express Mail or purchase of postal products or services unrelated to the passport application acceptance transaction. (When the customer pays by check, the customer is not required to purchase a money order.)

(3) *Financial Procedures and Accounting Entries*

- (a) Verify the accuracy of the total State Department fees and U.S. Postal Service fees.
- (b) For the Postal Service execution fee portion, for each DSP-11, *Passport Application*, accepted, enter the execution fee amount in AIC 264, USPS Passport Fees.
- (c) If other products or services are purchased (such as postage for Express Mail, for example), enter the fees in the appropriate AIC.

c. *Cash Payments.* When a customer wishes to pay the State Department fee in cash, a money order for each customer transaction will be the method of payment to Passport Services for the State Department fees. Customers will make the money order payable to Passport Services.

- (1) *State Department Fees.* For payment by cash, a regular (fee) domestic postal money order must be purchased by the customer and made payable to Passport Services for the State Department portion of the fees. The money order must be marked with the applicant's name and date of birth. The State Department fees include either a minor (age 15 and under) or adult (age 16 and over) application fee, and may include an expedited and/or complex case fee for each application. The customer may purchase one money order for all State Department fees due for the entire customer visit when multiple passport applications are presented (a family, for example). Verify accuracy of totals, write the total State Department fee amount in the bottom right corner of the Form DSP-11, and initial. The money order payable to Passport Services is stapled to the application during the customer visit. For multiple applications (a family, for example) attach them together and staple the money order to the top passport application.
- (2) *Fees to U.S. Postal Service.* Cash payments for the Postal Service fees may be accepted, which include the execution fee, the money order fee (if State Department fees are being paid via money order), and fees for any other products and services which the customer chooses to purchase (such as Express Mail, for example). Issue Form 1096, *Cash Receipt for Money*, or a POS ONE system-generated receipt.
- (3) *Financial Procedures — Accounting Entries.* The following shall apply:
 - (a) Verify the accuracy of the total State Department fees and U.S. Postal Service fees.
 - (b) Enter in AIC 100 the money order amount of total State Department fees payable to Passport Services.
 - (c) Enter money order fee in AIC 101.

- (d) For each DSP-11, *Passport Application*, accepted, enter the Postal Service passport execution fee in AIC 264, USPS Passport Fees.
 - (e) If other products or services are purchased (such as postage for Express Mail, for example), enter the fees in the appropriate AIC.
 - (f) The total amount of cash accepted will post to AIC 752.
- d. *Customers Presenting Payment by Money Order.* As a general procedure, postal money orders or nonpostal U.S. currency money orders will be made payable to Passport Services in the amount of the total State Department fee portion of the passport total fee.
- (1) *Customers Presenting a Money Order in the Amount of the State Department Fees.* The following shall apply:
 - (a) *State Department Fees.* Customers shall make the postal or U.S. currency nonpostal money order payable to Passport Services. Canadian or other foreign money orders are not a valid payment type (see section 422.273a) for payment to Passport Services. (Canadian or other foreign money orders must be payable to U.S. Postal Service, and the customer will have to purchase a postal money order. The money order must be marked with the applicant's name and date of birth. See Section 422.273d(2b) below.) The State Department fees include either a minor (age 15 and under) or adult (age 16 and over) application fee, and may include an expedited and/or complex case fee for each application. The customer may purchase one money order in a customer visit, when multiple passport applications are presented (a family, for example). Verify accuracy of totals, write the total State Department fee amount in the bottom right corner of the Form DSP-11, and initial. The money order payable to Passport Services is stapled to the application during the customer visit. For multiple applications, attach the money order to the top application and attach them together.
 - (b) *U.S. Postal Service Fees.* Customers will remit payment for the U.S. Postal Service portion of the total fees by check, cash, or separate money order payable to the U.S. Postal Service. The postal fees include the execution fee amount for acceptance of each DSP-11, *Passport Application*, and the amount owed for any other products and services which the customer chooses to purchase (such as Express Mail, for example).
 - (2) *Nonpostal Money Orders.* While this is not the general procedure, accept money orders payable to the U.S. Postal Service in the amount of the total passport transaction (or money orders in amounts greater than the State Department fee total). The customer must also purchase a postal domestic money order as part of the transaction, made payable to Passport Services, for the total State Department fee. The money order must be marked with the applicant's name and date of birth. The money order will be stapled to the application during the customer visit. If one check is written for multiple applications (a

family, for example), attach applications together, and staple the money order to the top application. In addition to the above, the following shall apply:

- (a) *Nonpostal U.S. Currency Money Orders.* Nonpostal U.S. currency money orders presented for payment in an amount greater than the total State Department fees will be payable to the U.S. Postal Service.
 - (b) *Canadian and Other Foreign Money Orders.* Canadian postal money orders and other foreign postal money orders, to be acceptable, must be made payable to the U.S. Postal Service. (These are not valid for payment to Passport Services.)
- (3) *Financial Procedures — Accounting Entries.* The following shall apply:
- (a) Verify the accuracy of the fee totals for State Department fees and U.S. Postal Service fees.
 - (b) Enter the dollar amount of the postal domestic money order purchased in AIC 100.
 - (c) Enter the money order fee in AIC 101.
 - (d) Enter the execution fee amount for each DSP-11, *Passport Application*, accepted, in AIC 264, USPS Passport Fees.
 - (e) The cash portion of the transaction will post to AIC 752.

422.274 **Express Mail Purchase by the Customer — Procedures**

Acceptance employees are encouraged to sell customers Express Mail Service to expedite service for transmittal of their application(s) to the passport agency office, return delivery of their passport to them, or both. In addition to expediting delivery, Express Mail provides the customer a method of documenting delivery, with the benefits of tracking. Use of Express Mail for sending the application provides customers assurance their passport application has arrived. The following shall apply:

- a. For Express Mail purchased by the customer for delivery of the passport from the passport agency office to the customer, staple a labeled Express Mail envelope to the passport application. The Express Mail envelope must be prepaid (stamped), addressed by the customer. The customer must purchase Express Mail for each application for which Express Mail return service is desired. (For example, a family cannot have their passports delivered to them in one Express Mail envelope). Express Mail cannot be prepaid with a meter strip or PVI label, for service reasons. Indicate the Express Mail amount on Form 5659, *Daily Passport Application (DSP-11) Transmittal*, in the column headed USPS Fee Express Mail Amount.
- b. For Express Mail purchased by the customer for mailing of the application(s) from the acceptance location to the passport agency office designee, follow Express Mail procedures. This provides individual Express Mail Service for a passport application or multiple applications rendered for one customer visit (for example, a family need only pay for one Express Mail transaction, to mail the family's applications) to the passport agency office. Ensure these Express Mail pieces are dispatched daily to meet Express Mail critical entry times. Do not include these Express Mail pieces on Form 5659.

422.28 **End-of-Day and Individual Clerk Closeout Procedures**422.281 **Daily Remittance of DSP-11, Passport Applications, to the State Department or Designee**

Passport applications must be remitted daily, with supporting documents, corresponding payment and Form(s) 5659, *Daily Passport Application (DSP-11) Transmittal*.

- a. *Separation of Applications According to Handling.* The following types of passport applications are required to be queued and mailed separately by postal acceptance locations and are handled in different ways by the passport agency office or designee.
 - (1) *Routine Service Passport Applications.* Routine Service passport applications are for passport agency office delivery to the customer in 25 days of receipt of the application by the passport agency office, in accordance with *Passport Agent's Reference Guide*. These passport applications are grouped together and mailed in bundled groupings with accompanying Form(s) 5659. Included in this grouping may be routine service applications for which the customer has paid Express Mail for delivery of the passport to the customer.
 - (2) *Expedited Service Passport Application.* Expedited service passport applications require payment of an additional State Department fee, and are processed within 3 days of receipt of the passport application by the passport agency office in accordance with the *Passport Agent's Reference Guide*. These passport applications are grouped together and mailed in bundled groupings with accompanying Form(s) 5659. Included in this grouping may be applications for which the customer has paid Express Mail for delivery of the passport to the customer.
 - (3) *Express Mail Purchase by the Customer.* Customers desiring fast service may purchase Express Mail to the passport agency office and/or Express Mail service for delivery of the passport to the customer. When the customer purchases Express Mail to the passport agency office, the application (whether routine or expedited, for service in 3 days) will be sent individually via Express Mail with its own Form 5659 and payment. Multiple applications in one customer visit (a family, for example) may be sent in one Express Mail envelope.
- b. *Form 5659, Daily Passport Application (DSP-11) Transmittal.* The completed transmittal is the facing page for each grouping of routine or expedited passport applications, with supporting documentation and accompanying payment. It is required by the State Department. It also is the top sheet on passport applications for which the customer has purchased individual Express Mail from the retail unit to the passport agency office designee. It is the log of individual passport application activity for both the State Department and the U.S. Postal Service. Accuracy must be ensured during preparation. The following apply:
 - (1) Assemble applications in accordance with the *Passport Agent's Reference Guide*.
 - (2) Use Form 5659, *Daily Passport Application (DSP-11) Transmittal*, 1-page form available from the Postal Service Intranet web site

(<http://blue.usps.gov/formmgmt/forms.htm>) or the 2-part form. The original accompanies the passport applications, copy 2 stays at the retail unit. When the 1-page Form 5659 is used, make 1 copy of the completed Form 5659, made by an office copier. Retain the copy at the retail unit.

- (3) Complete Form 5659, making a separate line entry for each application with associated total State Department fees, accepted during the day. Also indicate any Express Mail purchased for delivery of the passport from the passport agency office to the customer. (Ensure that the stamped and labeled Express Mail envelope is attached to the application.) If an application was sealed after execution for the customer to hand carry, list the application on Form 5659 and note in Remarks to whom the application was hand carried.
 - (4) Enter the Total Fees to State Department for each application. For multiple applications in a customer visit when one check or money order is prepared (a family), write the total State Department fees (money order or check amount) on the line for the first application of the group entered on Form 5659. Indicate with a bracket which applications are included in the group or family.
 - (5) Enter the USPS Execution Fee (AIC 264) amount total for the entire transmittal on the bottom of Form 5659.
 - (6) The *Clerk's Initials* column identifies the employee who actually accepted the application when more than one employee is involved.
 - (7) Before mailing, verify that all passport applications have been logged on the appropriate Form 5659, and verify the accuracy of all entries.
 - (8) Before mailing, a supervisor or other employee should review the completed Forms 5659 and related applications for accuracy. Then the reviewer initials the *Reviewer Initials* line to indicate concurrence.
 - (9) Retain one copy of the completed Form 5659 at the acceptance unit for 4 months, then destroy it.
- c. *Daily Mailing of Passport Applications to the Passport Agency Office or Designee.* On the day of acceptance, mail all passport applications with attached checks and money orders, supporting documents, and Form(s) 5659 to the passport agency office designated location for processing. The following shall apply:
- (1) Follow procedures as outlined in the *Passport Agent's Reference Guide*.
 - (2) Mail groupings of routine and expedited passport applications by Express Mail or by Priority Mail with delivery confirmation from the acceptance unit to the passport agency office designee, to provide a record of delivery. Attach the finance copy of the Express Mail label to the Form 5659 retained at the acceptance location.
 - (3) Mail applications separately for each customer purchasing Express Mail service for mailing from the acceptance location to the passport agency office designee.

- (4) Ensure that critical entry times for Express and Priority Mail are met.
- (5) For applications received after the cut-off time, advise the customer of the service time for delivery.

422.282 **Individual Clerk Closing Procedures**

At closing, the following shall apply:

- a. Generate Form 1412.
- b. Verify for accuracy, ensuring that the Form 1412 amount for AIC 264 and the Form 5659 total AIC 264 amounts match.
- c. Retain a copy of Form 1412, at the acceptance unit supported by the copy of Form 5659.

422.29 **Reports, Records, Discrepancies, Forms, and Supplies**

422.291 **Reports, Records, and Discrepancies**

- a. *Acceptance Post Office Contact and/or Postmaster.* The following shall apply:
 - (1) For quality control, each passport agency office maintains an informal log of the number and type of errors on applications.
 - (2) Errors must be discussed with the responsible employee for immediate corrective action.
 - (3) Customer complaints about the passport application service received from any source should be analyzed and considered with the error reports to determine additional training requirements.
 - (4) If either the acceptance office or the passport agency office discovers that the Postal Service transmitted an underpayment or overpayment to the State Department, contact will be made between the two offices to resolve the discrepancy.
 - (5) Since the State Department has all the necessary customer information and passport application, when customer contact is required, the State Department will handle any resolution which is required with the customer, for either overpayment or underpayment. The State Department will notify the acceptance office when resolution is reached with the customer.
 - (6) For other administrative discrepancies, when the correct amount was collected from the customer, if the discrepancy cannot be resolved between the passport application acceptance post office and the passport agency office, then the discrepancy will be directed to the Postal Service district finance manager for resolution with the passport agency office. The discrepancy will generally be resolved within 60 days.
- b. *District Finance.* The following applies.
 - (1) *Accuracy of Acceptance Unit Accounting Data.* District Finance has responsibility for verification of accuracy of AIC 264 amounts. Verify that the amounts on Form 5659 match the AIC 264 amounts on Form 1412 during random verification of supporting documentation. Differences must be resolved with the passport acceptance office. If not, contact the acceptance post office for resolution.

- (2) *Discrepancy Resolution.* District finance will handle resolution of other administrative discrepancies regarding payment to the passport agency offices, when the correct amount was collected from the customer. Other functions will provide input and participation as required. The discrepancy will generally be resolved within 60 days.
- c. *Area and Headquarters Finance — Resolving Administrative Discrepancies.* The following will apply:
- (1) In the event that the discrepancy cannot be resolved by district finance, it is then directed to the manager, finance, area office, for resolution with Passport Services, State Department.
- (2) If the discrepancy cannot be resolved at the area level, then it is directed to the manager of Post Office Accounting, Headquarters for resolution with the State Department, with input from Retail at Headquarters as required.

422.292 **Forms and Supplies**

- a. *Items Used.* In addition to these procedures, Form 5659, and the *Passport Agent's Reference Guide*, the following supplies are used for the passport application acceptance program:

Item Number	Descriptive Title
DSP-10A	Birth Affidavit
DSP-11	Passport Application
DSP-19	Passport Amendment/Validation Application
DSP-60	Affidavit Regarding Lost or Stolen Passport
DSP-64	Statement Regarding Lost or Stolen Passport
DSP-71	Affidavit of Identifying Witness
DSP-82	Application for Passport by Mail
M-264	Foreign Entry Requirements
M-343	Notice to Applicants Concerning Birth Records
(no number)	Passports, the Easy Way Brochure

- b. *Requisitioning Procedures.* Requisition all items from the Topeka Material Distribution Center (MDC) on Form 7380, *MDC Supply Requisition*. All blank forms and related materials are described in the *Passport Agent's Reference Guide*. Do not requisition forms or supplies from passport services, except for the *Passport Agent's Reference Guide*, which is provided by the passport agency offices.

422.3 **(Reserved)**

Planning Schedule

Postal Fiscal Year 2000

Instructions:

Use this schedule to record due dates of reports, heavy mailing periods, special tests or verifications, unusual situations, etc.

Postal Fiscal Year 2000

Accounting Period 1 — 2000
Sept. 11 — Oct. 8, 1999

Postal Quarter I

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period 20	September 11 (254)	12 (255)	13 (256)	14 (257)	15 (258)	16 (259)	17 (260)
Sept. 11 to Sept. 24	September 18 (261)	19 (262)	20 (263)	21 (264)	22 (265)	23 (266)	24 (267)
Pay Period 21	September 25 (268)	26 (269)	27 (270)	28 (271)	29 (272)	30 (273)	October 1 (274)
Sept. 25 to Oct. 8	October 2 (275)	3 (276)	4 (277)	5 (278)	6 (279)	7 (280)	8 (281)
Planning for Next Accounting Period:							
Planning for Next Quarter:							

Postal Fiscal Year 2000

Accounting Period 2 — 2000
Oct. 9 — Nov. 5, 1999

Postal Quarter I

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period 22	October 9 (282)	10 (283)	11 (284)	12 (285)	13 (286)	14 (287)	15 (288)
Oct. 9 to Oct. 22	October 16 (289)	17 (290)	18 (291)	19 (292)	20 (293)	21 (294)	22 (295)
Pay Period 23	October 23 (296)	24 (297)	25 (298)	26 (299)	27 (300)	28 (301)	29 (302)
Oct. 23 to Nov. 5	October 30 (303)	31 (304)	November 1 (305)	2 (306)	3 (307)	4 (308)	5 (309)
Planning for Next Accounting Period:							
Planning for Next Quarter:							

Postal Fiscal Year 2000

Accounting Period 3 — 2000
Nov. 6 — Dec. 3, 1999

Postal Quarter I

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period 24	November 6 (310)	7 (311)	8 (312)	9 (313)	10 (314)	11 (315)	12 (316)
Nov. 6 to Nov. 19	November 13 (317)	14 (318)	15 (319)	16 (320)	17 (321)	18 (322)	19 (323)
Pay Period 25	November 20 (324)	21 (325)	22 (326)	23 (327)	24 (328)	25 (329)	26 (330)
Nov. 20 to Dec. 3	November 27 (331)	28 (332)	29 (333)	30 (334)	December 1 (335)	2 (336)	3 (337)
Planning for Next Accounting Period:							
Planning for Next Quarter:							

Postal Fiscal Year 2000

Accounting Period 4 — 2000
Dec. 4 — Dec. 31, 1999

Postal Quarter II

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period 26	December 4 (338)	5 (339)	6 (340)	7 (341)	8 (342)	9 (343)	10 (344)
Dec. 4 to Dec. 17	December 11 (345)	12 (346)	13 (347)	14 (348)	15 (349)	16 (350)	17 (351)
Pay Period 1	December 18 (352)	19 (353)	20 (354)	21 (355)	22 (356)	23 (357)	24 (358)
Dec. 18 to Dec. 31	December 25 (359)	26 (360)	27 (361)	28 (362)	29 (363)	30 (364)	31 (365)
	Christmas Day					Pay Day	
Planning for Next Accounting Period:							
Planning for Next Quarter:							

Postal Fiscal Year 2000

Accounting Period 5 — 2000
Jan. 1 — Jan. 28, 2000

Postal Quarter II

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period 2	January 1 (001)	2 (002)	3 (003)	4 (004)	5 (005)	6 (006)	7 (007)
Jan. 1 to Jan. 14	New Year's Day 8 (008)	9 (009)	10 (010)	11 (011)	12 (012)	13 (013)	14 (014) Pay Day
Pay Period 3	January 15 (015)	16 (016)	17 (017)	18 (018)	19 (019)	20 (020)	21 (021)
Jan. 15 to Jan. 28	22 (022)	23 (023)	24 (024) Martin Luther King, Jr.'s Birthday	25 (025)	26 (026)	27 (027)	28 (028) Pay Day
Planning for Next Accounting Period:							
Planning for Next Quarter:							

Postal Fiscal Year 2000

Accounting Period 6 — 2000
Jan. 29 — Feb. 25, 2000

Postal Quarter II

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period 4	January 29 (029)	30 (030)	31 (031)	1 February (032)	2 (033)	3 (034)	4 (035)
	February 5 (036)	6 (037)	7 (038)	8 (039)	9 (040)	10 (041)	11 (042)
Pay Period 5	February 12 (043)	13 (044)	14 (045)	15 (046)	16 (047)	17 (048)	18 (049)
	February 19 (050)	20 (051)	21 (052) Washington's Birthday	22 (053)	23 (054)	24 (055)	25 (056)
Planning for Next Accounting Period:							
Planning for Next Quarter:							

Postal Fiscal Year 2000

Accounting Period 7 — 2000
Feb. 26 — Mar. 24, 2000

Postal Quarter III

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period 6	February 26 (057)	27 (058)	28 (059)	29 (060)	1 March (061)	2 (062)	3 (063)
Feb. 26 to Mar. 10	March 4 (064)	5 (065)	6 (066)	7 (067)	8 (068)	9 (069)	10 (070)
Pay Period 7	March 11 (071)	12 (072)	13 (073)	14 (074)	15 (075)	16 (076)	17 (077)
Mar. 11 to Mar. 24	March 18 (078)	19 (079)	20 (080)	21 (081)	22 (082)	23 (083)	24 (084)
Planning for Next Accounting Period:							
Planning for Next Quarter:							

Postal Fiscal Year 2000

Accounting Period 8 — 2000
Mar. 25 — Apr. 21, 2000

Postal Quarter III

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period 8	March 25 (085)	26 (086)	27 (087)	28 (088)	29 (089)	30 (090)	31 (091) Pay Day
Mar. 25 to Apr. 7	April 1 (092)	2 (093)	3 (094)	4 (095)	5 (096)	6 (097)	7 (098) Pay Day
Pay Period 9	April 8 (099)	9 (100)	10 (101)	11 (102)	12 (103)	13 (104)	14 (105) Pay Day
Apr. 8 to Apr. 21	April 15 (106)	16 (107)	17 (108)	18 (109)	19 (110)	20 (111)	21 (112) Pay Day
Planning for Next Accounting Period:							
Planning for Next Quarter:							

Postal Fiscal Year 2000

Accounting Period 9 — 2000
Apr. 22 — May. 19, 2000

Postal Quarter III

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period 10	April 22 (113)	23 (114)	24 (115)	25 (116)	26 (117)	27 (118)	28 (119) Pay Day
Apr. 22 to May. 5	April 29 (120)	30 (121)	May 1 (122)	2 (123)	3 (124)	4 (125)	5 (126)
Pay Period 11	May 6 (127)	7 (128)	8 (129)	9 (130)	10 (131)	11 (132)	12 (133) Pay Day
May 6 to May 19	May 13 (134)	14 (135)	15 (136)	16 (137)	17 (138)	18 (139)	19 (140)
Planning for Next Accounting Period:							
Planning for Next Quarter:							

Postal Fiscal Year 2000

Accounting Period 10 — 2000
May 20 — June 16, 2000

Postal Quarter IV

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period 12	May 20 (141)	21 (142)	22 (143)	23 (144)	24 (145)	25 (146)	26 (147)
May 20 to June 2	May 27 (148)	28 (149)	29 (150)	30 (151)	31 (152)	June 1 (153)	2 (154)
Pay Period 13	June 3 (155)	4 (156)	5 (157)	6 (158)	7 (159)	8 (160)	9 (161)
June 3 to June 16	June 10 (162)	11 (163)	12 (164)	13 (165)	14 (166)	15 (167)	16 (168)
Planning for Next Accounting Period:							
Planning for Next Quarter:							

Postal Fiscal Year 2000

Accounting Period 11 — 2000
June 17 — July 14, 2000

Postal Quarter IV

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period 14 June 17 to June 30	June 17 (169)	18 (170)	19 (171)	20 (172)	21 (173)	22 (174)	23 (175) Pay Day
June 17 to June 30	June 24 (176)	25 (177)	26 (178)	27 (179)	28 (180)	29 (181)	30 (182)
Pay Period 15 July 1 to July 14	July 1 (183)	2 (184)	3 (185)	4 (186) Independence Day	5 (187)	6 (188)	7 (189) Pay Day
July 1 to July 14	July 8 (190)	9 (191)	10 (192)	11 (193)	12 (194)	13 (195)	14 (196)
Planning for Next Accounting Period:							
Planning for Next Quarter:							

Postal Fiscal Year 2000

Accounting Period 12 — 2000
July 15 — Aug 11, 2000

Postal Quarter IV

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period 16	July 15 (197)	16 (198)	17 (199)	18 (200)	19 (201)	20 (202)	21 (203) Pay Day
July 15 to July 28	July 22 (204)	23 (205)	24 (206)	25 (207)	26 (208)	27 (209)	28 (210) Pay Day
Pay Period 17	July 29 (211)	30 (212)	31 (213)	1 August (214)	2 (215)	3 (216)	4 (217) Pay Day
July 29 to Aug. 11	August 5 (218)	6 (219)	7 (220)	8 (221)	9 (222)	10 (223)	11 (224) Pay Day
Planning for Next Accounting Period:							
Planning for Next Quarter:							

Postal Fiscal Year 2000

Accounting Period 13 — 2000
Aug. 12 — Sept. 8, 2000

Postal Quarter IV

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period 18	August 12 (225)	13 (226)	14 (227)	15 (228)	16 (229)	17 (230)	18 (231) Pay Day
Aug. 12 to Aug. 25	August 19 (232)	20 (233)	21 (234)	22 (235)	23 (236)	24 (237)	25 (238)
Pay Period 19	August 26 (239)	27 (240)	28 (241)	29 (242)	30 (243)	31 (244)	1 September (245) Pay Day
Aug. 26 to Sept. 8	September 2 (246)	3 (247)	4 (248) Labor Day	5 (249)	6 (250)	7 (251)	8 (252)
Planning for Next Accounting Period:							
Planning for Next Quarter:							



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