

POSTAL BULLETIN

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JOINT MESSAGE FROM THE POSTMASTER GENERAL, UNION OFFICIALS, AND MANAGEMENT ASSOCIATIONS

Combined Federal Campaign

Last year, postal employees demonstrated their continued generosity by pledging nearly \$38 million in payroll deductions to the charities of their choice through the Combined Federal Campaign (CFC). We want to thank all of you who participated — your support has helped those in need not only across our nation but around the world.

As you know, we only need to watch the nightly news to recognize the multiple services that depend on contributions under programs like the CFC.

Your generous support can and does make a difference. From now until December 15, please show your compassion and commitment by using a simple, yet effective, tool for giving — the CFC. Your contributions will make an important difference in the lives of those in need.

Please give the CFC your full support again this year. Contact your CFC Coordinator to learn more about payroll deduction and how to sign up for the campaign.

Thank you in advance for your continued generosity.



WILLIAM J. HENDERSON
POSTMASTER GENERAL



VINCENT PALLADINO, PRESIDENT
NATIONAL ASSOCIATION OF POSTAL SUPERVISORS



MOE BILLER, PRESIDENT
AMERICAN POSTAL WORKERS UNION, AFL-CIO



WILLIAM QUINN, PRESIDENT
NATIONAL POSTAL MAIL HANDLERS UNION



TED CARRICO, PRESIDENT
NATIONAL ASSOCIATION OF POSTMASTERS OF THE
UNITED STATES



STEVEN R. SMITH, PRESIDENT
NATIONAL RURAL LETTER CARRIERS' ASSOCIATION



JOSEPH CINADR, PRESIDENT
NATIONAL LEAGUE OF POSTMASTERS OF THE
UNITED STATES



VINCENT R. SOMBROTTO, PRESIDENT
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

Article on page 3. Contents on page 2.

CONTENTS

The *Postal Bulletin* is also available on the World Wide Web at <http://www.usps.com/cpim/ftp/bulletin/pb.htm> for customers and at <http://blue.usps.gov> for employees.

Joint Message From the Postmaster General, Union Officials, and Management Associations: Combined Federal Campaign	1
1999 Combined Federal Campaign Guidelines	3
Administrative Services	
ASM Revision: Change in 214, Forfeitures	4
Revised Publication: ASM 13, July 1999, Now Available Online	4
ASM Revision: Audits and Investigations	5
Directives and Forms Update	6
Customer Relations	
Mail Alert	8
Product Sell Sheets Now Online	9
Correction: Lost Mail/Missing Contents	9
Domestic Mail	
Reminder: Delivery of Standard Mail (A) in Apartment Boxes	10
APO/FPO Changes	10
Finance	
Reminder: Completing PS Form 1000, Domestic Claim or Registered Mail Inquiry	11
Revision: Handbook F-1, <i>Post Office Accounting Procedures</i>	11
Revision: Handbook F-1, <i>Post Office Accounting Procedures</i> — Stamp Credits	12
Fraud Alert	
Withholding of Mail Orders	13
Domestic Orders	13
Fraud Alert	
Missing, Lost, or Stolen U.S. Money Order Forms	14
Missing, Lost, or Stolen Canadian Money Order Forms	18
Counterfeited Canadian Money Order Forms	20
800 Number Available to Verify Canadian Money Orders	20
Invalid Express Mail Corporate Account Numbers	21
International Mail	
IMM Revision: International Mail — Global Direct — Canada Admail	25
IMM Revision: International Mail — International Business Reply Service (IBRS)	25

Philately

Stamp Announcement 99-49: <i>NATO</i> Commemorative Stamp	26
Stamp Announcement 99-50: <i>Official Mail Stamp</i>	28
Pictorial Cancellations Announcement	30
Special Cancellation Die Hubs	39

Post Offices

Revision: Handbook M-41 and Handbook PO-701	40
FY 2000 A/P Planner in Material Distribution Centers	41
The Know Fraud Project	41
Post Office Changes	43
Postmasters and Installation Heads: Annual Vending Machine Income Report	43

Postal Employees

Y2K Update: End User Computing	45
--------------------------------------	----

Retail

Postage Meter Update: Discontinued Resetting of Mechanical Postage Meters	46
Bulletin: PC Postage™ Toll-Free Number	46

Postal Bulletin Index

Quarterly Index	PB 22005 (8-26-99)
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PB 22006: 7690-04-000-3985	PB 21986: 7690-04-000-3965
PB 22005: 7690-04-000-3984	PB 21985: 7690-04-000-3964
PB 22004: 7690-04-000-3983	PB 21984: 7690-04-000-3963
PB 22003: 7690-04-000-3982	PB 21983: 7690-04-000-3962
PB 22002: 7690-04-000-3981	PB 21982: 7690-04-000-3961
PB 22001: 7690-04-000-3980	PB 21981: 7690-04-000-3960
PB 22000: 7690-04-000-3979	PB 21980: 7690-04-000-3959
PB 21999: 7690-04-000-3978	PB 21979: 7690-04-000-3958
PB 21998: 7690-04-000-3977	PB 21978: 7690-04-000-3957
PB 21997: 7690-04-000-3976	PB 21977: 7690-04-000-3956
PB 21996: 7690-04-000-3975	PB 21976: 7690-04-000-2608
PB 21995: 7690-04-000-3974	PB 21975: 7690-04-000-2607
PB 21994: 7690-04-000-3973	PB 21974: 7690-04-000-2606
PB 21993: 7690-04-000-3972	PB 21973: 7690-04-000-2605
PB 21992: 7690-04-000-3971	PB 21972: 7690-04-000-2604
PB 21991: 7690-04-000-3970	PB 21971: 7690-04-000-2603
PB 21990: 7690-04-000-3969	PB 21970: 7690-04-000-2602
PB 21989: 7690-04-000-3968	PB 21969: 7690-04-000-2601

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

1999 Combined Federal Campaign Guidelines

Schedule and Responsibilities

Each fall, the Postal Service joins other federal agencies in the Combined Federal Campaign drive. In accordance with Office of Personnel Management (OPM) regulations, the campaign runs for a six-week period, as established by the Local Federal Coordinating Committee. OPM guidelines indicate the campaign should end no later than December 15, 1999.

Vice presidents of Area Operations have campaign responsibility. Area offices must ensure that campaign information is disseminated to all offices under their jurisdiction.

Guidelines Online

Publication 530, *U.S. Postal Service Combined Federal Campaign Operational Guidelines*, May 1994, is a reference source for guidelines on running a successful campaign. The electronic version of Publication 530 was updated effective November 1998 and is available on the Corporate Intranet. Revisions include updated position titles, facility locations, and dates of campaign. Additional information on the Combined Federal Campaign, including geographic boundaries, may be found on the Corporate Intranet and at the OPM web site, www.opm.gov.

Pledge Form Management Instructions

1. Ensure that pledge forms are checked for completeness at local campaign sites.
2. Distribute copies of the pledge forms as follows:
 - a. Central Receipt and Accounting copy — submit to the appropriate CFC official.
 - b. Employee copy — return to the employee.
 - c. Payroll Office copy —

<i>If the employee has chosen to...</i>	<i>Then...</i>
Give a one-time contribution (cash, check, or money order),	Destroy the Payroll Office copy.
Make a contribution via payroll deduction,	Make sure: <ul style="list-style-type: none"> – The Social Security Number is legible. – The deduction per pay period is indicated. – The amount per pay period is at least \$1.00. – The amount of the contribution is to be made via payroll deduction. <p>Before December 18, 1999 Mail the Payroll Office copy to this new address, making sure a <i>full return address for the CFC coordinator</i> is included with each batch of forms:</p> <p>MINNEAPOLIS INFORMATION SERVICE CENTER USPS COMBINED FEDERAL CAMPAIGN POST OFFICE BOX 21777 EAGAN MN 55121-0777</p> <p>The Minneapolis ISC retains the payroll deduction portions of the pledge cards for six months.</p> <p>On December 18, 1999, or After Submit to the local DDE/DR site for entry. Note: All cards dated or sent after December 18 will be returned to the CFC coordinator for entry by the local DDE/DR site.</p>

3. Submit corrections to the local DDE/DR site, *not* to the Minneapolis ISC.

Note: All cards that are illegible or incomplete will be returned to the local CFC coordinator for local processing in pay period 02-00 or later.

Local DDE/DR sites will be notified by broadcast message of their ability to access D20M, SDI-09 in pay period 02-00 for local entry, changes, or corrections. DDE/DR sites will not be able to access D20M for CFC charity entries before that time.

Final Report

At the conclusion of each campaign, a report of CFC contributions through payroll deduction (as of pay period 02-00) is prepared from the Postal Payroll System and is used for annual reporting of national CFC contributions. A copy of this report is distributed to each performance cluster manager.

Administrative Services

ASM REVISION

Change in 214, Forfeitures

Effective immediately, section 214 of *Administrative Support Manual* (ASM) 13, July 1999, is revised to reflect the changes indicated below. This revision will be incorporated into an incremental update of the online ASM accessible through the Policies and Procedures page of the Postal Service Intranet (<http://blue.usps.gov/cpim>).

Administrative Support Manual (ASM)

2 Audits and Investigations

21 General

* * * * *

214 Forfeitures

214.1 Authorization

The Postal Service is authorized to seize property and conduct civil administrative forfeitures under any of the following:

[Replace existing a through e with new items a through h as follows:]

- a. 18 U.S.C. 981 (Civil Forfeiture).
- b. 18 U.S.C. 982 (Criminal Forfeiture).

- c. 18 U.S.C. 2251 et seq. (Child Protection Act).
- d. 18 U.S.C. 1956–1957 (Money Laundering).
- e. 31 U.S.C. 5313(a) and 5324(a) (Currency Transaction Violations), Financial Institutions.
- f. 18 U.S.C. 981(C) (Financial Institution Reform, Recovery, and Enforcement Act of 1989) (FIRREA).
- g. 21 U.S.C. 333 (Federal Food, Drug and Cosmetic, and Human Growth Hormones).
- h. 21 U.S.C. 801 et seq. (Controlled Substance Act) includes anabolic steroid and drug paraphernalia.

— *Fraud, Child Exploitation,
and Asset Forfeiture Group,
Postal Inspection Service, 10-7-99*

— *Office of Counsel,
Postal Inspection Service, 10-7-99*

REVISED PUBLICATION

ASM 13, July 1999, Now Available Online

The *Administrative Support Manual* (ASM) has been revised and is now available online and in the material distribution centers. ASM 13, dated July 1999, can be accessed through the Policies and Procedures page of the Postal Service Intranet at <http://blue.usps.gov/cpim> by clicking on *Manuals*. The online version includes revisions to the ASM published in the *Postal Bulletin* through September 9, 1999 (PB 22006) and will be updated on a regular basis to incorporate future *Postal Bulletin* updates. Employees may obtain printed copies of ASM 13 by sending a completed PS Form 7380, *MDC Supply Requisition*, to their material distribution center.

Reference tools to assist users in locating needed policy have been incorporated into ASM 13, including a summary of changes, revision bars, a subject index, and a directives and forms index.

— *Corporate Information Services,
Information Systems, 10-7-99*

ASM REVISION

Audits and Investigations

The publication of the *Administrative Support Manual* (ASM) 13, dated July 1999, revised chapter 2. The chapter was retitled "Audits and Investigations" to reflect the creation of the Office of Inspector General (OIG). Full text of the changes appears in the printed ASM 13 and is also available through the Policies and Procedures home page of the Postal Service Intranet (<http://blue.usps.gov/cpim>). A summary of chapter 2 changes follows:

211 Authority adds the Inspector General as an independent entity and describes the authority and responsibility to conduct audits and investigations, including oversight responsibility for all activities of the Inspection Service. The section is changed to reflect specific powers of the OIG and to describe the designation of audit and investigative functions between the OIG and the Postal Inspection Service.

212 Circulars and Rewards is revised to reflect the authority of the OIG to issue wanted circulars and pay rewards.

213 Mail Covers is revised to show changes in the delegations of authority within the Postal Inspection Service and to reflect programmatic oversight by the OIG.

214 Forfeitures is revised to include the authorization of the OIG to engage in forfeiture activity.

221–225 General Reporting Requirements, et. al. are revised to add requirements to report certain violations and offenses to the OIG or the Postal Inspection Service. Changes include a reporting address and phone number for the OIG and updated addresses for Postal Inspection Service divisions.

229 Money Laundering and Foreign Asset Controls is revised to identify the responsibility of the OIG to conduct audit of the Postal Service's compliance with the Bank Secrecy Act.

241–247 Responsibility, Background, Mission, et. al. are revised to reflect the creation of the OIG and describe the responsibilities for conducting independent assessments of Postal Service programs and operations. The changes reflect the authority of the OIG and describe the standards, objective, project categories, and process overviews for the audits of Postal Service programs by the OIG and Postal Inspection Service. The

revision also provides guidance to managers regarding when to request audit attention from the OIG or the Postal Inspection Service. The revision includes updated instructions relating to the reporting process for OIG and Postal Inspection Service audits and the establishment of an audit control coordinator to maintain management's audit tracking and reporting system.

252 Accident Investigations is revised to include instructions for accident investigators for reporting accidents involving OIG employees.

271 [Security] General Responsibilities is revised to reflect the responsibility of the OIG for directing and administering an internal security program for the Office of Inspector General. Changes and additions also provide Postal Service employees with specific information relating to the general integrity and security of the mails and the handling of personal mail in the workplace.

272 Personnel Security Clearances is revised to reflect changes to requirements and procedures for the issuance of security clearances to postal employees and contractors. The changes also reflect the creation of the OIG.

273 Facility Security is updated to include instructions on the use of technology and current information on locks, keys, and access control cards.

274 Mail Security is revised to update language relating to mail classifications and to identify the authority of the OIG and state agents under the Terminal Inspection Act in examining articles in the mail.

275 Physical ADP Security is revised to include the OIG as a reviewing authority.

282–286 [Emergency Preparedness] Authorities, Preparedness Planning Objectives, et. al. are updated to reflect current executive orders and to include responsibilities previously described in ASM Section 43, which has been eliminated.

— Office of Inspector General, 10-7-99

— Postal Inspection Service, 10-7-99

Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog* (June 1999), 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 F-66-D	6/99	Other Investment-Related Policies and Procedures	7610-04-000-6121	FIN	MDC	N/A
HBK MS-183-CHG-1	8/20/99	Accu-Sort TMS (Phase 3A), Conveyor, Change 1	7610-04-000-8951	ENG	MDC	R
LAB 209	8/99	Security Container Label	7690-04-000-8990	ENG	MDC	R
MOPFI-09-08-1999	9/8/99	SPL # 2, FY 2000, Revised RPW & ODIS Mail Shape Definitions	N/A	FIN	IWEB	N/A

Revised Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
HBK EL-304	4/1/97	Maintenance Selection System	N/A	HR	IWEB, NTA	N/A
MAN DMM TL1	7/29/99	Domestic Mail Manual	7610-04-000-7309	MSY	IWEB, MDC, PE	GPO, WWW
MAN ELM	6/99	Employee and Labor Relations Manual	7610-02-000-9963	HR	MDC	MDC
NOT 25	9/99	Postal Planning Schedule	7610-02-000-9883	FIN	IWEB	N/A
PUB 512	8/99	Women on Stamps	7610-03-000-9294	DIV	IWEB, MDC	MDC, WWW
PUB 513	8/99	International Business Reply Service Guide	7610-02-000-7161	IBU	IWEB, MDC	P/F, WWW

Obsolete Directives

Document ID	Edition Date	Title	Obsolete Date	Replaced By
LAB 103-V	8/89	Penalty, Permit F-10, Third-Class, Open Corner	4/2/97	N/A
NOT 177	12/80	Take Aim at Postal Crimes	9/26/97	N/A

Revised Forms

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 3970-R	8/99	8/99	Request to Receive Donated Leave	7530-02-000-7243	PS	SH	HR	MDC	N/A
PS 8200	11/99	11/99	Flexible Spending Account Enrollment Form	7530-02-000-9846	PS	SET	HR	HQO	N/A

Correction (changes highlighted in bold)

Document ID	Edition Date	Oldest Usable Date	Title	NSN	Org	Where Used	Unit of Issue	USPS Source	Public Source
LAB 107-R	10/93	10/93	Priority Mail Sticker	7690-03-000-9334	MSY	N/A	EA	EPM	P/F
POS 530	7/93	7/93	Altered Money Orders	7690-03-000-9346	IS	N/A	EA	MDC	MDC
PUB 223	6/99	6/99	Directives and Forms Catalog	7610-03-000-9087	INF	N/A	EA	MDC, IWEB	MDC
PUB 309	1/99	1/99	Fighting Mail Order Fraud and Theft	7610-04-000-5460	IS	N/A	EA	MDC	N/A
TAG 155	10/97	10/97	Surface Airlift Mail	7690-03-000-9238	IBU	N/A	EA	MDC	P/F
PS 1096	4/98	4/98	Receipt	7530-02-000-7346	FIN	PO	PD	MDC	N/A
PS 1532	6/94	4/88	Semiannual Check of Overflow Mail	7530-01-000-9345	MKT	CR	SH	MDC	N/A
PS 3638-G	9/97	9/97	Penalty Mail Postage Due Accounting Period Report	7530-04-000-1899	FIN	PS	EA	MDC	N/A
WH Pub 1420	6/93	6/93	Your Rights Under the Family and Medical Leave Act of 1993	N/A	HR	HR	EA	LOC	N/A

— Corporate Information Services, Information Systems, 10-7-99

Customer Relations

Mail Alert

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

1 million pieces or more, should contact Customer Relations Program Management at 202-268-5885 at least 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
Nordstrom Celebrations Book	Standard A/flat	10/7-10/9	1.0	Nationwide	CarRt, 3/5-digit, barcoded	World Color, Brookfield, WI; 8 3/8" x 10 1/2" stitched book
The Lighter Side	Standard A/catalog	10/12-10/16	7.0	Nationwide	CarRt, 3/5-digit	The Dingley Press
JC Penney Holiday Fashion Influence	Standard A/flat	10/14-10/16	1.5	Nationwide	CarRt	DLS
JC Penney Holiday Home Values	Standard A/catalog	10/14-10/16	7.5	Nationwide	CarRt	DLS
JC Penney Delicates	Standard A/catalog	10/14-10/16	3.0	Nationwide	CarRt	DLS
JC Penney Holiday Sign of the Season	Standard A/catalog	10/14-10/16	4.4	Nationwide	CarRt	DLS
Service Merchandise	Standard A/flat	10/18-10/19	6.0	Nationwide	3/5-digit	RR Donnelley, Lynchburg, VA
Midnight Velvet	Standard A/catalog	10/18-10/21	1.0	Nationwide	CarRt, 3-digit, 5-digit, basic, barcoded	Quad Graphics, Lomira, WI; 7 15/16" x 10 1/4" catalog has a die-cut cover and a personalized (address) underwrap
Sportman's Guide October Footwear	Standard A/catalog	10/18-10/21	1.2	Nationwide	CarRt, 3/5-digit	Quad Graphics, Lomira, WI
Office Depot 13th Anniversary Savings	Standard A/flat	10/18-10/22	7.5	Nationwide	CarRt	American Color Graphics, Jessup, MD, Cedar Rapids, IA, York, PA
Billy Graham Letter	Standard A/letter	10/18-10/29	1.6	Nationwide	Barcoded, 3/5-digit, basic	Minneapolis, MN; 3 7/8" x 7 1/8" envelope
JC Penney Million \$ Jewelry Sale	Standard A/letter	10/19-10/21	9.0	Nationwide	CarRt	Harte Hanks
JC Penney November Home Sale	Standard A/letter	10/20-10/22	2.0	Nationwide	CarRt	Harte Hanks
JC Penney St. John's Bay Magalogue	Standard A/letter	10/20-10/22	1.3	Nationwide	CarRt	Harte Hanks
Smithsonian Catalogue	Standard A/catalog	10/20-10/23	1.7	Nationwide	CarRt, 3/5-digit, basic, barcoded	Quad Graphics, Lomira, WI; 8" x 8" catalog, 112 pages
JC Penney Jewelry	Standard A/catalog	10/21-10/23	2.0	Nationwide	CarRt	DLS
Bloomingdales November 4 Star Entertainment	Standard A/catalog	10/22-10/26	1.0	Nationwide	CarRt, 3/5-digit	Continental; 10 1/2" x 10 1/2" polybag
JC Penney Holiday Gift	Standard A/catalog	10/23-10/28	10.6	Nationwide	CarRt	DLS
Service Merchandise Communications Specialty	Standard A/flat	10/25-10/26	5.0	Nationwide	3/5-digit	RR Donnelley, Lynchburg, VA
Eddie Bauer November Home	Standard A/catalog	10/27-10/29	1.4	Nationwide	CarRt, 3/5-digit	RR Donnelley, Warsaw, IN

Product Sell Sheets Now Online

Publication 124, *Product Sell Sheets* (domestic and international mail rates in foreign languages), is now available online. It can be accessed on the Corporate Intranet (<http://blue.usps.gov>) by clicking on *Information*, then *Policies and Procedures*, and then *Publications*, or by clicking on *Headquarters*, then *Diversity Development*, and then *Multilingual Products* or *New Items*. It is also displayed on the Business Publications page of the Postal Service Internet site (<http://www.usps.com>) — click on *Business Center*, then *Periodicals and Publications*, and then *Official Postal Service Publications*.

Product Sell Sheets were developed to help retail employees serve non-English speaking customers. The sell sheets allow employees to overcome language barriers to

communicate effectively with customers and provide them with the products or services they desire. Sell sheets are available in the following languages:

Albanian	Arabic	Chinese
French	German	Haitian-Creole
Hebrew	Hindi	Italian
Japanese	Khmer	Korean
Polish	Portuguese	Punjabi
Russian	Spanish	Vietnamese

— *Headquarters and Field Programs,
Diversity Development, 10-7-99*

CORRECTION

Lost Mail/Missing Contents

The “Lost Mail/Missing Contents” article on page 23 of *Postal Bulletin 22006* (9-9-99) stated in part, “Send the top copy of Form 1510 to the local Inspection Service office.” It should have read “Send the top copy of Form 1510 to the Inspection Service Operational Support Group (ISOSG) for your area as shown in Section 169.531 of the *Postal Operations Manual*.”

— *Postal Inspection Service, 10-7-99*

Domestic Mail

REMINDER

Delivery of Standard Mail (A) in Apartment Boxes

Recent customer feedback indicates that there is a serious failure to comply with Standard Mail (A) delivery procedures in apartment building environments. Our customers have voiced concerns because their mail is being left in apartment vestibules rather than delivered into mailboxes as required in Handbook M-41, *City Delivery Carriers Duties and Responsibilities*, Section 32, Delivery of Ordinary Mail Matter. When the Postal Service fails to properly deliver mail into mail receptacles, customers see no difference between the service we provide and that of an alternative delivery service. We are devaluing both our mailers' products and our service.

Carriers must deliver to the proper mail receptacle all mail bearing the exceptional address format (e.g., "Mr. John Doe or Current Resident/Occupant") on the mailing label as addressed. This mail is undeliverable only if the house, apartment, office, or building is unoccupied or nonexistent. The delivery employee must endorse undeliverable pieces as "Other Undeliverable Standard Mail (A) (UBBM)" and bundle them with other undeliverable Standard Mail (A) for verification and proper handling.

In apartment buildings, carriers must deliver mailings *with apartment numbers* (addressed to "Occupant," "Postal Customer," etc.) to the proper mail receptacle as specified in the mailing address. Carriers must deliver mailings *without apartment numbers* beginning at the lowest numbered mail receptacle and continuing upward until they deliver one piece to every receptacle. Where mail receptacles are unnumbered or not in sequential order, carriers should deliver mail into the

receptacles working from left to right as if the mail receptacles were in sequential order. If there are more pieces than there are mail receptacles, the delivery employee must endorse undeliverable pieces and bundle them with other undeliverable Standard Mail (A) for verification and proper disposal.

Carriers must not leave mail undelivered on racks, tables, shelves, or other fixtures. In apartments and other centralized delivery environments, carriers may leave mail addressed to full mail receptacles in a designated location that affords adequate protection for the mail with the permission of the addressee or after leaving Form 3849, *Delivery Notice/Reminder/Receipt*, notifying the addressee. Carriers must always deliver both components of detached label mailings, the letter-size address label and accompanying flat or sample piece, at the same time.

These procedures do not apply to simplified address mail (boxholders) received for delivery on a rural route. Rural carriers must follow the procedures outlined in Handbook PO-603, *Rural Carrier Duties and Responsibilities*, Part 320, Delivery of Ordinary and Simplified Address Mail.

Please ensure that all delivery personnel are aware of our customers' concerns and that all mail is delivered in compliance with Postal Service policy. Providing quality delivery will ensure a visible difference between Postal Service delivery and alternate delivery services.

— *Delivery Policies and Programs,*
Field Operations Support, 10-7-99

APO/FPO Changes

Make the following ink changes to the most recent APO/FPO table in *Postal Bulletin 22007* (9-23-99).

APO/FPO	Action	Effective Date	See Restrictions
09844	Activate	Immediately	A-B-B1-U-Z1
96401	Activate	Immediately	A-B-B1-M-N-U
96402	Activate	Immediately	A-B-B1-M-N-U
96403	Activate	Immediately	A-B-B1-M-N-U

— *International Operations Support,*
Network Operations Management, 10-7-99

Finance

REMINDER

Completing PS Form 1000, Domestic Claim or Registered Mail Inquiry

Some customers are erroneously recording the Delivery Confirmation Number in item A.4 of PS Form 1000, *Domestic Claim or Registered Mail Inquiry*. When accepting an indemnity claim from the customer, ensure that they have recorded the

Mailing Receipt Number ("V" number), which is the Insured Number on Form 3813-P, *Receipt for Insured Mail*.

— *Post Office Accounting, Finance, 10-7-99*

REVISION

Handbook F-1, Post Office Accounting Procedures

Payroll processing, including the printing of payroll checks and earning statements, has always been performed at the Information Systems and Accounting Service Centers (IS/ASC, formerly known as the Minneapolis Information Service Center). To ensure that employees will be paid should the IS/ASC experience a physical or a system problem and checks cannot be issued, procedures are in place for the San Mateo Information Service Center (SMISC) to print checks and earning statements based on emergency pay procedures.

Handbook F-1, *Post Office Accounting Procedures*, is being revised with the addition of section 822.77, Payroll Disaster Contingency Plan, to address contingency payroll processing procedures.

Updating employee mailing addresses is an important part of any contingency plan to ensure that employees' payroll checks are sent to the correct addresses. Therefore, the employee's current address will be preprinted on his or her check and/or earning statement (for those employees that have net-to-bank) for one pay period each year. The employee should verify the address and make any changes on Form 1216, *Employee's Current Mailing Address*, which will be provided as a stuffer with the check and/or earning statement.

These procedures do not apply to the Year 2000 (Y2K) changeover. Specific plans and procedures are in place should a disruption occur due to Y2K.

This revision will be incorporated into the next quarterly update of the online Handbook F-1 located on the Corporate Intranet at <http://blue.usps.gov/cpim> (click on *Handbooks*, then *By Document Number*, and then select *F-1, Post Office Accounting Procedures*). The revision will also be incorporated into the next printed edition.

Handbook F-1, Post Office Accounting Procedures

	*	*	*	*	*
8	Accounting Service Center Activities				
	*	*	*	*	*
82	Postal Service Employees				
	*	*	*	*	*
822	Employee Compensation				
	*	*	*	*	*
822.7	Resolving Salary Check Procedures				
	*	*	*	*	*

[Insert 822.77 as follows:]

822.77 Payroll Disaster Contingency Plan

Should interruption of essential payroll functions occur at the Information Services and Accounting Service Centers (IS/ASC) facility, payroll checks will be printed and distributed from the San Mateo Information Service Center (SMISC) according to the emergency pay procedures outlined in section 822.76. Additionally, these procedures apply:

- Each office will be required to provide salary advances to those employees not paid under the emergency salary procedures.
- Salary advances should be given up to a maximum of 40 paid hours per week, provided the employee is missing a full day's pay or more. This includes those employees who were paid under the emergency salary procedures.

- No salary advances are to be given to employees for overtime or premiums such as night differential or Sunday premium.
- A 'disaster' payroll register will be distributed from San Mateo to identify those employees paid and the number of hours paid (normal check register distribution).
- Checks will be sent to employees' current mailing addresses except checks for transitional employees. Employees are to cash their checks no earlier than the date listed on the check.
- Checks for transitional employees will be sent individually to the office. Postmasters must not release checks to transitional employees who were not in a pay status during the pay period for which the emergency payments were issued.

- Specific instructions will be provided to employees concerning allotments.

If a payroll check is lost, stolen, or destroyed during the disruption timeframe, the employee must follow the instructions listed in section 822.73(1). Office notification procedures listed in 822.73(2) will be contained in the specific instructions provided by Headquarters Payroll at the time of the disruption.

During the interruption and recovery periods, all communications will be disseminated from Headquarters Payroll Accounting. Do not attempt to contact the IS/ASC unless notified.

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— Post Office Accounting, Finance, 10-7-99

REVISION

Handbook F-1, Post Office Accounting Procedures — Stamp Credits

Handbook F-1, *Post Office Accounting Procedures*, is revised to allow employees who work in postal retail stores or post offices under unit accountability to be assigned a stamp credit for retail or financial operations at other units when it is absolutely necessary for relief situations. Employees should be advised that under no circumstances should monies or stock from different locations be commingled.

This revision will be incorporated into the online version of Handbook F-1 located on the Corporate Intranet at <http://blue.usps.gov/cpim> (click on *Handbooks*, then *By Document ID No.*, and then scroll down to *F-1, Post Office Accounting Procedures*) and in the next printed edition.

This change applies to relief personnel in postal retail stores or post offices under unit accountability as well as regularly assigned employees.

Handbook F-1, Post Office Accounting Procedures

4	Managing Accountable Paper	*	*	*	*	*
42	Managing Accountable Paper at Stations, Branches, and Post Offices With Stamp Accountability	*	*	*	*	*
426	Handling Stamp Credits	*	*	*	*	*
426.4	Initiating a Stamp Credit — Cash	*	*	*	*	*

426.45 Issuing Stamp Stock

* * * * *

Postmaster or Supervisor

* * * * *

6> Employees who work in postal retail stores or post offices under unit accountability can be assigned a stamp credit for other retail or financial operations at other units.

* * * * *

47 Managing Accountable Paper at Offices With Unit IRTs and Cash Registers Under Unit Accountability

* * * * *

471 Policies and General Information

* * * * *

471.6 Assigning Individual Clerk Cash Credits Cash Reserve

Each clerk is assigned a cash credit of \$100. Each clerk carries the amount of the cash credit as cash retained (AIC 753 and AIC 353) on each day's Form 1412.

>> File Form 3369 for each assigned credit.

Employees who work in postal retail stores or post offices under unit accountability can be assigned a stamp credit for other retail or financial operations at other units when it is absolutely necessary for relief situations. Under no circumstances should monies or stock from different locations be commingled.

— Post Office Accounting, Finance, 10-7-99

Fraud Alert

Withholding of Mail Orders

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

State/City	Names Covered
CA, Lytle Creek 92358-9745	Any And All Names Except Robin Lynn Gordon And Lou Hannan, 14074 Meadow Lane
CA, Santa Rosa 95404-5354	All Names Other Than Richard Martin, 1999 Mount Olive Drive
DE, Bear 19701-1086	The Surname Woolsey, 504 Blackbird Drive
DE, Wilmington 19802-4157	The Surname Woolsey, 2501 N. Washington Street
NJ, Villas 08251-3335	The Name Hazel Gerber, 101 E. Greenwood Avenue, 1st Floor
NJ, Haddon Heights 08035-1913	The Surname Osendowski, 100 White Horse Pike #10
NC, Hubert 28539-3674	Any And All Of Various Names Other Than The Surnames Runkle And Smith, 7 Knox Drive
NC, Marshall 28753-3519	Any And All Of Various Names Other Than The Surname Cole, 184 Cedarwood Lane
NC, Marshall 28753-1023	Any And All Of Various Names Other Than The Surname Cole, P.O. Box 1023
PA, Philadelphia 19124-2654	The Surname Aronchick, 4925 Saul Street, Apt. 25
PA, Philadelphia 19143-4111	The Surnames Carrier And Roscinski, 1013 S. 54th Street
PA, Philadelphia 19135-2822	Any And All Of Various Names Other Than The Names James MacFadden, James MacFadden Jr., Jennifer MacFadden, Carol MacFadden, Carol Siderio, And Charlene Siderio, 6502 Torresdale Avenue

— Recorder's Office, Judicial Officer, 10-7-99

Domestic Orders

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

State/City	Names Covered	Product
CA, Bel Air 90077-1724	Jewelry Center, 2934 Beverly Glen Circle, Suite 382	Claims that merchandise has been previously ordered and is awaiting delivery.

— Recorder's Office, Judicial Officer, 10-7-99

425 298 2352	to	2399	452 265 0246	to	0299	463 414 4869	to	4899	479 412 9900	to	9999
425 418 4269	to	4299	452 265 0335	to	0999	463 808 3484	to	3499	479 667 6190	to	6199
425 418 4405	to	4499	452 509 1169	to	1199	463 945 7400	to	7899	479 748 9680	to	9699
426 547 4566	to	4599	452 855 6471	to	6499	464 629 9000	to	9399	479 860 7000	to	7199
427 412 6337	to	6499	452 890 4679	to	4799	464 711 4332	to	4399	480 526 2000	to	2099
427 481 0900	to	0999	452 900 8215	to	8238	465 692 3963	to	3999	480 640 6330	to	6399
428 027 2742	to	2752	453 117 9146	to	9199	465 698 8300	to	8599	480 658 0568	to	0599
429 474 4172	to	4199	453 334 3631	to	3699	465 743 7745	to	7799	480 689 5100	to	5199
429 889 2900	to	2999	453 603 7841	to	7891	466 798 6056	to	6067	481 072 9463	to	9499
430 150 4401	to	4599	453 650 1140	to	1199	467 147 4300	to	4399	481 673 0074	to	0095
430 172 9800	to	9899	453 741 1300	to	1399	468 079 5782	to	5799	482 527 1500	to	1599
430 177 1900	to	2099	454 013 2919	to	2999	469 067 2817	to	2899	482 541 5255	to	5299
430 444 9500	to	9699	454 186 2411	to	2499	469 127 8000	to	8199	482 729 6800	to	6899
430 664 4070	to	4099	454 268 4883	to	4899	469 213 0359	to	0399	483 363 7207	to	7299
432 168 8419	to	8499	454 302 5400	to	5499	469 213 0500	to	0599	483 402 2356	to	2399
432 708 6800	to	6999	454 490 8300	to	8399	469 561 8011	to	8099	483 486 5100	to	5199
432 744 1544	to	1599	454 547 7434	to	7499	469 658 1961	to	1999	483 632 1521	to	1599
432 995 9775	to	9799	454 922 4867	to	4895	469 666 9900	to	9999	483 632 2600	to	2799
433 003 5800	to	5899	455 221 1348	to	1499	469 678 1900	to	1999	483 849 1615	to	1699
433 757 3047	to	3099	455 364 2147	to	2199	469 781 4900	to	4999	484 174 4803	to	5299
433 765 4003	to	4099	455 399 5400	to	5499	469 947 6960	to	6999	484 323 8900	to	9199
434 482 7060	to	7199	455 476 0676	to	0699	470 755 5800	to	5818	484 680 5000	to	5038
434 513 2386	to	2399	455 543 0618	to	0699	471 918 0300	to	0999	484 680 5040	to	5074
434 968 3076	to	3092	456 410 9006	to	9099	471 985 2408	to	2419	484 680 5077	to	5099
435 303 1831	to	1842	456 470 4146	to	4299	472 191 6700	to	6799	485 029 4913	to	4999
435 303 1986	to	1999	456 619 4460	to	4499	472 270 2555	to	2599	486 176 0600	to	0699
435 666 6092	to	6399	457 333 2686	to	2699	472 987 0213	to	0241	486 559 7555	to	7599
436 082 6400	to	6899	457 729 1767	to	1777	472 987 0290	to	0299	486 696 3023	to	3199
436 160 6441	to	6499	457 937 8615	to	8699	473 151 2069	to	2199	488 173 7900	to	7999
437 316 7115	to	7199	458 028 9810	to	9899	473 666 9138	to	9199	488 206 4100	to	4199
437 427 0500	to	3499	458 057 2712	to	2999	473 952 3429	to	3499	488 226 0200	to	0299
439 179 2300	to	2399	458 069 9537	to	9599	474 108 5402	to	5499	488 709 3906	to	3999
439 310 0458	to	0499	458 069 9665	to	9699	474 356 5193	to	5299	488 855 8359	to	8399
440 698 1947	to	1999	458 337 5222	to	5299	474 949 3366	to	3399	489 181 8963	to	8999
440 858 6300	to	6399	458 354 7653	to	7999	475 134 9362	to	9399	489 223 2000	to	2099
440 858 6420	to	7299	458 671 8678	to	8699	475 167 9667	to	9699	489 311 1930	to	1999
441 199 1655	to	1699	458 671 8721	to	8798	475 319 3415	to	3499	489 318 6200	to	6300
443 127 3648	to	3699	458 847 5044	to	5999	475 319 3649	to	3799	489 384 0027	to	0099
443 127 4000	to	4099	459 274 7624	to	7699	475 340 6400	to	6599	489 427 0658	to	0899
443 673 7900	to	7999	459 365 5432	to	5499	475 424 8410	to	8499	489 997 5252	to	5299
443 800 9335	to	9399	459 378 5764	to	5799	475 629 9156	to	9199	490 669 5850	to	6099
444 382 8822	to	8899	459 472 4816	to	4999	475 850 6101	to	6199	490 717 7080	to	7099
444 390 1667	to	1699	460 349 6878	to	6899	475 875 2500	to	2599	490 721 6000	to	6099
444 457 3854	to	3899	460 550 1909	to	1999	476 169 8264	to	8299	490 793 1500	to	2099
450 048 4173	to	4199	460 997 5234	to	5299	476 189 3000	to	3499	490 886 8171	to	8199
450 048 4442	to	4699	461 973 6443	to	6499	476 331 2480	to	2499	490 977 9221	to	9240
450 560 5173	to	5199	462 152 0107	to	0299	477 289 8601	to	8699	491 258 8100	to	9099
450 620 3077	to	3099	462 274 1072	to	1099	477 681 5206	to	5299	491 567 1376	to	1399
450 620 3135	to	3199	462 277 8373	to	8399	478 010 4243	to	4268	492 254 4800	to	4899
450 780 2716	to	2799	462 554 6051	to	6099	478 010 4270	to	4291	492 283 5100	to	5199
450 801 2700	to	2799	463 011 5529	to	5540	478 450 5071	to	5099	492 610 6813	to	6899
451 109 2967	to	2984	463 176 4115	to	4199	478 469 7838	to	7858	493 394 5568	to	5599
451 115 4110	to	4125	463 176 4229	to	4299	478 469 7883	to	7899	493 470 2562	to	2599
451 115 4127	to	4199	463 185 2600	to	2799	479 280 9800	to	9899	493 473 7700	to	7799
452 265 0074	to	0099	463 227 7711	to	7799	479 365 9116	to	9176	493 716 2153	to	2199

494 206 2972	to	2999	610 582 4200	to	4299	632 217 4933	to	4999	645 790 8632	to	8699
494 217 3446	to	3999	611 879 6939	to	6999	632 500 0000	to	99 9999	645 821 0657	to	0699
494 224 0500	to	0599	612 291 8013	to	8099	633 110 4165	to	4199	645 930 7948	to	7999
495 145 0600	to	0699	612 751 5171	to	5199	633 110 4303	to	4499	645 975 0737	to	0762
496 209 7425	to	7499	612 751 5226	to	5299	633 438 6429	to	6599	646 242 6200	to	6299
496 213 8728	to	8799	612 751 6083	to	6099	633 588 7173	to	7182	646 270 7639	to	7799
496 474 5226	to	5248	612 751 6268	to	6299	634 725 0700	to	0799	646 798 4000	to	4999
497 053 8517	to	8699	612 751 6572	to	6599	634 803 3239	to	3299	647 048 7035	to	7099
497 854 8673	to	8699	612 774 2111	to	2199	634 807 2474	to	2499	647 049 2900	to	2999
498 449 8888	to	8899	612 774 2254	to	2299	634 827 5900	to	5999	647 398 8300	to	8399
498 929 8285	to	8499	612 774 2500	to	2599	634 886 3428	to	3499	647 398 8481	to	8499
498 936 5310	to	5399	614 469 0979	to	0999	635 559 3449	to	3499	647 437 3000	to	4999
499 016 5425	to	5499	614 474 3000	to	3099	636 289 6214	to	6299	647 811 2188	to	2199
499 440 8575	to	8899	614 521 3490	to	3499	636 634 8007	to	8042	648 009 6057	to	6099
499 731 6717	to	6799	614 645 1800	to	1899	637 150 1200	to	1299	648 163 5300	to	5499
500 064 1858	to	1869	614 832 1100	to	2099	637 562 5828	to	5899	648 722 5283	to	5299
500 070 5725	to	7799	615 017 7505	to	7599	638 042 1647	to	1699	648 892 3164	to	3199
600 645 3223	to	3299	617 711 6609	to	6699	638 049 4984	to	4999	649 100 3989	to	3999
601 339 1200	to	1399	617 760 5266	to	5299	638 318 1115	to	1199	649 647 0370	to	0399
601 653 5884	to	5899	617 813 3601	to	3699	638 318 1453	to	1499	649 647 0522	to	0599
601 661 7700	to	7799	618 840 9200	to	9299	638 885 0000	to	0299	649 647 5237	to	5399
601 682 5343	to	5399	619 551 7229	to	7299	638 903 4362	to	4373	649 647 9100	to	9299
601 928 1600	to	1699	619 859 3000	to	3099	639 415 1929	to	1999	649 666 7800	to	8299
602 512 2972	to	2999	620 073 9400	to	9499	639 415 2019	to	2099	650 114 7707	to	7719
602 555 2400	to	2799	621 614 7907	to	7930	639 420 6200	to	6299	650 130 3400	to	3599
602 829 7061	to	7099	621 614 7932	to	7999	639 469 3517	to	3799	650 213 0406	to	0499
603 483 9572	to	9599	621 648 8021	to	8199	639 605 2143	to	2199	650 555 1749	to	1799
603 490 7200	to	7299	621 648 8500	to	8599	639 657 8600	to	8799	650 564 1900	to	1999
603 678 7100	to	7199	621 904 8351	to	8599	640 289 7500	to	7599	650 627 4212	to	4299
603 678 7662	to	7699	621 916 1978	to	1989	640 289 7700	to	7999	650 736 2043	to	2099
603 678 7902	to	7999	622 989 8032	to	8099	641 170 4420	to	4499	650 739 1540	to	1699
603 678 8418	to	8499	623 076 9300	to	9399	641 318 3133	to	3199	651 741 4415	to	4499
603 678 8700	to	9999	623 819 5006	to	5099	641 378 6500	to	6999	651 882 2800	to	2899
604 086 0880	to	0899	623 895 8200	to	8399	641 383 8739	to	8799	652 754 6317	to	6399
604 349 1414	to	1499	623 917 0000	to	0099	641 877 3187	to	3299	653 131 4945	to	4999
604 503 7776	to	7799	623 917 0200	to	0299	641 877 3310	to	3399	653 426 3300	to	3399
605 520 9037	to	9099	624 468 5288	to	5299	642 355 8094	to	8199	653 455 4874	to	4899
605 685 4010	to	4099	624 665 3162	to	3198	642 355 8308	to	8999	654 238 0000	to	0399
605 988 6467	to	6499	625 088 6735	to	6799	642 900 0018	to	0099	654 404 3065	to	3092
607 689 7951	to	7960	625 916 9500	to	9799	643 030 6254	to	6299	654 962 2900	to	3199
607 728 1276	to	1299	625 968 8956	to	8999	644 066 0882	to	0899	655 103 5081	to	5199
608 727 7100	to	7199	627 005 3938	to	3999	644 069 0600	to	0699	655 523 2600	to	2999
608 727 7273	to	7599	627 384 3907	to	4099	644 077 7506	to	7699	656 305 2448	to	2499
608 813 9950	to	9999	627 496 7549	to	7599	644 085 8157	to	8199	657 347 4438	to	4999
609 067 5325	to	5399	627 708 3605	to	3699	644 112 9839	to	9899	657 710 8100	to	8999
609 067 5488	to	5499	627 776 2500	to	2599	644 373 9083	to	9099	657 780 0985	to	0999
609 067 5600	to	5699	628 226 3100	to	3199	644 380 1460	to	1499	658 586 1400	to	1499
609 289 6123	to	6199	628 814 4702	to	4799	644 733 4715	to	4799	658 877 8000	to	8199
609 438 4400	to	4499	628 851 9689	to	9699	644 900 9712	to	9799	658 880 8000	to	8199
609 493 1100	to	1199	629 510 7200	to	7299	644 901 0109	to	1299	659 398 7300	to	7399
609 766 8091	to	8999	629 964 4200	to	4294	644 901 1325	to	1399	659 706 8113	to	8199
609 825 4100	to	4115	630 389 3056	to	3071	644 923 6800	to	7799	659 846 7837	to	7899
609 884 2981	to	2999	630 463 0588	to	0599	644 932 4655	to	4699	660 510 4100	to	4199
609 893 1000	to	1099	631 459 9117	to	9199	645 318 7240	to	7499	660 673 0400	to	0599
610 092 3200	to	3299	631 762 9325	to	9399	645 333 1766	to	1799	661 488 5000	to	5099

661 609 9100	to	9199	679 909 2578	to	2599	691 313 6600	to	6699	701 736 3966	to	3999
661 716 9420	to	9499	680 112 9565	to	9599	691 582 8003	to	8099	701 838 2800	to	2899
661 906 6522	to	6599	680 244 0903	to	0999	691 664 1800	to	1999	701 941 0600	to	0699
662 021 8332	to	8399	680 412 6046	to	6099	691 664 2400	to	2499	702 171 1603	to	1699
662 068 0700	to	0899	680 761 6800	to	6899	692 727 9362	to	9399	702 195 5109	to	5199
662 553 0774	to	0799	681 677 0540	to	0699	693 249 0779	to	0799	702 254 9300	to	9399
663 078 7034	to	7099	682 070 1029	to	1099	693 249 0877	to	1699	702 264 7569	to	7599
663 763 5300	to	5399	682 956 6280	to	6299	693 445 0566	to	0999	702 713 1800	to	1809
663 883 7039	to	7499	682 956 6490	to	6599	693 448 8500	to	8999	702 878 0114	to	0199
664 253 8000	to	8499	682 956 6700	to	6799	693 645 9583	to	9599	740 002 7710	to	7719
664 656 3055	to	3099	682 965 1178	to	1199	693 965 4200	to	4299	806 087 1100	to	1499
665 174 6400	to	6499	682 965 1201	to	1299	695 741 2906	to	2999	806 268 9275	to	9299
665 274 8208	to	8299	683 118 2389	to	2399	695 947 8518	to	8599	806 534 3400	to	3477
665 669 5400	to	5499	683 378 2000	to	2099	696 662 8247	to	8299	807 342 3283	to	3399
666 132 8226	to	8299	683 378 2117	to	2299	697 447 8285	to	8296	808 086 7100	to	7199
666 696 2209	to	2299	683 415 1200	to	1499	698 042 4816	to	4899	808 090 3440	to	3499
666 696 2309	to	2399	683 444 8159	to	8199	698 227 0000	to	0099	808 325 5161	to	5699
667 032 9300	to	9399	685 154 7780	to	7789	700 065 2570	to	2599	808 784 8000	to	8299
667 729 5529	to	5599	685 623 5264	to	5299	700 065 4800	to	4899	830 602 5800	to	5999
668 383 8400	to	8699	685 650 9487	to	9499	700 190 3350	to	3359	830 983 3500	to	3599
670 368 3400	to	3499	685 669 4200	to	4299	700 228 6048	to	6099	830 983 3635	to	3699
670 369 7336	to	7399	685 757 8452	to	8499	700 650 0452	to	0499	831 815 8240	to	8299
670 750 7169	to	7199	686 071 2694	to	2799	700 666 1323	to	1349	832 525 3810	to	3899
671 046 6200	to	6399	686 176 3333	to	3354	700 786 9106	to	9142	833 566 3015	to	3071
671 251 5448	to	5499	686 372 3200	to	3299	700 859 0744	to	0758	834 316 5444	to	5499
671 926 5600	to	5799	686 644 5879	to	5899	701 028 6780	to	6899	835 539 5200	to	5999
672 444 2000	to	2999	686 931 7636	to	7699	701 213 3900	to	3999	839 718 8257	to	8299
672 828 3410	to	3499	687 601 0973	to	0999	701 267 2000	to	3999	840 323 0600	to	0699
673 167 5776	to	5799	687 614 6774	to	6799	701 335 7312	to	7399	843 062 7100	to	7199
675 464 3700	to	3799	688 120 9000	to	9999	701 369 2005	to	2050	847 723 7500	to	7599
675 464 4000	to	4199	688 314 3107	to	3191	701 503 2247	to	2299	869 800 0000	to	999 9999
676 365 5958	to	5999	690 291 1361	to	1371	701 553 6557	to	6599	870 054 4814	to	4899
676 669 1024	to	1099	690 788 2877	to	2899	701 601 3457	to	3499	870 491 4812	to	4849
677 126 6734	to	6799	690 893 5344	to	5399	701 605 5913	to	5999	870 536 5820	to	5829
677 333 9979	to	9999	690 893 5512	to	5599	701 695 3982	to	3999	870 541 7167	to	7239
677 466 1088	to	1099	690 904 1300	to	1599	701 695 4148	to	4199	870 589 0485	to	0494
678 071 4500	to	4799	690 941 6000	to	6199	701 695 4227	to	4299			
678 096 7531	to	7599	691 313 6383	to	6399	701 708 1741	to	1799			

725 464 591	to	4 920	731 407 232	to	7 320	736 982 191	to	2 370	742 917 287	to	7 296
725 475 321	to	5 330	731 588 301	to	8 340	736 982 551	to	2 730	742 921 891	to	1 980
725 711 057	to	1 070	731 767 273	to	7 320	737 110 141	to	0 170	742 983 631	to	3 810
725 738 581	to	8 730	731 781 061	to	1 120	737 185 501	to	5 710	743 020 021	to	0 170
725 981 311	to	1 430	731 837 821	to	7 910	737 317 321	to	7 350	743 206 491	to	6 500
725 987 835	to	7 880	731 841 377	to	1 450	737 517 781	to	7 840	743 235 992	to	6 050
726 060 811	to	0 900	732 018 481	to	8 600	737 628 181	to	8 210	743 245 094	to	5 170
726 391 970	to	2 520	732 067 972	to	8 370	737 634 258	to	4 270	743 940 631	to	0 900
726 484 771	to	4 800	732 188 649	to	8 670	738 361 971	to	1 980	743 978 011	to	8 070
726 493 351	to	5 300	732 193 460	to	3 470	738 648 355	to	8 450	744 234 751	to	4 780
726 504 031	to	4 063	732 201 241	to	1 390	738 849 811	to	9 900	744 260 641	to	0 670
726 504 070	to	4 090	732 220 431	to	0 440	738 892 270	to	2 290	744 499 591	to	9 680
726 504 331	to	4 390	732 355 201	to	5 380	738 997 259	to	7 380	744 626 901	to	6 910
726 563 701	to	4 060	732 472 320	to	2 560	739 161 451	to	1 540	745 388 794	to	8 910
726 599 371	to	9 460	732 541 605	to	1 620	739 219 381	to	9 440	746 446 806	to	6 820
726 626 356	to	6 370	732 572 221	to	2 490	739 530 511	to	0 540	746 818 351	to	8 410
727 182 271	to	2 510	732 586 479	to	6 710	739 740 151	to	0 180	746 857 741	to	7 800
727 416 181	to	6 240	732 994 037	to	4 080	739 793 491	to	3 520	747 245 266	to	5 280
727 481 431	to	1 460	733 163 449	to	3 460	739 793 527	to	3 550	747 364 813	to	4 830
727 749 241	to	9 780	733 297 171	to	7 290	739 942 621	to	2 650	747 501 434	to	1 450
728 382 331	to	2 480	733 446 631	to	7 110	739 999 231	to	9 320	747 739 891	to	0 070
728 458 201	to	8 260	733 474 665	to	4 770	740 011 517	to	1 530	748 148 649	to	8 760
728 702 338	to	2 400	733 704 482	to	4 570	740 030 701	to	0 970	748 259 960	to	9 970
728 915 371	to	5 850	733 751 041	to	1 130	740 261 740	to	1 820	748 565 162	to	5 280
728 953 141	to	3 410	733 971 138	to	1 210	740 265 811	to	6 290	749 137 381	to	7 410
728 954 280	to	4 310	734 009 101	to	9 130	740 299 111	to	9 170	749 190 192	to	0 210
729 169 081	to	9 140	734 290 759	to	0 770	740 299 231	to	9 260	749 685 421	to	5 450
729 363 841	to	3 870	734 389 273	to	9 290	740 329 266	to	9 320	749 846 791	to	6 850
729 682 891	to	3 190	734 440 031	to	0 111	740 889 081	to	9 090	750 071 587	to	1 610
729 838 940	to	9 070	734 797 201	to	7 320	741 010 421	to	0 530	750 388 454	to	8 500
729 839 101	to	9 130	734 939 611	to	9 640	741 113 041	to	3 370	750 438 421	to	8 501
730 077 683	to	7 840	734 950 111	to	0 170	741 373 891	to	4 340	750 743 911	to	4 030
730 109 847	to	9 880	735 120 331	to	0 840	741 452 369	to	2 490	750 779 118	to	9 400
730 373 761	to	3 850	735 123 061	to	3 690	741 492 991	to	3 140	750 910 981	to	1 010
730 501 951	to	2 130	735 283 008	to	3 020	741 553 460	to	3 470	750 960 841	to	0 900
730 519 379	to	9 470	735 293 131	to	3 220	741 764 431	to	4 520	751 541 311	to	1 790
730 569 278	to	9 360	735 783 961	to	3,990	742 178 834	to	8 880	751 757 641	to	7 700
730 711 711	to	1 740	735 803 401	to	3 430	742 325 500	to	5 520	751 936 951	to	7 010
730 722 991	to	3 230	736 005 420	to	5 440	742 325 668	to	5 700	751 951 861	to	1 890
730 845 970	to	5 990	736 366 021	to	6 110	742 408 771	to	8 830	751 999 021	to	9 110
730 888 291	to	8 320	736 624 456	to	4 500	742 512 120	to	2 150	752 206 861	to	7 100
730 927 591	to	7 680	736 670 851	to	1 060	742 684 849	to	4 890			
731 307 914	to	7 930	736 767 061	to	7 090	742 839 553	to	9 630			
731 402 431	to	2 460	736 767 093	to	7 120	742 913 668	to	3 700			

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, 10-7-99*

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, 10-7-99*

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.

005314	009974	019786	028002	041188	064172	064692	065240	065778	068132	079065	088484	102295
005718	010089	019918	028138	041193	064177	064699	065249	065783	068183	079505	088555	103084
005766	010329	019920	028230	041312	064200	064716	065257	065815	068366	079506	088688	103317
005839	010501	019956	028334	041353	064202	064738	065267	065816	068377	079750	088716	103743
006045	010521	020029	028399	042050	064213	064744	065268	065828	068379	079754	089384	103767
006209	010629	020038	028486	042311	064215	064757	065271	065836	068467	079755	089426	104649
006220	011281	020235	028509	042320	064216	064764	065275	065840	069044	080037	089580	105463
006237	011351	020262	028528	045311	064217	064778	065279	065870	069054	080072	089587	105489
006247	011365	020282	028529	046002	064219	064791	065285	065883	069083	080132	089837	105818
006271	011386	020432	028586	047133	064220	064821	065316	065894	069211	080298	089914	106242
006278	012356	020499	028624	048067	064224	064826	065335	065905	069214	080310	091493	107092
006322	012372	020555	028699	049307	064236	064834	065355	065906	069240	080583	092178	108223
006678	013151	020579	028727	054082	064263	064838	065357	065922	069424	080634	092488	108441
006726	013232	021076	028764	054144	064265	064842	065363	065940	069823	085378	092640	108548
006874	014103	021341	028841	055126	064267	064847	065376	065963	069942	085386	092786	108600
006942	014553	021534	028914	055133	064284	064850	065382	065965	069991	085402	092892	108732
007036	014936	021588	028940	055165	064300	064852	065385	065978	070110	085405	092932	108931
007065	015083	021601	028956	055219	064317	064866	065398	065988	070182	085462	093171	109430
007076	015161	021714	028958	056057	064327	064877	065402	065990	070262	085475	093263	109434
007105	015170	021894	028987	056059	064330	064891	065414	066028	070320	085518	093877	109639
007138	015228	022116	029005	056063	064335	064894	065418	066030	070391	085521	093988	109983
007291	015260	022142	029225	056070	064336	064896	065421	066034	071127	085524	094362	110791
007303	015271	022452	029258	060084	064338	064903	065447	066040	071264	085533	094863	111078
007341	015434	022548	029363	060119	064344	064919	065450	066048	071354	085548	095258	111209
007343	015456	022568	029501	060210	064350	064935	065470	066049	071601	085589	095849	111387
007382	015516	022696	029526	060233	064351	064938	065488	066065	071606	085594	096013	111413
007385	015536	022718	029552	060358	064355	064943	065493	066066	071613	085596	097037	111433
007389	016266	022733	029611	060566	064414	064947	065498	066121	071862	085598	097330	111668
008088	016278	022832	029615	060869	064415	064958	065511	066128	075119	085599	097386	112266
008165	018115	022899	029730	061008	064419	064959	065525	066134	075320	085602	097482	112628
008177	018247	022951	029801	061053	064425	064964	065535	066136	075324	085603	097523	112718
008217	018280	022953	029820	061181	064432	064965	065543	066143	075548	085604	097597	113010
008237	018292	023141	029830	063112	064434	064973	065551	066149	075905	085616	097825	113083
008289	018361	023244	030041	063115	064446	065001	065565	066150	075914	085617	098006	113120
008490	018542	023435	030130	063123	064454	065005	065575	066211	076109	085649	098071	113290
008611	018587	023596	030178	063141	064479	065012	065590	066216	076209	085728	098184	113459
008730	018611	025032	030211	063157	064486	065041	065597	066223	076340	085730	098388	113646
008885	018666	025277	030221	063307	064504	065073	065603	066231	076456	085731	098398	113676
008925	018747	025354	030319	063310	064522	065077	065634	066282	076918	085738	098409	114416
008988	018824	025429	030423	063409	064533	065108	065638	066284	077087	085742	098410	114519
009371	018866	026035	030510	063474	064534	065125	065654	066320	077202	085743	098465	114563
009424	019029	026151	031069	063488	064542	065141	065655	066321	077251	085765	098506	115007
009476	019147	026198	031232	064004	064543	065142	065660	066329	077271	085769	098515	115074
009529	019189	026457	031239	064056	064560	065145	065665	066393	077282	085774	098755	115126
009560	019209	026490	038026	064086	064596	065154	065666	066396	077302	085920	098760	115135
009575	019215	026499	038027	064097	064603	065163	065672	066405	077821	088027	098767	115176
009594	019291	026602	038031	064100	064613	065183	065680	066436	078063	088045	098801	115187
009641	019293	027056	038066	064108	064636	065185	065687	067093	078064	088053	098818	115196
009684	019324	027085	038484	064119	064638	065200	065723	067101	078155	088067	098916	115219
009686	019403	027169	040025	064121	064639	065208	065751	067220	078209	088111	098934	115231
009753	019475	027498	040062	064139	064655	065220	065761	067312	078229	088141	098955	115264
009788	019510	027846	040072	064141	064661	065230	065762	067407	078854	088315	101523	115447
009876	019663	027855	040124	064157	064679	065233	065763	068016	078883	088449	101858	115459
009958	019785	027892	041172	064159	064686	065235	065774	068028	078906	088461	102274	115524

115530	153080	200970	210484	282845	300896	317201	330898	340942	404600	462290	462861	481929
115643	156125	200982	210486	284009	300917	317251	330966	344022	405098	462309	462862	481951
115719	156149	206089	210497	284010	300920	317287	331187	344036	405191	462313	462867	481982
115733	156204	207113	210513	285024	300929	317309	331480	347116	407101	462317	462880	482672
116011	159010	207160	210521	286019	300937	317318	331745	347117	410047	462334	462885	482784
116015	159108	207192	210550	286063	300953	317325	331824	349310	410116	462340	462886	483039
117019	165103	207241	210570	286089	300956	319075	331986	349412	410180	462341	462896	483077
117061	165121	207252	210612	286155	300979	319098	332066	349533	426001	462348	462914	483084
117062	165189	207277	210618	288088	300980	319114	332115	349539	427020	462351	462917	483115
117101	165351	207341	210629	288089	300981	320051	332116	349543	430147	462353	462918	483221
117130	170109	207402	210631	288112	300994	320057	332163	349592	432138	462372	462947	483416
117274	170243	207407	210637	292523	301006	321201	332376	349682	432493	462375	462957	483468
117344	171118	207422	210656	292586	301010	321387	332463	349732	432607	462376	462961	483547
117413	171279	207474	212333	294173	301016	322015	332480	349749	432627	462377	462973	483575
117457	172042	207499	212531	294238	301028	322290	332573	349771	432827	462380	462979	483593
117470	172047	207533	212577	294380	301029	322315	332979	349892	432835	462392	462996	483825
117586	172058	207544	212675	294435	301030	322320	333070	349956	432865	462406	463002	483957
117697	172071	207564	212683	294530	301049	322326	333227	352252	437020	462420	463025	485014
117802	173072	207695	212886	294539	301054	322401	333393	352655	441263	462422	463034	485072
117944	174052	207745	212917	295308	301069	322470	333496	352749	441357	462427	463035	486320
118001	174058	207780	212946	295352	301072	322513	333518	352772	441541	462444	463059	489245
118227	174060	207818	220037	295364	301112	322546	333684	354093	441567	462460	464022	489449
118503	174071	207823	220120	295428	301115	322763	333738	359033	443215	462464	464031	489474
118675	174078	207829	220391	295457	301128	322795	333794	361119	443242	462472	464033	490102
119082	175096	207863	221019	296443	301155	324014	333806	361329	443313	462476	464036	490239
119164	180054	207885	221059	296479	301258	324018	333821	366016	444500	462481	464055	490272
119236	180101	208002	221063	296492	301457	324028	333823	372040	449017	462501	465098	490461
119239	180112	208146	221067	298015	301932	325117	333945	372330	451013	462513	466566	490471
119458	181036	208177	221129	299035	301948	325121	333951	372446	451105	462514	467052	490623
119480	181057	208179	221130	299800	302029	325627	334007	372499	451155	462528	468283	490637
119505	187081	208199	221132	299801	302228	325960	334049	372760	452150	462536	469108	492097
119513	191317	208280	221265	300020	302296	326171	334336	376148	452585	462539	469164	494180
119516	191324	208449	221574	300043	302572	326623	334348	380132	452649	462543	469174	495079
119565	191341	208524	222340	300060	303591	326629	334811	380159	452682	462551	469194	496060
120133	191356	208573	223008	300070	304500	326647	334875	380179	452683	462576	470023	496123
120254	191553	208588	223353	300073	305011	326706	335095	380208	452968	462577	470025	496172
120267	191778	208646	223368	300087	305044	327218	335167	381046	454553	462585	472021	503042
122327	191966	208655	223389	300140	305061	327262	335197	381136	456046	462586	472026	503046
122387	192338	208717	231011	300144	305064	327528	335674	381204	457119	462593	472040	527036
123027	192340	208726	235259	300149	305072	327540	335753	381207	458148	462614	472050	531369
124091	192351	208728	235423	300196	305097	327796	335919	381217	460038	462615	474006	531521
128113	192905	208731	235492	300238	305154	327808	335975	381277	460041	462665	474010	531706
128140	195075	208739	240427	300247	306337	328043	337023	381392	460050	462695	474018	531724
128985	195096	208805	240540	300336	309020	328307	337166	381466	460056	462714	474041	532349
133015	196052	208835	253174	300341	311449	328544	338050	381494	460067	462722	474049	532458
142176	196064	208853	253213	300373	312174	328556	339343	381575	460083	462726	474051	532681
142215	196065	208885	253256	300425	312247	328949	340058	381750	460086	462732	474052	532802
142269	196114	208968	254003	300442	312312	328951	340148	381812	460094	462766	477092	532857
142279	196130	209186	263010	300620	312328	328995	340211	381982	460098	462767	477164	532866
142424	196144	209239	271208	300650	312345	329355	340233	383136	460103	462779	480239	532971
142882	196148	209260	272091	300652	312417	329601	340243	387030	460104	462792	480254	534215
146016	196160	210122	272162	300654	312431	329602	340328	392607	460106	462799	480618	537288
146482	197060	210173	272366	300719	312496	329658	340379	393135	460130	462801	480629	537353
146514	198005	210214	274167	300756	312499	329666	340445	395307	461016	462802	480652	541020
146712	198223	210252	274331	300782	312501	330012	340504	401022	461048	462803	480698	541110
152129	198233	210299	274337	300785	312507	330045	340545	402147	461098	462805	480859	541150
152261	199064	210337	274384	300786	314287	330084	340626	402253	462005	462807	480902	542150
152410	200052	210368	276065	300787	314660	330146	340734	402283	462007	462809	481371	543230
152429	200113	210392	276525	300792	314686	330360	340793	402349	462221	462816	481615	544018
152489	200246	210440	278056	300830	314718	330412	340817	402359	462224	462825	481712	545005
152577	200527	210448	282180	300837	314915	330534	340869	402448	462245	462839	481725	545008
152695	200576	210459	282290	300872	315003	330639	340897	402703	462255	462842	481755	546121
152907	200642	210468	282531	300874	315022	330748	340927	402973	462267	462844	481763	549210
153037	200777	210481	282552	300876	317156	330842	340932	403052	462271	462856	481892	551028

551033	601758	631363	718007	761457	785736	805486	850890	900101	917216	921689	927344	945530
551053	601770	631397	720018	761509	785755	805496	850907	900420	917269	921812	927523	945649
551073	601917	631405	722108	761632	786078	805546	852094	900423	917293	921854	927618	945650
551117	601940	631454	727070	761661	787678	805551	852129	900847	917361	921872	927625	945799
551179	602044	631461	730057	761671	787838	805576	852184	901013	917398	921910	927768	946204
551219	602097	631477	730302	761692	787885	805584	852321	901085	917408	921923	927805	946268
551893	602122	631520	730305	761694	787891	805589	852368	901118	917471	922184	927806	946279
551998	602212	631537	730351	761703	787929	805602	852376	901450	917497	922277	927819	946340
553317	602220	631538	730380	761741	788058	806019	852450	901484	917508	924598	927859	946366
553432	602567	631575	730669	761842	790003	806045	852483	901498	917542	924662	927879	946398
553494	602594	631657	730900	762011	790011	806068	852514	901543	917547	926009	927893	946455
553623	602853	631662	731005	762050	791020	807021	852726	901544	917550	926021	927961	947121
553917	602887	631682	731386	763015	791093	807030	852996	901547	917585	926041	928133	947238
554039	603088	631716	731549	763016	791126	808004	853009	901768	917597	926068	928197	948199
554341	603208	631816	731620	763147	791132	809025	853023	901807	917640	926085	928223	948220
554514	604104	631835	731835	767531	791150	809065	853052	901923	917647	926095	928234	948280
554743	604190	631836	740371	767570	791278	809067	853125	902198	917669	926170	928246	948304
570042	605119	631903	740823	770048	791381	809356	853183	902443	917673	926247	928288	948328
573007	605172	631924	740863	770092	792001	810121	853248	902651	917677	926283	928316	948358
576014	605353	631941	741111	770104	793045	811019	853253	903324	917710	926291	928335	948472
581013	605797	631967	741273	770142	794176	812026	853257	903409	917719	926335	928352	948550
581216	606502	637138	741487	770161	794238	812039	853270	903649	917730	926348	928355	949462
585242	606613	641227	743006	770200	794271	813083	853297	903876	917806	926352	928364	950004
591005	606635	641408	744043	770213	794367	813309	853321	904535	917862	926407	928370	950217
591140	606933	641654	744162	770276	794440	814056	853346	904705	917884	926443	928384	950808
591175	607149	648170	749018	770362	794485	814203	853347	906429	917925	926451	928385	950845
591360	607448	648180	750304	770478	796507	815032	853370	906465	917981	926505	928400	951045
596516	607791	652225	750341	770492	796508	815123	853371	906592	917987	926523	928422	951214
597531	607798	652345	750373	770506	796531	815213	853401	906607	918058	926591	928462	951705
597537	607966	652540	750899	770528	796536	816009	853402	906880	918082	926606	928511	951723
597539	607990	652690	752179	770567	796543	816069	853446	907037	918319	926625	928548	951922
598555	608048	652830	752265	770592	799028	816172	853453	907050	918325	926635	928889	952253
598578	608061	656101	752392	770635	800138	816178	853487	907253	918446	926665	928893	952319
598618	608073	657108	752414	770650	800390	816199	853512	907268	918455	926687	930406	953215
600014	608082	657131	752431	770652	801734	816302	853516	907277	918456	926689	931051	953274
600073	608105	658102	752478	771104	801749	816436	853520	907466	918501	926712	931202	953323
600081	608153	658154	752519	771254	801758	816561	853537	907700	918539	926754	931345	953344
600135	608183	658243	752560	771507	802014	820707	853539	907731	918552	926762	931700	958232
600186	608224	660111	752568	771540	802149	826010	853543	907835	918554	926792	932625	958264
600237	608369	662335	752592	771565	802198	830071	853551	910007	918570	926793	932730	958312
600248	610167	666290	752650	771705	802227	834026	853553	910388	918632	926805	932780	958482
600252	611236	667028	752695	771791	802245	837197	853559	911087	918642	926850	933135	958496
600264	613146	678019	752704	772360	802281	840351	853560	911304	918675	926867	933457	958520
600470	616115	685047	752965	772788	802315	840502	853562	912435	918811	926897	933549	958610
600537	617167	685133	753037	772904	802363	840561	853570	913510	918839	926905	934218	958717
600595	620041	685280	754043	773527	802382	840582	856420	913689	918886	926918	935116	958763
600601	622017	685282	756005	774358	802408	840586	856484	914405	918905	926930	935222	958780
600642	627124	701232	756018	775014	802409	840603	860018	914457	918965	926935	937636	958843
600649	628024	701299	757027	775304	802456	841111	860103	914714	920208	926939	937823	958849
600672	628048	701316	757067	775327	802631	841117	871584	914843	920252	926943	939141	958850
600688	628050	701391	757074	777019	802681	841166	871624	914874	920272	926969	939575	958855
600694	628066	701764	760049	778029	802886	841171	871636	914877	920337	926995	940373	958890
600777	628134	705050	760432	780098	802951	841226	882003	915203	920383	927226	940408	959002
600812	629137	705065	760478	782004	803103	841632	891333	915217	920397	927232	940499	959071
600969	631049	705078	760665	782044	803332	841916	891346	915239	921051	927236	940618	960041
601218	631078	705214	760736	782125	804069	844119	891392	915425	921085	927255	940828	960053
601258	631100	705221	761001	782648	804239	844185	891621	915614	921129	927265	940840	967013
601278	631105	706091	761029	782714	805113	846106	891814	915658	921318	927266	940842	967030
601317	631162	708605	761076	782835	805165	850257	891855	915665	921359	927267	941234	967040
601337	631192	708619	761094	782864	805194	850284	895231	915728	921413	927273	941457	967137
601420	631211	711609	761127	782993	805240	850572	895298	917018	921441	927291	941469	967235
601438	631219	712005	761135	784255	805303	850691	895457	917179	921542	927292	941539	967329
601512	631269	712022	761147	784604	805321	850762	895891	917191	921597	927313	941635	968150
601696	631334	713038	761372	785425	805375	850820	900011	917202	921610	927314	945403	968156

968169	968869	970160	970757	973132	980109	980912	982029	982311	985221	992635	995496
968177	968909	970180	970769	974222	980110	980959	982141	982323	992160	992653	995646
968220	968930	970275	970806	976014	980221	981371	982188	982360	992212	992711	995829
968221	968966	970563	970829	976036	980344	981804	982262	982383	992357	995006	995857
968716	969048	970617	970842	980004	980793	981958	982281	984070	992364	995070	995936
968815	970106	970754	972995	980006	980908	982002	982287	985220	992460	995453	997153

— Express and Priority Mail, Marketing, 10-7-99

International Mail

IMM REVISION

International Mail — Global Direct — Canada Admail

Effective October 7, 1999, section 612.21 of the *International Mail Manual* (IMM) is revised to reflect a change in the minimum volume requirements for Global Direct — Canada Admail mailings. This revision 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>).

International Mail Manual (IMM)

	*	*	*	*	*
6	Special Programs				
	*	*	*	*	*
610	Global Direct Service				
	*	*	*	*	*

612	Global Direct — Canada Admail				
	*	*	*	*	*
612.21	Qualifying Mailers				
	*	*	*	*	*

[Revise the first sentence of 612.21 to read as follows:]

Qualifying mailers must agree to mail a minimum of 25,000 Admail items or 250 pounds with at least 1,000 pieces per mailing.

— Pricing, Costing, and Classification,
International Business Unit, 10-7-99

IMM REVISION

International Mail — International Business Reply Service (IBRS)

Effective October 7, 1999, sections 393.3 and 393.4 in the *International Mail Manual* (IMM) are revised to reflect changes in the domestic business reply mail (BRM) regulations that impact the entry and return of International Business Reply Service (IBRS) items. 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>).

International Mail Manual (IMM)

	*	*	*	*	*
3	Special Services				
	*	*	*	*	*
390	Supplementary Services				
	*	*	*	*	*
393	International Business Reply Service				
	*	*	*	*	*

393.3 Who May Distribute IBRS Mail

[Revise the first sentence in 393.3 as specified below; the remainder of the section is unchanged.]

In order to initiate IBRS mail, the U.S. sender must be a business reply mail (BRM) permit holder who has paid the

prescribed accounting fee to participate in the Qualified Business Reply Mail (QBRM) program (see DMM R900.2.0).

	*	*	*	*	*
393.4	Fees				
	*	*	*	*	*

[Revise the Note under 393.4 as specified below; the remainder of the section is unchanged.]

Note: The \$1.00 fee for each returned IBRS envelope and the \$0.60 fee for each returned IBRS card includes the \$0.05 per piece charge that is applied to domestic business reply mail and subject to QBRM accounting procedures. It is not necessary for the sender to obtain a separate international business reply mail permit to have returned IBRS items processed through their advance deposit account.

	*	*	*	*	*
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— Pricing, Costing, and Classification,
International Business Unit, 10-7-99

Philately

STAMP ANNOUNCEMENT 99-49

NATO Commemorative Stamp



Copyright USPS 1998

The Postal Service will issue a 33-cent *NATO* commemorative stamp (Item Number 448000), in Brussels, Belgium, on October 13, 1999. The stamp, designed by Michael Cronan of San Francisco, CA, goes on sale nationwide October 14, 1999.

This stamp is a tribute to the North Atlantic Treaty Organization's (NATO's) role as a peacekeeping force, on the occasion of its 50th anniversary.

Twelve countries participated in the original treaty creating NATO and four additional countries joined between 1952 and 1982. In 1999, three more nations joined, bringing the total number of participating countries to 19.

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new 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:

NATO COMMEMORATIVE STAMP
POSTMASTER
PO BOX 219400
KANSAS CITY MO 64121-9400

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 12, 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*

Issue:	North Atlantic Treaty Organization (NATO)
Item Number:	448000
Denomination & Type of Issue:	33-cent commemorative
Format:	Water-activated pane of 20 (one design)
Series:	N/A
Issue Date & City:	October 13, 1999, Brussels, Belgium
Designer:	Michael Cronan, San Francisco, CA
Engraver:	N/A
Illustrator:	N/A
Photographer:	N/A
Art Director:	Phil Jordan, Falls Church, VA
Typographer:	Michael Cronan, San Francisco, CA
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Offset
Stamps per Coil/Pane:	20
Print Quantity:	44.6 million stamps
Paper Type:	Pre-phosphored, Type I
Gum Type:	Water-activated
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow
Stamp Orientation:	Horizontal
Image Area (w x h):	1.40 x 0.84 in./35.56 x 21.34 mm
Overall Size (w x h):	1.56 x 0.99 in./39.62 x 25.15 mm
Full Pane Size (w x h):	7.24 x 5.94 in./183.90 x 150.88 mm
Plate Size:	180 stamps per revolution
Plate Numbers:	"P" followed by four (4) single digits
Marginal Markings:	"© USPS 1998" • Plate Block (9 positions) • Price • Plate Number
Catalog Item Number(s):	448020 Block of 4 — \$1.32 448030 Block of 10 — \$3.30 448040 Full Pane of 20 w/ plate no. — \$6.60 448061 First Day Cancellation — \$0.54
Sale Date:	October 13, 1999
Nationwide Sale Date:	October 14, 1999

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 approximately one-quarter their standard automatic distribution for a gummed sheet stamp. Distributions are rounded up to the nearest master carton size (70,000 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 Form 3309, *Advice of Shipment/Stamp Invoice*, and Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before October 5, 1999.

Additional Supply

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

The San Francisco, Chicago, Memphis, Washington, and New York APDs will receive 560,000 additional stamps for filling supplemental orders. The Denver APD will receive 420,000 additional stamps for filling supplemental orders.

Philatelic Requirement

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

SDOs and SDNs That Serve This Many Philatelic Windows	Will Receive This Quantity of the NATO Commemorative Stamp, Item Number 448000
1 to 2	18,000
3 to 4	36,000
5 to 6	54,000
7 to 9	90,000
10 to 12	108,000
13 to 16	144,000
17 to 20	180,000

Sales Policy

All post offices must acquire and maintain a supply of each new commemorative stamp 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, 10-7-99*

STAMP ANNOUNCEMENT 99-50

Official Mail Stamp



Copyright USPS 1983

The Postal Service will issue a 33-cent *Official Mail* stamp (Item Number 774800), water-activated coil of 100, in Washington, DC, on October 8, 1999. The stamp was designed by Bradbury Thompson.

How to Purchase the Stamps

Official Mail stamps and stationery items are authorized for use only by official branches of the U.S. government. They may be purchased for stamp collecting purposes only by telephoning 1 800 STAMP-24 or writing to:

7231
STAMP FULFILLMENT SERVICES
PO BOX 7247
PHILADELPHIA PA 19101-9014

How to Order the First Day of Issue Postmark

Customers have 90 days to obtain the first day of issue postmark by mail. They may purchase the new stamps by following the mail or telephone order instructions above, affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

OFFICIAL MAIL STAMP
POSTMASTER
900 BRENTWOOD RD NE
WASHINGTON DC 20066-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no

Issue:	<i>Official Mail</i>
Item Number:	774800
Denomination & Type of Issue:	33-cent definitive
Format:	Water-activated coil of 100 (one design)
Series:	N/A
Issue Date & City:	October 8, 1999, Washington, DC 20066
Illustrator:	N/A
Photographer:	N/A
Designer:	Bradbury Thompson
Engraver:	N/A
Art Director:	Joe Brockert, USPS
Typographer:	Bradbury Thompson
Modeler:	John Murray
Manufacturing Process:	Offset
Printer:	Bureau of Engraving and Printing (BEP)
Printed at:	BEP, Washington, DC
Press Type:	Optiforma
Stamps per Pane/Coil:	100
Print Quantity:	5 million stamps
Paper Type:	Pre-phosphored Type I
Gum Type:	Self-adhesive
Processed at:	BEP, Washington, DC
Colors:	Red, Blue, Black
Stamp Orientation:	Horizontal
Image Area (w x h):	0.82 x 0.71 in./20.82 x 18.02 mm
Overall Size (w x h):	0.99 x 0.84 in./25.14 x 21.33 mm
Full Pane Size (w x h):	N/A
Plate Size:	432 stamps per revolution
Plate Numbers:	Three (3) single digits
Marginal Markings:	N/A
Catalog Item Number(s):	774820 Strip of 5 — \$1.65 774840 Full coil of 100 — \$33.00
Sale Date:	October 8, 1999
Nationwide Sale Date:	N/A

charge for the postmark. All orders must be postmarked by January 6, 2000.

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

Only stamp distribution offices (SDOs) designated to accept penalty mail requisitions from authorized government agencies will receive an automatic distribution of Item 774800, 33-cent Official (Penalty) Mail, gummed coil of 100. Only designated SDOs may distribute the new official mail stamp to authorized government agencies who have submitted PS Form 17-G, *Penalty Mail Stamp Requisition*.

Philatelic Requirement

This *Official Mail* coil of 100 *will not* be made available to Philatelic Centers for customer sale. Only Stamp Fulfillment Services (SFS) will offer this stamp for sale to collectors via mail order from the *USA Philatelic* catalog.

— *Stamp Services, 10-7-99*

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.

The following pictorial cancellations have been extended for an additional 30 days:



September 17, 1999
1960S CELEBRATE THE CENTURY STATION
POSTMASTER
125 FOREST AVE
PORTLAND ME 04101-9998



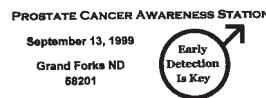
September 18, 1999
TRAIL OF TEARS STATION
POSTMASTER
PO BOX 9998
WATERLOO AL 35677-9998



September 25, 1999
MOBILE SYMPHONY STATION
POSTMASTER
PO BOX 9998
MOBILE AL 36601-9998



September 9, 1999
Golden Washingtonian Club
ELDERFEST STATION
POSTMASTER SPECIAL CANCELLATION
UNIT
900 BRENTWOOD RD NE
WASHINGTON DC 20066-9991



September 13, 1999
PROSTATE CANCER AWARENESS STATION
POSTMASTER
PO BOX 9998
GRAND FORKS ND 58201-9998



September 11, 1999
FREDONIA STATION
POSTMASTER
PO BOX 9998
FREDONIA WI 53021-9998



September 15, 1999
USDA STATION WIC 25TH ANNIVERSARY
POSTMASTER SPECIAL CANCELLATION
UNIT
900 BRENTWOOD RD NE
WASHINGTON DC 20066-9998



September 13, 1999
RING OF FAME STATION
DENVER PHILATELIC UNIT
915 20TH ST
DENVER CO 80202-9998



September 15-18, 1999
CONGRESSIONAL BLACK CAUCUS
FOUNDATION STATION
POSTMASTER
SPECIAL CANCELLATION UNIT
900 BRENTWOOD RD NE
WASHINGTON DC 20066-9991



1960s
Celebrate the Century
Station

September 17, 1999
1960S CELEBRATE THE CENTURY STATION
POSTMASTER
125 FOREST AVE
PORTLAND ME 04101-9998



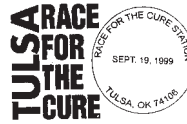
DEDICATION CEREMONY
The Colonel Charles E. Shelton
Freedom Memorial Station
Owensboro, Kentucky 42301
September 18, 1999

September 18, 1999
COLONEL CHARLES E SHELTON FREEDOM
MEMORIAL STATION
POSTMASTER
PO BOX 9998
OWENSBORO KY 42301-9998



HAVRE
RAILROAD
MUSEUM
STATION
Havre, MT 59501
September 17, 1999

September 17, 1999
Havre Railroad Museum
HAVRE RAILROAD MUSEUM STATION
POSTMASTER
PO BOX 9998
HAVRE MT 59501-9998



September 19, 1999
RACE FOR THE CURE STATION
CUSTOMER RELATIONS COORDINATOR
333 W 4TH ST
TULSA OK 74103-9802



September 17, 1999
COUNTY MARKET STATION
POSTMASTER
PO BOX 9998
WAUSUA WI 54401-9998



September 20, 1999
Greenville MPO
HONORING THOSE WHO SERVE STATION
POSTMASTER
MPO
2810 WESLEY ST
GREENVILLE TX 75401-9998



September 17, 1999
1960S CELEBRATE THE CENTURY STATION
POSTMASTER
PO BOX 9998
MINOT ND 58701-9998



September 23, 1999
ZIP MEETS DATE STATION
POSTMASTER
12460 CALIFORNIA ST
YUCAIPA CA 92399-9998



September 18, 1999
Potomac Bonsai Association
POTOMAC BONSAI ASSOCIATION STATION
POSTMASTER
SPECIAL CANCELLATION UNIT
900 BRENTWOOD RD NE
WASHINGTON DC 20066-9998



September 24-25, 1999
The Warrens Cranberry Festival Inc.
WARRENS CRANBERRY FESTIVAL STATION
POSTMASTER
302 MAIN ST
WARRENS WI 54666-9998



September 18, 1999
Depoe Bay Chamber of Commerce
DEPOE BAY SALMON BAKE STATION
POSTMASTER
PO BOX 9998
DEPOE BAY OR 97341-9998



September 24-26, 1999
Old Lehigh Brewing Company
AUTUMN FEST STATION
POSTMASTER
PO BOX 9998
ALLENTOWN PA 18101-9998



September 18, 1999
TRAIL OF TEARS STATION
POSTMASTER
PO BOX 9998
WATERLOO AL 35677-9998



September 24-26, 1999
Celtic Classic Highland Games & Festival
CELTIC FEST STATION
POSTMASTER
PO BOX 9998
BETHLEHEM PA 18016-9998



September 18, 1999
GATEWAY TO THE ROCKIES PARADE
STATION
PHILATELIC CLERK
AURORA MAIN OFFICE
16890 E ALAMEDA PKWY
AURORA CO 80017-9998



September 24-October 17, 1999
HealthExpo
HEALTH EXPO STATION
POSTMASTER
MPO
401 DFW TPK
DALLAS TX 75260-9998



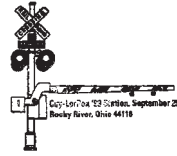
September 18, 1999
SUNBELT RAILROAD MUSEUM STATION
CUSTOMER RELATIONS COORDINATOR
333 W 4TH ST
TULSA OK 74103-9802



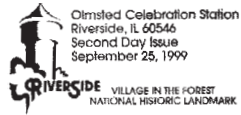
September 25, 1999
ELK FESTIVAL STATION
POSTMASTER
PO BOX 9998
ATLANTA MI 49709-9998



September 25, 1999
ABERDEEN HERITAGE DAY STATION
 POSTMASTER
 30 W BELAIR AVE
 ABERDEEN MD 21001-9998



September 25-26, 1999
Cuy-Lorpex
CUY LORPEX 99 STATION
 MARKETING SPECIAL CANCELS
 2200 ORANGE AVE
 ROOM 206
 CLEVELAND OH 44101-9996



September 25, 1999
Riverside Village Post Office
OLMSTED CELEBRATION STATION
 POSTMASTER
 7300 W 25TH ST
 RIVERSIDE IL 60546-9998



September 26, 1999
57th ANNUAL MULTICULTURAL DAY STATION
 POSTMASTER
 PO BOX 9998
 BEAR MOUNTAIN NY 10911-9998



September 25, 1999
MOBILE SYMPHONY STATION
 POSTMASTER
 PO BOX 9998
 MOBILE AL 36601-9998



September 27, 1999
NEW ENGLAND FALL FOLIAGE EXPRESS STATION
 POSTMASTER
 125 FOREST AVE
 PORTLAND ME 04101-9998



September 25, 1999
Holston Valley Stamp Club
HOLPEX STATION
 POSTMASTER
 530 E MAIN ST
 JOHNSON CITY TN 37601-9998



September 28, 1999
HONORING THOSE WHO SERVED STATION
 POSTMASTER
 PO BOX 9998
 TUCSON AZ 85701-9998



September 25, 1999
Minnetonka Stamp Club
TONKAPEX ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 HOPKINS MN 55343-9998



September 29, 1999
VFW Post #11299
VFW 100TH ANNIVERSARY STATION
 POSTMASTER
 1 WASHINGTON ST
 EASTPORT ME 04631-9998



September 25, 1999
SKANDIFEST STATION
 POSTMASTER
 555 E MAIN ST
 TURLOCK CA 95813-9998



October 1, 1999
La Crosse Festival Incorporated
OKTOBERFEST STATION
 POSTMASTER
 425 STATE ST
 LA CROSSE WI 54601-9998



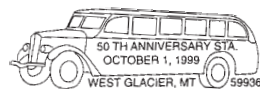
September 25, 1999
CELEBRATING A CENTURY AND A HALF STATION
 POSTMASTER
 PO BOX 9998
 WARREN IL 61087-9998



October 1, 1999
1999 NATIONAL STAMP COLLECTING MONTH STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



September 25, 1999
VFW Post 4327
VFW 100TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 MERCED CA 95969-9998



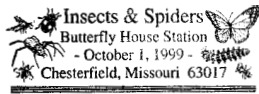
October 1, 1999
Belton Society
50TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 WEST GLACIER MT 59936-9998



September 25, 1999
CAMPBELL HALL STATION
 POSTMASTER
 PO BOX 9998
 CAMPBELL HALL NY 10916-9998



October 1, 1999
HOMETOWN HERO STATION
 POSTMASTER
 PO BOX 9998
 FARGO ND 58102-9998



October 1, 1999
 INSECTS & SPIDERS BUTTERFLY HOUSE STATION
 POSTMASTER
 16105 SWINGLEY RIDGE RD
 CHESTERFIELD MO 63017-9998



October 2, 1999
 PIMA AIR & SPACE MUSEUM STATION
 POSTMASTER
 PO BOX 9998
 TUCSON AZ 85706



October 1, 1999
 1999 NATIONAL STAMP COLLECTING MONTH STATION
 POSTMASTER
 PO BOX 9998
 NEKOMA ND 58355-9998



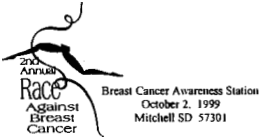
October 2-3, 1999
 JOHNNY APPLESEED DAY STATION
 POSTMASTER
 6469 CLARK RD
 PARADISE CA 95969-9998



October 1, 1999
 1999 NATIONAL STAMP COLLECTING MONTH STATION
 POSTMASTER
 PO BOX 9998
 EDMORE ND 58330-9998



October 2-3, 1999
 CALCOPEX STATION
 POSTMASTER
 1101 QUINTARD AVE
 ANNISTON AL 36201-9998



October 2, 1999
 BREAST CANCER AWARENESS STATION
 POSTMASTER
 PO BOX 9998
 MITCHELL SD 57301-9998



October 3, 1999
 RIVERSIDE MUNICIPAL MUSEUM STAMPEDE STATION
 POSTMASTER
 4150 CHICAGO AVE
 RIVERSIDE CA 92507-9998



October 2, 1999
 The Bug Box
 1999 NATIONAL STAMP COLLECTING MONTH STATION
 POSTMASTER
 PO BOX 9998
 OCCOQUAN VA 22125-9998



October 4, 1999
 WINDGATE PASS STATION
 POSTMASTER
 7242 E OSBORN RD
 SCOTTSDALE AZ 85251-9998



October 2, 1999
 The Galesville Area Chamber of Commerce
 APPLE AFFAIR STATION
 POSTMASTER
 PO BOX 9998
 GALESVILLE WI 54630-9998



October 5, 1999
 Big Lake Post Office
 NATIONAL STAMP COLLECTING MONTH STATION
 POSTMASTER
 120 N MAIN AVE
 BIG LAKE TX 76932-9998



October 2, 1999
 20TH ANNIVERSARY OLD TIME APPLE FESTIVAL STATION
 POSTMASTER
 205 S MONROE ST
 VERSAILLES MO 65084-9998



October 5, 1999
 Lamesa Post Office
 NATIONAL STAMP COLLECTING MONTH STATION
 POSTMASTER
 202 N AVE G
 LAMESA TX 79331-9998



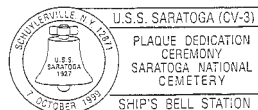
October 2, 1999
 American Cancer Society - Capitol Region Unit
 MAKING STRIDES STATION
 PHILATELIC OFFICE
 1425 CROOKED HILL RD
 HARRISBURG PA 17107-9998



October 5, 1999
 Arlington Post Office
 NATIONAL STAMP COLLECTING MONTH STATION
 POSTMASTER
 300 E SOUTH ST
 ARLINGTON TX 76004-9998



October 2, 1999
 RACE FOR THE CURE 10TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 WICHITA KS 67207-9998



October 7, 1999
 SHIPS BELL STATION
 POSTMASTER
 25 FERRY ST
 SCHUYLERVILLE NY 12871-9998

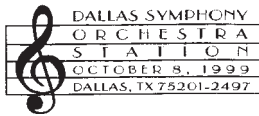


October 7-9, 1999
 KING BISCUIT BLUES FESTIVAL STATION
 POSTMASTER
 617 WALNUT ST
 SUITE 103
 HELENA AR 72342-9998



Farm Festival Station
 Rio Grande Oh 45674
 October 8, 1999

October 8-10, 1999
 FARM FESTIVAL STATION
 POSTMASTER
 408 W COLLEGE ST
 RIO GRANDE OH 45674-9998



October 8, 1999
 Dallas MPO
 DALLAS SYMPHONY ORCHESTRA STATION
 POSTMASTER
 MPO
 401 DFW TPK
 DALLAS TX 75260-9998



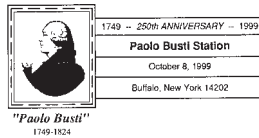
October 8-10, 1999
 FOLK FESTIVAL STATION
 POSTMASTER
 4800 SE 110TH ST
 BELLEVUE FL 34420-9998



October 8, 1999
 Office of Thrift Supervision
 OFFICE OF THRIFT SUPERVISION 10TH
 ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 ATLANTA GA 30304-9998



October 8-10, 1999
 Shermans Valley Heritage Association
 SHERMANS VALLEY HERITAGE DAYS
 STATION
 POSTMASTER
 PO BOX 9998
 BLAIN PA 17006-9998



October 8, 1999
 PAOLO BUSTI STATION
 POSTMASTER
 1200 WILLIAM ST
 BUFFALO NY 14240-9998



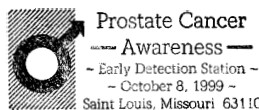
October 9, 1999
 SCENIC DRIVE STATION
 POSTMASTER
 626 FIRST ST
 BONAPARTE IA 52620-9998



October 8, 1999
 OFFICE OF THRIFT SUPERVISION 10TH
 ANNIVERSARY CELEBRATION STATION
 POSTMASTER
 SPECIAL CANCELLATION UNIT
 900 BRENTWOOD RD NE
 WASHINGTON DC 20066-9991



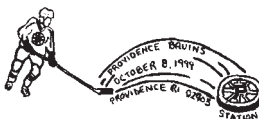
October 9, 1999
 Lawton - Silva Post Office
 VFW STATION
 POSTMASTER
 120 N MAIN ST
 FALLON NV 89406-9998



October 8, 1999
 PROSTATE CANCER AWARENESS STATION
 CHOUTEAU POST OFFICE
 4120 MANCHESTER AVE
 ST LOUIS MO 63110-9998



October 9, 1999
 MANITOU SPRINGS & HALFWAY
 STATION
 POSTMASTER
 307 CANON AVE
 MANITOU SPRINGS CO 80829-9998



October 8, 1999
 PROVIDENCE BRUINS STATION
 POSTMASTER
 PO BOX 9998
 PROVIDENCE RI 02903-9998



October 9, 1999
 Greenfield Fire Department
 FALL FIRE PREVENTION FEST STATION
 POSTMASTER
 301 BROAD ST
 GREENFIELD TN 38230-9998



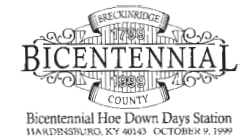
October 8, 1999
 Office of Thrift Supervision
 OFFICE OF THRIFT SUPERVISION STATION
 POSTMASTER
 MPO
 2701 W IRVING BLVD
 IRVING TX 75061-9998



October 9, 1999
 QUASUICENTENNIAL STATION
 POSTMASTER
 204 SECOND ST
 COLUMBUS JUNCTION IA 52738-9998



October 8-9, 1999
 CELEBRATION STATION DURANT
 OKLAHOMA
 POSTMASTER
 PO BOX 9998
 BOSWELL OK 74727-9998



October 9, 1999
 Breckenridge County Bicentennial
 BICENTENNIAL HOE DOWN DAYS STATION
 POSTMASTER
 PO BOX 9998
 HARDINSBURG KY 40143-9998



22nd Annual
Harvest Time
Bluegrass Music Festival
October 9, 1999

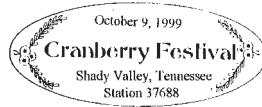
October 9, 1999
TURKEY TRACK STATION
POSTMASTER
500 WASHINGTON ST
WALDRON AR 72958-9998



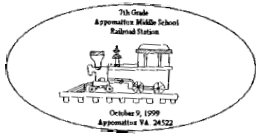
October 9, 1999
Olympic Philatelic Society
OPEX STATION
POSTMASTER
10855 SILVERDALE WAY
SILVERDALE WA 98383-9998



October 9, 1999
Appalachia Day Homecoming Committee
APPALACHIA DAY STATION
POSTMASTER
PO BOX 9998
PIPPA PASSES KY 41844-9998



October 9, 1999
Cranberry Festival Committee
CRANBERRY FESTIVAL STATION
POSTMASTER
136 HWY 133
SHADY VALLEY TN 37688-9998



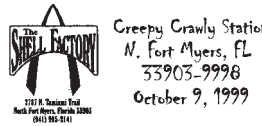
October 9, 1999
APPOMATTOX MIDDLE SCHOOL RAILROAD STATION
POSTMASTER
PO BOX 9998
APPOMATTOX VA 24522-9998



October 9, 1999
40TH ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
EDWARDS AFB CA 93523-9998



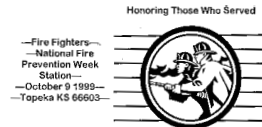
October 9, 1999
BREAST CANCER RESEARCH STATION
POSTMASTER
PO BOX 9998
MILLERS TAVERN VA 23115-9998



October 9, 1999
CREEPY CRAWLY STATION
POSTMASTER
2787 N TAMAMI TRAIL
N FORT MYERS FL 33903-9998



October 9, 1999
CATCH THE STAMP COLLECTING BUG STATION
POSTMASTER
1335 JEFFERSON RD
ROCHESTER NY 14692-9998



October 9, 1999
FIRE FIGHTERS NATIONAL FIRE PREVENTION WEEK STATION
POSTMASTER
424 S KANSAS AVE
TOPEKA KS 66603-9611



October 9, 1999
Haven Fall Festival Committee
HAVEN FESTIVAL STATION
POSTMASTER
PO BOX 9998
HAVEN KS 67543-9998



October 9, 1999
TURKEY FESTIVAL STATION
POSTMASTER
202 E 1ST ST
ELDON MO 65026-9998



October 9, 1999
TORREY PINES RESERVE STATION
POSTMASTER
1140 WALL ST
LA JOLLA CA 92037-9998



October 9, 1999
Garland Main Post Office
FIDDLIN STATION
POSTMASTER
1000 W WALNUT ST
GARLAND TX 75040-9998



October 9, 1999
MAIPEX STATION
POSTMASTER
130 MAIN ST
FAIRFIELD ME 04937-9998



October 9, 1999
BICENTENNIAL STATION
POSTMASTER
PO BOX 9998
HARTFORD OH 44424-9998



October 9, 1999
LONE PINE FILM FESTIVAL STATION
POSTMASTER
121 E BUSH ST
LONE PINE CA 93545-9998



October 9, 1999
STAMP SHOW STATION
POSTMASTER
PO BOX 9998
GREAT FALLS MT 59401-9998



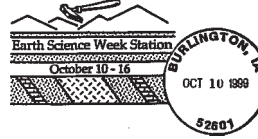
October 9-10, 1999
 Stamp Collecting is Good Medicine
Henry Clay Philatelic Society
 LEXINGTON STAMP SHOW STATION
 POSTMASTER
 PO BOX 9998
 LEXINGTON KY 40505-9998



October 10, 1999
 Santa's Workshop Station
 Oct. 10 1999
 NORTH POLE, NY 12946
 POSTMASTER
 PO BOX 9998
 NORTH POLE NY 12946-9998



October 9-10, 1999
 WYPEX 99 STATION
 POSTMASTER
 4800 CONVERSE AVE
 CHEYENNE WY 82009-9998



October 10-16, 1999
 EARTH DAY STATION
 POSTMASTER
 300 N MAIN ST
 BURLINGTON IA 52601-9998



October 9-10, 1999
Praters Mill Foundation
 PRATERS MILL COUNTRY FAIR STATION
 POSTMASTER
 103 3 MAIN ST
 VARNELL GA 30756-9998



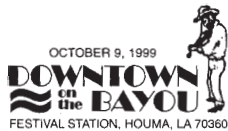
October 11, 1999
 VFW CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 WEST BEND WI 53095-9998



October 9-10, 1999
 COVERED BRIDGE STATION
 POSTMASTER
 120 N 2ND AVE
 WINTERSSET IA 50273-9998



October 12, 1999
 VFW 100TH ANNIVERSARY STATION
 POSTMASTER
 22 S 2ND ST
 OAKLAND MD 21550-9998



October 9-10, 1999
 DOWNTOWN ON THE BAYOU FESTIVAL
 STATION
 POSTMASTER
 425 LAFAYETTE ST
 HOUMA LA 70360-9998



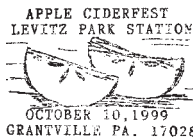
October 12, 1999
 TROY-RPI APPROACH STATION
 POSTMASTER
 400 BROADWAY
 TROY NY 12180-9998



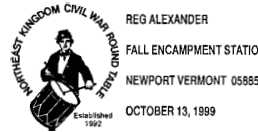
October 9-11, 1999
 ANNUAL LETCHWORTH ARTS & CRAFTS
 SHOW & SALE STATION
 POSTMASTER
 PO BOX 9998
 CASTILE NY 14427-9998



October 12, 1999
 NATIONAL LIGHTHOUSE CONFERENCE
 STATION
 POSTMASTER
 400 WHITEHEAD ST
 KEY WEST FL 33040-9998



October 10, 1999
Levitz Park Association
 APPLE CIDERFEST LEVITZ PARK STATION
 POSTMASTER
 PO BOX 9998
 GRANTVILLE PA 17028-9998



October 13, 1999
 FALL ENCAMPMENT STATION
 NEWPORT VERMONT 05855
 POSTMASTER
 PO BOX 9998
 NEWPORT VT 05855-9998



October 10, 1999
The Picnic People
 ROSES DAY STATION
 POSTMASTER
 2070 N BROADWAY
 WALNUT CREEK CA 94596-9998



October 14, 1999
 USS ST LOUIS REUNION STATION
 CUSTOMER SERVICE SUPPORT
 2600 ELTHAM AVE STE 109
 NORFOLK VA 23513-2504



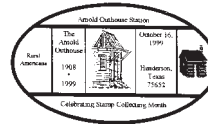
October 10, 1999
 FIFTIETH ANNIVERSARY STATION
 POSTMASTER
 331 NEW BALLAS RD
 CREVE COEUR MO 63141-9998



October 14-17, 1999
 GIRL SCOUTS OF AMERICA STATION
 POSTMASTER
 315 W PERSHING RD
 KANSAS CITY MO 64108-9998



October 14-17, 1999
 US Postal Service Baltimore District
 CELEBRATE THE CENTURY STATION
 POSTMASTER
 215 PARK ST
 CUMBERLAND MD 21502-9998



October 16, 1999
 ARNOLD OUTHOUSE STATION
 POSTMASTER
 505 S MAIN ST
 HENDERSON TX 75652-9998



October 15, 1999
 SESQUICENTENNIAL STATION
 POSTMASTER
 2120 ENTERPRISE ST
 FREMONT OH 43420-9998



October 16, 1999
 Whitesboro Area Chamber of Commerce
 ANNUAL PEANUT FESTIVAL STATION
 POSTMASTER
 100 COLLINSVILLE ST
 WHITESBORO TX 76273-9998



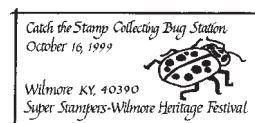
October 15, 1999
 STAMP STATION
 POSTMASTER
 100 PITCHER ST
 UTICA NY 13504-9998



October 16, 1999
 KEENEELAND STATION
 POSTMASTER
 PO BOX 9998
 LEXINGTON KY 40510-9998



October 15, 1999
 G MARCONI STATION 100TH ANNIVERSARY
 POSTMASTER
 170 BAY AVE
 HIGHLANDS NJ 07732-9998



October 16, 1999
 US Postal Service
 CATCH THE STAMP COLLECTING BUG
 STATION
 POSTMASTER
 PO BOX 9998
 WILMORE KY 40390-9998



October 15, 1999
 110TH ANNIVERSARY STATION
 POSTMASTER
 461 STATE HWY M
 VILLA RIDGE MO 63089-9998



October 16, 1999
 ADIRONDACK SCENIC RAILROAD STATION
 POSTMASTER
 PO BOX 9998
 OLD FORGE NY 13420-9998



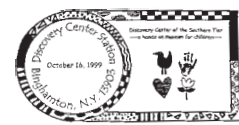
October 15-16, 1999
 Fulton County Tourism
 BURNT CABINS STATION
 POSTMASTER
 PO BOX 9998
 BURNT CABINS PA 17215-9998



October 16, 1999
 ADIRONDACK SCENIC RAILROAD STATION
 POSTMASTER
 100 PITCHER ST
 UTICA NY 13504-9998



October 15-16, 1999
 LAKE CITY STATION
 POSTMASTER
 320 N 1ST ST
 LAKE CITY FL 32055-9998



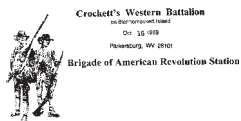
October 16, 1999
 DISCOVERY CENTER STATION
 POSTMASTER
 120 CHENANGO ST
 BINGHAMTON NY 13901-9998



October 15-16, 1999
 Autumn Glory Festival
 FESTIVAL STATION
 POSTMASTER
 22 S SECOND ST
 OAKLAND MD 21550-9998



October 16, 1999
 VFW Post 23
 CELEBRATION STATION
 POSTMASTER
 PO BOX 9998
 LEBANON PA 17042-9998



October 16, 1999
 BRIGADE OF AMERICAN REVOLUTION
 STATION
 POSTMASTER
 401 JULIANA ST
 PARKERSBURG WV 26101-9998



October 16, 1999
 Glendale Crossing Festival
 GLENDALE CROSSING FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 GLENDALE KY 42740-9998

October 16, 1999



Tri-State Collectors Exhibition Inc
 TRI STATE COLLECTORS EXHIBITION
 STATION
 POSTMASTER
 22 CHENELL DR
 CONCORD NH 03301-9998



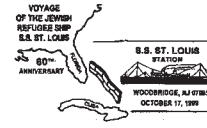
SUNY STATION
 UTICA, N.Y. 13502
 October 17, 1999

October 17, 1999
 SUNY STATION
 POSTMASTER
 100 PITCHER ST
 UTICA NY 13504-9998

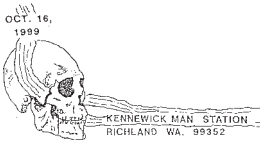


October 16, 1999

Turner Days Committee
 TURNER DAYS STATION
 POSTMASTER
 3400 STRONG AVE
 KANSAS CITY KS 66106-9998



October 17, 1999
 SS ST LOUIS STATION
 POSTMASTER
 60 MAIN ST
 WOODBRIDGE NJ 07095-9998

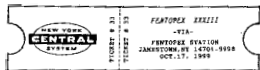


October 16-17, 1999

Tri-Cities Stamp Club
 KENNEWICK MAN STATION
 POSTMASTER
 3500 WEST CT
 PASCO WA 99301-9998



October 18, 1999
 RHODE ISLAND DEPT OF HEALTH STATION
 POSTMASTER
 1 CORLISS ST
 PROVIDENCE RI 02908-9998



October 16-17, 1999

FENTOPEX STATION
 POSTMASTER
 300 E THIRD ST
 JAMESTOWN NY 14701-9998



October 19, 1999
Borger Stamp Club
 BORPEX STATION
 POSTMASTER
 500 S MCGEE ST
 BORGER TX 79007-9998

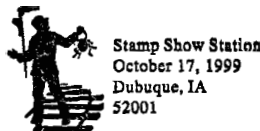


October 16-17, 1999

Owensboro Stamp Club
 CATCH THE STAMP COLLECTING BUG
 STATION
 POSTMASTER
 PO BOX 9998
 OWENSBORO KY 42301-9998



October 20-23, 1999
Circleville Pumpkin Show Inc
 PUMPKIN SHOW STATION
 POSTMASTER
 PO BOX 9998
 CIRCLEVILLE OH 43113-9998



October 17, 1999

STAMP SHOW STATION
 POSTMASTER
 PO BOX 9998
 DUBUQUE IA 52001-9998

Special Cancellation Die Hubs

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

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

Cancellation	Period of Use
Only You Can Prevent Forest Fires	April 1–Oct. 31
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, 10-7-99*

Post Offices

REVISION

Handbook M-41 and Handbook PO-701

Effective July 15, 1999, the following revisions are incorporated into Handbook M-41, *City Delivery Carriers Duties and Responsibilities*, and Handbook PO-701, *Fleet Management*. These revisions will be incorporated into the next printed versions of these handbooks. Handbook M-41 is accessible on the Corporate Intranet at <http://blue.usps.gov> (click on *Information*, then *Policies and Procedures*, then *Handbooks*, then either *By Document ID Number* or *By Title*, and scroll down to Handbook M-41).

Handbook M-41, *City Delivery Carriers Duties and Responsibilities*

	*	*	*	*	*
8	Vehicle Operations				
	*	*	*	*	*
81	Vehicle Regulations and Safety Practices				
	*	*	*	*	*
812	Safety Practices				
	*	*	*	*	*

[Revise 812.31 to read as follows:]

812.31 When traveling to and from the route, when moving between park and relay points, and when entering or crossing intersecting roadways, all external vehicle doors must be closed. When operating a right-hand drive vehicle with a sliding driver's door on delivery routes and traveling in intervals of 500 feet (1/10 mile) or less at speeds not exceeding 15 MPH between delivery stops, the driver's door may be left open.

[Add new 812.32 as follows:]

812.32 Interior cargo doors (if any) may be kept in the "open" position to accommodate authorized passengers being transported in auxiliary seating and operator use of cargo area windows (if any), or to aid airflow. Consider the nature of mail or equipment being transported and use good judgment in deciding when an open internal door is suitable and will not interfere with the safety of vehicle operations. Internal cargo doors must be closed and locked when the vehicle is parked (see 822.e).

*	*	*	*	*
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Handbook PO-701, *Fleet Management*

	*	*	*	*	*
2	Vehicle Operations and Utilization				
	*	*	*	*	*
240	Regulations Governing Vehicle Operations (Operator and Supervisor Responsibilities)				
	*	*	*	*	*
245	Driver Responsibility				
	*	*	*	*	*
245.2	Driving Practices				
	*	*	*	*	*

[Revise 245.28 to read as follows:]

245.28 **Protection of Mail in Vehicles.** Protect the mail at all times. Keep any rear vehicle door locked. For vehicles with separate driver and cargo compartments, only working mail should be kept in the driver's compartment while performing delivery and collection duties. Interior cargo doors (if any) may be kept in the "open" position to accommodate authorized passengers being transported in auxiliary seating and operator use of cargo area windows (if any), or to aid airflow. However, drivers must consider the nature of mail or equipment being transported and use good judgment in deciding when an open internal door is suitable and will not interfere with the safety of vehicle operations. Internal cargo doors must be closed and locked when the vehicle is parked. Do not leave mail in an unlocked truck, even at a mail platform, unless opened door(s) of the vehicle are in full view and can be reached quickly if a theft is attempted. To prevent delay or loss of mail, check vehicles carefully before completing the assignment to ensure that mail has not been concealed or has not slipped into crevices. Supervisors must frequently inspect all postal-owned or leased vehicles (including vehicles leased by employees or used in drive-out agreements) to prevent delay and loss of mail. In particular, leased vehicles must be inspected carefully for mail or postal property prior to their return to the lessor at the conclusion of the lease.

*	*	*	*	*
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FY 2000 A/P Planner in Material Distribution Centers

The FY00 A/P Action Planner is now in the material distribution centers (MDCs). Like last year, there is no automatic distribution for these planners.

Employees may requisition copies of the Action Planner 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 Action Planner is as follows:

PSN:	7610-03-000-5022
PSIN:	O-101
Description:	FY00 A/P Action Planner
Unit of Issue:	EA (each)
Quick Pick #:	N/A
Bulk Pack Quantity:	28
Minimum Order Quantity:	1
Price:	\$3.2268
Edition Date:	8/99

The A/P Planner has been partially revised this year and contains more relevant and useful information to help you generate revenue and satisfy the needs of your employees and customers.

— *Business Accounts, Customer Relations, 10-7-99*

The Know Fraud Project

Know Fraud is a joint effort of leading government and private agencies to help consumers help themselves avoid telemarketing and mail fraud. Agency partners include the U.S. Postal Inspection Service, Better Business Bureau, AARP, Department of Justice, Federal Bureau of Investigation, Federal Trade Commission, National Association of Attorneys General, and the Securities and Exchange Commission.

Know Fraud's primary goal is to help consumers *know* the signs of fraud and *know* how to prevent it from entering their homes. Unlike most other crimes, telemarketing fraud and mail fraud perpetrators rely on one key element to succeed — victim participation. With guidance from Know Fraud, potential victims *can* help stop these perpetrators.

From November 6 to November 10, 1999, every home in America (approximately 120 million addresses) will receive a postcard (see page 42) with valuable fraud prevention tips. The jumbo postcard can be displayed near the phone to remind consumers to make informed decisions about fraudulent solicitations and avoid being victimized. It features an address and web site to get more information or to submit complaints.

Know Fraud research indicates that consumers victimized by telemarketing fraud may not report the crime or obtain help because they don't know where to turn. Consumers primarily resolve fraud issues through the local media, not law enforcement groups. To address this, the Know Fraud postcard provides a toll-free telephone number for victim assistance. Consumers can reach the FTC's Consumer Response Center, a Postal Inspection Service support center, or will be given the number to their local offices of the Postal Inspection Service or the FBI. All callers hear a greeting from actor Andy Griffith, followed by an automated fraud-prevention message.

Know Fraud agencies are working with Platypus Productions, Inc., to produce a fraud prevention video, hosted by Louis Gossett Jr. The video will be distributed to every public library in the country along with fraud prevention material and a Spanish version of the Know Fraud postcard. Consumers can also access the Know Fraud web site (<http://www.consumer.gov/knowfraud>).

Andy Griffith will alert the public to the Know Fraud postcard mailing in a taped public service announcement (PSA) to air in October. His PSA will become part of a four-minute promotional video, narrated by Postmaster General William Henderson, and part of video news releases being distributed through public information officers across the country.

On November 4, 1999, Know Fraud partners will host a national press conference in Washington, DC, and approximately 60 other press conferences are planned around the United States. Local news agencies are invited to use the Griffith PSA and the video news releases for local broadcasts. In addition, the U.S. Postal Service will distribute a publicity kit offering guidance to help plan local press conferences.

As a Know Fraud partner, the Postal Inspection Service wants consumers to know what to do and who can help when they face fraud issues. Perhaps more important than fighting crime, we hope to prevent it. We believe we can, but only if the public Knows Fraud.

— *Fraud Project, Business Investigations,
Postal Inspection Service, 10-7-99*

An important message from the Postmaster General

Know Fraud
PO BOX 45000
Washington, DC 20208-5000
United States Postal Service

WARNING...

Don't be his next victim.



Use these tips to protect yourself if he calls!



POSTAGE AND FEES PAID
U.S.P.S.
Permit No. G-10

POSTAL CUSTOMER

Fraudulent Telemarketers:



They've got your number... now they want your money!

Keep this card near your phone—know the difference between legitimate phone offers and fraudulent ones.

Yours are required, depending on the difference de no localidad.

Beware! If an unknown caller:

- Says you've won a prize but asks you to send money first.
- Says you have to act right away.
- Instructs you to wire money.
- Offers to have someone pick up a payment from your home.
- Says he or she is a law enforcement officer who will help you—for a fee.

Follow these guidelines to protect yourself:

- Check all unsolicited offers with your Better Business Bureau.
- Don't assume a friendly voice belongs to a friend.
- Never give your credit card, checking account or social security number to an unknown caller.

Say NO to telemarketing fraud!

Visit our Web site at:
www.consumer.gov/knowfraud

Write to us at:
Know Fraud
P.O. Box 45000
Washington, DC 20208-5000

If you think you're a victim of fraud, call toll free:

1-877-983-3128
Telephone support provided by AT&T, which encourages you to protect yourself. ☺

This is a consumer message from:

- AARP
- Council of Better Business Bureaus/ Foundation
- Department of Justice
- Federal Bureau of Investigation
- Federal Trade Commission
- National Association of Attorneys General
- Securities and Exchange Commission
- U.S. Postal Inspection Service



Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	04-1953	72832	AR	Coal Hill	Johnson	Main Office	Post Office	10/01/1999	This announcement expands the use of ZIP Code 72832 to include delivery.
New	04-1953	72832	AR	Coal Hill	Johnson	Main Office	Post Office	10/01/1999	
Old	11-6915	32813	FL	Orlando	Orange	Naval Training Center	Classified Station	01/31/1998	Classified station discontinued. Continue to use Orlando FL 32813 as last line of address.
New	11-6915	32813	FL	Orlando	Orange	Orlando	Place Name	01/31/1998	
Old	19-7953	67755	KS	Russell Springs	Logan	Main Office	Post Office	11/07/1997	Post office and ZIP Code discontinued. Establish a place name. Russell Springs KS becomes an acceptable last line for use with ZIP Code 67764.
New	19-9889	67764	KS	Winona	Logan	Russell Springs	Place Name	11/07/1997	
Old	51-4854	22929	VA	Keswick	Albemarle	Cobham	Community Post Office	01/03/1997	Community post office and ZIP Code discontinued. Establish a place name. Cobham VA becomes an acceptable last line for use with ZIP Code 22947.
New	51-4854	22947	VA	Keswick	Albemarle	Cobham	Place Name	01/03/1997	

— Address Management, Operations Support, 10-7-99

POSTMASTERS AND INSTALLATION HEADS

Annual Vending Machine Income Report

A summary of vending machine income sharing and other activities related to the Randolph-Sheppard Act Amendments of 1974 is required for fiscal year 1999 (October 1, 1998, through September 30, 1999). This report complies with an annual request from the Department of Education and Handbook EL-602, *Food Service Operations*, 441.3.

An annual report on the proceeds and/or commission of every postal installation that has even a single coin-operated vending machine selling snacks, beverages, food, or tobacco (stamp machines excepted) should be completed as follows:

- All installation heads submit final reports to their lead plant or district level manager by October 29, 1999. Postmasters must submit to appropriate managers consolidated reports (see format on page 44) including the proceeds and/or commission from vending machines at branches, stations, etc., under their control.

- Lead plant and district managers must consolidate the reports by state and forward them to their district Human Resources managers by November 19, 1999.
- District Human Resources managers and Headquarters field unit managers must submit consolidated reports, summarized by state, to the following address by December 10, 1999:

ANNUAL VENDING INCOME REPORT
 MANAGER PERSONNEL OPERATIONS SUPPORT
 US POSTAL SERVICE
 475 L'ENFANT PLZ SW RM 1813
 WASHINGTON DC 20260-4261

— Personnel Operations Support,
 Human Resources, 10-7-99

Vending Machine Income ¹				
Vending machine commissions received from commercial concessionaire (do not include the 1.5% operating fee):	Vending machine receipts, if locally operated, after deducting the costs of goods sold, including reasonable maintenance cost:	Amount disbursed to state licensing agency:		
\$	\$	\$		
Applications From State Licensing Agency for Permits or Contracts to Operate Vending Facilities				
Number Pending at Beginning of Period:	Total Number Received:	Number Awarded to SLA:	Number Denied: ²	Number Pending at End of Period:
<p>The above data is taken from records on file in the office of:</p> <p style="margin-left: 100px;">Signature: _____</p> <p style="margin-left: 100px;">Title: _____</p> <p style="margin-left: 100px;">Installation: _____</p> <p style="margin-left: 100px;">Address: _____</p> <p style="margin-left: 100px;">_____</p>				
<p>¹ Do not include income from postal products machines or from recreational information or service machines.</p> <p>² Attach explanation of each denial.</p>				

Postal Employees

Y2K UPDATE

End User Computing

End User Computing is an important element of the Postal Service's Year 2000 readiness activities. Desktop workstations, laptop computers, and end user software have been prepared to function correctly through the change from 1999 to 2000. All end user equipment was tagged with a Year 2000 sticker when the work was completed. If you don't have a sticker on your desktop, notify your local information systems manager.

Many employees have received e-mail messages from friends and colleagues that contain instructions for implementing Year 2000 workstation "fixes." There is no need to take any action, other than deleting the message. Please do not make

any changes to your settings or software configuration since unauthorized work on your system can destabilize the work that has already been done.

If you have questions regarding end user activities and Year 2000 readiness, please refer to the End User Computing update in *Postal Bulletin 22002 (7-15-99)*.

— *Government Relations,
Year 2000 Communications, 10-7-99*

Retail

POSTAGE METER UPDATE

Discontinued Resetting of Mechanical Postage Meters

The last days for resetting mechanical postage meters were announced in *Postal Bulletin 22003* (7-29-99) on page 76. August 13, 1999, was the last day for high-speed meters and September 3, 1999, for low-speed meters. Some post offices are still resetting these meters. *This must cease immediately.*

— *Metering Technology Management, Retail, 10-7-99*

BULLETIN

PC Postage™ Toll-Free Number

With the launch of PC Postage™ on August 9, 1999, a toll-free number was established to address customer questions concerning the program. Based on customer feedback, the preferred way to handle customer questions is through the PC Postage web site (www.usps.com/ibip). Since the toll-free number has served its purpose, it will become unavailable as of October 9, 1999. Please use the PC Postage web site for customer inquiries.

— *Metering Technology Management, Retail, 10-7-99*

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475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-1540

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

Postal Service Orders for Postal Bulletin

- New Order Change of Address
(Include *Postal Bulletin* mailing label.)

Attention Line _____

Postal Facility Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____

Person to Contact
() _____

Daytime Telephone _____

- Change Quantity of Subscription
(Include *Postal Bulletin* mailing label.)
- Current Quantity _____ New Quantity _____

Distribution: The GPO distributes the *Postal Bulletin* for the Postal Service to all postal facilities except classified stations and branches, contract postal units, and detached mail units, which receive copies from their administrative post office.

Missing Issues: If postal facilities that receive the *Bulletin* from GPO do not receive their order, they should call the *Postal Bulletin* editor at 202-268-2836. All other facilities should contact their administrative post office.

Address and Quantity Changes and Subscription Problems: Postal facilities may send address and quantity changes and subscription queries via cc:Mail to POSTAL BULLETIN or via the Internet to pbulleti@email.usps.gov. Please include old and new address and quantities, and the "P00" subscription number from your address label. Postal facilities may also complete this form and mail it to:

ATTN POSTAL BULLETIN
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 2800
WASHINGTON DC 20260-1540

All other facilities should contact their administrative post office.

Single Copies (back to 1 year): To order extra copies or back issues (see Table of Contents for specific PSN), call MDC Customer Service at 800-332-0317 or send PS Form 7380, *MDC Supply Requisition*, to:

MATERIAL DISTRIBUTION CENTER
ATTN SUPPLY REQUISITIONS
500 SW MONTARA PKWY
TOPEKA KS 66624-9602

Public Orders for Postal Bulletin

- New Order Change of Address
(Include *Postal Bulletin* mailing label.)

Attention Line _____

Company Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____

Daytime Telephone _____

Subscription: Domestic - \$103.00 per year, International - \$128.75 per year
Subscription Orders: 202-512-1800
Subscription Inquiries: 202-512-1806 Fax: 202-512-2250
Single Copies (back to 16 issues): Domestic - \$6.50; International - \$8.13

- Enter _____ Annual Subscription(s).
Total Amount \$ _____
- Send _____ additional copies of Bulletin # _____
Total Amount \$ _____
- GPO deposit account

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 -
- Check/money order payable to: Superintendent of Documents
- VISA MasterCard

Credit Card Number _____ Expiration Date _____

Signature _____

Mail Completed Form and Payment To:

SUPERINTENDENT OF DOCUMENTS
US GOVERNMENT PRINTING OFFICE
PO BOX 371954
PITTSBURGH PA 15250-7954

