

POSTAL BULLETIN

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PB 22009, October 21, 1999



Dear Postmaster:

As a postmaster, you are an essential part of our Year 2000 effort. It is up to you to communicate our Year 2000 readiness and be able to execute contingency plans both proactively and reactively, as necessary. What you need to know to be a successful part of our combined Year 2000 effort appears in this issue and includes a Recovery Management Overview, a Postmaster's Checklist, Frequently Asked Questions, and additional information sources. One of our goals with our Year 2000 effort is to exceed expectations of both our customers and our employees. If we work together, *We'll Be Ready*.

We have a long and proud history of delivering through adversity: blizzards, power failures, floods, transportation interruptions, etc. Building on that experience, we've taken a systematic business approach to minimize the effects of Year 2000 disruptions should they occur in our mail system, nationally and locally. Our mission is *to protect our customers, protect our employees, and protect our business*.

Guided by our mission, we've focused on: Remediation, Business Continuity Planning, Component Contingency Planning, Recovery Management Planning, and Testing to ensure that "We'll Be Ready!"

- **Remediation:** Our mission-critical business applications are 100% remediated (repaired) and have been fixed, tested, certified, and independently verified as able to operate during and beyond the Year 2000.
- **Business Continuity Plans:** We've developed over 500 Business Continuity Plans (BCP) that cover our critical business processes.
- **Component Contingency Plans:** Over 200 Component Contingency Plans (CCP), or workarounds, have been created for our mission-critical systems, applications, and components (i.e., computer software and hardware, mail processing, and vending equipment).
- **Recovery Management:** Recovery Management builds on our proven recovery infrastructure through communication and management processes to assist in identification, reporting, tracking, and resolution of Year 2000-related problems.
- **Testing:** Testing, rehearsals, and walk-throughs are essential to help make a smooth transition to the new year.

It's our job to be ready. I encourage you to read the following pages carefully, start using the checklist today, and contact your manager of post office operations for additional information. Communicating our readiness to customers is as essential as becoming familiar with our contingency plans. Working together, we have an opportunity to move more mail than ever this holiday season as we accept additional pieces from companies that know "We'll Be Ready."

A handwritten signature in black ink, appearing to read "C. E. Lewis, Jr.", written over a large, stylized flourish.

C. E. Lewis, Jr.

475 L'Enfant Plaza SW
Washington DC 20260-3500

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PB 22009: 7690-04-000-3988	PB 21988: 7690-04-000-3967
PB 22008: 7690-04-000-3987	PB 21987: 7690-04-000-3966
PB 22007: 7690-04-000-3986	PB 21986: 7690-04-000-3965
PB 22006: 7690-04-000-3985	PB 21985: 7690-04-000-3964
PB 22005: 7690-04-000-3984	PB 21984: 7690-04-000-3963
PB 22004: 7690-04-000-3983	PB 21983: 7690-04-000-3962
PB 22003: 7690-04-000-3982	PB 21982: 7690-04-000-3961
PB 22002: 7690-04-000-3981	PB 21981: 7690-04-000-3960
PB 22001: 7690-04-000-3980	PB 21980: 7690-04-000-3959
PB 22000: 7690-04-000-3979	PB 21979: 7690-04-000-3958
PB 21999: 7690-04-000-3978	PB 21978: 7690-04-000-3957
PB 21998: 7690-04-000-3977	PB 21977: 7690-04-000-3956
PB 21997: 7690-04-000-3976	PB 21976: 7690-04-000-2608
PB 21996: 7690-04-000-3975	PB 21975: 7690-04-000-2607
PB 21995: 7690-04-000-3974	PB 21974: 7690-04-000-2606
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PB 21993: 7690-04-000-3972	PB 21972: 7690-04-000-2604
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The *Postal Bulletin* is published biweekly; information is effective for one year unless it changes the text of permanent directives or unless otherwise specified.



USPS Year 2000 Initiative Postmaster's Recovery Management Overview

The Postmaster's Kit contains information to help you and your office prepare for the Year 2000.

In this *Postal Bulletin* you will find:

1. An overview of Recovery Management activities (below).
2. A checklist of things to do and things to avoid (pages 4–5).
3. Answers to frequently asked questions about the Postal Service's Year 2000 Initiative (pages 6–7).
4. A list of sources for additional information (page 7).

Because situations vary, there may be things on this list that do not apply to you. There may also be things omitted from this list that make good business sense for you to include. If you have such concerns, please discuss them with your local managers. Your district Year 2000 coordinator can also be helpful to you.

Postmaster's Recovery Management Overview

To be ready, we need to understand Recovery Management (RM). We employ RM every day to recover from disruptions, such as hurricanes. The purpose of RM is to ensure that during the first week of January 2000 the Postal Service operates in a business-as-usual manner, exceeding the expectations of both customers and employees. We've built on existing Recovery Management Procedures, Year 2000 Business Continuity Plans (BCPs), and Component Contingency Plans (CCPs) to come up with comprehensive Recovery Management Plans that now include additional procedures and capabilities unique to Year 2000. We recently tested a portion of our Recovery Management Plan with our fiscal year transition on September 10 with success. Additional testing, rehearsals, and walk-throughs will continue, but we are pleased to report that we are one step closer to realizing our objective.

Year 2000 Recovery Management activities include Headquarters, areas, performance clusters, and other business areas (functional areas). Headquarters partially tested the Year 2000 National Operations Center (NOC) during our fiscal year transition with success. At year-end, the NOC will be consolidating status reports from area operations and relevant business areas to coordinate, integrate, and communicate recovery activities across the enterprise to facilitate Year 2000 Recovery Management. Areas will have Recovery Operations Centers for receipt, compilation, and transmittal of status information and for recovery activities requiring senior area management attention. Performance clusters will have similar recovery capabilities for status information and for recovery activities requiring senior cluster management attention. Other business areas, including all relevant functional areas, facilities, and organizations such as Information Systems, Facilities, and Finance, will also report status and incidents to the NOC. Recovery Management is not new to us, and although we expect to conduct business as usual, we now have incorporated Year 2000 procedures so that "We'll Be Ready."

Handbook AS-2000, *Year 2000 Recovery Management Planning Resource Guide*, includes preemptive tasks, as well as contingency plans, for the Year 2000 and will be given to managers of post office operations (MPOO) in November. For additional information about Recovery Management Planning and Handbook AS-2000, please contact your MPOO in early November.

USPS PROPRIETARY INFORMATION

This is a Year 2000 Readiness Disclosure as defined in PL 105-271, Year 2000 Information and Readiness Disclosure Act. The information contained in this USPS document is based on information available as of the date of publication and is subject to change.



USPS Year 2000 Initiative Postmaster's Checklist

Preparatory Activities (November 1 – December 29)

Management/Administration

- Identify and ensure that all on-site installed operational software and hardware configurations conform to Postal Service Engineering published list of accepted software versions and equipment.
- Back up most recent files, schedules, records, and data.
- Review, understand, and disseminate the Component Contingency Plans that are appropriate for your facility.
- Designate resources, responsibilities, and authority of personnel on-site who will:
 - Report failures to the appropriate Help Desks.
 - Take action to implement the contingency response to software date-related failure.
- Establish/update employee contact list.
- Establish/update phone tree system and priorities for communication.
- Ensure that local Disaster Recovery Plans (including phone tree) exist, are current, are accessible, and have been reviewed with employees.
- Keep facilities "clean" — ensure all mail on hand has been dispatched and delivered.
- Ensure that the Facility Safety Plan is current.
- Identify the location of all cellular phones and two-way radios (walkie-talkies) in the facility; ensure that all batteries are fully charged.
- Secure contact numbers for authorities/resources in emergency situations (i.e., fire, police, rescue). This could include CB radio or cell phone information, if available, at specific facilities.
- Ensure certification of first aid/CPR teams:
 - Update safety captain and emergency response team rosters.
 - Stock first aid kits, as necessary.
- Local retail units should obtain a 30-day supply of expedited product and other critical supplies.
- Local retail units should obtain a nine-week supply of stamps in accordance with Handbook F-1, *Post Office Accounting Procedures*, 422.21 or other directives.
- Local retail units should ensure that a sufficient quantity of authorized cash reserve (including coins) is maintained.
- For offices that currently have manual scales, ensure that a current rate chart is available.
- Make sure office has copies of the most current manuals available at the window.
- Ensure that a hard copy of the *Domestic Mail Manual* is available.
- For units with mail processing equipment, ensure that all instructions from Engineering have been received and executed.
- Fuel all postal vehicles as close as possible to December 31; maintain open lines of communication with local gas stations to avoid possible shortage situations.
- Contact appropriate heating fuel (oil/propane) company to fill tanks.

Employees

- Remind employees of the importance of the postal mission during times of external environment adversity and of policies regarding reporting to work.
- Remind employees to keep their own vehicles topped-off with fuel.
- Ensure that clerks are aware of manual retail procedures. Identify subject-matter experts.
- Brief employees regarding alternate means of getting to and from work.
- Review/modify employee reporting schedules for the period from December 15, 1999, to January 15, 2000 (including absence leave requests) consistent with provisions of national agreements and local memorandums of understanding.
- Identify emergency workers, as necessary, for your facility.
- Conduct service talks with employees regarding handling of Y2K service inquiries.



USPS Year 2000 Initiative Postmaster's Checklist

Rollover Activities (December 30 – December 31)

Management/Administration

- If you are using the Permit System as of December 31, 1999, it is absolutely necessary that all units are current on all transactions and it is imperative that a system close be done for the last business day of the calendar year. In addition, at least one balance sheet from the Permit System must be run. Run all other reports necessary for the close and any optional reports that may assist you in dealing with customers.
- Database backup on diskette. In accordance with current WinBATS operating procedures, users should perform this function every Friday. It will be critical for staff to perform disk backup function on either December 30 or 31, depending on which is the facility's last operating day in 1999.
- Ensure that recordkeeping is current on Friday, December 31, 1999.
- Print hard copy of trust record balances for manual reference as close to December 31, 1999, as possible.
- Close out all COD funds prior to January 1, 2000 (e.g., encourage customers to pay with a check; with cash payments, cut a money order immediately).
- Print full list of all report balances on hard copy as close to December 31, 1999, as possible for future reference.

"Day One" Activities (January 1 – January 3)

Management/Administration

- Upon arrival at your facility on the first day after the calendar year rollover, assess the following life and safety systems (each district will identify when and if you will go to your office prior to Monday, January 3, 2000):
 - Control system.
 - Fire alarms.
 - Sprinkler systems.
 - Emergency lighting.
 - Emergency egress.
 - Video security systems (retail stores and building peripheral).
 - Communication systems (phone, radio, fax, Internet).
 - Outdoor lighting.
 - Outdoor fencing.
 - Elevators.
 - Entry systems.
 - Security systems.
 - Air system.
 - Vending equipment, if applicable.
- Follow standard operating procedures, attempt to resolve issues, then report any significant failures to your manager of post office operations or district manager, as applicable.
- Follow local procedures for reporting status information to your district management.

Employees

- Ask that employees report anything unusual to you immediately, not all Y2K problems will appear as such.

Please...

- Don't forget to contact your MPOO regarding BCP, CCP, and recovery management procedures.
- Don't ignore the postmaster checklist.
- Don't forget to familiarize yourself with business-as-usual approaches/procedures and recovery management procedures as they apply to your facility.
- Don't ignore the need for an updated contact list.
- Don't overreact. We recover from problems all the time.
- Don't order extra generators, use candles *anywhere* on premises, etc. Safety of employees comes first.
- Don't turn off the POS ONE/IRT master terminal on December 31.



USPS Year 2000 Initiative

Postmaster's Frequently Asked Questions

- Question:** Where do I go for information about the Recovery Management Plan?
Answer: Contact your Manager of Post Office Operations (MPOO) for specifics; your MPOO will have the *Year 2000 Recovery Management Planning Resource Guide* (Handbook AS-2000) in early November.
- Question:** What have we done to communicate our progress to the public?
Answer: Our external web site at www.usps.com/year2000 provides Y2K information. As Y2K approaches, our web site will become the single most important source for up-to-date information on postal operations nationwide. Updated regularly, our web site includes information on individual system readiness, Frequently Asked Questions (customer oriented), and many other aspects of this initiative. The site also provides the opportunity for customer feedback. Our mailer publications, *Memo to Mailers* and *Mailers Companion*, feature Y2K information, and a special Y2K newsletter, *Moving Into the Future Together*, are distributed to larger mailers and posted to our web site. Our Year 2000 Clearinghouse provides responses to thousands of customer inquiries regarding our Y2K efforts.
- Question:** Where do I go for more Y2K information?
Answer: In addition to the information on these pages, our web site at www.usps.com/year2000 is the best source for current information. If you don't have access to our web site, or want additional information, contact your MPOO.
- Question:** Should Postal Service employees be concerned about being paid?
Answer: Our employees are critical to our success in meeting the challenges of the Year 2000. We consider employee compensation a mission-critical system and have extensively tested our compensation processes so that they operate properly. Contingency plans were developed to address any unexpected situations.
- Question:** When will our mission-critical systems be completely remediated?
Answer: All of our 137 mission-critical systems are now remediated, certified, and independently verified to work properly in the Year 2000.
- Question:** Will our Y2K efforts affect postage rates?
Answer: Since postal operations are funded by revenue from the sale of our products and services, our rate structure was designed to cover costs. We expect Year 2000-related costs to have a minimal effect on any future rate changes.
- Question:** Why was 9/9/99 a concern?
Answer: September 9 prompted concern among Y2K watchers because some computers attach a special significance to a string of nines that could cause the date 9/9/99 to be misinterpreted. September 9 passed without incident for us.
- Question:** What's a good success story to share with customers about our readiness?
Answer: Our current success in a processing and distribution center in Merrifield, Virginia, is a great example. On August 30, the system clocks and calendars of the computerized mail processing systems at the facility were turned forward to December 30. On September 1, our processing software and equipment thought it was January 1, 2000, and not one Y2K glitch has appeared. Our test in Merrifield continues, ending six weeks after its start date. We have conducted similar tests at other major facilities, all of which were also completely successful.

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USPS Year 2000 Initiative

Postmaster's Frequently Asked Questions and Information Sources

- Question:** What about postage meters? With so many manufacturers, models, and interfaces with commercial banks, what can be expected?
Answer: While only the manufacturers can provide definitive information about their meter products, we have met with each of them to develop and implement a testing strategy. We successfully concluded testing with three of four manufacturers in June and expect to complete all the tests shortly. In addition, successful operational tests for end-to-end flow of meter-setting transactions and their accounting were conducted with Citibank in May.
- Question:** How are we working with our suppliers regarding their Year 2000 readiness status?
Answer: Our full-time Supplier Management Office (SMO) focuses on assessing supplier readiness. The SMO continues its extensive work communicating directly with our critical vendors and gathering information developed by industry groups, trade associations, and other government agencies. Factors we consider include, but are not limited to, the supplier's internal business systems, facilities, critical supplier support network, and the supplier's own products and services. For more information regarding supplier readiness, go to the MWeb; follow the directions on the general (right) side of the MWeb homepage if you do not have a password.
- Question:** What is Engineering doing about our mail processing equipment Year 2000 readiness?
Answer: Engineering is currently surveying all sites using mail processing equipment (MPE) to confirm that they are or will be running the Year 2000 compliant software on the 38 critical system fixes Engineering has deployed by the end of November.

Postmaster's Information Sources

<u>Source</u>	<u>Where to look</u>
Local Disaster Recovery Plans.	Facility installation head.
Facility Safety Plan.	Facility installation head.
Local Continuity Plan.	Postmaster (if necessary, MPOO can advise).
Handbook F-1, <i>Post Office Accounting Procedures</i> .	http://blue.usps.gov/cpim/hand/handbook.htm .
<i>Postal Bulletin</i> .	http://blue.usps.gov/cpim .
<i>Domestic Mail Manual (DMM)</i> .	http://blue.usps.gov/cpim/manuals/manuals.htm .
Business Continuity Plans.	Summary ("Lite" version): www.usps.com/year2000 .
Component Contingency Plans.	MPOO.
<i>Year 2000 Recovery Management Planning Resource Guide</i> , Handbook AS-2000.	MPOO.
<i>Postal Operations Manual (POM)</i> .	http://blue.usps.gov/cpim/manuals/manuals.htm .
Other manuals.	http://blue.usps.gov/cpim/manuals/manuals.htm .
Mail processing readiness information.	http://web.eng.usps.gov .
MWeb for Supplier Management Office updates.	http://blue.usps.gov/year2000 .

— Government Relations, Year 2000 Communications, 10-21-99

USPS PROPRIETARY INFORMATION

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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 Mailing	Class and Type of Mail	Requested Delivery Date	Number of Pieces (Millions)	Distribution	Presort Level	Comments
The Company Store	Standard A/ Catalog	10/25–10/28	4.3	Nationwide	CarRt, Presorted	Quad Graphics, Saratoga Springs, NY
Nordstrom's Women Half Yearly Sale	Standard A/ Letter	10/27–10/29	4.0	Nationwide	CarRt, 3/5-Digit, Barcoded	Graphic Arts Center; 9" x 6" postcard
Sally Beauty Supply	Standard A/ Letter	10/28–10/30	2.0	Nationwide	CarRt, 3/5-Digit, Residual	The Mail Box, Dallas, TX
Bloomingdales Private Thank You	Standard A/ Postcard	10/29–11/2	1.3	Nationwide	CarRt, 3/5-Digit	Lazarus; 6" x 9" postcard
JC Penney Holiday Home Sale	Standard A/ Catalog	10/30–11/4	11.9	Nationwide	CarRt	DLS
Service Merchandise Gold Sale	Standard A/ Flat	11/1–11/2	8.0	Nationwide	3/5-Digit	RR Donnelley, Lynchburg, VA, Lancaster, PA; World Color, Corinth, MS
Service Merchandise Tabletop Specialty	Standard A/ Flat	11/1–11/2	4.0	Nationwide	3/5-Digit	World Color, Cortinth, MS
JC Penney Biggest Sale of the Year	Standard A/ Letter	11/1–11/3	14.6	Nationwide	CarRt	Harte-Hanks
Eddie Bauer Holiday Prospect	Standard A/ Catalog	11/1–11/3	2.1	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Warsaw, IN
Eddie Bauer November AKA	Standard A/ Catalog	11/1–11/3	1.0	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Lancaster, PA
Territory Ahead Christmas 1	Standard A/ Flat	11/1–11/3	3.7	Nationwide	CarRt, 3/5-Digit	RR Donnelley, 72 pages
Things Remembered	Standard A/ Catalog	11/1–11/4	1.5	Nationwide	CarRt, Presorted	Quad Graphics, Saratoga Springs, NY
Sportman's Guide November Main	Standard A/ Catalog	11/1–11/4	6.1	Nationwide	CarRt, 3/5-Digit	Quad Graphics, Lomira, WI
Billy Graham DECISION Magazine	Standard A/ Flat	11/1–11/5	1.5	Nationwide	CarRt, 3/5-Digit, Barcoded	Minneapolis, MN; 8" x 10 5/8" 44-page magazine
JC Penney St. John's Bay Postcard	Standard A/ Postcard	11/3–11/5	2.7	Nationwide	CarRt	Harte-Hanks
The Swiss Colony	Standard A/ Catalog	11/3–11/6	1.1	Nationwide	CarRt, 3-Digit, 5-Digit, Basic, Barcoded	Quad Graphics, Lomira, WI; 9 1/4" x 6 1/2" catalog has a die-cut cover and a personalized (address) underwrap
Things You Never Knew Existed	Standard A/ Catalog	11/5–11/10	2.0	Nationwide	CarRt, 3/5-Digit	The Dingley Press
Betty's Attic	Standard A/ Catalog	11/5–11/10	1.0	Nationwide	CarRt, 3/5-Digit	The Dingley Press
Bloomingdales November One Day Sale	Standard A/ Catalog	11/6–11/10	1.2	Nationwide	CarRt, 3/5-Digit	Arandell; 10" x 10" catalog with poly bag
JC Penney Fashion Gift Ideas	Standard A/ Catalog	11/7–11/11	13.3	Nationwide	CarRt	DLS
Service Merchandise Photo Specialty	Standard A/ Flat	11/8–11/9	5.0	Nationwide	3/5-Digit	RR Donnelley, Lynchburg, VA
Service Merchandise Gold Specialty	Standard A/ Flat	11/8–11/9	6.0	Nationwide	3/5-Digit	World Color, Cortinth, MS

Title of Mailing	Class and Type of Mail	Requested Delivery Date	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Service Merchandise Toy Specialty	Standard A/ Flat	11/8-11/9	7.0	Nationwide	3/5-Digit	RR Donnelley, Warsaw, IN
JC Penney Holiday Jewelry	Standard A/ Letter	11/8-11/10	7.5	Nationwide	CarRt	Harte-Hanks
JC Penney Catalog Discount	Standard A/ Postcard	11/8-11/10	11.0	Nationwide	CarRt	Harte-Hanks
JC Penney Invite Follow-Up	Standard A/ Postcard	11/8-11/10	3.5	Nationwide	CarRt	Harte-Hanks
Eddie Bauer Holiday Resource	Standard A/ Catalog	11/8-11/10	5.6	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Warsaw, IN
The Swiss Colony	Standard A/ Catalog	11/8-11/11	12.1	Nationwide	CarRt, 3-Digit, 5-Digit, Basic, Barcoded	Quad Graphics, Lomira, WI; 9 1/4" x 6 1/2" catalog has a die-cut cover and a personalized (address) underwrap
Seventh Avenue	Standard A/ Catalog	11/8-11/11	1.8	Nationwide	CarRt, 3-Digit, 5-Digit, Basic, Barcoded	Quad Graphics, Lomira, WI; 9 1/4" x 6 1/2" catalog has a die-cut cover and a personalized (address) underwrap
Sportman's Guide November Gift	Standard A/ Catalog	11/8-11/11	1.1	Nationwide	CarRt, 3/5-Digit	Quad Graphics, Martinsburg, WV
Nordstrom's Holiday Gift Book	Standard A/ Flat	11/10-11/13	2.0	Nationwide	CarRt, 3/5-Digit, Barcoded	World Color, Brookfield, WI; 5 3/8" x 7" book, digest size

— Customer Relations, Marketing, 10-21-99

Domestic Mail

REVISION

Publication 128 — Strategic Improvement Guide for Flats Processing

Effective September 1999, Publication 128, *Strategic Improvement Guide for Flats Processing*, was updated and revised to include strategies and mail flows associated with prepping, processing, and labeling flat-based mail processed on Flat Sorting Machine 881 (FSM 881) in the automation mode. To automate flats processing on the FSM 881, the operating mode must be set at BCR/OCR, or vice versa. Also added was an updated Postal List of Content Identifier Numbers (CINs) that highlights the new CINs used for FSM 881 automation operations.

Publication 128 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 then scroll down to Publication 128).

Employees may requisition copies of this publication 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 Publication 128 is as follows:

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 PSIN: PUB128
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 Bulk Pack Quantity: N/A
 Price: \$1.65
 Edition Date: 9/99

— Processing Operations,
 Field Operations Support, 10-21-99

APO/FPO Changes

The following changes appear in the APO/FPO table that is published in its entirety in this *Postal Bulletin* (see pages 11–21).

APO/FPO	Action	Effective Date	See Restrictions
09135	Activate	Immediately	X
09308	Close	Immediately	
09395	Close	Immediately	
09646	Activate	Immediately	X
96285	Activate	Immediately	X
96385	Activate	Immediately	X

— International Operations Support,
 Network Operations Management, 10-21-99

Overseas Military Mail

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

Acceptance clerks should use this table with the Integrated Retail Terminal (IRT) or POS One terminal to

determine whether an APO/FPO ZIP Code is active and which conditions of mailing apply.

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

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

Conditions Applied to Mail Addressed to Military Post Offices Overseas

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09001	Not Active	09045	B-B1-C-D-U	09089	B-B1-C-D-U
09002	Not Active	09046	B-B1-C-D-U	09090	B-B1-C-D-U
09003	Not Active	09047	Not Active	09091	Not Active
09004	Not Active	09048	Not Active	09092	Not Active
09005	Not Active	09049	Not Active	09093	Not Active
09006	Not Active	09050	B-B1-C-D-U	09094	B-B1-C-D
09007	B-B1-C-D-U	09051	Not Active	09095	B-B1-C-D-U
09008	Not Active	09052	Not Active	09096	B-B1-C-D-U
09009	B-B1-C-D-U	09053	B-B1-C-D-U	09097	Not Active
09010	Not Active	09054	B-B1-C-D-U	09098	B-B1-C-D-U
09011	Not Active	09055	Not Active	09099	B-B1-C-D-U
09012	B-B1-C-D-U	09056	B-B1-C-D-U	09100	B-B1-C-D-U
09013	Not Active	09057	Not Active	09101	Not Active
09014	B-B1-C-D-U	09058	B-B1-C-D-U	09102	B-B1-C-D-U
09015	Not Active	09059	B-B1-C-D-U	09103	B-B1-D-U
09016	Not Active	09060	B-B1-C-D-U	09104	B-B1-C-D-U
09017	Not Active	09061	Not Active	09105	Not Active
09018	Not Active	09062	Not Active	09106	Not Active
09019	Not Active	09063	B-B1-C-D-L-U	09107	B-B1-C-D-U
09020	Not Active	09064	Not Active	09108	Not Active
09021	B-B1-C-D-U	09065	Not Active	09109	Not Active
09022	Not Active	09066	Not Active	09110	B-B1-C-D-U
09023	Not Active	09067	B-B1-C-D-U	09111	B-B1-C-D-U
09024	Not Active	09068	Not Active	09112	B-B1-C-D-U
09025	Not Active	09069	B-B1-C-D-U	09113	Not Active
09026	Not Active	09070	Not Active	09114	B-B1-C-D-U
09027	Not Active	09071	Not Active	09115	Not Active
09028	B-B1-C-D-U	09072	Not Active	09116	Not Active
09029	Not Active	09073	Not Active	09117	Not Active
09030	Not Active	09074	B-B1-C-D-U	09118	Not Active
09031	B-B1-C-D-U	09075	Not Active	09119	Not Active
09032	Not Active	09076	B-B1-C-D-U	09120	Not Active
09033	B-B1-C-D-U	09077	Not Active	09121	Not Active
09034	B-B1-C-D-U	09078	Not Active	09122	Not Active
09035	Not Active	09079	Not Active	09123	B-B1-C-D-U
09036	B-B1-C-D-U	09080	B-B1-C-D-U	09124	Not Active
09037	Not Active	09081	B-B1-C-D-U	09125	Not Active
09038	Not Active	09082	Not Active	09126	B-B1-C-D
09039	Not Active	09083	Not Active	09127	Not Active
09040	Not Active	09084	Not Active	09128	B-B1-C-D-U
09041	Not Active	09085	Not Active	09129	Not Active
09042	B-B1-C-D-U	09086	B-B1-C-D-U	09130	Not Active
09043	Not Active	09087	Not Active	09131	B-B1-C-D-U
09044	Not Active	09088	Not Active	09132	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09133	Not Active	09191	Not Active	09250	B-B1-C-D-U
09134	Not Active	09192	Not Active	09251	Not Active
09135	X	09193	Not Active	09252	B-B1-C-D-U
09136	B-B1-C-D	09194	Not Active	09253	Not Active
09137	B-B1-C-D-U	09195	Not Active	09254	Not Active
09138	B-B1-C-D-U	09196	Not Active	09255	Not Active
09139	B-B1-C-D	09197	Not Active	09256	Not Active
09140	B-B1-C-D-U	09198	Not Active	09257	Not Active
09141	Not Active	09199	Not Active	09258	Not Active
09142	B-B1-C-D-U	09201	Not Active	09259	Not Active
09143	B-B1-C-D-U	09202	Not Active	09260	Not Active
09144	Not Active	09203	Not Active	09261	Not Active
09145	Not Active	09204	Not Active	09262	B-B1-C-D-U
09146	Not Active	09205	Not Active	09263	B-B1-C-D-U
09147	Not Active	09206	Not Active	09264	B-B1-C-D-U
09148	Not Active	09207	Not Active	09265	B-B1-C-D-N-U
09149	Not Active	09208	Not Active	09266	B-B1-C-D-U
09150	Not Active	09209	Not Active	09267	B-B1-C-D-U
09151	Not Active	09210	Not Active	09268	Not Active
09152	Not Active	09211	B-B1-C-D-U	09269	Not Active
09153	Not Active	09212	B-B1-C-D-U	09270	Not Active
09154	B-B1-C-D-U	09213	B-B1-C-D-U	09271	Not Active
09155	Not Active	09214	B-B1-C-D-U	09272	Not Active
09156	Not Active	09215	Not Active	09273	Not Active
09157	B-B1-C-D-U	09216	Not Active	09274	Not Active
09158	Not Active	09217	Not Active	09275	Not Active
09159	Not Active	09218	Not Active	09276	Not Active
09160	Not Active	09219	Not Active	09277	Not Active
09161	Not Active	09220	Not Active	09278	Not Active
09162	Not Active	09221	Not Active	09279	Not Active
09163	Not Active	09222	Not Active	09280	Not Active
09164	Not Active	09223	Not Active	09281	Not Active
09165	B-B1-C-D-U	09224	Not Active	09282	Not Active
09166	B-B1-C-D-U	09225	B-B1-C-D-U	09283	Not Active
09167	Not Active	09226	B-B1-C-D-U	09284	Not Active
09168	Not Active	09227	B-B1-C-D-U	09285	Not Active
09169	B-B1-C-D-U	09228	Not Active	09286	Not Active
09170	Not Active	09229	B-B1-C-D-U	09287	Not Active
09171	Not Active	09230	Not Active	09288	Not Active
09172	B-B1-C-D-U	09231	Not Active	09289	Not Active
09173	B-B1-C-D-U	09232	Not Active	09290	Not Active
09174	Not Active	09233	Not Active	09291	Not Active
09175	B-B1-C-D-U	09234	Not Active	09292	Not Active
09176	Not Active	09235	Not Active	09293	Not Active
09177	B-B1-C-D-U	09236	Not Active	09294	Not Active
09178	Not Active	09237	B-B1-C-D-U	09295	Not Active
09179	Not Active	09238	Not Active	09296	Not Active
09180	B-B1-C-D-U	09239	Not Active	09297	Not Active
09181	Not Active	09240	Not Active	09298	Not Active
09182	B-B1-C-D-U	09241	Not Active	09299	Not Active
09183	B-B1-C-D-U	09242	Not Active	09301	A-B-B1-F-F1-R
09184	Not Active	09243	Not Active	09302	B-B1-E2-F-H1-R-R1-U2-Z1
09185	B-B1-C-D-U	09244	B-B1-C-D-U	09303	B-B1-E2-F-H1-R-R1-U2-Z1
09186	B-B1-C-D-U	09245	B-B1-C-D-U	09304	B-B1-E2-F-H1-R-R1-U2-Z1
09187	Not Active	09246	Not Active	09305	B-B1-E2-F-H1-R-R1-U2-Z1
09188	Not Active	09247	Not Active	09306	Not Active
09189	Not Active	09248	Not Active	09307	Not Active
09190	Not Active	09249	Not Active	09308	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09309	Not Active	09367	Not Active	09426	Not Active
09310	Not Active	09368	Not Active	09427	Not Active
09311	Not Active	09369	Not Active	09428	Not Active
09312	Not Active	09370	Not Active	09429	Not Active
09313	Not Active	09371	A-B-B1-F-F1-R	09430	Not Active
09314	Not Active	09372	A-B-B1-F-F1-R	09431	Not Active
09315	Not Active	09373	Not Active	09432	Not Active
09316	Not Active	09374	Not Active	09433	Not Active
09317	Not Active	09375	Not Active	09434	Not Active
09318	Not Active	09376	Not Active	09435	Not Active
09319	Not Active	09377	Not Active	09436	Not Active
09320	Not Active	09378	Not Active	09437	Not Active
09321	Not Active	09379	Not Active	09438	Not Active
09322	Not Active	09380	Not Active	09439	Not Active
09323	Not Active	09381	Not Active	09440	Not Active
09324	Not Active	09382	Not Active	09441	Not Active
09325	Not Active	09383	Not Active	09442	Not Active
09326	Not Active	09384	Not Active	09443	Not Active
09327	Not Active	09385	Not Active	09444	Not Active
09328	Not Active	09386	Not Active	09445	Not Active
09329	Not Active	09387	Not Active	09446	Not Active
09330	Not Active	09388	Not Active	09447	B-B1-C-C1-U
09331	Not Active	09389	Not Active	09448	B-B1-C-C1-U
09332	Not Active	09390	Not Active	09449	Not Active
09333	Not Active	09391	B-B1-X	09450	Not Active
09334	Not Active	09392	B-B1	09451	Not Active
09335	Not Active	09393	Not Active	09452	Not Active
09336	Not Active	09394	Not Active	09453	Not Active
09337	Not Active	09395	Not Active	09454	B-B1-C-C1-U
09338	Not Active	09396	A-B-B1-F	09455	Not Active
09339	Not Active	09397	A-B-B1-C1-F-R-X	09456	B-B1-C-C1-U
09340	A-B-B1-C1-F-R	09398	B-B1-X	09457	Not Active
09341	Not Active	09399	B-B1-C-D-U-X	09458	Not Active
09342	Not Active	09401	Not Active	09459	B-B1-C-C1-U
09343	Not Active	09402	Not Active	09460	Not Active
09344	Not Active	09403	Not Active	09461	B-B1-C-C1-U
09345	Not Active	09404	Not Active	09462	Not Active
09346	Not Active	09405	Not Active	09463	B-B1-C-C1-U
09347	Not Active	09406	Not Active	09464	B-B1-C-C1-U
09348	Not Active	09407	Not Active	09465	Not Active
09349	Not Active	09408	Not Active	09466	Not Active
09350	Not Active	09409	B-B1-C-C1-U	09467	Not Active
09351	Not Active	09410	Not Active	09468	B-B1-C-C1-U
09352	Not Active	09411	Not Active	09469	B-B1-C-C1-U
09353	Not Active	09412	Not Active	09470	B-B1-C-C1-U
09354	Not Active	09413	Not Active	09471	Not Active
09355	Not Active	09414	Not Active	09472	Not Active
09356	Not Active	09415	Not Active	09473	Not Active
09357	Not Active	09416	Not Active	09474	Not Active
09358	Not Active	09417	Not Active	09475	Not Active
09359	Not Active	09418	Not Active	09476	Not Active
09360	Not Active	09419	Not Active	09477	Not Active
09361	Not Active	09420	Not Active	09478	Not Active
09362	Not Active	09421	B-B1-C-C1-U	09479	Not Active
09363	Not Active	09422	Not Active	09480	Not Active
09364	Not Active	09423	Not Active	09481	Not Active
09365	Not Active	09424	Not Active	09482	Not Active
09366	Not Active	09425	Not Active	09483	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09484	Not Active	09543	B	09602	Not Active
09485	Not Active	09544	Not Active	09603	B-B1-C-F-F1-U
09486	Not Active	09545	B	09604	B-B1-C-F-F1-U
09487	Not Active	09546	Not Active	09605	Not Active
09488	Not Active	09547	Not Active	09606	Not Active
09489	Not Active	09548	Not Active	09607	Not Active
09490	Not Active	09549	B	09608	Not Active
09491	Not Active	09550	B	09609	B-B1-C-F-U
09492	Not Active	09551	Not Active	09610	B-B1-C-F-U
09493	Not Active	09552	Not Active	09611	Not Active
09494	B-B1-C-C1-U	09553	Not Active	09612	B-B1-C-F-U
09495	Not Active	09554	B-B1	09613	B-B1-C-F-U
09496	B-B1-C-C1-U	09555	Not Active	09614	Not Active
09497	Not Active	09556	B	09615	Not Active
09498	B-B1-C-C1-U	09557	B	09616	Not Active
09499	B-B1-C-C1-U	09558	B	09617	B-B1-C-F-U
09501	B	09559	Not Active	09618	B-B1-C-F-U
09502	B	09560	Not Active	09619	B-B1-C-F-U
09503	B	09561	Not Active	09620	B-B1-C-F-U
09504	B	09562	Not Active	09621	B-B1-C-F-U
09505	B	09563	B	09622	B-B1-C-F-U
09506	B	09564	B	09623	B-B1-C-F-U
09507	B	09565	B	09624	B-B1-C-F-U
09508	B	09566	B	09625	B-B1-C-F-U
09509	B	09567	B	09626	B-B1-C-F-U
09510	B	09568	B	09627	B-B1-C-F-U
09511	B	09569	B	09628	B-B1-C-F-F1-U
09512	Not Active	09570	B	09629	Not Active
09513	Not Active	09571	Not Active	09630	B-B1-C-F-U
09514	Not Active	09572	Not Active	09631	B-B1-C-F-U
09515	Not Active	09573	B	09632	Not Active
09516	Not Active	09574	B	09633	Not Active
09517	B	09575	B	09634	Not Active
09518	Not Active	09576	B	09635	Not Active
09519	Not Active	09577	B	09636	B-B1-C-F-U
09520	Not Active	09578	B	09637	Not Active
09521	B	09579	B	09638	B-B1-C-E2-F-U
09522	Not Active	09580	Not Active	09639	Not Active
09523	Not Active	09581	B	09640	Not Active
09524	B	09582	B	09641	Not Active
09525	Not Active	09583	Not Active	09642	B-B1-N-U
09526	Not Active	09584	Not Active	09643	B-B1-U
09527	Not Active	09585	Not Active	09644	B-B1-U
09528	Not Active	09586	B	09645	B-B1-U
09529	Not Active	09587	B	09646	X
09530	Not Active	09588	B	09647	B-B1-N-U
09531	Not Active	09589	Not Active	09648	Not Active
09532	B	09590	B	09649	Not Active
09533	Not Active	09591	B	09650	Not Active
09534	B	09592	Not Active	09651	Not Active
09535	Not Active	09593	B	09652	Not Active
09536	B	09594	B	09653	Not Active
09537	Not Active	09595	B	09654	Not Active
09538	Not Active	09596	B	09655	Not Active
09539	Not Active	09597	Not Active	09656	Not Active
09540	Not Active	09598	Not Active	09657	Not Active
09541	Not Active	09599	B	09658	Not Active
09542	Not Active	09601	B-B1-C-F-F1-U	09659	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09660	Not Active	09719	Not Active	09777	A-B-B1-C-E1-N
09661	Not Active	09720	B-B1-U	09778	Not Active
09662	Not Active	09721	B-B1-N-U	09779	A-B-B1-F-R
09663	Not Active	09722	B-B1-C-D-N-U	09780	A-B-B1-F-R
09664	Not Active	09723	B-B1-N-U	09781	A-B-B1-F-N-R
09665	Not Active	09724	B-B1-C-C1-F1-M-R-R1-U	09782	A-B-B1-F-R
09666	Not Active	09725	B-C	09783	A-B-B1-C1-F-I-N-R
09667	Not Active	09726	B-B1-N-U	09784	Not Active
09668	Not Active	09727	Not Active	09785	A-B-B1-C1-F-I-N-R
09669	Not Active	09728	B-C	09786	A-B-B1-C1-F-I-N-R
09670	Not Active	09729	Not Active	09787	A-B-B1-C1-F-I-N-R
09671	Not Active	09730	Not Active	09788	A-B-B1-F-R
09672	Not Active	09731	Not Active	09789	A-B-B1-F-R
09673	Not Active	09732	B-B1	09790	A-B-B1-C1-F-R
09674	Not Active	09733	B-B1-I	09791	A-B-B1-C1-E1-F-M-R
09675	Not Active	09734	Not Active	09792	B-B1-C-F-U
09676	Not Active	09735	B-B1	09793	A-B-B1-F-R
09677	Not Active	09736	Not Active	09794	A-B-B1-F-R
09678	Not Active	09737	Not Active	09795	A-B-B1-C1-F-I-N-R
09679	Not Active	09738	Not Active	09796	A-B-B1-C1-F-I-N-R
09680	Not Active	09739	Not Active	09797	Not Active
09681	Not Active	09740	Not Active	09798	Not Active
09682	Not Active	09741	Not Active	09799	Not Active
09683	Not Active	09742	Not Active	09801	Not Active
09684	Not Active	09743	Not Active	09802	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09685	Not Active	09744	Not Active		
09686	Not Active	09745	Not Active	09803	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09687	Not Active	09746	Not Active		
09688	Not Active	09747	Not Active	09804	Not Active
09689	Not Active	09748	Not Active	09805	Not Active
09690	Not Active	09749	Not Active	09806	Not Active
09691	Not Active	09750	Not Active	09807	Not Active
09692	Not Active	09751	Not Active	09808	Not Active
09693	Not Active	09752	Not Active	09809	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09694	Not Active	09753	Not Active		
09695	Not Active	09754	Not Active	09810	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09696	Not Active	09755	Not Active		
09697	Not Active	09756	Not Active	09811	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09698	Not Active	09757	Not Active		
09699	Not Active	09758	Not Active	09812	B-B1-E2-E3-F-F1-I-N-R-U-Z1
09701	Not Active	09759	Not Active	09813	Not Active
09702	Not Active	09760	Not Active	09814	B-B1-E2-E3-F-F1-I-N-R-U-Z1
09703	B-B1-C-F1	09761	Not Active	09815	Not Active
09704	B-B1-C-D	09762	Not Active	09816	Not Active
09705	B-B1-U	09763	Not Active	09817	Not Active
09706	B-B1-C-D-U	09764	Not Active	09818	Not Active
09707	B-B1-C-D-N-U	09765	Not Active	09819	A-B-F-P-Z1
09708	B-B1	09766	Not Active	09820	Not Active
09709	B-B1-F1	09767	Not Active	09821	A-B-F-Z1
09710	B-B1-C-C1-F1-M-R-R1-U	09768	Not Active	09822	A-B-F-Z1
09711	Not Active	09769	Not Active	09823	A-B-F-Z1
09712	Not Active	09770	Not Active	09824	A-B-F-Z1
09713	B-B1-C-F1	09771	Not Active	09825	Not Active
09714	B-B1-C-C1-F1-M-R-R1-U	09772	Not Active	09826	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09715	B-B1-F1	09773	Not Active		
09716	B-B1-C-D-N-U	09774	Not Active	09827	A-B-F-Z1
09717	B-B1-M-W	09775	Not Active	09828	B-I-N-Z1
09718	B-B1-F-I-N-U	09776	Not Active	09829	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09830	B-B1-C-Z1	09883	Not Active	09941	Not Active
09831	B-B1-F-N-U-Z1	09884	Not Active	09942	Not Active
09832	B-B1-U1-Z1	09885	Not Active	09943	Not Active
09833	B-B1-U1-Z1	09886	Not Active	09944	Not Active
09834	B-B1-Z1	09887	Not Active	09945	Not Active
09835	A-B-B1-Z1	09888	B-B1-E2-F-H1-R-R1-U2-Z1	09946	Not Active
09836	A-B-B1-C-F-M-Z1	09889	B-B1-E2-F-H1-R-R1-U2-Z1	09947	Not Active
09837	B-B1-Z1	09890	B-B1-E2-F-H1-R-R1-U2-Z1	09948	Not Active
09838	B-B1-Z1	09891	Not Active	09949	Not Active
09839	A-B-B1-U-Z1	09892	A-B-B1-F-R-R1-Z1	09950	Not Active
09840	Not Active	09893	Not Active	09951	Not Active
09841	A-B-B1-U-Z1	09894	Not Active	09952	Not Active
09842	A-B-B1-Z1	09895	Not Active	09953	Not Active
09843	A-B-B1-Z1	09896	Not Active	09954	Not Active
09844	A-B-B1-U-Z1	09897	B-B1-Z1	09955	Not Active
09845	Not Active	09898	B-B1-E2-F-H1-I-R-R1-U2-Z1	09956	Not Active
09846	Not Active	09899	B-F-N-Z1	09957	Not Active
09847	Not Active	09901	Not Active	09958	Not Active
09848	Not Active	09902	Not Active	09959	Not Active
09849	Not Active	09903	Not Active	09960	Not Active
09850	Not Active	09904	Not Active	09961	Not Active
09851	Not Active	09905	Not Active	09962	Not Active
09852	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09906	Not Active	09963	Not Active
09853	B-B1-E2-F-H1-R-R1-U2-Z1	09907	Not Active	09964	Not Active
09854	B-B1-E2-F-H1-N-R-R1-U2-Z1	09908	Not Active	09965	Not Active
09855	B-B1-E2-F-H1-R-R1-U2-Z1	09909	Not Active	09966	Not Active
09856	Not Active	09910	Not Active	09967	Not Active
09857	Not Active	09911	Not Active	09968	Not Active
09858	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09912	Not Active	09969	Not Active
09859	Not Active	09913	Not Active	09970	Not Active
09860	Not Active	09914	Not Active	09971	Not Active
09861	Not Active	09915	Not Active	09972	Not Active
09862	Not Active	09916	Not Active	09973	Not Active
09863	Not Active	09917	Not Active	09974	Not Active
09864	Not Active	09918	Not Active	09975	Not Active
09865	A-B-B1-Z1	09919	Not Active	09976	Not Active
09866	Not Active	09920	Not Active	09977	Not Active
09867	A-B-B1-F-R-R1-Z1	09921	Not Active	09978	Not Active
09868	A-B-B1-U-Z1	09922	Not Active	09979	Not Active
09869	A-B-B1-C1-I-Z-Z1	09923	Not Active	09980	Not Active
09870	Not Active	09924	Not Active	09981	Not Active
09871	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09925	Not Active	09982	Not Active
09872	Not Active	09926	Not Active	09983	Not Active
09873	Not Active	09927	Not Active	09984	Not Active
09874	A-B-B1-C1-I-Z-Z1	09928	Not Active	09985	Not Active
09875	Not Active	09929	Not Active	09986	Not Active
09876	B-B1-E2-F-H1-R-R1-U2-Z1	09930	Not Active	09987	Not Active
09877	Not Active	09931	Not Active	09988	Not Active
09878	A-B-B1-C1-I-Z-Z1	09932	Not Active	09989	Not Active
09879	Not Active	09933	Not Active	09990	Not Active
09880	B-B1-E2-F-H1-R-R1-U2-Z1	09934	Not Active	09991	Not Active
09881	Not Active	09935	Not Active	09992	Not Active
09882	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09936	Not Active	09993	Not Active
		09937	Not Active	09994	Not Active
		09938	Not Active	09995	Not Active
		09939	Not Active	09996	Not Active
		09940	Not Active	09997	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09998	Not Active	34057	Not Active	96216	Not Active
09999	Not Active	34058	B-B1	96217	A-B-B1-U
34001	B-B1-U	34059	Not Active	96218	A-B-B1-U
34002	B-B1-U	34060	Not Active	96219	A-B-B1-U
34003	Not Active	34061	B-B1-U	96220	A-B-B1-U
34004	B-B1-U	34062	Not Active	96221	A-B-B1-U
34005	B-B1-U	34063	Not Active	96222	Not Active
34006	B-B1	34064	Not Active	96223	Not Active
34007	Not Active	34065	Not Active	96224	A-B-B1-U
34008	Not Active	34066	Not Active	96225	Not Active
34009	B-B1	34067	Not Active	96226	Not Active
34010	Not Active	34068	Not Active	96227	Not Active
34011	B-B1	34069	Not Active	96228	Not Active
34012	B-B1-U	34070	Not Active	96229	Not Active
34013	Not Active	34071	Not Active	96230	Not Active
34014	Not Active	34072	Not Active	96231	Not Active
34015	Not Active	34073	Not Active	96232	Not Active
34016	Not Active	34074	Not Active	96233	Not Active
34017	Not Active	34075	Not Active	96234	Not Active
34018	Not Active	34076	Not Active	96235	Not Active
34019	Not Active	34077	B-Y	96236	Not Active
34020	B-B1-M-N	34078	B-B1-F1	96237	Not Active
34021	B-M-N	34079	B-B1-F1	96238	Not Active
34022	B-B1-D-F-M	34080	Not Active	96239	Not Active
34023	B-B1-M-N	34081	Not Active	96240	Not Active
34024	B-B1-M-N	34082	Not Active	96241	Not Active
34025	B-B1-F-N-U	34083	Not Active	96242	Not Active
34026	Not Active	34084	Not Active	96243	Not Active
34027	Not Active	34085	Not Active	96244	Not Active
34028	Not Active	34086	Not Active	96245	Not Active
34029	Not Active	34087	Not Active	96246	Not Active
34030	B-B1-I-M	34088	Not Active	96247	Not Active
34031	B-B1-M-N	34089	Not Active	96248	Not Active
34032	B-M-N	34090	B	96249	Not Active
34033	B-C-F-M-N	34091	B	96250	Not Active
34034	B-B1-M-N	34092	B	96251	A-B-B1-U
34035	B-B1-H-M-N	34093	B	96252	Not Active
34036	B-M-N	34094	Not Active	96253	Not Active
34037	B-B1-C-F-H-I-M-N	34095	B	96254	Not Active
34038	B-B1-M-N	34096	Not Active	96255	Not Active
34039	B	34097	Not Active	96256	Not Active
34040	B	34098	B	96257	A-B-B1-U
34041	B-B1-M-N-U	34099	B	96258	A-B-B1-U
34042	B-B1-D-F-M	96201	A-B	96259	A-B-B1-U
34043	Not Active	96202	Not Active	96260	A-B-B1-U
34044	Not Active	96203	A-B	96261	Not Active
34045	Not Active	96204	A-B-B1	96262	A-B-B1-U
34046	Not Active	96205	A-B-B1-U	96263	Not Active
34047	Not Active	96206	A-B-B1-U	96264	A-B-B1-U
34048	Not Active	96207	A-B-B1	96265	Not Active
34049	Not Active	96208	A-B-B1-U	96266	A-B-B1-U
34050	B	96209	Not Active	96267	A-B-B1-U
34051	B	96210	Not Active	96268	Not Active
34052	Not Active	96211	Not Active	96269	A-B-B1-U
34053	B	96212	A-B-B1-U	96270	Not Active
34054	Not Active	96213	A-B-B1-U	96271	A-B-B1-U
34055	B-N	96214	A-B-B1-U	96272	Not Active
34056	Not Active	96215	A-B-B1-U	96273	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96274	Not Active	96333	Not Active	96391	Not Active
96275	A-B-B1	96334	Not Active	96392	Not Active
96276	A-B-B1	96335	Not Active	96393	Not Active
96277	Not Active	96336	B-B1-M-W	96394	Not Active
96278	A-B-B1-U	96337	B-B1-M-W	96395	Not Active
96279	Not Active	96338	B-B1-M-W	96396	Not Active
96280	Not Active	96339	B-B1-M-W	96397	Not Active
96281	Not Active	96340	Not Active	96398	Not Active
96282	Not Active	96341	Not Active	96399	Not Active
96283	A-B-B1-U	96342	Not Active	96401	A-B-B1-M-N-U
96284	A-B-B1-U	96343	B-B1-M-W	96402	A-B-B1-M-N-U
96285	X	96344	Not Active	96403	A-B-B1-M-N-U
96286	Not Active	96345	Not Active	96404	Not Active
96287	Not Active	96346	Not Active	96405	Not Active
96288	Not Active	96347	B-B1-F-F1-F2-M-W	96406	Not Active
96289	Not Active	96348	B-B1-F-F1-F2-M-W	96407	Not Active
96290	Not Active	96349	B-B1-F-F1-F2-M-W	96408	Not Active
96291	Not Active	96350	B-B1-F-F1-F2-M-W	96409	Not Active
96292	Not Active	96351	B-B1-F-F1-F2-M-W	96410	Not Active
96293	Not Active	96352	Not Active	96411	Not Active
96294	Not Active	96353	Not Active	96412	Not Active
96295	Not Active	96354	Not Active	96413	Not Active
96296	Not Active	96355	Not Active	96414	Not Active
96297	A-B-B1-U	96356	Not Active	96415	Not Active
96298	Not Active	96357	Not Active	96416	Not Active
96299	Not Active	96358	Not Active	96417	Not Active
96301	Not Active	96359	Not Active	96418	Not Active
96302	Not Active	96360	Not Active	96419	Not Active
96303	Not Active	96361	Not Active	96420	Not Active
96304	Not Active	96362	B-B1-F-F1-F2-M-W	96421	Not Active
96305	Not Active	96363	Not Active	96422	Not Active
96306	B-B1-F-F1-F2-M-W	96364	B-B1-L-M-W	96423	Not Active
96307	Not Active	96365	B-B1-M-W	96424	Not Active
96308	Not Active	96366	Not Active	96425	Not Active
96309	B-B1-M-W	96367	B-B1-L-M-W	96426	Not Active
96310	B-B1-M-W	96368	B-B1-M-W	96427	Not Active
96311	Not Active	96369	Not Active	96428	Not Active
96312	Not Active	96370	B-B1-F-F1-F2-M-W	96429	Not Active
96313	B-B1-F-F1-F2-M-W	96371	Not Active	96430	Not Active
96314	Not Active	96372	B-B1-M-W	96431	Not Active
96315	Not Active	96373	B-B1-M-W	96432	Not Active
96316	Not Active	96374	B-B1-M-W	96433	Not Active
96317	Not Active	96375	B-B1-M-W	96434	Not Active
96318	Not Active	96376	B-B1-M-W	96435	Not Active
96319	B-B1-M-W	96377	B-B1-M-W	96436	Not Active
96320	Not Active	96378	B-B1-M-W	96437	Not Active
96321	B-B1-F-F1-F2-M-W	96379	B-B1-M-W	96438	Not Active
96322	B-B1-F-F1-F2-M-W	96380	Not Active	96439	Not Active
96323	B-B1-M-W	96381	Not Active	96440	Not Active
96324	Not Active	96382	Not Active	96441	Not Active
96325	Not Active	96383	Not Active	96442	Not Active
96326	B-B1-M-W	96384	B-B1-M-W	96443	Not Active
96327	Not Active	96385	X	96444	Not Active
96328	B-B1-M-W	96386	B-B1-M-W	96445	Not Active
96329	Not Active	96387	B-B1-M-W	96446	Not Active
96330	B-B1-M-W	96388	B-B1-M-W	96447	Not Active
96331	Not Active	96389	Not Active	96448	Not Active
96332	Not Active	96390	Not Active	96449	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96450	Not Active	96509	Not Active	96567	Not Active
96451	Not Active	96510	Not Active	96568	Not Active
96452	Not Active	96511	B-B1-I-N	96569	Not Active
96453	Not Active	96512	Not Active	96570	Not Active
96454	Not Active	96513	Not Active	96571	Not Active
96455	Not Active	96514	Not Active	96572	Not Active
96456	Not Active	96515	B-B1-F	96573	Not Active
96457	Not Active	96516	Not Active	96574	Not Active
96458	Not Active	96517	B-B1-F-U3	96575	Not Active
96459	Not Active	96518	B-B1	96576	Not Active
96460	Not Active	96519	Not Active	96577	Not Active
96461	Not Active	96520	B-F-U3	96578	Not Active
96462	Not Active	96521	B-F	96579	Not Active
96463	Not Active	96522	B-F-U	96580	A-B-B1-H-I-M-N-U
96464	Not Active	96523	Not Active	96581	Not Active
96465	Not Active	96524	Not Active	96582	Not Active
96466	Not Active	96525	Not Active	96583	Not Active
96467	Not Active	96526	Not Active	96584	Not Active
96468	Not Active	96527	Not Active	96585	Not Active
96469	Not Active	96528	Not Active	96586	Not Active
96470	Not Active	96529	Not Active	96587	Not Active
96471	Not Active	96530	A-B-B1-H-M-N-U	96588	Not Active
96472	Not Active	96531	B-B1-H-M	96589	Not Active
96473	Not Active	96532	Not Active	96590	Not Active
96474	Not Active	96533	Not Active	96591	Not Active
96475	Not Active	96534	A-B-F	96592	Not Active
96476	Not Active	96535	A-B-B1-F	96593	Not Active
96477	Not Active	96536	B-B1	96594	A-B-B1-H-I-M-N-U
96478	Not Active	96537	B-B1	96595	B-B1
96479	Not Active	96538	B-B1	96596	A-B-B1-H-I-M-N-U
96480	Not Active	96539	Not Active	96597	A-B-B1-H-I-M-N-U
96481	Not Active	96540	B-B1	96598	B
96482	Not Active	96541	B-B1	96599	B
96483	Not Active	96542	B-B1	96601	B
96484	Not Active	96543	B-B1-P	96602	B
96485	Not Active	96544	Not Active	96603	B
96486	Not Active	96545	A-B-B1-H-I-M-N-U	96604	B
96487	Not Active	96546	B-F-U3	96605	B-O
96488	Not Active	96547	Not Active	96606	B
96489	Not Active	96548	A-B-B1-H-M-U	96607	B
96490	B-B1	96549	A-B-B1-H-M-U	96608	B
96491	Not Active	96550	Not Active	96609	B
96492	Not Active	96551	A-B-B1-H-M-U	96610	B
96493	Not Active	96552	A-B-B1-H-M-U	96611	B
96494	Not Active	96553	A-B-B1-H-I-M-N-U	96612	B
96495	Not Active	96554	A-B-B1-H-M-U	96613	B-B1-E2-F-H1-I-R1-U2-Z1
96496	Not Active	96555	B-B1-F-M	96614	Not Active
96497	Not Active	96556	Not Active	96615	B
96498	Not Active	96557	B-B1-F-M	96616	Not Active
96499	Not Active	96558	B	96617	B
96501	Not Active	96559	Not Active	96618	Not Active
96502	Not Active	96560	Not Active	96619	Not Active
96503	Not Active	96561	Not Active	96620	Not Active
96504	Not Active	96562	Not Active	96621	B
96505	Not Active	96563	Not Active	96622	B
96506	Not Active	96564	Not Active	96623	B
96507	A-B-F	96565	Not Active	96624	B
96508	B	96566	Not Active	96625	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96626	Not Active	96651	Not Active	96676	B
96627	Not Active	96652	Not Active	96677	B
96628	B	96653	Not Active	96678	B
96629	B	96654	Not Active	96679	B
96630	Not Active	96655	Not Active	96680	Not Active
96631	Not Active	96656	Not Active	96681	B
96632	Not Active	96657	B	96682	B
96633	Not Active	96658	Not Active	96683	B
96634	B	96659	Not Active	96684	B
96635	B	96660	B	96685	Not Active
96636	Not Active	96661	B	96686	B
96637	Not Active	96662	B	96687	B
96638	Not Active	96663	B	96688	Not Active
96639	Not Active	96664	B	96689	Not Active
96640	Not Active	96665	B	96690	Not Active
96641	Not Active	96666	B	96691	Not Active
96642	Not Active	96667	B	96692	Not Active
96643	B	96668	B	96693	Not Active
96644	Not Active	96669	B	96694	Not Active
96645	Not Active	96670	B	96695	Not Active
96646	Not Active	96671	B	96696	Not Active
96647	Not Active	96672	B	96697	Not Active
96648	Not Active	96673	B	96698	B
96649	Not Active	96674	B	96699	Not Active
96650	Not Active	96675	B		

RESTRICTIONS

LEGEND

Form 2976, *Customs - CN 22 (Old C 1) and Sender's Declaration* (green label)

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

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

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

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

B. Form 2976-A is required for all mail weighing 16 ounces or more, with exceptions noted below. In addition, mailers must properly complete required customs documentation when mailing any potentially dutiable mail addressed to an APO or FPO regardless of weight. The following are exceptions to the requirement for customs documentation on non-dutiable mail that weighs 16 ounces or more:

- Known mailers are exempt from providing customs documentation on non-dutiable letters, and printed matter weighing 16 ounces or more. (A known mailer is anyone who legally applies a permit imprint to a mailpiece. Mail with meter postage is not considered to be from a known mailer.)
- All federal, state, and local government agencies are exempt from providing customs documentation on mail addressed to an APO or FPO, except for those APOs/FPOs to which restriction B2 applies.
- Prepaid mail from military contractors is exempt, providing the mailpiece is endorsed "Contents for Official Use — Exempt from Customs Requirements."

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

B2. All federal, state, and local government agencies must complete customs documentation when sending mail addressed to or from this APO or FPO weighing 16 ounces or more.

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

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

F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM C024.1.1C. This restriction does not apply to firearms mailed to or by official U.S. government agencies.

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

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

G. Only First-Class letters, Periodicals, and Standard Mail (A) are authorized.

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

H1. Pork or pork by-products are prohibited.

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

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

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

I1. This restriction does not apply to registered mail.

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

J. Parcels may not exceed 108 inches in length and girth combined.

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

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

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

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

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

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

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

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

U1. Mail is limited to First-Class Mail weighing 13 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Videotapes are prohibited when addressed to Box R, regardless of weight.

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

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

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

X. Personal mail is limited to First-Class Mail (to include audio cassettes and voice tapes) weighing 13 ounces or less. This limitation does not apply to official mail.

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

Z. No outside pieces (OSPs).

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

Finance

REVISION

Handbook F-15

Effective immediately, Handbook F-15, *Travel and Relocation*, is revised to stipulate that per diem for persons traveling to Alaska, Hawaii, Puerto Rico, and other U.S. possessions will now be \$50 per day. The revised subsections completely replace the previous information contained therein.

This revision will be made to the online version of Handbook F-15 located on the corporate intranet at <http://blue.usps.gov/cpim/ftp/hand/f15.pdf> and in the next printed edition.

Handbook F-15, *Travel and Relocation*

* * * * *

7 Determining Daily Expenses

7-1 When to Claim Per Diem Versus Actual Expenses

* * * * *

7-1.1 According to Your Destination

* * * * *

7-1.1.3 Travel to Alaska, Hawaii, Puerto Rico, or U.S. Possessions

If you are traveling to Alaska, Hawaii, Puerto Rico, or U.S. possessions, your per diem is \$50 per day.

* * * * *

7.4 Policy for Calculating Per Diem

* * * * *

7-4.2 Determining the Rates to Use

* * * * *

7-4.2.2 For Travel to Alaska, Hawaii, Puerto Rico, or U.S. Possessions

If you are traveling to Alaska, Hawaii, Puerto Rico, or U.S. possessions, your per diem is \$50 per day.

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Appendix A

Rates

* * * * *

A-2 Travel Per Diem Rates

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A-2.6 Special Situations — Meal Reductions

When meals are furnished at no charge or nominal fee by a federal government agency, private company, etc., at a temporary duty station, meeting, conference, or training session, the per diem will be appropriately reduced as follows:

Per Diem Rate	Breakfast	Lunch	Dinner	
High Cost	\$42 per day	\$9	\$9	\$22
	\$38 per day	\$8	\$8	\$20
	\$34 per day	\$7	\$7	\$18
Average Cost	\$30 per day	\$6	\$6	\$16
Norman, OK	\$30 per day	\$4	\$6	\$13
Alaska, Hawaii, Puerto Rico, U.S. Possessions	\$50 per day	\$11	\$11	\$26
International	10% of the applicable daily rate	20% of the applicable daily rate	10% of the applicable daily rate	

Per diem does not have to be reduced for complimentary breakfasts provided by lodging establishments.

— *Corporate Accounting, Finance, 10-21-99*

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, Fresno 93702-1014	All Names Other Than The Surnames DeJean, Cole, Smith, and Thomas, 3239 Clay
CA, Hawthorne 90250-5376	Any And All Names Except Natasha Farries, 13102 Roselle Avenue, Apt. 6
CA, Oakland 94618-2002	Any And All Various Names Other Than Horace Cohn, Sandra Cohn, and Jonathan Cohn, 5890 Broadway Terrace
CA, Pinecrest 95364-1093	Any And All Various Names Other Than Jonathan Cohn, P.O. Box 1093
CA, Pinecrest 95364-1291	Any And All Various Names Other Than Galen Davis, P.O. Box 1291
CA, Redondo Beach 90277-2862	Global Resources, 409 N. Pacific Coast Highway, #581
NJ, Camden 08105-1359	The Surname Schorco, 550 North 30 th Street, Apartment 5
PA, Philadelphia 19132-3033	The Surname Saska, 2616 North 30 th Street

— Recorder's Office, Judicial Officer, 10-21-99

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

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. All interim notices should be destroyed when the numbers

listed appear in the *Postal Bulletin*. The actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

011 582 1889 to 011 582 1899	389 846 3104 to 3135	404 041 8838 to 8899	418 719 8520 to 8599
011 588 2900 to 011 588 3099	389 846 3145 to 3195	404 071 4268 to 4299	418 744 2235 to 2299
014 972 0800 to 014 972 0899	389 887 9211 to 9230	404 347 5356 to 5399	418 962 2848 to 2899
210 221 0548 to 210 221 0599	389 887 9234 to 9299	404 347 5548 to 5599	419 543 0286 to 0299
273 070 8059 to 273 070 8099	390 001 3182 to 3199	404 726 4500 to 4599	419 730 0300 to 0399
273 775 7700 to 273 775 7899	390 001 3500 to 3699	404 961 5001 to 5199	420 277 0015 to 0049
302 000 0000 to 302 123 9999	390 545 5974 to 5999	405 325 0188 to 0198	420 599 0734 to 0798
349 746 2056 to 2099	391 104 6146 to 6199	406 009 4587 to 4599	420 661 4115 to 4199
350 518 7350 to 7374	391 574 1466 to 1499	406 260 6830 to 6899	420 758 9500 to 9699
360 011 1690 to 1699	391 783 3020 to 3599	406 459 6641 to 6999	420 969 3951 to 3971
360 168 6008 to 6099	391 792 6100 to 6199	406 733 3000 to 3999	420 969 3973 to 3999
360 173 8800 to 8899	392 668 2956 to 2999	407 545 1557 to 1599	421 116 3565 to 3599
360 324 2326 to 2399	392 854 8500 to 8899	407 594 0412 to 0599	421 130 9300 to 9399
362 861 3064 to 3099	393 584 7566 to 7699	407 692 9100 to 9299	421 313 4500 to 4999
373 006 2176 to 2199	393 650 0074 to 0099	407 959 2190 to 2199	421 364 5537 to 5599
374 768 2600 to 2699	393 838 8316 to 8499	408 265 2275 to 2288	421 656 2609 to 2699
375 169 4400 to 4599	393 893 6007 to 6099	408 499 7700 to 7799	421 988 9700 to 9799
375 829 3400 to 3499	394 126 6907 to 6999	408 499 7900 to 7999	422 172 4667 to 4699
375 851 9100 to 9199	394 189 0405 to 0599	408 682 8484 to 8599	422 484 4212 to 4299
376 196 0911 to 0999	394 822 3243 to 3278	408 698 7015 to 7099	422 556 1270 to 1299
376 196 0911 to 0999	394 990 1810 to 1899	409 072 3941 to 3999	422 587 7024 to 7099
377 829 3400 to 3499	395 343 3264 to 3299	410 491 2311 to 2399	422 819 7533 to 7599
377 851 9100 to 9199	395 373 3035 to 3099	410 694 8400 to 8599	422 842 5073 to 5087
377 851 9100 to 9199	395 396 9649 to 9799	410 775 1500 to 1599	422 907 7563 to 7599
378 085 3679 to 3699	395 970 3240 to 3299	410 795 7927 to 7999	424 500 6050 to 6099
378 351 1063 to 1099	397 622 4054 to 4099	410 867 0917 to 0966	424 641 8500 to 8599
378 351 1063 to 1099	397 819 8902 to 8999	410 867 0970 to 0999	424 871 6600 to 6699
379 843 5100 to 5199	398 149 7200 to 7699	411 868 1023 to 1199	425 298 2352 to 2399
380 093 9600 to 9699	399 070 0872 to 0899	411 922 2322 to 2399	425 418 4269 to 4299
380 165 1165 to 1199	399 156 7119 to 7199	412 193 0900 to 0999	425 418 4405 to 4499
381 325 4500 to 4599	399 203 5064 to 5099	412 395 8599 to 8699	426 547 4566 to 4599
381 604 2510 to 2699	399 296 9910 to 9999	412 485 6500 to 6599	427 412 6337 to 6499
381 645 9525 to 9599	399 396 8935 to 8999	412 485 6610 to 6699	427 481 0900 to 0999
383 314 3968 to 3999	399 792 7775 to 7799	412 885 5953 to 5999	428 027 2742 to 2752
383 892 1000 to 1344	399 792 8300 to 8399	414 193 3608 to 3674	429 474 4172 to 4199
383 892 1382 to 1399	400 427 1051 to 1999	414 193 3677 to 3699	429 889 2900 to 2999
384 925 3641 to 3654	401 045 1505 to 1549	414 411 7348 to 7399	430 150 4401 to 4599
385 568 2331 to 2399	401 045 1571 to 1599	414 640 0757 to 0799	430 172 9800 to 9899
385 599 7554 to 7575	401 294 2700 to 2799	414 965 1727 to 1799	430 177 1900 to 2099
385 774 2024 to 2099	401 310 9505 to 9599	417 302 8104 to 8199	430 444 9500 to 9699
386 624 1412 to 1599	401 382 5312 to 5399	417 387 6532 to 6599	430 664 4070 to 4099
386 883 8936 to 8999	402 578 7876 to 7899	417 496 6800 to 6999	432 168 8419 to 8499
387 314 5574 to 5599	403 125 6744 to 6799	417 871 9250 to 9299	432 708 6800 to 6999
387 837 6300 to 6399	403 260 7000 to 7499	417 930 9533 to 9599	432 744 1544 to 1599
388 828 0656 to 0699	403 280 6470 to 6499	418 164 6500 to 6799	432 995 9775 to 9799
389 696 2400 to 2799	403 685 8600 to 8699	418 423 9863 to 9899	433 003 5800 to 5899
	404 003 0300 to 0399	418 633 5922 to 5999	433 757 3047 to 3099

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
452 265 0246	to	0299	463 414 4869	to	4899	479 412 9900	to	9999	494 206 2972	to	2999
452 265 0335	to	0999	463 808 3484	to	3499	479 667 6190	to	6199	494 217 3446	to	3999
452 509 1169	to	1199	463 945 7400	to	7899	479 748 9680	to	9699	494 224 0500	to	0599
452 855 6471	to	6499	464 629 9000	to	9399	479 860 7000	to	7199	495 145 0600	to	0699
452 890 4679	to	4799	464 711 4332	to	4399	480 526 2000	to	2099	496 209 7425	to	7499
452 900 8215	to	8238	465 692 3963	to	3999	480 640 6330	to	6399	496 213 8728	to	8799
453 117 9146	to	9199	465 698 8300	to	8599	480 658 0568	to	0599	496 474 5226	to	5248
453 334 3631	to	3699	465 743 7745	to	7799	480 689 5100	to	5199	497 053 8517	to	8699
453 603 7841	to	7891	466 798 6056	to	6067	481 072 9463	to	9499	497 854 8673	to	8699
453 650 1140	to	1199	467 147 4300	to	4399	481 673 0074	to	0095	498 449 8888	to	8899
453 741 1300	to	1399	468 079 5782	to	5799	482 527 1500	to	1599	498 929 8285	to	8499
454 013 2919	to	2999	469 067 2817	to	2899	482 541 5255	to	5299	498 936 5310	to	5399
454 186 2411	to	2499	469 127 8000	to	8199	482 729 6800	to	6899	499 016 5425	to	5499
454 268 4883	to	4899	469 213 0359	to	0399	483 363 7207	to	7299	499 440 8575	to	8899
454 302 5400	to	5499	469 213 0500	to	0599	483 402 2356	to	2399	499 731 6717	to	6799
454 490 8300	to	8399	469 561 8011	to	8099	483 486 5100	to	5199	500 064 1858	to	1869
454 547 7434	to	7499	469 658 1961	to	1999	483 632 1521	to	1599	500 070 5725	to	7799
454 922 4867	to	4895	469 666 9900	to	9999	483 632 2600	to	2799	600 645 3223	to	3299
455 221 1348	to	1499	469 678 1900	to	1999	483 849 1615	to	1699	601 339 1200	to	1399
455 364 2147	to	2199	469 781 4900	to	4999	484 174 4803	to	5299	601 653 5884	to	5899

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
610 582 4200	to	4299	632 217 4933	to	4999	645 790 8632	to	8699	661 609 9100	to	9199
611 879 6939	to	6999	632 500 0000	to	999999	645 821 0657	to	0699	661 716 9420	to	9499
612 291 8013	to	8099	633 110 4165	to	4199	645 930 7948	to	7999	661 906 6522	to	6599
612 751 5171	to	5199	633 110 4303	to	4499	645 975 0737	to	0762	662 021 8332	to	8399
612 751 5226	to	5299	633 438 6429	to	6599	646 242 6200	to	6299	662 068 0700	to	0899
612 751 6083	to	6099	633 588 7173	to	7182	646 270 7639	to	7799	662 553 0774	to	0799
612 751 6268	to	6299	634 725 0700	to	0799	646 798 4000	to	4999	663 078 7034	to	7099
612 751 6572	to	6599	634 803 3239	to	3299	647 048 7035	to	7099	663 763 5300	to	5399
612 774 2111	to	2199	634 807 2474	to	2499	647 049 2900	to	2999	663 883 7039	to	7499
612 774 2254	to	2299	634 827 5900	to	5999	647 398 8300	to	8399	664 253 8000	to	8499
612 774 2500	to	2599	634 886 3428	to	3499	647 398 8481	to	8499	664 656 3055	to	3099
614 469 0979	to	0999	635 559 3449	to	3499	647 437 3000	to	4999	665 174 6400	to	6499
614 474 3000	to	3099	636 289 6214	to	6299	647 811 2188	to	2199	665 274 8208	to	8299
614 521 3490	to	3499	636 634 8007	to	8042	648 009 6057	to	6099	665 669 5400	to	5499
614 645 1800	to	1899	637 150 1200	to	1299	648 163 5300	to	5499	666 132 8226	to	8299
614 832 1100	to	2099	637 562 5828	to	5899	648 722 5283	to	5299	666 696 2209	to	2299
615 017 7505	to	7599	638 042 1647	to	1699	648 892 3164	to	3199	666 696 2309	to	2399
617 711 6609	to	6699	638 049 4984	to	4999	649 100 3989	to	3999	667 032 9300	to	9399
617 760 5266	to	5299	638 318 1115	to	1199	649 647 0370	to	0399	667 729 5529	to	5599
617 813 3601	to	3699	638 318 1453	to	1499	649 647 0522	to	0599	668 383 8400	to	8699

670 368 3400	to	3499	683 444 8159	to	8199	695 741 2906	to	2999	702 264 7569	to	7599
670 369 7336	to	7399	685 154 7780	to	7789	695 947 8518	to	8599	702 713 1800	to	1809
670 750 7169	to	7199	685 623 5264	to	5299	696 662 8247	to	8299	702 878 0114	to	0199
671 046 6200	to	6399	685 650 9487	to	9499	697 447 8285	to	8296	740 002 7710	to	7719
671 251 5448	to	5499	685 669 4200	to	4299	698 042 4816	to	4899	806 087 1100	to	1499
671 926 5600	to	5799	685 757 8452	to	8499	698 227 0000	to	0099	806 268 9275	to	9299
672 444 2000	to	2999	686 071 2694	to	2799	700 065 2570	to	2599	806 534 3400	to	3477
672 828 3410	to	3499	686 176 3333	to	3354	700 065 4800	to	4899	807 342 3283	to	3399
673 167 5776	to	5799	686 372 3200	to	3299	700 190 3350	to	3359	808 086 7100	to	7199
675 464 3700	to	3799	686 644 5879	to	5899	700 228 6048	to	6099	808 090 3440	to	3499
675 464 4000	to	4199	686 931 7636	to	7699	700 650 0452	to	0499	808 325 5161	to	5699
676 365 5958	to	5999	687 601 0973	to	0999	700 666 1323	to	1349	808 784 8000	to	8299
676 669 1024	to	1099	687 614 6774	to	6799	700 786 9106	to	9142	830 602 5800	to	5999
677 126 6734	to	6799	688 120 9000	to	9999	700 859 0744	to	0758	830 983 3500	to	3599
677 333 9979	to	9999	688 314 3107	to	3191	701 028 6780	to	6899	830 983 3635	to	3699
677 466 1088	to	1099	690 291 1361	to	1371	701 213 3900	to	3999	831 815 8240	to	8299
678 071 4500	to	4799	690 788 2877	to	2899	701 267 2000	to	3999	832 525 3810	to	3899
678 096 7531	to	7599	690 893 5344	to	5399	701 335 7312	to	7399	833 566 3015	to	3071
679 909 2578	to	2599	690 893 5512	to	5599	701 369 2005	to	2050	834 316 5444	to	5499
680 112 9565	to	9599	690 904 1300	to	1599	701 503 2247	to	2299	835 539 5200	to	5999
680 244 0903	to	0999	690 941 6000	to	6199	701 553 6557	to	6599	839 718 8257	to	8299
680 412 6046	to	6099	691 313 6383	to	6399	701 601 3457	to	3499	840 323 0600	to	0699
680 761 6800	to	6899	691 313 6600	to	6699	701 605 5913	to	5999	841 349 5000	to	5099
681 677 0540	to	0699	691 582 8003	to	8099	701 695 3982	to	3999	843 062 7100	to	7199
682 070 1029	to	1099	691 582 8003	to	8099	701 695 4148	to	4199	847 723 7500	to	7599
682 956 6280	to	6299	691 664 1800	to	1999	701 695 4148	to	4199	869 800 0000	to	999 9999
682 956 6490	to	6599	691 664 2400	to	2499	701 695 4227	to	4299	870 054 4814	to	4899
682 956 6700	to	6799	692 727 9362	to	9399	701 708 1741	to	1799	870 491 4812	to	4849
682 965 1178	to	1199	693 249 0779	to	0799	701 736 3966	to	3999	870 536 5820	to	5829
682 965 1201	to	1299	693 249 0877	to	1699	701 838 2800	to	2899	870 541 7167	to	7239
683 118 2389	to	2399	693 445 0566	to	0999	701 941 0600	to	0699	870 589 0485	to	0494
683 378 2000	to	2099	693 448 8500	to	8999	702 171 1603	to	1699			
683 378 2117	to	2299	693 645 9583	to	9599	702 195 5109	to	5199			
683 415 1200	to	1499	693 965 4200	to	4299	702 254 9300	to	9399			

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	752 139 516	to	9 570
730 927 591	to	7 680	736 670 851	to	1 060	742 684 849	to	4 890	752 206 861	to	7 100
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, 10-21-99*

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, 10-21-99*

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	009803	019324	022343	028958	056063	064414	064947	065543	066150	076340	085712	098398
005420	009876	019372	022384	028987	060084	064415	064958	065551	066211	076918	085725	098443
005718	009908	019403	022452	029005	060119	064425	064959	065565	066216	077087	085727	098465
005766	009951	019510	022490	029225	060210	064432	064964	065575	066223	077251	085728	098506
005839	009958	019786	022493	029258	060358	064446	064965	065590	066231	077271	085730	098515
006045	009974	019918	022537	029363	060566	064479	064973	065597	066271	077282	085731	098545
006209	010089	019920	022548	029501	061053	064486	065001	065603	066282	077302	085738	098719
006220	010216	019956	022568	029552	061181	064491	065005	065634	066284	077821	085742	098767
006237	010501	020029	022673	029611	063112	064504	065012	065638	066320	077933	085743	098801
006247	010521	020038	022684	029615	063123	064522	065041	065654	066321	078063	085769	098818
006271	010629	020235	022718	029730	063141	064533	065108	065655	066329	078155	085774	098877
006322	011281	020282	022733	029801	063157	064534	065125	065660	066393	078209	085920	098916
006332	011327	020432	022832	029820	063307	064542	065141	065665	066396	078229	088027	098934
006360	011351	020493	022885	029830	063310	064543	065142	065666	066405	078854	088045	098955
006678	011386	020499	022899	030041	063409	064560	065145	065680	066436	078883	088053	101447
006726	012372	020555	022951	030130	063474	064566	065154	065687	067093	078906	088067	101523
006874	013151	020560	022987	030178	063488	064596	065163	065723	067101	079505	088111	101858
007036	013232	020579	023141	030211	064056	064603	065183	065751	067220	079506	088141	102274
007065	014103	021020	023244	030221	064086	064613	065185	065761	067312	079750	088315	102295
007076	014489	021036	023409	030319	064097	064636	065200	065762	068016	079754	088461	103084
007124	014870	021062	023435	030423	064100	064639	065208	065763	068028	079755	088555	103317
007138	014936	021076	023596	031069	064108	064649	065220	065774	068132	080072	088688	103743
007291	015083	021138	025032	031232	064119	064655	065230	065778	068183	080215	088716	103767
007303	015161	021162	025277	031239	064121	064661	065233	065783	068366	080298	089384	104649
007341	015170	021176	025429	038026	064139	064679	065235	065815	068377	080310	089426	105463
007343	015228	021189	026035	038027	064141	064686	065240	065816	068379	080446	089580	105489
007382	015260	021211	026198	038031	064157	064692	065249	065828	068467	080634	089587	105818
007385	015271	021246	026457	038066	064159	064699	065257	065836	069044	085378	089837	106242
008088	015434	021249	026490	038484	064172	064716	065267	065840	069083	085402	089914	106356
008165	015516	021277	026499	040025	064177	064738	065268	065870	069211	085405	090717	107092
008177	015536	021324	027056	040062	064200	064744	065271	065883	069240	085462	092178	108223
008217	016266	021341	027085	040072	064202	064757	065275	065894	069353	085475	092488	108441
008237	016278	021469	027169	040124	064213	064764	065279	065905	069732	085518	092640	108548
008238	018247	021481	027498	040346	064215	064778	065285	065906	069823	085521	092786	108600
008289	018273	021500	027846	041172	064217	064785	065335	065922	069942	085524	092892	108732
008490	018280	021510	027855	041188	064219	064791	065355	065940	069991	085533	092932	108931
008611	018292	021534	027892	041193	064220	064811	065357	065963	070110	085548	093171	109430
008684	018361	021588	028002	041312	064224	064821	065363	065978	070182	085589	093518	109434
008730	018483	021644	028138	041353	064236	064826	065376	065988	070262	085594	093612	109639
008885	018542	021714	028230	042050	064263	064834	065382	065990	070320	085596	093877	109983
008925	018587	021786	028334	042108	064265	064838	065385	066028	070391	085598	093977	110771
008988	018602	021845	028399	042311	064267	064842	065398	066030	071127	085599	093988	110791
009151	018666	021871	028509	042319	064284	064847	065402	066034	071264	085602	094362	111078
009371	018790	021880	028529	042320	064300	064850	065414	066040	071354	085603	094863	111209
009424	018824	021941	028586	045311	064317	064852	065418	066048	071601	085604	095258	111384
009476	018866	021984	028624	046002	064327	064866	065421	066049	071606	085616	095849	111433
009529	018898	022029	028699	047133	064330	064877	065447	066065	071613	085617	097330	112266
009560	019095	022067	028727	048067	064335	064891	065450	066066	071862	085620	097386	112628
009575	019097	022070	028764	049307	064336	064894	065470	066121	075119	085649	097482	112718
009594	019111	022116	028841	055126	064338	064896	065488	066128	075320	085661	097523	113120
009641	019147	022142	028863	055133	064344	064903	065493	066134	075324	085662	097825	113290
009684	019189	022224	028914	055165	064350	064935	065511	066136	075905	085663	097921	113324
009748	019209	022260	028940	056045	064351	064938	065525	066143	076109	085667	098006	113459
009788	019215	022295	028956	056052	064355	064943	065535	066149	076209	085671	098388	113643

113646	129899	191324	210459	285024	300980	322290	334336	381392	458109	483115	554039	604190
113676	130013	191341	210481	286019	300981	322315	334804	381466	458148	483221	554341	605797
113833	130665	191356	210484	286063	300994	322320	334811	381494	460098	483547	554514	606104
114416	130891	191553	210486	286089	301006	322326	334875	381575	460130	483575	554743	606502
114519	131293	191966	210513	286155	301010	322401	335167	381750	462007	483957	563001	606613
114563	132018	192002	210521	288088	301016	322470	335182	381812	462271	483978	570042	606635
115007	132037	192340	210570	288089	301029	322513	335753	381982	462329	485014	570056	606933
115074	132046	192351	210574	288112	301030	322763	335975	383136	462536	485072	573007	607149
115100	132055	195075	210612	292523	301062	322795	337023	387030	462726	489245	576014	607448
115126	132171	195096	210629	292586	301072	323138	337153	395307	462918	489449	581216	607798
115135	132185	196052	210637	294173	301112	324014	337166	401022	462973	490239	585242	607966
115176	132252	196064	210656	294238	301115	324018	338050	402114	462996	490272	591042	607990
115187	132426	196065	212333	294380	301128	324028	339343	402147	463002	490461	591080	608048
115196	132441	196114	212577	294435	301155	325117	340058	402253	463025	490623	591140	608061
115219	132443	196130	212683	294530	301258	325121	340211	402283	463029	490637	591175	608073
115231	133015	196144	212917	294539	301457	325627	340233	402359	463034	490677	591360	608082
115264	136017	196148	212946	295308	301605	325960	340243	402448	463035	492097	596516	608105
115447	136033	196160	220025	295352	301906	326623	340332	402973	464022	493088	597531	608153
115459	136053	197060	220079	295364	301932	326629	340379	403052	464031	494180	597537	608183
115524	139087	198233	220120	295428	302029	326647	340445	405026	464033	495079	597539	608224
115530	139204	199064	221019	295457	302228	326706	340545	405039	464036	496060	598555	608369
115643	142073	200246	221059	296443	304500	327540	340734	405098	464055	496123	598578	610167
115719	142145	200527	221129	296479	304502	327796	340817	405191	464078	503042	598621	613146
115733	142176	200576	221130	296492	305011	327808	340897	407101	464110	503046	600073	616115
116011	142215	200774	221132	298015	305044	328043	340932	410047	465098	527036	600081	620041
116015	142269	200777	221299	299035	305061	328544	344022	410116	467089	531521	600135	622017
117019	142279	200970	221574	299800	305097	328556	344036	410180	468209	531541	600237	625115
117062	142424	200982	222029	299801	306337	328951	347103	427020	468283	531611	600264	627017
117101	146187	207241	222046	300020	309020	329176	347117	430147	469108	531633	600286	627124
117130	146482	207780	222150	300070	312174	329355	349106	432138	469164	531724	600293	628024
117305	146514	207818	222340	300073	312247	330012	349310	432493	469174	532349	600470	628048
117344	152261	208002	223008	300087	312312	330084	349412	432607	469194	532458	600537	628050
117457	152410	208146	223353	300140	312328	330146	349533	432627	470023	532681	600595	628066
117470	152429	208177	223389	300144	312345	330220	349543	432827	470025	532802	600601	628134
117586	152489	208179	231011	300149	312417	330360	349682	432835	477092	532857	600649	629029
117697	152577	208199	235259	300196	312431	330396	349683	432865	477164	532971	600672	629078
117944	152695	208280	235423	300238	312496	330412	349732	437020	480239	534215	600688	629137
118503	153080	208449	235492	300247	312499	330534	349737	441263	480254	537085	600694	631049
119082	156125	208524	240427	300336	312501	330639	349771	441357	480301	537288	600812	631078
119164	156204	208573	240540	300341	312507	330665	349892	441541	480618	537353	600969	631100
119236	159010	208588	253069	300373	314287	330748	349956	441583	480629	541020	601214	631105
119239	165035	208646	253136	300425	314660	330842	352252	443215	480652	541110	601218	631162
119480	165103	208655	253174	300442	314686	330898	352655	443242	480698	541150	601267	631192
119505	165121	208717	253191	300620	314718	330971	352749	443313	480859	542150	601278	631211
119516	165189	208726	253196	300650	314915	331480	352772	449017	480902	542230	601317	631219
119565	165351	208728	253247	300652	315003	331601	354093	451013	481371	543230	601337	631334
120133	170109	208731	253256	300654	315022	331824	359033	451155	481615	543810	601438	631363
120192	170243	208739	254003	300719	317156	331986	361329	452139	481712	544018	601512	631454
120254	171118	208754	263010	300722	317201	332099	366016	452150	481725	545005	601556	631477
120267	172058	208805	271208	300756	317251	332116	372040	452585	481755	545008	601696	631520
120307	173072	208835	272162	300786	317287	332163	372330	452649	481763	546121	601736	631537
121149	174052	208853	272366	300792	317309	332979	372446	452682	481892	549210	601758	631575
122136	174058	208885	274167	300830	317318	333070	372499	452683	481899	551026	601770	631662
122270	174060	208968	274331	300837	317325	333077	372760	452729	481929	551033	601917	631682
122327	174071	209186	276065	300872	319075	333227	376148	453027	481951	551053	601940	631816
122382	175096	209239	276525	300874	319098	333393	380132	454219	481982	551073	602097	631835
122387	176064	209260	278056	300896	319114	333518	380159	454278	482237	551117	602122	631836
123027	176082	210122	282180	300917	320051	333684	380179	454322	482672	551179	602212	631850
124091	180101	210173	282290	300920	320057	333794	381046	454329	482739	551893	602567	631908
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128113	181057	210299	282552	300937	321201	333821	381204	454553	482917	553317	602887	631941
128967	183009	210392	282845	300953	321387	333823	381207	454784	483039	553494	603088	631967
128985	187081	210440	284009	300956	321389	334029	381217	456046	483077	553623	603208	637138
129880	191317	210448	284010	300979	322015	334049	381277	458083	483084	553917	604104	641227

648170	731005	761671	775304	802149	834026	853562	912435	918455	926442	932780	953323	976036
648180	731386	761692	775327	802198	837147	853567	913510	918456	926451	933135	953344	980004
652190	731549	761694	777019	802227	837197	853570	913689	918501	926505	933457	958232	980006
652225	731620	761703	777221	802245	840351	856484	914405	918539	926591	934218	958264	980109
652345	731802	761741	778029	802264	840502	856534	914457	918552	926635	934232	958312	980110
652540	731835	761842	780098	802281	840582	860018	914714	918554	926687	934291	958482	980221
652690	740371	762011	782004	802363	840586	871584	914843	918570	926689	935116	958496	980281
652830	740863	762050	782020	802382	840603	871624	914874	918632	926754	935222	958520	980344
656101	741111	763015	782044	802408	841117	871636	914877	918642	926762	939141	958610	980520
657108	741273	763016	782125	802409	841145	871642	915203	918675	926792	939575	958717	980793
657131	741487	763147	782648	802456	841166	874039	915217	918811	926905	940162	958763	980908
658102	743006	767531	782714	802631	841171	882003	915239	918839	926918	940499	958780	980912
658154	744043	770035	782835	802681	841226	891333	915425	918886	926930	940618	958843	980959
658243	749018	770048	782993	802951	841632	891346	915614	918905	926939	940828	958850	981371
662175	750341	770092	784239	803103	841916	891392	915658	918965	927232	940840	958855	981804
662335	750373	770104	784255	803332	844119	891755	915665	920208	927236	940842	958890	981958
666290	750899	770142	784602	804069	850257	891814	915711	920252	927255	941457	959002	982002
667028	752265	770157	784604	804239	850284	891855	915728	920272	927265	941469	959071	982029
678019	752392	770161	785425	804272	850572	895026	917018	920337	927266	941539	960053	982141
681349	752414	770200	785755	805194	850691	895231	917179	920383	927267	941635	967013	982188
681605	752431	770208	786078	805303	850820	895298	917191	920397	927292	945403	967030	982262
685047	752478	770213	787678	805321	850907	895457	917202	921051	927314	945530	967040	982281
685133	752560	770276	787838	805375	852094	895891	917216	921085	927547	945799	967137	982287
685280	752568	770305	787885	805486	852129	900011	917269	921129	927618	946204	967192	982311
685282	752592	770362	787891	805496	852184	900420	917293	921318	927805	946268	967230	982323
701232	752650	770373	788058	805551	852483	900423	917361	921328	927806	946279	967283	982360
701299	752695	770478	790003	805576	852514	900847	917398	921359	927879	946340	968013	982383
701316	752704	770492	790011	805584	852726	901085	917408	921413	927893	946398	968150	984070
701391	752717	770506	791020	805589	853009	901118	917471	921441	927961	946447	968156	985220
701764	753037	770528	791093	805602	853052	901450	917497	921542	928197	947121	968220	985221
705050	756005	770567	791126	806045	853125	901484	917508	921597	928223	947238	968716	992160
705065	756018	770582	791132	807021	853257	901498	917542	921610	928234	948199	968815	992212
705078	757027	770592	791150	807030	853270	901543	917547	921689	928335	948220	968869	992357
705170	757067	770602	791278	808004	853297	901544	917550	921812	928355	948280	968909	992364
705214	757074	770635	791381	809065	853321	901547	917597	921854	928364	948304	968930	992460
708619	760049	770652	792001	809356	853346	901768	917640	921872	928370	948439	968966	992514
708638	760432	771104	793045	810121	853347	901807	917647	921910	928383	948460	969048	992653
711609	760478	771254	794176	811019	853371	901923	917673	921923	928384	948472	970106	992711
712005	760665	771507	794238	812026	853401	902198	917677	922184	928385	948550	970160	992725
712022	760736	771540	794271	813083	853402	902651	917710	922249	928422	949462	970180	995070
713038	761001	771565	794440	813309	853446	903409	917719	922277	928462	950004	970275	995359
718007	761029	771705	794485	814203	853453	903649	917730	924598	928511	950217	970563	995496
720018	761076	771791	796507	815032	853487	903876	917764	924604	928548	950808	970617	995646
721048	761094	771815	796508	815123	853512	906429	917806	924662	928889	950845	970754	995829
722108	761127	771905	796531	815179	853516	906465	917862	926021	928893	951045	970757	995857
727070	761129	772360	796536	816069	853520	906607	917925	926068	930406	951214	970769	995936
730057	761135	772660	796543	816172	853537	907268	917981	926095	931051	951596	970806	997253
730302	761147	772788	799028	816199	853539	907277	917987	926170	931202	951705	970829	
730305	761372	772904	800390	816302	853542	907835	918058	926247	931345	951922	970842	
730351	761457	774327	800576	816436	853551	910007	918082	926283	931687	952253	972995	
730380	761509	774358	801283	820707	853558	910388	918319	926335	931763	952319	973132	
730669	761632	775014	801734	826010	853559	911087	918325	926348	931767	953215	974222	
730900	761661	775260	801749	833611	853560	911304	918446	926352	932625	953274	976014	

International Mail

IMM REVISION

International Mail — Change in Macao's Territorial Status

This is an advance notification that effective December 20, 1999, the Individual Country Listing for Macao will be revised, as specified below, to reflect an impending change in Macao's territorial status, from a Portuguese colony to a Special Administrative Region of the People's Republic of China. This change in the Country Conditions for Mailing will be incorporated into both the printed version of *International Mail Manual (IMM)* Issue 22 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>).

International Mail Manual (IMM)

* * * * *

Country Conditions for Mailing — Macao

* * * * *

Observations

[Replace the existing entry under Observations with the following:]

Effective December 20, 1999, Macao will become a Special Administrative Region of the People's Republic of China. Despite that change in territorial status, mail intended for delivery in Macao should continue to be addressed to Macao directly.

* * * * *

— Pricing, Costing, and Classification,
International Business Unit, 10-21-99

IMM REVISION

International Mail — Resumption of Mail Service to Sierra Leone

Effective September 24, 1999, international air and surface mail service was resumed to Sierra Leone. Mailpieces that were returned to the sender during service suspension may be reentered without the payment of additional postage, provided that a refund was not issued in the interim. To reenter a mailpiece, the "return to sender" endorsement must be *marked through* to ensure proper handling.

The resumption of mail service to Sierra Leone will be reflected in the printed version of *International Mail Manual* Issue 22 and the next printed version of Publication 51, *International Postal Rates and Fees*. It will also be incorporated into the

online versions of those publications, which can be accessed via Postal Explorer (<http://pe.usps.gov>).

Information pertaining to international mail service disruptions can be obtained via the Rapid Information Bulletin Board System (RIBBS) page on the corporate intranet at <http://ribbs.usps.gov>.

— Finance and Classification,
International Business Unit, 10-21-99

REMINDER

International Mail — Mailing to Japan

The Japanese postal administration has advised that they are regularly receiving United States-originating mailpieces that contain illicit substances (e.g., narcotics) or other contents that are specifically *prohibited* or *restricted*. Frequent irregularities of that nature are impeding the ability of the Japanese customs authorities to expeditiously clear inbound packages from the U.S. Postal Service, since they necessitate more careful scrutiny of package contents to ensure their compatibility with that country's import regulations. They are also having an adverse affect on the timeliness with which such mailpieces are delivered to the specified Japanese addressees.

Postal customers who tender packages for delivery in Japan must adhere to the country conditions for mailing that are referenced in the Individual Country Listings in the *International Mail Manual* (IMM). When such articles are presented for mailing, the USPS acceptance employee must make certain that

the prospective sender has fully complied with the regulations and has affixed a properly completed customs form to the mailpiece (either PS Form 2976, *Customs — CN 22 and Sender's Declaration*, or PS Form 2976-A, *Customs Declaration and Dispatch Note CP 72*), if one is required. Any package that contains contraband or bears a customs form that does not accurately reflect the internal contents may be subject to confiscation or return by the Japanese customs authorities.

See IMM 123.7, *Completing Customs Forms*, for a detailed description of sender preparation, employee acceptance, and enveloping procedures that govern the affixing of PS Forms 2976 and 2976-A to international mailpieces.

— *Finance and Classification,
International Business Unit, 10-21-99*

Philately

STAMP ANNOUNCEMENT 99-52

Celebrate The Century® 1970s Commemorative Stamps

The Postal Service will issue a \$4.95 *Celebrate The Century® 1970s* Souvenir Sheet (Item Number 554700), in a gummed pane of 15, on November 18, 1999, in New York, NY. The stamps go on sale nationwide the same day and will be sold only as a souvenir sheet. No individual stamps are available. Sales of the souvenir stamp sheet must be recorded in AIC 085.

Designed by Howard Paine of Delaplane, VA, and illustrated by Kazuhiko Sano of Mill Valley, CA, the souvenir sheet features 1970s subjects from the following categories: People and Events, Arts and Entertainment, Lifestyles, Sports, and Science and Technology. The 15 commemorative stamps on this sheet are titled: *Earth Day Celebrated*; *All In The Family TV Series*; *"Sesame Street"*; *Disco Music*; *Steelers Win Four Super Bowls*; *U.S. Celebrates 200th Birthday*; *Secretariat Wins Triple Crown*; *VCRs Transform Entertainment*; *"Pioneer 10"*; *Women's Rights Movement*; *1970s Fashion*; *"Monday Night Football"*; *America Smiles*; *Jumbo Jets*; and *Medical Imaging*.

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 offices, affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

CELEBRATE THE CENTURY 1970S STAMPS
POSTMASTER
421 EIGHTH AVE RM 2029B
NEW YORK NY 10199-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. For orders of fewer than 50, there is no charge for the postmark. All orders must be postmarked by December 18, 1999.

Stamp Fulfillment Services also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog item 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.

Issue:	<i>Celebrate The Century 1970s</i>
Item Number:	554700
Denomination & Type of Issue	33-cent commemorative
Format:	Water-activated pane of 15 (15 designs)
Series:	Celebrate The Century
Issue Date & City:	November 18, 1999, New York, NY 10199
Designer:	Howard Paine, Delaplane, VA
Engraver:	N/A
Illustrator:	Kazuhiko Sano, Mill Valley, CA
Photographer:	N/A
Art Director:	Howard Paine, Delaplane, VA
Typographer:	Tom Mann, Vancouver, WA
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset/Intaglio
Printer:	Ashton-Potter (USA) Ltd. (APU)
Printed at:	APU, Williamsville, NY
Press Type:	Stevens Variable Size Security Press
Stamps per Coil/Pane:	15
Print Quantity:	90 million stamps
Paper Type:	Non-phosphored
Gum Type:	Water-activated PVA
Processed at:	APU, Williamsville, NY
Colors:	Black, Cyan, Magenta, Yellow; Intaglio-Black; Back-Black
Image Area (w x h):	1.075 x 1.075 in. / 27.31 x 27.31 mm
Overall Size (w x h):	1.225 x 1.225 in. / 31.12 x 31.12 mm
Full Pane Size (w x h):	9.000 x 7.500 in. / 228.60 x 190.50 mm
Plate Size:	60 stamps per revolution
Plate Numbers:	N/A
Marginal Markings:	N/A
Catalog Item Number(s):	554740 Pane of 15 — \$4.95 554762 First Day Cancellation, Full Pane — \$6.95 554784 Press Sheet — \$19.80 554778 Stamped Cards — \$7.00
Sale Date:	November 18, 1999
Nationwide Sale Date:	November 18, 1999

Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive approximately three-fourths the standard automatic distribution for gummed sheet stamps. Distributions are rounded up to the nearest master carton size (750 individually packaged souvenir sheets, a total of 11,250 stamps).

Initial Supply

SDOs and SDNs will make a subsequent automatic distribution to post offices for one-half of their standard automatic distribution quantities using Form 3309, *Advice of Shipment/Stamp Invoice*, or Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before November 9, 1999.

Additional Supply

Post offices requiring additional souvenir sheets must requisition them from their designated SDOs or SDNs using Form 17. SDOs requiring additional souvenir sheets must order them from the appropriate APD using Form 17. All accountable paper depositories (APDs), with the exception of the Denver APD, will receive 37,500 souvenir sheets for filling supplemental orders. The Denver APD will receive 18,750 additional souvenir sheets and the Dulles SDN will receive 75,000 additional souvenir sheets for filling supplemental orders.

The Kansas City SDN will receive 357,000 additional souvenir sheets for filling supplemental orders from APDs.

Philatelic Requirement

SDOs and SDNs *will not* receive a separate quantity of this souvenir sheet for their authorized philatelic centers. The

Philatelic Centers *must be supplied* their quantities from the initial standard automatic distribution made to the SDOs and SDNs.

Sales Policy

All post offices must acquire and maintain a supply of each new *Celebrate The Century (CTC)* souvenir sheet. All *Celebrate The Century* souvenir sheet issues will remain on sale at post offices for the life of the *Celebrate The Century* program. If supplies run low, post offices must reorder additional quantities using their normal ordering procedures. Other *Celebrate The Century* souvenir sheets now available for reorder include: CTC (1900s), Item Number 5537; CTC (1910s), Item Number 5538; CTC (1920s), Item Number 5541; CTC (1930s), Item Number 5542; CTC (1940s), Item Number 554300; CTC (1950s), Item Number 554500, and CTC (1960s), Item Number 554600. Sales for all *Celebrate The Century* souvenir sheets *must* be recorded in AIC 085.

— *Stamp Services, 10-21-99*

NOTICE

Production of the City Flag Folded PSA Stamp Books (Item Number 663300) Discontinued at the Bureau of Engraving and Printing

Due to production costs and environmental considerations, the *City Flag* folded PSA book of 20 stamps (Item Number 663300) has been discontinued in production at the Bureau of Engraving and Printing. This item has been replaced by the *City Flag* PSA convertible book of 20 stamps (Item Number 661600) and the *Fruit Berries* PSA convertible book of 20 stamps (Item Number 662200), which are being produced and distributed by private stamp printers.

— *Stamp Services, 10-21-99*

Millennium Pictorial Cancellations

12-31-1999

New Year's Eve Station

New York, NY 10036

Postmark of the Century

01-01-2000

Celebrate 2000 Station

Washington, DC 20066

Postmark of the Century

New Year's Eve 1999 will mark the dawn of a new age. We will share a special moment around the world as we watch the calendar and the clock turn to the year 2000.

The Postal Service has authorized two pictorial cancellation designs for field use for this event. Post offices that are participating in events or that plan to be open may use one or both pictorial cancellation designs. Examples of these designs are shown above. Offices will be able to offer these cancellations through mail-back service for 60 days.

To obtain the authorized Millennium pictorial cancellation art and guidelines on how to finish the design, please contact your district stamp or retail coordinator.

The Millennium pictorial cancellation art was developed for commemorating New Year's Eve and January 1, 2000, planned events and may not be used for other, non-related events. Additionally, this art may not be altered in any way, except as instructed in the guidelines.

As a reminder, the Postal Service must endeavor to make all unusual postmarking services widely known to collectors through advance publicity to avoid limiting the availability of these postmarks to only small groups of people. Therefore, all pictorial cancellations must be reported to Stamp Development three weeks prior to local events so advance national publicity may be arranged. Please use the cover letter and the announcement form provided on pages 39–42 of this *Postal Bulletin* to report your events.

Guidelines for Finalizing New Year's and Celebrate 2000 (Millennium) Stations Pictorial Cancellation Art

To finalize the Millennium Stations pictorial cancellation art, insert within the killer bars the city, state, and ZIP Code of the physical location where your event is being held.

Refer to the original/unfinished and final art below. Overall dimensions of the pictorial cancellation must not exceed 4 inches horizontally by 2 inches vertically. Collectors prefer the dimensions 3 1/2 inches horizontally by 1 inch vertically, as shown in the examples below.

ORIGINAL/UNFINISHED ART

12-31-1999

New Year's Eve Station

City, State, Zip

Postmark of the Century

01-01-2000

Celebrate 2000 Station

City, State, Zip

Postmark of the Century

FINAL ART

12-31-1999

New Year's Eve Station

New York, NY 10036

Postmark of the Century

01-01-2000

Celebrate 2000 Station

Washington, DC 20066

Postmark of the Century

Sample Cover Letter



[INSERT DATE HERE]

TO: PICTORIAL CANCELLATIONS PROGRAM MANAGER

SUBJECT: Pictorial Cancellation Announcement

Attached are Pictorial Cancellation Announcements for the [INSERT CITY NAME HERE] Millennium Stations that will be offered on December 31, 1999, and January 1, 2000. Please arrange for national publicity.

If you need additional information, please contact me at [INSERT YOUR PHONE NUMBER HERE].

[SIGN YOUR NAME HERE]

[TYPE OR PRINT YOUR NAME HERE]

District Stamp Coordinator

Attachment

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PICTORIAL CANCELLATION ANNOUNCEMENT

STATION DATE(S):

SPONSOR:

NAME OF STATION: NSMC Station

STREET ADDRESS OR

PO BOX NUMBER:

CITY/STATE/ZIP+4 CODE:

Attach a camera-ready or reproducible copy (no larger than 1" vertical x 2" horizontal) of the cancellation here.

INSTRUCTIONS

Use this form to report authorized pictorial cancellations. Mail completed form with a cover letter including a contact name and phone number three weeks prior to your event to: Millennium Pictorial Cancellations, Stamp Development, 475 L'Enfant Plaza SW Rm 4474E, Washington, DC 20260-2437.

<i>PICTORIAL CANCELLATION ANNOUNCEMENT</i>	
STATION DATE(s):	(Enter the date(s) the cancellation will be available to customers who will be attending the event.)
SPONSOR:	(Enter the name of the group that is sponsoring the event.)
NAME OF STATION:	(Enter the name of the temporary station.)
STREET ADDRESS OR PO BOX NUMBER:	(Enter the street address or Post Office Box number of where customers may mail in to obtain the cancellation. Do not leave this line blank.)
CITY/STATE/ZIP+ 4 CODE	(Enter the city, state and ZIP+4 Code of the street address or PO Box number listed above.)
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Attach a camera-ready or reproducible copy (no larger than 1" vertical x 3 1/2" horizontal) of the cancellation here.</p>	
<hr/> Pictorial Cancellation Announcement Form, December 1998	

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.



October 1-31, 1999

1999 NATIONAL STAMP COLLECTING
MONTH STATION
BALLWIN POST OFFICE
15455 MANCHESTER RD
BALLWIN MO 63011-9998

1999 NATIONAL STAMP COLLECTING
MONTH STATION
MANCHESTER MEADOWS POST
OFFICE
13947 MANCHESTER RD
BALLWIN MO 63011-9998

1999 NATIONAL STAMP COLLECTING
MONTH STATION
POSTMASTER
120 W WASHINGTON ST
BELLEVILLE IL 62220-9998

1999 NATIONAL STAMP COLLECTING
MONTH STATION
POSTMASTER
15755 OLIVE BLVD
CHESTERFIELD MO 63017-9998

1999 NATIONAL STAMP COLLECTING
MONTH STATION
POSTMASTER
10850 LINCOLN TRAILS STE 20
FAIRVIEW HEIGHTS IL 62208-9998

1999 NATIONAL STAMP COLLECTING
MONTH STATION
POSTMASTER
2200 N HWY 67
FLORISSANT MO 63033-9998

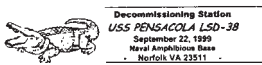
1999 NATIONAL STAMP COLLECTING
MONTH STATION
POSTMASTER
112 S 5TH ST
ST CHARLES MO 63301-9998

1999 NATIONAL STAMP COLLECTING
MONTH STATION
KIRKWOOD POST OFFICE
343 S KIRKWOOD RD
ST LOUIS MO 63122-9998

1999 NATIONAL STAMP COLLECTING
MONTH STATION
SAPPINGTON POST OFFICE
11662 GRAVOIS RD
ST LOUIS MO 63126-9998

1999 NATIONAL STAMP COLLECTING
MONTH STATION
SOUTH COUNTY MALL POST OFFICE
423 SOUTH COUNTY CENTERWAY
ST LOUIS MO 63129-9998

September 22, 1999



US Navy, USS Pensacola LSD-38
DECOMMISSIONING STATION
POSTMASTER
2600 ELTHAM AVE STE 109
NORFOLK VA 23511-9998

October 1, 1999

US Postal Service
1999 NATIONAL STAMP COLLECTING
MONTH STATION
POSTMASTER
PO BOX 9998
MCGRATH AK 99627-9998



September 23–October 3, 1999



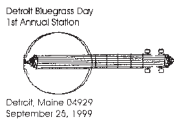
STATE FAIR STATION
POSTMASTER
1801 BROOK RD
RICHMOND VA 23232-9998

October 1, 1999

US Postal Service
1999 NATIONAL STAMP COLLECTING
MONTH STATION
POSTMASTER
419 LOWER MILL BAY RD
KODIAK AK 99615-9998



September 25, 1999



DETROIT BLUEGRASS DAY 1ST ANNUAL
STATION
POSTMASTER
21 MAIN ST
DETROIT ME 04929-9998

October 1–3, 1999

H & R TRAIN SHOW STATION
POSTMASTER
3135 FIRST AVE N
ST PETERSBURG FL 33730-9998



September 26, 1999



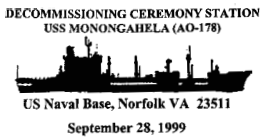
Pittsburgh Mustang Club
CELEBRATE THE CENTURY STATION
MANAGER
MCKNIGHT STATION
4981 MCKNIGHT RD
PITTSBURGH PA 15237

October 2, 1999

THE 60'S PROJECT STATION
POSTMASTER
257 COMMERCE DR
FAIRFIELD CT 06430-9998



September 28, 1999



US Navy, USS Monongahela (AO-178)
DECOMMISSIONING CEREMONY STATION
POSTMASTER
2600 ELTHAM AVE STE 109
NORFOLK VA 23513-2504

October 2, 1999

MANTON APPLE FESTIVAL STATION
POSTMASTER
31240 MANTON RD
MANTON CA 96059-9998



September 28, 1999



CELEBRATE THE CENTURY STATION
POSTMASTER
250 SAINT JOSEPH ST
MOBILE AL 36601-9813

October 2, 1999

BARBIE STATION
POSTMASTER
PO BOX 9998
SACRAMENTO CA 95813-9998



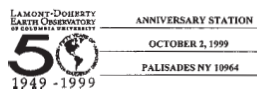
September 29, 1999



VFW Post 1568
100TH ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
TOWANDA PA 18848-9998

October 2, 1999

LAMONT DOHERTY EARTH OBSERVATORY
COLUMBIA UNIVERSITY 50 ANNIV
STATION
POSTMASTER
PO BOX 9998
PALISADES NY 10964-9998



October 1, 1999



NATIONWIDE ISSUE RACINE WISCONSIN
STATION
POSTMASTER
PO BOX 9998
RACINE WI 53404

October 2, 1999

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



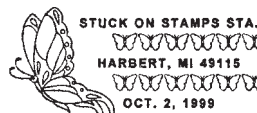
October 1, 1999



Southampton County
ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
COURTLAND VA 23837-9998

October 2, 1999

STUCK ON STAMPS STATION
POSTMASTER
PO BOX 9998
HARBERT MI 49115-9998





October 2-3, 1999
 FALL FESTIVAL OF FOLKLIFE STATION
 POSTMASTER
 PO BOX 9998
 NEWPORT NEWS VA 23608-9998



October 9, 1999
 10TH ANNUAL WILDLIFE STATION
 POSTMASTER
 311 MAIN ST
 HURTSBORO AL 36860-9998

Catch the Stamp
 Collecting Bug
 Station
 October 2, 1999
 North Platte, NE. 69101
 Buffalo Bill Stamp Club



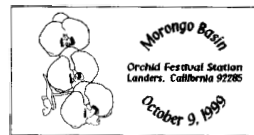
October 2-3, 1999
Buffalo Bill Stamp Club
 CATCH THE STAMP COLLECTING BUG
 STATION
 POSTMASTER
 1302 S INDUSTRIAL AVE
 NORTH PLATTE NE 69101-9998



October 9, 1999
 AGRO ART FESTIVAL STATION
 POSTMASTER
 2205 RIPPEY RD
 PENRYN CA 95663-9998



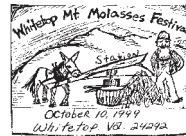
October 3, 1999
 BREAST CANCER RESEARCH STATION
 POSTMASTER
 PO BOX 9998
 AURORA IL 60599-9998



October 9-10, 1999
 MORONGO BASIN ORCHID FESTIVAL
 STATION
 POSTMASTER
 57280 YUCCA TRAIL
 YUCCA VALLEY CA 92284-9998



October 3, 1999
 RACE FOR THE CURE STATION
 MANAGER WINDOW SERVICES
 900 E FAYETTE ST
 BALTIMORE MD 21233-9715



October 10, 1999
 WHITETOP MOUNTAIN MOLASSES
 FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 WHITETOP VA 24292-9998



October 5, 1999
 GARDENS STATION
 POSTMASTER
 320 SW 5TH ST
 OKLAHOMA CITY OK 73102-9998



October 10, 1999
 FLIPPO BERIO COLUMBUS DAY STATION
 POSTMASTER
 PO BOX 9998
 SOUTH HACKENSACK NJ 07606-9998



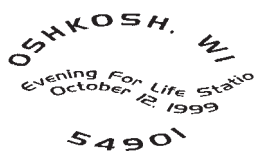
October 7-10, 1999
 TUSCOLA COUNTY PUMPKIN FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 CARO MI 48723-9998



October 10-24, 1999
 PANCAKE DAYS STATION
 POSTMASTER
 3582 JEB STUART HWY
 MEADOWS OF DAN VA 24120-9998



October 8, 1999
Office of Thrift Supervision
 10TH ANNIVERSARY CELEBRATION
 STATION
 CUSTOMER RELATIONS COORDINATOR
 PO BOX 880066
 SAN FRANCISCO CA 94188-0066



October 12, 1999
 EVENING FOR LIFE STATION
 POSTMASTER
 PO BOX 9998
 OSHKOSH WI 54901-9998



October 9, 1999
 GOLD BUG BALL STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



October 12, 1999
 1960 CELEBRATE THE CENTURY STATION
 POSTMASTER
 PO BOX 9998
 BLUNT SD 57522-9998



October 9, 1999
 STEAMFEST STATION
 POSTMASTER
 110 FOURTH ST
 SPENCER NC 28159-9998



October 13, 1999
 NATIONAL STAMP COLLECTING MONTH
 STATION
 POSTMASTER
 250 SAINT JOSEPH ST
 MOBILE AL 36601-9998

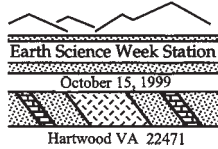


October 15, 1999
DOMESTIC VIOLENCE AWARENESS STATION
 POSTMASTER
 9 WASHINGTON ST
 LUBEC ME 04652-9998



WOOLYBEAR FESTIVAL STATION
 VERMILLION, OHIO 44089
 OCTOBER 17, 1999

October 17, 1999
WOOLYBEAR FEATIVAL STATION
 POSTMASTER
 4325 LIBERTY AVE
 VERMILLION OH 44089-9998



October 15-16, 1999
Geological Society
EARTH SCIENCE WEEK STATION
 POSTMASTER
 PO BOX 9998
 HARTWOOD VA 22471-9998



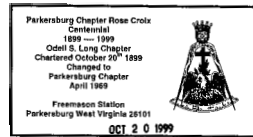
"American Glass"
 Commemorative Stamp Presentation
 Wheaton Village Station
 Millville, NJ 08332-9998

October 19, 1999
Wheaton Village
WHEATON VILLAGE STATION
 POSTMASTER
 302 N HIGH ST
 MILLVILLE NJ 08332-9998



BARTRAM STATION
 ATHENS, GA 30601
 OCT 16, 1999

October 15-17, 1999
Peach State Stamp Show
BARTRAM STATION
 POSTMASTER
 PO BOX 9998
 ATHENS GA 30601-9998



October 20, 1999
FREEMASON STATION
 POSTMASTER
 1050 MARKET ST
 PARKERSBURG WV 26102-9998



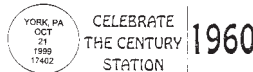
October 16, 1999
Mendocino Coast Stamp Club
75TH ANNIVERSARY STATION
 POSTMASTER
 203 N FRANKLIN ST
 FORT BRAGG CA 95437-9998



October 20, 1999
Bedford Post Office
NATIONAL STAMP COLLECTING MONTH STATION
 POSTMASTER
 1300 HARWOOD RD
 BEDFORD TX 76021-9998



October 16, 1999
1999 FALL HARVEST FESTIVAL STATION
 POSTMASTER
 95 SECOND ST
 HALLOWELL ME 04347-9998



October 21, 1999
CELEBRATE THE CENTURY STATION
 POSTMASTER
 3435 CONCORD RD
 YORK PA 17402-9998



October 16, 1999
VFW Post 9808
SAFETY FAIR STATION
 POSTMASTER
 PO BOX 9998
 MECHANICSVILLE VA 23111-9998



October 21, 1999
Westmoreland County Conservation Society
50TH ANNIVERSARY STATION
 POSTMASTER
 238 PENNSYLVANIA AVE
 GREENSBURG PA 15601-9998



October 16, 1999
MAKING STRIDES AGAINST BREAST CANCER STATION
 POSTMASTER
 PO BOX 9998
 PORTAGE MI 49081-9998



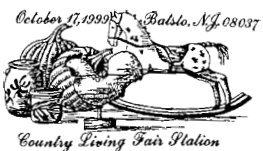
October 21-24, 1999
OKTOBERFEST STATION
 CUSTOMER RELATIONS COORDINATOR
 333 W 4TH ST RM 253
 TULSA OK 74103-9802



October 16-17, 1999
SOCOPEX STATION
 POSTMASTER
 201 E PIKES PEAK AVE
 COLORADO SPRINGS CO 80904-9998



October 22, 1999
J.E. Dunn Construction Company
JE DUNN CONSTRUCTION 75TH ANNIVERSARY STATION
 POSTMASTER
 315 W PERSHING RD RM 507
 KANSAS CITY MO 64108-9998



October 17, 1999
Wharton State Forest, Historic Batsto Village
COUNTRY LIVING FAIR STATION
 POSTMASTER
 114 S 3RD ST
 HAMMONTON NJ 08037-9998

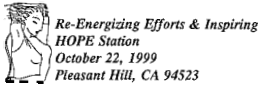


250TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 29423
 CHARLESTON SC 29423-9998

October 22, 1999
250TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 29423
 CHARLESTON SC 29423-9998

October 22, 1999

Contra Costa Breast Cancer Partnership
REENERGING EFFORTS & INSPIRING HOPE STATION
 POSTMASTER
 2121 MERIDIAN PARK BLVD
 CONCORD CA 94520-9998



October 23, 1999

Elizabethton City Council
BICENTENNIAL STATION
 POSTMASTER
 901 W ELK AVE
 ELIZABETHTON TN 37643-9998



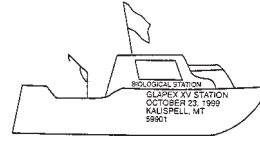
October 22, 1999

Celebrate The Century Express Committee
CELEBRATE THE CENTURY STATION
 POSTMASTER
 1201 11TH AVE
 ALTOONA PA 16601-9998



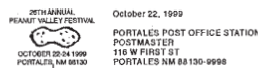
October 23, 1999

Glacier Stamp Club Glapex XV
BIOLOGICAL STATION
 POSTMASTER
 PO BOX 9998
 KALISPELL MT 59901-9998



October 22, 1999

Eastern New Mexico University
PORTALES POST OFFICE STATION
 POSTMASTER
 116 W 1ST ST
 PORTALES NM 88130-9998



October 23, 1999

TOSAPEX 99 STATION
 POSTMASTER
 PO BOX 9998
 MILWAUKEE WI 53214-9998



October 22, 1999

JENNY JUNCTION STATION
 POSTMASTER
 6875 WARREN-SHARON RD
 BROOKFIELD OH 44403-9998



October 23, 1999

MYRIAD BOTANICAL GARDENS STATION
 POSTMASTER
 320 SW 5TH ST
 OKLAHOMA CITY OK 73102-9998



October 22-24, 1999

MIDAPHIL
MIDAPHIL 99 STATION
 POSTMASTER
 PO BOX 9998
 SHAWNEE MISSION KS 62615-9998



October 23, 1999

1999 NATIONAL STAMP COLLECTING MONTH STATION
 POSTMASTER
 PO BOX 9998
 CLEAR LAKE SD 57226-9998



October 22-31, 1999

45TH ANNUAL GREATER GULF STATES FAIR STATION
 POSTMASTER
 250 SAINT JOSEPH ST
 MOBILE AL 36601-9813



October 23, 1999

SYRUP SOPPING STATION
 POSTMASTER
 6520 STAGE RD
 LOACHAPOKA AL 36865-9998



October 23, 1999

Lynchburg & Metro Moore Co. Chamber of Commerce
JACK DANIELS WORLD CHAMPIONSHIP INVITATIONAL BARBECUE STATION
 POSTMASTER
 PO BOX 9998
 LYNCHBURG TN 37352-9998



October 23, 1999

City of Lexington
16TH ANNUAL BARBECUE FESTIVAL STATION
 POSTMASTER
 110 N STATE ST
 LEXINGTON NC 27292-9998



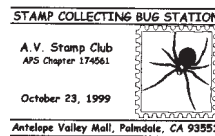
October 23, 1999

GETTYPLEX STATION
 POSTMASTER
 115 BUFORD AVE
 GETTYSBURG PA 17325-9998



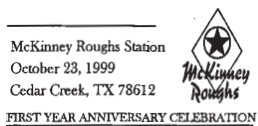
October 23, 1999

Antelope Valley Stamp Club
STAMP COLLECTING BUG STATION
 POSTMASTER
 2220 E PALMDALE BLVD
 PALMDALE CA 93550-9998



October 23, 1999

MCKINNEY ROUGHS STATION
 POSTMASTER
 111 PEARCE LN
 CEDAR CREEK TX 78612-9998



October 23, 1999

Taos Mountain Balloon Rally Association
BALLOON RALLY STATION
 POSTMASTER
 318 PASEO DEL PUEBLO NORTE
 TAOS NM 87571-9998





October 23, 1999
 LRAFB AIRSHOW STATION
 POSTMASTER
 1205 W MAIN ST
 JACKSONVILLE AR 72076-9998



October 23-24, 1999
 Waltham Stamp Club
 WALPEX 99 STATION
 CUSTOMER RELATIONS COORDINATOR
 25 DORCHESTER AVE RM 4009
 BOSTON MA 02205-9998



October 23, 1999
 Center Stage
 PUMPKIN FESTIVAL STATION
 POSTMASTER
 196 MAIN ST
 KEENE NH 03431-9998



October 23-24, 1999
 Silver Hill Lions Club
 WILSHOW 99 STATION
 POSTMASTER
 PO BOX 9998
 GREENBELT MD 20770-9998



October 23, 1999
 TONKAWA WHEATHEART FESTIVAL
 STATION
 POSTMASTER
 207 E TONKAWA AVE
 TONKAWA OK 74653-9998



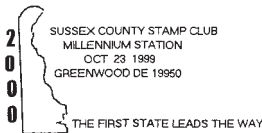
October 23-24, 1999
 Samuel Osgood Stamp Club
 SOPEX STATION
 POSTMASTER
 431 COMMON ST
 LAWRENCE MA 01842-9998



October 23, 1999
 Haskell Homecoming Committee
 REUNION STATION
 POSTMASTER
 201 S 1ST ST
 HASKELL TX 79521-9998



October 24, 1999
 GREENVILLE STATION
 POSTMASTER
 PO BOX 9998
 GREENVILLE IN 47124-9998



October 23, 1999
 Sussex County Stamp Club
 MILLENNIUM STATION
 POSTMASTER
 3 E MARKET ST
 GREENWOOD DE 19950-9998



October 24, 1999
 CASCO BAY CONCERT BAND CTC STATION
 POSTMASTER
 1 POST OFFICE SQ
 GORHAM ME 04038-9998



October 23, 1999
 GOLIAD STATION
 POSTMASTER
 151 WEST END ST
 GOLIAD TX 77963-9998



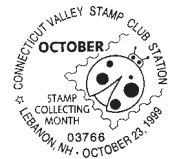
October 24, 1999
 Omaha's Henry Dooly Zoo
 SPOOKTACULAR HALLOWEEN STATION
 POSTMASTER
 PO BOX 9998
 OMAHA NE 68107-9998



October 23, 1999
 MOLPEX STATION
 POSTMASTER
 PO BOX 9998
 HOWELL NJ 07731-9998



October 24, 1999
 THAMESPEX STATION
 POSTMASTER
 222 BOSTON POST RD
 WATERFORD CT 06385-9998



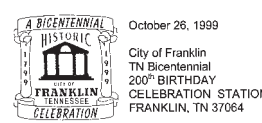
October 23, 1999
 Connecticut Valley Stamp Club
 CONNECTICUT VALLEY STAMP CLUB
 STATION
 POSTMASTER
 11 E PARK ST
 LEBANON NH 03766-9998



October 24, 1999
 Umpqua Valley Stamp Club
 STAMPFEST STATION
 POSTMASTER
 PO BOX 9998
 UMPQUA OR 97486-9998



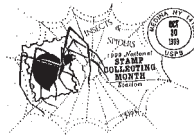
October 23, 1999
 Toy Train Museum of Versailles
 NOSTALGIA STATION
 POSTMASTER
 PO BOX 9998
 VERSAILLES KY 40383-9998



October 26, 1999
 City of Franklin
 TN Bicentennial
 200th BIRTHDAY
 CELEBRATION STATION
 POSTMASTER
 PO BOX 9998
 FRANKLIN TN 37064-9998

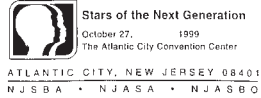
October 27, 1999

Great Plains Nature Center
NATIONAL STAMP COLLECTING MONTH
 STATION
 CUSTOMER RELATIONS COORDINATOR
 7117 W HARRY ST
 WICHITA KS 67276-9802



October 30, 1999
1999 NATIONAL STAMP COLLECTING
 MONTH STATION
 POSTMASTER
 128 W CENTER ST
 MEDINA NY 14103-9998

WORKSHOP '99 STATION



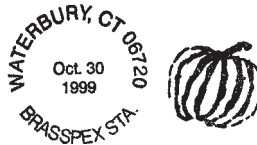
October 27-29, 1999
New Jersey School Boards Association
WORKSHOP 99 STATION
 POSTMASTER
 1701 PACIFIC AVE
 ATLANTIC CITY NJ 08401-9998



October 30, 1999
SOUTHERN RAIL PASSENGER STATION
 POSTMASTER
 PO BOX 9998
 DANVILLE VA 24541-9998



October 28, 1999
BREAST CANCER AWARENESS DAY
 STATION
 POSTMASTER
 PO BOX 9998
 ROSLYN NY 11576-9998



October 30, 1999
BRASSPEX STATION
 POSTMASTER
 135 GRAND ST
 WATERBURY CT 06701-9998



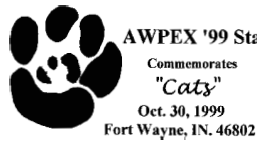
October 29, 1999
US Postal Service South Florida District
INTERNATIONAL SERVICE CENTER
 STATION
 POSTMASTER
 11690 NW 25TH ST
 MIAMI FL 33172-1702



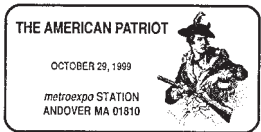
October 30-31, 1999
Wooster Stamp Club
WOOPEX STATION
 POSTMASTER
 153 E SOUTH ST
 WOOSTER OH 44691-9998



October 29, 1999
Bigelow Stamp Club
NSCM STATION
 POSTMASTER
 330 HIGHWAY 113 S
 BIGELOW AR 72016-9998



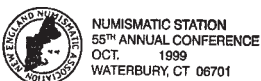
October 30-31, 1999
Anthony Wayne Stamp Society
AWPEX 99 STATION
 POSTMASTER
 1501 S CLINTON ST
 FORT WAYNE IN 46802-9998



October 29-30, 1999
Northeastern Federation of Stamp Clubs
METROEXPO STATION
 POSTMASTER
 10 STEVENS ST
 ANDOVER MA 01810-9998



October 30-November 8, 1999
WURSTFEST STATION
 POSTMASTER
 686 S SEGUIN ST
 NEW BRAUNFELS TX 78130-9998



October 29-31, 1999
NUMISMATIC STATION
 POSTMASTER
 135 GRAND ST
 WATERBURY CT 06701-9998



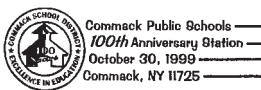
October 31, 1999
Wharton State Forest, Historic Batsto Village
JERSEY DEVIL STATION
 POSTMASTER
 114 S 3RD ST
 HAMMONTON NJ 08037-9998



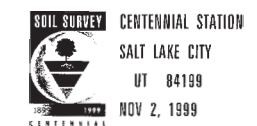
October 30, 1999
PORK FESTIVAL STATION
 POSTMASTER
 131 LOUISVILLE ST
 CLIO AL 36017-9998



November 1, 1999
TEXAS ARCHEOLOGY STATION
 POSTMASTER
 10000 SLOAN FIELD BLVD
 MIDLAND TX 79711-9998



October 30, 1999
Commack Public Schools
100TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 COMMACK NY 11725-9998



November 2, 1999
U.S. Postal Service
CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 SALT LAKE CITY UT 84199-9998

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, 10-21-99*

Post Offices

REMINDER

Reporting Excess Space, Buildings, and Land

Per *Administrative Support Manual* (ASM) 13, Section 517.34, Reporting Excess Space, Buildings, and Land:

Postmasters, district managers, plant managers, and vice presidents of Area Operations should report all excess space in Postal Service-owned or -leased buildings or undeveloped Postal Service-owned or -leased sites. Submit Form 7437, *Facilities Services Request*, through regular

channels to Realty Asset Management, requesting that excess space be leased. The facility finance number is credited for the rental income for leasing of excess property or space to federal and nonfederal tenants.

— *Facilities, 10-21-99*



AMERICA RECYCLES DAY

Dear postmasters:

On Monday, November 15, the U.S. Postal Service is joining thousands of other recyclers across the country in celebrating the third annual America Recycles Day. Through this event, the Postal Service is hoping to raise consumer awareness of all aspects of recycling, from collection, to processing, to completing the recycling loop through the purchase of products and packaging made from recycled content. Last year postmasters across the nation helped organize events for this special day, and I know the Postal Service can count on you to do your part again this year.

As postmasters you are in a unique position to reach out to both your employees and to the community to encourage them to increase their recycling efforts, and to let them know that recycling doesn't end when they drop off trash at the recycling center or place a bin at the curb. They also need to buy recycled to help increase the demand for these products. The theme of this year's America Recycles Day, "For our children's future...buy recycled today," emphasizes the importance of purchasing products made from recycled materials for the sake of future generations.

I encourage you to participate in celebrating this year's America Recycles Day. Use the information in this kit to help you with ideas on how to promote recycling and buying products with recycled content. The kit contains ideas for special events, ways to recycle, tips for working with the media, sample stand-up talks for your employees, and other information that will help you to promote this important event in your community.

The Postal Service is committed to providing its employees and customers with a safe and healthy environment. Recycling is not only the right thing to do, but it is also good business. The Postal Service is one of the largest recyclers in the nation with more than 20,000 recycling stations, and we buy more than \$160 million in recycled content products every year.

I urge you to continue this proud tradition of preserving and protecting the environment by celebrating America Recycles Day and pledging to keep recycling working in your post offices and communities.

Thank you,

A handwritten signature in black ink that reads "William Bowling".

William Bowling
Vice President, Engineering



BACKGROUND AMERICA RECYCLES DAY

The third annual America Recycles Day will be held Monday, November 15, with the theme of "For our children's future...buy recycled today." America Recycles Day is a spin-off of Texas Recycles Day, a statewide public awareness event sponsored by Clean Texas 2000, first launched in 1994. Co-chairs of 1999's event are Fran McPoland, the Federal Environmental Executive, and Scott Parker, President, Remanufacturing Industries Council International.

Last year saw phenomenal growth in participation over the first America Recycles Day in 1997. More than two million Americans participated in 4,143 events in 44 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. That represents a 180 percent increase over the participation of 1997.

This year even more local recycling and buy recycled showcase events in states across the nation are expected to be organized for

America Recycles Day. The Postal Service is a premier sponsor of the event, along with the Environmental Protection Agency, the Remanufacturing Industries Council International, the 100% Recycled Paperboard Alliance, Home Depot, and Waste Management. Funding organizers include the Environmental Defense Fund, the National Recycling Coalition, the Office of the Federal Environmental Executive, the Recycling Coalition of Texas, the U.S. Conference of Mayors, and the Solid Waste Association of North America.

Once again, an American Green Dream House, valued at more than \$200,000 and built primarily with recycled content and energy efficient products, will be the Grand Prize in a national random drawing from entries submitted by individuals who voluntarily pledge to recycle and buy recycled products. Last year's winner of the Green Dream House was Lori McKee of

Providence, RI. The 1997 house winner, Robert Portillo, is about to take possession of his new home in Cooperas Grove, TX. Other prizes this year include a trip to Disney World and computers. The winners will be chosen December 15 from a random drawing of entries. Postal Service employees are eligible to enter the contest.

The USPS is one of the nation's leading recyclers with more than 20,000 recycling locations and is committed to promoting recycling both at home and on the job. The Postal Service is committed to providing its employees and customers with a safe and healthy environment. Recycling is not only the right thing to do, but it is also good business.

For more information about this important environmental event, including contest entry forms/pledge cards and camera-ready art, visit the America Recycles Day web site: www.americarecyclesday.org.

FIVE REASONS WHY WE SHOULD RECYCLE AND BUY RECYCLED

America is celebrating its third annual America Recycles Day on Monday, November 15, and it needs your help to make it a success. Here are five important reasons why we should recycle and buy recycled:

- Saves natural resources — by making products from recycled materials instead of virgin materials, we conserve land and reduce the need to drill for oil and dig for minerals.
- Saves energy — it usually takes less energy to make recycled products; recycled aluminum, for example, takes 95% less energy to make than new aluminum from bauxite ore.
- Saves clean air and water — in most cases, making products from recycled materials creates less air and water pollution.
- Saves landfill space — when the materials that you recycle go into new products, they don't go into landfills or incinerators.
- Saves money and creates jobs — the recycling process creates far more jobs than landfills or incinerators, and recycling can frequently be the least expensive waste management method for cities and towns.

If you want to determine the environmental impacts of using recycled paper in your office, a model has been developed to help you figure it out. It is available on the Postal Service environmental web site, located at www.usps.com/enviro.



QUESTIONS AND ANSWERS

AMERICA RECYCLES DAY

Q ■ What is America Recycles Day?

A ■ It is a unique partnership of federal, state, local, business, and nonprofit organizations to set aside a day set to build consumer demand for recycled products and educate Americans about the environmental and economic benefits of recycling and buying recycled content products. This year's event is the third annual ARD and will be held Monday, November 15, when more than 5,000 local recycling and buy recycled showcase events in 45 states are expected to be organized all across the country. Co-chairs of 1999's event are Fran McPoland, the Federal Environmental Executive, and Scott Parker, President, Remanufacturing Industries Council International.

Q ■ Where did the idea for this day come from?

A ■ America Recycles Day is a spin-off of Texas Recycles Day, a statewide public awareness event sponsored by Clean Texas 2000, first launched in 1994. The first national America Recycles Day was held in 1997, during which more than 3,000 events were held nationwide and more than 750,000 Americans submitted recycling and buy recycled pledges. In just two short years, ARD has generated renewed public enthusiasm for recycling.

Q ■ What is the theme of America's Recycle Day?

A ■ The theme this year is "For our children's future...buy recycled today," making

an affirmative statement about recycling and the positive legacy we are leaving to future generations when we "close the loop" and "buy recycled."

Q ■ Why is it important to buy recycled?

A ■ Buying products with recycled content creates a greater demand for the products, and a greater demand means that manufacturers will expand the use of recycled material. Most Americans help the recycling effort by putting materials in their recycling bin, but many people don't realize that another important step to keep recycling working is to "buy recycled," or "close the loop" by purchasing products made from recycled content materials.

Q ■ What do the three chasing arrows on the recycling symbol mean?

A ■ Each arrow represents one step in the three-step process that completes the recycling loop:

- The first step is collection. This is when you put your recyclable materials into your curbside recycling bin or take them to a drop-off center.
- The manufacturing process is the second arrow. This is where recyclable materials are converted into new products.
- The third step is where the consumer purchases products made with recycled content,

thus increasing the demand for recycled materials.

Q ■ How can people recognize recycled content products?

A ■ Four materials always have a significant amount of recycled content even if they are not yet labeled recycled:

- Things made out of steel, including food cans, cars, appliances, nails.
- Aluminum, including beverage cans.
- Glass bottles and jars.
- Molded pulp containers, including egg cartons, fruit trays and flower boxes.

Read labels carefully to see if the product has recycled content. A recycling symbol does not necessarily mean that a product is made with recycled content or can be recycled. Look for pre-consumer content or post-consumer content when looking for recycled product.

Q ■ Aren't recycled content products hard to find and don't they cost more?

A ■ The truth is that they are readily available, of high quality, and comparable in price to virgin products. From the neighborhood grocery store to national retailers, stores sell thousands of products made from or packaged in recycled content material. Ask your retailer or suppliers to offer more recycled-content products. Read the labels on paper and plastic items and look for products made from steel, aluminum, and glass. Many recycled products are priced competitively; in fact, some, such as retread tires, cost less. And remember, recycled content



QUESTIONS AND ANSWERS
AMERICA RECYCLES DAY

products save money and create jobs for the community.

percent increase in revenues from recycling.

pledge to recycle and buy recycled products.

Q ■ Why is the Postal Service involved in America Recycles Day?

A ■ The USPS is one of the nation's leading recyclers with more than 20,000 recycling locations and is committed to promoting recycling both at home and on the job. The Postal Service is committed to providing its employees and customers with a safe and healthy environment. Recycling is not only the right thing to do, but it is also good business.

Q ■ Who else besides the Postal Service is sponsoring this event?

A ■ The USPS is partnering with the Environmental Protection Agency, Environmental Defense Fund, the Remanufacturing Industries Council International, the 100% Recycled Paperboard Alliance, the Steel Recycling Institute, the Office of the Federal Environmental Executive, the National Recycling Coalition, Home Depot, the Solid Waste Association of North America, and others.

Q ■ What other ways is the Postal Service involved in recycling?

A ■ The USPS buys about \$160 million worth of recycled content products every year. It is also involved in developing creative ways to recycle undeliverable mail, mail that has been read and discarded by the customer, and non-forwardable mail. Last year the USPS saw a 60

Q ■ What can average consumers do to help make America Recycles Day a success?

A ■ They can buy recycled content products at home and on the job; reduce their consumption of goods and reuse and recycle what they do consume; ask store owners to stock more products with recyclable products; start a compost pile of their own; leave grass clippings on the lawn instead of dumping them in the trash; recycle motor oil; and they can help educate their children to recycle.

Q ■ What about the contest and pledging?

A ■ As an incentive for Americans to increase buying recycled, a national contest is being held with special prizes. Last year more than 2 million Americans from all 50 states submitted pledges to increase recycling and buy recycled products, and were thereby eligible for great state, local, and national prizes. This year's prizes include:

Grand prize — The American Green Dream House, a three-bedroom house valued at more than \$200,000 and built primarily with recycled content and energy efficient products.

Youth prizes — A trip for four to Walt Disney World, including airfare, hotel, and tickets to the Disney World theme park, a personal computer for the winner, and 25 remanufactured computers for the winner's school.

The winners will be chosen December 15, 1999, in a national random drawing from entries submitted by individuals who voluntarily

Q ■ How do people enter the contest and what is the deadline?

A ■ There are two ways to enter the ARD national drawing — either by written entry or an online entry. The written entry does not need to be on the official entry form, but it must be postmarked by November 20, 1999. Mail individual entries or entries collected at an event to America Recycles Day Contest, c/o Remanufacturing Industries Council International, PO Box 10807, Chantilly, VA 20153-0807. Online forms/pledge cards and complete contest rules are available through the www.americanrecyclesday.org web site.

Q ■ When you say "pledge," does that mean entrants have to pledge money?

A ■ No. The contest is similar to a sweepstakes with no purchase necessary. People are encouraged to write a personal pledge to increase their recycling. Such a pledge carries no obligation and is merely a dedication to helping America realize its recycling goals.



EVENTS AND IDEAS FOR
AMERICA RECYCLES DAY

AMERICA RECYCLES DAY

- Invite your mayor or other local dignitaries to issue a proclamation (see sample in this kit) naming November 15 official "America Recycles Day" in your community.
- Send out letters to local businesses, such as office supply, home improvement, grocery, and drug stores informing the managers about America Recycles Day.
- Recognize local businesses and organizations with a certificate of appreciation for their support of America Recycles Day.
- Print the America Recycles Day entry form/pledge card for employees (you will find a sample on the Internet at www.americarecyclesday.org).
- Print posters or banners (on recycled content paper) about America Recycles Day. You can find camera-ready art on the above web site.
- Start or announce a new or enhanced recycling program.
- Collect and clean out old files and recycle them.
- If your post office does not have a recycle bin, take recyclables to places that do recycle.
- Make a collection point for office paper to be recycled.
- Partner with recycling companies or organizations in the community for collection.
- Have a contest to promote recycling for employees.
- Sponsor a poster or essay contest in the local schools. Invite schools to tour your facilities. A good tie-in with this year's theme is, "For our children's future...buy recycled today."
- Include the phrase, "America Recycles Day, November 15, 1999," on all correspondence you send out before November 15.
- Set up a display in your post office lobby with a recycling bin beside it to advertise America Recycles Day events.
- Find ways to promote the Postal Service's commitment to recycling and extraordinary accomplishments in preserving and protecting the environment.
- Make a file and collect America Recycles Day information for next year.



TIPS FOR WORKING WITH THE MEDIA

AMERICA RECYCLES DAY

Publicizing your area's America Recycles Day (ARD) activities through the local and regional media is one of your most powerful tools for communicating the theme of ARD: "For our children's future...buy recycled today." When contacting the media about America Recycles Day, be prepared with all the information necessary about the day's events to convey a clear message. If you are knowledgeable and refer to your local events, you will reinforce that the day is an effort with local roots, something in which the community has an important stake. Remember also to get the message across to the media about the significant contributions the Postal Service has made to protecting and preserving the environment.

Here are a few tips to help you encourage the media to cover your events.

- Develop and use a local media list, including contact name, phone, and fax numbers.
- Present a few key messages that relate to your event and add one or two local messages. Use the information in this kit and then add a few local messages.
- Send a letter to your local reporters for newspapers, radio, television, and cable stations encouraging them to do editorials about the importance of recycling.
- Get your mayor to issue a proclamation declaring recognition of America Recycles Day (sample included).
- Ask local VIPs for their support. Urge them to write the media or place their signatures on your letters and press releases.
- Promote the contest to win the \$200,000 house and trip to Disney World.
- Run public service announcements on radio and television and include information about local community recycling efforts.
- Appear on local TV and radio talk shows to talk about your events.
- Issue a press release (sample included) right before the event.
- Be prepared with current recycling statistics and goals for America Recycles Day.

RECYCLING TRIVIA

Take a look at some of this recycling trivia and you will see how important it is to recycle and what a difference a few simple recycling steps can make to the environment.

- If you are an average American, one-third of your garbage is packaging that you toss out immediately.
- By recycling an aluminum can, you are saving 95 percent of the energy need to make aluminum from the raw material bauxite ore.
- Making new paper from recycled paper uses 30-50 percent less energy than making paper from trees.
- The energy saved from recycling just one glass bottle will light a 100-watt bulb for four hours.
- The energy saved from recycling just one aluminum can will operate your television for three hours.
- Each person in an offices uses an average of 2.5 pounds of paper each year.
- Paper products comprise about 36 percent of our total landfill space.
- Today, 62 million newspapers will be printed in the United States, and 44 million will be thrown away. That means the equivalent of about 500,000 trees will be dumped into landfills this week alone.
- The largest component of trash in landfills is newspapers (14 percent by volume).
- Glass never wears out — it can be recycled forever. We save more than a ton of resources for every ton of glass recycled — 1,330 pounds of sand, 433 pounds of soda ash, 433 pounds of limestone, and 151 pounds of feldspar.
- Motor oil never wears out; it simply becomes dirty as it does its job. By recycling motor oil, you are simply cleaning it and using it again.

Remember, Americans make up only 5 percent of the world's population, but produce nearly 30 percent of its garbage — that means we all have a special responsibility to recycle and buy recycled.



SAMPLE PRESS RELEASE

AMERICA RECYCLES DAY

(LOCAL OFFICE) CELEBRATES AMERICA RECYCLES DAY
"FOR OUR CHILDREN'S FUTURE...BUY RECYCLED TODAY"

Americans comprise about 5 percent of the world's population and annually produce nearly 30 percent of the world's garbage. That fact means that all Americans have a special responsibility to reduce their amount of garbage, and the best way to do that is through recycling.

As one of the nation's leading recyclers, the United States Postal Service is doing its part to help. On November 15, the Postal Service is joining thousands of other recyclers across the country in celebrating the third annual America Recycles Day. Through this event, the Postal Service is helping to raise consumer awareness of all aspects of recycling, from collection, to processing, to completing the recycling loop through the purchase of products and packaging made from recycled content.

This year's ARD continues the "Buy Recycled" message, along with an affirmative statement about recycling and the positive legacy we are leaving the next generation when we close the loop and buy recycled. The slogan for 1999 is "For our children's future...buy recycled today."

(Mention special local events here)

"Besides saving landfill space, natural resources, and disposal costs, recycling creates jobs and saves valuable resources," said Postmaster (fill in name). "But recycling doesn't end when you drop off a bag at the recycling center or place a bin at the curb. We all need to purchase products made from recycled materials to help increase the demand for these products."

The Postal Service, along with its partners, the Environmental Protection Agency, the Office of Federal Environmental Executive, the Environmental Defense Fund, the Steel Recycling Institute, the National Recycling Coalition, and others, is asking employees and members of the community to join in supporting America Recycles Day by simply pledging to step up their efforts to recycle and buy recycled.

Let's all pledge to keep recycling working..."For our children's future."



PROCLAMATION
AMERICA RECYCLES DAY

SAMPLE AMERICA RECYCLES DAY PROCLAMATION

Each year, Americans generate more than 217 million tons of municipal solid waste. That's more than 4.4 pounds per person per day. While the nation has reached an overall recycling rate of more than 28 percent, much more can be done, especially in closing the loop and purchasing products made with recycled content.

WHEREAS, to focus the nation's attention on the importance of recycling and closing the loop, businesses, industries, government agencies, nonprofit organizations, and individuals have joined together to celebrate America Recycles Day and are encouraging their employers, staff, customers, membership, and all citizens to pledge to buy more recycled-content products starting on November 15;

WHEREAS, participating in America Recycles Day is one way citizens can help raise awareness about the need to reduce waste by reusing, recycling, and buying recycled products;

WHEREAS, the theme of the event is "For our children's future...buy recycled today";

WHEREAS, state and community leaders need to spread the word about the excellent programs they have established, the growth of markets for recyclables, and the importance of buying recycled products;

NOW, THEREFORE, BE IT RESOLVED BY _____

THAT Monday, November 15, 1999, is hereby proclaimed as:

AMERICA RECYCLES DAY in _____

RESOLVED this _____ day of _____, 1999.

Signed _____



SAMPLE STAND UP TALK 1

AMERICA RECYCLES DAY

“For our children’s future...buy recycled today” is the theme of the third annual America Recycles Day, being celebrated across the nation on Monday, November 15. America Recycles Day has a goal of building consumer demand for recycled products and educating all Americans about the environmental and economic benefits of buying recycled.

The Postal Service is a national leader in the protection and preservation of the national environment, and is one of the largest recyclers in the nation. I urge all of you to help the Postal Service in its environmental efforts by participating in this event. Talk to your family members, co-workers, and friends about the advantages of recycling and buying recycled products. Tell them:

- Thousands of recycled content products are available to consumers.
- The United States generates 4.4 pounds of solid waste per person per day.
- In 1998, nearly 50 million tons of paper were recycled in America. This is material that would have gone into landfill.
- Recycling one glass bottle saves enough electricity to light a 100-watt bulb for four hours.
- Motor oil can be recycled, re-refined, and used again, reducing our reliance on imported oil — so recycle your motor oil.
- By making products from recycled materials, we conserve land and reduce the need to drill for oil and dig for minerals.
- It usually takes less energy to make recycled products. Using recycled aluminum, for example, takes 95% less energy than creating new aluminum.
- The recycling process creates more jobs rather than creating more landfills or incinerators.



SAMPLE STAND UP TALK 2

AMERICA RECYCLES DAY

AMERICA RECYCLES DAY — FOR OUR CHILDREN'S FUTURE
RECYCLE AND BUY RECYCLED PRODUCTS

America is celebrating its third annual America Recycles Day on Monday, November 15. This day is to remind us to recycle to help save the environment. But it also has another important message for all of us. I'm sure most of you do your part to help America's recycling efforts by putting materials in recycling bins, participating in curbside recycling, or dropping recyclables off at a recycling center. But many of you might not realize that another important step to keep recycling working is to buy products made from recycled content materials. By purchasing recycled content products you are doing your part to help maintain a market demand for recyclables.

If more people purchase more products with recycled content, manufacturers will continue to use it in their products and will expand usage to even more products. So look for products with the three arrows chasing each other and read the information on the label to be sure that what you are buying contains recycled content.

The Postal Service is committed to purchasing recycled content products — last year we purchased more than \$160 million worth of such products. And the USPS is also creating some unusual products out of recycled mail. In a pilot program in Texas, the Postal Service has made rich compost soil out of undeliverable mail, mail that has been read and discarded by customers, and mail that is non-forwardable. In another program in Alabama, we are making pencils out of recycled mail.

So join the Postal Service in recycling and buying products with recycled content. Remember, "If you're not buying recycled, you're not really recycling."



SAMPLE STAND UP TALK 3

AMERICA RECYCLES DAY

HELPING CELEBRATE AMERICA RECYCLES DAY

America is celebrating its third annual America Recycles Day on Monday, November 15, and it needs your help to make it a success. You might think that one person can't make a difference in the environment, or that setting aside one day isn't enough. But setting aside a special day for recycling creates public awareness of the importance of recycling, and you can make a difference when you join together with millions of other people in recycling and buying recycled products. Some important ways you can encourage recycling include:

- Think before you buy, and reduce, reuse, and recycle.
- Commit yourself to buying recycled content products at home and at work.
- Start a paper recycling program in your office, school, or community.
- Tell your local stores that you want them to stock more products made from recycled materials.
- Encourage the use of recycled content products in your business.
- Leave glass clippings on the lawn as a fertilizer.
- Start your own compost pile with yard trimmings and food scraps.
- Recycle your used motor oil and oil filters at an approved collection center and buy re-refined oil for your next oil change. Oil never wears out.





This office
will be closed
Thursday,
November 11, 1999,
to observe
Veterans Day.

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Postal Employees

ELM REVISION

Diversity, Equal Employment Opportunity, and Affirmative Action

Effective immediately, *Employee and Labor Relations Manual* (ELM) 670, Diversity, Equal Employment Opportunity, and Affirmative Action, is revised to reflect the goals, commitments, and organizational responsibilities for managing the diversity of the workforce, providing equal employment opportunity, and implementing the program for affirmative employment within the Postal Service.

The revised pages appear at the end of this *Postal Bulletin* (see pages 83 through 92) and are included in an incremental update of ELM 14 on the Postal Service Internet at <http://www.usps.gov/cpim/manuals/elm.htm>. The revision also will be incorporated in the next printed publication of the ELM.

ELM 670 is modified significantly, condensed in some sections and expanded in others to include material found previously published in policy statements and management instructions, and thus it is marked with change bars throughout. Major changes are summarized as follows:

670, Diversity, Equal Employment Opportunity, and Affirmative Action (formerly **Affirmative Action and Equal Employment Opportunity**), is modified so that the subchapter heading includes "Diversity."

671, Overview, is added to broaden the scope of the subchapter and to focus on managing the diversity of the workforce.

672, Federal Legal Requirements for Equal Employment Opportunity and Affirmative Action, brings together statements of legal requirements as found in laws, executive orders, EEOC regulations, and Office of Personnel Management guidance.

673, Policy (formerly **671.1** and **671.2**) is modified to include a variety of specific commitments to diverse representation in all employee groups and prohibition of discrimination and harassment in addition to general equal employment opportunity and affirmative action goals and to detail employee and management responsibility.

674, Organizational Responsibilities (formerly **672**), is condensed to focus on responsibilities of the deputy postmaster general as affirmative employment official for the Postal Service; of Diversity Development, Labor Relations, and Human Resources; and of the Diversity and Affirmative Action Advisory Committees.

675, Affirmative Action Activities (formerly **673**), is condensed to avoid superfluous language. (The former **675, Complaint Processing and Appeals**, is deleted.)

676, On-Site EEO Evaluations (formerly **674**), is reserved for a section currently under revision.

— Diversity Development, 10-21-99

Bulletin Board Posters Required by Department of Labor

The Fair Labor Standards Act (FLSA) and the Family and Medical Leave Act (FMLA) require employers to permanently post information in conspicuous places in every facility so employees and applicants may readily observe the information. The required posters are:

- Poster 42, *Fair Labor Standards Act Notice* (see page 67).
- WH1420, *Your Rights under the Family and Medical Leave Act of 1993* (see page 69).

Managers should ensure that copies are placed appropriately on bulletin boards in each postal facility in their organization.

— Compensation, Human Resources, 10-21-99

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To Employees of The U.S. Postal Service

The Fair Labor Standards Act as amended
(the Federal Minimum Wage Law) requires:

An hourly minimum wage of at least:
\$5.15 – Effective the first pay period
beginning after September 1, 1997

And overtime pay at 1-1/2 times the
employee's regular rate of pay after 40
hours work in a workweek.

Exemptions:

There are specific exemptions from the minimum wage and overtime pay requirements for individuals employed as bona fide executive, administrative or professional employees (who meet the requirements of Department of Labor Regulations defining these terms).

Child Labor:

16 years is the minimum age for most occupations. An 18-year minimum applies to hazardous occupations. Youths 14 and 15 years of age may work in various jobs outside school hours under specified conditions of work.

Equal Pay:

An employer may not discriminate on the basis of sex by paying employees of one sex at rates lower than those paid to employees of the opposite sex in the same establishment for doing equal work on jobs requiring substantially equal skill, effort, and responsibility which are performed under similar working conditions.

Age Discrimination:

Arbitrary age discrimination in employment is prohibited by the Age Discrimination in Employment Act. Generally individuals who are at least 40 years of age are protected from age discrimination in matters of hiring, discharge, compensation, or other terms, conditions or privileges of employment.

The Department of Labor may bring action against the Postal Service for law violations. Courts may order payment of back wages or fines.

The Act prohibits discharging, or discriminating against, an employee who has filed a complaint or participated in a proceeding under the Act.

The law requires employers to display this poster where employees can readily see it.

Additional information may be obtained from local offices of the Wage and Hour Division. Consult your telephone directory under U.S. Government, Department of Labor, or write to:

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, DC 20210-0001

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Your Rights under the Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least 1 year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

REASONS FOR TAKING LEAVE:

Unpaid leave must be granted for *any* of the following reasons:

- to care for the employee's child after birth or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of *paid* leave may be substituted for unpaid leave.

ADVANCE NOTICE AND MEDICAL CERTIFICATION:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

JOB BENEFITS AND PROTECTION:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any group health plan.
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

UNLAWFUL ACTS BY EMPLOYERS:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA.

ENFORCEMENT:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FOR ADDITIONAL INFORMATION: Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

US DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON DC 20210

WH Publication 1420
June 1993

POST PERMANENTLY ON BULLETIN BOARDS READILY SEEN BY EMPLOYEES AND APPLICANTS

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NEW PUBLICATION

Here It Comes! Year 2000 Recovery Management Planning Resource Guide

The *Year 2000 Recovery Management Planning Resource Guide*, Handbook AS-2000, is coming your way next month. The handbook provides the information you need to understand your role in our Year 2000 recovery plans.

Managing recovery is nothing new to us. Almost every day, the Postal Service faces events that require us to manage recovery, such as severe weather conditions and utility and transportation problems. Handbook AS-2000 was built on existing recovery systems and processes and was enhanced with preemptive activities, specific plans, and information and communication resources to help meet the challenge of the Year 2000 computer problem.

Handbook AS-2000 lets you know what tools are available to help you guide your organization successfully into the Year 2000. The handbook is comprehensive but not complex. Its goals are to:

- Communicate the Postal Service's Year 2000 Recovery Management Plan.
- Recommend specific actions that should be taken prior to, during, and after the transition to the Year 2000.

- Provide employees with Year 2000 information resources that they can refer to where they work.
- Provide employees with Year 2000 information that they can share with customers, business partners, and other stakeholders.

The handbook will be distributed in November to Headquarters, areas, districts, and other field units. It will also be posted to the Policies and Procedures page on the corporate intranet (<http://blue.usps.gov/cpim>).

Our Year 2000 success has been significant — but the work is not over yet. You are an essential part of this critical program. Look for Handbook AS-2000 in the mail or on the intranet in November. With your continued support and help, *We'll Be Ready!*

— *Government Relations,*
Year 2000 Communications, 10-21-99

ELM CORRECTION

ELM Exhibit 417.235, Higher Level Pay

Employee and Labor Relations Manual (ELM) Exhibit 417.235, Higher Level Pay, is corrected so that the last sentence of footnote 2, added in error in ELM 14, is deleted.

Footnote 2 of ELM exhibit 417.235 now reads:

To the current full-time salary, add 5 percent. The new salary may not be below the minimum or exceed the maximum for the new grade. However, if the employee's current salary already exceeds the maximum, it is continued without any adjustment.

ELM Issue 14, displayed on the Postal Service Internet at www.usps.gov/cpim/manuals/elm/elm.htm, will be corrected as an incremental online update, and the hard copy will be corrected in the next issue of the ELM. In the interim, hard copy users should retain this notice.

— *Compensation, Human Resources, 10-21-99*

Office of Inspector General Announces Fraud, Waste, Abuse, and Mismanagement Hotline

Purpose

The national, toll-free OIG Hotline serves as an effective and convenient avenue for employees, contractors, customers, and others to anonymously or confidentially report situations that could threaten the economy, efficiency, or effectiveness of Postal Service programs and operations. In addition to calls concerning fraud, waste, abuse, and mismanagement, the Hotline is used to refer calls for appropriate attention that concern alleged assaults, threats, and potentially violent work situations.

Contacting the Hotline

Call:

1-888-USPS-OIG (1-888-877-7644)

The OIG Hotline is staffed from 7:00 a.m. to 7:00 p.m., Eastern Standard Time (EST), Monday through Friday, except federal holidays.

Hotline callers are not required to identify themselves, and if they do not want to speak to a hotline analyst, they can mail, e-mail, or fax their complaint as follows:

Mail:

ATTN HOTLINE
OFFICE OF INSPECTOR GENERAL
UNITED STATES POSTAL SERVICE
1735 N LYNN ST
ARLINGTON VA 22209-2020

E-mail:

hotline@uspsoig.gov

Fax:

703-248-2259

Displaying the OIG Hotline Number — Poster 500

During December 1999, the Office of Inspector General is planning to print and broadly distribute copies of Poster 500, *Fraud, Waste, Abuse, and Mismanagement Hotline*, for work-room display. An image of this poster is found on page 73 of this *Postal Bulletin* and online at <http://blue.usps.gov> (click on *References* and then *Postal Bulletin*). In an upcoming issue, the *Postal Bulletin* will announce that the material distribution centers have received stock and are ready to respond to requisitions for Poster 500.

— Office of Inspector General, 10-21-99



REPORT FRAUD, WASTE, ABUSE, & MISMANAGEMENT

HOTLINE

1-888-USPS-OIG

(1-888-877-7644)

ALL CALLS ARE CONFIDENTIAL



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1999 to 2000 Leave Year Annual Leave Carryover

The 1999 leave year ends on December 31, 1999. The 2000 leave year begins on January 1, 2000. The maximum amounts of annual leave that employees may carry over from 1999 into the 2000 leave year appear below.

Care is to be exercised to ensure that employees are not required to forfeit annual leave. No provisions exist for employees to carry over annual leave in excess of the applicable carryover maximums on January 1, 2000.

Employees should coordinate with their supervisors to schedule any excess leave before January 1, 2000.

Maximum Carryover Hours Into the 2000 Leave Year*

Nonbargaining Unit Employees

- EAS (including rate schedule codes E, F, J, and U) 560 hours (70 days)
- PCES who entered PCES in leave year 1999..... 688 hours (86 days)
- Other PCES.....1998 to 1999 carryover plus 128 hours (16 days)

Bargaining Unit Employees..... 440 hours (55 days)

Caution: The leave that eligible employees will be able to exchange for cash during the 1999 Annual Leave Exchange Program open season (November 15 to December 14) will be leave that would otherwise be earned during the 2000 leave year, **not** leave from the 1999 leave balance discussed above. **Leave earned or accumulated in the 1999 leave year that is in excess of the carryover limits stated above will be lost if not used before January 1, 2000.** (Employees who are eligible for the Annual Leave Exchange Program will be notified in November.)

*Employees who, on January 1, 1993, had more accumulated leave to their credit than the applicable amount provided above and who have maintained a balance in excess of that amount may carry over the balance they have maintained.

PLEASE POST ON ALL BULLETIN BOARDS

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Retail

All IRT, WRU, CTT, Debit/Credit Card Offices, and Postal Stores

Setting Clocks for Standard Time

The correct system time in integrated retail terminals (IRTs) and weighing and rating units (WRUs) is critical since their internal clocks are used to verify Express Mail acceptance times and service commitments. The IRT system time is also printed on customer receipts and employee reports. Computerized tracking and tracing (CTT) scanners are used only to generate Express Mail printouts in delivery units. It is very important that the debit/credit card terminal clocks be set to the correct day, date, and time, as this will help reduce the possibility of accepting an expired card.

Managers must ensure that before opening for business on Monday, November 1, 1999, the clocks in all IRTs, WRUs, CTT scanners, and debit/credit card terminals under their control are set *back* 1 hour (in most locations) to reflect the change to Standard Time. Facilities with Saturday night operations should reset the time as soon as possible after the 2 a.m. start time on Sunday, October 31, 1999.

IBM and NCR POS ONE Terminals

The IBM and NCR POS ONE terminals will automatically change to Standard Time. No manual changes are necessary. This also applies to Postal Stores using POS ONE hardware and ARS software.

Integrated Retail Terminals (IRTs)

On the UNISYS III Supervisor Disk select menu item 11, Set System Date and Time, from the Control menu. On the UNISYS II Supervisor Disk select item 10, Set System Date and Time. On the MOS IRT Control Disk select menu item 5, Change Fees and Tables, from the main menu, then select item 5, Set Unit Date and Time, from the Change Fees and Tables menu.

Mobile Data Collection Device (MDCD)

The Delivery Confirmation handheld scanners will automatically change to Standard Time. No manual changes are necessary.

CTT Symbol Laser Scanner

For a CTT Symbol laser scanner (used only for printing Express Mail label numbers), follow these steps:

1. Press the CTRL (control) key, then press the T key. The current date and time appear.
2. Press the CLR (clear) key. A prompt to enter a date appears. Enter the current date as MMDDYY (example: 103199).

3. Press the ENTER key. The scanner then prompts the user to enter the time. Enter correct Standard Time in military format (examples: 8 a.m. = 0800, 1:30 p.m. = 1330).
4. Press the ENTER key. The scanner returns to the 'Employee ID' screen.
5. Press the CTRL key and the T key to verify the time and date.
6. Press the ENTER key if correct; if not, follow steps 2 through 4 to reenter correct information.

Weighing and Rating Unit (WRU) Clocks

For the WRU, follow these steps:

1. From the Maintenance menu select item 2, Change System Data.
2. From the Change System Data menu, the Set System Date and Time screen appears. Select item 1, Change System Date and Time.
3. Press the YES key to accept the current date. The time appears. Press NO to clear the time.
4. Enter correct Standard Time in military format (examples: 8 a.m. = 0800, 1:30 p.m. = 1330).
5. Press YES to save the corrected time. The Change System Data menu appears.
6. Verify the time and date and correct any errors.

Debit and Credit Card Terminals

For debit and credit card terminals, follow these steps:

Display	Action
U.S. Postal Service	Press (*) and (3) keys at the same time (if you are having trouble, simply hold the (*) key and tap the (3) key).
Diagnostics	Press (ALPHA) key.
Year	Key in the current year. Press (ENTER) key.
Month	Key in a number (1-12) for current month. Press (ENTER) key.
Date	Key in a number (1-31) for current date. Press (ENTER) key.
Hour	Key in number (1-24) for current hour. Press (ENTER) key.
Minutes	Key in number of minutes (0-59). Press (ENTER) key.
Seconds	Key in number of seconds or press (ENTER) key to bypass.

You must make an entry for each selection, even if the display is correct.

To verify the existing date and time of the clock in the terminal, follow these steps:

Displaying the Clock and Calendar

Display	Action
U.S. Postal Service	Press (ENTER) key
Function	Press (4) key
Day, Date, Time	Press (CLEAR) key
Exit	Press (CLEAR) key
<US Postal Service>	

Retail Consolidation Unit (RCU)

The time for RCU/VAX will automatically be updated by Raleigh Information Systems FSCS VAX Support Group. However, all RCU operators should validate the correct time and date when they log on to the RCU on Monday, November 1, 1999, and notify Raleigh if the time and date are incorrect.

— Point of Service, Retail, 10-21-99

Items Authorized for Sale in Self Service Vending Machines

Listed below are items authorized for sale in self service vending machines. Check with your stamp distribution office (SDO) for availability. Any product not on this list (except first-class phonecards and coils of 500 and 3,000) must *not* be placed in vending machines. Products ending in "X" or "11" are to be placed only in booklet machines and booklet/stamp combination machines (PBSM-624). No "X" or "11" products are to be placed in commodity machines.

Quarter I

2000 Self Service Vending Products

Products Used in the Multi-Commodity Vending Equipment

Item Number	Price	Product
2140	\$2.00	40c-#10 FLAG BANDED ENVELOPES
2660	\$2.00	40c-#6 3/4 FLAG BANDED ENVELOPES
2130	\$2.00	40c-#10 LOVE BANDED ENVELOPES
2650	\$2.00	40c-#6 3/4 LOVE BANDED ENVELOPES
3119	\$11.75	1-EXPRESS MAIL PACKET/SHUTTLE PIGGYBACK
3120	\$3.20	1-PRIORITY MAIL STAMP PACK/SHUTTLE LANDING
3122	\$1.10	5-22c UNCLE SAM 2ND OZ.
3125	\$2.50	5-50c JACQUELINE COCHRAN
3130	\$3.00	5-60c AIRMAIL RICKENBACKER
363500	\$2.75	5-55c BILLY MITCHELL
364500	\$4.80	10-48c NIAGARA FALLS
363700	\$4.00	10-40c RIO GRANDE
3672	\$4.00	10-40c BREAST CANCER SEMI-POSTAL PACK
361300	\$4.95	15-33c ALL ABOARD
361500	\$4.95	15-33c JOHN AND WILLIAM BARTAM
361600	\$4.95	15-33c AMERICAN GLASS
361700	\$4.95	15-33c EXTREME SPORTS
361800	\$4.95	15-33c AQUARIUM FISH
6608	\$6.60	20-H PRIME RATE
775801	\$33.00	100-33c CITY FLAG PSA COIL

For Vending Machines Only!

Item Number	Price	Product
3675	\$0.50	50-1c MAKE-UP RATE PACK
661500	\$4.95	15-33c CORAL ROSE
661700	\$4.95	15-33c CITY FLAG
662300	\$4.95	15-33c FOUR FRUIT BERRIES
663600	\$4.95	15-33c HOLIDAY REINDEER

Criss-Cross Products Used in the Booklet Vending Machines

Item Number	Price	Product
6608X	\$6.60	20-H PRIME RATE BOOK
662011	\$2.00	10-20c RING-NECKED PHEASANT
661511	\$4.95	15-33c CORAL ROSE
661711	\$4.95	15-33c CITY FLAG
662311	\$4.95	15-33c FOUR FRUIT BERRIES
663611	\$4.95	15-33c HOLIDAY REINDEER

Self service will not re-package the following products after stamp distribution office inventories are exhausted. Vending personnel should check with their stamp distribution office for availability of the following products:

Item Number	Price	Product
2285	\$1.05	21c RED BARN BANDED STAMPED CARDS
3140	\$1.00	5-20c VIRGINIA APGAR
3139	\$1.00	5-20c HARRY TRUMAN
6634	\$2.00	10-20c BLUE JAY PSA BOOK
6611	\$4.80	15-32c HOLIDAY WREATHS BOOK
6687	\$4.80	15-32c MERIAN BOTANICAL PRINT PSA
6648	\$6.40	20-32c FALL GARDEN FLOWERS BOOK
6663	\$6.40	20-32c TWO FRUITS BOOKLET
6634X	\$2.00	10-20 BLUEJAY PSA BOOK
6611X	\$4.80	15-32c HOLIDAY WREATHS

— Self Service, Retail, 10-21-99

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Postal Form 5701, Workload Analysis

The workload analysis in Section 453 of Handbook PO-102 (May 1999), may be recorded on PS Form 5701, *Workload Analysis*. PS Form 5701 is used to assist with identifying vending workload and supporting the position of self service postal center technician (SSPC technician). This position provides service and maintenance for vending equipment.

This is a two-part form: The front is used for analysis; instructions for completing the form are on the reverse. The form can be copied from this *Postal Bulletin* (see pages 81–82) and from Handbook PO-102, or it can be downloaded from the Postal Service Intranet (click on *Information*, then *Forms*, and select Form 5701).

Employees may also requisition copies of the form 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 Form 5701 is as follows:

PSN:	PS5701
PSIN:	7530-04-000-6063
Unit of Issue:	EA
Quick Pick #:	N/A
Bulk Pack Quantity:	N/A
Price:	\$.0187
Edition Date:	1/99

— *Self Service, Retail, 10-21-99*

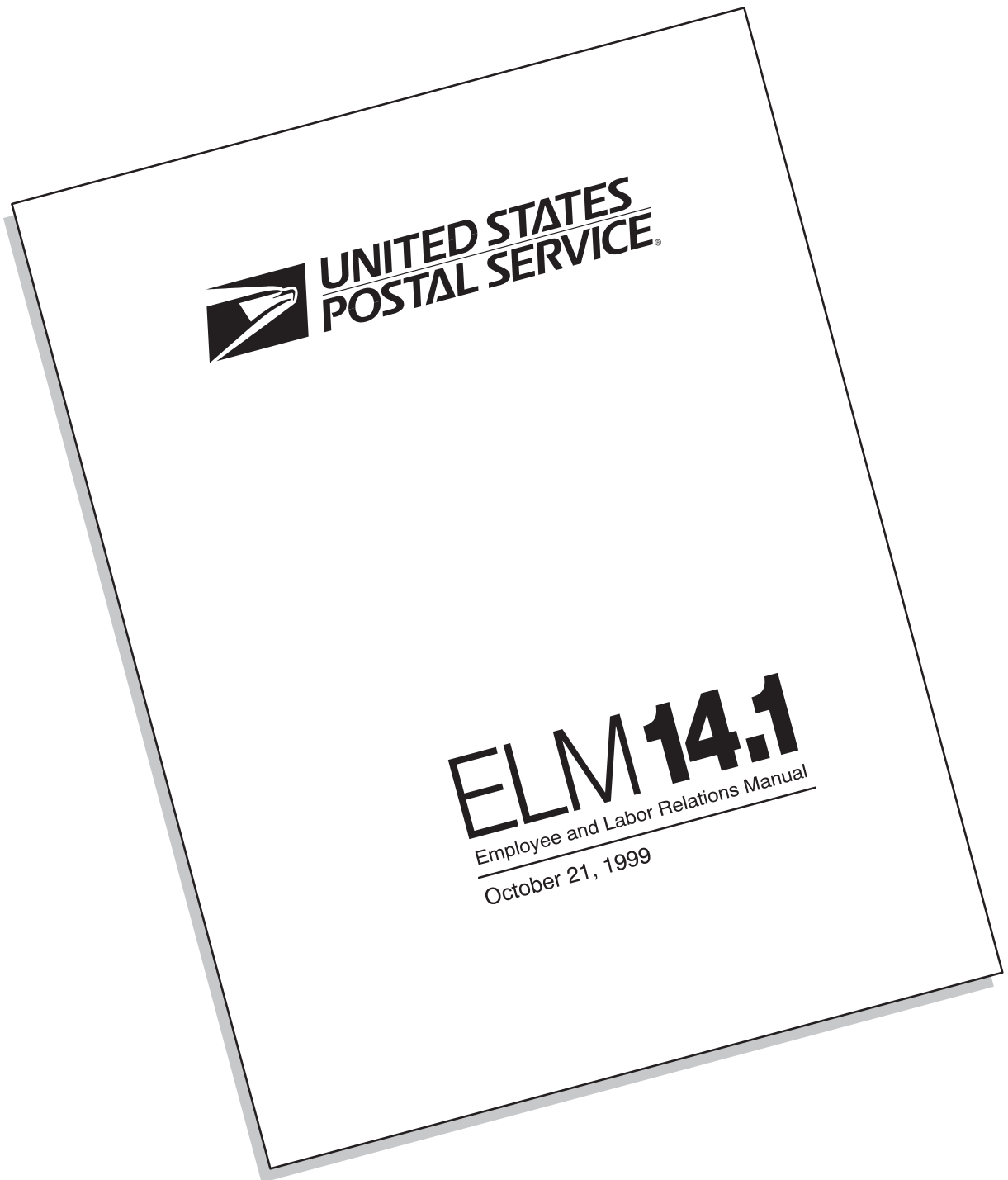
Instructions

A servicing person's workload is computed by using Form 5701. The following steps are taken:

- a. Across the top of the form, enter the name and address of the location.
- b. List in Column 1 the types of machines installed at the location.
- c. Insert in Columns 2 through 5 the basic time requirements from Handbook PO-102, Exhibit 442.
- d. Total entries 2 through 5 for each machine type, and enter the total in the corresponding row in Column 6.
- e. Insert in Column 7 the number of servicings (based on Exhibit 441.2) for each machine type.
- f. Multiply the number in Column 6 by the number in Column 7 for each machine type and enter across in Column 8.
- g. Total all numbers down listed in Column 8 and enter this figure as Item 9.
- h. Determine the actual time required to travel between the self service vending location and the domicile location, or another self service vending location, and enter in Item 10.
- i. Multiply the time entered in Item 10 by the highest number in Column 7 to determine the total travel time. Enter this number as Item 11.
- j. Add Items 9 and 11 and enter as Item 12.
- k. Add 60 minutes as Item 13 for bank deposit time, if the deposit frequency is four or more times each AP. If the deposit frequency is less than four times each AP, add 15 minutes for each bank deposit.
- l. Add Items 12 and 13, and enter this figure as Item 14.
- m. Repeat this process for all assigned locations. Total all worksheets to arrive at the servicing person's AP workload.

Note: Time factors affecting the workload that must be considered, but not included on this worksheet, are:

1. conducting self-service vending credit examinations,
2. requisitioning stamps,
3. ordering replacement assemblies,
4. coordinating or assisting with the installation or removal of self service vending equipment,
5. performing preventive maintenance,
6. responding to reports of machine malfunctions,
7. returning of stock, and
8. paying customer claims, etc.



Revision Pages

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Exhibit 417.235
Higher Level Pay

From Rate Schedule	To Rate Schedule												
	A – Mail Transportation Equipment Shops	C – Mail Equip. Shops & Area Supply Centers	E – EAS	G – Nurses	K – HQ Operating Services	M – Mail Handlers	N – Data Centers	P – PS	Q – City Carriers	R – Rural Carriers	T – Tool & Die	Y – Postal Police Officers	
A – Mail Transportation Equipment Shops	1	2	1	1	1	1	1	1	1	1	
C – Mail Equipment Shops & Area Supply Centers	1	2	1	1	1	1	1	1	1	1	
E – EAS	2	2	3	2	2	2	2	2	2	2	2	
F – A–E Postmasters*	2	2	3	2	2	2	2	2	2	2	2	
G – Nurses	1	1	2	1	1	1	1	1	1	1	
K – HQ Operating Services	1	1	2	1	1	1	1	1	1	1	1	
M – Mail Handlers	1	1	2	1	1	1	1	1	1	1	1	
N – Data Centers	1	1	2	1	1	1	1	1	1	1	1	
P – PS	1	1	2	1	1	1	1	1	1	1	1	
Q – City Carriers	1	1	2	1	1	1	1	1	1	1	1	
R – Rural Carriers**	1	1	3	1	1	1	1	1	1	1	1	
T – Tool & Die	1	1	2	1	1	1	1	1	1	1	1	
Y – Postal Police Officers	1	1	2	1	1	1	1	1	

* For A–E Postmaster assigned to full-time position, first adjust the current salary to the full-time equivalent salary.

** Rural Carriers who are detailed into a different salary schedule are converted at the beginning pay period following the first 30 days to the salary for a 40-hour evaluated route, attained step, before applying the higher level increase. Pay is then adjusted in accordance with salary rules for that salary schedule.

SALARY ADJUSTMENT CALCULATIONS — To use the chart:

Step 1. In the vertical list on the left, locate the rate schedule of the employee's position before the change action.

Step 2. Cross over to the rate schedule of the position into which the employee is being assigned.

Step 3. Use the number found in that cell to choose from the following:

No. In

Cell Calculation Method to Use

- 1 To the current full-time salary, add 2 times the most prevalent step increment of the current grade (add 3 times for a detail to a position three or more grades higher). If the salary is between two steps, advance this amount to the next higher salary step in the new grade. The new salary may not be below the minimum or exceed the maximum for the new grade. However, if the employee's current salary already exceeds the maximum, it is continued without any adjustment.
- 2 To the current full-time salary, add 5 percent. The new salary may not be below the minimum or exceed the maximum for the new grade. However, if the employee's current salary already exceeds the maximum, it is continued without any adjustment.
- 3 To the current full-time salary, add 5 percent of the higher grade minimum salary. The new salary may not exceed the maximum for the new grade. However, if the employee's current salary already exceeds the maximum, it is continued without any adjustment. If the employee is assigned to an EAS-15 or above position that involves directly supervising two or more bargaining unit employees, the salary must be no less than 1.05 times the maximum rate for the most populated grade in the largest bargaining unit for postal employees. Rural carrier current salary is for a 40-hour evaluated route at the carrier's attained step.

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670 Diversity, Equal Employment Opportunity, and Affirmative Action

671 Diversity Overview

All employees share responsibility for achieving the Postal Service's corporate goals for responding to the voices of the customer, the employee, and the business. To create the required balance between employee satisfaction and customer satisfaction, the Postal Service must employ strategies and values that promote fairness and opportunities, instill pride, and enhance safety in the workplace.

For such efforts to be successful, the Postal Service must manage the diversity of its workforce so as to build an inclusive environment that respects the uniqueness of every individual and encourages the contributions of people from different backgrounds, experiences, and perspectives. This management of diversity must be reflected in recruitment, selection, promotion (including succession planning and opportunities for training and development), and retention of employees.

Integrating these values and strategies into the corporate culture requires leadership's full commitment.

672 Federal Legal Requirements for Equal Employment Opportunity and Affirmative Action

672.1 Laws

Equal employment opportunity (EEO) is required by federal law:

- a. Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e through 2000e-17, makes it illegal to discriminate in employment on the basis of race, color, religion, sex, or national origin.
- b. The Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. 621 through 634, prohibits employment discrimination based upon age (age 40 and older).
- c. The Rehabilitation Act of 1973, as amended, 29 U.S.C. 791 through 794a, forbids federal employers from discriminating against individuals with physical or mental disabilities. It also requires federal employers (1) to adopt an affirmative action plan for the hiring, placement, and advancement of individuals with disabilities and (2) to make reasonable accommodation to the known physical or mental disabilities of qualified individuals with disabilities unless the accommodation would pose an undue hardship.
- d. All of these laws forbid reprisal for participating in protected EEO activity (e.g., filing a complaint, appearing as a witness).

The Postal Service also complies with the Equal Pay Act, 29 U.S.C. 206(d), which prohibits sex-based wage discrimination, and with the Architectural Barriers Act, 42 U.S.C. 4151 through 4157, which outlines accessibility requirements.

672.2 **Executive Orders and EEOC Regulations**

Executive Order No. 11478 requires federal agencies to establish and maintain affirmative programs of equal employment opportunity for all employees and applicants.

EEOC regulations require all federal agencies, including the Postal Service, to file Affirmative Employment Plans (AEPs). These plans provide information on the status of protected groups in each agency. The EEOC reviews and approves the plans.

Protected groups identified by EEOC regulations are women, Blacks, Hispanics, Asian Americans/Pacific Islanders, American Indians/Alaskan Natives, and individuals with disabilities.

The procedures for processing complaints of discrimination are contained in 29 CFR 1614.

672.3 **Office of Personnel Management Guidance**

The Office of Personnel Management (OPM) provides guidance to the Postal Service on variations of the Federal Women's Program, the Hispanic Employment Program, and the Selective Placement Program for Individuals With Disabilities.

673 **Policy**

673.1 **General EEO and Affirmative Action Goals**

The Postal Service seeks to:

- a. Ensure fair employment practices at every level of the organization, making equal employment opportunity a way of life in the Postal Service.
- b. Provide programs and opportunities that assist all employees in gaining the skills and experience necessary for advancement consistent with their abilities and personal goals.

673.2 **Specific Commitments**

673.2.1 **Ensuring the Representation of All Employee Groups in All Levels of Employment**

The Postal Service is committed to following the EEO laws and their application to all employment matters, including those related to affirmative action, and to providing reasonable accommodation as required by law where individuals with disabilities are employed or will be employed.

The goal of affirmative action within the Postal Service is to ensure that postal recruitment, retention, development, and promotion practices effectively draw upon and support the diversity of the communities the organization serves.

To help bring that about, the Postal Service operates special emphasis programs (e.g., the Women's Program and the Hispanic Program) and other affirmative action activities to help ensure that all employees and applicants — including women, minorities, and individuals with disabilities — are able to compete for employment and for opportunities at all levels of the organization.

673.22 Prohibiting Discrimination and Harassment**673.221 Discrimination**

The Postal Service is committed to ensuring a workplace that is free of discrimination and to fostering a work climate in which all employees may participate, contribute, and grow to their fullest potential.

Through the EEO Complaint Processing Program, the Postal Service maintains a process of EEO counseling and investigation for addressing and resolving complaints that arise from alleged discriminatory practices. As an alternative to precomplaint EEO counseling, the Postal Service also offers the dispute resolution process titled Resolve Employment Disputes Reach Equitable Solutions Swiftly (REDRESS).

Handbook EL-603, *Equal Employment Opportunity Complaint Process*, provides the procedures for processing complaints of discrimination, as contained in 29 CFR 1614. Publication 94, *REDRESS*, provides an introduction to the alternative dispute resolution process.

673.222 Sexual Harassment

The Postal Service is committed to providing a work environment free of sexual harassment. Sexual harassment is improper and/or unlawful conduct that undermines employment relationships as well as employee morale, and the Postal Service will not tolerate its presence in the workplace. Employees who are found to have engaged in sexual harassment should expect serious disciplinary action, up to and including removal.

Postal employees who believe that they are the victims of sexual harassment may bring the situation to the attention of impartial supervisors or Human Resources managers at the appropriate organizational level. Any possible criminal conduct should be reported to the Postal Inspection Service.

Employees who believe that they are victims of sexual harassment but choose not to pursue a complaint through one of the above established procedures may seek relief through the EEO complaint process, grievance arbitration procedures for bargaining unit employees under the collective bargaining agreements, or, where appropriate, the nonbargaining unit grievance and appeal procedures.

673.223 Sexual Orientation Discrimination and Harassment

The Postal Service is committed to fair treatment of all its employees. Harassment and disparate treatment based on actual or perceived sexual orientation or identity, consequently, are not permitted or condoned. This policy does not alter current standards of conduct and dress for employees.

EEO laws and regulations do not provide an avenue to process complaints of discrimination based on sexual orientation or identity; however, employees are encouraged to report any variance from this policy to a management official at the earliest opportunity.

673.3 Diversity, EEO, and Affirmative Action Accountability**673.31 Employees**

All employees are expected to treat each coworker with dignity and respect. In accordance with the laws of this nation, employees must refrain from discrimination based on race, sex, national origin, or any other category protected by the EEO laws. Employees also have the responsibility for taking appropriate steps to ensure a workplace free of sexual harassment and sexual orientation discrimination and harassment.

673.32 Management

All executives, managers, and supervisors share in the responsibility for successfully managing the diversity of the workforce and implementing EEO and affirmative action programs. Managers and supervisors are also charged with the responsibility of educating employees about preventing sexual harassment. If harassment occurs, managers and supervisors are responsible for conducting a prompt investigation of the allegations and taking immediate and appropriate remedial action (see Publication 552, *Manager's Guide to Understanding Sexual Harassment*).

674 Organizational Responsibilities**674.1 Deputy Postmaster General**

The deputy postmaster general (DPMG) is the EEO and affirmative employment official for the Postal Service and is the principal advisor to the postmaster general and chief executive officer. Under the authority of the DPMG, the vice presidents of Diversity Development, Labor Relations, and Human Resources are responsible for recommending policies and developing programs to address the EEO, affirmative action, and diversity objectives.

674.2 Functional Organizations**674.21 Diversity Development**

The vice president of Diversity Development is responsible for overseeing the Postal Service national affirmative action and diversity development activities, including developing Affirmative Employment Plans that outline the implementation of all special emphasis programs and preparing accomplishment reports at the Headquarters, area, and performance cluster levels.

674.22 Labor Relations

The vice president of Labor Relations is responsible for the Postal Service EEO Complaint Processing Program. This official or a designee renders the final agency decision of the Postal Service regarding complaints of discrimination emanating from employees or applicants for employment at Headquarters, at Headquarters field units, and in the Inspection Service.

674.23 Human Resources

The vice president of Human Resources is responsible for developing and implementing Postal Service policies related to the employment, placement, and promotion of employees within a diverse workforce, with particular responsibility for protection of rights of veterans, disabled veterans, and other individuals with disabilities.

674.3 Diversity and Affirmative Action Advisory Committees

The guidelines for establishing Diversity and Affirmative Action Advisory Committees appear in the current issuance of the management instruction on Diversity and Affirmative Action Advisory Committees.

675 Affirmative Action Activities**675.1 Special Emphasis Programs****675.11 Nature of Programs**

Special emphasis programs have been established within the framework of existing EEO and affirmative action laws, policies, and regulations. The special emphasis programs include the Women's Program, the Hispanic Program, and other special emphasis programs for other legally protected groups — Blacks, Asian Americans/Pacific Islanders, American Indians/Alaskan Natives, and individuals with disabilities — as well as for veterans and white males.

These programs focus attention on the special needs, obstacles, and concerns of certain protected groups when they are underrepresented in Postal Service employment (though they may be well represented in the civilian labor force) or when they are underrepresented at higher levels of postal management (though they may be well represented in the bargaining units or in lower level management).

The Postal Service is committed to ensuring that these programs receive the necessary management attention and support.

675.12 Objectives

The primary objective of the special emphasis programs is to ensure that all employees are fully utilized in the Postal Service workforce and that they have an equal opportunity to compete in every aspect of employment, including but not limited to recruitment, hiring, retention, training, career development, and promotions.

These programs do not seek preferential treatment, but ensure equality of opportunity through positive actions taken to eliminate barriers and through a continued commitment to achieving the goals and objectives set in the Affirmative Employment Plans.

675.13 Additional Information

Additional information can be found as follows:

- a. The information on the Postal Service Women's Program definitions, responsibilities, program focus, program personnel, program evaluation, and reporting requirements is currently under revision.
- b. For information on the Postal Service Hispanic Program definitions, responsibilities, program focus, program personnel, program evaluation, and reporting requirements, see the current issuance of management instruction *Postal Service Hispanic Program*.
- c. For information on the Rehabilitation Act of 1973, reasonable accommodation, disability definitions, and employment and placement issues, see Handbook EL-307, *Guidelines on Reasonable Accommodation*.

675.2 Career and Diversity Awareness Conferences**675.21 Objective**

Career and Diversity Awareness Conferences are group sessions designed to provide information on matters both postal and nonpostal about career and personal growth, planning, developmental resources, and diversity. The major goals of the conferences are to recognize the inherent value of diversity in the Postal Service, to provide practical information, and to create an awareness of the opportunities available to all employees in the Postal Service.

675.22 Additional Information

Specific information on conducting career and diversity awareness conferences can be found in the current issuance of the management instruction *Career and Diversity Awareness Conference Guidelines*.

676 On-Site EEO Evaluations

[Reserved for section currently under revision.]

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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 _____

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