

# POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22010, November 4, 1999

## CONTENTS

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

### Administrative Services

|   |   |
|---|---|
| Revision: Publication 32, <i>Glossary of Postal Terms</i> ..... | 2 |
| Directives and Forms Update .....                               | 2 |

### Customer Relations

|   |    |
|---|----|
| Holiday '99 Publicity Kit for Postmasters ..... | 4  |
| Missing Children Posters .....                  | 17 |
| USPS Becomes National Account .....             | 21 |
| Mail Alert .....                                | 21 |

### Domestic Mail

|   |    |
|---|----|
| DMM Revision: Markings for Automation Flats .....   | 22 |
| Correction: Publication 128 — <i>Strategic Improvement Guide for Flats Processing</i> ..... | 22 |
| APO/FPO Changes .....   | 22 |

### Finance

|   |    |
|---|----|
| Christmas Pay Procedures for Rural Carriers ..... | 23 |
|---|----|

### Fraud Alert

|  |    |
|--|----|
| Withholding of Mail Orders .....                           | 41 |
| Domestic Orders .....                                      | 41 |
| Missing, Lost, or Stolen U.S. Money Order Forms .....      | 42 |
| Missing, Lost, or Stolen Canadian Money Order Forms .....  | 46 |
| Counterfeited Canadian Money Order Forms .....             | 48 |
| 800 Number Available to Verify Canadian Money Orders ..... | 48 |
| Invalid Express Mail Corporate Account Numbers .....       | 49 |

### International Mail

|   |    |
|---|----|
| IMM Revision: Global Priority Mail Expansion .....  | 53 |
| IMM Revision: Priority Mail Global Guaranteed ..... | 54 |

### Philately

|  |    |
|--|----|
| Stamp Announcement 99-51: <i>American Kestrel</i> Definitive Stamp .....                 | 56 |
| Stamp Announcement 99-53: <i>Block Island Lighthouse</i> Double Reply Stamped Card ..... | 58 |
| Pictorial Cancellations Announcement .....   | 60 |
| Special Cancellation Die Hubs .....  | 66 |

### Post Offices

|   |    |
|---|----|
| Retrieval of Plastic Label Holders .....            | 67 |
| Correction: Web Site for America Recycles Day ..... | 67 |
| Post Office Changes .....                           | 68 |
| Thanksgiving Day Poster .....                       | 69 |

### Postal Employees

|  |    |
|--|----|
| New Publication: Replacement of Publication 58, <i>EAS Applicant Information</i> ..... | 71 |
| Changes to Postal Service Check Stock .....  | 72 |
| Flexible Spending Accounts Open Season .....   | 72 |
| Flexible Spending Accounts Open Season Poster .....                                    | 75 |
| Annual Leave Exchange Option Poster .....  | 77 |
| Thrift Savings Plan Fact Sheet .....   | 79 |

### Retail

|   |    |
|---|----|
| What's in Store .....                               | 81 |
| Retail Merchandise Center .....                     | 83 |
| Overprinting Form 3227, <i>Stamps by Mail</i> ..... | 87 |

### Postal Bulletin Index

|                       |                    |
|-----------------------|--------------------|
| Quarterly Index ..... | PB 22005 (8-26-99) |
|-----------------------|--------------------|

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

|                            |                            |
|----------------------------|----------------------------|
| PB 22010: 7690-04-000-3989 | PB 21989: 7690-04-000-3968 |
| 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 |
| PB 21994: 7690-04-000-3973 | PB 21973: 7690-04-000-2605 |
| PB 21993: 7690-04-000-3972 | PB 21972: 7690-04-000-2604 |
| PB 21992: 7690-04-000-3971 | PB 21971: 7690-04-000-2603 |
| PB 21991: 7690-04-000-3970 | PB 21970: 7690-04-000-2602 |
| PB 21990: 7690-04-000-3969 | PB 21969: 7690-04-000-2601 |

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

## Holiday '99 Publicity Kit for Postmasters

begins on page 4

## Administrative Services

### REVISION

#### Publication 32, Glossary of Postal Terms

The definitions of several terms have been revised in Publication 32, *Glossary of Postal Terms*. This new edition is available only on the corporate intranet at [blue.usps.gov/cpim/publications](http://blue.usps.gov/cpim/publications). Revisions will also appear in a future printed version of Publication 32.

— Corporate Information Services,  
Information Systems, 11-4-99

#### Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog* (June 1999), is revised. The tables below contain the document ID, edition date, title, national stock number (NSN), and the postal and public supply source for all new, revised, and obsolete directives and forms. Use this article to keep Publication 223 current. Information on how to order directives and forms can be found in chapter 1 of Publication 223.

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

WWW = USPS webpage = [www.usps.com](http://www.usps.com).

PE = Postal Explorer.

F3 = F3 Fill Software.

#### New Directives

| Document ID       | Edition Date | Title   | NSN              | Org | USPS Source | Public Source |
|-------------------|--------------|---|------------------|-----|-------------|---------------|
| HBK AS-2000       | 10/99        | Year 2000 Recovery Management Planning Resource Guide | N/A              | GR  | BLUE        | N/A           |
| HBK DM-109        | 8/99         | Bulk Mail Acceptance                                  | 7610-04-000-8622 | MKT | MDC, IWEB   | MDC           |
| MOP FI-09-27-1999 | 9/27/99      | Response Guidelines for Inspector General Reports     | N/A              | FIN | IWEB        | N/A           |
| MOP HR-7-14-1999  | 7/14/99      | The Safety Toolkit                                    | N/A              | HR  | IWEB        | N/A           |
| MOP IS-09-13-1999 | 9/13/99      | Local Applications Freeze Policy                      | N/A              | COO | IWEB        | N/A           |
| MOP PM-5-21-1999  | 5/21/99      | Supplier Issues                                       | N/A              | FAC | IWEB        | N/A           |
| PUB 300-A         | 7/1/99       | Consumer and Business Guide to Preventing Mail Fraud  | 7610-04-000-6949 | IS  | MDC, IWEB   | MDC, WWW      |

#### Revised Directives

| Document ID | Edition Date | Title  | NSN              | Org | USPS Source | Public Source |
|-------------|--------------|--|------------------|-----|-------------|---------------|
| HBK MS-150  | 9/99         | Remote Computer Reader (RCR)   | 7610-03-000-5995 | ENG | MDC         | R             |
| PUB 302     | 7/1/99       | Postal Employee Crime Prevention   | 7610-03-000-9088 | IS  | MDC, IWEB   | N/A           |
| PUB 555     | 9/99         | Applicant's Guide for Responding to Personnel Selection Requirements on Form 991 | 7610-03-000-3719 | HR  | MDC, IWEB   | N/A           |

### Obsolete Directives

| Document ID      | Edition Date | Title   | Obsolete Date | Replaced By         |
|------------------|--------------|---|---------------|---------------------|
| HBK MS-150-CHG-1 | 3/98         | Remote Computer Reader (RCR) (Change 1)         | 9/27/99       | HBK MS-150-TL-4     |
| LAB 55-C         | 1/98         | Deposit Mail for Collection                     | 9/29/99       | Changed to DEC 55-C |
| PUB 58           | 9/1/89       | EAS Applicant Information                       | 9/10/99       | PUB 555             |
| PUB 300          | 11/1/97      | A Consumer's Guide to Crime Prevention          | 10/8/99       | PUB 300-A           |
| PUB 301          | 2/1/94       | Postal Crime Prevention: A Guide for Businesses | 10/8/99       | PUB 300-A           |

### Revised Forms

| Form Number | Edition Date | Oldest Usable Date | Title   | NSN              | Where Used | Unit of Issue | Org | USPS Source | Public Source |
|-------------|--------------|--------------------|---|------------------|------------|---------------|-----|-------------|---------------|
| PS 2431     | 8/99         | 8/99               | Request for Miscellaneous Disbursement Payment                      | N/A              | PS         | SH            | FIN | BLUE        | N/A           |
| PS 4410     | 9/99         | 9/99               | Authorization for BMC Acceptance (Third/Fourth-Class Bulk Mailings) | 7530-02-000-9229 | BC         | SH            | MKT | BLUE, MDC   | N/A           |
| PS 5659     | 7/99         | 7/99               | Passport Application Transmittal                                    | 7530-02-000-9490 | PS         | SH            | OS  | BLUE, MDC   | N/A           |

### Corrections (changes highlighted in bold)

| Document ID     | Edition Date | Oldest Usable Date | Title  | NSN                     | Org | Where Used | Unit of Issue | USPS Source               | Public Source |
|-----------------|--------------|--------------------|--|-------------------------|-----|------------|---------------|---------------------------|---------------|
| <b>ASMISSUE</b> | 7/27/99      | 7/27/99            | Administrative Support Manual                                      | 7610-02-000-9881        | INF | N/A        | EACH          | MDC, IWEB, PE             | MDC           |
| <b>DMISSUE</b>  | 1/10/99      | 1/10/99            | Domestic Mail Manual   | 7610-03-000-9331        | MSY | N/A        | EACH          | MDC, IWEB, PE             | GPO, WWW      |
| <b>ELMISSUE</b> | 6/98         | 6/98               | Employee and Labor Relations Manual                                | 7610-02-000-9963        | HR  | N/A        | EACH          | MDC, IWEB                 | MDC           |
| HBK RE-4        | 4/85         | 4/85               | Standards for Facility Accessibility by the Physically Handicapped | <b>7610-03-000-3611</b> | FAC | N/A        | EACH          | MDC, <b>IWEB</b>          | WWW           |
| <b>IMMISSUE</b> | 5/30/99      | 5/30/99            | International Mail Manual  | 7610-02-000-9904        | IBU | N/A        | EACH          | MDC, IWEB, PE             | MDC           |
| <b>MANPM</b>    | 1/31/97      | 1/31/97            | Purchasing Manual  | 7610-03-000-9546        | PM  | N/A        | EACH          | MDC, IWEB, PE             | GPO, WWW      |
| <b>POMISSUE</b> | 7/16/98      | 7/16/98            | Postal Operations Manual   | 7610-03-000-3558        | INF | N/A        | EACH          | MDC, IWEB, PE             | SMD           |
| PS 3203         | <b>4/99</b>  | <b>4/99</b>        | Personalized Stamped Envelope Order                                | 7530-01-000-9880        | MKT | PU         | EACH          | MDC                       | <b>P/F</b>    |
| PS 3816         | <b>12/94</b> | <b>12/94</b>       | COD Mailing and Delivery Receipt                                   | 7530-02-000-9062        | MKT | PU         | EACH          | MDC                       | P/F           |
| PUB 100         | 9/93         | 9/93               | History of the U.S. Postal Service 1775-1993                       | <b>7610-03-000-9247</b> | INF | N/A        | EACH          | MDC                       | P/F           |
| W-4             | 1/91         | 1/91               | Employee's Withholding Allowance Certificate                       | 7530-01-000-9457        | IRS | N/A        | EACH          | <b>IRS (800-829-3676)</b> | N/A           |

## *Customer Relations*

---

# Holiday '99 Publicity Kit for Postmasters

The U.S. Postal Service is ready to “Fly Like an Eagle™” for our customers this coming holiday season to make sure it truly becomes “Holidays Without the Hassle.” Our state of readiness includes more air and ground transportation, new equipment, and better-trained employees who continue to deliver record levels of service performance. This kit will help you share important holiday mailing information with our customers and generate positive publicity for your office’s activities.

As most of you are aware, this is the one time of year that television, radio, and newspaper reporters are eager to come to you to discuss mailing deadlines, Santa letters, and the caring activities involving our employees.

To help get important Postal Service messages to your customers, this kit includes helpful tips and fill-in news releases on package wrapping, correct addressing for customers, mailing deadlines, cool stocking stuffers, extended hours, and options for buying stamps.

Further information and advice on publicity are available at local corporate relations centers. Questions about advertising should be directed to area advertising and promotion specialists.

— *Media Relations, Public Affairs and Communications, 11-4-99*

## **Holiday '99** ***Campaign Materials***

At the end of October, every postmaster was mailed a 90-Day Calendar and a Communications Kit that included Holiday '99 signs.

Holiday '99 promotional materials should now be on display in all post offices. Postmasters needing additional promotional materials may call the Holiday '99 Hotline at 1-888-999-6623.

## **Holiday '99** ***Advertising Campaign***

This year’s advertising theme for the holidays is two-fold:

First, we will be focusing on “e-tailers” and customers who go “e-shopping.” You will see several co-branded spots featuring Amazon.com and the Postal Service. The focus will be on the convenience and selection of e-shopping and taking advantage of time and shipping cost savings with Priority Mail — “What’s Your E-Priority.”

Second, holiday retail spots will focus on “Holidays Without the Hassle.” Bundled direct mail and television ads will inform customers that the Postal Service is prepared to meet their needs during the holiday mailing season, and that alternative access to postal products and services is available to make their lives easier without additional “hassles” throughout the season.

The “Fly Like an Eagle” tag line and music continues on all advertising. This tag is proven to be very effective in product branding. In addition to the Steve Miller music that links the Postal Service to providing solutions to customers, another element is the “whoosh,” an advertising banner trailing behind a flying postal eagle logo.

## Holiday '99 *Publicity Tips*

1. Use the sample news releases included in this kit or develop your own. Send the completed releases to local newspapers, radio, and television stations. Several days after mailing your release, follow up with a phone call to the local reporter, editor, or news director.
2. Plan special events to get media attention. Special events could include:
  - A wrapping demonstration in the post office lobby.
  - A "Mail Early" event. For example, customers mailing cards and packages on a designated day could receive cookies or special postage stamp cancellations, or they could mail items in a giant-sized "Holiday Mail Only" mailbox.
3. Call local radio and television news and talk show producers. Offer to guest on programs airing before Christmas to discuss mailing deadlines, proper addressing and packaging, and stamp-related gifts available at your post office.
4. Invite radio and television stations to:
  - Do a "live remote" on December 13, the busiest mailing day.
  - Follow employees, dressed as "Santa's helpers," delivering Express Mail items on Christmas Eve or Christmas Day (if applicable).
5. Provide reporters and editors with the handy Holiday Mailing Tips sheet in this kit. Consider making copies of the Holiday Mailing Tips available to your post office lobby customers, as well. *(For post offices covered by the National Call Centers, you can also publicize the toll-free phone number.)*

## Holiday '99 *Season Outlook*

- The domestic Christmas holiday mailing season begins after Thanksgiving and ends on December 31. We expect Americans to mail more than 20 billion mail pieces — up 4 percent from last year.
- On an average day from October through December, the Postal Service receives about 100 million letters and cards nationwide. This number is expected to increase to 150 million a day from November 26 through December 31.
- Because Christmas falls on a Saturday, the "busiest mail day" will be Monday, December 13. We expect to cancel approximately 280 million cards and letters on that day. Monday, December 20, will also be a busy mail day. The busiest delivery days will be Wednesday, December 15, and Wednesday, December 22.
- We don't have suggested "holiday mail deadlines" for domestic mail. Our goal this holiday is to deliver increased holiday mail volumes at our normal year-round service levels. Delivery standards vary according to location (on average: First-Class Mail takes one to three days; Priority Mail takes two days to most areas; Standard Mail (B), or Parcel Post, takes one day per zone; and Express Mail is guaranteed for overnight delivery to most major cities). Post offices can provide information on local delivery standards.
- We want to encourage our customers to keep mailing — even at the last minute! However, we ask the general public to mail early to prevent a backup of mail during Christmas week.
- To move the large volumes of mail during the holiday season we will add temporary processing facilities, three X-mas Network Hubs with more than 100 supplemental airplanes dedicated entirely to moving the mail, thousands of added truck connections, and dozens of additional trains. We will also put about 26 million more mail sacks and trays in service. Nationwide, we plan to add about 40,000 temporary holiday employees.

## Holiday '99 *Stamps*

| <b>Date of Issue</b> | <b>Stamp</b>   | <b>Stamp Type</b>   |
|----------------------|--|---|
| October 8            | <b>Hanukkah</b> (Holiday Celebrations)                       | Self-Adhesive Pane of 20  |
| October 15           | <b>Holiday Greetings (Deer)</b>                              | Self-Adhesive Pane of 20<br>Self-Adhesive Booklet of 20<br>Self-Adhesive Vendible of 15 |
| October 20           | <b>Vivarini's Madonna and Child</b><br>(Holiday Traditional) | Self-Adhesive Pane of 20  |
| October 29           | <b>Kwanzaa</b> (Holiday Celebrations)                        | Self-Adhesive Pane of 20  |

Total: 3.4 billion self-adhesive stamps

Note: This is the third season that all holiday stamps are self-adhesive.

## Holiday '99 *Mailing Tips*

*Santa has elves to help deliver his bounty around the globe; the U.S. Postal Service has you to help make it possible for us to deliver the billions of cards and parcels that come our way during the holiday season. To help you make it the season of "Holidays Without the Hassle," we ask that you practice the following mailing tips:*

### **Addressing Tips**

- Write, type, or print the complete address neatly.
- Always use a complete return address.
- Always use complete address information, such as *Ave.*, *Blvd.*, and *St.* Always use the apartment or suite number. Always use correct directionals such as *N*, *W*, and *SW*.
- Don't let an incorrect ZIP Code delay delivery of cards and letters. Local post offices and the Postal Service web site ([www.usps.com](http://www.usps.com)) offer ZIP Code information. *(For post offices covered by the National Call Centers, you can also publicize the toll-free phone number.)*

### **Packaging Tips**

- Select a box that's strong enough to protect the contents. Leave space for cushioning inside the carton.
- Cushion package contents with shredded or rolled newspaper, bubble wrap, or Styrofoam peanuts. Plain air-popped popcorn is also good for cushioning: It's inexpensive and environmentally friendly, and you can string leftover popcorn for holiday decoration.
- Always use tape that is designed for shipping, such as pressure-sensitive tape, nylon-reinforced craft paper tape, or glass-reinforced pressure-sensitive tape.
- The only addresses on packages for mailing should be the delivery and return addresses.  
**Tip:** Place a return address label inside the package.
- Carefully pack glass and fragile hollow items, like vases, with newspaper or packing material to avoid damage due to shock. When mailing framed photographs, take the glass out of the frame and wrap it separately.
- Remove batteries from toys. Wrap and place them next to the toys in the mailing box.

- Packages that weigh 1 pound or more must be taken into the post office for mailing.

### **Holiday '99 *Special Tips***

- Purchase convenient packaging materials, including boxes and padding materials, at your local post office. Express Mail and Priority Mail boxes, envelopes, and tubes are free.
- Access the Postal Service's web site ([www.usps.com](http://www.usps.com)) for postage calculations, the latest address information, and unique gifts. *(For post offices covered by the National Call Centers, you can also publicize the toll-free phone number.)*
- Avoid waiting in line for holiday stamps by buying holiday Stamps by Phone (1-800-STAMP-24), Stamps by Mail, Stamps Online at the Postal Service web site, or stamps from postal vending machines.
- Don't forget that most post offices are open on the day of Christmas Eve, which means last-minute packages can still make it by Christmas Day to most major metropolitan areas via Express Mail.
- Last-minute international mailers should not despair. Global Priority Mail averages four days to many countries for items up to 4 pounds. Express Mail International Service averages three days to most major cities.
- For those traditional domestic procrastinators, we offer Priority Mail, which gets packages to their destinations in two days to most major areas. It's a great buy at \$3.20 for up to 2 pounds. For \$11.75, we also have Express Mail service that gets mail to most major cities overnight.
- Last minute shoppers will find great stocking stuffers at their local post office along with packaging materials to get those gifts on their way in a hurry.
- When writing Santa, be sure to use a return address. Santa may write back!

## Holiday '99 *News Releases*

*News releases should be typed double spaced on postal letterhead. The City/State on the first line should indicate the site where the release originates. Note: News releases use Associated Press style rules.*



**(Ready to serve like never before)**

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)  
(Contact Phone)

### **POST OFFICE AT MAXIMUM READINESS FOR HOLIDAYS**

(CITY, STATE) — The (city) Post Office is ready, willing and more able than ever before to “Fly Like an Eagle” and swiftly take care of (city) residents’ mailing needs during the holiday season.

“Just like the rest of the U.S. Postal Service, we have more connections with planes, trains and trucks than last year to get your cards, letters and gifts across country, and for that matter — the world,” said Postmaster (full name).

The volume of mail throughout the nation this holiday season is expected to rise to 20 billion mail pieces, or about 4 percent.



**(Help for the holidays)**

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)

(Contact Phone)

**(CITY) POST OFFICE IS READY FOR THE HOLIDAYS**

(CITY, STATE) — This year the (city) Post Office has extended hours and new services designed to make time “Fly Like an Eagle” for postal customers mailing holiday items.

“We have a number of new conveniences that will make the mailing experience at our post office fast and fun for customers,” says (city) Postmaster (full name). Illustrating the point, Postmaster (last name) offers the following list of “holiday helpfuls”:

**Special hours, deliveries and conveniences**

- To help customers this 1999 holiday season, we have earlier and later hours. (List hours.) *(For post offices covered by the National Call Centers, you can also publicize the toll-free phone number.)*
- We will deliver Express Mail packages on Christmas Eve and Christmas Day.
- We accept all major debit and credit cards.

**Stamps offer selection with ease**

- This year, we have a wide variety of self-adhesive holiday stamps: Vivarini's Madonna and Child, Hanukkah, Kwanzaa, Deer, as well as a slightly smaller version of the Deer stamps offered through vending machines.
- Most holiday stamps are available at selected grocery stores, banks and various other locations. There is also a toll-free phone number, 1-800-STAMP-24, for ordering stamps.
- Priority Mail and Express Mail stamps are available for last-minute mailings.
- Forms to receive Stamps by Mail are available from our letter carriers.

**Holiday help**

- Call the post office [provide number] or the holiday mail information line [if applicable] for answers to questions about mailing options, best dates to mail, and packaging pointers.
- The Postal Service's web site ([www.usps.com](http://www.usps.com)) also offers advice, ZIP codes, and other information.

“As these ‘holiday helpfuls’ show,” Postmaster (last name) said, “we’re prepared to meet the needs of our customers. We’re serious when we say the holidays are here, and we’re ready for the holidays. Are you?”



**(Mail early message)**

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)

(Contact Phone)

### **POST OFFICE ASKS CUSTOMERS TO MAIL EARLY; PROVIDES TIPS**

(CITY, STATE) — The (city) Post Office is ready to help you “Fly Like an Eagle” through the holiday season, but with mail volume continuing to increase, “Mail Early” are again the watch-words this year.

“This 1999 holiday season, U.S. Postal Service customers will bring 20 billion mail pieces to post offices during the holiday season starting after Thanksgiving,” (city) Postmaster (full name) said.

“We are asking customers to keep it coming during the busiest time of the year, but please start early so we can make sure everything is delivered on time,” (he/she) added.

Postmaster (last name) said that customers can help by providing window clerks with full information on packages, such as requirements for insurance, delivery confirmation, desired time for package arrival and other pertinent information.

To help customers, (he/she) suggests the following mailing tips:

- Write, type, or print the complete delivery address neatly.
- Always use a return address.
- Always use complete address information, such as “Ave.,” “Blvd.” and “St.” Always use the apartment or suite number. Always use correct directionals, such as “N,” “W” and “SW.”
- Don’t let an incorrect ZIP Code delay delivery of cards and letters. Local post offices and the Postal Service web site (*www.usps.com*) offer ZIP Code information. (*For post offices covered by the National Call Centers, you can also publicize the toll-free phone number.*)
- Select a container that’s strong enough to protect the contents. Leave space for cushioning inside the carton.
- Always use tape that is designed for shipping, such as pressure-sensitive tape, nylon-reinforced craft paper tape or glass-reinforced pressure-sensitive tape.
- Plain air-popped popcorn, shredded or rolled newspaper, bubble wrap, or Styrofoam peanuts work well for cushioning package contents.

-more-

- The only addresses on packages for mailing should be the delivery and return addresses. **Tip:** Place a return address label inside the package.
- Carefully pack glass and fragile hollow items, like vases, with newspaper or packing material to avoid damage due to shock. When mailing framed photographs, take the glass out of the frame and wrap it separately.
- Packages that weigh 1 pound or more must be taken into the post office for mailing.
- Access the Postal Service's web site (*www.usps.com*) for postage calculations, the latest address information and unique gifts.
- When writing to Santa, be sure to use a return address. Santa may write back!

"The holidays are here, and we're here to make sure mail flies like an eagle and is delivered on time. Just help us by mailing early," (last name) said.

-30-



**(Post office extends hours)**

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)

(Contact Phone)

**(NAME) POST OFFICE EXTENDS HOURS FOR THE HOLIDAY SEASON**

(CITY, STATE) — The (city) Post Office, (address), will extend its business hours for the 1999 holiday mailing season, (city) Postmaster (full name) said.

The new hours will be (list new hours) beginning (date) and will continue through (date), (he/she) said.

"We will also be open on Sundays beginning (date) between the hours of (list times)," Postmaster (last name) added.

Postmaster (last name) noted also that the (city) Post Office will continue to provide its other convenient services to assist customers, such as Stamps by Mail, Stamps by Phone (1-800-STAMP-24), Internet web site (*www.usps.com*) and Priority Mail and Express Mail services.

-30-



**(Several post offices offer Sunday hours)**

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)

(Contact Phone)

**MANY (CITY) POST OFFICES OPEN SUNDAY, DECEMBER 19;  
EXPRESS MAIL WILL GUARANTEE CHRISTMAS DELIVERY**

(CITY, STATE) — Time keeps on slipping for procrastinators that have not yet sent off holiday cards, letters and packages. “To help make packages ‘Fly Like an Eagle,’ a number of (city) area post offices will be open on Sunday, Dec. 19,” said (city) Postmaster (full name).

“(City) post offices will also be open on the day of Christmas Eve, Dec. 24, for regular customer service hours, mail delivery and parcel pick up,” added Postmaster (last name). (See attached list.) *(If applicable, include information pertaining to other holiday celebrations, such as Hanukkah and Kwanzaa.)*

To have last-minute holiday gifts and cards arrive on time, Postmaster (last name) advises customers to use guaranteed, overnight Express Mail, which is delivered every day of the year — even Christmas Day.

[List local plans for mail collection or processing on Christmas Eve.]

[If applicable: As a reminder, the (office name), (address), is open every day of the year including Christmas (list hours).]

Post offices will be closed on Christmas Day, (he/she) added.

-30-

[Attach a page to your press release listing the full schedule, including operating hours, of post offices open Sunday, Dec. 19, and other special holiday hour information.]

**(One pound reminder)**

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)

(Contact Phone)

**BRING PACKAGES INTO LOCAL POST OFFICE FOR WEIGHING**

(CITY, STATE) — The U.S. Postal Service remains an important part of a government service that strives to ensure the safety of the public and its employees, especially during the holidays, said (city) Postmaster (full name).

In order to avoid delays, as a reminder to (city) residents, special security rules still apply when mailing stamped packages that weigh 1 pound or more.

“Even if you’ve carefully calculated and applied the correct amount of postage, you must bring these packages to the post office for mailing,” (last name) said.

Packages found in mail collection boxes, because of security guidelines, may be returned to the sender, Postmaster (last name) explained. The only exceptions are business packages and letters that use metered postage, (he/she) added.

Packages for international destinations, including military APO and FPO addresses, have special customs requirements and must also be mailed personally at the post office, (last name) added.

**(Holiday gift ideas)**

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)

(Contact Phone)

**NEED GIFT IDEAS? POST OFFICE IS A GREAT PLACE FOR 'STOCKING' UP**

(CITY, STATE) — We've all been through it. You have to buy a gift for the office grab bag. Your Uncle Stu unexpectedly sends you a gift, now you have to get one for him. You forgot to get something for the newspaper boy. And, it's that time of year again.

"You should come to the post office," says Postmaster (full name). "We have gifts that will suit practically any taste or style." In fact, (last name) offers the following list of great holiday gifts you can get at the (city) Post Office:

- **STAMPS** make great gifts because everyone needs and uses them. Plus, because stamp subjects are so varied, customers are sure to find subjects gift recipients would be pleased to place on their mail or save.
- **COMMEMORATIVE STAMPS**, such as the Celebrate the Century Collection and the 1999 Commemorative Stamp Yearbook, are ideal for anyone since the stamp subjects reflect American life.
- **POSTAL MONEY ORDERS** are safe and secure — better than a gift certificate. Purchase any amount, up to \$700, for just 85 cents. Free gift envelopes are available while supplies last.
- **PREPAID FIRSTCLASS PHONECARDS** adorned with beautiful stamp art can be purchased in 30-, 60-, 180-, and 400-minute increments. FIRSTCLASS PHONECARDS make ideal gifts for college students, grandparents, and small business owners.
- **UNIQUE STATIONERY AND GIFTS** feature popular stamp themes. Most post offices will sell computer paper, stationery, notecards and greeting cards featuring the new Contemporary Deer stamp. The millennium collection of similar products feature some of the best-loved Santa stamps issued over the past century. Merchandise featuring the popular Kwanzaa and Hanukkah stamps are available at select locations.

(Last name) suggests that if customers want faster delivery, they should send their packages by Priority Mail. Delivery takes an average of 2–3 days. (He/she) adds that last-minute mailers can send their packages overnight using Express Mail. "Because the (city) Post Office also sells boxes, padded envelopes and bubble wrap, you can literally complete your shopping and shipping in just one trip," says (last name).



**(When all you need are stamps)**

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)

(Contact Phone)

**NEED POSTAGE STAMPS? TRY THESE ALTERNATIVES**

(CITY, STATE) — Without a doubt, the holidays are the busiest time of the year for the post office. Customers are not only mailing their usual correspondence, they are often sending several packages, adding special services like insurance, or asking clerks about different ways to mail. “Like any retailer this time of year, we have more customers with larger and more complex transactions. For customers with simple transactions, like buying stamps, we have several solutions,” says (city) Postmaster (full name).

For customers who just need stamps, (he/she) suggests the following:

- Purchase from vending machines in post office lobbies. Many post offices provide 24-hour access to vending machines and offer stamps in different quantities and denominations. (Plus, many postal vending machines are placed in business parks, malls and grocery stores.)
- Purchase from participating retailers who sell books of stamps, at face value, right at the check-out line. Ask your major grocer, drug store, or convenience store.
- Purchase from participating banks selling stamps through 15,000 ATMs nationwide. A surcharge by the bank is usually applied.
- Call 1-800-STAMP-24. Customers can place orders by phone, use a credit card, and get stamps delivered to their door.
- Visit *www.usps.com*. Not only can customers order stamps, they can look up ZIP codes, calculate postage and get details on mailing options and special services.
- Order Stamps by Mail. Order forms are available in most post office lobbies or from letter carriers.

(Last name) suggests customers take advantage of local post offices offering extended hours through the holiday season. “Getting everything done for the holidays can be a hassle. By providing alternate means to purchase stamps and extending office hours, the post office hopes to help customers spend more time enjoying their holidays,” says (last name).



**(Santa Express, if applicable)**

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)

(Contact Phone)

**PHOTO OPPORTUNITY  
LETTER CARRIER "SANTAS" DELIVER ON CHRISTMAS DAY**

(CITY, STATE) — Last-minute Express Mail gifts will be delivered personally by a "Santa's Helper" on Christmas Eve (and/or) Christmas Day (*if applicable*) this year to customers living in (city), said (city) Postmaster (full name).

The tradition began 14 years ago when several U.S. Postal Service delivery employees decided to make working on the holiday more fun by donning Santa outfits and becoming "Santa for a day."

[Talk about local program:]



November 1999

## Have You Seen Any of These Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing children, tell your postal supervisor.



**Brandi Khounlo**  
 Born: 6-7-83  
 Date Missing: 7-22-99  
 Missing From: Storm Lake, IA



**Jenny Gjoraas**  
 Born: 5-10-84  
 Date Missing: 8-18-99  
 Missing From: Sandpoint, ID



**Sylvia Garza**  
 Born: 7-29-82  
 Date Missing: 5-31-96  
 Missing From: Mansfield, TX



**Sharna German**  
 Born: 11-5-84  
 Date Missing: 9-13-99  
 Missing From: Kansas City, MO



**Shoniqua Smith**  
 Born: 8-17-86  
 Date Missing: 6-25-99  
 Missing From: Staten Island, NY



**Thomas Sirten**  
 Born: 4-27-83  
 Date Missing: 8-16-99  
 Missing From: Lester, AL

**Please call the National Center for Missing and Exploited Children  
 Hot Line 1-800-843-5678  
 TDD 1-800-826-7653**

### **Missing Children Poster Display Instructions**

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations, and branches. Operators of contract postal units may display this poster at their option.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see *Postal Bulletin* 21967 (3-12-98).

Missing Children posters are available for the U.S. Postal Service only through periodic issues of the *Postal Bulletin*.

November 1999

## Have You Seen Any of These Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing children, tell your postal supervisor.



**Brandon Fedynich**  
 Born: 8-4-89  
 Date Missing: 4-17-98  
 Missing From: Chuluota, FL



**Brianna Fedynich**  
 Born: 2-1-93  
 Date Missing: 4-17-98  
 Missing From: Chuluota, FL



**Heather Fedynich**  
 Born: 4-19-82  
 Date Missing: 4-17-98  
 Missing From: Chuluota, FL



**Miranda Budiman**  
 Born: 5-17-94  
 Date Missing: 10-31-98  
 Missing From: Dallas, GA



**Sierra Landrum**  
 Born: 5-20-94  
 Date Missing: 6-5-99  
 Missing From: Ruidoso, NM



**Alexander Riley**  
 Born: 11-8-94  
 Date Missing: 9-3-99  
 Missing From: Rochester, NY

**Please call the National Center for Missing and Exploited Children  
 Hot Line 1-800-843-5678  
 TDD 1-800-826-7653**

### **Missing Children Poster Display Instructions**

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations, and branches. Operators of contract postal units may display this poster at their option.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see *Postal Bulletin* 21967 (3-12-98).

Missing Children posters are available for the U.S. Postal Service only through periodic issues of the *Postal Bulletin*.

## USPS Becomes National Account

The United States Postal Service has been designated as a National Account by Headquarters.

The objective is to make the USPS the model for best mailing practices. A national accounts manager from Capital Metro Operations has been assigned to the account and will be

looking at our organization to identify areas where we could be more effective in meeting the Postmaster General's challenge to keep costs down while improving the quality of service.

— *Business Customer Relations, Marketing, 11-4-99*

## Mail Alert

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

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

| Title of Mailing                     | Class and Type of Mail | Requested Delivery Dates | Number of Pieces (Millions) | Distribution | Presort Level                            | Comments  |
|--------------------------------------|------------------------|--------------------------|-----------------------------|--------------|--|---|
| Territory Ahead Christmas 1          | Standard A/ Flat       | 11/1–11/3                | 3.7                         | Nationwide   | CarRt, 3/5-Digit                         | RR Donnelley; 72-page catalog   |
| Hallmark Gold Crown Catalog          | Standard A/ Flat       | 11/1–11/8                | 12.8                        | Nationwide   | CarRt                                    | World Color, Bensenville, IL  |
| Eddie Bauer Outerwear Sale Mailer    | Standard A/ Flat       | 11/8–11/10               | 2.2                         | Nationwide   | 3-Digit                                  | Harte-Hanks; 7" x 10 1/2"   |
| Smithsonian Catalogue Holiday 5      | Standard A/ Catalog    | 11/10–11/13              | 1.2                         | Nationwide   | CarRt, 3/5-Digit, Basic, Barcoded        | Quad Graphics, Lomira, WI; 8" x 8" catalog, 112 pages   |
| Bloomingdales Christmas #1           | Standard A/ Catalog    | 11/12–11/15              | 1.0                         | Nationwide   | CarRt, 3/5-Digit                         | Quebecor; 9" x 10 7/8" perfect-bound catalog  |
| Bloomingdales Thanksgiving Day Sale  | Standard A/ Catalog    | 11/13–11/17              | 1.2                         | Nationwide   | CarRt, 3/5-Digit                         | Continental; 8 3/8" x 10 1/2" poly-bagged catalog   |
| Bloomingdales Thanksgiving Preview   | Standard A/ Catalog    | 11/13–11/17              | 1.0                         | Nationwide   | CarRt, 3/5-Digit                         | Lazarus; 6" x 9" tent-fold catalog  |
| Service Merchandise Pre-Holiday      | Standard A/ Flat       | 11/15–11/16              | 7.0                         | Nationwide   | 3/5-Digit                                | RR Donnelley, Lynchburg, VA   |
| Service Merchandise Chef's Specialty | Standard A/ Flat       | 11/15–11/16              | 5.0                         | Nationwide   | 3/5-Digit                                | RR Donnelley, Lynchburg, VA   |
| Sportman's Guide November Footwear   | Standard A/ Catalog    | 11/15–11/18              | 1.4                         | Nationwide   | CarRt, 3/5-Digit                         | Quad Graphics, Martinsburg, WV  |
| JC Penney Holiday Gift Certificate   | Standard A/ Booklet    | 11/16–11/17              | 20.5                        | Nationwide   | CarRt                                    | Harte-Hanks   |
| The Swiss Colony                     | Standard A/ Catalog    | 11/17–11/20              | 1.0                         | 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 |
| Billy Graham Letter                  | Standard A/ Letter     | 11/17–11/30              | 2.2                         | Nationwide   | 3/5-Digit, Basic, Barcoded               | Minneapolis, MN; 3 7/8" x 7 1/8" envelope   |
| JC Penney Cold Weather Remedies      | Standard A/ Catalog    | 11/18–11/20              | 8.9                         | Nationwide   | CarRt                                    | World Color   |
| Eddie Bauer Holiday Prospect Remail  | Standard A/ Catalog    | 11/22–11/24              | 2.0                         | Nationwide   | CarRt, 3/5-Digit                         | RR Donnelley, Warsaw, IN  |
| JC Penney Dockers Holiday Mailer     | Standard A/ Letter     | 11/22–11/24              | 1.1                         | Nationwide   | CarRt                                    | Harte-Hanks   |
| Territory Ahead Holiday 2            | Standard A/ Flat       | 11/22–11/24              | 1.2                         | Nationwide   | CarRt, 3/5-Digit                         | RR Donnelley; 72-page catalog   |
| Sportman's Guide November HQ         | Standard A/ Catalog    | 11/22–11/25              | 1.4                         | Nationwide   | CarRt, 3/5-Digit                         | RR Donnelley, Spartanburg, SC   |
| The Company Store                    | Standard A/ Catalog    | 11/22–11/26              | 4.0                         | Nationwide   | CarRt, Presorted                         | Quad Graphics, Saratoga Springs, NY   |

— *Customer Relations, Marketing, 11-4-99*

# Domestic Mail

## DMM REVISION

### Markings for Automation Flats

Effective November 4, 1999, *Domestic Mail Manual* (DMM) M012.2.2 is amended to clarify standards for marking exceptions for automation letters and flats. These exceptions were established because the USPS does not print barcodes on flats or on letter-sized pieces within the address block or on inserts appearing through a window. Therefore, on these pieces, the barcode acts as a “marker” for automation rates that can substitute for the “AUTO” marking. This amendment does not substantively change existing standards; instead, it clarifies the DMM language and makes M012 internally consistent.

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

#### *Domestic Mail Manual* (DMM)

|             |                                       |   |   |   |   |
|-------------|---------------------------------------|---|---|---|---|
|             | *                                     | * | * | * | * |
| <b>M</b>    | <b>Mail Preparation and Sortation</b> |   |   |   |   |
|             | *                                     | * | * | * | * |
| <b>M012</b> | <b>Markings and Endorsements</b>      |   |   |   |   |
|             | *                                     | * | * | * | * |

### 2.0 MARKINGS — FIRST-CLASS MAIL AND STANDARD MAIL (A)

\* \* \* \* \*

[Revise heading of 2.2 and revise item a. Add new item b for automation flats, and renumber current item b as item c as follows:]

#### 2.2 Exceptions to Auto Marking

- a. Automation Letters. Non-carrier route First-Class Mail and Standard Mail (A) letters do not require an “AUTO” marking if they bear a DPBC in the address block or on an insert visible through a window. Non-carrier route First-Class Mail letters not marked “AUTO” must bear both the “Presorted” and “First-Class” markings. Non-carrier route Standard Mail (A) letters not marked “AUTO” must bear the appropriate basic marking in 2.1a.
- b. Automation Flats. First-Class Mail and Standard Mail (A) flats do not require an “AUTO” marking. First-Class Mail flats not marked “AUTO” must bear both the “Presorted” and “First-Class” markings. Standard Mail (A) flats not marked “AUTO” must bear the appropriate basic marking in 2.1a.

— Mail Preparation and Standards,  
Marketing Systems, 11-4-99

## CORRECTION

### Publication 128 — Strategic Improvement Guide for Flats Processing

Publication 128, *Strategic Improvement Guide for Flats Processing*, is accessible on the corporate intranet at <http://blue.usps.gov> (click on *Information*, then *Policies and Procedures*, then *Publications*, then either *By Document ID Number* or *By Title*, and then scroll down to Publication 128). The intranet path was incorrect in *Postal Bulletin* 22009 (10-21-99).

— Processing Operations,  
Field Operations Support, 11-4-99

## APO/FPO Changes

Make the following ink changes to the most recent APO/FPO table in *Postal Bulletin* 22009 (10-21-99).

| APO/FPO | Action              | Effective Date | See Restrictions |
|---------|---------------------|----------------|------------------|
| 09711   | Activate            | Immediately    | B-B1-F1-Z1       |
| 34001   | Close               | Immediately    |                  |
| 34005   | Close               | Immediately    |                  |
| 34006   | Close               | Immediately    |                  |
| 34061   | Close               | Immediately    |                  |
| 34078   | Add “N” Restriction | Immediately    | B-B1-F1-N        |
| 34079   | Add “N” Restriction | Immediately    | B-B1-F1-N        |

— International Operations Support,  
Network Operations Management, 11-4-99

# Finance

## Christmas Pay Procedures for Rural Carriers

The 1999 Christmas period for rural carriers begins Saturday, December 4, 1999 (Week 1, Pay Period 26-99), and ends Friday, December 24, 1999 (Week 1, Pay Period 01-00). During this period, certain timekeeping and pay rules apply. Timekeepers, including postmasters, supervisors, and other employees responsible for recording rural carrier time and attendance, should become familiar with Article 9.2.J., Christmas Allowances and Procedures, of the 1995–1999 agreement between the USPS and the National Rural Letter Carriers Association (NRLCA).

This article describes the types of compensation to which rural carriers are entitled during the Christmas period. It also describes related timekeeping procedures and regulations for the Christmas period, as well as special rules (for R days and X days) that begin with the start of the Guarantee Year 2000 and continue through the Christmas period.

Exhibits are included to help you fill out Form 1314, *Regular Rural Carrier Time Certificate*, and Form 1314-A, *Auxiliary Rural Carrier Time Certificate*, during the Christmas period.

### Table of Exhibits

|            |  |
|------------|--|
| Exhibit 1  | Regular Carrier Works in Excess of Route's Evaluation (Form 1314)  |
| Exhibit 2  | Regular Carrier Is Required to Work Relief Day (Form 1314)   |
| Exhibit 3  | Regular Carrier Provides Christmas Assistance, Volunteers to Work Relief Day, and Works Over 12 Hours in a Day (Form 1314) |
| Exhibit 4  | Regular Carrier Works Designated Holiday (Form 1314)   |
| Exhibit 5  | Regular Carrier Provides Christmas Assistance (Form 1314)  |
| Exhibit 6  | FLSA Code A Regular Carrier (Form 1314)  |
| Exhibit 7  | Designation 74 Works Designated Holiday (Form 1314)  |
| Exhibit 8  | Designation 74 Provides Christmas Assistance on Relief Day (Form 1314)   |
| Exhibit 9  | Replacement Carrier Provides Christmas Assistance on a Regular Route (Form 1314-A)   |
| Exhibit 10 | Replacement Carrier Provides Christmas Assistance on an Auxiliary Route (Form 1314-A)                                      |
| Exhibit 11 | Designation 79 Provides Christmas Assistance on Assigned Auxiliary Route (Form 1314-A)                                     |
| Exhibit 12 | Non-Rural Employee Provides Christmas Assistance on Rural Route (Form 1314-A)  |

### Important Items to Remember

- Hours entered in the Xmas Assist Work Hours block are **never** included in Total Weekly Work Hours.
- Hours entered in the Daily Overtime block are **always** included in Total Weekly Work Hours.
- Carriers on auxiliary routes are paid for actual hours worked, not the route's evaluation, during the Christmas period.
- An X day cannot be entered on a time card unless there is a corresponding R day in the same pay period.
- If a regular carrier works his or her relief day and carries his or her assigned route, this is *not* reported as Christmas assistance.
- Regular carriers may work only on their assigned route.
- *Regular carriers may not work on an actual holiday (December 25<sup>th</sup> or January 1<sup>st</sup>).*

### Overtime During the Christmas Period

*Regular Carriers (Designation 71, FLSA Code B)*

#### Types of Overtime

During the Christmas period, regular rural carriers are eligible for two types of overtime:

#### FLSA Overtime

FLSA overtime is paid at all times of the year, not just during the Christmas period. Regular rural carriers are paid FLSA overtime under two circumstances:

- a. Hours worked in excess of 12 in a day.** If a carrier works more than 12 hours in a day, the amount over 12 is entered in the Daily Overtime block on Form 1314.
- b. Hours worked in excess of 56 in a week.** These hours are calculated automatically, so no separate entries are required.

#### Christmas Overtime

Christmas overtime is paid only during the designated Christmas period. Regular rural carriers are paid Christmas overtime under the following two circumstances:

- a. Christmas Assistance.** Assistance provided by the regular carrier on her or his relief day. Christmas assistance is entered in the Xmas Assist Work Hours block on Form 1314 (See 2, Christmas Assistance, for additional explanation).

**b. Hours worked in excess of the route's evaluation.**

This is based on the week, not on individual days. For example, if a route has a daily evaluation of 9 hours and the regular carrier works 10 hours on two days, and 8 hours on the other three days, no overtime would be paid. Even though the carrier exceeded the daily evaluation on two days of the week, the total of 44 hours worked did not exceed the *weekly* evaluation of 45 hours. (See Section 567 of Handbook F-21, *Time and Attendance*, for calculating overtime when leave days are taken during the week and for routes with an evaluation of less than 40 hours.) These hours are calculated automatically, so no separate entries or calculations are required.

**Overtime Rate**

The *overtime rate* paid to regular (FLSA Code B) carriers is 150% of the carrier's regular rate. The regular rate is determined by calculating the total compensation received for hours actually worked by the carrier since the beginning of the Guarantee Year (excluding overtime) and dividing by the total number of hours worked since the beginning of the Guarantee Year (excluding overtime). The overtime rate is used for both FLSA overtime and Christmas overtime.

*Replacement Carriers*

Replacement carriers (Designations 70, 73, 74, 75, 77, 78, 79) are entitled only to FLSA overtime. For these employees, FLSA overtime is paid for hours worked in excess of 40 in a week.

*Regular Carriers (FLSA Code A)*

Regular carriers whose FLSA code is *A* are paid for actual hours worked, not for evaluated hours. They are paid overtime for hours in excess of 8 in a day, or 40 in a week. For FLSA Code A carriers, enter hours in excess of 8 in a day to the Daily Overtime block on Form 1314. The system automatically calculates hours in excess of 40 in a week.

*Auxiliary Route Carriers*

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked during both weeks of PP 26-99, and Week 1 of PP 01-00. During this period, carriers are not paid the evaluation of the route. Overtime is paid only when a carrier exceeds 40 hours' work for the week.

**Christmas Assistance**

Christmas assistance is additional service provided on a rural route due to high mail volume during the Christmas period. For regular carriers, Christmas assistance applies only to assistance given by the carrier on his or her relief day, while a replacement carrier carries the full route. For replacement carriers, it applies to any assistance provided on a regular or auxiliary route during the Christmas period. Christmas assistance is reported in the Xmas Assist Work Hours block on Form 1314 for regular carriers or on Form 1314-A for replacement carriers.

Regular carriers can perform Christmas assistance only on their relief day. Therefore, only carriers assigned to J or K routes may report Christmas assistance. Regular carriers assigned to H or M routes cannot perform Christmas assistance, because these route types do not have a relief day.

**Note:** There are no provisions for paying a regular carrier for performing service on a Sunday, on an actual holiday, or other than on the assigned route. These situations should be avoided.

These are examples of Christmas assistance:

- A regular carrier comes in on his or her relief day and helps the replacement carrier case the route.
- A regular carrier comes in on his or her relief day and carries part of his or her regular route. (Replacement carrier is listed on Form 1314.)
- A replacement carrier carries part of a regular route due to heavy Christmas volume.

These are *not* examples of Christmas assistance:

- A regular carrier comes in on his or her relief day and carries his or her regular route.
- A regular carrier works 2 hours beyond the daily evaluation of his or her regular route.
- Any work by a regular carrier who is assigned to an H or M route.



**Time Card Blocks Used During the Christmas Period**

FLSA Code B Regular Carriers (Form 1314) (See Section 5.B for FLSA Code A Carriers)

PS Form 1314, Feb 1996 U.S. Postal Service

| WK  | Actual Wkly Hrs        | Days Assigned Carrier Absent (codes on reverse) |                    |      |       |       | Daily Overtime     | Training Hours | COP Hrs | Limited Dty Hrs        | Travel Hours | Rte Dev | GT Veh | Miles Omit | FLSA | Yr.             | PP      |                        |       |                    |  |  |  |                    |  |  |  |                 |    |       |    |                 |    |       |    |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |
|---|------------------------|---|--------------------|------|-------|-------|--------------------|----------------|---------|------------------------|--------------|---------|--------|------------|------|-----------------|---------|------------------------|-------|--------------------|--|--|--|--------------------|--|--|--|-----------------|----|-------|----|-----------------|----|-------|----|--|--|--|------------|--|--|--|------------|--|--|--|--|--|--|--|--|--|--|--|--|--|------------|--|--|--|------------|--|--|--|--|--|--|--|--|--|--|--|--|--|------------|--|--|--|------------|--|--|--|--|--|--|--|--|--|--|--|--|--|------------|--|--|--|------------|--|--|--|--|--|--|--|--|--|--|--|--|--|------------|--|--|--|------------|--|--|--|--|--|--|--|--|--|--|--|--|--|------------|--|--|--|------------|--|--|--|--|--|--|--|--|--|--|
|   |                        | Sat.  | Mon.               | Tue. | Wed.  | Thur. |                    |                |         |                        |              |         |        |            |      |                 |         | Fri.                   |       |                    |  |  |  |                    |  |  |  |                 |    |       |    |                 |    |       |    |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |
| 1   | Hrs   100s             |   |                    |      |       |       | Hrs   100s         | Hrs   100s     |         | Hrs   100s             | Hrs   100s   |         |        |            |      | Hrs   100s      |         |                        |       |                    |  |  |  |                    |  |  |  |                 |    |       |    |                 |    |       |    |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |
| 2   | Hrs   100s             |   |                    |      |       |       | Hrs   100s         | Hrs   100s     |         | Hrs   100s             | Hrs   100s   |         |        |            |      | Hrs   100s      |         |                        |       |                    |  |  |  |                    |  |  |  |                 |    |       |    |                 |    |       |    |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |
| <table border="1"> <thead> <tr> <th rowspan="2">Des/Act</th> <th rowspan="2">Name of Relief Carrier</th> <th rowspan="2">S S N</th> <th colspan="4">Week 1 Information</th> <th colspan="4">Week 2 Information</th> </tr> <tr> <th>Actual Wkly Hrs</th> <th>Tr</th> <th>No EN</th> <th>EN</th> <th>Actual Wkly Hrs</th> <th>Tr</th> <th>No EN</th> <th>EN</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>Hrs   100s</td> <td></td> <td></td> <td></td> <td>Hrs   100s</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Hrs   100s</td> <td></td> <td></td> <td></td> <td>Hrs   100s</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Hrs   100s</td> <td></td> <td></td> <td></td> <td>Hrs   100s</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Hrs   100s</td> <td></td> <td></td> <td></td> <td>Hrs   100s</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Hrs   100s</td> <td></td> <td></td> <td></td> <td>Hrs   100s</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Hrs   100s</td> <td></td> <td></td> <td></td> <td>Hrs   100s</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> |                        |   |                    |      |       |       |                    |                |         |                        |              |         |        |            |      |                 | Des/Act | Name of Relief Carrier | S S N | Week 1 Information |  |  |  | Week 2 Information |  |  |  | Actual Wkly Hrs | Tr | No EN | EN | Actual Wkly Hrs | Tr | No EN | EN |  |  |  | Hrs   100s |  |  |  | Hrs   100s |  |  |  |  |  |  |  |  |  |  |  |  |  | Hrs   100s |  |  |  | Hrs   100s |  |  |  |  |  |  |  |  |  |  |  |  |  | Hrs   100s |  |  |  | Hrs   100s |  |  |  |  |  |  |  |  |  |  |  |  |  | Hrs   100s |  |  |  | Hrs   100s |  |  |  |  |  |  |  |  |  |  |  |  |  | Hrs   100s |  |  |  | Hrs   100s |  |  |  |  |  |  |  |  |  |  |  |  |  | Hrs   100s |  |  |  | Hrs   100s |  |  |  |  |  |  |  |  |  |  |
| Des/Act   | Name of Relief Carrier | S S N   | Week 1 Information |      |       |       | Week 2 Information |                |         |                        |              |         |        |            |      |                 |         |                        |       |                    |  |  |  |                    |  |  |  |                 |    |       |    |                 |    |       |    |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |
|   |                        |   | Actual Wkly Hrs    | Tr   | No EN | EN    | Actual Wkly Hrs    | Tr             | No EN   | EN                     |              |         |        |            |      |                 |         |                        |       |                    |  |  |  |                    |  |  |  |                 |    |       |    |                 |    |       |    |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |
|   |                        |   | Hrs   100s         |      |       |       | Hrs   100s         |                |         |                        |              |         |        |            |      |                 |         |                        |       |                    |  |  |  |                    |  |  |  |                 |    |       |    |                 |    |       |    |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |
|   |                        |   | Hrs   100s         |      |       |       | Hrs   100s         |                |         |                        |              |         |        |            |      |                 |         |                        |       |                    |  |  |  |                    |  |  |  |                 |    |       |    |                 |    |       |    |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |
|   |                        |   | Hrs   100s         |      |       |       | Hrs   100s         |                |         |                        |              |         |        |            |      |                 |         |                        |       |                    |  |  |  |                    |  |  |  |                 |    |       |    |                 |    |       |    |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |
|   |                        |   | Hrs   100s         |      |       |       | Hrs   100s         |                |         |                        |              |         |        |            |      |                 |         |                        |       |                    |  |  |  |                    |  |  |  |                 |    |       |    |                 |    |       |    |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |
|   |                        |   | Hrs   100s         |      |       |       | Hrs   100s         |                |         |                        |              |         |        |            |      |                 |         |                        |       |                    |  |  |  |                    |  |  |  |                 |    |       |    |                 |    |       |    |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |
|   |                        |   | Hrs   100s         |      |       |       | Hrs   100s         |                |         |                        |              |         |        |            |      |                 |         |                        |       |                    |  |  |  |                    |  |  |  |                 |    |       |    |                 |    |       |    |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |
| This certifies that the above carrier rendered service in compliance with Postal regulations  |                        |   |                    |      |       |       |                    |                |         | Postmaster's Signature |              |         |        | Date       |      | Carrier Initial |         |                        |       |                    |  |  |  |                    |  |  |  |                 |    |       |    |                 |    |       |    |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |            |  |  |  |            |  |  |  |  |  |  |  |  |  |  |

**REGULAR RURAL CARRIER TIME CERTIFICATE**

**Filling Out Time Card Blocks**

**Daily Overtime (#1 on Timecard Above)**

For FLSA Code B carriers, this block is used *only* to record when the carrier works more than 12.00 hours in a single day. (See Exhibit 6 for use of this block for FLSA Code A regular carriers. This block is not used for FLSA Code P.) Record the total amount of work hours in excess of 12 per day. *Include the amount of daily overtime in the Actual Weekly Hours block.* If the carrier works the hours indicated in the example below, the amount entered to the Daily Overtime block is 1.50, and the amount entered to the Actual Weekly Hours block is 55.50.

|           |             |
|-----------|-------------|
| Monday    | 10.00 hours |
| Tuesday   | 10.00 hours |
| Wednesday | 10.00 hours |
| Thursday  | 12.50 hours |
| Friday    | 13.00 hours |

The daily overtime block is *not* used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route's evaluation.

- Hours worked when the carrier works his or her relief day.
- Additional hours worked by the carrier after completing his or her route (except for those that are over 12 hours for the day).

**Xmas Assist Work Hours (#2 on Timecard Above)**

For FLSA Code B regular carriers, this block is used *only* when the carrier comes in on his or her relief day to *provide assistance*, not to carry his or her full route. A relief carrier must be listed on Form 1314 as the replacement carrier for that day.

**Note:** Do *not* include the amount of Christmas assistance work hours in the Actual Weekly Hours block.

The Xmas Assist Work Hours block is *not* used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route's evaluation.
- Hours worked when the carrier works his or her relief day and DACA code R is entered on Form 1314.
- *Additional* hours worked by the carrier after completing his or her route.

Replacement Carriers/Auxiliary Routes (Form 1314-A)

| WK                       | Actual Wkly Work Hours | Work Days | Training Hours | Equipment Allowance |    |       |                        | Leave-Whole Hours |      |       |      | Travel Hours | N-No Service |     |     |      |     | Xmas Assist Work Hours |  |
|--------------------------|------------------------|-----------|----------------|---------------------|----|-------|------------------------|-------------------|------|-------|------|--------------|--------------|-----|-----|------|-----|------------------------|--|
| Name of Assigned Carrier |                        |           | Finance Number |                     |    |       | Social Security Number |                   |      |       | Des. | Rt. No.      | FLSA         | Yr. | PP  |      |     |                        |  |
|                          | Hrs   100s             |           | Hrs   100s     | Hrs                 | Tr | Miles | GT                     | Ann               | Sick | Other | COP  | Sat          | Mon          | Tue | Wed | Thur | Fri | Hrs   100s             |  |
| 1                        |                        |           |                |                     |    |       |                        |                   |      |       |      |              |              |     |     |      |     |                        |  |
| 2                        |                        |           |                |                     |    |       |                        |                   |      |       |      |              |              |     |     |      |     |                        |  |
|                          |                        |           |                |                     |    |       |                        |                   |      |       |      |              |              |     |     |      |     |                        |  |
|                          |                        |           |                |                     |    |       |                        |                   |      |       |      |              |              |     |     |      |     |                        |  |

This certifies that the above carrier rendered service in compliance with Postal regulations

Postmaster's Signature \_\_\_\_\_ Date \_\_\_\_\_ Carrier Initial \_\_\_\_\_

**AUXILIARY RURAL CARRIER TIME CERTIFICATE** EDM-7833

**Rt. No. (#1 on Timecard Above)**

Use the chart below to determine which Rt. No. (route number) to enter on Form 1314-A when reporting Christmas auxiliary assistance by replacement carriers or on auxiliary routes.

| If Christmas auxiliary assistance is provided on...  | Then...   |
|--|---|
| A regular route,   | Enter the actual route number (e.g., K001, J014) on Form 1314-A.                                |
| One or more auxiliary routes (except for Designation 79 providing assistance on assigned auxiliary route), | Enter A998 on Form 1314-A and combine all Christmas assistance on auxiliary routes on one form. |
| An auxiliary route (assistance provided by Designation 79 on assigned route),                              | Use Form 1314-A for that route. (Actual route number would already appear.)                     |

**Xmas Assist Work Hours (#2 on Timecard Above)**

This block is used whenever a replacement carrier provides Christmas auxiliary assistance.

Do *not* include the amount of Christmas assistance work hours in the Actual Weekly Work Hours block.

**X Days and R Days**

*Regular Rural Carriers*

Regular rural carriers (Designation 71, FLSA Code B) on route types K or J are entitled to one relief day per week or pay period. When these carriers work on their relief day (R day), they receive a future day off with pay (X day), instead of additional compensation. From the beginning of Guarantee Year 2000 (November 6, 1999) through the last day of the Christmas period (December 24, 1999), special procedures apply to work on R days and the scheduling of subsequent X days. The chart

below summarizes the rules that apply during the period from 11/06/99 through 12/24/99.

| If carrier works an R (Relief) day,                   | Then carrier must take an X day...   |
|---|--------------------------------------|
| When required to, from 11/06/99 through 12/24/99,     | In the same pay period as the R day. |
| When volunteering to, from 11/06/99 through 12/24/99, | After 12/24/99.                      |
| Before 11/06/99,                                      | After 12/24/99.                      |

**Required to Work**

When the assigned carrier is *required* to work his or her assigned relief day (R day) because no replacement is available, the carrier is entitled to a day off (X day) *in the same pay period*.

**Requests to Work**

If replacement carriers are unavailable and the carrier *agrees* to work when requested on the assigned relief day (R day), the regular carrier is entitled to a day off (X day) *after the Christmas period*.

**Relief Days Worked Prior to Beginning of Guarantee Year**

Any X days accumulated due to relief days worked before the beginning of the Guarantee Year may not be taken until after the end of the Christmas period.

**Recording X Days and R Days on Time Cards**

During Pay Periods 24-99, 25-99, 26-99, and Week 1 of 01-00, for every X day on the time card there must be a corresponding R day.

Hours worked on an R day are included in the Actual Weekly Work Hours block.

**Christmas Period Timekeeping Instructions**

*FLSA Code B Regular Carriers*

**Reporting Work on Relief Days**

Only regular carriers on J or K routes have an assigned relief day (R day). Any work performed by a regular carrier on the relief day must be reported in one of the following ways:

**R Day**

If the carrier reports on the relief day and carries and carries the assigned route (as is done on a scheduled day), enter an R on Form 1314 for that day. The carrier is due an X day for working the relief day. This X day is granted in the same period if the carrier was required to work, or after the Christmas period if the carrier volunteered to work.

**Christmas Assistance**

If a relief carrier carries the assigned route and the regular carrier provides assistance, record the hours worked by the regular as Xmas Assist Work Hours. If additional Equipment Maintenance Allowance (EMA) is due for work performed on the R day, enter the mileage traveled in whole miles in the Route Deviation block for the appropriate week.

**Reporting Work on Designated Holiday**

If Saturday, December 25, is a regular carrier's scheduled relief day, Friday, December 24, is the employee's designated holiday. If a regular carrier is assigned to work the designated holiday, the regular must work the full day. Regular carriers may not provide Christmas assistance on their designated holiday.

|   |  |
|---|--|
| <b>When the regular carrier works the designated holiday,</b> | 1. Enter DACA code V in the Friday, Week 1 block on Form 1314.   |
|   | 2. Include the hours worked on the designated holiday with all other work hours for that week in the Actual Weekly Work Hours block. |

**Note:** The carrier is compensated at 150% the daily rate of pay (in addition to Holiday Leave) for working the Christmas holiday. The carrier is not entitled to a future day off (X day).

*FLSA Code A Regular Carriers*

Report total hours worked for the week in Actual Weekly Work Hours.

| <b>If FLSA Code A regular carrier works...</b> | <b>You should enter...</b>   |
|--|--|
| More than 8 hours in one or more days,         | Total hours worked in excess of 8 in one day in Daily Overtime.  |
| A scheduled relief day,                        | R on the day the carrier worked that relief day. Include the hours worked in Actual Weekly Work Hours. Carrier is <i>not</i> entitled to a future X day. |
| A designated holiday,                          | V on the day the carrier worked the holiday. Include the hours worked in Actual Weekly Work Hours. Carrier is <i>not</i> entitled to a future X day.     |

**Note:** Regular carriers (FLSA Code A) are paid at the regular rate for all hours worked up to 8 per day and 40 per week, and at the overtime rate for all hours worked in excess of 8 per day or 40 per week. FLSA Code A employees are not entitled to X days, as they are paid for working the relief day.

*Auxiliary Route Carriers*

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked during both weeks of PP 26-99 and Week 1 of PP 01-00. During this period, carriers are not paid the evaluation of the route. The only changes to standard timekeeping procedures for auxiliary routes are when a Designation 79 provides Christmas assistance on the assigned auxiliary route.

*Replacement Carriers Assigned to Vacant Regular Routes (Designations 72, 74)*

**Designation 72**

**FLSA Code B**

Procedures are the same as for Designation 71 (regular carrier), FLSA Code B.

**FLSA Code A**

Procedures are the same as for Designation 71 (regular carrier), FLSA Code A.

**Designation 74**

**Reporting Work On a Relief Day or Holiday**

| <b>If a Designation 74 carrier...</b>          | <b>Then,</b>   |
|--|--|
| Works a scheduled R day,                       | <ol style="list-style-type: none"> <li>1. Enter R on the day the carrier worked the relief day.</li> <li>2. Include the hours worked in the Actual Weekly Work Hours block. Employee is <i>not</i> entitled to a future X day.</li> </ol>  |
| Works a designated holiday,                    | <ol style="list-style-type: none"> <li>1. Do not enter a V on the day worked. Leave blank.</li> <li>2. Include the work hours in the Actual Weekly Work Hours block.</li> <li>3. Enter the relief day (J or K day) in the block for the actual holiday (Saturday).</li> </ol> <p><b>Note:</b> Replacement carrier data is not needed to crossfoot Form 1314 for the holiday.</p> |
| Provides Christmas assistance on a relief day, | <ol style="list-style-type: none"> <li>1. Enter the time for Christmas assistance on Form 1314 in the Xmas Assist Work Hours block.</li> <li>2. Do not include these hours in the Actual Weekly Work Hours block.</li> <li>3. Enter J or K in the appropriate block on Form 1314; the replacement carrier works a full day on the route.</li> </ol>                              |

*Replacement Rural Carriers Serving as Christmas Auxiliary Assistants*

All replacement carriers serving as Christmas auxiliary assistants are compensated at their regular rate for actual hours worked up to 40 per week, and at the FLSA overtime rate for actual hours worked in excess of 40.

| If Christmas assistance is provided... | By...                                     | Then,  |
|--|---|--|
| a. On a regular route,                 | A replacement rural carrier, <sup>6</sup> | <ol style="list-style-type: none"> <li>1. Manually prepare Form 1314-A for each carrier who provides Christmas assistance.</li> <li>2. Enter no more than one carrier on each Form 1314-A.</li> <li>3. Submit a separate certificate for each regular route on which the carrier provides assistance.</li> <li>4. Report the hours in the appropriate Week 1 and/or Week 2 block for Xmas Assist Work Hours.</li> <li>5. Enter EMA hours, trips, and miles in the appropriate EMA block for Week 1 or Week 2.</li> </ol>   |
| b. On an auxiliary route,              | The assigned carrier (Designation 79),    | <ol style="list-style-type: none"> <li>1. Enter N in the appropriate block in the <i>No Service</i> section of the carrier's Form 1314-A for the assigned route.</li> <li>2. Record hours worked in the Xmas Assist Work Hours block. Enter Christmas assistance only when the rural carrier associate works her or his Designation 79 position.</li> <li>3. Include EMA hours and miles (not trips) in the total for the appropriate week. Trips may not exceed the number of days worked in the No Service blocks.</li> </ol> <p><b>Note:</b> A replacement carrier is required to crossfoot the card.</p> |

| If Christmas assistance is provided... | By...  | Then,   |
|--|--|---|
| b. On an auxiliary route, (cont'd)     | A replacement carrier (Designation 70, 73, 74, 75, 78) | <ol style="list-style-type: none"> <li>1. Manually prepare Form 1314-A. Enter route number A998. Use this route type and number for overburdened service or Christmas assistance on auxiliary routes only.</li> <li>2. Report the hours in the appropriate Week 1 and/or Week 2 block for Xmas Assist Work Hours.</li> <li>3. Enter EMA hours, trips, and miles (if applicable) in the appropriate EMA blocks for Week 1 and/or Week 2.</li> </ol> <p><b>Note:</b> If the carrier provides Christmas assistance on two or more auxiliary routes in the same pay period, combine all work hours and EMA data on one manually prepared Form 1314-A.</p> |

*Postal Employees (Other Than Rural) Serving as Christmas Auxiliary Assistants*

Postal employees (other than Designation 7X) who provide Christmas assistance on rural routes are compensated at their regular rate of pay for actual time worked. Include all work hours using their normal Time and Attendance System (Manual Timecards, ETC, PSDS).

Non-rural employees are entitled to EMA payment if a personal vehicle is used. Prepare Form 1314-A as follows. (Do not prepare Form 1314-A if a government vehicle is provided.)

1. Manually prepare Form 1314-A for EMA compensation.
2. Complete indicative data at the top of the certificate. Use Designation 76/0, actual route type and number, FLSA Code P, and correct employee and pay period information.
3. Enter EMA hours, trips, and miles in the appropriate Week 1 and/or Week 2 EMA blocks.

Exhibit 1. Regular Carrier Works in Excess of Route's Evaluation

JAMERSON J J 00-0000 E 000-00-0000 71/0 K004 B 99 26

| WK | Actual Wkly Hrs | Days Assigned Carrier Absent (codes on reverse) |      |      |      |       | Daily Overtime | Training Hours | COP Hrs | Limited Dty Hrs | Travel Hours | Rte Dev | GT Veh | Miles Omit | XMAS ASSIST WORK HOURS |
|----|-----------------|---|------|------|------|-------|----------------|----------------|---------|-----------------|--------------|---------|--------|------------|------------------------|
|    |                 | Sat.  | Mon. | Tue. | Wed. | Thur. |                |                |         |                 |              |         |        |            |                        |
| 1  | 45.28           |   |      |      |      |       |                |                |         |                 |              |         |        |            |                        |
| 2  | 47.08           |   |      |      |      |       |                |                |         |                 |              |         |        |            |                        |

*No Entries to Daily overtime*

| Week 1 Information |                        |             |                 |    |       |    |                   |        |                 | Week 2 Information |       |    |                   |        |  |  |  |  |  |
|--------------------|------------------------|-------------|-----------------|----|-------|----|-------------------|--------|-----------------|--------------------|-------|----|-------------------|--------|--|--|--|--|--|
| Des/Act            | Name of Relief Carrier | S S N       | Actual Wkly Hrs | Tr | No EM | EM | Whole Miles Dev + | Omit - | Actual Wkly Hrs | Tr                 | No EM | EM | Whole Miles Dev + | Omit - |  |  |  |  |  |
| 78/0               | J.M.S.A                | 111-11-1111 | 09.25           | 1  |       |    |                   |        | 10.08           | 1                  |       |    |                   |        |  |  |  |  |  |

This certifies that the above carrier rendered service in compliance with Postal regulations

Postmaster's Signature: *S. Hey* Date: 12-17-99 Carrier Initial: *JJ*

REGULAR RURAL CARRIER TIME CERTIFICATE

Regular carrier is assigned to a 45-hour evaluated route. Carrier works 45.28 hours in Week 1, and 47.08 hours in Week 2, as follows:

|           | Week 1      | Week 2      |
|-----------|-------------|-------------|
| Monday    | 9.00 hours  | 10.00 hours |
| Tuesday   | 8.00 hours  | 8.00 hours  |
| Wednesday | 10.28 hours | 11.08 hours |
| Thursday  | 9.00 hours  | 7.50 hours  |
| Friday    | 9.00 hours  | 10.50 hours |

Carrier will be paid Christmas overtime for 0.28 hours in Week 1 and for 2.08 hours in Week 2, based on hours worked over the route's evaluated hours.

No manual computation for Christmas overtime is necessary. This is automatically computed. No entries are made to the Daily Overtime block.

Exhibit 2. Regular Carrier Is Required to Work Relief Day (Week 2)

|  |                 |   |                        |                |             |                        |                 |                |         |                        |              |                 |        |                 |                        |     |  |    |  |  |
|--|-----------------|---|------------------------|----------------|-------------|------------------------|-----------------|----------------|---------|------------------------|--------------|-----------------|--------|-----------------|------------------------|-----|--|----|--|--|
| GREEN J L  |                 | 00-0000   |                        | E 000-00-0000  |             | 71/0                   |                 | K014           |         | B 99 26                |              |                 |        |                 |                        |     |  |    |  |  |
| Name of Assigned Carrier   |                 |   |                        | Finance Number |             | Social Security Number |                 |                |         | Des/Act                |              | Rt. No.         |        | FLSA            |                        | Yr. |  | PP |  |  |
| WK   | Actual Wkly Hrs | Days Assigned Carrier Absent (codes on reverse) |                        |                |             |                        | Daily Overtime  | Training Hours | COP Hrs | Limited Dty Hrs        | Travel Hours | Rte Dev         | GT Veh | Miles Omit      | XMAS ASSIST WORK HOURS |     |  |    |  |  |
| 1  | 42 08           | K   |                        |                |             |                        |                 |                |         |                        |              |                 |        |                 |                        |     |  |    |  |  |
| 2  | 43 05           | R   |                        |                |             | X                      |                 |                |         |                        |              |                 |        |                 |                        |     |  |    |  |  |
| Required to work<br>Must take X-Day in same pay period                                       |                 | Des/Act   | Name of Relief Carrier |                | S S N       |                        | Actual Wkly Hrs | Tr             | No      | Whole Miles            |              | Actual Wkly Hrs | Tr     | No              | Whole Miles            |     |  |    |  |  |
|  |                 | 78/0  | MASON, M               |                | 222-22-2222 |                        | 08 33           | 1              |         |                        |              | 09 00           | 1      |                 |                        |     |  |    |  |  |
|  |                 |   |                        |                |             |                        |                 |                |         |                        |              |                 |        |                 |                        |     |  |    |  |  |
|  |                 |   |                        |                |             |                        |                 |                |         |                        |              |                 |        |                 |                        |     |  |    |  |  |
|  |                 |   |                        |                |             |                        |                 |                |         |                        |              |                 |        |                 |                        |     |  |    |  |  |
|  |                 |   |                        |                |             |                        |                 |                |         |                        |              |                 |        |                 |                        |     |  |    |  |  |
|  |                 |   |                        |                |             |                        |                 |                |         |                        |              |                 |        |                 |                        |     |  |    |  |  |
| This certifies that the above carrier rendered service in compliance with Postal regulations |                 |   |                        |                |             |                        |                 |                |         | Postmaster's Signature |              | Date            |        | Carrier Initial |                        |     |  |    |  |  |
|  |                 |   |                        |                |             |                        |                 |                |         | S. [Signature]         |              | 12-17-99        |        | JL6             |                        |     |  |    |  |  |

A regular carrier is *required* to work the second relief day of Pay Period 26. Carrier takes Thursday as the X day. Carrier *must be given* an X day in the same pay period.

**Note:** Carrier does not work more than 12 hours on any day.

No manual computation for Christmas overtime is necessary. This is automatically computed. Do not enter Christmas overtime in the Daily Overtime block.

**Exhibit 3. Regular Carrier Provides Christmas Assistance, Volunteers to Work Relief Day, and Works Over 12 Hours in a Day**

CHANG K L 00-0000 E 000-00-0000 71/0 K002 B 99 26

| WK | Actual Wkly Hrs | Days Assigned Carrier Absent (codes on reverse) |      |      |      |       | Daily Overtime | Training Hours | COP Hrs | Limited Dty Hrs | Travel Hours | Rte Dev | GT Veh | Miles Omit | XMAS ASSIST WORK HOURS |
|----|-----------------|---|------|------|------|-------|----------------|----------------|---------|-----------------|--------------|---------|--------|------------|------------------------|
|    |                 | Sat.  | Sun. | Tue. | Wed. | Thur. |                |                |         |                 |              |         |        |            |                        |
| 1  | 42.78           |   |      |      |      |       |                |                |         |                 |              |         |        |            | 06.00                  |
| 2  | 49.99           |   |      |      |      |       | 00.66          |                |         |                 |              |         |        |            |                        |

| Des/Act | Name of Relief Carrier | SSN         | Week 1 Information |    |    |    | Week 2 Information |       |    |    |  |  |  |
|---------|------------------------|-------------|--------------------|----|----|----|--------------------|-------|----|----|--|--|--|
|         |                        |             | Actual Wkly Hrs    | Tr | EM | ER | Actual Wkly Hrs    | Tr    | EM | ER |  |  |  |
| 78/0    | JONES, F               | 333-11-1111 | 08.50              | 1  |    |    |                    | 10.25 | 1  |    |  |  |  |

12.58 hrs  
12.08 hrs

This certifies that the above carrier rendered service in compliance with Postal regulations

Postmaster's Signature: *S. He* Date: 12/17/99 Carrier Initial: KC

**REGULAR RURAL CARRIER TIME CERTIFICATE**

Carrier works the following hours:

|                  | Week 1   | Week 2  |
|------------------|--|---|
| <b>Saturday</b>  | 6.00 hours<br>(Replacement carrier carries route.) | 12.58 hours<br>(Replacement carrier unavailable; regular carrier volunteers to work own route on relief day.) |
| <b>Monday</b>    | 8.78 hours   | 12.08 hours   |
| <b>Tuesday</b>   | 9.00 hours   | 9.08 hours  |
| <b>Wednesday</b> | 8.00 hours   | 8.25 hours  |
| <b>Thursday</b>  | 10.00 hours  | Sick Leave  |
| <b>Friday</b>    | 7.00 hours   | 8.00 hours  |

In Week 1:

1. Enter 6.00 in the Xmas Assist Work Hours block.
2. Enter 42.78 in the Actual Weekly Work Hours block.
3. Enter DACA code K for Saturday.
4. Enter replacement carrier information for Saturday.

In Week 2:

Carrier requests to work the relief day and is *not* entitled to an X day until after the Christmas period.

1. Enter all hours over 12 in a day (0.58 + 0.08 = 0.66) for the entire week in the Daily Overtime block.
2. Enter 49.99 (total hours including daily overtime hours) in the Actual Weekly Work Hours block.

**Note:** The carrier will receive 6.00 hours overtime for Week 1 and 0.66 hours overtime for Week 2. The system automatically computes any overtime due the employee for working in excess of the route's evaluation.

Exhibit 4. Regular Carrier Works Designated Holiday

ADAMS H L 00-0000 E 000-00-0000 71/0 K026 B 00 01

| WK   | Actual Wkly Hrs        | Days Assigned Carrier Absent (codes on reverse) |      |  |      |       | Daily Overtime | Training Hours  | COP Hrs           | Limited Dty Hrs | Travel Hours | Rte Dev                | GT Veh | Miles Omit | XMAS ASSIST WORK HOURS |
|--|------------------------|---|------|--|------|-------|----------------|-----------------|-------------------|-----------------|--------------|------------------------|--------|------------|------------------------|
|  |                        | Sat.  | Mon. | Tue.   | Wed. | Thur. |                |                 |                   |                 |              |                        |        |            |                        |
| 1  | 44 93<br>Hrs 100s      | K   |      |  |      |       | V              |                 |                   |                 |              |                        |        |            |                        |
| 2  | 34 50<br>Hrs 100s      | K   |      |  |      |       | H              |                 |                   |                 |              |                        |        |            |                        |
| Week 1 Information   |                        |   |      |  |      |       |                |                 |                   |                 |              |                        |        |            |                        |
| Des/Act  | Name of Relief Carrier | S S N   |      | Actual Wkly Hrs                                    | Tr   | No EK | Whole Miles    |                 | Actual Wkly Hrs   | Tr              | No EK        | Whole Miles            |        |            |                        |
| 75/0   | Thomas, B              | 111-22-1111                                     |      | 08 50<br>Hrs 100s                                  | 1    |       | Dev +          | Omit -          | 09 00<br>Hrs 100s | 1               |              | Dev +                  | Omit - |            |                        |
|  |                        |   |      | Hrs   100s   |      |       |                |                 | Hrs   100s        |                 |              |                        |        |            |                        |
|  |                        |   |      | Hrs   100s   |      |       |                |                 | Hrs   100s        |                 |              |                        |        |            |                        |
|  |                        |   |      | Hrs   100s   |      |       |                |                 | Hrs   100s        |                 |              |                        |        |            |                        |
|  |                        |   |      | Hrs   100s   |      |       |                |                 | Hrs   100s        |                 |              |                        |        |            |                        |
| This certifies that the above carrier rendered service in compliance with Postal regulations |                        |   |      | Postmaster's Signature<br><i>S. H. [Signature]</i> |      |       |                | Date<br>12-5-99 |                   |                 |              | Carrier Initial<br>HLA |        |            |                        |

- Regular carrier's relief day is Saturday. Carrier works the designated holiday on Friday, December 24<sup>th</sup>.
1. Enter V on Friday of Week 1.
  2. Include hours worked on the designated holiday in the Actual Weekly Work Hours block.
  3. Carrier is not entitled to an X day for working the holiday.

4. No manual computation for Christmas overtime is necessary. This is automatically computed. Do not enter Christmas overtime in the Daily Overtime block.
- Note:** Carrier will receive 150% of one day's evaluation for working the designated Christmas holiday. Regular rural carriers cannot work on Saturday, December 25<sup>th</sup>.



Exhibit 5. Regular Carrier Provides Christmas Assistance

| CHILVERS K A  |                        | 00-0000   |                    | E 000-00-0000  |       | 71/0                     |                    | J004           |         | B 99                     |              | 26       |        |                 |                        |       |                    |      |     |      |                    |      |     |      |                 |      |       |                          |                 |    |       |                          |      |          |             |     |      |  |  |  |  |       |   |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |
|---|------------------------|---|--------------------|----------------|-------|--------------------------|--------------------|----------------|---------|--------------------------|--------------|----------|--------|-----------------|------------------------|-------|--------------------|------|-----|------|--------------------|------|-----|------|-----------------|------|-------|--------------------------|-----------------|----|-------|--------------------------|------|----------|-------------|-----|------|--|--|--|--|-------|---|--|--|--|--|--|--|-----|------|--|--|--|--|-----|------|--|--|--|--|--|--|-----|------|--|--|--|--|-----|------|--|--|--|--|--|--|-----|------|--|--|--|--|-----|------|--|--|--|--|--|--|-----|------|--|--|--|--|-----|------|--|--|--|--|--|--|-----|------|--|--|--|--|-----|------|--|--|--|
| Name of Assigned Carrier  |                        |   |                    | Finance Number |       | Social Security Number   |                    |                |         | Des/Act                  | Rt. No.      | FLSA     | Yr.    | PP              |                        |       |                    |      |     |      |                    |      |     |      |                 |      |       |                          |                 |    |       |                          |      |          |             |     |      |  |  |  |  |       |   |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |
| WK  | Actual Wkly Hrs        | Days Assigned Carrier Absent (codes on reverse) |                    |                |       |                          | Daily Overtime     | Training Hours | COP Hrs | Limited Dty Hrs          | Travel Hours | Rte Dev  | GT Veh | Miles Omit      | XMAS ASSIST WORK HOURS |       |                    |      |     |      |                    |      |     |      |                 |      |       |                          |                 |    |       |                          |      |          |             |     |      |  |  |  |  |       |   |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |
|   |                        | Sat.  | Sun.               | Tue.           | Wed.  | Thur.                    |                    |                |         |                          |              |          |        |                 |                        | Fri.  | Hrs                | 100s | Hrs | 100s | Hrs                | 100s | Hrs | 100s | Hrs             | 100s |       |                          |                 |    |       |                          |      |          |             |     |      |  |  |  |  |       |   |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |
| 1   | 46.52                  |   |                    |                |       |                          |                    |                |         |                          |              |          |        |                 |                        |       |                    |      |     |      |                    |      |     |      |                 |      |       |                          |                 |    |       |                          |      |          |             |     |      |  |  |  |  |       |   |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |
| 2   | 43.92                  | J   |                    |                |       |                          |                    |                |         |                          | 025          |          |        | 07.00           |                        |       |                    |      |     |      |                    |      |     |      |                 |      |       |                          |                 |    |       |                          |      |          |             |     |      |  |  |  |  |       |   |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |
| <table border="1"> <thead> <tr> <th rowspan="2">Des/Act</th> <th rowspan="2">Name of Relief Carrier</th> <th rowspan="2">S S N</th> <th colspan="4">Week 1 Information</th> <th colspan="4">Week 2 Information</th> </tr> <tr> <th>Actual Wkly Hrs</th> <th>Tr</th> <th>No EN</th> <th>Whole Miles Dev + Omit -</th> <th>Actual Wkly Hrs</th> <th>Tr</th> <th>No EN</th> <th>Whole Miles Dev + Omit -</th> </tr> </thead> <tbody> <tr> <td>78/0</td> <td>RAPP, S.</td> <td>555-11-1111</td> <td>Hrs</td> <td>100s</td> <td></td> <td></td> <td></td> <td></td> <td>08.75</td> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Hrs</td> <td>100s</td> <td></td> <td></td> <td></td> <td></td> <td>Hrs</td> <td>100s</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Hrs</td> <td>100s</td> <td></td> <td></td> <td></td> <td></td> <td>Hrs</td> <td>100s</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Hrs</td> <td>100s</td> <td></td> <td></td> <td></td> <td></td> <td>Hrs</td> <td>100s</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Hrs</td> <td>100s</td> <td></td> <td></td> <td></td> <td></td> <td>Hrs</td> <td>100s</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Hrs</td> <td>100s</td> <td></td> <td></td> <td></td> <td></td> <td>Hrs</td> <td>100s</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> |                        |   |                    |                |       |                          |                    |                |         |                          |              |          |        | Des/Act         | Name of Relief Carrier | S S N | Week 1 Information |      |     |      | Week 2 Information |      |     |      | Actual Wkly Hrs | Tr   | No EN | Whole Miles Dev + Omit - | Actual Wkly Hrs | Tr | No EN | Whole Miles Dev + Omit - | 78/0 | RAPP, S. | 555-11-1111 | Hrs | 100s |  |  |  |  | 08.75 | 1 |  |  |  |  |  |  | Hrs | 100s |  |  |  |  | Hrs | 100s |  |  |  |  |  |  | Hrs | 100s |  |  |  |  | Hrs | 100s |  |  |  |  |  |  | Hrs | 100s |  |  |  |  | Hrs | 100s |  |  |  |  |  |  | Hrs | 100s |  |  |  |  | Hrs | 100s |  |  |  |  |  |  | Hrs | 100s |  |  |  |  | Hrs | 100s |  |  |  |
| Des/Act   | Name of Relief Carrier | S S N   | Week 1 Information |                |       |                          | Week 2 Information |                |         |                          |              |          |        |                 |                        |       |                    |      |     |      |                    |      |     |      |                 |      |       |                          |                 |    |       |                          |      |          |             |     |      |  |  |  |  |       |   |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |
|   |                        |   | Actual Wkly Hrs    | Tr             | No EN | Whole Miles Dev + Omit - | Actual Wkly Hrs    | Tr             | No EN   | Whole Miles Dev + Omit - |              |          |        |                 |                        |       |                    |      |     |      |                    |      |     |      |                 |      |       |                          |                 |    |       |                          |      |          |             |     |      |  |  |  |  |       |   |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |
| 78/0  | RAPP, S.               | 555-11-1111                                     | Hrs                | 100s           |       |                          |                    |                | 08.75   | 1                        |              |          |        |                 |                        |       |                    |      |     |      |                    |      |     |      |                 |      |       |                          |                 |    |       |                          |      |          |             |     |      |  |  |  |  |       |   |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |
|   |                        |   | Hrs                | 100s           |       |                          |                    |                | Hrs     | 100s                     |              |          |        |                 |                        |       |                    |      |     |      |                    |      |     |      |                 |      |       |                          |                 |    |       |                          |      |          |             |     |      |  |  |  |  |       |   |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |
|   |                        |   | Hrs                | 100s           |       |                          |                    |                | Hrs     | 100s                     |              |          |        |                 |                        |       |                    |      |     |      |                    |      |     |      |                 |      |       |                          |                 |    |       |                          |      |          |             |     |      |  |  |  |  |       |   |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |
|   |                        |   | Hrs                | 100s           |       |                          |                    |                | Hrs     | 100s                     |              |          |        |                 |                        |       |                    |      |     |      |                    |      |     |      |                 |      |       |                          |                 |    |       |                          |      |          |             |     |      |  |  |  |  |       |   |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |
|   |                        |   | Hrs                | 100s           |       |                          |                    |                | Hrs     | 100s                     |              |          |        |                 |                        |       |                    |      |     |      |                    |      |     |      |                 |      |       |                          |                 |    |       |                          |      |          |             |     |      |  |  |  |  |       |   |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |
|   |                        |   | Hrs                | 100s           |       |                          |                    |                | Hrs     | 100s                     |              |          |        |                 |                        |       |                    |      |     |      |                    |      |     |      |                 |      |       |                          |                 |    |       |                          |      |          |             |     |      |  |  |  |  |       |   |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |
| This certifies that the above carrier rendered service in compliance with Postal regulations  |                        |   |                    |                |       |                          |                    |                |         | Postmaster's Signature   |              | Date     |        | Carrier Initial |                        |       |                    |      |     |      |                    |      |     |      |                 |      |       |                          |                 |    |       |                          |      |          |             |     |      |  |  |  |  |       |   |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |
|   |                        |   |                    |                |       |                          |                    |                |         | <i>S. Aey</i>            |              | 12-17-99 |        | K               |                        |       |                    |      |     |      |                    |      |     |      |                 |      |       |                          |                 |    |       |                          |      |          |             |     |      |  |  |  |  |       |   |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |  |  |  |     |      |  |  |  |  |     |      |  |  |  |

Carrier works 7 hours of Christmas assistance on the relief day (Saturday, Week 2) and uses a personal vehicle for 25 miles.

1. Enter 7 hours in the Xmas Assist Work Hours block. Do not include in the total work hours for the week on Form 1314.

2. Enter the 25 miles traveled on the relief day in whole miles in the Route Deviation block.
3. No manual computation for Christmas overtime is necessary. This is automatically computed. Do not enter Christmas overtime in the Daily Overtime block.

Exhibit 6. FLSA Code A Regular Carrier

PS Form 1314, Feb 1996 U.S. Postal Service

|  |                 |   |  |                |  |                        |                |                |         |                          |              |                    |        |                    |                        |                          |  |
|--|-----------------|---|--|----------------|--|------------------------|----------------|----------------|---------|--------------------------|--------------|--------------------|--------|--------------------|------------------------|--------------------------|--|
| RAMIREZ, T A   |                 | 00-0000   |  | E 000-00-0000  |  | 71/0                   |                | K007 A         |         | 99 26                    |              |                    |        |                    |                        |                          |  |
| Name of Assigned Carrier   |                 |   |  | Finance Number |  | Social Security Number |                | Des/Act        | Rt. No. | FLSA                     | Yr. PP       |                    |        |                    |                        |                          |  |
| WK   | Actual Wkly Hrs | Days Assigned Carrier Absent (codes on reverse) |  |                |  |                        | Daily Overtime | Training Hours | COP Hrs | Limited Dty Hrs          | Travel Hours | Rte Dev            | GT Veh | Miles Omit         | XMAS ASSIST WORK HOURS |                          |  |
| 1  | 39.88           | R   |  |                |  |                        | 00.32          |                |         |                          |              |                    |        |                    |                        |                          |  |
| 2  | 35.08           | K   |  |                |  |                        |                |                |         |                          |              |                    |        |                    | 6.00                   |                          |  |
| 8.32 hrs   |                 |   |  |                |  |                        |                |                |         |                          |              | Week 1 Information |        | Week 2 Information |                        |                          |  |
| Des/Act  |                 | Name of Relief Carrier                          |  | S S N          |  | Actual Wkly Hrs        |                | Ir No ER EM    |         | Whole Miles Dev + Oeit - |              | Actual Wkly Hrs    |        | Ir No ER EM        |                        | Whole Miles Dev + Oeit - |  |
| 78/0   |                 | MARS, M   |  | 666-11-1111    |  |                        |                |                |         |                          |              | 11.50              |        | 1                  |                        |                          |  |
|  |                 |   |  |                |  |                        |                |                |         |                          |              |                    |        |                    |                        |                          |  |
|  |                 |   |  |                |  |                        |                |                |         |                          |              |                    |        |                    |                        |                          |  |
|  |                 |   |  |                |  |                        |                |                |         |                          |              |                    |        |                    |                        |                          |  |
|  |                 |   |  |                |  |                        |                |                |         |                          |              |                    |        |                    |                        |                          |  |
|  |                 |   |  |                |  |                        |                |                |         |                          |              |                    |        |                    |                        |                          |  |
| This certifies that the above carrier rendered service in compliance with Postal regulations |                 |   |  |                |  |                        |                |                |         | Postmaster's Signature   |              | Date               |        | Carrier Initial    |                        |                          |  |
|  |                 |   |  |                |  |                        |                |                |         | S. Am...                 |              | 12-17-99           |        | TR                 |                        |                          |  |

REGULAR RURAL CARRIER TIME CERTIFICATE

- A regular carrier whose FLSA code is A is paid by the hour. Overtime is paid for all hours over 8 in a day or 40 in a week.
- Carrier works 8.32 hours on Tuesday of Week 1. Enter 0.32 hours in the Daily Overtime block.
  - Carrier works relief day (Saturday) in Week 1. Include these hours in the Actual Weekly Work Hours block. Carrier is paid for these hours, so *no X day is due*.
  - Carrier works 39.88 total hours in Week 1.

- Carrier works Christmas assistance on the relief day on the second Saturday. Record the Christmas assistance time in the Xmas Assist Work Hours block. Do not add to the Actual Weekly Work Hours. Overtime will be paid only if the carrier exceeds 40 hours for the week.
- No manual computation for Christmas overtime is necessary. This is automatically computed. Carrier will receive 0.32 hours of overtime in Week 1 and 1.08 hours of overtime (35.08 + 06.00 = 41.08 hours) in Week 2.

Exhibit 7. Designation 74 Works Designated Holiday

PS Form 1314, Feb 1996 U.S. Postal Service

| WISNIEWSKI E J           |                    | 00-0000   |      |      |      | E 000-00-0000  |                   |                   |            | 74/0                   | J005            | P          | 00        | 01            |                           |      |     |    |
|--------------------------|--------------------|---|------|------|------|----------------|-------------------|-------------------|------------|------------------------|-----------------|------------|-----------|---------------|---------------------------|------|-----|----|
| Name of Assigned Carrier |                    |   |      |      |      | Finance Number |                   |                   |            | Social Security Number |                 |            |           | Des/Act       | Rt. No.                   | FLSA | Yr. | PP |
| WK                       | Actual<br>Wkly Hrs | Days Assigned Carrier Absent (codes on reverse) |      |      |      |                | Delly<br>Overtime | Training<br>Hours | COP<br>Hrs | Limited<br>Dty Hrs     | Travel<br>Hours | Rte<br>Dev | GT<br>Veh | Miles<br>Omit | XMAS ASSIST<br>WORK HOURS |      |     |    |
|                          |                    | Sat.  | Mon. | Tue. | Wed. | Thur.          |                   |                   |            |                        |                 |            |           |               |                           | Fri. |     |    |
| 1                        | 41 00              |   |      |      |      |                |                   |                   |            |                        |                 |            |           |               |                           |      |     |    |
| 2                        | 39 50 J            |   |      |      |      |                |                   |                   |            |                        |                 |            |           |               |                           |      |     |    |

| Des/Act | Name of<br>Relief Carrier | S S N | Week 1 Information |      |    |    |    |             | Week 2 Information |        |      |    |    |    |             |      |
|---------|---------------------------|-------|--------------------|------|----|----|----|-------------|--------------------|--------|------|----|----|----|-------------|------|
|         |                           |       | Actual             |      | Tr | No |    | Whole Miles |                    | Actual |      | Tr | No |    | Whole Miles |      |
|         |                           |       | Hrs                | 100s |    | EM | EM | Dev         | Omit               | Hrs    | 100s |    | EM | EM | Dev         | Omit |
|         |                           |       | Hrs                | 100s |    |    |    |             | Hrs                | 100s   |      |    |    |    |             |      |
|         |                           |       | Hrs                | 100s |    |    |    |             | Hrs                | 100s   |      |    |    |    |             |      |
|         |                           |       | Hrs                | 100s |    |    |    |             | Hrs                | 100s   |      |    |    |    |             |      |
|         |                           |       | Hrs                | 100s |    |    |    |             | Hrs                | 100s   |      |    |    |    |             |      |
|         |                           |       | Hrs                | 100s |    |    |    |             | Hrs                | 100s   |      |    |    |    |             |      |
|         |                           |       | Hrs                | 100s |    |    |    |             | Hrs                | 100s   |      |    |    |    |             |      |

This certifies that the above carrier rendered service in compliance with Postal regulations. Postmaster's Signature: *S. AH* Date: 12-31-99 Carrier Initial: EAH

**REGULAR RURAL CARRIER TIME CERTIFICATE**

An RCA is assigned to a vacant regular J route, with a relief day on Saturday of Week 2. The carrier works the designated Christmas holiday on Friday, December 24<sup>th</sup>.

1. Do not enter V or H for working the Christmas holiday. Designation 74s are not entitled to holiday leave pay. Friday is a regular work day.

2. Include hours worked on Friday of Week 1 in Actual Weekly Work Hours.

**Note:** Replacement carrier is not needed to crossfoot the card for the first week.

Exhibit 8. Designation 74 Provides Christmas Assistance on Relief Day

|  |                 |   |      |      |      |       |      |     |                |                        |                |                        |         |                 |                 |         |              |         |         |                    |        |                          |            |                 |                        |     |      |    |  |    |  |                          |  |
|--|-----------------|---|------|------|------|-------|------|-----|----------------|------------------------|----------------|------------------------|---------|-----------------|-----------------|---------|--------------|---------|---------|--------------------|--------|--------------------------|------------|-----------------|------------------------|-----|------|----|--|----|--|--------------------------|--|
| VIGLIATURA D P   |                 |   |      |      |      |       |      |     |                | 00-0000                |                | E 000-00-0000          |         | 74/0            |                 | K011    |              | P 00 01 |         |                    |        |                          |            |                 |                        |     |      |    |  |    |  |                          |  |
| Name of Assigned Carrier   |                 |   |      |      |      |       |      |     |                | Finance Number         |                | Social Security Number |         | Des/Act         |                 | Rt. No. |              | FLSA    |         | Yr. PP             |        |                          |            |                 |                        |     |      |    |  |    |  |                          |  |
| WK   | Actual Wkly Hrs | Days Assigned Carrier Absent (codes on reverse) |      |      |      |       |      |     | Daily Overtime |                        | Training Hours |                        | COP Hrs |                 | Limited Dty Hrs |         | Travel Hours |         | Rte Dev |                    | GT Veh |                          | Miles Omit |                 | XMAS ASSIST WORK HOURS |     |      |    |  |    |  |                          |  |
|  |                 | Sat.  | Mon. | Tue. | Wed. | Thur. | Fri. | Hrs | 100s           | Hrs                    | 100s           | Hrs                    | 100s    | Hrs             | 100s            | Hrs     | 100s         | Hrs     | 100s    | Hrs                | 100s   | Hrs                      | 100s       | Hrs             | 100s                   | Hrs | 100s |    |  |    |  |                          |  |
| 1  | 36.50           | K   |      |      |      |       | H    |     |                |                        |                |                        |         |                 |                 |         |              |         |         |                    |        |                          |            |                 | 07.00                  |     |      |    |  |    |  |                          |  |
| 2  | 33.92           | K   |      |      |      |       | H    |     |                |                        |                |                        |         |                 |                 |         |              |         |         |                    |        |                          |            |                 |                        |     |      |    |  |    |  |                          |  |
|  |                 |   |      |      |      |       |      |     |                | Week 1 Information     |                |                        |         |                 |                 |         |              |         |         | Week 2 Information |        |                          |            |                 |                        |     |      |    |  |    |  |                          |  |
| Des/Act  |                 | Name of Relief Carrier                          |      |      |      |       |      |     |                | SSN                    |                |                        |         | Actual Wkly Hrs |                 | Tr      |              | ER      |         | EM                 |        | Whole Miles Dev + Omit - |            | Actual Wkly Hrs |                        | Tr  |      | ER |  | EM |  | Whole Miles Dev + Omit - |  |
| 78/0   |                 | HAM, E  |      |      |      |       |      |     |                | 888-11-1111            |                |                        |         | 15.50           |                 | 2       |              |         |         |                    |        |                          |            | 08.50           |                        | 1   |      |    |  |    |  |                          |  |
|  |                 |   |      |      |      |       |      |     |                |                        |                |                        |         | Hrs   100s      |                 |         |              |         |         |                    |        |                          |            | Hrs   100s      |                        |     |      |    |  |    |  |                          |  |
|  |                 |   |      |      |      |       |      |     |                |                        |                |                        |         | Hrs   100s      |                 |         |              |         |         |                    |        |                          |            | Hrs   100s      |                        |     |      |    |  |    |  |                          |  |
|  |                 |   |      |      |      |       |      |     |                |                        |                |                        |         | Hrs   100s      |                 |         |              |         |         |                    |        |                          |            | Hrs   100s      |                        |     |      |    |  |    |  |                          |  |
|  |                 |   |      |      |      |       |      |     |                |                        |                |                        |         | Hrs   100s      |                 |         |              |         |         |                    |        |                          |            | Hrs   100s      |                        |     |      |    |  |    |  |                          |  |
|  |                 |   |      |      |      |       |      |     |                |                        |                |                        |         | Hrs   100s      |                 |         |              |         |         |                    |        |                          |            | Hrs   100s      |                        |     |      |    |  |    |  |                          |  |
| This certifies that the above carrier rendered service in compliance with Postal regulations |                 |   |      |      |      |       |      |     |                | Postmaster's Signature |                |                        |         |                 |                 |         |              |         |         | Date               |        |                          |            |                 |                        |     |      |    |  |    |  |                          |  |
|  |                 |   |      |      |      |       |      |     |                | S. [Signature]         |                |                        |         |                 |                 |         |              |         |         | 12-31-99           |        |                          |            |                 |                        |     |      |    |  |    |  |                          |  |
| REGULAR RURAL CARRIER TIME CERTIFICATE   |                 |   |      |      |      |       |      |     |                |                        |                |                        |         |                 |                 |         |              |         |         | Carrier Initial DV |        |                          |            |                 |                        |     |      |    |  |    |  |                          |  |

An RCA is assigned to a vacant regular K route, with a relief day of Saturday. On the first Saturday, the Designation 74 carrier provides Christmas assistance for 7 hours. The replacement carrier works the route the entire day.

1. Enter DACA code K for the first Saturday.

2. Enter 7.00 hours in the Xmas Assist Work Hours block. Do not include these hours in the Actual Weekly Work Hours block.
3. Enter appropriate information for relief carrier in bottom section of time certificate.

Exhibit 9. Replacement Carrier Provides Christmas Assistance on a Regular Route

| MARCEL F J   |                        | 00-0000   |                | 000-00-0000            |    | 78/0  |    | K001 P                 |      | 77/26                                   |     |                    |              |         |     |      |                    |                        |     |                  |      |              |  |                       |  |  |  |
|--|------------------------|-----------|----------------|------------------------|----|-------|----|------------------------|------|---|-----|--------------------|--------------|---------|-----|------|--------------------|------------------------|-----|------------------|------|--------------|--|-----------------------|--|--|--|
| Name of Assigned Carrier   |                        |           |                | Finance Number         |    |       |    | Social Security Number |      |   |     | Des                |              | Rt. No. |     | FLSA |                    | Yr.                    |     | PP               |      |              |  |                       |  |  |  |
| WK   | Actual Wkly Work Hours | Work Days | Training Hours | Equipment Allowance    |    |       |    | Leave-Whole Hours      |      |   |     | Travel Hours       | N.No Service |         |     |      |                    | Xmas Assist Work Hours |     |                  |      |              |  |                       |  |  |  |
|  |                        |           |                | Hrs                    | Tr | Miles | GT | Ann                    | Sick | Other                                   | COP |                    | Sat          | Mon     | Tue | Wed  | Thur               |                        | Fri | Hrs              | 100s |              |  |                       |  |  |  |
| 1  | Hrs   100s             |           | Hrs   100s     | 06                     | 2  | 080   |    |                        |      |   |     | Hrs   100s         |              |         |     |      |                    |                        |     |                  | 10   | 00           |  |                       |  |  |  |
| 2  | Hrs   100s             |           | Hrs   100s     | 03                     | 1  | 040   |    |                        |      |   |     | Hrs   100s         |              |         |     |      |                    |                        |     |                  | 04   | 50           |  |                       |  |  |  |
|  |                        |           |                | Name of Relief Carrier |    |       |    | SSN                    |      |   |     | Week 1 Information |              |         |     |      | Week 2 Information |                        |     |                  |      |              |  |                       |  |  |  |
|  |                        |           |                | Des                    |    |       |    | Actual Wkly Hrs        |      |   |     | Equip. Allow       |              |         |     |      | Actual Wkly Hrs    |                        |     |                  |      | Equip. Allow |  |                       |  |  |  |
|  |                        |           |                |                        |    |       |    |                        |      |   |     | Hrs   100s         |              |         |     |      | Hrs   100s         |                        |     |                  |      | Hrs   100s   |  |                       |  |  |  |
|  |                        |           |                |                        |    |       |    |                        |      |   |     | Hrs   100s         |              |         |     |      | Hrs   100s         |                        |     |                  |      | Hrs   100s   |  |                       |  |  |  |
|  |                        |           |                |                        |    |       |    |                        |      |   |     | Hrs   100s         |              |         |     |      | Hrs   100s         |                        |     |                  |      | Hrs   100s   |  |                       |  |  |  |
|  |                        |           |                |                        |    |       |    |                        |      |   |     | Hrs   100s         |              |         |     |      | Hrs   100s         |                        |     |                  |      | Hrs   100s   |  |                       |  |  |  |
|  |                        |           |                |                        |    |       |    |                        |      |   |     | Hrs   100s         |              |         |     |      | Hrs   100s         |                        |     |                  |      | Hrs   100s   |  |                       |  |  |  |
|  |                        |           |                |                        |    |       |    |                        |      |   |     | Hrs   100s         |              |         |     |      | Hrs   100s         |                        |     |                  |      | Hrs   100s   |  |                       |  |  |  |
| This certifies that the above carrier rendered service in compliance with Postal regulations |                        |           |                |                        |    |       |    |                        |      | Postmaster's Signature<br><i>S. Her</i> |     |                    |              |         |     |      |                    |                        |     | Date<br>12-17-99 |      |              |  | Carrier Initial<br>FM |  |  |  |

A regular carrier on Route K001 carries his route on a regularly scheduled day. A replacement carrier provides Christmas assistance on Route K001 as follows:

|           | Week 1     | Week 2     |
|-----------|------------|------------|
| Monday    |            | 4.50 hours |
| Tuesday   | 3.25 hours |            |
| Wednesday |            |            |
| Thursday  |            |            |
| Friday    | 6.75 hours |            |

On each of these days, the replacement carrier spends 3 hours on the street and travels 40 miles each day (in her own vehicle).

1. Prepare Form 1314-A using the actual route number (K001) on which service was performed.
2. Enter 10.00 hours in the Xmas Assist Work Hours block for Week 1, and 4.50 hours for Week 2. Do not include these hours in Actual Weekly Work Hours.
3. Enter EMA data in the appropriate Equipment Allowance blocks.
4. Do not enter any information to the bottom (relief carrier) section of the card.
5. If the replacement carrier provides Christmas assistance on more than one regular route, complete a separate Form 1314-A for each route on which Christmas assistance is provided.

Exhibit 10. Replacement Carrier Provides Christmas Assistance on an Auxiliary Route

| Name of Assigned Carrier   |                        |           |                | Finance Number                                  |    |       |    | Social Security Number |      |       |     | Des.               |              | Rt. No. |     | FLSA                   |      | Yr.                    |     | PP |                     |
|--|------------------------|-----------|----------------|---|----|-------|----|------------------------|------|-------|-----|--------------------|--------------|---------|-----|------------------------|------|------------------------|-----|----|---------------------|
| RICHARDS, J R  |                        |           |                | 00-0000   |    |       |    | 123-11-1100            |      |       |     | 7810               |              | A998    |     | P                      |      | 99                     |     | 26 |                     |
| WK   | Actual Wkly Work Hours | Work Days | Training Hours | Equipment Allowance                             |    |       |    | Leave-Whole Hours      |      |       |     | Travel Hours       | N-No Service |         |     |                        |      | Xmas Assist Work Hours |     |    |                     |
|  |                        |           |                | Hrs   | Tr | Miles | GT | Ann                    | Sick | Other | COP |                    | Sat          | Mon     | Tue | Wed                    | Thur |                        | Fri |    |                     |
| 1  | Hrs   100s             |           | Hrs   100s     |   |    |       |    |                        |      |       |     | Hrs   100s         |              |         |     |                        |      |                        |     |    | 04.25<br>Hrs   100s |
| 2  | Hrs   100s             |           | Hrs   100s     | 01  | 1  | 010   |    |                        |      |       |     | Hrs   100s         |              |         |     |                        |      |                        |     |    | 02.50<br>Hrs   100s |
|  |                        |           |                | Name of Relief Carrier                          |    |       |    | SSN                    |      |       |     | Week 1 Information |              |         |     | Week 2 Information     |      |                        |     |    |                     |
| Des.   |                        |           |                |   |    |       |    |                        |      |       |     | Actual Wkly Hrs    |              |         |     | Equip. Allow           |      |                        |     |    |                     |
|  |                        |           |                |   |    |       |    |                        |      |       |     | Hrs   100s         |              |         |     | Hrs   100s             |      |                        |     |    |                     |
|  |                        |           |                |   |    |       |    |                        |      |       |     | Hrs   100s         |              |         |     | Hrs   100s             |      |                        |     |    |                     |
|  |                        |           |                |   |    |       |    |                        |      |       |     | Hrs   100s         |              |         |     | Hrs   100s             |      |                        |     |    |                     |
|  |                        |           |                |   |    |       |    |                        |      |       |     | Hrs   100s         |              |         |     | Hrs   100s             |      |                        |     |    |                     |
|  |                        |           |                |   |    |       |    |                        |      |       |     | Hrs   100s         |              |         |     | Hrs   100s             |      |                        |     |    |                     |
|  |                        |           |                |   |    |       |    |                        |      |       |     | Hrs   100s         |              |         |     | Hrs   100s             |      |                        |     |    |                     |
|  |                        |           |                |   |    |       |    |                        |      |       |     | Hrs   100s         |              |         |     | Hrs   100s             |      |                        |     |    |                     |
| This certifies that the above carrier rendered service in compliance with Postal regulations |                        |           |                | Postmaster's Signature<br><i>S. [Signature]</i> |    |       |    |                        |      |       |     | Date<br>12-17-99   |              |         |     | Carrier Initial<br>JRR |      |                        |     |    |                     |

AUXILIARY RURAL CARRIER TIME CERTIFICATE

EDM-7833

Replacement carrier provides Christmas assistance on two routes as follows:

|           | Week 1                 | Week 2                 |
|-----------|------------------------|------------------------|
| Monday    | 3.00 hours, Route A003 | 2.50 hours, Route A003 |
| Tuesday   |                        |                        |
| Wednesday |                        |                        |
| Thursday  | 1.25 hours, Route A009 |                        |
| Friday    |                        |                        |

**Note:** All hours are worked in the office, except 1 hour on the street on Monday, Week 2 (10 miles).

1. Prepare one Form 1314-A using route number A998 for all Christmas assistance hours on auxiliary routes.
2. Enter hours worked in the Xmas Assist Work Hours block. Do not include in Actual Weekly Work Hours.
3. Enter EMA data in the appropriate Equipment Allowance blocks.

Exhibit 11. Designation 79 Provides Christmas Assistance on Assigned Auxiliary Route

|  |                        |           |                |                        |    |       |     |                        |      |  |     |                 |      |                       |     |         |     |                 |                        |                       |         |                              |  |              |  |  |  |
|--|------------------------|-----------|----------------|------------------------|----|-------|-----|------------------------|------|--|-----|-----------------|------|-----------------------|-----|---------|-----|-----------------|------------------------|-----------------------|---------|------------------------------|--|--------------|--|--|--|
| GALLAGHER R T  |                        | 00-0000   |                | 000-00-0000            |    | 79/0  |     | A010                   |      | P                                      |     | 99              |      | 26                    |     |         |     |                 |                        |                       |         |                              |  |              |  |  |  |
| Name of Assigned Carrier   |                        |           |                | Finance Number         |    |       |     | Social Security Number |      |  |     | Des             |      | RI No.                |     | FLSA    |     | Yr.             |                        | PI                    |         |                              |  |              |  |  |  |
| WK   | Actual Wkly Work Hours | Work Days | Training Hours | Equipment Allowance    |    |       |     | Leave Whole Hours      |      |  |     | Travel Hours    |      | N:No Service          |     |         |     |                 | Xmas Assist Work Hours |                       |         |                              |  |              |  |  |  |
|  | Hrs   100s             |           | Hrs   100s     | Hrs                    | Tr | Miles | GT  | Ann                    | Sick | Other                                  | COP | Hrs             | 100s | Sat                   | Mon | Tue     | Wed | Thur            | Fri                    | Hrs                   | 100s    |                              |  |              |  |  |  |
| 1  | 20   50                |           |                | 0                      | 1  | 5     | 053 |                        |      |  |     |                 |      | N                     |     |         |     |                 |                        |                       | 02   50 |                              |  |              |  |  |  |
| 2  |                        |           |                |                        |    |       |     |                        |      |  |     |                 |      | N                     | N   | N       | N   | N               | N                      |                       |         |                              |  |              |  |  |  |
|  |                        |           |                | Name of Relief Carrier |    |       |     | SSN                    |      |  |     | Actual Wkly Hrs |      | Equip. Allow          |     |         |     | Actual Wkly Hrs |                        | Equip. Allow          |         |                              |  |              |  |  |  |
|  |                        |           |                | Des                    |    |       |     |                        |      |  |     | Hrs   100s      |      | Hrs   Tr   Miles   GT |     |         |     | Hrs   100s      |                        | Hrs   Tr   Miles   GT |         |                              |  |              |  |  |  |
|  |                        |           |                | 78/0                   |    |       |     | SMITH, J Q             |      |  |     | 777-11-1111     |      |                       |     | 04   00 |     | 02   1   010    |                        |                       |         | 24   00                      |  | 12   6   060 |  |  |  |
|  |                        |           |                |                        |    |       |     |                        |      |  |     | Hrs   100s      |      |                       |     |         |     | Hrs   100s      |                        |                       |         |                              |  |              |  |  |  |
|  |                        |           |                |                        |    |       |     |                        |      |  |     | Hrs   100s      |      |                       |     |         |     | Hrs   100s      |                        |                       |         |                              |  |              |  |  |  |
|  |                        |           |                |                        |    |       |     |                        |      |  |     | Hrs   100s      |      |                       |     |         |     | Hrs   100s      |                        |                       |         |                              |  |              |  |  |  |
|  |                        |           |                |                        |    |       |     |                        |      |  |     | Hrs   100s      |      |                       |     |         |     | Hrs   100s      |                        |                       |         |                              |  |              |  |  |  |
|  |                        |           |                |                        |    |       |     |                        |      |  |     | Hrs   100s      |      |                       |     |         |     | Hrs   100s      |                        |                       |         |                              |  |              |  |  |  |
| This certifies that the above carrier rendered service in compliance with Postal regulations |                        |           |                |                        |    |       |     |                        |      | Postmaster's Signature<br><i>S. A.</i> |     |                 |      |                       |     |         |     |                 |                        | Date<br>12-17-99      |         | Carrier Initial<br><i>RG</i> |  |              |  |  |  |

AUXILIARY RURAL CARRIER TIME CERTIFICATE

EDM-7833

A Designation 79 carrier is assigned to and works on route A010.

In Week 1, the assigned carrier works the following hours:

|           | Week 1   |
|-----------|--|
| Saturday  | 2.50 hours Christmas assistance; 1 hour street time – 3 miles (Replacement carrier carries route). |
| Monday    | 3.00 total hours; 2 hours street time – 10 miles   |
| Tuesday   | 4.00 total hours; 2 hours street time – 10 miles   |
| Wednesday | 4.50 total hours; 2 hours street time – 10 miles   |
| Thursday  | 4.00 total hours; 2 hours street time – 10 miles   |
| Friday    | 5.00 total hours; 2 hours street time – 10 miles   |

**Note:** The assigned carrier does not work during Week 2.

1. Enter 2.50 hours in the Xmas Assist Work Hours block. Do not include these hours in the Actual Weekly Work Hours block.
2. Add data for equipment maintenance, *hours and miles only*, for Christmas assistance to the total for the week. Do not increase the number of trips.

**Exhibit 12. Non-Rural Employee Provides Christmas Assistance on Rural Route (EMA only)**

| <b>PLATT, E J</b>  |                        |           |                | <b>00-0000</b>      |                        |       |       | <b>222-11-1121</b>     |            |       |  | <b>76/0</b>  |              | <b>J029 P</b> |                 | <b>99 26</b>            |      |                               |            |  |  |  |
|--|------------------------|-----------|----------------|---------------------|------------------------|-------|-------|------------------------|------------|-------|--|--------------|--------------|---------------|-----------------|-------------------------|------|-------------------------------|------------|--|--|--|
| Name of Assigned Carrier   |                        |           |                | Finance Number      |                        |       |       | Social Security Number |            |       |  | Des.         | Rt. No.      | FLSA          | Yr.             | PP                      |      |                               |            |  |  |  |
| WK   | Actual Wkly Work Hours | Work Days | Training Hours | Equipment Allowance |                        |       |       | Leave-Whole Hours      |            |       |  | Travel Hours | N:No Service |               |                 |                         |      | Xmas Assist Work Hours        |            |  |  |  |
|  |                        |           |                | Hrs                 | Tr                     | Miles | GT    | Ann                    | Sick       | Other | COP                                    |              | Sat          | Mon           | Tue             | Wed                     | Thur |                               | Fri        |  |  |  |
| 1  | Hrs   100s             |           | Hrs   100s     | 04                  | 2                      | 036   |       |                        |            |       |  | Hrs   100s   |              |               |                 |                         |      |                               | Hrs   100s |  |  |  |
| 2  | Hrs   100s             |           | Hrs   100s     | 06                  | 3                      | 054   |       |                        |            |       |  | Hrs   100s   |              |               |                 |                         |      |                               | Hrs   100s |  |  |  |
|  |                        |           |                | Week 1 Information  |                        |       |       | Week 2 Information     |            |       |  |              |              |               |                 |                         |      |                               |            |  |  |  |
|  |                        |           |                | Des                 | Name of Relief Carrier |       |       | SSN                    |            |       | Actual Wkly Hrs                        | Equip. Allow |              |               | Actual Wkly Hrs | Equip. Allow            |      |                               |            |  |  |  |
|  |                        |           |                |                     | Hrs                    | Tr    | Miles | GT                     | Hrs        | Tr    | Miles                                  | GT           |              |               |                 |                         |      |                               |            |  |  |  |
|  |                        |           |                |                     | Hrs   100s             |       |       |                        | Hrs   100s |       |  |              |              |               |                 |                         |      |                               |            |  |  |  |
|  |                        |           |                |                     | Hrs   100s             |       |       |                        | Hrs   100s |       |  |              |              |               |                 |                         |      |                               |            |  |  |  |
|  |                        |           |                |                     | Hrs   100s             |       |       |                        | Hrs   100s |       |  |              |              |               |                 |                         |      |                               |            |  |  |  |
|  |                        |           |                |                     | Hrs   100s             |       |       |                        | Hrs   100s |       |  |              |              |               |                 |                         |      |                               |            |  |  |  |
| This certifies that the above carrier rendered service in compliance with Postal regulations |                        |           |                |                     |                        |       |       |                        |            |       | Postmaster's Signature<br><i>S. A.</i> |              |              |               |                 | Date<br><b>12 19-99</b> |      | Carrier Initial<br><b>EJP</b> |            |  |  |  |

**AUXILIARY RURAL CARRIER TIME CERTIFICATE** EDM-7833

A clerk works as a Christmas auxiliary assistant on Route J029 and provides her or his own vehicle.

1. Complete Form 1314-A, using Designation code 76 and the route number of the regular route. (Use A998 if assistance is provided on an auxiliary route.)
2. Enter the hours, trips, and miles to pay equipment maintenance.
3. Do not enter any Actual Weekly Work Hours or Xmas Assist Work Hours. Work hours for non-rural employees are paid using their regular timekeeping system (e.g., manual timecards, ETC, PSDS).

4. If Christmas assistance is provided on more than one regular route, complete a separate Form 1314-A for each employee and for each route on which they provide Christmas assistance.
5. If Christmas assistance is provided on more than one auxiliary route, combine the EMA data and enter the totals on one Form 1314-A using route number A998.



# 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, Cerritos 90703-5417      | Any And All Names, 11245 183rd Street #115  |
| CA, Escondido 92027-2408     | Any And All Names, 1637 E. Valley Parkway #162  |
| CA, Rosemead 91770-0998      | Any And All Names Except Phat Banh, P.O. Box 1733   |
| CA, San Dimas 91773-7841     | Any And All Names Other Than Nemo Nicholas And Bethany Rasmussen, P.O. Box 3841                                     |
| CA, San Marcos 92069-3021    | Any And All Names, 197 Woodland Parkway Suite 104-473   |
| CA, Santa Ana 92706-1930     | Any And All Names Except Richard Dishnar, 2424 N. Flower  |
| CA, Valley Center 92082-6546 | Any And All Names, 27932 Valley Center Road #109  |
| PA, Philadelphia 19102-4415  | The Surnames Bergeron and Bergen, 1530 Locust Street Unit 226, and The Surname Lakritz, 1530 Locust Street Unit 218 |
| PA, Philadelphia 19130-3883  | The Surname Barricelli, 2000 Hamilton Street, Box 834   |
| NJ, Mt. Laurel 08054-7102    | The Surname Naginewicz, P.O. Box 1102   |

— Recorder's Office, Judicial Officer, 11-4-99

## Domestic Orders

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

| State/City              | Names Covered                                      | Product                 |
|-------------------------|--|-------------------------|
| CA, Glendale 91201-2269 | International Pumping, 1235 W. Glenoaks Blvd. #116 | A false billing scheme. |

— Recorder's Office, Judicial Officer, 11-4-99

## 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<br>011 582 1899            | 389 846 3104 to<br>389 846 3145 to         | 3135<br>3195         | 404 041 8838 to<br>404 071 4268 to        | 8899<br>4299        | 418 719 8520 to<br>418 744 2235 to        | 8599<br>2299        |
| 011 588 2900 to<br>011 588 3099            | 389 887 9211 to<br>389 887 9234 to         | 9230<br>9299         | 404 347 5356 to<br>404 347 5548 to        | 5399<br>5599        | 418 962 2848 to<br>419 543 0286 to        | 2899<br>0299        |
| 014 972 0800 to<br>014 972 0899            | <b>390 001 3182 to<br/>390 001 3500 to</b> | <b>3199<br/>3699</b> | 404 726 4500 to<br>404 961 5001 to        | 4599<br>5199        | 419 730 0300 to<br><b>420 277 0015 to</b> | 0399<br><b>0049</b> |
| 210 221 0548 to<br>210 221 0599            | 390 545 5974 to<br>391 104 6146 to         | 5999<br>6199         | 405 325 0188 to<br>406 009 4587 to        | 0198<br>4599        | 420 599 0734 to<br>420 661 4115 to        | 0798<br>4199        |
| 273 070 8059 to<br>273 070 8099            | 391 574 1466 to<br>391 783 3020 to         | 1499<br>3599         | 406 260 6830 to<br>406 459 6641 to        | 6899<br>6999        | 420 758 9500 to<br>420 969 3951 to        | 9699<br>3971        |
| 273 775 7700 to<br>273 775 7899            | 391 792 6100 to<br>392 668 2956 to         | 6199<br>2999         | 406 733 3000 to<br>407 545 1557 to        | 3999<br>1599        | 420 969 3973 to<br>421 116 3565 to        | 3999<br>3599        |
| 302 000 0000 to<br>302 123 9999            | 392 854 8500 to<br>393 584 7566 to         | 8899<br>7699         | 407 594 0412 to<br>407 692 9100 to        | 0599<br>9299        | 421 130 9300 to<br>421 313 4500 to        | 9399<br>4999        |
| 349 746 2056 to<br>350 518 7350 to         | 393 650 0074 to<br>393 838 8316 to         | 0099<br>8499         | 407 959 2190 to<br>408 265 2275 to        | 2199<br>2288        | 421 364 5537 to<br>421 656 2609 to        | 5599<br>2699        |
| 360 011 1690 to<br>360 168 6008 to         | 393 893 6007 to<br>394 126 6907 to         | 6099<br>6999         | 408 499 7700 to<br>408 499 7900 to        | 7799<br>7999        | 421 988 9700 to<br>422 172 4667 to        | 9799<br>4699        |
| 360 173 8800 to<br>360 324 2326 to         | 394 189 0405 to<br>394 822 3243 to         | 0599<br>3278         | 408 682 8484 to<br>408 698 7015 to        | 8599<br>7099        | 422 484 4212 to<br>422 556 1270 to        | 4299<br>1299        |
| 362 861 3064 to<br>373 006 2176 to         | 394 990 1810 to<br>395 343 3264 to         | 1899<br>3299         | 409 072 3941 to<br><b>410 491 2311 to</b> | 3999<br><b>2399</b> | 422 587 7024 to<br>422 819 7533 to        | 7099<br>7599        |
| 374 768 2600 to<br>375 169 4400 to         | 395 373 3035 to<br>395 396 9649 to         | 3099<br>9799         | 410 694 8400 to<br>410 775 1500 to        | 8599<br>1599        | 422 842 5073 to<br>422 907 7563 to        | 5087<br>7599        |
| 375 829 3400 to<br>375 851 9100 to         | 395 970 3240 to<br>397 622 4054 to         | 3299<br>4099         | 410 795 7927 to<br>410 867 0917 to        | 7999<br>0966        | 424 500 6050 to<br>424 641 8500 to        | 6099<br>8599        |
| 376 196 0911 to<br>378 085 3679 to         | 397 819 8902 to<br>398 149 7200 to         | 4099<br>8999         | 410 867 0970 to<br>411 868 1023 to        | 0999<br>1199        | 424 871 6600 to<br>425 298 2352 to        | 6699<br>2399        |
| 378 351 1063 to<br>379 843 5100 to         | 399 070 0872 to<br>399 156 7119 to         | 0899<br>7199         | 411 922 2322 to<br>412 193 0900 to        | 2399<br>0999        | 425 418 4269 to<br>425 418 4405 to        | 4299<br>4499        |
| <b>380 093 9600 to<br/>380 165 1165 to</b> | 399 203 5064 to<br>399 296 9910 to         | <b>9699<br/>5099</b> | 412 395 8599 to<br>412 485 6500 to        | 8699<br>6599        | 426 547 4566 to<br>427 412 6337 to        | 4599<br>6499        |
| 381 325 4500 to<br>381 604 2510 to         | 399 396 8935 to<br>399 792 7775 to         | 8999<br>7799         | 412 485 6610 to<br>412 885 5953 to        | 6699<br>5999        | 427 481 0900 to<br>428 027 2742 to        | 0999<br>2752        |
| 381 645 9525 to<br>383 314 3968 to         | 399 792 8300 to<br><b>400 427 1051 to</b>  | 8399<br><b>1999</b>  | 414 193 3608 to<br>414 193 3677 to        | 3674<br>3699        | 429 474 4172 to<br>429 889 2900 to        | 4199<br>2999        |
| 383 892 1000 to<br>383 892 1382 to         | 401 045 1505 to<br>401 045 1571 to         | 1549<br>1599         | 414 411 7348 to<br>414 640 0757 to        | 7399<br>0799        | <b>430 150 4401 to</b><br>430 172 9800 to | <b>4599</b><br>9899 |
| 384 925 3641 to<br>385 568 2331 to         | 401 294 2700 to<br>401 310 9505 to         | 2799<br>9599         | 414 965 1727 to<br>417 302 8104 to        | 1799<br>8199        | 430 177 1900 to<br>430 444 9500 to        | 2099<br>9699        |
| 385 599 7554 to<br>385 774 2024 to         | 401 382 5312 to<br>402 578 7876 to         | 5399<br>7899         | 417 387 6532 to<br>417 496 6800 to        | 6599<br>6999        | 430 664 4070 to<br>432 168 8419 to        | 4099<br>8499        |
| 386 624 1412 to<br>386 883 8936 to         | 403 125 6744 to<br>403 260 7000 to         | 6799<br>7499         | 417 871 9250 to<br>417 930 9533 to        | 9299<br>9599        | 432 708 6800 to<br>432 744 1544 to        | 6999<br>1599        |
| 387 314 5574 to<br>387 837 6300 to         | 403 280 6470 to<br>403 685 8600 to         | 6499<br>8699         | 418 164 6500 to<br>418 423 9863 to        | 6799<br>9899        | 432 995 9775 to<br>433 003 5800 to        | 9799<br>5899        |
| 388 828 0656 to<br>389 696 2400 to         | 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        | <b>470 755 5800</b> | <b>to</b> | <b>5818</b> | 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        |
| <b>440 698 1947</b> | <b>to</b> | <b>1999</b> | 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        | <b>490 669 5850</b> | <b>to</b> | <b>6099</b> |
| 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        | <b>460 349 6878</b> | <b>to</b> | <b>6899</b> | 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        |
| <b>450 048 4173</b> | <b>to</b> | <b>4199</b> | 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        | <b>480 526 2000</b> | <b>to</b> | <b>2099</b> | 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        | <b>500 064 1858</b> | <b>to</b> | <b>1869</b> |
| 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        | <b>600 645 3223</b> | <b>to</b> | <b>3299</b> |
| 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        | <b>620 073 9400</b> | <b>to</b> | <b>9499</b> | 639 415 2019        | to        | 2099        | <b>650 114 7707</b> | <b>to</b> | <b>7719</b> |
| 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        | <b>640 289 7500</b> | <b>to</b> | <b>7599</b> | 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        | <b>630 389 3056</b> | <b>to</b> | <b>3071</b> | 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        | <b>660 510 4100</b> | <b>to</b> | <b>4199</b> |
| 609 893 1000        | to        | 1099        | 631 459 9117        | to        | 9199        | 645 318 7240        | to        | 7499        | 660 673 0400        | to        | 0599        |
| <b>610 092 3200</b> | <b>to</b> | <b>3299</b> | 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        |

|                             |                             |                             |                                 |
|-----------------------------|-----------------------------|-----------------------------|---------------------------------|
| <b>670 368 3400 to 3499</b> | 683 444 8159 to 8199        | 695 947 8518 to 8599        | 702 878 0114 to 0199            |
| 670 369 7336 to 7399        | 685 154 7780 to 7789        | 696 662 8247 to 8299        | <b>740 002 7710 to 7719</b>     |
| 670 750 7169 to 7199        | 685 623 5264 to 5299        | 697 447 8285 to 8296        | <b>806 087 1100 to 1499</b>     |
| 671 046 6200 to 6399        | 685 650 9487 to 9499        | 698 042 4816 to 4899        | 806 268 9275 to 9299            |
| 671 251 5448 to 5499        | 685 669 4200 to 4299        | 698 227 0000 to 0099        | 806 534 3400 to 3477            |
| 671 926 5600 to 5799        | 685 757 8452 to 8499        | <b>700 065 2570 to 2599</b> | 807 342 3283 to 3399            |
| 672 444 2000 to 2999        | 686 071 2694 to 2799        | 700 065 4800 to 4899        | 808 086 7100 to 7199            |
| 672 828 3410 to 3499        | 686 176 3333 to 3354        | 700 190 3350 to 3359        | 808 090 3440 to 3499            |
| 673 167 5776 to 5799        | 686 372 3200 to 3299        | 700 228 6048 to 6099        | 808 325 5161 to 5699            |
| 675 464 3700 to 3799        | 686 644 5879 to 5899        | 700 650 0452 to 0499        | 808 784 8000 to 8299            |
| 675 464 4000 to 4199        | 686 931 7636 to 7699        | 700 666 1323 to 1349        | <b>830 602 5800 to 5999</b>     |
| 676 365 5958 to 5999        | 687 601 0973 to 0999        | 700 786 9106 to 9142        | 830 983 3500 to 3599            |
| 676 669 1024 to 1099        | 687 614 6774 to 6799        | 700 859 0744 to 0758        | 830 983 3635 to 3699            |
| 677 126 6734 to 6799        | 688 120 9000 to 9999        | 701 028 6780 to 6899        | 831 815 8240 to 8299            |
| 677 333 9979 to 9999        | 688 314 3107 to 3191        | 701 213 3900 to 3999        | 832 525 3810 to 3899            |
| 677 466 1088 to 1099        | <b>690 291 1361 to 1371</b> | 701 267 2000 to 3999        | 833 566 3015 to 3071            |
| 678 071 4500 to 4799        | 690 788 2877 to 2899        | 701 335 7312 to 7399        | 834 316 5444 to 5499            |
| 678 096 7531 to 7599        | 690 893 5344 to 5399        | 701 369 2005 to 2050        | 835 269 5700 to 5799            |
| 679 909 2578 to 2599        | 690 893 5512 to 5599        | 701 503 2247 to 2299        | 835 539 5200 to 5999            |
| <b>680 112 9565 to 9599</b> | 690 904 1300 to 1599        | 701 553 6557 to 6599        | 839 718 8257 to 8299            |
| 680 244 0903 to 0999        | 690 941 6000 to 6199        | 701 601 3457 to 3499        | <b>840 323 0600 to 0699</b>     |
| 680 412 6046 to 6099        | 691 313 6383 to 6399        | 701 605 5913 to 5999        | 841 349 5000 to 5099            |
| 680 761 6800 to 6899        | 691 313 6600 to 6699        | 701 695 3982 to 3999        | 843 062 7100 to 7199            |
| 681 677 0540 to 0699        | 691 582 8003 to 8099        | 701 695 4148 to 4199        | 847 723 7500 to 7599            |
| 682 070 1029 to 1099        | 691 664 1800 to 1999        | 701 695 4227 to 4299        | <b>869 800 0000 to 999 9999</b> |
| 682 956 6280 to 6299        | 691 664 2400 to 2499        | 701 708 1741 to 1799        | <b>870 054 4814 to 4899</b>     |
| 682 956 6490 to 6599        | 692 727 9362 to 9399        | 701 736 3966 to 3999        | 870 491 4812 to 4849            |
| 682 956 6700 to 6799        | 693 249 0779 to 0799        | 701 838 2800 to 2899        | 870 536 5820 to 5829            |
| 682 965 1178 to 1199        | 693 249 0877 to 1699        | 701 941 0600 to 0699        | 870 541 7167 to 7239            |
| 682 965 1201 to 1299        | 693 445 0566 to 0999        | 702 171 1603 to 1699        | 870 589 0485 to 0494            |
| 683 118 2389 to 2399        | 693 448 8500 to 8999        | 702 195 5109 to 5199        | 870 691 7060 to 7099            |
| 683 378 2000 to 2099        | 693 645 9583 to 9599        | 702 254 9300 to 9399        |                                 |
| 683 378 2117 to 2299        | 693 965 4200 to 4299        | 702 264 7569 to 7599        |                                 |
| 683 415 1200 to 1499        | 695 741 2906 to 2999        | 702 713 1800 to 1809        |                                 |



|                    |           |              |             |    |       |                    |           |              |                    |           |              |
|--------------------|-----------|--------------|-------------|----|-------|--------------------|-----------|--------------|--------------------|-----------|--------------|
| 725 464 591        | to        | 4 920        | 731 588 301 | to | 8 340 | 737 110 141        | to        | 0 170        | 742 983 631        | to        | 3 810        |
| 725 475 321        | to        | 5 330        | 731 767 273 | to | 7 320 | 737 185 501        | to        | 5 710        | 743 020 021        | to        | 0 170        |
| 725 711 057        | to        | 1 070        | 731 781 061 | to | 1 120 | 737 317 321        | to        | 7 350        | 743 206 491        | to        | 6 500        |
| 725 738 581        | to        | 8 730        | 731 837 821 | to | 7 910 | 737 517 781        | to        | 7 840        | 743 235 992        | to        | 6 050        |
| 725 981 311        | to        | 1 430        | 731 841 377 | to | 1 450 | 737 628 181        | to        | 8 210        | 743 245 094        | to        | 5 170        |
| 725 987 835        | to        | 7 880        | 732 018 481 | to | 8 600 | 737 634 258        | to        | 4 270        | 743 940 631        | to        | 0 900        |
| 726 060 811        | to        | 0 900        | 732 067 972 | to | 8 370 | 738 361 971        | to        | 1 980        | 743 978 011        | to        | 8 070        |
| 726 391 970        | to        | 2 520        | 732 188 649 | to | 8 670 | 738 648 355        | to        | 8 450        | 744 234 751        | to        | 4 780        |
| 726 484 771        | to        | 4 800        | 732 193 460 | to | 3 470 | 738 849 811        | to        | 9 900        | 744 260 641        | to        | 0 670        |
| 726 493 351        | to        | 5 300        | 732 201 241 | to | 1 390 | 738 892 270        | to        | 2 290        | 744 499 591        | to        | 9 680        |
| 726 504 031        | to        | 4 063        | 732 220 431 | to | 0 440 | 738 997 259        | to        | 7 380        | 744 626 901        | to        | 6 910        |
| 726 504 070        | to        | 4 090        | 732 355 201 | to | 5 380 | 739 161 451        | to        | 1 540        | 745 388 794        | to        | 8 910        |
| 726 504 331        | to        | 4 390        | 732 472 320 | to | 2 560 | 739 219 381        | to        | 9 440        | 746 446 806        | to        | 6 820        |
| 726 563 701        | to        | 4 060        | 732 541 605 | to | 1 620 | 739 530 511        | to        | 0 540        | 746 818 351        | to        | 8 410        |
| 726 599 371        | to        | 9 460        | 732 572 221 | to | 2 490 | 739 740 151        | to        | 0 180        | 746 857 741        | to        | 7 800        |
| 726 626 356        | to        | 6 370        | 732 586 479 | to | 6 710 | 739 793 491        | to        | 3 520        | 747 245 266        | to        | 5 280        |
| 727 182 271        | to        | 2 510        | 732 994 037 | to | 4 080 | 739 793 527        | to        | 3 550        | 747 364 813        | to        | 4 830        |
| 727 416 181        | to        | 6 240        | 733 163 449 | to | 3 460 | 739 942 621        | to        | 2 650        | 747 501 434        | to        | 1 450        |
| 727 481 431        | to        | 1 460        | 733 297 171 | to | 7 290 | 739 999 231        | to        | 9 320        | 747 739 891        | to        | 0 070        |
| 727 749 241        | to        | 9 780        | 733 446 631 | to | 7 110 | <b>740 011 517</b> | <b>to</b> | <b>1 530</b> | 748 148 649        | to        | 8 760        |
| 728 382 331        | to        | 2 480        | 733 474 665 | to | 4 770 | 740 030 701        | to        | 0 970        | 748 259 960        | to        | 9 970        |
| 728 458 201        | to        | 8 260        | 733 704 482 | to | 4 570 | 740 261 740        | to        | 1 820        | 748 565 162        | to        | 5 280        |
| 728 702 338        | to        | 2 400        | 733 751 041 | to | 1 130 | 740 265 811        | to        | 6 290        | 749 137 381        | to        | 7 410        |
| 728 915 371        | to        | 5 850        | 733 971 138 | to | 1 210 | 740 299 111        | to        | 9 170        | 749 190 192        | to        | 0 210        |
| 728 953 141        | to        | 3 410        | 734 009 101 | to | 9 130 | 740 299 231        | to        | 9 260        | 749 685 421        | to        | 5 450        |
| 728 954 280        | to        | 4 310        | 734 290 759 | to | 0 770 | 740 329 266        | to        | 9 320        | 749 846 791        | to        | 6 850        |
| 729 169 081        | to        | 9 140        | 734 389 273 | to | 9 290 | 740 889 081        | to        | 9 090        | <b>750 071 587</b> | <b>to</b> | <b>1 610</b> |
| 729 363 841        | to        | 3 870        | 734 440 031 | to | 0 111 | 741 010 421        | to        | 0 530        | 750 388 454        | to        | 8 500        |
| 729 682 891        | to        | 3 190        | 734 797 201 | to | 7 320 | 741 113 041        | to        | 3 370        | 750 438 421        | to        | 8 501        |
| 729 838 940        | to        | 9 070        | 734 939 611 | to | 9 640 | 741 373 891        | to        | 4 340        | 750 743 911        | to        | 4 030        |
| 729 839 101        | to        | 9 130        | 734 950 111 | to | 0 170 | 741 452 369        | to        | 2 490        | 750 779 118        | to        | 9 400        |
| <b>730 077 683</b> | <b>to</b> | <b>7 840</b> | 735 120 331 | to | 0 840 | 741 492 991        | to        | 3 140        | 750 910 981        | to        | 1 010        |
| 730 109 847        | to        | 9 880        | 735 123 061 | to | 3 690 | 741 553 460        | to        | 3 470        | 750 960 841        | to        | 0 900        |
| 730 373 761        | to        | 3 850        | 735 283 008 | to | 3 020 | 741 764 431        | to        | 4 520        | 751 541 311        | to        | 1 790        |
| 730 501 951        | to        | 2 130        | 735 293 131 | to | 3 220 | 742 178 834        | to        | 8 880        | 751 757 641        | to        | 7 700        |
| 730 519 379        | to        | 9 470        | 735 783 961 | to | 3,990 | 742 325 500        | to        | 5 520        | 751 936 951        | to        | 7 010        |
| 730 569 278        | to        | 9 360        | 735 803 401 | to | 3 430 | 742 325 668        | to        | 5 700        | 751 951 861        | to        | 1 890        |
| 730 711 711        | to        | 1 740        | 736 005 420 | to | 5 440 | 742 408 771        | to        | 8 830        | 751 999 021        | to        | 9 110        |
| 730 722 991        | to        | 3 230        | 736 366 021 | to | 6 110 | 742 512 120        | to        | 2 150        | 752 139 516        | to        | 9 570        |
| 730 845 970        | to        | 5 990        | 736 624 456 | to | 4 500 | 742 684 849        | to        | 4 890        | 752 182 892        | to        | 2 950        |
| 730 888 291        | to        | 8 320        | 736 670 851 | to | 1 060 | 742 839 553        | to        | 9 630        | 752 206 861        | to        | 7 100        |
| 730 927 591        | to        | 7 680        | 736 767 061 | to | 7 090 | 742 913 668        | to        | 3 700        | 752 731 351        | to        | 1 410        |
| 731 307 914        | to        | 7 930        | 736 767 093 | to | 7 120 | 742 917 287        | to        | 7 296        |                    |           |              |
| 731 402 431        | to        | 2 460        | 736 982 191 | to | 2 370 | 742 921 891        | to        | 1 980        |                    |           |              |
| 731 407 232        | to        | 7 320        | 736 982 551 | to | 2 730 |                    |           |              |                    |           |              |

## 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, 11-4-99*

## 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, 11-4-99*



**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 | 007138 | 009724 | 018862 | 021984 | 028727 | 055165 | 064236 | 064852 | 065418 | 066040 | 071127 | 085599 |
| 005420 | 007212 | 009748 | 018866 | 022029 | 028764 | 056045 | 064263 | 064866 | 065421 | 066048 | 071259 | 085602 |
| 005718 | 007291 | 009767 | 018898 | 022067 | 028841 | 056052 | 064284 | 064877 | 065447 | 066049 | 071601 | 085603 |
| 005766 | 007341 | 009788 | 018954 | 022070 | 028914 | 056063 | 064300 | 064891 | 065450 | 066065 | 071613 | 085604 |
| 005839 | 007343 | 009803 | 019095 | 022116 | 028940 | 060018 | 064317 | 064894 | 065470 | 066066 | 075119 | 085605 |
| 005994 | 007382 | 009816 | 019097 | 022142 | 028956 | 060084 | 064327 | 064896 | 065488 | 066121 | 075320 | 085616 |
| 006004 | 007385 | 009863 | 019111 | 022224 | 028958 | 060119 | 064330 | 064903 | 065493 | 066128 | 075533 | 085617 |
| 006019 | 008003 | 009866 | 019147 | 022260 | 028964 | 060210 | 064335 | 064935 | 065525 | 066134 | 075905 | 085620 |
| 006045 | 008165 | 009867 | 019189 | 022295 | 029005 | 060238 | 064336 | 064938 | 065535 | 066136 | 076140 | 085626 |
| 006046 | 008177 | 009876 | 019209 | 022343 | 029225 | 060337 | 064344 | 064943 | 065543 | 066143 | 076209 | 085629 |
| 006051 | 008237 | 009877 | 019215 | 022384 | 029258 | 060343 | 064351 | 064947 | 065551 | 066149 | 076340 | 085661 |
| 006054 | 008238 | 009880 | 019324 | 022478 | 029501 | 060411 | 064355 | 064958 | 065565 | 066150 | 076918 | 085662 |
| 006062 | 008289 | 009885 | 019403 | 022490 | 029552 | 060566 | 064414 | 064959 | 065575 | 066211 | 077251 | 085663 |
| 006064 | 008490 | 009908 | 019510 | 022493 | 029611 | 060671 | 064415 | 064964 | 065590 | 066216 | 077271 | 085667 |
| 006075 | 008500 | 009951 | 019786 | 022537 | 029615 | 061027 | 064425 | 064965 | 065597 | 066223 | 077282 | 085671 |
| 006077 | 008611 | 009958 | 019918 | 022548 | 029730 | 061053 | 064432 | 064973 | 065603 | 066231 | 077302 | 085712 |
| 006079 | 008619 | 009970 | 019920 | 022568 | 029801 | 061054 | 064446 | 064996 | 065634 | 066271 | 077628 | 085725 |
| 006088 | 008684 | 009974 | 020029 | 022673 | 029820 | 061150 | 064479 | 065001 | 065638 | 066282 | 077821 | 085727 |
| 006148 | 008730 | 009976 | 020038 | 022684 | 029830 | 061181 | 064486 | 065005 | 065654 | 066284 | 077933 | 085728 |
| 006168 | 008885 | 010089 | 020235 | 022718 | 030041 | 061243 | 064491 | 065012 | 065655 | 066320 | 078063 | 085730 |
| 006182 | 008925 | 010216 | 020282 | 022885 | 030178 | 061311 | 064504 | 065041 | 065660 | 066321 | 078155 | 085731 |
| 006209 | 008988 | 010360 | 020432 | 022899 | 030211 | 061495 | 064522 | 065108 | 065665 | 066329 | 078209 | 085737 |
| 006212 | 009042 | 010501 | 020449 | 022951 | 030319 | 062017 | 064533 | 065125 | 065666 | 066393 | 078229 | 085738 |
| 006220 | 009067 | 010521 | 020493 | 022987 | 030423 | 062114 | 064534 | 065141 | 065680 | 066396 | 078854 | 085742 |
| 006223 | 009069 | 010629 | 020499 | 023099 | 030518 | 063123 | 064542 | 065142 | 065687 | 066405 | 078906 | 085743 |
| 006225 | 009076 | 011313 | 020555 | 023141 | 031232 | 063141 | 064543 | 065145 | 065723 | 066436 | 079506 | 085769 |
| 006237 | 009098 | 011327 | 020560 | 023244 | 031239 | 063164 | 064560 | 065154 | 065744 | 067093 | 079750 | 085774 |
| 006239 | 009120 | 011351 | 020579 | 023409 | 037025 | 063307 | 064566 | 065163 | 065751 | 067101 | 079755 | 085920 |
| 006247 | 009129 | 011386 | 021020 | 023435 | 038026 | 063310 | 064596 | 065183 | 065761 | 067136 | 080072 | 088045 |
| 006271 | 009151 | 012198 | 021036 | 023596 | 038027 | 063409 | 064603 | 065185 | 065762 | 067220 | 080215 | 088053 |
| 006273 | 009206 | 012291 | 021062 | 023627 | 038031 | 063474 | 064613 | 065200 | 065763 | 067312 | 080298 | 088067 |
| 006280 | 009213 | 012372 | 021076 | 025032 | 038484 | 063488 | 064636 | 065220 | 065774 | 068016 | 080310 | 088111 |
| 006282 | 009270 | 013151 | 021138 | 025277 | 038542 | 064056 | 064639 | 065230 | 065778 | 068028 | 080446 | 088141 |
| 006292 | 009272 | 013232 | 021176 | 026035 | 040025 | 064086 | 064649 | 065233 | 065783 | 068132 | 080634 | 088189 |
| 006293 | 009276 | 014489 | 021189 | 026198 | 040072 | 064097 | 064655 | 065235 | 065815 | 068183 | 085378 | 088461 |
| 006322 | 009298 | 014870 | 021211 | 026457 | 040346 | 064100 | 064661 | 065240 | 065816 | 068312 | 085402 | 088688 |
| 006332 | 009342 | 015083 | 021246 | 026490 | 041172 | 064108 | 064679 | 065249 | 065828 | 068366 | 085405 | 089426 |
| 006335 | 009371 | 015161 | 021249 | 026499 | 041186 | 064119 | 064692 | 065257 | 065836 | 068377 | 085406 | 089580 |
| 006354 | 009394 | 015228 | 021277 | 027056 | 041193 | 064121 | 064699 | 065267 | 065840 | 068467 | 085462 | 089583 |
| 006360 | 009400 | 015260 | 021324 | 027169 | 041312 | 064139 | 064716 | 065268 | 065870 | 069064 | 085465 | 089587 |
| 006361 | 009416 | 015381 | 021469 | 027498 | 041353 | 064141 | 064738 | 065271 | 065883 | 069083 | 085475 | 089837 |
| 006362 | 009423 | 015434 | 021481 | 027846 | 042050 | 064157 | 064744 | 065275 | 065894 | 069240 | 085518 | 090717 |
| 006388 | 009425 | 015536 | 021500 | 027855 | 042108 | 064159 | 064757 | 065279 | 065905 | 069353 | 085519 | 092488 |
| 006398 | 009448 | 016266 | 021510 | 027892 | 042311 | 064172 | 064764 | 065285 | 065906 | 069732 | 085520 | 092640 |
| 006416 | 009453 | 016278 | 021534 | 027916 | 042319 | 064177 | 064778 | 065335 | 065922 | 069782 | 085521 | 093171 |
| 006439 | 009487 | 018111 | 021588 | 028002 | 042320 | 064200 | 064785 | 065355 | 065937 | 069823 | 085523 | 093518 |
| 006659 | 009517 | 018247 | 021644 | 028138 | 045311 | 064202 | 064791 | 065357 | 065940 | 069942 | 085524 | 093612 |
| 006726 | 009529 | 018261 | 021714 | 028230 | 046002 | 064213 | 064811 | 065363 | 065963 | 069991 | 085533 | 093877 |
| 006874 | 009546 | 018273 | 021731 | 028399 | 047133 | 064215 | 064821 | 065376 | 065978 | 070110 | 085546 | 093977 |
| 007030 | 009560 | 018280 | 021786 | 028509 | 048067 | 064217 | 064826 | 065382 | 065988 | 070182 | 085548 | 093988 |
| 007036 | 009575 | 018483 | 021845 | 028529 | 049065 | 064219 | 064838 | 065385 | 065990 | 070262 | 085589 | 094362 |
| 007065 | 009641 | 018666 | 021871 | 028586 | 049307 | 064220 | 064842 | 065398 | 066028 | 070320 | 085594 | 095258 |
| 007076 | 009695 | 018790 | 021880 | 028624 | 055126 | 064224 | 064847 | 065402 | 066030 | 070391 | 085596 | 095435 |
| 007124 | 009718 | 018824 | 021941 | 028699 | 055133 | 064229 | 064850 | 065414 | 066034 | 070525 | 085598 | 097289 |

|               |        |        |               |        |               |        |        |        |               |        |        |               |
|---------------|--------|--------|---------------|--------|---------------|--------|--------|--------|---------------|--------|--------|---------------|
| 097330        | 113676 | 128985 | 159010        | 208728 | 253196        | 300341 | 312499 | 330012 | 344036        | 405128 | 464078 | 485072        |
| 097386        | 113833 | 129880 | 159042        | 208731 | 253247        | 300373 | 312501 | 330084 | 344069        | 407101 | 464110 | 485205        |
| 097482        | 114416 | 129890 | 165121        | 208739 | 254003        | 300425 | 312507 | 330090 | 344081        | 410047 | 465098 | 488138        |
| 097523        | 114519 | 129899 | 165351        | 208754 | 254013        | 300442 | 314287 | 330220 | 347103        | 410116 | 466598 | 489449        |
| 097754        | 114563 | 129904 | 170109        | 208805 | 263010        | 300620 | 314660 | 330412 | 347117        | 410180 | 467061 | 490239        |
| 097800        | 115007 | 129912 | 170243        | 208835 | 270075        | 300650 | 314686 | 330534 | 349049        | 427020 | 467089 | 490272        |
| 097825        | 115074 | 130007 | 171118        | 208853 | 271208        | 300652 | 314718 | 330622 | 349106        | 430147 | 468184 | 490461        |
| 097921        | 115100 | 130013 | 173072        | 208885 | 272074        | 300654 | 314740 | 330639 | 349412        | 432138 | 468209 | 490552        |
| 097942        | 115176 | 130532 | 174052        | 208968 | 272162        | 300719 | 314915 | 330665 | 349533        | 432493 | 468283 | 490623        |
| 097991        | 115196 | 130574 | 174058        | 209186 | 272366        | 300722 | 314958 | 330748 | 349543        | 432607 | 469108 | 490677        |
| 098006        | 115197 | 130665 | 174060        | 209260 | 274167        | 300756 | 315003 | 330842 | 349682        | 432627 | 469174 | 490693        |
| 098388        | 115219 | 130891 | 174071        | 210122 | 274331        | 300786 | 315022 | 330898 | 349683        | 432729 | 469194 | 492097        |
| 098443        | 115307 | 131016 | 175096        | 210173 | 275027        | 300792 | 317156 | 330971 | 349737        | 432780 | 470023 | 493088        |
| 098506        | 115447 | 131264 | 176064        | 210252 | 275509        | 300830 | 317201 | 331480 | 349771        | 432792 | 470025 | 494159        |
| 098515        | 115524 | 131293 | 176082        | 210299 | 276003        | 300837 | 317251 | 331501 | 349956        | 432827 | 474001 | 494198        |
| 098529        | 115530 | 131621 | 180101        | 210392 | 276065        | 300872 | 317287 | 331508 | 352655        | 432835 | 477092 | 495079        |
| 098545        | 115643 | 132018 | 180112        | 210440 | 276067        | 300874 | 317309 | 331601 | 352772        | 432916 | 477164 | 496060        |
| 098719        | 115790 | 132037 | 181057        | 210448 | 276525        | 300896 | 317318 | 331686 | 359033        | 437020 | 478825 | 496123        |
| 098767        | 115905 | 132046 | 183009        | 210459 | 278056        | 300917 | 317325 | 331824 | 361329        | 441263 | 480239 | 497210        |
| 098801        | 116011 | 132055 | 187081        | 210471 | 281095        | 300920 | 319075 | 331986 | 362066        | 441583 | 480301 | <b>503042</b> |
| 098818        | 117062 | 132056 | 191317        | 210481 | 282180        | 300929 | 319098 | 332099 | 372040        | 443215 | 480471 | 527036        |
| 098877        | 117130 | 132171 | 191341        | 210484 | 282290        | 300937 | 319114 | 332116 | 372072        | 443242 | 480545 | 531425        |
| 098916        | 117305 | 132185 | 191906        | 210486 | 282531        | 300953 | 320051 | 332163 | 372330        | 443313 | 480628 | 531521        |
| 098934        | 117470 | 132252 | 191966        | 210513 | 282552        | 300956 | 320057 | 332979 | 372499        | 449017 | 480652 | 531526        |
| 098955        | 117546 | 132283 | 192002        | 210521 | 282845        | 300979 | 320066 | 333051 | 372760        | 451013 | 480733 | 531541        |
| 098975        | 117586 | 132426 | 192838        | 210537 | 284009        | 300980 | 320092 | 333077 | 376148        | 451155 | 480859 | 531611        |
| <b>101447</b> | 117697 | 132441 | 195075        | 210570 | 284010        | 300981 | 320099 | 333214 | 380132        | 452139 | 480902 | 531614        |
| 101523        | 117786 | 132443 | 195096        | 210574 | 284011        | 300994 | 321026 | 333393 | 380179        | 452150 | 481342 | 531633        |
| 102809        | 117944 | 133037 | 196052        | 210612 | 285024        | 301006 | 321201 | 333518 | 381001        | 452585 | 481371 | 532381        |
| 103316        | 118398 | 134055 | 196064        | 210624 | 286019        | 301010 | 321387 | 333684 | 381046        | 452649 | 481565 | 532458        |
| 103317        | 118906 | 136017 | 196065        | 210629 | 286089        | 301016 | 321389 | 333794 | 381136        | 452682 | 481599 | 532681        |
| 103694        | 119082 | 136033 | 196114        | 210637 | 286155        | 301019 | 322315 | 333800 | 381204        | 452683 | 481633 | 532802        |
| 103743        | 119164 | 136051 | 196130        | 210656 | 287061        | 301029 | 322320 | 333806 | 381207        | 452729 | 481702 | 532857        |
| 103767        | 119236 | 136053 | 196148        | 212333 | 288089        | 301030 | 322326 | 334029 | 381217        | 453027 | 481725 | 532971        |
| 104649        | 119239 | 136057 | 196160        | 212577 | 288112        | 301062 | 322513 | 334049 | 381230        | 454219 | 481751 | 534215        |
| 105463        | 119261 | 138002 | 197060        | 212600 | 292523        | 301072 | 322795 | 334804 | 381392        | 454278 | 481755 | 537085        |
| 106356        | 119324 | 139005 | 198233        | 212683 | 292586        | 301112 | 323138 | 334811 | 381466        | 454322 | 481777 | 537353        |
| 107092        | 119480 | 139087 | 199064        | 212739 | 293330        | 301115 | 323534 | 334875 | 381494        | 454329 | 481823 | 541020        |
| 108548        | 119516 | 139144 | <b>200032</b> | 212917 | 294238        | 301128 | 323583 | 335033 | 381575        | 454462 | 481899 | 541110        |
| 108600        | 119565 | 139204 | 200246        | 212946 | 294380        | 301155 | 323654 | 335167 | 381601        | 454553 | 481929 | 541150        |
| 108732        | 120133 | 142067 | 200347        | 220025 | 294435        | 301258 | 324014 | 335182 | 381750        | 454784 | 481941 | 542150        |
| 108931        | 120192 | 142073 | 200527        | 220079 | 294530        | 301457 | 324018 | 335753 | 381812        | 456046 | 481951 | 542230        |
| 109430        | 120243 | 142098 | 200721        | 220120 | 294539        | 301605 | 324028 | 336098 | 381982        | 458083 | 481982 | 543230        |
| 109434        | 120254 | 142145 | 200774        | 220832 | 295308        | 301906 | 325028 | 336099 | 383136        | 458109 | 482237 | 543810        |
| 109921        | 120302 | 142176 | 200982        | 221059 | 295352        | 301932 | 325105 | 336348 | 387030        | 458148 | 482672 | 544014        |
| 110131        | 120307 | 142215 | 207241        | 221129 | 295364        | 301946 | 325627 | 337023 | 394230        | 460098 | 482695 | 544018        |
| 110445        | 121149 | 142269 | 207780        | 221130 | 295428        | 302029 | 325960 | 337153 | 395216        | 460130 | 482702 | 544073        |
| 110771        | 121274 | 142279 | 207818        | 221132 | 296443        | 302228 | 326623 | 337166 | 395224        | 462039 | 482739 | 544083        |
| 110791        | 122136 | 142424 | 207852        | 221140 | 296492        | 304500 | 326629 | 337341 | 395241        | 462271 | 482784 | 545005        |
| 111078        | 122270 | 142607 | 207919        | 221299 | 298015        | 304502 | 326647 | 338050 | 396203        | 462329 | 482917 | 546121        |
| 111209        | 122276 | 142942 | 208002        | 221574 | 299035        | 305044 | 326706 | 339074 | <b>401022</b> | 462536 | 483039 | 549210        |
| 111384        | 122327 | 142958 | 208146        | 222029 | 299800        | 305061 | 327300 | 340058 | 402114        | 462726 | 483077 | 551026        |
| 111433        | 122346 | 146187 | 208177        | 222046 | 299801        | 305063 | 327540 | 340211 | 402147        | 462918 | 483084 | 551033        |
| 112266        | 122382 | 146482 | 208179        | 222150 | <b>300020</b> | 305097 | 327772 | 340233 | 402253        | 462973 | 483115 | 551073        |
| 112487        | 122387 | 146671 | 208199        | 223008 | 300070        | 306337 | 327796 | 340243 | 402283        | 463025 | 483221 | 551117        |
| 112628        | 123027 | 152410 | 208280        | 223353 | 300073        | 309020 | 327808 | 340332 | 402359        | 463029 | 483441 | 551156        |
| 112944        | 123084 | 152429 | 208449        | 235259 | 300087        | 312174 | 327877 | 340407 | 402412        | 463034 | 483540 | 551179        |
| 113120        | 123139 | 152489 | 208524        | 235423 | 300140        | 312247 | 328043 | 340445 | 402448        | 463035 | 483547 | 551498        |
| 113290        | 124091 | 152577 | 208573        | 235492 | 300144        | 312312 | 328544 | 340545 | 402973        | 464022 | 483575 | 551979        |
| 113323        | 125252 | 152723 | 208588        | 240427 | 300149        | 312328 | 328556 | 340817 | 403052        | 464031 | 483698 | 553317        |
| 113324        | 126029 | 152959 | 208646        | 240540 | 300196        | 312345 | 328858 | 340897 | 405026        | 464033 | 483957 | 553494        |
| 113459        | 127075 | 156125 | 208655        | 253069 | 300238        | 312417 | 328951 | 340932 | 405031        | 464036 | 483978 | 553623        |
| 113643        | 128113 | 156162 | 208717        | 253136 | 300247        | 312431 | 329176 | 340999 | 405039        | 464055 | 484036 | 553917        |
| 113646        | 128967 | 156204 | 208726        | 253191 | 300336        | 312496 | 329355 | 344022 | 405098        | 464067 | 485014 | 554039        |

|               |        |        |               |        |        |               |        |               |        |        |        |        |
|---------------|--------|--------|---------------|--------|--------|---------------|--------|---------------|--------|--------|--------|--------|
| 554341        | 600961 | 631105 | 666965        | 752568 | 770635 | 796508        | 826267 | 856534        | 915203 | 921568 | 928335 | 949056 |
| 554382        | 600969 | 631162 | 667028        | 752650 | 770671 | 796531        | 832096 | 860018        | 915224 | 921610 | 928355 | 949462 |
| 554514        | 600988 | 631192 | 678019        | 752654 | 770696 | 796536        | 833131 | 871449        | 915239 | 921637 | 928364 | 949621 |
| 563001        | 601056 | 631211 | 681349        | 752695 | 771077 | 796543        | 833611 | 871584        | 915592 | 921639 | 928370 | 950004 |
| 570042        | 601214 | 631219 | 681569        | 752717 | 771084 | 799028        | 834026 | 871624        | 915665 | 921699 | 928383 | 950017 |
| 570056        | 601218 | 631277 | 681605        | 753037 | 771104 | <u>800402</u> | 837147 | 871636        | 915711 | 921812 | 928384 | 950121 |
| 571008        | 601263 | 631334 | 681911        | 756005 | 771254 | 800510        | 840351 | 871642        | 915728 | 921854 | 928385 | 950153 |
| 573007        | 601267 | 631355 | 681920        | 756018 | 771507 | 800576        | 840603 | 874039        | 917191 | 921857 | 928422 | 950217 |
| 576014        | 601278 | 631363 | 685047        | 757027 | 771540 | 801283        | 841078 | 882003        | 917235 | 921923 | 928462 | 950224 |
| 581055        | 601337 | 631454 | 685133        | 757067 | 771565 | 801493        | 841117 | 891250        | 917361 | 921967 | 928511 | 950672 |
| 581216        | 601438 | 631477 | 685280        | 757074 | 771705 | 801566        | 841145 | 891333        | 917398 | 922184 | 928548 | 950722 |
| 585242        | 601512 | 631480 | <u>701232</u> | 760107 | 771791 | 801712        | 841166 | 891346        | 917408 | 922249 | 928772 | 950808 |
| 591042        | 601556 | 631520 | 701391        | 760112 | 771810 | 801734        | 841213 | 891392        | 917497 | 922277 | 928889 | 950820 |
| 591080        | 601646 | 631537 | 705050        | 760432 | 771815 | 801749        | 841226 | 891425        | 917542 | 924598 | 928893 | 950896 |
| 591140        | 601696 | 631575 | 705065        | 760478 | 771905 | 802149        | 841632 | 891513        | 917547 | 924604 | 931051 | 951045 |
| 591175        | 601736 | 631600 | 705078        | 760665 | 772360 | 802227        | 841788 | 891628        | 917550 | 924662 | 931202 | 951214 |
| 591360        | 601746 | 631632 | 705170        | 760736 | 772660 | 802245        | 841916 | 891755        | 917627 | 924679 | 931345 | 951596 |
| 596512        | 601758 | 631662 | 705214        | 761001 | 772788 | 802264        | 841964 | 891814        | 917640 | 925184 | 931687 | 951705 |
| 596516        | 601770 | 631682 | 706107        | 761029 | 773127 | 802281        | 841991 | 891817        | 917673 | 925207 | 931763 | 951787 |
| 597531        | 601940 | 631784 | 708619        | 761076 | 773537 | 802323        | 850257 | 891854        | 917677 | 926021 | 931767 | 951922 |
| 597537        | 602097 | 631816 | 708638        | 761127 | 774327 | 802358        | 850284 | 891855        | 917764 | 926068 | 933135 | 952240 |
| 597539        | 602122 | 631835 | 711609        | 761129 | 774358 | 802363        | 850683 | 895026        | 917822 | 926095 | 934218 | 952253 |
| 598555        | 602212 | 631836 | 713038        | 761147 | 775014 | 802382        | 850691 | 895062        | 917862 | 926170 | 934232 | 952319 |
| 598578        | 602567 | 631850 | 718007        | 761161 | 775260 | 802409        | 850877 | 895102        | 917925 | 926242 | 934291 | 953215 |
| 598614        | 602594 | 631883 | 720018        | 761372 | 775304 | 802456        | 850907 | 895231        | 917981 | 926247 | 935116 | 953274 |
| 598621        | 602705 | 631908 | 721023        | 761457 | 775327 | 802559        | 852022 | 895323        | 917987 | 926283 | 939141 | 953323 |
| <b>600080</b> | 603088 | 631941 | 721048        | 761509 | 777221 | 802727        | 852073 | 895457        | 918302 | 926326 | 939575 | 953344 |
| 600081        | 603208 | 631967 | 723063        | 761661 | 778029 | 802951        | 852129 | 895891        | 918316 | 926335 | 940162 | 958232 |
| 600112        | 604104 | 637108 | 727070        | 761671 | 782004 | 803103        | 852514 | <u>900420</u> | 918319 | 926352 | 940499 | 958264 |
| 600135        | 605009 | 637128 | 730057        | 761692 | 782020 | 803332        | 852535 | 900423        | 918325 | 926451 | 940618 | 958482 |
| 600169        | 605797 | 637138 | 730264        | 761694 | 782044 | 803340        | 852726 | 900847        | 918383 | 926505 | 940828 | 958496 |
| 600187        | 606104 | 641033 | 730302        | 761703 | 782048 | 804239        | 852870 | 900864        | 918413 | 926526 | 940840 | 958520 |
| 600237        | 606110 | 641213 | 730305        | 761741 | 782648 | 804272        | 852928 | 901085        | 918456 | 926591 | 940842 | 958610 |
| 600264        | 606502 | 641227 | 730351        | 761842 | 782714 | 805194        | 853009 | 901118        | 918465 | 926596 | 941283 | 958717 |
| 600286        | 606613 | 641637 | 730380        | 762011 | 782835 | 805303        | 853026 | 901140        | 918539 | 926635 | 941465 | 958749 |
| 600293        | 606635 | 641804 | 730669        | 763015 | 782993 | 805321        | 853125 | 901450        | 918632 | 926687 | 941469 | 958763 |
| 600299        | 607149 | 641965 | 730900        | 763016 | 784239 | 805375        | 853205 | 901484        | 918642 | 926689 | 941539 | 958780 |
| 600348        | 607448 | 648128 | 731005        | 763147 | 784255 | 805486        | 853227 | 901527        | 918811 | 926754 | 941599 | 958843 |
| 600349        | 607966 | 648131 | 731351        | 767531 | 784602 | 805496        | 853257 | 901566        | 920117 | 926762 | 941635 | 958850 |
| 600390        | 607990 | 648158 | 731386        | 770035 | 785425 | 805551        | 853270 | 902198        | 920208 | 926782 | 941766 | 958855 |
| 600397        | 608048 | 648164 | 731549        | 770048 | 785755 | 805589        | 853297 | 902651        | 920226 | 926834 | 941866 | 958890 |
| 600401        | 608082 | 648170 | 731620        | 770104 | 787678 | 805602        | 853302 | 903409        | 920243 | 926858 | 945403 | 958945 |
| 600470        | 608105 | 648180 | 731802        | 770128 | 787838 | 806030        | 853321 | 903649        | 920272 | 926905 | 945530 | 959002 |
| 600477        | 608129 | 648191 | 740371        | 770142 | 787885 | 806045        | 853346 | 903876        | 920327 | 926930 | 945563 | 959071 |
| 600522        | 608153 | 648195 | 740863        | 770156 | 787891 | 807021        | 853347 | 904679        | 920337 | 926939 | 945799 | 960053 |
| 600537        | 608244 | 648198 | 741018        | 770157 | 787956 | 808004        | 853371 | 904685        | 920370 | 926955 | 946204 | 967030 |
| 600569        | 610128 | 652190 | 741111        | 770161 | 788058 | 809040        | 853402 | 906429        | 920383 | 927138 | 946268 | 967040 |
| 600570        | 613146 | 652225 | 741273        | 770183 | 790003 | 809165        | 853453 | 906465        | 921051 | 927232 | 946279 | 967192 |
| 600595        | 616115 | 652345 | 741280        | 770200 | 790011 | 809356        | 853480 | 906607        | 921085 | 927236 | 946340 | 967230 |
| 600601        | 620041 | 652540 | 741487        | 770208 | 791020 | 810121        | 853512 | 906622        | 921121 | 927255 | 946398 | 967283 |
| 600607        | 622009 | 652690 | 743006        | 770213 | 791093 | 811019        | 853516 | 907268        | 921129 | 927265 | 946447 | 968013 |
| 600608        | 625115 | 652830 | 744043        | 770305 | 791126 | 812026        | 853520 | 907277        | 921267 | 927266 | 946545 | 968150 |
| 600614        | 627017 | 656101 | 749018        | 770362 | 791132 | 813309        | 853537 | 907667        | 921298 | 927267 | 947121 | 968156 |
| 600621        | 627124 | 657108 | 750175        | 770373 | 791150 | 814203        | 853542 | 907835        | 921318 | 927292 | 947238 | 968220 |
| 600622        | 628024 | 658102 | 750255        | 770446 | 791278 | 815032        | 853551 | 910388        | 921328 | 927314 | 948199 | 968716 |
| 600649        | 628048 | 658137 | 750341        | 770477 | 791381 | 815179        | 853558 | 911087        | 921359 | 927618 | 948220 | 968815 |
| 600672        | 628050 | 658145 | 750373        | 770478 | 792001 | 815255        | 853559 | 911304        | 921395 | 927805 | 948280 | 968869 |
| 600694        | 628066 | 658154 | 750852        | 770492 | 793045 | 816069        | 853560 | 912435        | 921413 | 927806 | 948291 | 968930 |
| 600767        | 628134 | 658171 | 750899        | 770506 | 794176 | 816172        | 853562 | 913510        | 921441 | 927879 | 948304 | 969048 |
| 600812        | 628135 | 658177 | 752265        | 770528 | 794238 | 816199        | 853567 | 914405        | 921445 | 927893 | 948439 | 970106 |
| 600903        | 629029 | 660052 | 752392        | 770567 | 794271 | 816302        | 853570 | 914457        | 921466 | 927961 | 948446 | 970160 |
| 600920        | 629078 | 662175 | 752414        | 770582 | 794440 | 820707        | 856173 | 914714        | 921490 | 928197 | 948460 | 970165 |
| 600929        | 629137 | 666290 | 752431        | 770592 | 794485 | 823001        | 856483 | 914843        | 921533 | 928223 | 948472 | 970180 |
| 600955        | 631049 | 666545 | 752478        | 770602 | 796507 | 826010        | 856484 | 914877        | 921542 | 928234 | 948550 | 970275 |

---

|        |        |        |        |        |        |        |        |        |        |        |        |        |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 970543 | 970754 | 970829 | 974222 | 977042 | 980281 | 980912 | 982188 | 982371 | 992160 | 992514 | 995158 | 995857 |
| 970563 | 970757 | 972995 | 975024 | 980004 | 980344 | 981371 | 982281 | 983024 | 992212 | 992653 | 995359 | 997253 |
| 970617 | 970769 | 973107 | 976014 | 980109 | 980520 | 981804 | 982287 | 984070 | 992357 | 992711 | 995496 | 998109 |
| 970662 | 970806 | 973132 | 976019 | 980110 | 980793 | 982029 | 982311 | 985220 | 992364 | 992725 | 995646 |        |
| 970708 | 970811 | 974015 | 976036 | 980221 | 980908 | 982141 | 982360 | 985221 | 992460 | 995070 | 995829 |        |

— Express and Priority Mail, Marketing, 11-4-99

# International Mail

IMM REVISION

## Global Priority Mail Expansion

Effective November 4, 1999, *International Mail Manual* (IMM) 226 is revised to include new destination countries for Global Priority Mail (GPM). These changes will be incorporated into the printed version of IMM Issue 22 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>).

The chart below includes all countries that accept GPM from the United States. This chart replaces the Global Priority Mail chart published in *Postal Bulletin* 21996 (4-22-99). Post this chart to aid window clerks and postal customers.

### International Mail Manual (IMM)

|            |                                    |   |   |   |   |
|------------|------------------------------------|---|---|---|---|
|            | *                                  | * | * | * | * |
| <b>2</b>   | <b>Conditions for Mailing</b>      |   |   |   |   |
|            | *                                  | * | * | * | * |
| <b>220</b> | <b>Letters and Letter Packages</b> |   |   |   |   |
|            | *                                  | * | * | * | * |

#### 226.2 Availability

[Replace the table with the following:]

Global Priority Mail is available to the following countries. Note that changes appear in bold type. Several countries have service only to designated cities as noted below:

#### Countries of Destination

| Western Europe              | Pacific Rim        | North America       | South America       | Middle East               | Africa              |
|-----------------------------|--------------------|---------------------|---------------------|---------------------------|---------------------|
| Austria                     | Australia          | Canada              | Brazil <sup>1</sup> | Israel <sup>2</sup>       | <b>South Africa</b> |
| Belgium                     | China <sup>3</sup> | Mexico <sup>4</sup> | Chile <sup>5</sup>  | Saudi Arabia <sup>6</sup> |                     |
| <b>Czech Republic</b>       | Hong Kong          |                     | <b>Colombia</b>     | <b>India</b>              |                     |
| Denmark                     | Japan              |                     |                     |                           |                     |
| Finland                     | <b>Malaysia</b>    |                     |                     |                           |                     |
| France                      | New Zealand        |                     |                     |                           |                     |
| Germany                     | Philippines        |                     |                     |                           |                     |
| Iceland                     | Singapore          |                     |                     |                           |                     |
| <b>Hungary</b>              | South Korea        |                     |                     |                           |                     |
| Ireland                     | Taiwan             |                     |                     |                           |                     |
| Liechtenstein               | Thailand           |                     |                     |                           |                     |
| Luxembourg                  | Vietnam            |                     |                     |                           |                     |
| Monaco                      |                    |                     |                     |                           |                     |
| The Netherlands             |                    |                     |                     |                           |                     |
| Norway                      |                    |                     |                     |                           |                     |
| <b>Poland</b>               |                    |                     |                     |                           |                     |
| Portugal                    |                    |                     |                     |                           |                     |
| Spain                       |                    |                     |                     |                           |                     |
| Sweden                      |                    |                     |                     |                           |                     |
| Switzerland                 |                    |                     |                     |                           |                     |
| United Kingdom <sup>7</sup> |                    |                     |                     |                           |                     |

<sup>1</sup> Destinations in Brazil are limited to Sao Paulo and Rio de Janeiro.  
<sup>2</sup> Destinations in Israel are limited to Jerusalem, Tel Aviv, and Haifa.  
<sup>3</sup> See Exhibit 226.2 for the applicable locations in China.  
<sup>4</sup> Destinations in Mexico are limited to Guadalajara, Mexico City, and Monterrey.  
<sup>5</sup> Destinations in Chile are limited to Santiago, Valparaiso, and Viña del Mar.  
<sup>6</sup> Destinations in Saudi Arabia are limited to Dammam, Jeddah, and Riyadh.  
<sup>7</sup> Includes England, Scotland, Wales, Northern Ireland, Guernsey, Jersey, and the Isle of Man.

## IMM REVISION

**Priority Mail Global Guaranteed**

Effective November 1, 1999, service for Priority Mail Global Guaranteed (PMGG) is expanded to include new acceptance cities in the United States and new destination countries and territories. Rates and all other conditions of service remain the same. All origin metropolitan areas and destination countries are shown below.

These revisions will be incorporated into the printed version of the International Mail Manual (IMM) Issue 22 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>).

**International Mail Manual (IMM)**

\* \* \* \* \*

**2 Conditions for Mailing**

\* \* \* \* \*

**210 Express Mail International Service**

\* \* \* \* \*

**215 Priority Mail Global Guaranteed**

\* \* \* \* \*

**215.3 Service Areas****215.31 Origins**

Priority Mail Global Guaranteed service is available only from the following ZIP Codes:

| Metropolitan Area   | ZIP Code   |
|---|--|
| Arizona: Phoenix  | 850, 852–853   |
| California: Los Angeles<br>Oakland<br>San Francisco/<br>San Jose      | 900, 902–908, 910–918,<br>926–928, 937, 939–941,<br>943–944, 946, 949–951, 954 |
| Colorado: Denver  | 802  |
| Connecticut: Stamford   | 060–069  |
| Delaware: Wilmington  | 197–199  |
| District of Columbia:   | 200, 202–203, 205  |
| Florida: Fort Lauderdale<br>Jacksonville<br>Miami<br>Orlando<br>Tampa | 320, 322, 327–338, 342,<br>346–347   |
| Georgia: Atlanta  | 300–303, 305–306, 311  |
| Illinois: Chicago   | 600–608, 610–611, 620,<br>622, 629   |
| Indiana: Indianapolis   | 460–470, 472–475, 478–479  |
| Kentucky: Newport   | 410, 452   |
| Maine: Portland   | 039–041  |
| Maryland: Baltimore   | 206–212, 214, 217, 219   |
| Massachusetts: Boston   | 010–027  |
| Michigan: Detroit<br>Grand Rapids                                     | 481–482, 486–491,<br>493–497, 530–531  |

| Metropolitan Area  | ZIP Code   |
|--|--|
| Minnesota: Minneapolis<br>Saint Paul   | 550–551, 553–554, 558–559  |
| Missouri: St. Louis  | 630–631, 633   |
| New Hampshire: Manchester  | 030–034, 038   |
| New Jersey: Jersey City<br>Newark  | 070–085, 087–089   |
| New York: Flushing<br>New York City  | 100–101, 103–105, 107,<br>109–119, 124–127                       |
| North Carolina: Charlotte<br>Greensboro<br>Raleigh                                   | 270–278, 280–282, 286  |
| Ohio: Akron<br>Cincinnati<br>Cleveland<br>Columbus<br>Dayton<br>Toledo<br>Youngstown | 430–438, 440–458   |
| Pennsylvania: Philadelphia   | 189–191, 193–196   |
| Rhode Island: Providence   | 028–029  |
| Tennessee: Nashville   | 372  |
| Texas: Dallas<br>Fort Worth<br>Houston<br>Lubbock<br>San Antonio                     | 750–752, 760–764,<br>769–770, 772–778,<br>780–782, 784, 791, 794 |
| Virginia: Richmond   | 201, 220–225, 230–232,<br>238–239                                |
| Vermont: Burlington  | 054, 056   |
| Washington: Seattle  | 980–982  |
| Wisconsin: Milwaukee   | 530–532, 534   |

**215.32 Destinations**

Priority Mail Global Guaranteed service is available only to the following countries and territories:

Anguilla  
Antigua and Barbuda  
Aruba  
Australia  
Austria  
Bahamas  
Barbados  
Belgium  
Bermuda  
British Virgin Islands  
Canada  
Cayman Islands  
Denmark  
Dominica  
Dominican Republic  
Finland  
France (includes Monaco)  
Germany  
Gibraltar  
Great Britain and Northern Ireland (includes Guernsey and Jersey)  
Greece  
Grenada

Guadeloupe (includes St. Barthelemy)  
Haiti  
Hong Kong  
Indonesia  
Ireland  
Italy  
Jamaica  
Korea, Republic of (South Korea)  
Liechtenstein  
Luxembourg  
Macao  
Malaysia  
Malta  
Martinique  
Mexico  
Montserrat

Netherlands  
Netherlands Antilles (includes Bonaire, Curacao, St. Eustatius, and  
St. Maarten)  
New Zealand  
Norway  
Philippines  
Portugal  
Saint Christopher (St. Kitts) and Nevis  
Saint Lucia  
Saint Vincent and the Grenadines  
Singapore  
Spain (includes Canary Islands)  
Sweden  
Switzerland  
Taiwan  
Thailand  
Trinidad and Tobago  
Turks and Caicos Islands  
Vietnam

— *International Business Unit, 11-4-99*

## Philately

STAMP ANNOUNCEMENT 99-51

### American Kestrel Definitive Stamp

The Postal Service will issue a 1-cent *American Kestrel* definitive stamp (Item Number 100100), self-adhesive pane of 50, in New York, NY, on November 19, 1999. The stamp, designed by Michael R. Matherly of Cambridge City, IN, goes on sale nationwide November 20, 1999.

#### How to Order the First Day of Issue Postmark

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

AMERICAN KESTREL DEFINITIVE STAMP  
POSTMASTER  
421 EIGHTH AVENUE 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. There is no charge for the postmark. All orders must be postmarked by December 19, 1999.

Stamp Fulfillment Services (SFS) also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by telephoning 1 800 STAMP-24 or writing to:

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

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

Customers are reminded that the postage affixed to any first-class mail envelope must equal at least 33 cents, and postage affixed to any postcard must equal at least 20 cents. Include at least one *American Kestrel* stamp in order to receive the first day of issue postmark.

#### Distribution

Except for philatelic quantities, Item Number 100100 will not be automatically distributed to stamp distribution offices (SDOs). Produced by the Bureau of Engraving and Printing (BEP), the 1-cent *American Kestrel* stamp is now available for bulk requisitioning. SDOs may order this item from BEP using PS Form 3356, *Stamp Requisitioning—Bulk Quantities*. Master carton size is 110,000 stamps.

|  |  |
|--|--|
| <b>Issue:</b>                            | <i>American Kestrel</i>  |
| <b>Item Number:</b>                      | 100100   |
| <b>Denomination &amp; Type of Issue:</b> | 1-cent definitive  |
| <b>Format:</b>                           | Self-adhesive pane of 50 (one design)  |
| <b>Series:</b>                           | Flora and Fauna  |
| <b>Issue Date &amp; City:</b>            | November 19, 1999,<br>New York, NY 10199   |
| <b>Illustrator:</b>                      | N/A  |
| <b>Photographer:</b>                     | N/A  |
| <b>Designer:</b>                         | Michael R. Matherly,<br>Cambridge City, IN   |
| <b>Engraver:</b>                         | N/A  |
| <b>Art Director:</b>                     | Joe Brockert, USPS   |
| <b>Typographer:</b>                      | John Boyd, New York, NY  |
| <b>Modeler:</b>                          | Peter Cocci  |
| <b>Manufacturing Process:</b>            | Offset   |
| <b>Printer:</b>                          | Bureau of Engraving and Printing<br>(BEP)  |
| <b>Printed at:</b>                       | BEP, Washington, DC  |
| <b>Press Type:</b>                       | Giori, F-Press   |
| <b>Stamps per Pane/Coil:</b>             | 50   |
| <b>Print Quantity:</b>                   | 1 billion stamps   |
| <b>Paper Type:</b>                       | Untagged Type III  |
| <b>Gum Type:</b>                         | Self-adhesive  |
| <b>Processed at:</b>                     | BEP, Washington, DC  |
| <b>Colors:</b>                           | Process Yellow, Magenta, Cyan,<br>Black  |
| <b>Stamp Orientation:</b>                | Vertical   |
| <b>Image Area (w x h):</b>               | 0.71 x 0.82 in. / 18.0 x 20.8 mm   |
| <b>Overall Size (w x h):</b>             | 0.87 x 0.96 in. / 22.1 x 24.4 mm   |
| <b>Full Pane Size (w x h):</b>           | 6.13 x 9.13 in. / 155.70 x 231.90 mm   |
| <b>Plate Size:</b>                       | 300 stamps per revolution  |
| <b>Plate Numbers:</b>                    | Four (4) single digits   |
| <b>Marginal Markings:</b>                | "© USPS 1995" • Plate Numbers •<br>Self-adhesive stamps • DO NOT<br>WET                                      |
| <b>Catalog Item Number(s):</b>           | 100120 Block of 4 — \$0.04<br>100130 Strip of 20 — \$0.20<br>100140 Full Pane of 50 w/<br>plate no. — \$0.50 |
| <b>Sale Date:</b>                        | November 19, 1999  |
| <b>Nationwide Sale Date:</b>             | November 20, 1999  |



**Initial Supply to Post Offices**

Authorized CAG A-G post offices may order this definitive stamp from BEP using PS Form 3356. All other post offices requiring quantities of Item Number 100100 must order from their designated SDOs using PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to post offices before November 12, 1999.

**Additional Supply**

SDOs and authorized CAG A-G post offices requiring additional stamps must order them from BEP using Form 3356. Post offices requiring additional stamps must requisition them from their designated SDOs using PS Form 17.

**Philatelic Requirement**

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

| SDOs and SDNs That Serve This Many Philatelic Windows | Will Receive This Quantity of the 1-Cent <i>American Kestrel</i> Stamp, Item Number 100100 |
|---|--|
| 1   | 30,000   |
| 2   | 60,000   |
| 3   | 90,000   |
| 4   | 120,000  |
| 5   | 150,000  |
| 6   | 180,000  |
| 7   | 210,000  |
| 8   | 240,000  |
| 9   | 270,000  |
| 12  | 360,000  |
| 14  | 420,000  |
| 16  | 480,000  |
| 19  | 570,000  |
| 20  | 600,000  |

— *Stamp Services, 11-4-99*

## STAMP ANNOUNCEMENT 99-53

**Block Island Lighthouse Double Reply Stamped Card**

The Postal Service will issue a 40-cent *Block Island Lighthouse* double reply stamped card (Item Number 229600) in Block Island, RI, on November 10, 1999. The stamped card, designed by Derry Noyes of Washington, DC, and illustrated by Wendell Minor of Washington Green, CT, goes on sale nationwide November 11, 1999.

The Postal Service will also issue a 20-cent *Block Island Lighthouse* stamped card in a sheet of 40 (Item Number 229700) on the same dates.

This historic lighthouse is located on Mohegan Bluffs on Block Island, Rhode Island. This powerful light, the highest in New England, was first operated on February 1, 1875. Due to erosion, the lighthouse was moved back 300 feet in 1990. The Fresnel lens was relighted on August 27, 1994, and is in use as a navigational aid today.

**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 stamped cards at their local post office, address the cards (to themselves or others), and place them in a larger envelope addressed to:

BLOCK ISLAND LIGHTHOUSE DOUBLE REPLY STAMPED  
CARD  
POSTMASTER  
32T WATER STREET  
BLOCK ISLAND RI 02807-9998

After applying the first day of issue postmark, the Postal Service will return the cards through the mail. There is no charge for the postmark. All orders must be postmarked by December 10, 1999.

Stamp Fulfillment Services (SFS) also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by telephoning 1 800 STAMP-24 or writing to:

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

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

|  |   |
|--|---|
| <b>Issue:</b>                            | <i>Block Island Lighthouse</i>  |
| <b>Item Number:</b>                      | 229600  |
| <b>Denomination &amp; Type of Issue:</b> | 40-cent stamped card  |
| <b>Format:</b>                           | Reply cards (double cards)  |
| <b>Series:</b>                           | Scenic America  |
| <b>Issue Date &amp; City:</b>            | November 10, 1999,<br>Block Island RI 02807   |
| <b>Illustrator:</b>                      | Wendell Minor,<br>Washington Green, CT  |
| <b>Photographer:</b>                     | N/A   |
| <b>Designer:</b>                         | Derry Noyes, Washington, DC   |
| <b>Engraver:</b>                         | N/A   |
| <b>Art Director:</b>                     | Derry Noyes, Washington, DC   |
| <b>Typographer:</b>                      | John Boyd, New York, NY   |
| <b>Modeler:</b>                          | N/A   |
| <b>Manufacturing Process:</b>            | Offset  |
| <b>Printer:</b>                          | Government Printing Office (GPO)  |
| <b>Printed at:</b>                       | GPO, Washington, DC   |
| <b>Press Type:</b>                       | Offset  |
| <b>Stamps per Coil/Pane:</b>             | N/A   |
| <b>Print Quantity:</b>                   | N/A   |
| <b>Paper Type:</b>                       | 22-lb. bright white   |
| <b>Gum Type:</b>                         | N/A   |
| <b>Processed at:</b>                     | GPO, Washington, DC   |
| <b>Colors:</b>                           | Magenta, Yellow, Cyan, Black  |
| <b>Card Orientation:</b>                 | Horizontal  |
| <b>Image Area (w x h):</b>               | 2.25 x 1.25 in. / 57.11 x 31.78 mm  |
| <b>Overall Size (w x h):</b>             | 5.5 x 3.5 in. / 139.59 x 88.83 mm   |
| <b>Full Pane Size (w x h):</b>           | N/A   |
| <b>Plate Size:</b>                       | N/A   |
| <b>Plate Numbers:</b>                    | N/A   |
| <b>Marginal Markings:</b>                | "© USPS 1997" • Recycled logo<br>followed by "recycled"                                 |
| <b>Catalog Item Number(s):</b>           | 229640 Block Island Reply Card —<br>\$0.42<br>229661 First Day Cancellation —<br>\$0.52 |
| <b>Sale Date:</b>                        | November 10, 1999   |
| <b>Nationwide Sale Date:</b>             | November 11, 1999   |

**Distribution**

**40-cent *Block Island Lighthouse* Double Reply Stamped Card, Item Number 229600**

There will be no initial distribution of the 40-cent *Block Island Lighthouse* double reply stamped card (Item Number 229600) or stamped sheet cards (Item Number 229700). Reply and sheet stamped cards will be available for ordering from the Government Printing Office (GPO). Stamp distribution offices (SDOs) must not distribute these stamped cards to post offices before November 3, 1999.

**Initial Supply**

Post offices should order sufficient quantities of Items 229600 and 229700 to meet the needs of their mailers and anticipated local philatelic demand. Authorized CAG A-G post offices that have not submitted requisitions and require bulk quantities of the double reply paid or sheet stamped cards should immediately submit PS Form 3216, *Requisition for Postal Cards — Bulk Quantities*, to the GPO. Post offices requiring fewer than bulk quantities should order from their SDOs on a separate PS Form 17, *Stamp Requisition*.

**Additional Supply**

**20-cent *Block Island Lighthouse* Stamped Card, Item Number 229400**

Additional quantities of the single-cut 20-cent *Block Island Lighthouse* stamped-card (Item Number 229400) are now available for ordering from the Government Printing Office (GPO). However, post offices are to continue to use the 20-cent *Red Barn* stamped card (Item Number 2262) until quantities are depleted or the card is withdrawn from sale.

|  |  |
|--|--|
| <b>Issue:</b>                            | <i>Block Island Lighthouse</i>                       |
| <b>Item Number:</b>                      | 229700   |
| <b>Denomination &amp; Type of Issue:</b> | 20-cent stamped card                                 |
| <b>Format:</b>                           | Sheet of 40  |
| <b>Series:</b>                           | Scenic America                                       |
| <b>Issue Date &amp; City:</b>            | November 10, 1999,<br>Block Island, RI 02807         |
| <b>Illustrator:</b>                      | Wendell Minor,<br>Washington Green, CT               |
| <b>Photographer:</b>                     | N/A  |
| <b>Designer:</b>                         | Derry Noyes, Washington, DC                          |
| <b>Engraver:</b>                         | N/A  |
| <b>Art Director:</b>                     | Derry Noyes, Washington, DC                          |
| <b>Typographer:</b>                      | John Boyd, New York, NY                              |
| <b>Modeler:</b>                          | N/A  |
| <b>Manufacturing Process:</b>            | Offset   |
| <b>Printer:</b>                          | Government Printing Office (GPO)                     |
| <b>Printed at:</b>                       | GPO, Washington, DC                                  |
| <b>Press Type:</b>                       | Offset   |
| <b>Stamps per Coil/Pane:</b>             | N/A  |
| <b>Print Quantity:</b>                   | N/A  |
| <b>Paper Type:</b>                       | 22-lb. bright white                                  |
| <b>Gum Type:</b>                         | N/A  |
| <b>Processed at:</b>                     | GPO, Washington, DC                                  |
| <b>Colors:</b>                           | Magenta, Yellow, Cyan, Black                         |
| <b>Card Orientation:</b>                 | Horizontal   |
| <b>Image Area (w x h):</b>               | 2.25 x 1.25 in. / 57.11 x 31.78 mm                   |
| <b>Overall Size (w x h):</b>             | 5.5 x 3.5 in. / 139.59 x 88.83 mm                    |
| <b>Full Sheet Size (w x h):</b>          | 22.5 x 35.0 in. / 571.50 x 889.0 mm                  |
| <b>Plate Size:</b>                       | N/A  |
| <b>Plate Numbers:</b>                    | N/A  |
| <b>Marginal Markings:</b>                | “© USPS 1997” • Recycled logo followed by “recycled” |
| <b>Catalog Item Number(s):</b>           | N/A  |
| <b>Sale Date:</b>                        | November 10, 1999                                    |
| <b>Nationwide Sale Date:</b>             | November 11, 1999                                    |

### 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

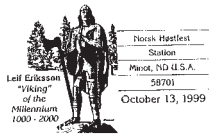
submitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserved.

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.

|  |   |  |
|--|---|--|
|  | November 4, 1999<br><i>Peabody Institute Libraries (Danvers, Peabody);<br/>                 Georgetown, Salem, Newburyport Public Libraries</i><br>GEORGE PEABODY MEMORIAL STATION<br>POSTMASTER<br>17 CONANT ST<br>DANVERS MA 01923-9998 | GEORGE PEABODY MEMORIAL STATION<br>POSTMASTER<br>2 MARGIN ST<br>SALEM MA 01970-9998          |
|  | GEORGE PEABODY MEMORIAL STATION<br>POSTMASTER<br>4 ESSEX CENTER DR<br>PEABODY MA 01960-9998   | GEORGE PEABODY MEMORIAL STATION<br>POSTMASTER<br>61 PLEASANT ST<br>NEWBURYPORT MA 01950-9998 |
|  | GEORGE PEABODY MEMORIAL STATION<br>POSTMASTER<br>64 CENTRAL AVE<br>HAVERHILL MA 01830-9998  |  |
|  | GEORGE PEABODY MEMORIAL STATION<br>POSTMASTER<br>1795-1869<br>NOV 4 1999<br>DANVERS MA 01923  |  |

|   |   |   |  |
|---|---|---|--|
|  | November 10, 1999<br>SGT MAJ RON BEDFORD STATION<br>POSTMASTER<br>PO BOX 9998<br>ARITON AL 36311-9998 | SGT MAJ RON BEDFORD STATION<br>POSTMASTER<br>FT RUCKER BRANCH MANAGER<br>PO BOX 9998<br>DALEVILLE AL 36362-9998 | SGT MAJ RON BEDFORD STATION<br>POSTMASTER<br>PO BOX 9998<br>OZARK AL 36360-9998        |
|   | SGT MAJ RON BEDFORD STATION<br>POSTMASTER<br>PO BOX 9998<br>CLIO AL 36017-9998                        | SGT MAJ RON BEDFORD STATION<br>POSTMASTER<br>PO BOX 9998<br>GENEVA AL 36340-9998                                | SGT MAJ RON BEDFORD STATION<br>POSTMASTER<br>PO BOX 9998<br>PHENIX CITY AL 36867-9998  |
|   | SGT MAJ RON BEDFORD STATION<br>POSTMASTER<br>PO BOX 9998<br>CLOPTON AL 36317-9998                     | SGT MAJ RON BEDFORD STATION<br>POSTMASTER<br>PO BOX 9998<br>NEW BROCKTON AL 36351-9998                          | SGT MAJ RON BEDFORD STATION<br>POSTMASTER<br>PO BOX 9998<br>PINCKARD AL 36371-9998     |
|   | SGT MAJ RON BEDFORD STATION<br>POSTMASTER<br>PO BOX 9998<br>COLUMBIA AL 36319-9998                    | SGT MAJ RON BEDFORD STATION<br>POSTMASTER<br>PO BOX 9998<br>NEWTON AL 36352-9998                                | SGT MAJ RON BEDFORD STATION<br>POSTMASTER<br>PO BOX 9998<br>SKIPPERVILLE AL 36374-9998 |
|   | SGT MAJ RON BEDFORD STATION<br>POSTMASTER<br>PO BOX 9998<br>DALEVILLE AL 36322-9998                   | SGT MAJ RON BEDFORD STATION<br>POSTMASTER<br>PO BOX 9998<br>NEWVILLE AL 36353-9998                              | SGT MAJ RON BEDFORD STATION<br>POSTMASTER<br>PO BOX 9998<br>TUSKEGEE AL 36083-9998     |



October 13-16, 1999  
**NORSK HOSTFEST STATION**  
 POSTMASTER  
 PO BOX 9998  
 MINOT ND 58701-9998



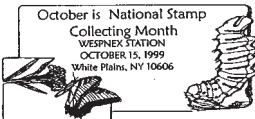
October 22-24, 1999  
*Hershey Park*  
**BALLOONFEST STATION**  
 HERSHEY, PA 17033-9998  
 OCTOBER 22, 1999



October 14, 1999  
 1999 NATIONAL STAMP COLLECTING  
 MONTH STATION  
 POSTMASTER  
 1400 HARRISBURG PIKE  
 LANCASTER PA 17604-9998



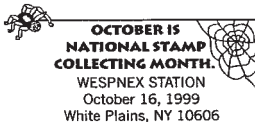
October 23, 1999  
 MYRIAD BOTANICAL GARDENS STATION  
 DISTRICT RETAIL OFFICE  
 3030 NW EXPRESSWAY  
 STE 1042  
 OKLAHOMA CITY OK 73198-9622



October 15, 1999  
**WESPNEK STATION**  
 POSTMASTER  
 PO BOX 9998  
 WHITE PLAINS NY 10606-9998



October 23-24, 1999  
*Maplewood Stamp Club*  
**METROPEX STATION**  
 POSTAL EMPORIUM  
 141 4TH ST E  
 ST PAUL MN 55101-9998



October 16, 1999  
**WESPNEK STATION**  
 POSTMASTER  
 PO BOX 9998  
 WHITE PLAINS NY 10606-9998



October 27, 1999  
*The Historic Courthouse*  
**STILLWATER STATION**  
 POSTMASTER  
 PO BOX 9998  
 STILLWATER MN 55082-9998



October 17, 1999  
**WESPNEK STATION**  
 POSTMASTER  
 PO BOX 9998  
 WHITE PLAINS NY 10606-9998



October 28, 1999  
*Nescopeck Post Office*  
**1999 NATIONAL STAMP COLLECTING  
 MONTH STATION**  
 POSTMASTER  
 PO BOX 9998  
 NESCOPECK PA 18635-9998



October 16-17, 1999  
**TROLLEY STATION**  
 POSTMASTER  
 1 WOLFVILLE RD  
 MYERSVILLE MD 21773-9998



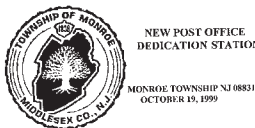
October 28, 1999  
 1999 NATIONAL STAMP COLLECTING  
 MONTH STATION  
 POSTMASTER  
 PO BOX 9998  
 WALCOTT ND 58077-9998



October 18, 1999  
**HISPANIC HERITAGE STATION**  
 POSTMASTER  
 396 S CALIFORNIA AVE  
 WEST COVINA CA 91793-9998



October 28-31, 1999  
*Harrisburg Post Office*  
**CELEBRATE THE CENTURY STATION**  
 PHILATELIC OFFICE  
 1425 CROOKED HILL RD  
 HARRISBURG PA 17101-9714



October 19, 1999  
**NEW POST OFFICE DEDICATION STATION**  
 POSTMASTER  
 1601 PERRINEVILLE RD  
 MONROE TOWNSHIP NJ 08831-9998



October 29, 1999  
 1999 NATIONAL STAMP COLLECTING  
 MONTH STATION  
 POSTMASTER  
 PO BOX 9998  
 GEORGETOWN MN 56546-9998



October 21, 1999  
*Old Tucson Studios*  
**OLD TUCSON STATION**  
 POSTMASTER  
 PO BOX 9998  
 TUCSON AZ 85735-9998



October 29, 1999  
**HALLOWEEN PARTY STATION**  
 POSTMASTER  
 PO BOX 9998  
 SALEM SD 57058-9998



1899-1999  
100 Years of Football

**October 29, 1999**  
Comanche Indian Station  
Comanche, Texas 76442

October 29, 1999

Comanche Sports Booster Club  
COMANCHE INDIAN STATION  
POSTMASTER  
110 E GRAND AVE  
COMANCHE TX 76442-9998



GEORGE PEABODY  
MEMORIAL STATION  
Post Mills, VT 05058

November 4, 1999

America's First Great Philanthropist • 1794-1866

November 4, 1999

GEORGE PEABODY MEMORIAL STATION  
POSTMASTER  
PO BOX 9998  
POST MILLS VT 05058-9998



UTAH'S  
**HOGLE ZOO**  
STATION  
October 30, 1999  
Salt Lake City, UT 84108

October 30, 1999

US Postal Service  
HOGLE ZOO STATION  
POSTMASTER  
PO BOX 9998  
SALT LAKE CITY UT 84199-9998



November 4, 1999

Renfro Valley Entertainment Center Inc  
60TH ANNIVERSARY STATION  
POSTMASTER  
PO BOX 9998  
RENFRO VALLEY KY 40473-9998



October 30-31, 1999

Lebanon Stamp Club  
LEBEX STATION  
PHILATELIC OFFICE  
1425 CROOKED HILL RD  
HARRISBURG PA 17107-9714



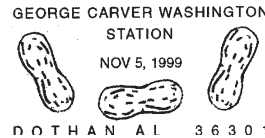
November 5-7, 1999

FLOREX STATION  
NOV. 5, 1999  
ORLANDO, FL 32801  
FLOREX STATION  
POSTMASTER  
10401 POST OFFICE BLVD  
ORLANDO FL 32862-9670



October 31, 1999

Chamber of Commerce  
SCARECROWVILLE STATION  
POSTMASTER  
PO BOX 9998  
CANADENSIS PA 18325-9998



November 5-13, 1999

GEORGE WASHINGTON CARVER STATION  
POSTMASTER  
307 N OATES ST  
DOTHAN AL 36302-9998



November 3, 1999

CELEBRATE THE CENTURY STATION  
POSTMASTER  
PO BOX 9998  
MILTON ND 58260-9998



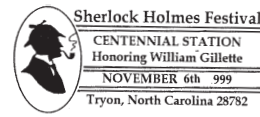
November 6, 1999

1-104TH INFANTRY ARMORY STATION  
POSTMASTER  
67 HOPE ST  
GREENFIELD MA 01301-9998



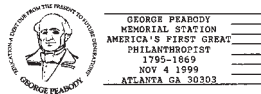
November 4, 1999

United States Navy  
USS NEW JERSEY (BB-62) ARRIVAL  
STATION  
MARKETING RETAIL OFFICE  
2970 MARKET ST  
ROOM 525  
PHILADELPHIA PA 19104-9611



November 6, 1999

SHERLOCK HOLMES FESTIVAL  
CENTENNIAL HONORING WILLIAM  
GILLETTE STATION  
POSTMASTER  
PO BOX 9998  
TRYON NC 28782-9998



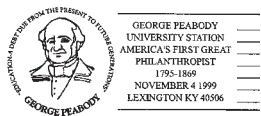
November 4, 1999

Southern Education Foundation  
GEORGE PEABODY MEMORIAL STATION  
POSTMASTER  
PO BOX 9998  
ATLANTA GA 30304-9998



November 6, 1999

Phelps Dodge Corporation  
DEGRAZIA STATION  
POSTMASTER  
PO BOX 9998  
MORENCI AZ 85540-9998



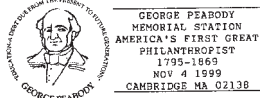
November 4, 1999

University of Kentucky  
GEORGE PEABODY UNIVERSITY STATION  
POSTMASTER  
PO BOX 9998  
LEXINGTON KY 40506-9998



November 6, 1999

City of Tempe  
TEMPE TOWN LAKE FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
TEMPE AZ 85281-9998



November 4, 1999

Peabody Museum of Archaeology & Ethnology  
Harvard University  
GEORGE PEABODY MEMORIAL STATION  
CUSTOMER RELATIONS & MARKETING  
25 DORCHESTER AVE RM 4009  
BOSTON MA 02205-9996

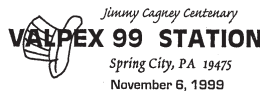


November 6, 1999

VETERANS DAY CROSS COUNTRY 5K  
RACE STATION  
POSTMASTER  
PO BOX 9998  
NORTHPORT NY 11768-9998



November 6, 1999  
 HEALTHY PEOPLE 2K RUN STATION  
 POSTMASTER  
 PO BOX 9998  
 NORTHPORT NY 11768-9998



November 6-7, 1999  
 VALPEX 99 STATION  
 POSTMASTER  
 124 NEW ST  
 SPRING CITY PA 19475-9998



November 6, 1999  
 Franklin County Stamp Society  
 EXPO STATION  
 POSTMASTER  
 PO BOX 9998  
 CHAMBERSBURG PA 17201-9998



November 7, 1999  
 Franklin County Stamp Club  
 EXPO STATION  
 POSTMASTER  
 PO BOX 9998  
 CHAMBERSBURG PA 17201-9998



November 6, 1999  
 DANEPEX STATION  
 POSTMASTER  
 PO BOX 9998  
 MADISON WI 53716-9998



November 7, 1999  
 VETERANS GROVE STATION  
 POSTMASTER  
 59 N 5TH ST  
 READING PA 9601-9998



November 6, 1999  
 VFW Post #4593  
 VFW ANNIVERSARY STATION  
 POSTMASTER  
 660 E HARRISON ST  
 REPUBLIC MO 65738-9998



November 7, 1999  
 LITTLE GIB VAN ZANDT STATION  
 POSTMASTER  
 227 MAIN ST  
 PORT WILLIAM OH 45164-9998



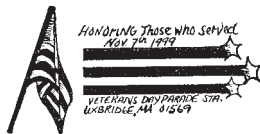
November 6-7, 1999  
 SACAPEX STATION  
 POSTMASTER  
 2000 ROYAL OAKS DR  
 SACRAMENTO CA 95813-9998



November 7, 1999  
 Bridge Committee Celebration  
 BRIDGE CELEBRATION STATION  
 POSTMASTER  
 2501 CHAPLINE ST  
 WHEELING WV 26003-9998



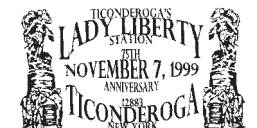
November 6-7, 1999  
 The Philatelic Society of Pittsburgh  
 EXHIBITION STATION  
 POSTMASTER  
 700 GRANT ST  
 PITTSBURGH PA 15219-9998



November 7, 1999  
 HONORING THOSE WHO SERVED  
 VETERANS DAY PARADE STATION  
 POSTMASTER  
 287 MILLVILLE RD  
 UXBRIDGE MA 01569-9998



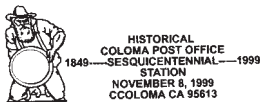
November 6-7, 1999  
 OCKLAWAHA RIVER RAIDS STATION  
 POSTMASTER  
 13470 E HWY 25  
 OCKLAWAHA FL 32179-9998



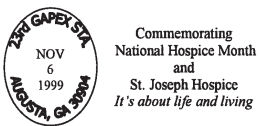
November 7, 1999  
 TICONDEROGA LADY LIBERTY STATION  
 POSTMASTER  
 123 CHAMPLAIN AVE  
 TICONDEROGA NY 12883-9998



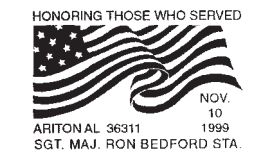
November 6-7, 1999  
 QUARTERS HOUSE STATION  
 POSTMASTER  
 1680 RAILROAD AVE  
 BARBERVILLE FL 32105-9998



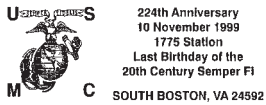
November 8, 1999  
 COLOMA HISTORICAL POST OFFICE  
 SESQUICENTENNIAL STATION  
 POSTMASTER  
 PO BOX 9998  
 COLOMA CA 95613-9998



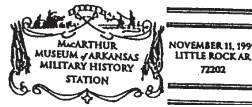
November 6-7, 1999  
 Greater Augusta Stamp Club  
 GAPEX STATION  
 POSTMASTER  
 525 8TH ST  
 AUGUSTA GA 30901-9998



November 10, 1999  
 SGT MAJOR RON BEDFORD STATION  
 POSTMASTER  
 PO BOX 9998  
 ARITON AL 36311-9998



November 10, 1999  
 224TH ANNIVERSARY STATION  
 POSTMASTER  
 601 N MAIN ST  
 SOUTH BOSTON VA 24592-9998



November 11, 1999  
 MacArthur Museum of Arkansas Military History  
 MACARTHUR MUSEUM OF ARKANSAS  
 MILITARY HISTORY STATION  
 POSTMASTER  
 600 E CAPITOL AVE  
 LITTLE ROCK AR 72202-9998



November 10, 1999  
 VFW Post 8139  
 VFW POST 8139 STATION  
 POSTMASTER  
 PO BOX 9998  
 VAN ETTEN NY 14889-9998



November 11, 1999  
 VFW Post #1034  
 VFW STATION  
 POSTMASTER  
 PO BOX 9998  
 BRATTLEBORO VT 05301-9998



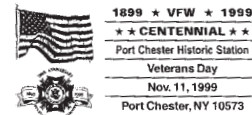
November 10, 1999  
 VETERANS STATION  
 POSTMASTER  
 400 BROADWAY  
 TROY NY 12180-9998



November 11, 1999  
 VFW Post #2571  
 VFW POST 2571 STATION  
 POSTMASTER  
 PO BOX 9998  
 WHITE RIVER JUNCTION VT 05001-9998



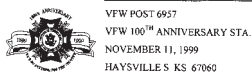
November 10, 1999  
 VFW Post #9926  
 STEWART JOHNSON POST 9926 STATION  
 POSTMASTER  
 PO BOX 9998  
 MASON WV 25260-9998



November 11, 1999  
 1899 VFW 1999 CENTENNIAL PORT  
 CHESTER HISTORIC STATION  
 POSTMASTER  
 PO BOX 9998  
 PORT CHESTER NY 10573-9998



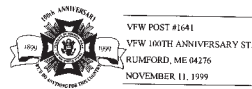
November 10, 1999  
 US ARMED FORCES STATION  
 POSTMASTER  
 424 S KANSAS AVE  
 TOPEKA KS 66603-9611



November 11, 1999  
 VFW Post #6957  
 VFW 100TH ANNIVERSARY STATION  
 POSTMASTER  
 224 W GRAND AVE  
 HAYSVILLE KS 67060-9998



November 11, 1999  
 VFW Post #3699  
 BILL HUNTINGTON VFW POST 3699  
 COMMEMORATION STATION  
 POSTMASTER  
 45805 FARGO ST  
 INDIO CA 92201-9998



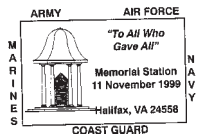
November 11, 1999  
 VFW Post #1641  
 VFW 100TH ANNIVERSARY STATION  
 POSTMASTER  
 137 CONGRESS ST  
 RUMFORD ME 04276-9998



November 11, 1999  
 LAST VETERANS DAY OF THE MILLENNIUM  
 GENERAL PATTON MEMORIAL STATION  
 POSTMASTER  
 45805 FARGO ST  
 INDIO CA 92201-9998



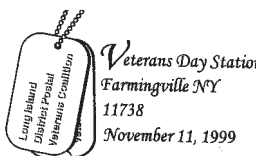
November 11, 1999  
 100TH ANNIVERSARY STATION  
 POSTMASTER  
 212 N 9TH ST  
 GENEVA NE 68361-9998



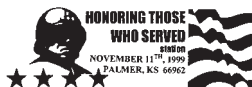
November 11, 1999  
 TO ALL WHO GAVE ALL MEMORIAL  
 STATION  
 POSTMASTER  
 231 S MAIN ST  
 HALIFAX VA 24558-9998



November 11, 1999  
 VETERANS MEMORIAL STATION  
 POSTMASTER  
 1302 S INDUSTRIAL AVE  
 NORTH PLATTE NE 69101-9998



November 11, 1999  
 VETERANS DAY STATION  
 POSTMASTER  
 PO BOX 9998  
 FARMINGVILLE NY 11738-9998



November 11, 1999  
 HONORING THOSE WHO SERVED STATION  
 POSTMASTER  
 PO BOX 9998  
 PALMER KS 66962-9998





November 11, 1999  
SERVICE STATION  
POSTMASTER  
1335 JEFFERSON RD  
ROCHESTER NY 14692-9998



November 13, 1999  
GENERAL PATTON MUSEUM STATION  
HONORS RET GEN HARVEY R FRASER  
PHD  
POSTMASTER  
45805 FARGO ST  
INDIO CA 92201-9998



NJEA CONVENTION STATION  
POSTMASTER  
1701 PACIFIC AVE  
ATLANTIC CITY NJ 08401-9998

November 11-12, 1999  
*New Jersey Education Association*  
NJEA CONVENTION STATION A BRIDGE TO  
THE 21ST CENTURY  
POSTMASTER  
1701 PACIFIC AVE  
ATLANTIC CITY NJ 08401-9998



November 13, 1999  
LAKE CITY STATION  
POSTMASTER  
320 N 1ST ST  
LAKE CITY FL 32055-9998



November 12, 1999  
*5th Annual Alaska Bald Eagle Festival*  
HAINES STATION  
POSTMASTER  
PO BOX 9998  
HAINES AK 99827-9998



November 13-14, 1999  
*Corn Belt Philatelic Society*  
CORNPEX STATION  
POSTMASTER  
PO BOX 9998  
BLOOMINGTON IL 61701-9998



November 12-14, 1999  
WATERFOWL FESTIVAL STATION  
POSTMASTER  
116 E DOVER ST  
EASTON MD 21601-9998



November 13-14, 1999  
RCSC EX STATION  
POSTMASTER  
PO BOX 9998  
AKRON OH 44309-9998



November 13, 1999  
*Edgewood Historical Society*  
HERITAGE PARK STATION  
POSTMASTER  
105 N MAIN ST  
EDGEWOOD TX 75117-9998



November 13-14, 1999  
DOWNTOWN FESTIVAL & ART SHOW  
STATION  
POSTMASTER  
4600 SW 34TH ST  
GAINESVILLE FL 32608-9998



November 13, 1999  
ANNIVERSARY STATION  
POSTMASTER  
PO BOX 9998  
PENLAND NC 28765-9998



November 14, 1999  
LAKE CITY STATION  
POSTMASTER  
320 N 1ST ST  
LAKE CITY FL 32055-9998



November 13, 1999  
SHOW STATION  
POSTMASTER  
PO BOX 9998  
JOHNSTOWN PA 15901-9998



November 14, 1999  
CHERRY MINE DISASTER 90TH  
ANNIVERSARY STATION  
POSTMASTER  
PO BOX 9998  
CHERRY IL 61317-9998



November 13, 1999  
*Chamber of Commerce*  
DEPOT STATION  
POSTMASTER MPO  
PO BOX 9998  
LANEVILLE TX 75667-9998



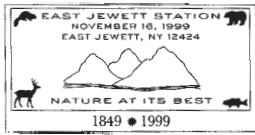
November 15-December 31, 1999  
*Community of Nazareth*  
NAZARETH CHRISTMAS STATION  
POSTMASTER  
PO BOX 9998  
NAZARETH KY 40048-9998



November 13, 1999  
HOMECOMING STATION  
POSTMASTER  
1313 22ND AVE  
TUSCALOOSA AL 35401-9998



November 16, 1999  
HORNED FROG STATION  
POSTMASTER  
200 N TEXAS AVE  
ODESSA TX 79761-9998

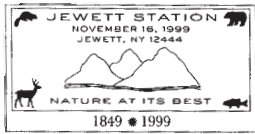


November 16, 1999  
 EAST JEWETT STATION  
 POSTMASTER  
 PO BOX 9998  
 EAST JEWETT NY 12424-9998

**Celebrate the Century**

**1970's station**  
**November 17, 1999**  
**St. Petersburg, Fl.**  
**33730-9998**

November 17, 1999  
 CELEBRATE THE CENTURY 1970S STATION  
 POSTMASTER  
 3135 1ST AVE N  
 ST PETERSBURG FL 33730-9998



November 16, 1999  
 JEWETT STATION  
 POSTMASTER  
 PO BOX 9998  
 JEWETT NY 12444-9998

— Stamp Services, 11-4-99

**Special Cancellation Die Hubs**

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

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

| <b>Cancellation</b>                                    | <b>Period of Use</b> |
|--|----------------------|
| Employ People With Disabilities                        | Sept. 1–Nov. 30      |
| 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, 11-4-99

## *Post Offices*

---

### **Retrieval of Plastic Label Holders**

The Mail Transport Equipment Office has been notified that postal facility opening units (LDC 010) are not saving the plastic label holders used to close and address plastic sacks destined at their locations. It has also been noted that the national inventory of plastic label holders has fallen far below the inventory levels of sacks on which they are used.

Plastic label holders are reusable and must not be thrown away. They should never be intentionally removed from the draw tapes of sacks on which they are attached. After each plastic sack is emptied, the label should be removed from the label holder, and the sack/label holder combination should be

prepared for return to the serving mail transport equipment service center.

Label holders found to be separated from their sacks should be consolidated for return to the mail transport equipment service center, along with the sacks. Please contact your serving area mail transport equipment specialist for more site-specific shipping information.

— Mail Transport Equipment,  
Network Operations Management, 11-4-99

---

### *CORRECTION*

### **Web Site for America Recycles Day**

The Web site for America Recycles Day is [www.americarecyclesday.org](http://www.americarecyclesday.org). It was incorrect in the Questions and Answers section of the America Recycles Day Kit (*Postal Bulletin* 22009, 10-21-99).

— Engineering, 11-4-99

## Post Office Changes

| Old/<br>New | Finance<br>No. | ZIP<br>Code | State | P.O. Name   | County/<br>Parish | Station/Branch/<br>Unit     | Unit Type                | Effective<br>Date | Comments   |
|-------------|----------------|-------------|-------|-------------|-------------------|-----------------------------|--------------------------|-------------------|--|
| Old         | 04-9675        | 72397       | AR    | Wynne       | Cross             | Fair Oaks                   | Classified<br>Station    | 08/28/1999        | Classified station discontinued.<br>Establish a place name. Fair Oaks<br>AR becomes an acceptable last<br>for use with ZIP Code 72101.   |
| New         | 04-5346        | 72101       | AR    | McCroy      | Woodruff          | Fair Oaks<br>(Cross Co)     | Place<br>Name            | 08/28/1999        |  |
| Old         | 18-5058        | 51057       | IA    | Le Mars     | Plymouth          | Struble                     | Community<br>Post Office | 06/19/1999        | Community post office and ZIP<br>Code discontinued. Establish a<br>place name. Le Mars IA becomes<br>an acceptable last line for use with<br>ZIP Code 51031.                   |
| New         | 18-5058        | 51031       | IA    | Le Mars     | Plymouth          | Struble                     | Place<br>Name            | 06/19/1999        |  |
| Old         | 18-9261        | 52351       | IA    | Walford     | Benton            | Main Office                 | Post Office              | 10/30/1999        | This announcement expands the<br>use of ZIP Code 52351 to include<br>delivery.   |
| New         | 18-9261        | 52351       | IA    | Walford     | Benton            | Main Office                 | Post Office              | 10/30/1999        |  |
| Old         | 22-3420        | 04638       | ME    | Grove       | Washington        | Main Office                 | Post Office              | 02/28/1997        | Post Office and ZIP Code<br>discontinued. Establish a place<br>name. Meddybemps ME becomes<br>an acceptable last line for use with<br>ZIP Code 04657. This amends PB<br>22006. |
| New         | 22-6630        | 04657       | ME    | Pembroke    | Washington        | Grove                       | Place<br>Name            | 02/28/1997        |  |
| Old         | 35-7105        | 14611       | NY    | Rochester   | Monroe            | Bullshead                   | Classified<br>Station    | 01/23/1999        | Classified station discontinued.<br>Retain ZIP Code. Establish a<br>contract station. Continue to use<br>Rochester NY 14611 as the last<br>line of address.                    |
| New         | 35-7105        | 14611       | NY    | Rochester   | Monroe            | Foodlink                    | Contract<br>Branch       | 01/23/1999        |  |
| Old         | 46-6570        | 57767       | SD    | Owanka      | Pennington        | Main Office                 | Post Office              | 07/03/1999        | Post office discontinued. Retain<br>ZIP Code. Establish a place name.<br>Continue to use Owanka SD<br>57767 as the last line of address.                                       |
| New         | 46-9144        | 57767       | SD    | Wasta       | Pennington        | Owanka                      | Place<br>Name            | 07/03/1999        |  |
| Old         | 46-5166        | 57547       | SD    | Long Valley | Jackson           | Main Office                 | Post Office              | 12/13/1997        | Post office discontinued. Retain<br>ZIP Code. Establish a community<br>post office. Use Long Valley SD<br>57547 as last line of address.                                       |
| New         | 46-5490        | 57547       | SD    | Martin      | Bennet            | Long Valley<br>(Jackson Co) | Community<br>Post Office | 12/13/1997        |  |

— Address Management, Operations Support, 11-4-99



This office  
will be closed  
**Thursday,**  
**November 25, 1999,**  
to celebrate  
**Thanksgiving Day.**

This page intentionally left blank

# Postal Employees

NEW PUBLICATION

## Replacement of Publication 58, EAS Applicant Information

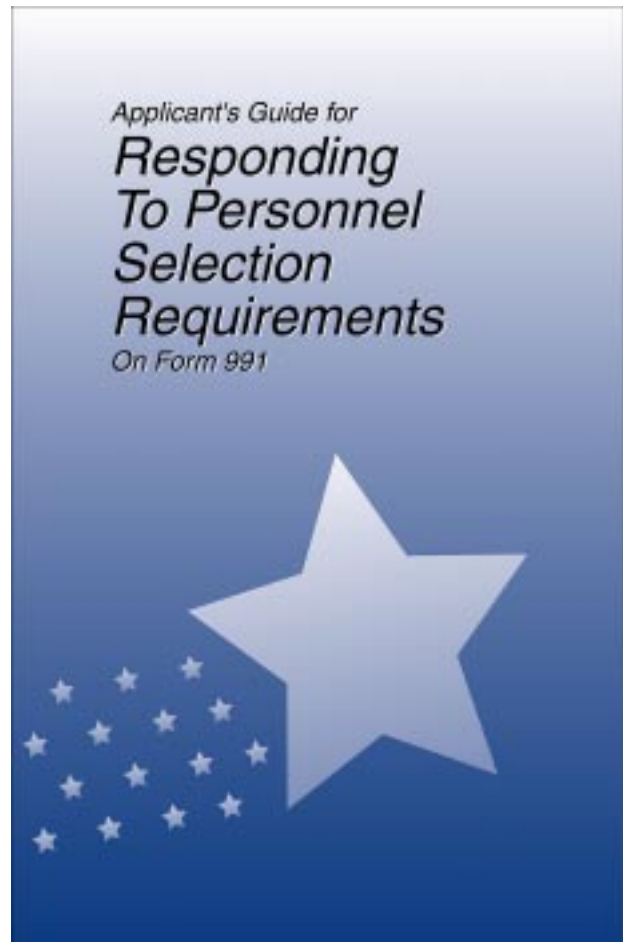
Publication 58, *EAS Applicant Information*, has been replaced by Publication 555, *Applicant's Guide for Responding to Personnel Selection Requirements on Form 991*. Publication 555 is available at the material distribution centers (MDCs); employees may requisition copies as follows:

- 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 555 is as follows:

PSN: 7610-03-000-3719  
 PSIN: PUB555  
 Unit of Issue: EA  
 Quick Pick #: N/A  
 Bulk Pack Quantity: 180  
 Price: \$0.1821  
 Edition Date: 9/99

Publication 555 is also available via the Postal Service Intranet at the Personnel Selection Toolkit location, [http://blue.usps.gov/hrisp/ser/per\\_sel\\_toolkit.htm](http://blue.usps.gov/hrisp/ser/per_sel_toolkit.htm), or directly at <http://blue.usps.gov/cpim/ftp/pubs/pub555.pdf>.



— *Selection, Evaluation, and Recognition, Human Resources, 11-4-99*

## Changes to Postal Service Check Stock

Finance announces a number of changes to Postal Service check stock (both vendor and payroll) in an effort to increase security and decrease the risk of fraud. These changes, which will be implemented in early November, *in no way impact* our employees' ability to deposit or cash their checks. The changes include:

- The traditional gray field on front of the check will be replaced with a patterned blue field. Hidden within the pattern is the word *VOID*. If the check is photocopied, the word *Void* will appear on the photocopy.
- Microprinting within the signature line on the front of the check and the endorsement line on the back are now highlighted with the letters *MP* to draw attention to this security feature.

- The security warning printed on the front of the check has been moved to the bottom of the gray band at the top of the check and reverse-printed in white to increase visibility.
- The endorsement area on the back of the check will now include information about the check's watermark and security features to look for within the watermark.

For your information, a summary of the new security features will be printed on the back of each check. If you have any questions, please contact Rod Hopkinson at 202-268-5467.

— Corporate Treasury, Finance, 11-4-99

## Flexible Spending Accounts Open Season

Open season for the Flexible Spending Account (FSA) program for career employees is November 8 through December 13, 1999. Enrollments received during this open season are effective for the 2000 plan year (January 1 through December 31, 2000).

FSA's provide employees with the ability to set aside a portion of their pre-tax earnings for certain types of out-of-pocket health care and dependent care expenses. The money withheld for FSA's is not subject to income, Medicare, or Social Security taxes. United Health Care administers the FSA program for the Postal Service.

FSA BK1, *Flexible Spending Accounts* (November 1999), provides a good overview of FSA's. The following information should assist local personnel offices in conducting this open season.

To assist in publicizing FSA open season, all offices must post the open season notice on page 75 on bulletin boards through December 13, 1999.

Headquarters Compensation is coordinating two mailings — first a leaflet and then a kit that contains a brochure, an enrollment form, and a withdrawal request form — to career employees at their mailing addresses of record. The return addresses for undeliverable kits are the employing offices of record. While the disposition of returned kits is at the discretion of the district office or other administering office, giving a returned kit to an employee offers the employee an opportunity to submit a correct PS Form 1216, *Employee's Current Mailing Address*. Employees may requisition copies of Form 1216 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 1216 is as follows:

|                     |                  |
|---------------------|------------------|
| PSN:                | 7530-02-000-7354 |
| PSIN:               | PS1216           |
| Unit of Issue:      | SE               |
| Quick Pick #:       | 118              |
| Bulk Pack Quantity: | 4,000            |
| Price:              | \$0.0197         |
| Edition Date:       | 06/93            |

## Flexible Spending Accounts

### Eligibility

Participation in the FSA program is limited to career employees. Furthermore, to make an election during the open season, career employees must have completed at least 26 full pay periods of postal career service based on their current appointment by the end of pay period (PP) 26-99 (December 17, 1999). Career employees who are in a leave without pay (LWOP) status that has lasted for more than eight consecutive full pay periods as of December 17, 1999, are *not* eligible to participate in the FSA program.

### Election Opportunities

- **Health and Dependent Care FSA's.** Eligible career employees may elect to participate in either or both of two FSA's — the Health Care FSA and the Dependent Care FSA. Each FSA covers eligible expenses for services received during the 2000 plan year (January 1 through



December 31, 2000). Employees who elect to participate must submit an FSA enrollment form to their local personnel offices no later than close of business December 13, 1999. The brochure employees receive in the mail describes eligible expenses and guidelines for estimating future expenses.

- **Contribution Levels.** During the 2000 plan year, career bargaining unit employees may elect to contribute up to \$2,600 and career nonbargaining unit employees may elect to contribute up to \$5,000 to the Health Care FSA. All career employees may elect to contribute up to \$5,000 to the Dependent Care FSA. Contributions are withheld in equal amounts through payroll deductions covering 26 pay periods (PP 01-2000 through PP 26-2000). The minimum annual contribution employees may make to either FSA is \$130, which equals \$5 per pay period.

#### *Election Changes and Enrollment Processing*

Participants may not change or cancel enrollments or contribution levels during the plan year except following qualified life status changes, as explained in the brochure.

Personnel offices that are Distributed Data Entry/Data Reporting (DDE/DR) sites are responsible for processing FSA enrollments through the DDE/DR system. Offices process elections received during the FSA open season (November 8 through December 13, 1999) using the DDE/DR system's FSA open season screen. *Offices must process FSA enrollment forms received during the open season no later than December 17, 1999.*

### **Open Season Materials**

#### *Leaflet*

All career employees will receive at their mailing address of record:

- FSA LF1, *Flexible Spending Accounts Overview and Tax Savings Estimator* (October 1999), a leaflet that outlines how FSAs work in a simple question-and-answer format. The leaflet also contains a tax savings estimator.

#### *Enrollment Kit*

Shortly after receipt of the leaflet, all career employees will receive at their mailing address of record an enrollment kit that contains:

- FSA BK1, *Flexible Spending Accounts* (November 1999), a brochure explaining plan policies and provisions.
- PS Form 8200, *Flexible Spending Account Enrollment Form* (November 1999), the election form used to establish an FSA from which reimbursements may be withdrawn.

- FSA1, *Flexible Spending Account (FSA) Withdrawal Request* (November 1999), the form used to request funds from an FSA for reimbursement of eligible expenses for services received during the plan year.

#### *Extra Supplies of Materials*

By the beginning of the open season, Headquarters Compensation will coordinate distribution of extra supplies of the leaflet, brochure, enrollment form, and withdrawal request form to Human Resources at district offices, area offices, processing and distribution centers, bulk mail centers, airport mail centers, remote encoding centers, the Employee Service Center for the DC Metro Area, the Office of Inspector General, Inspection Service divisions, Headquarters, and selected Headquarters field units.

Additional copies of the following FSA items will *not* be available for ordering until after the distribution of extra supplies has been completed:

- FSA LF1 (7610-04-000-5138, no Quick Pick number).
- FSA BK1 (7530-02-000-9910, no Quick Pick number).
- PS Form 8200 (7530-02-000-9846, no Quick Pick number).
- FSA1 (7530-02-000-9911, no Quick Pick number).

When available, FSA LF1, FSA BK1, PS Form 8200, and FSA1 can be ordered using PS Form 7380, *MDC Supply Requisition*, or Touch Tone Order Entry.

#### *Administration Manual*

Headquarters Compensation will also be posting FSA BK2, *FSA Administration Manual* (November 1999), on the HR Personnel Desktop site on the intranet ([http://blue.usps.gov/hr\\_prof](http://blue.usps.gov/hr_prof)). This manual provides information for personnel offices on processing enrollment forms, following FSA procedures, and maintaining appropriate records. This item is not available from the MDC.

#### *Information for Other Offices*

Installations receiving the administration manual must ensure that subordinate installations know their responsibility to verify and forward FSA enrollment forms to their DDE/DR processing sites expeditiously.

#### *FSA Videotape*

A videotape providing an overview of FSAs, *It's Your Money You Save* (November 1994), was distributed in noncaptioned and open-captioned versions during the 1994 FSA open season. Although the videotape provides no open season information, personnel offices are strongly encouraged to use the videotape to promote the FSA open season. In addition, the videotape may be used throughout the year, for example, in orientations for new career employees. Refer employees who view the videotape to the brochure for more detailed information.

## Responsibilities of Local Personnel Offices

The *FSA Administration Manual* explains personnel office responsibilities and processing procedures. Responsibilities include:

- Determining eligibility to participate.
- Accepting and processing enrollment forms.
- Determining eligibility to change contribution levels during the plan year based upon participants' qualified life status changes.
- Filing Copy 1 of PS Form 8200 in employees' official personnel folders.

Offices are reminded of the following points:

- Offices will be excluded from using D20M, SDI 39, FSA in the DDE/DR system from PP 24-99 through PP 26-99. During this time, offices must use FSA Open Season verb D370 in the DDE/DR system to process FSA open season elections. Offices must send all FSA transactions related to the 1999 plan year to the Minneapolis Accounting Service Center for processing.
- Career employees who are in an LWOP status that has lasted for more than eight consecutive full pay periods as of December 17, 1999, are *not* eligible to participate in the FSA program. The DDE/DR system will properly reject FSA enrollments for such employees when they are processed during the open season processing window. Offices must not process such enrollments again during PP 01-2000, because the DDE/DR system may reset and erroneously permit the enrollment.
- Offices may refer to the *FSA Administration Manual* for instructions on processing FSA elections in cases of belated election or administrative error.
- Offices should make sure that employees specify *annual* — not pay period — contribution amounts, and that they provide the correct employing office finance number and pay location in Part A of PS Form 8200.

- Offices may wish to remind employees to include health care expenses for dependents in the Health Care FSA contribution amount, not in the Dependent Care FSA. Although the brochure and the enrollment form advise employees of this provision, some employees have not understood this distinction in past open seasons.
- Offices may wish also to remind employees of Internal Revenue Service (IRS) annual limits on the Dependent Care FSA contribution — \$5,000 for a family and \$2,500 for a married employee filing a separate return. These limits are explained fully in the brochure.
- Offices do not process form FSA1 (request to withdraw FSA funds for the reimbursement of eligible expenses). Participants are responsible for mailing these directly to the FSA Customer Service Center at the address on the form.
- Offices must not provide tax advice. Offices must refer employees with tax questions to their tax advisors or the IRS toll-free information line, 1-800-TAX-1040 (1-800-829-1040). In addition, a section of the brochure presents certain tax information related to FSAs.
- Offices should refer employees with questions about the FSA program to the toll-free hotline described below.

### FSA Customer Service Center Toll-Free Hotline

The FSA Customer Service Center provides a toll-free hotline for inquiries about FSAs. Employees with FSA questions may use the hotline by calling 1-800-842-2026. Following enrollment, participants may use the hotline to:

- Make account inquiries.
- Discuss expenses eligible for reimbursement through the FSA program.
- Obtain other plan information.

The FSA Customer Service Center also provides a TDD line for the hearing impaired: 1-801-523-6955.



## Flexible Spending Accounts Open Season

---

|                         |  |
|-------------------------|--|
| <b>When</b>             | November 8, 1999, through December 13, 1999.   |
| <b>Eligibility</b>      | All career employees.<br><b>Note:</b> Noncareer employees are not eligible.  |
| <b>Plan Information</b> | Leaflet and brochure mailed to all career employees.<br>If not received by November 27, 1999, contact your local personnel office.         |
| <b>Enrollment</b>       | Form included in brochure. To participate, submit form to local personnel office. Must be received by close of business December 13, 1999. |
| <b>Effective Date</b>   | FSA open season enrollments effective January 1, 2000, through December 31, 2000.  |
| <b>Questions</b>        | Hotline for FSA questions: 1-800-842-2026.<br>TDD line for hearing impaired: 1-801-523-6955.   |

---

**PLEASE POST ON ALL BULLETIN BOARDS THROUGH DECEMBER 13, 1999**

This page intentionally left blank

## Annual Leave Exchange Option

The Annual Leave Exchange Program provides an option for eligible employees to receive a lump sum payment in exchange for a portion of the annual leave that would otherwise be advanced at the beginning of the 2000 leave year. Annual leave earned and accumulated through the 1999 leave year, which ends December 31, 1999, cannot be exchanged for cash.

Eligible employees include:

- Career nonbargaining unit employees (Rate Schedule Codes E, F, J, S, and U) who have an annual leave balance of at least 160 hours at the end of the leave year.
- Employees represented by the National Postal Mail Handlers Union (Rate Schedule Codes A and M) who have an annual leave balance of at least 440 hours at the end of the leave year and have used less than 75 hours of sick leave during the leave year.
- Employees represented by the International Association of Machinists (Rate Schedule Code T) who have an annual leave balance of at least 440 hours at the end of the leave year and have used less than 75 hours of sick leave during the leave year.
- Employees covered by the National APWU Agreement (Rate Schedule Codes C and P) who have an annual leave balance of at least 440 hours at the end of the leave year and have used less than 75 hours of sick leave during the leave year.
- Employees covered by the Operating Services Division Agreement (Rate Schedule Code K) who have an annual leave balance of at least 440 hours at the end of the leave year and have used less than 75 hours of sick leave during the leave year.

A letter providing details of the eligibility criteria and an annual leave exchange option form will be mailed to eligible employees at their address of record by November 14, 1999. Undeliverable election forms will be returned to the personnel office, which should ensure that they are forwarded to the employee's work location along with Form 1216, *Employee's Current Mailing Address*.

Employees who meet the eligibility criteria and desire to exercise this option must submit their completed election form to the local Finance office no later than December 14, 1999.

Payment under the Annual Leave Exchange Program will be a lump sum calculated on the employee's base salary as of the first day of the 2000 leave year (January 1, 2000). Paychecks dated January 21, 2000, will include the 2000 lump sum payment.

**PLEASE POST ON ALL BULLETIN BOARDS**

This page intentionally left blank

NOTICE TO ALL EMPLOYEES

# THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns

Released October 8, 1999

| <b>ANNUAL RETURNS</b> | <b>C</b>     | <b>F</b>    | <b>G</b>    |
|-----------------------|--------------|-------------|-------------|
| 1989 JAN.–DEC. %      | 31.03        | 13.89*      | 8.81        |
| 1990                  | -3.15        | 8.00*       | 8.90        |
| 1991                  | 30.77        | 15.75       | 8.15        |
| 1992                  | 7.70         | 7.20        | 7.23        |
| 1993                  | 10.13        | 9.52        | 6.14        |
| 1994                  | 1.33         | -2.96       | 7.22        |
| 1995                  | 37.41        | 18.31       | 7.03        |
| 1996                  | 22.85        | 3.66        | 6.76        |
| 1997                  | 33.17        | 9.60        | 6.77        |
| 1998                  | 28.44        | 8.70        | 5.74        |
| <b>1998</b>           | <b>C</b>     | <b>F</b>    | <b>G</b>    |
| OCTOBER               | 8.19         | -.52        | .41         |
| NOVEMBER              | 6.04         | .56         | .42         |
| DECEMBER              | 5.76         | .30         | .43         |
| <b>1999</b>           | <b>C</b>     | <b>F</b>    | <b>G</b>    |
| JANUARY               | 4.19         | .71         | .42         |
| FEBRUARY              | -3.09        | -1.74       | .38         |
| MARCH                 | 3.99         | .54         | .47         |
| APRIL                 | 3.86         | .29         | .46         |
| MAY                   | -2.36        | -.89        | .47         |
| JUNE                  | 5.54         | -.33        | .49         |
| JULY                  | -3.14        | -.43        | .52         |
| AUGUST                | -.50         | -.05        | .53         |
| SEPTEMBER             | -2.78        | 1.15        | .51         |
| <b>LAST 12 MONTHS</b> | <b>27.74</b> | <b>-.43</b> | <b>5.66</b> |

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

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

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

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

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



Federal Retirement Thrift Investment Board

Please post on bulletin boards.  
Destroy all previous notices.

This page intentionally left blank



## Retail

# What's in Store

## Holiday promotion

*It's a jolly...*

The Postal Service is offering "Holidays Without the Hassle" — and a free holiday video. As part of the "Holidays Without the Hassle" promotion, participating post offices are offering *The Rudolph, Frosty & Friends Sing Along* video free with the purchase of \$20 or more in retail merchandise, FirstClass Phonecards™, or packaging products.\*

This fun-filled family video makes a great stocking stuffer or extra gift. It features 10 holiday sing-along favorites from nostalgic TV specials, and includes the voices of Fred Astaire, Jimmy Durante, and Burl Ives. This exclusive video offer is only available from November 1 through January 9. Available at participating post offices only. Offer good while supplies last.

\* Does not include rate-based products: postage, philatelic products, money orders, mailing or shipping services.

## Retail contract

*Important info!*

Retail Products and Services has awarded a contract to Retail Merchandise Center (RMC), which replaces Centrobe, Hermann Marketing, and MDI. This is a performance award contract in which minimum performance standards are set: The vendor is monetarily awarded if minimum performance is exceeded.

The vendor gives us refunds if they drop below minimum performance.

This is a long-term contract — three years — with three 2-year options. The transition phase extends through the end of December 1999. Long-range plans are to make RMC one-stop shopping for any postmaster needing retail items.

We will consolidate the inventory of various operations and all customer and postmaster orders will go through this center. The first major task of RMC is the holiday push, which started shipping October 20th. As a rule of thumb, offices that automatically got the fall turn will get the holiday product. Ethnic product will go to the demographically identified areas only (listed on the Retail Products and Services web site — <http://retail.usps.gov>). The holiday product will ship with a merchandiser that holds all product with the exception of three items. These three items are: *Insects & Spiders* Sticker Activity Kit, *Love Photo-Card*, and *Conservation Stamp* album, and they are to be put on the slatwall.

The RMC will be supporting a special holiday "pull" order form for post offices not on the schedule to receive holiday product automatically. This order will provide a mix of both new and

## What's in Store

Note this

previous holiday product. The planned holiday order form also lists the replacement of sustaining POP hardware and shopping bags. Shopping bags are for product purchases and not to hold mail. Each office order is limited to 300 bags. The RMC will also be taking orders for the November/December *Postal Life* employee 20 percent off coat sale starting in November.

Postmasters may begin to order holiday product. All post office orders will be shipped via Standard Mail B. The RMC will accept orders 24 hours a day, seven days a week. Orders will be accepted via the Internet, by fax, or by phone. Mail orders will not be accepted. Holiday instructions and order forms are published in this *Postal Bulletin*.

For your information, Centrobe will continue to take product orders for fall and spring turn product, and both call centers will operate as long as necessary. At no time do we plan to shut off service to the field during this transition.

On the Web

retail.usps.gov

Check out the Retail web site — <http://retail.usps.gov> — for the Fall Drive Period POP, images of all fall and holiday products, and examples of DPOP — Digital Point of Purchase — signage. The site has been redesigned to improve navigation and new features are being added each week. The Retail performance indicators are updated each accounting period. Check to see how your district is doing.

There's a feedback button for your comments about the Retail web site, or you may contact the webmaster, Jerry Lanning, at 202-268-3379.

CTC Express

Back in  
2000

The Celebrate The Century Express will wrap up this year's journey in Richmond, VA, on November 5 through 7. A highlight of the train's visit to Richmond will be the unveiling of the Celebrate The Century 1970s stamp honoring the Bicentennial.

The continuation of the exciting journey of the CTC Express has been confirmed. The train will be rolling again in early spring 2000, bringing the Postal Service story to locations nationwide. As sites are selected, we'll keep you "on track" with the schedule.

Feedback

Send comments and questions to:

WHAT'S IN STORE  
US POSTAL SERVICE  
475 L'ENFANT PLAZA SW RM 5801  
WASHINGTON DC 20260-2418

## Retail Merchandise Center

Retail Products and Services awarded a contract to Retail Merchandise Center (RMC), which replaces Centrobe, Hermann Marketing, and MDI. This is a performance-award contract in which minimum performance standards are set:

1. The vendor is monetarily awarded if minimum performance is exceeded.
2. The vendor gives us refunds if they drop below minimum performance.

This is a long-term contract, three years, with three 2-year options. The transition phase extends through the end of December 1999. Long-range plans are to make RMC one-stop retail shopping for postmasters.

We will consolidate the inventory of various operations, and all customer and postmaster orders will go through RMC. The first major task of RMC is the holiday push, which starts October 20. As a rule of thumb, offices that automatically got the fall turn will get the holiday product. Ethnic product will go to the demographically identified areas only (listed on the Retail Products and Services intranet site, <http://RPSweb.usps.gov>). The holiday product will ship with a merchandiser that holds all products with the exception of three items: *Insects & Spiders* Sticker Activity Kit, *Love* Photo-Card, and Conservation Stamp Album. These three items are to be put on the slatwall.

Your office may order or reorder holiday merchandise by using the enclosed form. The merchandise will take approximately two to three weeks to arrive, so plan to maintain a three-week supply in your office. If you need the merchandise in less than three weeks, have the merchandise transferred from a nearby office. Ordered product will not come with a merchandiser and must be hung on your slatwall.

To order, use the form on pages 84–86 (make copies as needed) and follow these guidelines:

- **Place account number and full address on all pages** — it is necessary to place office information on all pages, as pages may get separated.
- **Order in units of three** — you must order in multiples of three each (a warehouse pack), but you may order more. For example you may order 3, 6, 9, 12, or more.
- **Order at least \$50 worth of product** — a shipment is cost effective only if you are ordering at least \$50 worth of product (retail value of the total order). If your office needs less than \$50 worth of product, use the *transfer process* rather than ordering from the Retail Merchandise Center. (By keeping a three-week supply of product on hand, your orders should amount to \$50 or more.)
- **Use the product list** — this section lists the products available by product category. This list will match your “reorder cards.” Retail products have a USPS item number, which must be used when placing orders.

- **Order hangtabs for “prior year holiday product”** — holiday product made prior to FY2000 was not peggable. So be sure to order enough hangtabs to hang that product on your slatwall.
- **Fax your orders** — faxing will save you time and enable both your office and the Retail Merchandise Center to function more efficiently during the busy holiday season. Districts will receive an Excel 4.0 version of the order form, which may be returned via email.
- **The form also lists replacement hardware for Sustaining POP** — order in single units.

### RMC is open seven days a week, 24 hours a day!

There are three ways to place an order:

1. **Fax it in — 888-558-4329 PREFERRED WAY!**
2. **Send by Internet — RMC@Available.com**
3. **Phone it in — 800-711-0428**

### Remember to get your slatwall pegs from the Material Distribution Center.

Employees may order the pegs as follows:

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

SUPPLY REQUISITIONS  
500 SW MONTARA PKWY  
TOPEKA KS 66624-9702

The relevant ordering information for the slatwall pegs is as follows:

|                     |                  |
|---------------------|------------------|
| PSN:                | 5340-04-000-4784 |
| PSIN:               | PEG4             |
| Unit of Issue:      | PG               |
| Quick Pick #:       | N/A              |
| Bulk Pack Quantity: | 30               |
| Price:              | \$3.81           |
| Edition Date:       | N/A              |

**Note:** There are 25 pegs per package, so if you order one, you will get 25 pegs. If you order four, you will get four packages, or 100 pegs.

— Retail Products and Services, Marketing, 11-4-99

**RETAIL MERCHANDISE CENTER PRODUCT ORDER FORM (please use black ink) (page 1 of 3)**

|  |        |   |
|--|--------|---|
| Account Number: 0 0 0 _ _ _ _ _                          |        | Fax: 888-558-4329 (24 hours a day, 7 days a week)   |
| Facility Name:   |        | Phone: 800-711-0428 (24 hours a day, 7 days a week) |
| Facility Address:  |        | E-Mail: RMC@Available.com                           |
| Facility City:   |        |   |
| State:   | Zip+4: | Employee Preparing Order:                           |
| Temporary Mailing Address (please circle one):<br>Yes No |        | Post Office Phone Number:                           |

**Retail products must be ordered in units of three (3, 6, 9, 12, etc.). Minimum total order is \$50.**

| Item Number | Description   | Issue Year | Retail Price | Qty | Total Price | No Subst. | 1st Choice | 2nd Choice |
|-------------|---|------------|--------------|-----|-------------|-----------|------------|------------|
| 98480050    | INSECTS AND SPIDERS STICKER ACTIVITY KIT                                      | 2000       | \$3.95       |     |             |           |            |            |
| 98310034    | ADDRESS BOOK – STAMP  | 1998       | \$5.50       |     |             |           |            |            |
| 98460060    | ADDED VALUE CARD PHOTO MAILER   | 2000       | \$3.49       |     |             |           |            |            |
| 98319951    | POMEGRANATE WREATH GREETING CARD  | 1999       | \$6.99       |     |             |           |            |            |
| 98319952    | ALL FOUR HOLIDAY WREATHS ON A GREEN DOOR WITH SEASON'S GREETINGS              | 1999       | \$9.99       |     |             |           |            |            |
| 98310018    | BOXED CARD – HOLLY FRAMED ON  | 1998       | \$6.95       |     |             |           |            |            |
| 98310017    | BOXED CARD – BLUE ANGEL   | 1998       | \$9.95       |     |             |           |            |            |
| 98310015    | BOXED CARD – ANGEL/PEACE  | 1998       | \$9.95       |     |             |           |            |            |
| 98310016    | BOXED CARD – HOLLY/SEASONS  | 1998       | \$9.95       |     |             |           |            |            |
| 98430081    | COMPUTER PAPER – MILLENNIUM   | 2000       | \$3.99       |     |             |           |            |            |
| 98430080    | COMPUTER PAPER – HANUKKAH   | 2000       | \$3.99       |     |             |           |            |            |
| 98430079    | COMPUTER PAPER – KWANZAA  | 2000       | \$3.99       |     |             |           |            |            |
| 98430078    | COMPUTER PAPER – REINDEER   | 2000       | \$3.99       |     |             |           |            |            |
| 98319956    | COMPUTER PAPER WITH POMEGRANATE WREATH (TOP LEFT) AND GOLD SEASON'S GREETINGS | 1999       | \$7.49       |     |             |           |            |            |
| 98310020    | COMPUTER PAPER – HOLLY  | 1998       | \$7.50       |     |             |           |            |            |
| 98400062    | ENVELOPES – REINDEER  | 2000       | \$3.99       |     |             |           |            |            |
| 98400064    | ENVELOPES – HANUKKAH  | 2000       | \$3.99       |     |             |           |            |            |
| 98400063    | ENVELOPES – KWANZAA   | 2000       | \$3.99       |     |             |           |            |            |
| 98400065    | ENVELOPES – MILLENNIUM  | 2000       | \$3.99       |     |             |           |            |            |
| 98310021    | ENVELOPES – HOLLY   | 1998       | \$5.50       |     |             |           |            |            |
| 98310037    | POSTMARK GALLERY – CANDLES  | 1998       | \$9.95       |     |             |           |            |            |
| 98310038    | POSTMARK GALLERY – KWANZAA  | 1998       | \$9.95       |     |             |           |            |            |
| 98310035    | POSTMARK GALLERY – ANGEL  | 1998       | \$11.95      |     |             |           |            |            |
| 98310036    | POSTMARK GALLERY – HOLLY  | 1998       | \$9.95       |     |             |           |            |            |
| 98460059    | GREETING CARD – MILLENNIUM  | 2000       | \$9.99       |     |             |           |            |            |
| 98460058    | GREETING CARD – HANUKKAH  | 2000       | \$9.99       |     |             |           |            |            |
| 98460056    | GREETING CARD – DEER  | 2000       | \$9.99       |     |             |           |            |            |
| 98460057    | GREETING CARD – KWANZAA   | 2000       | \$9.99       |     |             |           |            |            |
| 98460047    | MADONNA AND CHILD CARD 99   | 1999       | \$5.95       |     |             |           |            |            |
| 98319955    | LARGE ENVELOPE WITH POMEGRANATE WREATH AND GOLD SEASON'S GREETINGS            | 1999       | \$5.49       |     |             |           |            |            |
| 98310023    | MAILER ENVELOPE – HOLLY (LARGE)   | 1998       | \$2.95       |     |             |           |            |            |
| 98310022    | MAILER ENVELOPE – ANGEL (LARGE)   | 1998       | \$2.95       |     |             |           |            |            |
| 98410030    | MAILING LABEL – HANUKKAH  | 2000       | \$1.59       |     |             |           |            |            |
| 98400060    | MAILING LABEL – KWANZAA   | 2000       | \$1.59       |     |             |           |            |            |
| 98400059    | MAILING LABEL – DEER  | 2000       | \$1.59       |     |             |           |            |            |
| 98400061    | MAILING LABEL – MILLENNIUM  | 2000       | \$1.59       |     |             |           |            |            |
| 98450036    | POMEGRANATE WREATH STAMP WITH SEASON'S GREETINGS                              | 1999       | \$1.49       |     |             |           |            |            |

**RETAIL MERCHANDISE CENTER PRODUCT ORDER FORM (please use black ink) (page 2 of 3)**

|  |        |   |
|--|--------|---|
| Account Number: 0 0 0 _ _ _ _ _                          |        | Fax: 888-558-4329 (24 hours a day, 7 days a week)   |
| Facility Name:   |        | Phone: 800-711-0428 (24 hours a day, 7 days a week) |
| Facility Address:  |        | E-Mail: RMC@Available.com                           |
| Facility City:   |        |   |
| State:   | Zip+4: | Employee Preparing Order:                           |
| Temporary Mailing Address (please circle one):<br>Yes No |        | Post Office Phone Number:                           |

**Retail products must be ordered in units of three (3, 6, 9, 12, etc.). Minimum total order is \$50.**

| Item Number | Description  | Issue Year | Retail Price | Qty | Total Price | No Subst. | 1st Choice | 2nd Choice |
|-------------|--|------------|--------------|-----|-------------|-----------|------------|------------|
| 98310026    | MAILING LABELS – HOLLY   | 1998       | \$0.95       |     |             |           |            |            |
| 98310028    | GIFT BAG – HOLLY   | 1998       | \$3.50       |     |             |           |            |            |
| 98310027    | GIFT BAG – ANGEL   | 1998       | \$3.50       |     |             |           |            |            |
| 98319953    | LARGE PADDED MAILER WHITE BACKGROUND WITH GOLD SEASON'S GREETINGS          | 1999       | \$2.99       |     |             |           |            |            |
| 98000084    | PHOTOGRAPH PADDED ENVELOPE   | 1996       | \$1.15       |     |             |           |            |            |
| 98430085    | MEMO PAD – DEER  | 2000       | \$3.99       |     |             |           |            |            |
| 98430086    | MEMO PAD – KWANZAA   | 2000       | \$3.99       |     |             |           |            |            |
| 98430087    | MEMO PAD – MILLENNIUM  | 2000       | \$3.99       |     |             |           |            |            |
| 98450037    | POMEGRANATE WREATH WITH GOLD SEASON'S GREETINGS                            | 1999       | \$2.49       |     |             |           |            |            |
| 98440044    | NOTE CARDS – DEER  | 2000       | \$4.99       |     |             |           |            |            |
| 98440045    | NOTE CARDS – KWANZAA   | 2000       | \$4.99       |     |             |           |            |            |
| 98440046    | NOTE CARDS – MILLENNIUM  | 2000       | \$4.99       |     |             |           |            |            |
| 98319959    | ORNAMENT HOLIDAY TBD   | 2000       | \$5.99       |     |             |           |            |            |
| 98310050    | BEAR ORNAMENT DUO PACK (INCLUDES HOLIDAY 98 BRASS MIDNIGHT ANGEL ORNAMENT) | 1999       | \$7.99       |     |             |           |            |            |
| 98310049    | CERAMIC WREATH DUO PACK (INCLUDES HOLIDAY 98 ALUMINA ORNAMENT)             | 1999       | \$11.99      |     |             |           |            |            |
| 98310030    | ORNAMENT – ANGEL   | 1998       | \$7.50       |     |             |           |            |            |
| 98310029    | ORNAMENT – HOLLY   | 1998       | \$9.95       |     |             |           |            |            |
| 00098152    | SMILING SNOWMAN ORNAMENT   | 1996       | \$6.98       |     |             |           |            |            |
| 98310019    | POSTCARDS – HOLLY  | 1998       | \$4.50       |     |             |           |            |            |
| 98000086    | GOLD PADDED ENVELOPE   | 1996       | \$1.25       |     |             |           |            |            |
| 98000091    | SANTA BLUE STAMP GIFT BOX  | 1996       | \$1.00       |     |             |           |            |            |
| 98000085    | PURPLE PADDED ENVELOPE   | 1996       | \$1.25       |     |             |           |            |            |
| 98000081    | HOLIDAY VIDEO CASSETTE BOX   | 1996       | \$1.50       |     |             |           |            |            |
| 98000079    | CD GIFT BOX  | 1996       | \$1.00       |     |             |           |            |            |
| 98000082    | SNOWMAN BOOK BOX   | 1996       | \$1.79       |     |             |           |            |            |
| 98000092    | ANGEL GIFT BOX 8 13/16" X 5"   | 1996       | \$2.63       |     |             |           |            |            |
| 98000078    | 3M PULL BOWS   | 1996       | \$1.00       |     |             |           |            |            |
| 98000080    | TAPE CASSETTE GIFT BOX   | 1996       | \$1.25       |     |             |           |            |            |
| 98000083    | GREEN GIFT BAG   | 1996       | \$2.00       |     |             |           |            |            |
| 98000093    | GOLD TUBES   | 1996       | \$1.43       |     |             |           |            |            |
| 98000074    | SANTA PADDED ENVELOPE  | 1996       | \$2.99       |     |             |           |            |            |
| 98000073    | VCR ENVELOPE (PADDED)  | 1996       | \$1.87       |     |             |           |            |            |
| 98000077    | SEASON'S GREETINGS NOTE PAD  | 1996       | \$2.99       |     |             |           |            |            |
| 98480049    | STAMP PUZZLE WITH INSECTS & SPIDERS DESIGN                                 | 2000       | \$6.95       |     |             |           |            |            |
| 98310025    | MAILER ENVELOPE – HOLLY (SMALL)  | 1998       | \$1.95       |     |             |           |            |            |
| 98310024    | MAILER ENVELOPE – ANGEL (SMALL)  | 1998       | \$1.95       |     |             |           |            |            |

**RETAIL MERCHANDISE CENTER PRODUCT ORDER FORM (please use black ink) (page 3 of 3)**

|  |        |   |
|--|--------|---|
| Account Number: 0 0 0 _ _ _ _ _                          |        | Fax: 888-558-4329 (24 hours a day, 7 days a week)   |
| Facility Name:   |        | Phone: 800-711-0428 (24 hours a day, 7 days a week) |
| Facility Address:  |        | E-Mail: RMC@Available.com                           |
| Facility City:   |        |   |
| State:   | Zip+4: | Employee Preparing Order:                           |
| Temporary Mailing Address (please circle one):<br>Yes No |        | Post Office Phone Number:                           |

**Retail products must be ordered in units of three (3, 6, 9, 12, etc.). Minimum total order is \$50.**

| Item Number | Description   | Issue Year | Retail Price | Qty | Total Price | No Subst. | 1st Choice | 2nd Choice |
|-------------|---|------------|--------------|-----|-------------|-----------|------------|------------|
| 98319954    | SMALL PADDED MAILER WITH WHITE BACKGROUND AND GOLD SEASON'S GREETINGS | 1999       | \$1.99       |     |             |           |            |            |
| 98430082    | STATIONERY COMBO PACK – HOLLY   | 2000       | \$5.99       |     |             |           |            |            |
| 98430083    | STATIONERY COMBO PACK – KWANZAA                                       | 2000       | \$5.99       |     |             |           |            |            |
| 98430084    | STATIONERY COMBO PACK – MILLENNIUM                                    | 2000       | \$5.99       |     |             |           |            |            |
| 98310031    | SILLY PUTTY   | 1998       | \$2.99       |     |             |           |            |            |
| 98310032    | HOLIDAY COLORING PUZZLE   | 1998       | \$4.95       |     |             |           |            |            |
| 98310033    | HOLIDAY 98 ADULT PUZZLE   | 1998       | \$7.50       |     |             |           |            |            |
| 98319958    | WRAPPING PAPER – MILLENNIUM   | 2000       | \$2.99       |     |             |           |            |            |
| 98319957    | WRAPPING PAPER – KWANZAA  | 2000       | \$2.99       |     |             |           |            |            |
| 98310001    | HOLIDAY CHARACTER WRAP  | 1996       | \$1.49       |     |             |           |            |            |

**Hardware Items — order exactly what you need.**

|          |  |      |     |  |     |  |  |  |
|----------|--|------|-----|--|-----|--|--|--|
| MDI-0251 | HANG TAB (MAKES A PRODUCT PEGGABLE) ONE EACH | 1999 | N/A |  | N/A |  |  |  |
| 98000094 | LARGE PANEL CHANNEL KITS                     | 2000 | N/A |  | N/A |  |  |  |
| 98000095 | SMALL PANEL CHANNEL KITS                     | 2000 | N/A |  | N/A |  |  |  |
| 98000096 | CHANNEL CLIP (one each)                      | 2000 | N/A |  | N/A |  |  |  |
| 98000097 | SQUEEZE CLIP (one each)                      | 2000 | N/A |  | N/A |  |  |  |
| 98000098 | SWIVEL CLIP (one each)                       | 2000 | N/A |  | N/A |  |  |  |
| 98000099 | ENDCAP (one each)                            | 2000 | N/A |  | N/A |  |  |  |
| 98000100 | EXTENSION CLIP (one each)                    | 2000 | N/A |  | N/A |  |  |  |
| 98000101 | SCREW (one each)                             | 2000 | N/A |  | N/A |  |  |  |
| 98000102 | WALL ANCHOR (one each)                       | 2000 | N/A |  | N/A |  |  |  |
| 98000103 | WALL CLIP (one each)                         | 2000 | N/A |  | N/A |  |  |  |

**Shopping Bags — must be ordered in multiples of 50, with a maximum of 300.**

|          |   |  |     |  |     |  |  |  |
|----------|---|--|-----|--|-----|--|--|--|
| MDI-0164 | Plastic Shopping Bag with Stamp Printing 10" x 12"      |  | N/A |  | N/A |  |  |  |
| MDI-0165 | Plastic Shopping Bag with Stamp Printing 15" x 18" x 4" |  | N/A |  | N/A |  |  |  |

**Shipment Total ( must be at least \$50)**

## Overprinting Form 3227, Stamps by Mail

We are experiencing a significant problem with Stamps by Mail order forms that have been distributed to customers without return addresses imprinted on the forms.

Offices that order Form 3227, *Stamps by Mail* (envelope), from the material distribution centers (MDCs) must overprint an address and barcode on the forms before distributing them to customers and displaying them in their lobbies. This overprinting complies with the addressing for automation standards. Hand-stamping the office name or address is not acceptable.

Customer-completed forms bearing no over-printed post office address are being sent to Headquarters or the Washington, DC, Post Office on the basis of the business return permit. This delays the customer order two to three weeks.

Please comply with these guidelines to ensure that we meet our customer's expectations and provide satisfactory service.

— *Self Service, Retail, 11-4-99*



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](mailto:pbulleti@email.usps.gov). Please include old and new address and quantities, and the "P00" subscription number from your address label. Postal facilities may also complete this form and mail it to:

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

All other facilities should contact their administrative post office.

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

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

**Public Orders for Postal Bulletin**

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

Attention Line \_\_\_\_\_

Company Name \_\_\_\_\_

Delivery Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP+4 \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

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

- Enter \_\_\_\_\_ Annual Subscription(s).  
Total Amount \$ \_\_\_\_\_
- Send \_\_\_\_\_ additional copies of Bulletin # \_\_\_\_\_  
Total Amount \$ \_\_\_\_\_
- GPO deposit account [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] - [ ]
- Check/money order payable to: Superintendent of Documents
- VISA       MasterCard

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

**Mail Completed Form and Payment To:**

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

