

POSTAL BULLETIN

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DISTRICT MANAGERS, CUSTOMER SERVICE AND SALES
POSTMASTERS

SUBJECT: *Adoption* Stamp

The U.S. Postal Service continues its long-standing tradition of raising awareness of social issues with the issuance of the *Adoption* stamp May 10. The *Adoption* stamp serves as a simple thank you to all the wonderful families, organizations, and agencies that help make adoption a reality. Additionally, the new stamp will raise awareness of the importance of adoption and the value and needs associated with building a home, shaping a life, and creating a world for children who need loving families.

Currently there are more than 100,000 children waiting to be adopted in this country. With a workforce of more than 800,000 strong, we have an incredible opportunity to create awareness among our family members, friends, and customers. Adoption can make a positive difference in the lives of so many children.

I am happy to announce that helping the Postal Service promote the *Adoption* stamp is Dave Thomas, who was an adopted child and is the founder of Wendy's International, Inc., and the Dave Thomas Foundation for Adoption.

The issuance of social awareness stamps over the years has helped stimulate conversation in our communities nationwide about serious topics such as AIDS awareness, breast cancer research, hospice care, and organ and tissue donation. These activities go hand in hand with the Postal Service's historic role as a community leader.

As we make plans to promote the *Adoption* stamp and spread the word about the importance of adoption, I want to take this opportunity to thank you for your support in this worthy cause. Our efforts can benefit thousands of children and families across America.

WILLIAM J. HENDERSON
POSTMASTER GENERAL, CEO



"I am excited that the Postal Service will issue a new postage stamp to help raise awareness about adoption. Wendy's is committed to partnering with the Postal Service in this endeavor, and together we will make a difference in the lives of thousands of children and families across America!"
— Dave Thomas, founder of Wendy's International, Inc. and the Dave Thomas Foundation for Adoption.

475 L'Enfant Plaza SW
Washington DC 20260-0010

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PB 22016: 7690-04-000-3995	PB 22003: 7690-04-000-3982
PB 22015: 7690-04-000-3994	PB 22002: 7690-04-000-3981
PB 22014: 7690-04-000-3993	PB 22001: 7690-04-000-3980
PB 22013: 7690-04-000-3992	PB 22000: 7690-04-000-3979
PB 22012: 7690-04-000-3991	PB 21999: 7690-04-000-3978
PB 22011: 7690-04-000-3990	PB 21998: 7690-04-000-3977
PB 22010: 7690-04-000-3989	PB 21997: 7690-04-000-3976
PB 22009: 7690-04-000-3988	PB 21996: 7690-04-000-3975
PB 22008: 7690-04-000-3987	PB 21995: 7690-04-000-3974
PB 22007: 7690-04-000-3986	PB 21994: 7690-04-000-3973
PB 22006: 7690-04-000-3985	PB 21992: 7690-04-000-3971

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

FIELD KIT

Adoption Commemorative Stamp**Events and Publicity****Overview**

The *Adoption* stamp will be issued May 10 in Los Angeles, CA, and will go on sale nationwide the following day. Unveiling or “second day” events for the *Adoption* stamp can be held any time throughout the year. When planning events for later this year, keep in mind that November is National Adoption Month.

Local and national publicity increase commemorative stamp sales far beyond the date of issuance. There are many ways to interest local media in your *Adoption* stamp events. Here are some methods to capture media attention:

Copy the first day event theme. The first day of issue event on May 10 will feature top postal and Wendy’s officials, adopted kids, and any participating agencies, selling and promoting the stamps at a local post office. Celebrities interested in adoption, who will be identified by the Children’s Action Network, will also participate. This theme is expected to receive a lot of media attention and should generate interest in virtually any town in the United States.

Local partnerships with Wendy’s.

- The U.S. Postal Service is partnering with Dave Thomas, founder of Wendy’s International, Inc., and the Dave Thomas Foundation for Adoption to help promote and generate awareness about adoption.
- Because of our partnership with Dave Thomas, many Wendy’s restaurants are willing to help the Postal Service plan local community *Adoption* stamp events. (See Wendy’s contact list on pages 10–12).
- With 4,800 Wendy’s restaurants located throughout the country and the Dave Thomas Foundation for Adoption’s experience with many national adoption organizations, individuals, and private agencies, the Postal Service has an incredible opportunity to help promote adoption awareness.
- You are encouraged to start planning adoption-related events with Wendy’s and the Dave Thomas Foundation for Adoption. Your area Public Affairs and Communications (PA&C) representatives are available and ready to assist you in planning your events. (See PA&C contact list on page 22).

Other events.

- Look for opportunities to sponsor events with local adoption organizations or with local hospitals that are affiliated with adoption agencies.
- Invite employees, local civic leaders, and politicians who have been touched by adoption in some way to help

sponsor an event that includes children and families brought together by adoption. This could be an event built around a family picnic, a children’s carnival, or an information day centered on adoption awareness.

- A simple *Adoption* stamp unveiling in your local post office lobby is always a great way to generate publicity for the *Adoption* stamp as well as to draw attention to the loving act of adoption. Again, remember to invite employees who have in some way been touched by adoption.
- Check with local TV stations that may regularly air a “Wednesday’s Child” adoption segment to see if they are interested in covering your event or if they’d consider inviting event participants on the program.

Implement any of these ideas, combine them, or brainstorm with your employees and come up with ideas of your own. Using the publicity materials in this kit, be sure to publicize each and every event to your local newspaper and radio and television stations via press releases, media advisories, and letters to the editor. And don’t forget to make follow-up phone calls. The contents of this kit are available for downloading from the Postal Service Intranet at <http://blue.usps.gov>.

Event Planning Checklist

When planning *Adoption* stamp events, keep the following suggestions in mind:

- Begin planning immediately.
- Using the list in this kit, check with the nearest Wendy’s contact person to see if they can participate in an *Adoption* stamp event in your city.
- Set a date (from May 11 through Adoption Awareness Month in November).
- Secure participants (postal employees who were adopted or are adoptive parents, local politicians, local adoption agencies, celebrities interested in adoption, entertainment, etc.).
- Order blow-ups of the stamp image, flyers, and other supplies for the event.
- Prepare the special pictorial cancellation provided in this kit.
- Secure staging and sound equipment, if applicable.
- Plan signage, including a podium sign and banners.
- Launch a local publicity campaign using the materials in this kit.
- Draft a sequence-of-events agenda and speaker remarks.
- Plan retail opportunities (booths, bag stuffers, etc.).
- Prepare ceremony programs and invitations.

Pictorial Cancellation

The Postal Service has authorized a pictorial cancellation design for field use to help spread awareness about the *Adoption* commemorative stamp and the joys of adoption. Post offices planning events are encouraged to use the design depicted on the right. Offices can offer this cancellation through mail-back service for 60 days.

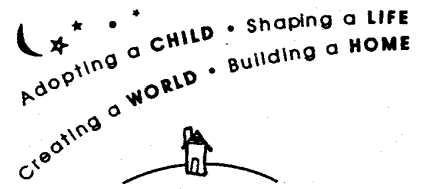
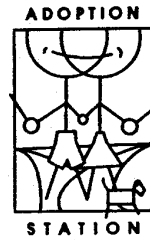
As a reminder, the Postal Service must endeavor to make all unusual postmarking services widely known to collectors through advance publicity to avoid limiting the availability of these postmarks. Therefore, all pictorial cancellations must be reported to Stamp Development three weeks prior to local events. *Please use the announcement form on page 5 to report your use of the cancellation.*

Guidelines for Finalizing Adoption Station

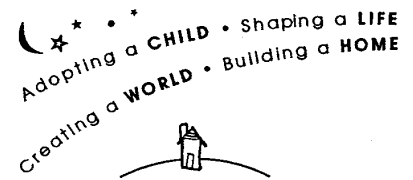
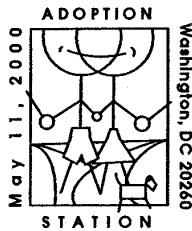
Pictorial Cancellation Art

To finalize the Adoption Station pictorial cancellation art, insert the date and the city, state, and ZIP Code of the physical location of your event adjacent to the stamp image. Refer to the original/unfinished and final art below. Overall dimensions of the pictorial cancellation must not exceed 4 inches horizontally by 2 inches vertically. Collectors prefer the dimensions 3.5 inches by 1 inch.

Original/Unfinished Art



Final Art





Pictorial Cancellation Announcement

<p>Complete this announcement and forward it to the following address:</p> <p>PICTORIAL CANCELLATIONS PROGRAM MANAGER STAMP SERVICES US POSTAL SERVICE 475 L'ENFANT PLZ SW RM 4474-EB WASHINGTON DC 20260-2437</p>	<p><i>Insert pictorial cancellation Copy here</i> (Camera ready or reproducible) No larger than 4" horizontal x 2" vertical (the dimensions of this box)</p>
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Postal Service Contact (name, address, phone)	
Station Date(s)	
Sponsor	
Station Name	
Complete Street Address or PO Box Number	
City/State/ZIP+4	

Mail Cancellation Requests to:

Station Name	
Addressee Name (usually "Postmaster")	
Complete Street Address or PO Box 9998	
City/State/ZIP+4	

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Adoption Stamp Products and Licensing

Adoption Stamp Products

- Stamped Card — \$6.95 (set of 10).
- First Day Cover — \$0.54.

Licensing and Use of Adoption Stamp Image

- Organizations outside the Postal Service desiring products featuring the *Adoption* stamp image will be directed to authorized Postal Service licensees. Available products include T-shirts, mugs, key rings, lapel pins, etc. Such products may be resold by organizations for fundraising efforts.
- The Postal Service will consider waiving licensing fees for IRS-qualified nonprofit organizations that want to use the *Adoption* stamp image for products or uses not addressed by Postal Service licensees. Nonprofit organizations must submit their requests in writing to:

 ATTN ROBYN VOLKER
 EQUITY MANAGEMENT INC
 3 PARK AVE 31ST FL
 NEW YORK NY 10016-5902
- Written requests must reference the *Adoption* stamp and must include the name of the nonprofit organization or association, complete address, contact name, telephone number, IRS federal tax exempt number, and a brief description of the proposed use.
- Upon approval, nonprofit organizations will receive a transparency of the *Adoption* stamp image, along with further approval procedures and reproduction specifications.
- Any use of the *Adoption* stamp image by for-profit entities will require application for a license. Applications are available through Equity Management at the address above or by calling 212-725-9066.

Licensee	Authorized Products
D & P Creations Attn: Joe Persek 2177 B North Batavia Orange CA 92865-3110 Phone: 714-974-0905 Fax: 714-974-1147	Reproductions of stamp art and framed mint stamps
F A F Inc. Attn: Nancy Cass 26 Lark Industrial Parkway Greenville RI 02828-3009 Phone: 401-949-3000 Fax: 401-949-3030	Die-cast key chains
Freedman & Company Attn: Harris Freedman 77 St. John's Road Camp Hill PA 17011-6828 Phone: 717-761-7691/0551 Fax: 717-761-5276	T-shirts, sweatshirts, and nightshirts
Heritage Promotion Attn: Pat McAlpin 142 B King Street St. Augustine FL 32084-4326 Phone: 800-227-4596 Fax: 904-827-9707	Ceramic mugs, hologram stickers, note cards, greeting cards, and baseball caps; other gift items sold to the Postal Service only
Jonathan Grey & Assoc. Attn: Mario Rodriguez 920 Calle Negocio Suite B San Clemente CA 92673-6207 Phone: 949-498-2515 Fax: 949-498-2830	Pins, tie tacks, and framed enlargements
March Company Attn: Doug March 3815 Academy Parkway N NE Albuquerque NM 87109-4408 Phone: 505-345-2521 Fax: 505-345-0407	Pins and jewelry
N Wasserman & Co. Attn: Nancy Wasserman 2699 Harrison Road Columbus OH 43204-3591 Phone: 614-228-9222 Fax: 614-228-9225	Baseball caps, mugs, puzzles, and playing cards
Ocean Originals Attn: Donna Lance 3701 Wow Road Corpus Christi TX 78413-1922 Phone: 361-852-0252 Fax: 361-852-4376	T-shirts and sweatshirts for special events only
Omnitech Designs Attn: Fred Kratka 6722 NW 18 th Drive #1 Gainesville FL 32653-1655 Phone: 352-378-3408 Fax: 352-335-0555	Magnets
Postal Products Unlimited Attn: Brian Nelson 500 W Oklahoma Milwaukee WI 53207-2649 Phone: 414-476-7800 Fax: 800-570-0007	Mugs, pins, and jigsaw puzzles
Winco Intl. Attn: Andy Boston 9019 Oso Avenue, Suite F Chatsworth CA 91311-6222 Phone: 818-718-1191 Fax: 818-700-9778	Pins, tie tacks, and key chains

Adoption Facts

- More than 500,000 children are living in foster homes in the United States.
- More than 100,000 children in the United States are waiting to be adopted.
- The median age of a waiting child is 8.6 years old.
- About half of the children in foster care are African American, 12 percent are Hispanic, and the remainder are white or other ethnic groups.
- Many of the children waiting to be adopted have special needs, which means the children may be older, are siblings who wish to stay together, are children with disabilities, or have other circumstances.
- November is National Adoption Month in North America.
- Adopted children can grow up to be high achieving adults. Many community and business leaders were adopted as children; from U.S. President Gerald Ford to entertainer Sarah McLachlan. Dave Thomas, founder of Wendy's Old Fashioned Hamburgers Restaurants, is another adoptee who has dedicated much of his time to supporting the cause of adoption.
- Steps are being made to make adoption an easier process. The Adoption and Safe Families Act, passed by Congress in 1997, mandates changes to each state's adoption policies to decrease the amount of time children wait in foster care. Most states are now enacting changes to their adoption systems, which will ultimately make even more children available for adoption.

Source: *National Adoption Center.*

Dave Thomas Foundation for Adoption

The mission of the Dave Thomas Foundation for Adoption is threefold: to create awareness about the thousands of children who are waiting for permanent homes and loving families; to educate prospective parents about the adoption process; and to streamline the adoption process by making it easier and more affordable.

The foundation was formed in 1992 by Dave Thomas. Adopted at birth, Dave knows the importance of a permanent home and loving family. He created the foundation to be a voice for the thousands of children who can't always speak for themselves. Some of those children are older or part of sibling groups, some are from ethnic minority groups, and some are emotionally or physically challenged, but all dream of being adopted some day.

Adoption Stamp Facts

- A commemorative U.S. postage stamp celebrating the joys of adoption will be issued by the U.S. Postal Service on May 10, 2000, in Los Angeles. The stamp will be available nationwide on the following day.
- 200 million stamps will be printed.
- Greg Berger, a graphic designer who was adopted as a child, illustrated the stamp.
- This special stamp combines colorful art with text and uses fundamental shapes, simple forms, and bright colors to project a happy, hopeful image of home, childhood, and family.
- The stamp design was unveiled in New York City's Rockefeller Center on October 13, 1999, by Postmaster General William Henderson. He was joined at the unveiling celebration by television personality and adoptive parent Rosie O'Donnell and adoptee Dave Thomas, founder of Wendy's Old Fashioned Hamburgers Restaurants and the Dave Thomas Foundation for Adoption.
- Approximately 100,000 children nationwide are waiting to be adopted by loving families. The *Adoption* stamp is viewed as a powerful tool to help generate awareness of these waiting children and the joys of adoption.
- The *Adoption* stamp is highly supported by Dave Thomas and his adoption foundation. Thomas is often seen as a catalyst for national adoption-related causes and has visited the White House and Congress numerous times to push for influential legislation.
- The Postal Service has issued social awareness stamps for more than 60 years and most recently issued the *Prostate Cancer Awareness* stamp in 1999 and the *Organ & Tissue Donation* and *Breast Cancer Research* stamps in 1998.

Biography of Greg Berger, *Adoption* Stamp Artist

Gregory A. Berger, illustrator of the U.S. Postal Service's *Adoption* stamp, was born March 10, 1969, in St. Paul, Minnesota. He was adopted that same year and moved to South Africa with his family, Michael and Sheila Berger.

Berger grew up in Cape Town and later studied and worked in Durban. He attended South African College Schools during his high school years.

After high school, Berger spent two years in the military, then traveled to Europe for a year. He returned to Durban and studied graphic design at Natal Technikon from 1991 to 1993. From 1993 to 1996 Berger used his diploma in graphic design working as a packaging designer.

In 1996 he returned to the United States to "see the country" and explore opportunities to further his career.

"I had a wonderful, happy childhood," says Berger. "I knew from day one that I was adopted. My parents were always very

supportive and allowed me to grow and learn in a healthy and loving atmosphere. I feel extremely grateful for the upbringing I was given."

Berger says his parents were also supportive in his search to seek out his biological mother, which he did upon his return to the states. "I located my birth mother and the search went well," he says. "There was a sense of completion in my life upon meeting her."

Since 1997 he has worked closely with the Kessler Design Group in Bethesda, Maryland, working on marketing materials for the Postal Service, as well as assisting with the design of several 1999 and 2000 commemorative stamps. Berger was asked to do the *Adoption* stamp because of his artistic skills and the fact that he was adopted. The *Adoption* stamp is the first stamp he has illustrated for the Postal Service.

He has one sister, Michele, who was also adopted and now lives in the United States. Berger lives in Virginia.

Social Awareness Stamps

Since the mid 1950s, the Postal Service has released a variety of social awareness stamps. Following is a list of some of those stamps:

1970s

- Anti-Pollution Issue (1970)
- Women's Suffrage (1970)
- Prevent Drug Abuse (1971)
- CARE (1971)
- Blood Donor (1971)
- Wildlife Conservation Issue (1971)
- Parent Teachers Association/PTA (1972)
- Family Planning (1972)
- Pharmacy (1972)
- Energy Conservation (1974)
- Preserve the Environment/EXPO 74 (1974)
- Retarded Children (1974)
- International Women's Year (1975)
- World Peace Through Law (1975)
- Energy Issue (1977)
- Early Cancer Detection (1978)
- Endangered Flora Issue (1979)
- International Year of the Child (1979)
- Seeing Eye Dogs (1979)

1980s

- Education/Learning Never Ends (1980)
- Organized Labor (1980)
- Coral Reefs (1980)
- Alcoholism — You Can Beat It! (1981)
- American Red Cross (1981)
- International Year of the Disabled (1981)
- Preservation of Wildlife (1981)
- Voluntarism (1983)
- Physical Fitness (1983)
- Crime Prevention (1984)
- Soil & Water Conservation (1984)
- International Youth Year (1985)
- Public Education (1985)
- Help End Hunger (1985)
- Winter Special Olympics (1985)
- Public Hospitals (1986)
- Girl Scouts (1987)

1990s

- America's First Peacetime Draft (1991)
- AIDS Awareness (1993)
- American Sign Language (1993)
- Kids Care Earth Day Issue (1995)
- POW/MIA (1995)
- Women's Suffrage (1995)
- Breast Cancer Awareness (1996)
- Education/Helping Children Learn (1997)
- Women in Military Service (1997)
- Breast Cancer Research Semipostal (1998)
- Organ & Tissue Donation (1998)
- Hospice Care (1999)
- Prostate Cancer Awareness (1999)

Adoption Stamp Partnership

The Postal Service's partnership with Wendy's and the Dave Thomas Foundation for Adoption will help generate maximum exposure for the *Adoption* stamp. The following promotions and products will support the first day and local events:

U.S. Postal Service:

- Internet: <http://www.usps.com>, with link to <http://www.adopt.org>.
- Point of Purchase: Specially designed "take one" display appearing at post offices during spring drive period (April 17–June 18).
- 1 800 STAMP-24 (stamp information given to callers placing orders).

Wendy's and Dave Thomas Foundation for Adoption:

- Internet: <http://www.wendys.com>, with links to <http://www.adopt.org> and <http://www.usps.com>.
- In June, 9 million Kid's Meals will feature the stamp as part of a first day cover created by the foundation to generate awareness for the stamp and to raise funds. Every order placed through Kid's Meals for the first day cover will receive from the Postal Service an *Adoption* stamped card bearing the first day cancellation.
- *Adoption* stamp and/or Kid's Meal offer will be featured on trayliners at Wendy's locations in June and November (National Adoption Month).
- Busboard advertising in selected cities across the United States.
- Fulfillment of *Adoption* stamp artwork by request to Wendy's franchisees and adoption agencies.
- Wendy's franchisees are considering making largest-ever single stamp purchase.
- Public service message.
- Tool kit distributed to Wendy's franchisees and adoption agencies.

Wendy's Contact List

Alaska		
Anchorage	Jay, Steve	503-691-2022
Fairbanks	Jay, Steve	503-691-2022
Alabama		
Birmingham	Valdez, Angie	727-726-6989
Dothan	Valdez, Angie	727-726-6989
Huntsville	Valdez, Angie	727-726-6989
Mobile	Valdez, Angie	727-726-6989
Montgomery	Valdez, Angie	727-726-6989
Arkansas		
Ft. Smith	Million, Bayne	770-421-2136
Jonesboro	Million, Bayne	770-421-2136
Little Rock	Million, Bayne	770-421-2136

Arizona		
Phoenix	Winans, Andrea	972-717-0165
Tucson	Winans, Andrea	972-717-0165
California		
Bakersfield	Dickinsen, Christine	503-691-2022
Chico-Redding	Jay, Steve	503-691-2022
El Centro-Yuma	Dickinsen, Christine	503-691-2022
Eureka	Jay, Steve	503-691-2022
Fresno	Jay, Steve	503-691-2022
Los Angeles	Dickinsen, Christine	503-691-2022
Palm Springs	Dickinsen, Christine	503-691-2022
Sacramento	Jay, Steve	503-691-2022
Salinas/Monterey	Dickinsen, Christine	503-691-2022
San Diego	Dickinsen, Christine	503-691-2022
San Francisco	Jay, Steve	503-691-2022
Santa Barbara	Dickinsen, Christine	503-691-2022
Colorado		
Colorado Springs	Goins, Candice	303-338-8008
Denver	Goins, Candice	303-338-8008
Grand Junction	Goins, Candice	303-338-8008
Connecticut		
Hartford	Pung, Tammy	978-392-1200
District of Columbia		
Washington DC	Bechtold, Bob	610-341-9400
Florida		
Ft. Myers	Madanick, Craig	407-862-3714
Gainesville	Madanick, Craig	407-862-3714
Jacksonville	Madanick, Craig	407-862-3714
Miami	Valdez, Angie	727-726-6989
Orlando	Madanick, Craig	407-862-3714
Panama City	Valdez, Angie	727-726-6989
Tallahassee	Valdez, Angie	727-726-6989
Tampa	Madanick, Craig	407-862-3714
West Palm Beach	Valdez, Angie	727-726-6989
Georgia		
Albany	Stephens, Mark	770-421-2137
Atlanta	Stephens, Mark	770-421-2137
Augusta	Valdez, Angie	727-726-6989
Columbus	Stephens, Mark	770-421-2137
Macon	Stephens, Mark	770-421-2137
Savannah	Stephens, Mark	770-421-2137
Hawaii		
Honolulu		808-396-8862
Iowa		
Cedar Rapids	Ewy, Russ	913-384-3180
Des Moines	Ewy, Russ	913-384-3180
Ottumwa	Finnegan, Mark	630-961-5800
Sioux City	Connolly, Tom	630-961-5800
Idaho		
Boise	Preyer, Cheryl	303-338-8008
Idaho Falls	Preyer, Cheryl	303-338-8008
Twin Falls	Preyer, Cheryl	303-338-8008

Illinois		
Chicago	Finnegan, Mark	630-961-5800
Peoria	Connolly, Tom	630-961-5800
Quincy	Connolly, Tom	630-961-5800
Rockford	Finnegan, Mark	630-961-5800
Springfield	Connolly, Tom	630-961-5800

Indiana		
Evansville	Roberts, Barbara	513-874-4710
Ft. Wayne	Nichols, Teresa	630-961-5800
Indianapolis	Roberts, Barbara	513-874-4710
Lafayette	Roberts, Barbara	513-874-4710
South Bend	Nichols, Teresa	630-961-5800
Terre Haute	Roberts, Barbara	513-874-4710
Quad Cities	Ewy, Russ	913-384-3180

Kansas		
Kansas City	Ewy, Russ	913-384-3180
Topeka	Ewy, Russ	913-384-3180
Wichita	Connolly, Tom	630-961-5800

Kentucky		
Bowling Green	Stephens, Mark	770-421-2137
Lexington	Lierman, David	919-872-4830
Louisville	Roberts, Barbara	513-874-4710
Paducah	Million, Bayne	770-421-2136

Louisiana		
Alexandria	Million, Bayne	770-421-2136
Baton Rouge	Million, Bayne	770-421-2136
Lafayette	Million, Bayne	770-421-2136
Lake Charles	Million, Bayne	770-421-2136
Monroe	Million, Bayne	770-421-2136
New Orleans	Million, Bayne	770-421-2136
Shreveport	Million, Bayne	770-421-2136

Massachusetts		
Boston	Pung, Tammy	978-392-1200
Springfield	Pung, Tammy	978-392-1200

Maryland		
Baltimore	Bechtold, Bob	610-341-9400
Salisbury	Bechtold, Bob	610-341-9400

Maine		
Bangor	Pung, Tammy	978-392-1200
Portland	Pung, Tammy	978-392-1200

Michigan		
Alpena	Budreau, Ron	248-352-7900
Detroit	Budreau, Ron	248-352-7900
Flint/Saginaw	Budreau, Ron	248-352-7900
Grand Rapids	Budreau, Ron	248-352-7900
Lansing	Budreau, Ron	248-352-7900
Marquette	Nichols, Teresa	630-961-5800
Traverse City	Budreau, Ron	248-352-7900

Minnesota		
Duluth	Nichols, Teresa	630-961-5800
Minneapolis	Nichols, Teresa	630-961-5800
Rochester	Nichols, Teresa	630-961-5800

Missouri		
Columbia-Jefferson City	Connolly, Tom	630-961-5800
Joplin	Connolly, Tom	630-961-5800
Kansas City	Ewy, Russ	913-384-3180
Springfield	Connolly, Tom	630-961-5800
St. Joseph	Ewy, Russ	913-384-3180
St. Louis	Connolly, Tom	630-961-5800

Mississippi		
Biloxi/Gulfport/Pascag.	Million, Bayne	770-421-2136
Columbus-Tupelo	Million, Bayne	770-421-2136
Greenwood/Greenville	Million, Bayne	770-421-2136
Jackson	Million, Bayne	770-421-2136
Laurel-Hattiesburg	Million, Bayne	770-421-2136
Meridian	Million, Bayne	770-421-2136

Montana		
Billings	Preyer, Cheryl	303-338-8008
Butte	Preyer, Cheryl	303-338-8008
Great Falls	Preyer, Cheryl	303-338-8008
Helena	Preyer, Cheryl	303-338-8008
Missoula	Preyer, Cheryl	303-338-8008

North Carolina		
Charlotte	Lierman, David	919-872-4830
Greensboro	Lierman, David	919-872-4830
Greenville/New Bern	Lierman, David	919-872-4830
Raleigh/Durham	Lierman, David	919-872-4830
Wilmington	Lierman, David	919-872-4830

North Dakota		
Fargo	Nichols, Teresa	630-961-5800
Minot	Ewy, Russ	913-384-3180

Nebraska		
Lincoln	Ewy, Russ	913-384-3180
North Platte	Ewy, Russ	913-384-3180
Omaha	Ewy, Russ	913-384-3180

New Mexico		
Albuquerque	Stephan, Robyn	972-717-0165

Nevada		
Las Vegas	Jay, Steve	503-691-2022
Reno	Goins, Candice	303-338-8008

New York		
Albany	Pung, Tammy	978-392-1200
Binghamton	Pung, Tammy	978-392-1200
Buffalo	Pung, Tammy	978-392-1200
Elmira	Pung, Tammy	978-392-1200
New York	Yonchek, Pat	610-341-9400
Rochester	Pung, Tammy	978-392-1200
Syracuse	Pung, Tammy	978-392-1200
Utica	Pung, Tammy	978-392-1200
Watertown	Pung, Tammy	978-392-1200

Ohio		
Cincinnati	Roberts, Barbara	513-874-4710
Cleveland	Tylak, Janine	724-940-1969
Columbus	Gonzalez, Alex	614-785-4660
Dayton	Roberts, Barbara	513-874-4710
Lima	Nichols, Teresa	630-961-5800
Toledo	Budreau, Ron	248-352-7900
Youngstown	Tylak, Janine	724-940-1969

Oklahoma

Oklahoma City	Stephan, Robyn	972-717-0165
Tulsa	Connolly, Tom	630-961-5800

Oregon

Bend	Jay, Steve	503-691-2022
Eugene	Dickinsen, Christine	503-691-2022
Medford	Jay, Steve	503-691-2022
Portland	Dickinsen, Christine	503-691-2022

Pennsylvania

Erie	Tylak, Janine	724-940-1969
Harrisburg	Yonchek, Pat	610-341-9400
Harrisonburg	Lierman, David	919-872-4830
Johnstown	Yonchek, Pat	610-341-9400
Philadelphia	Bechtold, Bob	610-341-9400
Pittsburgh	Tylak, Janine	724-940-1969
Wilkes Barre	Yonchek, Pat	610-341-9400

Rhode Island

Providence	Pung, Tammy	978-392-1200
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South Carolina

Charleston	Valdez, Angie	727-726-6989
Columbia	Madanick, Craig	407-862-3714
Florence	Madanick, Craig	407-862-3714
Greenville	Madanick, Craig	407-862-3714

South Dakota

Rapid City	Goins, Candice	303-338-8008
Sioux Falls	Connolly, Tom	630-961-5800

Tennessee

Chattanooga	Stephens, Mark	770-421-2137
Jackson	Million, Bayne	770-421-2136
Knoxville	Stephens, Mark	770-421-2137
Memphis	Million, Bayne	770-421-2136
Nashville	Stephens, Mark	770-421-2137
Tri Cities	Lierman, David	919-872-4830

Texas

Abilene/Sweetwater	Stephan, Robyn	972-717-0165
Amarillo	Connolly, Tom	630-961-5800
Austin	Stephan, Robyn	972-717-0165
Beaumont	Winans, Andrea	972-717-0165
Brownsville	Winans, Andrea	972-717-0165
Corpus Christi	Winans, Andrea	972-717-0165
Dallas	Stephan, Robyn	972-717-0165
El Paso	Stephan, Robyn	972-717-0165
Houston	Winans, Andrea	972-717-0165
Laredo	Winans, Andrea	972-717-0165
Lubbock	Winans, Andrea	972-717-0165
Odessa-Midland	Stephan, Robyn	972-717-0165
San Angelo	Stephan, Robyn	972-717-0165
San Antonio	Jay, Steve	503-691-2022
Tyler	Stephan, Robyn	972-717-0165
Waco-Temple	Stephan, Robyn	972-717-0165
Wichita Falls	Stephan, Robyn	972-717-0165

Utah

Salt Lake City	Preyer, Cheryl	303-338-8008
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Virginia

Charlottesville	Lierman, David	919-872-4830
Norfolk/Virginia Beach	Bechtold, Bob	610-341-9400
Richmond	Bechtold, Bob	610-341-9400
Roanoke	Lierman, David	919-872-4830

Vermont

Burlington	Pung, Tammy	978-392-1200
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Washington

Seattle	Jay, Steve	503-691-2022
Spokane	Jay, Steve	503-691-2022
Yakima	Dickinsen, Christine	503-691-2022

Wisconsin

Green Bay	Nichols, Teresa	630-961-5800
Lacrosse	Nichols, Teresa	630-961-5800
Madison	Nichols, Teresa	630-961-5800
Milwaukee	Nichols, Teresa	630-961-5800
Wausau	Nichols, Teresa	630-961-5800

West Virginia

Beckley	Gonzalez, Alex	614-785-4660
Charleston	Gonzalez, Alex	614-785-4660
Clarksburg	Gonzalez, Alex	614-785-4660
Parkersburg	Gonzalez, Alex	614-785-4660
Wheeling	Tylak, Janine	724-940-1969

Wyoming

Casper	Preyer, Cheryl	303-338-8008
Cheyenne	Preyer, Cheryl	303-338-8008

Speech Segment

The following suggested speech segment is for use at local ceremonies and events to support the Adoption stamp. Feel free to customize it to fit your local event and community. This speech and the entire kit are available for downloading from the Postal Service Intranet at <http://blue.usps.gov>.

Good **[MORNING/AFTERNOON]**.

I'm **[INSERT NAME OF DISTRICT MANAGER/POSTMASTER]** and it's a tremendous honor for me to represent the United States Postal Service today as we unveil the design of the new *Adoption* postage stamp.

This stamp commemorates a worthy cause that benefits thousands of children and families across America.

The *Adoption* stamp pays tribute to all the wonderful families, organizations, and agencies that help make adoption a true family-building experience.

It is our hope that this stamp will help raise awareness about the value of building a home, shaping a life, and creating a world for children who yearn for loving families.

Over the years, our nation's commemorative stamp program has called attention to a variety of important social issues.

Stamps highlighting breast cancer research, hospice care, and organ and tissue donation have helped stimulate conversation about these serious topics in communities from coast to coast.

And, as a trusted public service institution that binds our nation together, the Postal Service has long been an advocate for children and families.

We issued the *Children's* stamp in 1956 ... the *Support Our Youth* stamp in 1968 ... the *Family Planning* stamp in 1972 ... the *International Year of the Child* stamp in 1979 ... and the *Family Unity* stamp in 1984.

This year the Postal Service is very proud to issue this new *Adoption* stamp to help generate awareness about the joys of adoption.

We commend **[NAME THE ORGANIZATIONS/INDIVIDUALS WHO JOINED YOU FOR THIS CEREMONY]** for the enormous contributions you have made to raise awareness about adoption.

Currently there are more than 100,000 children waiting to be adopted in this country. The *Adoption* stamp serves as a simple thank you to everyone involved in making homes for children and young adults who are less fortunate.

Together we can make a difference in the lives of thousands of children and families across America!

Thank you for joining us today.

Now, would **[INSERT NAMES OF UNVEILING PARTICIPANTS]** join me in unveiling the *Adoption* stamp!

Suggested Public Relations Timeline

If you have questions or need assistance with any of these items, please contact your area Public Affairs and Communications (PA&C) Center representative.

Action:	Suggested Timing:
1. Send invitations to local and area dignitaries.	A few weeks before event.
2. Announcement and invitation to employees.	A few weeks before event.
3. Distribute calendar/weekend advisory to newspapers.	A few weeks before event.
4. Distribute public service announcement to radio/TV.	A few weeks before event.
5. Distribute news release.	A few weeks before event.
6. Distribute media advisory to newspapers, radio/TV.	One week before event.
7. Redistribute media advisory to all news media.	One to two days before event.
8. Remind invited dignitaries about event via telephone.	Five days before event.
9. Make follow-up calls to local news media.	Day before event.
10. Distribute "day of issuance" news release.	Day of event.
11. Send letter to newspaper editor thanking community.	Day after event's completion.
12. Send newspaper clippings and "media successes" summary to area PA&C office.	Week or sooner after event.

LETTER TO LOCAL EDITOR

[INSERT DATE]

[INSERT NAME, TITLE]

[INSERT NAME OF PUBLICATION]

[INSERT ADDRESS]

[INSERT CITY, STATE, ZIP+4]

Dear [MR./MS.] [INSERT NAME]:

On May 10, 2000, the U.S. Postal Service issued a new commemorative postage stamp to help raise awareness about adoption. Each year in the United States more than 100,000 infants and older children wait to be adopted.

With the issuance of the Adoption stamp, the Postal Service continues its 60-year tradition of raising awareness of social issues through the U.S. commemorative stamp program. Recent examples include stamps highlighting prostate cancer awareness, hospice care, organ and tissue donation, breast cancer research and AIDS awareness.

The Adoption stamp pays tribute to all the wonderful families, organizations and agencies that help make adoption a true family-building experience. It is the Postal Service's hope that this stamp will help promote and generate awareness about the joys of adoption.

To help spread the word about the importance of adoption in our community, the [INSERT CITY] Post Office will be unveiling the new Adoption stamp during a ceremony [LIST CEREMONY ACTIVITIES, STARTING TIMES, LOCATIONS, PARTICIPANTS, PHOTO OPPORTUNITIES, ETC.].

I will call you soon with an update. Should you have any questions in the interim, please do not hesitate to contact me at [INSERT YOUR PHONE NUMBER].

Sincerely,

[SIGN]

[INSERT POSTMASTER'S NAME]

Postmaster

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[(XXX) XXX-XXXX]
Internet: www.usps.com

For Event Calendar/Weekend Advisory Editor:

**LOVING ACT OF ADOPTION TO BE CELEBRATED IN [INSERT CITY] WITH UNVEILING OF
NEW POSTAGE STAMP**

***U.S. Postal Service and [INSERT NAME OF ORGANIZATION OR CELEBRITY]
Promoting Adoption Awareness***

[INSERT YOUR CITY, STATE] — The loving and selfless act of adoption will be celebrated on **[INSERT DATE/TIME]** when the U.S. Postal Service and **[INSERT ORGANIZATION OR CELEBRITY]** unveil the new Adoption postage stamp during a ceremony at **[INSERT LOCATION]**.

“The Adoption stamp serves as a simple thank you to everyone involved in making homes for children and young adults who are less fortunate,” said **[INSERT POSTMASTER NAME]**, “and it will help raise awareness about how adoption can make a positive difference in the lives of so many.”

With the issuance of the Adoption stamp, the Postal Service continues its tradition of raising awareness of social issues. Today there are more than 100,000 children available for adoption in the United States.

Illustrated by Greg Berger of Bethesda, Md., the stamp combines colorful art with text. Berger, who was adopted himself, provides his personal interpretation of this issue.

Recalling memories of his own childhood, Berger used fundamental shapes, simple forms and bright colors to create a happy, hopeful image. This graphic design conveys a visual balance between reality and the fantasy of what might be. It also shows that childhood is a delicate and influential part of life.

#



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[(XXX) XXX-XXXX]
Internet: www.usps.com

PUBLIC SERVICE ANNOUNCEMENT

**PUBLIC INVITED TO PARTICIPATE IN NEW POSTAGE STAMP UNVEILING COMMEMORATING
LOVING ACT OF ADOPTION:
CELEBRATION TAKES PLACE IN [INSERT CITY] ON [INSERT DATE]**

[INSERT CITY] POSTMASTER [INSERT NAME] INVITES EVERYONE TO [INSERT LOCATION] TO PARTICIPATE IN A CELEBRATION RECOGNIZING THE LOVING ACT OF ADOPTION ON [INSERT DAY AND DATE] FROM [INSERT TIME] TO [INSERT TIME].

THE CELEBRATION INCLUDES PARTICIPATION BY [INSERT NAME OF ORGANIZATION OR CELEBRITY] IN THE POSTAL SERVICE'S UNVEILING CEREMONY FOR THE NEW ADOPTION POSTAGE STAMP. OTHER ACTIVITIES INCLUDE [DESCRIBE ACTIVITIES].

TODAY THERE ARE MORE THAN 100,000 CHILDREN AVAILABLE FOR ADOPTION IN THE UNITED STATES. TAKE A MOMENT TO JOIN MEMBERS OF YOUR COMMUNITY IN CELEBRATING THE JOYS INVOLVED WITH THE LOVING ACT OF ADOPTION.

- END -



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[(XXX) XXX-XXXX]
Internet: www.usps.com

LOVING ACT OF ADOPTION TO BE CELEBRATED ON NEW POSTAGE STAMP

U.S. Postal Service and [INSERT ORGANIZATION/CELEBRITY] Promoting Adoption Awareness

[INSERT YOUR CITY] — The loving and selfless act of adoption will be honored [INSERT DATE] when the U.S. Postal Service and [INSERT ORGANIZATION/CELEBRITY] unveil the Adoption commemorative postage stamp during a ceremony at [INSERT LOCATION].

“The Adoption stamp will serve as a simple thank you to everyone involved in making homes for children and young adults who are less fortunate,” said [INSERT POSTMASTER NAME], who will unveil the stamp.

“It also will help raise awareness about how adoption can make a positive difference in the lives of so many,” [HE/SHE] added.

With the issuance of the Adoption stamp, the Postal Service continues its tradition of raising awareness of social issues. Today there are more than 100,000 children available for adoption in the United States.

There are three basic approaches to adoption within the United States: children can be adopted through public child welfare agencies, through private adoption agencies and, depending on the state, by independent adoption. Regardless of the adoption method, children benefit from the support, guidance and understanding of the people who care enough to offer them unconditional love, a home and a family.

Illustrated by Greg Berger of Bethesda, Md., the stamp combines colorful art with text. Berger, who was adopted himself, provides his personal interpretation of this issue.

Recalling memories of his own childhood, Berger used fundamental shapes, simple forms and bright colors to create a happy, hopeful image. This graphic design conveys a visual balance between reality and the fantasy of what might be. It also shows that childhood is a delicate and influential part of life.

For more information on stamps, or to see an image of the Adoption stamp, visit www.stampsonline.com.

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POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

MEDIA ADVISORY

LOVING ACT OF ADOPTION TO BE CELEBRATED IN [INSERT CITY] WITH UNVEILING OF NEW POSTAGE STAMP

EVENT: Unveiling of Adoption commemorative postage stamp and celebration of the joy of adoption. **[CHANGE OR ADD TO THIS INFO IF YOUR EVENT IS DIFFERENT, BUT KEEP IT SHORT]**

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

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

WHEN: **[INSERT HOUR, DAY, DATE]**

WHERE: **[INSERT EXACT LOCATION OF EVENT]**

Background: The U.S. Postal Service continues its long-standing tradition of raising awareness of social issues with the issuance of the Adoption stamp. The Adoption stamp serves as a simple thank you to all the wonderful families, organizations and agencies that help make adoption a reality. This stamp will raise awareness of the importance of adoption and the value and needs associated with building a home, shaping a life and creating a world for children who need loving families.

Contact: **[LIST AREA PUBLIC AFFAIRS AND COMMUNICATIONS REPRESENTATIVE OR POSTMASTER'S NAME AND PHONE NUMBER]**

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POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

LOVING ACT OF ADOPTION CELEBRATED WITH UNVEILING OF NEW POSTAGE STAMP

U.S. Postal Service and [LIST ORGANIZATION/CELEBRITY PARTICIPATING IN YOUR EVENT]
Promoting Adoption Awareness

[INSERT YOUR CITY] — The loving act of adoption was honored today when the U.S. Postal Service unveiled the new Adoption postage stamp at a ceremony at [INSERT LOCATION]. The 33-cent Adoption stamp is now available at post offices nationwide.

[INSERT CITY] Postmaster [INSERT POSTMASTER NAME] unveiled the stamp in celebration of the Postal Service's efforts to help raise awareness about adoption. Joining [INSERT POSTMASTER'S LAST NAME] at the ceremony were [INSERT ORGANIZATION/CELEBRITY OR LOCAL AREA DIGNITARIES].

[INSERT OTHER NOTABLE HAPPENINGS AT EVENT]

"The Adoption stamp serves as a simple thank you to everyone involved in making homes for children and young adults who are less fortunate," said [INSERT POSTMASTER'S LAST NAME], "and it helps raise awareness about how adoption can make a positive difference in the lives of so many."

With the issuance of the Adoption stamp, the Postal Service continues its long-standing tradition of raising awareness of social issues. Stamps such as Breast Cancer Research, Hospice Care and Organ and Tissue Donation have helped stimulate conversation about these serious topics in communities from coast to coast. These activities go hand in hand with the Postal Service's historic role as a community leader.

There are three basic approaches to adoption within the United States: children can be adopted through public child welfare agencies, through private adoption agencies and, depending on the state, by independent adoption. Regardless of the adoption method, children benefit from the support, guidance and understanding of the people who care enough to offer them unconditional love, a home and a family. Each year more than 100,000 infants and older children wait to be adopted in the United States.

- more -

Illustrated by Greg Berger of Bethesda, Md., the stamp combines colorful art with text. Berger, who was adopted himself, provides his personal interpretation of this issue.

Recalling memories of his own childhood, Berger used fundamental shapes, simple forms and bright colors to create a happy, hopeful image. This graphic design conveys a visual balance between reality and the fantasy of what might be. It also shows that childhood is a delicate and influential part of life.

To see an image of the Adoption stamp, or to order stamps, visit www.stampsonline.com.

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SAMPLE LETTER TO LOCAL NEWSPAPER EDITOR THANKING RESIDENTS FOR SUPPORT

[INSERT DATE]

[INSERT NAME]

Editor [OR OTHER TITLE]

[INSERT NAME OF NEWSPAPER]

[INSERT ADDRESS]

[INSERT CITY, STATE, ZIP+4]

Dear [MR./MS.] [INSERT NAME]:

I want to thank the citizens of [INSERT CITY NAME] for their enthusiasm and support in making yesterday's unveiling of the Adoption commemorative postage stamp such a successful event for our community and for the U.S. Postal Service.

Our nation's commemorative stamp program has been developed over the past 100 years largely through the participation of the American people. Your stamp ideas and suggestions are instrumental in helping the Postal Service continue its long-standing tradition of helping to raise awareness about such social issues as adoption, breast cancer research, hospice care and organ and tissue donation.

The issuance of the Adoption stamp is a great opportunity for the Postal Service to remind the citizens of [INSERT CITY] about how adoption can make a positive difference in the lives of so many. The Adoption stamp also serves as a simple thank you to everyone involved in making homes for children and young adults who are less fortunate.

Whether by providing universal mail service to everyone, everywhere, every day, or through our responsibilities as a community leader, the Postal Service works hard to deliver the promise of providing quality communications services across the country and right here in [INSERT CITY].

Sincerely,

[SIGN]

[INSERT POSTMASTER'S NAME]

Postmaster

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

Area Public Affairs and Communications Managers

Ralph Stewart
 Manager, Public Affairs & Communications
 Allegheny Area/U.S. Postal Service
 615 Chestnut Street, 15th Floor
 PO Box 40593
 Philadelphia, PA 19197-0593
 215-931-5054
 (PA, OH, South Jersey)

Irene A. Lericos
 Manager, Public Affairs & Communications
 Mid-Atlantic Area/U.S. Postal Service
 10320 Little Patuxent Parkway, Suite 308
 Columbia, MD 21044-5210
 410-715-0071
 (VA, KY, SC, NC, DC, WV, MD)

Diane Todd
 Manager, Public Affairs & Communications
 NY Metro Area/U.S. Postal Service
 421 Eighth Avenue, Room 5114
 New York, NY 10199-9681
 212-330-3118
 (Central/Northern New Jersey, NY, PR, VI)

Richard Watkins (A)
 Manager, Public Affairs & Communications
 Northeast Area/U.S. Postal Service
 6 Griffin Road N
 Windsor, CT 06006-9876
 860-285-7265
 (CT, MA, Western NY, RI, NE, ME, NH)

Earl C. Artis, Jr.
 Manager, Public Affairs & Communications
 Southeast Area/U.S. Postal Service
 225 N Humphrey Boulevard
 Memphis, TN 38166-0832
 901-747-7544
 (AL, GA, FL, TN, MS)

Scott Budny
 Manager, Public Affairs & Communications
 Western Area/U.S. Postal Service
 1745 Stout Street, Suite 400
 Denver, CO 80299-7500
 303-313-5130
 (WA, AZ, AK, CO, NM, WY, NV, MT, UT, OR)

Jim Mruk
 Manager, Public Affairs & Communications
 Great Lakes Area/U.S. Postal Service
 244 Knollwood Drive, 4th Floor
 Bloomington, IL 60117-2208
 630-539-6565
 (IL, MI, IN)

Dianne Williams
 Manager, Public Affairs & Communications
 Midwest Area/U.S. Postal Service
 PO Box 66608
 St Louis, MO 63166-6608
 314-692-5502
 (NE, KS, MN, MO, IA, WI, ND, SD)

Dan De Miglio
 Manager, Public Affairs & Communications
 Pacific Area/U.S. Postal Service
 390 Main Street, Suite 200
 San Francisco, CA 94105-8000
 415-536-6490
 (San Francisco, Oakland, Sacramento, San Jose)

David Mazer
 Manager, Public Affairs & Communications
 Pacific Area/U.S. Postal Service
 7001 S Central Avenue, Room 364A
 Los Angeles, CA 90052-9641
 323-586-1212
 (HI, Long Beach, Los Angeles, Santa Ana, San Diego, Van Nuys)

Robert S. Bolen
 Manager, Public Affairs & Communications
 Southwest Area/U.S. Postal Service
 7800 N Stemmons Freeway, Suite 450
 Dallas, TX 75247-4220
 214-819-8710
 (AR, TX, LA, OK)

Participation of Public Officials

Adoption stamp events are a perfect opportunity to involve public officials in an important and positive local event. There is likely to be keen interest on their part, as it provides elected representatives a chance to interact with constituents in a friendly, civic setting with secured media coverage.

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

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

Before the Event

Send a written invitation (see sample), four to six weeks before the event, to your two U.S. senators, your congressional representatives, the governor of your state, and the mayor of your community. Please include any other local elected officials you feel would be appropriate. The local postmaster should sign the invitations.

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

Keep in touch with all elected officials who respond. If asked, provide updated information to the elected official's staff as it becomes available (e.g., who else is participating, where and when to meet, what his or her role will be, etc.). Stress that remarks should be brief and limited to the unveiling of the *Adoption* stamp and recognition of the importance of adoption.

If applicable, include names of all participating elected officials on the official program as honored guests and mention them in all media advisories.

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

After the Event

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

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

Provide a supply of extra cachets with the special cancellation, if applicable, to elected officials, even to those who could not attend. These make great giveaways and serve as a positive reminder of the event.

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

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

Government Relations Contacts

State	Contact	Extension*
Alabama	Laurie Weiner	3743
Alaska	Jennifer Alvarez	7839
Arizona	Renee Gadson	7217
Arkansas	Judy Principe	3744
California	Bill Weagley	3745
Connecticut	Dana Williamson	6028
Colorado	Renee Gadson	7217
Delaware	Dana Williamson	6028
District of Columbia	Robert Warden	3755
Florida	Laurie Weiner	3743
Georgia	Jim Quirk	8468
Hawaii	Jennifer Alvarez	7839
Idaho	Jennifer Alvarez	7839
Illinois	Robert Faruq	3750
Indiana	Robert Warden	3755
Iowa	Sheila Meyers	7505
Kansas	Renee Gadson	7217
Kentucky	Faith Beamon	3754
Louisiana	Judy Principe	3744
Maine	Katherine Sitterle	6027
Maryland	Robert Warden	3755
Massachusetts	Dana Williamson	6028
Michigan	Robert Faruq	3750
Minnesota	Sheila Meyers	7505
Mississippi	Laurie Weiner	3743
Missouri	Sheila Meyers	7505

State	Contact	Extension*
Montana	Jennifer Alvarez	7839
Nebraska	Sheila Meyers	7505
Nevada	Jennifer Alvarez	7839
New Hampshire	Dana Williamson	6028
New Jersey	Dana Williamson	6028
New Mexico	Renee Gadson	7217
New York	Katherine Sitterle	6027
North Carolina	Jim Quirk	8468
North Dakota	Sheila Meyers	7505
Ohio	Faith Beamon	3754
Oklahoma	Judy Principe	3744
Oregon	Jennifer Alvarez	7839
Pennsylvania	Robert Warden	3755
Puerto Rico	Katherine Sitterle	6027
Rhode Island	Dana Williamson	6028
South Carolina	Jim Quirk	8468
South Dakota	Sheila Meyers	7505
Tennessee	Jim Quirk	8468
Texas	Judy Principe	3744
Utah	Renee Gadson	7217
Vermont	Katherine Sitterle	6027
Virginia	Faith Beamon	3754
Washington	Jennifer Alvarez	7839
West Virginia	Faith Beamon	3754
Wisconsin	Robert Faruq	3750
Wyoming	Renee Gadson	7217

* The area code and exchange for all extensions is "202-268-[extension]."

SAMPLE INVITATION TO PUBLIC OFFICIALS

[INSERT DATE]

[INSERT NAME, TITLE]

[INSERT ORGANIZATION]

[INSERT ADDRESS]

[INSERT CITY, STATE, ZIP+4]

Dear [INSERT TITLE AND NAME]:

Employees of the [INSERT NAME] Post Office invite you to be an honored guest at a special unveiling ceremony on [INSERT DATE] at [INSERT TIME] when the United States Postal Service unveils the Adoption commemorative stamp.

The Adoption stamp serves as a simple thank you to everyone involved in making homes for children and young adults who are less fortunate, and it helps raise awareness about how adoption can make a positive difference in the lives of so many children.

With the issuance of the Adoption stamp, the Postal Service continues its long-standing tradition of raising awareness of social issues. Stamps such as Breast Cancer Research, Hospice Care, and Organ and Tissue Donation have helped stimulate conversation about these serious topics in communities from coast to coast. These activities go hand in hand with the Postal Service's historic role as a community leader.

At the stamp unveiling ceremony, you will be invited to say a few words about the stamp and **[INSERT SPECIFICS/OFFICIAL MAY WANT TO TALK ABOUT HOW ADOPTION HAS TOUCHED HIS/HER LIFE]**. We expect significant press coverage of the dedication ceremony and a good size crowd, including families and civic organizations.

We hope you will join us to recognize the loving act of adoption. Please confirm your participation by calling **[INSERT NAME OF CONTACT]** at **[INSERT TELEPHONE NUMBER]** as soon as possible.

Sincerely,

[SIGN]

[INSERT NAME, TITLE]

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

SAMPLE THANK YOU LETTER TO PUBLIC OFFICIALS/PARTICIPATING ORGANIZATIONS

[INSERT DATE]

[INSERT NAME, TITLE]

[INSERT ORGANIZATION]

[INSERT ADDRESS]

[INSERT CITY, STATE, ZIP+4]

Dear [INSERT TITLE AND NAME]:

On behalf of the United States Postal Service, I want to thank you for joining us during our recent unveiling of the Adoption commemorative postage stamp. It was a wonderful event for **[INSERT NAME OF COMMUNITY]** and your participation helped make it a success.

All of us in the Postal Service are extremely proud of the role our organization plays as a community leader and in helping raise awareness about such social issues as adoption, breast cancer research, hospice care, and organ and tissue donation through our commemorative stamp program. The Adoption stamp unveiling ceremony was a wonderful way for us to share this pride with our friends, neighbors, and customers here in **[INSERT NAME OF COMMUNITY]**. I am enclosing 10 copies of our special cancellation **[IF APPLICABLE]** for you to share with your **[CONSTITUENTS/EMPLOYEES]**, as well as copies of press clippings and photographs that recorded the event **[IF APPLICABLE]**.

The Postal Service stands with the American people on the threshold of a new millennium. We will build on our legacy of binding the nation together by providing reliable, cost-effective service to our customers. I look forward to working with you in future community events. If I can be of assistance with any postal matter, please contact me at **[INSERT TELEPHONE NUMBER]**.

Sincerely,

[SIGN]

[INSERT NAME, TITLE]

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

Administrative Services

ASM REVISION

Requests for Boxholder or Commercial Mail Receiving Agency Customer Information

Effective immediately, the *Administrative Support Manual* (ASM) is revised to conform with a rule change published in the *Federal Register* (65 FR 3857–3859) on January 25, 2000. The rule change affects the disclosure of information from PS Form 1093, *Application for Post Office Box or Caller Service*, and PS Form 1583, *Application for Delivery of Mail Through Agent*. The rule change, discussed below, does *not* affect policy for disclosing change of address information.

Business Boxholder Information Contained in Form 1093

In the past, the recorded business name, address, and telephone number of the holder of a post office box used for doing or soliciting business with the public was provided to the general public upon request. Post offices may no longer release that information to the general public. Subject to the new protective order exception discussed below, information about *any* post office boxholder, regardless if the box is being used for business or personal use, may be disclosed only: (1) to government agencies making a written request; (2) to process servers who provide all the information required by ASM 352.44d(2); or (3) pursuant to a subpoena or court order. Seek the advice of field counsel if a subpoena or court order is received for the information or if any request is received for information about an individual for whom there is a protective order.

Information Contained in Form 1583

Information provided by a customer of a commercial mail receiving agency (CMRA) on Form 1583 will not be made available to the general public or to process servers. That has been and remains the policy. Subject to the new protective order exception discussed below, information contained in Form 1583 will be disclosed only to a government agency upon written certification of official need or pursuant to a subpoena or a court order. Seek the advice of field counsel if a subpoena or court order is received for the information or if any request is received for information about an individual for whom there is a protective order.

Oral Requests Through the Inspection Service

In the past, customer name and address information could be disclosed from Form 1093 to a law enforcement agency engaged in a criminal investigation in response to its oral request through the Inspection Service. Under the rule change, information from Form 1093 or Form 1583 may not be disclosed in response to an oral request. All requests from government agencies, including law enforcement, must be in writing. Seek the advice of field counsel if any request is received for information about an individual for whom there is a protective order. Oral requests for boxholder information received from either the Inspection Service or the Inspector General can be honored without written certification.

Protective Orders

Information contained in Form 1093 or Form 1583 about court order protected individuals may not be disclosed to any requester, including government agencies, except pursuant to the order of a court of competent jurisdiction. If a court order is received for information covered by a protective order, contact field counsel for advice.

The above policy is further summarized below. Although the policy for change of address information is not affected by the rule change, it is included in the chart below for ease of reference. Questions should be referred to the FOIA Office at 202-268-2608 or to field counsel.

Requester Type	Disclose Boxholder Information From Form 1093 (Both Business and Personal Use)	Disclose Individual/Family Change of Address From Form 3575	Disclose Business Change of Address	Disclose CMRA Customer Information From Form 1583 (Both Business and Personal Use)
General public	No	No	Yes	No, except for the purpose of identifying a particular address as being that of a CMRA. Do not furnish copy of form.
Process server	Only if written request includes all of the information in suggested format in Exhibit 352.44a including the warning and certification above the signature block. Do not furnish copy of form. The address of an individual who has filed a protective court order will not be disclosed. (See exception below.)	Only if written request includes all of the information in suggested format in Exhibit 352.44a including the warning and certification above the signature block. Do not furnish copy of form. The address of an individual who has filed a protective court order will not be disclosed.	Yes	No, except for the purpose of identifying a particular address as being that of a CMRA. Do not furnish copy of form.
Subpoena or court order	Only if field counsel concurs.	Only if field counsel concurs.	Yes	Only if field counsel concurs.
Criminal law enforcement (applies to government agencies whose function is law enforcement such as local police department, county sheriff, state police, or FBI)	<i>Written requests from these agencies</i> — follow the instructions for “government agency” below. <i>Oral requests from these agencies</i> — disclosure pursuant to oral requests through the Inspection Service is NOT permitted. (See exception below.)	<i>Written requests from these agencies</i> — follow the instructions for “government agency” below. <i>Oral requests from these agencies</i> — disclosure pursuant to oral requests through the Inspection Service IS permitted.	Yes, including disclosure may be made pursuant to oral requests through the Inspection Service.	Only upon written certification of official need. Agencies should not use Exhibit 352.44b in making these requests. However, requests must be in writing on agency letterhead certifying official need. Signature must be original — not preprinted, stamped or electronically prepared. (See exception below.)
Government agency	Only if written signed request is on letterhead and it is for official purposes. See required format in Exhibit 352.44b. Signatures may be preprinted, rubber stamped, or electronically prepared; letterheads may be computerized. Duplicate envelopes or self-addressed stamped envelopes are not required. (See exception below.)	Only if written signed request is on letterhead and it is for official purposes. See required format in Exhibit 352.44b. Signatures may be preprinted, rubber stamped, or electronically prepared; letterheads may be computerized. Duplicate envelopes or self-addressed stamped envelopes are not required.	Yes	Only upon written certification of official need. Agencies should not use Exhibit 352.44b in making these requests. However, requests must be in writing on agency letterhead certifying official need. Signature must be original — not preprinted, stamped or electronically prepared. (See exception below.)

Exception: If an individual boxholder or CMRA customer has filed a protective order with the postmaster, information from Form 1093 or Form 1583, respectively, may not be released unless the requester has obtained an order of a court of competent jurisdiction that requires the disclosure notwithstanding the existence of the protective order. Seek advice of field counsel.

Administrative Support Manual (ASM) 352.44c(1) through 352.44c(3) are revised below to conform to the described rule changes. Section 352.44h is revised and redesignated as 352.44h(1) through 352.44h(3). In addition, section 353.321b is deleted and sections 353.321a through 353.321d are redesignated as sections 353.321a through 353.321c; and section 353.322b is deleted to conform to the described rule changes. This revision will be incorporated into ASM 14 and in an incremental update of ASM 13 accessible through the Policies and Procedures page of the Postal Service Intranet (<http://blue.usps.gov/cpim>; click on *Manuals*).

Administrative Support Manual (ASM)**3 Communications**

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35 Records and Release of Information

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352 Freedom of Information Act

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352.4 Availability of Records

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352.44 Disclosure of Customer Names and Addresses

On request, the addresses of specifically identified postal customers are made available only as follows:

[352.44a, b, and e through g remain the same. 352.44c, 352.44d(2), and 352.44h are modified as follows. The balance of 352.44d is reprinted here for the convenience of the reader.]

a. *Change of address.*

* * * * *

b. *Permit Holders.*

* * * * *

c. *Post Office Boxholders.* There is no charge for processing requests for information from Form 1093, *Application for Post Office Box or Caller Service*. Information from Form 1093 is provided only as follows:

- (1) Except as provided in 352.44c(3), information from PS Form 1093 will be provided in those circumstances in 352.44d(1) through 352.44d(3).
- (2) Except as provided in 352.44c(3), copies of PS Form 1093 will be furnished in those circumstances in 352.44d(1) and 352.44d(3).
- (3) When the boxholder files a copy of an appropriate protective court order with the postmaster, information from PS Form 1093 will not be disclosed except pursuant to the order of a court of competent jurisdiction and on the advice of field counsel.

d. *Exceptions.* Except as otherwise provided in these regulations, names or addresses of postal customers will be furnished only as follows:

- (1) To a federal, state, or local government agency on prior written certification that the information is required for the performance of its duties.
- (2) To a person empowered by law to serve legal process, or the attorney for a party on whose behalf service is to be made, or a party who is acting *pro se* who submits the information required below. (The term *pro se* means that a party is not represented by an attorney but is self-represented.) By submitting this information, the requester certifies that it is true. The change of address of an individual who files with the postmaster a copy of a protective court order will not be disclosed except as provided under sections 352.44d(1), 352.44d(3), and 352.44d(4). The address of a post office boxholder who files with the postmaster a copy of a protective court order will not be disclosed except as provided in 352.44c(3). The Postal Service suggests using the standard format in Exhibit 352.44a when requesting information under this section. When using the standard format on the submitter's own letterhead, the standard format must be used in its entirety. The warning statement and certification must be included immediately before the signature block. If the request lacks any of the required information or a proper signature, the postmaster shall return it to the requester specifying the deficiency. The written request must specify all of the following information:
 - (a) A certification that the name or address is needed and will be used solely for service of legal process in connection with actual or prospective litigation.
 - (b) A citation to the statute or regulation that empowers the requester to serve process, if the requester is anyone other than the attorney for a party in whose behalf service will be made, or a party who is acting *pro se*.
 - (c) The names of all known parties to the litigation.

- (d) The court in which the case has been or will be commenced.
- (e) The docket or other identifying number, if one has been issued.
- (f) The capacity in which the boxholder is to be served (e.g., defendant or witness).
- (3) In compliance with a subpoena or court order, except that change of address or boxholder information which is not otherwise subject to disclosure under these regulations may be disclosed only pursuant to a court order.
- (4) To a law enforcement agency, for oral requests made through the Postal Inspection Service, but only after the Postal Inspection Service confirms that the information is needed for a criminal investigation. (All other requests from law enforcement agencies must be submitted in writing to the postmaster as in 352.44d(1).)

e. *Jury Service.*

* * * * *

f. *Address Verification.*

* * * * *

g. *Business/Residence Location.*

* * * * *

h. *Information From Form 1583.* Information from PS Form 1583, *Application for Delivery of Mail Through Agent*, is provided only as follows:

- (1) Except as provided in 352.44h(3), information from PS Form 1583 will be provided in those circumstances stated in 352.44d(1) and 352.44d(3) of this section.
- (2) To the public only for the purpose of identifying a particular address as an address of an agent to whom mail is delivered on behalf of other persons. No other information, including, but not limited to, the identities of persons on whose behalf agents receive mail, may be disclosed to the public from PS Form 1583.
- (3) Information concerning an individual who has filed an appropriate protective court order with the postmaster will not be disclosed except pursuant to the order of a court of competent jurisdiction and on the advice of field counsel.

* * * * *

353 Privacy Act

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353.3 Disclosing Information About Individuals

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353.32 Rules of Disclosure

353.321 Public Information

* * * * *

[Delete current 353.321b and redesignate 353.321a, 353.321c, and 353.321d as 353.321a through 353.321c.]

353.322 Postal Employees

Information about an individual may be disclosed to any postal employee, or employee of a contractor operating a Postal Service system of records, who needs the information in the performance of postal duties. No accounting of these disclosures is required.

Customer Relations

Mail Alert

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

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

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JC Penney Spring Preview Internet	Postcard	3/2-3/4	3.0	National	CarRt	Harte-Hanks
JC Penney Anniversary Sale	Standard A/ Catalog	3/4-3/9	12.0	National	CarRt	Quebecor World
Eddie Bauer Spring Resource	Standard A/ Flat	3/6-3/8	3.3	National	CarRt, 3/5-Digit	RR Donnelley, Warsaw, IN
Eddie Bauer Spring Prospect	Standard A/ Flat	3/13-3/15	2.5	National	CarRt, 3/5-Digit	RR Donnelley, Warsaw, IN
JC Penney Lucky 25 VIP Nite	Standard A/ Letter	3/13-3/15	5.0	National	CarRt	Harte-Hanks
The Company Store/Kitchen & Home	Standard A/ Catalog	3/13-3/16	3.0	National	CarRt, Presorted	Quad Graphics, Saratoga Springs, NY
Current Easter 2 2000	Standard A/ Flat	3/13-3/17	3.0	National	CarRt, 3/5-Digit, Basic	Quad Graphics, Saratoga Springs, NY
JC Penney Lucky 25 Rollout	Standard A/ Letter	3/14-3/16	17.0	National	CarRt	Harte-Hanks
JC Penney Lucky 25 VIP	Standard A/ Postcard	3/15-3/17	3.0	National	CarRt	Harte-Hanks

— Business Service Network Operations, Sales, 2-24-00

Domestic Mail

DMM REVISION

Labeling List Changes

Effective February 24, 2000, *Domestic Mail Manual (DMM)* L001, L002, L004, L005, L801, and L803 are amended to reflect changes in mail processing operations. Although mailers are encouraged to label according to these revised lists immediately, they must comply with these changes no later than May 7, 2000. These changes will be incorporated into the electronic DMM available via Postal Explorer (<http://pe.usps.gov>) on March 9, 2000, and will be included in the printed version of DMM Issue 56.

Domestic Mail Manual (DMM)

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L Labeling Lists

L000 General Use

L001 5-Digit Scheme — Periodicals Flats and Irregular Parcels and Standard Mail (A) Flats

* * * * *

Column A Destination ZIP Codes	Column B Label Container To
Change From: 98023, 93	FEDERAL WAY WA 98023
Change To: 98023, 93	TWIN LAKES WA 98023

L002 3-Digit ZIP Code Prefix Matrix

* * * * *

3-Digit ZIP Code Prefix	Column A 3-Digit Destinations ⁽¹⁾ Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
Change From: 206	SOUTHERN MD 206	SOUTHERN MD 206	SCF SOUTHERN MD 206
207	SOUTHERN MD 207	SOUTHERN MD 207	SCF SOUTHERN MD 206
Change To: 206	SOUTHERN MD 206	SOUTHERN MD 206	SCF SOUTHERN MD 207
207	SOUTHERN MD 207	SOUTHERN MD 207	SCF SOUTHERN MD 207

* * * * *

L004 3-Digit ZIP Code Prefix Groups — ADC Sortation

* * * * *

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
Change From: 206-209	ADC SOUTHERN MD 206
Change To: 206-209	ADC SOUTHERN MD 207

L005 3-Digit ZIP Code Prefix Groups — SCF Sortation

* * * * *

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
Change From: 206, 207	SCF SOUTHERN MD 206
Change To: 206, 207	SCF SOUTHERN MD 207

* * * * *

L800 Automation Rate Mailings

L801 AADCs — Letter-Size Mailings

* * * * *

Column A Destination ZIP Codes	Column B Label to
Change From: 206, 207	AADC SOUTHERN MD 206
950, 951	AADC SAN JOSE CA 950
942, 956-958	AADC SACRAMENTO CA 956
Change To: 206, 207	AADC SOUTHERN MD 207
936-939, 950, 951	AADC SAN JOSE CA 950
942, 952, 953, 956-960	AADC SACRAMENTO CA 956
Add: 940, 941, 943, 944, 949, 954, 955	AADC SAN FRANCISCO CA 940
Delete: 936-939, 952-955, 959, 960	AADC SIERRA CA 940
940, 941, 943, 944, 949	AADC PENINSULA CA 941

* * * * *

L803 Non-BMC/ASF Entry — Periodicals and Standard Mail (A)

* * * * *

Column A Originating ZIP Codes	Column B Label to
Change From: 206, 207	MXD SOUTHERN MD 206
Change To: 206, 207	MXD SOUTHERN MD 206

REMINDER

Labeling Lists

In addition to the changes on pages 31–32 of this *Postal Bulletin*, the following information is provided as a reminder. These changes were first published in *Postal Bulletin* 21972 (5-21-98) with a mandatory compliance date of July 18, 1998. Significant lack of compliance is adversely affecting both service performance and mail processing operations. Please verify your sortation and labeling for *Domestic Mail Manual* (DMM) L002, L003, L004, L005, L604, L801, and L803.

Domestic Mail Manual (DMM)

* * * * *

L Labeling Lists

L000 General Use

L001 5-Digit Scheme — Periodicals Flats and Irregular Parcels and Standard Mail (A) Flats

* * * * *

L002 3-Digit ZIP Code Prefix Matrix

* * * * *

3-Digit ZIP Code Prefix	Column A 3-Digit Destinations ⁽¹⁾ Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
Change From: 024	BROCKTON MA 024 U	BROCKTON MA 023 S	SCF BROCKTON MA 023
Change To: 024	NORTHWEST BOS MA 024	NORTHWEST BOS MA 024	NORTHWEST BOS MA 024 D

L003 3-Digit ZIP Code Prefix Groups — 3-Digit Scheme Sortation

* * * * *

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
Change From: 020, 023, 024	BROCKTON MA 023
Change To: 020, 023	BROCKTON MA 023

L004 3-Digit ZIP Code Prefix Groups for ADC Sortation

* * * * *

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
Change From: 018, 019, 021, 022, 055 020, 023-029	ADC BOSTON MA 021 ADC PROVIDENCE RI 028
Change To: 018, 019, 021, 022, 024, 055 020, 023, 025-029	ADC BOSTON MA 021 ADC PROVIDENCE RI 028

L005 3-Digit ZIP Code Prefix Groups — SCF Sortation

* * * * *

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
Change From: 020, 023, 024	SCF BROCKTON MA 023
Change To: 020, 023	SCF BROCKTON MA 023
Add: 024	NORTHWEST BOS MA 024 S

* * * * *

L600 Standard Mail

L604 Originating ADCs — Irregular Parcels

* * * * *

Column A Originating ZIP Codes	Column B Label to
Change From: 018, 019, 021, 022, 055	MXD BOSTON MA 021
014-017, 020, 023-029	MXD PROVIDENCE RI 028
Change To: 018, 019, 021, 022, 024, 055	MXD BOSTON MA 021
014-017, 020, 023, 025-029	MXD PROVIDENCE RI 028

L800 Automation Rate Mailings

L801 AADCs — Letter-Size Mailings

* * * * *

Column A Destination ZIP Codes	Column B Label to
Change From: 021, 022	AADC BOSTON MA 021
020, 023, 024	AADC BROCKTON MA 023
Change To: 021, 022, 024	AADC BOSTON MA 021
020, 023,	AADC BROCKTON MA 023

* * * * *

L803 Non-BMC/ASF Entry — Periodicals and Standard Mail (A)

Column A Originating ZIP Codes	Column B Label to
Change From: 021, 022	MXD BOSTON MA 021
020, 023-029	MXD PROVIDENCE RI 028
Change To: 021, 022, 024	MXD BOSTON MA 021
020, 023, 025-029	MXD PROVIDENCE RI 028

DMM REVISION

Products Mailable at Nonprofit Standard Mail Rates

Effective January 1, 2000, *Domestic Mail Manual* (DMM) E670.5.11 is revised to reflect an increase from \$7.20 to \$7.40 for low-cost products mailable at Nonprofit Standard Mail rates. Under statutory restrictions implemented in E670, products may not be mailed at the Nonprofit Standard Mail rates unless the products meet at least one of three exceptions. Under the Internal Revenue Code, a *low-cost item* is one of these exceptions.

The value of a low-cost item — the actual cost to the authorized organization — is determined each year by the Internal Revenue Service, based on cost of living. For the year 2000, the maximum limit for the value of a low-cost item is adjusted to \$7.40.

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

Domestic Mail Manual (DMM)

E	Eligibility	*	*	*	*	*
E600	Standard Mail	*	*	*	*	*
E670	Nonprofit Standard Mail	*	*	*	*	*
5.0	ELIGIBLE AND INELIGIBLE MATTER	*	*	*	*	*

5.11 Products Mailable at Nonprofit Standard Mail Rates

The following products are mailable at Nonprofit Standard Mail rates:

- a. Low-cost items within the meaning of 26 USC 513(h)(2), Internal Revenue Code. At the beginning of each calendar year, the value of low-cost items is adjusted for cost of living. Effective January 1, 2000, the standard established that the cost of such items may not exceed \$7.40. This cost is the cost to the authorized organization that mails the items or on whose behalf the items are mailed.

* * * * *

— *Mail Preparation and Standards, Pricing and Product Design, 2-24-00*

APO/FPO Changes

The following changes appear in the APO/FPO table that is also published in its entirety in this *Postal Bulletin* (see pages 53–64).

APO/FPO	Action	Effective Date	See Restrictions
09844	Add "N" Restriction	Immediately	A-B-B1-N-U-Z1
34002	Add "N" Restriction	Immediately	B-B1-N-U
34009	Close	Immediately	

— *International Operations Support, Network Operations Management, 2-24-00*

REMINDER

Human Remains in Domestic Mail

Postal employees are reminded that human remains (e.g., an urn with ashes) must be sent as registered mail with return receipt service. Employees who do not enforce this regulation risk putting the Postal Service in the uncomfortable position of losing or delaying these items, possibly at great emotional stress to families of deceased persons.

Publication 52, *Hazardous, Restricted, and Perishable Mail* (July 1999), states:

462.2 Cremated Remains

Human ashes are permitted to be mailed provided they are packaged as required in 463b. The identity of the contents should be marked on the address side. Mailpieces must be sent registered mail with return receipt service.

Publication 52 is available to employees via the corporate intranet at <http://blue.usps.gov/cpim/ftp/pubs/pub52.pdf>. Customers can access Publication 52 via the USPS Web site (<http://www.usps.com>, search for Publication 52). Employees may also requisition copies of Publication 52 from the material distribution centers (MDCs) as follows:

- Use Touch Tone Order Entry by calling 1-800-332-0317, option 1, then option 2.
- Send an F3Fill-completed PS Form 7380, *MDC Supply Requisition*, 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 52 is as follows:

PSN: 7610-03-000-9109
PSIN: PUB52
Unit of Issue: EA
Quick Pick #: 438
Bulk Pack Quantity: 24
Price: \$1.54
Edition Date: 7/99

Employees with questions about hazardous materials should contact their district manager of business mail entry or the rates and classification service center that serves their district.

— *Mail Preparation and Standards,
Pricing and Product Design, 2-24-00*

REMINDER

Use of No. 2 Domestic Canvas Pouches

Mail processing offices are notified that until further notice, No. 2 domestic canvas pouches are to be used only to transport registered mail. This restriction includes the issue of empty No. 2 domestic pouches to commercial mailers for any reason. Your assistance in conserving our inventory No. 2 domestic canvas pouches is appreciated.

— *Mail Transport Equipment,
Network Operations Management, 2-24-00*

REVISED FORM

PS Form 3883, Firm Delivery Receipt for Accountable and Bulk Delivery Mail

This serves as an update to the article in *Postal Bulletin 22016 (1-27-00)* on the new barcoded PS Form 3883, *Firm Delivery Receipt for Accountable and Bulk Delivery Mail*. The new PS Form 3883s are being distributed at this time to support the upcoming electronic signature capture program. The PS Form 3883s will be distributed as three-part carbonless forms in packages of 75.

Scanning PS Form 3883 will be required only *after* the electronic signature capture program is implemented in spring 2000. At that time, offices using the PS Form 3883 to complete firm deliveries will be required to have the new barcoded forms. Detailed instructions for scanning procedures will be provided at program implementation. *No scanning of the barcoded PS Form 3883 or PS Form 3849, Delivery Notice/Reminder/Receipt, should be done at this time. Scanning procedures will not apply to APO/FPO offices; however, these offices will use the PS Form 3849 to capture signatures for delivery records.*

Recycling of current PS Form 3883s is not required at this time. However, all offices are required to have the November 1999 version of the PS Form 3883 on hand by March 15, 2000.

Employees may requisition copies of PS Form 3883 from the material distribution centers (MDCs) as follows:

- Use Touch Tone Order Entry by calling 1-800-332-0317, option 1, then option 2.

- Send an F3Fill-completed PS Form 7380, *MDC Supply Requisition*, 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 PS Form 3883 is as follows:

PSN:	7530-02-000-9099
PSIN:	PS3883
Unit of Issue:	PG (75 sets per package)
Quick Pick #:	219
Bulk Pack Quantity:	40
Price:	\$2.5069
Edition Date:	11/99

Offices that have received or are expected to receive Firm Print Workstations in support of this program do not require large volumes of preprinted PS Form 3883 on hand. Supplies should be ordered to support current operations until the new signature capture program is implemented this spring. After that time, minimum supplies should be kept on hand to support emergencies and firm book operations outside of the Firm Print Workstation.

— Expedited/Package Services, 2-24-00

A MESSAGE FROM THE U.S. POSTAL SERVICE AND THE U.S. CENSUS BUREAU

Census 2000

Three mailings directly related to **Census 2000** questionnaires will be delivered in the next several weeks. *Postal Bulletin 22012* (12-2-99) explained the importance of this once-a-decade count of the population in the United States to individuals, businesses, communities, and the country. Each **Census 2000** questionnaire is an integral part of this effort. The Postal Service and the Census Bureau have worked together for over two years to assure that **Census 2000** mail will be an effective and efficient tool for the Census Bureau. All post offices, postal employees, and postal managers should work with Postal Service personnel assigned to manage **Census 2000** mail in support of this effort.

The three upcoming **Census 2000** mailings are:

- The advance notice letter, #10 business-size envelope, First-Class delivery in early March.
- The **Census 2000** questionnaire, First-Class letters and flats, for delivery on March 13.
 - Short form is 10 3/16" x 6 1/8", 1.5-ounce letter. *Deliver on March 13 — do not deliver early!*
 - Long form is 12 1/8" x 9 1/4", 4.2-ounce flat. *Deliver on March 13 — do not deliver early!*

Some letter carriers that deliver the advance notice letter will not receive questionnaires — certain areas will receive questionnaires directly from Census Bureau enumerators.

It is important that the census barcode be legible on undeliverable questionnaires. Returned questionnaires must not have any undeliverable as addressed (UAA) notations made in the address or barcode areas. Letter carriers should make all UAA notations in the blank area at the top of the form.

Note: The Census Bureau needs delivery of all questionnaires on the same day, to coincide with public advertising about **Census 2000**. The questionnaires will be transported and pre-positioned for processing *prior to* the delivery date of March 13. *Do not deliver early!*

- The reminder postcard, delivered late March.

Soon after delivery of the questionnaires, business reply mail (BRM) responses to the Census Bureau will begin. **Census 2000** BRM will be addressed to one of four data capture centers (DCCs). Each DCC serves a specific geographic area.



Census 2000 mail is addressed to "Resident" and should not receive forwarding service of any kind. Many UAA questionnaires will be used for follow-up purposes by census enumerators. To assist the Census Bureau in that effort, specific handling for Census 2000 UAA material has been instituted by Delivery and Logistics. Operations and Logistics have worked closely with the Census Bureau and instituted specific management tools for outgoing Census 2000 mail, UAA material, and return BRM.

It is imperative that live or missorted mail is not allowed to leave the delivery unit or processing facility mixed in with census UAA or BRM mail destined for census DCCs. Employees handling the letter and flat trays must verify the mail in the trays to ensure that live or missorted mail is not present. Managers must confirm that the verifications are performed.

Training and informational materials have been provided to Postal Service **Census 2000** coordinators. Questions from post offices can be directed to your district or area postal **Census 2000** coordinator.

Examples of the upcoming **Census 2000** mailpieces are shown on pages 39–41. Other census mailings, not directly related to **Census 2000** questionnaires, will also be sent during this time frame.

Long form questionnaire, flat size, 4.2 ounces, *deliver on March 13* (no markings in address/barcode area on undeliverable/returned pieces):

<p>U.S. Department of Commerce Bureau of the Census National Processing Center Jeffersonville, IN 47190-2222</p> <p>D-T (10-99) Official Business Penalty for Private Use, \$300</p> <p>RETURN SERVICE REQUESTED AN EQUAL OPPORTUNITY EMPLOYER</p>	<p>United States Census 2000</p>	<p>PRESORTED FIRST-CLASS MAIL POSTAGE & FEES PAID Bureau of the Census Permit No. G-58</p>
<p>U.S. Census Form Enclosed</p> <p>YOUR RESPONSE IS REQUIRED BY LAW</p>	<div style="text-align: center;">  <small>10001-0017642-90-011-001-34</small> </div> <p>TO RESIDENT AT</p> <p>2000 Census Way Drive Anywhere, US 00000-1111</p> 	


Reminder card, postcard size, deliver later in March:

<p>U.S. Department of Commerce Bureau of the Census National Processing Center Jeffersonville, IN 47190-4444</p> <p>D-9 (8-99) OFFICIAL BUSINESS Penalty for Private Use, \$300</p>	<p>PRESORTED FIRST-CLASS MAIL POSTAGE & FEES PAID Bureau of the Census Permit No. G-58</p>
<p>TO RESIDENT AT</p> <p>2000 Census Way Drive Anywhere, US 00000-1111</p> 	


Short form BRM response, letter size, addressed to data capture center:


U.S. Department of Commerce
Bureau of the Census
National Processing Center
Jeffersonville, IN 47190-1111

D-8A(AZ) (10-98)
Official Business
Penalty for Private Use, \$300



NO POSTAGE
 NECESSARY
 IF MAILED
 IN THE
 UNITED STATES





 10001-0017642-00-011-021-34

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 17162 WASHINGTON, DC

POSTAGE WILL BE PAID BY BUREAU OF THE CENSUS


CENSUS 2000 DATA CAPTURE CENTER
 5220 West Indian School Road
 Phoenix AZ 85097-1111




Long form BRM response, flat size, addressed to data capture center:


U.S. Department of Commerce
Bureau of the Census
National Processing Center
Jeffersonville, IN 47190-2222

D-8B(CA) (11-98)
Official Business
Penalty for Private Use, \$300



NO POSTAGE
 NECESSARY
 IF MAILED
 IN THE
 UNITED STATES





 10001-0017642-00-011-021-34

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 17162 WASHINGTON, DC

POSTAGE WILL BE PAID BY BUREAU OF THE CENSUS

CENSUS 2000 DATA CAPTURE CENTER
 1875 West Mission Boulevard
 Pomona CA 91797-2222



DMM REVISION

New Periodicals “Ride-Along” Experiment

Effective February 26, 2000, the *Domestic Mail Manual* (DMM) is revised to add new G094 to incorporate standards governing a two-year experiment allowing material that would otherwise qualify as Standard Mail (A) to “ride along” with Periodicals mail for a flat rate of \$0.10 per piece.

The experiment will allow a single Standard Mail (A) ride-along piece or attachment in a Periodicals host publication. The ride-along piece will be charged a flat postage rate of \$0.10 per copy. There are very specific physical requirements for the ride-along piece, which are summarized below and detailed in the amendments to the DMM. The ride-along postage is calculated separately from postage for the host piece; therefore, the addition of a ride-along piece does not affect the weight, advertising percentage, or postage for the Periodicals host piece. This experiment does not affect or change current standards for Standard Mail (A) enclosures in Periodicals.

This experiment will last for two years. Revenue and costs for this experiment will be attributed to Periodicals mail. The classification changes resulting from the experiment are summarized below and are detailed in the additions to the DMM included with this article.

Over the course of the experiment, the Postal Service will collect appropriate data to determine the feasibility of a permanent classification change. Mailers are required to submit a sample of the host and ride-along pieces and a questionnaire regarding the piece. A copy of the questionnaire is included on page 45 of this *Postal Bulletin*. Separate instructions have been mailed to postmasters and managers of business mail entry that detail how to accept mailings with ride-along pieces and how to handle and submit questionnaires, sample mailpieces, and experimental postage statements.

New Postage Statements

Effective February 26, 2000, Periodicals mailers who mail ride-along pieces must use one of the new postage statements created for this experiment:

- PS Form 3541-RX, *Postage Statement — Periodicals With Ride-Along Enclosed Regular and Science-of-Agriculture Rates.*
- PS Form 3541-NX, *Postage Statement — Periodicals With Ride-Along Enclosed Nonprofit Rates.*
- PS Form 3541-NCX, *Postage Statement — Periodicals With Ride-Along Enclosed Classroom Rates.*

These statements can only be used when claiming copies with the ride-along rate. Periodicals mailings without ride-along pieces must be reported on the standard PS Forms 3541-R, 3541-N, and 3541-NC, as appropriate. All copies within the

mailing must contain the same ride-along piece. Different ride-along pieces must be reported as separate mailings on separate postage statements. No foreign copies will be reported on the ride-along statements, as ride-along pieces are not permitted in foreign copy mailings. Foreign copies and other mailings of copies without a ride-along enclosure or attachment will be mailed as a separate edition on regular PS Forms 3541-R, 3541-N, and 3541-NC, as appropriate.

Therefore, Periodicals mailings that include foreign copies will require two separate postage statements. The appropriate 3541-X reporting domestic copies with ride-along pieces, and the appropriate (standard) 3541, reporting only foreign copies and any domestic copies not containing ride-along pieces.

As always, only one issue or one edition may be reported on a single postage statement. “Monthly statement” reporting (P200.2) of Periodicals with a ride-along enclosure will not be permitted. Any publisher currently authorized to prepare a monthly statement will not be permitted to claim the ride-along rate without preparing individual statements for each mailing.

The new postage statements appear on pages 47–52 of this *Postal Bulletin*. They also are available on the Postal Service Web site at <http://www.usps.com> (click on *Business Center*, then *Business Forms*, and then *Print-On-Demand Forms*).

Printed copies of PS Forms 3541-RX, 3541-NX, and 3541-NCX will not be distributed to the field. Managers of business mail entry at district offices will be responsible for distribution of appropriate forms throughout their districts. Wherever possible, postmasters should encourage their customers and staff to use the Postal Service Web site to obtain postage statements and other forms. The new postage statements have been distributed to software vendors for incorporation into a future release.

Any publications not mailing under Centralized Postage Payment (CPP) must obtain approval for computer-generated facsimiles from the entry office postmaster in accordance with P012.4. CPP mailers can receive approval from the New York Rates and Classification Service Center.

Reporting Ride-Along Postage

Periodicals ride-along postage is reported under the AIC numbers for outside county postage (AIC 135) and in-county postage (AIC 224). The Permit system automatically will report ride-along postage to the correct AIC. Post offices not supported by the permit system must continue to report postage separately as indicated on the statements.

Summary of Requirements for Ride-Along Classification

Periodicals Host Pieces

This classification change applies to all subclasses of Periodicals, including pieces mailed at regular, in-county, non-profit, classroom, and science-of-agriculture rates. The addition of a ride-along piece cannot change the shape or processing category or affect the uniform thickness of the host piece. In addition, for pieces claiming automation discounts, the addition of the ride-along cannot change the host piece's processing method (automation letter, FSM 881 flat, or FSM 1000 flat) or automation compatibility (e.g., turning ability and deflection, flexibility, rigidity). Publications that are automation compatible and claim automation discounts before the addition of the ride-along piece must remain within the constraints of the automation requirements of the host publication in order to use the ride-along rate and claim the automation discounts.

Standard Mail (A) Ride-Along Piece

This classification change applies to Standard Mail (A) material (advertising or otherwise) attached to or enclosed with the Periodicals host copy. A flat rate of \$0.10 per copy is charged for this attachment or enclosure. Under the experiment, only one ride-along piece can be attached to a single host copy. Mailers who wish to mail multiple Standard Mail (A) attachments or enclosures with their Periodicals copies may continue to use the current standards, which require paying postage at full Standard Mail (A) rates. Alternatively, mailers may choose to pay the ride-along rate for the first attachment or enclosure and Standard Mail (A) rates for subsequent attachments and enclosures. If mailers choose the latter, the ride-along requirements apply.

The ride-along piece cannot exceed 3.3 ounces (0.2063 pound), and the weight of the ride-along piece cannot exceed the separate weight of the Periodicals host publication. The ride-along enclosure or attachment can be letter-size or flat-size, as long as the ride-along does not change the shape or affect the uniform thickness of the host piece. All pieces in a Periodicals mailing must contain the same ride-along piece. Mailers are encouraged to use common sense in the selection and preparation of ride-along pieces to ensure the proper handling and delivery of the mail. The Postal Service will be examining the sample pieces provided by mailers and will be monitoring operations to determine compliance with the requirements and whether ride-along pieces are causing unexpected cost increases. The Postal Service will notify mailers of any problems with ride-along pieces and will work with them to resolve the problems but will not accept future mailings of the same type.

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

Domestic Mail Manual (DMM)

G General Information

G000 The USPS and Mailing Standards

* * * * *

G090 Experimental Classifications and Rates

* * * * *

[Add new G094 to read as follows:]

G094 Ride-Along Rate for Periodicals

1.0 BASIC ELIGIBILITY

1.1 Description

The standards in G094 apply to Standard Mail (A) material paid at the experimental Periodicals ride-along rate that is attached to or enclosed with Periodicals mail. All Periodicals subclasses (regular, science-of-agriculture, nonprofit, classroom, and in-county) are eligible to use the experimental ride-along rate.

1.2 Basic Standards

A limit of one ride-along piece may be attached to or enclosed with an individual copy of Periodicals mail. In addition, ride-along pieces eligible under G094 must:

- a. Be eligible to be mailed as Standard Mail (A).
- b. Not exceed any dimensions of the host publication.
- c. Not exceed 3.3 ounces (0.2063 pound) or the weight of the host publication.
- d. Not obscure the title of the publication or the address label.

Note: If more than one ride-along piece is attached or enclosed, mailers have the option of paying Standard Mail (A) postage for all the enclosures or attachments, or paying the ride-along rate for the first attachment or enclosure and Standard Mail (A) rates for subsequent attachments and enclosures.

1.3 Physical Characteristics

The host Periodicals piece and the ride-along piece must meet the following physical characteristics where applicable:

- a. The ride-along piece contained within a publication (bound or unbound) must be securely affixed in a manner that prevents detachment during postal processing. A loose ride-along enclosure with a bound publication must be enclosed in a full wrapper, polybag, or envelope with the publication. A loose ride-along enclosure with an unbound publication must be combined with and inserted within the publication. If the ride-along piece is included outside the unbound publication, the publication and the ride-along piece must be enclosed in a full wrapper, polybag, or envelope.

- b. Periodicals piece (automation and nonautomation) with the addition of a ride-along piece must meet the standards for uniformity (C820.7) and maintain the same shape and processing category (flat or letter) as it had before the addition of the ride-along attachment or enclosure.
- c. A Periodicals piece with a ride-along piece that claims automation discounts must maintain the same processing category (automation letter, FSM 881 flat, or FSM 1000 flat) and automation compatibility (C810 and C820, as applicable) as it had before the addition of the ride-along attachment or enclosure. For example:
 - 1) If, due to the inclusion of a ride-along piece, an FSM 881 compatible host piece can no longer be processed on the FSM 881 but must be processed on an FSM 1000, that piece must pay either the appropriate Periodicals nonautomation rate plus the ride-along rate or the appropriate Periodicals automation rate for the host piece and the appropriate Standard Mail (A) rate for the attachment or enclosure.
 - 2) If, due to the inclusion of a ride-along piece, an FSM 1000 compatible host piece can no longer be processed on the FSM 1000 but must be processed manually, that piece must pay either the appropriate Periodicals nonautomation rate plus the ride-along rate or the appropriate Periodicals nonautomation rate for the host piece and the appropriate Standard Mail (A) rate for the attachment or enclosure.
 - 3) If, due to the inclusion of a ride-along piece, an automation letter host piece can no longer be processed as an automation letter, that piece must pay the appropriate Periodicals nonautomation rate plus the ride-along rate or the appropriate Periodicals nonautomation rate for the host piece and the appropriate Standard Mail (A) rate for the attachment or enclosure.

1.4 Markings and Endorsements

The endorsement "Ride-Along Enclosed" must be placed on or in the host publication if it contains an enclosure or attachment paid at the ride-along rate. If placed on the outer wrapper, poly-bag, envelope, or cover of the host publication, the marking must be set in type no smaller than any used in the required "POSTMASTER: Send change of address..." statement. If placed in the identification statement, the marking must meet the applicable standards. The marking must not be on or in copies not accompanied by a ride-along attachment or enclosure.

2.0 RATES

Each piece mailed under the standards in G094 receives a \$0.10 per copy rate in addition to the postage for the Periodicals host piece.

3.0 MAILER REQUIREMENT

When mailing ride-along attachments or enclosures, publishers must submit the following:

- a. Two copies of the applicable alternative Postage Statement (Form 3541-RX, 3541-NX, or 3541-NCX). Different ride-along pieces are considered separate mailings and must have different postage statements.
- b. A sample of the Periodicals publication with the ride-along attachment or enclosure, in addition to the current required marked copy, if applicable.
- c. A completed data collection questionnaire.

— *Mail Preparation and Standards,
Pricing and Product Design, 2-24-00*

Ride-Along Questionnaire

Since the "ride-along" classification is experimental, the Postal Service is required to collect data regarding these pieces in order to comply with the data collection requirements of the experimental ride-along test. The information provided in this questionnaire would allow the Postal Service to conduct a survey of publishers and advertisers in the future. Also, the sample copy of the publication with the ride-along piece will be evaluated to ensure that the cost of processing and delivering Periodicals is not impacted by the inclusion of the ride-along piece.

Title of Publication: _____

Issue Date: _____ Mailing Date: _____

- 1. Please provide the following information about the **RIDE-ALONG SOURCE** (e.g., advertiser, agency).

Name of Ride-Along Source: _____

Mailing Address: _____

Telephone Number: _____

Contact Name: _____

- 2. Please provide the following information about the **PUBLISHER**.

Name of Publisher: _____

Mailing Address: _____

Telephone Number: _____

Contact Name: _____

- 3. Please provide a description of the **RIDE-ALONG PIECE** (e.g., CD-ROM, cosmetic sample, swatch of cloth, catalog):

Acceptance Employee: Send the copy of Form 3541-X, a sample copy (not the marked copy) of the publication and the ride-along piece, along with this questionnaire to:

Pricing
United States Postal Service
475 L'Enfant Plaza SW, Room 6670
Washington, DC 20260-2406

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United States Postal Service
**Postage Statement — Periodicals With Ride-Along Enclosed
 Regular and Science-of-Agriculture Rates**

Post Office Note Mail Arrival Time

Report Periodicals mailings of different copy weights on separate statements.

Publication Title or News Agent's Name		Mailer's Name, Address, and Telephone Number		Entry Post Office Name, State, and ZIP+4	
		CAPS Customer Ref. ID			
Publication No.	Edition Code/Key	Mailing Date	Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Auto. Flats (DMM C820) <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels	Number of Containers (Fill in all that apply)	
Issue Date	Issue Frequency	Statement Sequence No.		1' MM Trays	2' MM Trays
				2' EMM Trays	Total Ltr. Trays
				Flat Trays	Sacks
				Pallets	Other

This statement is for ONE ISSUE or ONE EDITION.

Weight of Single Ride-Along _____ lbs.	Weight per Copy for Issue (DMM P013—round off to 4 decimal places if necessary). Do not include enclosure _____ lbs.	Advertising Percentage in This Issue _____ %	Post Office Computed Weight per Copy (Round off to 4 decimal places if necessary). Do not include enclosure. _____ lbs.
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Domestic Periodicals mailings pay both a pound rate on the total weight of the mailing and a piece rate on the number of addressed pieces in the mailing.

■ **Outside-County**

Zone	Subscriber / Requester Copies	Nonsub./Nonreq. Copies*		Total Copies	Total Pounds	Advertising Pounds	Rate		Postage	Totals
		Within 10% Limit	Over 10%				Regular	Sci./Ag.		
1. Del. Unit							\$.155	\$.116		
2. SCF							.178	.133		
3. 1 & 2							.215	.161		
4. 3							.229			
5. 4							.263			
6. 5							.316			
7. 6							.371			
8. 7							.438			
9. 8							.495			
10. Subtotals										
* Noncommingled nonsubscriber copies over the 10% limit are not mailable at Periodicals rates.										
11. Nonadvertising Pounds (Total pounds minus advertising pounds) _____ x \$.161 = _____										
Total Pound Rate Postage (Line 10 plus line 11)										12.

Level	Sorted Under DMM		Description (DMM E230 and E240 as applicable)	Number of Copies	No. Qualified Addressed Pcs.	Rate	Postage	Totals
	<input type="checkbox"/> M200	<input type="checkbox"/> M810						
13.	Nonautomation					\$.294		
14. Basic	Automation		Letters			.232		
15.			Flats			.248		
16.	Nonautomation					.253		
17. 3-Digit	Automation		Letters			.206		
18.			Flats			.214		
19.	Nonautomation					.197		
20. 5-Digit	Automation		Letters			.162		
21.			Flats			.168		
22.	Basic Carrier Route					.122		
23. Carrier Route	High Density		Sequencing Date			.103		
24.	Saturation		Sequencing Date			.085		
25. Subtotals (Add lines 13 through 24)								
26. Nonadvertising Percentage (100 minus adv. %) _____ x \$.00059 x No. Qual. Pcs. (Line 25) = _____								
27. Number of Addressed Pieces (not copies) eligible for delivery unit rate _____ x \$.013 = _____								
28. Number of Addressed Pieces (not copies) eligible for SCF rate _____ x \$.007 = _____								
29. Total Piece Rate Discount (Add lines 26 through 28) _____								
Total Periodicals Piece Rate Postage (Line 25 minus line 29)								30.
Ride-Along Pieces (Must equal the number of copies in line 25, not the number of addressed pieces)						Number of Pieces	Rate	30a.
							\$.10	
Postmaster: Report total postage in AIC 135. Total Outside County Postage (Add lines 12, 30, and 30a) _____ 31.								

Periodicals With Ride-Along Enclosed — Regular and Science-of-Agriculture Rates

Lines 32 through 40 are reserved.

In-County (DMM E270) To calculate postage, use weight from page 1. Periodicals mailings of different copy weights must be reported on separate statements.

Pound Rate	Entry	Subscriber Copies*	Nonsubscriber Copies*	Total Copies	Total Pounds	Rate	Postage	Totals
	41. Delivery Unit						\$.107	
42. All Other						.133		
* Requester and all commingled nonsubscriber copies over 10% limit are not eligible for In-County rates.								
Total In-County Pound Rate Postage (Add lines 41 and 42)								▶ 43.

Pound Rate	Level	Description (DMM E230 and E240 as applicable)		Number of Copies	No. Qualified Addressed Pcs	Rate	Postage	Totals	
44.		Nonautomation				\$.095			
45. Basic	Automation	Letters				.046			
46.		Flats				.065			
47.		Nonautomation				.088			
48. 3-Digit	Automation	Letters				.044			
49.		Flats				.062			
50.		Nonautomation				.080			
51. 5-Digit	Automation	Letters				.041			
52.		Flats				.058			
53.	Carrier Route	Basic Carrier Route				.043			
54.		High Density	Sequencing Date			.029			
55.		Saturation	Sequencing Date			.025			
56.	Subtotal (Add lines 44 through 55)								
57.	Number of addressed pieces (not copies) eligible for delivery unit rate _____ x \$.004 = _____								
Total In-County Periodicals Piece Rate Postage (Line 56 minus line 57)								▶ 58.	
Ride-Along Pieces (Must equal the number of copies in line 56, not the number of addressed pieces)						Number of Pieces	Rate		
							\$.10	58a.	
Postmaster: Report total postage in AIC 224.									
Total In-County Postage (Add lines 43, 58, and 58a)								▶ 59.	

Postmaster: This total for mailer use only. Report AIC 135 and AIC 224 totals separately as instructed above. **Mailer: Total Postage (Add lines 31 and 59)**

I hereby certify that all information furnished on this form is accurate, truthful, and complete, that this mailing meets any applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed, and that this mailing does not contain any hazardous materials prohibited by postal regulation.

I understand that anyone who furnishes false or misleading information on this form or who omits material information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).

Required ride-along questionnaire attached.

For Automation Rates Only: I certify that any letter-size reply cards or envelopes enclosed in the pieces described above bear the correct facing identification mark (FIM) and barcode and meet automation compatibility standards in DMM C810.

For Nonautomation Rates Only: I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method (DMM E230).

60a. Mailer's Printed Name and Signature	60b. Publisher's Printed Name and Telephone Number (If publisher not same as mailer)	61a. Verifying Employee's Signature		62. Round Stamp (Required)
		61b. Verifying Employee's Name		
		Time	AM PM	
Dun & Bradstreet No. _____	Dun & Bradstreet No. _____			

United States Postal Service
**Postage Statement — Periodicals With Ride-Along Enclosed
 Nonprofit Rates**

Post Office Note Mail Arrival Time

Report Periodicals mailings of different copy weights on separate statements.

Publication Title or News Agent's Name		Mailer's Name, Address, and Telephone Number		Entry Post Office Name, State, and ZIP+4	
		CAPS Customer Ref. ID _____			
Publication No.	Edition Code/Key	Mailing Date	Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Auto. Flats (DMM C820) <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels	Number of Containers (Fill in all that apply) 1' MM Trays _____ 2' MM Trays _____ 2' EMM Trays _____ Total Ltr. Trays _____	
Issue Date	Issue Frequency	Statement Sequence No.		Flat Trays <u>N/A</u> Sacks _____ Pallets _____ Other _____	

This statement is for ONE ISSUE or ONE EDITION.

Weight of Single Ride-Along _____ lbs.	Weight per Copy for Issue (DMM P013—round off to 4 decimal places if necessary). Do not include enclosure _____ lbs.	Advertising Percentage in This Issue _____ %	Post Office Computed Weight per Copy (Round off to 4 decimal places if necessary). Do not include enclosure _____ lbs.
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Domestic Periodicals mailings pay both a pound rate on the total weight of the mailing and a piece rate on the number of addressed pieces in the mailing.

■ **Outside-County**

Pound Rate (Per pound or fraction)	Zone	Subscriber Copies*	Nonsubscriber Copies*	Total Copies	Total Pounds	Advertising Pounds	Rate	Postage	Totals
	1. Del. Unit							\$.155	
2. SCF							.178		
3. 1 & 2							.215		
4. 3							.229		
5. 4							.263		
6. 5							.316		
7. 6							.371		
8. 7							.438		
9. 8							.495		
10. Subtotals									
* All commingled nonsubscriber copies over the 10% limit must pay regular rates and use Form 3541-R. Noncommingled nonsubscriber copies over the 10% limit are not mailable at Periodicals rates.									
11. Nonadvertising Pounds (Total pounds minus advertising pounds) _____ x \$.156 = _____									
Total Pound Rate Postage (Line 10 plus line 11)									12.

Piece Rate	Level	Sorted Under DMM <input type="checkbox"/> M200 <input type="checkbox"/> M810 <input type="checkbox"/> M820	Description (DMM E230 and E240 as applicable)	Number of Copies	No. Qualified Addressed Pcs.	Rate	Postage	Totals	
	13. Basic	Nonautomation					\$.251		
14. Basic	Automation		Letters			.189			
15. Basic			Flats			.205			
16. 3-Digit	Nonautomation					.208			
17. 3-Digit	Automation		Letters			.161			
18. 3-Digit			Flats			.184			
19. 5-Digit	Nonautomation					.183			
20. 5-Digit	Automation		Letters			.148			
21. 5-Digit			Flats			.162			
22. Carrier Route	Basic Carrier Route					.113			
23. Carrier Route	High Density		Sequencing Date			.094			
24. Carrier Route	Saturation		Sequencing Date			.076			
25. Subtotals (Add lines 13 through 24)									
26. Nonadvertising Percentage (100 minus adv. %) _____ x No. Qual. Pcs. (Line 25) x \$.00044 = _____									
27. Number of Addressed Pieces (not copies) eligible for delivery unit rate _____ x \$.007 = _____									
28. Number of Addressed Pieces (not copies) eligible for SCF rate _____ x \$.004 = _____									
29. Total Piece Rate Discount (Add lines 26 through 28)									
Total Periodicals Piece Rate Postage (Line 25 minus line 29)									30.
Ride-Along Pieces (Must equal the number of copies in line 25, not the number of addressed pieces)							Number of Pieces	Rate	30a.
								\$.10	
Total Outside County Postage (Add lines 12, 30, and 30a) — Carry to side 2 (Line 31a)									31.

Periodicals With Ride-Along Enclosed — Nonprofit Rates

Outside County Postage From Side 1 (Line 31) → 31a.

For Commingled Nonsubscriber Copies Over 10% Limit: Compute additional postage for such copies on page 1 of Form 3541-RX. Enter from that form the total postage (Line 31) onto Line 31b below; attach that form. Sequenced statement number of attached form: _____

For Any Part of Mailing at Regular Rates **Total From Attached Form 3541-RX (Line 31)** 31b.

Postmaster: Report total postage in AIC 135. **Total Outside-County Postage (Add lines 31a and 31b)** → 31c.

Lines 32 through 40 are reserved.

■ **In-County (DMM E270)** To calculate postage, use weight from page 1. Periodicals mailings of different copy weights must be reported on separate statements.

Pound Rate	Entry	Subscriber Copies*	Nonsubscriber Copies*	Total Copies	Total Pounds	Rate	Postage	Totals
	41. Delivery Unit						\$.107	
42. All Other						.133		
* Requester and all commingled nonsubscriber copies over 10% limit are not eligible for In-County rates.								
Total In-County Pound Rate Postage (Add lines 41 and 42)								43.

Pound Rate	Level	Description (DMM E230 and E240 as applicable)		Number of Copies	No. Qualified Addressed Pcs	Rate	Postage	Totals	
Pound Rate (In addition to pound rate)	44.	Nonautomation				\$.095			
	45. Basic	Automation	Letters			.046			
	46.		Flats			.065			
	47.	Nonautomation				.088			
	48. 3-Digit	Automation	Letters			.044			
	49.		Flats			.062			
	50.	Nonautomation				.080			
	51. 5-Digit	Automation	Letters			.041			
	52.		Flats			.058			
	53.	Basic Carrier Route				.043			
	54. Carrier Route	High Density	Sequencing Date			.029			
	55.	Saturation	Sequencing Date			.025			
	56. Subtotal (Add lines 44 through 55)								
	57.	Number of addressed pieces (not copies) eligible for delivery unit rate _____ x \$.004 =							
	Total In-County Periodicals Piece Rate Postage (Line 56 minus line 57)								58.
Ride-Along Pieces (Must equal the number of copies in line 56, not the number of addressed pieces)						Number of Pieces	Rate		
							\$.10	58a.	
Postmaster: Report total postage in AIC 224.						Total In-County Postage (Add lines 43, 58, and 58a)		59.	

Postmaster: This total for mailer use only. Report AIC 135 and AIC 224 totals separately as instructed above. **Mailer: Total Postage (Add lines 31c and 59)**

I hereby certify that all information furnished on this form is accurate, truthful, and complete, that this mailing meets any applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed, and that this mailing does not contain any hazardous materials prohibited by postal regulation.

Required ride-along questionnaire attached.

For Automation Rates Only: I certify that any letter-size reply cards or envelopes enclosed in the pieces described above bear the correct facing identification mark (FIM) and barcode and meet automation compatibility standards in DMM C810.

I understand that anyone who furnishes false or misleading information on this form or who omits material information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).

For Nonautomation Rates Only: I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method (DMM E230).

60a. Mailer's Printed Name and Signature	60b. Publisher's Printed Name and Telephone Number (if publisher not same as mailer)	61a. Verifying Employee's Signature	82. Round Stamp (Required)
		61b. Verifying Employee's Name	
		Time AM PM	

Dun & Bradstreet No. _____ Dun & Bradstreet No. _____

United States Postal Service
**Postage Statement — Periodicals With Ride-Along Enclosed
 Classroom Rates**

Post Office Note Mail Arrival Time

Report Periodicals mailings of different copy weights on separate statements.

Publication Title or News Agent's Name		Mailer's Name, Address, and Telephone Number		Entry Post Office Name, State, and ZIP+4	
		CAPS Customer Ref. ID _____			
Publication No.	Edition Code/Key	Mailing Date	Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats	Number of Containers (Fill in all that apply) 1' MM Trays _____ 2' MM Trays _____ 2' EMM Trays _____ Total Ltr. Trays _____	
Issue Date	Issue Frequency	Statement Sequence No.	<input type="checkbox"/> Auto. Flats (DMM C820) <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels	Flat Trays <u>N/A</u> Sacks _____ Pallets _____ Other _____	

This statement is for ONE ISSUE or ONE EDITION.

Weight of Single Ride-Along _____ lbs.	Weight per Copy for Issue (DMM P013—round off to 4 decimal places if necessary). Do not include enclosure _____ lbs.	Advertising Percentage in This Issue _____ %	Post Office Computed Weight per Copy (Round off to 4 decimal places if necessary). Do not include enclosure. _____ lbs.
--	--	--	---

Domestic Periodicals mailings pay both a pound rate on the total weight of the mailing and a piece rate on the number of addressed pieces in the mailing.

■ **Outside-County**

Pound Rate (Per pound or fraction)	Zone	Subscriber Copies*	Nonsubscriber Copies*	Total Copies	Total Pounds	Advertising Pounds	Rate	Postage	Totals	
	1. Del. Unit						\$.155			
	2. SCF						.178			
	3. 1 & 2						.215			
	4. 3						.229			
	5. 4						.263			
	6. 5						.316			
	7. 6						.371			
	8. 7						.438			
	9. 8						.495			
10. Subtotals										
* All commingled nonsubscriber copies over the 10% limit must pay regular rates and use Form 3541-R. Noncommingled nonsubscriber copies over the 10% limit are not mailable at Periodicals rates.										
11. Nonadvertising Pounds (Total pounds minus advertising pounds) _____							x \$.156	=		
Total Pound Rate Postage (Line 10 plus line 11)									12.	

Piece Rate	Level	Sorted Under DMM <input type="checkbox"/> M200 <input type="checkbox"/> M810 <input type="checkbox"/> M820	Description (DMM E230 and E240 as applicable)	Number of Copies	No. Qualified Addressed Pcs.	Rate	Postage	Totals
	13.	Basic	Nonautomation				\$.251	
14.	Basic	Automation	Letters			.189		
15.		Automation	Flats			.205		
16.	3-Digit	Nonautomation				.208		
17.		Automation	Letters			.161		
18.	Automation	Flats			.184			
19.	5-Digit	Nonautomation				.183		
20.		Automation	Letters			.148		
21.	Automation	Flats			.162			
22.	Carrier Route	Basic Carrier Route				.113		
23.		High Density	Sequencing Date			.094		
24.		Saturation	Sequencing Date			.076		
25. Subtotals (Add lines 13 through 24)								
26. Nonadvertising Percentage (100 minus adv. %) _____					x No. Qual. Pcs. (Line 25) x \$.00044	=		
27. Number of Addressed Pieces (not copies) eligible for delivery unit rate _____					x \$.007	=		
28. Number of Addressed Pieces (not copies) eligible for SCF rate _____					x \$.004	=		
29. Total Piece Rate Discount (Add lines 26 through 28)								
Total Periodicals Piece Rate Postage (Line 25 minus line 29)								30.
Ride-Along Pieces (Must equal the number of copies in line 25, not the number of addressed pieces)						Number of Pieces	Rate	
							\$.10	30a.
Total Outside County Postage (Add lines 12, 30, and 30a) — Carry to side 2 (Line 31a)								31.

Periodicals With Ride-Along Enclosed — Classroom Rates

Outside County Postage From Side 1 (Line 31) → 31a.

For Commingled Nonsubscriber Copies Over 10% Limit: Compute additional postage for such copies on page 1 of Form 3541-RX. Enter from that form the total postage (Line 31) onto Line 31b below; attach that form. Sequenced statement number of attached form: _____

For Any Part of Mailing at Regular Rates **Total From Attached Form 3541-RX (Line 31)** 31b.

Postmaster: Report total postage in AIC 135. **Total Outside-County Postage (Add lines 31a and 31b)** → 31c.

Lines 32 through 40 are reserved.

■ **In-County (DMM E270)** To calculate postage, use weight from page 1. Periodicals mailings of different copy weights must be reported on separate statements.

Pound Rate	Entry	Subscriber Copies*	Nonsubscriber Copies*	Total Copies	Total Pounds	Rate	Postage	Totals
	41.	Delivery Unit					\$.107	
42.	All Other					.133		
* Requester and all commingled nonsubscriber copies over 10% limit are not eligible for In-County rates.								
Total In-County Pound Rate Postage (Add lines 41 and 42)								→ 43.

Pound Rate	Level	Description (DMM E230 and E240 as applicable)		Number of Copies	No. Qualified Addressed Pcs	Rate	Postage	Totals
44.	Basic	Nonautomation				\$.095		
45.		Automation	Letters				.046	
46.	Flats				.065			
47.	3-Digit	Nonautomation				.088		
48.		Automation	Letters				.044	
49.	Flats				.062			
50.	5-Digit	Nonautomation				.080		
51.		Automation	Letters				.041	
52.	Flats				.058			
53.	Carrier Route	Basic Carrier Route				.043		
54.		High Density	Sequencing Date				.029	
55.		Saturation	Sequencing Date				.025	
56.	Subtotal (Add lines 44 through 55)							
57.	Number of addressed pieces (not copies) eligible for delivery unit rate _____ x \$.004 = _____							
Total In-County Periodicals Piece Rate Postage (Line 56 minus line 57)								→ 58.
Ride-Along Pieces (Must equal the number of copies in line 56, not the number of addressed pieces)						Number of Pieces	Rate	
							\$.10	58a.
Postmaster: Report total postage in AIC 224.						Total In-County Postage (Add lines 43, 58, and 58a)		→ 59.

Postmaster: This total for mailer use only. Report AIC 135 and AIC 224 totals separately as instructed above. **Mailer: Total Postage (Add lines 31c and 59)**

I hereby certify that all information furnished on this form is accurate, truthful, and complete, that this mailing meets any applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed, and that this mailing does not contain any hazardous materials prohibited by postal regulation.

I understand that anyone who furnishes false or misleading information on this form or who omits material information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).

Required ride-along questionnaire attached.

For Automation Rates Only: I certify that any letter-size reply cards or envelopes enclosed in the pieces described above bear the correct facing identification mark (FIM) and barcode and meet automation compatibility standards in DMM C810.

For Nonautomation Rates Only: I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method (DMM E230).

60a. Mailer's Printed Name and Signature	60b. Publisher's Printed Name and Telephone Number (If publisher not same as mailer)	61a. Verifying Employee's Signature	62. Round Stamp (Required)
		61b. Verifying Employee's Name	
		Time AM PM	

Dun & Bradstreet No. _____ Dun & Bradstreet No. _____

Overseas Military Mail

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

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

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

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

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

Conditions Applied to Mail Addressed to Military Post Offices Overseas

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

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09121	Not Active	09174	Not Active	09228	Not Active
09122	Not Active	09175	B-B1-C-D-U	09229	B-B1-C-D-U
09123	B-B1-C-D-U	09176	Not Active	09230	Not Active
09124	Not Active	09177	B-B1-C-D-U	09231	Not Active
09125	Not Active	09178	Not Active	09232	Not Active
09126	B-B1-C-D	09179	Not Active	09233	Not Active
09127	Not Active	09180	B-B1-C-D-U	09234	Not Active
09128	B-B1-C-D-U	09181	Not Active	09235	Not Active
09129	Not Active	09182	B-B1-C-D-U	09236	Not Active
09130	Not Active	09183	B-B1-C-D-U	09237	B-B1-C-D-U
09131	B-B1-C-D-U	09184	Not Active	09238	Not Active
09132	Not Active	09185	B-B1-C-D-U	09239	Not Active
09133	Not Active	09186	B-B1-C-D-U	09240	Not Active
09134	Not Active	09187	Not Active	09241	Not Active
09135	Not Active	09188	Not Active	09242	Not Active
09136	B-B1-C-D	09189	Not Active	09243	Not Active
09137	B-B1-C-D-U	09190	Not Active	09244	B-B1-C-D-U
09138	B-B1-C-D-U	09191	Not Active	09245	B-B1-C-D-U
09139	B-B1-C-D	09192	Not Active	09246	Not Active
09140	B-B1-C-D-U	09193	Not Active	09247	Not Active
09141	Not Active	09194	Not Active	09248	Not Active
09142	B-B1-C-D-U	09195	Not Active	09249	Not Active
09143	B-B1-C-D-U	09196	Not Active	09250	B-B1-C-D-U
09144	Not Active	09197	Not Active	09251	Not Active
09145	Not Active	09198	Not Active	09252	B-B1-C-D-U
09146	Not Active	09199	Not Active	09253	Not Active
09147	Not Active	09201	Not Active	09254	Not Active
09148	Not Active	09202	Not Active	09255	Not Active
09149	Not Active	09203	Not Active	09256	Not Active
09150	Not Active	09204	Not Active	09257	Not Active
09151	Not Active	09205	Not Active	09258	Not Active
09152	Not Active	09206	Not Active	09259	Not Active
09153	Not Active	09207	Not Active	09260	Not Active
09154	B-B1-C-D-U	09208	Not Active	09261	Not Active
09155	Not Active	09209	Not Active	09262	B-B1-C-D-U
09156	Not Active	09210	Not Active	09263	B-B1-C-D-U
09157	Not Active	09211	B-B1-C-D-U	09264	B-B1-C-D-U
09158	Not Active	09212	B-B1-C-D-U	09265	B-B1-C-D-N-U
09159	Not Active	09213	B-B1-C-D-U	09266	B-B1-C-D-U
09160	Not Active	09214	B-B1-C-D-U	09267	B-B1-C-D-U
09161	Not Active	09215	Not Active	09268	Not Active
09162	Not Active	09216	Not Active	09269	Not Active
09163	Not Active	09217	Not Active	09270	Not Active
09164	Not Active	09218	Not Active	09271	Not Active
09165	B-B1-C-D-U	09219	Not Active	09272	Not Active
09166	B-B1-C-D-U	09220	Not Active	09273	Not Active
09167	Not Active	09221	Not Active	09274	Not Active
09168	Not Active	09222	Not Active	09275	Not Active
09169	B-B1-C-D-U	09223	Not Active	09276	Not Active
09170	Not Active	09224	Not Active	09277	Not Active
09171	Not Active	09225	B-B1-C-D-U	09278	Not Active
09172	B-B1-C-D-U	09226	B-B1-C-D-U	09279	Not Active
09173	B-B1-C-D-U	09227	B-B1-C-D-U	09280	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09281	Not Active	09335	Not Active	09388	Not Active
09282	Not Active	09336	Not Active	09389	Not Active
09283	Not Active	09337	Not Active	09390	Not Active
09284	Not Active	09338	Not Active	09391	B-B1-X
09285	Not Active	09339	Not Active	09392	B-B1
09286	Not Active	09340	A-B-B1-C1-F-R	09393	Not Active
09287	Not Active	09341	Not Active	09394	Not Active
09288	Not Active	09342	Not Active	09395	Not Active
09289	Not Active	09343	Not Active	09396	A-B-B1-F
09290	Not Active	09344	Not Active	09397	A-B-B1-C1-F-R-X
09291	Not Active	09345	Not Active	09398	B-B1-X
09292	Not Active	09346	Not Active	09399	B-B1-C-D-U-X
09293	Not Active	09347	Not Active	09401	Not Active
09294	Not Active	09348	Not Active	09402	Not Active
09295	Not Active	09349	Not Active	09403	Not Active
09296	Not Active	09350	Not Active	09404	Not Active
09297	Not Active	09351	Not Active	09405	Not Active
09298	Not Active	09352	Not Active	09406	Not Active
09299	Not Active	09353	Not Active	09407	Not Active
09301	A-B-B1-F-F1-R	09354	Not Active	09408	Not Active
09302	B-B1-E2-F-H1-R-R1-U2-Z1	09355	Not Active	09409	B-B1-C-C1-U
09303	B-B1-E2-F-H1-R-R1-U2-Z1	09356	Not Active	09410	Not Active
09304	B-B1-E2-F-H1-R-R1-U2-Z1	09357	Not Active	09411	Not Active
09305	B-B1-E2-F-H1-R-R1-U2-Z1	09358	Not Active	09412	Not Active
09306	Not Active	09359	Not Active	09413	Not Active
09307	Not Active	09360	Not Active	09414	Not Active
09308	Not Active	09361	Not Active	09415	Not Active
09309	Not Active	09362	Not Active	09416	Not Active
09310	Not Active	09363	Not Active	09417	Not Active
09311	Not Active	09364	Not Active	09418	Not Active
09312	Not Active	09365	Not Active	09419	Not Active
09313	Not Active	09366	Not Active	09420	Not Active
09314	Not Active	09367	Not Active	09421	B-B1-C-C1-U
09315	Not Active	09368	Not Active	09422	Not Active
09316	Not Active	09369	Not Active	09423	Not Active
09317	Not Active	09370	Not Active	09424	Not Active
09318	Not Active	09371	Not Active	09425	Not Active
09319	Not Active	09372	A-B-B1-F-F1-R	09426	Not Active
09320	Not Active	09373	Not Active	09427	Not Active
09321	Not Active	09374	Not Active	09428	Not Active
09322	Not Active	09375	Not Active	09429	Not Active
09323	Not Active	09376	Not Active	09430	Not Active
09324	Not Active	09377	Not Active	09431	Not Active
09325	Not Active	09378	Not Active	09432	Not Active
09326	Not Active	09379	Not Active	09433	Not Active
09327	Not Active	09380	Not Active	09434	Not Active
09328	Not Active	09381	Not Active	09435	Not Active
09329	Not Active	09382	Not Active	09436	Not Active
09330	Not Active	09383	Not Active	09437	Not Active
09331	Not Active	09384	Not Active	09438	Not Active
09332	Not Active	09385	Not Active	09439	Not Active
09333	Not Active	09386	Not Active	09440	Not Active
09334	Not Active	09387	Not Active	09441	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09442	Not Active	09495	Not Active	09549	B
09443	Not Active	09496	B-B1-C-C1-U	09550	B
09444	Not Active	09497	Not Active	09551	Not Active
09445	Not Active	09498	B-B1-C-C1-U	09552	Not Active
09446	Not Active	09499	B-B1-C-C1-U	09553	Not Active
09447	B-B1-C-C1-U	09501	B	09554	B-B1
09448	B-B1-C-C1-U	09502	B	09555	Not Active
09449	Not Active	09503	B	09556	B
09450	Not Active	09504	B	09557	B
09451	Not Active	09505	B	09558	B
09452	Not Active	09506	B	09559	Not Active
09453	Not Active	09507	B	09560	Not Active
09454	B-B1-C-C1-U	09508	B	09561	Not Active
09455	Not Active	09509	B	09562	Not Active
09456	B-B1-C-C1-U	09510	B	09563	B
09457	Not Active	09511	B	09564	B
09458	Not Active	09512	Not Active	09565	B
09459	B-B1-C-C1-U	09513	Not Active	09566	B
09460	Not Active	09514	Not Active	09567	B
09461	B-B1-C-C1-U	09515	Not Active	09568	B
09462	Not Active	09516	Not Active	09569	B
09463	B-B1-C-C1-U	09517	B	09570	B
09464	B-B1-C-C1-U	09518	Not Active	09571	Not Active
09465	Not Active	09519	Not Active	09572	Not Active
09466	Not Active	09520	Not Active	09573	B
09467	Not Active	09521	B	09574	B
09468	B-B1-C-C1-U	09522	Not Active	09575	B
09469	B-B1-C-C1-U	09523	Not Active	09576	B
09470	B-B1-C-C1-U	09524	B	09577	B
09471	Not Active	09525	Not Active	09578	B
09472	Not Active	09526	Not Active	09579	B
09473	Not Active	09527	Not Active	09580	Not Active
09474	Not Active	09528	Not Active	09581	B
09475	Not Active	09529	Not Active	09582	B
09476	Not Active	09530	Not Active	09583	Not Active
09477	Not Active	09531	Not Active	09584	Not Active
09478	Not Active	09532	B	09585	Not Active
09479	Not Active	09533	Not Active	09586	B
09480	Not Active	09534	B	09587	B
09481	Not Active	09535	Not Active	09588	B
09482	Not Active	09536	B	09589	Not Active
09483	Not Active	09537	Not Active	09590	B
09484	Not Active	09538	Not Active	09591	B
09485	Not Active	09539	Not Active	09592	Not Active
09486	Not Active	09540	Not Active	09593	B
09487	Not Active	09541	Not Active	09594	B
09488	Not Active	09542	Not Active	09595	B
09489	Not Active	09543	B	09596	B
09490	Not Active	09544	Not Active	09597	Not Active
09491	Not Active	09545	B	09598	Not Active
09492	Not Active	09546	Not Active	09599	B
09493	Not Active	09547	Not Active	09601	B-B1-C-F-F1-U
09494	B-B1-C-C1-U	09548	Not Active	09602	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09603	B-B1-C-F-F1-U	09656	Not Active	09710	B-B1-C-C1-F1-M-R-R1-U
09604	B-B1-C-F-F1-U	09657	Not Active	09711	B-B1-F1-Z1
09605	Not Active	09658	Not Active	09712	Not Active
09606	Not Active	09659	Not Active	09713	B-B1-C-F1
09607	Not Active	09660	Not Active	09714	B-B1-C-C1-F1-M-R-R1-U
09608	Not Active	09661	Not Active	09715	B-B1-F1
09609	B-B1-C-F-U	09662	Not Active	09716	B-B1-C-D-N-U
09610	B-B1-C-F-U	09663	Not Active	09717	B-B1-M-W
09611	Not Active	09664	Not Active	09718	B-B1-F-I-N-U
09612	B-B1-C-F-U	09665	Not Active	09719	Not Active
09613	B-B1-C-F-U	09666	Not Active	09720	B-B1-U
09614	Not Active	09667	Not Active	09721	B-B1-N-U
09615	Not Active	09668	Not Active	09722	B-B1-C-D-N-U
09616	Not Active	09669	Not Active	09723	B-B1-N-U
09617	B-B1-C-F-U	09670	Not Active	09724	B-B1-C-C1-F1-M-R-R1-U
09618	B-B1-C-F-U	09671	Not Active	09725	B-C
09619	B-B1-C-F-U	09672	Not Active	09726	B-B1-N-U
09620	B-B1-C-F-U	09673	Not Active	09727	Not Active
09621	B-B1-C-F-U	09674	Not Active	09728	B-C
09622	B-B1-C-F-U	09675	Not Active	09729	Not Active
09623	B-B1-C-F-U	09676	Not Active	09730	Not Active
09624	B-B1-C-F-U	09677	Not Active	09731	Not Active
09625	B-B1-C-F-U	09678	Not Active	09732	B-B1
09626	B-B1-C-F-U	09679	Not Active	09733	B-B1-I
09627	B-B1-C-F-U	09680	Not Active	09734	Not Active
09628	B-B1-C-F-F1-U	09681	Not Active	09735	B-B1
09629	Not Active	09682	Not Active	09736	Not Active
09630	B-B1-C-F-U	09683	Not Active	09737	Not Active
09631	B-B1-C-F-U	09684	Not Active	09738	Not Active
09632	Not Active	09685	Not Active	09739	Not Active
09633	Not Active	09686	Not Active	09740	Not Active
09634	Not Active	09687	Not Active	09741	Not Active
09635	Not Active	09688	Not Active	09742	Not Active
09636	B-B1-C-F-U	09689	Not Active	09743	Not Active
09637	Not Active	09690	Not Active	09744	Not Active
09638	B-B1-C-E2-F-U	09691	Not Active	09745	Not Active
09639	Not Active	09692	Not Active	09746	Not Active
09640	Not Active	09693	Not Active	09747	Not Active
09641	Not Active	09694	Not Active	09748	Not Active
09642	B-B1-N-U	09695	Not Active	09749	Not Active
09643	B-B1-U	09696	Not Active	09750	Not Active
09644	B-B1-U	09697	Not Active	09751	Not Active
09645	B-B1-U	09698	Not Active	09752	Not Active
09646	Not Active	09699	Not Active	09753	Not Active
09647	B-B1-N-U	09701	Not Active	09754	Not Active
09648	Not Active	09702	Not Active	09755	Not Active
09649	B-B1-N-U	09703	B-B1-C-F1	09756	Not Active
09650	Not Active	09704	B-B1-C-D	09757	Not Active
09651	Not Active	09705	B-B1-U	09758	Not Active
09652	Not Active	09706	B-B1-C-D-U	09759	Not Active
09653	Not Active	09707	B-B1-C-D-N-U	09760	Not Active
09654	Not Active	09708	B-B1	09761	Not Active
09655	Not Active	09709	B-B1-F1	09762	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09763	Not Active	09812	B-B1-E2-E3-F-F1-I-N-R-U-Z1	09860	Not Active
09764	Not Active	09813	Not Active	09861	Not Active
09765	Not Active	09814	B-B1-E2-E3-F-F1-I-N-R-U-Z1	09862	Not Active
09766	Not Active	09815	Not Active	09863	Not Active
09767	Not Active	09816	Not Active	09864	Not Active
09768	Not Active	09817	Not Active	09865	A-B-B1-Z1
09769	Not Active	09818	Not Active	09866	Not Active
09770	Not Active	09819	A-B-F-P-Z1	09867	A-B-B1-F-R-R1-Z1
09771	Not Active	09820	Not Active	09868	A-B-B1-U-Z1
09772	Not Active	09821	A-B-F-Z1	09869	Not Active
09773	Not Active	09822	A-B-F-Z1	09870	Not Active
09774	Not Active	09823	A-B-F-Z1	09871	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09775	Not Active	09824	A-B-F-Z1	09872	Not Active
09776	Not Active	09825	Not Active	09873	Not Active
09777	A-B-B1-C-E1-N	09826	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09874	Not Active
09778	Not Active	09827	A-B-F-Z1	09875	Not Active
09779	A-B-B1-F-R	09828	B-N-Z1	09876	B-B1-E2-F-H1-R-R1-U2-Z1
09780	A-B-B1-F-R	09829	Not Active	09877	Not Active
09781	A-B-B1-F-N-R	09830	B-B1-C-Z1	09878	Not Active
09782	Not Active	09831	B-B1-F-N-U-Z1	09879	Not Active
09783	Not Active	09832	B-B1-U1-Z1	09880	B-B1-E2-F-H1-R-R1-U2-Z1
09784	Not Active	09833	B-B1-U1-Z1	09881	Not Active
09785	Not Active	09834	B-B1-Z1	09882	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09786	Not Active	09835	A-B-B1-Z1	09883	Not Active
09787	Not Active	09836	A-B-B1-C-F-M-Z1	09884	Not Active
09788	A-B-B1-F-R	09837	B-B1-Z1	09885	Not Active
09789	A-B-B1-F-R	09838	B-B1-Z1	09886	Not Active
09790	A-B-B1-C1-F-R	09839	A-B-B1-U-Z1	09887	Not Active
09791	A-B-B1-C1-E1-F-M-R	09840	Not Active	09888	B-B1-E2-F-H1-R-R1-U2-Z1
09792	B-B1-C-F-U	09841	A-B-B1-U-Z1	09889	B-B1-E2-F-H1-R-R1-U2-Z1
09793	A-B-B1-F-R	09842	A-B-B1-Z1	09890	B-B1-E2-F-H1-R-R1-U2-Z1
09794	A-B-B1-F-R	09843	A-B-B1-Z1	09891	Not Active
09795	A-B-B1-C1-F-I-N-R	09844	A-B-B1-N-U-Z1	09892	A-B-B1-F-R-R1-Z1
09796	A-B-B1-C1-F-I-N-R	09845	Not Active	09893	Not Active
09797	Not Active	09846	Not Active	09894	Not Active
09798	Not Active	09847	Not Active	09895	Not Active
09799	Not Active	09848	Not Active	09896	Not Active
09801	Not Active	09849	Not Active	09897	B-B1-Z1
09802	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09850	Not Active	09898	B-B1-E2-F-H1-I-R-R1-U2-Z1
09803	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09851	Not Active	09899	B-F-N-Z1
09804	Not Active	09852	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09901	Not Active
09805	Not Active	09853	B-B1-E2-F-H1-R-R1-U2-Z1	09902	Not Active
09806	Not Active	09854	B-B1-E2-F-H1-N-R-R1-U2-Z1	09903	Not Active
09807	Not Active	09855	B-B1-E2-F-H1-R-R1-U2-Z1	09904	Not Active
09808	Not Active	09856	Not Active	09905	Not Active
09809	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09857	Not Active	09906	Not Active
09810	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09858	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09907	Not Active
09811	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09859	Not Active	09908	Not Active
				09909	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09910	Not Active	09963	Not Active	34017	Not Active
09911	Not Active	09964	Not Active	34018	Not Active
09912	Not Active	09965	Not Active	34019	Not Active
09913	Not Active	09966	Not Active	34020	B-B1-M-N
09914	Not Active	09967	Not Active	34021	B-M-N
09915	Not Active	09968	Not Active	34022	B-B1-D-F-M
09916	Not Active	09969	Not Active	34023	B-B1-M-N
09917	Not Active	09970	Not Active	34024	B-B1-M-N
09918	Not Active	09971	Not Active	34025	B-B1-F-N-U
09919	Not Active	09972	Not Active	34026	Not Active
09920	Not Active	09973	Not Active	34027	Not Active
09921	Not Active	09974	Not Active	34028	Not Active
09922	Not Active	09975	Not Active	34029	Not Active
09923	Not Active	09976	Not Active	34030	B-B1-I-M
09924	Not Active	09977	Not Active	34031	B-B1-M-N
09925	Not Active	09978	Not Active	34032	B-M-N
09926	Not Active	09979	Not Active	34033	B-C-F-M-N
09927	Not Active	09980	Not Active	34034	B-B1-M-N
09928	Not Active	09981	Not Active	34035	B-B1-H-M-N
09929	Not Active	09982	Not Active	34036	B-M-N
09930	Not Active	09983	Not Active	34037	B-B1-C-F-H-I-M-N
09931	Not Active	09984	Not Active	34038	B-B1-M-N
09932	Not Active	09985	Not Active	34039	B
09933	Not Active	09986	Not Active	34040	B
09934	Not Active	09987	Not Active	34041	B-B1-M-N-U
09935	Not Active	09988	Not Active	34042	B-B1-D-F-M
09936	Not Active	09989	Not Active	34043	Not Active
09937	Not Active	09990	Not Active	34044	Not Active
09938	Not Active	09991	Not Active	34045	Not Active
09939	Not Active	09992	Not Active	34046	Not Active
09940	Not Active	09993	Not Active	34047	Not Active
09941	Not Active	09994	Not Active	34048	Not Active
09942	Not Active	09995	Not Active	34049	Not Active
09943	Not Active	09996	Not Active	34050	B
09944	Not Active	09997	Not Active	34051	B
09945	Not Active	09998	Not Active	34052	Not Active
09946	Not Active	09999	Not Active	34053	B
09947	Not Active	34001	Not Active	34054	Not Active
09948	Not Active	34002	B-B1-N-U	34055	B-N
09949	Not Active	34003	Not Active	34056	Not Active
09950	Not Active	34004	Not Active	34057	Not Active
09951	Not Active	34005	Not Active	34058	B-B1
09952	Not Active	34006	Not Active	34059	Not Active
09953	Not Active	34007	Not Active	34060	Not Active
09954	Not Active	34008	Not Active	34061	Not Active
09955	Not Active	34009	Not Active	34062	Not Active
09956	Not Active	34010	Not Active	34063	Not Active
09957	Not Active	34011	Not Active	34064	Not Active
09958	Not Active	34012	Not Active	34065	Not Active
09959	Not Active	34013	Not Active	34066	Not Active
09960	Not Active	34014	Not Active	34067	Not Active
09961	Not Active	34015	Not Active	34068	Not Active
09962	Not Active	34016	Not Active	34069	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
34070	Not Active	96224	A-B-B1-U	96277	Not Active
34071	Not Active	96225	Not Active	96278	A-B-B1-U
34072	Not Active	96226	Not Active	96279	Not Active
34073	Not Active	96227	Not Active	96280	Not Active
34074	Not Active	96228	Not Active	96281	Not Active
34075	Not Active	96229	Not Active	96282	Not Active
34076	Not Active	96230	Not Active	96283	A-B-B1-U
34077	B-Y	96231	Not Active	96284	A-B-B1-U
34078	B-B1-F1-N	96232	Not Active	96285	Not Active
34079	B-B1-F1-N	96233	Not Active	96286	Not Active
34080	Not Active	96234	Not Active	96287	Not Active
34081	Not Active	96235	Not Active	96288	Not Active
34082	Not Active	96236	Not Active	96289	Not Active
34083	Not Active	96237	Not Active	96290	Not Active
34084	Not Active	96238	Not Active	96291	Not Active
34085	Not Active	96239	Not Active	96292	Not Active
34086	Not Active	96240	Not Active	96293	Not Active
34087	Not Active	96241	Not Active	96294	Not Active
34088	Not Active	96242	Not Active	96295	Not Active
34089	Not Active	96243	Not Active	96296	Not Active
34090	B	96244	Not Active	96297	A-B-B1-U
34091	B	96245	Not Active	96298	Not Active
34092	B	96246	Not Active	96299	Not Active
34093	B	96247	Not Active	96301	Not Active
34094	Not Active	96248	Not Active	96302	Not Active
34095	B	96249	Not Active	96303	Not Active
34096	Not Active	96250	Not Active	96304	Not Active
34097	Not Active	96251	A-B-B1-U	96305	Not Active
34098	B	96252	Not Active	96306	B-B1-F-F1-F2-M-W
34099	B	96253	Not Active	96307	Not Active
96201	A-B	96254	Not Active	96308	Not Active
96202	Not Active	96255	Not Active	96309	B-B1-M-W
96203	A-B	96256	Not Active	96310	B-B1-M-W
96204	A-B-B1	96257	A-B-B1-U	96311	Not Active
96205	A-B-B1-U	96258	A-B-B1-U	96312	Not Active
96206	A-B-B1-U	96259	A-B-B1-U	96313	B-B1-F-F1-F2-M-W
96207	A-B-B1	96260	A-B-B1-U	96314	Not Active
96208	A-B-B1-U	96261	Not Active	96315	Not Active
96209	Not Active	96262	A-B-B1-U	96316	Not Active
96210	Not Active	96263	Not Active	96317	Not Active
96211	Not Active	96264	A-B-B1-U	96318	Not Active
96212	A-B-B1-U	96265	Not Active	96319	B-B1-M-W
96213	A-B-B1-U	96266	A-B-B1-U	96320	Not Active
96214	A-B-B1-U	96267	A-B-B1-U	96321	B-B1-F-F1-F2-M-W
96215	A-B-B1-U	96268	Not Active	96322	B-B1-F-F1-F2-M-W
96216	Not Active	96269	A-B-B1-U	96323	B-B1-M-W
96217	A-B-B1-U	96270	Not Active	96324	Not Active
96218	A-B-B1-U	96271	A-B-B1-U	96325	Not Active
96219	A-B-B1-U	96272	Not Active	96326	B-B1-M-W
96220	A-B-B1-U	96273	Not Active	96327	Not Active
96221	A-B-B1-U	96274	Not Active	96328	B-B1-M-W
96222	Not Active	96275	A-B-B1	96329	Not Active
96223	Not Active	96276	A-B-B1	96330	B-B1-M-W

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96331	Not Active	96384	B-B1-M-W	96438	Not Active
96332	Not Active	96385	Not Active	96439	Not Active
96333	Not Active	96386	B-B1-M-W	96440	Not Active
96334	Not Active	96387	B-B1-M-W	96441	Not Active
96335	Not Active	96388	B-B1-M-W	96442	Not Active
96336	B-B1-M-W	96389	Not Active	96443	Not Active
96337	B-B1-M-W	96390	Not Active	96444	Not Active
96338	B-B1-M-W	96391	Not Active	96445	Not Active
96339	B-B1-M-W	96392	Not Active	96446	Not Active
96340	Not Active	96393	Not Active	96447	Not Active
96341	Not Active	96394	Not Active	96448	Not Active
96342	Not Active	96395	Not Active	96449	Not Active
96343	B-B1-M-W	96396	Not Active	96450	Not Active
96344	Not Active	96397	Not Active	96451	Not Active
96345	Not Active	96398	Not Active	96452	Not Active
96346	Not Active	96399	Not Active	96453	Not Active
96347	B-B1-F-F1-F2-M-W	96401	A-B-B1-M-N-U	96454	Not Active
96348	B-B1-F-F1-F2-M-W	96402	A-B-B1-M-N-U	96455	Not Active
96349	B-B1-F-F1-F2-M-W	96403	A-B-B1-M-N-U	96456	Not Active
96350	B-B1-F-F1-F2-M-W	96404	Not Active	96457	Not Active
96351	B-B1-F-F1-F2-M-W	96405	Not Active	96458	Not Active
96352	Not Active	96406	Not Active	96459	Not Active
96353	Not Active	96407	Not Active	96460	Not Active
96354	Not Active	96408	Not Active	96461	Not Active
96355	Not Active	96409	Not Active	96462	Not Active
96356	Not Active	96410	Not Active	96463	Not Active
96357	Not Active	96411	Not Active	96464	Not Active
96358	Not Active	96412	Not Active	96465	Not Active
96359	Not Active	96413	Not Active	96466	Not Active
96360	Not Active	96414	Not Active	96467	Not Active
96361	Not Active	96415	Not Active	96468	Not Active
96362	B-B1-F-F1-F2-M-W	96416	Not Active	96469	Not Active
96363	Not Active	96417	Not Active	96470	Not Active
96364	B-B1-L-M-W	96418	Not Active	96471	Not Active
96365	B-B1-M-W	96419	Not Active	96472	Not Active
96366	Not Active	96420	Not Active	96473	Not Active
96367	B-B1-L-M-W	96421	Not Active	96474	Not Active
96368	B-B1-M-W	96422	Not Active	96475	Not Active
96369	Not Active	96423	Not Active	96476	Not Active
96370	B-B1-F-F1-F2-M-W	96424	Not Active	96477	Not Active
96371	Not Active	96425	Not Active	96478	Not Active
96372	B-B1-M-W	96426	Not Active	96479	Not Active
96373	B-B1-M-W	96427	Not Active	96480	Not Active
96374	B-B1-M-W	96428	Not Active	96481	Not Active
96375	B-B1-M-W	96429	Not Active	96482	Not Active
96376	B-B1-M-W	96430	Not Active	96483	Not Active
96377	B-B1-M-W	96431	Not Active	96484	Not Active
96378	B-B1-M-W	96432	Not Active	96485	Not Active
96379	B-B1-M-W	96433	Not Active	96486	Not Active
96380	Not Active	96434	Not Active	96487	Not Active
96381	Not Active	96435	Not Active	96488	Not Active
96382	Not Active	96436	Not Active	96489	Not Active
96383	Not Active	96437	Not Active	96490	B-B1

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96491	Not Active	96545	A-B-B1-H-I-M-N-U	96598	B-B1
96492	Not Active	96546	B-F-U3	96599	B-B1
96493	Not Active	96547	Not Active	96601	B
96494	Not Active	96548	A-B-B1-H-M-U	96602	B
96495	Not Active	96549	A-B-B1-H-M-U	96603	B
96496	Not Active	96550	Not Active	96604	B
96497	Not Active	96551	A-B-B1-H-M-U	96605	B-O
96498	Not Active	96552	A-B-B1-H-M-U	96606	B
96499	Not Active	96553	A-B-B1-H-M-N-U	96607	B
96501	Not Active	96554	A-B-B1-H-M-U	96608	B
96502	Not Active	96555	B-B1-F-M	96609	B
96503	Not Active	96556	Not Active	96610	B
96504	Not Active	96557	B-B1-F-M	96611	B
96505	Not Active	96558	B	96612	B
96506	Not Active	96559	Not Active	96613	B-B1-E2-F-H1-I-R1-U2-Z1
96507	A-B-F	96560	Not Active	96614	Not Active
96508	B	96561	Not Active	96615	B
96509	Not Active	96562	Not Active	96616	Not Active
96510	Not Active	96563	Not Active	96617	B
96511	B-B1-I-N	96564	Not Active	96618	Not Active
96512	Not Active	96565	Not Active	96619	Not Active
96513	Not Active	96566	Not Active	96620	Not Active
96514	Not Active	96567	Not Active	96621	B
96515	B-B1-F	96568	Not Active	96622	B
96516	Not Active	96569	Not Active	96623	B
96517	B-B1-F-U3	96570	Not Active	96624	B
96518	B-B1	96571	Not Active	96625	Not Active
96519	Not Active	96572	Not Active	96626	Not Active
96520	B-F-U3	96573	Not Active	96627	Not Active
96521	B-F-N	96574	Not Active	96628	B
96522	B-F-N-U	96575	Not Active	96629	B
96523	Not Active	96576	Not Active	96630	Not Active
96524	Not Active	96577	Not Active	96631	Not Active
96525	Not Active	96578	Not Active	96632	Not Active
96526	Not Active	96579	Not Active	96633	Not Active
96527	Not Active	96580	A-B-B1-H-I-M-N-U	96634	B
96528	Not Active	96581	Not Active	96635	B
96529	Not Active	96582	Not Active	96636	Not Active
96530	A-B-B1-H-M-N-U	96583	Not Active	96637	Not Active
96531	B-B1-H-M-U	96584	Not Active	96638	Not Active
96532	Not Active	96585	Not Active	96639	Not Active
96533	Not Active	96586	Not Active	96640	Not Active
96534	A-B-F	96587	Not Active	96641	Not Active
96535	A-B-B1-F	96588	Not Active	96642	Not Active
96536	B-B1	96589	Not Active	96643	B
96537	B-B1	96590	Not Active	96644	Not Active
96538	B-B1	96591	Not Active	96645	Not Active
96539	Not Active	96592	Not Active	96646	Not Active
96540	B-B1	96593	Not Active	96647	Not Active
96541	B-B1	96594	A-B-B1-H-I-M-N-U	96648	Not Active
96542	B-B1	96595	B-B1	96649	Not Active
96543	B-B1-P	96596	A-B-B1-H-I-M-N-U	96650	Not Active
96544	Not Active	96597	A-B-B1-H-I-M-N-U	96651	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96652	Not Active	96668	B	96684	B
96653	Not Active	96669	B	96685	Not Active
96654	Not Active	96670	B	96686	B
96655	Not Active	96671	B	96687	B
96656	Not Active	96672	B	96688	Not Active
96657	B	96673	B	96689	Not Active
96658	Not Active	96674	B	96690	Not Active
96659	Not Active	96675	B	96691	Not Active
96660	B	96676	B	96692	Not Active
96661	B	96677	B	96693	Not Active
96662	B	96678	B	96694	Not Active
96663	B	96679	B	96695	Not Active
96664	B	96680	Not Active	96696	Not Active
96665	B	96681	B	96697	Not Active
96666	B	96682	B	96698	B
96667	B	96683	B	96699	Not Active

RESTRICTIONS

LEGEND

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

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

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

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

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

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

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

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

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

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

H1. Pork or pork by-products are prohibited.

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

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

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

I1. This restriction does not apply to registered mail.

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

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

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

Z. No outside pieces (OSPs).

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

Finance

REVISION

Handbook F-15, Travel and Relocation, and Handbook F-12, Relocation Policy

Effective immediately, Handbook F-15, *Travel and Relocation*, and Handbook F-12, *Relocation Policy*, are revised to stipulate a change in the reimbursement rate for travel and relocation using privately owned vehicles from 31.0 cents per mile to 32.5 cents per mile.

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

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

Handbook F-15, Travel and Relocation

* * * * *

Appendix A

Rates

A-1 Standard Mileage Rates

A-1.1 Mileage Rates

* * * * *

Vehicle	Cents per mile (Including Alaska)
Privately owned automobile	32.5

* * * * *

A-1.2 Reimbursement for Postal Supervisors

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

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Handbook F-12, Relocation Policy

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Appendix B

Reimbursement Rates

I. Mileage Rates

A. Standard Mileage Rates

Vehicle	Cents per mile (Including Alaska)
1. Privately owned automobile	32.5

* * * * *

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

The allowable rate is 32.5 cents per mile.

* * * * *

— National Accounting, Finance, 2-24-00

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, Elmira 95625-0287	Any And All Various Names Other Than Brian Knopp And Anivid Investment Club, P.O. Box 287
MI, Bloomfield Hills 48304-1777	Any And All Of Various Names Other Than The Surname Malys, Apartment 1 376 Concord Place
NJ, Cherry Hill 08034-0667	The Surname Flynn, P.O. Box 4407
NC, Henderson 27536-4813	Any And All Of Various Names Other Than The Surname Hauter, 130 Dorsey Place
VA, Hillsville 24343-1135	Any And All Of Various Names Other Than The Surnames Largen, Worrell, And Nester, 1302 N. Main Street
VA, Hillsville 24343-0993	Any And All Of Various Names Other Than The Surname Largen, P.O. Box 993
VA, Hillsville 24343-7762	Any And All Of Various Names Other Than The Surnames Worrell And Nester, P.O. Box 1762
NC, Toast 27049-0211	Any And All Of Various Names Other Than The Surnames Largen And Worrell, P.O. Box 211
NC, Toast 27049-0099	Any And All Of Various Names Other Than The Surnames Largen And Worrell, P.O. Box 99
VA, Blue Ridge 24064-1651	Any And All Of Various Names Other Than The Surnames Maxie And Worrell, 613 Leonard Farm Road

— Recorder's Office, Judicial Officer, 2-24-00

Fraud Alert

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

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

011 582 1889 to 011 582 1899	385 568 2331 to 2399	399 792 7775 to 7799	411 922 2322 to 2399
011 588 2900 to 011 588 3099	385 599 7554 to 7575	399 792 8300 to 8399	412 193 0900 to 0999
013 289 6176 to 013 289 6199	385 774 2024 to 2099	400 427 1051 to 1999	412 395 8599 to 8699
014 932 1000 to 014 932 1099	386 624 1412 to 1599	401 045 1505 to 1549	412 485 6500 to 6599
014 972 0800 to 014 972 0899	386 883 8936 to 8999	401 045 1571 to 1599	412 485 6610 to 6699
210 221 0548 to 210 221 0599	387 314 5574 to 5599	401 294 2700 to 2799	412 885 5953 to 5999
273 070 8059 to 273 070 8099	387 837 6300 to 6399	401 310 9505 to 9599	414 193 3608 to 3674
273 775 7700 to 273 775 7899	388 828 0656 to 0699	401 382 5312 to 5399	414 193 3677 to 3699
302 000 0000 to 302 123 9999	389 696 2400 to 2799	402 578 7876 to 7899	414 411 7348 to 7399
349 746 2056 to 2099	389 846 3104 to 3135	403 125 6744 to 6799	414 640 0757 to 0799
350 518 7350 to 7374	389 846 3145 to 3195	403 260 7000 to 7499	414 965 1727 to 1799
360 011 1690 to 1699	389 887 9211 to 9230	403 280 6470 to 6499	417 302 8104 to 8199
360 168 6008 to 6099	389 887 9234 to 9299	403 685 8600 to 8699	417 387 6532 to 6599
360 173 8800 to 8899	390 001 3182 to 3199	404 003 0300 to 0399	417 496 6800 to 6999
360 324 2326 to 2399	390 001 3500 to 3699	404 041 8838 to 8899	417 871 9250 to 9299
362 861 3064 to 3099	390 545 5974 to 5999	404 071 4268 to 4299	417 930 9533 to 9599
373 006 2176 to 2199	391 104 6146 to 6199	404 347 5356 to 5399	418 164 6500 to 6799
374 768 2600 to 2699	391 574 1466 to 1499	404 347 5548 to 5599	418 423 9863 to 9899
375 169 4400 to 4599	391 783 3020 to 3599	404 726 4500 to 4599	418 633 5922 to 5999
375 829 3400 to 3499	391 792 6100 to 6199	404 961 5001 to 5199	418 719 8520 to 8599
375 851 9100 to 9199	392 668 2956 to 2999	405 325 0188 to 0198	418 744 2235 to 2299
376 196 0911 to 0999	392 854 8500 to 8899	406 009 4587 to 4599	418 962 2848 to 2899
378 085 3679 to 3699	393 584 7566 to 7699	406 260 6830 to 6899	419 543 0286 to 0299
378 351 1063 to 1099	393 650 0074 to 0099	406 459 6641 to 6999	419 730 0300 to 0399
379 843 5100 to 5199	393 838 8316 to 8499	406 733 3000 to 3999	420 277 0015 to 0049
380 093 9600 to 9699	393 893 6007 to 6099	407 545 1557 to 1599	420 599 0734 to 0798
380 165 1165 to 1199	394 126 6907 to 6999	407 594 0412 to 0599	420 661 4115 to 4199
381 325 4500 to 4599	394 189 0405 to 0599	407 692 9100 to 9299	420 758 9500 to 9699
381 604 2510 to 2699	394 822 3243 to 3278	407 959 2190 to 2199	420 969 3951 to 3971
381 645 9525 to 9599	394 990 1810 to 1899	408 265 2275 to 2288	420 969 3973 to 3999
383 314 3968 to 3999	395 343 3264 to 3299	408 499 7700 to 7799	421 116 3565 to 3599
383 892 1000 to 1344	395 373 3035 to 3099	408 499 7900 to 7999	421 130 9300 to 9399
383 892 1382 to 1399	395 396 9649 to 9799	408 682 8484 to 8599	421 313 4500 to 4999
384 925 3641 to 3654	395 970 3240 to 3299	408 698 7015 to 7099	421 364 5537 to 5599
	397 622 4054 to 4099	409 072 3941 to 3999	421 656 2609 to 2699
	397 819 8902 to 8999	410 491 2311 to 2399	421 988 9700 to 9799
	398 149 7200 to 7699	410 694 8400 to 8599	422 172 4667 to 4699
	399 070 0872 to 0899	410 775 1500 to 1599	422 484 4212 to 4299
	399 156 7119 to 7199	410 795 7927 to 7999	422 556 1270 to 1299
	399 203 5064 to 5099	410 867 0917 to 0966	422 587 7024 to 7099
	399 296 9910 to 9999	410 867 0970 to 0999	422 819 7533 to 7599
	399 396 8935 to 8999	411 868 1023 to 1199	422 842 5073 to 5087

422 907 7563	to	7599	451 109 2967	to	2984	463 176 4115	to	4199	478 469 7838	to	7858
424 500 6050	to	6099	451 115 4110	to	4125	463 176 4229	to	4299	478 469 7883	to	7899
424 641 8500	to	8599	451 115 4127	to	4199	463 185 2600	to	2799	479 280 9800	to	9899
424 871 6600	to	6699	452 265 0074	to	0099	463 227 7711	to	7799	479 365 9116	to	9176
425 298 2352	to	2399	452 265 0246	to	0299	463 414 4869	to	4899	479 412 9900	to	9999
425 418 4269	to	4299	452 265 0335	to	0999	463 808 3484	to	3499	479 667 6190	to	6199
425 418 4405	to	4499	452 509 1169	to	1199	463 945 7400	to	7899	479 748 9680	to	9699
426 547 4566	to	4599	452 855 6471	to	6499	464 629 9000	to	9399	479 860 7000	to	7199
427 412 6337	to	6499	452 890 4679	to	4799	464 711 4332	to	4399	480 526 2000	to	2099
427 481 0900	to	0999	452 900 8215	to	8238	465 692 3963	to	3999	480 640 6330	to	6399
428 027 2742	to	2752	453 117 9146	to	9199	465 698 8300	to	8599	480 658 0568	to	0599
429 474 4172	to	4199	453 334 3631	to	3699	465 743 7745	to	7799	480 689 5100	to	5199
429 889 2900	to	2999	453 603 7841	to	7891	466 798 6056	to	6067	481 072 9463	to	9499
430 150 4401	to	4599	453 650 1140	to	1199	467 147 4300	to	4399	481 673 0074	to	0095
430 172 9800	to	9899	453 741 1300	to	1399	468 079 5782	to	5799	482 527 1500	to	1599
430 177 1900	to	2099	454 013 2919	to	2999	469 067 2817	to	2899	482 541 5255	to	5299
430 444 9500	to	9699	454 186 2411	to	2499	469 127 8000	to	8199	482 729 6800	to	6899
430 664 4070	to	4099	454 268 4883	to	4899	469 213 0359	to	0399	483 363 7207	to	7299
432 168 8419	to	8499	454 302 5400	to	5499	469 213 0500	to	0599	483 402 2356	to	2399
432 708 6800	to	6999	454 490 8300	to	8399	469 561 8011	to	8099	483 486 5100	to	5199
432 744 1544	to	1599	454 547 7434	to	7499	469 658 1961	to	1999	483 632 1521	to	1599
432 995 9775	to	9799	454 922 4867	to	4895	469 666 9900	to	9999	483 632 2600	to	2799
433 003 5800	to	5899	455 221 1348	to	1499	469 678 1900	to	1999	483 849 1615	to	1699
433 757 3047	to	3099	455 364 2147	to	2199	469 781 4900	to	4999	484 174 4803	to	5299
433 765 4003	to	4099	455 399 5400	to	5499	469 947 6960	to	6999	484 323 8900	to	9199
434 482 7060	to	7199	455 476 0676	to	0699	470 755 5800	to	5818	484 680 5000	to	5038
434 513 2386	to	2399	455 543 0618	to	0699	471 918 0300	to	0999	484 680 5040	to	5074
434 968 3076	to	3092	456 410 9006	to	9099	471 985 2408	to	2419	484 680 5077	to	5099
435 303 1831	to	1842	456 470 4146	to	4299	472 191 6700	to	6799	485 029 4913	to	4999
435 303 1986	to	1999	456 619 4460	to	4499	472 270 2555	to	2599	486 176 0600	to	0699
435 666 6092	to	6399	457 333 2686	to	2699	472 987 0213	to	0241	486 559 7555	to	7599
436 082 6400	to	6899	457 729 1767	to	1777	472 987 0290	to	0299	486 696 3023	to	3199
436 160 6441	to	6499	457 937 8615	to	8699	473 151 2069	to	2199	488 173 7900	to	7999
437 316 7115	to	7199	458 028 9810	to	9899	473 666 9138	to	9199	488 206 4100	to	4199
437 427 0500	to	3499	458 057 2712	to	2999	473 952 3429	to	3499	488 226 0200	to	0299
439 179 2300	to	2399	458 069 9537	to	9599	474 108 5402	to	5499	488 709 3906	to	3999
439 310 0458	to	0499	458 069 9665	to	9699	474 356 5193	to	5299	488 855 8359	to	8399
440 698 1947	to	1999	458 337 5222	to	5299	474 949 3366	to	3399	489 181 8963	to	8999
440 858 6300	to	6399	458 354 7653	to	7999	475 134 9362	to	9399	489 223 2000	to	2099
440 858 6420	to	7299	458 671 8678	to	8699	475 167 9667	to	9699	489 311 1930	to	1999
441 199 1655	to	1699	458 671 8721	to	8798	475 319 3415	to	3499	489 318 6200	to	6300
443 127 3648	to	3699	458 847 5044	to	5999	475 319 3649	to	3799	489 384 0027	to	0099
443 127 4000	to	4099	459 274 7624	to	7699	475 340 6400	to	6599	489 427 0658	to	0899
443 673 7900	to	7999	459 365 5432	to	5499	475 424 8410	to	8499	489 997 5252	to	5299
443 800 9335	to	9399	459 378 5764	to	5799	475 629 9156	to	9199	490 669 5850	to	6099
444 382 8822	to	8899	459 472 4816	to	4999	475 850 6101	to	6199	490 717 7080	to	7099
444 390 1667	to	1699	460 349 6878	to	6899	475 875 2500	to	2599	490 721 6000	to	6099
444 457 3854	to	3899	460 550 1909	to	1999	476 169 8264	to	8299	490 793 1500	to	2099
450 048 4173	to	4199	460 997 5234	to	5299	476 189 3000	to	3499	490 886 8171	to	8199
450 048 4442	to	4699	461 973 6443	to	6499	476 331 2480	to	2499	490 977 9221	to	9240
450 560 5173	to	5199	462 152 0107	to	0299	477 289 8601	to	8699	491 258 8100	to	9099
450 620 3077	to	3099	462 274 1072	to	1099	477 681 5206	to	5299	491 567 1376	to	1399
450 620 3135	to	3199	462 277 8373	to	8399	478 010 4243	to	4268	492 254 4800	to	4899
450 780 2716	to	2799	462 554 6051	to	6099	478 010 4270	to	4291	492 283 5100	to	5199
450 801 2700	to	2799	463 011 5529	to	5540	478 450 5071	to	5099	492 610 6813	to	6899

493 394 5568	to	5599	609 825 4100	to	4115	630 389 3056	to	3071	644 923 6800	to	7799
493 470 2562	to	2599	609 884 2981	to	2999	630 463 0588	to	0599	644 932 4655	to	4699
493 473 7700	to	7799	609 893 1000	to	1099	631 459 9117	to	9199	645 318 7240	to	7499
493 716 2153	to	2199	610 092 3200	to	3299	631 762 9325	to	9399	645 333 1766	to	1799
494 206 2972	to	2999	610 582 4200	to	4299	632 217 4933	to	4999	645 790 8632	to	8699
494 217 3446	to	3999	611 879 6939	to	6999	632 500 0000	to	99 9999	645 821 0657	to	0699
494 224 0500	to	0599	612 291 8013	to	8099	633 110 4165	to	4199	645 930 7948	to	7999
495 145 0600	to	0699	612 751 5171	to	5199	633 110 4303	to	4499	645 975 0737	to	0762
496 209 7425	to	7499	612 751 5226	to	5299	633 438 6429	to	6599	646 242 6200	to	6299
496 213 8728	to	8799	612 751 6083	to	6099	633 588 7173	to	7182	646 270 7639	to	7799
496 474 5226	to	5248	612 751 6268	to	6299	634 725 0700	to	0799	646 798 4000	to	4999
497 053 8517	to	8699	612 751 6572	to	6599	634 803 3239	to	3299	647 048 7035	to	7099
497 854 8673	to	8699	612 774 2111	to	2199	634 807 2474	to	2499	647 049 2900	to	2999
498 449 8888	to	8899	612 774 2254	to	2299	634 827 5900	to	5999	647 398 8300	to	8399
498 929 8285	to	8499	612 774 2500	to	2599	634 886 3428	to	3499	647 398 8481	to	8499
498 936 5310	to	5399	614 469 0979	to	0999	635 559 3449	to	3499	647 437 3000	to	4999
499 016 5425	to	5499	614 474 3000	to	3099	636 289 6214	to	6299	647 811 2188	to	2199
499 440 8575	to	8899	614 521 3490	to	3499	636 634 8007	to	8042	648 009 6057	to	6099
499 731 6717	to	6799	614 645 1800	to	1899	637 150 1200	to	1299	648 163 5300	to	5499
500 064 1858	to	1869	614 832 1100	to	2099	637 562 5828	to	5899	648 722 5283	to	5299
500 070 5725	to	7799	615 017 7505	to	7599	638 042 1647	to	1699	648 892 3164	to	3199
600 645 3223	to	3299	617 711 6609	to	6699	638 049 4984	to	4999	649 100 3989	to	3999
601 339 1200	to	1399	617 760 5266	to	5299	638 318 1115	to	1199	649 647 0370	to	0399
601 653 5884	to	5899	617 813 3601	to	3699	638 318 1453	to	1499	649 647 0522	to	0599
601 661 7700	to	7799	618 840 9200	to	9299	638 885 0000	to	0299	649 647 5237	to	5399
601 682 5343	to	5399	619 551 7229	to	7299	638 903 4362	to	4373	649 647 9100	to	9299
601 928 1600	to	1699	619 859 3000	to	3099	639 415 1929	to	1999	649 666 7800	to	8299
602 512 2972	to	2999	620 073 9400	to	9499	639 415 2019	to	2099	650 114 7707	to	7719
602 555 2400	to	2799	621 614 7907	to	7930	639 420 6200	to	6299	650 130 3400	to	3599
602 829 7061	to	7099	621 614 7932	to	7999	639 469 3517	to	3799	650 213 0406	to	0499
603 483 9572	to	9599	621 648 8021	to	8199	639 605 2143	to	2199	650 555 1749	to	1799
603 490 7200	to	7299	621 648 8500	to	8599	639 657 8600	to	8799	650 564 1900	to	1999
603 678 7100	to	7199	621 904 8351	to	8599	640 289 7500	to	7599	650 627 4212	to	4299
603 678 7662	to	7699	621 916 1978	to	1989	640 289 7700	to	7999	650 736 2043	to	2099
603 678 7902	to	7999	622 989 8032	to	8099	641 170 4420	to	4499	650 739 1540	to	1699
603 678 8418	to	8499	623 076 9300	to	9399	641 318 3133	to	3199	651 741 4415	to	4499
603 678 8700	to	9999	623 819 5006	to	5099	641 378 6500	to	6999	651 882 2800	to	2899
604 086 0880	to	0899	623 895 8200	to	8399	641 383 8739	to	8799	652 754 6317	to	6399
604 349 1414	to	1499	623 917 0000	to	0099	641 877 3187	to	3299	653 131 4945	to	4999
604 503 7776	to	7799	623 917 0200	to	0299	641 877 3310	to	3399	653 426 3300	to	3399
605 520 9037	to	9099	624 468 5288	to	5299	642 355 8094	to	8199	653 455 4874	to	4899
605 685 4010	to	4099	624 665 3162	to	3198	642 355 8308	to	8999	654 238 0000	to	0399
605 988 6467	to	6499	625 088 6735	to	6799	642 900 0018	to	0099	654 404 3065	to	3092
607 689 7951	to	7960	625 916 9500	to	9799	643 030 6254	to	6299	654 962 2900	to	3199
607 728 1276	to	1299	625 968 8956	to	8999	644 066 0882	to	0899	655 103 5081	to	5199
608 727 7100	to	7199	627 005 3938	to	3999	644 069 0600	to	0699	655 523 2600	to	2999
608 727 7273	to	7599	627 384 3907	to	4099	644 077 7506	to	7699	656 305 2448	to	2499
608 813 9950	to	9999	627 496 7549	to	7599	644 085 8157	to	8199	657 347 4438	to	4999
609 067 5325	to	5399	627 708 3605	to	3699	644 112 9839	to	9899	657 710 8100	to	8999
609 067 5488	to	5499	627 776 2500	to	2599	644 373 9083	to	9099	657 780 0985	to	0999
609 067 5600	to	5699	628 226 3100	to	3199	644 380 1460	to	1499	658 586 1400	to	1499
609 289 6123	to	6199	628 814 4702	to	4799	644 733 4715	to	4799	658 877 8000	to	8199
609 438 4400	to	4499	628 851 9689	to	9699	644 900 9712	to	9799	658 880 8000	to	8199
609 493 1100	to	1199	629 510 7200	to	7299	644 901 0109	to	1299	659 398 7300	to	7399
609 766 8091	to	8999	629 964 4200	to	4294	644 901 1325	to	1399	659 706 8113	to	8199

659 846 7837	to	7899	680 112 9565	to	9599	693 249 0877	to	1699	806 087 1100	to	1499
660 510 4100	to	4199	680 244 0903	to	0999	693 445 0566	to	0999	806 268 9275	to	9299
660 673 0400	to	0599	680 412 6046	to	6099	693 448 8500	to	8999	806 534 3400	to	3477
661 488 5000	to	5099	680 761 6800	to	6899	693 645 9583	to	9599	807 342 3283	to	3399
661 609 9100	to	9199	681 677 0540	to	0699	693 965 4200	to	4299	808 086 7100	to	7199
661 716 9420	to	9499	682 070 1029	to	1099	695 741 2906	to	2999	808 090 3440	to	3499
661 906 6522	to	6599	682 956 6280	to	6299	695 947 8518	to	8599	808 325 5161	to	5699
662 021 8332	to	8399	682 956 6490	to	6599	696 662 8247	to	8299	808 784 8000	to	8299
662 068 0700	to	0899	682 956 6700	to	6799	697 447 8285	to	8296	830 602 5800	to	5999
662 553 0774	to	0799	682 965 1178	to	1199	698 042 4816	to	4899	830 610 3700	to	3799
663 078 7034	to	7099	682 965 1201	to	1299	698 227 0000	to	0099	830 983 3500	to	3599
663 763 5300	to	5399	683 118 2389	to	2399	700 065 2570	to	2599	830 983 3635	to	3699
663 883 7039	to	7499	683 378 2000	to	2099	700 065 4800	to	4899	831 354 1387	to	1399
664 253 8000	to	8499	683 378 2117	to	2299	700 190 3350	to	3359	831 815 8240	to	8299
664 656 3055	to	3099	683 415 1200	to	1499	700 228 6048	to	6099	832 525 3810	to	3899
665 174 6400	to	6499	683 444 8159	to	8199	700 650 0452	to	0499	833 159 1884	to	1899
665 274 8208	to	8299	685 154 7780	to	7789	700 666 1323	to	1349	833 566 3015	to	3071
665 669 5400	to	5499	685 623 5264	to	5299	700 786 9106	to	9142	834 316 5444	to	5499
666 132 8226	to	8299	685 650 9487	to	9499	700 859 0744	to	0758	835 269 5700	to	5799
666 696 2209	to	2299	685 669 4200	to	4299	701 028 6780	to	6899	835 539 5200	to	5999
666 696 2309	to	2399	685 757 8452	to	8499	701 213 3900	to	3999	835 813 3015	to	3099
667 032 9300	to	9399	686 071 2694	to	2799	701 267 2000	to	3999	839 718 8257	to	8299
667 729 5529	to	5599	686 176 3333	to	3354	701 335 7312	to	7399	840 323 0600	to	0699
668 383 8400	to	8699	686 372 3200	to	3299	701 369 2005	to	2050	840 875 6235	to	6299
670 368 3400	to	3499	686 644 5879	to	5899	701 503 2247	to	2299	840 910 0900	to	0999
670 369 7336	to	7399	686 931 7636	to	7699	701 541 2271	to	2299	841 349 5000	to	5099
670 750 7169	to	7199	687 601 0973	to	0999	701 553 6557	to	6599	842 860 0300	to	0399
671 046 6200	to	6399	687 614 6774	to	6799	701 601 3457	to	3499	842 898 5582	to	5599
671 251 5448	to	5499	688 120 9000	to	9999	701 605 5913	to	5999	843 062 7100	to	7199
671 926 5600	to	5799	688 314 3107	to	3191	701 695 3982	to	3999	843 077 6288	to	6299
672 444 2000	to	2999	690 291 1361	to	1371	701 695 4148	to	4199	843 077 6378	to	6399
672 828 3410	to	3499	690 788 2877	to	2899	701 695 4227	to	4299	843 758 5769	to	5778
673 167 5776	to	5799	690 893 5344	to	5399	701 708 1741	to	1799	847 374 7055	to	7065
675 464 3700	to	3799	690 893 5512	to	5599	701 736 3966	to	3999	847 636 5304	to	5399
675 464 4000	to	4199	690 904 1300	to	1599	701 838 2800	to	2899	847 723 7500	to	7599
676 365 5958	to	5999	690 941 6000	to	6199	701 941 0600	to	0699	869 800 0000	to	999 9999
676 669 1024	to	1099	691 313 6383	to	6399	702 171 1603	to	1699	870 054 4814	to	4899
677 126 6734	to	6799	691 313 6600	to	6699	702 195 5109	to	5199	870 491 4812	to	4849
677 333 9979	to	9999	691 582 8003	to	8099	702 254 9300	to	9399	870 536 5820	to	5829
677 466 1088	to	1099	691 664 1800	to	1999	702 264 7569	to	7599	870 541 7167	to	7239
678 071 4500	to	4799	691 664 2400	to	2499	702 713 1800	to	1809	870 575 8155	to	8999
678 096 7531	to	7599	692 727 9362	to	9399	702 878 0114	to	0199	870 589 0485	to	0494
679 909 2578	to	2599	693 249 0779	to	0799	740 002 7710	to	7719	870 691 7060	to	7099

725 464 591	to	4 920	731 837 821	to	7 910	738 361 971	to	1 980	744 626 901	to	6 910
725 475 321	to	5 330	731 841 377	to	1 450	738 648 355	to	8 450	745 388 794	to	8 910
725 711 057	to	1 070	732 018 481	to	8 600	738 849 811	to	9 900	746 446 806	to	6 820
725 738 581	to	8 730	732 067 972	to	8 370	738 892 270	to	2 290	746 818 351	to	8 410
725 981 311	to	1 430	732 188 649	to	8 670	738 997 259	to	7 380	747 245 266	to	5 280
725 987 835	to	7 880	732 193 460	to	3 470	739 161 451	to	1 540	747 364 813	to	4 830
726 060 811	to	0 900	732 201 241	to	1 390	739 219 381	to	9 440	747 501 434	to	1 450
726 391 970	to	2 520	732 220 431	to	0 440	739 530 511	to	0 540	747 739 891	to	0 070
726 484 771	to	4 800	732 255 201	to	5 380	739 740 151	to	0 180	748 148 649	to	8 760
726 493 351	to	5 300	732 472 320	to	2 560	739 793 491	to	3 520	748 259 960	to	9 970
726 504 031	to	4 063	732 541 605	to	1 620	739 793 527	to	3 550	748 565 162	to	5 280
726 504 070	to	4 090	732 572 221	to	2 490	739 942 621	to	2 650	748 874 988	to	5 030
726 504 331	to	4 390	732 586 479	to	6 710	739 999 231	to	9 320	749 137 381	to	7 410
726 563 701	to	4 060	732 994 037	to	4 080	740 011 517	to	1 530	749 190 192	to	0 210
726 599 371	to	9 460	733 163 449	to	3 460	740 030 701	to	0 970	749 685 421	to	5 450
726 626 356	to	6 370	733 297 171	to	7 290	740 261 740	to	1 820	749 846 791	to	6 850
727 182 271	to	2 510	733 446 631	to	7 110	740 265 811	to	6 290	749 993 131	to	3 580
727 416 181	to	6 240	733 474 665	to	4 770	740 299 111	to	9 170	750 071 587	to	1 610
727 481 431	to	1 460	733 704 482	to	4 570	740 299 231	to	9 260	750 408 167	to	8 183
727 749 241	to	9 780	733 751 041	to	1 130	740 329 266	to	9 320	750 438 421	to	8 501
728 382 331	to	2 480	733 971 138	to	1 210	740 889 081	to	9 090	750 743 911	to	4 030
728 458 201	to	8 260	734 009 101	to	9 130	741 010 421	to	0 530	750 779 118	to	9 400
728 702 338	to	2 400	734 290 759	to	0 770	741 113 041	to	3 370	750 910 981	to	1 010
728 915 371	to	5 850	734 389 273	to	9 290	741 373 891	to	4 340	750 960 841	to	0 900
728 953 141	to	3 410	734 440 031	to	0 111	741 452 369	to	2 490	751 296 211	to	6 240
728 954 280	to	4 310	734 797 201	to	7 320	741 492 991	to	3 140	751 539 121	to	9 180
729 169 081	to	9 140	734 939 611	to	9 640	741 553 460	to	3 470	751 541 311	to	1 790
729 363 841	to	3 870	734 950 111	to	0 170	741 764 431	to	4 520	751 757 641	to	7 700
729 682 891	to	3 190	735 120 331	to	0 840	742 178 834	to	8 880	751 936 951	to	7 010
729 838 940	to	9 070	735 123 061	to	3 690	742 325 500	to	5 520	751 951 861	to	1 890
729 839 101	to	9 130	735 283 008	to	3 020	742 325 668	to	5 700	751 999 021	to	9 110
730 077 683	to	7 840	735 293 131	to	3 220	742 408 771	to	8 830	752 139 516	to	9 570
730 109 847	to	9 880	735 783 961	to	3,990	742 512 120	to	2 150	752 182 892	to	2 950
730 373 761	to	3 850	735 803 401	to	3 430	742 684 849	to	4 890	752 206 861	to	7 100
730 501 951	to	2 130	736 005 420	to	5 440	742 839 553	to	9 630	752 731 351	to	1 410
730 519 379	to	9 470	736 366 021	to	6 110	742 913 668	to	3 700	752 767 441	to	7 470
730 569 278	to	9 360	736 624 456	to	4 500	742 917 287	to	7 296	753 008 941	to	9 030
730 711 711	to	1 740	736 670 851	to	1 060	742 921 891	to	1 980	753 194 311	to	4 370
730 722 991	to	3 230	736 767 061	to	7 090	742 983 631	to	3 810	753 620 378	to	0 400
730 845 970	to	5 990	736 767 093	to	7 120	743 020 021	to	0 170	754 358 445	to	8 610
730 888 291	to	8 320	736 982 191	to	2 370	743 206 491	to	6 500	754 410 451	to	0 660
730 927 591	to	7 680	736 982 551	to	2 730	743 235 992	to	6 050	754 438 393	to	8 410
731 307 914	to	7 930	737 110 141	to	0 170	743 245 094	to	5 170	754 493 109	to	3 130
731 402 431	to	2 460	737 185 501	to	5 710	743 940 631	to	0 900	754 664 182	to	4 220
731 407 232	to	7 320	737 317 321	to	7 350	743 978 011	to	8 070	755 592 901	to	3 140
731 588 301	to	8 340	737 517 781	to	7 840	744 234 751	to	4 780	756 301 257	to	1 290
731 767 273	to	7 320	737 628 181	to	8 210	744 260 641	to	0 670	756 371 565	to	1 580
731 781 061	to	1 120	737 634 258	to	4 270	744 499 591	to	9 680			

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	

— *Postal Inspection Service, 2-24-00*

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.

— *Postal Inspection Service, 2-24-00*

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 recycled. 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.

005756	008963	015049	018124	020533	022484	023620	027977	030132	034584	057002	065728	070199
005841	009337	015094	018167	020563	022488	023622	027982	030139	037018	057007	065946	070527
005946	009478	015410	018173	020569	022549	025215	028035	030166	037115	058002	066096	070533
006060	009564	015418	018366	020578	022625	025301	028047	030227	038071	060104	066387	070735
006276	010078	015451	018547	020596	022689	025374	028581	030302	038139	060212	067018	070942
006641	010303	015493	018592	021002	022785	025387	028737	030312	038250	060295	067217	070956
006972	010456	015533	018601	021040	022869	026112	028739	030356	038411	060301	068025	070970
006984	010644	015580	018603	021081	022904	026232	028874	030410	038470	060475	068139	071039
007121	010664	015584	018727	021123	022930	026283	028967	031010	038571	060537	068238	071667
007176	011249	015591	018780	021273	022976	026363	028980	031023	038592	061058	068239	071956
007266	012081	015608	018831	021415	022988	026374	029033	031036	041128	061059	068321	075138
007275	012213	015637	019307	021592	022989	026440	029303	031041	042031	061153	068369	075358
007277	012296	015642	019471	021708	023008	026456	029567	031059	044301	061224	068381	075378
007279	012320	015650	019561	021847	023051	026541	029576	031061	048024	061479	068436	075451
007295	012392	016109	019609	021915	023064	026582	029681	031079	050018	063414	068504	075868
008019	013138	016517	019764	021959	023080	027003	029687	031102	051093	064348	068533	075906
008136	014083	016598	019929	022063	023274	027212	029754	031137	052020	064519	069195	076018
008213	014152	016695	020071	022091	023338	027397	029787	031249	052099	064591	069425	076044
008242	014393	016735	020121	022274	023348	027543	029792	031253	053053	064860	069564	076187
008384	014453	016790	020276	022285	023473	027652	029800	032021	054026	064939	069609	076442
008400	014543	016925	020325	022292	023494	027791	029970	032027	055052	064984	069832	076484
008564	014594	018075	020413	022297	023525	027872	030022	032035	055091	065010	069976	076969
008704	014902	018095	020488	022422	023541	027932	030090	032108	055227	065276	070063	076978
008786	014940	018112	020512	022456	023601	027945	030112	032123	056006	065671	070144	077335

International Mail

IMM AND PUBLICATION 51 REVISION

International Mail — Partial Resumption of Mail Service to Afghanistan

Effective February 14, 2000, partial mail service was resumed to Afghanistan. Mail service to that country is currently limited to the following:

- Letters; letter packages; postcards; postal cards; and aerogrammes (LC).
- Airmail printed matter (i.e., regular printed matter, books and sheet music, and publishers' periodicals); matter for the blind that is sent by air; airmail small packets; and airmail M-bags (Air AO).
- Airmail Parcel Post (Air CP).
- International Priority Airmail (IPA).

All other categories of international mail service continue to be suspended to Afghanistan. This includes surface regular printed matter; surface books and sheet music; surface publishers' periodicals; surface M-bags; surface small packets; surface Parcel Post; and all special services that would otherwise apply to that country.

Mailpieces that were returned to the sender during the service suspension to Afghanistan may be reentered without the payment of additional postage, provided that a refund was not issued in the interim. Under those circumstances, the "return to sender" endorsement *must be marked through* to ensure proper handling of the reentered mailpiece.

The resumption of mail service to Afghanistan will be reflected in both the printed version of *International Mail Manual* Issue 23 and the next printed version of Publication 51, *International Postal Rates and Fees*. It will also be incorporated into the online versions of these publications, which can be accessed via Postal Explorer at <http://pe.usps.gov>.

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

— Finance and Classification,
International Business Unit, 2-24-00

IMM AND PUBLICATION 51 REVISION

International Mail — Partial Resumption of Mail Service to Guinea-Bissau and Liberia

Effective February 14, 2000, partial mail service was resumed to Guinea-Bissau and Liberia. Mail service to those two West African countries is currently limited to the following:

- Letters; letter packages; postcards; postal cards; and aerogrammes (LC).
- Airmail printed matter (i.e., regular printed matter, books and sheet music, and publishers' periodicals); matter for the blind that is sent by air; airmail small packets; and airmail M-bags (Air AO).
- Airmail Parcel Post (Air CP).
- Express Mail International Service (EMS).
- International Priority Airmail (IPA).
- Applicable special services.

All categories of surface international mail continue to be suspended to Guinea-Bissau and Liberia. This includes surface regular printed matter; surface books and sheet music; surface publishers' periodicals; surface M-bags; surface small packets; and surface Parcel Post.

Mailpieces that were returned to the sender during the service suspension to either of those countries may be reentered without the payment of additional postage, provided that a refund was not issued in the interim. Under those circumstances, the "return to sender" endorsement *must be marked through* to ensure proper handling of the reentered mailpiece.

The resumption of mail service to Guinea-Bissau and Liberia will be reflected in both the printed version of *International Mail Manual* Issue 23 and the next printed version of Publication 51, *International Postal Rates and Fees*. It will also be incorporated into the online versions of these publications, which can be accessed via Postal Explorer at <http://pe.usps.gov>.

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

— Finance and Classification,
International Business Unit, 2-24-00

Philately

STAMP ANNOUNCEMENT 00-05

Ryman Auditorium Stamped Card



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The Postal Service will issue a 20-cent *Ryman Auditorium* stamped card (Item Number 226900), in Nashville, TN, on March 18, 2000. The stamped card, designed by Richard Sheaff of Scottsdale, AZ, and based on a 1994 oil painting by artist Mike Summers of Nashville, TN, goes on sale nationwide March 20, 2000.

Ryman Auditorium, originally called the Union Gospel Tabernacle, is best known as a former home of the Grand Ole Opry (1940–1974). Construction of the tabernacle began in 1889 by Captain Thomas Ryman and, upon his death in 1904, was renamed Ryman Auditorium. The building first served as a place for religious meetings, conventions, lectures, operas, theatrical performances, concerts, and other events. It was placed on the National Register of Historic Places in May 1971 and, after renovation in 1994, was reopened as a theater.

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 an envelope addressed to:

RYMAN AUDITORIUM STAMPED CARD
POSTMASTER
525 ROYAL PKY
NASHVILLE TN 37230-9991

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 April 17, 2000.

Issue:	<i>Ryman Auditorium</i>
Item Number:	226900
Denomination & Type of Issue:	20-cent Stamped Card
Format:	Stamped Card
Series:	Historic Preservation
Issue Date & City:	March 18, 2000, Nashville, TN 37230
Art Source:	Gaylord Entertainment Co., Nashville, TN
Artist:	Mike Summers, Nashville, TN
Photographer:	N/A
Designer:	Richard Sheaff, Scottsdale, AZ
Engraver:	N/A
Art Director:	Richard Sheaff, Scottsdale, AZ
Typographer:	Richard Sheaff, Scottsdale, AZ
Modeler:	N/A
Manufacturing Process:	Offset
Printer:	Government Printing Office (GPO)
Printed at:	GPO, Washington, DC
Press Type:	Offset
Stamps per Coil/Pane:	N/A
Print Quantity:	6 million stamped cards
Paper Type:	22-lb. bright white
Gum Type:	N/A
Processed at:	GPO, Washington, DC
Colors:	Magenta, Yellow, Cyan, Black
Card Orientation:	Horizontal
Image Area (w x h):	1.75 x 1.25 in./44.42 x 31.78 mm
Overall Size (w x h):	5.5 x 3.5 in./139.59 x 88.83 mm
Full Pane Size (w x h):	N/A
Plate Size:	N/A
Plate Numbers:	N/A
Marginal Markings:	“© USPS 1999” • Recycled logo followed by “recycled”
Catalog Item Number(s):	226940 Stamped Card — \$0.21 226961 First Day Cancellation — \$0.31
Sale Date:	March 18, 2000
Nationwide Sale Date:	March 20, 2000

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

telephoning 1 800 STAMP-24 or writing to:

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

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

Philatelic Products

There are no products associated with this stamped card.

Distribution

The 20-cent *Ryman Auditorium* stamped card (Item Number 226900) is to be sold *only at regular post office windows within the state of Tennessee; through Stamp Fulfillment Services (SFS) in Kansas City, MO; and at postal retail stores and authorized philatelic centers nationwide.* Distribution of the stamped card will correspond with this sales policy.

Initial Supply to Post Offices

To obtain an initial supply of the *Ryman Auditorium* stamped card all Tennessee post offices must immediately submit a separate PS Form 17, *Stamp Requisition*, to their designated SDO. SDOs must not distribute these stamped cards to post offices before March 13, 2000.

Philatelic Requirement

Although sale of the *Ryman Auditorium* stamped card is restricted to post offices within the state of Tennessee, authorized philatelic centers nationwide will be supplied this stamped card for philatelic sale.

Additional Supply

The Government Printing Office (GPO) will disburse all of these stamped cards; therefore, they will not have any cards available for reordering. Tennessee post offices requiring additional stamped cards must requisition them from their designated SDOs using PS Form 17.

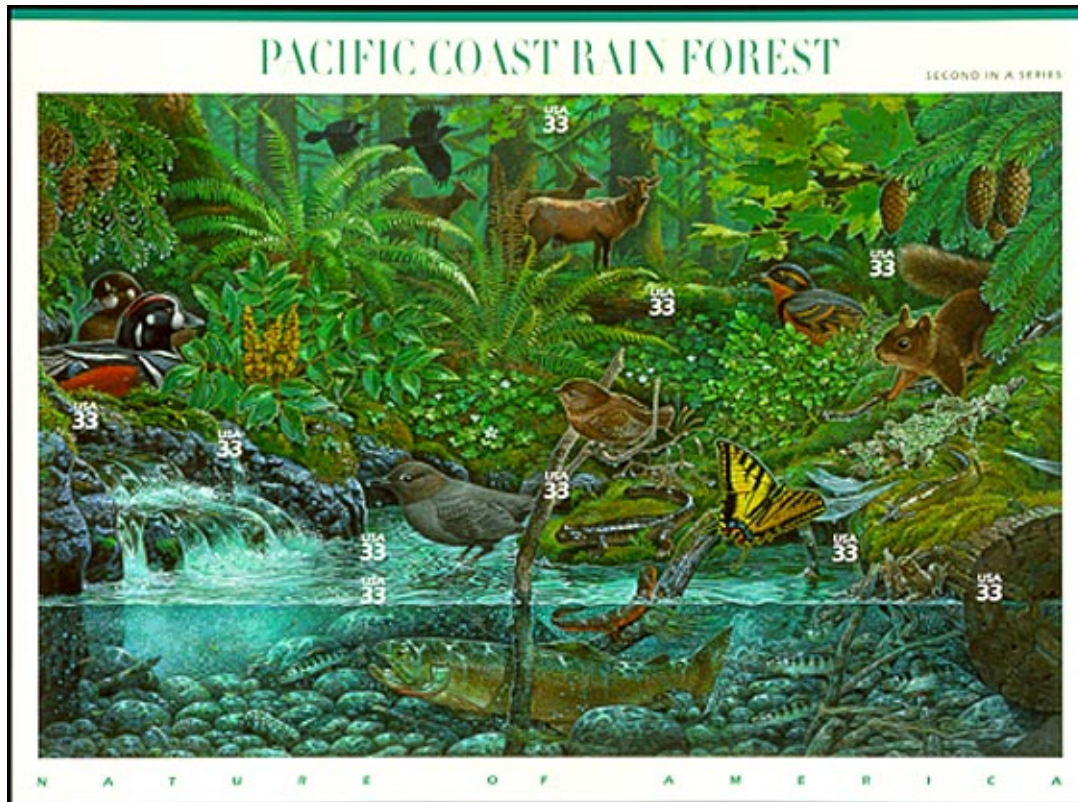
Sales Policy

Only post offices in the state of Tennessee and authorized philatelic centers nationwide must acquire and maintain a supply of this new stamped card. It will remain on sale at Tennessee post offices and philatelic centers until it is officially withdrawn from sale.

— Stamp Services, 2-24-00

SDOs That Serve This Many Philatelic Windows	Will Receive This Quantity of the 20-Cent <i>Ryman Auditorium</i> Stamped Card, Item Number 226900
1	5,000
2	10,000
3	15,000
4	20,000
5	25,000
6	30,000
7	35,000
8	40,000
9	45,000
12	60,000
14	70,000
16	80,000
19	95,000
20	100,000

STAMP ANNOUNCEMENT 00-06

Pacific Coast Rain Forest Commemorative Stamp Pane

Copyright USPS 1999

The Postal Service will issue a \$3.30 *Pacific Coast Rain Forest* self-adhesive pane of 10 stamps (Item Number 446800), in Seattle, WA, on March 29, 2000. The stamp pane, designed by Ethel Kessler of Bethesda, MD, and illustrated by John Dawson of Hilo, HI, goes on sale nationwide March 30, 2000.

The *Pacific Coast Rain Forest* stamp pane is the second in an educational series designed to promote appreciation of North America's major plant and animal communities. The rain forest of the Pacific Northwest is one of the largest remaining temperate rain forests in the world and is considered by some to be the most spectacular; it is an old-growth forest with giant trees hundreds of years old with a very lush understory. The stamp art, painted by John Dawson, includes 26 animal and plant species common to this rain forest and highlights the diversity of life there.

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:

PACIFIC COAST RAIN FOREST COMMEMORATIVE STAMP
POSTMASTER
PO BOX 9000
SEATTLE WA 98109-9991

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 April 28, 2000.

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

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

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

Issue:	<i>Pacific Coast Rain Forest</i>
Item Number:	446800
Denomination & Type of Issue:	\$3.30 Souvenir Sheet
Format:	Self-adhesive Pane of 10 (10 designs)
Series:	The Nature of America
Issue Date & City:	March 29, 2000, Seattle, WA
Illustrator:	John Dawson, Hilo, HI
Photographer:	N/A
Designer:	Ethel Kessler, Bethesda, MD
Engraver:	N/A
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Ethel Kessler, Bethesda, MD
Modeler:	Banknote Corporation of America, Inc. (BCA)
Manufacturing Process:	Offset/Microprint (USPS)
Printer:	Banknote Corporation of America, Inc. (BCA)
Printed at:	BCA, Browns Summit, NC
Press Type:	Goebel, 670
Stamps per Coil/Pane:	10
Print Quantity:	100 million stamps
Paper Type:	Phosphor Tagged, Nonphosphored Type III, Block
Gum Type:	Self-adhesive
Processed at:	BCA, Browns Summit, NC
Colors:	Magenta, Cyan, Yellow, Black, Special green
Stamp Orientation:	Vertical and Horizontal
Orientation 1:	Vertical
Image Area (w x h):	1.23 x 1.56 in./31.24 x 39.62 mm
Overall Size (w x h):	1.23 x 1.56 in./31.24 x 39.62 mm
Full Pane Size (w x h):	9.13 x 6.75 in./31.90 x 171.45 mm
Orientation 2:	Horizontal
Image Area (w x h):	1.56 x 1.23 in./9.62 x 31.24 mm
Overall Size (w x h):	1.56 x 1.23 in./39.62 x 31.24 mm
Full Pane Size (w x h):	9.13 x 6.75 in./231.90 x 171.45 mm
Plate Size:	60 stamps per revolution
Catalog Item Number(s):	446840 Self-Adhesive Pane of 10 — \$3.30 446862 First Day Cancellation Full Pane — \$5.30 446884 Press Sheet — \$19.80 446867 Poster — \$9.00
Sale Date:	March 29, 2000
Nationwide Sale Date:	March 30, 2000

Philatelic Products

The Postal Service will issue the *Pacific Coast Rain Forest* stamp pane, in Seattle, WA, on March 29, 2000. In addition, a 21" x 28" poster featuring this 10-stamps-per-pane self-adhesive issue depicting animal and plant species indigenous to the spectacular rain forest of the Pacific Northwest will be

available at post offices and postal retail stores nationwide.

Poster: Item Number 988500, \$9.00.

Poster: Item Number 988501, \$9.00 (Postal retail stores).

Poster: Item Number 446867, \$9.00 (*USA Philatelic* catalog).

The *Pacific Coast Rain Forest* poster may also be ordered by telephone at 1 800 STAMP-24, by fax at 816-545-1212, and by mail from:

STAMP FULFILLMENT SERVICES
US POSTAL SERVICE
PO BOX 7247
PHILADELPHIA PA 19101-9014

Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive an approximate full distribution for a 10-stamps-per-pane issue, rounded to the nearest master carton size (2,000 panes/20,000 stamps).

Initial Supply

SDOs and SDNs will make subsequent automatic distributions to post offices of their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before March 22, 2000.

Additional Supply

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

All APDs except for the Denver, CO, APD will receive 206,000 additional souvenir sheets for filling supplemental orders. The Denver, CO, APD will receive 104,000 souvenir sheets.

Philatelic Requirement

SDOs and SDNs with authorized philatelic centers will not receive an automatic distribution of this souvenir sheet for subsequent distribution to each philatelic window. Philatelic centers must be supplied out of the initial automatic distribution received by SDOs and SDNs.

Sales Policy

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

STAMP ANNOUNCEMENT 00-07

U.S. Navy Submarines Prestige Booklet**Copyright USPS 1999**

The Postal Service will issue a \$9.80 *U.S. Navy Submarines* prestige booklet of 10 commemorative stamps (Item Number 990200), in Groton, CT, on March 27, 2000. The stamp booklet, designed by Carl Herrman of Carlsbad, CA, and illustrated by James Griffiths of Glenview, IL, goes on sale nationwide March 28, 2000.

These five stamp designs depict different periods in submarine technology. In 1900, with the purchase of *USS Holland*, the U.S. Navy acquired its first submarine. The S class submarine shows the change in technology and size that occurred after *USS Holland*. The Gato class submarine represents the contributions that submarines made to American naval superiority in the Pacific during World War II. The Ohio class submarine is 560 feet long with 24 Trident ballistic missiles and represents an ever-present deterrent to possible military aggression. Los Angeles class attack submarines are nuclear powered. The *Los Angeles Class* commemorative stamp depicted in this booklet can be purchased separately (Item Number 450100).

How to Order the First Day of Issue Postmark

The *U.S. Navy Submarines* prestige booklet, Item Number 990200, will be distributed and sold at the first day city of Groton, CT; at philatelic centers nationwide; at postal retail stores nationwide; and at Stamp Fulfillment Services (SFS) in Kansas City, MO.

This item is offered in the quarterly *USA Philatelic* catalog and has an individual catalog number (660200). 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

Issue:	<i>U.S. Navy Submarines</i>
Item Number:	990200
Denomination & Type of Issue:	\$9.80 Prestige Booklet (Two 33-cent Los Angeles Class, two 22-cent S Class, two 55-cent Ohio Class, two 60-cent <i>USS Holland</i> , two \$3.20 Gato Class).
Format:	Water-activated booklet of 10 (five designs)
Series:	N/A
Issue Date & City:	March 27, 2000, Groton, CT 06340
Illustrator:	James Griffiths, Glenview, IL
Photographer:	N/A
Designer:	Carl Herrman, Carlsbad, CA
Engraver:	N/A
Art Director:	Carl Herrman, Carlsbad, CA
Typographer:	Carl Herrman, Carlsbad, CA
Modeler:	Banknote Corporation of America, Inc. (BCA)
Manufacturing Process:	Offset
Printer:	Banknote Corporation of America, Inc. (BCA)
Printed at:	BCA, Browns Summit, NC
Press Type:	Goebel, 670
Stamps per Coil/Book:	10
Print Quantity:	1.5 million stamp booklets; 15 million stamps
Paper Type:	Type III (nonphosphored), Phosphor tagged, Block
Gum Type:	Water-activated
Processed at:	BCA, Browns Summit, NC
Colors:	Yellow, Magenta, Cyan, Black, Gray
Stamp Orientation:	Horizontal
Image Area (w x h):	1.41 x 0.84 in./35.81 x 21.34 mm 2.97 x 0.84 in./75.44 x 21.34 mm
Overall Size (w x h):	1.56 x 0.99 in./39.62 x 25.15 mm 3.12 x 0.99 in./79.25 x 25.15 mm
Full Booklet Size (w x h):	5.75 x 3.50 in./146.05 x 88.90 mm
Pane Size:	5.50 x 3.50 in./139.70 x 88.90 mm
Plate Size:	90 stamps per revolution
Plate Numbers:	N/A
Marginal Markings:	Text
Catalog Item Number(s):	660200 (16-page mini book — \$9.80)
Sale Date:	March 27, 2000
Nationwide Sale Date:	March 28, 2000

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

US NAVY SUBMARINES PRESTIGE BOOKLET
POSTMASTER
100 PLAZA CT
GROTON CT 06340-9991

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 April 26, 2000.

Stamp Fulfillment Services (SFS) will not offer first day covers for the *U.S. Navy Submarines* prestige booklet. First day cancellation can be obtained only at the above address.

Philatelic Products

Prestige booklet (Item Number 990200). Sales must be tracked in AIC 092.

Distribution

The *U.S. Navy Submarines* prestige booklet, item 990200, will be distributed and sold *at the first day city of Groton, CT; at philatelic centers nationwide; at postal stores nationwide; and at Stamp Fulfillment Services (SFS) in Kansas City, MO.* All SDOs with authorized philatelic centers will receive a double distribution of these commemorative books, rounded to the nearest master carton size (750 books). The New Haven stamp distribution office (SDO) will receive a quantity sufficient for servicing the Groton, CT, post office. There will be no standard automatic distribution to stamp distribution offices (SDOs), accountable paper depositories (APDs), or stamp distribution networks (SDNs).

Initial Supply

The Groton, CT, post office should immediately requisition prestige booklets from the New Haven SDO, using a separate PS Form 17, *Stamp Requisition*. SDOs must not distribute these booklets to post offices before March 20, 2000.

Additional Supply

Authorized philatelic centers requiring additional booklets must requisition them from their designated SDO using PS Form 17. SDOs requiring additional booklets must order them from the appropriate accountable paper depository (APD), using PS Form 17.

All APDs except for the Denver, CO, and Memphis, TN, APDs will receive 41,250 additional booklets for filling supplemental orders. The Denver, CO, APD will receive 18,750 booklets and the Memphis, TN, APD will receive 38,250 booklets.

Philatelic Requirement

SDOs with authorized philatelic centers will receive double their standard quantities for a prestige booklet to provide subsequent automatic distribution to each philatelic center.

Sales Policy

All post offices with authorized philatelic centers must acquire and maintain a supply of *U.S. Navy Submarines* prestige booklets until they are officially withdrawn from sale. If supplies run low, offices must reorder additional quantities through their normal ordering procedures. Sales must be tracked in AIC 092.

— Stamp Services, 2-24-00

STAMP ANNOUNCEMENT 00-08

U.S. Navy Submarines: Los Angeles Class Commemorative Stamp

Copyright USPS 1999

The Postal Service will issue a 33-cent *U.S. Navy Submarines: Los Angeles Class* commemorative stamp (Item Number 450100), in Groton, CT, on March 27, 2000. The stamp, designed by Carl Herrman of Carlsbad, CA, and illustrated by James Griffiths of Glenview, IL, goes on sale nationwide March 28, 2000. This stamp image is the same one as in the *U.S. Navy Submarines* prestige booklet.

The Los Angeles Class attack submarines, armed with "smart" torpedoes and cruise missiles, are nuclear powered and became operational in the 1970s.

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:

US NAVY SUBMARINES LOS ANGELES CLASS
COMMEMORATIVE STAMP
POSTMASTER
100 PLAZA CT
GROTON CT 06340-9991

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 April 26, 2000.

Stamp Fulfillment Services (SFS) also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA*

Issue:	<i>Los Angeles Class Submarine</i>
Item Number:	450100
Denomination & Type of Issue:	33-cent Commemorative
Format:	Water-activated pane of 20 (one design)
Series:	N/A
Issue Date & City:	March 27, 2000, Groton CT 06340
Illustrator:	James Griffiths, Glenview, IL
Photographer:	N/A
Designer:	Carl Herrman, Carlsbad, CA
Engraver:	N/A
Art Director:	Carl Herrman, Carlsbad, CA
Typographer:	Carl Herrman, Carlsbad, CA
Modeler:	Banknote Corporation of America, Inc. (BCA)
Manufacturing Process:	Offset, with microprinting "USPS"
Printer:	Banknote Corporation of America, Inc. (BCA)
Printed at:	BCA, Browns Summit, NC
Press Type:	Goebel, 670
Stamps per Coil/Pane:	20
Print Quantity:	65.150 million stamps
Paper Type:	Prephosphored Type I
Gum Type:	Water-activated
Processed at:	BCA, Browns Summit, NC
Colors:	Yellow, Magenta, Cyan, Black
Stamp Orientation:	Horizontal
Image Area (w x h):	1.39 x 0.82 in./35.31 x 20.83 mm
Overall Size (w x h):	1.56 x 0.99 in./39.62 x 25.15 mm
Pane Size:	7.26 x 5.94 in./184.40 x 150.88 mm
Plate Size:	180 stamps per revolution
Plate Numbers:	"B" followed by four (4) single digits
Marginal Markings:	"© USPS 2000" • Plate Block (9 positions) • Price • Plate Numbers • Barcode
Catalog Item Number(s):	450220 Block of 4 — \$1.32 450230 Block of 10 — \$3.30 450240 Full Pane of 20 w/plate no. — \$6.60 450261 First Day Cancellation — \$0.54
Sale Date:	March 27, 2000
Nationwide Sale Date:	March 28, 2000

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.

Philatelic Products

Associated with this stamp is the *U.S. Navy Submarines* prestige booklet (Item Number 990200). Sales for this prestige booklet must be tracked in AIC 092.

Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive one-quarter of their standard automatic distribution quantities for the 20 stamps-per-pane issue. Distributions are rounded up to the nearest master carton size (70,000 stamps).

Initial Supply to Post Offices

SDOs and SDNs will make a subsequent automatic distribution to post offices for one-quarter of their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before March 22, 2000.

Additional Supply

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

For filling supplement orders, New York, NY, and San Francisco, CA, APDs will receive 2,590,000 stamps; Washington, DC, Memphis, TN, and Chicago, IL, APDs will receive 1,820,000 stamps; and the Denver, CO, APD will receive 980,000 stamps.

Philatelic Requirement

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

SDOs and SDNs That Serve This Many Philatelic Windows	Will Receive This Quantity of the 33-cent <i>Los Angeles Class Submarine</i> stamp, Item Number 450100
1	18,000
2	36,000
3	54,000
4	72,000
5	90,000
6	108,000
7	126,000
8	144,000
9	162,000
12	216,000
14	252,000
16	288,000
19	342,000
20	360,000

Sales Policy

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

— *Stamp Services, 2-24-00*

Definitive Stamp Issues That Will Remain on General Sale

The following stamp issues are withdrawn from sale at Stamp Fulfillment Services (SFS) and authorized philatelic windows on March 31, 2000. However, they will remain on sale at regular retail windows until supplies are exhausted.

Stamp Issues

Item Number	Description
2278	20-cent Princeton University stamped card
2286	20-cent Ft. McHenry stamped card
2289	20-cent City College stamped card
7729	\$10.00 Locomotive coil
7730	\$60.00 Locomotive coil
7915	\$690.00 Lunch Wagon coil
7925A	\$115.00 USA First-Class Presort coil
7926A	\$690.00 USA First-Class Presort coil
7927A	\$2,300.00 USA First-Class Presort coil

— *Stamp Services, 2-24-00*

CORRECTION

Millennium Pictorial Cancellations

The ZIP Code for Newark, MO, was incorrect in the *Postal Bulletin* 22014 (12-30-99). The correct ZIP Code for Newark, MO, is 63458-9998.

— *Stamp Services, 2-24-00*

Stamps Withdrawn From Regular Sale and From Sale at Philatelic Centers

Effective close-of-business March 31, 2000, all post offices, stations, branches, postal stores, vending outlets, and authorized philatelic centers must withdraw the stamp stock items listed below and their related vending and store stamp items from sale and prepare them for destruction. The stamp stock items should be submitted to destruction sites according to local established procedures, under the guidelines in Handbook F-1, *Post Office Accounting Procedures*, Part 45, Destroying Stamp Stock.

Absolutely no sales of the stamp stock items and their related vending and store prepared stamp items listed below are permitted after March 31. These stamp stock items are also being removed from sale at Stamp Fulfillment Services (SFS).

Stamp Items

Item Number	Description
1029	29-cent Thomas Jefferson stamp
1038	28-cent Sitting Bull stamp
1086	33-cent "H" Hat stamp
1087	1-cent "H" Makeup stamps
5540	\$5.94 "H" Automatic Teller Machine stamp
6606	\$6.60 "H" Hat booklet
6607	\$3.30 "H" Hat booklet
6608	\$6.60 "H" Hat booklet
6608X	\$6.60 "H" Hat booklet crisscross
6681	\$11.00 Love Swans booklet
7911	\$32.00 Ferryboat coil
7913	\$23.00 Lunch Wagon coil
7914	\$115.00 Lunch Wagon coil
7987	\$33.00 "H" Hat Gum coil
7988	\$33.00 "H" Hat PSA coil
7989	\$990.00 "H" Hat PSA coil
7990	\$990.00 "H" Hat Gum coil

— Stamp Services, 2-24-00

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

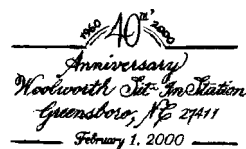
submitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserviced.

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.



January 29, 2000
 YEAR OF THE DRAGON STATION
 POSTMASTER
 580 W MONTEREY AVE
 POMONA CA 91768-9998



February 1, 2000
 Woolworth Sit In Committee
 40TH ANNIVERSARY WOOLWORTH SIT IN
 STATION
 POSTMASTER
 PO BOX 9998
 GREENSBORO NC 27427-9998

February 3, 2000



Chocorua Post Office Lobby Event
1980S CELEBRATE THE CENTURY STATION
POSTMASTER
15 CHOCORUA MOUNTAIN HWY
CHOCORUA NH 03817-9998



February 12, 2000

Monterey Peninsula Stamp Club
USS MAON MEMORIAL STATION
POSTMASTER
3845 VIA NONA MARIE
CARMEL CA 93923-9998

February 4, 2000



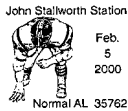
U.S. Postal Service
TOM TILL STATION
POSTMASTER
PO BOX 9998
MOAB UT 84532-9998



February 14, 2000

Arlington Post Office
DARLINGTON STATION
POSTMASTER
300 E SOUTH ST
ARLINGTON TX 76004-9998

February 5, 2000



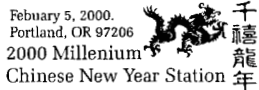
JOHN STALLWORTH STATION
POSTMASTER
100 DRAKE DR
NORMAL AL 35762-9998



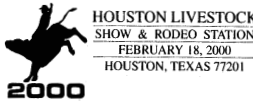
February 17-20, 2000

GARDEN SHOW STATION
POSTMASTER
1 CORLISS ST
PROVIDENCE RI 02903-9998

February 5, 2000



Portland Chinese Times
2000 MILLENNIUM CHINESE NEW YEAR
STATION
POSTMASTER
PO BOX 3480
PORTLAND OR 97208-9615



February 18-March 5, 2000

Houston Livestock Show and Rodeo
RODEO STATION
POSTMASTER
PO BOX 9998
HOUSTON TX 77201-9998



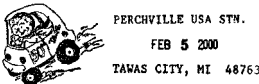
February 5, 2000

Jefferson Postmaster
JEFFERSON LODGE STATION
POSTMASTER MPO
214 W LAFAYETTE ST
JEFFERSON TX 75657-9998



February 19, 2000

JANESVILLE EXHIBITION STATION
POSTMASTER
PO BOX 9998
JANESVILLE WI 53545-9998



February 5-6, 2000

PERCHVILLE USA STATION
POSTMASTER
PO BOX 9998
TAWAS CITY MI 48764-9998



February 19-20, 2000

COVER MANIA #2 STATION
POSTMASTER
PO BOX 9998
LATHAM NY 12110-9998



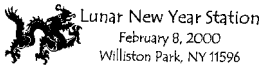
February 6, 2000

Dallas Postmaster
PATRICIA ROBERTS HARRIS STATION
POSTMASTER MPO
401 DFW TPKE
DALLAS TX 75260-9998



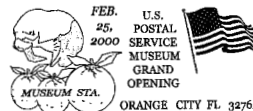
February 23, 2000

SOUTHEASTERN POSTAL STORE GRAND
OPENING STATION
POSTMASTER
1000 W VALLEY RD
SOUTHEASTERN PA 19399-9998



February 8, 2000

LUNAR NEW YEAR STATION
POSTMASTER
PO BOX 9998
WILLISTON PARK NY 11596-9998



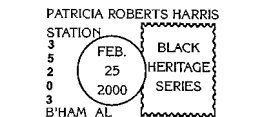
February 25, 2000

U.S. Postal Service
MUSEUM STATION
POSTMASTER
260 N INDUSTRIAL DR
ORANGE CITY FL 32763-9998



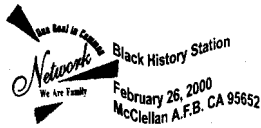
February 9, 2000

Lobby Event South Tamworth Post Office
1980S CELEBRATE THE CENTURY STATION
POSTMASTER
882 BEARCAMP HWY
SOUTH TAMWORTH NH 03883-9998



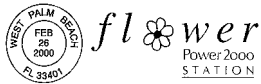
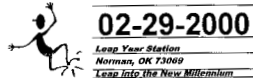
February 25, 2000

PATRICIA ROBERTS HARRIS STATION
POSTMASTER
351 24TH ST N
BIRMINGHAM AL 35203-9998



February 26, 2000
 BLACK HISTORY STATION
 POSTMASTER
 6483 WATT AVE
 NORTH HIGHLANDS CA 95660-9998

February 29, 2000
The Norman Post Office
 LEAP YEAR STATION
 POSTMASTER
 129 W GRAY ST
 NORMAN OK 73069-9998



February 26, 2000
 FLOWER POWER 2000 STATION
 POSTMASTER
 PO BOX 163522
 WEST PALM BEACH FL 33416-3522

March 2-12, 2000
 STRAWBERRY FESTIVAL STATION
 PLANT CITY, FLORIDA
 33556
 MARCH 2, 2000
 Florida Strawberry Festival



February 26, 2000
 CHILDRENS MUSEUM STAMP STATION
 POSTMASTER
 100 PITCHER ST
 UTICA NY 13504-9998

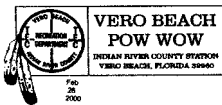
March 3-5, 2000
American Numismatic Association
 NATIONAL MONEY SHOW STATION
 POSTMASTER
 1900 W OAKLAND PARK BLVD
 FT LAUDERDALE FL 33310-9994



February 26, 2000
 WARREN STAMP FUN STATION
 POSTMASTER
 201 HIGH ST NE
 WARREN OH 44481-9998

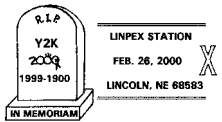


March 4-5, 2000
 FINPEX 2000 STATION
 POSTMASTER
 229 W MAIN CROSS ST
 FINDLAY OH 45840-9998



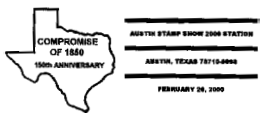
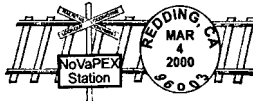
February 26, 2000
 INDIAN RIVER COUNTY STATION
 POSTMASTER
 2050 13TH AVE
 VERO BEACH FL 32960-9998

March 4-5, 2000
Knoxville Philatelic Society
 KNOXPEX STATION
 GENERAL MAIL FACILITY
 1237 E WEISGARBER RD
 KNOXVILLE TN 37950-9662



February 26-27, 2000
 LINPEX STATION
 POSTMASTER
 700 R ST
 LINCOLN NE 68501-9804

March 4-5, 2000
 NOVAPEX STATION
 POSTMASTER
 2323 CHURN CREEK RD
 REDDING CA 96049-9998



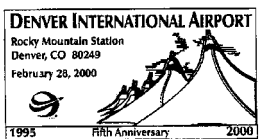
February 26-27, 2000
 AUSTIN STAMP SHOW 2000 STATION
 POSTMASTER
 8225 CROSS PARK DR
 AUSTIN TX 78710-9998

March 7, 2000
International Pancake Board of Directors
 PANCAKE DAY STATION
 POSTMASTER
 25 E 5TH ST
 LIBERAL KS 67901-9998



February 27, 2000
 BICENTENNIAL STATION
 POSTMASTER
 201 HIGH ST NE
 WARREN OH 44481-9998

March 7, 2000
 NATIONAL CHAMPS STATION
 POSTMASTER
 10000 SLOAN FIELD BLVD
 MIDLAND TX 79711-9998



February 28, 2000
 ROCKY MOUNTAIN STATION
 PHILATELIC OFFICE DOWNTOWN STATION
 951 20TH ST
 DENVER CO 80202-9998

March 8, 2000
GFWC Seward Womens Club
 GFWC CENTENNIAL STATION
 POSTMASTER
 507 MAIN ST
 SEWARD NE 68434-9998



Special Cancellation Die Hubs

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

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

Cancellation	Period of Use
Smile America, National Children's Dental Health Month	Jan. 15–Feb. 28
We Are Fighting for Your Life, American Heart Association	Feb. 1–Feb. 28
Save Your Vision Week	Feb. 1–March 31
March Is Kidney Month, Give to the National Kidney Foundation	March 1–March 31
March Is Red Cross Month	March 1–March 31
Easter Seals, Fight Crippling	March 1–April 22
April Is Child Abuse Prevention Month	April 1–April 30
April Is Organ Donor Awareness Month — Donors Make Miracles	April 1–April 30
Law Day USA Freedom Under Law, May 1	April 1–April 30
Strike Back at Cancer, Give to the American Cancer Society	April 1–April 30
National Carih Asthma Week	April 1–May 6
Only You Can Prevent Forest Fires	April 1–Oct. 31
National Salvation Army Week, 4 th Week in May	May 1–May 31
Support Research for "NF," Neurofibromatosis	May 1–May 31
Support Your Mental Health Association	May 1–May 31
National Flag Day, June 14, Pause for the Pledge	May 1–June 14
Goodwill Industries — Our Business Works So People Can	May 1–June 30
Support National Historic Preservation Week	May 9–May 15
National Transportation Week	May 14–May 20
Fight Disease, Support City of Hope Pilot Medical Center	May 15–June 15
Defeat Muscular Dystrophy, Support MDAA	May 15–June 17
Conquer Multiple Sclerosis	May 17–June 17
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	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

Post Offices

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	12-2189	31332	GA	Crescent	Mcintosh	Valona	Community Post Office	09/01/1999	Community Post Office and ZIP Code discontinued. Establish a place name. Valona GA becomes an acceptable last line for use with ZIP Code 31319.
New	12-5775	31319	GA	Meridian	Mcintosh	Valona	Place Name	09/01/1999	
Old	12-8459	30466	GA	Swainsboro	Emanuel	Summertown	Community Post Office	05/01/1999	Community Post Office and ZIP Code discontinued. Establish a place name. Summertown GA becomes an acceptable last line for use with ZIP Code 30401.
New	12-8459	30401	GA	Swainsboro	Emanuel	Summertown	Place Name	05/01/1999	
Old	20-7168	40867	KY	Smith	Harlan	Main Office	Post Office	01/01/2000	Post Office and ZIP Code discontinued. Establish a place name. Smith KY becomes an acceptable last line for use with ZIP Code 40831.
New	20-3560	40831	KY	Harlan	Harlan	Smith	Place Name	01/01/2000	
Old	36-2200	27523	NC	Eagle Rock	Wake	Main Office	Post Office	05/23/1998	Post Office and ZIP Code discontinued. Establish a place name. Eagle Rock NC becomes an acceptable last line for use with ZIP Code 27591.
New	36-8432	27591	NC	Wendell	Wake	Eagle Rock	Place Name	05/23/1998	
Old	39-1738	74353	OK	Chouteau	Mayes	Mazie	Community Post Office	12/13/1999	Community Post Office and ZIP Code discontinued. Establish a place name. Mazie OK becomes an acceptable last line for use with ZIP Code 74337.
New	39-1738	74337	OK	Chouteau	Mayes	Mazie	Place Name	12/13/1999	
Old	48-8345	77657	TX	Silsbee	Hardin	Lumberton	Community Post Office	01/31/2000	This announcement changes the administrative office for this ZIP Code from Silsbee TX to Beaumont TX. Continue to use Lumberton TX 77657 as last line for addresses.
New	48-0610	77657	TX	Beaumont	Hardin	Lumberton	Classified Branch	01/31/2000	
Old	51-8460	24475	VA	Spottswood	Augusta	Main Office	Post Office	10/11/1997	Post Office and ZIP Code discontinued. Establish a place name. Spottswood VA becomes an acceptable last line for use with ZIP Code 24476.
New	51-8562	24476	VA	Steeles Tavern	Augusta	Spottswood	Place Name	10/11/1997	

— Address Management, Delivery, 2-24-00

EXTENDED DEADLINE!!!
NEW DEADLINE, MARCH 10

EMPLOYEE IDEAS PROGRAM

USPS
 CORE BUSINESS
 MARKETING

SMART SOLUTIONS

SMART SOLUTIONS

Due to popular demand, we are extending the submission deadline for your Smart Solutions ideas. For program information and submission forms, check your home mailbox, see Postal Bulletin (January 27), or visit the USPS Intranet site: <http://blue.usps.gov>. Submit your ideas electronically or through the mail today. The home mailing includes a postage-paid submission envelope.



NEW DEADLINE, MARCH 10

Please post on bulletin boards.

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NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns

Released February 7, 2000

ANNUAL RETURNS	C	F	G
1989 JAN.–DEC. %	31.03	13.89*	8.81
1990	-3.15	8.00*	8.90
1991	30.77	15.75	8.15
1992	7.70	7.20	7.23
1993	10.13	9.52	6.14
1994	1.33	-2.96	7.22
1995	37.41	18.31	7.03
1996	22.85	3.66	6.76
1997	33.17	9.60	6.77
1998	28.44	8.70	5.74
1999	20.95	-0.85	5.99
1999	C	F	G
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
OCTOBER	6.34	.38	.53
NOVEMBER	2.00	-.01	.51
DECEMBER	5.90	-.45	.54
2000	C	F	G
JANUARY	-5.03	-.34	.56
LAST 12 MONTHS	10.25	-1.88	6.13

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

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

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

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

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



Federal Retirement Thrift Investment Board

Please post on bulletin boards.
Destroy all previous notices.

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Purchasing and Materials

Change in Unit of Issue for PS Form 5006, Dinero Seguro Payment Order Application

The unit of issue for PS Form 5006, *Dinero Seguro Payment Order Application*, has changed from pad (PD) to sheet (SH). These sheets are issued in increments of two. For example, if you order 50, you will receive 50 sheets, not 50 pads of 100. If you order 45, you will receive 46 sheets. Therefore, extreme care should be used when ordering this form.

Employees may requisition copies of PS Form 5006 as follows:

- Use Touch Tone Order Entry by calling 1-800-332-0317, option 1, then option 2.
- Send an F3Fill-completed PS Form 7380, *MDC Supply Requisition*, 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 PS Form 5006 is as follows:

PSN:	7530-03-000-8649
PSIN:	PS5006
Unit of Issue:	SH
Quick Pick #:	N/A
Issue Increment:	2
Bulk Pack Quantity:	N/A
Price:	\$0.0088
Edition Date:	10/99

— Logistics Programs,
Purchasing and Materials, 2-24-00

Capital Personal Property Accountability

Recent findings by the Office of Inspector General (OIG) identified the need for improvements in the accountability of capital personal property. The audit noted that record keeping was not always accurate or complete, material accountability officers were not always appointed, and postal property did not always have identification labels attached. The value of capital property represents a significant dollar asset to the Postal Service. Capital property must be managed with the same degree of tenacity and attention as cash is managed in order to reduce the potential of unauthorized use or loss.

Finance and Purchasing and Materials have policies, procedures, and systems in place that, if followed, will protect the Postal Service's capital personal property. The execution of these policies and procedures is the responsibility of the installation head of the activity that has the capital property. Installation heads should, therefore, immediately review their internal capital property accountability procedures to ensure compliance. Handbook AS-701, *Material Management*, provides guidance and direction regarding capital property management.

— Inventory Management,
Purchasing and Materials, 2-24-00

Retail

AREA, DISTRICT, AND UNIT MANAGERS AND RETAIL PERSONNEL

USPS Retail Support for Census 2000

Below are the procedures that the United States Postal Service will follow to support the U.S. Census Bureau in all postal retail units. This message should be shared immediately with all retail personnel so that there will be no confusion over the policy measures listed below.

- Informational posters and census recruitment posters will be displayed in all post offices. Census personnel are responsible for getting material to post offices.
- The Postal Service has agreed to waive the fee for this service — normally required as outlined in *Domestic Mail Manual* (DMM) 125.352 — because of the importance of the census to the nation and to provide a valuable service to the community. This is a one-time-only waiver.

- The Postal Service, however, will not permit any census material display tables or census personnel in postal lobbies because it would be disruptive and in most cases we are short on space. Video feeds replaying messages about the census are also not allowed.

The Postal Service is pleased to partner with the Census Bureau in its **Census 2000** count. The Census Bureau has agreed to the measures outlined above and, in turn, is sending a similar message to its employees.

— Retail, Consumer and Small Business, 2-24-00

POM REVISION

Mandatory Public Information to be Available

Effective February 24, 2000, the *Postal Operations Manual* (POM) is revised to explain mandatory public information that must be in post offices and made available for customers. Also, Exhibit 125.343 is revised to add Poster 31-B, *Mail Problem?*, and Poster 31-H, *Consumer Service Card*.

These revisions will appear in the next printed version of the POM and in the online version available via the corporate intranet (<http://blue.usps.gov>; click on *Information*, then *Policies and Procedures*, then *Manuals*, and then scroll down to *Postal Operations Manual*).

Postal Operations Manual (POM)

1	Retail Management	*	*	*	*	*
125	Lobby Management	*	*	*	*	*
125.34	Lobby Displays and Promotions	*	*	*	*	*

[Add 125.343 to read as follows:]

125.343 Mandatory Public Information to be Available

Mandatory posters, notices, and signs must be available in post offices for customer access. These items may be placed in a binder or posted behind the counter. A list of information that must be made available is contained in Exhibit 125.343.

[Amend Exhibit 125.343 to read as follows:]

Exhibit 125.343 Mandatory Public Information to be Available

Mandatory Public Information to be Available	
FBI Most Wanted Poster	Keep in binder behind counter
Notice 123	Ratefold
Poster 31-B	Mail Problem? (Consumer Service Cards)
Poster 31-H	Consumer Service Card (must be displayed when Poster 31-B is not used to hold Consumer Service Cards)
Poster SSS46	Selective Service Poster
PUB 65	National Five-Digit ZIP Code and Post Office Directory
PUB 66 ¹	ZIP+4 State Directory
PUB 201	Consumer's Guide to Postal Services and Products
Sign 145	Payment Policies
Signs ²	<ul style="list-style-type: none"> • Hours of operation • Time when all First-Class post office box mail normally distributed • Letter drops and dispatch times

¹ Publication 66 is available through the National Customer Support Center, U.S. Postal Service, 6060 Primacy Parkway Suite 101, Memphis, TN 38188-0001.
² Available through the direct vendor signage contract.

* * * * *

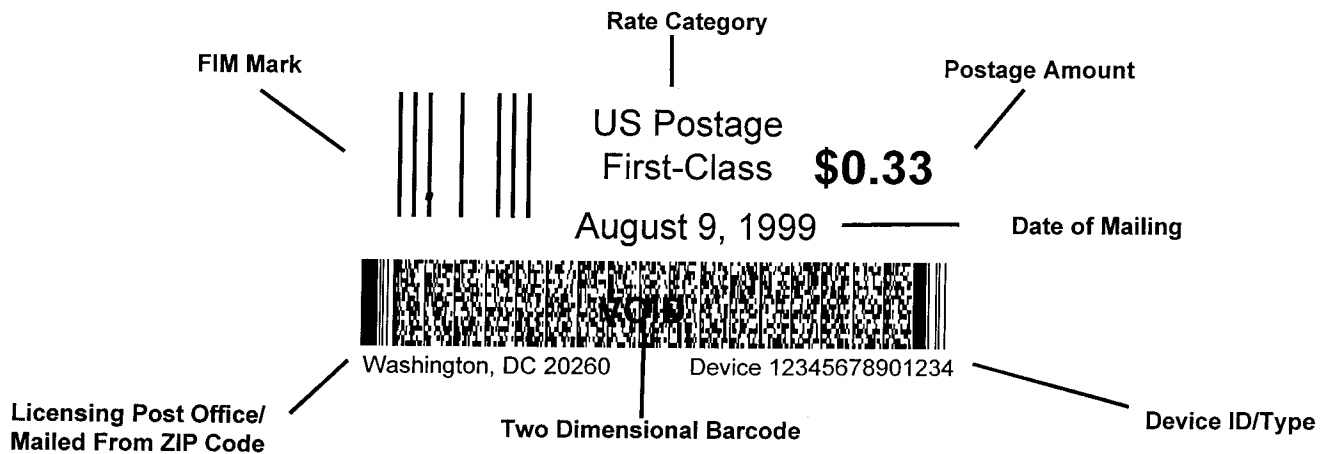
— Retail Operations Support, Retail, 2-24-00

EMPLOYEE AWARENESS

Information Based Indicia Program Extends Symbology Options

The Information Based Indicia Program (IBIP), which introduced the Information Based Indicia (IBI) — digital stamps that use a two-dimensional (2-D) barcode symbology — as the latest in postage technology, is testing a new symbology to extend IBI barcode options.

A graphic representation of the IBI elements is shown below. Actual authorized IBI vary slightly in design, depending on the product used to print the IBI. IBI postage is printed by PC Postage, commercially available products that allow customers to purchase and print postage using personal computers and the Internet, as well as by Automated Postal Centers (APC), which are currently being tested in Florida.



The new 2-D barcode performs the same function as the 2-D barcode that is shown in the above illustration, but looks different. An IBI representation using the new barcode is provided below.



Starting March 1, 2000, mail bearing this barcode will be entered into the regular mail stream as testing is extended to the field. Mail bearing this barcode should be processed in the same manner as any other mail bearing authorized full-rate postage.



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-1540

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

Postal Service Orders for Postal Bulletin

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

Attention Line _____
Postal Facility Name _____
Delivery Address _____
City _____ State _____ ZIP+4 _____
Person to Contact
() _____
Daytime Telephone _____

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

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

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

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

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

All other facilities should contact their administrative post office.

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

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

Public Orders for Postal Bulletin

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

Attention Line _____
Company Name _____
Delivery Address _____
City _____ State _____ ZIP+4 _____
Daytime Telephone _____

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

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

GPO deposit account [] [] [] [] [] [] [] [] - []

- 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

