

POSTAL BULLETIN

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WILLIAM J. BROWN
VICE PRESIDENT
RETAIL OPERATIONS



March, 2000

POSTMASTERS

SUBJECT: Breast Cancer Research Stamp and Mother's Day Promotion

On July 29, 1998 the United States Postal Service ventured into an unprecedented area with the issuance of the first-ever semipostal postage stamp. Designated to encourage voluntary support of medical research for breast cancer, the stamp sells for 40-cents, with up to seven cents per stamp donated to breast cancer research. To date the Postal Service has raised \$10.9 million in an attempt to find a cure for the devastating disease that threatens the lives of hundreds of thousands of women each year.

I'm asking everyone in the Postal Service to assist in spreading the word of this important stamp between now and July 29, 2000 when the stamp will no longer be sold. Our vast network of employees, which is second to none in their ability to connect with the community, can make the difference in support of this important cause.

From April 22 to May 19, 2000, everyone in the Postal Service is asked to participate in a nationwide promotion to raise awareness of the Breast Cancer Research stamp. This important Mother's Day campaign is designed to motivate Americans to help us sell out all of the stamps before the July 29th deadline.

Please use the materials in this publicity kit, along with a supplemental package that will be distributed throughout all areas and districts, to inform and motivate postal customers to purchase the stamps during the Mother's Day holiday and the next three months.

Thank you in advance for making the Breast Cancer Research Stamp promotion a success.


William J. Brown

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St. Louis, MO 63166-6630



*Kit continues on page 3.
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Ordering Information: Following is the list of postal stock numbers (PSNs) to use when ordering copies of the *Postal Bulletin* from the MDCs:

PB 22020: 7690-04-000-3999	PB 22007: 7690-04-000-3986
PB 22019: 7690-04-000-3998	PB 22006: 7690-04-000-3985
PB 22018: 7690-04-000-3997	PB 22005: 7690-04-000-3984
PB 22017: 7690-04-000-3996	PB 22004: 7690-04-000-3983
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

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

Breast Cancer Research Semipostal Stamp National Sales Campaign**Events and Publicity**

Although the 40-cent *Breast Cancer Research* semipostal stamp was issued nearly 2 years ago, the Postal Service continues to be very successful in increasing awareness about breast cancer and in raising funds for research through sales of the stamp. However, as required by law, sales of the stamp end July 29, 2000.

From April 22 through May 19 (accounting period 9), the Postal Service will sponsor a *Breast Cancer Research* stamp sales promotion highlighting Mother's Day. Employees and customers will be encouraged to purchase and use the *Breast Cancer Research* stamp on all Mother's Day cards and letters and on other mail. The goal is to sell out the entire print run of 280 million stamps, which would raise an estimated \$20 million for breast cancer research. As of February 25, \$10.9 million has gone to research.

There are many ways to interest local media in this very special *Breast Cancer Research* stamp sales promotion. Here are some methods to capture media attention:

Stage a kick-off event on April 22:

Invite employees, breast cancer survivors and/or family members, local politicians, health care organization officials, chamber of commerce members, and others to make public purchases of the *Breast Cancer Research* stamp and to mail letters using the stamp.

Other event ideas:

- Celebrate Mother's Day (May 14) and ask employees and customers to use only the *Breast Cancer Research* stamp on their cards and letters.
- Develop a "Celebration of Life" wall at your post office and invite breast cancer survivors and/or family members to display a pink ribbon in honor of their fight against the disease.
- Organize a "Mammography Awareness Day" at your post office. Distribute important information about mammograms and have onsite, mobile mammography units to provide mammograms.
- Plan a mini health fair with a local health facility to promote awareness and sell stamps.
- Check with local TV stations that may sponsor breast cancer awareness initiatives to see if they are interested in participating in your event.

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 local radio and TV

stations. 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 *Breast Cancer Research* Stamp National Sales Promotion events, keep the following suggestions in mind:

- Begin planning immediately.
- Set a date (from April 22 through May 19).
- Secure participants (business customers, postal employees who are breast cancer survivors or family members, local politicians, local health care agencies, celebrities, 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 encouraging sales of the stamp.
- Prepare ceremony programs and invitations, if applicable.
- Send news clippings to your Area Public Affairs and Communications.

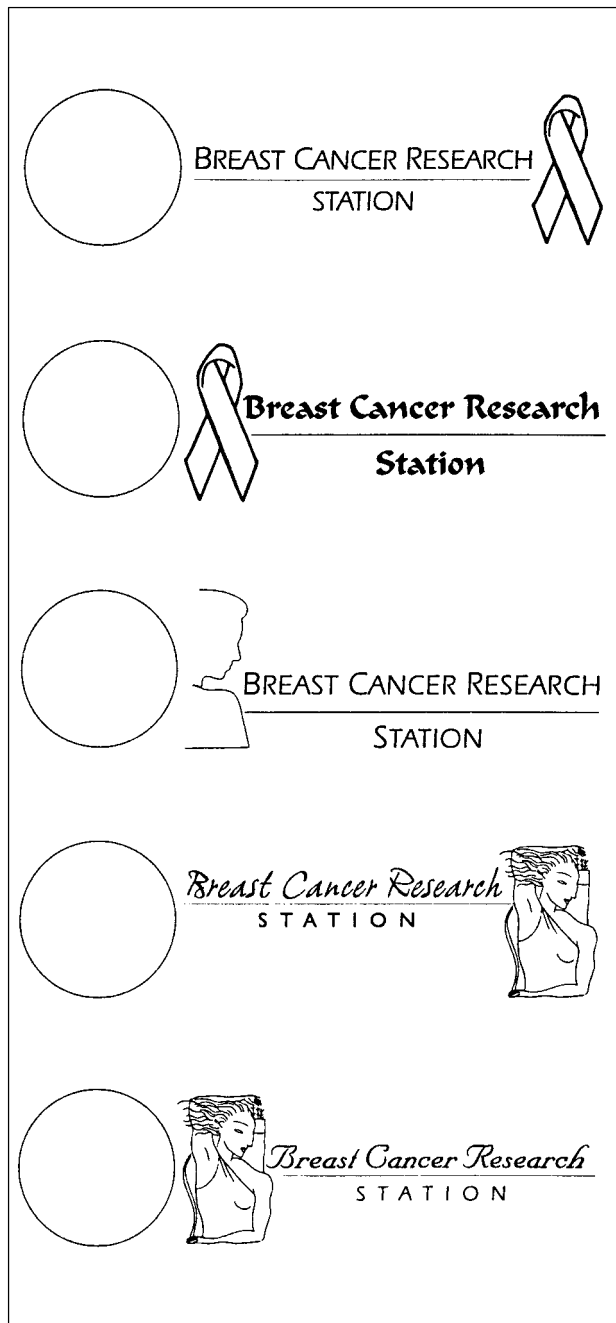
Pictorial Cancellation

The Postal Service has authorized five pictorial cancellation designs for field use to help spread awareness about the *Breast Cancer Research* semipostal stamp. Post offices planning events are encouraged to use the designs depicted on page 4. Offices can offer this cancellation through mail-back service for 30 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 3 weeks prior to local events. *Please use the announcement form on page 5 to report your use of the cancellation.*

Guidelines for Finalizing Breast Cancer Research Station Pictorial Cancellation Art

To finalize the Breast Cancer Research Station pictorial cancellation art, insert the date and the city, state, and ZIP Code of the physical location of your event within the postmark circle. 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.



Licensing and Use of Breast Cancer Research Image

- Organizations outside the Postal Service desiring products featuring the *Breast Cancer Research* stamp image will be directed to authorized Postal Service licensees. See the list on page 7. 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 *Breast Cancer Research* stamp image for products or uses not addressed by Postal Service licensees. Non-profit organizations must submit their requests in writing to the following address:

ATTN ROBYN VOLKER
EQUITY MANAGEMENT INC
3 PARK AVE 31ST FLOOR
NEW YORK NY 10016-5902
- Written requests must reference the *Breast Cancer Research* stamp and must include the name of the non-profit 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 *Breast Cancer Research* stamp image, along with further approval procedures and reproduction specifications.
- Any use of the *Breast Cancer Research* 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.

Breast Cancer Research Stamp Questions and Answers

How many *Breast Cancer Research* stamps were printed?

The Postal Service printed 200 million self-adhesive *Breast Cancer Research* stamps. In January 1999, an additional 80 million were printed because of high customer demand.

How many *Breast Cancer Research* stamps have been sold?

From the issuance of the stamp on July 29, 1998, through January 28, 2000, the Postal Service has sold more than 150 million *Breast Cancer Research* stamps, raising \$10.9 million for research.

How is this stamp different from other postage stamps?

The *Breast Cancer Research* stamp, also referred to as a "semipostal," is the first U.S. stamp in history to have its net proceeds above the cost of postage earmarked for research organizations.



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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Licensees	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 18th 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, 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

Why was a semipostal stamp issued to raise funds for breast cancer research?

The *Breast Cancer Research* semipostal stamp came about as a result of legislation enacted in 1997. About two million American women suffer from breast cancer today. This deadly disease, which claims a woman's life every 12 minutes, has touched the lives of many American families. This historic stamp will be invaluable in the medical community's efforts to save lives.

How much does the *Breast Cancer Research* stamp cost?

As a semipostal, the stamp costs 40 cents and is valid for postage in the amount of the prevailing First-Class letter rate, which is 33 cents. Up to 7 cents per stamp sold is designated for research.

Who receives the money designated for breast cancer research?

Seventy percent of the net proceeds above the cost of postage is given to the National Institutes of Health (NIH). Thirty percent of the net proceeds above the cost of postage is given to the Medical Research Program of the Department of Defense (DoD). The NIH and the DoD, which both conduct breast cancer research, were identified as recipients of the funds by legislation enacted in 1997.

Who designed the *Breast Cancer Research* stamp?

The stamp was illustrated by Whitney Sherman of Baltimore, MD. Ethel Kessler of Bethesda, MD, was the art director. This is the first postage stamp illustrated by Sherman and the first stamp design completed by Kessler, one of six art directors developing stamp designs for the Postal Service. Kessler has a personal interest in helping raise awareness about breast cancer because she is a survivor of the disease.

Has the Postal Service issued other stamps to promote social or health-related causes?

Yes. For six decades, the Postal Service has issued new stamps to help raise awareness of a variety of health and social issues including prostate cancer awareness, organ and tissue donation, hospice care, drug abuse, AIDS awareness, and environmental conservation.

Where else is the stamp available for sale?

Breast Cancer Research stamps may be purchased at post offices, toll-free at 1 800 STAMP-24, and online at www.stampsonline.com.

When does the stamp go off sale?

The stamp goes off sale July 29, 2000.

Breast Cancer Facts

- Breast cancer strikes one in nine American women. This year the rate may reach one in seven.
- Breast cancer is the leading cause of death, from all causes, for women between the ages of 35 and 54.
- Seventy-five percent of women diagnosed with breast cancer have no known risk factors. All women are at risk of developing breast cancer.
- Every 3 minutes a woman will be diagnosed with breast cancer.
- Every 12 minutes a woman dies from breast cancer.
- Breast cancer is the leading cause of cancer death for African-American women.
- About 80 percent of women diagnosed with breast cancer are 50 years old or older.
- Early detection is the key to beating breast cancer. When the disease is confined to the breast, the five-year survival rate is 97 percent.
- By the time breast cancer is detected in a mammogram, a woman will have already had the disease for an average of 6 to 8 years. By the time a breast lump is found through a breast examination, a woman will have had the disease for an average of 10 years.
- A mammogram is the best way to detect breast cancer in its earliest stages, but only 30 percent of all women over 50 are getting regular mammograms.
- More than 2.6 million women are currently living with breast cancer in the U.S. alone.
- There are currently 1.7 million breast cancer survivors living in the U.S. This figure is expected to reach 2.8 million survivors by the year 2030.
- There is no known cure for advanced breast cancer.

Sources: *The Susan G. Komen Breast Cancer Foundation, and the Women's Information Network Against Breast Cancer (WIN ABC) (Statistics as of 1998)*

Service Talk

The Postal Service, through our commemorative stamp program, has a long history of supporting a multitude of social services that affect people throughout the U.S. and around the world.

As you may remember, in 1996 we issued the *Breast Cancer Awareness* stamp in an effort to bring attention to this devastating disease that threatens the lives of hundreds of thousands of women each year.

On July 29, 1998, we took the fight to find a cure for breast cancer to a new level when we issued our nation's first semipostal stamp. As you know, the *Breast Cancer Research* semipostal stamp is valid as postage at the current 33-cent

First-Class rate. However, it is sold for 40 cents each, with up to 7 cents per stamp donated to the National Institutes of Health and the Medical Research Program of the Department of Defense.

Although the semipostal has been on sale for nearly 2 years, many of our customers are still requesting the stamp. But sales end on July 29, 2000, so the Postal Service is sponsoring a national sales campaign from April 22 through May 19. It's a big, final sales push, with a goal of selling out the 280 million *Breast Cancer Research* stamps printed. To date, the *Breast Cancer Research* stamp has raised about \$11 million for research. If all the stamps are sold, the Postal Service would raise up to an estimated \$20 million.

It is important that you continue to remain diligent in accurately recording sales of the semipostal. To help us reach our goal of a sell-out for this stamp, we suggest that you confidently advise your customers to consider purchasing the *Breast Cancer Research* stamp to use on their mailings, particularly on Mother's Day cards and letters.

To review, here's how sales must be handled:

- Federal law requires the Postal Service to track the exact number of stamps sold. To comply with this law, the *Breast Cancer Research* stamp must be sold for 40 cents under **AIC 084**.
- The stamp is good at the First-Class one-ounce letter rate. Customers may have to be reminded that the stamp is good for 33 cents postage, not 40 cents.
- Every post office must have *Breast Cancer Research* stamps available for sale through July 29, 2000. Each person responsible for ordering and maintaining stamp stock must make certain their office has a supply of this stamp.
- If your customers indicate they want this stamp but do not want to make a donation to breast cancer research, gently remind them that the Postal Service must, by law, charge the extra amount. Then offer your customer an alternative stamp to purchase.
- Customers interested in donating without buying the stamp can be told they can do so through local charitable organizations.
- All customers should be given a receipt. Every retail office should have on hand PS Form 1096, *Receipt*.
- This self-adhesive stamp can be sold individually over the counter. Each pane has been specially die-cut for that purpose.

Thanks for your help in promoting the *Breast Cancer Research* stamp.



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

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

MEDIA ADVISORY/PHOTO OPPORTUNITY

(CITY NAME) POST OFFICE CHALLENGES EMPLOYEES AND COMMUNITY WITH GOAL TO SELL OUT FUND-RAISING STAMP

WHAT: To increase breast cancer awareness and to raise additional funds for research, the U.S. Postal Service is challenging its employees and local citizens to use the *Breast Cancer Research* postage stamp on their cards and letters. But sales end July 29, 2000. A sell-out of the stamp would raise up to an estimated \$20 million for research.

(BRIEFLY DESCRIBE EVENT ACTIVITIES)

WHO: (LIST NOTABLE EVENT PARTICIPANTS, PERFORMERS, ETC.)

WHEN: (LIST DATE AND TIME)

WHERE: (LIST EXACT STREET LOCATION)

DETAILS: The *Breast Cancer Research* "semipostal" stamp is the first U.S. postage stamp in history to have its net proceeds above the cost of postage earmarked for research organizations. The 40-cent stamp is good for the 33-cent First-Class postage rate, and up to 7 cents goes to research. As determined by legislation enacted in 1997, 70 percent of net proceeds above the cost of postage is given to the National Institutes of Health, and 30 percent goes to the Medical Research Program of the Department of Defense. Both agencies are conducting breast cancer research. To date, sales of the stamp have raised about \$11 million.

CONTACTS: (LIST NAMES AND PHONE NUMBERS OF POSTMASTER AND/OR AREA PUBLIC AFFAIRS AND COMMUNICATIONS REP)

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POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

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

(NAME) POST OFFICE CHALLENGES EMPLOYEES AND COMMUNITY WITH SELL-OUT OF BREAST CANCER RESEARCH POSTAGE STAMP

Encourages Use of Fund-raising Stamp Before Stamp Goes Off Sale

[ENTER CITY AND STATE] — The (NAME) Post Office has joined a nationwide campaign to raise funds for breast cancer research by encouraging the use of a special fund-raising stamp on cards and letters, with a goal of selling out the stamp.

The *Breast Cancer Research* “semipostal” stamp is the first in U.S. history to have its net proceeds above the cost of postage earmarked for research organizations. If the entire print run of 280 million stamps is sold out, up to an estimated \$20 million will be raised for breast cancer research. To date about \$11 million has been raised.

“The self-adhesive *Breast Cancer Research* stamp is now available,” said Postmaster (FIRST AND LAST NAME). “The Postal Service has a proud tradition of issuing stamps to help raise awareness of social issues. This stamp continues our active role in the fight against breast cancer, one of the deadliest diseases among women. We encourage everyone to purchase and use the stamp before it goes off sale July 29.”

(INSERT ONE PARAGRAPH DESCRIBING THE STAMP EVENT THAT TOOK OR WILL TAKE PLACE AT YOUR LOCAL POST OFFICE OR OTHER LOCATION)

The 40-cent, self-adhesive *Breast Cancer Research* stamp is valid for postage at the 33-cent First-Class letter rate, with up to 7 cents per stamp sold going to research. Seventy percent of net proceeds above the cost of postage is given to the National Institutes of Health (NIH). Thirty percent goes to the Medical Research Program of the Department of Defense (DoD). The NIH and DoD, which both conduct breast cancer research, were identified as recipients of the funds by legislation.

To see an image of the *Breast Cancer Research* stamp, or to order stamps, visit the Postal Service’s Web site at www.stampsonline.com. The stamps are also available toll-free at 1 800 STAMP-24.

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POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

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

(NAME) POST OFFICE CHALLENGES EMPLOYEES AND COMMUNITY TO USE THE BREAST CANCER RESEARCH "SEMIPOSTAL" STAMP FOR MOTHER'S DAY

Remember a Loved One With This Special Stamp

[ENTER CITY AND STATE] — The (NAME) Post Office has joined a nationwide campaign to raise funds for breast cancer research by encouraging the use of this special fund-raising stamp for your Mother's Day cards and letters.

The *Breast Cancer Research* "semipostal" stamp is the first in U.S. history to have its net proceeds above the cost of postage earmarked for research organizations. If the entire print run of 280 million stamps is sold out, up to an estimated \$20 million will be raised for breast cancer research. To date about \$11 million has been raised.

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COMMEMORATIVE STAMP PUBLICITY KIT

Library of Congress

Public Affairs and Communications prepared the enclosed publicity kit to assist you in planning local events for the upcoming *Library of Congress* commemorative stamp to be issued April 24, 2000, in Washington, DC (see page 62).

Our commemorative stamp program provides an excellent opportunity for you to strengthen relationships with your community. It also allows customers and civic leaders to play a critical role in helping determine the future of the Postal Service.

As you begin planning your activities to pay tribute to the nation's oldest federal cultural institution and the world's largest library, take a moment to also recognize the vital role the Postal Service has played, and continues to play, in binding this nation together. Explain to your audiences how we look forward to working with our employees, our customers, and Congress to define the Postal Service of the future and to ensure that the American people continue to receive the best postal service in the world.

The enclosed publicity kit provides a step-by-step guide to help you plan your stamp ceremonies. The kit includes:

- Suggestions to generate publicity.
- Fill-in news releases for the *Library of Congress* stamp.
- A letter to the editor to send to your local newspaper(s) about your *Library of Congress* stamp ceremonies/events.
- Sample media advisory, public service announcement, and thank-you notes for your *Library of Congress* stamp activities.
- A speech segment to be given during local community events, etc.

Questions regarding the use of the Library of Congress Bicentennial logos and the name of the Library of Congress can be referred to their Web page at www.loc.gov/bicentennial.

Please use these materials to publicize your *Library of Congress* stamp ceremonies, and be sure to keep your Area Public Affairs and Communications (PA&C) Center manager informed of your activities.

Library of Congress Stamp Events, Publicity, and Background

Overview

The *Library of Congress* stamp will be issued April 24, 2000, in Washington, DC in the Thomas Jefferson Building at the Library of Congress, and will go on sale nationwide the following day. Unveiling, or "second-day" events, for the *Library of Congress* stamp can be held anytime throughout the year.

Background

Established by an act of Congress on April 24, 1800, the Library of Congress will mark its bicentennial with a national celebration of all libraries. The bicentennial goal of the world's largest library is "to inspire creativity in the century ahead by stimulating greater use of the Library of Congress and libraries everywhere."

The Postal Service is joining in the celebration with the issuance of this commemorative stamp, which features a 1980 photograph by Michael Freeman of the interior dome and several of the arched windows in the Main Reading Room in the Thomas Jefferson Building. A historic photograph of the exterior of the Thomas Jefferson Building was used on the selvage.

Fifty-five million Library of Congress stamps will be issued in gummed panes of 20. Distribution will be nationwide on April 25 to post offices, philatelic centers, postal stores, and by mail order.

Publicity

Local and national publicity helps increase commemorative stamp sales at post offices far beyond the date of issuance. There are many ways to interest local media with your *Library of Congress* stamp events. Here are some methods to capture media attention:

Copy the First Day Theme:

From April 25 through May 31, 2000, libraries across the country will hold events and ceremonies to issue the commemorative postage stamp. This year, the American Library Association's theme is "Libraries Build Community." Although these ceremonies will take place until May 31, 2000, your second-day event may take place at anytime throughout the year after April 24.

This theme is expected to generate a lot of media attention and should generate interest in virtually any town in the United States.

Partnerships with local libraries:

The U.S. Postal Service is working with the Library of Congress Bicentennial Program Office and public libraries across the nation to help promote the *Library of Congress* stamp.

The Library of Congress Bicentennial Program Office has contacted state librarians or directors of state library agencies. Fifty of fifty-one state libraries or library agencies and the District of Columbia have agreed to serve as a liaison with other libraries in their state through listservs, email, or newsletters.

Approximately half of the state librarians or directors have indicated they may hold a second-day ceremony at their state library or in cooperation with a local public library.

Because of these partnerships, many libraries are willing to help the Postal Service plan local community *Library of Congress* stamp events. With thousands of libraries located throughout the country, the Postal Service has an incredible opportunity to help promote this stamp.

Through the Library of Congress Bicentennial Program Office, libraries have been encouraged to be as creative as possible in planning second-day events.

You are encouraged to contact your local libraries to start planning second-day events for the *Library of Congress* stamp. Your Area PA&C representatives are available and ready to assist you in planning your events.

Stamp Artwork

To obtain stamp artwork, including color transparencies and "blow-ups," contact:

DODGE COLOR
4827 RUGBY AVE STE 100
BETHESDA MD 20814-3028

Phone: 301-656-0025

E-mail: marshall@dodgecolor.com

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

Participation of Public Officials

The April 24 issuance of the *Library of Congress* stamp is 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 Community Relations publicity kit contains simple guidelines, sample letters, and a suggested invitation list.

Before the event:

Four to six weeks before the event, send a written invitation (see sample) to your two U.S. senators, your congressional representative, your state governor, 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 if you have not received a reply within a week. You may need to call more than once.

Keep in touch with all elected officials who respond. If asked, provide update information to the elected official's staff as it becomes available — i.e., others who are participating, where and when to meet, what the official's role will be, etc. Stress that remarks should be brief and limited to the unveiling of the *Library of Congress* stamp.

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 of any newspaper articles about the event to their offices. Even though they probably will see such 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 those who could not attend. These make great give-aways 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.

Library of Congress Stamp Event Planning Checklist

When planning *Library of Congress* stamp events, keep the following suggestions in mind:

- Begin planning immediately.
- Set a date (from April 25 through the rest of the year).
- Secure participants (postal employees, local politicians, local reading groups, celebrities interested in reading/libraries, writers, authors, etc.).
- Order blow-ups of the stamp image, flyers, and other supplies for the event.
- 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.

Suggested Public Relations Timeline

If you have questions or need assistance with any of these items, please contact your Area's PA&C Center representative.

Action:	Suggested Timing:
1. Send invitations to local and area dignitaries	A few weeks before event
2. Send 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	1 week before event
7. Remind invited dignitaries about event via telephone	5 days before event
8. Redistribute media advisory to all news media	1 to 2 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

Speech Segment

The following suggested speech segment is for use at local ceremonies and events to support the *Library of Congress* stamp. Feel free to customize it to fit your local event and community.

Good (morning/afternoon).

I'm **(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 *Library of Congress* postage stamp.

This stamp commemorates the nation's oldest federal cultural institution and the world's largest library.

This year is the 200th birthday of the Library of Congress. The U.S. Postal Service takes great pride in honoring the bicentennial of this great institution, which was established by an act of Congress and approved by President John Adams on April 24, 1800.

The Library of Congress preserves a collection of 115 million items. In addition to its primary mission of serving the research needs of the U.S. Congress, the Library serves all Americans through its popular Web site and its twenty-two reading rooms on Capital Hill.

The Library's bicentennial goal is "to inspire creativity in the century ahead by stimulating greater use of the Library of Congress and libraries everywhere."

Postal employees in this community heartily support this important goal. Like the Library of Congress, the U.S. Postal Service has an essential role in communities throughout the nation. As trusted public service institutions, we both play a critical part in binding our nation together.

This year the Postal Service is very proud to issue the *Library of Congress* commemorative stamp. We support the Library's mission of providing free access to information and knowledge — it is indeed one of the cornerstones of democracy.

Thank you for joining us today.

Now, I would like to invite **(names of unveiling participants)** to join me in unveiling the *Library of Congress* stamp!

###

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 April 24, 2000, the U.S. Postal Service will issue the *Library of Congress* commemorative postage stamp.

The *Library of Congress* stamp pays tribute to the nation's oldest federal cultural institution and the world's largest library. It is the Postal Service's hope that this stamp will help promote and generate awareness about this important American institution and about libraries everywhere.

To help spread the word about the importance of the *Library of Congress* stamp, the [INSERT NAME] Post Office will be unveiling the new stamp during a ceremony on [INSERT DATE] [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 PHONE NUMBER].

Sincerely,

[SIGN]

[INSERT POSTMASTER'S NAME]

Postmaster

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

SAMPLE INVITATION TO PUBLIC OFFICIALS

[INSERT DATE]

[INSERT NAME]

[INSERT TITLE]

[INSERT ORGANIZATION]

[INSERT ADDRESS]

[INSERT CITY, STATE, ZIP+4]

Dear [MR./MS.] [INSERT 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 *Library of Congress* commemorative stamp.

The *Library of Congress* stamp serves as a way to pay tribute to the nation's oldest federal cultural institution and the world's largest library as the Library celebrates its Bicentennial this year.

With the issuance of the *Library of Congress* stamp, the Postal Service continues its long-standing tradition of raising awareness about the history of our great nation. This activity goes 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 HERE]. 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 Library of Congress. Please confirm your participation by calling [INSERT NAME OF CONTACT] at [INSERT TELEPHONE NUMBER] as soon as possible.

Sincerely,

[SIGN]

[INSERT NAME]

[INSERT TITLE]

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

SAMPLE THANK YOU LETTER TO PUBLIC OFFICIALS/PARTICIPATING ORGANIZATIONS

[INSERT DATE]

[INSERT NAME]

[INSERT TITLE]

[INSERT ORGANIZATION]

[INSERT ADDRESS]

[INSERT CITY, STATE, ZIP+4]

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

On behalf of the United States Postal Service, I want to thank you for joining us during our recent unveiling of the *Library of Congress* 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 our nation's historic and cultural institutions. The *Library of Congress* 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 ten copies of our special cancellation [IF APPLICABLE] for you to share with your [CONSTITUENTS AND 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]

[INSERT TITLE]

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

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 *Library of Congress* 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 this country's history and its great institutions.

The issuance of the *Library of Congress* stamp is a great opportunity for the Postal Service to remind citizens of [INSERT CITY] about the importance of the world's oldest library and about the importance of libraries everywhere.

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 NAME].

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

LIBRARY OF CONGRESS TO BE HONORED ON NEW POSTAGE STAMP

Postal Service and [INSERT ORGANIZATION/CELEBRITY] Promoting Library of Congress

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

“The Postal Service is proud of its role as a community leader,” said [INSERT POSTMASTER NAME], who will unveil the stamp. “With the issuance of the *Library of Congress* stamp, we honor another community leader as well as an important American Institution,” [HE/SHE] added.

The Library of Congress is the nation’s oldest federal cultural institution and the world’s largest library. This year, the Library is celebrating its Bicentennial anniversary. The Library of Congress preserves a collection of 115 million items. In addition to its primary mission of serving the research needs of the U.S. Congress, the Library serves all Americans through its popular Web site and its 22 reading rooms on Capitol Hill.

The stamp art is a color photograph of the interior dome and several of the arched windows in the Main Reading Room of the Thomas Jefferson Building at the Library of Congress. This photograph was taken by Michael Freeman in 1980. The selvage image is based on a historic photograph of the exterior of the Thomas Jefferson Building.

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

###



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

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

PUBLIC SERVICE ANNOUNCEMENT

**PUBLIC INVITED TO PARTICIPATE IN NEW POSTAGE STAMP UNVEILING
COMMEMORATING THE LIBRARY OF CONGRESS
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 LIBRARY OF CONGRESS 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 LIBRARY OF CONGRESS POSTAGE STAMP. OTHER ACTIVITIES INCLUDE [DESCRIBE ACTIVITIES].

THE LIBRARY OF CONGRESS STAMP HONORS THE NATION'S OLDEST FEDERAL CULTURAL INSTITUTION AND THE LARGEST LIBRARY IN THE WORLD. TAKE A MOMENT TO JOIN MEMBERS OF YOUR COMMUNITY IN CELEBRATING THE NEW LIBRARY OF CONGRESS STAMP.

- END -



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

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

For Event Calendar/Weekend Advisory Editor:

**AMERICAN INSTITUTION TO BE CELEBRATED IN [INSERT CITY]
WITH UNVEILING OF NEW POSTAGE STAMP**

[INSERT YOUR CITY, STATE] — One of the nation's oldest federal cultural institutions will be honored on [DATE/TIME] when the U.S. Postal Service and [INSERT ORGANIZATION OR CELEBRITY] unveil the new *Library of Congress* postage stamp during a ceremony at [INSERT LOCATION].

"The U.S. Postal Service is proud of its role as a community leader," said [INSERT POSTMASTER NAME]. "The issuance of the Library of Congress stamp helps us recognize and pay tribute to the oldest library in the world.

With the issuance of the Library of Congress stamp, the Postal Service continues its tradition of raising awareness about historical buildings and institutions in America.

This year, the Library of Congress is celebrating its bicentennial anniversary. The issuance of this stamp is a great opportunity for the Postal Service to remind citizens about the importance of libraries everywhere.

The stamp depicts a color photograph of the interior dome of the Library of Congress and several of the arched windows in the Main Reading Room of the Thomas Jefferson Building. The photograph was taken by Michael Freeman in 1980. The selva image is based on a historic photograph of the exterior of the Thomas Jefferson Building. The art director is Ethel Kessler.

###



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

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

MEDIA ADVISORY

LIBRARY OF CONGRESS TO BE CELEBRATED IN [INSERT CITY] WITH UNVEILING OF NEW POSTAGE STAMP

- EVENT:** Unveiling of *Library of Congress* commemorative postage stamp [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 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 about American federal cultural institutions and the importance of libraries.
- Contact:** [List Area PA&C representative or postmaster's name and phone number.]

#

Administrative Services

Directives and Forms Update

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

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

WWW = USPS Web page = www.usps.com.

PE = Postal Explorer = <http://pe.usps.gov>.

F3 = F3 Fill Software.

New Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
LAB 121	09/99	Incoming International Priority Mail	7690-04-000-8627	O	MDC	N/A
MI FM-610-2000-2	3/7/00	Compliance With the Prompt Payment Act	N/A	FIN	IWEB	N/A

Revised Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
HBK DM-109 TL2	1/00	Bulk Mail Acceptance	7610-05-000-0323	MSY	MDC, IWEB	MDC
DMM ISSUE	1/10/00	Domestic Mail Manual	7610-03-000-9331	MSY	MDC, IWEB	GPO
IMM ISSUE	1/1/00	International Mail Manual	7610-02-000-9904	IB	MDC, IWEB	GPO
PUB 257	2/00	Misleading Advertisements: Media Guidelines	7610-03-000-9174	IS	MDC, IWEB	P/F, WWW
PUB 318	01/00	Reasonable Accommodation Interactive Process	7610-04-000-8893	HR	MDC	N/A

Obsolete Directives

Document ID	Edition Date	Title	Obsolete Date	Replaced By
HBK MS-148-CHG-1	06/97	Integrated Mail Handling System (IMHS), Parts Information (Change 1 to MS-148, Vol. D, TL-2)	1/25/00	HBK MS-148-VOL-D, TL-3, 01-00
MI FM-610-92-1	7/31/92	Compliance with the Prompt Payment Act	3/15/00	MI FM-610-2000-2

New Forms

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 109	03/00	03/00	Application to Print Special Services Barcoded Forms / Labels	N/A	PS	SH	MKT	IWEB, WWW	WWW

Revised Forms

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 1362	10/99	10/99	Post Office Status Change Report	7530-02-000-7308	PS	SH	O	MDC	N/A
PS 3804	07/99	09/98	Return Receipt for Merchandise	7530-02-000-9031	PS	EA	MKT	MDC	P/F
PS 3883	11/99	11/99	Firm Delivery Receipt for Accountable Mail and Bulk Delivery Mail	7530-02-000-9099	CR	PG	MKT	MDC	N/A

Obsolete Forms Reinstated

Form Number	Edition Date	Reinstated Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 7307	7/71	2/3/00	Contractor's Release	7530-02-000-9561	N/A	EA	FAC	HQO	N/A

Corrections (changes highlighted in bold)

Document ID	Edition Date	Oldest Usable Date	Title	NSN	Org	Where Used	Unit of Issue	USPS Source	Public Source
HBK MS-26	04/88	04/88	USPS Portable Conveyors, Models 89, L, and H	7610-03-000-3599	ENG	N/A	EA	MDC	N/A
HBK PO-508	1/00	6/92	Intra-Alaska Mail Service by Air: Instructions for Certificated Carriers and Bypass Shippers	7610-02-000-9922	O	N/A	EA	HQO	N/A
LAB 11-B	7/97	7/97	Express Mail Post Office to Addressee	7690-02-000-9996	P&PD	N/A	EA	EPM	EPM
MI EL-470-1999-6	6/30/99	6/99	Fiscal Year 2000 EVA Variable Pay Program	7690-04-000-8888	HR	N/A	EA	MDC, IWEB	N/A
PS 3602-N	2/00	1/99	Postage Statement – Nonprofit Standard Mail – Permit Imprint	7530-02-000-8047	MSY	PU	SH	MDC, IWEB, WWW	MDC, WWW
PS 3602-NV	2/00	1/99	Consolidated Postage Statement – Nonprofit Standard Mail – Permit Imprint	7530-03-000-8322	MSY	PU	SH	MDC, IWEB, WWW	MDC, WWW
PS 3602-PN	2/00	1/99	Postage Statement – Nonprofit Standard Mail – Postage Affixed	7530-03-000-7206	MSY	PU	SH	MDC, IWEB, WWW	MDC, WWW
PS 3602-PNV	2/00	1/99	Consolidated Postage Statement – Nonprofit Standard Mail – Postage Affixed	7530-03-000-8345	MSY	PU	SH	MDC, IWEB, WWW	MDC, WWW
PS 3613	2/00	4/91	Refunds From Advance Deposit Accounts	7530-02-000-9007	FIN	PO	SH	MDC	P/F
PS 3800	2/00	7/99	Certified Mail Receipt	7530-02-000-9047	MKT	PU	EA	MDC	P/F
PS 3813-P	2/00	7/99	Insured Mail Receipt	7530-02-000-9057	MKT	PU	EA	MDS	PO
PS 3849	11/99	10/98	Delivery Notice/Reminder/Receipt	7530-01-000-9716	MKT	PO	SH	MDC	N/A
PS 518	8/99	8/97	Inspection Service Diary	7530-02-000-9939	IS	IC	EA	MDC	N/A
PUB 30	4/96	4/96	Breast Cancer	7610-03-000-7043	PA&E C	N/A	EA	MDC	P/F
TAG 183	9/97	1/96	International Parcel Tag	7690-02-000-7107	IB	N/A	EA	MDC	N/A

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 Business Service Network Operations at 800-419-2769 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
Service Merchandise	Standard A/ Flat	3/20-3/21	5.0	National	CarRt, 3/5-Digit	RR Donnelley, Lynchburg, VA
JC Penney Summer Fashion Influence	Standard A/ Catalog	3/31-4/1	2.1	National	CarRt	Quebecor World
JC Penney Summer Tall Women	Standard A/ Catalog	3/31-4/3	2.5	National	CarRt	Quebecor World
JC Penney Summer Sizes 16W & Up	Standard A/ Catalog	3/31-4/3	3.3	National	CarRt	Quebecor World
JC Penney Petites — Summer	Standard A/ Catalog	3/31-4/3	3.0	National	CarRt	Quebecor World
JC Penney Spring Home Signature	Standard A/ Catalog	4/2-4/5	7.0	National	CarRt	RR Donnelley
JC Penney Anniversary Preview Sale	Standard A/ Letter	4/3-4/5	16.0	National	CarRt	Harte-Hanks
Isabella Bird (Summer Issue)	Standard A/ Flat	4/3-4/5	1.0	National	CarRt, 3/5-Digit	Arandell, Menomonee Falls, WI; 56 pages
JC Penney Summer (Signature of Sea)	Standard A/ Catalog	4/7-4/10	3.0	National	CarRt	Quebecor World
Service Merchandise Watch Month	Standard A/ Flat	4/10-4/11	5.0	National	CarRt, 3/5-Digit	RR Donnelley, Lynchburg, VA
Eddie Bauer April Summer	Standard A/ Flat	4/10-4/12	3.5	National	CarRt, 3/5-Digit	RR Donnelley, Warsaw, IN
Smithsonian Catalogue Summer 2	Standard A/ Catalog	4/10-4/13	1.0	National	CarRt, 3/5-Digit, Basic, Barcoded	Quad Graphics, Lomira, WI; 8" x 8", 72 pages

— Business Service Network Operations, Sales, 3-23-00

Domestic Mail

DMM REVISION

Parcel Post ZIP Code Changes

Effective April 6, 2000, *Domestic Mail Manual* (DMM) E652 Exhibit 8.0 is amended to add ZIP Codes for Parcel Post destination entry unit (DDU) discounts.

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

Domestic Mail Manual (DMM)

E Eligibility

* * * * *

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

* * * * *

[Amend Exhibit 652.8.0 by adding the following entries:]

ZIP Codes Served	Destination Delivery Unit Location
MASSACHUSETTS	
[Delete ZIP Code 02134 and change the address for the following ZIP Codes:]	
02108–11, 14–16, 18–22, 24–25, 27, 35, 38–42, 63	Parcel Post Annex, 647 Summer St, Boston, MA 02210

ZIP Codes Served	Destination Delivery Unit Location
NEW YORK	
[Add the following entries:]	
10026, 10115	Manhattanville Station, 365 W 125 St, New York NY 10027
10043, 79, 81, 87	JAF, 421 8th Ave, New York NY 10001
10101	Radio City Station, 322 W 52 St, New York NY 10019
10113	Old Chelsea Station, 217 W 18 St, New York NY 10011
10116	CPPF, 341 Ninth Ave, New York NY 10199
10150	FDR Station, 909 Third Ave, New York NY 10022
10156	Murray Hill Station, 205 E 36 St, New York NY 10016
10159	Madison Square Station, 149 E 23 St, New York NY 10010
10163	Grand Central, 450 Lexington Ave, New York NY 10063
10256-60, 10285-86	Church Street, 90 Church St, New York NY 10007
10265, 10268	Wall Street Station, 73 Pine St, New York NY 10005
10272, 10292	Peck Slip Station, 1 Peck Slip, New York NY 10038
10274	Bowling Green Station, 25 Broadway, New York NY 10004
10276	Cooper Station, 93 Fourth Ave, New York NY 10003
10312	South Shore Annex, 3031 Veterans Rd W, Staten Island NY 10309
10546	Chappaqua Post Office, 107 N Greeley Ave, Chappaqua NY 10514
10552	Mt Vernon Post Office, 15 S. First Ave, Mt. Vernon NY 10550
10604	White Plains, 100 Fisher Ave, White Plains NY 10601
10605	White Plains, 100 Fisher Ave, White Plains NY 10601
11385	Woodside Post Office, 39-25 61st Street, Flushing NY 11377

— Mail Preparation and Standards,
Pricing and Product Design, 3-23-00

DMM REVISION/REMINDER

Change to Optional Endorsement Line Format

Effective April 6, 2000, the requirement in *Domestic Mail Manual* (DMM) M013.2.3 that the optional endorsement line (OEL) be right-justified and that no characters or marks appear to the right is eliminated. OEL information must still appear in all capital letters of the same type font, no less than the size and line spacing of the largest letters or characters used in the address block.

Also, mailers participating in Address Change Service (ACS) are reminded that their ACS participant code must appear in a minimum 8-point type size. All other standards in M013 remain unchanged.

This change will be included in the next online DMM available via Postal Explorer (<http://pe.usps.gov>) and will appear in the printed version of DMM Issue 56.

Domestic Mail Manual (DMM)

	*	*	*	*	*
M	Mail Preparation and Sortation				
	*	*	*	*	*
M000	General Preparation Standards				
	*	*	*	*	*
M010	Mailpieces				
	*	*	*	*	*
M013	Optional Endorsement Lines				
	*	*	*	*	*
2.0	FORMAT				
	*	*	*	*	*
2.3	Right-Justified				

[Delete 2.3. Renumber 2.4 through 2.6 as 2.3 through 2.5.]

— Mail Preparation and Standards,
Pricing and Product Design, 3-23-00

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 33–42).

APO/FPO	Action	Effective Date	See Restrictions
09448	Close	Immediately	
09706	Delete "D" Restriction	Immediately	B-B1-C-U
09707	Delete "D" Restriction	Immediately	B-B1-C-N-U
34020	Add "Z1" Restriction	Immediately	B-B1-M-N-Z1
34021	Add "Z1" Restriction	Immediately	B-M-N-Z1
34032	Add "Z1" Restriction	Immediately	B-M-N-Z1
34035	Add "Z1" Restriction	Immediately	B-B1-H-M-N-Z1
34042	Add "Z1" Restriction	Immediately	B-B1-D-F-M-Z1
96552	Close	March 31, 2000	

— International Operations Support, Network Operations Management, 3-23-00

DMM REVISION

New Optional Preparation Method Using Tic Marks

Effective April 6, 2000, *Domestic Mail Manual* (DMM) M011.1.3t is added and M020.2.1d and M810.2.1 are amended to allow the option for mailers to use a tic mark in lieu of separator cards for First-Class Mail and Standard Mail (A) (automation) mailings and separator cards or rubber bands in Periodicals and Standard Mail (A) (nonautomation) carrier route mailings prepared in full 5-digit carrier routes trays. Mail in less than full trays must still be banded.

In trays of tic-marked mail, all mailpieces must be identical in size and color so that the tic marks are readily visible. Tic marks cannot be used on card-sized pieces.

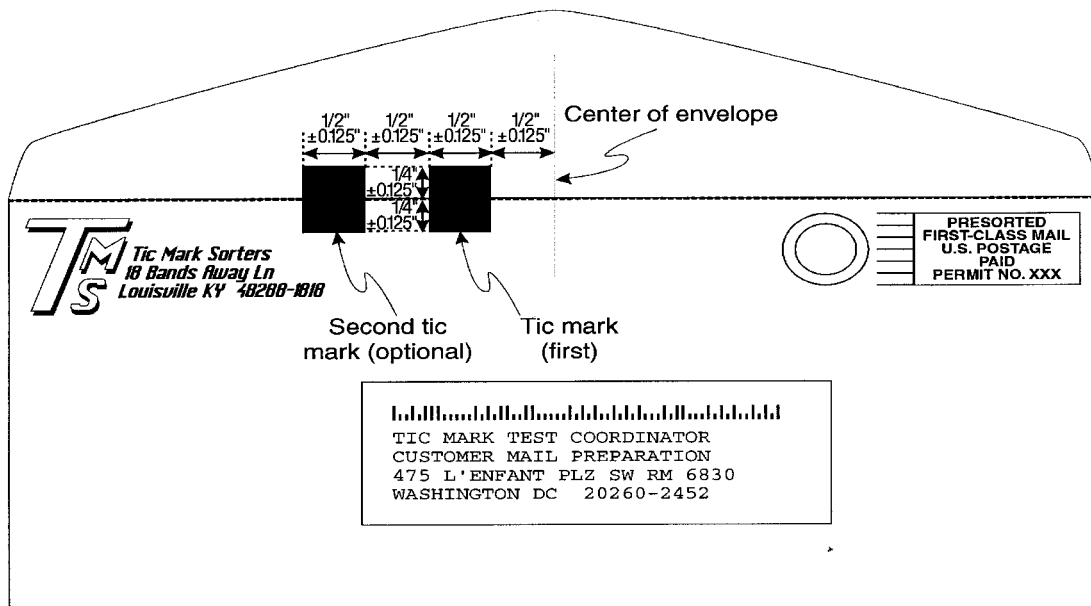
The tic mark is an indicator mark that visually separates presorted mail into groups to facilitate the carrier sequencing operation. The tic mark is printed on the top edge of the first mailpiece in each carrier route grouping during the mailpiece production process. This tic mark must appear on the first piece in each tray, even if two trays separate a carrier route. The tic mark is a solid black rectangle that must be printed on both the front (extending over the top) and back side (flap side) of the envelope. The tic mark is to be placed on the mailpiece at the beginning of each route separation and as the first piece of each tray even if the route separation began in a previous tray. The tic marks may be used in lieu of separator cards, rubber bands, and string.

Tic marks must meet these specifications:

- Color: black.
- Reflectance and Contrast Ratio: The tic mark must meet the reflectance and contrast ratio standards specified in DMM C830.3.2 and C830.3.3.
- Location: The tic mark must lie along the top edge of the envelope, to the left of center line of the envelope. Its location must be referenced to the center line. The right edge of the tic mark must be 0.5 inch (± 0.125 inch) from the center line of the envelope.
- Size: The width of the tic mark must be 0.5 inch (± 0.125 inch). The tic mark must extend over the top of the envelope, extending down each side (front and back of envelope) a distance of 0.25 inch (± 0.125 inch).

Mailers must include directions for distributing tic-marked mail in each tray until May 20, 2000. See the directions on page 31.

In the special case where a second tic mark is used on the last piece in a tray to indicate a tray break, all specifications are the same as for one tic mark, except for the location on the envelope. The right edge of the second tic mark must be 0.5 inch (± 0.125 inch) from the left edge of the first tic mark. The piece with two tic marks to indicate a tray break must be the last letter of the tray. See the following illustration.



Not drawn to scale

This amendment will appear in the online DMM available via Postal Explorer (<http://pe.usps.gov>) and will appear in the printed version of DMM 56.

Domestic Mail Manual (DMM)

M Mail Preparation and Sortation

M000 General Preparation Standards

M010 Mailpieces

M011 Basic Standards

1.0 TERMS AND CONDITIONS

* * * * *

1.3 Preparation Instructions

[Amend 1.3r by adding a reference to tic marks as an optional preparation method; redesignate current 1.3t and 1.3u as 1.3u and 1.3v, respectively; and add new 1.3t to read as follows:]

For purposes of preparing mail:

* * * * *

r. *** The term *package* does not apply to unsecured groups of pieces (e.g., pieces prepared in trays and identified with separator cards or tic marks). ***

* * * * *

t. A *tic mark* is defined as a solid black rectangle that must be printed on both the front side (extending over the top) and back side (flap side) of the envelope. The tic marks may be used in lieu of separator cards for First-Class Mail and Standard Mail (A) (automation) mailings and separator cards or rubber bands in Periodicals and Standard Mail (A) (nonautomation) carrier route mailings prepared in full 5-digit carrier routes trays, and must be printed on the top edge of the first mailpiece in each carrier route grouping during the mailpiece production process. Tic marks must meet the following specifications:

1. Color: black.
2. Reflectance and Contrast Ratio: The tic mark must meet the reflectance and contrast ratio specifications in C830.
3. Location: The tic mark must extend along the top edge of the envelope, to the left of center line of the envelope. Its location must be referenced to the center line. The right edge of the tic mark must be 0.5 inch (± 0.125 inch) from the center line of the envelope.
4. Size: The width of the tic mark must be 0.5 inch (± 0.125 inch). The tic mark must extend over the top of the envelope, down each side a distance of 0.25 inch (± 0.125 inch). When a second tic mark is used to indicate a tray break at the end of the tray, all specifications are the same as for one tic mark, except for the location on the envelope. When a second tic mark is used on the last piece in a tray to indicate a tray break, the right edge of the second tic mark must be 0.5 inch (± 0.125 inch) from the left edge of the first tic mark.

* * * * *

M020 Packages and Bundles

* * * * *

2.0 ADDITIONAL STANDARDS — FIRST-CLASS MAIL, PERIODICALS, AND STANDARD MAIL (A)

2.1 Cards and Letter-Size Pieces

[Amend 2.1d by adding a reference to tic marks as an optional preparation method to read as follows:]

Cards and letter-size pieces are subject to these packaging standards:

* * * * *

d. Separator cards or tic marks *may* be used instead of packaging letter-size pieces for carrier route groups in full 5-digit carrier routes trays of nonautomation Periodicals carrier route mail and Enhanced Carrier Route Standard Mail (A). Separator cards or tic marks *must* be used instead of packaging for carrier route groups in full 5-digit trays of automation carrier route First-Class Mail and automation Enhanced Carrier Route Standard Mail (A). The cards must be of paper or card stock, at least 1/4 inch

higher than the highest pieces in the mailing, and in front of the corresponding groups of mail. The tic mark must be applied during the mailpiece production process and be printed on the top edge of the envelope, to the left of the center line of the envelope. Each tic mark must have its location referenced to the center line. The right edge of the tic mark must be 0.5 inch (± 0.125 inch) from the center line of the envelope. The width of the tic mark must be 0.5 inch (± 0.125 inch). The tic mark must extend over the top of the envelope, down each side a distance of 0.25 inch (± 0.125 inch). In trays of tic-marked mail, all mailpieces must be the same dimension so that the tic marks are visible.

* * * * *

M800 All Automation Mail

M810 Letter-Size Mail

* * * * *

2.0 FIRST-CLASS MAIL AND STANDARD MAIL (A)

2.1 Carrier Route Pieces

[Amend the second sentence of 2.1 by adding a reference to tic marks as an optional preparation method to read as follows:]

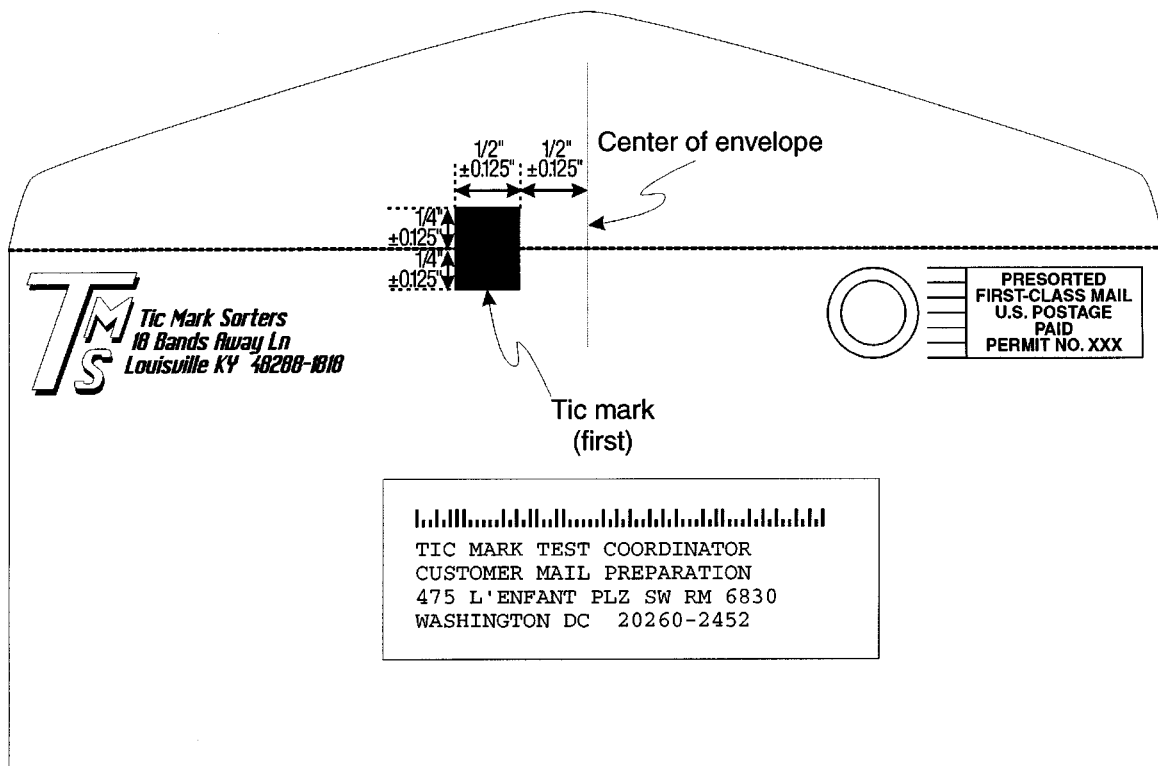
Grouping size, preparation sequence, and labeling: carrier route (only); required (10-piece minimum; fewer not permitted); use an optional endorsement line or carrier route information line. Group pieces by carrier route in full 5-digit carrier routes trays, using separator cards or tic marks under M020, not packaging. * * *

These instructions are to be inserted into each tray of tic mail until May 20, 2000.

Tic Mail

Instead of the customary separator cards or rubber bands to make carrier route separations, this mailer has applied a "tic mark" on the top edge of the first piece of each carrier route.

Distribute this mail the same way you would if it had separator cards. The route starts with the first mailpiece that has a tic mark and ends just before the next mailpiece with the tic mark.



Not drawn to scale

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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	09049	Not Active	09097	Not Active
09002	Not Active	09050	B-B1-C-D-U	09098	B-B1-C-D-U
09003	Not Active	09051	Not Active	09099	B-B1-C-D-U
09004	Not Active	09052	Not Active	09100	B-B1-C-D-U
09005	Not Active	09053	B-B1-C-D-U	09101	Not Active
09006	Not Active	09054	B-B1-C-D-U	09102	B-B1-C-D-U
09007	B-B1-C-D-U	09055	Not Active	09103	B-B1-D-U
09008	Not Active	09056	B-B1-C-D-U	09104	B-B1-C-D-U
09009	B-B1-C-D-U	09057	Not Active	09105	Not Active
09010	Not Active	09058	B-B1-C-D-U	09106	Not Active
09011	Not Active	09059	B-B1-C-D-U	09107	B-B1-C-D-U
09012	B-B1-C-D-U	09060	B-B1-C-D-U	09108	Not Active
09013	Not Active	09061	Not Active	09109	Not Active
09014	B-B1-C-D-U	09062	Not Active	09110	B-B1-C-D-U
09015	Not Active	09063	B-B1-C-D-L-U	09111	B-B1-C-D-U
09016	Not Active	09064	Not Active	09112	B-B1-C-D-U
09017	Not Active	09065	Not Active	09113	Not Active
09018	Not Active	09066	Not Active	09114	B-B1-C-D-U
09019	Not Active	09067	B-B1-C-D-U	09115	Not Active
09020	Not Active	09068	Not Active	09116	Not Active
09021	B-B1-C-D-U	09069	B-B1-C-D-U	09117	Not Active
09022	Not Active	09070	Not Active	09118	Not Active
09023	Not Active	09071	Not Active	09119	Not Active
09024	Not Active	09072	Not Active	09120	Not Active
09025	Not Active	09073	Not Active	09121	Not Active
09026	Not Active	09074	B-B1-C-D-U	09122	Not Active
09027	Not Active	09075	Not Active	09123	B-B1-C-D-U
09028	B-B1-C-D-U	09076	B-B1-C-D-U	09124	Not Active
09029	Not Active	09077	Not Active	09125	Not Active
09030	Not Active	09078	Not Active	09126	B-B1-C-D
09031	B-B1-C-D-U	09079	Not Active	09127	Not Active
09032	Not Active	09080	B-B1-C-D-U	09128	B-B1-C-D-U
09033	B-B1-C-D-U	09081	B-B1-C-D-U	09129	Not Active
09034	B-B1-C-D-U	09082	Not Active	09130	Not Active
09035	Not Active	09083	Not Active	09131	B-B1-C-D-U
09036	B-B1-C-D-U	09084	Not Active	09132	Not Active
09037	Not Active	09085	Not Active	09133	Not Active
09038	Not Active	09086	B-B1-C-D-U	09134	Not Active
09039	Not Active	09087	Not Active	09135	Not Active
09040	Not Active	09088	Not Active	09136	B-B1-C-D
09041	Not Active	09089	B-B1-C-D-U	09137	B-B1-C-D-U
09042	B-B1-C-D-U	09090	B-B1-C-D-U	09138	B-B1-C-D-U
09043	Not Active	09091	Not Active	09139	B-B1-C-D
09044	Not Active	09092	Not Active	09140	B-B1-C-D-U
09045	B-B1-C-D-U	09093	Not Active	09141	Not Active
09046	B-B1-C-D-U	09094	B-B1-C-D	09142	B-B1-C-D-U
09047	Not Active	09095	B-B1-C-D-U	09143	B-B1-C-D-U
09048	Not Active	09096	B-B1-C-D-U	09144	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09145	Not Active	09209	Not Active	09272	Not Active
09146	Not Active	09210	Not Active	09273	Not Active
09147	Not Active	09211	B-B1-C-D-U	09274	Not Active
09148	Not Active	09212	B-B1-C-D-U	09275	Not Active
09149	Not Active	09213	B-B1-C-D-U	09276	Not Active
09150	Not Active	09214	B-B1-C-D-U	09277	Not Active
09151	Not Active	09215	Not Active	09278	Not Active
09152	Not Active	09216	Not Active	09279	Not Active
09153	Not Active	09217	Not Active	09280	Not Active
09154	B-B1-C-D-U	09218	Not Active	09281	Not Active
09155	Not Active	09219	Not Active	09282	Not Active
09156	Not Active	09220	Not Active	09283	Not Active
09157	Not Active	09221	Not Active	09284	Not Active
09158	Not Active	09222	Not Active	09285	Not Active
09159	Not Active	09223	Not Active	09286	Not Active
09160	Not Active	09224	Not Active	09287	Not Active
09161	Not Active	09225	B-B1-C-D-U	09288	Not Active
09162	Not Active	09226	B-B1-C-D-U	09289	Not Active
09163	Not Active	09227	B-B1-C-D-U	09290	Not Active
09164	Not Active	09228	Not Active	09291	Not Active
09165	B-B1-C-D-U	09229	B-B1-C-D-U	09292	Not Active
09166	B-B1-C-D-U	09230	Not Active	09293	Not Active
09167	Not Active	09231	Not Active	09294	Not Active
09168	Not Active	09232	Not Active	09295	Not Active
09169	B-B1-C-D-U	09233	Not Active	09296	Not Active
09170	Not Active	09234	Not Active	09297	Not Active
09171	Not Active	09235	Not Active	09298	Not Active
09172	B-B1-C-D-U	09236	Not Active	09299	Not Active
09173	B-B1-C-D-U	09237	B-B1-C-D-U	09301	A-B-B1-F-F1-R
09174	Not Active	09238	Not Active	09302	B-B1-E2-F-H1-R-R1-U2-Z1
09175	B-B1-C-D-U	09239	Not Active	09303	B-B1-E2-F-H1-R-R1-U2-Z1
09176	Not Active	09240	Not Active	09304	B-B1-E2-F-H1-R-R1-U2-Z1
09177	B-B1-C-D-U	09241	Not Active	09305	B-B1-E2-F-H1-R-R1-U2-Z1
09178	Not Active	09242	Not Active	09306	Not Active
09179	Not Active	09243	Not Active	09307	Not Active
09180	B-B1-C-D-U	09244	B-B1-C-D-U	09308	Not Active
09181	Not Active	09245	B-B1-C-D-U	09309	Not Active
09182	B-B1-C-D-U	09246	Not Active	09310	Not Active
09183	B-B1-C-D-U	09247	Not Active	09311	Not Active
09184	Not Active	09248	Not Active	09312	Not Active
09185	B-B1-C-D-U	09249	Not Active	09313	Not Active
09186	B-B1-C-D-U	09250	B-B1-C-D-U	09314	Not Active
09187	Not Active	09251	Not Active	09315	Not Active
09188	Not Active	09252	B-B1-C-D-U	09316	Not Active
09189	Not Active	09253	Not Active	09317	Not Active
09190	Not Active	09254	Not Active	09318	Not Active
09191	Not Active	09255	Not Active	09319	Not Active
09192	Not Active	09256	Not Active	09320	Not Active
09193	Not Active	09257	Not Active	09321	Not Active
09194	Not Active	09258	Not Active	09322	Not Active
09195	Not Active	09259	Not Active	09323	Not Active
09196	Not Active	09260	Not Active	09324	Not Active
09197	Not Active	09261	Not Active	09325	Not Active
09198	Not Active	09262	B-B1-C-D-U	09326	Not Active
09199	Not Active	09263	B-B1-C-D-U	09327	Not Active
09201	Not Active	09264	B-B1-C-D-U	09328	Not Active
09202	Not Active	09265	B-B1-C-D-N-U	09329	Not Active
09203	Not Active	09266	B-B1-C-D-U	09330	Not Active
09204	Not Active	09267	B-B1-C-D-U	09331	Not Active
09205	Not Active	09268	Not Active	09332	Not Active
09206	Not Active	09269	Not Active	09333	Not Active
09207	Not Active	09270	Not Active	09334	Not Active
09208	Not Active	09271	Not Active	09335	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09336	Not Active	09399	B-B1-C-D-U-X	09463	B-B1-C-C1-U
09337	Not Active	09401	Not Active	09464	B-B1-C-C1-U
09338	Not Active	09402	Not Active	09465	Not Active
09339	Not Active	09403	Not Active	09466	Not Active
09340	A-B-B1-C1-F-R	09404	Not Active	09467	Not Active
09341	Not Active	09405	Not Active	09468	B-B1-C-C1-U
09342	Not Active	09406	Not Active	09469	B-B1-C-C1-U
09343	Not Active	09407	Not Active	09470	B-B1-C-C1-U
09344	Not Active	09408	Not Active	09471	Not Active
09345	Not Active	09409	B-B1-C-C1-U	09472	Not Active
09346	Not Active	09410	Not Active	09473	Not Active
09347	Not Active	09411	Not Active	09474	Not Active
09348	Not Active	09412	Not Active	09475	Not Active
09349	Not Active	09413	Not Active	09476	Not Active
09350	Not Active	09414	Not Active	09477	Not Active
09351	Not Active	09415	Not Active	09478	Not Active
09352	Not Active	09416	Not Active	09479	Not Active
09353	Not Active	09417	Not Active	09480	Not Active
09354	Not Active	09418	Not Active	09481	Not Active
09355	Not Active	09419	Not Active	09482	Not Active
09356	Not Active	09420	Not Active	09483	Not Active
09357	Not Active	09421	B-B1-C-C1-U	09484	Not Active
09358	Not Active	09422	Not Active	09485	Not Active
09359	Not Active	09423	Not Active	09486	Not Active
09360	Not Active	09424	Not Active	09487	Not Active
09361	Not Active	09425	Not Active	09488	Not Active
09362	Not Active	09426	Not Active	09489	Not Active
09363	Not Active	09427	Not Active	09490	Not Active
09364	Not Active	09428	Not Active	09491	Not Active
09365	Not Active	09429	Not Active	09492	Not Active
09366	Not Active	09430	Not Active	09493	Not Active
09367	Not Active	09431	Not Active	09494	B-B1-C-C1-U
09368	Not Active	09432	Not Active	09495	Not Active
09369	Not Active	09433	Not Active	09496	B-B1-C-C1-U
09370	Not Active	09434	Not Active	09497	Not Active
09371	Not Active	09435	Not Active	09498	B-B1-C-C1-U
09372	A-B-B1-F-F1-R	09436	Not Active	09499	B-B1-C-C1-U
09373	Not Active	09437	Not Active	09501	B
09374	Not Active	09438	Not Active	09502	B
09375	Not Active	09439	Not Active	09503	B
09376	Not Active	09440	Not Active	09504	B
09377	Not Active	09441	Not Active	09505	B
09378	Not Active	09442	Not Active	09506	B
09379	Not Active	09443	Not Active	09507	B
09380	Not Active	09444	Not Active	09508	B
09381	Not Active	09445	Not Active	09509	B
09382	Not Active	09446	Not Active	09510	B
09383	Not Active	09447	B-B1-C-C1-U	09511	B
09384	Not Active	09448	Not Active	09512	Not Active
09385	Not Active	09449	Not Active	09513	Not Active
09386	Not Active	09450	Not Active	09514	Not Active
09387	Not Active	09451	Not Active	09515	Not Active
09388	Not Active	09452	Not Active	09516	Not Active
09389	Not Active	09453	Not Active	09517	B
09390	Not Active	09454	B-B1-C-C1-U	09518	Not Active
09391	B-B1-X	09455	Not Active	09519	Not Active
09392	B-B1	09456	B-B1-C-C1-U	09520	Not Active
09393	Not Active	09457	Not Active	09521	B
09394	Not Active	09458	Not Active	09522	Not Active
09395	Not Active	09459	B-B1-C-C1-U	09523	Not Active
09396	A-B-B1-F	09460	Not Active	09524	B
09397	A-B-B1-C1-F-R-X	09461	B-B1-C-C1-U	09525	Not Active
09398	B-B1-X	09462	Not Active	09526	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09527	Not Active	09590	B	09654	Not Active
09528	Not Active	09591	B	09655	Not Active
09529	Not Active	09592	Not Active	09656	Not Active
09530	Not Active	09593	B	09657	Not Active
09531	Not Active	09594	B	09658	Not Active
09532	B	09595	B	09659	Not Active
09533	Not Active	09596	B	09660	Not Active
09534	B	09597	Not Active	09661	Not Active
09535	Not Active	09598	Not Active	09662	Not Active
09536	B	09599	B	09663	Not Active
09537	Not Active	09601	B-B1-C-F-F1-U	09664	Not Active
09538	Not Active	09602	Not Active	09665	Not Active
09539	Not Active	09603	B-B1-C-F-F1-U	09666	Not Active
09540	Not Active	09604	B-B1-C-F-F1-U	09667	Not Active
09541	Not Active	09605	Not Active	09668	Not Active
09542	Not Active	09606	Not Active	09669	Not Active
09543	B	09607	Not Active	09670	Not Active
09544	Not Active	09608	Not Active	09671	Not Active
09545	B	09609	B-B1-C-F-U	09672	Not Active
09546	Not Active	09610	B-B1-C-F-U	09673	Not Active
09547	Not Active	09611	Not Active	09674	Not Active
09548	Not Active	09612	B-B1-C-F-U	09675	Not Active
09549	B	09613	B-B1-C-F-U	09676	Not Active
09550	B	09614	Not Active	09677	Not Active
09551	Not Active	09615	Not Active	09678	Not Active
09552	Not Active	09616	Not Active	09679	Not Active
09553	Not Active	09617	B-B1-C-F-U	09680	Not Active
09554	B-B1	09618	B-B1-C-F-U	09681	Not Active
09555	Not Active	09619	B-B1-C-F-U	09682	Not Active
09556	B	09620	B-B1-C-F-U	09683	Not Active
09557	B	09621	B-B1-C-F-U	09684	Not Active
09558	B	09622	B-B1-C-F-U	09685	Not Active
09559	Not Active	09623	B-B1-C-F-U	09686	Not Active
09560	Not Active	09624	B-B1-C-F-U	09687	Not Active
09561	Not Active	09625	B-B1-C-F-U	09688	Not Active
09562	Not Active	09626	B-B1-C-F-U	09689	Not Active
09563	B	09627	B-B1-C-F-U	09690	Not Active
09564	B	09628	B-B1-C-F-F1-U	09691	Not Active
09565	B	09629	Not Active	09692	Not Active
09566	B	09630	B-B1-C-F-U	09693	Not Active
09567	B	09631	B-B1-C-F-U	09694	Not Active
09568	B	09632	Not Active	09695	Not Active
09569	B	09633	Not Active	09696	Not Active
09570	B	09634	Not Active	09697	Not Active
09571	Not Active	09635	Not Active	09698	Not Active
09572	Not Active	09636	B-B1-C-F-U	09699	Not Active
09573	B	09637	Not Active	09701	Not Active
09574	B	09638	B-B1-C-E2-F-U	09702	Not Active
09575	B	09639	Not Active	09703	B-B1-C-F1
09576	B	09640	Not Active	09704	B-B1-C-D
09577	B	09641	Not Active	09705	B-B1-U
09578	B	09642	B-B1-N-U	09706	B-B1-C-U
09579	B	09643	B-B1-U	09707	B-B1-C-N-U
09580	Not Active	09644	B-B1-U	09708	B-B1
09581	B	09645	B-B1-U	09709	B-B1-F1
09582	B	09646	Not Active	09710	B-B1-C-C1-F1-M-R-R1-U
09583	Not Active	09647	B-B1-N-U	09711	B-B1-F1-Z1
09584	Not Active	09648	Not Active	09712	Not Active
09585	Not Active	09649	B-B1-N-U	09713	B-B1-C-F1
09586	B	09650	Not Active	09714	B-B1-C-C1-F1-M-R-R1-U
09587	B	09651	Not Active	09715	B-B1-F1
09588	B	09652	Not Active	09716	B-B1-C-D-N-U
09589	Not Active	09653	Not Active	09717	B-B1-M-W

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09718	B-B1-F-I-N-U	09781	A-B-B1-F-N-R	09839	A-B-B1-U-Z1
09719	Not Active	09782	Not Active	09840	Not Active
09720	B-B1-U	09783	Not Active	09841	A-B-B1-U-Z1
09721	B-B1-N-U	09784	Not Active	09842	A-B-B1-Z1
09722	B-B1-C-D-N-U	09785	Not Active	09843	A-B-B1-Z1
09723	B-B1-N-U	09786	Not Active	09844	A-B-B1-N-U-Z1
09724	B-B1-C-C1-F1-M-R-R1-U	09787	Not Active	09845	Not Active
09725	B-C	09788	A-B-B1-F-R	09846	Not Active
09726	B-B1-N-U	09789	A-B-B1-F-R	09847	Not Active
09727	Not Active	09790	A-B-B1-C1-F-R	09848	Not Active
09728	B-C	09791	A-B-B1-C1-E1-F-M-R	09849	Not Active
09729	Not Active	09792	B-B1-C-F-U	09850	Not Active
09730	Not Active	09793	A-B-B1-F-R	09851	Not Active
09731	Not Active	09794	A-B-B1-F-R	09852	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09732	B-B1	09795	A-B-B1-C1-F-I-N-R		
09733	B-B1-I	09796	A-B-B1-C1-F-I-N-R	09853	B-B1-E2-F-H1-R-R1-U2-Z1
09734	Not Active	09797	Not Active	09854	B-B1-E2-F-H1-N-R-R1-U2-Z1
09735	B-B1	09798	Not Active		
09736	Not Active	09799	Not Active	09855	B-B1-E2-F-H1-R-R1-U2-Z1
09737	Not Active	09801	Not Active	09856	Not Active
09738	Not Active	09802	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09857	Not Active
09739	Not Active			09858	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09740	Not Active	09803	B-B1-E2-E3-F-H1-R-R1-U1-Z1		
09741	Not Active			09859	Not Active
09742	Not Active	09804	Not Active	09860	Not Active
09743	Not Active	09805	Not Active	09861	Not Active
09744	Not Active	09806	Not Active	09862	Not Active
09745	Not Active	09807	Not Active	09863	Not Active
09746	Not Active	09808	Not Active	09864	Not Active
09747	Not Active	09809	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09865	A-B-B1-Z1
09748	Not Active			09866	Not Active
09749	Not Active	09810	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09867	A-B-B1-F-R-R1-Z1
09750	Not Active			09868	A-B-B1-U-Z1
09751	Not Active	09811	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09869	Not Active
09752	Not Active			09870	Not Active
09753	Not Active	09812	B-B1-E2-E3-F-F1-I-N-R-U-Z1	09871	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09754	Not Active	09813	Not Active		
09755	Not Active	09814	B-B1-E2-E3-F-F1-I-N-R-U-Z1	09872	Not Active
09756	Not Active	09815	Not Active	09873	Not Active
09757	Not Active	09816	Not Active	09874	Not Active
09758	Not Active	09817	Not Active	09875	Not Active
09759	Not Active	09818	Not Active	09876	B-B1-E2-F-H1-R-R1-U2-Z1
09760	Not Active	09819	A-B-F-P-Z1	09877	Not Active
09761	Not Active	09820	Not Active	09878	Not Active
09762	Not Active	09821	A-B-F-Z1	09879	Not Active
09763	Not Active	09822	A-B-F-Z1	09880	B-B1-E2-F-H1-R-R1-U2-Z1
09764	Not Active	09823	A-B-F-Z1	09881	Not Active
09765	Not Active	09824	A-B-F-Z1	09882	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09766	Not Active	09825	Not Active		
09767	Not Active	09826	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09883	Not Active
09768	Not Active			09884	Not Active
09769	Not Active	09827	A-B-F-Z1	09885	Not Active
09770	Not Active	09828	B-N-Z1	09886	Not Active
09771	Not Active	09829	Not Active	09887	Not Active
09772	Not Active	09830	B-B1-C-Z1	09888	B-B1-E2-F-H1-R-R1-U2-Z1
09773	Not Active	09831	B-B1-F-N-U-Z1	09889	B-B1-E2-F-H1-R-R1-U2-Z1
09774	Not Active	09832	B-B1-U1-Z1	09890	B-B1-E2-F-H1-R-R1-U2-Z1
09775	Not Active	09833	B-B1-U1-Z1	09891	Not Active
09776	Not Active	09834	B-B1-Z1	09892	A-B-B1-F-R-R1-Z1
09777	A-B-B1-C-E1-N	09835	A-B-B1-Z1	09893	Not Active
09778	Not Active	09836	A-B-B1-C-F-M-Z1	09894	Not Active
09779	A-B-B1-F-R	09837	B-B1-Z1	09895	Not Active
09780	A-B-B1-F-R	09838	B-B1-Z1	09896	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09897	B-B1-Z1	09961	Not Active	34025	B-B1-F-N-U
09898	B-B1-E2-F-H1-I-R-R1-U2-Z1	09962	Not Active	34026	Not Active
09899	B-F-N-Z1	09963	Not Active	34027	Not Active
09901	Not Active	09964	Not Active	34028	Not Active
09902	Not Active	09965	Not Active	34029	Not Active
09903	Not Active	09966	Not Active	34030	B-B1-I-M
09904	Not Active	09967	Not Active	34031	B-B1-M-N
09905	Not Active	09968	Not Active	34032	B-M-N-Z1
09906	Not Active	09969	Not Active	34033	B-C-F-M-N
09907	Not Active	09970	Not Active	34034	B-B1-M-N
09908	Not Active	09971	Not Active	34035	B-B1-H-M-N-Z1
09909	Not Active	09972	Not Active	34036	B-M-N
09910	Not Active	09973	Not Active	34037	B-B1-C-F-H-I-M-N
09911	Not Active	09974	Not Active	34038	B-B1-M-N
09912	Not Active	09975	Not Active	34039	B
09913	Not Active	09976	Not Active	34040	B
09914	Not Active	09977	Not Active	34041	B-B1-M-N-U
09915	Not Active	09978	Not Active	34042	B-B1-D-F-M-Z1
09916	Not Active	09979	Not Active	34043	Not Active
09917	Not Active	09980	Not Active	34044	Not Active
09918	Not Active	09981	Not Active	34045	Not Active
09919	Not Active	09982	Not Active	34046	Not Active
09920	Not Active	09983	Not Active	34047	Not Active
09921	Not Active	09984	Not Active	34048	Not Active
09922	Not Active	09985	Not Active	34049	Not Active
09923	Not Active	09986	Not Active	34050	B
09924	Not Active	09987	Not Active	34051	B
09925	Not Active	09988	Not Active	34052	Not Active
09926	Not Active	09989	Not Active	34053	B
09927	Not Active	09990	Not Active	34054	Not Active
09928	Not Active	09991	Not Active	34055	B-N
09929	Not Active	09992	Not Active	34056	Not Active
09930	Not Active	09993	Not Active	34057	Not Active
09931	Not Active	09994	Not Active	34058	B-B1
09932	Not Active	09995	Not Active	34059	Not Active
09933	Not Active	09996	Not Active	34060	Not Active
09934	Not Active	09997	Not Active	34061	Not Active
09935	Not Active	09998	Not Active	34062	Not Active
09936	Not Active	09999	Not Active	34063	Not Active
09937	Not Active	34001	Not Active	34064	Not Active
09938	Not Active	34002	B-B1-N-U	34065	Not Active
09939	Not Active	34003	Not Active	34066	Not Active
09940	Not Active	34004	Not Active	34067	Not Active
09941	Not Active	34005	Not Active	34068	Not Active
09942	Not Active	34006	Not Active	34069	Not Active
09943	Not Active	34007	Not Active	34070	Not Active
09944	Not Active	34008	Not Active	34071	Not Active
09945	Not Active	34009	Not Active	34072	Not Active
09946	Not Active	34010	Not Active	34073	Not Active
09947	Not Active	34011	Not Active	34074	Not Active
09948	Not Active	34012	Not Active	34075	Not Active
09949	Not Active	34013	Not Active	34076	Not Active
09950	Not Active	34014	Not Active	34077	B-Y
09951	Not Active	34015	Not Active	34078	B-B1-F1-N
09952	Not Active	34016	Not Active	34079	B-B1-F1-N
09953	Not Active	34017	Not Active	34080	Not Active
09954	Not Active	34018	Not Active	34081	Not Active
09955	Not Active	34019	Not Active	34082	Not Active
09956	Not Active	34020	B-B1-M-N-Z1	34083	Not Active
09957	Not Active	34021	B-M-N-Z1	34084	Not Active
09958	Not Active	34022	B-B1-D-F-M	34085	Not Active
09959	Not Active	34023	B-B1-M-N	34086	Not Active
09960	Not Active	34024	B-B1-M-N	34087	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
34088	Not Active	96252	Not Active	96316	Not Active
34089	Not Active	96253	Not Active	96317	Not Active
34090	B	96254	Not Active	96318	Not Active
34091	B	96255	Not Active	96319	B-B1-M-W
34092	B	96256	Not Active	96320	Not Active
34093	B	96257	A-B-B1-U	96321	B-B1-F-F1-F2-M-W
34094	Not Active	96258	A-B-B1-U	96322	B-B1-F-F1-F2-M-W
34095	B	96259	A-B-B1-U	96323	B-B1-M-W
34096	Not Active	96260	A-B-B1-U	96324	Not Active
34097	Not Active	96261	Not Active	96325	Not Active
34098	B	96262	A-B-B1-U	96326	B-B1-M-W
34099	B	96263	Not Active	96327	Not Active
96201	A-B	96264	A-B-B1-U	96328	B-B1-M-W
96202	Not Active	96265	Not Active	96329	Not Active
96203	A-B	96266	A-B-B1-U	96330	B-B1-M-W
96204	A-B-B1	96267	A-B-B1-U	96331	Not Active
96205	A-B-B1-U	96268	Not Active	96332	Not Active
96206	A-B-B1-U	96269	A-B-B1-U	96333	Not Active
96207	A-B-B1	96270	Not Active	96334	Not Active
96208	A-B-B1-U	96271	A-B-B1-U	96335	Not Active
96209	Not Active	96272	Not Active	96336	B-B1-M-W
96210	Not Active	96273	Not Active	96337	B-B1-M-W
96211	Not Active	96274	Not Active	96338	B-B1-M-W
96212	A-B-B1-U	96275	A-B-B1	96339	B-B1-M-W
96213	A-B-B1-U	96276	A-B-B1	96340	Not Active
96214	A-B-B1-U	96277	Not Active	96341	Not Active
96215	A-B-B1-U	96278	A-B-B1-U	96342	Not Active
96216	Not Active	96279	Not Active	96343	B-B1-M-W
96217	A-B-B1-U	96280	Not Active	96344	Not Active
96218	A-B-B1-U	96281	Not Active	96345	Not Active
96219	A-B-B1-U	96282	Not Active	96346	Not Active
96220	A-B-B1-U	96283	A-B-B1-U	96347	B-B1-F-F1-F2-M-W
96221	A-B-B1-U	96284	A-B-B1-U	96348	B-B1-F-F1-F2-M-W
96222	Not Active	96285	Not Active	96349	B-B1-F-F1-F2-M-W
96223	Not Active	96286	Not Active	96350	B-B1-F-F1-F2-M-W
96224	A-B-B1-U	96287	Not Active	96351	B-B1-F-F1-F2-M-W
96225	Not Active	96288	Not Active	96352	Not Active
96226	Not Active	96289	Not Active	96353	Not Active
96227	Not Active	96290	Not Active	96354	Not Active
96228	Not Active	96291	Not Active	96355	Not Active
96229	Not Active	96292	Not Active	96356	Not Active
96230	Not Active	96293	Not Active	96357	Not Active
96231	Not Active	96294	Not Active	96358	Not Active
96232	Not Active	96295	Not Active	96359	Not Active
96233	Not Active	96296	Not Active	96360	Not Active
96234	Not Active	96297	A-B-B1-U	96361	Not Active
96235	Not Active	96298	Not Active	96362	B-B1-F-F1-F2-M-W
96236	Not Active	96299	Not Active	96363	Not Active
96237	Not Active	96301	Not Active	96364	B-B1-L-M-W
96238	Not Active	96302	Not Active	96365	B-B1-M-W
96239	Not Active	96303	Not Active	96366	Not Active
96240	Not Active	96304	Not Active	96367	B-B1-L-M-W
96241	Not Active	96305	Not Active	96368	B-B1-M-W
96242	Not Active	96306	B-B1-F-F1-F2-M-W	96369	Not Active
96243	Not Active	96307	Not Active	96370	B-B1-F-F1-F2-M-W
96244	Not Active	96308	Not Active	96371	Not Active
96245	Not Active	96309	B-B1-M-W	96372	B-B1-M-W
96246	Not Active	96310	B-B1-M-W	96373	B-B1-M-W
96247	Not Active	96311	Not Active	96374	B-B1-M-W
96248	Not Active	96312	Not Active	96375	B-B1-M-W
96249	Not Active	96313	B-B1-F-F1-F2-M-W	96376	B-B1-M-W
96250	Not Active	96314	Not Active	96377	B-B1-M-W
96251	A-B-B1-U	96315	Not Active	96378	B-B1-M-W

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96379	B-B1-M-W	96443	Not Active	96507	A-B-F
96380	Not Active	96444	Not Active	96508	B
96381	Not Active	96445	Not Active	96509	Not Active
96382	Not Active	96446	Not Active	96510	Not Active
96383	Not Active	96447	Not Active	96511	B-B1-I-N
96384	B-B1-M-W	96448	Not Active	96512	Not Active
96385	Not Active	96449	Not Active	96513	Not Active
96386	B-B1-M-W	96450	Not Active	96514	Not Active
96387	B-B1-M-W	96451	Not Active	96515	B-B1-F
96388	B-B1-M-W	96452	Not Active	96516	Not Active
96389	Not Active	96453	Not Active	96517	B-B1-F-U3
96390	Not Active	96454	Not Active	96518	B-B1
96391	Not Active	96455	Not Active	96519	Not Active
96392	Not Active	96456	Not Active	96520	B-F-U3
96393	Not Active	96457	Not Active	96521	B-F-N
96394	Not Active	96458	Not Active	96522	B-F-N-U
96395	Not Active	96459	Not Active	96523	Not Active
96396	Not Active	96460	Not Active	96524	Not Active
96397	Not Active	96461	Not Active	96525	Not Active
96398	Not Active	96462	Not Active	96526	Not Active
96399	Not Active	96463	Not Active	96527	Not Active
96401	A-B-B1-M-N-U	96464	Not Active	96528	Not Active
96402	A-B-B1-M-N-U	96465	Not Active	96529	Not Active
96403	A-B-B1-M-N-U	96466	Not Active	96530	A-B-B1-H-M-N-U
96404	Not Active	96467	Not Active	96531	B-B1-H-M-U
96405	Not Active	96468	Not Active	96532	Not Active
96406	Not Active	96469	Not Active	96533	Not Active
96407	Not Active	96470	Not Active	96534	A-B-F
96408	Not Active	96471	Not Active	96535	A-B-B1-F
96409	Not Active	96472	Not Active	96536	B-B1
96410	Not Active	96473	Not Active	96537	B-B1
96411	Not Active	96474	Not Active	96538	B-B1
96412	Not Active	96475	Not Active	96539	Not Active
96413	Not Active	96476	Not Active	96540	B-B1
96414	Not Active	96477	Not Active	96541	B-B1
96415	Not Active	96478	Not Active	96542	B-B1
96416	Not Active	96479	Not Active	96543	B-B1-P
96417	Not Active	96480	Not Active	96544	Not Active
96418	Not Active	96481	Not Active	96545	A-B-B1-H-I-M-N-U
96419	Not Active	96482	Not Active	96546	B-F-U3
96420	Not Active	96483	Not Active	96547	Not Active
96421	Not Active	96484	Not Active	96548	A-B-B1-H-M-U
96422	Not Active	96485	Not Active	96549	A-B-B1-H-M-U
96423	Not Active	96486	Not Active	96550	Not Active
96424	Not Active	96487	Not Active	96551	A-B-B1-H-M-U
96425	Not Active	96488	Not Active	96552	Not Active
96426	Not Active	96489	Not Active	96553	A-B-B1-H-M-N-U
96427	Not Active	96490	B-B1	96554	A-B-B1-H-M-U
96428	Not Active	96491	Not Active	96555	B-B1-F-M
96429	Not Active	96492	Not Active	96556	Not Active
96430	Not Active	96493	Not Active	96557	B-B1-F-M
96431	Not Active	96494	Not Active	96558	B
96432	Not Active	96495	Not Active	96559	Not Active
96433	Not Active	96496	Not Active	96560	Not Active
96434	Not Active	96497	Not Active	96561	Not Active
96435	Not Active	96498	Not Active	96562	Not Active
96436	Not Active	96499	Not Active	96563	Not Active
96437	Not Active	96501	Not Active	96564	Not Active
96438	Not Active	96502	Not Active	96565	Not Active
96439	Not Active	96503	Not Active	96566	Not Active
96440	Not Active	96504	Not Active	96567	Not Active
96441	Not Active	96505	Not Active	96568	Not Active
96442	Not Active	96506	Not Active	96569	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96570	Not Active	96614	Not Active	96657	B
96571	Not Active	96615	B	96658	Not Active
96572	Not Active	96616	Not Active	96659	Not Active
96573	Not Active	96617	B	96660	B
96574	Not Active	96618	Not Active	96661	B
96575	Not Active	96619	Not Active	96662	B
96576	Not Active	96620	Not Active	96663	B
96577	Not Active	96621	B	96664	B
96578	Not Active	96622	B	96665	B
96579	Not Active	96623	B	96666	B
96580	A-B-B1-H-I-M-N-U	96624	B	96667	B
96581	Not Active	96625	Not Active	96668	B
96582	Not Active	96626	Not Active	96669	B
96583	Not Active	96627	Not Active	96670	B
96584	Not Active	96628	B	96671	B
96585	Not Active	96629	B	96672	B
96586	Not Active	96630	Not Active	96673	B
96587	Not Active	96631	Not Active	96674	B
96588	Not Active	96632	Not Active	96675	B
96589	Not Active	96633	Not Active	96676	B
96590	Not Active	96634	B	96677	B
96591	Not Active	96635	B	96678	B
96592	Not Active	96636	Not Active	96679	B
96593	Not Active	96637	Not Active	96680	Not Active
96594	A-B-B1-H-I-M-N-U	96638	Not Active	96681	B
96595	B-B1	96639	Not Active	96682	B
96596	A-B-B1-H-I-M-N-U	96640	Not Active	96683	B
96597	A-B-B1-H-I-M-N-U	96641	Not Active	96684	B
96598	B-B1	96642	Not Active	96685	Not Active
96599	B-B1	96643	B	96686	B
96601	B	96644	Not Active	96687	B
96602	B	96645	Not Active	96688	Not Active
96603	B	96646	Not Active	96689	Not Active
96604	B	96647	Not Active	96690	Not Active
96605	B-O	96648	Not Active	96691	Not Active
96606	B	96649	Not Active	96692	Not Active
96607	B	96650	Not Active	96693	Not Active
96608	B	96651	Not Active	96694	Not Active
96609	B	96652	Not Active	96695	Not Active
96610	B	96653	Not Active	96696	Not Active
96611	B	96654	Not Active	96697	Not Active
96612	B	96655	Not Active	96698	B
96613	B-B1-E2-F-H1-I-R1-U2-Z1	96656	Not Active	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.

Fraud Alert

Withholding of Mail Orders

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

State/City	Names Covered
DE, Newark 19702-2346	The Surname Fiscus, 3305 Winterhaven Drive
MI, Flint 48505-1207	Any And All Of Various Names Other Than The Surname of Brown, 1219 W. Kurtz Avenue
MI, Mt. Morris 48458-2630	Any And All Of Various Names Other Than The Surname Of McCarver, 6228 Hilton Lane
MI, Mt. Morris 48458-2629	Any And All Of Various Names Other Than The Surname Of Tolbert, 6221 Hilton Lane

— Recorder's Office, Judicial Officer, 3-23-00

Domestic Orders

False representation is enforced by postmasters at the cities listed below:

State/City	Names Covered	Product
CA, San Francisco 94118-1705	Crawford And Hogarth, 3701 Sacramento St., #1201	A bequest.
CA, Studio City 91604-2508	Renee Charpaene, 12358 Ventura Boulevard, #608	A psychic reading scheme.

— Recorder's Office, Judicial Officer, 3-23-00

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	387 314 5574 to 387 837 6300 to	5599 6399	403 260 7000 to 403 280 6470 to	7499 6499	417 930 9533 to 418 164 6500 to	9599 6799
011 588 2900 to 011 588 3099	388 828 0656 to 389 696 2400 to	0699 2799	403 685 8600 to 404 003 0300 to	8699 0399	418 423 9863 to 418 633 5922 to	9899 5999
013 289 6176 to 013 289 6199	389 846 3104 to 389 846 3145 to	3135 3195	404 041 8838 to 404 071 4268 to	8899 4299	418 719 8520 to 418 744 2235 to	8599 2299
014 932 1000 to 014 932 1099	389 887 9211 to 389 887 9234 to	9230 9299	404 347 5356 to 404 347 5548 to	5399 5599	418 962 2848 to 419 543 0286 to	2899 0299
014 972 0800 to 014 972 0899	390 001 3182 to 390 001 3500 to	3199 3699	404 726 4500 to 404 961 5001 to	4599 5199	419 730 0300 to 420 277 0015 to	0399 0049
210 221 0548 to 210 221 0599	390 545 5974 to 391 104 6146 to	5999 6199	405 325 0188 to 406 009 4587 to	0198 4599	420 599 0734 to 420 661 4115 to	0798 4199
273 070 8059 to 273 070 8099	391 574 1466 to 391 783 3020 to	1499 3599	406 260 6830 to 406 459 6641 to	6899 6999	420 758 9500 to 420 969 3951 to	9699 3971
273 775 7700 to 273 775 7899	391 792 6100 to 392 668 2956 to	6199 2999	406 733 3000 to 407 545 1557 to	3999 1599	420 969 3973 to 421 116 3565 to	3999 3599
302 000 0000 to 302 123 9999	392 854 8500 to 393 584 7566 to	8899 7699	407 594 0412 to 407 692 9100 to	0599 9299	421 130 9300 to 421 313 4500 to	9399 4999
349 746 2056 to 350 518 7350 to	393 650 0074 to 393 838 8316 to	0099 8499	407 959 2190 to 408 265 2275 to	2199 2288	421 364 5537 to 421 656 2609 to	5599 2699
360 011 1690 to 360 168 6008 to	393 893 6007 to 394 126 6907 to	6099 6999	408 499 7700 to 408 499 7900 to	7799 7999	421 988 9700 to 422 172 4667 to	9799 4699
360 173 8800 to 360 324 2326 to	394 189 0405 to 394 822 3243 to	0599 3278	408 682 8484 to 408 698 7015 to	8599 7099	422 484 4212 to 422 556 1270 to	4299 1299
362 861 3064 to 373 006 2176 to	394 990 1810 to 395 343 3264 to	3099 1899	409 072 3941 to 410 491 2311 to	3999 2399	422 587 7024 to 422 819 7533 to	7099 7599
374 768 2600 to 375 169 4400 to	395 373 3035 to 395 396 9649 to	3299 3099	410 694 8400 to 410 775 1500 to	8599 1599	422 842 5073 to 422 907 7563 to	5087 7599
375 829 3400 to 375 851 9100 to	395 970 3240 to 397 622 4054 to	9799 3299	410 795 7927 to 410 867 0917 to	7999 0966	424 500 6050 to 424 641 8500 to	6099 8599
376 196 0911 to 378 085 3679 to	397 819 8902 to 398 149 7200 to	4099 8999	410 867 0970 to 411 868 1023 to	0999 1199	424 871 6600 to 425 298 2352 to	6699 2399
378 351 1063 to 379 843 5100 to	399 070 0872 to 399 156 7119 to	7699 0899	411 922 2322 to 412 193 0900 to	2399 0999	425 418 4269 to 425 418 4405 to	4299 4499
380 093 9600 to 380 165 1165 to	399 203 5064 to 399 296 9910 to	9699 1199	412 395 8599 to 412 485 6500 to	8699 6599	426 547 4566 to 427 412 6337 to	4599 6499
381 325 4500 to 381 604 2510 to	399 396 8935 to 399 792 7775 to	4599 2699	412 485 6610 to 412 885 5953 to	6699 5999	427 481 0900 to 428 027 2742 to	0999 2752
381 645 9525 to 383 314 3968 to	399 792 8300 to 400 427 1051 to	9599 8399	414 193 3608 to 414 193 3677 to	3674 3699	429 474 4172 to 429 889 2900 to	4199 2999
383 892 1000 to 383 892 1382 to	401 045 1505 to 401 045 1571 to	1344 1399	414 411 7348 to 414 640 0757 to	7399 0799	430 150 4401 to 430 172 9800 to	4599 9899
384 925 3641 to 385 568 2331 to	401 294 2700 to 401 310 9505 to	3654 2399	414 965 1727 to 417 302 8104 to	1799 8199	430 177 1900 to 430 444 9500 to	2099 9699
385 599 7554 to 385 774 2024 to	401 382 5312 to 402 578 7876 to	7575 2099	417 387 6532 to 417 496 6800 to	6599 6999	430 664 4070 to 432 168 8419 to	4099 8499
386 624 1412 to 386 883 8936 to	403 125 6744 to	1599 8999	417 871 9250 to	9299	432 708 6800 to	6999

432 744 1544	to	1599	454 547 7434	to	7499	469 658 1961	to	1999	483 632 1521	to	1599
432 995 9775	to	9799	454 922 4867	to	4895	469 666 9900	to	9999	483 632 2600	to	2799
433 003 5800	to	5899	455 221 1348	to	1499	469 678 1900	to	1999	483 849 1615	to	1699
433 757 3047	to	3099	455 364 2147	to	2199	469 781 4900	to	4999	484 174 4803	to	5299
433 765 4003	to	4099	455 399 5400	to	5499	469 947 6960	to	6999	484 323 8900	to	9199
434 482 7060	to	7199	455 476 0676	to	0699	470 755 5800	to	5818	484 680 5000	to	5038
434 513 2386	to	2399	455 543 0618	to	0699	471 918 0300	to	0999	484 680 5040	to	5074
434 968 3076	to	3092	456 410 9006	to	9099	471 985 2408	to	2419	484 680 5077	to	5099
435 303 1831	to	1842	456 470 4146	to	4299	472 191 6700	to	6799	485 029 4913	to	4999
435 303 1986	to	1999	456 619 4460	to	4499	472 270 2555	to	2599	486 176 0600	to	0699
435 666 6092	to	6399	457 333 2686	to	2699	472 987 0213	to	0241	486 559 7555	to	7599
436 082 6400	to	6899	457 729 1767	to	1777	472 987 0290	to	0299	486 696 3023	to	3199
436 160 6441	to	6499	457 937 8615	to	8699	473 151 2069	to	2199	488 173 7900	to	7999
437 316 7115	to	7199	458 028 9810	to	9899	473 666 9138	to	9199	488 206 4100	to	4199
437 427 0500	to	3499	458 057 2712	to	2999	473 952 3429	to	3499	488 226 0200	to	0299
439 179 2300	to	2399	458 069 9537	to	9599	474 108 5402	to	5499	488 709 3906	to	3999
439 310 0458	to	0499	458 069 9665	to	9699	474 356 5193	to	5299	488 855 8359	to	8399
440 698 1947	to	1999	458 337 5222	to	5299	474 949 3366	to	3399	489 181 8963	to	8999
440 858 6300	to	6399	458 354 7653	to	7999	475 134 9362	to	9399	489 223 2000	to	2099
440 858 6420	to	7299	458 671 8678	to	8699	475 167 9667	to	9699	489 311 1930	to	1999
441 199 1655	to	1699	458 671 8721	to	8798	475 319 3415	to	3499	489 318 6200	to	6300
443 127 3648	to	3699	458 847 5044	to	5999	475 319 3649	to	3799	489 384 0027	to	0099
443 127 4000	to	4099	459 274 7624	to	7699	475 340 6400	to	6599	489 427 0658	to	0899
443 673 7900	to	7999	459 365 5432	to	5499	475 424 8410	to	8499	489 997 5252	to	5299
443 800 9335	to	9399	459 378 5764	to	5799	475 629 9156	to	9199	490 669 5850	to	6099
444 382 8822	to	8899	459 472 4816	to	4999	475 850 6101	to	6199	490 717 7080	to	7099
444 390 1667	to	1699	460 349 6878	to	6899	475 875 2500	to	2599	490 721 6000	to	6099
444 457 3854	to	3899	460 550 1909	to	1999	476 169 8264	to	8299	490 793 1500	to	2099
450 048 4173	to	4199	460 997 5234	to	5299	476 189 3000	to	3499	490 886 8171	to	8199
450 048 4442	to	4699	461 973 6443	to	6499	476 331 2480	to	2499	490 977 9221	to	9240
450 560 5173	to	5199	462 152 0107	to	0299	477 289 8601	to	8699	491 258 8100	to	9099
450 620 3077	to	3099	462 274 1072	to	1099	477 681 5206	to	5299	491 567 1376	to	1399
450 620 3135	to	3199	462 277 8373	to	8399	478 010 4243	to	4268	492 254 4800	to	4899
450 780 2716	to	2799	462 554 6051	to	6099	478 010 4270	to	4291	492 283 5100	to	5199
450 801 2700	to	2799	463 011 5529	to	5540	478 450 5071	to	5099	492 610 6813	to	6899
451 109 2967	to	2984	463 176 4115	to	4199	478 469 7838	to	7858	493 394 5568	to	5599
451 115 4110	to	4125	463 176 4229	to	4299	478 469 7883	to	7899	493 470 2562	to	2599
451 115 4127	to	4199	463 185 2600	to	2799	479 280 9800	to	9899	493 473 7700	to	7799
452 265 0074	to	0099	463 227 7711	to	7799	479 365 9116	to	9176	493 716 2153	to	2199
452 265 0246	to	0299	463 414 4869	to	4899	479 412 9900	to	9999	494 206 2972	to	2999
452 265 0335	to	0999	463 808 3484	to	3499	479 667 6190	to	6199	494 217 3446	to	3999
452 509 1169	to	1199	463 945 7400	to	7899	479 748 9680	to	9699	494 224 0500	to	0599
452 855 6471	to	6499	464 629 9000	to	9399	479 860 7000	to	7199	495 145 0600	to	0699
452 890 4679	to	4799	464 711 4332	to	4399	480 526 2000	to	2099	496 209 7425	to	7499
452 900 8215	to	8238	465 692 3963	to	3999	480 640 6330	to	6399	496 213 8728	to	8799
453 117 9146	to	9199	465 698 8300	to	8599	480 658 0568	to	0599	496 474 5226	to	5248
453 334 3631	to	3699	465 743 7745	to	7799	480 689 5100	to	5199	497 053 8517	to	8699
453 603 7841	to	7891	466 798 6056	to	6067	481 072 9463	to	9499	497 854 8673	to	8699
453 650 1140	to	1199	467 147 4300	to	4399	481 673 0074	to	0095	498 449 8888	to	8899
453 741 1300	to	1399	468 079 5782	to	5799	482 527 1500	to	1599	498 929 8285	to	8499
454 013 2919	to	2999	469 067 2817	to	2899	482 541 5255	to	5299	498 936 5310	to	5399
454 186 2411	to	2499	469 127 8000	to	8199	482 729 6800	to	6899	499 016 5425	to	5499
454 268 4883	to	4899	469 213 0359	to	0399	483 363 7207	to	7299	499 440 8575	to	8899
454 302 5400	to	5499	469 213 0500	to	0599	483 402 2356	to	2399	499 731 6717	to	6799
454 490 8300	to	8399	469 561 8011	to	8099	483 486 5100	to	5199	500 064 1858	to	1869

500 070 5725	to	7799	615 017 7505	to	7599	638 042 1647	to	1699	648 892 3164	to	3199
600 645 3223	to	3299	617 711 6609	to	6699	638 049 4984	to	4999	649 100 3989	to	3999
601 339 1200	to	1399	617 760 5266	to	5299	638 318 1115	to	1199	649 647 0370	to	0399
601 653 5884	to	5899	617 813 3601	to	3699	638 318 1453	to	1499	649 647 0522	to	0599
601 661 7700	to	7799	618 840 9200	to	9299	638 885 0000	to	0299	649 647 5237	to	5399
601 682 5343	to	5399	619 551 7229	to	7299	638 903 4362	to	4373	649 647 9100	to	9299
601 928 1600	to	1699	619 859 3000	to	3099	639 415 1929	to	1999	649 666 7800	to	8299
602 512 2972	to	2999	620 073 9400	to	9499	639 415 2019	to	2099	650 114 7707	to	7719
602 555 2400	to	2799	621 614 7907	to	7930	639 420 6200	to	6299	650 130 3400	to	3599
602 829 7061	to	7099	621 614 7932	to	7999	639 469 3517	to	3799	650 213 0406	to	0499
603 483 9572	to	9599	621 648 8021	to	8199	639 605 2143	to	2199	650 555 1749	to	1799
603 490 7200	to	7299	621 648 8500	to	8599	639 657 8600	to	8799	650 564 1900	to	1999
603 678 7100	to	7199	621 904 8351	to	8599	640 289 7500	to	7599	650 627 4212	to	4299
603 678 7662	to	7699	621 916 1978	to	1989	640 289 7700	to	7999	650 736 2043	to	2099
603 678 7902	to	7999	622 989 8032	to	8099	641 170 4420	to	4499	650 739 1540	to	1699
603 678 8418	to	8499	623 076 9300	to	9399	641 318 3133	to	3199	651 741 4415	to	4499
603 678 8700	to	9999	623 819 5006	to	5099	641 378 6500	to	6999	651 882 2800	to	2899
604 086 0880	to	0899	623 895 8200	to	8399	641 383 8739	to	8799	652 754 6317	to	6399
604 349 1414	to	1499	623 917 0000	to	0099	641 877 3187	to	3299	653 131 4945	to	4999
604 503 7776	to	7799	623 917 0200	to	0299	641 877 3310	to	3399	653 426 3300	to	3399
605 520 9037	to	9099	624 468 5288	to	5299	642 355 8094	to	8199	653 455 4874	to	4899
605 685 4010	to	4099	624 665 3162	to	3198	642 355 8308	to	8999	654 238 0000	to	0399
605 988 6467	to	6499	625 088 6735	to	6799	642 900 0018	to	0099	654 404 3065	to	3092
607 689 7951	to	7960	625 916 9500	to	9799	643 030 6254	to	6299	654 962 2900	to	3199
607 728 1276	to	1299	625 968 8956	to	8999	644 066 0882	to	0899	655 103 5081	to	5199
608 727 7100	to	7199	627 005 3938	to	3999	644 069 0600	to	0699	655 523 2600	to	2999
608 727 7273	to	7599	627 384 3907	to	4099	644 077 7506	to	7699	656 305 2448	to	2499
608 813 9950	to	9999	627 496 7549	to	7599	644 085 8157	to	8199	657 347 4438	to	4999
609 067 5325	to	5399	627 708 3605	to	3699	644 112 9839	to	9899	657 710 8100	to	8999
609 067 5488	to	5499	627 776 2500	to	2599	644 373 9083	to	9099	657 780 0985	to	0999
609 067 5600	to	5699	628 226 3100	to	3199	644 380 1460	to	1499	658 586 1400	to	1499
609 289 6123	to	6199	628 814 4702	to	4799	644 733 4715	to	4799	658 877 8000	to	8199
609 438 4400	to	4499	628 851 9689	to	9699	644 900 9712	to	9799	658 880 8000	to	8199
609 493 1100	to	1199	629 510 7200	to	7299	644 901 0109	to	1299	659 398 7300	to	7399
609 766 8091	to	8999	629 964 4200	to	4294	644 901 1325	to	1399	659 706 8113	to	8199
609 825 4100	to	4115	630 389 3056	to	3071	644 923 6800	to	7799	659 846 7837	to	7899
609 884 2981	to	2999	630 463 0588	to	0599	644 932 4655	to	4699	660 510 4100	to	4199
609 893 1000	to	1099	631 459 9117	to	9199	645 318 7240	to	7499	660 673 0400	to	0599
610 092 3200	to	3299	631 762 9325	to	9399	645 333 1766	to	1799	661 488 5000	to	5099
610 582 4200	to	4299	632 217 4933	to	4999	645 790 8632	to	8699	661 609 9100	to	9199
611 879 6939	to	6999	632 500 0000	to	99 9999	645 821 0657	to	0699	661 716 9420	to	9499
612 291 8013	to	8099	633 110 4165	to	4199	645 930 7948	to	7999	661 906 6522	to	6599
612 751 5171	to	5199	633 110 4303	to	4499	645 975 0737	to	0762	662 021 8332	to	8399
612 751 5226	to	5299	633 438 6429	to	6599	646 242 6200	to	6299	662 068 0700	to	0899
612 751 6083	to	6099	633 588 7173	to	7182	646 270 7639	to	7799	662 553 0774	to	0799
612 751 6268	to	6299	634 725 0700	to	0799	646 798 4000	to	4999	663 078 7034	to	7099
612 751 6572	to	6599	634 803 3239	to	3299	647 048 7035	to	7099	663 763 5300	to	5399
612 774 2111	to	2199	634 807 2474	to	2499	647 049 2900	to	2999	663 883 7039	to	7499
612 774 2254	to	2299	634 827 5900	to	5999	647 398 8300	to	8399	664 253 8000	to	8499
612 774 2500	to	2599	634 886 3428	to	3499	647 398 8481	to	8499	664 656 3055	to	3099
614 469 0979	to	0999	635 559 3449	to	3499	647 437 3000	to	4999	665 174 6400	to	6499
614 474 3000	to	3099	636 289 6214	to	6299	647 811 2188	to	2199	665 274 8208	to	8299
614 521 3490	to	3499	636 634 8007	to	8042	648 009 6057	to	6099	665 669 5400	to	5499
614 645 1800	to	1899	637 150 1200	to	1299	648 163 5300	to	5499	666 132 8226	to	8299
614 832 1100	to	2099	637 562 5828	to	5899	648 722 5283	to	5299	666 696 2209	to	2299

666 696 2309	to	2399	685 623 5264	to	5299	700 228 6048	to	6099	830 602 5800	to	5999
667 032 9300	to	9399	685 650 9487	to	9499	700 650 0452	to	0499	830 610 3700	to	3799
667 729 5529	to	5599	685 669 4200	to	4299	700 666 1323	to	1349	830 983 3500	to	3599
668 383 8400	to	8699	685 757 8452	to	8499	700 786 9106	to	9142	830 983 3635	to	3699
670 368 3400	to	3499	686 071 2694	to	2799	700 859 0744	to	0758	831 354 1387	to	1399
670 369 7336	to	7399	686 176 3333	to	3354	701 028 6780	to	6899	831 815 8240	to	8299
670 750 7169	to	7199	686 372 3200	to	3299	701 213 3900	to	3999	832 525 3810	to	3899
671 046 6200	to	6399	686 644 5879	to	5899	701 267 2000	to	3999	833 159 1884	to	1899
671 251 5448	to	5499	686 931 7636	to	7699	701 335 7312	to	7399	833 566 3015	to	3071
671 926 5600	to	5799	687 601 0973	to	0999	701 369 2005	to	2050	834 316 5444	to	5499
672 444 2000	to	2999	687 614 6774	to	6799	701 503 2247	to	2299	835 269 5700	to	5799
672 828 3410	to	3499	688 120 9000	to	9999	701 541 2271	to	2299	835 539 5200	to	5999
673 167 5776	to	5799	688 314 3107	to	3191	701 553 6557	to	6599	835 813 3015	to	3099
675 464 3700	to	3799	690 291 1361	to	1371	701 601 3457	to	3499	839 718 8257	to	8299
675 464 4000	to	4199	690 788 2877	to	2899	701 605 5913	to	5999	840 323 0600	to	0699
676 365 5958	to	5999	690 893 5344	to	5399	701 695 3982	to	3999	840 875 6235	to	6299
676 669 1024	to	1099	690 893 5512	to	5599	701 695 4148	to	4199	840 910 0900	to	0999
677 126 6734	to	6799	690 904 1300	to	1599	701 695 4227	to	4299	841 349 5000	to	5099
677 333 9979	to	9999	690 941 6000	to	6199	701 708 1741	to	1799	841 805 7747	to	7899
677 466 1088	to	1099	691 313 6383	to	6399	701 736 3966	to	3999	841 805 7944	to	8099
678 071 4500	to	4799	691 313 6600	to	6699	701 838 2800	to	2899	842 860 0300	to	0399
678 096 7531	to	7599	691 582 8003	to	8099	701 941 0600	to	0699	842 898 5582	to	5599
679 909 2578	to	2599	691 664 1800	to	1999	702 171 1603	to	1699	843 062 7100	to	7199
680 112 9565	to	9599	691 664 2400	to	2499	702 195 5109	to	5199	843 077 6288	to	6299
680 244 0903	to	0999	692 727 9362	to	9399	702 254 9300	to	9399	843 077 6378	to	6399
680 412 6046	to	6099	693 249 0779	to	0799	702 264 7569	to	7599	843 758 5769	to	5778
680 761 6800	to	6899	693 249 0877	to	1699	702 713 1800	to	1809	845 746 2618	to	2635
681 677 0540	to	0699	693 445 0566	to	0999	702 821 5730	to	5799	847 284 2481	to	2499
682 070 1029	to	1099	693 448 8500	to	8999	702 821 5805	to	5899	847 374 7055	to	7065
682 956 6280	to	6299	693 645 9583	to	9599	702 878 0114	to	0199	847 636 5304	to	5399
682 956 6490	to	6599	693 965 4200	to	4299	740 002 7710	to	7719	847 723 7500	to	7599
682 956 6700	to	6799	695 741 2906	to	2999	806 087 1100	to	1499	869 800 0000	to	999 9999
682 965 1178	to	1199	695 947 8518	to	8599	806 268 9275	to	9299	870 054 4814	to	4899
682 965 1201	to	1299	696 662 8247	to	8299	806 534 3400	to	3477	870 491 4812	to	4849
683 118 2389	to	2399	697 447 8285	to	8296	807 342 3283	to	3399	870 536 5820	to	5829
683 378 2000	to	2099	698 042 4816	to	4899	808 086 7100	to	7199	870 541 7167	to	7239
683 378 2117	to	2299	698 227 0000	to	0099	808 090 3440	to	3499	870 575 8155	to	8999
683 415 1200	to	1499	700 065 2570	to	2599	808 325 5161	to	5699	870 589 0485	to	0494
683 444 8159	to	8199	700 065 4800	to	4899	808 784 8000	to	8299	870 691 7060	to	7099
685 154 7780	to	7789	700 190 3350	to	3359						

725 464 591	to	4 920	732 067 972	to	8 370	739 219 381	to	9 440	748 259 960	to	9 970
725 475 321	to	5 330	732 188 649	to	8 670	739 530 511	to	0 540	748 565 162	to	5 280
725 711 057	to	1 070	732 193 460	to	3 470	739 740 151	to	0 180	748 874 988	to	5 030
725 738 581	to	8 730	732 201 241	to	1 390	739 793 491	to	3 520	749 137 381	to	7 410
725 981 311	to	1 430	732 220 431	to	0 440	739 793 527	to	3 550	749 190 192	to	0 210
725 987 835	to	7 880	732 355 201	to	5 380	739 942 621	to	2 650	749 685 421	to	5 450
726 060 811	to	0 900	732 472 320	to	2 560	739 999 231	to	9 320	749 846 791	to	6 850
726 391 970	to	2 520	732 541 605	to	1 620	740 011 517	to	1 530	749 993 131	to	3 580
726 484 771	to	4 800	732 572 221	to	2 490	740 030 701	to	0 970	750 071 587	to	1 610
726 493 351	to	5 300	732 586 479	to	6 710	740 261 740	to	1 820	750 408 167	to	8 183
726 504 031	to	4 063	732 994 037	to	4 080	740 265 811	to	6 290	750 438 421	to	8 501
726 504 070	to	4 090	733 163 449	to	3 460	740 299 111	to	9 170	750 743 911	to	4 030
726 504 331	to	4 390	733 297 171	to	7 290	740 299 231	to	9 260	750 779 118	to	9 400
726 563 701	to	4 060	733 446 631	to	7 110	740 329 266	to	9 320	750 910 981	to	1 010
726 599 371	to	9 460	733 474 665	to	4 770	740 889 081	to	9 090	750 960 841	to	0 900
726 626 356	to	6 370	733 704 482	to	4 570	741 010 421	to	0 530	751 296 211	to	6 240
727 182 271	to	2 510	733 751 041	to	1 130	741 113 041	to	3 370	751 539 121	to	9 180
727 416 181	to	6 240	733 971 138	to	1 210	741 373 891	to	4 340	751 541 311	to	1 790
727 481 431	to	1 460	734 009 101	to	9 130	741 452 369	to	2 490	751 757 641	to	7 700
727 749 241	to	9 780	734 290 759	to	0 770	741 492 991	to	3 140	751 936 951	to	7 010
728 382 331	to	2 480	734 389 273	to	9 290	741 553 460	to	3 470	751 951 861	to	1 890
728 458 201	to	8 260	734 440 031	to	0 111	741 764 431	to	4 520	751 999 021	to	9 110
728 702 338	to	2 400	734 797 201	to	7 320	742 178 834	to	8 880	752 139 516	to	9 570
728 915 371	to	5 850	734 939 611	to	9 640	742 325 500	to	5 520	752 182 892	to	2 950
728 953 141	to	3 410	734 950 111	to	0 170	742 325 668	to	5 700	752 206 861	to	7 100
728 954 280	to	4 310	735 120 331	to	0 840	742 408 771	to	8 830	752 731 351	to	1 410
729 169 081	to	9 140	735 123 061	to	3 690	742 512 120	to	2 150	752 767 441	to	7 470
729 363 841	to	3 870	735 283 008	to	3 020	742 684 849	to	4 890	753 008 941	to	9 030
729 682 891	to	3 190	735 293 131	to	3 220	742 839 553	to	9 630	753 194 311	to	4 370
729 838 940	to	9 070	735 783 961	to	3,990	742 913 668	to	3 700	753 620 378	to	0 400
729 839 101	to	9 130	735 803 401	to	3 430	742 917 287	to	7 296	754 161 061	to	1 120
730 077 683	to	7 840	736 005 420	to	5 440	742 921 891	to	1 980	754 358 445	to	8 610
730 109 847	to	9 880	736 366 021	to	6 110	742 983 631	to	3 810	754 410 451	to	0 660
730 373 761	to	3 850	736 624 456	to	4 500	743 020 021	to	0 170	754 438 393	to	8 410
730 501 951	to	2 130	736 670 851	to	1 060	743 206 491	to	6 500	754 493 109	to	3 130
730 519 379	to	9 470	736 767 061	to	7 090	743 235 992	to	6 050	754 664 182	to	4 220
730 569 278	to	9 360	736 767 093	to	7 120	743 245 094	to	5 170	754 816 377	to	6 470
730 711 711	to	1 740	736 982 191	to	2 370	743 940 631	to	0 900	755 487 421	to	7 600
730 722 991	to	3 230	736 982 551	to	2 730	743 978 011	to	8 070	755 592 901	to	3 140
730 845 970	to	5 990	737 110 141	to	0 170	744 234 751	to	4 780	755 791 730	to	1 800
730 888 291	to	8 320	737 185 501	to	5 710	744 260 641	to	0 670	756 035 371	to	5 490
730 927 591	to	7 680	737 317 321	to	7 350	744 499 591	to	9 680	756 047 191	to	7 220
731 307 914	to	7 930	737 517 781	to	7 840	744 626 901	to	6 910	756 301 257	to	1 290
731 402 431	to	2 460	737 628 181	to	8 210	745 388 794	to	8 910	756 371 565	to	1 580
731 407 232	to	7 320	737 634 258	to	4 270	746 446 806	to	6 820	756 876 031	to	6 090
731 588 301	to	8 340	738 361 971	to	1 980	746 818 351	to	8 410	756 876 151	to	6 240
731 767 273	to	7 320	738 648 355	to	8 450	747 245 266	to	5 280	757 222 621	to	2 830
731 781 061	to	1 120	738 849 811	to	9 900	747 364 813	to	4 830	757 240 591	to	0 650
731 837 821	to	7 910	738 892 270	to	2 290	747 501 434	to	1 450	757 277 371	to	7 700
731 841 377	to	1 450	738 997 259	to	7 380	747 739 891	to	0 070	757 291 591	to	2 730
732 018 481	to	8 600	739 161 451	to	1 540	748 148 649	to	8 760			

948574	950526	951747	967144	968877	970791	980196	980600	980968	982106	982361	992291	995184
948584	950767	951843	967219	968915	970802	980201	980608	980981	982126	982407	992302	995352
948591	950800	951910	967263	968919	970841	980209	980649	980999	982131	982414	992402	995595
948592	950802	953332	967273	968964	970860	980222	980687	981697	982156	983075	992472	995625
948620	950830	958342	967400	969070	970876	980254	980722	981755	982164	984102	992524	995826
949461	950842	958384	968154	969151	972376	980270	980745	981759	982210	985210	992539	997061
950149	950926	958469	968168	970105	972431	980309	980812	981761	982213	988046	992596	998191
950183	950936	958732	968201	970383	972564	980368	980830	981789	982232	989074	992655	
950273	950938	958833	968233	970453	972623	980401	980864	981943	982248	992084	992657	
950275	951107	958899	968380	970466	972873	980417	980866	981999	982278	992164	992703	
950310	951109	958928	968388	970623	974022	980422	980880	982005	982285	992169	992707	
950311	951172	958948	968722	970646	976068	980424	980894	982056	982295	992181	992718	
950362	951338	958961	968832	970711	980012	980454	980918	982064	982303	992223	992723	
950522	951380	960055	968874	970731	980164	980572	980919	982082	982334	992226	993005	

— Express and Priority Mail, Marketing, 3-23-00

International Mail

IMM REVISION

International Mail — Labeling of Publishers’ Periodicals to Canada

Effective March 23, 2000, section 244.53 in the *International Mail Manual (IMM)* is revised, as specified below, to correct the label color information that pertains to sacks of publishers’ periodicals that are mailed to Canada. This mail preparation change will be incorporated into both the printed version of IMM Issue 23 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>).

See page 43 in *Postal Bulletin 22017 (2-10-00)* for another recent announcement that pertains to the labeling of publishers’ periodicals to Canada.

International Mail Manual (IMM)

	*	*	*	*	*
2	Conditions for Mailing				
	*	*	*	*	*
240	Printed Matter				
	*	*	*	*	*
244	Preparation Requirements				
	*	*	*	*	*
244.5	Makeup Requirements for Publishers’ Periodicals				
	*	*	*	*	*
244.53	Canadian Sacks				
	*	*	*	*	*

[The label color reference is revised; the remainder of 244.53 is unchanged.]

Label color: White or Terra Cotta.

*	*	*	*	*
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— Finance and Classification, International Business, 3-23-00

IMM AND PUBLICATION 51 REVISION

International Mail — Mailing to Liberia

Postal Bulletin 22018 (2-24-00) announced the resumption of partial mail service to Liberia effective February 14, 2000. The classes/categories of international mail that were resumed are as follows:

- 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 mail continue to be suspended to 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.

In announcing a partial resumption of mail service to Liberia, International Business neglected to specify that Postage Rate Group D applies to Airmail Parcel Post (Air CP) packages mailed to Liberia. Accordingly, the Individual Country Listing for Liberia in the *International Mail Manual* (IMM) is revised, as specified below.

This change in the Country Conditions for Mailing to Liberia will be incorporated into the printed version of IMM Issue 23 and the next printed version of Publication 51, *International Postal Rates and Fees*. It will also be reflected in the online IMM and Publication 51, both of which can be accessed via Postal Explorer (<http://pe.usps.gov>).

International Mail Manual (IMM)

* * * * *

Country Conditions for Mailing

* * * * *

Liberia

* * * * *

PARCEL POST (270)		
Air	Weight Not Over lbs.	Surface
\$15.11	1	\$15.70
19.83	2	15.70
23.19	3	16.60
28.76	4	17.47
32.40	5	18.32
36.03	6	20.88
39.67	7	21.75
46.63	8	22.59
50.55	9	23.42
54.47	10	24.22
58.38	11	27.10
62.30	12	27.93
66.21	13	28.76
70.13	14	29.57
74.04	15	30.36
77.96	16	31.15
81.88	17	31.93
85.79	18	32.69
89.71	19	33.45
93.62	20	34.20
97.54	21	34.94
101.45	22	35.68
105.37	23	36.41
109.29	24	37.14
114.53	25	39.09
118.44	26	39.80
122.36	27	40.51
126.27	28	41.22
130.19	29	41.92
134.11	30	42.61
138.02	31	43.31
141.94	32	44.00
145.85	33	44.68
149.77	34	45.37
153.68	35	46.05
157.60	36	46.73
161.52	37	47.40
165.43	38	48.07
169.35	39	48.75
173.26	40	49.41
177.18	41	50.08
181.09	42	50.75
185.01	43	51.41
188.95	44	52.07
Weight Limit: 44 pounds		

* * * * *

Publication 51, International Postal Rates and Fees

* * * * *

Country Listing

Country	Air AO Rate Group	EMS Rate Group	EMS Max. Weight (lb.)	Parcel Post Air Rate Group	Parcel Post Maximum Weight (lb.)	Parcel Post Insurance Maximum Amount (\$)
	*	*	*	*	*	*
Liberia ²	AA	6	44	D	44	440
	*	*	*	*	*	*

— Finance and Classification, International Business, 3-23-00

IMM REVISION

International Mail — Valuepost™/Canada

Effective March 23, 2000, Exhibit 247.431 and Section 247.433a in the *International Mail Manual* (IMM) are revised, as specified below, to update the sortation scheme table, label formatting instruction, and labeling example that relate to sacks of AO items (Other Articles) that are tendered as Valuepost™/Canada mail. These regulatory changes will be incorporated into both the printed version of IMM Issue 23 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>).

International Mail Manual (IMM)

	*	*	*	*	*
2	Conditions for Mailing	*	*	*	*
240	Printed Matter	*	*	*	*
247	Valuepost™/Canada	*	*	*	*
247.4	Preparation Requirements	*	*	*	*
247.43	Sortation Requirements	*	*	*	*

Exhibit 247.431 Valuepost™/Canada Sortation Scheme

Postal Code (Alpha Letter)	Canadian Province/Territory	Destination Post Office in Canada	USPS Routing ZIP Code
A B C	Newfoundland Nova Scotia Prince Edward Island	MONTREAL STLAU QC	099
E G, H, J K XOA	New Brunswick Quebec Ontario Northwest Territories (East and Nunavut)		
L, M, N, P	Ontario	TORONTO EO ON	140
R S T	Manitoba Saskatchewan Alberta	WINNIPEG MB	568
X (All Other) V Y	Northwest Territories (West) British Columbia Yukon Territory	VANCOUVER BC FWD	98000
	*	*	*

[Amend 247.433 to read as follows:]

247.433 Sack Labels

Sacks of AO items (Other Articles) that are shipped via the Valuepost™/Canada service must be sorted by the Canadian postal code (Alpha) designations specified in Exhibit 247.431 and labeled in the following manner:

- a. Labeling Requirements

Label Color: Blue.

Label Format:

Line 1: Name of destination post office in Canada is left-justified; routing ZIP Code for applicable USPS exchange office is right-justified.

Line 2: Content designation is "AO."

Line 3: Mailer, Mailer Location.

Example:

TORONTO EO ON FWD	140
AO	
ABC PUBLISHERS CHICAGO IL 60609	

[247.433b is unchanged.]

* * * * *

— Finance and Classification,
International Business, 3-23-00

IMM AND PUBLICATION 51 REVISION

International Mail — Mailing Insured Parcels to India

Effective March 23, 2000, the insurance indemnity limit for air and surface parcels mailed to India is reduced to \$2,295.00 to reflect a recently announced change in India's mail import regulations.

This change in the Country Conditions for Mailing to India will be incorporated into the printed version of the *International Mail Manual* (IMM) Issue 23 and the next printed version of Publication 51, *International Postal Rates and Fees*. It will also be reflected in the online IMM and Publication 51, both of which can be accessed via Postal Explorer (<http://pe.usps.gov>).

Publication 51, International Postal Rates and Fees

* * * * *

Country Listing

Country	Air AO Rate Group	EMS Rate Group	EMS Max. Weight (lb.)	Parcel Post Air Rate Group	Parcel Post Maximum Weight (lb.)	Parcel Post Insurance Maximum Amount (\$)
	*	*	*	*	*	*
India	AA	1	44	D	44	2,295
	*	*	*	*	*	*

— Finance and Classification,
International Business, 3-23-00

International Mail Manual (IMM)

* * * * *

Country Conditions for Mailing — India

* * * * *

INSURANCE (320)

Available for **Parcel Post** only (see 324.2 for required markings)

Insured Amount not over	Fee
\$50	\$1.60
\$100	\$2.50
\$200	\$3.40
\$300	\$4.30
\$400	\$5.20
\$500	\$6.10
\$600	\$7.00
\$700	\$7.90
\$800	\$8.80
\$900	\$9.70
\$1000	\$10.60
Add \$0.90 for each additional \$100 or fraction of insurance coverage	
\$2295 max.	\$22.30

* * * * *

ICM UPDATE

International Customized Mail

On February 22, 2000, the United States Postal Service amended an International Customized Mail (ICM) service agreement dated October 20, 1999. The amendment modifies the qualifying revenue requirements for specific percentage discounts to non-discounted published rates and specifies the percentage discount to non-discounted published rates to be applied to mailings in Postal Service Fiscal Year 2001. The amendment also specifies the obligations of the mailer in the event that the mailer does not fulfill the qualifying revenue requirements for a specific percentage discount to non-discounted qualifying rates within a Postal Service fiscal year. In accordance with *International Mail Manual* (IMM) 294, the Postal Service previously announced that it had entered into an International Customized Mail Service Agreement with this qualifying mailer and hereby makes public the following information regarding this amendment:

- a. **Term:** February 22, 2000, through December 31, 2000.
- b. **Type of Mail:** International Surface Air Lift (ISAL) mail, International Priority Airmail (IPA), and Global Direct mail.
- c. **Destination Countries:** Worldwide.
- d. **Service Provided by the U.S. Postal Service:** The Postal Service has agreed to:
 - 1. Furnish the mailer with the equipment and other supplies the mailer is required to use for qualifying mail.
 - 2. Provide the mailer or mailing agent with the training necessary to prepare ICM mail in conformity with the requirements for qualifying mail.
 - 3. Arrange with air and surface carriers, as appropriate, for qualifying mail to be transported internationally for delivery by the proper postal authority.
 - 4. Provide a mutually agreed upon level of sales support.
- e. **Minimum Revenue Commitments:** The mailer has agreed to a minimum requirement of \$10 million of combined ISAL, IPA, and Global Direct revenue during Postal Service Fiscal Year 2000. If the mailer does not tender \$10 million of combined ISAL, IPA, and Global Direct

revenue during Postal Service Fiscal Year 2000, the mailer must reimburse the Postal Service the amount of the additional discount it received above the qualifying discount earned subject to this service agreement in accordance with Exhibit 1.

- f. **Worksharing:** The mailer has agreed to tender the mailpieces to be delivered under this service agreement in accordance with Postal Service preparation requirements.
- g. **Rates:** The mailer will receive a fifteen and one-quarter percent discount to the non-discounted published rates for ISAL and IPA mail in effect on the mailing date. See Exhibit 1. In addition, the Global Direct rates in the tables on pages 38–52 of *Postal Bulletin* issue 22013 (12-16-99) will apply. The amount of combined ISAL, IPA, and Global Direct revenue tendered in Postal Service Fiscal Year 2000 will determine the qualifying discount the mailer will receive from September 9, 2000, through December 31, 2000.

Exhibit 1

Annual ISAL, IPA, and Global Direct Revenue *	Percentage Discount
\$ 2,000,000 – \$ 4,999,999	5.00%
\$ 5,000,000 – \$ 5,999,999	10.00%
\$ 6,000,000 – \$ 6,999,999	11.00%
\$ 7,000,000 – \$ 7,999,999	12.00%
\$ 8,000,000 – \$ 8,999,999	13.00%
\$ 9,000,000 – \$ 9,999,999	14.00%
\$10,000,000 – \$14,999,999	15.25%
\$15,000,000 – \$19,999,999	15.50%
\$20,000,000 – \$24,999,999	15.75%
\$25,000,000 +	16.00%
* Actual revenue received after any discount is applied	

— Marketing and Sales,
International Business, 3-23-00

Philately

STAMP ANNOUNCEMENT 00-13

American Samoa Commemorative Stamp



Copyright USPS 1999

The Postal Service will issue a 33-cent *American Samoa* commemorative stamp (Item Number 446700) in Pago Pago, AS, on April 17, 2000. The stamp, designed by Howard Paine of Delaplaine, VA, and illustrated by Herb Kane of Captain Cook, HI, goes on sale nationwide April 18, 2000.

This stamp commemorates 100 years of political affiliation between the United States and the territory of American Samoa in the South Pacific. In April 1900, local Samoan chiefs ceded the islands of Tutuila and Aunu'u to the U.S.

The stamp art, in gouache, depicts an "alia," the traditional double canoe, sailing with the prevailing easterly wind. Sunuitao Peak, on the island of Ofu, can be seen in the background. Hawaiian artist Herb Kawainui Kane is also an art historian and author with special interest in Hawaii and the South Pacific and is the recipient of numerous awards for his work.

How to Order the First Day of Issue Postmark

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

AMERICAN SAMOA COMMEMORATIVE STAMP
POSTMASTER
PO BOX 209991
HONOLULU HI 96820-9991

Issue:	<i>American Samoa</i>
Item Number:	446700
Denomination & Type of Issue:	33-cent Commemorative
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	April 17, 2000, Pago Pago, AS 96799
Illustrator:	Herb Kane, Captain Cook, HI
Photographer:	N/A
Designer:	Howard Paine, Delaplaine, VA
Engraver:	N/A
Art Director:	Howard Paine, Delaplaine, VA
Typographer:	Howard Paine, Delaplaine, VA
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset, with Microprinting "Samoa"
Printer:	Ashton Potter USA Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Stevens Security Press
Stamps per Coil/Pane:	20
Print Quantity:	16 million stamps
Paper Type:	Type III (nonphosphored), Block
Gum Type:	Water-activated
Processed at:	Ashton Potter USA Ltd.
Colors:	Black, Cyan, Magenta, Yellow
Stamp Orientation:	Horizontal
Image Area (w x h):	1.40 x 0.84 in./35.814 x 21.336 mm
Overall Size (w x h):	1.56 x 0.991 in./39.624 x 25.171 mm
Full Pane Size (w x h):	7.24 x 5.946 in./183.896 x 150.896 mm
Plate Size:	120 stamps per revolution
Plate Numbers:	"P" followed by four (4) single digits
Marginal Markings:	"© USPS 1999" • Plate Block (6 positions) • Price • Plate Numbers • Barcode
Catalog Item Number(s):	406720 Block of 4 — \$1.32 406730 Block of 10 — \$3.30 406740 Full Pane of 20 w/ plate no. — \$6.60 406761 First Day Cancellation — \$0.54
Sale Date:	April 17, 2000
Nationwide Sale Date:	April 18, 2000

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 May 17, 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 philatelic products associated with this stamp.

Distribution

The *American Samoa* commemorative stamp is to be sold only at post offices within the states of California and Hawaii; through Stamp Fulfillment Services (SFS) in Kansas City, MO; and through postal retail stores and philatelic centers nationwide. Distribution of the stamp will correspond with this sales policy.

There will be no standard distribution to stamp distribution offices (SDOs); only SDOs serving the states of California and Hawaii will receive this 20-stamp gummed pane for subsequent distribution to post offices. The California SDOs are San Francisco, City of Industry, Long Beach, Los Angeles, Oakland, West Sacramento, San Bernardino, San Diego, San Jose, Santa Ana, and Santa Clarita. The Hawaii SDO is Honolulu.

Initial Supply to California and Hawaii Post Offices

The Minneapolis Information System Service Center (MNISSC) will not use PS Form 3309, *Advice of Shipment/Stamp Invoice*, to automatically distribute this commemorative stamp to California and Hawaii post offices. To obtain an initial supply of the *American Samoa* commemorative stamps, all California and Hawaii post offices must immediately submit a separate PS Form 17, *Stamp Requisition*, to their designated SDO. SDOs must not distribute stamps to post offices before April 10, 2000.

Additional Supply

California and Hawaii post offices requiring additional stamps must requisition them from their designated SDOs using PS Form 17. Only the San Francisco, CA, accountable paper depository (APD) will receive 1,120,000 additional stamps for filling supplemental orders from California and Hawaii SDOs.

Philatelic Requirement

Although sale of the *American Samoa* commemorative stamp is restricted to post offices within the states of California and Hawaii, authorized philatelic centers nationwide will be supplied this stamp for philatelic sale.

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

SDOs That Serve This Many Philatelic Windows	Will Receive This Quantity of the <i>American Samoa</i> Commemorative Stamp, Item Number 446700
1-2	12,000
3-4	24,000
5-6	36,000
7-8	48,000
9	60,000
12	72,000
14	84,000
16	96,000
19-20	120,000

Sales Policy

Only post offices in California and Hawaii and authorized philatelic centers nationwide must acquire and maintain a supply of this new commemorative stamp. It will remain on sale at California and Hawaii post offices and philatelic centers until it is officially withdrawn from sale.

— Stamp Services, 3-23-00

STAMP ANNOUNCEMENT 00-14

Wile E. Coyote and Road Runner Commemorative Stamp

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The Postal Service will issue a 33-cent *Wile E. Coyote and Road Runner* commemorative stamp (Item Number 559100) in Phoenix, AZ, on April 26, 2000. The stamp, designed and illustrated by Frank Espinosa and Ed Wleczyk of Los Angeles, CA, goes on sale nationwide April 27, 2000.

This is the fourth stamp in the U.S. Postal Service's Looney Tunes Series. Wile E. Coyote has appeared in more than 40 cartoons with Road Runner, the speedy object of his appetite. A few other cartoons have pitted Wile E. against the sharp-witted Bugs Bunny.

Wile E. Coyote is a lovable antihero. His confidence and ambition never cease in his pursuit of the elusive Road Runner, who, relying on an instinctive gift for survival, effortlessly thwarts all his schemes.

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:

WILE E. COYOTE AND ROAD RUNNER
COMMEMORATIVE STAMP
POSTMASTER
4949 E VAN BUREN ST
PHOENIX AZ 85026-9991

Issue:	<i>Wile E. Coyote and Road Runner</i>
Item Number:	559100
Denomination & Type of Issue:	33-cent Commemorative
Format:	Souvenir Sheet of 10 (1 design)
Series:	Looney Tunes
Issue Date & City:	April 26, 2000, Phoenix, AZ 85026
Illustrator:	Ed Wleczyk, Warner Bros., Los Angeles, CA
Designer:	Ed Wleczyk, Warner Bros., Los Angeles, CA
Character Art:	Frank Espinosa, Warner Bros., Los Angeles, CA
Concept:	Brenda Guttman, Warner Bros., Los Angeles, CA
Engraver:	N/A
Art Director:	Terry McCaffrey, USPS
Modeler:	Banknote Corporation of America, Inc. (BCA)
Manufacturing Process:	Offset/Microprint
Printer:	Banknote Corporation of America, Inc. (BCA)
Printed at:	BCA, Browns Summit, NC
Press Type:	Goebel, 670
Stamps per Sheet:	10
Print Quantity:	300 million stamps
Paper Type:	Pre-phosphored Type II
Gum Type:	Self-adhesive
Processed at:	BCA, Browns Summit, NC
Colors:	Yellow, Magenta, Cyan, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.84 x 1.41 in./21.34 x 35.81 mm
Overall Size (w x h):	0.99 x 1.56 in./25.15 x 39.62 mm
Full Booklet Size (w x h):	6.83 x 5.13 in./173.48 x 130.30 mm
Plate Size:	120 stamps per revolution
Plate Numbers:	N/A
Marginal Markings:	N/A
Catalog Item Number(s)	559140 Souvenir Sheet of 10 — \$3.30 559161 First Day Cancellation, single — \$0.54 559184 Top Press sheet — \$19.80 559186 Bottom Press sheet — \$19.80 559166 Stamped Cards — \$6.95 559178 Stamper Cards — \$1.95 (without stamps) 559141 Special Die-Cut — \$3.30
Sale Date:	April 26, 2000
Nationwide Sale Date:	April 27, 2000

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 May 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 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

The Postal Service will issue the 33-cent *Wile E. Coyote and Road Runner* commemorative stamp in Phoenix, AZ, on April 26, 2000. In addition, a set of ten stamped cards featuring the *Wile E. Coyote and Road Runner* stamp design will be available at post offices and postal retail stores nationwide on April 27, 2000.

Stamped Cards (10): Item Number 986900, \$6.95.

Stamped Cards (10): Item Number 986901, \$6.95
(postal retail stores).

Stamped Cards (10): Item Number 559166, \$6.95
(*USA Philatelic* catalog).

The *Wile E. Coyote and Road Runner* stamped cards 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) will receive approximately one-quarter of their standard automatic distribution quantities for the *Wile E. Coyote and Road Runner* commemorative pane. Distributions are rounded up to the nearest master carton size (2,000 panes).

Initial Supply to Post Offices

SDOs 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 must not distribute stamps to post offices before April 19, 2000.

Additional Supply

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

The Chicago, IL, Memphis, TN, Washington, DC, and New York, NY, APDs will receive 958,000 commemorative panes; the San Francisco, CA, APD will receive 964,000 commemorative panes; and the Denver, CO, APD will receive 300,000 commemorative panes.

Philatelic Requirement

SDOs will not receive a separate quantity of this commemorative pane for their authorized philatelic centers. Philatelic centers must be supplied their quantities from the automatic distribution made to SDOs.

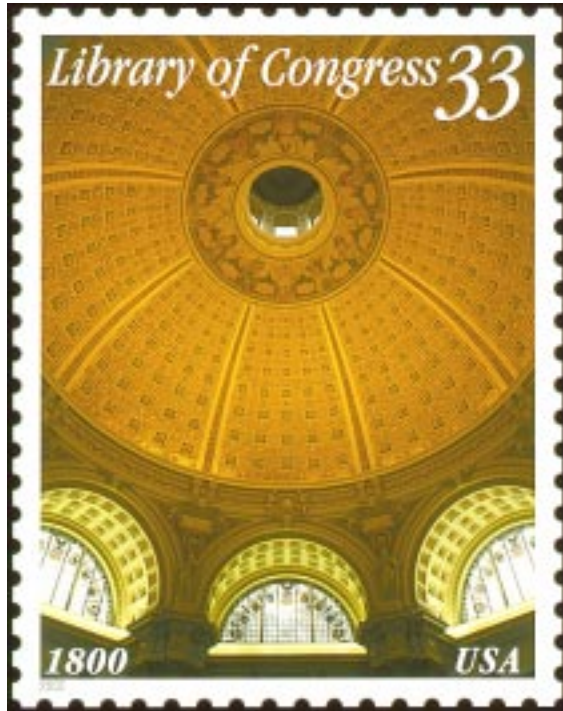
Sales Policy

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, 3-23-00*

STAMP ANNOUNCEMENT 00-15

Library of Congress Commemorative Stamp



Copyright USPS 1999

The Postal Service will issue a 33-cent *Library of Congress* commemorative stamp (Item Number 440500) in Washington, DC, on April 24, 2000. The stamp, designed by Ethel Kessler of Bethesda, MD, based on a 1980 photograph by Michael Freeman of London, England, goes on sale nationwide April 25, 2000.

Established by an act of Congress on April 24, 1800, the Library of Congress will mark its bicentennial with a national celebration of all libraries. This stamp features the interior dome and several of the arched windows in the Main Reading Room in the Thomas Jefferson Building.

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:

LIBRARY OF CONGRESS COMMEMORATIVE STAMP
POSTMASTER
900 BRENTWOOD ROAD NE
WASHINGTON DC 20066-9991

Issue:	<i>Library of Congress</i>
Item Number:	440500
Denomination & Type of Issue:	33-cent Commemorative
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	April 24, 2000, Washington, DC 20066
Photographer:	Michael Freeman, London, England
Designer:	Ethel Kessler, Bethesda, MD
Engraver:	N/A
Illustrator:	N/A
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Ethel Kessler, Bethesda, MD
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset/Microprint (USPS)
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Stevens Vari-size Security Press
Stamps per Coil/Pane:	20
Print Quantity:	55 million stamps
Paper Type:	Nonphosphored, Type III, Block tagging
Gum Type:	Water-activated
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow, Red (PMS 188C)
Stamp Orientation:	Vertical
Image Area (w x h):	1.085 x 1.42 in./27.56 x 36.07 mm
Overall Size (w x h):	1.222 x 1.56 in./39.62 x 31.12 mm
Full Pane Size (w x h):	7.045 x 8.5 in./215.09 x 178.93 mm
Plate Size:	120 stamps per revolution
Plate Numbers:	"P" followed by five (5) single digits
Marginal Markings:	"© USPS 1999" • Plate Block (6 positions) • Price • Plate Numbers • Salvage text • Header
Catalog Item Number(s):	400520 Block of 4 — \$1.32 400530 Block of 10 — \$3.30 400540 Full Pane of 20 w/ plate no. — \$6.60 400561 First Day Cancellation — \$0.54
Sale Date:	April 24, 2000
Nationwide Sale Date:	April 25, 2000

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 May 24, 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 philatelic products associated with this stamp.

Distribution

Stamp distribution offices (SDOs) will receive one-quarter of their standard automatic distribution quantities for a 20-stamps-per-pane issue. Distributions are rounded up to the nearest master carton size (50,000 stamps).

Initial Supply to Post Offices

SDOs 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 must not distribute stamps to post offices before April 16, 2000.

Additional Supply

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

For filling supplemental orders, the New York, NY, Washington, DC, Memphis, TN, Chicago, IL, and San Francisco, CA, APDs will each receive 2,250,000 stamps. The Denver, CO, APD will receive 950,000.

Philatelic Requirement

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

SDOs That Serve This Many Philatelic Windows	Will Receive This Quantity of the <i>Library of Congress</i> Commemorative Stamp, Item Number 440500
1	12,000
2	24,000
3	36,000
4	48,000
5	60,000
6	72,000
7	84,000
8	96,000
9	108,000
12	144,000
14	168,000
16	192,000
19	228,000
20	240,000

Sales Policy

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

— *Stamp Services, 3-23-00*

Plain Stamped Envelope Ordering Information

The following information is provided to postmasters and/or accountable paper custodians regarding the ordering of plain stamped envelopes. Follow these procedures to ensure the timely receipt of plain stamped envelopes orders. A copy of this information should be maintained and frequently read. Current and new accountable paper custodians should also review this document. For complete information, refer to Handbook F-1, *Post Office Accounting Procedures*, section 423.43.

Ordering Plain Stamped Envelopes

All authorized CAG A–G postmasters and/or accountable paper custodians may submit requisitions to Stamp Fulfillment Services (SFS) for stamped envelopes. Plain stamped envelopes can be ordered once every accounting period according to the requisition schedule shown in Figure 1. Submit requests to SFS using PS Form 3205, *Requisition for Plain Stamped Envelopes*, which is shown in Figure 2. Submit all requisitions to arrive at least 7 days before the due date indicated on this schedule. Shipments are made in the second week following the scheduled submission week. Please maintain an 8-week inventory of stamped envelopes. Note: The submission week for stamped envelopes *is not* the same as those for stamps and postal cards (see Handbook F1, 423.43-5).

Use a preaddressed EP-10E envelope, which is available from the material distribution center (see paragraph below), to submit PS Form 3205 to SFS. Do not lend PS Form 3205 to other post offices. These forms are preprinted with your finance number and office information. They are issued in ascending numerical sequence in lots of 100 cards to stamp distribution offices (SDOs) and in lots of 50 cards to authorized CAG A–G post offices (see Handbook F-1, 423.43-2). When your current supply of PS Forms 3205 is depleted, order a new supply by submitting PS Form 3206, *Order for PS Forms 3205*, which is shown in Figure 3.

Please note the new packing requirements. To facilitate the processing of your requisition, order only in the carton sizes shown on PS Form 3205 (Figure 2), and/or the chart of carton sizes shown in Figure 4. You must circle a specific packing size on PS Form 3205 or you will receive the 2,500-size carton for #10 envelopes and #9 envelopes, and the 5,000-size carton for #6-3/4 envelopes, for quantities in those amounts or greater. When ordering full pallets of envelopes, refer to Figure 5 for the standard palletized quantities used to meet new Postal Service shipping and stacking requirements.

The EP-10E envelope, preaddressed to SFS, has been revised. Employees may requisition copies of this new envelope 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 by cc:Mail to MDC Customer Service @ TOKS001L.

- Mail a completed PS Form 7380 to the following address:

SUPPLY REQUISITIONS
500 SW MONTARA PKWY
TOPEKA KS 66624-9702

The relevant ordering information for the EP-10E envelope is as follows:

PSN:	7530-01-364-7065
PSIN:	EP10E
Unit of Issue:	EA
Quick Pick #:	N/A
Bulk Pack Quantity:	2,500
Price:	\$0.0545
Edition Date:	10/99

If you have not already done so, please order this new envelope immediately, and destroy *all* previous issues of the EP-10E envelope. Using the new envelope will speed up the delivery and processing of your requisition.

Emergency Requisitions

If stamped envelopes are urgently needed to fulfill customer demand outside the normal requisitioning cycle, you may submit an emergency requisition. Submit a memorandum with the requisition listing the reason for the out-of-cycle order, the date the envelopes are required, the requisition number, the quantity and item, the signature of the local manager, and the post office telephone number, city, state, and ZIP Code. If this information is not included on the memo, the requisition will be processed as a normal requisition. Processing orders out-of-cycle increases shipping and handling cost, so please submit emergency requisitions only if you are unable to get stock from your SDO or accountable paper depository (APD).

Receipt of Stock

Examine each shipping carton to ascertain that all cartons are addressed to your office and that the seal is not broken and the carton is not damaged. If there are any signs of tampering, report to the inspector in charge immediately (see Handbook F-1, 423.6-3).

Always enter the total value of the stock as noted on PS Form 3309, Advice of Shipment/Stamp Invoice, even if physical quantity is not the same. This amount has been charged to your finance number as of the date of shipment.

If you enter a figure other than the total on PS Form 3309, you will receive a statement of differences from the Postal Data Center (PDC). Allow 3 weeks from date of shipment before reporting full-carton non-receipts to SFS. If you ordered the incorrect item, contact your SDO for permission to return or exchange the stock. If the contractor furnished you the incorrect item, contact SFS for information on how to receive a PS Form 3309 for stock received (Treat-As-Filled) or how to return stock to SFS for replacement if it cannot be used. To report

non-receipt of a carton or cartons, send a memo to SFS. Do not use PS Form 8144, *Stamp Discrepancy Report*, to report non-receipts of full cartons or for incorrect items.

Shortages in Sealed Cartons

Report by telephone to Stamp Acquisition, Quality Assurance (202-268-6542) if one or more boxes of 500 are missing in a sealed carton. Follow up by reporting shortage on PS Form 8144 to the address on the form. Total all PS Forms 8144 at the end of the accounting period and file a claim for loss (see Handbook F-1, 423.72-2).

Include the "PLAIN PACKED BY" numbers shown on the preprinted panel on each inside box on the PS Form 8144 so that the contractor can be appropriately notified.

Shortages in Open/Damaged Cartons

If there are any signs of tampering and stock is missing from a carton, report it to the inspector in charge immediately (see Handbook F-1, 423.6-3).

Damaged Cartons

Handle stamped envelopes that are damaged according to Handbook F-1, Part 452.

Overages in Sealed Cartons

Report overages on PS Form 8144 immediately and send a *copy* to the address on the form. Send the overage stock with the *original* PS Form 8144 by registered mail to the following address:

US POSTAL SERVICE
 STAMP DISTRIBUTION NETWORK
 22403 RANDOLPH DR
 DULLES VA 20103-0001

Include on the PS Form 8144 the "PLAIN PACKED BY" numbers shown on the preprinted panel on each inside box so that the contractor can be appropriately notified.

Defective Stock

Defective stock is not salable and must remain the property of the Postal Service. It must be returned immediately to main stock and then to the SDO, if applicable. Follow the procedures for shortages as noted previously (report on PS Form 8144 and file a claim for loss).

Include the "PLAIN PACKED BY" numbers shown on the preprinted panel on each inside box on the PS Form 8144 so that the contractor can be appropriately notified.

Stamped Envelope Discount

Full boxes of stamped envelopes may be sold to customers using the rates shown in *Domestic Mail Manual (DMM) P020*, which results in making sales at a discount. Your office was charged the individual price when the envelopes were shipped to you. Use PS Form 3220, *Claim for Stamped Envelope Discount*, to account for all full boxes of envelopes sold to customers at a discount (see Handbook F-1, 426.82).

Figure 1. Requisition Schedule

Offices having ZIP Codes beginning with:	Submit requisition to reach SFS before:
004-099, 100-199, 200-239, 244, 254, 260-268, 439-447	1st week of each A/P (A/P 7: 2/26-3/3) (A/P 8: 3/25-3/31) (A/P 9: 4/22-4/28) (A/P 10: 5/20-5/26) (A/P 11: 6/17-6/23) (A/P 12: 7/15-7/21) (A/P 13: 8/12-8/18)
240-243, 245-253, 255-259, 270-299, 300-397, 400-418, 421-422, 425-438, 448-462, 465-474, 480-497, 700-705, 707-709, 713-717, 719-729	2nd week of each A/P (A/P 7: 3/04-3/10) (A/P 8: 4/1-4/7) (A/P 9: 4/29-5/5) (A/P 10: 5/27-6/2) (A/P 11: 6/24-6/30) (A/P 12: 7/22-7/28) (A/P 13: 8/19-8/25)
420, 423-424, 463-464, 475-479, 498-499, 500-588, 600-678, 680-689	3rd week of each A/P (A/P 7: 3/11-3/17) (A/P 8: 4/8-4/14) (A/P 9: 5/6-5/12) (A/P 10: 6/3-6/9) (A/P 11: 7/1-7/7) (A/P 12: 7/29-8/4) (A/P 13: 8/26-9/1)
590-599, 679, 690-693, 706, 710-712, 718, 730-799, 800-898, 900-999	4th week of each A/P (A/P 7: 3/18-3/24) (A/P 8: 4/15-4/21) (A/P 9: 5/13-5/19) (A/P 10: 6/10-6/16) (A/P 11: 7/8-7/14) (A/P 12: 8/5-8/11) (A/P 13: 9/2-9/8)

Note: The requisition schedule for stamped envelopes is *not* the same as the schedule for stamps and postal cards.

Figure 2. PS Form 3205, Requisition for Plain Stamped Envelopes


City, State, and ZIP Code						Req. No.		Region No.	St.	Office			
Item No.	Quantity Requisitioned		Date of Requisition			Phone Number (Include area code)				Signature			
			Mo.	Day	Year								
See Handbook F-1 for Instructions as to HOW and WHEN to order													
Postmaster/Accountable Paper Custodian: Check packing specifications for each envelope type ordered			6¾	<input type="checkbox"/>	Package of 500		<input type="checkbox"/>	Package of 1,000		<input type="checkbox"/>	Package of 2,500	<input type="checkbox"/>	Package of 5,000
			9 & 10	<input type="checkbox"/>	Package of 500		<input type="checkbox"/>	Package of 1,000		<input type="checkbox"/>	Package of 2,500		
			<p>1. Use a separate form for each item or packaging configuration ordered (the minimum order for banded items is 1,000). Complete and verify each data element. Use forms in ascending requisition sequence.</p> <p>This is an accountable form and is preprinted with your office name and finance number. Do not lend to another office.</p> <p>2. Send this completed form to STAMP FULFILLMENT SERVICES (SFS) in a pre-addressed EP10E envelope, (available from your servicing MDC).</p> <p>NOTE: This requisition must arrive at the SFS a week before the week shown above to be shipped in cycle. Emergency Orders: Attach a justifying memo stating reason for expedited request. Do not write messages on this form.</p>										
			<p>PS Form 3205, August 1999</p> <p style="text-align: right;">Requisition for Plain Stamped Envelopes</p>										

Figure 3. PS Form 3206, Order for PS Forms 3205


City, State, and ZIP Code						Req. No.		Region No.	St.	Office	
										Signature	
Postmaster/Accountable Paper Custodian: Complete <i>Quantity</i> and <i>Date of Request</i>			Quantity Ordered			Date of Request			Phone Number (Include area code)		
			<input type="checkbox"/> 100 (SDOs Only) <input type="checkbox"/> 50 (All other post offices)			Mo. Day Year					
			<p>1. Use this form to order additional Forms 3205.</p> <p>2. Place this form in your deck of unused Forms 3205 to serve as a replenishment reminder.</p> <p>3. Complete <i>Quantity Ordered</i> (NOTE: SDOs order 100; all other post offices order 50) and <i>Date Requested</i>. Sign and mail to STAMP FULFILLMENT SERVICES in a pre-addressed EP10E envelope, (available from your servicing MDC). Another Form 3206 will accompany your new supply of Forms 3205.</p> <p>4. This is an accountable form and is preprinted with your office name and finance number. Do not lend to another office.</p>								
			<p>PS Form 3206, August 1999</p> <p style="text-align: right;">Order for Form 3205, Requisition for Plain Stamped Envelopes</p>								

Figure 4. Carton Sizes

Type of Envelope	Carton Sizes
#6-3/4	500; 1,000; 2,500; 5,000*
#9 and #10	500; 1,000; 2,500**
#6-3/4 Banded	1,000; 2,500; 5,000*
#9 and #10 Banded	1,000; 2,500**

Maximum quantity that can be ordered per requisition is 2,500,000.
 * For quantities greater than 5,000, must order in multiples of 5,000.
 ** For quantities greater than 2,500, must order in multiples of 2,500.

Figure 5. Standard Palletized Quantities

Quantities To Order To Receive Full Pallet		
Pallet Size	Quantity	Number Of Cartons
500 Carton:	#10	56,000
	#9	56,000
	#6-3/4	72,000
1,000 Carton:	#10	64,000
	#9	64,000
	#6-3/4	72,000
2,500 Carton:	#10	75,000
	#9	75,000
	#6-3/4	140,000
5,000 Carton:	#6-3/4	140,000

— Stamp Services, Marketing, 3-23-00

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
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

— Mail Preparation and Standards, Pricing and Product Design, 3-23-00

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.

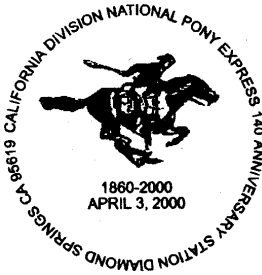
People attending these local events may obtain the cancellation in person at the temporary post office station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated, 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 unserved.

Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: PICTORIAL CANCELLATIONS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP + 4 CODE, exactly as listed below (using all capitals and no punctuation, except the hyphen in the ZIP + 4 code).

After applying the pictorial cancellation, the Postal Service returns the envelope or postcard through the mail. Customers who want their serviced item returned under protected cover should include a larger, stamped, self-addressed envelope.



April 3, 2000

140TH ANNIVERSARY PONY EXPRESS STATION
POSTMASTER
4946 PLEASANT VALLEY RD
DIAMOND SPRINGS CA 95619-9998

140TH ANNIVERSARY PONY EXPRESS STATION
POSTMASTER
1015 RILEY ST
FOLSOM CA 95630-9998


140TH ANNIVERSARY PONY EXPRESS STATION
POSTMASTER
13672 STATE HWY 50
KYBURZ CA 95720-9998

140TH ANNIVERSARY PONY EXPRESS STATION
POSTMASTER
3045 SACRAMENTO ST
PLACERVILLE CA 95667-9998

140TH ANNIVERSARY PONY EXPRESS STATION
POSTMASTER
2669 SANDERS DR
POLLOCK PINES CA 95726-9998

140TH ANNIVERSARY PONY EXPRESS STATION
POSTMASTER
2000 ROYAL OAKS DR
SACRAMENTO CA 95813-9998

140TH ANNIVERSARY PONY EXPRESS STATION
POSTMASTER
PO BOX 9998
TWIN BRIDGES CA 95735-9998




Tucson Open Station
February 2000
Tucson AZ 85742

February 23–27, 2000

US Postal Service

TUCSON OPEN STATION
POSTMASTER
PO BOX 9998
TUCSON AZ 85726-9998




March 4, 2000

Capital City Philatelic Society

75TH ANNIVERSARY CELEBRATION STATION
PHILATELIC OFFICE
1425 CROOKED HILL ROAD
HARRISBURG PA 17107-9714


TUCSON RODEO PARADE STATION
75th Diamond Jubilee Parade
February 24th, 2000
Tucson, Arizona 85714



February 24, 2000

Tucson Rodeo

TUCSON RODEO PARADE STATION
POSTMASTER
PO BOX 9998
TUCSON AZ 85726-9998




March 15, 2000

CHAPLAIN GEORGE L. FOX STATION
POSTMASTER
LEWISTOWN PA 17044-9998

Patricia Roberts Harris
Station
February 29, 2000
Mount Vernon NY 10550

February 29, 2000

PATRICIA ROBERTS HARRIS STATION
POSTMASTER
PO BOX 9998
MOUNT VERNON NY 10550-9998



March 16, 2000

Camp Fire Boys and Girls

CAMP FIRE BOYS AND GIRLS STATION
POSTMASTER
PO BOX 9998
SOUTHGATE MI 48195-9998



March 16, 2000
Campfire Boys and Girls
KIDS DAY STATION
POSTMASTER
222 MICHIGAN ST NW
GRAND RAPIDS MI 49501-9998



March 25, 2000
AMISTAD LAUNCHING CEREMONY STATION
POSTMASTER
23 E MAIN ST
MYSTIC CT 06355-9998



March 17, 2000
IRISH 38TH ANNUAL CELEBRATION
STATION
POSTMASTER
PO BOX 9998
ERIN TN 37061-9998



March 25, 2000
WACOPEX STATION
POSTMASTER
430 W STATE HWY 6
WACO TX 76702-9998



March 17, 2000
Shamrock Post Office
ALOHA STATION
POSTMASTER
210 N MADDEN ST
SHAMROCK TX 79079-9998



March 25-26, 2000
WHITETOP MOUNTAIN MAPLE FESTIVAL
STATION
POSTMASTER
15145 HIGHLANDS PKWY
WHITETOP VA 24292-9998



March 23, 2000
CENSUS 2000 STATION
POSTMASTER
2100 N 13TH ST
READING PA 19601-9998



March 25-26, 2000
Korean War 50th Anniversary KazooPex 2000
KOREAN WAR 50TH ANNIVERSARY
KAZOOPEX 2000 STATION
POSTMASTER
1121 MILLER RD
KALAMAZOO MI 49001-9998



March 23, 2000
VIETNAM STATION
POSTMASTER
PO BOX 9998
PAWTUCKET RI 02860-9998

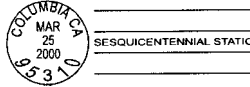
Tripex 2000
Celebrating Westvaco's
Contribution to Philately
Westvaco Station
Luke, MD 21540



March 25-27, 2000
Tripex Stamp Club
WESTVACO STATION
POSTMASTER
215 PARK ST
CUMBERLAND MD 21502-9998



March 23-26, 2000
SUBURBAN WASH BALT COIN &
CURRENCY STATION
SUPERVISOR MOWS
900 E FAYETTE ST
BALTIMORE MD 21233-9715



March 25-27, 2000
COLUMBIA SESQUICENTENNIAL STATION
POSTMASTER
22628 PARROTTS FERRY RD
COLUMBIA CA 95310-9998



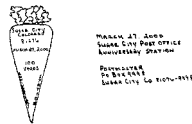
March 24-25, 2000
AZALEA TRAIL RUN STATION
POSTMASTER
250 ST JOSEPH ST
MOBILE AL 36601-9813



March 26, 2000
BREAST CANCER RESEARCH STATION
POSTMASTER
PO BOX 9998
WEST NYACK NY 10994-9998



March 24-26, 2000
Garfield-Perry Stamp Club
MARCH PARTY STATION
MARKETING SPECIAL CANCELS
2200 ORANGE AVE RM 206
CLEVELAND OH 44101-9996



March 27, 2000
SUGAR CITY POST OFFICE ANNIVERSARY
STATION
POSTMASTER
PO BOX 9998
SUGAR CITY CO 81076-9998



March 25, 2000
BREAST CANCER RESEARCH STATION
SUPERVISOR MOWS
LOCH RAVEN BRANCH
808 GLEN EAGLES CT
BALTIMORE MD 21286-9998



March 28, 2000
SUBMARINE STATION
POSTMASTER
1202 FRANKLIN ST
MANITOWOC WI 54220-9998



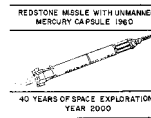
March 25, 2000
US Postal Service
LIBERTY JUBILEE DEPOT STATION
POSTMASTER
PO BOX 9998
LIBERTY TX 77575-9998



March 28, 2000
Olympic Philatelic Society
US NAVY SUBMARINES CENTENNIAL
STATION
POSTMASTER
PO BOX 9998
SILVERDALE WA 98315-9998



March 29, 2000
 DALLAS ARBORETUM STATION
 POSTMASTER
 401 DFW TPKE
 DALLAS TX 75260-9998



April 1-2, 2000
Park Forest Stamp Club
 PARFOREX STATION
 POSTMASTER
 123 INDIANWOOD BLVD
 PARK FOREST IL 60466-9998



March 29-31, 2000
White Mountain Sheriff's Posse
 PONY EXPRESS STATION
 POSTMASTER
 1815 W JACKSON LN
 LAKESIDE AZ 85929-9998

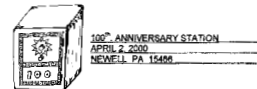


New Ulm Art Festival Station
 New Ulm, Texas 78950
 April 2000
 2000 "Life in New Ulm is Wonderful"

April 1-30, 2000
 NEW ULM ART FESTIVAL STATION
 POSTMASTER
 113 PECAN ST
 NEW ULM TX 78950-9998



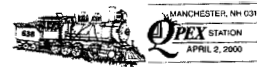
March 31, 2000
Lakeland District Diversity Office
 WOMENS HISTORY MONTH STATION
 POSTMASTER
 PO BOX 5066
 MILWAUKEE WI 53203-5066



April 2, 2000
US Postal Service
 100TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 NEWELL PA 15466-9998



April 1, 2000
 SACRAMENTO SHERIFFS DEPARTMENT
 SESQUICENTENNIAL STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



April 2, 2000
Manchester Stamp Club
 QPEX STATION
 POSTMASTER
 112 E BROADWAY
 NORTH SALEM NH 03173-9998



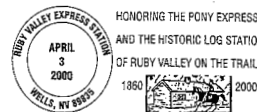
April 1, 2000
 SPRINGFEST STATION
 POSTMASTER
 9155 SCHAEFER RD
 CONVERSE TX 78109-9998



April 3, 2000
Nebraska Game and Parks Commission
 ROCK CREEK STATION
 POSTMASTER
 501 D ST
 FAIRBURY NE 68352-9998



April 1, 2000
 JASMINE HILL STATION
 POSTMASTER
 6701 WINTON BLOUNT BLVD
 MONTGOMERY AL 36119-9813



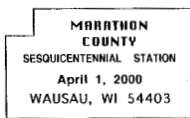
April 3, 2000
Ruby Valley Historical Society
 RUBY VALLEY EXPRESS STATION
 POSTMASTER
 PO BOX 9998
 WELLS NV 89835-9998



April 1, 2000
Greater Pittsburgh Science & Engineering Fair
 SCIENCE FESTIVAL STATION
 POSTMASTER
 395 FEDERAL ST
 PITTSBURGH PA 15212-9998



April 3-4, 2000
 AUDITORIUM STATION
 POSTMASTER
 301 W LEXINGTON
 INDEPENDENCE MO 64050-9998



April 1, 2000
 MARATHON COUNTY SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 WAUSAU WI 54403-9998



April 5, 2000
Gothenburg Community Development
 PONY EXPRESS STATION
 POSTMASTER
 1021 LAKE AVE
 GOTHENBURG NE 69138-9998



April 1, 2000
US Postal Service
 BRAZIL 500 YEARS STATION
 POSTMASTER
 1760 W 2100 S
 SALT LAKE CITY UT 84199-9998

NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns

Released March 8, 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	-.85	5.99
1999	C	F	G
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
FEBRUARY	-1.93	1.07	.53
LAST 12 MONTHS	11.57	1.07	6.29

*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

REMINDER

Shortage of Rotary Locks

All post offices must review their inventories of rotary locks.

Rotary locks must be used to secure registered mail and non-saleable stamp stock in transit, whether in pouches, sacks, CON-CON containers, or LD-3 Dacon containers. Rotary locks are a valuable asset to the Postal Service and must be kept in circulation for the Postal Service to reap the greatest return on investment. Metal seals are an acceptable substitution for rotary locks only in emergency situations since metal seals are much more costly than rotary locks.

Post offices must obtain an adequate supply of rotary locks from the servicing registry section of the servicing processing and distribution center or the material distribution center.

Offices may not maintain more than a 5-day supply of rotary locks. Defective locks must be returned for repair or supervised destruction to:

MAIL EQUIPMENT SHOPS
US POSTAL SERVICE
2135 FIFTH ST NE
WASHINGTON DC 20260-6224

If your office has greater than a 5-day supply of serviceable rotary locks, the extra locks should be sent to the registry section of the servicing processing and distribution center or the material distribution center.

— Logistics Programs,
Purchasing and Materials, 3-23-00

Postal Service/Boise Cascade Office Products, Inc. Partnership

On March 1, 2000, the Postal Service's chief operating officer, chief financial officer, and vice president of Purchasing and Materials announced that the Postal Service had entered into a new national strategic partnership for the purchase of office supplies with Boise Cascade Office Products, Inc. The effective start date for this new strategic partnership is April 3, 2000. Under this partnership, the purchase of all office supplies within the Postal Service must be made from Boise Cascade Office Products, Inc.

This new partnership will be implemented one Postal Service area at a time. The areas and Headquarters will be implemented in the following order:

1. Mid-Atlantic
2. Capital Metro
3. Southeast
4. Great Lakes
5. Headquarters
6. Southwest
7. Midwest
8. Western
9. New York Metro
10. Northeast
11. Allegheny
12. Pacific

A new *Postal Service EZ-Order Office Supply Catalog* and ordering instructions will be distributed to all postal ordering locations within an area shortly before the area is scheduled for actual implementation. Any established local approval or funding procedures must still be followed before ordering office supplies.

In negotiating this strategic partnership, the Postal Service leveraged its significant national buying power to negotiate tremendous cost savings for all office supplies. In addition, by agreeing to make maximum use of electronic data transfer for invoicing and payment, both partners will realize additional cost savings for each transaction. Both the item and transaction cost savings realized from the partnership with Boise Cascade will help reduce costs for the Postal Service.

To provide an overview of how easy the ordering process will become, postal facilities will be able to order their office supplies by using their existing assigned Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) number and by placing their orders by using any of the following:

- Telephone: 1-888-229-USPS (8777)
- Fax: 1-888-285-USPS (8777)
- World Wide Web (WWW) via Boise Cascade's Internet site
- Mail:

SPECIALITY QUEUE-USPS
BOISE CASCADE OFFICE PRODUCTS
4428 HOLLERICH DR
PERU IL 61354-9334

Boise Cascade will deliver next day to the desktop, if desired. All products will be delivered either through the mailstream or by Boise's delivery trucks. No deliveries will be made by Postal Service competitors, and Boise Cascade has given a money-back guarantee on this. If an order is delivered by a competitor, there will be no cost, up to \$125.00 per order. To obtain this credit, simply notify your Boise Cascade representative with the invoice number.

The best possible prices and delivery terms have been negotiated. If a lower price is found or if supply items are needed the very same day, contact Boise Cascade's customer service department, toll-free, at 1-888-229-USPS. Boise Cascade has agreed to match competitors' pricing and to meet emergency delivery requirements. When making such comparisons, keep in mind that the prices under this partnership are delivered prices (except for postal facilities in the Alaska and Caribbean Performance Cluster) and that the cost to process the payment is significantly less than any other purchase method.

After shipment of an order, Boise Cascade will send an electronic invoice to the San Mateo Accounting Service Center (SMASC). Each accounting period (AP), the SMASC will electronically check each invoice, issue payment by an electronic

funds transfer, and mail each ordering location an AP "Billing Summary." The only thing an ordering location must do is reconcile its orders against the packing slips and the AP "Billing Summary." As with the Postal Service/General Services Administration (GSA) IMPAC government-wide credit card program, this monthly reconciliation is a critical check and balance. If an error occurs and no reconciliation takes place, offices may be paying for supplies they did not receive.

More detailed ordering and reconciliation instructions, catalog items and prices, and contacts for assistance will soon be available at the Purchasing and Materials intranet home page. However, new locations should not attempt to order items under this strategic partnership until specifically notified. This will ensure an orderly and smooth implementation. Headquarters and the Northeast, New York Metro, Allegheny, Southwest, and Pacific areas can continue to order office supplies from Boise Cascade under their existing contract. These existing contract prices have all been changed to reflect the new strategic partnership prices.

— *Purchasing Policies and Programs,*
Purchasing and Materials, 3-23-00

Retail

POM REVISION

Mandatory Lobby Displays and Public Information

Effective March 23, 2000, *Postal Operations Manual (POM)* Exhibits 125.342 and 125.343 are revised to separate mandatory lobby displays from mandatory public information that needs to be stocked in post offices and made available to customers. In Exhibit 125.342, Poster 76, *Some Things Were Never Meant To Be Mailed*, was added, and Poster 31-H, *Consumer Service Card*, was removed since it is obsolete. In Exhibit 125.343, PS Form 4314-C, *Consumer Service Card*, has replaced Poster 31-B, *Mail Problem?*

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	*	*	*	*	*

[Amend Exhibit 125.342 to read as follows:]

Exhibit 125.342 Mandatory Lobby Displays

Poster 7	<i>Rules and Regulations Governing Conduct on Postal Property</i>
Poster 76	<i>Some Things Were Never Meant To Be Mailed</i>
Notice 107	<i>Some Things Were Never Meant To Be Mailed</i>
Poster 158	<i>Possession of Firearms and Other Dangerous Weapons on Postal Property Is Prohibited by Law</i>
Poster 296	<i>Notice of Reward</i>

* * * * *

[Amend Exhibit 125.343 to read as follows:]

Exhibit 125.343 Mandatory Public Information to be Available

FBI Most Wanted Poster	Kept in binder behind counter
Notice 123	Ratefold
PS Form 4314-C	Consumer Service Card
Poster SSS46	Selective Service Poster
PUB 65 ¹	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	Hours of operation Time when all First-Class post office box mail normally distributed Letter drops and dispatch times

¹ Publications 65 and 66 are available through the National Customer Support Center, U.S. Postal Service, 6060 Primacy Pkwy Suite 101, Memphis, TN 38188-0001.

² Available through the direct vendor signage contract.

* * * * *

— Retail Operations Support, Retail, 3-23-00

POSTAGE METER UPDATE

Customer Information on Manually Reset Electronic Meters

Postal Bulletin 22017 (3-10-00) contained an update on the status of mechanical and manually reset electronic postage meters.

Representatives of meter manufacturers have recently been giving customers misleading and incorrect information regarding electronic postage meters. The Postal Service has received numerous inquiries requesting clarification. The following statements are provided so that Postal Service personnel will be prepared to respond to customers.

- Placements of manually reset electronic meters to new customers were prohibited effective February 1, 2000. Existing customers can receive meters to replace defective meters, or if the customer moves from one licensing post office area to another.

- Post offices will continue to set these meters until such time that they are officially instructed that settings are to cease.
- No date has been established whereby a manually reset electronic meter must be removed from the marketplace. If this occurs in the future, customers will be sent explanatory letters directly from the Manager, Postage Technology Management, Headquarters.

Meter manufacturers have been instructed to ensure the validity and appropriate distribution of any information regarding postal meter policy.

— *Postage Technology Management, Retail, Consumers and Small Business, 3-23-00*

NOTICE

Availability of PS Form 3293 on the Postal Service Intranet

PS Form 3293, *Retail Vending Credit Examination*, is now available on the Postal Service intranet. Point your web browser to <http://blue.usps.gov/formmgmt/forms.htm>, then in the Numerical List click on 3000–3999, and then click on PS Form 3293. The form can also be ordered from the material distribution center.

PS Form 3293 can be requisitioned in one of the following ways:

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

MATERIAL DISTRIBUTION CENTER
ATTN SUPPLY REQUISITIONS
500 SW MONTARA PKWY
TOPEKA KS 66624-9702

The relevant ordering information for PS Form 3293 is as follows:

PSN:	7530-02-000-7447
PSIN:	PS3293
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Edition Date:	June 1995

Use PS Form 3293 when conducting mandatory vending audits. These audits are scheduled to occur each 120 days for all Self Service Postal Center (SSPC) technicians and/or vending servicing persons (i.e., anyone with a vending accountability) or when transferring accountability from the servicing person to a replacement.

Guidelines on timelines to conduct an audit can be found in Handbook F-1, *Post Office Accounting Procedures*, part 429, Conducting Examinations. Guidelines on how to conduct a vending audit can be found in Handbook PO-102, *Self Service Vending Operational and Marketing Program*, chapter 5, Financial Control. Handbooks F-1 and PO-102 are available on the Policies and Procedures page of the corporate intranet (<http://blue.usps.gov/cpim>; click on *Handbooks*).

— *Retail Operations Support, Retail, 3-23-00*

ALL IRT, WRU, CTT, AND DEBIT/CREDIT CARD OFFICES

Setting Clocks for Daylight Saving Time

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

Managers must ensure that before opening for business on Monday, April 3, 2000, the clocks in all IRTs, WRUs, CTT scanners, and debit/credit card terminals under their control are set *forward* (in most locations) 1 hour to reflect the change to Daylight Saving Time. Facilities with Saturday night operations should reset the time as soon as possible after the 2 a.m. start time, Sunday, April 2, 2000.

IBM and NCR POS ONE Terminals

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

Integrated Retail Terminals

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

Mobile Data Collection Devices (MDCDs)

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

CTT Symbol Laser Scanners

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

1. Press the CTRL (control) key, and then press the T key. The current date and time appear.
2. Press the CLR (clear) key. A prompt to enter a date appears. Enter the current date as MMDDYY (example: 040300).

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

Weighing and Rating Units (WRUs)

For the WRU, follow these steps:

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

Debit and Credit Card Terminals

For Debit and Credit Card Terminals, follow these steps:

Display	Action
U.S. Postal Service	Press (*) and (3) key at the same time. (If you are having trouble, simply hold the (*) key and tap the (3) key.)
Diagnostics	Press (ALPHA) key.
Year	Key in the current year (4 digits). Press (ENTER) key.
Month	Key in a number (1-12) for current month. Press (ENTER) key.
Date	Key in a number (1-31) for current date. Press (ENTER) key.
Hour	Key in a number (1-24) for current hour. Press (ENTER) key.
Minutes	Key in number of minutes (0-59). Press (ENTER) key.
Seconds	Key in number of seconds or press (ENTER) key to bypass.

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

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

Displaying the Clock and Calendar

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

Retail Consolidation Unit (RCU)

The time for the RCU/VAX will be updated automatically by the Raleigh Information Systems FSCS VAX Support Group. However, all RCU operators should validate the correct time and date when they log on to the RCU on Monday, April 3, 2000, and notify Raleigh if the time and date are incorrect.

— *Self Service, Retail, 3-23-00*

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