

# POSTAL BULLETIN

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DISTRICT MANAGERS  
POSTMASTERS

SUBJECT: National Stamp Collecting Month

Stamp collecting is one of the most popular hobbies in the world. October is National Stamp Collecting Month, which provides an

opportunity to generate increased awareness of the U.S. Postal Service stamp program and promotes the hobby of stamp collecting — bringing new collectors to the hobby.

From the serious collector who buys every stamp we produce to the casual collector who keeps only special commemorative editions that have a personal appeal, stamp collecting is hobby forming.

We encourage you to host special events in your community throughout the month of October. Take advantage of National Stamp Collecting Month to inspire people, especially school children, to take up the hobby. This year's theme — "Stamp Cool-lecting: Your Window To The World" — delivers the message that stamp collecting is fun and exciting.

On October 1, the National Stamp Collecting Month campaign will launch nationally with the issuance of the *Deep Sea Creatures* stamps in Monterey, California, on October 2. The publicity kit on pages 3–16 of this *Postal Bulletin* provides a step-by-step guide to help you plan your local National Stamp Collecting Month events and activities. The kit includes the following:

- Suggestions to generate publicity.
- Fill-in news releases for National Stamp Collecting Month events.
- A letter to the editor that you can send to your local newspapers about your National Stamp Collecting Month ceremonies and events.
- Sample media advisory, public service announcement, and thank-you notes.
- A speech to be given during local community events.
- Public Affairs and Communications and Government Relations contacts.

Please use this postmaster kit to develop and plan your local events. Be sure to keep your area Public Affairs and Communications manager informed of your activities. Your support of this year's campaign is vital to its success.



CLARENCE E. LEWIS, JR.  
CHIEF OPERATING OFFICER  
EXECUTIVE VICE PRESIDENT



DEBORAH K. WILLHITE  
SENIOR VICE PRESIDENT  
GOVERNMENT RELATIONS AND PUBLIC POLICY



*Kit continues on page 3.*

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PB 22022: 7690-04-000-5629	PB 22008: 7690-04-000-3987
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## PUBLICITY KIT

## National Stamp Collecting Month

## Publicity Ideas to Interest the Media

*October Is National Stamp Collecting Month — Deep Sea Creatures Stamps Kick Off Nationwide Celebration*

There are many ways to interest local media in your National Stamp Collecting Month (NSCM) and *Deep Sea Creatures* commemorative stamp events. Here are some methods to capture a reporter's attention:

**Note:** NSCM events can be planned in conjunction with *Deep Sea Creatures* stamp ceremonies. Although your event can raise awareness about the *Deep Sea Creatures* stamps, please ensure that NSCM is the primary focus.

- Have a month-long NSCM celebration involving employees and their families; stamp collecting club members; school children; and congressional, civic, and community leaders. Involve these people in helping create a traveling or permanent stamp collection exhibit that could either be placed in post office lobbies or taken to stamp events at libraries, schools, or aquariums throughout the month of October. Include a different stamp theme for every day of the month. Some examples of different themes might include deep sea creatures, sports, animals, music, movie stars, or cartoon characters.
  - Photo opportunity: Encourage media to cover the opening day of your exhibit. Media can take pictures of employees and community members setting up the exhibit to accompany an article about NSCM.
  - Opening day of exhibit can include *Deep Sea Creatures* stamp unveiling ceremony. Ask congressional, civic, and community leaders to participate in ceremonies.
- Invite local children to design a stamp about deep sea creatures and display the designs in the post office. Have local customers select winners. Winners can be awarded stamp collecting materials.
- Develop a "Search for the Deep Sea Creatures" scavenger hunt in a local park at which children can uncover hidden enlarged stamp art of the *Deep Sea Creatures* stamps.
- Using this kit, spread the word about National Stamp Collecting Month in your community by giving presentations and workshops to local elementary schools, library reading clubs, and community organizations like the Scouts and the Rotary Club.
  - Look for opportunities to partner with local philatelic organizations that may be sponsoring local stamp collecting fairs or exhibits. Offer to speak or conduct workshops, or organize volunteers from among your staff to help.
  - Invite students from a local elementary school or youth group into your post office for a behind-the-scenes tour of your facility. Show them how their stamps are canceled and how mail is sorted and delivered.
  - Help local after-school programs set up stamp collecting clubs. Ask a local stamp collector to set up a display of stamp collecting tools and philatelic materials, such as tongs, magnifier, perforation gauge, albums, first day covers, and so forth. Go online to the American Philatelic Society's Web site at <http://www.stamps.org> to find local chapters and affiliates that might be willing to help.
  - Begin a "Start Collecting Stamps" box. Set up a large box or fishbowl where customers can put used stamps. Make a sign inviting anyone who wants to become a collector to take a stamp from the box.
  - Set up a "Stamp Swap" bulletin board where stamp collectors can post their wish lists, trade collecting information, and announce club meetings.

Implement any of these ideas, combine them, or brainstorm with your employees and come up with ideas of your own. Be sure to publicize each and every event to your local newspaper and radio and television stations via press releases, media advisories, and letters to the media contained in this publicity kit. Don't forget to make follow-up telephone calls.

## Stamp Artwork

To purchase stamp artwork for the *Deep Sea Creatures* commemorative stamps, including color transparencies and "enlargements," contact:

Paul Dominiski  
Dodge Color  
4827 Rugby Avenue, Suite 100  
Bethesda, MD 20814-3028

E-mail: [pauld@dodgecolor.com](mailto:pauld@dodgecolor.com)  
Phone: 301-656-0025

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

## Deep Sea Creatures Special Die Hub

The 2000 National Stamp Collecting Month special die hub for pictorial cancellations is available only upon request. There will be no automatic distribution this year.

The design (shown below) is taken from one of the *Deep Sea Creatures* special pane of 15 commemorative stamps that will be issued October 1 as part of the National Stamp Collecting Month promotion.

Processing and distribution centers that wish to order this cancellation device should immediately contact Diane Wiler at the Hanley Postal Supply Company, 814-898-2720 or 814-898-2825 (fax). The cost of each die hub device is \$97.

The die hub may be used October 1 through December 11, 2000.



## Stampin' Create-A-Cancellation Contest

The first day of issue cancellation was selected from among contestants who entered the Stampin' Create-A-Cancellation contest. Stampers members were encouraged to draw their dreamiest depiction of a *Deep Sea Creatures* cancellation. Gary Stuart, age 11, of Smithtown, NY, was selected as the winner.

## National Stamp Collecting Month Educational Kit

In the past, educational kits were sent to postmasters and educators. This year, the kit will not be mailed, but will be available on the USPS Web site. Go to <http://www.usps.com> to view and print the kit. Please feel free to share this information with teachers in your area.

## Deep Sea Creatures First Day Cancellation Ceremony

The Monterey Bay Aquarium and the Monterey Bay Aquarium Research Institute (MBARI) are proud to host the first day cancellation ceremony for the *Deep Sea Creatures* stamps. The aquarium and MBARI have worked closely together to bring to the public the wonders of the deep sea.

People care about what they see and know. That's why marine biologists at the Monterey Bay Aquarium spent 10 years researching and developing the "Mysteries of the

Deep" special exhibition. It gives visitors a look at deep sea animals never before seen by the public — many never before seen alive even by marine scientists. The exhibit also shows people how they're connected to the deep sea today, using its resources as food, fuel, and medicine. If we hope to benefit from these resources in the future, we need to take steps to protect and conserve the deep sea today. For more information, visit the E-Quarium at <http://www.montereybayaquarium.org>.

Scientists and engineers at the aquarium's sister institution, MBARI, develop new technology to study the deep ocean. MBARI's research ships and remotely operated vehicles — underwater robots — explore the ocean depths nearly every day, recording video of animals in their natural world, collecting specimens, and deploying sensitive measuring equipment. MBARI maintains a live video link to the aquarium, where visitors can watch the underwater robots dive in nearby Monterey Canyon, the largest undersea canyon on the west coast of the United States. Learn more about MBARI and deep sea research at <http://www.mbari.org>.

Here is a brief description of the animals featured on the *Deep Sea Creatures* stamps:

**Fanfin anglerfish** — Deep sea anglerfish have a characteristic modified dorsal fin that projects from the head like a fleshy fishing rod. A special light organ at the tip of the fin contains millions of light-producing bacteria that help the anglerfish attract its prey.

**Sea cucumber** — Unlike most of its relatives, this deep-sea sea cucumber is an active swimmer. It can be found up to 150 feet above the seafloor in waters 1,600 to 18,000 feet deep. When touched, its skin glows with bioluminescence, and if really disturbed, it is shed in a glowing cloud. This reaction helps the sea cucumber escape from its predators.

**Fangtooth** — This 6-inch deep-sea fish uses its ferocious fanglike teeth to catch prey and swallow it whole. Fangtooths live near the surface as larvae but gradually move deeper as they mature. Adults live from 2,000 to 16,000 feet deep and can be found in temperate and tropical areas worldwide.

**Amphipod** — Nearly one-third of this animal is covered by its compound eyes, enhancing its ability to gather small amounts of downwelling light. Its transparency makes it invisible to predators.

**Medusa** — This midwater jellyfish lives in deep waters from 1,600 to 16,000 feet and can be found worldwide. It can release a bioluminescent secretion and also can produce bioluminescent flashes around the rim and near the top of its bell.

**Suggested Participating Organizations**

Please contact the agencies below for more information about deep sea animals and research. For information on aquariums in your area, contact the American Zoo and Aquarium Association or visit their Web site at <http://www.aza.org> and click on *Find a Zoo or Aquarium*.

Monterey Bay Aquarium  
 886 Cannery Row  
 Monterey, CA 93940-1085  
 831-648-4800  
[www.montereybayaquarium.org](http://www.montereybayaquarium.org)  
 Public Relations Assistant Karen Jeffries  
 831-644-7548, 831-644-7560 (fax)  
[kjeffries@mbayaq.org](mailto:kjeffries@mbayaq.org)

Monterey Bay Aquarium Research Institute  
 7700 Sandholt Road  
 Moss Landing, CA 95039-0628  
[www.mbari.org](http://www.mbari.org)  
 Communications Coordinator Debbie Meyer  
 831-775-1807, 831-775-1620 (fax)  
[debbie@mbari.org](mailto:debbie@mbari.org)

Woods Hole Oceanographic Institution  
 Woods Hole, MA 02543  
[www.whoi.edu](http://www.whoi.edu)  
 Media Relations Director Shelley M. Lauzon  
 508-289-2270, 508-457-2180 (fax)  
[slauzon@whoi.edu](mailto:slauzon@whoi.edu)

Harbor Branch Oceanographic Institution  
 5600 U.S. 1 North  
 Fort Pierce, FL 34946  
[www.hboi.edu](http://www.hboi.edu)  
 Director of Public Relations Geoff Oldfather  
 561-465-2400 x206, 561-465-2446 (fax)  
[oldfather@hboi.edu](mailto:oldfather@hboi.edu)

American Zoo and Aquarium Association  
 8403 Colesville Road, Suite 710  
 Silver Spring, MD 20910-3314  
 301-562-0777  
[www.aza.org](http://www.aza.org)  
 Kristin Craine  
[Kcraine@aza.org](mailto:Kcraine@aza.org)

**Speech Segment**

*[For use at local ceremonies and events to support National Stamp Collecting Month.]*

Thank you and welcome.

(THIS MONTH/TODAY) we celebrate the hobby of stamp collecting — the most popular hobby in the world.

Through the decades, stamp collecting has become an American passion and a favorite pastime for all ages.

This year, the Postal Service’s theme for National Stamp Collecting Month is “Stamp Cool-lecting: Your Window To The World.”

We are focusing on all of our stamp collectors — those who have been collecting for years, and those who are new to the hobby. We would also like to encourage children to become involved in this fascinating pastime.

Stamp collecting opens the door to an exciting world of history, geography, the arts, technology, and sports. Stamps can introduce us to heads of state and soldiers who changed the course of history. Or they can spotlight deep sea creatures or glamorous movie stars.

Perhaps one of the best things about stamp collecting is that it’s an affordable hobby that will last a lifetime.

There is a story behind every commemorative stamp — stories that can take us to exotic places or allow us to meet famous people.

Learning about our history and our forefathers through stamps can help us learn more about ourselves and today’s world. Stamps can also take us back in time and help us relive moments in the past — moments that we cherish.

For more than 200 years the Postal Service has been a shining example of a public service institution that American people have come to rely on and trust.

But in many ways, it’s our commemorative stamp program that best connects the Postal Service with the American people.

Since the first commemorative was issued more than 100 years ago, stamps have marked the historic milestones, the fundamental principles, and the extraordinary achievements that have made our nation what it is today.

This month, children of all ages will be participating in National Stamp Collecting Month activities around the country. This year’s National Stamp Collecting Month will be the twentieth annual event since its inception in 1981.

I would like to thank those of you in the audience today who are collectors and those of you who would like to start. Stamp collecting can begin at any age. For those of us who are young or just plain young at heart, it’s a “cool” hobby, and one that delivers satisfaction for years to come.

Thanks to all of you for joining us here today.

**Suggested Public Relations Timeline**

(**Note:** If you have questions or need assistance with any of these items, please contact your area’s Public Affairs and Communications representative.)

Action:	Suggested Timing:
1. Send invitations to local and area dignitaries.	A few weeks before event.
2. Send announcement and invitations to employees.	A few weeks before event.

<b>Action:</b>	<b>Suggested Timing:</b>
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 all news media.	One week before event.
7. Remind invited dignitaries about event via telephone.	Five days before event.
8. Redistribute media advisory to all news media.	One to two days before event.
9. Make follow-up calls to local news media.	One 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 to area Public Affairs manager.	One week or sooner after event.

### Contact Information for Media Interviews

A number of national philatelic organizations, stamp clubs, stamp design experts, and postal coordinators for children's stamp collecting programs are available to assist in providing your local media with interesting information for their National Stamp Collecting Month articles.

Please contact your area Public Affairs and Communication managers for assistance with such requests. Their names and phone numbers are provided below.

### Area Public Affairs and Communications Managers

Ralph Stewart  
 Manager, Public Affairs & Communications  
 Allegheny Area/U.S. Postal Service  
 5315 Campbells Run Rd  
 One Marquis Plaza  
 Pittsburgh, PA 15277-7010  
 412-494-2885

Jim Mruk  
 Manager, Public Affairs & Communications  
 Great Lakes Area/U.S. Postal Service  
 244 Knollwood Dr, 4th Floor  
 Bloomingdale, IL 60117-2208  
 630-539-6565

Irene Lericos  
 Manager, Public Affairs & Communications  
 Mid-Atlantic Area/U.S. Postal Service  
 10320 Little Patuxent Pkwy, Ste 308  
 Columbia, MD 21044-5210  
 410-715-0071

Dianne Williams  
 Manager, Public Affairs & Communications  
 Midwest Area/U.S. Postal Service  
 PO Box 66608  
 St Louis, MO 63166-6608  
 314-692-5502

Debra Hawkins  
 Acting Manager, Public Affairs & Communications  
 Northeast Area/U.S. Postal Service  
 6 Griffin Rd N  
 Windsor, CT 06006-9876  
 860-285-7265

Diane Todd  
 Manager, Public Affairs & Communications  
 NY Metro Area/U.S. Postal Service  
 421 Eighth Ave, Rm 5114  
 New York, NY 10199-9681  
 212-330-3118

Dan De Miglio  
 Manager, Public Affairs & Communications  
 Pacific Area/U.S. Postal Service  
 390 Main St, Ste 200  
 San Francisco, CA 94105-8000  
 415-536-6490

David Mazer  
 Manager, Public Affairs & Communications  
 Pacific Area/U.S. Postal Service  
 7001 S Central Ave, Rm 364A  
 Los Angeles, CA 90052-9641  
 323-586-1212

Earl C. Artis, Jr.  
 Manager, Public Affairs & Communications  
 Southeast Area/U.S. Postal Service  
 225 N Humphrey Blvd  
 Memphis, TN 38166-0832  
 901-747-7544

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

Scott Budny  
 Manager, Public Affairs & Communications  
 Western Area/U.S. Postal Service  
 1745 Stout St, Ste 400  
 Denver, CO 80299-7500  
 303-313-5130

## LETTER TO LOCAL EDITOR

**(INSERT DATE)**

**(INSERT NAME, TITLE)**

**(INSERT NAME OF PUBLICATION)**

**(INSERT ADDRESS)**

Dear (Mr./Ms.) (INSERT NAME):

Stamp collecting has long been one of the most popular hobbies in the world. At a time when so many parents are seeking activities to share with their children, many of us overlook one of the most popular and educational hobbies — stamp collecting. Collecting stamps is an interactive hobby that parents and children can work on as a team and add to over the years. Stamp collecting is also an activity that can be passed along to future generations.

To celebrate National Stamp Collecting Month in October, the (INSERT CITY) Post Office will be unveiling new commemorative stamps with lifelike depictions of five different deep sea creatures. Throughout the month, the Postal Service will be encouraging people of all ages in (INSERT CITY) to start or add to their stamp collections.

Stamp collecting is a fun, educational, and inexpensive way for children to learn about the historic people, places, and events printed on stamps each year. Through stamp collecting, children can glimpse some of the highlights in American and world history.

National Stamp Collecting Month and the *Deep Sea Creatures* stamps offer some interesting story ideas. We will be sponsoring community events including (LIST ACTIVITIES, STARTING TIMES, LOCATIONS, PARTICIPANTS, PHOTO OPPORTUNITIES).

I will call you soon to follow-up. If you have any questions in the interim, please do not hesitate to contact me at (INSERT YOUR PHONE NUMBER).

Sincerely,

(SIGN)

**(INSERT POSTMASTER'S NAME)**

Postmaster

U.S. Postal Service

**(INSERT CITY, STATE, ZIP+4)**



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
(DATE)

CONTACT: (YOUR NAME)  
(XXX-XXX-XXXX)  
USPS Website: [www.usps.com](http://www.usps.com)

## ***PUBLIC SERVICE ANNOUNCEMENT***

**Public invited to participate in celebration of national stamp collecting month; new stamp will be unveiled in (INSERT CITY) on (INSERT DATE)**

(INSERT CITY) postmaster (INSERT NAME) invites everyone to (INSERT LOCATION) to participate in activities surrounding the postal service's celebration of national stamp collecting month on (INSERT DATE) from (INSERT TIME) to (INSERT TIME).

On that day children and adults will discover that stamp collecting is fun, exciting, and "your window to the world." Activities include (DESCRIBE ACTIVITIES).

Come take a moment to discover the wonderful world of stamp collecting. It's an educational way to learn about the historic people, places, and events printed on U.S. postage stamps each year.

– end –





# POSTAL NEWS

FOR IMMEDIATE RELEASE  
(DATE)

CONTACT: (YOUR NAME)  
(XXX-XXX-XXXX)  
USPS Website: [www.usps.com](http://www.usps.com)

**KIDS IN (INSERT CITY) CELEBRATE NATIONAL  
STAMP COLLECTING MONTH STARTING OCT. 1**  
*U.S. Postal Service Celebrates National Stamp Collecting Month*

(INSERT YOUR CITY, STATE) — Children and adults will have an opportunity to join other stamp collectors across the country and take on a new hobby when the U.S. Postal Service celebrates National Stamp Collecting Month, issuing new commemorative stamps with lifelike depictions of deep sea creatures on October 2.

The nationwide celebration comes to (INSERT CITY) with a special ceremony scheduled for (INSERT EXACT TIME OF EVENT) on (INSERT DATE) at the (INSERT NAME OF POST OFFICE, LIBRARY, OR SCHOOL WHERE EVENT IS HELD).

(INSERT EVENT AGENDA)

“The *Deep Sea Creatures* stamps are fascinating for adults as well as children. They offer a lifelong educational experience and a creative addition to the stamp collecting world,” said Postmaster (INSERT FIRST AND LAST NAME).

(INSERT QUOTE FROM VIP PARTICIPANT)

Fueled by growing interest in popular stamp issues like *Wile E. Coyote and Road Runner*, *Insects and Spiders*, *Daffy Duck*, *Xtreme Sports*, *Arctic Animals*, and *Sonoran Desert*, the 8–12 age group has become the largest participating group in National Stamp Collecting Month and one of the fastest growing segments of stamp collectors in the United States.

**Become a Stamp “COOL-lector”! It’s as Easy as 1-2-3!**

Tips for collecting stamps:

1. Get some stamps! Any post office has new stamps. Most post offices will have some of the latest stamps issued like Legends of Baseball, Youth Team Sports, Adoption, Wile E. Coyote and Road Runner, Summer Sports, and the new Deep Sea Creatures. There’s also the Celebrate The Century series, which highlights 100 years of American history. It’s also easy to order stamps from the U.S. Postal Service Web site at [www.stampsonline.com](http://www.stampsonline.com), or call toll-free 1 800 STAMP-24 (that’s 1-800-782-6724).

– more –

Other ways to get stamps are to trade with friends, ask family members or neighbors for stamps from old letters or postcards, visit a stamp dealer, or check stamp collecting sites on the Internet. There are also stamp shows where people come from all over the country to add to their collections.

2. Organize your collection. Stamp collections often express a person's unique personality. Some collectors choose stamps from all over the world or from just one country. Others pick specific topics, like animals, sports, or history.
3. Protect and display your collection. Every collector has a special way of protecting stamps. For individual stamps or stamp panes, consider a stamp album or three-ring binder. Don't tape or glue stamps. Instead, slip them into specially designed plastic pages with pockets. Or if the album has paper pages, use hinges or mounts.

You can create a stamp collection about almost anything. Let the stamps be your guide!

# # #



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
(DATE)

CONTACT: (YOUR NAME)  
(XXX-XXX-XXXX)  
USPS Website: [www.usps.com](http://www.usps.com)

## MEDIA ADVISORY

### LOCAL KIDS FOCUS ON STAMP COLLECTING WHEN NATIONWIDE CELEBRATION COMES TO (INSERT YOUR CITY)

- EVENT:** Unveiling of *Deep Sea Creatures* commemorative postage stamps and celebration of October as National Stamp Collecting Month. (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:** This year is the twentieth anniversary of National Stamp Collecting Month. The lifelike *Deep Sea Creatures* stamps are featured for 2000.
- Contact:** (LIST AREA PUBLIC AFFAIRS AND COMMUNICATIONS REPRESENTATIVE'S OR POSTMASTER'S NAME AND PHONE NUMBER)

###

*Day after the event:*

## LETTER TO LOCAL NEWSPAPER EDITOR THANKING RESIDENTS FOR SUPPORT

**(INSERT DATE)**

**(INSERT NAME)**

**(EDITOR) (or other title)**

**(INSERT NAME OF NEWSPAPER)**

**(INSERT ADDRESS)**

Dear (Mr./Ms.) (INSERT NAME):

I want to thank the citizens of (INSERT CITY NAME) for their enthusiasm and support in making yesterday's National Stamp Collecting Month celebration such a successful event for our community and for the U.S. Postal Service.

At a time when so many parents are seeking activities to share with their children, many of us overlook one of the most popular and educational hobbies — stamp collecting. Collecting stamps is an interactive hobby that parents and children can work on as a team and add to over the years. Stamp collecting is also an activity that can be passed along to future generations.

Our nation's commemorative stamp program has been developed over the past 100 years largely through the participation of the American people. Their stamp ideas and suggestions are instrumental in helping the Postal Service honor some of the greatest achievements and achievers that have made our country great.

We believe that stamp collecting is a fun, educational, and inexpensive way for children and adults to learn about the historic people, places, and events printed on stamps each year. Through stamp collecting, you can glimpse some of the highlights in American and world history.

Again, thanks to everyone in our community who participated in our National Stamp Collecting Month celebration. We hope everyone enjoyed discovering the wonderful world of stamp collecting.

Sincerely,

**(SIGN)**

**(INSERT POSTMASTER'S NAME)**

Postmaster

U.S. Postal Service

**(INSERT CITY, STATE, ZIP+4)**

## Participation of Public Officials

National Stamp Collecting Month events are a perfect opportunity to involve elected public officials in an important and positive local event. They are likely to have a keen interest in the event, 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 involvement of government officials.*

Following are simple guidelines, sample letters, a suggested invitation list, and the names and telephone numbers of your Government Relations contacts.

### *Before the Event*

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

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

unveiling of the *Deep Sea Creatures* stamps and recognition of the role the U.S. Postal Service plays in sponsoring National Stamp Collecting Month.

**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 letter** (see sample) 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 might see those articles on their own, you can take the opportunity to remind them of the press coverage the event received.

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

**Obtain and frame a photo** of the elected official posing beside the stamp images 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.

## SAMPLE INVITATION TO PUBLIC OFFICIALS

**(INSERT DATE)**

**(INSERT NAME, TITLE)**

**(INSERT ORGANIZATION)**

**(INSERT ADDRESS)**

Dear (Mr./Ms.) (INSERT NAME):

Employees of the (INSERT NAME) Post Office invite you to be an honored guest at a special ceremony celebrating National Stamp Collecting Month on (INSERT DATE) at (INSERT TIME). During that ceremony, the Postal Service will unveil the *Deep Sea Creatures* commemorative stamps issued in conjunction with National Stamp Collecting Month.

The Postal Service values its role as a community leader, and we believe the U.S. Postal Service's commemorative stamp program gives us an opportunity to connect with our customers in a very personal and entertaining way. During our ceremony, children and adults alike will have an opportunity to discover that stamp collecting is fun, exciting, and "hobby forming."

National Stamp Collecting Month in October has been held annually since 1981 with the intention of encouraging people — particularly children — to explore the hobby of stamp collecting.

At the stamp unveiling ceremony, you will be invited to say a few words about the *Deep Sea Creatures* stamps and any comments you may have about stamp collecting. We expect significant press coverage of the ceremony and a good size crowd, including families, school groups, and civic organizations.

We hope you will join us for our stamp unveiling and special National Stamp Collecting Month celebration. Please confirm your participation by calling (INSERT NAME OF CONTACT) at (INSERT TELEPHONE NUMBER) as soon as possible.

Sincerely,

**(SIGN)**

**(INSERT POSTMASTER'S NAME)**

Postmaster

U.S. Postal Service

**(INSERT CITY, STATE, ZIP+4)**

## SAMPLE THANK-YOU LETTER TO PUBLIC OFFICIALS

**(INSERT DATE)**

**(INSERT NAME, TITLE)**

**(INSERT ORGANIZATION)**

**(INSERT ADDRESS)**

Dear (Mr./Ms.) (INSERT NAME):

On behalf of the United States Postal Service, I want to thank you for joining us during our special ceremony celebrating National Stamp Collecting Month and the unveiling of the *Deep Sea Creatures* 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 has played as a community leader and in commemorating many of the people, places, and events that have made our country great. The stamp unveiling ceremony was a wonderful way for us to share the hobby of stamp collecting with our friends, neighbors, children and customers here in (INSERT NAME OF COMMUNITY). I am enclosing 10 copies of our special cancellation (IF APPLICABLE) for you to share with your constituents, as well as copies of press clippings and photographs that recorded the event (IF APPLICABLE).

The Postal Service will continue to provide reliable, cost-effective service to our customers through the ongoing development of our world-class communications network. I look forward to working with you on future community events. If I can be of assistance with any postal matter, please contact me at (INSERT TELEPHONE NUMBER).

Sincerely,

**(SIGN)**

**(INSERT POSTMASTER'S NAME)**

Postmaster

U.S. Postal Service

**(INSERT CITY, STATE, ZIP+4)**

## Government Relations Contacts

We can help! Your Government Relations representatives are here to serve *you*. As you plan your National Stamp Collecting Month events — *or any special civic event* — please let us know.

### Representative Listing

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

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

**Note:** Area code and prefix for all extensions is 202-268-XXXX.

— *Community Relations,  
Public Affairs and Communications, 9-7-00*



# 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*.

WWW = USPS Web page = <http://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
PUB 430	8/00	MERLIN	N/A	P&PD	HQO	HQO

### Revised Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
HBK MS-162 VOL A	6/30/00	Recognition Coprocessor (CoPro), General Information	7610-05-000-4054	ENG	MDC	R
HBK MS-162 VOL B	6/30/00	Recognition Coprocessor (CoPro), Maintenance Information	7610-05-000-4055	ENG	MDC	R
HBK MS-162 VOL C	6/30/00	Recognition Coprocessor (CoPro), Troubleshooting Information	7610-05-000-4056	ENG	MDC	R
HBK MS-162 VOL D	6/30/00	Recognition Coprocessor (CoPro), Parts Information	7610-05-000-4057	ENG	MDC	R
NOT 32-B	7/00	PO Box Fee Due (FIM B Marking)	7610-03-000-8332	RET	MDC	N/A
NOT 32-C	6/00	PO Box Fee Due (FIM C Marking)	7610-03-000-8333	RET	MDC	N/A
PUB 2	7/00	Packaging for Mailing	7610-01-000-9774	MKT	MDC	P/F
PUB 25	6/00	Designing Letter and Reply Mail	7610-03-000-9119	P&PD	MDC	P/F
PUB 286	6/00	Postal Customer Council Program	7610-02-000-9999	MKT	MDC	P/F

### Obsolete Directives

Document ID	Edition Date	Title	Obsolete Date	Replaced By
POS 266	12/94	Second Notice Clerk Awareness	8/10/00	N/A

### New Forms

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 4000-A	8/00	8/00	Retail Lobby Observation	N/A	PS	SH	MKT	IWEB	N/A
PS 4000-B	8/00	8/00	Retail Employee Observation	N/A	PS	SH	MKT	IWEB	N/A

**Revised Forms**

<b>Form Number</b>	<b>Edition Date</b>	<b>Oldest Usable Date</b>	<b>Title</b>	<b>NSN</b>	<b>Where Used</b>	<b>Unit of Issue</b>	<b>Org</b>	<b>USPS Source</b>	<b>Public Source</b>
PS 1551	6/00	6/00	Accountbook for Post Offices and Financial Reporting Units — CAGs A-L	7530-03-000-7731	PS	BK	FIN	MDC	N/A
PS 1555	6/00	6/00	Statement of Account for CAGs H-L	7530-01-000-9354	PS	SH	FIN	MDC	N/A
PS 3227-H	10/00	2/00	Stamps by Mail — Computerized Sites	N/A	PU	EA	RET	HQO	HQO
PS 3656	6/00	6/00	Postage Statement: Global Direct Canada Admail — Permit Imprint	N/A	PU	EA	IB	IWEB	WWW
PS 3877	8/00	4/99	Firm Mailing Book for Accountable Mail	7530-02-000-9098	PU	EA	MKT	MDC	P/F

— *Policies and Procedures Information, Public Affairs and Communications, 9-7-00*

# Child Alert Program

September 2000

## Have You Seen Any of These Children?

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



**Heather Merrick**  
 Born: 6-4-84  
 Date Missing: 4-3-00  
 Missing From: Chuluota, FL



**Sarah Johnson**  
 Born: 5-1-84  
 Date Missing: 1-27-00  
 Missing From: Flagstaff, AZ



**Andria Jones**  
 Born: 11-5-84  
 Date Missing: 5-3-00  
 Missing From: McMinnville, OR



**Danny Jaramillo**  
 Born: 10-21-85  
 Date Missing: 4-28-00  
 Missing From: Amarillo, TX



**Tiffany Brazington**  
 Born: 5-8-84  
 Date Missing: 3-11-00  
 Missing From: Missoula, MT



**Jill McMillioan**  
 Born: 12-7-82  
 Date Missing: 11-26-99  
 Missing From: Blackwell, OK

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

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

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

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

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by NCMEC.

In addition to *Postal Bulletin* updates, NCMEC distributes information via broadcast fax. Notification of newly reported missing children is sent to designated district "Missing Children" coordinators at fax numbers provided by district managers. Within 24 hours of receipt of a facsimile Missing Children poster, district coordinators should distribute copies to all postal facilities in their districts. Missing Children posters are to be displayed for 30 days in post office lobbies, workroom floor areas, and other postal facilities, unless notification is received (from NCMEC) to remove a particular poster sooner. The broadcast fax network is used to distribute posters and information in only the most urgent cases of missing and exploited children. This system supplements, but does not replace, the missing children information in this *Postal Bulletin*.

Missing Children posters are available to the U.S. Postal Service only as described above. If postal employees are contacted by individuals or local agencies about displaying a sign or poster of a missing child in local post offices, the individual or agency should be politely informed that the U.S. Postal Service displays only those posters provided by NCMEC, because it has been designated by the U.S. Department of Justice to be the national clearinghouse and resource center for missing and exploited children. The individual or agency should then be referred to NCMEC at 1-800-843-5678.

September 2000

## Have You Seen Any of These Children?

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



**Brittany Hysom**  
 Born: 1-28-84  
 Date Missing: 1-10-00  
 Missing From: Glendale, CA



**Lawrence Juvera**  
 Born: 2-13-87  
 Date Missing: 5-4-00  
 Missing From: Colorado Springs, CO



**Keshia Pugh**  
 Born: 8-22-86  
 Date Missing: 4-22-00  
 Missing From: Tampa, FL



**Crystal Webb-Terrell**  
 Born: 6-7-84  
 Date Missing: 3-29-00  
 Missing From: Atlanta, GA



**Tanya Workman**  
 Born: 6-4-84  
 Date Missing: 5-4-00  
 Missing From: Ft. Lauderdale, FL

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

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

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# Customer Relations

## Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Operations at 800-419-2769 at least one month preceding the requested delivery dates. The

Postal Service also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at <http://www.ribbs.usps.gov/files/advance/ADVTECH.PDF> or contact the National Customer Support Center at 800-458-3181.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
The San Francisco Music Box Company	Standard A/ Flat	9/6–9/11	1.3	Nationwide	CarRt, 3/5-Digit, Barcoded	Banta, Minneapolis, MN; 8 1/2" x 10 1/2", 64 pages
JC Penney Fall Home & Fashion	Standard A/ Catalog	9/9–9/14	10.7	Nationwide	CarRt	RR Donnelley
Hallmark "Autumn Leaves Ceramic Crock"	Standard A/ Postcard	9/11–9/15	8.5	Nationwide	CarRt, 3/5-Digit, Basic, Barcoded	Quebecor World, Atlanta, GA
Service Merchandise Fall Source Cookbook	Standard A/ Flat	9/18–9/19	6.0	Nationwide	3/5-Digit	RR Donnelley, Gallatin, TN; Lancaster, PA
Isabella Bird Holiday Issue	Standard A/ Flat	9/18–9/20	1.0	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Lancaster, PA; 60 pages
Service Merchandise Saturation Postcard	Standard A/ Flat	9/18–9/20	8.5	Nationwide	3/5-Digit	Harte-Hanks, Cincinnati, OH; 8 3/8" x 5 3/8" oversized postcard
The Sportman's Guide September Footwear	Standard A/ Catalog	9/18–9/22	1.2	Nationwide	CarRt, 3/5-Digit	Quad Graphics, Lomira, WI
Billy Graham Letter	Standard A/ Letter	9/18–9/29	1.1	Nationwide	3/5-Digit, Basic, Barcoded	Minneapolis, MN; 3 7/8" x 7 1/8" envelope
JC Penney Christmas Invite	Standard A/ Postcard	9/20–10/1	11.0	Nationwide	CarRt	Harte-Hanks
JC Penney Winter Preview	Standard A/ Catalog	9/23–9/28	10.4	Nationwide	CarRt	RR Donnelley
Service Merchandise Diamond Sale	Standard A/ Flat	9/25–9/26	6.0	Nationwide	3/5-Digit	Quebecor World
Current Christmas 2000	Standard A/ Flat	9/25–9/27	1.9	Nationwide	CarRt, 3/5-Digit, Basic	Quad Graphics, Saratoga Springs, NY
The Territory Ahead Fall 2	Standard A/ Flat	9/25–9/27	1.1	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Lancaster, PA; 52 pages
Through The Country Door	Standard A/ Catalog	9/25–9/28	2.1	Nationwide	CarRt, 3/5-Digit, Basic, Barcoded	Quad Graphics, Lomira, WI; 7 15/16" x 10 1/4" catalog has a die-cut cover and a personalized (address) underwrap
Billy Graham DECISION Magazine	Standard A/ Flat	9/25–9/29	1.2	Nationwide	CarRt, 3/5-Digit, Basic, Barcoded	Minneapolis, MN; 8" x 10 5/8" envelope, 44 pages
The Sportman's Guide September HQ Surplus	Standard A/ Catalog	9/25–9/29	1.3	Nationwide	CarRt, 3/5-Digit	RR Donnelley
Sally Beauty Supply	Standard A/ Letter	9/28–9/30	2.5	Nationwide	CarRt, 3/5-Digit, Residual	COMPASS Print and Mail Services, Dallas, TX

# Domestic Mail

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## DMM REVISION

### NetPost Mailing Online Experiment

Effective September 1, 2000, the *Domestic Mail Manual* (DMM) is amended to add new G091 to support the NetPost Mailing Online experiment. Other DMM revisions concern how the Postal Service maintains the commitment to the sanctity of the mail for electronic messages and mailing lists submitted by customers, the payment of annual fees, and mailing minimum volume requirements. These changes appear in DMM E110.4.1; E140.1.1b; E612.2.1, 4.7, and 4.9b; and E640.1.1b.

The NetPost Mailing Online experiment will be conducted nationwide beginning September 1, 2000, and will run for approximately three years. The Postal Service expects to gain both valuable operational expertise and data that are necessary for a successful future filing of a request for permanent NetPost Mailing Online (formerly called Mailing Online) service. This is the third of an expected four-step process leading to the anticipated establishment of permanent service. The Postal Service first conducted an operations test from March 1998 through September 1998, with limited customer participation. That was followed by a one-year market test conducted from October 1998 through October 1999, with limited customer participation.

The new service provides an affordable, convenient option that makes using the mails easier for Postal Service customers. It is ideally suited for newsletters, flyers, statements, invoices, and small direct mailings and is expected to prove attractive for individuals, small businesses, home offices, and charitable organizations. There is no restriction on the number of customers who may use the new service, which can be found on the Postal Service's Web site at <http://www.usps.com>.

NetPost Mailing Online employs advanced technology that benefits customers who otherwise might not have access to sophisticated digital printing technology and to bulk automation mail rates. The Postal Service will batch all submitted jobs and send them via dedicated lines to one or more commercial digital printing contractors, who then print the documents, finish them according to customer specifications, place them in envelopes bearing a delivery point barcode, and enter them as mail at a local postal facility. As the service matures, hardcopy mail will be entered at a postal facility near one of the approximately 25 print sites that is located closest to the mail's delivery address.

Mailings will be accepted and verified using manifesting documentation and procedures specified in DMM P710.

The Postal Service plans to offer service for mailings of letters and flats at Standard Mail (A) nonprofit automation rates sometime in the future. Mailings at Priority Mail, postcard, and Express Mail rates are part of the future plans but are not being offered at this time. The same is true for some special services. In the near future, service for international Letters and Letter Packages will be available.

Each mailing list uploaded by a customer will be checked against the Postal Service's National Address Management System to standardize the addresses, including abbreviations, directionals, and ZIP Codes. (Move update requirements for address quality are waived temporarily while work is completed to integrate the *FASTforward* system with NetPost Mailing Online.) Unverifiable addresses will be extracted and returned for review and correction by the customer. Any addresses not in compliance with postal addressing standards will be purged from the address list prior to quotation of a final price. However, the customer may mail an ineligible piece at the applicable single-piece rate.

Customers will pay online with a major credit card for the applicable postage, plus a fee for commercial printing charges and other costs, such as those related to information technology. There is no predetermined postage or fee schedule for customer mailings. The postage and fees will vary from job to job and will take into account mailpiece characteristics and any differences in printing and production costs around the country. Price quotes will be provided online for each mailing that individual customers create and will vary depending on such factors as paper size, number of impressions, use of spot color, finishing option (folding, stapling, saddle stitching, tape binding, self-mailer tabbing), envelope type, and print site. Once all information pertaining to a customer's job, including document options, destinations, credit card authorization, and final price, are known and confirmed, a customer approves the transaction. The transaction then is final and the total cost is billed to the customer's credit card account by NetPost Mailing Online in accordance with the terms and conditions of use for the program.



**Confidentiality of Electronic Messages and Mailing Lists**

The Postal Service treats all messages and mailing lists submitted by NetPost Mailing Online customers as confidential. The Privacy Act System of Records established for the Mailing Online market test (*Administrative Support Manual* appendix 040.050) will soon be updated for the NetPost Mailing Online experiment in keeping with the Postal Service’s commitment to the sanctity of the mail. Electronic content will be available for law enforcement purposes only pursuant to a federal warrant. Other reasons for access to electronic content could include those necessary to conduct a customer’s and other postal business (such as meeting the needs of outside auditors or responding to a congressional inquiry) and litigation. Once electronic content is converted to hardcopy mail, it will be treated like all other mail, thus maintaining the sanctity of the mail from customer submission through delivery.

**Revenue Deficiency Procedures**

Like other postal customers, NetPost Mailing Online customers may decide whether their mailings will be sent as First-Class Mail or Standard Mail (A), subject to the eligibility requirements for each mail class contained in the DMM. On occasion Standard Mail (A) rates may be claimed in error. In this eventuality, the usual procedures applicable to a customer’s direct entry of a hardcopy mailing will not be applied to the NetPost Mailing Online service because a rate eligibility problem for a NetPost Mailing Online mail-piece would likely first be discovered only at the time it is presented commingled with the mailpieces of other customers. Therefore, an entire multiple-customer mailing will not be delayed while a problem that may involve only a small part related to a single customer is resolved.

Entry facilities will continue to follow random sampling procedures to verify mail classification and rate eligibility as part of the acceptance process. If a customer has improperly claimed Standard Mail (A) rates, the entry facility will accept the NetPost Mailing Online mailing without delaying it and without requiring a postage adjustment at the time of mailing. Subsequently, the entry facility will notify the Program Manager, NetPost Mailing Online, U.S. Postal Service, 475 L’Enfant Plaza SW, Washington DC 20260-4413.

NetPost Mailing Online will review the circumstances of the mailing. If the classification decision that matter was not eligible for Standard Mail (A) rates is based upon a customer’s failure to abide by content restrictions, the Postal Service may take steps to recover the deficiency amount from the customer by advising the customer that its credit card

account will be billed for the difference between the applicable First-Class Mail rate and the rate paid in accordance with the terms and conditions of use for the program. At this time, the customer will also be advised that the classification decision and related revenue deficiency may be appealed by submitting a letter to the Program Manager, NetPost Mailing Online, U.S. Postal Service, 475 L’Enfant Plaza SW, Washington DC 20260-4413. If the customer appeals, NetPost Mailing Online will refer the customer to the rates and classification service center in Chicago for a final agency decision.

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

**Domestic Mail Manual (DMM)**

**E Eligibility**

**E100 First-Class Mail**

**E110 Basic Standards**

\* \* \* \* \*

**4.0 FEES**

**4.1 Presort Mailing**

*[Amend 4.1 by adding a last sentence that states that NetPost Mailing Online mailers pay fees in accordance with G091 to read as follows; no other changes to text.]*

\*\*\*Customers using NetPost Mailing Online service to create mailings pay fees under G091 and are not required to pay an annual presorted mailing fee.

\* \* \* \* \*

**E140 Automation Rates**

**1.0 BASIC STANDARDS**

**1.1 All Pieces**

*[Amend item b to exempt NetPost Mailing Online or a functionally equivalent service in G091 from the minimum volume requirement, to read as follows:]*

All pieces in a First-Class Mail automation rate mailing must:

\* \* \* \* \*

- b. Be part of a single mailing of at least 500 pieces of automation rate First-Class Mail, subject to 1.2, or be part of a mailing using NetPost Mailing Online service or a functionally equivalent service under G091.

\* \* \* \* \*

**E612 Additional Standards for Standard Mail (A)**

\* \* \* \* \*

**2.0 CONTENT**

**2.1 Circulars**

*[Amend 2.1 to reference NetPost Mailing Online, or a functionally equivalent service in G091, to read as follows:]*

Circulars, including printed letters that, according to their contents, are sent in identical terms to more than one person are Standard Mail (A), or are provided for entry using NetPost Mailing Online service, or a functionally equivalent service, as provided in G091. A circular does not lose its character as such if a date and the individual names of the addressee and sender are written (handwritten or typewritten) on the circular or written corrections of typographical errors are made on the circular.

\* \* \* \* \*

**4.0 RATES**

\* \* \* \* \*

**4.7 Annual Fees**

*[Amend 4.7 by adding a last sentence that references NetPost Mailing Online fees in G091 and exempts NetPost Mailing Online mailers from paying the annual presorted mailing fee; no other changes to text.]*

\*\*\*Customers who use NetPost Mailing Online service to create mailings pay fees in accordance with G091 and are not required to pay the annual presorted mailing fee.

\* \* \* \* \*

**4.9 Preparation**

*[Amend the first sentence in item b to reference NetPost Mailing Online or a functionally equivalent service in G091 to read as follows:]*

Each Standard Mail (A) mailing is subject to these general standards:

\* \* \* \* \*

- b. Each mailing must contain at least 200 pieces or 50 pounds of pieces, or be provided for entry using NetPost Mailing Online service or a functionally equivalent service under G091.\*\*\*

\* \* \* \* \*

**E640 Automation Standard Mail (A) Rates**

**1.0 REGULAR AND NONPROFIT RATES**

**1.1 All Pieces**

*[Amend item b to reference a NetPost Mailing Online or a functionally equivalent service under G091 to read as follows:]*

All pieces in an automation rate Regular or Nonprofit Standard Mail (A) mailing must:

\* \* \* \* \*

- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of automation rate Standard Mail (Regular and Nonprofit mailings must meet separate minimum volumes), or be part of a mailing using NetPost Mailing Online or a functionally equivalent service under G091.

\* \* \* \* \*

**G General Information**

\* \* \* \* \*

**G090 Experimental Classifications and Rates**

*[Add new G091 to read as follows:]*

**G091 NetPost Mailing Online**

**1.0 BASIC ELIGIBILITY**

**1.1 Service Description**

The standards in G091 apply to documents that are produced electronically by a customer who pays postage and fees established for the NetPost Mailing Online experimental service and that a printer under contract with the Postal Service converts into hardcopy mailpieces and enters at a postal facility. Certain standards in G091 also are applicable to functionally equivalent services as certified by the USPS.

**1.2 Customer Eligibility**

Any customer who pays the postage and fees quoted by USPS for a mailing may use the NetPost Mailing Online service subject to the terms and conditions of use for the program.

**1.3 Mailings**

NetPost Mailing Online mailings will be produced and entered as follows:

- a. Customers create documents and address lists on a computer and transmit them electronically via the USPS Web site (usps.com) to NetPost Mailing Online. If a mailpiece in a job is not eligible for an automation rate, a customer may choose to have it entered at the single-piece First-Class Mail rate.

There is no minimum or maximum volume requirement for a customer job.

- b. Customer jobs will be submitted by NetPost Mailing Online to one or more commercial contract printers for production as a hardcopy mailing.
- c. A printer is required to do the following:
  - (1) Print customer jobs, finish documents, and place them in letter- or flat-size envelopes bearing delivery point barcodes.
  - (2) Prepare mailings to be eligible for First-Class Mail and Standard Mail (A) automation basic rates as required by standards in E140, E640, and M800.
  - (3) Print an approved manifest in accordance with P710 for each mailing presented for entry at a postal facility.

#### 1.4 Special Services

Special services are not available for NetPost Mailing Online mailings.

## 2.0 MAIL CLASSIFICATION

### 2.1 Customer Responsibility

A customer who uses the NetPost Mailing Online service is responsible for claiming the proper rate of postage, subject to the eligibility requirements in E100 for First-Class Mail and E600 for Standard Mail (A). If Standard Mail (A) rates are claimed in error, the customer may be required to pay the difference between the applicable First-Class Mail postage rate and the claimed Standard Mail (A) postage rate, in accordance with the terms and conditions of use for the program. The USPS will accept the NetPost Mailing Online mailing without delaying it and without requiring a postage adjustment at the time of mailing.

### 2.2 Revenue Deficiency Procedures

If a classification decision is made by the USPS that matter was ineligible for Standard Mail (A) rates because of a customer's failure to meet applicable standards, the USPS may take steps to recover the deficiency amount by advising the customer that its credit card account will be billed for the difference between the applicable First-Class Mail rate and the Standard Mail (A) rate paid, in accordance with the terms and conditions of use for the program. At such time, the customer will also be advised that the classification decision and related revenue deficiency may be appealed by submitting a letter to the Program Manager, NetPost Mailing Online, U.S. Postal Service, 475 L'Enfant Plaza SW, Washington, DC 20260-4413. If the customer appeals, NetPost Mailing Online will refer it to the rates and classification service center in Chicago, Illinois, for a final agency decision.

## 3.0 FUNCTIONALLY EQUIVALENT SYSTEMS

NetPost Mailing Online mailings that otherwise meet all addressing and machinability requirements for automation rates are permitted entry at automation rates without meeting required minimum volumes for First-Class Mail and Standard Mail (A) mailings. The automation rates applicable to NetPost Mailing Online mailings are also available to other services that are functionally equivalent to NetPost Mailing Online, after certification by the USPS. Certification of functional equivalence requires payment of a \$100 fee and demonstration that the service is comparable to NetPost Mailing Online service and capable of all of the following as specified by the USPS:

- a. Accepting documents and mailing lists from remote users in electronic form, such as via the Internet, or converting documents and mailing lists to electronic form.
- b. Using the electronic documents, mailing lists, and other software, including USPS-certified sortation software that sorts to the finest level of sortation possible, to create barcoded mailpieces meeting the requirements for automation category mail, with 100 percent standardized addresses on all pieces claiming discounted rates.
- c. Commingling mailpieces from all sources without diversion to any other system and batching them according to geographic destination prior to printing and mailing.
- d. Generating volumes that exceed, on average, otherwise applicable minimum volumes.

## 4.0 POSTAGE AND FEES

### 4.1 Postage

Documents that are mailed during the experiment are eligible for the following rate categories only:

- a. First-Class Mail, automation basic (letters and flats).
- b. First-Class Mail, single-piece.
- c. Standard Mail (A) Regular, automation basic (letters and flats).

### 4.2 Service Fees

Fees for NetPost Mailing Online service are 1.52 times the sum of printer contractual costs for the particular mailing and \$0.005 per impression (printing on one side of a page) for other USPS costs. Price quotes are provided online by NetPost Mailing Online for each mailing that is created and will vary depending on such factors as paper size, number of impressions, use of spot color, finishing option (folding, stapling, saddle stitching, tape binding, self-mailer tabbing), envelope type, and the print site.

### 4.3 Mailing Fees

NetPost Mailing Online customers are not required to pay an annual presorted mailing fee or the permit imprint application fee.

### 5.0 CONFIDENTIALITY OF ELECTRONIC AND HARDCOPY MESSAGES

Electronic documents submitted by customers to NetPost Mailing Online, including messages and mailing lists, are treated as confidential by the USPS. Other than as required to process customer jobs, pursuant to a federal warrant or otherwise pursuant to applicable law, the USPS itself will not review, disclose, or release the content of electronic materials submitted to NetPost Mailing Online. No other NetPost Mailing Online users are permitted to access a customer's documents, nor does the USPS make independent use of them. Once the documents are printed in hardcopy form, they are treated in accordance with E110 and E611.

### 6.0 REFUNDS AND LIMITATION OF LIABILITIES

#### 6.1 Refunds

At the discretion of the USPS, refunds for NetPost Mailing Online postage and fees are available under P014. This standard provides the sole remedy available when matter submitted to NetPost Mailing Online is not delivered, not entered as hardcopy, or is not entered in the form specified by the NetPost Mailing Online customer.

### 6.2 NetPost Mailing Online Disclaimer

The USPS disclaims any responsibility for loss or negligent transmission of electronic files and mail on exactly the terms specified by the Federal Tort Claims Act (28 U.S.C. § 2680(b)) for traditional mail. Under no circumstances is the USPS liable for special or consequential changes that result from use or inability to use NetPost Mailing Online, which is provided "as is" and without warranties of any kind either express or implied. The terms and conditions upon which NetPost Mailing Online is provided to the public are governed solely by the applicable regulations and standards; as such, the USPS disclaims all warranties, express or implied, including, but not limited to, implied warranties of merchantability, fitness for a particular purpose, and good faith and fair dealing.

— *Mail Preparation and Standards, Pricing and Product Design, 9-7-00*

## DMM AND POM REVISION

### Commercial Mail Receiving Agency Mail Delivery Procedures

Effective immediately, the *Domestic Mail Manual* (DMM) and the *Postal Operations Manual* (POM) are revised to reflect changes in mail delivery procedures to commercial mail receiving agencies (CMRAs).

In addition, DMM D042.2.6(e) is revised to conform to a rule change published in the *Federal Register* (65 FR 49917–49919) on August 16, 2000. This rule change allows the use of "PMB" or the optional "#," in certain conditions, as the secondary address designation in the complete delivery address for CMRA customers. The effective date for compliance is August 1, 2001. This allows CMRA customers to deplete existing stationery and to advise correspondents of the new designation in the ordinary course of business.

Post offices must notify CMRAs that revised copies of Form 1583-A, *Application to Act as a Commercial Mail Receiving Agency*, and Form 1583, *Application for Delivery of Mail Through Agent*, are available via the Postal Service Web site (<http://www.usps.com>).

These revisions will be incorporated into the next printed editions of the DMM and the POM and in the next online versions available via the corporate intranet (<http://blue.usps.gov>).

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

\* \* \* \* \*

#### **A ADDRESSING**

##### **A000 Basic Addressing**

##### **A010 General Addressing Standards**

#### **1.0 ADDRESS CONTENT AND PLACEMENT**

\* \* \* \* \*

#### **1.2 Address Elements**

[Revise item b as follows:]

\* \* \* \* \*

b. Private mailbox designator (PMB or optional #) and number.

\* \* \* \* \*

**3.0 COMPLETE ADDRESS**

\* \* \* \* \*

**3.2 Elements**

*[Revise item b as follows:]*

\* \* \* \* \*

b. Private mailbox designator and number (PMB 300 or #300).

\* \* \* \* \*

**5.0 RESTRICTIONS**

\* \* \* \* \*

*[Revise 5.3 as follows:]*

**5.3 Mail Addressed to CMRAs**

Mail sent to an addressee at a commercial mail receiving agency (CMRA) must be addressed to their private mailbox (“PMB” or “#”) number at the CMRA mailing address.

\* \* \* \* \*

**D Deposit, Collection, and Delivery**

**D000 Basic Information**

\* \* \* \* \*

**D040 Delivery of Mail**

\* \* \* \* \*

**D042 Conditions of Delivery**

\* \* \* \* \*

**2.0 DELIVERY TO ADDRESSEE’S AGENT**

\* \* \* \* \*

**2.5 CMRA**

*[Revise items b and d as follows:]*

The procedures for the establishment of a commercial mail receiving agency (CMRA) are as follows:

\* \* \* \* \*

b. Each CMRA must register with the post office responsible for delivery to the CMRA. Any person who establishes, owns, or manages a CMRA must provide Form 1583-A, *Application to Act as Commercial Mail Receiving Agency*, to the postmaster (or designee) responsible for the delivery address. The CMRA owner or manager must complete all entries and sign the Form 1583-A. The CMRA owner or manager must furnish two items of valid identification; one item must contain a photograph of the CMRA owner or

manager. Social Security cards or credit cards and birth certificates are unacceptable as identification. The following are acceptable identification:

- (1) Valid driver’s license or state non-driver’s identification card.
- (2) Armed forces, government, university, or recognized corporate identification card.
- (3) Passport, alien registration card, or certificate of naturalization.
- (4) Current lease, mortgage, or Deed of Trust.
- (5) Voter or vehicle registration card.
- (6) Home or vehicle insurance policy.

The identification presented must be current. It must contain sufficient information to confirm that the applicant is who he or she claims to be and is traceable to the bearer. The postmaster (or designee) may retain a photocopy of the photograph identification for verification purposes and must list and record sufficient information to identify the two types of identification on Form 1583-A (block 10). Furnishing false information on the application or refusing to give required information is reason for denying the application. When any information required on Form 1583-A changes, the CMRA owner or manager must file a revised application (write “revised” on the form) with the postmaster.

\* \* \* \* \*

d. A CMRA is authorized to accept the following accountable mail from their customers for mailing at the post office: insured, COD, Express Mail, certified mail, and Delivery Confirmation mail. The sender (CMRA customer) must present accountable mail items not listed to the post office for mailing.

**2.6 Delivery to CMRA**

*[Revise items a, c, and e as follows. Delete item b and renumber item f as item b. Renumber items g through i as f through h, respectively.]*

Procedures for delivery to a CMRA are as follows:

a. Mail delivery to a CMRA requires that the CMRA owner or manager and each addressee complete and sign Form 1583, *Application for Delivery of Mail Through Agent*. Spouses may complete and sign one Form 1583. Each spouse must furnish two items of valid identification. If any information that is required on Form 1583 is different for either spouse it must be entered in the appropriate box. A parent or guardian may receive delivery of a minor’s mail by listing the name(s) and age(s) of each minor on Form 1583 (block 12). The CMRA owner or manager, authorized employee, or a notary public must witness the

signature of the addressee. The addressee must complete all entries on Form 1583. The CMRA owner or manager must verify the documentation to confirm that the addressee resides or conducts business at the permanent address shown on Form 1583. The address is verified if there is no discrepancy between information on the application and the identification presented. If the information on the application does not match the identification, the applicant must substantiate to the CMRA that the applicant resides or conducts business at the address shown. If the applicant is unable to substantiate the address, the CMRA must deny the application. Furnishing false information on the application or refusing to give required information is reason for withholding the addressee's mail from delivery to the agent and returning it to the sender. When any information required on Form 1583 changes, the addressee must file a revised application (write "revised" on the form) with the CMRA. The addressee must furnish two items of valid identification; one item must contain a photograph of the addressee. Social Security cards or credit cards and birth certificates are unacceptable as identification. The following are acceptable identification:

- (1) Valid driver's license or state non-driver's identification card.
- (2) Armed forces, government, university, or recognized corporate identification card.
- (3) Passport, alien registration cards, or certificate of naturalization.
- (4) Current lease, mortgage, or Deed of Trust.
- (5) Voter or vehicle registration card.
- (6) Home or vehicle insurance policy.

The identification presented must be current. It must contain sufficient information to confirm that the applicant is who he or she claims to be and is traceable to the bearer. The CMRA owner or manager may retain a photocopy of the photograph identification for verification purposes. The CMRA owner or manager must list and record sufficient information to identify the two types of identification on Form 1583 (block 8) and write the complete CMRA delivery address used to deliver mail to the addressee on Form 1583 (block 3).

\* \* \* \* \*

- c. The CMRA must provide the original of completed Forms 1583 to the postmaster. This includes revised Forms 1583 submitted by an addressee based on information changes to the original Form 1583 (write "revised" on form). The CMRA must maintain duplicate copies of completed Forms 1583 on file at the CMRA business location. The Forms 1583 must be

available at all times for examination by postal representatives and postal inspectors. The postmaster must file the original Forms 1583 first by CMRA and then alphabetically by the addressee's last name at the station, branch, or post office. The postmaster files the original Forms 1583 without verifying the address of residence or firm shown on Forms 1583. The postmaster is required to verify only when the postmaster receives a request by the Postal Inspector in Charge, or when there is reason to believe that the addressee's mail may be, or is being, used for unlawful purposes.

\* \* \* \* \*

- e. A CMRA must represent its delivery address designation for the intended addressees by the use of "PMB" (private mailbox) or the alternative "#" sign. Mailpieces must bear a delivery address that contains the following elements, in this order:

#### **Preferred Format**

- (1) Line 1: Intended addressee's name or other identification. Examples: JOE DOE or ABC CO.
- (2) Line 2: PMB and number or the alternative # sign and number. Examples: PMB 234 or #234.
- (3) Line 3: Street number and name or post office box number or rural route designation and number. Examples: 10 MAIN ST or PO BOX 34 or RR 1 BOX 12.
- (4) Line 4: City, state, and ZIP Code (5-digit or ZIP+4). Example: HERNDON VA 22071-2716.

Examples of acceptable four-line format addresses are:

JOE DOE  
PMB 234  
RR 1 BOX 12  
HERNDON VA 22071-2716

or

JOE DOE  
#234  
10 MAIN ST STE 11  
HERNDON VA 22071-2716

#### **Alternate Format**

- (1) Line 1: Intended addressee's name or other identification. Examples: JOE DOE or ABC CO.
- (2) Line 2: Street number and name or post office box number and PMB and number or the alternative # sign and number. Examples: 10 MAIN ST PMB 234 or #234 or PO BOX 34 PMB 234 or #234.
- (3) Line 3: City, state, and ZIP Code (5-digit or ZIP+4). Example: HERNDON VA 22071-2716.

**Exception:** When the CMRA's physical address contains a secondary address element (e.g., rural route box number, "suite," "#," or other term), the CMRA customer must use "PMB" in the three-line format. In this case, the following must be used:

JOE DOE  
10 MAIN ST STE 11 PMB 234  
HERNDON VA 22071-2716

and

JOE DOE  
RR 12 BOX 512 PMB 234  
HERNDON VA 22071-2716

It is also not permissible to combine the secondary address element of the physical location of the CMRA address and the CMRA customer private mailbox number, e.g., 10 MAIN ST STE 11-234. The CMRA must write the complete CMRA delivery address used to deliver mail to each individual addressee or firm on Form 1583 (block 3). The Postal Service may return mail without a proper address to the sender endorsed "Undeliverable as Addressed, Missing PMB or # Sign."

\* \* \* \* \*

**2.7 Addressee and CMRA Agreement**

*[Revise items b, d, and e as follows:]*

In delivery of the mail to the CMRA, the addressee and the CMRA agree that:

\* \* \* \* \*

- b. The CMRA must re-mail mail intended for the addressee (customer) for at least 6 months after the termination date of the agency relationship between the CMRA and addressee. Mail that is re-mailed by the CMRA requires new postage. This re-mailing obligation need not be fulfilled if the CMRA customer provides written instructions to the CMRA that the mail (or specific types of mail) not be re-mailed upon termination of the relationship. This instruction may be provided in an internal service agreement between the customer and CMRA or by a separate document. Written instructions from the customer regarding the handling of this mail must not stipulate that the CMRA refuse mail or return it to sender, or hold the mail during the 6-month re-mail period and return it to the post office, or redeposit mail in the mails without new postage. At the end of the 6-month re-mail period the CMRA may return to the post office only First-Class Mail, Priority Mail, Express Mail, accountable mail, or Parcel Post received for the former addressee (customer). The CMRA must return this mail to the

post office the next business day after receipt with this endorsement: "Undeliverable, Commercial Mail-Receiving Agency, No Authorization to Receive Mail for this Addressee." This mail is returned to the post office without new postage. The CMRA must not deposit return mail in a collection box. The CMRA must give the return mail to the letter carrier or return it to the post office responsible for delivery to the CMRA. Upon request, the agent must provide to the Postal Service all addresses to which the CMRA re-mails mail.

\* \* \* \* \*

- d. A CMRA may not refuse delivery of mail if the mail is for an addressee who is a customer or former customer (within the past 6 months). The agreement between the addressee and the CMRA obligates the CMRA to receive all mail, except restricted delivery, for the addressee. The addressee may authorize the CMRA in writing on Form 1583 (block 5) to receive restricted delivery mail for the addressee.
- e. If the CMRA has no Form 1583 on file for the intended addressee, the CMRA must return that mail to the post office responsible for delivery with this endorsement: "Undeliverable, Commercial Mail Receiving Agency, No Authorization to Receive Mail for this Addressee." This mail is returned to the post office without new postage. The CMRA must return misdelivered mail the next business day after receipt.

\* \* \* \* \*

**F Forwarding and Related Services**

**F000 Basic Services**

**F010 Basic Information**

\* \* \* \* \*

**4.0 BASIC TREATMENT**

**Exhibit 4.1 USPS Endorsements for Mail Undeliverable as Addressed**

*[Revise Exhibit 4.1 to add new endorsement:]*

\* \* \* \* \*

Endorsement	Reason for Nondelivery
Undeliverable as Addressed, Missing PMB or # Sign	Failure to comply with D042.2.6e.

\* \* \* \* \*

**Postal Operations Manual (POM)**

\* \* \* \* \*

**6 Delivery Services**

**61 Conditions of Delivery**

\* \* \* \* \*

**612 Delivery of Addressee's Mail to Another**

\* \* \* \* \*

**612.12 Commercial Mail Receiving Agency**

*[Revise items b and d as follows:]*

The procedures for the establishment of a commercial mail receiving agency are as follows:

\* \* \* \* \*

b. Each CMRA must register with the post office responsible for delivery to the CMRA. Any person who establishes, owns, or manages a CMRA must provide PS Form 1583-A, *Application to Act as Commercial Mail Receiving Agency*, to the postmaster (or designee) responsible for the delivery address. The CMRA owner or manager must complete all entries and sign the PS Form 1583-A. The CMRA owner or manager must furnish two items of valid identification; one item must contain a photograph of the CMRA owner or manager. Social Security cards or credit cards and birth certificates are unacceptable as identification. The following are acceptable identification:

- (1) Valid driver's license or state non-driver's identification card.
- (2) Armed forces, government, university, or recognized corporate identification card.
- (3) Passport, alien registration card, or certificate of naturalization.
- (4) Current lease, mortgage, or Deed of Trust.
- (5) Voter or vehicle registration card.
- (6) Home or vehicle insurance policy.

The identification presented must be current. It must contain sufficient information to confirm that the applicant is who he or she claims to be and is traceable to the bearer. The postmaster (or designee) may retain a photocopy of the photograph identification for verification purposes and must list and record sufficient information to identify the two types of identification on PS Form 1583-A (block 10). Furnishing false information on the application or refusing to give required information is reason for denying the application. When any information required on PS Form 1583-A changes, the CMRA owner or manager must file a

revised application (write "revised" on the form) with the postmaster.

\* \* \* \* \*

d. A CMRA is authorized to accept the following accountable mail from their customers for mailing at the post office: insured, COD, Express Mail, certified mail, and Delivery Confirmation mail. The sender (CMRA customer) must present accountable mail items not listed to the post office for mailing.

**612.13 Procedures for Delivery to CMRA**

*[Revise 612.13 to read as follows:]*

Mail delivery to a CMRA requires the following:

a. The CMRA owner or manager and each addressee must complete and sign PS Form 1583, *Application for Delivery of Mail Through Agent*. Spouses may complete and sign one PS Form 1583. Each spouse must furnish two items of valid identification. If any information that is required on PS Form 1583 is different for either spouse it must be entered in the appropriate box. A parent or guardian may receive delivery of a minor's mail by listing the name(s) and age(s) of each minor(s) on PS Form 1583 (block 12). The CMRA owner or manager, authorized employee, or a notary public must witness the signature of the addressee. The addressee must complete all entries on PS Form 1583. The CMRA owner or manager must verify the documentation to confirm that the addressee resides or conducts business at the permanent address shown on PS Form 1583. The address is verified if there is no discrepancy between information on the application and the identification presented. If the information on the application does not match the identification, the applicant must substantiate to the CMRA that the applicant resides or conducts business at the address shown. If the applicant is unable to substantiate the address, the CMRA must deny the application. Furnishing false information on the application or refusing to give required information is reason for withholding the addressee's mail from delivery to the agency and returning it to the sender. When any information required on PS Form 1583 changes, the addressee must file a revised application (write "revised" on form) with the CMRA. The addressee must furnish two items of valid identification; one item must contain a photograph of the addressee. Social Security cards or credit cards and birth certificates are unacceptable as identification. The following are acceptable identification:

- (1) Valid driver's license or state non-driver's identification card.



- (2) Armed forces, government, university, or recognized corporate identification card.
- (3) Passport, alien registration cards, or certificate of naturalization.
- (4) Current lease, mortgage, or Deed of Trust.
- (5) Voter or vehicle registration card.
- (6) Home or vehicle insurance policy.

The identification presented must be current. It must contain sufficient information to confirm that the applicant is who he or she claims to be and is traceable to the bearer. The CMRA owner or manager may retain a photocopy of the photograph identification for verification purposes. The CMRA owner or manager must list and record sufficient information to identify the two types of identification on PS Form 1583 (block 8) and write the complete CMRA delivery address used to deliver mail to the addressee on PS Form 1583 (block 3).

- b. The CMRA must provide the original of completed PS Forms 1583 to the postmaster. This includes revised PS Forms 1583 submitted by an addressee based on information changes to the original PS Form 1583 (write "revised" on form). The CMRA must maintain duplicate copies of completed PS Forms 1583 on file at the CMRA business location. The PS Forms 1583 must be available at all times for examination by postal representatives and postal inspectors. The postmaster must file the original PS Forms 1583 for each CMRA, alphabetically by the addressee's last name, at the station, branch, or post office. The postmaster files the original PS Forms 1583 without verifying the address of residence or firm shown on PS Forms 1583. The postmaster is required to verify only when the postmaster receives a request from the Postal Inspector in Charge, or when there is reason to believe that the addressee's mail may be, or is being, used for unlawful purposes.
- c. In delivery of the mail to the CMRA, the addressee and the CMRA agree to the following:
  - (1) When the agency relationship between the CMRA and the addressee terminates, neither the addressee nor the CMRA will file a Change-of-Address Order with the post office. The CMRA must write the date of termination on its duplicate copy of PS Form 1583. The CMRA must notify the post office of termination dates through the quarterly updates (due on January 15th, April 15th, July 15th, and October 15th) of the alphabetical list of customers cross-referenced to the CMRA addressee delivery designations. The alphabetical list must contain all new customers, current customers, and those

customers who terminated within the last 6 months, including the date of termination. The CMRA must retain the endorsed duplicate copies of PS Forms 1583 for 6 months after the termination date. PS Forms 1583 filed at the CMRA business location must be available at all times for examination by postal representatives and the Postal Inspectors.

- (2) The re-mail of mail intended for the addressee (customer) is the responsibility of the CMRA. This includes at least a 6-month period after the termination date of the agency relationship between the CMRA and the addressee. Mail that is re-mailed by the CMRA requires new postage. This re-mailing obligation need not be fulfilled if the CMRA customer provides written instructions to the CMRA that the mail (or specific types of mail) not be re-mailed upon termination of the relationship. This instruction may be provided in an internal service agreement between the customer and CMRA or by a separate document. Written instructions from the customer regarding the handling of this mail must not stipulate that the CMRA refuse or return it to sender, or hold this mail and return it to the post office, or redeposit it in the mails without new postage during the 6-month re-mail period. At the end of the 6-month re-mail period, the CMRA may return to the post office only First-Class Mail, Priority Mail, Express Mail, accountable mail, or Parcel Post received for the former addressee (customer). The CMRA must return this mail to the post office the next business day after receipt with this endorsement: "Undeliverable, Commercial Mail Receiving Agency, No Authorization to Receive Mail for this Addressee." This mail is returned to the post office without new postage. The CMRA must not deposit return mail in a collection box. The CMRA must give the return mail to the letter carrier or return it to the post office responsible for delivery to the CMRA. Upon request, the agent must provide to the Postal Service all addresses to which the CMRA re-mails mail.
- (3) A CMRA may not refuse delivery of mail if the mail is for an addressee who is a customer or former customer (within the last 6 months). The agreement between the addressee and the CMRA obligates the CMRA to receive all mail, except restricted delivery, for the addressee. The addressee may authorize the CMRA in writing on Form 1583 (block 5) to receive restricted delivery mail for the addressee.

- (4) If the CMRA has no PS Form 1583 on file for the intended addressee, the CMRA must return that mail to the post office responsible for delivery with this endorsement: "Undeliverable, Commercial Mail Receiving Agency, No Authorization to Receive Mail for this Addressee." This mail is returned to the post office without new postage. The CMRA must return misdelivered mail the next business day after receipt.
- (5) The CMRA must not deposit return mail in a collection box. The CMRA must give the return mail to the letter carrier or return it to the post office responsible for delivery to the CMRA.
- (6) A CMRA must represent its delivery address designation for the intended addressees by the use of "PMB" (private mailbox) or the alternative "#" sign. Mailpieces must bear a delivery address that contains the following elements, in this order:

#### **Preferred Format**

- (a) Line 1: Intended addressee's name or other identification. Examples: JOE DOE or ABC CO.
- (b) Line 2: PMB and number or the alternative # sign and number. Examples: PMB 234 or #234.
- (c) Line 3: Street number and name or post office box number or rural route designation and number. Examples: 10 MAIN ST or PO BOX 34 or RR 1 BOX 12.
- (d) Line 4: City, state, and ZIP Code (5-digit or ZIP+4). Example: HERNDON VA 22071-2716.

Examples of acceptable four-line format addresses are:

JOE DOE  
PMB 234  
RR 1 BOX 12  
HERNDON VA 22071-2716

or

JOE DOE  
#234  
10 MAIN ST STE 11  
HERNDON VA 22071-2716

#### **Alternate Format**

- (a) Line 1: Intended addressee's name or other identification. Examples: JOE DOE or ABC CO.
- (b) Line 2: Street number and name or post office box number and PMB and number or the alternative # sign and number. Examples: 10 MAIN ST PMB 234 or #234 or PO BOX 34 PMB 234 or #234.
- (c) Line 3: City, state, and ZIP Code (5-digit or ZIP+4).  
Example: HERNDON VA 22071-2716.

**Exception:** When the CMRA's physical address contains a secondary address element (e.g., rural route box number, "suite," "#," or other term), the CMRA customer must use "PMB" in the three-line format. In this case, the following must be used:

JOE DOE  
10 MAIN ST STE 11 PMB 234  
HERNDON VA 22071-2716

and

JOE DOE  
RR 12 BOX 512 PMB 234  
HERNDON VA 22071-2716

It is also not permissible to combine the secondary address element of the physical location of the CMRA address and the CMRA customer private mailbox number (e.g., 10 MAIN ST STE 11-234). The CMRA must write the complete CMRA delivery address used to deliver mail to each individual addressee or firm on PS Form 1583 (block 3). The Postal Service may return mail without a proper address to the sender endorsed "Undeliverable as Addressed, Missing PMB or # Sign."

\* \* \* \* \*

— Retail and Delivery Operations, 9-7-00

#### **DMM AND POM REVISION**

### **Hand Stamps for Acceptance of Accountable Mail**

Effective September 7, 2000, *Domestic Mail Manual* (DMM) D042.1.7g and *Postal Operations Manual* (POM) 822.21 and 822.22 are revised to expand information on the hand stamp used by customers for acceptance of accountable mail.

This revision will appear in the printed version of DMM Issue 56 and in the online version available via Postal Explorer (<http://pe.usps.gov>); and in the printed version of POM 9 and the online version available via the corporate intranet (<http://blue.usps.gov>; click on *Information*, then *Policies and Procedures*, then *Manuals*).

**Domestic Mail Manual (DMM)**

\* \* \* \* \*

**D Deposit, Collection, and Delivery**  
\* \* \* \*

**D000 Basic Information**  
\* \* \* \*

**D040 Delivery of Mail**  
\* \* \* \*

**D042 Conditions of Delivery**

**1.0 BASIC STANDARDS**  
\* \* \* \*

**1.7 Express Mail and Accountable Mail**  
*[Amend item g to read as follows:]*  
\* \* \* \*

g. A hand stamp approved by the postmaster may be used to provide the signature and name of the individual or organization receiving the mailpiece. In accordance with the electronic signature capture process, the hand stamp must be sized to fit within the Signature and Printed Name blocks on the November 1999 or later version of PS Form 3849, *Delivery Notice/Reminder/Receipt*. The stamp must not overlap into the delivery office information section or the Delivery Address block of the form. To obtain approval for such a stamp, the company must submit a written statement to the postmaster that the person whose name appears on the stamp is the person authorized to accept accountable mail, accompanied by a sample of the authorized employee's signature that can be verified against the signature on the stamp. After approval, the stamped signature and name are acceptable only if a clean, legible impression is provided within the Signature and Printed Name blocks on PS Form 3849. On mail addressed to a federal or state official, the stamp need show only the name and location of the accepting organization. In these cases, the stamp should fit within the Printed Name and Delivery Address block of the November 1999 or later version of PS Form 3849, but must not overlap into the Signature block or barcode sections.

\* \* \* \* \*

**Postal Operations Manual (POM)**

\* \* \* \* \*

**8 Special Services**  
\* \* \* \*

**82 Supplemental Mail Services**  
\* \* \* \*

**822 Return Receipts**  
\* \* \* \*

**822.2 Signature Stamps**

**822.21 Federal or State Officials**

A return receipt on mail addressed to a federal or state official may be signed for with a stamp showing the name and location of the accepting organization (e.g., "The White House, Washington, DC"). The hand stamp must be sized to fit within the Printed Name and Delivery Address blocks of the November 1999 or later version of PS Form 3849, *Delivery Notice/Reminder/Receipt*. The stamp must not overlap into the Signature block or barcode section.

**822.22 Large Companies or Organizations**

A return receipt addressed to a large, well-known company or organization may be signed for with signature stamps approved by the postmaster. In accordance with the electronic signature capture process, the hand stamp must be sized to fit within the Signature and Printed Name blocks of the November 1999 or later version of PS Form 3849, *Delivery Notice/Reminder/Receipt*. The stamp must not overlap into the delivery office information section or the Delivery Address block of the form. The company must provide the post office with a written statement saying that the person whose name appears on the stamp is the same as the person who is authorized to accept accountable mail. A sample of the authorized employee's signature must be submitted and verified against the signature appearing on the stamp.

\* \* \* \* \*

— Expedited/Package Services, 9-7-00

## REMINDER

**Political Campaign Mail**

Political campaign mailings will enter the mailstream throughout 2000, in advance of both the primary elections and the November 7, 2000, presidential/general election. This is a reminder of the requirements for these mailings, contained in *Postal Operations Manual (POM) 492, Political Campaign Mail*.

Minor revisions were published in *Postal Bulletin 22017 (2-10-00)*. Notably, sections 492.3, Premailing Assistance, and 492.6, Answering Requests for Information, were revised to reflect current titles and terminology. Other incidental revisions were included as well. The revisions were incorporated into an incremental update of the online POM available on the Policies and Procedures page of the corporate intranet (<http://blue.usps.gov/cpim>; click on *Manuals*). The complete text appears below.

In addition, to assist in preparing for political campaign mailings, a chart showing the 2000 congressional primary dates by state and territory and, where applicable, primary runoff dates appears below.

**2000 U.S. Congressional Primary Dates**

(General Election Date: November 7, 2000)

State	Primary Date	Runoff Date
Alabama	06/06/00	06/27/00
Alaska	08/22/00	
American Samoa	11/07/00	11/21/00
Arizona	09/12/00	
Arkansas	05/23/00	06/13/00
California	03/07/00	
Colorado	08/08/00	
Connecticut	09/12/00	
Delaware	09/09/00	
District of Columbia (D.C.)	05/02/00	
Florida	09/05/00	10/03/00
Georgia	07/18/00	08/08/00
Guam	09/02/00	
Hawaii	09/23/00	
Idaho	05/23/00	
Illinois	03/21/00	
Indiana	05/02/00	
Iowa	06/06/00	
Kansas	08/01/00	
Kentucky	05/23/00	
Louisiana	11/07/00	12/09/00
Maine	06/13/00	
Maryland	03/07/00	
Massachusetts	09/19/00	
Michigan	08/08/00	
Minnesota	09/12/00	
Mississippi	03/14/00	04/04/00

State	Primary Date	Runoff Date
Missouri	08/08/00	
Montana	06/06/00	
Nebraska	05/09/00	
Nevada	09/05/00	
New Hampshire	09/12/00	
New Jersey	06/06/00	
New Mexico	06/06/00	
New York	09/12/00	
North Carolina	05/02/00	05/30/00
North Dakota	06/13/00	
Ohio	03/07/00	
Oklahoma	08/22/00	09/19/00
Oregon	05/16/00	
Pennsylvania	04/04/00	
Puerto Rico	11/14/99	
Rhode Island	09/12/00	
South Carolina	06/13/00	06/27/00
South Dakota	06/06/00	06/20/00
Tennessee	08/03/00	
Texas	03/14/00	04/11/00
Utah	06/27/00	
Vermont	09/12/00	
Virginia	06/13/00	
Virgin Islands	09/09/00	
Washington	09/19/00	
West Virginia	05/09/00	
Wisconsin	09/12/00	
Wyoming	08/22/00	

**Postal Operations Manual (POM)**

\* \* \* \* \*

**4 Mail Processing Procedures**

\* \* \* \* \*

**49 Congressional and Political Campaign Mail**

\* \* \* \* \*

**492 Political Campaign Mail****492.1 Introduction****492.11 General**

The American electorate votes on numerous political offices and issues. Citizens cast ballots every 4 years for president, every 2 years for one-third of the U.S. senators and all members of the House of Representatives, and at varying frequencies for governorships and other state, county, and local offices and referenda measures. During the period preceding local, state, and national primaries, special elections, and general elections, the Postal Service accepts and

delivers many political campaign mailings, frequently in large quantities. These mailings are made up by individual candidates and their campaign organizations, as well as by local, state, and national committees of political parties.

#### **492.12 Postal Service Responsibility**

The Postal Service is responsible for providing information to assist in the knowledgeable preparation and deposit of political campaign mailings, as well as for the proper acceptance, processing, delivery, and recording of these mailings.

#### **492.13 Nonprofit Standard Mail Rates**

Section 3626(e) of Title 39, U.S. Code, as enacted by Public Law 95-593, permits certain Standard Mail (A) matter to be mailed by a "qualified political committee" at the Nonprofit Standard Mail rates prescribed for qualified nonprofit organizations (see DMM E670). Also see 492.23 for a definition of "qualified political committee" and 492.73 for the rules on what mail may be sent at the Nonprofit Standard Mail rates by qualified political committees.

#### **492.2 Definitions**

##### **492.21 Political Campaign Mailings**

Any material accepted for mailing at First-Class or Standard Mail (A) postage rates that is mailed for political campaign purposes by a registered political candidate, campaign committee, or committee of a political party is classified as a political campaign mailing. This type of mailing normally uses the address of a candidate's campaign committee or the committee of a political party as the return address. Do not confuse political campaign mailings with official mailings by members of Congress under congressional franking privileges. See 491 for a discussion of congressional mail.

##### **492.22 Registered Political Candidate or Party**

An individual or organization recognized as such by the appropriate governmental election control authority is considered to be a registered political candidate or party.

##### **492.23 Qualified Political Committee**

Section 3626(e)(2) of Title 39, U.S.C., defines a qualified political committee for the purpose of eligibility for Nonprofit Standard Mail rates as follows:

- a. The term qualified political committee means:
  - (1) A national committee of a political party.
  - (2) A state committee of a political party.
  - (3) The Democratic Congressional Campaign Committee.
  - (4) The Democratic Senatorial Campaign Committee.
  - (5) The National Republican Congressional Committee.
  - (6) The National Republican Senatorial Committee.

- b. The term national committee means the organization that, by virtue of the bylaws of a political party, is responsible for the day-to-day operation of that political party at the national level.

- c. The term state committee means the organization that, by virtue of the bylaws of a political party, is responsible for the day-to-day operation of that political party at the state level.

#### **492.3 Pre mailing Assistance**

##### **492.31 General**

Experience has shown that there will be no cause for criticism if all mailers of political campaign material are fully informed of postal requirements for prompt delivery and are assured of proper and equal handling of their mailings.

##### **492.32 Responsibilities**

Managers, Marketing, Customer Service districts, are responsible for ensuring proper pre mailing assistance to all committees of political parties, candidates for political office, and/or the candidates' campaign committees within their jurisdictions. Individuals designated by managers, Marketing, as directly responsible for contacting the committees of political parties, political candidates, and campaign organizations must follow the requirements in 492.36.

##### **492.33 Identification of Candidates**

Managers, Marketing, Customer Service districts, or their designees, must identify all candidates for election to political office who will be campaigning within their district's jurisdiction, as follows:

- a. *Presidential Candidates.* Contact state campaign headquarters. Determine locations of mailings and notify appropriate Postal Service personnel for necessary follow-up.
- b. *Congressional Candidates.* Identify all candidates for election to the Senate and House of Representatives and their principal campaign offices and notify appropriate Postal Service personnel for necessary follow-up.
- c. *State Candidates.* In statewide elections, identify gubernatorial and other candidates and their principal campaign offices and notify appropriate Postal Service personnel for necessary follow-up.
- d. *Local Candidates.* Coordinate efforts with postmasters to identify all candidates and/or campaign organizations in those areas holding local elections for county, city, township, borough, parish, and other local offices, and ensure necessary follow-up.

##### **492.34 Political Campaign Information Sources**

State and local boards of election and offices of secretaries of state and county clerks generally can provide information

on the names and headquarters of committees of political parties; candidates for federal, state, and local offices; and their campaign organizations.

#### **492.35 Equal Assistance**

Equal assistance must be provided to all committees of political parties, candidates, and candidates' campaign committees, including those that do not represent major parties.

#### **492.36 Pre mailing Contact Requirements**

Make contact with the committees of political parties, candidates, and the candidates' campaign organizations at the earliest opportunity to provide information on mail preparation requirements, mail handling procedures, and other matters discussed in 492.37. On-site assistance can be helpful, particularly with campaign volunteers, to identify problems in mail preparation and sack or tray labeling before deposit of the mailings. Emphasize the need to deposit the mailings at the earliest possible date before election day, particularly to candidates or organizations planning to avail themselves of the destination bulk mail center drop shipment rates. Keep records of all contacts, including a general summary statement covering the information provided to the candidates and campaign organizations.

#### **492.37 Mail Preparation and Handling Information**

At a minimum, provide committees of political parties, candidates, and the candidates' campaign organizations with information on the following:

- a. Rates, including automation and destination entry drop shipment rates, and fees.
- b. Mailing permits and authorizations. See applicable sections of the DMM for instructions on obtaining permits and authorizations for mailing at various rates. National and state political committees may be given instructions on filing for Nonprofit Standard Mail rates as a qualified political committee, as found in DMM E670 and Publication 417. Instructions on obtaining authorization to mail at the Nonprofit Standard Mail rates at additional offices are also found in DMM E670 and Publication 417 section 3-2.
- c. Restrictions on what may be mailed at the Nonprofit Standard Mail rates for state and national political committees (see 492.73). See also Publication 417 section 5-4.
- d. Preparation, makeup, and handling of mailings, including an explanation of ancillary service endorsements and address information products and services.
- e. Availability and use of mailing supplies and equipment.

**Note:** PS Tag 57, *Political Campaign Mailing*, identifies campaign mailings during processing and distribution. PS Tag 57 is available from the material distribution centers and is reusable. If mail is trayed and strapped, mailers should affix PS Tag 57 to the strap on the end of the tray near the tray label with a wire twist tie. If local postal instructions permit trays to be tendered without strapping, then PS Tag 57 should be affixed to the tray with a rubber band double looped through the handhold of the tray on the end near the tray label. Care should be taken to remove the tags from the trays after the campaign mail has been processed.

- f. Business reply mail.
- g. Disposition of undeliverable pieces.
- h. Time frames for depositing mailings.

#### **492.4 Processing and Delivery**

##### **492.41 General**

All managers involved in processing and delivering political campaign mailings must ensure that each mailing is handled promptly and with equal care and attention.

##### **492.42 Late Deposit**

Inform mailers attempting to deposit political campaign mailings that may be too late for delivery by the election date under USPS service objectives of the potential for late delivery. Document and maintain this advice. See 492.5.

##### **492.43 Reports of Delays**

Give immediate attention to any reported delay in processing or delivering political campaign mailings and fully document inquiries made and subsequent action taken (see 492.53).

##### **492.5 Recordkeeping**

###### **492.51 General**

Detailed records provide the basis for a documented and factual explanation of any complaints alleging improper handling of political campaign mailings. Maintain pre mailing assistance and processing and delivery records for a period of 6 months.

###### **492.52 Pre mailing Assistance Records**

Individuals designated to provide pre mailing assistance to committees of political parties, candidates, and the candidates' campaign organizations must keep records of all contacts, including a summary statement concerning the information provided to such mailers.

###### **492.53 Processing and Delivery Records**

Managers, Business Mail Entry, and postmasters must keep documented records of all political campaign mailings that are deposited or received at their offices, with particular

attention to those deposited or received too late for timely delivery.

At a minimum, these documented records must include the following:

- a. The name of the mailer.
- b. A sample, photocopy, or description of the mailing.
- c. The date and time the mailing was received for dispatch or delivery.
- d. The election day deadline and, if applicable, the date of requested delivery.
- e. If applicable, the approximate number of pieces not delivered before the election day deadline and/or the date of requested delivery and the reasons why delivery was not timely.
- f. The approximate volume of any Standard Mail (A) consigned to waste upon instruction by the mailer.

#### **492.6 Answering Requests for Information**

##### **492.61 General**

Answer requests for information concerning political campaign mailings as provided in regulations implementing the Freedom of Information Act (see ASM 352). Do not compile information not regularly compiled for Postal Service use to respond to requests.

##### **492.62 Chief Field Managing Counsel Assistance**

If uncertain regarding the disclosure of information concerning political campaign mailings, consult the Chief Field Managing Counsel.

##### **492.63 Questionable Requests**

Promptly report to the Postal Inspection Service any questionable attempts to obtain information concerning political campaign mailings not properly subject to disclosure.

#### **492.7 Revenue Protection**

##### **492.71 Nonprofit Standard Mail Rates**

Qualified political committees may mail qualifying matter at the Nonprofit Standard Mail rates of postage. See 492.23 for definitions of qualified political committees. See also DMM E670 and Publication 417 section 5-4 for general information on eligibility for these rates.

##### **492.72 Mailings Ineligible for Nonprofit Standard Mail Rates**

Individual candidates and their campaign committees do not qualify to mail at the Nonprofit Standard Mail rates. Also, qualified political committees may mail only their own matter at these rates. Qualified political committees may not make cooperative mailings at the nonprofit rates involving matter on behalf of, or produced for, individual candidates or political organizations that do not qualify for Nonprofit Standard

Mail rates. Such cooperative mailings must be paid at the applicable Regular or Enhanced Carrier Route Standard Mail rates. See PS Form 3602-N, PS Form 3602-PN, and PS Form 3602-PVN for the certifications required of Nonprofit Standard Mail mailers. Also see Publication 417 section 5-4.

#### **492.73 Application of the Cooperative Mail Rules**

##### **492.731 General**

Qualified political committees are subject to the cooperative mailing requirements. However, unlike cases involving cooperative mailings between an authorized nonprofit organization and a commercial organization, there is often an ongoing relationship between the qualified political committee and the committee's candidate. A political candidate may be connected to the authorized political committee mailer by being a member of and/or financial contributor to the political party represented by the committee. The committee is, of course, interested in promoting, encouraging, and supporting the candidate's election. Postal laws and regulations do not prohibit the candidate from contributing to the committee or the committee from supporting the candidate. The concern under postal laws and regulations is whether the political candidate's financial contribution to the authorized political committee is in return for the mailing or mailings that support the candidate.

##### **Example — Proper use of contributed funds**

Politician A is a member of the qualified political committee. The qualified political committee plans to include in a mail-piece information supporting politician A's candidacy for office and has asked the candidate for a biographical sketch. The candidate provides the information and makes a contribution to the qualified political committee. The qualified political committee will retain authority to accept or reject information provided by the candidate, and the contribution by the candidate is not a contribution to pay for the mailing. This is not considered to be a cooperative mailing since the qualified political committee retained discretion over the decision to mail and the contents of the mailing.

##### **492.732 Maintaining Committee Control**

The following rules must be followed to ensure that the authorized political committee maintains control:

- a. *Mailings.* An authorized political committee may mail election-related materials, including but not limited to candidate endorsements and sample ballots, at the Nonprofit Standard Mail rates if the materials are exclusively those of the authorized political committee. An authorized political committee may make political mailings in support of its candidates, provided that no monies contributed by the candidate to the qualified committee shall be specifically earmarked for use in

making the political mailing or in return for the political mailing.

**Example — Committee discretion retained**

Politician B, a candidate for a statewide political office, mails a check to authorized political committee C, the state committee for his party. Politician B encloses a note with the check that says: "This check is for my pro rata share of a sample ballot." Committee C has mailed a sample ballot to state residents for the past five elections. However, committee C makes the decision on whether to send sample ballots on an election-by-election basis. Committee C has not had any discussions with politician B on this subject, nor has it reached an understanding with politician B that sample ballots will be produced and mailed. Committee C deposits politician B's check into its general fund to be used for committee expenses. Committee C will not return the check even if it decides not to mail sample ballots. Committee C later decides to mail sample ballots for the election in which politician B is a candidate. Notwithstanding politician B's contribution, this is not considered to be a cooperative mailing because committee C retained discretion whether or not to mail the sample ballots.

- b. *Contributions.* A candidate may make or solicit contributions to a qualified political committee, provided that the committee retains absolute discretion over how the funds are spent. If the candidate or other non-qualified entity pays the preparation, printing, or postage costs for the mailing in return for the qualified political committee's agreement to make the mailing, that mail matter is not eligible for the Nonprofit Standard Mail rates.

- c. *Mailing Support.* A political candidate may provide suggested copy, pictures, biographical information, or similar assistance requested by a qualified political committee that is preparing a mailing in support of the candidate. The qualified political committee may also ask a candidate to review a proposed mailpiece for accuracy. However, the qualified political committee must have final authority over the decision to mail the political matter and the contents of that matter.

**Example — Improper candidate funding**

Authorized political committee D announces the creation of a "Candidate's Coordinated Mailing Fund." Contributions to the fund will be used exclusively for mailings supporting candidates. Candidates E, F, G, and H contribute to the fund, and committee D makes a multicandidate endorsement for candidates E, F, G, H, and I. This would be considered a cooperative mailing. It would not be a cooperative mailing if (a) the fund created is not announced as one that will be used exclusively for mailings, and (b) committee D retained absolute discretion about whether to make the mailings at all.

**492.733 Endorsements on Mail**

Mailings by qualified political committees often bear endorsements such as "Paid for by [committee] and authorized by [candidate]." These endorsements are often required by federal or state law. The presence of these endorsements alone does not disqualify the mailing from being sent at the Nonprofit Standard Mail rates. The presence of factors discussed in the preceding sections of this chapter is required to find the mailing ineligible for the special rates.

**492.74 Identification**

The name and return address of the qualifying organization must appear either on the outside of the mailpiece or in a prominent location on the material being mailed at the Nonprofit Standard Mail rates.

— *Government Relations,  
Government Relations and Public Policy, 9-7-00*

*OBSOLETE FORM*

**PS Form 2, Delivery Confirmation Log**

Effective immediately, PS Form 2, *Delivery Confirmation Log*, is obsolete. This log is no longer used or stocked. Any

remaining copies should be promptly recycled in accordance with established recycling procedures.

— *Information Systems,  
Expedited/Package Services, 9-7-00*



ALL NIXIE OPERATIONS

**Proper Treatment of Mail Endorsed “Change Service Requested”**

Mail endorsed “Change Service Requested” that is undeliverable as addressed (UAA), including mail that has been refused by the addressee, must *never* be returned to the sender. This applies to all mail, including merchandise, regardless of its perceived value and processing category (e.g., letter, flat, or parcel).

By endorsing a piece “Change Service Requested,” the mailer requests the customer’s new address (if a change of address order is on file) or the reason for nondelivery *and specifically directs that the undeliverable mailpiece be disposed of and not returned.* When a forwarding order is on file, UAA mail endorsed “Change Service Requested” is submitted by delivery employees to the Computerized Forwarding Systems (CFS) unit, which provides appropriate notice to the mailer and disposes of the mailpiece. When a mailpiece is UAA and there is no forwarding order on file, employees performing local nixie operations must ensure that the mailpiece receives proper treatment.

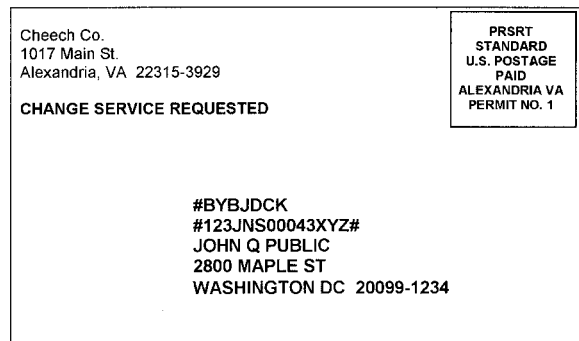
Employees must not make “value” judgements about UAA mail endorsed “Change Service Requested.” Mailers request its disposal because, in most cases, their internal costs to process the returned matter (including merchandise like compact disks and books) exceed their costs to replace it. By using “Change Service Requested,” mailers opt to receive new address information or reason for nondelivery electronically (if they are Address Change Service participants) or via PS Form 3547, *Notice to Mailer of Correction in Address.* This process expedites the incorporation of corrected address information to their databases. In contrast, mailpieces that are returned with the address or reason for nondelivery attached are more difficult for mailers to process. This can result in delayed corrections to mailer databases and generation of additional UAA pieces. Improper return of mail endorsed “Change Service Requested” also incurs unnecessary postal processing and transportation costs that are not covered by the fixed fee for address notification via PS Form 3547.

Clerks processing nixies must ensure that UAA mail endorsed “Change Service Requested” receives proper treatment as follows:

**All First-Class Mail, Priority Mail, Standard Mail (A), and Standard Mail (B) Identified for Electronic Address Change Service**

First-Class Mail and Priority Mail can be endorsed “Change Service Requested” *only* when the mailer participates in electronic Address Change Service (ACS). “Change Service Requested” is not valid for use on periodicals or any mail with a special service (e.g., insured,

Delivery Confirmation). ACS participant pieces can be identified by a seven-letter ACS participant code that begins with a delimiter (#). Most ACS mailers also use an alpha and/or numeric keyline, framed by delimiters. Both the participant code and keyline are placed above the customer’s name and address, as in the following example:



Step 1: Consolidate pieces by reason for nondelivery and bundle or containerize (where dispatch by container is authorized).

Step 2: Mark bundles or containers with the letter code corresponding to the appropriate reason for nondelivery, as follows:

- |                                 |                                  |
|---------------------------------|----------------------------------|
| A – Attempted Not Known         | N – No Such Number               |
| B – Returned For Better Address | Q – Not Deliverable As Addressed |
| D – Outside Delivery Limits     | R – Refused                      |
| E – In Dispute                  | S – No Such Street               |
| I – Insufficient Address        | U – Unclaimed                    |
| L – Illegible                   | V – Vacant                       |
| M – No Mail Receptacle          | X – No Such Office               |

Step 3: Dispatch marked bundles or containers on the next available trip to your local CFS unit for electronic ACS processing.

**Non-ACS Pieces**

**Standard Mail (A) and (B).** This includes parcel post, special standard mail, library mail, and bound printed matter. Complete PS Form 3547 for UAA Standard Mail (A) or (B) matter endorsed “Change Service Requested” that does not have a participant code and keyline indicating ACS participation. Send the completed PS Form 3547 to the mailer and dispose of the mailpiece locally.

## Postage Due Weight Averaging Program

To provide consistent service to mailers receiving a large volume of postage due returns under a weight averaging method, the Postal Service has developed the Postage Due Weight Averaging Program. This comprehensive, statistically valid program calculates postage due returns in bulk, rather than rating each individual piece.

This program refines the weight averaging process. The process has been integrated into an easy-to-use Microsoft Excel Workbook that includes defining specific parameters for minimum piece selection and instituting a frequency for sampling. This yields a postage due cost factor based on the makeup of the mail that is currently being returned.

Until now, the Postal Service has used several different weight averaging methods to calculate and adjust postage due cost factors for return mail. The new Postage Due Weight Averaging Program is now the standard and will

replace all existing weight averaging methods. Customers currently receiving their postage due returns under a weight averaging method will be converted to the Postage Due Weight Averaging Program by their rates and classification service center (RCSC) in the near future. *Please note:* These procedures will not affect customers using the nonletter-size business reply mail (BRM) program.

Customers must receive a minimum of 50,000 returns a year to participate. Mailers interested in this program should contact their RCSC for additional information.

— *Mail Preparation and Standards, Pricing and Product Design, 9-7-00*

— *Business Mail Acceptance, Marketing, Technology, and Channel Management, 9-7-00*

## Compliance Date Extension for First-Class Mail and Standard Mail (A) Letter Tray Labels

*Postal Bulletin 22016 (1-27-00)* amended *Domestic Mail Manual (DMM)* Exhibit M032.1.3a, M130, and M610 by providing optional tray labels that permit customers to exclude letter-size mail from automated processing. This article also amended the content identifier numbers (CINs) and human-readable content line text used for the required preparation of both Presorted (basic preparation) First-Class Mail and Presorted (basic preparation) Standard Mail (A). However, this article did not provide a compliance date for these tray label changes. *Postal Bulletin 22026 (6-15-00)* corrected this omission and set the compliance date for August 27, 2000.

A request to delay the mandatory compliance date until December 15, 2000, has been approved. Consequently, until that date, offices will continue to receive and accept mail labeled with the old CINs and text. The old CINs and text are listed in the left column below with the corresponding new and preferred CINs and text in the adjacent right column.

On December 15, 2000, only the new CINs can be used with the required preparation for First-Class Mail or Standard Mail (A) at the Presorted (basic preparation) rates.

### FCM Letters — Presorted (Basic Preparation)

Old		New	
251	FCM LTRS 5D NON OCR	250	FCM LTRS 5D NON BC
254	FCM LTRS 3D NON OCR	253	FCM LTRS 3D NON BC
257	FCM LTRS ADC NON OCR	256	FCM LTRS ADC NON BC
259	FCM LTRS NON OCR WKG	259	FCM LTRS NON BC WKG

### STD Letters — Presorted (Basic Preparation)

Old		New	
551	STD LTRS 5D NON OCR	550	STD LTRS 5D NON BC
554	STD LTRS 3D NON OCR	553	STD LTRS 3D NON BC
557	STD LTRS ADC NON OCR	556	STD LTRS ADC NON BC
559	STD LTRS NON OCR WKG	559	STD LTRS NON BC WKG

— *Logistics, Network Operations Management, 9-7-00*

CORRECTION

**Labeling List Changes**

The labeling list revision to *Domestic Mail Manual* (DMM) L803 in *Postal Bulletin* 22030 (8-10-00) contained an error. The corrected information appears below.

**Domestic Mail Manual (DMM)**

\* \* \* \* \*

**L Labeling Lists**

**L800 Automation Rate Mailings**

\* \* \* \* \*

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

\* \* \* \* \*

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

— *Logistics, Network Operations Management, 9-7-00*

**Hazardous Materials Recognition**

The United States Postal Service does accept restricted quantities of some hazardous materials for mailing provided that specific packaging, labeling, marking, and declaration procedures are performed. Many of these potentially hazardous materials are common household items. Postal Service regulations governing the acceptability of these materials are contained in the *Domestic Mail Manual* (DMM) and in Publication 52, *Acceptance of Hazardous, Restricted, or Perishable Matter*. Conditions applicable to the mailing of hazardous materials to foreign addresses are explained in the *International Mail Manual* (IMM).

**Hazardous Material Definition**

The DMM defines a “hazardous material” (“HAZMAT”) as any article or substance designated by the U.S. Department of Transportation as being capable of posing an unreasonable risk to health, safety, and property during transportation.

Mail, especially parcels, that contain HAZMAT and are properly packaged, marked, and declared by the mailer and are properly accepted by the Postal Service in accordance with the DMM are considered Declared HAZMAT. Parcels that are not properly packaged, labeled, or identified as specified in the DMM and are suspected of containing a HAZMAT are considered Undeclared HAZMAT. If

discovered in the mailstream, these parcels must be isolated and removed from the mailstream and proper customer notification procedures must be followed as outlined in interim HAZMAT instructions MOP OS-04-21-98, *Hazardous Materials and Dangerous Goods in the Mail*, issued August 12, 1999.

**Hazardous Material Recognition**

Recognizing parcels that are known to or suspected to contain a HAZMAT is crucial to safe operations. One method of recognizing and identifying parcels that contain or are suspected of containing HAZMAT is through the examination of package markings and labeling. Consult the DMM and Publication 52 to determine the appropriate labels and markings that must be used on a parcel that contains HAZMAT.

Parcels bearing the following markings *do* contain HAZMAT and are acceptable for mail:



A parcel bearing an “ORM-D” marking contains a consumer commodity. A “consumer commodity” is defined as a limited quantity of a hazardous material that is packaged and distributed in a quantity and form intended or suitable for retail sale and designated for individual consumption for personal care or household use purposes. Parcels with the ORM-D marking should be dispatched only to surface transportation. Under no circumstances should packages with these markings be dispatched or transported on commercial or cargo aircraft. Parcels with “ORM-D-AIR” markings are acceptable for both air and surface transport provided the additional declaration requirements of the DMM are met.

When a parcel bears any of the following labels, it is considered a potentially acceptable HAZMAT parcel:



An “etiologic agent” is an infectious substance that causes or may cause disease in human beings or animals. A “magnetized material” is a possible HAZMAT because of its potential for affecting aircraft navigation equipment.

There are many labeling systems in use to identify hazardous materials. A parcel that bears any of the following labels contains HAZMAT:



These labeling systems provide a quick visual reference for identifying potential HAZMAT parcels. However, these labels do not give any indication as to the mailability of the parcel.

The Department of Transportation (DOT) classifies HAZMAT into nine hazard classes. DOT regulations require that warning labels be used during the transportation of regulated quantities of these hazardous materials. The Postal Service, with limited exception, does not accept regulated quantities of hazardous materials. Any package

containing a DOT warning label listed below is not acceptable for mailing:



HAZMAT that bears the following labels may be acceptable for mailing if all provisions of the DMM are met:



Parcels that contain HAZMAT, that are mailable, and fall into either of the above hazard classes must bear one of these two DOT labels. In addition to the labels listed above, the Destination and Routing Tag (D&R) can also alert you to the presence of HAZMAT in a parcel:



Under no circumstances should HAZMAT receive a D&R Tag other than an H-Class label.

The United States Postal Service does accept, in limited quantities, potentially hazardous materials for mailing. Recognition of parcels that contain or are suspected of containing HAZMAT is an important first step in the safe operation of postal facilities. Questions regarding the mailability of HAZMAT should be directed to your Postal Service rates and classification service center.

## 2000 International and Military Mail Christmas Dates

In response to customers' requests for this year's Christmas mailing dates, the following recommended mailing dates are published. To ensure delivery of Christmas cards and packages to military APO/FPO addresses overseas and to international addresses, it is suggested that mail be entered by the recommended mailing dates listed below.

<b>Military Mail Addressed To</b>	<b>First-Class Letters/Cards</b>	<b>Priority Mail</b>	<b>Parcel Airlift Mail (PAL) <sup>1/</sup></b>	<b>Space Available Mail (SAM) <sup>2/</sup></b>	<b>Standard Mail</b>
APO/FPO AE ZIPs 090-098	Dec 11	Dec 11	Dec 4	Nov 27	Nov 6
APO/FPO AA ZIPs 340	Dec 11	Dec 11	Dec 4	Nov 27	Nov 6
APO/FPO AP ZIPs 962-966	Dec 11	Dec 11	Dec 4	Nov 27	Nov 6

1/ PAL: A special service that provides air transportation for parcels on a space-available basis. PAL is available for Standard Mail not exceeding 30 pounds or 60 inches in length and girth combined. The applicable PAL fee must be paid in addition to the regular surface rate of postage for each addressed piece sent by PAL service.

2/ SAM: Parcels paid at Standard Mail postage rates are first transported domestically by surface and then to overseas destinations by air on a space-available basis. The maximum weight and size limits are 15 pounds and 60 inches in length and girth combined.

<b>International Mail Addressed To</b>	<b>Air Letters &amp; Cards</b>	<b>Air Parcel Post</b>	<b>Surface</b>
Africa	Dec 4	Dec 4	Oct 27
Asia/Pacific Rim	Dec 11	Dec 11	Nov 3
Australia/New Zealand	Dec 11	Dec 11	Nov 3
Canada	Dec 15	Dec 15	Nov 24
Caribbean	Dec 11	Dec 11	Nov 11
Central & South America	Dec 4	Dec 4	Nov 3
Mexico	Dec 11	Dec 11	Nov 11
Europe	Dec 11	Dec 11	Nov 11
Middle East	Dec 11	Dec 11	Oct 27

**Please Post On All Bulletin Boards**

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# Finance

ASM AND HANDBOOK F-1 REVISION

## Payment of Passport Fees With a Debit Card

Effective at the beginning of accounting period (AP) 1, postal fiscal year (PFY) 2001, section 422.2 of the *Administrative Support Manual (ASM)* and section 317 of Handbook F-1, *Post Office Accounting Procedures*, are revised to reflect the inclusion of debit cards as acceptable tender for payment of passport application and execution fees. When a customer pays for passport and execution fees by debit card, a money order will be issued in the amount due the State Department for each transaction. This money order will be completed by the customer and made payable to "Passport Services."

These revisions will appear in the next printed versions of the ASM and Handbook F-1 and in incremental online updates accessible on the corporate intranet at <http://blue.usps.gov> (click on *Information*, then *Policies and Procedures*, then choose *Manuals* or *Handbooks*).

### Administrative Support Manual (ASM)

**4 Relations With Other Organizations**

\* \* \* \* \*

**42 Services**

\* \* \* \* \*

**422 Interagency Agreements**

\* \* \* \* \*

**422.2 Passport Application Acceptance Service at Designated Post Offices**

\* \* \* \* \*

**422.27 Application Acceptance Guidelines**

\* \* \* \* \*

[Revise 422.273 to include debit cards as follows:]

**422.273 Payment of Passport Fees and Financial Procedures**

The following apply to payment and passport fees:

- a. *Types of Payment.* The passport fee must be collected at the time the application is rendered. Payment may be made in cash, check, money order, or debit card. Valid payment or tender types are as follows:

(1) *Valid Payment Types.*

Check/Card Type	To Postal Service	To State	M.O. Types	To Postal Service	To State
Personal Check	Yes	Yes	Postal Service money order	Yes	Yes
Business Checks	Yes	Yes	Nonpostal U.S. money order	Yes	Yes
Cashier's Check	Yes	Yes	Canadian postal money order*	Yes	No
Traveler's Check	Yes	Yes	Other foreign money order*	Yes	No
Treasury Check	Yes	Yes			
Debit Card	Yes	No			

\* Canadian and foreign money orders can be made payable only to the U.S. Postal Service.

(2) *Invalid Payment Types.* Unacceptable payment types are:

- Credit card
- LibertyCash
- Postal payment card

\* \* \* \* \*

[Add new subsection e to read as follows:]

- e. *Customer Presenting Payment by Debit Card.* When a customer pays for passport and execution fees by debit card, use a money order for each customer transaction as the method of payment to Passport Services for the State Department fees. Customers will make the money order payable to Passport Services. See section 422.273(d) for the specifics for money order payments.
  - (1) *State Department Fees.* For payment by debit card, a regular (fee) domestic postal money order must be purchased by the customer and made payable to Passport Services for the State Department portion of the fees. The money order must be marked with the applicant's name and date of birth. The State Department fees include either a minor (age 15 and under) or adult (age 16 and over) application fee, and may include an expedited and/or complex case fee for each application. The customer may purchase one money order for all State Department fees due for the entire customer visit when multiple passport applications are presented (a family, for example). Verify accuracy of totals, write the total State Department fee amount in the bottom right-hand corner of Form DSP-11, and initial. The money order payable to Passport Services is stapled to the application during the customer visit. For multiple applications (a family, for example), attach them together and staple the money order to the top passport application.
  - (2) *Fees to U.S. Postal Service.* Debit card payments for the Postal Service fees may be accepted, which include the execution fee, the money order fee (if State Department fees are being paid via money order), and fees for any other products and services which the customer chooses to purchase (such as Express Mail, for example).
  - (3) *Financial Procedures — Accounting Entries.* The following shall apply.
    - (a) Verify the accuracy of State Department fees and U.S. Postal Service fees.
    - (b) Enter in AIC 100, Domestic Money Order — Value, the money order amount of total department fees payable to Passport Services.
    - (c) Enter money fee in AIC 101, Domestic Money Order — Fee.
    - (d) For each Form DSP-11, *Passport Application*, accepted, enter the Postal Service passport execution fee in AIC 264, USPS Passport Fees.
    - (e) If other products or services are purchased (such as postage for Express Mail), enter the fees in the appropriate AIC.
    - (f) The total amount of the debit card transaction must be entered into AIC 772, Debit Cards Remitted.

\* \* \* \* \*

**Handbook F-1, Post Office Accounting Procedures**

**3 Managing Postal Funds**  
\* \* \* \* \*

**31 Acceptable Payment for Postal Goods and Services**  
\* \* \* \* \*

**317 Credit and Debit Cards**  
\* \* \* \* \*

[Add the following:]

**Debit (ATM) Cards**

Debit cards may be used to purchase all postal products.

\* \* \* \* \*



## 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	385 568 2331 to	2399	401 045 1571 to	1599	414 411 7348 to	7399
011 582 1899	385 599 7554 to	7575	401 294 2700 to	2799	414 640 0757 to	0799
011 588 2900 to	385 774 2024 to	2099	401 310 9505 to	9599	414 965 1727 to	1799
011 588 3099	386 624 1412 to	1599	401 382 5312 to	5399	417 302 8104 to	8199
012 579 5675 to	386 883 8936 to	8999	402 578 7876 to	7899	417 387 6532 to	6599
012 579 5699	387 314 5574 to	5599	403 125 6744 to	6799	417 496 6800 to	6999
013 289 6176 to	387 837 6300 to	6399	403 260 7000 to	7499	417 871 9250 to	9299
013 289 6199	388 828 0656 to	0699	403 280 6470 to	6499	417 930 9533 to	9599
013 610 0014 to	389 696 2400 to	2799	403 685 8600 to	8699	418 164 6500 to	6799
013 610 0099	389 846 3104 to	3135	404 003 0300 to	0399	418 423 9863 to	9899
014 932 1000 to	389 846 3145 to	3195	404 041 8838 to	8899	418 633 5922 to	5999
014 932 1099	389 887 9211 to	9230	404 071 4268 to	4299	418 719 8520 to	8599
014 972 0800 to	389 887 9234 to	9299	404 347 5356 to	5399	418 744 2235 to	2299
014 972 0899	<b>390 001 3182 to</b>	<b>3199</b>	404 347 5548 to	5599	418 962 2848 to	2899
210 221 0548 to	390 001 3500 to	3699	404 726 4500 to	4599	419 543 0286 to	0299
210 221 0599	390 545 5974 to	5999	404 961 5001 to	5199	419 730 0300 to	0399
273 070 8059 to	391 104 6146 to	6199	405 325 0188 to	0198	<b>420 277 0015 to</b>	<b>0049</b>
273 070 8099	391 574 1466 to	1499	406 009 4587 to	4599	420 599 0734 to	0798
273 775 7700 to	391 783 3020 to	3599	406 260 6830 to	6899	420 661 4115 to	4199
273 775 7899	391 792 6100 to	6199	406 459 6641 to	6999	420 758 9500 to	9699
302 000 0000 to	392 668 2956 to	2999	406 733 3000 to	3999	420 969 3951 to	3971
302 123 9999	392 854 8500 to	8899	407 545 1557 to	1599	420 969 3973 to	3999
349 746 2056 to	393 584 7566 to	7699	407 594 0412 to	0599	421 116 3565 to	3599
2099	393 650 0074 to	0099	407 692 9100 to	9299	421 130 9300 to	9399
350 518 7350 to	393 838 8316 to	8499	407 959 2190 to	2199	421 313 4500 to	4999
7374	393 893 6007 to	6099	408 265 2275 to	2288	421 364 5537 to	5599
360 011 1690 to	394 126 6907 to	6999	408 499 7700 to	7799	421 656 2609 to	2699
1699	394 189 0405 to	0599	408 499 7900 to	7999	421 988 9700 to	9799
360 168 6008 to	394 822 3243 to	3278	408 682 8484 to	8599	422 172 4667 to	4699
6099	394 990 1810 to	1899	408 698 7015 to	7099	422 484 4212 to	4299
360 173 8800 to	395 343 3264 to	3299	409 072 3941 to	3999	422 556 1270 to	1299
8899	395 373 3035 to	3099	<b>410 491 2311 to</b>	<b>2399</b>	422 587 7024 to	7099
360 324 2326 to	395 396 9649 to	9799	410 694 8400 to	8599	422 819 7533 to	7599
2399	395 970 3240 to	3299	410 775 1500 to	1599	422 842 5073 to	5087
360 324 2326 to	397 622 4054 to	4099	410 795 7927 to	7999	422 907 7563 to	7599
2399	397 819 8902 to	8999	410 867 0917 to	0966	424 500 6050 to	6099
362 861 3064 to	398 149 7200 to	7699	410 867 0970 to	0999	424 641 8500 to	8599
3099	399 070 0872 to	0899	411 868 1023 to	1199	424 871 6600 to	6699
362 861 3064 to	399 156 7119 to	7199	411 922 2322 to	2399	425 298 2352 to	2399
3099	399 203 5064 to	5099	412 193 0900 to	0999	425 418 4269 to	4299
373 006 2176 to	399 296 9910 to	9999	412 395 8599 to	8699	425 418 4405 to	4499
2199	399 396 8935 to	8999	412 485 6500 to	6599	426 547 4566 to	4599
374 768 2600 to	399 792 7775 to	7799	412 485 6610 to	6699	427 412 6337 to	6499
2699	399 792 8300 to	8399	412 885 5953 to	5999	427 481 0900 to	0999
374 768 2600 to	<b>400 427 1051 to</b>	<b>1999</b>	414 193 3608 to	3674	428 027 2742 to	2752
2699	401 045 1505 to	1549	414 193 3677 to	3699	429 474 4172 to	4199
375 169 4400 to						
4599						
375 829 3400 to						
3499						
375 851 9100 to						
9199						
376 196 0911 to						
0999						
378 085 3679 to						
3699						
378 351 1063 to						
1099						
379 843 5100 to						
5199						
<b>380 093 9600 to</b>						
<b>9699</b>						
380 165 1165 to						
1199						
381 325 4500 to						
4599						
381 604 2510 to						
2699						
381 645 9525 to						
9599						
383 314 3968 to						
3999						
383 892 1000 to						
1344						
383 892 1382 to						
1399						
384 925 3641 to						
3654						

429 889 2900 to	2999	453 603 7841 to	7891	466 798 6056 to	6067	481 072 9463 to	9499
<b>430 150 4401 to</b>	<b>4599</b>	453 650 1140 to	1199	467 147 4300 to	4399	481 673 0074 to	0095
430 172 9800 to	9899	453 741 1300 to	1399	468 079 5782 to	5799	482 527 1500 to	1599
430 177 1900 to	2099	454 013 2919 to	2999	469 067 2817 to	2899	482 541 5255 to	5299
430 444 9500 to	9699	454 186 2411 to	2499	469 127 8000 to	8199	482 729 6800 to	6899
430 664 4070 to	4099	454 268 4883 to	4899	469 213 0359 to	0399	483 363 7207 to	7299
432 168 8419 to	8499	454 302 5400 to	5499	469 213 0500 to	0599	483 402 2356 to	2399
432 708 6800 to	6999	454 490 8300 to	8399	469 561 8011 to	8099	483 486 5100 to	5199
432 744 1544 to	1599	454 547 7434 to	7499	469 658 1961 to	1999	483 632 1521 to	1599
432 995 9775 to	9799	454 922 4867 to	4895	469 666 9900 to	9999	483 632 2600 to	2799
433 003 5800 to	5899	455 221 1348 to	1499	469 678 1900 to	1999	483 849 1615 to	1699
433 757 3047 to	3099	455 364 2147 to	2199	469 781 4900 to	4999	484 174 4803 to	5299
433 765 4003 to	4099	455 399 5400 to	5499	469 947 6960 to	6999	484 323 8900 to	9199
434 482 7060 to	7199	455 476 0676 to	0699	<b>470 755 5800 to</b>	<b>5818</b>	484 680 5000 to	5038
434 513 2386 to	2399	455 543 0618 to	0699	471 918 0300 to	0999	484 680 5040 to	5074
434 968 3076 to	3092	456 410 9006 to	9099	471 985 2408 to	2419	484 680 5077 to	5099
435 303 1831 to	1842	456 470 4146 to	4299	472 191 6700 to	6799	485 029 4913 to	4999
435 303 1986 to	1999	456 619 4460 to	4499	472 270 2555 to	2599	486 176 0600 to	0699
435 666 6092 to	6399	457 333 2686 to	2699	472 987 0213 to	0241	486 559 7555 to	7599
436 082 6400 to	6899	457 729 1767 to	1777	472 987 0290 to	0299	486 696 3023 to	3199
436 160 6441 to	6499	457 937 8615 to	8699	473 151 2069 to	2199	488 173 7900 to	7999
437 316 7115 to	7199	458 028 9810 to	9899	473 666 9138 to	9199	488 206 4100 to	4199
437 427 0500 to	3499	458 057 2712 to	2999	473 952 3429 to	3499	488 226 0200 to	0299
439 179 2300 to	2399	458 069 9537 to	9599	474 108 5402 to	5499	488 709 3906 to	3999
439 310 0458 to	0499	458 069 9665 to	9699	474 356 5193 to	5299	488 855 8359 to	8399
<b>440 698 1947 to</b>	<b>1999</b>	458 337 5222 to	5299	474 949 3366 to	3399	489 181 8963 to	8999
440 858 6300 to	6399	458 354 7653 to	7999	475 134 9362 to	9399	489 223 2000 to	2099
440 858 6420 to	7299	458 671 8678 to	8699	475 167 9667 to	9699	489 311 1930 to	1999
441 199 1655 to	1699	458 671 8721 to	8798	475 319 3415 to	3499	489 318 6200 to	6300
443 127 3648 to	3699	458 847 5044 to	5999	475 319 3649 to	3799	489 384 0027 to	0099
443 127 4000 to	4099	459 274 7624 to	7699	475 340 6400 to	6599	489 427 0658 to	0899
443 673 7900 to	7999	459 365 5432 to	5499	475 424 8410 to	8499	489 997 5252 to	5299
443 800 9335 to	9399	459 378 5764 to	5799	475 629 9156 to	9199	<b>490 669 5850 to</b>	<b>6099</b>
444 382 8822 to	8899	459 472 4816 to	4999	475 850 6101 to	6199	490 717 7080 to	7099
444 390 1667 to	1699	<b>460 349 6878 to</b>	<b>6899</b>	475 875 2500 to	2599	490 721 6000 to	6099
444 457 3854 to	3899	460 550 1909 to	1999	476 169 8264 to	8299	490 793 1500 to	2099
<b>450 048 4173 to</b>	<b>4199</b>	460 997 5234 to	5299	476 189 3000 to	3499	490 886 8171 to	8199
450 048 4442 to	4699	461 973 6443 to	6499	476 331 2480 to	2499	490 977 9221 to	9240
450 560 5173 to	5199	462 152 0107 to	0299	477 289 8601 to	8699	491 258 8100 to	9099
450 620 3077 to	3099	462 274 1072 to	1099	477 681 5206 to	5299	491 567 1376 to	1399
450 620 3135 to	3199	462 277 8373 to	8399	478 010 4243 to	4268	492 254 4800 to	4899
450 780 2716 to	2799	462 554 6051 to	6099	478 010 4270 to	4291	492 283 5100 to	5199
450 801 2700 to	2799	463 011 5529 to	5540	478 450 5071 to	5099	492 610 6813 to	6899
451 109 2967 to	2984	463 176 4115 to	4199	478 469 7838 to	7858	493 394 5568 to	5599
451 115 4110 to	4125	463 176 4229 to	4299	478 469 7883 to	7899	493 470 2562 to	2599
451 115 4127 to	4199	463 185 2600 to	2799	479 280 9800 to	9899	493 473 7700 to	7799
452 265 0074 to	0099	463 227 7711 to	7799	479 365 9116 to	9176	493 716 2153 to	2199
452 265 0246 to	0299	463 414 4869 to	4899	479 412 9900 to	9999	494 206 2972 to	2999
452 265 0335 to	0999	463 808 3484 to	3499	479 667 6190 to	6199	494 217 3446 to	3999
452 509 1169 to	1199	463 945 7400 to	7899	479 748 9680 to	9699	494 224 0500 to	0599
452 855 6471 to	6499	464 629 9000 to	9399	479 860 7000 to	7199	495 145 0600 to	0699
452 890 4679 to	4799	464 711 4332 to	4399	<b>480 526 2000 to</b>	<b>2099</b>	496 209 7425 to	7499
452 900 8215 to	8238	465 692 3963 to	3999	480 640 6330 to	6399	496 213 8728 to	8799
453 117 9146 to	9199	465 698 8300 to	8599	480 658 0568 to	0599	496 474 5226 to	5248
453 334 3631 to	3699	465 743 7745 to	7799	480 689 5100 to	5199	497 053 8517 to	8699

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

663 883 7039 to	7499	685 154 7780 to	7789	701 028 6780 to	6899	835 539 5200 to	5999
664 253 8000 to	8499	685 623 5264 to	5299	701 213 3900 to	3999	835 813 3015 to	3099
664 656 3055 to	3099	685 650 9487 to	9499	701 267 2000 to	3999	838 518 1257 to	1299
665 174 6400 to	6499	685 669 4200 to	4299	701 335 7312 to	7399	839 718 8257 to	8299
665 274 8208 to	8299	685 757 8452 to	8499	701 369 2005 to	2050	<b>840 323 0600 to</b>	<b>0699</b>
665 669 5400 to	5499	686 071 2694 to	2799	701 503 2247 to	2299	840 875 6235 to	6299
666 132 8226 to	8299	686 176 3333 to	3354	701 541 2271 to	2299	840 910 0900 to	0999
666 696 2209 to	2299	686 372 3200 to	3299	701 553 6557 to	6599	841 349 5000 to	5099
666 696 2309 to	2399	686 644 5879 to	5899	701 601 3457 to	3499	841 805 7747 to	7899
667 032 9300 to	9399	686 931 7636 to	7699	701 605 5913 to	5999	841 805 7944 to	8099
667 729 5529 to	5599	687 601 0973 to	0999	701 695 3982 to	3999	842 226 0685 to	0695
668 383 8400 to	8699	687 614 6774 to	6799	701 695 4148 to	4199	842 685 4600 to	4699
<b>670 368 3400 to</b>	<b>3499</b>	688 120 9000 to	9999	701 695 4227 to	4299	842 685 4742 to	4999
670 369 7336 to	7399	688 314 3107 to	3191	701 708 1741 to	1799	842 860 0300 to	0399
670 750 7169 to	7199	<b>690 291 1361 to</b>	<b>1371</b>	701 736 3966 to	3999	842 898 5582 to	5599
671 046 6200 to	6399	690 788 2877 to	2899	701 838 2800 to	2899	843 062 7100 to	7199
671 251 5448 to	5499	690 893 5344 to	5399	701 941 0600 to	0699	843 077 6288 to	6299
671 926 5600 to	5799	690 893 5512 to	5599	702 171 1603 to	1699	843 077 6378 to	6399
672 444 2000 to	2999	690 904 1300 to	1599	702 195 5109 to	5199	843 758 5769 to	5778
672 828 3410 to	3499	690 941 6000 to	6199	702 254 9300 to	9399	843 786 2554 to	2699
673 167 5776 to	5799	691 313 6383 to	6399	702 264 7569 to	7599	845 727 2100 to	2199
675 464 3700 to	3799	691 313 6600 to	6699	702 713 1800 to	1809	845 746 2618 to	2635
675 464 4000 to	4199	691 582 8003 to	8099	702 821 5730 to	5799	847 284 2481 to	2499
676 365 5958 to	5999	691 664 1800 to	1999	702 821 5805 to	5899	847 374 7055 to	7065
676 669 1024 to	1099	691 664 2400 to	2499	702 878 0114 to	0199	847 636 5304 to	5399
677 126 6734 to	6799	692 727 9362 to	9399	<b>740 002 7710 to</b>	<b>7719</b>	847 700 5447 to	5499
677 333 9979 to	9999	692 798 1800 to	1899	<b>806 087 1100 to</b>	<b>1499</b>	847 723 7500 to	7599
677 466 1088 to	1099	693 249 0779 to	0799	806 268 9275 to	9299	<b>850 546 1862 to</b>	<b>1899</b>
678 071 4500 to	4799	693 249 0877 to	1699	806 534 3400 to	3477	851 143 6826 to	6844
678 096 7531 to	7599	693 445 0566 to	0999	807 342 3283 to	3399	851 209 9880 to	9899
679 909 2578 to	2599	693 448 8500 to	8999	808 086 7100 to	7199	851 928 9221 to	9299
<b>680 112 9565 to</b>	<b>9599</b>	693 645 9583 to	9599	808 090 3440 to	3499	852 589 6560 to	6599
680 244 0903 to	0999	693 965 4200 to	4299	808 325 5161 to	5699	854 304 4089 to	4999
680 412 6046 to	6099	695 741 2906 to	2999	808 784 8000 to	8299	856 226 0490 to	0499
680 761 6800 to	6899	695 947 8518 to	8599	<b>830 602 5800 to</b>	<b>5999</b>	856 656 5800 to	5999
681 677 0540 to	0699	696 662 8247 to	8299	830 610 3700 to	3799	856 752 0200 to	0299
682 070 1029 to	1099	697 447 8285 to	8296	830 983 3500 to	3599	859 063 8200 to	8699
682 956 6280 to	6299	698 042 4816 to	4899	830 983 3635 to	3699	859 855 8873 to	8999
682 956 6490 to	6599	698 227 0000 to	0099	831 354 1387 to	1399	<b>869 800 0000 to</b>	<b>999 9999</b>
682 956 6700 to	6799	<b>700 065 2570 to</b>	<b>2599</b>	831 815 8240 to	8299	<b>870 054 4814 to</b>	<b>4899</b>
682 965 1178 to	1199	700 065 4800 to	4899	832 525 3810 to	3899	870 491 4812 to	4849
682 965 1201 to	1299	700 190 3350 to	3359	833 159 1884 to	1899	870 536 5820 to	5829
683 118 2389 to	2399	700 228 6048 to	6099	833 456 2567 to	2599	870 541 7167 to	7239
683 378 2000 to	2099	700 650 0452 to	0499	833 566 3015 to	3071	870 575 8155 to	8999
683 378 2117 to	2299	700 666 1323 to	1349	834 316 5444 to	5499	870 589 0485 to	0494
683 415 1200 to	1499	700 786 9106 to	9142	835 269 5700 to	5799	870 691 7060 to	7099
683 444 8159 to	8199	700 859 0744 to	0758	835 496 7303 to	7399		

## Missing, Lost, or Stolen Canadian 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. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only.

Do not cash new style money orders **000 000 001 to 692 600 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

<b>000 000 001 to 692 600 000</b>	702 051 501 to 1 750	708 138 301 to 8 480	718 590 741 to 0 770
<b>692 720 871 to 0 900</b>	702 053 601 to 3 800	709 222 591 to 2 920	718 714 210 to 4 370
692 876 955 to 7 050	702 104 368 to 4 900	709 243 479 to 3 500	718 795 881 to 6 000
693 290 380 to 0 400	702 128 306 to 8 400	709 411 171 to 1 320	718 961 721 to 1 780
693 290 426 to 0 450	702 179 891 to 9 900	709 649 804 to 9 820	718 982 001 to 2 300
694 063 700 to 3 897	702 260 751 to 0 850	709 733 281 to 3 580	719 869 731 to 9 760
694 063 900 to 4 000	702 410 595 to 1 050	<b>710 046 813 to 6 840</b>	<b>720 227 871 to 7 930</b>
694 550 501 to 0 530	702 660 151 to 0 540	710 358 093 to 8 166	720 227 949 to 7 960
694 595 031 to 5 050	702 723 429 to 3 450	710 358 257 to 8 270	720 368 543 to 8 570
694 595 087 to 5 300	703 004 401 to 4 820	711 021 501 to 1 510	720 392 151 to 2 570
694 698 551 to 8 650	703 083 819 to 4 020	711 049 411 to 9 560	720 556 491 to 6 640
694 745 458 to 5 600	703 432 131 to 2 230	711 408 045 to 8 090	720 558 621 to 8 650
695 105 313 to 5 350	703 626 061 to 6 090	712 003 381 to 3 650	720 575 361 to 5 570
695 142 809 to 3 050	703 863 121 to 3 240	712 104 220 to 4 230	720 590 152 to 0 179
695 144 666 to 4 700	703 863 477 to 3 540	712 327 861 to 7 890	721 638 331 to 9 170
695 272 601 to 2 750	703 867 801 to 7 980	712 327 952 to 7 980	721 815 391 to 5 420
695 277 576 to 7 650	704 030 628 to 0 640	712 647 061 to 7 090	721 969 713 to 9 740
695 530 761 to 0 800	704 154 024 to 4 120	713 284 171 to 4 260	722 072 137 to 2 160
696 487 701 to 7 800	704 227 561 to 7 829	713 292 871 to 2 990	722 378 265 to 8 280
696 784 101 to 4 550	704 227 831 to 8 069	714 035 101 to 5 160	722 413 990 to 4 004
696 870 601 to 0 650	704 228 071 to 8 100	714 155 011 to 5 400	722 764 948 to 4 980
697 047 501 to 7 600	704 420 344 to 0 490	714 328 231 to 8 440	722 825 840 to 5 889
697 052 101 to 2 350	704 420 344 to 0 490	714 442 952 to 2 980	723 153 841 to 3 850
697 217 251 to 7 400	704 568 751 to 8 990	714 562 843 to 2 860	723 237 616 to 7 630
697 249 952 to 50 050	704 965 301 to 5 770	714 590 391 to 0 430	723 331 081 to 1 110
697 414 886 to 4 900	705 116 780 to 6 790	714 609 811 to 9 930	723 331 081 to 1 110
697 469 606 to 9 700	705 280 801 to 0 980	714 609 811 to 9 930	723 496 443 to 6 470
697 850 401 to 0 750	705 475 651 to 6 040	714 609 961 to 9 990	723 967 291 to 7 320
698 098 446 to 8 550	705 566 127 to 6 280	714 807 181 to 7 240	724 655 196 to 5 340
698 300 251 to 0 300	705 740 581 to 0 730	714 871 321 to 1 500	724 711 441 to 1 500
698 504 383 to 4 650	705 782 796 to 2 820	714 928 529 to 8 590	724 711 538 to 1 560
698 533 927 to 4 200	705 822 271 to 2 480	715 128 183 to 8 330	724 793 221 to 3 250
698 562 268 to 2 400	706 180 148 to 0 290	715 144 171 to 4 470	724 908 109 to 8 120
699 090 686 to 0 750	706 184 041 to 4 220	715 197 211 to 7 570	724 937 461 to 7 670
699 752 699 to 2 850	706 357 861 to 8 190	715 595 910 to 6 180	725 163 118 to 3 151
<b>700 068 473 to 8 500</b>	706 382 419 to 2 430	715 941 781 to 1 810	725 202 735 to 2 750
700 161 501 to 1 650	706 628 735 to 8 820	715 962 421 to 2 480	725 398 591 to 8 800
700 202 522 to 2 700	706 638 211 to 8 420	716 477 396 to 7 430	725 464 591 to 4 920
700 290 275 to 0 300	706 817 959 to 8 000	716 556 635 to 6 660	725 475 321 to 5 330
700 465 730 to 5 750	707 034 391 to 4 450	717 191 648 to 1 690	725 711 057 to 1 070
700 561 444 to 1 550	707 292 636 to 2 660	717 193 161 to 3 490	725 738 581 to 8 730
701 423 101 to 3 150	707 441 401 to 1 687	717 228 591 to 8 680	725 981 311 to 1 430
701 625 469 to 5 550	707 441 836 to 1 940	717 333 902 to 3 950	725 987 835 to 7 880
701 643 829 to 3 850	707 958 541 to 8 570	717 739 745 to 9 910	726 060 811 to 0 900
701 945 451 to 5 500	707 960 107 to 0 160	717 884 991 to 5 050	726 391 970 to 2 520
702 033 701 to 4 050	708 059 941 to 60 000	718 026 171 to 6 290	726 484 771 to 4 800
	708 115 830 to 5 860	718 466 370 to 6 420	726 493 351 to 5 300
	708 116 251 to 6 310	718 568 451 to 8 479	726 504 031 to 4 063

726 504 070 to 4 090	733 704 482 to 4 570	741 373 891 to 4 340	751 999 021 to 9 110
726 504 331 to 4 390	733 751 041 to 1 130	741 452 369 to 2 490	752 139 516 to 9 570
726 563 701 to 4 060	733 971 138 to 1 210	741 492 991 to 3 140	752 182 892 to 2 950
726 599 371 to 9 460	734 009 101 to 9 130	741 553 460 to 3 470	752 206 861 to 7 100
726 626 356 to 6 370	734 290 759 to 0 770	741 764 431 to 4 520	752 295 241 to 5 600
727 182 271 to 2 510	734 389 273 to 9 290	742 178 834 to 8 880	752 731 351 to 1 410
727 416 181 to 6 240	734 440 031 to 0 111	742 325 500 to 5 520	752 767 441 to 7 470
727 481 431 to 1 460	734 797 201 to 7 320	742 325 668 to 5 700	753 008 941 to 9 030
727 749 241 to 9 780	734 939 611 to 9 640	742 408 771 to 8 830	753 194 311 to 4 370
728 382 331 to 2 480	734 950 111 to 0 170	742 512 120 to 2 150	753 620 378 to 0 400
728 458 201 to 8 260	735 120 331 to 0 840	742 684 849 to 4 890	754 013 917 to 3 940
728 702 338 to 2 400	735 123 061 to 3 690	742 839 553 to 9 630	754 161 061 to 1 120
728 915 371 to 5 850	735 283 008 to 3 020	742 913 668 to 3 700	754 358 445 to 8 610
728 953 141 to 3 410	735 293 131 to 3 220	742 917 287 to 7 296	754 410 451 to 0 660
728 954 280 to 4 310	735 635 010 to 5 040	742 921 891 to 1 980	754 438 393 to 8 410
729 169 081 to 9 140	735 783 961 to 3 990	742 983 631 to 3 810	754 493 109 to 3 130
729 363 841 to 3 870	735 803 401 to 3 430	743 020 021 to 0 170	754 664 182 to 4 220
729 682 891 to 3 190	736 005 420 to 5 440	743 206 491 to 6 500	754 816 377 to 6 470
729 838 940 to 9 070	736 366 021 to 6 110	743 235 992 to 6 050	755 487 421 to 7 600
729 839 101 to 9 130	736 624 456 to 4 500	743 245 094 to 5 170	755 592 901 to 3 140
<b>730 077 683 to 7 840</b>	736 670 851 to 1 060	743 940 631 to 0 900	755 790 020 to 0 030
730 109 847 to 9 880	736 767 061 to 7 090	743 978 011 to 8 070	755 791 730 to 1 800
730 373 761 to 3 850	736 767 093 to 7 120	744 234 751 to 4 780	755 926 951 to 7 070
730 501 951 to 2 130	736 982 191 to 2 370	744 260 641 to 0 670	755 934 332 to 4 510
730 519 379 to 9 470	736 982 551 to 2 730	744 499 591 to 9 680	755 957 701 to 8 000
730 569 278 to 9 360	737 110 141 to 0 170	744 626 901 to 6 910	755 962 981 to 3 280
730 711 711 to 1 740	737 185 501 to 5 710	745 388 794 to 8 910	756 035 371 to 5 490
730 722 991 to 3 230	737 317 321 to 7 350	746 446 806 to 6 820	756 047 191 to 7 220
730 845 970 to 5 990	737 517 781 to 7 840	746 818 351 to 8 410	756 301 257 to 1 290
730 888 291 to 8 320	737 628 181 to 8 210	747 245 266 to 5 280	756 371 565 to 1 580
730 927 591 to 7 680	737 634 258 to 4 270	747 364 813 to 4 830	756 876 031 to 6 090
731 307 914 to 7 930	738 361 971 to 1 980	747 501 434 to 1 450	756 876 151 to 6 240
731 402 431 to 2 460	738 447 601 to 7 660	747 739 891 to 0 070	756 970 129 to 0 140
731 407 232 to 7 320	738 648 355 to 8 450	748 148 649 to 8 760	757 059 613 to 9 630
731 588 301 to 8 340	738 849 811 to 9 900	748 259 960 to 9 970	757 078 540 to 8 560
731 767 273 to 7 320	738 892 270 to 2 290	748 565 162 to 5 280	757 086 209 to 6 240
731 781 061 to 1 120	738 997 259 to 7 380	748 874 988 to 5 030	757 222 621 to 2 830
731 837 821 to 7 910	739 161 451 to 1 540	749 137 381 to 7 410	757 240 591 to 0 650
731 841 377 to 1 450	739 219 381 to 9 440	749 190 192 to 0 210	757 277 371 to 7 700
732 018 481 to 8 600	739 530 511 to 0 540	749 685 421 to 5 450	757 291 591 to 2 730
732 067 972 to 8 370	739 740 151 to 0 180	749 846 791 to 6 850	757 964 251 to 4 280
732 188 649 to 8 670	739 793 491 to 3 520	749 993 131 to 3 580	758 324 941 to 5 000
732 193 460 to 3 470	739 793 527 to 3 550	<b>750 071 587 to 1 610</b>	758 593 628 to 3 650
732 201 241 to 1 390	739 942 621 to 2 650	750 408 167 to 8 183	758 709 038 to 9 060
732 220 431 to 0 440	739 999 231 to 9 320	750 438 421 to 8 501	758 850 883 to 0 900
732 355 201 to 5 380	<b>740 011 517 to 1 530</b>	750 743 911 to 4 030	759 152 851 to 2 880
732 472 320 to 2 560	740 030 701 to 0 970	750 779 118 to 9 400	759 740 941 to 1 090
732 541 605 to 1 620	740 261 740 to 1 820	750 910 981 to 1 010	<b>760 155 001 to 5 090</b>
732 572 221 to 2 490	740 265 811 to 6 290	750 960 841 to 0 900	761 504 941 to 5 120
732 586 479 to 6 710	740 299 111 to 9 170	751 296 211 to 6 240	761 516 836 to 6 850
732 994 037 to 4 080	740 299 231 to 9 260	751 539 121 to 9 180	761 516 851 to 6 910
733 163 449 to 3 460	740 329 266 to 9 320	751 541 311 to 1 790	761 688 631 to 8 690
733 297 171 to 7 290	740 889 081 to 9 090	751 757 641 to 7 700	761 826 106 to 6 120
733 446 631 to 7 110	741 010 421 to 0 530	751 936 951 to 7 010	761 881 171 to 1 560
733 474 665 to 4 770	741 113 041 to 3 370	751 951 861 to 1 890	762 491 551 to 2 030

**Counterfeited Canadian Money Order Forms**

**Do Not Cash**

To be posted and used by retail window employees. As directed, destroy previous notices. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*.

671,819,086	686,794,382
676,612,640	686,794,426
677,891,039	686,794,427
678,282,493	686,794,431
678,916,031	687,262,502
679,552,215	687,262,503
679,694,334	687,262,525
679,751,983	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

— *Postal Inspection Service, 9-7-00*

**800 Number Available to Verify Canadian Money Orders**

The Canada Post Corporation is now providing an 800 number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 1-800-563-0444.

This 800 number is printed on the back of the Canadian Postal Money Orders.

— *Postal Inspection Service, 9-7-00*

### Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be recycled. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer num-

ber" or "agreement number" section of the label or form.

**Note:** The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

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005010	008462	009935	019060	032024	064275	071817	093214	104573	108366	115122	124035	171157
005022	008471	009962	019357	032122	064294	075054	093422	105011	108384	115134	124057	174051
005033	008473	009975	019415	033008	064404	075109	093466	105191	108454	115140	124156	174069
005068	008484	009980	019625	033030	064595	075137	093586	105212	108466	115182	124172	180034
005072	008511	010154	019636	038252	064693	075364	093621	105249	108482	115186	125004	182009
005095	008522	010446	019767	040008	064865	075365	093660	105302	108509	115190	125115	184032
005121	008548	010485	019953	040123	064878	075526	093831	105345	108544	115302	125179	185029
005189	008570	010707	021230	041300	065024	075633	094022	105362	108716	115348	125236	187010
005318	008596	010714	021292	041302	065186	076155	094397	105419	108814	115395	125243	187075
005541	008606	011025	021692	041317	065431	076266	094897	105423	108817	115441	125259	191292
005558	008652	011129	021931	041321	065703	076328	094917	105438	108855	115499	125269	191374
005562	008716	011183	021982	043302	066056	076633	095135	105462	108881	115500	125280	191640
005801	008753	011230	022866	044097	066119	076682	096630	105478	108893	115507	125299	191910
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005934	008776	011268	023166	049002	066164	077245	097112	105543	108923	115667	125331	192339
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006009	008871	011305	025457	054165	066228	078017	097695	105607	109184	115828	125449	192414
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007222	009353	015457	029547	060733	068275	088172	098723	106580	109811	117507	151178	200981
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— Express and Priority Mail, Marketing, 9-7-00

## *International Mail*

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### *ICM UPDATE*

#### **International Customized Mail**

On August 10, 2000, the U.S. Postal Service (USPS) amended an International Customized Mail (ICM) service Agreement dated August 17, 1998. The Agreement was published on page 43 of *Postal Bulletin* 21981 (9-24-98). The Amendment modifies the Agreement to extend the existing Agreement. In accordance with *International Mail Manual* (IMM) 294, the Postal Service previously announced entering into an International Customized Mail service Agreement with this qualifying mailer and hereby makes public the following information regarding this Amendment:

- a. Term:** August 31, 1998, through December 31, 2000.
- b. Type of Mail:** All other provisions of the Agreement shall remain in force.
- c. Destination Countries:** All other provisions of the Agreement shall remain in force.
- d. Service Provided by the Postal Service:** All other provisions of the Agreement shall remain in force.
- e. Minimum Volume Commitments:** All other provisions of the Agreement shall remain in force.
- f. Worksharing:** All other provisions of the Agreement shall remain in force.
- g. Rates:** All other provisions of the Agreement shall remain in force.

— *Marketing and Sales,*  
*International Business, 9-7-00*

# Philately

## 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.

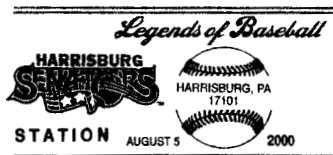
People attending these local events may obtain the cancellation in person at the temporary post office station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated,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

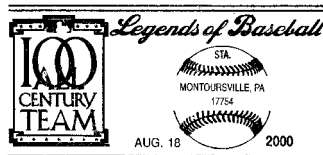
Items submitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserved.

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).

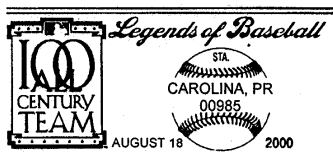
Customers can also send stamped envelopes and postcards without addresses for cancellation, as long as they supply a larger envelope with adequate postage and their return address. After applying the pictorial cancellation, the Postal Service returns the items (with or without addresses) under addressed protective cover.



August 5, 2000  
 HARRISBURG SENATORS  
 STATION  
 PHILATELIC  
 1425 CROOKED HILL RD  
 HARRISBURG PA 17107-9714



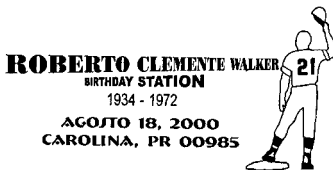
August 18, 2000  
 LEGENDS OF BASEBALL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 MONTOURSVILLE PA  
 17754-9998



August 18, 2000  
 Municipality of Carolina, PR  
 LEGENDS OF BASEBALL  
 STATION  
 POSTMASTER  
 585 AVE FD ROOSEVELT  
 SAN JUAN PR 00936-9998



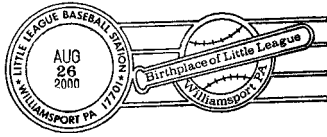
August 19, 2000  
 South Central Pennsylvania Sickle  
 Cell Council  
 SICKLE CELL AWARENESS  
 STATION  
 PHILATELIC  
 1425 CROOKED HILL RD  
 HARRISBURG PA 17107-9714



August 18, 2000  
 Municipality of Carolina Mayor's  
 Office  
 ROBERTO CLEMENTE WALKER  
 BIRTHDAY STATION  
 POSTMASTER  
 585 AVE FD ROOSEVELT  
 SAN JUAN PR 00936-9998



August 19-20, 2000  
 PA Chautauqua  
 ART SHOW STATION  
 POSTMASTER  
 PO BOX 9998  
 MOUNT GRETN PA  
 17064-9998



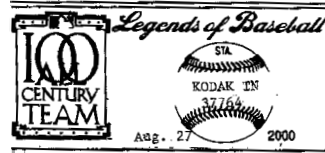
August 20-26  
Little League Baseball  
Headquarters  
LITTLE LEAGUE BASEBALL  
STATION  
POSTMASTER  
PO BOX 9998  
WILLIAMSPORT PA 17701-9998



August 25-27  
CELEBRATE THE CENTURY  
STATION  
MANAGER MOWS  
900 E FAYETTE ST  
BALTIMORE MD 21233-9715



August 20-26  
Perry/Juniata Ridgerunners  
QWL/EI Committee  
NEWPORT FAIR STATION  
POSTMASTER  
PO BOX 9998  
NEWPORT PA 17074-9998



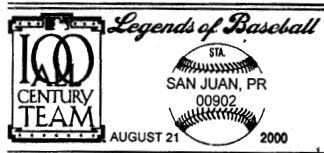
August 27, 2000  
Tennessee Smokies  
LEGENDS OF BASEBALL  
STATION  
POSTMASTER  
PO BOX 9998  
KODAK TN 37764-9998



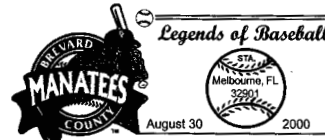
August 20-26  
Perry/Juniata Ridgerunners  
QWL/EI Committee  
PERRY COUNTY FAIR STATION  
POSTMASTER  
PO BOX 9998  
NEWPORT PA 17074-9998



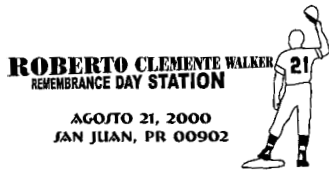
August 29-September 4, 2000  
The Great Allentown Fair  
THE GREAT ALLENTOWN FAIR  
STATION  
POSTMASTER  
442 W HAMILTON ST  
ALLENTOWN PA 18101-9998



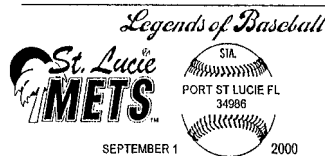
August 21, 2000  
Senate of Puerto Rico  
LEGENDS OF BASEBALL  
STATION  
POSTMASTER  
585 AVE FD ROOSEVELT  
SAN JUAN PR 00936-9998



August 30, 2000  
Brevard County Manatees  
LEGENDS OF BASEBALL  
STATION  
POSTMASTER  
640 E NEW HAVEN AVE  
MELBOURNE FL 32901-9998



August 21, 2000  
Senate of Puerto Rico  
ROBERTO CLEMENTE WALKER  
REMEMBRANCE DAY STATION  
POSTMASTER  
585 AVE FD ROOSEVELT  
SAN JUAN PR 00936-9998



September 1, 2000  
LEGENDS OF BASEBALL  
STATION  
POSTMASTER  
290 NW PEACOCK BLVD  
PORT ST LUCIE FL 34986-2205



August 22, 2000  
Elizabethtown Fair Committee  
27TH ANNUAL  
ELIZABETHTOWN FAIR  
STATION  
POSTMASTER  
PO BOX 9998  
ELIZABETHTOWN PA  
17022-9998




September 1, 2000  
American Freedom Train Reunion  
Committee  
AMERICAN FREEDOM TRAIN  
25TH REUNION STATION  
POSTMASTER  
1237 E WEISGARBER RD  
KNOXVILLE TN 37950-9998



August 24, 2000  
ADOPTION STATION  
POSTMASTER  
PO BOX 9998  
HAWTHORNE NY 10523-9998



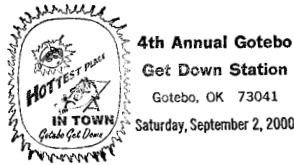
September 1, 2000  
Mathews County  
BICENTENNIAL STATION  
POSTMASTER  
PO BOX 9998  
MATHEWS VA 23109-9998

BalpeX Station Hunt Valley, MD  
21030  
  
September 1st, 2000

September 1-3  
BALPEX 2000 STATION  
SUPERVISOR MOWS  
900 E FAYETTE ST  
BALTIMORE MD 21233-9715



September 8, 2000  
MONTCLAIR STATION  
POSTMASTER  
125 GLENRIDGE AVE  
MONTCLAIR NJ 07042-9998



**4th Annual Gotebo  
Get Down Station**  
Gotebo, OK 73041  
Saturday, September 2, 2000

September 2, 2000  
GOTEBO GET DOWN STATION  
POSTMASTER  
PO BOX 9998  
GOTEBO OK 73041-9998



**Missouri State  
Harley Owners Group  
Rally**  
STATION  
September 8, 2000  
Hannibal, MO 63401

September 8, 2000  
*Hannibal Convention & Visitors  
Bureau*  
MISSOURI STATE HARLEY  
OWNERS GROUP RALLY  
STATION  
POSTMASTER  
801 BROADWAY  
HANNIBAL MO 63401-9998



Central City Station  
Central City, KY 42330  
September 2, 2000

September 2, 2000  
*Everly Brothers Foundation*  
CENTRAL CITY STATION  
POSTMASTER  
PO BOX 9998  
CENTRAL CITY KY 42330-9998

CHAMPIONSHIP STATION  
LEAVENWORTH HIGH  
SCHOOL  
Kansas State 6-A  
Girls' State Track & Field  
Championships  
1994, 1996, 1997, 1998, 1999, & 2000  
September 8, 2000  
Leavenworth, Kansas 66048



September 8, 2000  
*Leavenworth High School  
Riverfest Festival*  
CHAMPIONSHIP STATION  
POSTMASTER  
330 SHAWNEE ST  
LEAVENWORTH KS 66048-9998



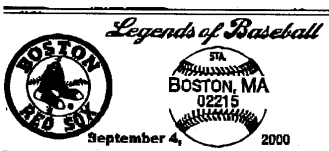
GULFPEX STA.  
GULFPORT MS 39503  
SEP. 2, 2000

September 2-3, 2000  
GULFPEX STATION  
TIMOTHY MACHEN  
11110 HWY 49  
GULFPORT MS 39503-9998

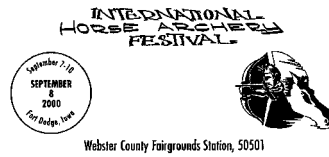


Princeton, IL  
61356  
Sept. 8, 2000  
Bureau County Festival Station

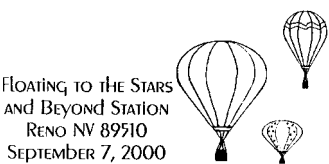
September 8, 2000  
*Bureau County Homestead  
Festival*  
BUREAU COUNTY FESTIVAL  
STATION  
POSTMASTER  
326 S MAIN ST  
PRINCETON IL 61356-9998



September 4, 2000  
LEGENDS OF BASEBALL  
STATION  
CARLTON FISK DAY  
25 DORCHESTER AVE RM 4009  
BOSTON MA 02205-9996

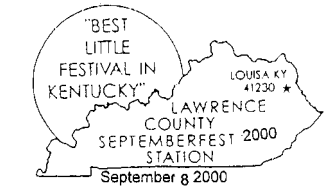


September 8, 2000  
*International Horse Archery  
Festival Planning Committee*  
INTERNATIONAL HORSE  
ARCHERY STATION  
POSTMASTER  
205 S 8TH ST  
FORT DODGE IA 50501-9998



FLOATING TO THE STARS  
AND BEYOND STATION  
RENO NV 89510  
SEPTEMBER 7, 2000

September 7-9, 2000  
*Reno Balloon Races*  
FLOATING TO THE STARS AND  
BEYOND STATION  
PHILATELIC CLERK  
2000 VASSAR ST  
RENO NV 89510-9998



September 8-9, 2000  
*Septemberfest Committee*  
SEPTEMBERFEST 2000  
STATION  
POSTMASTER  
PO BOX 9998  
LOUISA KY 41230-9998



September 7-9, 2000  
OLD SETTLERS STATION  
POSTMASTER  
110 N CHESTNUT  
OLATHE KS 66061-9998



September 8-10, 2000  
*Monroe Area Community  
Foundation*  
MONROE AREA COMMUNITY  
FOUNDATION CITY FEST  
STATION  
POSTMASTER  
PO BOX 9998  
MONROE OH 45050-9998



September 8-10, 2000  
 South Vienna School  
 CORN FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 SOUTH VIENNA OH 45369-9998

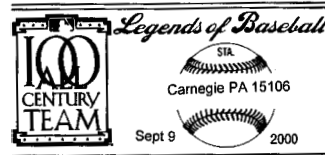


G.A.R. Station  
 September 9, 2000  
 Litchfield, MN 55355

September 9, 2000  
 GAR Hall  
 GRAND ARMY OF THE  
 REPUBLIC STATION  
 POSTMASTER  
 PO BOX 9998  
 LITCHFIELD MN 55355-9998



September 8-10, 2000  
 Black Swamp Arts Festival  
 BLACK SWAMP ARTS FESTIVAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 BOWLING GREEN OH  
 43402-9998



September 9, 2000  
 LEGENDS OF BASEBALL  
 STATION  
 POSTMASTER  
 132 E MAIN ST  
 CARNEGIE PA 15106-9998



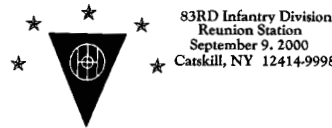
September 8-10, 2000  
 Space Coast Cover Services  
 SAND POINT PARK STATION  
 SPACEFEST 2000  
 POSTMASTER  
 PO BOX 9998  
 TITUSVILLE FL 32780-9998



September 9, 2000  
 Pery County Historical Society  
 SHERIDAN'S GROVE STATION  
 POSTMASTER  
 110 PUBLIC SQ  
 SOMERSET OH 43783-9998



September 8-10, 2000  
 Norwalk Stamp Club  
 OYSTER FESTIVAL STATION  
 POSTMASTER  
 16 WASHINGTON ST  
 NORWALK CT 06856-9998



September 9, 2000  
 83rd Infantry Division  
 REUNION STATION  
 POSTMASTER  
 270 MAIN ST  
 CATSKILL NY 12414-9998



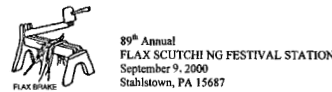
September 8-17, 2000  
 YORK FAIR STATION  
 POSTMASTER  
 200 S GEORGE ST  
 YORK PA 17404-9998



September 9, 2000  
 Battle of Plattsburgh Committee  
 WAR OF 1812 STATION  
 POSTMASTER  
 10 MILLER ST  
 PLATTSBURGH NY 12901-9998



September 8-24, 2000  
 PUYALLUP FAIR STATION  
 POSTMASTER  
 204 2ND ST SW  
 PUYALLUP WA 98371-9998



September 9, 2000  
 Flax Scutching Festival  
 FLAX SCUTCHING FESTIVAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 STAHLSTOWN PA 15687-9998



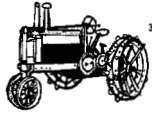
September 9, 2000  
 Bill Tilghman Day  
 Postmaster  
 104 N Shawnee  
 Cromwell, OK 74837

September 9, 2000  
 Bill Tilghman Day Committee  
 BILL TILGHMAN DAY STATION  
 POSTMASTER  
 104 N SHAWNEE  
 CROMWELL OK 74837-9998

OLD SOLDIER FESTIVAL  
 STATION  
 PLEASANT HILL, OH  
 45359  
 SEPTEMBER 9, 2000



September 9, 2000  
 Old Soldier Festival  
 OLD SOLDIER FESTIVAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 PLEASANT HILL OH 45359-9998



TRI-COUNTY RURITAN'S  
3rd ANNUAL FLATWOODS FESTIVAL  
FLATWOODS FESTIVAL STATION  
BENNETT, NC 27208  
SEPTEMBER 09, 2000

September 9, 2000  
*Tri-County Ruritan Club*  
FLATWOODS FESTIVAL  
STATION  
POSTMASTER  
PO BOX 9998  
BENNETT NC 27208-9998



**POTATO DAY  
STATION**  
September 9, 2000  
Greeley, Colorado  
80631

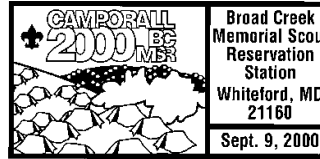
September 9, 2000  
POTATO DAY STATION  
POSTMASTER  
930 39TH AVE  
GREELEY CO 80634-9998

Septemberfest Station



Pennsville, NJ 08070  
September 9, 2000

September 9, 2000  
*Septemberfest Committee*  
SEPTEMBERFEST STATION  
POSTMASTER  
220 S BROADWAY  
PENNSVILLE NJ 08070-9998



**Broad Creek  
Memorial Scout  
Reservation  
Station**  
Whiteford, MD  
21160  
Sept. 9, 2000

September 9, 2000  
"Old Glory" Chapter #7 Scouts on  
Stamps Society International  
BROAD CREEK MEMORIAL  
SCOUT RESERVATION  
STATION  
POSTMASTER  
1508 MAIN ST  
WHITEFORD MD 21160-9998

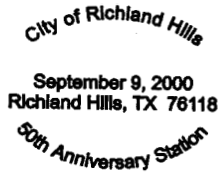


*44th Annual  
Pony Express Mail Run Station*  
Canaan IN 47224  
September 9, 2000

September 9, 2000  
*Canaan Restoration Council*  
PONY EXPRESS MAIL RUN  
STATION  
POSTMASTER  
8842 MAIN ST  
CANAAN IN 47224-9998



September 9, 2000  
AMVETS  
AMVETS STATION  
SUE NELSON  
691 MAIN ST  
FLEMINGTON MO 65650-9998



September 9, 2000  
*City of Richland Hills*  
50TH ANNIVERSARY STATION  
POSTMASTER  
4600 MARK IV PWY  
FORT WORTH TX 76161-9998



**USS TUCSON SSN-770  
COMMISSIONING ANNIVERSARY  
STATION**  
Sept. 9, 1985-Sept. 9, 2000  
SEPT 9, 2000  
NORFOLK VA 23501

September 9, 2000  
U.S. Navy  
COMMISSIONING  
ANNIVERSARY STATION - USS  
TUCSON  
HERVEY TRIMYER  
2600 ELTHAM AVE STE 109  
NORFOLK VA 23513-2504



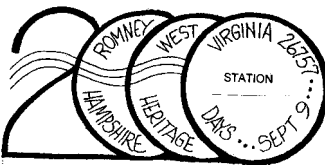
**MILLENNIUM 2000  
CRAFT AND FUN DAY  
STATION**  
ROSCOE, MO 64781  
SEPTEMBER 9, 2000

September 9, 2000  
*Roscoe Historical Society*  
MILLENNIUM 2000 CRAFT AND  
FUN DAY STATION  
POSTMASTER  
100 PECAN ST  
ROSCOE MO 64781-9998

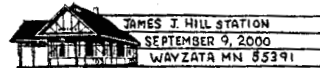


September 9, 2000  
*Defeat of  
Jesse James Days*  
**Jesse James Station**  
Northfield MN 55057

September 9, 2000  
*Defeat of Jesse James Committee*  
JESSE JAMES STATION  
POSTMASTER  
PO BOX 9998  
NORTHFIELD MN 55057-9998



September 9, 2000  
*Hampshire Heritage Days*  
HAMPSHIRE HERITAGE DAYS  
STATION  
POSTMASTER  
71 N MARSHAM ST  
ROMNEY WV 26757-9998



September 9, 2000  
*James J Hill Station*  
JAMES J HILL STATION  
POSTMASTER  
PO BOX 9998  
WAYZATA MN 55391-9998

**Theodore Roosevelt Station**  
Sept. 9, 2000



Newcomb, NY 12852

September 9, 2000  
*Teddy Roosevelt Committee*  
THEODORE ROOSEVELT  
STATION  
POSTMASTER  
PO BOX 9998  
NEWCOMB NY 12852-9998



**Wheatland Music  
Festival Station**  
Sept 9, 2000  
Remus, MI 49340

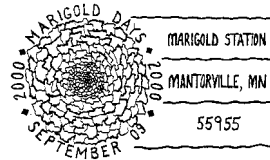
September 9, 2000  
*Wheatland Musica Festival  
Station*  
WHEATLAND MUSIC FESTIVAL  
STATION  
POSTMASTER  
PO BOX 9998  
REMUS MI 49340-9998



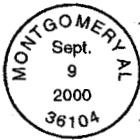


Celebrating 100+ Years of  
Dedicated Service Station  
September 9, 2000  
Liberty, NY 12754

September 9, 2000  
CELEBRATING 100 YEARS OF  
DEDICATED SERVICE STATION  
POSTMASTER  
PO BOX 9998  
LIBERTY NY 12754-9998



September 9-10, 2000  
Mantorville Restoration  
Association  
MARIGOLD STATION  
POSTMASTER  
PO BOX 9998  
MANTORVILLE MN 55955-9998

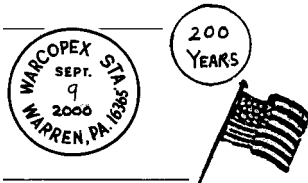


**MONTAPEX  
Station**

September 9, 2000  
MONTAPEX STATION  
POSTMASTER  
6701 WINTON BLOUNT BLVD  
MONTGOMERY AL 36119-9813



September 9-17, 2000  
NMLRA STATION  
POSTMASTER  
PO BOX 9998  
FRIENDSHIP IN 47021-9998



September 9-10, 2000  
Warren County Stamp Club  
WARCOPEX STATION  
POSTMASTER  
210 W 3RD AVE  
WARREN PA 16365-9998



September 10, 2000  
Chatfield Vol. Firemen  
CHICKEN BAR B QUE STATION  
POSTMASTER  
6890 SANDUSKY ST  
CHATFIELD OH 44825-9998



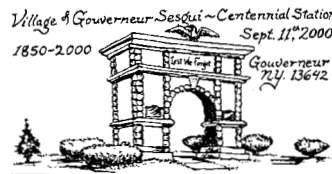
September 9-10, 2000  
Town of Peru  
APPLEFEST STATION  
POSTMASTER  
742 BEAR SWAMP RD  
PERU NY 12972-9998



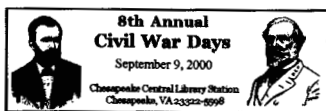
September 10, 2000  
Uncle Sam Stamp Club of Troy,  
NY  
UNCLE SAM DAY PARADE  
STATION  
POSTMASTER  
400 BROADWAY  
TROY NY 12180-9998



September 9-10, 2000  
Ohio Renaissance Festival  
RENAISSANCE STATION  
POSTMASTER  
46 W MAIN ST  
HARVEYSBURG OH  
45032-9998



September 11, 2000  
Village of Gouverneur  
VILLAGE OF GOVERNEUR  
SESQUICENTENNIAL STATION  
POSTMASTER  
PO BOX 9998  
GOVERNEUR NY 13642-9998



September 9-10, 2000  
Chesapeake Library's Civil War  
Days  
CHESAPEAKE CENTRAL  
LIBRARY STATION  
HERVEY TRIMMER  
2600 ELTHAM AVE STE 109  
NORFOLK VA 23513-2504



September 11, 2000  
Curtis Strange Shrine Classic  
Board of Directors  
CURTIS STRANGE STATION  
POSTMASTER  
1815 S GLENBURNIE RD  
NEW BERN NC 28562-9998



September 9-10, 2000  
HELVETIA FAIR STATION  
POSTMASTER  
PO BOX 9998  
HELVETIA WV 26244-9998



September 11-16, 2000  
McMinnville QWL/EI Work Team  
FAIRFIELD VILLAGE STATION  
POSTMASTER  
102 E COURT SQ  
MCMINNVILLE TN 37110-9998

100TH ANNIVERSARY  
GREAT FIRE  
NARRAGANSETT PIER



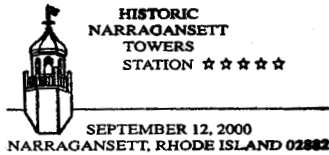
HISTORIC NARRAGANSETT TOWERS STATION  
SEPTEMBER 12, 2000  
NARRAGANSETT, RHODE ISLAND 02882

September 12, 2000  
Narragansett Chamber of Commerce  
HISTORIC NARRAGANSETT TOWERS STATION  
POSTMASTER  
551 KINGSTOWN RD  
NARRAGANSETT RI 02882-9998



September 14, 2000  
Reno NV 89510

September 14-17, 2000  
Reno National Championship Air Races  
RENO NATIONAL CHAMPIONSHIP AIR RACES STATION  
PHILATELIC CLERK  
2000 VASSAR ST  
RENO NV 89510-9998



SEPTEMBER 12, 2000  
NARRAGANSETT, RHODE ISLAND 02882

September 12, 2000  
Narragansett Chamber of Commerce  
HISTORIC NARRAGANSETT TOWERS STATION  
POSTMASTER  
551 KINGSTOWN RD  
NARRAGANSETT RI 02882-9998



Nostalgia Station  
San Bernardino CA 92401  
September 14, 2000

September 14-17, 2000  
RT 66 NOSTALGIA RENDEZVOUS STATION  
POSTMASTER  
390 W 5TH ST  
SAN BERNARDINO CA 92401-9998



September 12, 2000  
Destroyer Escort Historical Foundation  
USS SLATER STATION  
PHILATELIC CLERK  
50001 COLONIE CENTER MALL  
ALBANY NY 12205-9998



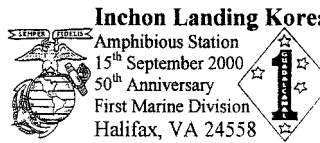
EAGLE STATION  
ABILENE, TX. 79603  
SEPT. 15TH 2000

September 15, 2000  
Abilene High School  
EAGLE STATION  
POSTMASTER  
341 PINE ST  
ABILENE TX 79603-9998



1900-2000 Celebrating one hundred years  
100th Annual Dinner Station  
September 14, 2000  
Albany, New York 12205

September 14, 2000  
Albany-Colonie Regional Chamber of Commerce  
100TH ANNUAL DINNER STATION  
PHILATELIC CLERK  
50001 COLONIE CENTER MALL  
ALBANY NY 12205-9998



Inchon Landing Korea  
Amphibious Station  
15th September 2000  
50th Anniversary  
First Marine Division  
Halifax, VA 24558

September 15, 2000  
AMPHIBIOUS STATION  
POSTMASTER  
231 S MAIN  
HALIFAX VA 24558-9998



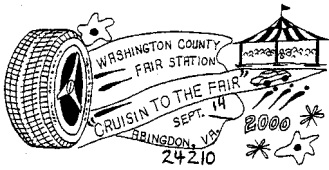
Vietnam Station  
40 Montgomery St.  
Pawtucket, RI 02860  
Sept. 14, 2000  
Operation Attleboro  
One of the wars largest operations  
involves 22,000 troops  
Sept. 14-Nov. 24, 1966

September 14, 2000  
VIETNAM STATION  
POSTMASTER  
40 MONTGOMERY ST  
PAWTUCKET RI 02860-9998



September 15, 2000  
Visit Experience Discover Celebrate  
Horse Cave Heritage Festival  
Vision Horse Cave  
HERITAGE FESTIVAL STATION  
POSTMASTER  
117 WATER STREET  
HORSE CAVE, KY 42749

September 15-16, 2000  
Horse Cave Heritage Festival  
HERITAGE FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
HORSE CAVE KY 42749-9998



September 14-16, 2000  
Washington County Fair  
WASHINGTON COUNTY FAIR STATION  
POSTMASTER  
PO BOX 9998  
ABINGDON VA 24210-9998

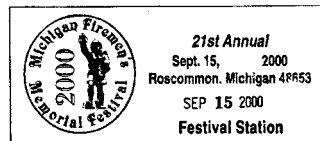


Sep 15, 2000  
Potawatomi Station  
Attica, IN 47918

September 15-17, 2000  
Festival Committee & The City of Attica  
POTOWATOMI FESTIVAL STATION  
POSTMASTER  
107 E MAIN ST  
ATTICA IN 47918-9998



September 14-16, 2000  
Waverly Jaycees  
APPLE JUBILEE STATION  
POSTMASTER  
PO BOX 9998  
WAVERLY MO 64096-9998



21st Annual  
Sept. 15, 2000  
Roscommon, Michigan 48853  
SEP 15 2000  
Festival Station

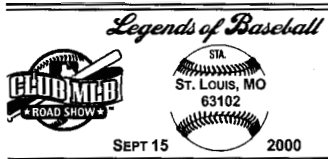
September 15-17, 2000  
Michigan Firemen's Memorial Festival Committee  
FESTIVAL STATION  
POSTMASTER  
281 LAKE ST  
ROSCOMMON MI 48653-9998



September 15-17, 2000  
**SCARECROW FESTIVAL STATION**  
 POSTMASTER  
 139 W MARKET ST  
 WASHINGTON COURT HOUSE  
 OH 43160-9998



September 16, 2000  
**ANCHORAGE PHILATELIC SOCIETY STATION**  
 POSTMASTER  
 PO BOX 9998  
 ANCHORAGE AK 99510-9998



September 15-17, 2000  
**Legends of Baseball Station**  
 POSTMASTER  
 1720 MARKET ST RM 2078  
 ST LOUIS MO 63155-9623

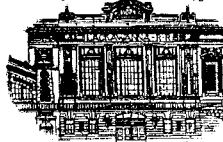


September 16, 2000  
**Teddy Roosevelt Station**  
 Sept. 16, 2000

September 16, 2000  
**The Minerva Historical Society**  
 POSTMASTER  
 326 MAIN ST  
 WATERLOO AL 35677-9998

**Minerva, N.Y. 12851**

**Try Transit Festival 18**  
 Hoboken Station



Hoboken, NJ  
 07030  
 Sept. 16, 2000

September 16, 2000  
**New Jersey Transit**  
 POSTMASTER  
 89 RIVER ST  
 HOBOKEN NJ 07030-9998



SEPT. 16, 2000

WATERLOO AL, 35677

September 16, 2000  
**Trail of Tears Station**  
 POSTMASTER  
 326 MAIN ST  
 WATERLOO AL 35677-9998



September 16, 2000  
**The New Scotland Historical Association**  
 POSTMASTER  
 45 VOORHEESVILLE AVE  
 VOORHEESVILLE NY 12186-9998



September 16, 2000  
**Ozark Ham & Turkey Festival Committee**  
 POSTMASTER  
 200 N HIGH ST  
 CALIFORNIA MO 65018-9998



September 16, 2000  
**Henry County Museum**  
 POSTMASTER  
 101 S 2ND ST  
 CLINTON MO 64735-9998

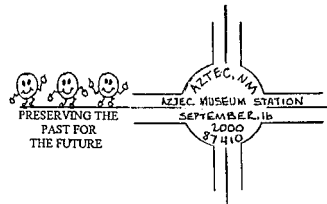


September 16, 2000  
**Cedar Bluff Heritage Station**  
 POSTMASTER  
 PO BOX 9998  
 CEDAR BLUFF VA 24609-9998



HISTORIC  
**BLUEMONT STATION**  
 BLUEMONT VA 20135  
 SEPTEMBER 16, 2000

September 16, 2000  
**HISTORIC BLUEMONT STATION**  
 POSTMASTER  
 33775 SNICKERSVILLE TPK  
 BLUEMONT VA 20135-9998

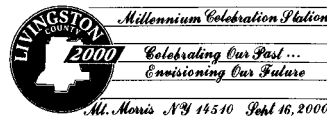


September 16, 2000  
**Aztec Museum/Pioneer Village**  
 POSTMASTER  
 601 S RIO GRANDE  
 AZTEC NM 87410-9998



September 16, 2000  
**Fall Flapjack, Flannel & Flamin' BBQ Festival Station**  
 POSTMASTER  
 1512 16TH ST  
 CENTRAL CITY, NE 68826

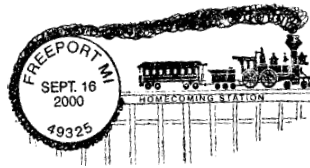
September 16, 2000  
**Central City Chamber of Commerce**  
 POSTMASTER  
 1512 16TH ST  
 CENTRAL CITY NE 68826-9998



September 16, 2000  
**Livingston County 2000**  
 POSTMASTER  
 31 CHAPER ST  
 MT MORRIS NY 14510-9998



September 16, 2000  
**PRIDE DAY STATION**  
 POSTMASTER  
 1800 BYBERRY RD  
 BENSALEM PA 19020-9998

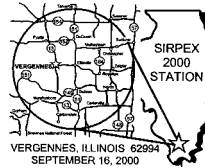


September 16, 2000  
*Community of Freeport*  
**HOMECOMING STATION**  
 POSTMASTER  
 PO BOX 9998  
 FREEPORT MI 49325-9998



781st BOMB SQUADRON STATION - SEPT. 16, 2000  
 TRAVIS AFB, FAIRFIELD, CA 94535

September 16, 2000  
*781st Bomb Squadron Association*  
**781ST BOMB SQUADRON STATION**  
 POSTMASTER  
 600 KENTUCKY ST  
 FAIRFIELD CA 94533-9998



September 16, 2000  
*Vergennes, IL City Council*  
**SIRPEX 2000 STATION**  
 POSTMASTER  
 460 HARRISON ST  
 VERGENNES IL 62994-9998



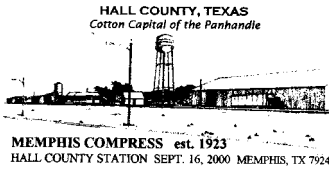
Cincinnati, NY 13040

September 16, 2000  
*The Cincinnati Corn Festival*  
**CINCINNATUS CORN FEST STATION**  
 POSTMASTER  
 PO BOX 9998  
 CINCINNATUS NY 13040-9998



48th Annual Fireman's Convention

September 16, 2000  
**FIREMANS CONVENTION STATION**  
 POSTMASTER  
 2 W MAIN ST  
 SCHUYLKILL HAVEN PA 17972-9998

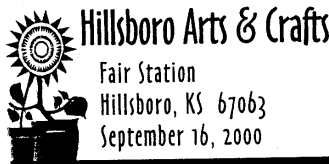


MEMPHIS COMPRESS est. 1923  
 HALL COUNTY STATION SEPT. 16, 2000 MEMPHIS, TX 79245

September 16, 2000  
*Hall County*  
**HALL COUNTY STATION**  
 POSTMASTER  
 700 W MAIN ST  
 MEMPHIS TX 79245-9998



September 16, 2000  
*Incorporated Village of Lynbrook*  
**EXPO 2000 STATION**  
 POSTMASTER  
 PO BOX 9998  
 LYNBROOK NY 11563-9998



September 16, 2000  
*Hillsboro Arts and Crafts Association*  
**HILLSBORO ARTS AND CRAFTS FAIR STATION**  
 POSTMASTER  
 111 E FIRST ST  
 HILLSBORO KS 67063-9998



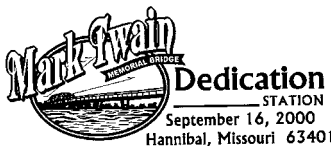
September 16, 2000  
**HARVEST MUSIC FESTIVAL STATION**  
 POSTMASTER  
 PO BOX 9998  
 ELLENVILLE NY 12428-9998



September 16, 2000  
**ANNIVERSARY STATION**  
 POSTMASTER  
 PO BOX 9998  
 GALETON CO 80622-9998



September 16, 2000  
*Walton Junction Sportsman's Club*  
**WALTON JUNCTION SPORTSMANS CLUB STATION**  
 POSTMASTER  
 PO BOX 9998  
 FIFE LAKE MI 49633-9998



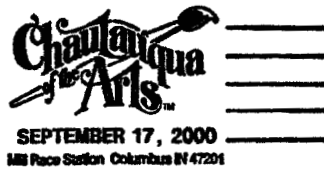
September 16, 2000  
*Hannibal Convention & Visitors Bureau*  
**MARK TWAIN MEMORIAL BRIDGE DEDICATION STATION**  
 POSTMASTER  
 801 BROADWAY  
 HANNIBAL MO 63401-9998



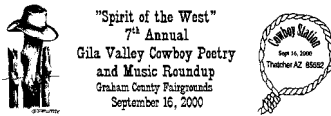
September 16, 2000  
*Kanabec History Center Committee*  
**FALL FEST STATION**  
 POSTMASTER  
 PO BOX 9998  
 MORA MN 55051-9998



September 16, 2000  
**YOUNGER BROTHERS**  
 CAPTURE STATION  
 POSTMASTER  
 PO BOX 9998  
 LASALLE MN 56056-9998



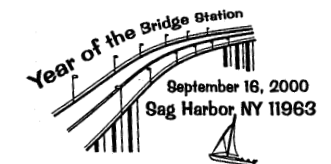
September 16-17, 2000  
**CHAUTAUQUA OF THE ARTS**  
 MILL RACE PARK STATION  
 POSTMASTER  
 450 JACKSON ST  
 COLUMBUS IN 47201-9998



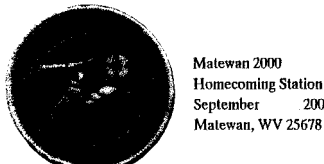
September 16, 2000  
*Gila Valley Arts Council/7th Annual Gila Valley Cowboy Poetry & Music Roundup*  
**COWBOY STATION**  
 POSTMASTER  
 1122 N STADIUM AVE  
 THATCHER AZ 85552-9998



September 16-22, 2000  
**ICCF - US**  
 MILLENNIUM CONGRESS STATION  
 POSTMASTER  
 500 BILL FRANCE BLVD  
 DAYTONA BEACH FL 32114-9998



September 16-17, 2000  
*Sag Harbor Chamber of Commerce*  
**YEAR OF THE BRIDGE STATION**  
 POSTMASTER  
 PO BOX 9998  
 SAG HARBOR NY 11963-9998



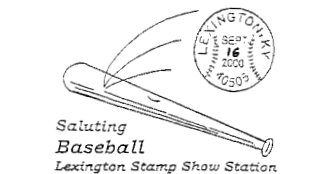
September 16-30, 2000  
*Matewan Area Community Action Team*  
**MATEWAN 2000 HOMECOMING STATION**  
 POSTMASTER  
 PO BOX 9998  
 MATEWAN WV 25678-9998



September 16-17, 2000  
*Mid America Direct Inc.*  
**FUNFEST STATION**  
 POSTMASTER  
 210 N 3RD ST  
 EFFINGHAM IL 62401-9998



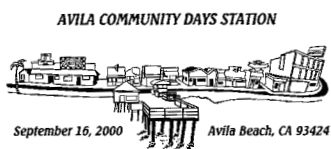
September 17, 2000  
**ROAD RALLY 2000 STATION**  
 POSTMASTER  
 245 OLD ROUTE 30  
 MCKNIGHTSTOWN PA 17343-9998



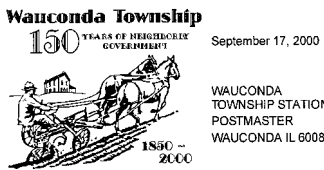
September 16-17, 2000  
*Henry Clay Philatelic Society*  
**LEXINGTON STAMP SHOW STATION**  
 POSTMASTER  
 PO BOX 9998  
 LEXINGTON KY 40505-9998



September 17, 2000  
*Emmett Township*  
**150 YEARS CELEBRATION STATION**  
 POSTMASTER  
 3120 MAIN ST  
 EMMETT MI 48022-9998



September 16-17, 2000  
*Avila Beach Sycamore Mineral Springs Resort, Inc.*  
**AVILA COMMUNITY DAYS STATION**  
 POSTMASTER  
 191 SAN MIGUEL ST  
 AVILA BEACH CA 93424-9998



September 17, 2000  
*Wauconda Township*  
**WAUCONDA TOWNSHIP STATION**  
 POSTMASTER  
 539 W LIBERTY ST  
 WAUCONDA IL 60084-9998



September 16-17, 2000  
*Sharpsburg Heritage Festival*  
**SHARPSBURG HERITAGE FESTIVAL STATION**  
 POSTMASTER  
 118 E. CHAPLIN ST  
 SHARPSBURG MD 21782-9998



September 17, 2000  
*Silver State Classic Challenge*  
**SILVER STATE CLASSIC STATION**  
 POSTMASTER  
 2600 BRISTLECONE AVE  
 ELY NV 89301-9998



September 17, 2000  
 Sodus Stamp Club  
 FALL FOLIAGE STATION  
 POSTMASTER  
 44 W MAIN ST  
 SODUS NY 14551-9998



September 20, 2000  
 USPS Retain/Milwaukee Brewers  
 LEGENDS OF BASEBALL  
 STATION  
 POSTMASTER  
 PO BOX 5066  
 MILWAUKEE WI 53201-5066

Millennium Celebration and Parade Station

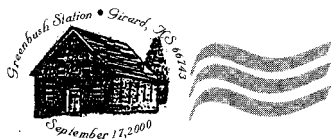


September 17, 2000  
 Huntington Parade Committee  
 MILLENNIUM CELEBRATION  
 AND PARADE STATION  
 POSTMASTER  
 16 RUSSELL RD  
 HUNTINGTON MA 01050-9998



September 20, 2000  
**MELVIN JONES  
 MEMORIAL STATION**  
 FT. THOMAS, AZ 85536  
**SEPTEMBER 20, 2000**

September 20, 2000  
 Lions Club  
 MELVIN JONES MEMORIAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 FT THOMAS AZ 85536-9998



September 17, 2000  
 St. Aloysius Historical Society  
 GREENBUSH STATION  
 POSTMASTER  
 115 N SUMMIT ST  
 GIRARD KS 66743-9998



September 20, 2000  
 Wisconsin Department of Natural  
 Resources Interstate Park  
 INTERSTATE PARK STATION  
 POSTMASTER  
 PO BOX 9998  
 ST CROIX FALLS WI  
 54024-9998



September 17, 2000  
 GRANDPRIX TOUR STATION  
 POSTMASTER  
 25 DORCHESTER AVE RM 4009  
 BOSTON MA 02205-9996

— Stamp Services, 9-7-00

### 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
Only You Can Prevent Forest Fires	April 1–Oct. 31
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, 9-7-00

# Post Offices

## Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	04-0765	72015	AR	Benton	Saline	Main Office	Post Office	08/12/2000	Realign ZIP Code boundaries. Use Bryant AR 72022 as last line of address for a portion of the deliveries previously in ZIP Code 72015.
New	04-0765	72022	AR	Bryant	Saline	Main Office	Post Office	08/12/2000	
Old	04-0063	72002	AR	Alexander	Saline	Main Office	Post Office	08/12/2000	Realign ZIP Code boundaries. Use Bryant AR 72022 as last line of address for a portion of the deliveries previously in ZIP Code 72002.
New	04-0765	72022	AR	Bryant	Saline	Main Office	Post Office	08/12/2000	
Old	08-1428	06022	CT	Collinsville	Hartford	Main Office	Post Office	08/01/2000	Realign ZIP Code boundaries. Use Canton CT 06019 as last line of address for a portion of the deliveries previously in ZIP Code 06022.
New	08-0986	06019	CT	Canton	Hartford	Main Office	Post Office	08/01/2000	
Old	08-1020	06020	CT	Canton Center	Hartford	Main Office	Post Office	08/01/2000	Realign ZIP Code boundaries. Use Canton CT 06019 as last line of address for a portion of the deliveries previously in ZIP Code 06020.
New	08-0986	06019	CT	Canton	Hartford	Main Office	Post Office	08/01/2000	
Old	08-4998	06059	CT	North Canton	Hartford	Main Office	Post Office	08/01/2000	Realign ZIP Code boundaries. Use Canton CT 06019 as last line of address for a portion of the deliveries previously in ZIP Code 06059.
New	08-0986	06019	CT	Canton	Hartford	Main Office	Post Office	08/01/2000	
Old	08-4998	06059	CT	North Canton	Hartford	Main Office	Post Office	08/01/2000	Realign ZIP Code boundaries. Use Barkhamsted CT 06063 as last line of address for a portion of the deliveries previously in ZIP Code 06059.
New	08-6018	06063	CT	Pleasant Valley	Hartford	Main Office	Post Office	08/01/2000	
Old	08-1428	06022	CT	Collinsville	Hartford	Main Office	Post Office	08/01/2000	Realign ZIP Code boundaries. Use Barkhamsted CT 06063 as last line of address for a portion of the deliveries previously in ZIP Code 06022.
New	08-6018	06063	CT	Pleasant Valley	Hartford	Main Office	Post Office	08/01/2000	
Old	08-9554	06098	CT	Winsted	Hartford	Main Office	Post Office	08/01/2000	Realign ZIP Code boundaries. Use New Hartford CT 06057 as last line of address for a portion of the deliveries previously in ZIP Code 06098.
New	08-4692	06057	CT	New Hartford	Hartford	Main Office	Post Office	08/01/2000	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	08-9554	06098	CT	Winsted	Hartford	Main Office	Post Office	08/01/2000	Realign ZIP Code boundaries. Use Barkhamsted CT 06063 as last line of address for a portion of the deliveries previously in ZIP Code 06098.
New	08-6018	06063	CT	Pleasant Valley	Hartford	Main Office	Post Office	08/01/2000	
Old	37-4512	58009	ND	Hillsboro	Traill	Blanchard	Community Post Office	09/02/2000	Community Post Office discontinued. Retain ZIP Code. Establish a <b>place name</b> . <b>Continue</b> to use Blanchard ND 58009 as the last line of address. This amends PB 22030.
New	37-4512	58009	ND	Hillsboro	Traill	Blanchard	Place Name	09/02/2000	
Old	37-3152	58566	ND	Flasher	Morton	Saint Anthony	Community Post Office	08/15/2000	This announcement changes the administrative office for this ZIP Code from Flasher ND to Mandan ND. Continue to use Saint Anthony ND 58566 as last line for addresses.
New	37-5808	58566	ND	Mandan	Morton	Saint Anthony	Community Post Office	08/15/2000	

— Address Management, 9-7-00

#### POSTAL FACILITIES

### Upcoming Dates for Mandatory POW/MIA Flag Display

This notice is a reminder that postal facilities are required by law to display the POW-MIA flag on designated days of the year. Public Law 105-85, section 1082, requires that the Postal Service and other specific government agencies fly the POW-MIA flag on six specific days, including the following:

- National POW-MIA Recognition Day, the third Friday in September.
- Veterans Day, November 11.

If any of the designated days fall on a non-business day, postal facilities are required to display the POW-MIA flag on the last business day before the designated day. Refer to *Administrative Support Manual (ASM) 476* for details.

— Government Relations,  
Government Relations and Public Policy, 9-7-00



## *Postal Employees*

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### **Certified Field Trainer Course Now Available at Postal Employees Development Centers**

Effective immediately, districts may enroll eligible candidates in a two-day course entitled "Field Training Certification" (Facilitative Instructor Workshop course #21258-00). Master trainers at Postal Employees Development Centers (PEDCs) may now locally train students, usually SSPC technicians or area maintenance technicians, to become Certified Field Trainers (CFTs) for vending machines. This course was previously conducted as a resident class at the National Center for Employee Development (NCED) in Norman, OK.

Upon completion of the course, students who are vending subject matter experts are qualified to train vending operators to stock product and remove cash as outlined in Handbook PO-102, *Self Service Vending Operational and Marketing Program*. The CFT is also qualified to train the operator on the specific type of machine for which they are accountable.

To determine whether a CFT applicant is a vending subject matter expert, the applicant must have successfully completed the self service vending equipment resident course at NCED as well as course #55507-01, *Servicing Postal Vending Equipment*, and course #55507-02, *Vending Equipment Safety Awareness*. Both of these courses are offered through the local PEDC.

The vending program provides over \$663 million in sales to the Postal Service. All employees who handle vending equipment must be properly trained and must have the training recorded in their training file. The CFT can assure that vending operators have the training required to perform their duties properly. CFTs are not eligible to train SSPC technicians or area maintenance technicians in the performance of their duties.

— *Self Service, Retail,  
Consumers and Small Business, 9-7-00*

— *Product Development,  
Human Resources, Employee Development, 9-7-00*

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# SAFETY BULLETIN

## ***School's Open! BE ALERT SO CHILDREN DON'T GET HURT!***

School bells have once again summoned millions of sleepy-eyed youngsters to their morning classes. For postal drivers, this means millions more possibilities of unwary young pedestrians wandering into roadways or darting from between cars or hidden places. This is a true test of anyone's defensive driving skills! A defensive driver recognizes the need for preventive action and takes the necessary precautions to prevent the accident. Defensive drivers anticipate when it will be necessary to slow down, stop, or yield the right-of-way to avoid involvement in an accident. And while drivers should be on guard during the hours children normally travel to and from school, drivers should be just as cautious at other times.

In spite of all the school training children receive and in spite of parental instruction and admonition, children play in the street. More dangerous, perhaps, are those who play near the street, leaping out suddenly after a ball or chasing a dog.

We are all familiar with the necessity for care at or near schools or playgrounds, but there are several precautions we should include while driving delivery routes through residential areas or anywhere else. Here are some situations that you need to be aware of:

1. Whenever you see a ball rolling in the street, you are likely to see a child following it. Slow down and be prepared to stop quickly.
2. When the ice cream vendor enters a neighborhood, watch for children coming from all directions.
3. Pay attention to the lone child walking along the street. A single youngster is much more likely to be overlooked than several together.
4. Children and others on roller skates, skate boards, or roller blades require a driver's extreme alertness. One or more can roll down a driveway or hill into the street or lose control.
5. Bicyclists, especially young or novice riders, should be watched carefully and given plenty of room.
6. Never back up to re-deliver a missed box. Get out of the vehicle and walk back if you can do so safely.
7. Never give mail to children from the vehicle. If children approach the vehicle, get out of the vehicle and ask them to move away. Double check around entire vehicle before proceeding.

**All drivers are urged to be extra cautious now that school is open. Let's protect our most precious commodity — our children! Drive defensively at all times and remember to take the time to look for children and other pedestrians.**

**Please Post On All Bulletin Boards**

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## Purchasing and Materials

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### 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, 9-7-00*

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### Corrugated Boxes

Effective September 9, 2000, orders for corrugated boxes must be placed under newly awarded national contracts. The Memphis Purchasing and Materials Service Center has awarded national contracts for corrugated boxes to be used for mail transportation. Part of this Supply Chain Management initiative is product standardization — six different styles of corrugated boxes are identified for use in operations.

The six styles are as follows:

1. 47" x 39" x 30" corrugated fiberboard box  
CF class D variety DW grade 275.
2. 47" x 39" x 36" corrugated fiberboard box  
CF class D variety DW grade 275.
3. 47" x 39" x 48" corrugated fiberboard box  
CF class D variety DW grade 275.

4. 47" x 39" x 54" corrugated fiberboard box  
CF class D variety DW grade 275.
5. 47" x 39" x 60" corrugated fiberboard box  
CF class D variety DW grade 350.
6. 47" x 39" x 32" corrugated fiberboard box  
CF class D variety TW grade 1100.

All orders for corrugated boxes must be placed under these national contracts. No other sources and no other sizes of boxes may be used. Complete ordering instructions, including stock numbers, will be provided by the purchasing and materials service center (PMSC) that serves your area.

— *Purchasing Policies and Programs,*  
*Purchasing and Materials, 9-7-00*

*REVISED FORM***PS Form 1868, U.S. Postal Service Business Card Order Form**

PS Form 1868, *U.S. Postal Service Business Card Order Form*, has been revised. A copy of the June 2000 form is on page 79 of this *Postal Bulletin*.

All four sample formats are pictured on the revised form. To complete the form, you must be sure to check the style box for either USPS business cards or Inspection Service business cards.

If you are ordering USPS business cards, you must also choose, in addition to the quantity, either standard or business center.

If you are ordering Inspection Service business cards, you must choose, in addition to the quantity, either badge or seal.

For shipping purposes, the mailing label on the lower-right corner of the form *must* be completed. This mailing label will be used for your return shipment.

— *Printing Purchasing,  
Purchasing and Materials, 9-7-00*

**U. S. POSTAL SERVICE BUSINESS CARD ORDER FORM**

**PS Form 1868, June 2000**

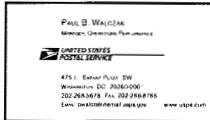
TO: **POSTAL ORDER PROCESSING**  
**AMERICAN PRINTING & PAPER PRODUCTS INC**  
 10150 PENNSYLVANIA AVE  
 MANASSAS VA 20110-2029

TELEPHONE:  
**703-361-5007**  
 FAX:  
**703-361-4740**

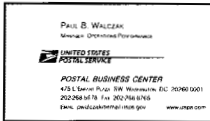
CONTRACT NO.	ORDER NO.
REQUESTING ORGANIZATION	
DATE REQUESTED	DATE REQUIRED

**SAMPLE FORMATS**

TYPE LIMIT:  
 3 LINES ABOVE AND  
 4 LINES BELOW  
 POSITION AS SHOWN



TYPE LIMIT:  
 3 LINES ABOVE AND  
 3 LINES BELOW  
 POSITION AS SHOWN



TYPE LIMIT:  
 TO LINE MAXIMUM  
 INCLUDING:  
 "Postal Inspection Svc"  
 INSPECTORS ONLY



TYPE LIMIT:  
 10 LINE MAXIMUM  
 INCLUDING:  
 "Postal Inspection Svc"  
 INSPECTION SERVICE  
 SUPPORT STAFF



**Pay By Check, Money Order or VISA Card**

- USPS:
- QUANTITY:  
 250 @ \$14.50  
 500 @ \$17.40
- STYLE:  
 Standard  
 Business Center

- INSPECTION SERVICE:
- QUANTITY:  
 250 @ \$14.00  
 500 @ \$15.70
- STYLE:  
 Badge  
 Seal

**U. S. POSTAL SERVICE BUSINESS CARD ORDER FORM**

PAPER SPECIFICATIONS	3.5 X 2	INK	PMS 294 Blue PMS 485 Red Inspection Svc in Blue only
ACCOUNT No.	B/A FINANCE No.		
VISA CARD No.	EXPIRATION DATE		DATE APPROVED
FUNDING / CREDIT CARD OFFICIAL SIGNATURE		REQUESTOR SIGNATURE	
REQUESTOR TELEPHONE	FAX OR EMAIL		
MANAGER / SUPERVISOR SIGNATURE			

**TYPE COPY IN THE POSITION THAT EACH LINE IS TO APPEAR. USE A SEPARATE FORM FOR EACH ORDER.**

**ORDERING FORMAT**

PRINT OR TYPE  
 CLEARLY AND NEATLY

PRINTER IS NOT  
 RESPONSIBLE FOR ERRORS  
 DUE TO ILLEGIBLE OR  
 UNCLEAR COPY

WHEN FAXING YOU MUST  
 CALL TO CONFIRM RECEIPT

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_


\_\_\_\_\_

TEL \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL: \_\_\_\_\_

**CUSTOMER:**  
 COMPLETE LABEL WITH  
 EXACT ADDRESS FOR  
 RETURN SHIPMENT.  
**THIS ACTUAL LABEL**  
**WILL BE AFFIXED**  
**TO YOUR BOX.**

PS Form 1868, June 2000



**UNITED STATES POSTAL SERVICE**

475 L'Enfant Plaza SW  
 Washington DC 20260-0001

THIS PACKAGE  
 WILL SHIP  
 USING PRIORITY  
 MAIL SERVICE

PRINTER REFERENCE

YOUR REFERENCE (Optional)

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# Retail

REVISION

## Revenue Measurement: Walk-In Revenue

Walk-In Revenue is a tool used to gauge retail unit traffic and workload by measuring revenue from over-the-counter retail transactions. It is computed in several different systems, including the Standard Field Accounting System (SFAS), the Point of Sale retail terminals (POS ONE), integrated retail terminals (IRTs), the SFAS Unit Revenue Data Access System (SURDA), and the FLASH system. For consistency, it is important that a common definition of Walk-In Revenue be used across all systems. This announcement updates *Postal Bulletin* 22015 (1-13-00), which listed AICs that make up Walk-In Revenue.

The following changes have been made: AIC 083, Pack & Send, will be reclassified as Commemorative Envelope Sales. AIC 524, Pack & Send Undercharges, will be reclassified as Commemorative Envelope Expense. AIC 088, Holographic Space Stamp, will be added as an active account. AIC 126, Miscellaneous Non-Postal Revenue, will be removed from the Walk-In Revenue calculation. AIC 123, Lobby Services Revenue, will be added to the Walk-In Revenue calculation.

Instructions for Commemorative Envelope Sales will be issued at a later date. The IRT and SFAS Walk-In Revenue formulas will be updated during a future programming change. Offices will be notified when the update occurs.

Walk-In Revenue will now be defined as the sum of the following AICs:

083	Commemorative Envelope Sales
084	Breast Cancer Stamp
085	Celebrate The Century
087	Reserved
088	Holographic Space Stamp
089	Reserved
090	Postage Stock Sales
092	Philatelic Product Sales
093	Packaging Product Sales
097	Looney Tunes Stamps Sales
098	Postal Related Merchandise Sales
099	Phone Card Sales
101	Domestic Money Order Fee
103	International Money Order Fee
106	Money by Wire Fee (Dinero Seguro)
109	Postage Validation Imprinters
110	Postage Meters — Post Office
115	P.O. Box & Caller Fees
123	Lobby Services
129	Change of Address Information Fees
158	6 Month Box/Caller Service Fee (POS ONE offices only)
231	Warner Brothers Products
264	USPS Passport Fees

The following AICs are included as subtractions from the above:

524	Commemorative Envelope Expense
586	Fee Offset — No Fee Money Order

AIC 126, Miscellaneous Non-Postal Revenue, is removed from the Walk-In Revenue calculation because it is not retail revenue. AIC 123, Lobby Services, replaces AIC 126. The description of AIC 123 is expanded to include other miscellaneous retail revenue.

— Retail Finance, Retail, Consumers and Small Business, 9-7-00

# What's in Store

## What's in the bin?

*Bin there...  
Done that...*

Need to replace a sales bin? The Retail Merchandise Center (RMC) has them. Order replacement bins (MDI-0373) by fax (888-558-4329), e-mail (RMC@Available.com), or by calling (800-711-0428). There's no charge for sales bins.

Offices that are not in the sales bin program but would like to be should contact their district retail specialist to be added to the program. There will be an automatic shipment in October to new offices.

## Postmark Gallery™ Brochures

Postmark Gallery™ brochures have been shipped to 5,800 post offices in a merchandiser that can sit on the counter or slide into a slat wall. These brochures offer framed stamp art direct to the consumer. Postmark Gallery™ offices can use the brochure to determine which framed art they want to order to display in their offices.

More brochures (MDI-0370) can be ordered from the RMC at no charge in bundles of 50.

## Postmark Gallery™ Returns

*Returns thru  
Oct. 6*

Postmark Gallery™ offices are allowed to make a limited return of framed pieces that are still in their original shipping cartons. Instructions were sent to district retail specialists for the Postmark Gallery™ offices. The return period will last through October 6.

Any office can order special framed art shipping cartons (MDI-0374) from the RMC at no charge. It's important that these cartons be used to prevent framed art breakage.

Here are the framed art items, in original shipping cartons, which may be returned:

Description	Item Number
Millennium	98330217
Malcolm X	98330176
Aquarium Fish	98330172
Patricia Harris	98330218

Additional overstock framed art can be returned with district approval.

# What's in Store

## PMGG expands again

More locations

Priority Mail Global Guaranteed (PMGG) has doubled its retail presence. This premier international expedited service is available to customers at about 20,000 retail locations nationwide. In addition, China has been added to the list of more than 200 countries and territories already served by PMGG. There also are minor changes in some rates, including lower rates to some destinations. PMGG still has the lowest published rates compared to our competitors.

A new mailing label has been distributed and must be used in place of the old one.

## Stage 2 VISA contest

Race on!

Eleven winning retail units — one per area — won the Stage 2 trials in the VISA/USPS Retail Employee Contest.

The winners are:

- **Allegheny Area:** Selbyville, DE
- **Capital Metro Area:** Lavale Branch, Cumberland, MD
- **Great Lakes Area:** Canton, MI
- **Mid-Atlantic Area:** Lake Toxaway, NC
- **Midwest Area:** Casey, IA
- **Northeast Area:** Green Island Branch, Green Island, NY
- **New York Metro Area:** Hillsdale, NJ
- **Pacific Area:** Placerville, CA
- **Southeast Area:** Chiefland, FL
- **Southwest Area:** Sulphur, OK
- **Western Area:** Homer, AK

Stage Three continues through Sept. 8.

## Feedback

Send comments and questions to:

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

# What's in Store

# your Retail Calendar '00 FALL

September					FRI	SAT
SUN	MON	TUE	WED	THU	1	2
3 <b>Did You Know?</b> 56% of mass merchandise shoppers notice P.O.P. material	4 <b>Offices Closed</b>  <b>Labor Day</b>	5 <b>Inform Your Customers</b> if they use their Visa® card, they could win a trip to the 2001 Tour de France®	6 <b>Retail Reminder:</b> Maintain enough product inventory and keep vending machines fully stocked	7	8 <b>Did You Know?</b> USPS retail employees will start the day in new uniforms <b>payday</b>	9 <b>Retail Reminder:</b> NetPost™ Mailing Online is now available on usps.com
10 <b>Did You Know?</b> Locations with P.O.P. displayed during 3 drive periods show up to 35% more walk-in revenue than those without P.O.P. displayed	11 <b>Retail Reminder:</b> Remove Visa/USPS employee poster, brochures, rules, and counter stickers	12	13	14	15 <b>Retail Reminder:</b> Flip over Summer P.O.P. to display Fall P.O.P. – put up new elements and take down old <b>payday</b>	16
17 <b>Did You Know?</b> The Grand Award (Tour de France 2001 trip) and 1st Award (Sunterra® Resort Vacation) drawings for the Visa/USPS Retail Employee Contest happen soon	18 <b>Retail Reminder:</b> Remove outdated P.O.P. – put up new P.O.P.	19	20 <b>Retail Reminder:</b> Double check that you have flipped Summer-to-Fall P.O.P. elements	21 <b>First Day of fall</b>	22 <b>Retail Reminder:</b> Last day for Districts to input VESS data for AP 13	23 <b>Retail Reminder:</b> Make sure Fall P.O.P. has been properly placed
24 <b>Did You Know?</b> Delivery Confirmation™ service is available only with Priority Mail® and Standard Mail (B) services	25 <b>Inform Your Customers</b> about the new stamps	26	27	28	29 <b>payday</b>	30

**SEPTEMBER STAMP RELEASES:**

- Claude Pepper
- California Statehood
- Edward G. Robinson

Refer to your 90-Day Retail Calendar Swingroom Poster for additional information.

Access the Retail Intranet Site at: <http://retail.usps.gov>

# What's in Store

# your Retail Calendar

'00 FALL

## October National Stamp Collecting Month

SUN	MON	TUE	WED	THU	FRI	SAT	
1 <b>Did You Know?</b> October is Breast Cancer Awareness Month	2	3 <b>Display Columbus Day office closed sign</b> <b>Inform Your Customers</b> that the Deep Sea Creatures stamps are available today	4 <b>Retail Reminder:</b> Deer stamps reprints, items 663600 and 663611, are available in vending machines	5 <b>Retail Reminder:</b> All vending machines must have the new "Ardac" validators installed	6 <b>Inform Your Customers</b> that October is National Stamp Collecting Month — be sure to mention our new fall stamps AP 1 ends	7 AP 2 begins	
8 <b>Did You Know?</b> Priority Mail Global Guaranteed™ service offers guaranteed delivery in 2 business days from the U.S. to most of Western Europe	9 <b>Offices Closed</b>  <b>Columbus Day</b>	10 <b>Retail Reminder:</b> Look for the list of Visa/USPS Retail Employee Contest winners in internal communications	11 <b>Inform Your Customers</b> about sending a FIRSTCLASS PHONECARD™ to somebody they'd like to hear from	12 <b>Retail Reminder:</b> Maintain enough product inventory and keep vending machines fully stocked	13 <b>Retail Reminder:</b> Deep Sea Creatures stamps and product are now available <b>payday</b>	14 <b>Retail Reminder:</b> Use your cleaning cards for vending machine bill validators on a regular basis	
15 <b>Did You Know?</b> New products create excitement for customers	16 <b>Retail Reminder:</b> Make sure Stamps by Mail order forms are fully stocked <b>National Bosses Day</b>	17	18	19	20 <b>Retail Reminder:</b> Last day for Districts to input VESS data for AP 1	21 <b>Sweetest Day</b>	
22 <b>Did You Know?</b> Having a variety of product compels customers to buy	23 <b>Retail Reminder:</b> Holiday retail products are now available — be sure to tell your customers about them	24 <b>Holiday P.O.P. and product shipments arrive this week</b>			26	27 <b>Retail Reminder:</b> Take down Fall P.O.P. — put up Holiday P.O.P. <b>payday</b>	28 <b>Inform Your Customers</b> about the new lower prices on FIRSTCLASS PHONECARD™ products (\$8, \$15, \$27, \$53 denominations)
29 <b>Summer/Fall Drive Period ends</b>  <b>Daylight Saving Time ends</b>	30 <b>HOLIDAY DRIVE PERIOD BEGINS</b> <b>Retail Reminder:</b> FIRSTCLASS PHONECARD™ promotion begins	31 <b>Make sure P.O.P. and product are properly displayed</b> <b>Halloween</b>	<b>OCTOBER STAMP RELEASES:</b> • <i>Thomas Wolfe</i> • <i>Deep Sea Creatures</i> • <i>White House</i>				

Refer to your 90-Day Retail Calendar Swingroom Poster for additional information.

Access the Retail Intranet Site at: <http://retail.usps.gov>

# What's in Store

# your Retail Calendar '00 Holiday

<b>November</b>			WED	THU	FRI	SAT
			1 <b>Retail Reminder:</b> Make sure new 'EPROMS' are installed in PMB-7, PS-22, PS-22B, and PBSM-624 machines	2 <b>Inform Your Customers</b> that if they use their VISA® card they could win a VISA gift card and receive all of their USPS VISA holiday purchases for free	3 <b>Retail Reminder:</b> Walk into the Post Office™ today like you're a customer and notice the P.O.P.	4 <b>Retail Reminder:</b> Make sure the holiday office closed sign is properly displayed
SUN	MON	TUE				
5 <b>Did You Know?</b> November is National Adoption Month — be sure to promote the Adoption Awareness stamp	6 <b>Retail Reminder:</b> Use your cleaning cards on a regular basis	7 <b>Election Day</b>	8 <b>Inform Your Customers</b> that when they buy a Whoville 30 Minute FIRSTCLASS PHONECARD™ they can buy a matching greeting card	9	10 <b>Retail Reminder:</b> Make sure to fly the POW-MIA flag in honor of Veterans Day <b>payday</b>	11 <b>Offices Closed</b>  <b>Veterans Day</b>
12 <b>Did You Know?</b> The POS ONE Message Center was introduced this fall to communicate corporate and retail information directly to you	13	14 <b>Inform Your Customers</b> that Priority Mail Global Guaranteed™ has the lowest published rates of any similar service	15	16 <b>Display Thanksgiving Day office closed sign</b>	17 Dr. Seuss' <i>How the Grinch Stole Christmas!</i> movie release <b>Retail Reminder:</b> Last day for Districts to input VESS data for AP 2	18
19 <b>Did You Know?</b> P.O.P. influences purchase decisions, increases recognition of products/services, and makes the Post Office easier to use	20 <b>Retail Reminder:</b> Keep vending machines fully stocked and remind customers that they are easy and convenient to use	21 <b>Inform Your Customers</b> that next time they should try vending machines as an easier way to get stamps fast	22	23 <b>Offices Closed</b>  <b>Thanksgiving</b>	24 <b>payday</b>	25
26 <b>Did You Know?</b> When people use credit cards, they tend to spend more money — encouraging credit card use will help build USPS revenue	27 <b>Inform Your Customers</b> that Priority Mail® service with Delivery Confirmation™ is a worry-free way to send packages	28	29 <b>Retail Reminder:</b> Asking customers the 5 retail questions is important for upgrading customer service and keeping the Post Office competitive	30		

**NOVEMBER STAMP RELEASE:**  
• *New York City Public Library*

Refer to your 90-Day Retail Calendar Swingroom Poster for additional information.

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Access the Retail Intranet Site at: <http://retail.usps.gov>

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475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-1540

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

Now we've made paying bills online  
as secure as paying them by mail.

Introducing USPS eBillPay.

USPS eBillPay



Fly Like an Eagle.™



Now you can receive and pay bills online with the people you've always trusted to deliver to your mailbox—the U.S. Postal Service. Because even if our delivery methods change, our secure, reliable service stays the same.

Find out more about USPS eBillPay at [www.usps.com](http://www.usps.com)



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