

POSTAL BULLETIN

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AZEEZALY S. JAFFER
VICE PRESIDENT, PUBLIC AFFAIRS AND COMMUNICATIONS



October 20, 2000

POSTMASTERS

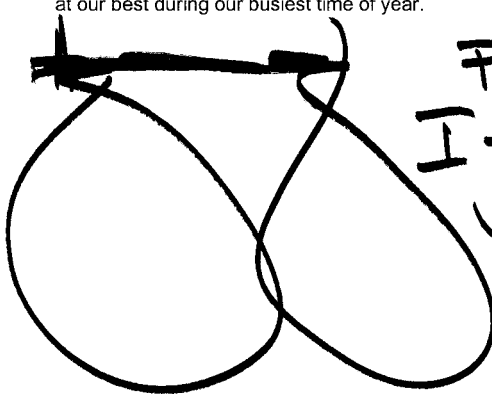
SUBJECT: Holiday 2000 Publicity Kit for Postmasters

The U.S. Postal Service is ready for the "Wholidays." This year we are basing our holiday theme around the Universal Studios movie, *Dr. Seuss' How the Grinch Stole Christmas*. The Postal Service will use the joyful spirit of the Whoville characters to promote our smart shipping solutions for busy customers this season.

In this year's publicity kit you will find important mailing information you can share with your customers. The emphasis will be on the convenience we provide as the one-stop shop for all the delivery needs of harried holiday shoppers. We have provided fill-in news releases on mailing tips, extended hours, correct addressing, alternative locations to buy stamps, and unique gift ideas.

The kit also includes ideas for generating positive publicity for your office. This is the time of year that reporters will be coming to you for mailing information and human-interest stories. It's a good time to promote the caring activities of your employees. We are also joining with Universal and other companies in promoting the First Book charity, as part of our long-standing commitment to literacy.

You can always turn to your area Public Affairs and Communications office for more information and advice on planning your holiday season promotions. They will be happy to help you show us at our best during our busiest time of year.



P.S. As always -
I truly appreciate
your continued
support &
commitment!
Thank you
A

475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-3100

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

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PB 22032: 7690-04-000-5639	PB 22018: 7690-04-000-3997
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PB 22023: 7690-04-000-5630	PB 22009: 7690-04-000-3988

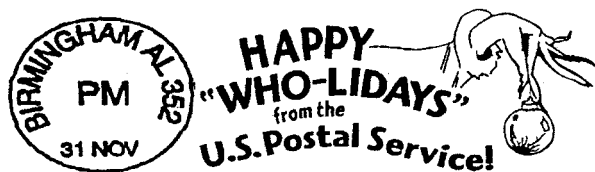
The *Postal Bulletin* is published biweekly; information is effective for one year unless it changes a permanent directive or unless otherwise specified.



Holiday 2000 Publicity Kit for Postmasters

"Happy Wholidays!" This year's U.S. Postal Service holiday campaign will ride the wave of fun and holiday cheer associated with Universal Studio's November release of *Dr. Seuss' How the Grinch Stole Christmas*. Using the movie's feel-good theme and imagery, postal in-store messaging and merchandise, as well as TV and print advertising, will leverage the movie's Whoville community and prominently featured Whoville Post Office. "Wholiday" is Grinch-speak for holiday.

Special die hubs on automated facer-canceler machines will begin spraying "Happy Who-lidays from the U.S. Postal Service!" on cards and letters in early November.



Helping You Leverage the Holidays

Postal retail units offer residential customers many advantages during the busy holiday period. Spread the news. Your post office provides more than stamps. Availability of packaging materials makes mailing easy, convenient, and affordable for customers in a "Heckuvarush" (postmark on the movie's Whoville Post Office mail).

This kit will help you share important holiday mailing information through your local news media and generate positive publicity for your office's activities. Included are fill-in news releases on product and service promotions, extended hours, options for buying stamps, stocking-stuffer gifts, and helpful tips on package wrapping and correct addressing.

Take advantage of the opportunity to talk with news reporters. This is the one time of year that the news media are eager to come to you to discuss mailing options and deadlines, Santa letters, and other caring activities involving your employees.

For additional information and advice on publicity, contact your area Public Affairs and Communications Office and the communications program specialist who covers your performance cluster.

Holiday 2000 Promotional Materials

Every postmaster was mailed a 90-Day Calendar and a Communications Kit that included Holiday 2000 retail lobby signs.

These promotional materials should now be on display in all post offices. Postmasters needing additional promotional materials may call the Holiday 2000 Hotline at 888-999-6623.

Holiday 2000 Advertising Campaign

The Postal Service and Universal Studios have entered into a licensing agreement surrounding Universal's movie release *Dr. Seuss' How the Grinch Stole Christmas*, starring Jim Carrey as the Grinch.

The Whoville Post Office is one of the key locations featured in the film, and as with most small towns, the post office is the heart of the town. In the film the Whoville postal employees embody the spirit of Whoville and the "Who-lidays."

USPS will use the film, and more specifically the Whoville Post Office, as the corporate-wide theme for the Holiday 2000 Advertising and Promotion Campaign, which will run from November 1 to January 7. The campaign will include television, print, and in-store point-of-purchase materials, along with public and employee communications. While framed by the Whoville theme, the focus of the campaign will be on USPS products and services as smart solutions that customers need during the hectic holiday season.

Both TV and print ads focus on convenience for the busy holiday shopper who can purchase, pack, and ship gifts at one location — their local post office. Featured products and services are Priority and Express Mail, packaging supplies, Whoville-themed gifts and stationery, money orders, and phone cards.

The Postal Store at www.usps.com

The new Postal Store is online at <http://www.usps.com>. The Postal Store offers customers the speed and convenience of secure online shopping 24 hours a day for postal products such as stamps and philatelic items, FIRST-CLASS PHONECARDS, stamp-themed stationery, and USPS Pro Cycling Team gear. The Postal Store site replaces StampsOnline and is poised to become a one-stop online shop for everything postal.

The Postal Store can help reduce lobby lines. By promoting the shop-at-home convenience of the Postal Store, you will enhance customer satisfaction and improve operational efficiency while still getting credit for sales. Online sales are credited back to post offices based on the 5-digit ZIP Code of the customer's billing address.

Online stationery and apparel items are offered for the same price as USPS retail store items, plus a charge for shipping and handling. Stamp orders are handled through the Stamp Fulfillment Services center. Orders should be

placed no later than December 18 to guarantee delivery before Christmas day.

Key "Wholiday" Season Messages

- We are providing ease-of-use for our customers this Wholiday season, making their hectic shopping season simpler with convenient services and gifts.
- Reduce long lines by promoting alternative outlets for stamp purchases.
- With the growth in Internet shopping, remind customers of the value of Priority Mail shipping and suggest they request it from their e-tailer for their online gift purchases.

First Book Charity Involvement — A Promotional Partnership to Help Disadvantaged Children

As part of this year's holiday promotion with Universal Studios and our commitment to literacy, the U.S. Postal Service is partnering with First Book, a national nonprofit organization with a mission to give disadvantaged children the opportunity to read and own new books. First Book supports local tutoring, mentoring, and family literacy programs.

From November 1 through January 7, more than 32,000 post offices across the country will display posters promoting First Book Day, encouraging customers to send a child a book this Wholiday season.

A First Book Day kick-off ceremony will be held November 1 in New York City, featuring a guest appearance by Ron Howard, director of the movie *Dr. Seuss' How the Grinch Stole Christmas*, and New York school children. New York postal employees will also participate in the event by packaging books for delivery to a local school.

Retail customers who express an interest in First Book are encouraged to visit <http://www.firstbook.org> or write to:

FIRST BOOK
1319 F ST NW STE 1000
WASHINGTON DC 20004

Other participating partners in the First Book Day promotion are Barnes & Noble.com, Kellogg's, Nabisco, Random House Children's Books, Visa, Wendy's, and Ziploc.

Holiday 2000 Stamps

Due to the pending increase in First-Class postage and a large inventory of last year's holiday stamps, the planned holiday stamps for 2000 will not be issued until 2001. Existing supplies of 1999 holiday stamps will be supplemented this year with a reprint of the *Holiday Greetings (Deer)* stamp.

The following inventory of 1999 holiday stamps will be available for this holiday season:

Stamp	Stamp Type
Hanukkah (Holiday Celebrations)	Self-Adhesive Pane of 20
Holiday Greetings (Deer)	Self-Adhesive Pane of 20 Self-Adhesive Booklet of 20 Self-Adhesive Vendible of 15
Vivarini's Madonna and Child (Holiday Traditional)	Self-Adhesive Pane of 20
Kwanzaa (Holiday Celebrations)	Self-Adhesive Pane of 20

Holiday 2000 Publicity Tips

1. Use the sample news releases included in this kit or develop your own. Send the completed releases to local newspapers, radio, and television stations. Several days after mailing your release, follow up with a phone call to the local reporter, editor, or news director.
2. Plan special events to get media attention. Special events could include:
 - Hosting a wrapping demonstration in the post office lobby.
 - Helping promote the First Book charity by bringing a group of children in for a reading of *How the Grinch Stole Christmas*. You can also provide a photo opportunity and promote Priority Mail by demonstrating how customers can bring their book donations in to mail.
 - Holding a Happy Wholidays customer appreciation event to kick off the holiday mailing season. Feature gift ideas at the post office as well as mailing tips to avoid holiday glitches.

Note: Graphics used for the in-store messaging are licensed and should not be copied for other uses. Avoid featuring or calling attention to the *Grinch*.
3. Call local radio and television news and talk show producers. Offer to guest on programs airing before Christmas to discuss mailing deadlines, proper addressing and packaging, and the holiday gifts available at your post office and the new Postal Store online.
4. Invite radio and television stations to:
 - Do a "live remote" on December 11 or 18, the busiest mailing days.
 - Deliver mail with a carrier on December 13 or 20, the busiest delivery days of the year.
 - Follow employees, dressed as "Santa's helpers," delivering Express Mail items on Christmas Eve or Christmas Day (if applicable).

- 5. Provide reporters and editors with the handy Holiday Mailing Tips sheet in this kit. Consider making copies of the Holiday Mailing Tips available to your post office lobby customers as well.

Holiday 2000 Season Outlook

- The domestic Christmas holiday mailing season begins after Thanksgiving and ends on December 31. We expect Americans to mail more than 20 billion mailpieces — up 3 percent from last year.
- On an average day from October through December, the Postal Service receives about 100 million letters and cards nationwide. This number is expected to increase to 150 million a day from November 24 through December 31.
- Predictions are that more people will be shopping through the Internet this holiday, which means more parcel deliveries. We anticipate an increase in Priority Mail and Standard Mail (B) parcels of 5 percent, or about 9 million more pieces than last year’s holiday season.
- The “busiest mail day” will be Monday, December 11. We expect to cancel approximately 280 million cards and letters on that day. Monday, December 18 will also be a busy mail day. The busiest delivery days will be Wednesday, December 13 and 20.

- We don’t have suggested holiday mail deadlines for domestic mail. Our goal this holiday is to deliver increased holiday mail volumes at our normal year-round service levels. Delivery standards vary according to location (on average: First-Class Mail takes one to three days; Priority Mail takes two to three days; Standard Mail (B), or Parcel Post, takes one day per zone; and Express Mail is guaranteed for overnight delivery to most major cities). Post offices can provide information on local delivery standards.
- We want to encourage our customers to keep mailing — even at the last minute! However, we ask the general public to mail early to prevent a backup of mail during Christmas week.
- To move the large volumes of mail during the holiday season we will add the following: temporary processing facilities; three holiday network hubs with more than 80 supplemental airplanes dedicated entirely to moving the mail; hundreds of added truck connections; and dozens of additional trains. We will also put about 60 million more mail sacks and trays in service. Nationwide, we plan to add about 40,000 temporary holiday employees.

Holiday 2000 Mailing Tips

Advice for customers on how to avoid “glitches” affecting delivery of their holiday mailings.

Addressing Tips

- Write, type, or print the complete address neatly.
- Always use a complete return address.
- Always provide complete address information, such as AVE, BLVD, and ST. Always use the apartment or suite number as well as correct directionals such as N, W, and SW.
- Don’t let an incorrect ZIP Code create a glitch in timely delivery of cards and letters. Local post offices and the Postal Service Web site, <http://www.usps.com>, offer ZIP Code information. (For post offices covered by the National Call Centers, you can also publicize the toll-free phone number.)

Packaging Tips

- Select a box that’s strong enough to protect the contents. Leave space for cushioning inside the carton.
- Cushion package contents with shredded or rolled newspaper, bubble wrap, or Styrofoam peanuts.

Plain air-popped popcorn is also good for cushioning — it’s inexpensive and environmentally friendly, and you can string leftover popcorn for holiday decoration.

- Always use tape that is designed for shipping, such as pressure-sensitive tape, nylon-reinforced craft paper tape, or glass-reinforced pressure-sensitive tape. Never use string or twine to secure a package.
- The only addresses on packages for mailing should be the delivery and return addresses. It’s also a good idea to place a return address label inside the package.
- Carefully pack glass and fragile hollow items, like vases, with newspaper or packing material to avoid damage due to shock. When mailing framed photographs, take the glass out of the frame and wrap it separately.
- Remove batteries from toys. Wrap and place them next to the toys in the mailing box.
- Packages that weigh at least 1 pound must be taken into the post office for mailing.

Holiday 2000 Special Tips

- Purchase convenient packaging materials, including boxes and padding, at your local post office. Express Mail and Priority Mail boxes, envelopes, and tubes are free.
- All former package markings and labels must be removed before a box can be reused for mailing. Parcels cannot be accepted if markings visibly indicate that the box was used for shipping hazardous material. Wrapping boxes to cover markings is not sufficient. If the wrapping is damaged and markings become visible, the package will be returned to the mailer.
- Access the Postal Service's Web site, <http://www.usps.com>, for postage calculations, post office locations, ZIP Code lookup, plus stamps and unique gifts at the Postal Store. *(For post offices covered by the National Call Centers, you can also publicize the toll-free phone number.)*
- *(In areas where we have contracts with Mail Boxes Etc.)* Mail Boxes Etc. centers are now fully authorized United States Postal Service retailers offering Priority Mail, Express Mail, and stamps at many locations with convenient hours to accommodate your holiday mailing and shipping needs.
- Avoid waiting in line to purchase holiday stamps by using Stamps-By-Phone (1-800-STAMP-24), Stamps-By-Mail, and postal vending machines, or go online to the Postal Store at <http://www.usps.com>.
- Don't forget, last-minute packages can still be delivered Christmas day to most major metropolitan areas via Express Mail. *(Indicate Christmas Eve hours or location of closest open office).*
- Procrastinating international mailers should not despair. Global Priority Mail averages three to five days to many countries for items weighing up to 4 pounds. Express Mail International Service averages two to three days to most major cities, and Global Express Guaranteed, our fastest international delivery service, provides day-certain guaranteed delivery in two days.
- For those traditional domestic procrastinators, we offer Priority Mail, which gets packages to their destinations in two to three days. It's a great buy at \$3.20 for up to 2 pounds. For \$11.75, we also have Express Mail service that gets mail to most major cities overnight.
- Want to know when your package was delivered? Delivery Confirmation service is available for Priority Mail and Standard Mail (B) (Parcel Post) shipments. For a fee of 35 cents, customers receive a tracking number and can retrieve delivery information through the Postal Service Web site or a toll-free telephone number.
- Shopping online? Don't forget to request the best-value shipping solution, Priority Mail, from your online retailer for all of your Wholiday gifts.

Holiday 2000 News Releases

News releases should be typed on postal letterhead and double-spaced. The City/State on the first line should indicate the site where the release originates.



POSTAL NEWS

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)
(Contact Phone)

POST OFFICE READY FOR THE HOLIDAYS

(CITY, STATE) — The (city) Post Office has prepared for your “Wholidays” and is ready to take care of (city) resident’s mailing needs during the holiday season.

“About 20 billion cards, letters and packages will be mailed nationwide between November 24 and December 31, up three percent from last year. This translates to about 150 million cards and letters a day, compared to 100 million on an average day,” said Postmaster (full name). “Here in (city), we anticipate delivering an additional (number) cards, letters and packages during this time.”

To move these large volumes of mail nationwide the U.S. Postal Service has added more transportation, more processing facilities and more temporary holiday employees. With upgrades to mail processing equipment, more handwritten cards and letters will be “read” and sorted by automation than ever before.

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POSTAL NEWS

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)
(Contact Phone)

**(CITY) POST OFFICE OFFERS TIPS TO ACCOMMODATE MAILERS
AND AVOID THE “WHOLIDAY” GLITCHES**

(CITY, STATE) — This year the (city) Post Office offers extended hours and new services designed to bring enhanced ease-of-use for postal customers mailing holiday items.

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

Special hours, deliveries and conveniences

- To help customers this holiday season, we have earlier and later hours. (List extended hours and any Sunday office hours.) (For post offices covered by the National Call Centers, you can also publicize the toll-free 800 number.)
- (In areas where we have contracts with Mail Boxes Etc.): Mail Boxes Etc. centers are now fully authorized United States Postal Service retailers offering Priority Mail, Express Mail and stamps at many locations with convenient hours to accommodate your holiday mailing and shipping needs.

- We will deliver Express Mail packages on Christmas Eve and Christmas Day.
- We accept all major debit and credit cards. Check out the special holiday VISA card sweepstakes to win all your holiday purchases and a \$1,000 gift card.

Stamps offer selection with ease

- We have a wide variety of self-adhesive holiday stamps: Vivarini's Madonna and Child, Hanukkah, Kwanzaa, Deer, as well as a slightly smaller version of the Deer stamps offered through vending machines.
- Most holiday stamps are available at selected grocery stores, banks and various other locations. There is also a toll-free number, 1-800-STAMP-24, for ordering stamps. Stamps can also be ordered online from the Postal Store at www.usps.com.
- Priority Mail and Express Mail stamps are available for last-minute mailings.
- Forms to receive Stamps-By-Mail are available from letter carriers, and rural carriers can sell stamps on their routes.

Holiday help

- Call the post office (provide number; for offices under the call center system, give the 800 number) or the holiday mail information hotline (if applicable) for answers to questions about mailing options, best dates to mail and packaging pointers.
- The Postal Service's Web site — www.usps.com — also offers advice, ZIP Codes, post office locations and other helpful information.

"As these reminders illustrate," Postmaster (last name) said, "the Postal Service has many options to help customers complete their 'Wholiday' mailings with ease and greater convenience."

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POSTAL NEWS

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)

(Contact Phone)

POST OFFICE ASKS CUSTOMERS TO MAIL EARLY; AVOID THE UNEXPECTED "WHOLIDAY" GLITCHES

(CITY, STATE) — With the volumes of cards, letters and packages expected to mushroom with the countdown to the holidays, (city) Postmaster (name) advises customers to mail early. "Our goal is to deliver increased holiday mail volumes at our normal year-round service levels," says (last name). "Although we have taken extra measures to handle the added volume, we are asking customers to mail early to avoid a backup of mail the last days before Christmas."

U.S. Postal Service customers will bring 20 billion mailpieces to post offices during the holiday season, from November 24 through December 31.

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

Other helpful mailing tips to avoid glitches include:

- Write, type or print the delivery address neatly.
- Always use a return address.
- Always use complete address information, such as AVE, BLVD and ST. Use the apartment or suite number as well as correct directionals, such as N, W and SW.

- Don't let an incorrect ZIP Code delay delivery of cards and letters. Local post offices and the Postal Service Web site — www.usps.com — offer ZIP Code information. (For post offices covered by the National Call Centers, you can also publicize the toll-free 800 number.)
- Select a container that's strong enough to protect the contents. Leave space for cushioning inside the carton.
- Always use tape that is designed for shipping, such as pressure-sensitive tape, nylon-reinforced craft paper tape or glass-reinforced pressure-sensitive tape.
- Plain air-popped popcorn, shredded or rolled newspaper, bubble wrap or Styrofoam peanuts work well for cushioning package contents.
- The only addresses on packages for mailing should be the delivery and return addresses. It's a good idea also to place a return address label inside the package.
- Carefully pack glass and fragile hollow items, like vases, with newspaper or packing material to avoid damage due to shock. When mailing framed photographs, take the glass out of the frame and wrap it separately.
- Packages that weigh at least one pound must be taken into the post office for mailing.
- Access the Postal Service's Web site — www.usps.com — for postage calculations, the latest address information, and unique gifts at the Postal Store.
- When writing to Santa, be sure to use a return address. Santa may write back!

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

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POSTAL NEWS

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)
(Contact Phone)

(NAME) POST OFFICE EXTENDS HOURS FOR THE HOLIDAY SEASON

(CITY, STATE) — The (city) Post Office, (address), will extend its business hours for the 2000 holiday mailing season, says (city) Postmaster (full name).

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

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

Postmaster (last name) also reminds customers of other convenient service options such as Stamps-By-Mail, Stamps-By-Phone (1-800-STAMP-24) and the Postal Store on the Postal Service Web site at www.usps.com.

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POSTAL NEWS

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)

(Contact Phone)

MANY (CITY) POST OFFICES OPEN SUNDAY(S) THIS "WHOLIDAY" SEASON EXPRESS MAIL WILL GUARANTEE CHRISTMAS DELIVERY

(CITY, STATE) — Time keeps on slipping for procrastinators that have not yet sent off holiday cards, letters and packages. "To help ease the last-minute 'Wholiday' rush, a number of (city) area post offices will be open on Sunday(s), December (give date[s])," said (city) Postmaster (full name).

(If applicable:) "(City) post office(s) will also be open on Sunday, Christmas Eve day, Dec. 24, for regular customer service hours and parcel pick up," added Postmaster (last name). (See attached list.) (If applicable, include information pertaining to other holiday celebrations, such as Hanukkah and Kwanzaa.)

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

(List local plans for mail collection or processing on Christmas Eve.)

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

Post offices will be closed on Christmas Day, (last name) added.

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



POSTAL NEWS

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)

(Contact Phone)

BRING PACKAGES INTO LOCAL POST OFFICE FOR WEIGHING

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

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

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

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

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

In addition, (last name) reminds customers that all former package markings and labels must be removed before a box can be reused for mailing. Parcels cannot be accepted if markings visibly indicate that the box was used for shipping hazardous material. Wrapping boxes to cover markings is not sufficient. If the wrapping is damaged and markings become visible, the package will be returned to the mailer.

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POSTAL NEWS

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)
(Contact Phone)

NEED GIFT IDEAS THIS “WHOLIDAY”? POST OFFICE IS A GREAT PLACE FOR “STOCKING” UP

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

“Come to the post office,” says Postmaster (full name). “We have a variety of gift items for your holiday giving,” including the following:

- **STAMPS** are a practical gift because everyone needs and uses them. Plus, with the variety of stamps, customers are sure to find a subject to fit the interests of the gift recipient.
- **BOOKS FOR COLLECTING AND DISPLAY** such as *The 2000 Commemorative Stamp Yearbook*, illustrating the stamps of the past year and the stories behind them. A new addition this year is *An American Postal Portrait: A Photographic Legacy*, which provides a photojournalistic retrospective celebrating behind-the-scene postal stories from the early 1800s.
- **MONEY ORDERS** are better than a gift certificate. They are safe and secure. Purchase any amount up to \$700 for just 80 cents.
- **Prepaid FIRSTCLASS PHONECARDS** make ideal gifts for college students, grandparents and small business owners. Customers purchasing two \$20 60-minute FIRSTCLASS PHONECARDS will receive a third one FREE! A Limited Edition 30-minute Whoville Phoncard is also available.
- **UNIQUE STATIONERY AND ORNAMENTS** featuring imagery characteristic of scenes and items in the popular holiday movie *Dr. Seuss’ How the Grinch Stole Christmas*. A light-up Christmas ornament features the Grinch. There’s also a Whoville Activity Kit for children. Select post offices will sell themed computer paper, note cards, greeting cards, wrapping paper and labels.
- **ONLINE SHOPPING AT THE POSTAL STORE** allows busy shoppers to access www.usps.com any time to buy stamps and philatelic collectibles, FIRSTCLASS PHONECARDS, stationery and exciting USPS Pro Cycling Team gear. Orders should be placed by December 18 to guarantee arrival before Christmas day.

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POSTAL NEWS

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)

(Contact Phone)

NEED POSTAGE STAMPS? TRY THESE ALTERNATIVES

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

- Purchase from vending machines in post office lobbies. Many post offices provide 24-hour access to vending machines and offer stamps in different quantities and denominations. Plus, many areas have postal vending machines in public areas like business parks, malls and grocery stores.
- Purchase from participating retailers who sell books of stamps at face value, right at the check-out line. Ask your major grocer, drug store or convenience store.
- (In areas where we have contracts with Mail Boxes Etc. :) Mail Boxes Etc. centers are now fully authorized United States Postal Service retailers offering Priority Mail, Express Mail and stamps at many locations with convenient hours to accommodate your holiday mailing and shipping needs.
- Purchase from participating banks selling stamps through 15,000 ATMs nationwide. A surcharge by the bank is usually applied.
- Call 1-800-STAMP-24. Customers can place orders by phone, use a credit card and get stamps delivered to their door.
- Visit www.usps.com. Not only can customers order stamps at the Postal Store, they can look up ZIP Codes, calculate postage and get details on mailing options and special services.
- Order Stamps-By-Mail with forms available in post offices or from letter carriers.

"Getting everything you need to get done for the holidays can be a hassle. By providing alternate means to purchase stamps, the post office hopes to help customers avoid 'Wholiday' hassles and glitches," says (last name).



POSTAL NEWS

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)
(Contact Phone)

PHOTO OPPORTUNITY

LETTER CARRIER “SANTAS” DELIVER ON CHRISTMAS DAY

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

The tradition began 15 years ago when several U.S. Postal Service delivery employees decided to make working on the holiday more fun by donning Santa outfits and becoming “Santa-for-a-Day.”

(Talk about local program.)

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POSTAL NEWS

FOR IMMEDIATE RELEASE

Contact: Monica A. Hand
(202) 268-2783
Release No. 94

OVERSEAS CHRISTMAS MAILING DEADLINES RIGHT AROUND THE CORNER

WASHINGTON, D.C. — It’s always a shock when the first holiday catalogs arrive in the mailbox — it seems to get earlier every year. But it is a good reminder that if you want your loved ones overseas to get their gifts on time, the recommended mailing deadlines are fast approaching.

Depending on where and how it’s being mailed, the first recommended mailing date is October 27 for surface transportation to Africa. For most international destinations, including military bases, the Postal Service advises you to mail packages, cards, and letters no later than December 11. Expedited mail services like Global Express Guaranteed (GXG) and Express Mail International can be used even up to the last few days before Christmas.

This year, between Thanksgiving and Christmas, the Postal Service expects to deliver 20 billion holiday letters, postcards and packages, about one billion of which will be bound for international destinations.

The following information is also available through the Postal Service’s Web site, www.usps.com.

International Mail To	Air Letters/Cards	Air Parcel Post	Surface
Africa	December 4	December 4	October 27
Asia/Pacific Rim	December 11	December 11	November 3
Australia/New Zealand	December 11	December 11	November 3
Canada	December 15	December 15	November 24
Caribbean	December 11	December 11	November 11
Central & South America	December 4	December 4	November 3
Europe	December 11	December 11	November 11
Mexico	December 11	December 11	November 11
Middle East	December 11	December 11	October 27

Military Mail Addressed To	First-Class Letters/Cards	Priority	PAL	SAM	Surface
APO/FPO AE ZIPs 090-098	December 11	Dec. 11	Dec. 4	Nov. 27	Nov. 6
APO/FPO AA ZIPs 340	December 11	Dec. 11	Dec. 4	Nov. 27	Nov. 6
APO/FPO AP ZIPs 962-966	December 11	Dec. 11	Dec. 4	Nov. 27	Nov. 6

Besides mailing early to save money, another international mailing tip is to follow international addressing rules. Overseas addresses:

- Must be in English and use Arabic numerals.
- Have foreign postal codes, if known, in front or after the city or town name and on the same line.
- Place the city or town name and the province or state name on the next line after the street address information.
- Write the name of the foreign country in capital letters on the bottom line of the address.

Example: Jacques Molier or Ms. Joyce Browning
 Rue de Champaign 2045 Royal Road
 06570 St. Paul London WIP 6HQ
 FRANCE ENGLAND

To make it easy to send holiday gifts abroad, the Postal Service's Web site offers additional mailing options, simplified customs forms, and even online assistance.

Additional mailing options to many countries include:

- Global Express Guaranteed – our fastest international delivery service with day-certain guaranteed delivery to over 200 countries and territories.
- Express Mail International – express service to most countries, even up to the last few days before Christmas.
- Global Priority Mail – fast, reliable delivery for items weighing up to four pounds.
- Registered and insured service – available to most countries. International return receipts can also accompany most registered and insured mail items.

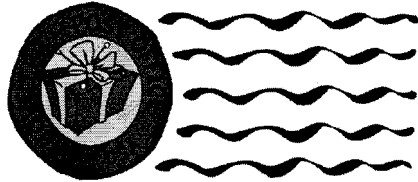
All overseas letters and postcards now travel by air. To keep mailing costs low, the Postal Service suggests sending cards or letters separate from gifts. When mailing items overseas, it is always a good idea to check with a local post office about weight, size or item restrictions that may apply and which customs forms are required.



POSTAL NEWS

FOR IMMEDIATE RELEASE

Contact: Gerry Kreienkamp
 (202) 268-3051
 Release No. 62
 USPS Web Site: <http://www.usps.com>



**TO HELP YOU SHIP THOSE GIFTS THAT WILL PLEASE
 THE POSTAL SERVICE WILL BRING YOU DELIVER-EASE**

Postal Service turns holidays into "Wholidays"

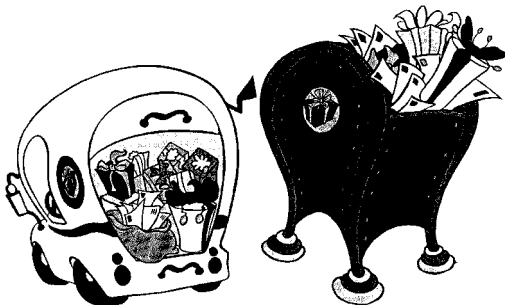
WASHINGTON, D.C. — *When customers come in, they know from the start, with service this good, it'd change a Grinch's heart.* Even in August, the Postal Service is getting ready for the holiday mailing rush. This holiday season, post offices across the country will be filled with the spirit of the "Wholidays," with the happy denizens of Whoville from the new Universal Pictures movie *Dr. Seuss' How the Grinch Stole Christmas*, to be released November 17th.

*What would make the holidays exciting, we sat around and thought,
 To give customers a smile when they shipped what they bought?*

*A happy new movie with characters so fun,
 We could use them in our stores. And the deal was done.*

*Universal said, "Great! We'd love to work with you."
 We knew our customers would love Whoville, too.*

*With lobbies festooned with the cute little critters,
 And great service, too, to ease holiday jitters.*



Caption: The Postal Service is using imagery of the Whoville characters from the Universal Pictures release *Dr. Seuss' How the Grinch Stole Christmas* in its holiday season advertising.

Editor's note: Graphic images can be downloaded for print or screen from the Postal Service Web site at www.usps.com, with the press releases.

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
Service Merchandise Photo & Travel Sale	Standard A/ Flat	11/6–11/7	4.0	Nationwide	3/5-Digit	RR Donnelley, Spartanburg, SC
Eddie Bauer, Inc. Holiday Resource	Standard A/ Flat	11/6–11/8	5.2	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Warsaw, IN
Smithsonian Catalog Holiday 3	Standard A/ Catalog	11/8–11/13	1.2	Nationwide	CarRt, 3/5-Digit, Basic, Barcoded	Quad Graphics, Lomira, WI; 8" x 8", 112 pages
Service Merchandise Housewares Event	Standard A/ Flat	11/13–11/14	5.0	Nationwide	3/5-Digit	RR Donnelley, Lynchburg, VA
Carol Wright	Standard A/ Letter	11/13–11/16	22.0	Nationwide	CarRt	Cox Target Media, Inc., 800-237-6266 (Postal Affairs)
Hallmark "Snowman Votive"	Standard A/ Postcard	11/13–11/17	8.6	Nationwide	CarRt, 3/5-Digit, Basic	Quebecor World Direct, Atlanta, GA
The Sportsman's Guide November Footwear	Standard A/ Catalog	11/13–11/17	1.6	Nationwide	CarRt, 3/5-Digit	Quad Graphics, Martinsburg, WV
Billy Graham Letter	Standard A/ Letter	11/13–11/30	2.1	Nationwide	3/5-Digit, Basic, Barcoded	Minneapolis, MN; 3 7/8" x 7 1/8" envelope
San Francisco Music Box Holiday 3	Standard A/ Flat	11/15–11/20	1.0	Nationwide	CarRt, 3/5-Digit	Banta Catalog, Maple Grove, MN
The Swiss Colony	Standard A/ Catalog	11/17–11/20	1.0	Nationwide	CarRt, 3/5-Digit, Basic, Barcoded	Quad Graphics, Lomira, WI; 9 1/4" x 6 1/2" catalog has a die-cut cover and a personalized (address) underwrap
Current Final Christmas 2000	Standard A/ Flat	11/20–11/22	1.8	Nationwide	CarRt, 3/5-Digit, Basic	Quad Graphics, Saratoga Springs, NY
The Territory Ahead Holiday 2	Standard A/ Flat	11/20–11/22	1.2	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Lancaster, PA; 72 pages
The Sportsman's Guide November Gift Sale	Standard A/ Catalog	11/20–11/24	1.0	Nationwide	CarRt, 3/5-Digit	Quad Graphics, Martinsburg, WV
The Sportsman's Guide November HQ Surplus	Standard A/ Catalog	11/20–11/24	1.5	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Spartanburg, SC
JC Penney Fine Jewelry	Standard A/ Letter	11/27–11/29	3.1	Nationwide	CarRt	Harte-Hanks

2000 International and Military Mail Christmas Dates

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 dates listed below. Why not beat the last-minute rush and bring your mail to your U.S. Post Office by these suggested dates?

Military Mail Addressed To	First-Class Letters/Cards	Priority Mail	Parcel Airlift Mail (PAL) ^{1/}	Space Available Mail (SAM) ^{2/}	Standard Mail
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.

International Mail Addressed To	Air Letters & Cards	Air Parcel Post	Surface
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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Domestic Mail

DMM REVISION

Official Mail

Effective November 2, 2000, *Domestic Mail Manual* (DMM) E060.11.1 and 12.10 are revised to reflect changes in the way that federal agencies can pay for business reply mail and merchandise return service. This revision does not change current postal policy; instead, it brings the DMM standards in line with Handbook DM 103, *Official Mail*, last updated February 1998. This revision includes the changes for business reply mail that were effective on November 2, 2000 (published in *Postal Bulletin* 22035 (10-19-00)).

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

Domestic Mail Manual (DMM)

	*	*	*	*	*
E	Eligibility				
E000	Special Eligibility Standards				
	*	*	*	*	*
E060	Official Mail (Penalty)				
	*	*	*	*	*

11.0 PENALTY BUSINESS REPLY MAIL (BRM)

11.1 General

An agency may pay for penalty business reply mail (BRM) by setting up a BRM advance deposit account to be billed through the Official Mail Accounting System (OMAS), or by paying for BRM through an OMAS postage due account. Under a BRM advance deposit account, the agency is billed an annual accounting fee by each post office ZIP Code where its mail is returned, the appropriate postage, and high volume BRM per piece charges. Under the postage due option, the agency pays the appropriate postage and basic BRM per piece charges through an OMAS postage due account. The postage, fees, and charges are the same as those for private-sector BRM customers. Government agencies may not use penalty meter strips or penalty mail stamps to pay postage due.

* * * * *

12.0 PENALTY MERCHANDISE RETURN SERVICE

* * * * *

12.10 Postage and Fees

The agency is charged the same transaction fee (per piece charge), plus postage, as a private-sector customer. Postage and fees must be paid through OMAS.

— *Corporate Accounting, Finance*

— *Mail Preparation and Standards, Pricing and Product Design, 11-2-00*

CORRECTION

Handbook DM-103

The recently printed version of Handbook DM-103, *Official Mail* (September 2000), revising the appendix, contains an incorrect intranet address in the transmittal letter. The correct address to access Handbook DM-103 on the intranet is <http://blue.usps.gov/cpim/hand/dm103/dm103.htm>.

— *Policies and Procedures Information, Public Affairs and Communications, 11-2-00*

DMM REVISION

Preparation Changes for First-Class Mail, Periodicals, and Standard Mail

Effective December 15, 2000, *Domestic Mail Manual* (DMM) E130, E140, E230, E240, E250, E620, E640, E651, E652, L001, L601, L602, L605, M011, M031, M032, M033, M041, M045, M073, M130, M200, M610, M620, M630, M820, and P012 are revised and new M910, M920, M930, and M940 are added. These revisions make required changes to mailing standards for all palletized Periodicals, Standard Mail (A), and Standard Mail (B) except for Parcel Post BMC Presort and Origin BMC Presort, and Parcel Select DSCF and DDU rates. They make required revisions to sacking Standard Mail machinable parcels. The new DMM provisions also add optional traying provisions for flat-size First-Class Mail and add optional sacking and/or palletizing provisions for nonletter-size Periodicals and flat-size Standard Mail (A). Notice of these revisions and added options was published in the August 8, 2000, *Federal Register* (65 FR 48385) and in the August 16, 2000, *Federal Register* (65 FR 50054). Although these changes are effective and may be used beginning December 15, 2000, the required changes will not become mandatory until a future date that coincides with implementation of the rates resulting from the R2000-1 rate case. Employees and mailers will be notified of the required date through the *Postal Bulletin*.

In addition, the standards in this article contain some minor corrections to the DMM language published in the *Federal Register*. DMM M031.4.12 is amended to show the correct DMM reference number for adding extraneous information to pallet labels. DMM M045.6.2a and M045.6.3a pertaining to package reallocation to protect the BMC pallet are corrected to specify "minimum pallet weight" instead of "250-pound minimum pallet weight." DMM M073.1.6 is corrected to reflect the correct DMM exhibit references, correct minimum sacking volumes, and correct labeling list references. The exhibit number reference is corrected in DMM M610.5.2. In addition, M032.2.4b is clarified to show that the 2-digit processing code "01" is to be used when preparing barcoded tray labels for flat-sized First-Class Mail prepared under the option for co-traying flat-size packages of automation rate mail and Presorted rate mail in new DMM M910.

This article also provides a further revision to the pallet labels in DMM M031, M045, M920, M930, and M940 that were published in the August 16, 2000, *Federal Register*. This revision will be effective December 15, 2000, but not required until July 15, 2001. The revision requires use of "NONBARCODED" or "NBC" on the contents line of certain pallet labels when the pallet contains Presorted and/or carrier route mail. The rules published in the August 16, 2000, *Federal Register* required the "NONBARCODED" or "NBC"

designation only when the specified pallets contained Presorted rate mail.

Due to space limitations, new DMM units M920, M930, and M940 are not included in this *Postal Bulletin* article. These units were originally published in the *Federal Register* on August 16, 2000 (65 FR 50054). Revisions to the required use of the "NONBARCODED" or "NBC" designation on pallet labels described in this article apply to M920, M930, and M940. A full-text version of this *Postal Bulletin* article, including the new DMM units M920, M930, and M940 and the applicable pallet label revisions to those sections, is available in PDF format and as a Microsoft Word document on the Postal Explorer "What's New" page (<http://pe.usps.gov>) and on the *Postal Bulletin* Web page (<http://www.usps.com/cpim/ftp/bulletin/pb2000.htm>).

Following is a summary of the major additions and revisions to the DMM.

A. Revisions Published in the August 8, 2000, Federal Register:

- (1) *Required Preparation: Revision to Labeling List DMM L602.* DMM labeling list L602, which currently contains both ASF and BMC destinations and is used for both sortation and eligibility for destination bulk mail center (DBMC) rates, is revised. It now contains ZIP Codes and Line 1 labels only for ASF sortation and will *not* be used to determine eligibility for DBMC rates.
- (2) *Required Preparation: DBMC Rate Eligibility.* Eligibility for DBMC rates will be determined by using the list of ZIP Codes and corresponding ASF and BMC destinations in new DMM Exhibit E651.5.1 for Standard Mail (A) and in new Exhibit E652.1.3 for Parcel Select. Mail for ASF ZIP Codes placed on BMC pallets or in BMC sacks is not eligible for DBMC rates even though it may be sorted into those containers. Mail for "offshore" ZIP Codes (Alaska, Hawaii, Puerto Rico) on BMC pallets or in BMC sacks is not eligible for DBMC rates even though it is sorted into those containers.
- (3) *Required Preparation: ASF Pallets and Offshore Mail on Pallets.* Preparation of ASF pallets will be required for Standard Mail (A) prepared as packages, sacks, and trays on pallets regardless of whether DBMC rates are claimed. Preparation of ASF pallets also will be required for Bound Printed Matter prepared as sacks or packages on pallets. The ASF pallets must be

prepared using new DMM L602 prior to preparing BMC pallets using L601. This will result in preparation of ASF pallets where volume warrants and will provide for palletization of mail for offshore ZIP Codes on BMC pallets. If DBMC rates are claimed for Standard Mail (A), DMM Exhibit E651.5.1 must be used to determine DBMC rate eligibility.

- (4) *Required Preparation: Machinable Parcels.* Sortation for Standard Mail (A) and Standard Mail (B) machinable parcels prepared in sacks or on pallets also is revised. For machinable parcels that are not prepared for DBMC rates, after preparing any 5-digit sacks or pallets, mail must be sorted to BMCs using labeling list L601 (an ASF sortation is not performed). For machinable parcel mailings for which DBMC rates are claimed, sortation to ASFs (using L602) may be performed prior to preparing BMC sacks or pallets (using L601) — but only if the ASF sorted pieces will be deposited at an ASF to claim the DBMC rates. DMM Exhibit E651.5.1 or E652.1.3 is used to determine DBMC rate eligibility.
- (5) *Optional Preparation: Package Reallocation to Protect BMC Pallet.* For Standard Mail (A) prepared as packages on pallets, a new package reallocation option to protect the BMC pallet is added as DMM M045.6.0. Use of this option will ensure that creation of an ASF pallet is not detrimental to a BMC pallet. Packages may be reallocated from a “child” ASF to the “parent” BMC pallet. PAVE-certified software is required for this option.

B. Revisions Published in the August 16, 2000, Federal Register:

- (1) *Required Preparation: Carrier Route and 5-Digit Mail on Separate 5-Digit Pallets.* Mailers of Periodicals and Standard Mail (A) that is prepared as trays, sacks, or packages on pallets will be required to place carrier route sorted mail on separate 5-digit pallets from 5-digit sorted automation rate and Presorted rate mail. Widespread deployment of automated flat sorting machine (AFSM) 100s will result in the majority of incoming secondary sortation (sortation of 5-digit mail to carrier route) being performed at plants on flat sorting machines (FSMs) rather than being performed at delivery units. Consequently, mail sorted to 5-digit pallets needs to be sorted in a manner that allows the 5-digit sorted mail to remain at the plant while still permitting carrier route mail to be cross-docked directly to

the delivery unit. The only exception to this rule is that nonletter-size Periodicals and flat-size Standard Mail (A) prepared as packages on pallets may combine carrier route and 5-digit packages on the same 5-digit pallet under certain conditions when prepared under the provisions of new DMM M920, M930, or M940 that are described later in this article.

- (2) *Required Preparation: Pallet Label Revisions.* Pallet label standards for all mail classes are revised and the pallet preparation standards in DMM M045 are clarified. DMM M045 pertaining to trays, sacks, and packages on pallets is reorganized by class of mail. The pallet label revisions will eliminate conflicts between current DMM M031 and M045. DMM M045 will specify the information that must appear on the contents line for each pallet level for each class of mail and type of preparation. Following is a list of the pallet label revisions:
- (a) The pallet sortation level abbreviation, for example “SCF” for an SCF pallet, must appear on the contents line (except for pallets containing only carrier route packages that are sorted to the 5-digit/scheme level as described in (b) and except for the new “merged” 5-digit/scheme pallet levels prepared under DMM M920, M930, or M940).
- (b) The designation “CARRIER ROUTES” or “CR-RTS” must appear on labels only for 5-digit carrier routes and 5-digit scheme carrier routes level pallets (that contain only carrier route mail), and for 5-digit pallets of Bound Printed Matter packages that contain only carrier route mail (new merged 5-digit and merged 5-digit scheme pallets will show “CR/5D”).
- (c) “NONBARCODED” or “NBC” must appear on the contents line of 5-digit scheme, 5-digit, 3-digit, SCF, ASF, BMC, ADC, mixed ADC, and mixed BMC pallet labels for Periodicals and Standard Mail (A) that contain Presorted rate mail. In addition, beginning December 15, 2000, mailers may, and on July 15, 2001, mailers must, show the designation “NONBARCODED” or “NBC” on the contents line of 3-digit, SCF, ADC, ASF, BMC, mixed ADC, and mixed BMC pallet labels for Periodicals and Standard Mail (A) pallets that contain Presorted rate *and/or* carrier route sorted mail.

- (d) The requirement to show "BARCODED" or "BC" on labels for pallets containing automation rate mail (except for the new "merged" 5-digit/scheme pallet levels) is retained.
 - (e) The requirement to show information pertaining to drop shipment discounts ("DSCF," "DDU") claimed for pieces on the contents line of 3-digit and SCF pallets is removed.
 - (f) A new option is added to DMM M031 for mailers to show information on labels for pallets containing packages and bundles that shows the number of packages for each package sortation and rate level that is on the pallet (the number of carrier route packages; the number of 5-digit, 3-digit, and ADC automation rate packages; and the number of 5-digit, 3-digit, and ADC Presorted rate packages on each pallet). This information may be placed only below the office of mailing or mailer information line and must meet the provisions for extraneous information in DMM M031.4.9. This information will assist the Postal Service in processing the mail on these pallets.
- (3) *Optional Preparation: Co-Traying and Co-Sacking of Automation and Presorted Rate Packages.* A new optional sortation method is added to DMM M910 which allows mailers of flat-size First-Class Mail, nonletter-size Periodicals, and flat-size Standard Mail (A) to sort packages of automation rate mail and packages of Presorted rate mail into the same sack or tray under certain conditions. The co-sacking or co-traying of packages is done for all tray and sack levels, including 5-digit sacks or trays. In addition to other requirements, use of this optional preparation method requires that: (1) the separate automation and Presorted mailings be in the same mailing job; (2) standardized documentation be submitted or PAVE-certified software be used to presort and document the mailing job; and (3) for First-Class Mail and Standard Mail (A), the Presorted rate pieces meet the definition of a nonautomation flat in C050.3.1. PAVE-certified software that supports this option will use this method of preparation as the default setting.
- (4) *Optional Preparation: Merging Packages of Carrier Route and 5-Digit Mail in the Same Container Using AMS City State Product.* A new optional sortation method is added to DMM M920 that allows mailers of nonletter-size Periodicals and flat-size Standard Mail (A), under certain conditions, to combine or merge carrier route packages, 5-digit automation rate packages, and 5-digit Presorted rate packages in the same sack (a merged 5-digit scheme sack or a merged 5-digit sack) or on the same pallet (a merged 5-digit scheme pallet or a merged 5-digit pallet) using indicators in the City State Product. Only mail for ZIP Codes with an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product may be merged. ZIP Codes with an "A" or "C" in the Carrier Route Indicators field are locations where the Postal Service performs incoming secondary sortation (sortation of 5-digit mail to carrier routes) at the delivery unit. Along with other requirements, use of this optional preparation method will require that: (1) the separate carrier route, automation, and Presorted mailings be in the same mailing job; (2) PAVE-certified software be used to presort and document the mailing job; and (3) for Standard Mail (A), the carrier route and Presorted rate pieces meet the definition of a nonautomation flat in C050.3.1.
- (5) *Optional Preparation: Merging Packages of Carrier Route and 5-Digit Mail in the Same Container Using a 5 Percent Limit on 5-Digit Mail.* A new optional sortation method is added to DMM M930 that allows mailers of nonletter-size Periodicals and flat-size Standard Mail (A), under certain conditions, to combine or merge carrier route packages, 5-digit automation rate packages, and 5-digit Presorted rate packages on the same pallet (a merged 5-digit scheme pallet or a merged 5-digit pallet) using a 5 percent maximum or "threshold" on pieces in 5-digit packages for a pallet destination, instead of using the City State Product. For merged 5-digit scheme pallets, the 5 percent threshold is applied separately to each 5-digit ZIP Code within a scheme. Use of this optional preparation method will require, along with other requirements, that: (1) the separate carrier route, automation, and Presorted mailings be in the same mailing job; (2) PAVE-certified software be used to presort and document the mailing job; and (3) for Standard Mail (A), the carrier route and Presorted rate pieces meet the definition of a nonautomation flat in C050.3.1.
- (6) *Optional Preparation: Merging Packages of Carrier Route and 5-Digit Mail in the Same Container Using the AMS City State Product and a 5 Percent Limit.* A new optional sortation method

is added to DMM M940 that allows mailers of nonletter-size Periodicals and flat-size Standard Mail (A), under certain conditions, to combine or merge carrier route packages, 5-digit automation rate packages, and 5-digit Presorted rate packages on the same pallet (a merged 5-digit scheme pallet or a merged 5-digit pallet) using both the City State Product indicators and the 5 percent threshold, as appropriate. This option allows for the inclusion of an unlimited number of 5-digit automation and/or 5-digit Presorted rate packages on a merged 5-digit pallet or merged 5-digit scheme pallet for those 5-digit ZIP Codes that have an "A" or "C" in the Carrier Route Indicators field in the City State Product. It also allows for the inclusion of 5-digit automation and/or 5-digit Presorted rate packages up to a 5 percent threshold for each 5-digit ZIP Code on a merged 5-digit or merged 5-digit scheme pallet for those 5-digit ZIP Codes with a "B" or "D" in the Carrier Route Indicators field in the City State Product. The 5 percent threshold for 5-digit ZIP Codes with a "B" or "D" indicator in the City State Product is applied separately to each 5-digit ZIP Code within a scheme on a merged 5-digit scheme pallet. Use of this optional preparation method will require, along with other requirements, that: (1) the separate carrier route, automation, and Presorted mailings be in the same mailing job; (2) PAVE-certified software be used to presort and document the mailing job; and (3) for Standard Mail (A), the carrier route and Presorted rate pieces meet the definition of a nonautomation flat in C050.3.1.

These revisions will appear in DMM 56.

Domestic Mail Manual (DMM)

	*	*	*	*	*
E	Eligibility				
	*	*	*	*	*
E100	First-Class Mail				
	*	*	*	*	*
E130	Nonautomation Rates				
	*	*	*	*	*

3.0 PRESORTED RATE

[Revise the heading of 3.1 to read as follows:]

3.1 All Pieces

[Amend 3.1d to provide for preparation under M910 to read as follows:]

In addition to the standards in 1.0, all pieces in a Presorted First-Class rate mailing must:

* * * * *

- d. Be marked, sorted, and documented as specified in M130 or, alternatively for flat-size mail, under M910.

* * * * *

E140 Automation Rates

1.0 BASIC STANDARDS

1.1 All Pieces

[Amend 1.1g to provide for preparation under M910 to read as follows:]

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

* * * * *

- g. Be marked, sorted, and documented as specified in M810 for letters and cards, or as specified in M820 or M910 for flats.

* * * * *

[Amend the first sentence of 1.4 to show new location of information pertaining to ZIP Codes eligible for automation carrier route rates to read as follows:]

1.4 Carrier Route Presort

Carrier route rates are available only for letter-size mail and only for those 5-digit ZIP Code areas identified with an "A" or "B" in the Carrier Route Indicators field of the USPS City State Product used for address coding. * * *

* * * * *

2.0 RATE APPLICATION

* * * * *

2.2 Flats

[Amend the first sentence of 2.2 to provide for sortation under M910 to read as follows:]

First-Class Mail automation rates apply to each piece that is sorted under M820 or under M910 into the corresponding qualifying groups: * * *

* * * * *

E200 Periodicals
* * * * *

E230 Nonautomation Rates

1.0 BASIC INFORMATION

1.1 Standards

[Amend 1.1 to provide for preparation under M045, M910, M920, M930, and M940 to read as follows:]

The standards for Presorted rates are in addition to the basic standards for Periodicals in E210, the standards for other rates or discounts claimed, and the applicable preparation standards in M045, M200, M910, M920, M930, or M940. Not all combinations of presort level, automation, and destination entry discounts are permitted.

* * * * *

2.0 CARRIER ROUTE RATES

* * * * *

2.2 Sequencing

[Amend 2.2a to provide for preparation under M045, M920, M930, and M940 to read as follows:]

Preparation to qualify eligible pieces for carrier route rates is optional and is subject to M045, M200, or (nonletter-size mail only) M920, M930, or M940. Carrier route sort need not be done for all carrier routes in a 5-digit area. Specific rate eligibility is subject to these standards:

- a. The carrier route rates for letter-size mail apply to copies that are prepared in carrier route packages of six or more pieces each that are sorted to carrier route, 5-digit carrier routes, or 3-digit carrier routes trays. The carrier route rates for flat-size mail apply to copies of flat-size or irregular parcel-size pieces prepared in carrier route packages of six or more pieces each and that are sorted to pallets under M045 or M920, M930, or M940, or sorted to carrier route, 5-digit scheme carrier routes, 5-digit carrier routes, or, under M920, merged 5-digit scheme or merged 5-digit sacks. Preparation of 5-digit scheme carrier routes sacks or pallets is required and must be done for all 5-digit scheme destinations. Preparation of merged 5-digit sacks and merged 5-digit scheme sacks is optional but if performed must be done for all 5-digit ZIP Codes for which there is an "A" or "C" indicator in the City State Product that permits co-containerization of carrier route and 5-digit packages. Preparation of merged 5-digit pallets and merged 5-digit scheme pallets is optional but if performed must be done for all 5-digit ZIP Codes or 5-digit schemes for which those pallet levels are possible

(under M920 if there is an "A" or "C" indicator in the City State Product, under M930 if the 5% threshold standard is met, and under M940 if ZIP Codes have an "A" or "C" indicator in the City State Product and if ZIP Codes with a "B" or "D" indicator in the City State Product meet the 5% threshold standards). For merged 5-digit scheme sacks or pallets, preparation also must be done for all 5-digit scheme destinations. The applicable sequencing requirements in M050 and in 2.2b or 2.2c also must be met.

- b. Basic carrier route rate mail must be prepared either in carrier walk sequence or in line-of-travel (LOT) sequence according to LOT schemes prescribed by the USPS (M050).
- c. The high density and saturation rates apply to pieces that are eligible for the carrier route rates under 2.2a, are prepared in carrier walk sequence, and meet the applicable density standards in 6.0 for the rate claimed.

3.0 5-DIGIT RATES

[Amend the first sentence of 3.0 and 3.0b to provide for preparation of mail under M045, M910, M920, M930, or M940 as follows:]

Subject to M045, M200, or (nonletter-size mail only) M910, M920, M930, or M940, 5-digit rates apply to: * * *

* * * * *

- b. Flat-size pieces in 5-digit packages of six or more pieces each, placed in 5-digit sacks, merged 5-digit sacks, or merged 5-digit scheme sacks or palletized under M045 or M920, M930, or M940.

4.0 3-DIGIT RATES

[Amend the first sentence of 4.0 and 4.0b to provide for preparation under M045, M910, M920, M930, or M940 to read as follows:]

Subject to M045, M200, or (nonletter-size mail only) M910 or M920, M930, or M940, 3-digit rates apply to:

* * * * *

- b. Flat-size pieces in 5-digit and 3-digit packages of six or more pieces each, placed in 3-digit sacks or palletized under M045 or M920, M930, or M940.

5.0 BASIC RATES

[Amend 5.0 to provide for preparation of mail under M045, M910, M920, M930, or M940 to read as follows:]

Basic rates apply to pieces prepared under M045, M200, or (nonletter-size mail only) M910, M920, M930, or M940, that are not eligible for and claimed at carrier route, 5-digit, or 3-digit rates.

6.0 WALK-SEQUENCE DISCOUNTS

6.1 Eligibility

[Amend 6.1 to provide for preparation under M045, M920, M930, or M940 as follows:]

The high density or saturation rates apply to each walk-sequenced piece in a carrier route mailing, eligible under 2.2 and prepared under M045, M200, or (nonletter-size mail only) M920, M930, or M940, that also meets the corresponding addressing and density standards in 6.4. High density and saturation rate mailings must be prepared in carrier walk sequence according to schemes prescribed by the USPS (see M050).

* * * * *

E240 Automation Rates

1.0 BASIC STANDARDS

1.1 All Pieces

[Amend 1.1f to provide for preparation under M045, M910, M920, M930, or M940 as follows:]

All pieces in an automation Periodicals mailing must:

* * * * *

- f. Be marked, sorted, and documented as specified in M045, or M810 (letters) or M820 (flats) or, for non-letter-size mail, M910, M920, M930, or M940.

* * * * *

2.0 RATE APPLICATION

2.1 5-Digit Rates

[Amend the first sentence of 2.1 and 2.1b to provide for preparation of flats under M910, M920, M930, or M940 to read as follows:]

Subject to M045, M810, M820, M910, M920, M930, or M940, 5-digit automation rates apply to:

* * * * *

- b. Flats. 5-digit rates apply to pieces in 5-digit packages of six or more pieces each, prepared under M045, M820, M910, M920, M930, or M940.

2.2 3-Digit Rates

[Amend the first sentence of 2.2 and 2.2b to provide for preparation of flats under M910, M920, M930, or M940 to read as follows:]

Subject to M045, M810, M820, M910, M920, M930, or M940 3-digit automation rates apply to:

* * * * *

- b. Flats. 3-digit rates apply to pieces in 3-digit packages of six or more pieces each, prepared under M045, M820, M910, M920, M930, M940.

2.3 Basic Rates

[Amend the first sentence of 2.3 and 2.3b to provide for preparation of flats under M910, M920, M930, or M940, and to delete the reference to M200 to read as follows:]

Subject to M045, M810, M820, M910, M920, M930, or M940, basic automation rates apply to:

* * * * *

- b. Flats. Basic rates apply to pieces prepared under M045, M820, M910, M920, M930, or M940 that are not claimed at 5-digit or 3-digit rates.

E250 Destination Entry

* * * * *

2.0 DDU RATE

2.1 Eligibility

[Amend 2.1 to provide for preparation under M920, M930, or M940 to read as follows:]

The destination delivery unit (DDU) rate applies to pieces entered at the facility where the carrier cases mail for the carrier route serving the delivery address on the mailpiece. Letter-size copies claimed at DDU rates must be part of a carrier route package placed in a carrier route tray or a 5-digit carrier routes tray, prepared under M200, and otherwise eligible for and claimed at a carrier route rate. Flat-size or irregular parcel-size copies claimed at DDU rates must be part of a carrier route package placed in a carrier route sack: a 5-digit carrier routes sack, a 5-digit scheme carrier routes sack, a merged 5-digit sack, or a merged 5-digit scheme sack prepared under M200 or M920; or palletized under M045, M920, M930, or M940; and otherwise eligible for and claimed at a carrier route rate. Except for the standards for preparing basic carrier route or walk-sequence carrier route rate mail, there is no additional minimum volume required for a DDU rate mailing.

* * * * *

E600 Standard Mail

* * * * *

E620 Nonautomation Standard Mail (A) Rates

1.0 PRESORTED REGULAR AND NONPROFIT RATES

1.1 Basic Standards

[Amend 1.1d to provide for preparation of flat-size mail under M045, M910, M920, M930, or M940 as follows:]

All pieces in a Presorted Regular or Presorted Nonprofit Standard Mail (A) mailing must:

* * * * *

- d. Be marked, sorted, and documented as specified in M045, M610, or (flat-size mail only) under M910, M920, M930, or M940.

* * * * *

1.5 Presorted Rates

[Amend the first sentence of 1.5 to provide for preparation of flat-size mail under M910, M920, M930, or M940. Re-designate 1.5g as 1.5e through 1.5h, respectively. Add new 1.5d and revise redesignated 1.5e to read as follows:]

Presorted Regular or Nonprofit Standard Mail (A) rates apply to Regular or Nonprofit Standard Mail letters, flats, and machinable and irregular parcels weighing less than 16 ounces that are prepared under M045, M610, or (flat-size mail only) under M910, M920, M930, or M940. Basic Presorted rates apply to pieces that do not meet the standards for the 3/5 Presorted rates described below. Basic rate and 3/5 rate pieces prepared as part of the same mailing are subject to a single minimum volume standard. Pieces that do not qualify for the 3/5 rate must be paid at the basic rate and prepared accordingly. Pieces may qualify for the 3/5 rate if they are presented:

* * * * *

- d. In a 5-digit package of 10 or more flat-size pieces that is part of a group of packages sorted to a merged 5-digit sack(s) or merged 5-digit scheme sack(s) destination that contains at least one qualifying carrier route package of 10 or more pieces or at least 125 pieces or 15 pounds of pieces prepared in 5-digit packages (both automation and Presorted rate 5-digit packages count toward the 125-piece or 15-pound sack minimum).
- e. In a 5-digit or 3-digit package of 10 or more flat-size pieces palletized under M045, M920, M930, or M940.

* * * * *

2.0 ENHANCED CARRIER ROUTE RATES

2.1 General

[Amend 2.1c to provide for preparation of carrier route packages under M920, M930, or M940 to read as follows:]

All pieces in an Enhanced Carrier Route Standard Mail mailing (letters; flats; or, if merchandise samples distributed with detached address labels, irregular parcels) must:

* * * * *

- c. Be sorted to carrier routes, marked, and documented under M045 (if palletized), M620 or, for flats only, M920, M930, or M940.

* * * * *

2.8 Basic Rates

[Amend the first sentence of 2.8 and 2.8b to provide for preparation of flat-size mail under M045, M920, M930 or M940 to read as follows:]

Basic (nonautomation) carrier route rates apply to each piece that is sorted under M045 (pallets), M620 or, for flats only, M920, M930, or M940 into the corresponding qualifying groups:

* * * * *

- b. Flat-size pieces in a carrier route package of 10 or more pieces palletized under M045, M920, M930, or M940, or placed in a carrier route sack containing at least 125 pieces or 15 pounds of pieces, or placed in a 5-digit carrier routes, 5-digit scheme carrier routes, merged 5-digit, or merged 5-digit scheme sack. Preparation of 5-digit scheme carrier routes sacks or pallets is optional but if performed must be done for all 5-digit scheme destinations. Preparation of merged 5-digit sacks and merged 5-digit scheme sacks is optional but if performed must be done for all 5-digit ZIP Codes for which there is an "A" or "C" indicator in the City State Product that permits co-sacking of carrier route and 5-digit packages. Preparation of merged 5-digit pallets and merged 5-digit scheme pallets is optional, but if performed must be done for all 5-digit ZIP Codes or 5-digit schemes for which those pallet levels are possible (under M920 if there is an "A" or "C" indicator in the City State Product, under M930 if the 5% threshold standard is met, and under M940 if ZIP Codes have an "A" or "C" indicator in the City State Product and if ZIP Codes with a "B" or "D" indicator in the City State Product meet the 5% threshold standards). For merged 5-digit scheme sacks or pallets, preparation also must be done for all 5-digit scheme destinations.

* * * * *

E640 Automation Standard Mail (A) Rates

1.0 REGULAR AND NONPROFIT RATES

1.1 All Pieces

[Amend 1.1g to provide for preparation under M045, M910, M920, M930, or M940 to read as follows:]

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

* * * * *

- g. Be marked, sorted, and documented as specified in M045, M810 (letter-size), M820 (flat-size), or (flat-size only) M910, M920, M930, or M940.

* * * * *

1.4 Rate Application — Flats

[Amend the first sentence of 1.4 to provide for preparation under M045, M910, M920, M930, and M940 to read as follows:]

Automation rates apply to each piece that is sorted under M045, M820, M910, M920, M930, or M940, into the corresponding qualifying groups: * * *

* * * * *

2.0 ENHANCED CARRIER ROUTE RATES

* * * * *

[Amend the first sentence of 2.3 to show new location of information pertaining to ZIP Codes eligible for letter-size automation basic carrier route rates to read as follows:]

2.3 Carrier Route Information

The automation basic carrier route rate is available only for letter-size mail and only for those 5-digit ZIP Code areas identified with an “A” or “B” in the Carrier Route Indicators field in the USPS City State Product used for address coding. * * *

* * * * *

E650 Destination Entry

E651 Regular, Nonprofit, and Enhanced Carrier Route Standard Mail

* * * * *

5.0 DBMC DISCOUNT

[Amend 5.1 by replacing “L602” with “Exhibit 5.1” to read as follows:]

5.1 Definition

For this standard, destination bulk mail center (DBMC) includes all bulk mail centers (BMCs) and auxiliary service facilities (ASFs) as shown in Exhibit 5.1.

[Add new Exhibit 5.1.]

Exhibit 5.1 BMC/ASF — DBMC RATES

Eligible Destination ZIP Codes	Entry Facility
005, 068–079, 085–098, 100–119, 124–127, 340	BMC NEW JERSEY NJ 00102
010–067, 120–123, 128, 129	BMC SPRINGFIELD MA 05500
130–136, 140–149	ASF BUFFALO NY 140
150–168, 260–266, 439–447	BMC PITTSBURGH PA 15195
080–084, 137–139, 169–199	BMC PHILADELPHIA PA 19205
200–212, 214–239, 244, 254, 267, 268	BMC WASHINGTON DC 20499
240–243, 245–249, 270–297, 376	BMC GREENSBORO NC 27075

Eligible Destination ZIP Codes	Entry Facility
298, 300–312, 317–319, 350–352, 354–368, 373, 374, 377–379, 399	BMC ATLANTA GA 31195
299, 313–316, 320–339, 341, 342, 344, 346, 347, 349	BMC JACKSONVILLE FL 32099
369–372, 375, 380–397, 700, 701, 703–705, 707, 708, 713, 714, 716, 717, 719–729	BMC MEMPHIS TN 38999
250–253, 255–259, 400–418, 421, 422, 425–427, 430–433, 437, 438, 448–462, 469–474	BMC CINCINNATI OH 45900
434–436, 465–468, 480–497	BMC DETROIT MI 48399
500–516, 520–528, 612, 680, 681, 683–689	BMC DES MOINES IA 50999
498, 499, 540–551, 553–564, 566	BMC MPLS/ST PAUL MN 55202
570–577	ASF SIOUX FALLS SD 570
565, 567, 580–588	ASF FARGO ND 580
590–599, 821	ASF BILLINGS MT 590
463, 464, 530–532, 534, 535, 537–539, 600–611, 613	BMC CHICAGO IL 60808
420, 423, 424, 475–479, 614–620, 622–631, 633–639	BMC ST LOUIS MO 63299
640, 641, 644–658, 660–662, 664–679, 739	BMC KANSAS CITY KS 64399
730, 731, 734–738, 740, 741, 743–746, 748, 749	ASF OKLAHOMA CITY OK 730
706, 710–712, 718, 733, 747, 750–799, 885	BMC DALLAS TX 75199
690–693, 800–816, 820, 822–831	BMC DENVER CO 80088
832–834, 836, 837, 840–847, 898, 979	ASF SALT LAKE CTY UT 840
850, 852, 853, 855–857, 859, 860, 863, 864	ASF PHOENIX AZ 852
865, 870–875, 877–884	ASF ALBUQUERQUE NM 870
889–891, 893, 900–908, 910–928, 930–935	BMC LOS ANGELES CA 90901
894, 895, 897, 936–966	BMC SAN FRANCISCO CA 94850
835, 838, 970–978, 980–986, 988–994	BMC SEATTLE WA 98000

[Delete current 5.2 and 5.3 and replace with new 5.2 through 5.5. Redesignate current 5.4 and 5.5 as 5.6 and 5.7.]

5.2 General Eligibility

Pieces in a mailing that meet the standards in 1.0 through 5.0 are eligible for the DBMC rate when they meet all of the following conditions: 1) are deposited at a BMC or ASF; 2) are addressed for delivery to one of the 3-digit ZIP Codes served by the BMC or ASF where deposited that are listed in Exhibit 5.1; and 3) are placed in a tray, sack, or pallet (subject to the standards for the rate claimed) that is labeled to the BMC or ASF where deposited, or labeled to a postal facility within that BMC’s or ASF’s service area (see Exhibit 5.1). If packages of flats on pallets are reallocated

from an ASF pallet to a BMC pallet under M045.6.0, mail for the ASF ZIP Codes placed on the BMC pallet is not eligible for the DBMC rates. DBMC rate mail must also be eligible for Presorted, automation, or Enhanced Carrier Route rates, subject to the corresponding standards for those rates.

5.3 Eligibility for ADC or AADC Sortation

All pieces in an ADC sack or tray or AADC tray are eligible for the DBMC discount if the ADC or AADC facility ZIP Code (as shown on Line 1 of the corresponding container label) is within the service area of the BMC or ASF as shown in Exhibit 5.1 at which the sack or tray is deposited. All pieces in a palletized ADC package or bundle are eligible for the DBMC discount if the ADC facility that is the destination of the package or bundle (determined by using the label to ZIP Code in Column B of L004) is within the service area of the BMC or ASF as shown in Exhibit 5.1 at which it is deposited.

5.4 Eligibility in Mixed ADC Sacks or Trays or Mixed AADC Trays

Mail in mixed ADC or mixed AADC sacks or trays qualify for the DBMC rates only if all the pieces in the sack or tray are for the service area of the DBMC or DASF as shown in Exhibit 5.1. Mailers who opt to claim the DBMC rates for mail in mixed ADC sacks or trays or mixed AADC trays must prepare separate mixed ADC sacks or trays or mixed AADC trays for pieces eligible for and claimed at the DBMC rate and for pieces not claimed at the DBMC rate. Otherwise applicable restrictions (e.g., minimum volume, number of less-than-full trays) are excepted when necessary to comply with this standard.

5.5 Additional Standards for Machinable Parcels

- a. Destination BMC/ASF Containers. Machinable parcels palletized under M045 or sacked under M610 may be sorted to destination BMCs under L601 or to destination BMCs and ASFs under L601 and L602. When machinable parcels are sorted to both destination BMCs and ASFs under L601 and L602, they qualify for DBMC rates under 5.2. Sortation of machinable parcels to ASFs is optional but is required for the ASF mail to be eligible for DBMC rates. Mailers may opt to sort some or all machinable parcels for ASF service area ZIP Codes to ASFs *only* when the mail will be deposited at the respective ASFs where the DBMC rate is claimed, under applicable volume standards, using L602; otherwise mailers must sort machinable parcels only to destination BMCs under L601. If machinable parcels are sorted under L601, only mail for 3-digit ZIP Codes served by a BMC as listed in Exhibit 5.1 are eligible for DBMC rates (i.e., mail for 3-digit ZIP Codes served by an ASF in

Exhibit 5.1 is *not* eligible for DBMC rates, nor is mail for 3-digit ZIP Codes that do not appear on Exhibit 5.1).

- b. Mixed BMC Containers. Pieces in mixed BMC sacks or on mixed BMC pallets that are sorted to the origin BMC under M045 or M610 are eligible for the DBMC rates if both of the following conditions are met: 1) the mixed BMC sack or pallet is entered at the origin BMC facility to which it is labeled, and 2) the pieces are for 3-digit ZIP Codes listed as eligible destination ZIP Codes for that BMC in Exhibit 5.1.

* * * * *

6.0 DSCF DISCOUNT

* * * * *

6.2 Eligibility

[Amend 6.2 by adding the following as the second sentence of 6.2 to allow DSCF rates for 5-digit packages in merged 5-digit or merged 5-digit scheme sacks or pallets that are deposited at the destination delivery unit to read as follows:]

* * * Pieces prepared under 1.0 through 4.0 and 6.0 and that are prepared in 5-digit packages placed in a merged 5-digit sack or pallet or in a merged 5-digit scheme sack or pallet that is deposited at the destination delivery unit as defined in 7.1 are eligible for the DSCF rate. * * *

7.0 DDU DISCOUNT

* * * * *

7.2 Eligibility

[Amend the first sentence of 7.2 to provide for preparation under M920, M930, or M940 to read as follows:]

Pieces in a mailing that meet the standards in 1.0 through 4.0 and 7.0 are eligible for the DDU rate when deposited at a DDU, addressed for delivery within that facility's service area (carrier routes), and placed in properly prepared and labeled carrier route packages sorted to carrier route trays (letters) or sacks (flats and irregular parcels), 5-digit carrier routes trays (letters) or sacks (flats and irregular parcels), 5-digit scheme carrier routes sacks (flats) under M600 or M920, merged 5-digit sacks (flats), merged 5-digit scheme sacks (flats) under M920, or palletized under M045 or M920, M930, or M940 and otherwise eligible for and claimed at a carrier route rate. * * *

* * * * *

E652 Parcel Post

1.0 BASIC STANDARDS

1.1 Definitions

* * * * *

[Amend 1.1a to include a reference to L601 to read as follows:]

- a. A destination bulk mail center (DBMC) includes all bulk mail centers (BMCs) and auxiliary service facilities (ASFs) under L601 and L602, and designated sectional center facilities (SCFs) under 5.0.

* * * * *

1.2 General

[Revise 1.2 to read as follows:]

For Parcel Post mailings claimed at DBMC, DSCF, or DDU rates, pieces must meet the applicable standards in 1.0 through 6.0 and the following criteria:

- a. May be bedloaded, on pallets, in pallet boxes on pallets, in sacks, or in other authorized containers as specified in 2.0 through 6.0, depending on the facility at which the pieces are deposited.
- b. Is not plant-loaded.
- c. Be part of a single mailing of 50 or more pieces that are eligible for and claimed at any Parcel Post rate or rates.
- d. Be deposited at a destination BMC (DBMC) or destination auxiliary service facility (DASF) or other equivalent facility; destination sectional center facility (DSCF); or destination delivery unit (DDU) as applicable for the rate claimed and as specified by the USPS.
- e. Be addressed for delivery within the ZIP Code ranges that the applicable entry facility serves.

[Revise 1.3 to read as follows:]

1.3 DBMC Rates

For DBMC rates, pieces must meet the applicable standards in 1.0 through 6.0 and the following:

- a. Pieces must be part of a Parcel Post mailing that is deposited at a BMC or ASF under L601 or L602.
- b. Pieces deposited at each BMC or ASF must be addressed for delivery within the ZIP Code range of that facility.
- c. Pieces must be within a ZIP Code eligible for DBMC rates under Exhibit 1.3, and if sacked or palletized must be prepared in accordance with M041 and M045 or M630. Mail meeting the additional criteria in 4.0 may be deposited at a designated facility other than the BMC or ASF where the DBMC parcels would otherwise be deposited.

[Redesignate 1.3e and 1.3f as 1.4a and 1.4b.]

[Add new Exhibit 1.3.]

Exhibit 1.3 BMC/ASF — DBMC RATE ELIGIBILITY

Eligible Destination ZIP Codes	Entry Facility
005, 068–079, 085–098, 100–119, 124–127, 340	BMC NEW JERSEY NJ 00102
010–067, 120–123, 128, 129	BMC SPRINGFIELD MA 05500
130–136, 140–149	ASF BUFFALO NY 140
150–168, 260–266, 439–447	BMC PITTSBURGH PA 15195
080–084, 137–139, 169–199	BMC PHILADELPHIA PA 19205
200–212, 214–239, 244, 254, 267, 268	BMC WASHINGTON DC 20499
240–243, 245–249, 270–297, 376	BMC GREENSBORO NC 27075
298, 300–312, 317–319, 350–352, 354–368, 373, 374, 377–379, 399	BMC ATLANTA GA 31195
299, 313–316, 320–339, 341, 342, 344, 346, 347, 349	BMC JACKSONVILLE FL 32099
369–372, 375, 380–397, 700, 701, 703–705, 707, 708, 713, 714, 716, 717, 719–729	BMC MEMPHIS TN 38999
250–253, 255–259, 400–418, 421, 422, 425–427, 430–433, 437, 438, 448–462, 469–474	BMC CINCINNATI OH 45900
434–436, 465–468, 480–497	BMC DETROIT MI 48399
500–516, 520–528, 612, 680, 681, 683–689	BMC DES MOINES IA 50999
498, 499, 540–551, 553–564, 566	BMC MPLS/ST PAUL MN 55202
570–577	ASF SIOUX FALLS SD 570
565, 567, 580–588	ASF FARGO ND 580
590–599, 821	ASF BILLINGS MT 590
463, 464, 530–532, 534, 535, 537–539, 600–611, 613	BMC CHICAGO IL 60808
420, 423, 424, 475–479, 614–620, 622–631, 633–639	BMC ST LOUIS MO 63299
640, 641, 644–658, 660–662, 664–679, 739	BMC KANSAS CITY KS 64399
730, 731, 734–738, 740, 741, 743–746, 748, 749	ASF OKLAHOMA CITY OK 730
706, 710–712, 718, 733, 747, 750–799, 885	BMC DALLAS TX 75199
690–693, 800–816, 820, 822–831	BMC DENVER CO 80088
832–834, 836, 837, 840–847, 898, 979	ASF SALT LAKE CTY UT 840
850, 852, 853, 855–857, 859, 860, 863, 864	ASF PHOENIX AZ 852
865, 870–875, 877–884	ASF ALBUQUERQUE NM 870
889–891, 893, 900–908, 910–928, 930–935	BMC LOS ANGELES CA 90901
894, 895, 897, 936–966	BMC SAN FRANCISCO CA 94850
835, 838, 970–978, 980–986, 988–994	BMC SEATTLE WA 98000

[Redesignate 1.4 through 1.5 as 1.5 through 1.6 and insert new number 1.4 to read as follows:]

1.4 DSCF and DDU Rates

For DSCF and DDU rates, pieces must meet the applicable standards in 1.0 through 1.6 and the following criteria:

* * * * *

L Labeling Lists

L000 General Use

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

[Amend the first sentence of L001 to read as follows:]

When 5-digit scheme sort is used for Periodicals flats and irregular parcels packages and Standard Mail (A) flats packages, the applicable mail for the ZIP Codes shown in Column A must be combined on merged 5-digit scheme, 5-digit scheme carrier routes, or 5-digit scheme pallets, or in merged 5-digit scheme or 5-digit scheme carrier routes sacks labeled to the corresponding destination shown in Column B.

* * * * *

L600 Standard Mail

[Amend the heading of Labeling List 601 by removing “Machinable Parcels” to read as follows:]

L601 BMCs

[Revise introductory paragraph to read as follows:]

Use this list for:

- 1) Standard Mail (A) machinable parcels except ASF mail prepared and claimed at DBMC rates.
- 2) Standard Mail (A) packages, bundles, letter trays, or sacks on pallets.
- 3) Bound Printed Matter machinable parcels.
- 4) Bound Printed Matter packages of flats or sacks on pallets.
- 5) Parcel Post except for ASF mail prepared and claimed at DBMC rates and non-machinable BMC or OBMC presort rate mail.
- 6) Presorted Special Standard Mail and Presorted Library Mail to BMC destinations.

* * * * *

[Amend the heading of Labeling List 602; revise the introductory paragraph; and remove BMC Destination ZIP Codes from Column A and BMC “Label to” information from Column B to read as follows:]

L602 ASFs

Use this list for:

- 1) Standard Mail (A) machinable parcels if ASF mail is entered at the ASF and claimed at DBMC rates.
- 2) Standard Mail (A) packages, bundles, letter trays, or sacks on pallets.
- 3) Bound Printed Matter packages or sacks on pallets.
- 4) Parcel Post machinable parcels if ASF mail is entered at the ASF and claimed at DBMC rates.

Column A Destination ZIP Codes	Column B Label to
130–136, 140–149	ASF BUFFALO NY 140
570–577	ASF SIOUX FALLS SD 570
565, 567, 580–588	ASF FARGO ND 580
590–599, 821	ASF BILLINGS MT 590
730, 731, 734–738, 740, 741, 743–746, 748, 749	ASF OKLAHOMA CITY OK 730
832–834, 836, 837, 840–847, 898, 979	ASF SALT LAKE CTY UT 840
850, 852, 853, 855–857, 859, 860, 863, 864	ASF PHOENIX AZ 852
865, 870–875, 877–884	ASF ALBUQUERQUE NM 870

* * * * *

[Revise the heading of Labeling List 605 to read as follows:]

L605 BMCs/ASFs — Nonmachinable Parcel Post BMC/OBMC Presort

[Remove the introductory paragraph.]

* * * * *

M Mail Preparation and Sortation

M000 General Preparation Standards

M010 Mailpieces

M011 Basic Standards

1.0 TERMS AND CONDITIONS

* * * * *

1.2 Presort Levels

[Amend 1.2 by redesignating 1.2g through 1.2p as 1.2k through 1.2t, respectively; by adding new 1.2g through 1.2j; and amending redesignated 1.2r to read as follows:]

Terms used for presort levels are defined as follows:

* * * * *

- g. *Merged 5-digit sacks:* the carrier route packages and/or automation rate 5-digit packages and/or Presorted rate 5-digit packages in a sack are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the

Carrier Route Indicators field in the City State Product that allows combining carrier route rate packages with automation rate 5-digit packages and Presorted rate 5-digit packages in the same 5-digit container.

- h. *Merged 5-digit pallets*: the carrier route packages and/or automation rate 5-digit packages and/or Presorted rate 5-digit packages on a pallet are: 1) prepared under M920, and are all for a 5-digit ZIP Code that has an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product; or 2) prepared under M930, and pieces in 5-digit packages meet the 5% threshold requirement; or 3) prepared under M940, and pieces are either all for a 5-digit ZIP Code that has an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product, or are all for a ZIP Code with a "B" or "D" indicator in the City State Product and the pieces in 5-digit packages meet the 5% threshold requirement.
- i. *Merged 5-digit scheme sack*: the 5-digit ZIP Codes on pieces in carrier route packages and/or automation rate 5-digit packages and/or Presorted rate 5-digit packages in a sack are all for 5-digit ZIP Codes that are part of a single scheme as shown in L001, and the automation rate 5-digit packages and/or the Presorted rate 5-digit packages are also for 5-digit ZIP Codes that have an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route packages with automation rate 5-digit packages and Presorted rate 5-digit packages within the same 5-digit container.
- j. *Merged 5-digit scheme pallet*: the 5-digit ZIP Codes on pieces in carrier route packages and/or automation rate 5-digit packages and/or Presorted rate 5-digit packages on a pallet are all for 5-digit ZIP Codes that are part of a single scheme as shown in L001, and the pieces in automation rate 5-digit packages and/or the Presorted rate 5-digit packages are: 1) all for 5-digit ZIP Codes that have an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product when prepared under M920; or 2) within the 5% threshold requirement for each 5-digit in the scheme when prepared under M930; or 3) are all either for 5-digit ZIP Codes that have an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product, or are for ZIP Codes with a "B" or "D" indicator in the City State Product and the pieces in 5-digit packages meet the 5% threshold requirement for such a 5-digit ZIP Code in the scheme when prepared under M940.

* * * * *

- r. *ASF/BMC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or bulk mail center (BMC) (see L601, L602, or L605, as applicable).

* * * * *

1.3 Preparation Instructions

[Amend 1.3h to reflect the requirement for 5-digit scheme pallets to be prepared as either pure 5-digit scheme carrier routes pallets or as 5-digit scheme pallets that do not contain carrier route mail; amend 1.3i to show that 5-digit and 5-digit scheme sorts may contain only 5-digit packages; redesignate 1.3j through 1.3v as 1.3n through 1.3z, respectively; add new 1.3j and 1.3k to contain information on new merged 5-digit sortations; and add new 1.3l and 1.3m to contain information on new merged 5-digit scheme sortations to read as follows:]

For purposes of preparing mail:

* * * * *

- h. *A 5-digit/scheme carrier routes sort for carrier route rate Periodicals flats and irregular parcels and Enhanced Carrier Route rate Standard Mail (A) flats prepared in sacks or as packages on pallets yields a 5-digit scheme carrier routes sack or pallet for those 5-digit ZIP Codes listed in L001 and 5-digit carrier routes sacks or pallets for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum sack or pallet volume, with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme carrier routes destination that contain carrier route packages for only one of the schemed 5-digit areas are still considered 5-digit scheme carrier routes sorted and are labeled accordingly. The 5-digit/scheme sort is required for carrier route packages of flat-size and irregular parcel Periodicals and optional for carrier route packages of flat-size Enhanced Carrier Route rate Standard Mail (A) prepared in sacks or as packages on pallets. When preparation of 5-digit scheme carrier routes sacks or pallets is performed, it must be done for all 5-digit scheme destinations. A 5-digit/scheme carrier routes sort may contain only carrier route packages prepared in sacks or as packages on pallets.*
- i. *A 5-digit/scheme sort for Periodicals flats and irregular parcels and Standard Mail (A) flats prepared as packages on pallets yields 5-digit scheme pallets containing automation rate and Presorted rate 5-digit packages for those 5-digit ZIP Codes listed in L001 and 5-digit pallets containing automation rate and Presorted rate 5-digit packages for other areas. The 5-digit ZIP Codes in each scheme are treated as a*

single presort destination subject to a single minimum pallet volume, with no further separation by 5-digit ZIP Code required. Pallets prepared for a 5-digit scheme destination that contain 5-digit packages for only one of the schemed 5-digit areas are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit/scheme sort is required for flat-size and irregular parcel-size Periodicals and optional for flat-size Standard Mail (A) prepared as packages on pallets and may not be used for other mail prepared on pallets, except for 5-digit packages of Standard Mail (A) irregular parcels that are part of a mailing job that is prepared in part as palletized flats at automation rates. If preparation of 5-digit scheme pallets is performed, it must be done for all 5-digit scheme destinations.

- j. *A merged 5-digit sort for Periodicals flats and irregular parcels and Standard Mail (A) flats prepared in sacks yields merged 5-digit sacks that contain carrier route packages and/or automation rate 5-digit packages, and/or Presorted rate 5-digit packages that are all for a 5-digit ZIP Code that has an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route packages, automation rate 5-digit packages, and Presorted rate 5-digit packages in the same 5-digit sack or pallet. The merged 5-digit sort is optional for Periodicals flats and irregular parcels and Standard Mail (A) flats prepared in sacks. Sacks prepared for a merged 5-digit destination that contain only a single rate level of package(s) (only carrier route packages(s) or only automation rate 5-digit package(s) or only Presorted rate 5-digit packages) or that contain only two rate levels of package(s) are still considered to be merged 5-digit sorted and are labeled accordingly. If preparation of merged 5-digit sacks is performed, it must be done for all 5-digit ZIP Code destinations with an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route packages, automation rate 5-digit packages, and Presorted rate 5-digit packages in the same 5-digit container.*
- k. *A merged 5-digit sort for Periodicals flats and irregular parcels and Standard Mail (A) flats prepared as packages on pallets yields merged 5-digit pallets that contain carrier route packages and/or automation rate 5-digit packages, and/or Presorted rate 5-digit packages that are: 1) prepared under M920 and are all for a 5-digit ZIP Code that has an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route*

packages, automation rate 5-digit packages, and Presorted rate 5-digit packages in the same 5-digit sack or pallet; or 2) prepared under M930, and pieces in 5-digit packages meet the 5% threshold requirement; or 3) prepared under M940, and pieces are either all for a 5-digit ZIP Code that has an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product, or are all for a ZIP Code with a "B" or "D" indicator in the City State Product and the pieces in 5-digit packages for such ZIP Codes meet the 5% threshold requirement. The merged 5-digit sort is optional for Periodicals flats and irregular parcels and Standard Mail (A) flats prepared in sacks or as packages on pallets. Sacks or pallets prepared for a merged 5-digit destination that contain only a single rate level of package(s) (only carrier route packages(s) or only automation rate 5-digit package(s) or only Presorted rate 5-digit packages) or that contain only two rate levels of package(s) are still considered to be merged 5-digit sorted and are labeled accordingly. If preparation of merged 5-digit pallets is performed, it must be done for all 5-digit ZIP Code destinations for which it is possible under M920, M930, or M940.

- l. *A merged 5-digit scheme sort for Periodicals flats and irregular parcels and Standard Mail (A) flats prepared in sacks yields merged 5-digit scheme sacks that contain carrier route packages for those 5-digit ZIP Codes that are part of a single scheme as shown in L001, and/or automation rate 5-digit packages and/or Presorted rate 5-digit packages for 5-digit ZIP Codes in the scheme that have an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route packages, automation rate 5-digit packages, and Presorted rate 5-digit packages in the same 5-digit container under M920. Sacks prepared for a merged 5-digit scheme destination that contain only a single rate level of package(s) (only carrier route packages(s) or only automation rate 5-digit package(s) or only Presorted rate 5-digit packages) or that contain only two rate levels of package(s), or that contain packages for only one of the schemed 5-digit areas are still considered to be merged 5-digit scheme sorted and are labeled accordingly. If preparation of merged 5-digit scheme sacks is performed, it must be done for all 5-digit scheme destinations in L001 and it must be done for all 5-digit destinations with an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product, under the provisions of M920.*

m. A merged 5-digit scheme sort for Periodicals flats and irregular parcels and Standard Mail (A) flats prepared as packages on pallets yields merged 5-digit scheme pallets that contain carrier route packages for those 5-digit ZIP Codes that are part of a single scheme as shown in L001, and/or automation rate 5-digit packages and/or Presorted rate 5-digit packages for 5-digit ZIP Codes in the scheme that: 1) have an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product, when prepared under M920, that allows combining carrier route packages, automation rate 5-digit packages, and Presorted rate 5-digit packages in the same 5-digit container; or 2) are within the 5% threshold requirement for each 5-digit in the scheme when prepared under M930; or 3) are all either for 5-digit ZIP Codes that have an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product, or are for ZIP Codes with a "B" or "D" indicator in the City State Product and the pieces in 5-digit packages meet the 5% threshold requirement for such a 5-digit ZIP Code in the scheme when prepared under M940. Pallets prepared for a merged 5-digit scheme destination that contain only a single rate level of package(s) (only carrier route package(s) or only automation rate 5-digit package(s) or only Presorted rate 5-digit packages) or that contain only two rate levels of package(s), or that contain packages for only one of the schemed 5-digit areas are still considered to be merged 5-digit scheme sorted and are labeled accordingly. If preparation of merged 5-digit scheme pallets is performed, it must be done for all 5-digit scheme destinations in L001 and it must be done for all 5-digit destinations possible under M920, M930, or M940.

* * * * *

M031 Labels

* * * * *

4.0 PALLET LABELS

* * * * *

[Revise the heading and amend the contents of 4.4 to remove the requirement for pallet labels to contain the information required by the sack labeling standard for the class and rate claimed to read as follows:]

4.4 Required Information

Labels must contain the information required under 4.0 and under M045, M920, M930, or M940 for the preparation method and class and rate claimed.

* * * * *

[Amend the heading and contents of 4.7 to permit and require a "CARRIER ROUTES" or "CR-RTS" designation only on 5-digit carrier routes or 5-digit carrier routes scheme pallets to read as follows:]

4.7 5-Digit, 5-Digit Carrier Routes, and 5-Digit Scheme Carrier Routes Pallets

All 5-digit carrier routes or 5-digit scheme carrier routes pallets must show the words "CARRIER ROUTES" (or "CR-RTS") after the processing category description on the content line under M045, M920, M930, and M940. Five-digit pallets of Bound Printed Matter that contain only carrier route rate mail must also show the words "CARRIER ROUTES" (or "CR-RTS") after the processing category description on the content line under M045.

[Remove 4.8. Designations pertaining to destination entry levels on pallets will no longer be required. (Note: Former 4.10, Processing Code, was deleted in the August 10, 2000, Postal Bulletin and former 4.11 through 4.13 renumbered as 4.10 through 4.12.) Redesignate 4.9 through 4.12 as 4.8 through 4.11.]

[Revise the heading and contents of redesignated 4.8 to read as follows:]

4.8 Automation Status

All Periodicals and Standard Mail (A) 5-digit, 5-digit scheme, 3-digit, SCF, ADC, ASF, and BMC pallets must show "BARCODED" or "BC" on the contents line if the pallet contains automation rate mail as provided in M045, M920, M930, and M940. Except for machinable parcels, all Periodicals and Standard Mail (A) 5-digit and "NBC" on the contents line if the pallet contains Presorted rate mail under M045, M920, M930, and M940. Except for machinable parcels, all Periodicals and Standard Mail (A) 3-digit, SCF, ADC, ASF, BMC, mixed ADC, and mixed BMC pallets must show "NONBARCODED" or "NBC" on the contents line if the pallet contains Presorted rate and/or carrier route mail under M045, M920, M930, and M940. If a pallet contains copalletized automation rate and Presorted rate mail, or, for 3-digit, SCF, ADC, ASF, BMC, mixed ADC, or mixed BMC pallets, contains copalletized automation rate, Presorted rate, and carrier route mail, the separate "BARCODED" and "NONBARCODED" designations may be abbreviated "BC/NBC." (Note: if one of these pallets contains carrier route rate mail, but not Presorted rate mail, "NONBARCODED" or "NBC" is not required until July 15, 2001.)

4.9 Extraneous Information

[No change in text.]

4.10 Periodicals Publications

[No change in text.]

4.11 Transfer Hub Pallets

[No change in text.]

[Add 4.12 to provide for additional pallet label information to read as follows:]

4.12 Pallet Package or Bundle Information

It is recommended that mailers preparing packages on pallets add to the pallet label, below the office of mailing or mailer information line and according to the provisions of M031.4.9, additional information listing the number of packages for each package sortation and rate level on the pallet (i.e., the number of carrier route packages, the number of 5-digit, 3-digit, and ADC automation rate packages, and the number of 5-digit, 3-digit, and ADC Presorted rate packages on each pallet).

* * * * *

5.0 SECOND LINE CODES

[Amend 5.0 to add the pallet abbreviation for “carrier routes” and to add the abbreviation for “nonbarcoded” to read as follows:]

The codes shown below must be used as appropriate on Line 2 of sack, tray, and pallet labels.

Content Type	Code
* * * * *	
Barcoded and Nonbarcoded	BC/NBC
Carrier Route	C (type of route)
Carrier Routes	CR-RTS (5-digit sack and pallet designation)
* * * * *	
Nonbarcoded	Non BC (sacks) NBC (pallets, and co-trayed or co-sacked mail under M910)
* * * * *	

M032 Barcoded Labels

1.0 BASIC STANDARDS — TRAY AND SACK LABELS

1.1 Use

[Amend the second and third sentences of 1.1 to require use of barcoded tray and sack labels for mailings prepared under M910 and M920 to read as follows:]

* * * * *

* * *Barcoded tray labels are required for all mailings of automation rate First-Class Mail flat-size pieces, for co-trayed automation rate and Presorted rate First-Class Mail flat-size pieces under M910, and for automation rate First-Class Mail, Periodicals, and Standard Mail (A) letter-size pieces. Barcoded sack labels are required for all mailings of automation rate Periodicals and Standard Mail (A) flat-size pieces prepared in sacks and, under M910 and M920, for co-sacked automation rate and Presorted rate mailings and

co-sacked carrier route, automation rate, and Presorted rate mailings. * * *

1.2 Destination Line (Line 1)

[Amend 1.2b and 1.2c to include information on merged 5-digit sack labels to read as follows:]

The destination line must meet these standards:

* * * * *

- b. *Information.* The destination line must contain only the information required by the applicable standards for the class, processing category, sortation level of the tray or sack, and the rates claimed. This information is contained in module L labeling lists for all sortation and rate levels except trays and sacks to carrier route, 5-digit carrier routes, merged 5-digit, and 5-digit destinations, and except for automation letter trays to 5-digit scheme destinations. For the destination line of carrier route, 5-digit carrier routes, merged 5-digit, and 5-digit trays and sacks, the city, two-letter state abbreviation, and 5-digit ZIP Code of the destination 5-digit ZIP Code area must be shown. For 5-digit scheme trays, the city, two-letter state abbreviation, and ZIP Code for the destination scheme must be obtained from the City State Product. The destination line may contain abbreviated city and state information if such abbreviations are those in the City State Product or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*.
- c. *Military Destinations.* On carrier route, 5-digit carrier routes, and 5-digit trays and sacks and on merged 5-digit sacks, the destination 5-digit ZIP Code of the mail contained in the tray or sack must be preceded by “APO” or “FPO,” as applicable, and “AE” (for 090–098 ZIP Codes), “AA” (for 340 ZIP Codes), or “AP” (for 962–966 ZIP Codes), as applicable.

1.3 Content Line (Line 2)

* * * * *

Exhibit 1.3a 3-Digit Content Identifier Numbers

* * * * *

Class and Mailing	CIN	Human-Readable Content Line
* * * * *		
FIRST-CLASS MAIL		
* * * * *		
<i>[Amend Exhibit 1.3a by adding the following after “FCM Flats — Presorted” to read as follows:]</i>		
FCM Flats — Co-Trayed Automation and Presorted		
5-digit trays	221	FCM FLTS 5D BC/NBC
3-digit trays	222	FCM FLTS 3D BC/NBC
ADC trays	231	FCM FLTS ADC BC/NBC
mixed ADC trays	232	FCM FLTS BC/NBC WKG
* * * * *		

Class and Mailing	CIN	Human-Readable Content Line
PERIODICALS (PER)		
* * * * *		
<i>[Amend Exhibit 1.3a by adding the following after "PER Flats — 5-Digit, 3-Digit, and Basic" to read as follows:]</i>		
PER Flats — Co-Sacked Automation and Presorted		
5-digit sacks	321	PER FLTS 5D BC/NBC
3-digit sacks	322	PER FLTS 3D BC/NBC
SCF and origin/entry SCF sacks	329	PER FLTS SCF BC/NBC
ADC sacks	331	PER FLTS ADC BC/NBC
mixed ADC sacks	332	PER FLTS BC/NBC WKG
PER Flats — Merged Carrier Route, Automation, and Presorted		
merged 5-digit	339	PER FLTS CR/5D
merged 5-digit scheme	349	PER FLTS CR/5D SCH
PER Irregular Parcels — Merged Carrier Route, Automation, and Presorted		
merged 5-digit	340	PER IRREG CR/5D
merged 5-digit scheme	365	PER IRREG CR/5D SCH
* * * * *		
PERIODICALS (NEWS)		
* * * * *		
<i>[Amend Exhibit 1.3a by adding the following after "NEWS FLATS — 5-digit, 3-Digit, and Basic" to read as follows:]</i>		
NEWS Flats — Co-Sacked Automation and Presorted		
5-digit sacks	421	NEWS FLTS 5D BC/NBC
3-digit sacks	422	NEWS FLTS 3D BC/NBC
SCF and origin/entry SCF sacks	429	NEWS FLTS SCF BC/NBC
ADC sacks	431	NEWS FLTS ADC BC/NBC
mixed ADC sacks	432	NEWS FLTS BC/NBC WKG
NEWS Flats — Merged Carrier Route, Automation, and Presorted		
merged 5-digit	439	NEWS FLTS CR/5D
merged 5-digit scheme	449	NEWS FLTS CR/5D SCH
NEWS Irregular Parcels — Merged Carrier Route, Automation, and Presorted		
merged 5-digit	440	NEWS IRREG CR/5D
merged 5-digit scheme	465	NEWS IRREG CR/5D SCH
* * * * *		
STANDARD MAIL (A)		
* * * * *		
<i>[Amend Exhibit 1.3a by adding the following after "Enhanced Carrier Route Flats — Nonautomation" to read as follows:]</i>		
STD Flats — Co-Sacked Automation and Presorted		
5-digit sacks	521	STD FLTS 5D BC/NBC
3-digit and origin/entry 3-digit sacks	522	STD FLTS 3D BC/NBC
ADC sacks	531	STD FLTS ADC BC/NBC
mixed ADC sacks	532	STD FLTS BC/NBC WKG

Class and Mailing	CIN	Human-Readable Content Line
STD Flats — Merged Carrier Route, Automation, and Presorted		
merged 5-digit	539	STD FLTS CR/5D
merged 5-digit scheme	549	STD FLTS CR/5D SCH
* * * * *		
* * * * *		
2.0 ADDITIONAL STANDARDS — BARCODED TRAY LABELS		
* * * * *		
2.4 Barcode		
<i>[Replace the second sentence of 2.4b with two sentences to read as follows:]</i>		
The label barcode must meet these specifications:		
* * * * *		
b. Information. The barcode must represent the following information: the 5-digit ZIP Code destination of the tray (for trays with a 3-digit destination, this is the 3-digit ZIP Code prefix, followed by two zeros); the 3-digit content identifier number (CIN) applicable to the content of the tray in Exhibit 1.3a; and the applicable 2-digit USPS processing code. The 2-digit processing code "01" is used for automation rate and upgradable letters. The 2-digit processing code "01" is also used for First-Class automation rate flats prepared under M820 and for First-Class co-trayed automation rate and Presorted rate flats prepared under M910. The processing code "07" is used for all other mail.		
* * * * *		
M033 Sacks and Trays		
1.0 BASIC STANDARDS		
* * * * *		
1.7 Origin/Entry 3-Digit/Scheme Trays and Sacks		
<i>[Amend 1.7 to refer to the preparation of merged 5-digit sacks and merged 5-digit scheme sacks to read as follows:]</i>		
Except for flat-size and irregular parcel-size Periodicals under 1.8, after all carrier route, 5-digit carrier routes (and where permitted for flats in sacks, merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, and where permitted for letters in trays, 3-digit carrier routes), 5-digit (and where permitted for automation letters in trays, 5-digit scheme), 3-digit (and where permitted for automation letters in trays, 3-digit scheme) sacks/trays are prepared, an origin/entry 3-digit sack or tray (or, if applicable, origin/entry 3-digit scheme tray) must be prepared to contain any remaining mail for each 3-digit (or 3-digit scheme) area		

serviced by the SCF (mail processing office) serving the post office where the mail is verified (origin), and may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the post office where the mail is verified — e.g., a PVDS deposit site). In all cases, only one less-than-full sack or tray may be prepared for each 3-digit (or 3-digit scheme) area.

1.8 Periodicals Flats and Irregular Parcels Origin/Entry SCF Sacks

[Amend 1.8 to refer to the preparation of merged 5-digit sacks and merged 5-digit scheme sacks to read as follows:]

For flat-size and irregular parcel-size Periodicals, after all carrier route, 5-digit carrier routes (and where permitted merged 5-digit scheme, 5-digit scheme carrier routes, and merged 5-digit), 5-digit, 3-digit, and required SCF sacks are prepared, an origin/entry SCF sack must be prepared to contain any remaining 5-digit and 3-digit packages for the 3-digit ZIP Code area(s) served by the SCF serving the post office where the mail is verified (origin), and may be prepared for the area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the post office where the mail is verified — e.g., a PVDS deposit site). In all cases, only one less-than-full sack may be prepared for each SCF area.

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M040 Pallets

M041 General Standards

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5.0 PREPARATION

5.1 Presort

[Amend 5.1 by replacing the first five sentences with the following six sentences to provide for advanced pallet preparation options in M920, M930, and M940, and by revising the last two sentences to provide for package reallocation to protect the BMC pallet to read as follows:]

Pallet preparation and pallet sortation are subject to the specific standards in M045, M920, M930, and M940. Pallet sortation is generally intended to presort the palletized portion of a mailing to at least the finest extent required for the corresponding class of mail and method of preparation. Pallet sortation is sequential from the lowest (finest) level to the highest and must be completed at each required level before the next optional or required level is prepared. Standard preparation terms for pallets are defined in M011, standard presort levels are defined in M045, and advanced presort levels are defined in M920, M930, and M940. For sacks, trays, or machinable parcels on pallets, the mailer must prepare all required pallet levels before any mixed

ADC or mixed BMC pallets are prepared for a mailing or job. Packages and bundles prepared under M045 or M920, M930, or M940 must not be placed on mixed ADC or mixed BMC pallets. Packages and bundles that cannot be placed on pallets must be prepared in sacks under the standards for the rate claimed. The standards for package reallocation to protect the SCF or BMC pallet (M045.5.0 and 6.0) are optional methods of pallet preparation designed to retain as much mail as possible at the SCF or BMC level. These standards may result in some packages of Periodical flats and irregular parcels and Standard Mail (A) flats that are part of a mailing job prepared in part as palletized flats at automation rates not being placed on the finest level of pallet possible. Mailers must use PAVE-certified presort software to prepare mailings using package reallocation (package reallocation is optional, but if performed, it must be done for the complete mailing job).

5.2 Required Preparation

[Amend 5.2 to clarify that the pallet sortation requirement applies all Standard Mail (B) rather than just Parcel Post and to provide for advanced pallet preparation options in M920, M930, and M940 to read as follows:]

These standards apply to:

- a. Periodicals, Standard Mail (A), and Standard Mail (B) (other than Parcel Post BMC Presort and OBMC Presort and Parcels Select DSCF and DDU rate mail). A pallet must be prepared to a required sortation level when there are 500 pounds of Periodicals or Standard Mail packages, sacks, or parcels, or six layers of Periodicals or Standard Mail (A) letter trays. For packages of Periodicals flats and irregular parcels on pallets that are prepared under the standards for package reallocation to protect the SCF pallet (M045.5.0), not all mail for a required 5-digit scheme carrier routes, 5-digit scheme, 5-digit carrier routes, or 5-digit pallet or for an optional merged 5-digit scheme, optional merged 5-digit, or optional 3-digit pallet is required to be on that corresponding pallet level. For packages of Standard Mail (A) flats on pallets that are prepared under the standards for package reallocation to protect the SCF pallet (M045.5.0), not all mail for a required 5-digit carrier routes or 5-digit pallet or for an optional 5-digit scheme carrier routes, merged 5-digit scheme, 5-digit scheme, merged 5-digit pallet, or 3-digit pallet is required to be on that corresponding pallet level. For packages of Standard Mail (A) flats on pallets prepared under the standards for package reallocation to protect the BMC pallet (M045.6.0), not all mail for a required ASF pallet is required to be on an ASF pallet. Mixed ADC or mixed BMC pallets of sacks, trays, or machinable parcels, as appropriate, must be labeled to the BMC

or ADC (as appropriate) serving the post office where mailings are entered into the mailstream. The processing and distribution manager of that facility may issue a written authorization to the mailer to label mixed BMC or mixed ADC pallets to the post office or processing and distribution center serving the post office where mailings are entered. These pallets contain all mail remaining after required and optional pallets are prepared to finer sortation levels under M045, as appropriate.

* * * * *

5.6 Mail on Pallets

[Amend 5.6 by removing current 5.6c and 5.6d; redesignating current 5.6e as 5.6f, and by adding new 5.6c through 5.6e to reflect new requirements for separating carrier route rate mail from non-carrier route rate mail on 5-digit and 5-digit scheme pallets to read as follows:]

These standards apply to mail on pallets:

* * * * *

- c. For Bound Printed Matter (other than machinable parcels), carrier route rate mail and Presorted rate mail in the same mailing job may be combined on all levels of pallets.
- d. For Standard Mail (A) and Periodicals letter-size mail prepared in trays on pallets, and for nonletter-size Periodicals and Standard Mail (A) prepared either as sacks on pallets or as packages on pallets, carrier route mail must be prepared on separate 5-digit pallets (5-digit carrier routes or 5-digit scheme carrier routes pallets) from automation rate or Presorted rate mail (that must be prepared on 5-digit pallets or 5-digit scheme pallets). *Exception:* When nonletter-size Periodicals and flat-size Standard Mail (A) is prepared under 5.6e, carrier route mail, automation rate mail, and Presorted rate mail may be copalletized on the same merged 5-digit pallet or on the same merged 5-digit scheme pallet for applicable 5-digit ZIP Codes.
- e. Mailers of nonletter-size Periodicals and flat-size Standard Mail (A) that prepare packages on pallets may copalletize carrier route mail, automation rate mail, and Presorted rate mail on the same merged 5-digit pallet or on the same merged 5-digit scheme pallet when they meet the conditions and preparation standards in M920, M930, or M940.

* * * * *

6.0 COPALLETIZED, COMBINED, OR MIXED-RATE LEVEL MAILINGS OF FLAT-SIZE PIECES

* * * * *

6.2 Application

[Amend 6.2 by replacing "M045" with "M045 or M920, M930, or M940."]

6.3 Periodicals Publications

[Amend 6.3 by replacing "M045" in the next to last sentence with "M045 or M920, M930, or M940."]

6.4 Standard Mail (A)

[Amend 6.4 by adding references to new M045.6.0 and M920, M930, and M940 to read as follows:]

To copalletize different Standard Mail (A) flat-size mailings, the mailer must consolidate on pallets all independently sorted packages from each mailing to achieve the finest presort level for the mailing, except that a copalletized mailing prepared under M045.5.0 or 6.0, using the package reallocation option, may not always result in all packages being placed on the finest pallet level possible. At the time of mailing, the mailer must present computer-generated listings required in M045 or M920, M930, or M940 that include a summary list consolidating the copalletized multiple mailings and a list of the contents of each pallet by ZIP Code and presort level.

* * * * *

M045 Palletized Mailings

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4.0 PALLET PRESORT AND LABELING

[Amend 4.0 by removing current 4.4; redesignating current 4.2 and 4.3 as 4.4 and 4.5, respectively; amending 4.1 to make it applicable to only Periodicals mail, to reflect new 5-digit pallet preparation procedures, and to clarify and amend the standards for line 2 of pallet labels; adding new 4.2 that separately specifies sortation of Standard Mail (A) pallets, reflects new 5-digit pallet preparation procedures, and clarifies and amends the standards for line 2 of pallet labels; adding new 4.3 that separately specifies sortation of Bound Printed Matter pallets, amending redesignated 4.4 for clarity, and clarifying and amending the standards for line 2 of pallet labels in all sections to read as follows:]

4.1 Periodicals Packages, Sacks, or Trays on Pallets

Mailers must prepare pallets in the sequence listed below except that for mailings of sacks or trays on pallets that are not permitted to be prepared using scheme sortation (L001) under 4.1a and 4.1b, mailers must begin preparing pallets under 4.1c. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under M031. Alternatively, at the mailer's option, Periodicals nonletter mail prepared as packages on pallets may be palletized in accordance with one of the advanced presort options under M920, M930, or M940.

- a. *5-Digit Scheme Carrier Routes*. Required for nonletter-size packages on pallets. Not permitted for sacks or trays on pallets. May contain only carrier route packages for the same 5-digit scheme under L001. Scheme sort must be done for all possible 5-digit scheme destinations. For all 5-digit destinations that are not part of a scheme, prepare 5-digit carrier routes pallets under 4.1c where possible.
- (1) Line 1: use L001, Column B.
 - (2) Line 2: "PER" or "NEWS" as applicable, followed by "FLTS" or "IRREG" as applicable, followed by "CARRIER ROUTES" or "CR-RTS" and "SCHEME" or "SCH."
- b. *5-Digit Scheme*. Required for nonletter-size packages on pallets. Not permitted for sacks or trays on pallets. May contain only automation rate and/or Presorted rate packages for the same 5-digit scheme under L001. Scheme sort must be done for all possible 5-digit scheme destinations. For all 5-digit destinations that are not part of a scheme, prepare 5-digit pallets under 4.1d where possible.
- (1) Line 1: use L001, Column B.
 - (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "5D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail; followed by "SCHEME" or "SCH."
- c. *5-Digit Carrier Routes*. Required for sacks; required for packages (except for packages prepared to 5-digit scheme carrier routes pallets under 4.1a); optional for trays. May contain only carrier route mail for the same 5-digit ZIP Code.
- (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M031 for military mail).
 - (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" or, for trays on pallets only, "LTRS" as applicable; followed by "CARRIER ROUTES" or "CR-RTS."
- d. *5-Digit*. Required for sacks; required for packages (except for packages prepared to 5-digit scheme pallets under 4.1b); optional for trays. May contain only automation rate and/or Presorted rate mail for the same 5-digit ZIP Code.
- (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M031 for military mail).
- (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" or, for trays on pallets only, "LTRS" as applicable; followed by "5D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; and followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail.
- e. *3-Digit*. Optional. May contain carrier route rate, automation rate, and/or Presorted rate mail.
- (1) Line 1: use L002, Column A.
 - (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" or, for trays on pallets only, "LTRS" as applicable; followed by "3D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; and followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route mail. (Note: If a pallet contains carrier route mail, but not Presorted rate mail, "NONBARCODED" or "NBC" is not required until July 15, 2001.)
- f. *SCF*. Required. May contain carrier route rate, automation rate, and/or Presorted rate mail.
- (1) Line 1: use L002, Column C.
 - (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" or, for trays on pallets only, "LTRS" as applicable; followed by "SCF"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; and followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route mail. (Note: If a pallet contains carrier route mail, but not Presorted rate mail, "NONBARCODED" or "NBC" is not required until July 15, 2001.)
- g. *ADC*. Required. May contain carrier route rate, automation rate, and/or Presorted rate mail.
- (1) Line 1 labeling: use L004.
 - (2) Line 2 labeling: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" or, for trays on pallets only, "LTRS" as applicable; followed by "ADC"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; and followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route mail. (Note: If a pallet contains carrier route mail, but not Presorted rate mail, "NONBARCODED" or "NBC" is not required until July 15, 2001.)

h. *For sacks and trays on pallets only, mixed ADC.* Optional. May contain carrier route rate, automation rate, and/or Presorted rate mail.

- (1) Line 1: use "MXD" followed by the city/state/ZIP Code of the ADC serving the 3-digit ZIP Code prefix of the entry post office as shown in L004, Column A (label to plant serving entry post office if authorized by the processing and distribution manager).
- (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" or, for trays on pallets only, "LTRS" as applicable; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route mail; and followed by "WKG." (Note: If a pallet contains carrier route mail, but not Presorted rate mail, "NONBARCODED" or "NBC" is not required until July 15, 2001.)

4.2 Standard Mail (A) Packages, Sacks, or Trays on Pallets

Mailers must prepare pallets in the sequence listed below. Mailers not opting to perform or not permitted to perform scheme sortation under 4.2a and 4.2b using L001 must begin preparing pallets under 4.2c. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under M031. At the mailer's option, flat-size Standard Mail (A) prepared as packages on pallets may be palletized in accordance with the advanced presort options under M920, M930, or M940.

a. *5-Digit Scheme Carrier Routes.* Optional. Permitted only for flat-size packages on pallets. May contain only carrier route rate packages for the same 5-digit scheme under L001. If scheme sort is performed, it must be done for all 5-digit scheme destinations. For all 5-digit destinations that are not part of a scheme, prepare 5-digit carrier routes pallets under 4.2c.

- (1) Line 1: use L001, Column B.
- (2) Line 2: "STD FLTS," followed by "CARRIER ROUTES" or "CR-RTS"; and "SCHEME" or "SCH."

b. *5-Digit Scheme.* Optional. Permitted only for flat-size packages on pallets. May contain only automation rate and/or Presorted rate packages for the same 5-digit scheme under L001. If scheme sort is performed, it must be done for all 5-digit scheme destinations. For all 5-digit destinations that are not part of a scheme, prepare 5-digit pallets under 4.2d.

- (1) Line 1: use L001, Column B.

- (2) Line 2: "STD FLTS 5D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail, and followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail; and followed by "SCHEME" or "SCH."

c. *5-Digit Carrier Routes.* Required for sacks; required for packages (except for packages prepared to 5-digit carrier route scheme pallets under 4.2a); optional for trays. May contain only carrier route rate mail for the same 5-digit ZIP Code.

- (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M031 for military mail).
- (2) Line 2: "STD FLTS" or "STD A IRREG" or, for trays on pallets only, "STD LTRS" as applicable; followed by "CARRIER ROUTES" or "CR-RTS."

d. *5-Digit.* Required for sacks; required for packages (except for packages prepared to 5-digit scheme pallets under 4.2b); optional for trays. May contain only automation rate and/or Presorted rate mail for the same

- (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M031 for military mail).
- (2) Line 2: "STD FLTS 5D" or "STD A IRREG 5D" or, for trays on pallets only, "STD LTRS 5D" as applicable; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; and followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail.

e. *3-Digit.* optional. May contain carrier route rate, automation rate, and/or Presorted rate mail.

- (1) Line 1: use L002, Column A.
- (2) Line 2: "STD FLTS 3D" or "STD A IRREG 3D" or, for trays on pallets only, "STD LTRS 3D" as applicable; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; and followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route rate mail. (Note: If a pallet contains carrier route rate mail, but not Presorted rate mail, "NONBARCODED" or "NBC" is not required until July 15, 2001.)

f. *SCF.* Required. May contain carrier route rate, automation rate, and/or Presorted rate mail.

- (1) Line 1: use L002, Column C.
- (2) Line 2: "STD FLTS SCF" or "STD A IRREG SCF" or, for trays on pallets only, "STD LTRS SCF" as applicable; followed by "BARCODED" or "BC" if the pallet contains automation rate

- mail; and followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route rate mail. (Note: If a pallet contains carrier route rate mail, but not Presorted rate mail, "NONBARCODED" or "NBC" is not required until July 15, 2001.)
- g. *ASF*. Required, except that an ASF sort may not be required if using package reallocation for flats to protect the BMC pallet under 6.0. May contain carrier route rate, automation rate, and/or Presorted rate mail. Sort ADC packages, trays, or sacks to ASF pallets based on the "label to" ZIP Code for the ADC destination of the package, tray, or sack in L004 (letters or flats) or L603 (irregular parcels). Sort AADC trays to ASF pallets based on the "label to" ZIP Code for the AADC destination of the tray in L801. See E651 for additional requirements for DBMC rate eligibility.
- (1) Line 1: use L602.
 - (2) Line 2: "STD FLTS ASF" or "STD A IRREG ASF" or, for trays on pallets only, "STD LTRS ASF" as applicable; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; and followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route rate mail. (Note: If a pallet contains carrier route rate mail, but not Presorted rate mail, "NONBARCODED" or "NBC" is not required until July 15, 2001.)
- h. *Destination BMC*. Required. May contain carrier route rate, automation rate, and/or Presorted rate mail. Sort ADC packages, trays, or sacks to BMC pallets based on the "label to" ZIP Code for the ADC destination of the package, tray, or sack in L004 (letters or flats) or L603 (irregular parcels). Sort AADC trays to BMC pallets based on the "label to" ZIP Code for the AADC destination of the tray in L801. See E651 for additional requirements for DBMC rate eligibility.
- (1) Line 1: use L601.
 - (2) Line 2: "STD FLTS BMC" or "STD A IRREG BMC" or, for trays on pallets only, "STD LTRS BMC" as applicable; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; and followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route rate mail. (Note: If a pallet contains carrier route rate mail, but not Presorted rate mail, "NONBARCODED" or "NBC" is not required until July 15, 2001.)
- i. *For sacks and trays on pallets only, mixed BMC*. Optional. May contain carrier route rate, automation rate, and/or Presorted rate mail.
- (1) Line 1: use "MXD" followed by the information in L601, Column B, for the BMC serving the 3-digit ZIP Code prefix of the entry post office (label to plant serving entry post office if authorized by the processing and distribution manager).
 - (2) Line 2: "STD FLTS" or "STD A IRREG" or, for trays on pallets only, "STD LTRS" as applicable; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route rate mail; and followed by "WKG." (Note: If a pallet contains carrier route rate mail, but not Presorted rate mail, "NONBARCODED" or "NBC" is not required until July 15, 2001.)

4.3 Bound Printed Matter Packages or Sacks on Pallets

Prepare pallets in the sequence listed below. Label pallets according to the Line 1 and Line 2 information listed below and under M031.

- a. *5-digit*. Required for sacks and for packages. May contain Carrier Route and/or Presorted rate mail.
 - (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M031 for military mail).
 - (2) Line 2: "STD FLTS 5D" or "STD B IRREG 5D" as applicable, and, if the pallet contains only Carrier Route mail, followed by "CARRIER ROUTES" (OR "CR-RTS").
- b. *3-digit*. Optional. May contain carrier route rate and/or Presorted rate mail.
 - (1) Line 1: use L002, Column A.
 - (2) Line 2: "STD FLTS 3D" or "STD B IRREG 3D" as applicable.
- c. *SCF*. Required. May contain carrier route rate and/or Presorted rate mail.
 - (1) Line 1: use L002, Column C.
 - (2) Line 2: "STD FLTS SCF" or "STD B IRREG SCF" as applicable.
- d. *Destination ASF*. Required. May contain carrier route rate and/or Presorted rate mail. Sort ADC packages or sacks to ASF pallets based on the "label to" ZIP Code for the ADC destination of the package or sack in L004 (flats) or L603 (irregular parcels).
 - (1) Line 1: use L602.
 - (2) Line 2: "STD FLTS ASF" or "STD B IRREG ASF" as applicable.

- e. *Destination BMC*. Required. May contain carrier route rate and/or Presorted rate mail. Sort ADC packages or sacks to ASF pallets based on the "label to" ZIP Code for the ADC destination of the package or sack in L004 (flats) or L603 (irregular parcels).
 - (1) Line 1: use L601.
 - (2) Line 2: "STD FLTS BMC" or "STD B IRREG BMC" as applicable.
- f. *For sacks on pallets only, mixed BMC*. Optional. May contain Carrier Route and/or Presorted rate mail.
 - (1) Line 1: use "MXD" followed by the information in L601, Column B, for the BMC serving the 3-digit ZIP Code prefix of the entry post office (label to plant serving entry post office if authorized by the processing and distribution manager).
 - (2) Line 2: "STD FLTS" or "STD B IRREG" as applicable, followed by "WKG."

4.4 Machinable Parcels — Standard Mail (A), Bound Printed Matter, and Parcel Post (Except BMC Presort, OBMC Presort, and Parcel Select DDU and DSCF)

Mailers must prepare pallets in the sequence listed below. Mailers may prepare Parcel Post other than BMC Presort, OBMC Presort, and Parcel Select DDU and DSCF on pallets under this section as an option. If Parcel Post is optionally sorted under this section it must meet all the requirements of this section. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under M031.

- a. *5-digit*. Required, except optional for Standard Mail (A) if 3/5 rates are not claimed.
 - (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M031 for military mail).
 - (2) Line 2: "STD A MACH 5D" or "STD B MACH 5D" as applicable.
- b. *For Standard Mail (A) and Parcel Post if DBMC rates are not claimed and for all Bound Printed Matter: Destination BMC*. Required.
 - (1) Line 1: use L601.
 - (2) Line 2: "STD A MACH BMC" or "STD B MACH BMC," as applicable.
- c. *For Standard Mail (A) and Parcel Post if DBMC rates are claimed: Destination ASF/BMC. Option 1*: Mailers may opt to sort mail to ASFs using L602 only when the mail on the ASF pallet will be deposited at

the ASF to claim the DBMC rate. After ASF pallets are prepared (mail need not be sorted to all ASFs) remaining mail must be sorted to BMCs using L601. Mail on BMC pallets deposited at the applicable BMC facility will be eligible for DBMC rates only if its 3-digit ZIP Code prefix is listed in Exhibit E651.5.1 (Standard Mail (A)) or Exhibit E652.1.3 (Parcel Post) for that entry BMC. *Option 2*: Mailers may sort mail only to BMCs using L601. Under option 2, only mail for 3-digit ZIP Codes served by a BMC listed in Exhibit E651.5.1 or Exhibit E652.1.3 are eligible for DBMC rates (i.e., mail for 3-digit ZIP Codes served by an ASF in Exhibit E651.5.1 or Exhibit E652.1.3 are *not* eligible for DBMC rates, nor are 3-digit ZIP Codes that do not appear on Exhibit E651.5.1 or Exhibit E652.1.3).

- (1) Line 1: *Option 1*: use L602 for ASF pallets; use L601 for BMC pallets. *Option 2*: use L601.
- (2) Line 2: "STD A MACH" or "STD B MACH" as applicable; followed by "ASF" or "BMC" as applicable.

d. *Mixed BMC*. Optional.

- (1) Line 1: use "MXD" followed by the information in L601, Column B, for the BMC serving the 3-digit ZIP Code prefix of the entry post office (label to plant serving entry post office if authorized by the processing and distribution manager).
- (2) Line 2: "STD A MACH" or "STD B MACH" as applicable, followed by "WKG."

4.5 Presorted Special Standard and Library Mail

Mailers must prepare 5-digit pallets for Presorted 5-digit rate mailings and must prepare BMC pallets for Presorted BMC rate mailings as described below. Label pallets according to the Line 1 and Line 2 information listed below and under M031.

a. *5-digit (5-digit rate only)*. Required.

- (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M031 for military mail).
- (2) Line 2: "STD FLTS 5D" or "STD B IRREG 5D" or "STD B MACH 5D" as applicable.

b. *Destination BMC (BMC rate only)*. Required.

- (1) Line 1: use L601.
- (2) Line 2: "STD FLTS BMC" or "STD B IRREG BMC" or "STD B MACH BMC" as applicable.

5.0 PACKAGE REALLOCATION TO PROTECT SCF PALLET FOR PERIODICALS FLATS AND IRREGULAR PARCELS AND STANDARD MAIL (A) FLATS ON PALLETS

5.1 Basic Standards

[Amend 5.1 by revising the first sentence to specify protection of the SCF pallet and amend the second sentence to provide for new pallet levels to read as follows:]

Package reallocation to protect the SCF pallet is an optional preparation method (if performed, package reallocation must be done for the complete mailing job); only PAVE-certified presort software may be used to create pallets under the standards in 5.2 through 5.4. The software will determine if mail for an SCF service area would fall beyond the SCF level if all optional merged 5-digit scheme, optional 5-digit scheme carrier routes, optional 5-digit scheme, merged 5-digit, required 5-digit carrier routes, required 5-digit, or optional 3-digit pallets are prepared. Reallocation is performed only when there is mail for the SCF service area that would fall beyond the SCF pallet level (e.g., to an ADC or BMC pallet). The amount of mail required to bring the mail that would fall beyond the SCF level back to an SCF level pallet is the minimum volume that will be reallocated, where possible.

5.2 General Reallocation Rules

[Amend 5.2b, 5.2c, and 5.2d to provide for new pallet levels to read as follows:]

Reallocation rules:

* * * * *

- b. Reallocate packages from the highest available pallet level possible. If it is not possible to reallocate some mail from a 3-digit pallet first, then attempt to eliminate a 3-digit pallet and reallocate all mail from that pallet to create an SCF pallet; if mail cannot be reallocated from a 3-digit pallet, then attempt to reallocate some mail from a 5-digit, 5-digit carrier routes, merged 5-digit, 5-digit scheme, 5-digit scheme carrier routes, or merged 5-digit scheme pallet.
- c. The reallocation process may result in the elimination of a 3-digit pallet to create an SCF pallet, but a 5-digit, 5-digit carrier routes, merged 5-digit, 5-digit scheme, 5-digit scheme carrier routes, or merged 5-digit scheme pallet may *not* be eliminated in order to create an SCF pallet.

- d. When reallocating mail to create an SCF pallet, reallocate mail from only one more finely sorted pallet. This may be accomplished by reallocating a portion of a 3-digit pallet, reallocating all mail from a 3-digit pallet, or reallocating a portion of one of the following pallets: 5-digit, 5-digit carrier routes, merged 5-digit, 5-digit scheme, 5-digit scheme carrier routes, or merged 5-digit scheme.

* * * * *

5.3 Reallocation of Packages if Optional 3-Digit Pallets are Prepared

[Amend 5.3c and 5.3d to provide for new pallet levels to read as follows:]

Reallocation rules:

* * * * *

- c. If preparation is under M045 and there are no 3-digit pallets, attempt to identify a 5-digit, 5-digit carrier routes, 5-digit scheme, or 5-digit scheme carrier routes pallet of adequate weight to support reallocation of one or more packages to bring the mail that would fall beyond the SCF pallet level back to the SCF level. If preparation is under M920, M930, or M940 and there are no 3-digit pallets, attempt to identify a 5-digit, 5-digit carrier routes, merged 5-digit, 5-digit scheme, 5-digit scheme carrier routes, or merged 5-digit scheme pallet of adequate weight to support reallocation of one or more packages to bring the mail that would fall beyond the SCF pallet level back to the SCF level. A sufficient volume of mail must remain on the applicable pallet after reallocation to meet the pallet weight minimum established by the mailer in compliance with applicable DMM standards. If a 5-digit, 5-digit carrier routes, merged 5-digit, 5-digit scheme, 5-digit scheme carrier routes, or merged 5-digit scheme pallet, as applicable, of adequate weight is available, create an SCF pallet by combining the reallocated packages with the mail that would fall beyond the SCF pallet level.
- d. If no single 5-digit, 5-digit carrier routes, merged 5-digit, 5-digit scheme, 5-digit scheme carrier routes, or merged 5-digit scheme pallet, as applicable, within the SCF service area contains an adequate volume of mail to allow reallocation of a portion of the mail on a pallet as described in 5.3c, then no packages will be reallocated and an SCF pallet will not be prepared; the mail that falls beyond the SCF pallet level must be placed on the appropriate level pallet (ADC, ASF, or BMC) or in the appropriate level sack.

5.4 Reallocation of Packages if Optional 3-Digit Pallets are Not Prepared

[Amend 5.4a and 5.4b to provide for new pallet levels to read as follows:]

Reallocation rules:

- a. Attempt to identify a 5-digit, 5-digit carrier routes, merged 5-digit, 5-digit scheme, 5-digit scheme carrier routes, or merged 5-digit scheme pallet of adequate weight to support reallocation of one or more packages to bring the mail that would fall beyond the SCF pallet level back to the SCF level. A sufficient volume of mail must remain on the 5-digit, 5-digit carrier routes, merged 5-digit, 5-digit scheme, 5-digit scheme carrier routes, or merged 5-digit scheme pallet after reallocation to meet the pallet weight minimum established by the mailer in compliance with applicable DMM standards. If a 5-digit, 5-digit carrier routes, merged 5-digit, 5-digit scheme, 5-digit scheme carrier routes, or merged 5-digit scheme pallet of adequate weight is available, create an SCF pallet by combining the reallocated packages with the mail that would fall beyond the SCF pallet level.
- b. If no single 5-digit, 5-digit carrier routes, merged 5-digit, 5-digit scheme, 5-digit scheme carrier routes, or merged 5-digit scheme pallet within the SCF service area contains an adequate volume of mail to allow reallocation of a portion of the mail on a pallet as described in 5.4a, then no packages will be reallocated and an SCF pallet will not be prepared; the mail that falls beyond the SCF pallet level must be placed on the appropriate level pallet (ADC, ASF, or BMC) or in the appropriate level sack.

* * * * *

[Redesignate 6.0 through 14.0 as 7.0 through 15.0, respectively; insert new 6.0 to read as follows:]

6.0 PACKAGE REALLOCATION TO PROTECT BMC PALLET FOR STANDARD MAIL (A) FLATS ON PALLETS

6.1 Basic Standards

Package reallocation to protect the BMC pallet level is an optional preparation method (if performed, package reallocation to protect the BMC pallet must be done for the complete mailing job); only PAVE-certified presort software may be used to create pallets under the standards in 6.2 through 6.4. The software will determine if mail for a BMC service area would fall beyond the BMC level when ASF pallets are prepared. Reallocation is performed only when there is mail for the BMC service area that would fall beyond the BMC pallet level as a result of an ASF pallet being prepared. The amount of mail required bringing the mail that would fall beyond the BMC pallet level back to a BMC

level is the minimum volume that would be reallocated from an ASF pallet, when possible. The following “parent” BMCs can be protected with package reallocation by using mail from the ASF “child” pallets indicated in Exhibit 6.1.

Exhibit 6.1 “Parent” BMC/“Child” ASF

“Parent” BMC Service Areas	“Child” ASF ZIP Code Areas Served
Pittsburgh BMC	Buffalo ASF: 130-136; 140-149
Denver BMC	Albuquerque ASF: 865, 870-875, 877-884
	Phoenix ASF: 850, 852, 853, 855-857, 859, 860, 863, 864
	Salt Lake City ASF: 832-834, 836, 837, 840-847, 898, 979
	Billings ASF: 590-599, 821
Dallas BMC	Oklahoma City ASF: 730, 731, 734-738, 740, 741, 743-746, 748, 749
Des Moines BMC	Sioux Falls ASF: 570-577
Minneapolis BMC	Fargo ASF: 565, 567, 580-588

6.2 General Reallocation Rules

In general, when reallocating:

- a. The reallocation process does not affect package preparation. Reallocate only complete packages and only the minimum number of packages necessary to create a BMC pallet that meets the minimum pallet weight. Based on the weight of individual pieces within a package and packaging parameters, the weight of mail that is reallocated may be slightly more than the minimum volume required, creating a BMC pallet.
- b. Use Exhibit 6.1 to reallocate packages from the ASF pallet to create a BMC pallet. The ASF pallet may be eliminated to protect the BMC pallet.
- c. Reallocate mail only from one ASF pallet. Package reallocation is only to be used between the “parent” BMC and the “child” ASF. Mail from finer levels of pallets (e.g., SCF pallets) may not be reallocated.
- d. Mailers may use any minimum pallet weight(s) permitted by standard and may use different minimum weights for different pallet levels in conjunction with package reallocation.

6.3 Reallocation of Packages From ASF Pallets

When reallocating packages from ASF pallets:

- a. Use Exhibit 6.1 to identify an ASF pallet of adequate weight that can support reallocation of one or more packages to bring the mail that has fallen through the BMC level back to the BMC level without eliminating the ASF pallet. A sufficient amount of mail must remain on the ASF pallet after reallocation to meet the minimum ASF pallet weight. If an ASF pallet of adequate weight is available, then create a BMC pallet by combining the reallocated mail from the ASF pallet with the mail that would fall beyond the BMC pallet level.

- b. If no single ASF pallet within the BMC service area contains an adequate volume of mail to allow reallocation of the portion of the mail on a pallet as described in 6.3a, then eliminate one ASF pallet and reallocate all of the mail to create a BMC pallet.

6.4 Documentation

Mailings must be supported by documentation produced by PAVE-certified software meeting the standards in P012.

[Amend the title of 7.0 to read as follows:]

7.0 PALLETS OF PACKAGES, SACKS, AND TRAYS

7.1 Periodicals

[Amend 7.1 by adding a new first sentence; by redesignating the current first sentence as 7.1a and removing the phrase "letter-size"; by redesignating the current last sentence as 7.1b; and by replacing the current second sentence with 7.1c to require placement of carrier route sorted mail on separate pallets from automation rate and Presorted rate mail at the 5-digit presort level to read as follows:]

Additional pallet preparation:

- a. Combined Mailings. When two or more publications are part of a combined mailing, the mailer must keep records for each mailing (publication) as required by standard.
- b. Destination Delivery Unit Rates. Pieces claimed at destination delivery unit rates do not require separation from pieces claimed at other rates on the same pallet.
- c. Carrier Route Mail on Separate 5-Digit Level Pallets. Carrier route sorted pieces must be prepared on separate 5-digit pallets (5-digit carrier routes or 5-digit scheme carrier routes pallets) from automation rate or Presorted rate pieces (prepared on 5-digit pallets or 5-digit scheme pallets). *Exception:* When nonletter-size Periodicals are prepared as packages on pallets under M920, M930, or M940, then carrier route sorted mail, 5-digit sorted automation rate mail, and 5-digit sorted Presorted rate mail may be placed on the same merged 5-digit pallet or on the same merged 5-digit scheme pallet for those 5-digit ZIP Codes for which 1) there are "A" or "C" indicators in the City State Product under M920; or 2) the 5-digit packages are within the 5% threshold requirement under M930; or 3) the 5-digit packages are either all for 5-digit ZIP Codes that have an "A" or "C" indicator in the City State Product, or are for 5-digit ZIP Codes with a "B" or "D" indicator in the City State Product and the pieces in such 5-digit packages meet the 5% threshold under M940.

7.2 Standard Mail (A)

[Amend 7.2 by adding a new first sentence; by redesignating the current first sentence as 7.2a; by redesignating the current last sentence as 7.2b; and by replacing the current second sentence with 7.2c to require placement of carrier route sorted mail on separate pallets from automation rate and Presorted rate mail at the 5-digit presort level to read as follows:]

Additional pallet preparation:

- a. Combined Mailings. Nonprofit mail may be included in the same mailing or palletized on the same pallet as other Standard Mail (A) only as permitted by standard.
- b. Destination Delivery Unit Rates. Pieces claimed at destination delivery unit rates do not require separation from pieces claimed at other rates on the same pallet.
- c. Carrier Route Mail on Separate 5-Digit Level Pallets. Carrier route rate pieces must be prepared on separate 5-digit pallets (5-digit carrier routes or 5-digit scheme carrier routes pallets) from automation rate and/or Presorted rate pieces (prepared on 5-digit pallets or 5-digit scheme pallets). *Exception:* When flat-size pieces are prepared as packages on pallets under M920, M930, or M940, then carrier route sorted mail, 5-digit sorted automation rate mail, and 5-digit sorted Presorted rate mail may be placed on the same merged 5-digit pallet or on the same merged 5-digit scheme pallet for those 5-digit ZIP Codes for which 1) there are "A" or "C" indicators in the City State Product under M920; or 2) the 5-digit packages are within the 5% threshold requirement under M930; or 3) the 5-digit packages are either all for 5-digit ZIP Codes that have an "A" or "C" indicator in the City State Product, or are for 5-digit ZIP Codes with a "B" or "D" indicator in the City State Product and the pieces in such 5-digit packages meet the 5% threshold under M940.

* * * * *

9.0 PALLETS OF COPALLETIZED PERIODICALS OR STANDARD MAIL (A) FLAT-SIZE PIECES

9.1 Basic Standards

[Amend 9.1 by revising reference numbers and by adding information providing for preparation under M920, M930, and M940 to read as follows:]

Copalletized flat-size mailings must meet the standards in M041 and in 1.0 through 7.0 and those below. In addition, if copalletized under M920, M930, or M940, the provisions of one of those preparation options must also be met. Any combination of automation rate mailings and

nonautomation rate mailings is subject to the restrictions in 7.0. Packages in a copalletized mailing qualify for the appropriate presort level rate, regardless of the pallet level on which they are placed.

* * * * *

[Amend the heading and the contents of 9.4 to read as follows:]

9.4 Pallet Labels

Pallet labels for copalletized mailings must meet the provisions of M031 and M045.4.0, or if applicable, M031 and M920, M930, or M940.

* * * * *

10.0 PALLETS OF MACHINABLE PARCELS

* * * * *

[Amend redesignated 10.3 by removing the second sentence to read as follows:]

10.3 DBMC Rate

If applicable, a BMC pallet may include pieces that are eligible for the DBMC rate and pieces that are ineligible.

* * * * *

M073 Combined Mailings of Standard Mail (A) and Standard Mail (B) Parcels

1.0 COMBINED MACHINABLE PARCELS — RATES OTHER THAN PARCEL POST OBMC PRESORT, BMC PRESORT, DSCF, AND DDU

* * * * *

1.6 Sack Preparation

[Amend 1.6 by adding an introductory sentence and by revising 1.6a(2) and 1.6a(3) to read as follows:]

The requirements for sack preparation are as follows:

- a. Sack size, preparation sequence, and Line 1 labeling:

* * * * *

- (2) Destination ASF: optional; allowed only for mail deposited at an ASF to claim the DBMC rate (minimum of 10 pieces/20 pounds/1,000 cubic inches, smaller volume not permitted); for Line 1 use L602. DBMC rate eligibility is determined by Exhibits E651.5.1 and E652.1.3

- (3) Destination BMC: required (minimum of 10 pieces/20 pounds/1,000 cubic inches, smaller volume not permitted); for Line 1, use L601. DBMC rate eligibility is determined by Exhibits E651.5.1 and E652.1.3.

* * * * *

M100 First-Class Mail (Nonautomation)

* * * * *

M130 Presorted First-Class

1.0 BASIC STANDARDS

1.1 All Pieces

[Amend 1.1 to provide for preparation under M920 to read as follows:]

Each Presorted First-Class mailing must meet the applicable standards in E130 and in M010, M020, and M030; flat-size mail co-trayed with automation rate mail must be prepared under 1.6 and M910. All pieces must be in the same processing category, subject to 1.4, and must be sorted together and prepared under 2.0, 3.0, 4.0, or 5.0 as appropriate; automation rate First-Class Mail must be prepared under M810, M820, or M910 as applicable. Letter-size pieces (including card-size pieces) must be prepared in letter trays; flat-size pieces must be prepared in flat trays; parcels must be prepared in sacks. Subject to M012, all pieces must be marked "Presorted" and "First-Class."

* * * * *

[Add new 1.6 to read as follows:]

1.6 Co-Traying With Automation Rate Mail

Packages of flat-size mail prepared under 4.1 may be co-trayed with automation rate mail that is part of the same mailing job at all levels of trays if prepared under M910.

* * * * *

M200 Periodicals (Nonautomation)

1.0 BASIC STANDARDS

1.1 General Preparation

[Amend 1.1 to provide for preparation under M910, M920, M930, and M940 to read as follows:]

All pieces in each nonautomation rate Periodicals mailing must be in the same processing category and sorted together to the finest extent required under 2.0 and either 3.0 or 4.0 as appropriate; automation rate Periodicals must be prepared under M810 or M820 as applicable; nonletter-size mail co-sacked with automation rate mail must be prepared under 1.6 and M910, or under 1.7 and M920. Letter-size pieces must be prepared in trays; nonletter-size pieces must be prepared in sacks. Palletization of trays, sacks, or packages is permitted by M041 and M045. Nonletter-size packages may also be palletized under M041 and M920, M930, or M940. Postmasters may authorize preparation of small mailings in non-postal containers if they consist primarily of packages for local ZIP Codes, do not exceed 20 pounds, and do not require postal transportation for processing.

* * * * *

[Add new 1.6 and 1.7 to provide for preparation under M910 and M920 to read as follows:]

1.6 Co-Sacking With Automation Rate Mail

Packages of nonletter-size mail prepared under 2.4a and 2.4c through 2.4f may be co-sacked with automation rate mail that is part of the same mailing job under the standards in M910.

1.7 Merged Containerization of Nonletter-Size Carrier Route, Automation Rate, and Presorted Rate Mail

Under the standards in M920, nonletter-size firm and 5-digit packages at Presorted rates that are prepared under 1.0 and 2.4a and 2.4c may be co-sacked with nonletter-size carrier route packages prepared under 1.0 and 2.4b and with nonletter-size 5-digit packages at automation rates prepared under M820 in merged 5-digit sacks and in merged 5-digit scheme sacks or pallets. Under the standards in M920, M930, or M940, nonletter-size firm and 5-digit packages at Presorted rates that are prepared under 1.0 and 2.4a and 2.4c may be copalletized with nonletter-size carrier route packages prepared under 1.0 and 2.4b and with nonletter-size 5-digit packages at automation rates prepared under M820 on merged 5-digit pallets and in merged 5-digit scheme sacks or pallets.

* * * * *

M600 Standard Mail (Nonautomation)

M610 Presorted Standard Mail (A)

1.0 BASIC STANDARDS

1.1 All Mailings

[Amend the first sentence of 1.1 and 1.1c to provide for preparation under M910, M920, M930 and M940 to read as follows:]

All mailings at Presorted Standard rates are subject to specific preparation standards in 2.0 through 6.0 and to these general standards (automation rate mail must be prepared under M810, M820, M910, M920, M930, or M940, as applicable):

* * * * *

- c. All pieces must be sorted together and prepared under M045 or under M610, or if flat-size under M910, M920, M930, or M940.

* * * * *

[Add new 1.5 and 1.6 to provide for preparation under M910, M920, M930, and M940 to read as follows:]

1.5 Co-Sacking With Automation Rate Mail

Packages of flat-size mail prepared under 4.3 may be co-sacked with automation rate mail that is part of the same mailing job under the standards in M910.

1.6 Merged Containerization With Carrier Route and Automation Rate Mail

When the conditions and preparation standards in M920 are met, flat-size 5-digit packages at Presorted rates prepared under 4.3a may be co-sacked with flat-size carrier route rate packages prepared under M620 and with flat-size 5-digit packages at automation rates prepared under M820 in merged 5-digit sacks or in merged 5-digit scheme sacks. When the conditions and preparation standards in M920, M930, or M940 are met, flat-size 5-digit packages at Presorted rates prepared under 4.3a may be copalletized with flat-size carrier route rate packages prepared under M620 and with flat-size 5-digit packages at automation rates prepared under M820 in merged 5-digit pallets, or in merged 5-digit scheme pallets.

* * * * *

5.0 MACHINABLE PARCELS

* * * * *

5.2 Sack Preparation

[Amend 5.2 by revising 5.2b and 5.2c to read as follows:]

Sack size, preparation sequence, and Line 1 labeling:

* * * * *

- b. Destination ASF: optional; allowed only for mail deposited at an ASF to claim the DBMC rate (minimum of 10 pounds, smaller volume not permitted); for Line 1 use L602. DBMC rate eligibility is determined by Exhibit E651.5.1.

- c. Destination BMC: required (minimum of 10 pounds, smaller volume not permitted); for Line 1, use L601. DBMC rate eligibility is determined by Exhibit E651.5.1.

* * * * *

M620 Enhanced Carrier Route Standard Mail

1.0 BASIC STANDARDS

1.1 All Mailings

[Amend 1.1c to provide for preparation under M920, M930, and M940 to read as follows:]

All nonautomation rate Enhanced Carrier Route mailings are subject to these general standards (automation rate Enhanced Carrier Route mailings must be prepared under M810):

* * * * *

- c. All pieces must be sorted together and prepared under M045, M920, M930, or M940 (if palletized), or under M620 or M920 if sacked.

* * * * *

[Add new 1.6 to provide for preparation under M920, M930, and M940 to read as follows:]

1.6 Merged Containerization With Automation Rate and Presorted Rate Mail

When the conditions and preparation standards in M920 are met, flat-size carrier route rate packages prepared under 2.0 may be co-sacked with flat-size 5-digit packages at Presorted rates prepared under M610 and with flat-size 5-digit packages at automation rates prepared under M820 in merged 5-digit sacks or in merged 5-digit scheme sacks. When the conditions and preparation standards in M920, M930, or M940 are met, flat-size carrier route rate packages prepared under 2.0 may be copalletized with flat-size 5-digit packages at Presorted rates prepared under M610 and with flat-size 5-digit packages at automation rates prepared under M820 in merged 5-digit pallets or in merged 5-digit scheme pallets.

* * * * *

M630 Standard Mail (B)

* * * * *

6.0 MACHINABLE PARCELS

* * * * *

6.2 Sack Preparation

[Amend 6.2 by revising 6.2b and 6.2c to read as follows:]

Sack size, preparation sequence, and Line 1 labeling:

* * * * *

- b. Destination ASF: optional; allowed only for mail deposited at an ASF to claim the DBMC rate (minimum of 10 pieces/20 pounds/1,000 cubic inches, smaller volume not permitted); for Line 1, use L602. DBMC rate eligibility is determined by Exhibit E652.1.3.
- c. Destination BMC: required (minimum of 10 pieces/20 pounds/1,000 cubic inches, smaller volume not permitted); for Line 1, use L601. DBMC rate eligibility is determined by Exhibit E652.1.3.

* * * * *

M800 All Automation Mail

* * * * *

M820 Flat-Size Mail

1.0 BASIC STANDARDS

* * * * *

[Revise the heading and contents of 1.9 to provide for preparation under M910 to read as follows:]

1.9 Co-Traying, Co-Sacking, or Copalletizing With Presorted Rate Mail

Packages prepared under M820 1.0 through 4.0 may be co-trayed or co-sacked with Presorted rate mail that is part of the same mailing job and mail class at all levels of tray or sack sortation under the provisions of M910.

[Add new 1.10 to provide for preparation under M920 to read as follows:]

1.10 Merged Containerization With Carrier Route and Presorted Rate Mail

Under M920, 5-digit automation rate packages prepared under M820.1.0, M820.3.0, and M820.4.0 may be co-sacked with both carrier route rate packages and 5-digit Presorted rate packages in merged 5-digit sacks or pallets, or in merged 5-digit scheme sacks or pallets, for those 5-digit ZIP Codes with an "A" or "C" indicator in the Carrier Route Indicators field of the City State Product that shows such combination is permissible. In addition, 5-digit automation rate packages prepared under M820.1.0, M820.3.0, and M820.4.0 may be copalletized with both carrier route rate packages and 5-digit Presorted rate packages on merged 5-digit pallets, or on merged 5-digit scheme pallets, under the conditions in M920, M930, or M940. Packages co-sacked or copalletized under M920, M930, or M940 must be part of the same mailing job and mail class.

* * * * *

[Add new section M900 to provide for co-traying and co-sacking of automation rate and Presorted rate packages and co-sacking and copalletization of carrier route packages, 5-digit automation packages, and 5-digit Presorted rate packages to read as follows:]

M900 Advanced Preparation Options

M910 Co-Traying and Co-Sacking of Automation Rate and Presorted Rate Mailings of Flat-Size Mail

1.0 FIRST-CLASS MAIL

1.1 Basic Standards

Packages of flat-size pieces in an automation rate mailing may be co-trayed with packages of flat-size pieces in a Presorted rate mailing under the following conditions:

- a. The pieces in the automation rate mailing and in the Presorted rate mailing must be part of the same mailing job and reported on the same postage statement.

- b. Pieces in the automation rate mailing must meet the criteria for a flat under C050.3.2 and C820. Pieces in the Presorted rate mailing must meet the criteria for a flat under C050.3.1.
- c. The automation rate mailing must meet the eligibility criteria in E140, except that the traying criteria in 1.3 must be met rather than the traying criteria in M820.
- d. The Presorted rate mailing must meet the eligibility criteria in E130, except that the traying and documentation criteria in 1.1 and 1.3 must be met rather than the traying and documentation criteria in M820.
- e. The rates for pieces in the automation rate mailing are applied based on the level of package to which they are sorted under E140.2.0.
- f. The automation rate pieces must be marked under M012. Pieces claimed at an automation rate must bear the "First-Class" marking or "Presorted" and "First-Class" markings and, except as provided in M012, "AUTO." The Presorted rate pieces must be marked "First-Class" and "Presorted." Presorted rate pieces must not bear the "AUTO" marking.
- g. The packages prepared from the automation rate mailing and the packages prepared from the Presorted rate mailing must be sorted into the same trays as described in 1.3.
- h. A complete, signed, appropriate postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, documentation produced by PAVE-certified or MAC-certified software, or standardized documentation under P012, must be submitted with each co-trayed mailing job that describes for each tray sortation level the number of pieces qualifying for each applicable automation rate and the number of pieces that qualify for the Presorted rate under P012.
- i. Barcoded tray labels under M032 must be used to label the trays.

1.2 Package Preparation

The automation rate mailing must be packaged and labeled under M820. The Presorted rate mailing must be packaged and labeled under M130.

1.3 Tray Preparation and Labeling

Presorted rate and automation rate packages prepared under 1.2 must be presorted together into trays (co-trayed) in the sequence listed below. Trays must be labeled using the following information for Lines 1 and 2 and M032 for other sack label criteria.

- a. *5-digit*: required, full trays only (no overflow trays).
 - (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M032 for military mail).
 - (2) Line 2: "FCM FLTS 5D BC/NBC."
- b. *3-digit*: required, full trays only (no overflow trays).
 - (1) Line 1: Use L002, Column A.
 - (2) Line 2: "FCM FLTS 3D BC/NBC."
- c. *Origin/entry 3-digit*: required for each 3-digit ZIP Code served by the SCF of the origin (verification) office, optional for each 3-digit ZIP Code served by the SCF of an entry office other than the origin office, no minimum.
 - (1) Line 1: Use L002, Column A.
 - (2) Line 2: "FCM FLTS 3D BC/NBC."
- d. *ADC*: required, full trays only (no overflow trays), use L004 to determine ZIP Codes served by each ADC.
 - (1) Line 1: Use L004.
 - (2) Line 2: "FCM FLTS ADC BC/NBC."
- e. *Mixed ADC*: required, no minimum.
 - (1) Line 1: Use "MXD" followed by the city, state, and ZIP Code of the facility serving the 3-digit ZIP Code of the entry post office, as shown in L002, Column C.
 - (2) Line 2: "FCM FLTS BC/NBC WKG."

2.0 PERIODICALS

2.1 Basic Standards

Packages of nonletter-size pieces in an automation rate mailing may be co-sacked with packages of nonletter-size pieces in a Presorted rate mailing under the following conditions:

- a. The pieces in the automation rate mailing and in the Presorted rate mailing must be part of the same mailing job and must be reported on the appropriate postage statement(s).
- b. The pieces in the mailing job must all be nonletter-size and meet any other size and mailpiece design requirements applicable to the rate category for which they are prepared.

- c. The automation rate mailing must meet the eligibility criteria in E240, except that the sacking and documentation criteria in 2.1, 2.3, and 2.4 must be met rather than the sacking and documentation criteria in M820.
- d. The Presorted rate mailing must meet the eligibility criteria in E230, except that the sacking and documentation criteria in 2.1, 2.3, and 2.4 must be met rather than the sacking and documentation criteria in M820.
- e. The rates for pieces in the automation rate mailing are applied based on the number of pieces in the package and the level of package to which they are sorted under E240. The rates for pieces in the Presorted rate mailing are based on the number of pieces in the package and the level of sack in which they are placed under E230.
- f. The packages prepared from the automation rate mailing and the packages prepared from the Presorted rate mailing must be sorted into the same sacks as described in 2.3 and 2.4.
- g. A complete, signed, appropriate postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, documentation produced by PAVE-certified or MAC-certified software, or standardized documentation under P012, must be submitted with each co-sacked mailing job that describes for each sack sortation level the number of pieces qualifying for each applicable automation rate and the number of pieces that qualify for each applicable Presorted rate under P012.
- h. Barcoded sack labels under M032 must be used to label sacks.

2.2 Package Preparation

The automation rate mailing must be packaged and labeled under M820 (all package levels). The Presorted rate mailing must be packaged and labeled under M200 (excluding carrier route packages).

2.3 Low-Volume Packages in Sacks or on Pallets

Five-digit and 3-digit packages prepared under M200 and M820 that contain fewer than six pieces may be placed in 5-digit, 3-digit, and SCF sacks when the publisher determines that such preparation improves service. Pieces in such low-volume packages must claim the applicable basic Presorted rate, except for firm packages at Presorted rates as applicable under M200.1.4.

2.4 Sack Preparation and Labeling

Presorted rate and automation rate packages prepared under 2.2 and 2.3 must be presorted together into sacks (co-sacked) in the sequence listed below. Sacks must be labeled using the following information for Lines 1 and 2 and M032 for other sack label criteria. If, due to the physical size of the mailpieces, the automation rate pieces are considered flat-size under C820 and the Presorted rate pieces are considered irregular parcels under C050, the processing category shown on the sack label must show "FLTS."

- a. *5-digit*: required at 24 pieces to same 5-digit, optional with one six-piece package, or under 2.3 with at least one package of fewer pieces.
 - (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M032 for military mail).
 - (2) Line 2: "PER" or "NEWS" as applicable and "FLTS 5D BC/NBC."
- b. *3-digit*: required at 24 pieces to same 3-digit, optional with one six-piece package, or under 2.3 with at least one package of fewer pieces.
 - (1) Line 1: use L002, Column A.
 - (2) Line 2: "PER" or "NEWS" as applicable and "FLTS 3D BC/NBC."
- c. *SCF*: required at 24 pieces, optional with one six-piece package, or under 2.3 with at least one package of fewer pieces.
 - (1) Line 1: use L002, Column C.
 - (2) Line 2: "PER" or "NEWS" as applicable and "FLTS SCF BC/NBC."
- d. *Origin/entry SCF*: required for the SCF of the origin (verification) office, optional for the SCF of an entry office other than the origin office, no minimum.
 - (1) Line 1: use L002, Column C.
 - (2) Line 2: "PER" or "NEWS" as applicable and "FLTS SCF BC/NBC."
- e. *ADC*: required at 24 pieces, optional with one six-piece package (packages of fewer than 6 pieces are not permitted).
 - (1) Line 1: use L004.
 - (2) Line 2: "PER" or "NEWS" as applicable and "FLTS ADC BC/NBC."
- f. *Mixed ADC*: required, no minimum, except that packages of fewer than six pieces at 5-digit, 3-digit, and ADC package levels are not permitted.
 - (1) Line 1: Use L802 (mail entered by the mailer at an ASF or BMC) or L803, as appropriate.
 - (2) Line 2: "PER" or "NEWS" as applicable and "FLTS BC/NBC WKG."

3.0 STANDARD MAIL (A)

3.1 Basic Standards

Packages of flat-size pieces in an automation rate mailing may be co-sacked with packages of flat-size pieces in a Presorted rate mailing under the following conditions:

- a. The pieces in the automation rate mailing and in the Presorted rate mailing must be part of the same mailing job and reported on the same postage statement or consolidated postage statement.
- b. Pieces in the automation rate mailing must meet the criteria for a flat under C050.3.2 and C820. Pieces in the Presorted rate mailing must meet the criteria for a flat under C050.3.1.
- c. The automation rate mailing must meet the eligibility criteria in E640, except that the sacking and documentation criteria in 3.1, 3.3, and 3.4 must be met rather than the sacking and documentation criteria in M820.
- d. The Presorted rate mailing must meet the eligibility criteria in E620, except that the sacking and documentation criteria in 3.1, 3.3, and 3.4 must be met rather than the sacking and documentation criteria in M610.
- e. The rates for pieces in the automation rate mailing are applied based on the number of pieces in the package and the level of package to which they are sorted under E640.1.0. The rates for pieces in the Presorted rate mailing are based on the number of pieces in the package and the level of sack in which they are placed under E620.1.0.
- f. The automation rate pieces must be marked under M012. Pieces claimed at an automation rate must be marked "Presorted Standard" (or "PRSRT STD") or "Nonprofit Organization" (or "Nonprofit Org." or "Nonprofit") and, except as provided in M012, "AUTO." The Presorted rate pieces must be marked "Presorted Standard" (or "PRSRT STD") or "Nonprofit Organization" (or "Nonprofit Org." or "Nonprofit"). Presorted rate pieces must not bear the "AUTO" marking.
- g. The packages prepared from the automation rate mailing and the packages prepared from the Presorted rate mailing must be sorted into the same sacks as described in 3.3 and 3.4.
- h. A complete, signed, appropriate postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable mailing statement, documentation produced by PAVE-certified or MAC-certified software, or standardized documentation under P012, must be

submitted with each co-sacked mailing job that describes for each sack sortation level the number of pieces qualifying for each applicable automation rate and the number of pieces that qualify for each applicable Presorted rate under P012.

- i. Barcoded sack labels under M032 must be used to label the sacks.

3.2 Package Preparation

The automation rate mailing must be packaged and labeled under M820. The Presorted rate mailing must be packaged and labeled under M610. Loose packing under M610 is not permitted.

3.3 Sacking Under 125-Piece or 15-Pound Rules

When the minimum quantity of 125 pieces or 15 pounds of mail is specified for a sack sortation level in 3.4, the provisions of M820.4.2 apply.

3.4 Sack Preparation and Labeling

Presorted rate and automation rate packages prepared under 3.2 must be presorted together into sacks (co-sacked) in the sequence listed below. Sacks must be labeled using the following information for Lines 1 and 2, and M032 for other sack label criteria.

- a. *5-digit*: required, 125-piece/15-pound minimum, smaller volume not permitted.
 - (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M032 for military mail).
 - (2) Line 2: "STD FLTS 5D BC/NBC."
- b. *3-digit*: required, 125-piece/15-pound minimum, smaller volume not permitted.
 - (1) Line 1: use L002, Column A.
 - (2) Line 2: "STD FLTS 3D BC/NBC."
- c. *Origin/entry 3-digit*: required for each 3-digit ZIP Code served by the SCF of the origin (verification) office, optional for each 3-digit ZIP Code served by the SCF of an entry office other than the origin office, no minimum.
 - (1) Line 1: use L002, Column A.
 - (2) Line 2: "STD FLTS 3D BC/NBC."
- d. *ADC*: required, 125-piece/15-pound minimum, smaller volume not permitted, use L004 to determine ZIP Codes served by each ADC.
 - (1) Line 1: use L004.
 - (2) Line 2: "STD FLTS ADC BC/NBC."
- e. *Mixed ADC*: required, no minimum.
 - (1) Line 1: use L802 for mail entered by the mailer at an ASF or BMC, otherwise use L803.

(2) Line 2: "STD FLTS BC/NBC WKG."

* * * * *

[Due to space limitations, the following new DMM units are not included in this Postal Bulletin article:

- (1) M920, Merged Containerization of Packages Using the City State Product
- (2) M930, Merged Palletization of Packages Using a 5% Threshold
- (3) M940, Merged Palletization of Packages Using the City State Product and a 5% Threshold

These units were originally published in the Federal Register on August 16, 2000 (65 FR 50054). Revisions to the required use of the "NONBARCODED" or "NBC" designation on pallet labels described in the summary of this article apply to M920, M930, and M940. A full-text version of this Postal Bulletin article, including the new DMM units M920, M930, and M940 and the applicable pallet label revisions to those sections, is available in PDF format and as a Microsoft Word document on the Postal Explorer "What's New" page (<http://pe.usps.gov>) and on the Postal Bulletin Web page (<http://www.usps.com/cpim/ftp/bulletin/pb2000.htm>.)

* * * * *

P Postage and Payment Methods

P000 Basic Information

* * * * *

P012 Documentation

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2.0 STANDARDIZED DOCUMENTATION — FIRST-CLASS MAIL, PERIODICALS, AND STANDARD MAIL (A)

* * * * *

2.2 Format and Content

[Amend 2.2 by revising the last two sentences of 2.2d(4) and by adding 2.2d(5) to read as follows:]

For First-Class Mail, Periodicals, and Standard Mail (A), standardized documentation includes:

* * * * *

- d. For packages on pallets, the body of the listing reporting these required elements:

* * * * *

- (4) Separate columns for each rate reported in the mailing, with pieces reported in the appropriate column, and a running total of pieces mailed that

is continuous for each mailing (group information either in ZIP Code order and by sortation level or by sortation level and within each sortation level, by ZIP Code; report trays and sacks on pallets by pallet level and destination; include all information required in 2.2c for mail in trays or sacks). Document SCF or BMC pallets created as a result of package reallocation under M045.5.0 or 6.0 on the USPS Qualification Report by designating the protected pallet with an identifier of "PSCF" (for a SCF pallet) or "PBMC" (for a BMC pallet). These identifiers are required to appear only on the USPS Qualification Report; they are not required to appear on pallet labels or in any other mailing documentation.

- (5) For mailings prepared as packages on pallets under M930 and M940 a separate 5% threshold summary must appear beneath the pallet rate summary for the last physical pallet of each logical merged 5-digit scheme pallet and logical merged 5-digit pallet as provided in M930.1.1, M930.2.1, M940.1.1, or M940.2.1, as applicable.

* * * * *

2.4 Sortation Level

[Amend 2.4 by adding new indicator "M5D" to identify merged 5-digit sacks and pallets, by adding new indicator "M5DS" to identify merged 5-digit scheme sacks and pallets, by adding "and pallets" to the description of the sortation level for 5-digit scheme carrier routes, and by adding a new sortation level and abbreviation immediately below SCF pallets created from package reallocation, to read as follows:]

The actual sortation level (or corresponding abbreviation) is used for the package, tray, sack, or pallet levels required by 2.2 and shown below:

Sortation Level	Abbreviation
* * * * *	
5-Digit Scheme Carrier Routes [sacks and pallets, Periodicals flats and irregular parcels, Standard Mail (A) flats]	CR5S
* * * * *	
Merged 5-Digit [sacks and pallets, Periodicals flats and irregular parcels, Standard Mail (A) flats]	M5D
Merged 5-Digit Scheme [sacks and pallets, Periodicals flats and irregular parcels, Standard Mail (A) flats]	M5DS
* * * * *	
BMC [pallets created from package reallocation]	PBMC

[Amend the heading of 2.5 to read as follows:]

2.5 Combined, Copalletized, and Merged Mailings

[Amend the first sentence of 2.5 by changing "M045" to "M045, M920, M930, or M940."]

* * * * *

— Mail Preparation and Standards,
Pricing and Product Design, 11-2-00

Finance

PROCESS REVISION

Change to Payment Process for Vehicle Repair Invoices

The Change to Payment Process for Vehicle Repair Invoices article on page 30 of *Postal Bulletin* 22030 (8-10-00) providing changes to the payment process to vendors for contractual vehicle repairs and washing agreements is rescinded.

The process of payments to vendors for contractual vehicle repairs and washing agreements is being changed *only* for those vendors that accept the U.S. Bank Voyager fleet credit cards. Effective November 7, 2000, the Vehicle Management Accounting System (VMAS) will be used throughout the Postal Service to allow Vehicle Maintenance Agreement (VMA) vendors and washing contractors that do *not* accept the fleet card to receive payment via vehicle maintenance facility (VMF) data input. VMAS payment is *not* authorized to process payments to VMA vendors who do accept the Voyager fleet card. These vendors will be paid automatically by U.S. Bank. Vehicle site managers must send a copy of PS Form 4541, *Order-Invoice for Vehicle Repair*, and/or an invoice to the servicing VMF for input into VMAS for historical purposes only.

Effective November 4, 2000, vehicle site managers *must* discontinue sending certified invoices to the San Mateo Accounting Service Center (ASC) for manual processing and payment. The original PS Form 4541 and/or an invoice must be sent to the servicing VMFs for processing and payment as outlined on page 33 of *Postal Bulletin* 21867 (5-12-94) and page 60 of *Postal Bulletin* 21875 (9-1-94).

Any VMA PS Form 4541 sent to the San Mateo ASC after November 3, 2000, will be returned to the sending site.

To eliminate the possibility of making duplicate payments to vendors that accept the Voyager fleet credit card, the following procedures must be followed effective *immediately* for all existing agreements:

1. Purchasing and material service centers (PMSCs) and VMFs jointly determine whether each existing VMA vendor currently accepts the Voyager fleet credit card.
2. For vendors not accepting the fleet card, vehicle site managers send PS Form 4541s and/or invoices to their servicing VMFs for VMAS input and payment.
3. For vendors accepting the fleet card, PMSCs modify the agreement to reflect the payment change to be effective on the first day of the following accounting period (AP). The modification must be sent immediately to the San Mateo ASC, the servicing VMF, and all other parties to the agreement.
4. The San Mateo ASC removes the agreement number from the accounts payable system by the sixth day of the AP. This causes VMAS-generated payments to vendors with modified agreements to be rejected.
5. New awards for VMAs must address the acceptance of the Voyager fleet credit card. If the fleet card has been deployed to your area and the vendor accepts it, the PMSC must not distribute a commitment copy to the San Mateo ASC. If an award is made prior to the deployment of the fleet card to your area and the vendor accepts the card, the PMSC must modify the agreement as stated in item 3 above.

— Corporate Accounting, Finance, 11-2-00

CORRECTION

Fleet Credit Card Being Implemented at All Postal Service Sites

An error appeared in the fleet credit card article on page 69 of *Postal Bulletin* 22030 (8-10-00).

Please change the first sentence of the next to last paragraph to read as follows:

If the merchant accepts the Voyager fleet card, there will be no need to maintain PS Form 4567 or to manually enter fuel or oil into AVUS or on the accounting period (AP) Vehicle Utilization Worksheet provided by the VMF.

Minor repair costs must still be sent to the servicing VMF either manually or via AVUS.

— *Corporate Accounting, Finance, 11-2-00*

Security and Segmented Inventory Accountability

All available protective equipment must be utilized by Segmented Inventory Accounting (SIA) offices to secure their stamp stock.

SIA postmasters and unit managers must follow these procedures:

- Offices using open merchandising, close your security grilles to protect displayed merchandise when your office is closed.
- Offices using closed merchandising, use an approved security container for stamp stock when your office is closed.

All SIA postmasters and unit managers must *immediately* review their security procedures to ensure that their security equipment is being properly utilized, especially during the hours that their office is closed.

See Handbook F-1, *Post Office Accounting Procedures*, section 416.1, for information on priorities of protection and the types of protective equipment to be used for each security level.

— *Post Office Accounting, Finance, 11-2-00*

*ALL POSTMASTERS AND INSTALLATION HEADS***Annual Vending Machine Income Report**

A summary of vending machine income sharing and other activities related to the Randolph-Sheppard Act Amendments of 1974 is required for fiscal year 2000 (October 1, 1999, through September 30, 2000). This report complies with an annual request from the Department of Education and Handbook EL-602, *Food Service Operations*, 441.3.

Responsibilities

The following personnel must provide vending machine income information. Vending machine income is defined as proceeds and/or commissions received by postal installations that have one or more coin-operated vending machines (stamp machines excepted) selling snacks, beverages, food, or tobacco:

Installation Heads (Persons in Charge of Facilities With Vending Machines) and Postmasters

- **By November 24, 2000**, all installation heads submit final reports (see format on page 55) to their processing and distribution lead plant or customer service and sales district level managers. Postmasters submit consolidated reports to appropriate managers (see format provided), including the proceeds and/or commission from vending machines at branches, stations, etc., under their control.

Lead Plant and District Managers

- **By December 15, 2000**, lead plant and district managers must consolidate the reports by state and forward them to their district Human Resources managers.

District Human Resources Managers and Headquarters Field Unit Managers

- **By January 5, 2001**, district Human Resources managers and Headquarters field unit managers must submit consolidated reports, summarized by state, to the following address:

ANNUAL VENDING INCOME REPORT
MANAGER PERSONNEL OPERATIONS SUPPORT
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 1831
WASHINGTON DC 20260-4261

Personnel Operations Support in Employee Resource Management

- Personnel Operations Support consolidates all submissions into one report that is submitted to the Department of Education.

— *Employee Resource Management, 11-2-00*

Vending Machine Income¹		
Vending machine commissions received from commercial concessionaire (do not include the 1 ½% operating fee):	Receipts of locally operated vending machine, after deducting the costs of goods sold, including reasonable maintenance cost:	Amount disbursed to state licensing agency:
\$	\$	\$

Applications From State Licensing Agency (SLA) for Permits or Contracts to Operate Vending Facilities

Number Pending at Beginning of Period	Total Number Received	Number Awarded to SLA	Number Denied ²	Number Pending at End of Period

The above data is taken from records on file in the office of:

Signature: _____

Title: _____

Installation: _____

Address: _____

¹ Do not include income from postal products machines or recreational information or service machines.

² Attach explanation of each denial.

Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 446

Keep all foreign order notices for use as reference.

Tentative Order

A Tentative Lottery Order has been issued against the following:

Germany

L A STEPULACK
SUBSCRIPTIONS DEPT
POSTFACH 2363
LIEBIGSTR 3
32013 HERFORD
GERMANY

Do not dispatch any mail to the above. Place the mailpieces in a pouch endorsed "Foreign Order Mail" and send it to:

POSTMASTER
CLAIMS AND INQUIRY
JAMES A FARLEY BLDG RM 2029A
NEW YORK NY 10199-9652

Do not place any endorsement on the mailpieces themselves.

Personnel may post this notice at the outgoing primary. They must post it on the Foreign Order Board at all processing and distribution plants, designated international exchange offices, and customer service plants.

— Recorder's Office, Judicial Officer, 11-2-00

Withholding of Mail Orders

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

State/City	Names Covered
AR, Little Rock 72205-2320	Any And All Of Various Names Except The Surname Jones, 1 Serenity Drive
CA, Aliso Viejo 92656-3041	Any And All Names, 27068 La Paz Road, PMB 276
CA, Irvine 92606-5146	Any And All Names, 92 Corporate Park, PMB C-540
CA, Aliso Viejo 92656-5301	Any And All Names, 26895 Aliso Creek Road, PMB 151
CA, Irvine 92612-1332	Any And All Names, 2222 Michelson, PMB 222-101
CA, Beverly Hills 90212-3017	Any And All Names, 9461 Charleville Blvd., #510
CA, Los Angeles 90086-0101	Any And All Names, P.O. Box 86101
DE, New Castle 19720-0000	The Surname Schneller, 600 Moores Lane Building 6, Apartment 58
VA, Roanoke 24015-4405	Any And All Of Various Names Other Than The Surnames Leske And Amburn, 3611 Buckner Road
VA, Roanoke 24015-0313	Any And All Of Various Names Other Than The Surname Leske, P.O. Box 4313

— Recorder's Office, Judicial Officer, 11-2-00

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

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

011 582 1889 to 011 582 1899	383 314 3968 to 3999	399 792 7775 to 7799	412 485 6610 to 6699
011 588 2900 to 011 588 3099	383 892 1000 to 1344	399 792 8300 to 8399	412 885 5953 to 5999
012 579 5675 to 012 579 5699	383 892 1382 to 1399	400 427 1051 to 1999	414 193 3608 to 3674
013 289 6176 to 013 289 6199	384 925 3641 to 3654	401 045 1505 to 1549	414 193 3677 to 3699
013 610 0014 to 013 610 0099	385 568 2331 to 2399	401 045 1571 to 1599	414 411 7348 to 7399
014 932 1000 to 014 932 1099	385 599 7554 to 7575	401 294 2700 to 2799	414 640 0757 to 0799
014 972 0800 to 014 972 0899	385 774 2024 to 2099	401 310 9505 to 9599	414 965 1727 to 1799
015 363 0007 to 015 363 0099	386 624 1412 to 1599	401 382 5312 to 5399	417 302 8104 to 8199
018 986 5264 to 018 986 5299	386 883 8936 to 8999	402 578 7876 to 7899	417 387 6532 to 6599
210 221 0548 to 210 221 0599	387 314 5574 to 5599	403 125 6744 to 6799	417 496 6800 to 6999
273 070 8059 to 273 070 8099	387 837 6300 to 6399	403 260 7000 to 7499	417 871 9250 to 9299
273 775 7700 to 273 775 7899	388 828 0656 to 0699	403 280 6470 to 6499	417 930 9533 to 9599
302 000 0000 to 302 123 9999	389 696 2400 to 2799	403 685 8600 to 8699	418 164 6500 to 6799
349 746 2056 to 2099	389 846 3104 to 3135	404 003 0300 to 0399	418 423 9863 to 9899
350 518 7350 to 7374	389 846 3145 to 3195	404 041 8838 to 8899	418 633 5922 to 5999
360 011 1690 to 1699	389 887 9211 to 9230	404 071 4268 to 4299	418 719 8520 to 8599
360 168 6008 to 6099	389 887 9234 to 9299	404 347 5356 to 5399	418 744 2235 to 2299
360 173 8800 to 8899	390 001 3182 to 3199	404 347 5548 to 5599	418 962 2848 to 2899
360 324 2326 to 2399	390 001 3500 to 3699	404 726 4500 to 4599	419 543 0286 to 0299
362 861 3064 to 3099	390 545 5974 to 5999	404 961 5001 to 5199	419 730 0300 to 0399
373 006 2176 to 2199	391 104 6146 to 6199	405 325 0188 to 0198	420 277 0015 to 0049
374 768 2600 to 2699	391 574 1466 to 1499	406 009 4587 to 4599	420 599 0734 to 0798
375 169 4400 to 4599	391 783 3020 to 3599	406 260 6830 to 6899	420 661 4115 to 4199
375 829 3400 to 3499	391 792 6100 to 6199	406 459 6641 to 6999	420 758 9500 to 9699
375 851 9100 to 9199	392 668 2956 to 2999	406 733 3000 to 3999	420 969 3951 to 3971
376 196 0911 to 0999	392 854 8500 to 8899	407 545 1557 to 1599	420 969 3973 to 3999
378 085 3679 to 3699	393 584 7566 to 7699	407 594 0412 to 0599	421 116 3565 to 3599
378 351 1063 to 1099	393 650 0074 to 0099	407 692 9100 to 9299	421 130 9300 to 9399
379 843 5100 to 5199	393 838 8316 to 8499	407 959 2190 to 2199	421 313 4500 to 4999
380 093 9600 to 9699	393 893 6007 to 6099	408 265 2275 to 2288	421 364 5537 to 5599
380 165 1165 to 1199	394 126 6907 to 6999	408 499 7700 to 7799	421 656 2609 to 2699
381 325 4500 to 4599	394 189 0405 to 0599	408 499 7900 to 7999	421 988 9700 to 9799
381 604 2510 to 2699	394 822 3243 to 3278	408 682 8484 to 8599	422 172 4667 to 4699
381 645 9525 to 9599	394 990 1810 to 1899	408 698 7015 to 7099	422 484 4212 to 4299
	395 343 3264 to 3299	409 072 3941 to 3999	422 556 1270 to 1299
	395 373 3035 to 3099	410 491 2311 to 2399	422 587 7024 to 7099
	395 396 9649 to 9799	410 694 8400 to 8599	422 819 7533 to 7599
	395 970 3240 to 3299	410 775 1500 to 1599	422 842 5073 to 5087
	397 622 4054 to 4099	410 795 7927 to 7999	422 907 7563 to 7599
	397 819 8902 to 8999	410 867 0917 to 0966	424 500 6050 to 6099
	398 149 7200 to 7699	410 867 0970 to 0999	424 641 8500 to 8599
	399 070 0872 to 0899	411 868 1023 to 1199	424 871 6600 to 6699
	399 156 7119 to 7199	411 922 2322 to 2399	425 298 2352 to 2399
	399 203 5064 to 5099	412 193 0900 to 0999	425 418 4269 to 4299
	399 296 9910 to 9999	412 395 8599 to 8699	425 418 4405 to 4499
	399 396 8935 to 8999	412 485 6500 to 6599	426 547 4566 to 4599

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

496 209 7425 to	7499	612 751 5226 to	5299	633 438 6429 to	6599	646 242 6200 to	6299
496 213 8728 to	8799	612 751 6083 to	6099	633 588 7173 to	7182	646 270 7639 to	7799
496 474 5226 to	5248	612 751 6268 to	6299	634 725 0700 to	0799	646 798 4000 to	4999
497 053 8517 to	8699	612 751 6572 to	6599	634 803 3239 to	3299	647 048 7035 to	7099
497 854 8673 to	8699	612 774 2111 to	2199	634 807 2474 to	2499	647 049 2900 to	2999
498 449 8888 to	8899	612 774 2254 to	2299	634 827 5900 to	5999	647 398 8300 to	8399
498 929 8285 to	8499	612 774 2500 to	2599	634 886 3428 to	3499	647 398 8481 to	8499
498 936 5310 to	5399	614 469 0979 to	0999	635 559 3449 to	3499	647 437 3000 to	4999
499 016 5425 to	5499	614 474 3000 to	3099	636 289 6214 to	6299	647 811 2188 to	2199
499 440 8575 to	8899	614 521 3490 to	3499	636 634 8007 to	8042	648 009 6057 to	6099
499 731 6717 to	6799	614 645 1800 to	1899	637 150 1200 to	1299	648 163 5300 to	5499
500 064 1858 to	1869	614 832 1100 to	2099	637 562 5828 to	5899	648 722 5283 to	5299
500 070 5725 to	7799	615 017 7505 to	7599	638 042 1647 to	1699	648 892 3164 to	3199
600 645 3223 to	3299	617 711 6609 to	6699	638 049 4984 to	4999	649 100 3989 to	3999
601 339 1200 to	1399	617 760 5266 to	5299	638 318 1115 to	1199	649 647 0370 to	0399
601 653 5884 to	5899	617 813 3601 to	3699	638 318 1453 to	1499	649 647 0522 to	0599
601 661 7700 to	7799	618 840 9200 to	9299	638 885 0000 to	0299	649 647 5237 to	5399
601 682 5343 to	5399	619 551 7229 to	7299	638 903 4362 to	4373	649 647 9100 to	9299
601 928 1600 to	1699	619 859 3000 to	3099	639 415 1929 to	1999	649 666 7800 to	8299
602 512 2972 to	2999	620 073 9400 to	9499	639 415 2019 to	2099	650 114 7707 to	7719
602 555 2400 to	2799	621 614 7907 to	7930	639 420 6200 to	6299	650 130 3400 to	3599
602 829 7061 to	7099	621 614 7932 to	7999	639 469 3517 to	3799	650 213 0406 to	0499
603 483 9572 to	9599	621 648 8021 to	8199	639 605 2143 to	2199	650 555 1749 to	1799
603 490 7200 to	7299	621 648 8500 to	8599	639 657 8600 to	8799	650 564 1900 to	1999
603 678 7100 to	7199	621 904 8351 to	8599	640 289 7500 to	7599	650 627 4212 to	4299
603 678 7662 to	7699	621 916 1978 to	1989	640 289 7700 to	7999	650 736 2043 to	2099
603 678 7902 to	7999	622 989 8032 to	8099	641 170 4420 to	4499	650 739 1540 to	1699
603 678 8418 to	8499	623 076 9300 to	9399	641 318 3133 to	3199	651 741 4415 to	4499
603 678 8700 to	9999	623 819 5006 to	5099	641 378 6500 to	6999	651 882 2800 to	2899
604 086 0880 to	0899	623 895 8200 to	8399	641 383 8739 to	8799	652 754 6317 to	6399
604 349 1414 to	1499	623 917 0000 to	0099	641 877 3187 to	3299	653 131 4945 to	4999
604 503 7776 to	7799	623 917 0200 to	0299	641 877 3310 to	3399	653 426 3300 to	3399
605 520 9037 to	9099	624 468 5288 to	5299	642 355 8094 to	8199	653 455 4874 to	4899
605 685 4010 to	4099	624 665 3162 to	3198	642 355 8308 to	8999	654 238 0000 to	0399
605 988 6467 to	6499	625 088 6735 to	6799	642 900 0018 to	0099	654 404 3065 to	3092
607 689 7951 to	7960	625 916 9500 to	9799	643 030 6254 to	6299	654 962 2900 to	3199
607 728 1276 to	1299	625 968 8956 to	8999	644 066 0882 to	0899	655 103 5081 to	5199
608 727 7100 to	7199	627 005 3938 to	3999	644 069 0600 to	0699	655 523 2600 to	2999
608 727 7273 to	7599	627 384 3907 to	4099	644 077 7506 to	7699	656 305 2448 to	2499
608 813 9950 to	9999	627 496 7549 to	7599	644 085 8157 to	8199	657 347 4438 to	4999
609 067 5325 to	5399	627 708 3605 to	3699	644 112 9839 to	9899	657 710 8100 to	8999
609 067 5488 to	5499	627 776 2500 to	2599	644 373 9083 to	9099	657 780 0985 to	0999
609 067 5600 to	5699	628 226 3100 to	3199	644 380 1460 to	1499	658 586 1400 to	1499
609 289 6123 to	6199	628 814 4702 to	4799	644 733 4715 to	4799	658 877 8000 to	8199
609 438 4400 to	4499	628 851 9689 to	9699	644 900 9712 to	9799	658 880 8000 to	8199
609 493 1100 to	1199	629 510 7200 to	7299	644 901 0109 to	1299	659 398 7300 to	7399
609 766 8091 to	8999	629 964 4200 to	4294	644 901 1325 to	1399	659 706 8113 to	8199
609 825 4100 to	4115	630 389 3056 to	3071	644 923 6800 to	7799	659 846 7837 to	7899
609 884 2981 to	2999	630 463 0588 to	0599	644 932 4655 to	4699	660 510 4100 to	4199
609 893 1000 to	1099	631 459 9117 to	9199	645 318 7240 to	7499	660 673 0400 to	0599
610 092 3200 to	3299	631 762 9325 to	9399	645 333 1766 to	1799	661 488 5000 to	5099
610 582 4200 to	4299	632 217 4933 to	4999	645 790 8632 to	8699	661 609 9100 to	9199
611 879 6939 to	6999	632 500 0000 to	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
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662 068 0700 to 0899	683 415 1200 to 1499	701 028 6780 to 6899	838 518 1257 to 1299
662 553 0774 to 0799	683 444 8159 to 8199	701 213 3900 to 3999	839 718 8257 to 8299
663 078 7034 to 7099	685 154 7780 to 7789	701 267 2000 to 3999	840 323 0600 to 0699
663 763 5300 to 5399	685 623 5264 to 5299	701 335 7312 to 7399	840 875 6235 to 6299
663 883 7039 to 7499	685 650 9487 to 9499	701 369 2005 to 2050	840 910 0900 to 0999
664 253 8000 to 8499	685 669 4200 to 4299	701 503 2247 to 2299	841 349 5000 to 5099
664 656 3055 to 3099	685 757 8452 to 8499	701 541 2271 to 2299	841 805 7747 to 7899
665 174 6400 to 6499	686 071 2694 to 2799	701 553 6557 to 6599	841 805 7944 to 8099
665 274 8208 to 8299	686 176 3333 to 3354	701 601 3457 to 3499	842 226 0685 to 0695
665 669 5400 to 5499	686 372 3200 to 3299	701 605 5913 to 5999	842 685 4600 to 4699
666 132 8226 to 8299	686 644 5879 to 5899	701 695 3982 to 3999	842 685 4742 to 4999
666 696 2209 to 2299	686 931 7636 to 7699	701 695 4148 to 4199	842 860 0300 to 0399
666 696 2309 to 2399	687 601 0973 to 0999	701 695 4227 to 4299	842 898 5582 to 5599
667 032 9300 to 9399	687 614 6774 to 6799	701 708 1741 to 1799	843 062 7100 to 7199
667 729 5529 to 5599	688 120 9000 to 9999	701 736 3966 to 3999	843 077 6288 to 6299
668 383 8400 to 8699	688 314 3107 to 3191	701 838 2800 to 2899	843 077 6378 to 6399
670 368 3400 to 3499	690 291 1361 to 1371	701 941 0600 to 0699	843 758 5769 to 5778
670 369 7336 to 7399	690 788 2877 to 2899	702 171 1603 to 1699	843 786 2554 to 2699
670 750 7169 to 7199	690 893 5344 to 5399	702 195 5109 to 5199	845 727 2100 to 2199
671 046 6200 to 6399	690 893 5512 to 5599	702 254 9300 to 9399	845 746 2618 to 2635
671 251 5448 to 5499	690 904 1300 to 1599	702 264 7569 to 7599	847 284 2481 to 2499
671 926 5600 to 5799	690 941 6000 to 6199	702 713 1800 to 1809	847 374 7055 to 7065
672 444 2000 to 2999	691 313 6383 to 6399	702 821 5730 to 5799	847 636 5304 to 5399
672 828 3410 to 3499	691 313 6600 to 6699	702 821 5805 to 5899	847 700 5447 to 5499
673 167 5776 to 5799	691 582 8003 to 8099	702 878 0114 to 0199	847 723 7500 to 7599
675 464 3700 to 3799	691 664 1800 to 1999	740 002 7710 to 7719	849 792 2600 to 2699
675 464 4000 to 4199	691 664 2400 to 2499	806 087 1100 to 1499	850 546 1862 to 1899
676 365 5958 to 5999	692 727 9362 to 9399	806 268 9275 to 9299	851 143 6826 to 6844
676 669 1024 to 1099	692 798 1800 to 1899	806 534 3400 to 3477	851 209 9880 to 9899
677 126 6734 to 6799	693 249 0779 to 0799	807 342 3283 to 3399	851 928 9221 to 9299
677 333 9979 to 9999	693 249 0877 to 1699	808 086 7100 to 7199	852 589 6560 to 6599
677 466 1088 to 1099	693 445 0566 to 0999	808 090 3440 to 3499	854 304 4089 to 4999
678 071 4500 to 4799	693 448 8500 to 8999	808 325 5161 to 5699	855 319 9364 to 9399
678 096 7531 to 7599	693 645 9583 to 9599	808 784 8000 to 8299	856 226 0490 to 0499
679 909 2578 to 2599	693 965 4200 to 4299	830 602 5800 to 5999	856 656 5800 to 5999
680 112 9565 to 9599	695 741 2906 to 2999	830 610 3700 to 3799	856 752 0200 to 0299
680 244 0903 to 0999	695 947 8518 to 8599	830 983 3500 to 3599	857 279 3450 to 3499
680 412 6046 to 6099	696 662 8247 to 8299	830 983 3635 to 3699	859 063 8200 to 8699
680 761 6800 to 6899	697 447 8285 to 8296	831 354 1387 to 1399	859 190 0600 to 0644
681 677 0540 to 0699	698 042 4816 to 4899	831 815 8240 to 8299	859 855 8873 to 8999
682 070 1029 to 1099	698 227 0000 to 0099	832 525 3810 to 3899	869 800 0000 to 999 9999
682 956 6280 to 6299	700 065 2570 to 2599	833 159 1884 to 1899	870 054 4814 to 4899
682 956 6490 to 6599	700 065 4800 to 4899	833 456 2567 to 2599	870 491 4812 to 4849
682 956 6700 to 6799	700 190 3350 to 3359	833 566 3015 to 3071	870 536 5820 to 5829
682 965 1178 to 1199	700 228 6048 to 6099	834 316 5444 to 5499	870 541 7167 to 7239
682 965 1201 to 1299	700 650 0452 to 0499	835 269 5700 to 5799	870 575 8155 to 8999
683 118 2389 to 2399	700 666 1323 to 1349	835 496 7303 to 7399	870 589 0485 to 0494
683 378 2000 to 2099	700 786 9106 to 9142	835 539 5200 to 5999	870 691 7060 to 7099
683 378 2117 to 2299	700 859 0744 to 0758	835 813 3015 to 3099	

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.

000 000 001 to 692 600 000	702 053 601 to 3 800	709 243 479 to 3 500	718 961 721 to 1 780
692 720 871 to 0 900	702 104 368 to 4 900	709 411 171 to 1 320	718 982 001 to 2 300
692 876 955 to 7 050	702 128 306 to 8 400	709 649 804 to 9 820	719 869 731 to 9 760
693 290 380 to 0 400	702 179 891 to 9 900	709 733 281 to 3 580	720 227 871 to 7 930
693 290 426 to 0 450	702 260 751 to 0 850	710 046 813 to 6 840	720 227 949 to 7 960
694 063 700 to 3 897	702 410 595 to 1 050	710 358 093 to 8 166	720 368 543 to 8 570
694 063 900 to 4 000	702 660 151 to 0 540	710 358 257 to 8 270	720 392 151 to 2 570
694 550 501 to 0 530	702 723 429 to 3 450	711 021 501 to 1 510	720 556 491 to 6 640
694 595 031 to 5 050	703 004 401 to 4 820	711 049 411 to 9 560	720 558 621 to 8 650
694 595 087 to 5 300	703 083 819 to 4 020	711 408 045 to 8 090	720 575 361 to 5 570
694 698 551 to 8 650	703 432 131 to 2 230	712 003 381 to 3 650	720 590 152 to 0 179
694 745 458 to 5 600	703 626 061 to 6 090	712 104 220 to 4 230	721 638 331 to 9 170
695 105 313 to 5 350	703 863 121 to 3 240	712 327 861 to 7 890	721 815 391 to 5 420
695 142 809 to 3 050	703 863 477 to 3 540	712 327 952 to 7 980	721 969 713 to 9 740
695 144 666 to 4 700	703 867 801 to 7 980	712 647 061 to 7 090	722 072 137 to 2 160
695 272 601 to 2 750	704 030 628 to 0 640	713 284 171 to 4 260	722 378 265 to 8 280
695 277 576 to 7 650	704 154 024 to 4 120	713 292 871 to 2 990	722 413 990 to 4 004
695 530 761 to 0 800	704 227 561 to 7 829	714 035 101 to 5 160	722 764 948 to 4 980
696 487 701 to 7 800	704 227 831 to 8 069	714 155 011 to 5 400	722 825 840 to 5 889
696 784 101 to 4 550	704 228 071 to 8 100	714 328 231 to 8 440	723 153 841 to 3 850
696 870 601 to 0 650	704 228 071 to 8 100	714 442 952 to 2 980	723 237 616 to 7 630
697 047 501 to 7 600	704 420 344 to 0 490	714 562 843 to 2 860	723 331 081 to 1 110
697 052 101 to 2 350	704 568 751 to 8 990	714 590 391 to 0 430	723 496 443 to 6 470
697 217 251 to 7 400	704 965 301 to 5 770	714 609 811 to 9 930	723 967 291 to 7 320
697 249 952 to 50 050	705 116 780 to 6 790	714 609 961 to 9 990	724 655 196 to 5 340
697 414 886 to 4 900	705 280 801 to 0 980	714 807 181 to 7 240	724 711 441 to 1 500
697 469 606 to 9 700	705 475 651 to 6 040	714 871 321 to 1 500	724 711 538 to 1 560
697 850 401 to 0 750	705 566 127 to 6 280	714 928 529 to 8 590	724 793 221 to 3 250
698 098 446 to 8 550	705 740 581 to 0 730	715 128 183 to 8 330	724 908 109 to 8 120
698 300 251 to 0 300	705 782 796 to 2 820	715 144 171 to 4 470	724 937 461 to 7 670
698 504 383 to 4 650	705 822 271 to 2 480	715 197 211 to 7 570	725 163 118 to 3 151
698 533 927 to 4 200	706 180 148 to 0 290	715 595 910 to 6 180	725 202 735 to 2 750
698 562 268 to 2 400	706 184 041 to 4 220	715 941 781 to 1 810	725 398 591 to 8 800
699 090 686 to 0 750	706 357 861 to 8 190	715 962 421 to 2 480	725 464 591 to 4 920
699 752 699 to 2 850	706 382 419 to 2 430	716 477 396 to 7 430	725 475 321 to 5 330
700 068 473 to 8 500	706 628 735 to 8 820	716 556 635 to 6 660	725 711 057 to 1 070
700 161 501 to 1 650	706 638 211 to 8 420	717 191 648 to 1 690	725 738 581 to 8 730
700 202 522 to 2 700	706 817 959 to 8 000	717 193 161 to 3 490	725 981 311 to 1 430
700 290 275 to 0 300	707 034 391 to 4 450	717 228 591 to 8 680	725 987 835 to 7 880
700 465 730 to 5 750	707 292 636 to 2 660	717 333 902 to 3 950	726 060 811 to 0 900
700 561 444 to 1 550	707 441 401 to 1 687	717 339 902 to 3 950	726 391 970 to 2 520
701 423 101 to 3 150	707 441 836 to 1 940	717 739 745 to 9 910	726 484 771 to 4 800
701 625 469 to 5 550	707 958 541 to 8 570	717 884 991 to 5 050	726 493 351 to 5 300
701 643 829 to 3 850	707 960 107 to 0 160	718 026 171 to 6 290	726 504 031 to 4 063
701 945 451 to 5 500	708 059 941 to 60 000	718 466 370 to 6 420	726 504 070 to 4 090
702 033 701 to 4 050	708 115 830 to 5 860	718 568 451 to 8 479	726 504 331 to 4 390
702 051 501 to 1 750	708 116 251 to 6 310	718 590 741 to 0 770	726 563 701 to 4 060
	708 138 301 to 8 480	718 714 210 to 4 370	726 599 371 to 9 460
	709 222 591 to 2 920	718 795 881 to 6 000	

726 626 356	to	6 370	734 389 273	to	9 290	742 325 500	to	5 520	753 008 941	to	9 030
727 182 271	to	2 510	734 440 031	to	0 111	742 325 668	to	5 700	753 194 311	to	4 370
727 416 181	to	6 240	734 797 201	to	7 320	742 408 771	to	8 830	753 620 378	to	0 400
727 481 431	to	1 460	734 939 611	to	9 640	742 512 120	to	2 150	754 013 917	to	3 940
727 749 241	to	9 780	734 950 111	to	0 170	742 684 849	to	4 890	754 161 061	to	1 120
728 382 331	to	2 480	735 120 331	to	0 840	742 839 553	to	9 630	754 358 445	to	8 610
728 702 338	to	2 400	735 283 008	to	3 020	742 913 668	to	3 700	754 410 451	to	0 660
728 915 371	to	5 850	735 293 131	to	3 220	742 917 287	to	7 296	754 438 393	to	8 410
728 953 141	to	3 410	735 635 010	to	5 040	742 921 891	to	1 980	754 493 109	to	3 130
728 954 280	to	4 310	735 783 961	to	3 990	742 983 631	to	3 810	754 664 182	to	4 220
729 169 081	to	9 140	735 803 401	to	3 430	743 020 021	to	0 170	754 816 377	to	6 470
729 363 841	to	3 870	736 005 420	to	5 440	743 206 491	to	6 500	755 487 421	to	7 600
729 682 891	to	3 190	736 366 021	to	6 110	743 235 992	to	6 050	755 592 901	to	3 140
729 838 940	to	9 070	736 624 456	to	4 500	743 940 631	to	0 900	755 790 020	to	0 030
729 839 101	to	9 130	736 670 851	to	1 060	743 978 011	to	8 070	755 791 730	to	1 800
730 077 683	to	7 840	736 767 061	to	7 090	744 234 751	to	4 780	755 926 951	to	7 070
730 109 847	to	9 880	736 767 093	to	7 120	744 499 591	to	9 680	755 934 332	to	4 510
730 373 761	to	3 850	736 982 191	to	2 370	744 626 901	to	6 910	755 957 701	to	8 000
730 501 951	to	2 130	736 982 551	to	2 730	745 388 794	to	8 910	755 962 981	to	3 280
730 519 379	to	9 470	737 110 141	to	0 170	746 446 806	to	6 820	756 035 371	to	5 490
730 569 278	to	9 360	737 185 501	to	5 710	746 818 351	to	8 410	756 301 257	to	1 290
730 711 711	to	1 740	737 317 321	to	7 350	747 245 266	to	5 280	756 371 565	to	1 580
730 722 991	to	3 230	737 517 781	to	7 840	747 364 813	to	4 830	756 876 031	to	6 120
730 845 970	to	5 990	737 628 181	to	8 210	747 501 434	to	1 450	756 876 151	to	6 240
730 888 291	to	8 320	737 634 258	to	4 270	747 739 891	to	0 070	756 970 129	to	0 140
730 927 591	to	7 680	738 361 971	to	1 980	748 148 649	to	8 760	757 059 613	to	9 630
731 307 914	to	7 930	738 447 601	to	7 660	748 259 960	to	9 970	757 078 540	to	8 560
731 402 431	to	2 460	738 648 355	to	8 450	748 565 162	to	5 280	757 086 209	to	6 240
731 407 232	to	7 320	738 849 811	to	9 900	748 874 988	to	5 030	757 240 591	to	0 650
731 588 301	to	8 340	738 892 270	to	2 290	749 137 381	to	7 410	757 277 371	to	7 700
731 767 273	to	7 320	738 997 259	to	7 380	749 190 192	to	0 210	757 291 591	to	2 730
731 781 061	to	1 120	739 161 451	to	1 540	749 685 421	to	5 450	757 964 251	to	4 280
731 837 821	to	7 910	739 219 381	to	9 440	749 846 791	to	6 850	758 324 941	to	5 000
731 841 377	to	1 450	739 740 151	to	0 180	749 993 131	to	3 580	758 593 628	to	3 650
732 018 481	to	8 600	739 793 491	to	3 520	750 071 587	to	1 610	758 709 038	to	9 060
732 067 972	to	8 370	739 793 527	to	3 550	750 408 167	to	8 183	758 744 101	to	4 160
732 188 649	to	8 670	739 942 621	to	2 650	750 438 421	to	8 501	758 850 883	to	0 900
732 193 460	to	3 470	739 999 231	to	9 320	750 743 911	to	4 030	759 152 851	to	2 880
732 201 241	to	1 390	740 011 517	to	1 530	750 779 118	to	9 400	759 740 941	to	1 090
732 220 431	to	0 440	740 030 701	to	0 970	750 910 981	to	1 010	760 118 191	to	8 250
732 355 201	to	5 380	740 261 740	to	1 820	750 960 841	to	0 900	760 155 001	to	5 090
732 472 320	to	2 560	740 265 811	to	6 290	751 296 211	to	6 240	760 378 002	to	8 020
732 541 605	to	1 620	740 299 111	to	9 170	751 539 121	to	9 180	761 055 460	to	5 480
732 572 221	to	2 490	740 299 231	to	9 260	751 541 311	to	1 790	761 504 941	to	5 120
732 586 479	to	6 710	740 329 266	to	9 320	751 757 641	to	7 700	761 516 836	to	6 850
732 994 037	to	4 080	740 889 081	to	9 090	751 936 951	to	7 010	761 516 851	to	6 910
733 163 449	to	3 460	741 010 421	to	0 530	751 951 861	to	1 890	761 613 588	to	3 600
733 297 171	to	7 290	741 113 041	to	3 370	751 999 021	to	9 110	761 688 631	to	8 690
733 446 631	to	7 110	741 373 891	to	4 340	752 139 516	to	9 570	761 805 199	to	5 240
733 474 665	to	4 770	741 452 369	to	2 490	752 182 892	to	2 950	761 826 106	to	6 120
733 704 482	to	4 570	741 492 991	to	3 140	752 206 861	to	7 100	761 881 171	to	1 560
733 751 041	to	1 130	741 553 460	to	3 470	752 295 241	to	5 600	762 304 144	to	4 170
734 009 101	to	9 130	741 764 431	to	4 520	752 731 351	to	1 410	762 324 931	to	4 960
734 290 759	to	0 770	742 178 834	to	8 880	752 767 441	to	7 470	766 205 616	to	5 640

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, 11-2-00*

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, 11-2-00*

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.

005021	008582	010446	014475	019876	029411	068542	090718	103164	114619	118892	142597	192516
005318	008596	010460	014634	020119	029731	068550	091067	103290	114621	119045	142659	192658
005541	008658	010471	014669	020457	031162	068604	091300	103292	115115	119156	146006	192823
005562	008680	010516	014670	020481	031217	069005	091334	103323	115117	119221	146011	192832
005664	008705	010618	014796	020592	032001	069025	091377	103333	115166	119311	146694	192901
005680	008716	010639	014885	021074	032024	069103	091970	104229	115186	119660	146805	192956
005830	008760	010707	014905	021133	032122	069324	092113	104470	115195	120214	146811	192986
005831	008787	010714	015022	021206	034637	069461	092368	104573	115302	121183	150124	192988
005908	008853	011013	015192	021300	038116	069762	092580	105423	115418	121214	150172	193129
006071	008886	011025	015285	021378	038137	070020	093048	106182	115499	122234	150209	193151
006103	008892	011052	015319	021405	038252	070054	093466	106580	115500	122287	150220	193247
006158	008897	011129	015413	021441	038481	070125	093483	107190	115516	122386	151176	193348
006244	008904	011169	015466	021455	038599	070188	093586	107210	115837	122390	152079	193411
006262	008920	011183	015502	021470	040008	070324	095353	107228	115879	122393	152405	193493
006278	008934	011225	015535	021472	040110	070364	095489	107248	115942	122396	152515	193539
006288	009020	011228	015595	021570	040123	070454	096252	108027	117010	123077	152672	193708
006328	009070	011230	015654	021585	041082	071286	096630	108082	117033	123101	152735	195065
006630	009175	011240	016056	021626	041300	075007	097067	108083	117042	124013	152905	196062
006733	009203	011268	016331	021652	041337	075109	097259	108129	117063	124174	152916	196074
006747	009212	011271	016422	021687	043047	075240	097290	108161	117175	125232	154040	196100
006807	009307	011278	016663	021692	043302	075313	097328	108315	117216	125243	159001	196121
006841	009312	011305	016685	021727	044097	075317	097374	108366	117225	125322	165087	196159
006991	009334	011310	016706	021863	050025	075364	097702	108544	117234	125449	170320	198073
007032	009353	011321	016708	021896	050076	075365	097729	108602	117259	126036	171157	200146
007101	009387	011356	016922	021982	052054	075556	097747	108734	117297	128119	171226	200162
007182	009413	011369	018016	022218	052103	075633	097889	108860	117359	128501	173067	200628
007193	009426	011392	018037	022272	054155	075944	098025	108874	117378	128603	173074	200629
007207	009553	012119	018074	022281	055218	076015	098318	108893	117420	129864	174051	200757
007311	009566	012140	018081	022287	055242	076266	098368	108908	117432	129889	174069	200792
007338	009577	012267	018381	022421	057016	076507	098482	108911	117448	129920	174075	200836
007347	009597	012308	018400	022483	060085	076952	098571	108945	117502	130031	174077	200920
007366	009617	012314	018502	022632	060287	078408	098573	109158	117510	130411	176070	200981
008002	009634	012318	018589	022638	060329	079155	098651	109184	117518	131018	177065	200993
008018	009657	012319	018677	022667	060645	079808	098652	109198	117521	131024	180073	207602
008040	009680	012379	018688	022713	061031	080146	098653	109395	117526	132007	180082	207934
008072	009697	012389	018705	022741	061263	080263	098654	109410	117532	132042	191017	208905
008119	009702	013131	018783	022820	061417	080327	098723	109628	117595	132123	191271	209244
008133	009706	013164	018804	022839	061512	080374	098737	109664	117647	132126	191282	209302
008147	009725	013200	018838	022894	061578	080381	098772	109732	117667	132162	191360	210137
008220	009732	013247	018856	022991	064073	080398	098780	109916	117713	132198	191374	210301
008226	009741	014015	018869	023427	064111	080550	098842	109938	117715	132216	191418	210304
008232	009758	014047	018893	023610	064153	085030	098846	109959	117723	132412	191572	210355
008251	009771	014055	018904	025160	064306	085043	100007	109971	117728	133021	191864	210494
008305	009779	014066	018969	026427	064403	085114	100029	110605	117769	136001	191910	210622
008328	009807	014082	019011	026607	064582	088012	100070	110844	117778	136041	191913	210649
008333	009849	014110	019060	026615	064798	088040	100087	110864	117815	136144	192018	210669
008352	009927	014116	019091	026618	064878	088046	100106	111141	117951	136191	192032	210677
008392	009938	014164	019132	028016	065024	088270	100118	111488	117996	138012	192086	212246
008441	009960	014278	019168	028430	065703	088583	100133	113278	118048	139053	192120	212280
008473	009962	014309	019316	028499	065936	088619	100256	114161	118066	139074	192269	212954
008484	010154	014329	019550	028606	066340	088626	100737	114358	118119	139098	192359	212962
008497	010249	014382	019625	028939	066460	088670	103013	114523	118120	139203	192388	220069
008511	010265	014462	019636	028959	068243	088695	103028	114528	118250	139254	192393	220118
008522	010270	014474	019767	029049	068275	088711	103087	114613	118347	139280	192457	220358

220362	294560	327859	333757	349043	445126	488604	571121	605784	641908	750465	782990	805272
220735	295141	328004	334035	349446	450203	489321	571130	605829	641985	752006	784350	805326
220782	298010	328008	334342	349466	451075	489357	573014	606008	657132	752049	785442	805353
220826	300096	328018	334862	349563	452042	489385	573023	606029	660101	752071	785450	805400
220904	300631	328019	335040	349799	452116	489413	581008	606173	662384	752297	785499	805433
221057	300862	328026	335049	349884	452208	489423	581018	606374	662444	752316	785532	805452
221148	300970	328071	335171	352686	452265	489486	581201	606413	662523	752453	786017	805502
221219	301056	328423	335216	352786	452342	490042	591074	606483	662642	752513	786018	805524
221326	301204	328495	335232	356004	452431	490476	591410	606526	662658	752590	787053	805531
221460	301805	328582	335234	361174	452461	490547	591600	606545	666135	752670	787482	805593
221462	301962	328587	335562	362014	452576	490589	591750	606565	666950	752675	787914	806144
221566	301989	328622	335718	365006	452599	490680	591780	606620	668105	757004	787921	806171
221592	302988	328814	335758	366041	452914	492112	591801	606629	668115	757308	787938	806186
221696	303724	328923	335908	370009	453035	493084	591840	606870	672088	757355	787990	806205
222011	305139	329595	335991	371011	454139	494168	591850	606927	674135	757572	788031	807022
222019	307045	329641	336063	371012	454407	495401	591992	606996	674285	757587	791158	807029
222116	311480	329690	336064	372047	454629	495480	599551	607100	679007	759007	791322	809015
222117	312208	329698	336137	372049	454751	496133	600148	607220	681323	760082	793005	809060
222219	312446	330241	336235	372078	460002	497293	600201	607461	681324	760106	794293	809119
222282	312477	330255	336378	372080	460131	503158	600212	607721	684003	760111	797024	809161
222343	314002	330599	337004	372348	462981	515060	600228	607980	701116	761022	799034	809183
223131	314154	330656	337051	372506	463047	527027	600303	608134	701204	761023	799159	809365
224033	314217	330671	338052	372529	468119	531114	600589	608211	701261	761058	799200	810002
226047	314268	330695	338254	372598	468274	531182	600715	608578	701359	761130	800398	813007
227104	314375	330827	339042	372982	469165	531322	600883	609317	701377	761382	800513	814081
232367	314851	330964	339051	377125	469195	531414	601032	609335	701390	761836	801275	815114
235202	314941	331043	339058	379526	471094	531417	601073	610145	701395	762005	801369	815220
235363	315021	331062	339315	381520	472004	531437	601153	610174	701403	768506	801383	816002
235497	317127	331255	340019	381909	480020	531576	601166	611124	701887	770026	801497	816072
238002	317137	331378	340145	392104	480106	531650	601193	611135	701930	770061	801677	820751
240311	317195	331493	340159	392690	480143	531671	601234	611156	705052	770178	801729	820834
240887	317239	331514	340171	400044	480157	531714	601239	611211	705194	770179	801744	823501
257113	317282	331622	340201	402018	480244	531731	601248	611218	711662	770455	801765	832094
264006	317284	331629	340268	402035	480488	532220	601359	611225	720014	770513	802122	836010
270008	317291	331633	340290	402148	480544	532437	601382	612009	721058	770546	802131	840091
272002	320173	331701	340316	402193	480598	532498	601464	612062	723079	770583	802137	840369
272066	320928	331727	340349	402329	480603	532591	601518	615027	724062	770639	802144	840597
272163	320986	331787	340361	402342	480713	532899	601597	616098	730093	770667	802146	840607
272269	321081	331794	340365	402405	480723	537387	601640	616175	730309	770718	802150	840612
274508	322001	331843	340382	402525	481370	541170	601717	617166	731030	770753	802155	840614
275147	322109	331855	340440	402808	481630	543180	601763	617172	731366	771013	802156	841107
276013	322119	331869	340458	405079	481750	544015	601771	617192	731442	771057	802204	841109
276405	322176	331883	340568	405081	481817	544038	601801	620039	731443	771068	802205	841110
278087	322385	331988	340572	405114	481994	549163	602103	628144	731449	771095	802206	841201
280057	322510	332056	340621	405120	482742	551017	602366	629131	740383	771118	802213	841232
280101	322935	332108	340649	410003	482916	551105	602643	629138	740521	771181	802214	841353
281093	323058	332139	340700	423057	482929	551110	602707	631041	740563	771774	802222	841468
282205	323571	332157	340709	430062	483080	551130	604146	631111	740975	772466	802228	841525
282624	323710	332174	340714	430167	483106	551193	604152	631178	741021	773025	802233	841868
282766	324047	332325	340720	432691	483127	551546	604166	631217	741081	773026	802240	846181
282869	326185	332490	340724	432811	483166	551657	604169	631233	741198	773545	802243	846223
282909	326230	332496	340725	432904	483178	551695	604189	631597	741246	774023	802259	847155
283362	326671	332634	340732	432943	483239	551847	604200	631694	741660	774027	802269	850197
284007	326692	332766	340735	436187	483636	553680	604270	631814	743092	775017	802272	850679
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286020	326754	333031	340767	437060	483962	553779	604395	631887	749167	777110	802300	852018
286075	326767	333117	340772	441573	485101	553935	604657	631894	750235	778312	802312	852026
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292630	327543	333385	340867	441959	485144	554340	604829	641013	750292	782039	802462	852107
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294521	327661	333545	340953	443227	485310	559042	605057	641049	750427	782057	802787	852886
294527	327740	333558	340958	443301	486223	566002	605135	641066	750449	782644	802864	852952
294543	327788	333581	340969	444851	486244	570193	605516	641426	750452	782723	803059	853018
294550	327824	333674	340974	445053	486300	571083	605721	641783	750462	782975	803108	853065

853366	891838	906950	917252	921040	926494	927637	931565	941468	952234	968334	970548	982153
853376	891852	907024	917256	921457	926519	927670	931592	941535	952235	968346	970554	982237
853398	891859	907238	917345	921495	926618	927673	931691	941536	952341	968404	970647	982307
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853524	895072	907897	917452	921700	926655	928220	931856	946466	953351	968541	972779	982436
853555	895221	910417	917486	921703	926667	928293	931941	946560	955305	968560	980058	983058
853569	895384	912420	917512	921817	926685	928296	932742	948162	958612	968567	980067	983084
853575	895581	913031	917722	921829	926730	928325	932770	948310	958674	968579	980075	984180
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853639	900131	914020	917840	922348	926983	928376	935285	948579	958956	968726	980654	995041
853644	900180	914213	918060	924449	927038	928401	936102	948606	967061	968810	980806	995078
853653	901497	914323	918064	924666	927044	928644	937253	948624	967141	968871	980902	995167
853655	901598	914386	918193	925189	927070	928703	937692	949133	967237	968916	981600	995277
853657	901631	914527	918463	926037	927157	928711	937698	949509	967242	968954	981662	995318
853663	902415	914794	918481	926039	927185	928775	937819	950777	967286	968959	981681	995498
853665	902494	914891	918847	926045	927193	928839	940259	950836	967293	968961	981784	995684
853669	903181	915074	918882	926050	927231	928894	940400	950903	967317	968976	981818	995806
856402	904285	915160	918974	926066	927237	930266	940424	951644	967343	968981	981842	995822
856536	904714	917085	918985	926101	927306	930270	940740	951779	967372	968985	981844	995966
871567	904715	917100	920080	926181	927312	930323	940776	951804	967375	969155	981937	997225
891253	904731	917163	920098	926224	927450	930335	940819	951809	967388	970059	982020	998318
891480	904743	917209	920245	926267	927490	930340	941284	951832	967414	970231	982036	999305
891705	904759	917221	920369	926300	927533	930390	941332	951896	967433	970323	982043	
891792	906863	917226	920376	926350	927579	931130	941363	951912	968059	970351	982108	
891833	906936	917244	920402	926406	927611	931353	941442	951969	968326	970473	982149	

— Express and Priority Mail, Marketing, 11-2-00

International Mail

IMM REVISION

International Mail — Global Express Guaranteed (Formerly Priority Mail Global Guaranteed)

Effective October 1, 2000, the *International Mail Manual* (IMM) was revised to reflect a change in Priority Mail Global Guaranteed (PMGG) service. Based on successive and successful expansions of PMGG, the Postal Service has established it as a permanent international mail service. The Postal Service has changed the name of the service to Global Express Guaranteed (GXG) and completed the expansion to include a new classification for merchandise shipments. Global Express Guaranteed now consists of two mail classifications:

- Global Express Guaranteed Document Service
- Global Express Guaranteed Non-Document Service

This revision also reflects the extension of the optional insurance coverage to non-documents and establishes rates for the non-document service.

These revisions will be incorporated into both the printed version of IMM Issue 24 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>).

International Mail Manual (IMM)

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2 Conditions for Mailing

210 Express Mail International Service

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215 Global Express Guaranteed

215.1 Description

215.11 General

Global Express Guaranteed (GXG) service is an international expedited delivery service provided through an alliance with DHL Worldwide Express, Inc. It provides reliable, high-speed, guaranteed, and time-definite service from selected post offices in the United States to a large number of international destinations. (See Countries and Cities Served section of the *Global Express Guaranteed Service Guide* for destination service commitments.) GXG delivery service is guaranteed to meet the specified service standards or the postage paid may be refunded. Liability insurance is provided for lost or damaged shipments. See 215.54.

215.12 Allowable Contents

Documents and general correspondence (non-dutiable items) and non-documents (all dutiable items including merchandise) may be shipped using GXG service. See 215.2 for classification and rate treatment of specific shipments based on content. The allowable contents for GXG shipments may also be restricted by the destinating country. Refer to the *Global Express Guaranteed Service Guide* for the definition of allowable contents for each destinating country. Senders are responsible for determining if their item is allowable despite any statement made in the *Global Express Guaranteed Service Guide*, GXG Web site, or by a postal employee or the Postal Service's agents.

215.2 Mail Classifications

215.21 Global Express Guaranteed Document Service

The GXG Document service mail classification is for shipments that contain only documents and general correspondence for which no duty is assessed by the customs authority of the destinating country (non-dutiable shipments). Packages shipped by GXG Document service are sealed against inspection by the Postal Service or other U.S. agencies and authorities. These Document service shipments may be subject to inspection in the destinating country for purposes of compliance with the customs requirements of the destinating country. The postage rates applicable to Document service shipments are set forth in 215.61 and are separate and distinct from the postage rates for Non-Document service.

215.22 Global Express Guaranteed Non-Document Service

The GXG Non-Document service mail classification is for shipments that do not contain documents or general correspondence and for which duty may be assessed by the customs authority of the destinating country. Merchandise and all other dutiable items may be shipped using only this GXG classification. Non-Document service shipments are not sealed against inspection under 39 U.S.C. 3623(d). Non-Document service shipments will be subject to inspection by the Postal Service and its designated agents for purposes of aviation (air) security and to determine that the contents are eligible for shipment via Non-Document service and that the contents are adequately declared on the

GXG Air Waybill/Shipping Invoice to permit expedited customs clearance. These Non-Document service shipments may also be subject to inspection in the destinating country for purposes of compliance with the customs requirements of the destinating country. Non-Document service is not available to some countries to which Document service is provided. See the listing of destinating countries in 215.32 for specific availability. The postage rates applicable to Non-Document service shipments are set forth in 215.62 and are separate and distinct from the postage rates for Document service.

215.3 Service Areas

215.31 Origins

GXG items must be entered through selected post offices that are located in the following ZIP Code areas. Check with your local post office or review the *Global Express Guaranteed Service Guide* for a participating post office near you.

State	ZIP Code Areas
AL—Alabama	352, 356–358, 361–362, 366, 368
AR—Arkansas	722–723
AZ—Arizona	850, 852–853, 857
CA—California	900, 902–908, 910–922, 926–928, 937, 939–941, 943–951, 954
CO—Colorado	800–803, 805–806, 808–810
CT—Connecticut	060–069
DC—District of Columbia	200, 202–203, 205
DE—Delaware	197–199
FL—Florida	320–323, 326–338, 342, 344, 346–347, 349
GA—Georgia	300–319
IA—Iowa	500–504, 506–507, 510–511, 515–516, 520, 522–528
IL—Illinois	600–620, 622, 625–627, 629
IN—Indiana	460–479
KS—Kansas	660–662, 667, 674, 676
KY—Kentucky	400–406, 410–416, 421–424, 427
LA—Louisiana	700–701, 703–704, 707–708
MA—Massachusetts	010–027
MD—Maryland	206–212, 214, 217, 219
ME—Maine	039–041
MI—Michigan	480–497
MN—Minnesota	550–551, 553–554, 558–563
MO—Missouri	630–631, 633, 636–641, 644–648, 654–658
MS—Mississippi	383, 386, 389, 392, 394–395
Mt—Montana	591
NC—North Carolina	270–282, 286
NE—Nebraska	680–681, 685–687
NH—New Hampshire	010–011, 030–034, 036–038
NJ—New Jersey	070–089
NM—New Mexico	871
NY—New York	100–101, 103–149
OH—Ohio	430–458
OK—Oklahoma	730–731, 734–738, 740–741, 743–748

State	ZIP Code Areas
OR—Oregon	972
PA—Pennsylvania	150–176, 178–179, 189–191, 193–196
PR—Puerto Rico	006–007, 009
RI—Rhode Island	028–029
SC—South Carolina	297–299
SD—South Dakota	570–571
TN—Tennessee	370–374, 376–385
TX—Texas	750–756, 759–764, 768–770, 772–778, 780–782, 784, 791, 794–796
UT—Utah	840–841, 843–847
VA—Virginia	201, 220–227, 230–239
VI—Virgin Islands	008
VT—Vermont	054, 056
WA—Washington	980–985, 988–989
WI—Wisconsin	530–532, 534, 537, 540, 543, 546–549
WV—West Virginia	250–257, 260, 267
WY—Wyoming	820

215.32 Destinating Countries and Rate Groups

GXG service is available to the following destinating countries and territories. For rate purposes, countries have been placed into one of eight rate groups.

Country	Document Service Rate Group	Non-Document Service Rate Group
Afghanistan	No Service	No Service
Albania	8	8
Algeria	8	8
Andorra	6	6
Angola	8	8
Anguilla	7	7
Antigua & Barbuda	7	7
Argentina	5	5
Armenia	8	8
Aruba	7	7
Ascension	No Service	No Service
Australia	4	4
Austria	6	6
Azerbaijan	8	8
Bahamas	7	7
Bahrain	4	4
Bangladesh	4	4
Barbados	7	7
Belarus	8	8
Belgium	3	3
Belize	5	5
Benin	8	8
Bermuda	7	7
Bhutan	5	5
Bolivia	5	5
Bosnia-Herzegovina	8	8
Botswana	8	8
Brazil	5	5
British Virgin Islands	7	7
Brunei Darussalam	8	8

Country	Document Service Rate Group	Non-Document Service Rate Group
Bulgaria	8	8
Burkina Faso	8	8
Burma (Myanmar)	8	8
Burundi	8	8
Cambodia	8	8
Cameroon	8	8
Canada	1	1
Cape Verde	8	8
Cayman Islands	7	7
Central African Republic	8	8
Chad	8	8
Chile	5	5
China	4	4
Colombia	5	5
Comoros	8	8
Congo, Democratic Republic of the	8	8
Congo, Republic of the (Brazzaville)	8	8
Costa Rica	5	5
Cote d'Ivoire (Ivory Coast)	8	8
Croatia	8	8
Cuba	8	No Service
Cyprus	4	4
Czech Republic	8	8
Denmark	6	6
Djibouti	8	8
Dominica	7	7
Dominican Republic	7	7
Ecuador	5	5
Egypt	4	No Service
El Salvador	5	5
Equatorial Guinea	8	8
Eritrea	8	8
Estonia	8	8
Ethiopia	8	8
Falkland Islands	5	5
Faroe Islands	6	6
Fiji	5	5
Finland	6	6
France	3	3
French Guiana	5	No Service
French Polynesia	8	8
Gabon	8	8
Gambia	8	8
Georgia, Republic of	8	8
Germany	3	3
Ghana	8	8
Gibraltar	6	6
Great Britain & Northern Ireland	3	3
Greece	6	6
Greenland	6	6
Grenada	7	7
Guadeloupe	7	7
Guatemala	5	5
Guinea	8	8

Country	Document Service Rate Group	Non-Document Service Rate Group
Guinea-Bissau	8	8
Guyana	5	5
Haiti	7	7
Honduras	5	5
Hong Kong	3	3
Hungary	8	8
Iceland	6	6
India	4	4
Indonesia	4	4
Iran	4	No Service
Iraq	No Service	No Service
Ireland (Eire)	3	3
Israel	4	4
Italy	3	3
Jamaica	7	7
Japan	No Service	No Service
Jordan	4	4
Kazakhstan	8	8
Kenya	8	8
Kiribati	8	8
Korea, Democratic People's Republic of (North)	No Service	No Service
Korea, Republic of (South)	4	4
Kuwait	4	4
Kyrgyzstan	8	8
Laos	8	8
Latvia	8	8
Lebanon	4	4
Lesotho	8	8
Liberia	8	8
Libya	No Service	No Service
Liechtenstein	6	6
Lithuania	8	8
Luxembourg	3	3
Macao	3	3
Macedonia, Republic of	8	8
Madagascar	8	8
Malawi	8	8
Malaysia	4	4
Maldives	8	8
Mali	8	8
Malta	6	6
Martinique	7	7
Mauritania	8	8
Mauritius	8	8
Mexico	2	2
Moldova	8	8
Mongolia	8	8
Montserrat	7	7
Morocco	8	8
Mozambique	8	8
Namibia	8	8
Nauru	8	8
Nepal	8	8
Netherlands	3	3
Netherlands Antilles	7	7

Country	Document Service Rate Group	Non-Document Service Rate Group
New Caledonia	5	5
New Zealand	4	4
Nicaragua	5	5
Niger	8	8
Nigeria	8	8
Norway	6	6
Oman	4	4
Pakistan	4	4
Panama	5	5
Papua New Guinea	5	5
Paraguay	5	5
Peru	5	5
Philippines	4	4
Pitcairn Island	No Service	No Service
Poland	8	8
Portugal	6	6
Qatar	4	4
Reunion	8	8
Romania	8	8
Russia	8	8
Rwanda	8	8
St. Christopher (St. Kitts) & Nevis	7	7
Saint Helena	No Service	No Service
Saint Lucia	7	7
Saint Pierre & Miquelon	1	1
Saint Vincent & Grenadines	7	7
San Marino	3	3
Sao Tome & Principe	8	8
Saudi Arabia	4	4
Senegal	8	8
Serbia-Montenegro (Yugoslavia)	8	8
Seychelles	8	8
Sierra Leone	8	8
Singapore	3	3
Slovak Republic (Slovakia)	8	8
Slovenia	8	8
Solomon Islands	8	8
Somalia	8	8
South Africa	8	8
Spain	6	6
Sri Lanka	4	4
Sudan	No Service	No Service
Suriname	5	5
Swaziland	8	8
Sweden	6	6
Switzerland	6	6
Syrian Arab Republic (Syria)	4	No Service
Taiwan	3	3
Tajikistan	8	8
Tanzania	8	8
Thailand	4	4
Togo	8	8

Country	Document Service Rate Group	Non-Document Service Rate Group
Tonga	8	8
Trinidad & Tobago	7	7
Tristan da Cunha	No Service	No Service
Tunisia	8	8
Turkey	4	4
Turkmenistan	8	8
Turks & Caicos Islands	7	7
Tuvalu	8	8
Uganda	8	8
Ukraine	8	8
United Arab Emirates	4	4
Uruguay	5	5
Uzbekistan	8	8
Vanuatu	5	5
Vatican City	3	3
Venezuela	5	5
Vietnam	4	4
Wallis & Futuna Islands	4	4
Western Samoa	4	4
Yemen	4	4
Zambia	8	8
Zimbabwe	8	8

GXG service is available to all locations that are referenced in the Individual Country Listings except for the following:

- Afghanistan
- Ascension
- Iraq
- Japan
- Korea, Democratic People's Republic of (North)
- Libya
- Pitcairn Island
- Saint Helena
- Sudan
- Tristan de Cunha

The following countries are limited to GXG Document service only:

- Cuba
- Egypt
- French Guiana
- Iran
- Syrian Arab Republic (Syria)

215.4 Service Guarantee

215.41 General

The Postal Service guarantees delivery within the service standards specified in the *Global Express Guaranteed Service Guide* or the sender may be entitled to a full refund of the postage paid. For the purpose of the service guarantee, the date and time of delivery, attempted delivery, or availability for delivery constitutes delivery.

215.42 Transit Days for Non-Document Service

For GXG Non-Document service, total transit days may be affected by general customs delays, specific customs commodity delays, holidays observed in the destinating country, and other factors beyond the Postal Service's control. See Terms and Conditions on the GXG Air Waybill/Shipping Invoice or in the *Global Express Guaranteed Service Guide* for details.

215.5 Inquiries, Postage Refunds, and Indemnity Claims**215.51 Inquiries**

Inquiries concerning the delivery of GXG items are made by calling 800-222-1811 or through the Postal Service Web site.

215.52 Postage Refunds

Postage may be refunded if a shipment tendered at a designated post office before the specified deposit time is not delivered or if delivery is not attempted before 5:00 p.m. local time in the delivery location in accordance with the guaranteed delivery standards in the *Global Express Guaranteed Service Guide*. The mailer may file requests for postage refunds only by contacting a customer service representative at 800-222-1811. The original receipt of the GXG Air Waybill/Shipping Invoice is required when filing a claim for a postage refund. Requests for postage refunds must be made no later than 30 days from the date of shipment. The GXG customer service office will adjudicate refunds for GXG. The GXG customer service office can be contacted at 800-222-1811. Final approval and payment will be made by the Postal Service.

Refunds will not be made if delivery was attempted but could not be made, if the delivery address was incomplete or inaccurate, or if the shipment was delayed by circumstances outside the control of the Postal Service or its agents (as defined in the *Global Express Guaranteed Service Guide*).

215.53 Indemnity Claims**215.531 Claims for Document Service Shipments**

If a Document service shipment is lost or damaged, the sender may file a claim for document reconstruction costs, subject to 215.54. All claims must be initiated within 30 days of the shipment date by contacting a customer service representative at 800-222-1811. The representative will provide more details on how to file a claim. The original receipt of the GXG Air Waybill/Shipping Invoice must be included when filing a claim. Consult the *Global Express Guaranteed Service Guide* for limitations and restrictions on indemnity payments for GXG items. The GXG customer service office will adjudicate refunds for GXG. The GXG customer service office can be contacted at 800-222-1811.

Final approval and payment will be made by the Postal Service.

215.532 Claims for Non-Document Service Shipments

If a Non-Document service shipment is lost or damaged, the sender may file a claim for the declared value of the shipment costs, subject to 215.54. All claims must be initiated within 30 days of the shipment date by contacting a customer service representative at 800-222-1811. The representative will provide more details on how to file a claim. The original receipt of the GXG Air Waybill/Shipping Invoice must be included when filing a claim. Consult the *Global Express Guaranteed Service Guide* for limitations and restrictions on indemnity payments for GXG items. The GXG customer service office will adjudicate refunds for GXG. The GXG customer service office can be contacted at 800-222-1811. Final approval and payment will be made by the Postal Service.

215.54 Extent of Postal Service Liability for Lost or Damaged Contents**215.541 Document Service Shipments**

Liability for a lost or damaged Document service shipment is limited to the lowest of the following:

- a. \$100 or the amount of additional optional insurance purchased.
- b. The actual amount of the loss or damage.
- c. The actual value of the contents.

"Actual value" means the lowest cost of replacing, reconstructing, or reconstituting the Allowable Contents of the shipment (determined at the time and place of acceptance).

215.542 Non-Document Service Shipments

Liability for a lost or damaged Non-Document service shipment is limited to the lowest of the following:

- a. \$100 or the amount of additional optional insurance purchased.
- b. The actual amount of the loss or damage.
- c. The actual value of the contents.

"Actual value" means the lowest cost of replacing, reconstructing, or reconstituting the Allowable Contents of the shipment (determined at the time and place of acceptance).

215.55 Insurance**215.551 Insurance for Document Service Shipments**

Document reconstruction insurance (the reasonable costs incurred in reconstructing duplicates of nonnegotiable documents mailed), up to \$100 per shipment, is included at no additional charge. Additional document reconstruction insurance may be purchased for Document service shipments, as outlined in section 215.553, not to exceed the total cost of reconstruction, \$2,499, or a lesser amount as

limited by country, content, or value. Coverage, terms, and limitations are subject to change.

215.552 Insurance for Non-Document Service Shipments

Non-Document insurance for loss, damage, or rifling, up to \$100 per shipment, is included at no additional charge. Additional Non-Document insurance may be purchased for shipments, as outlined in section 215.553, not to exceed the total declared shipment value, \$2,499, or a lesser amount as limited by country, content, or value. Coverage, terms, and limitations are subject to change.

215.553 Insurance Fees

Insurance Amount	Fee
\$100	No Fee
\$200	\$0.70
\$300	\$1.40
\$400	\$2.10
\$500	\$2.80
For document reconstruction insurance or non-document insurance coverage above \$500, add \$0.70 per \$100 or fraction thereof, up to a maximum of \$2,499 per shipment.	
\$2,499	\$16.80

215.6 Postage

215.61 Document Service Rates/Groups

Weight Not Over (lbs.)	Rate Group 1	Rate Group 2	Rate Group 3	Rate Group 4	Rate Group 5	Rate Group 6	Rate Group 7	Rate Group 8
0.5	\$19	\$20	\$24	\$29	\$40	\$28	\$24	\$60
1	28	28	30	38	46	41	35	68
2	33	35	38	47	56	51	41	79
3	35	41	45	54	70	57	48	91
4	38	45	53	61	84	63	54	102
5	41	50	61	68	97	70	60	114
6	43	53	67	75	110	75	65	126
7	46	56	71	81	122	81	70	138
8	48	60	75	88	134	86	74	150
9	50	63	80	95	147	91	79	162
10	53	65	84	99	156	97	82	170
11	55	68	87	104	166	100	86	181
12	57	71	91	110	176	104	90	193
13	60	74	94	115	186	108	94	205
14	62	76	98	120	196	112	98	216
15	64	79	101	125	205	116	102	228
16	67	82	104	131	214	120	106	239
17	69	84	108	136	222	124	110	250
18	71	87	111	141	229	128	114	261
19	74	90	115	146	237	132	118	272
20	76	92	118	151	244	136	122	283
21	78	95	121	156	251	139	126	292
22	80	97	125	161	259	143	130	301
23	82	100	128	166	266	147	134	308
24	85	103	132	171	274	151	138	315
25	87	105	135	176	281	155	142	323
26	89	108	138	181	289	159	146	330
27	91	110	142	185	296	163	150	337
28	93	113	145	190	304	167	153	345
29	95	115	148	195	311	171	157	352
30	98	119	153	202	322	177	163	363
31	100	122	157	207	329	181	167	371

Weight Not Over (lbs.)	Rate Group 1	Rate Group 2	Rate Group 3	Rate Group 4	Rate Group 5	Rate Group 6	Rate Group 7	Rate Group 8
32	\$102	\$124	\$160	\$212	\$337	\$185	\$171	\$378
33	104	126	164	217	344	189	175	386
34	107	127	167	222	352	193	179	393
35	109	129	170	227	360	197	183	401
36	111	131	174	231	367	201	187	408
37	113	133	177	236	375	205	191	416
38	115	135	181	241	382	209	195	423
39	117	137	184	246	389	213	199	430
40	119	139	187	251	395	217	203	438
41	121	141	191	256	402	221	207	445
42	125	143	194	261	409	225	211	453
43	127	145	198	266	416	229	215	460
44	129	146	201	271	423	233	219	468
45	132	148	205	275	430	237	223	475
46	134	150	208	280	437	241	227	482
47	136	151	211	285	443	245	231	490
48	138	153	215	290	450	249	235	497
49	141	155	218	295	457	253	239	505
50	143	158	224	303	469	259	245	518
51	147	160	227	308	476	259	249	533
52	149	160	231	313	483	267	253	533
53	151	164	234	318	490	271	257	549
54	154	164	238	323	497	275	261	549
55	155	167	241	328	504	278	265	562
56	157	167	245	333	511	283	270	562
57	157	170	248	338	518	286	274	574
58	157	170	251	343	524	291	278	574
59	157	173	255	348	531	294	282	587
60	157	173	258	353	538	299	285	587
61	164	176	262	358	545	302	290	602
62	165	176	265	362	551	308	292	602
63	167	179	269	367	559	310	298	617
64	168	179	272	372	562	316	298	617
65	169	182	276	377	573	318	305	632
66	169	182	279	382	573	324	305	632
67	169	186	282	387	584	326	313	647
68	169	186	286	392	584	332	313	647
69	169	189	289	397	595	334	320	662
70	169	189	293	402	595	340	320	662

215.62 Non-Document Service Rates/Groups

Weight Not Over (lbs.)	Rate Group 1	Rate Group 2	Rate Group 3	Rate Group 4	Rate Group 5	Rate Group 6	Rate Group 7	Rate Group 8
1	\$33	\$34	\$39	\$45	\$52	\$47	\$40	\$75
2	38	40	46	52	65	55	46	89
3	40	46	53	59	79	62	53	101
4	43	50	60	66	93	68	59	112
5	46	55	67	73	106	75	65	124
6	48	58	72	80	119	80	70	136
7	51	61	76	86	131	86	75	148
8	53	65	80	93	143	91	79	160
9	55	68	85	100	156	96	84	172
10	58	70	89	104	165	102	87	180
11	60	73	92	109	175	105	91	191
12	62	76	96	115	185	109	95	203
13	65	79	99	120	195	113	99	215
14	67	81	103	125	205	117	103	226
15	69	84	106	130	214	121	107	238
16	72	87	109	136	223	125	111	249
17	74	89	113	141	231	129	115	260
18	76	92	116	146	238	133	119	271
19	79	95	120	151	246	137	123	282
20	81	97	123	156	253	141	127	293
21	83	100	126	161	260	144	131	302
22	85	102	130	166	268	148	135	311
23	87	105	133	171	275	152	139	318

Weight Not Over (lbs.)	Rate Group 1	Rate Group 2	Rate Group 3	Rate Group 4	Rate Group 5	Rate Group 6	Rate Group 7	Rate Group 8
\$24	\$90	\$108	\$137	\$176	\$283	\$156	\$143	\$325
25	92	110	140	181	290	160	147	333
26	94	113	143	186	298	164	151	340
27	96	115	147	190	305	168	155	347
28	98	118	150	195	313	172	158	355
29	100	120	153	200	320	176	162	362
30	103	124	158	207	331	182	168	373
31	105	127	162	212	338	186	172	381
32	107	129	165	217	346	190	176	388
33	109	131	169	222	353	194	180	396
34	112	132	172	227	361	198	184	403
35	114	134	175	232	369	202	188	411
36	116	136	179	236	376	206	192	418
37	118	138	182	241	384	210	196	426
38	120	140	186	246	391	214	200	433
39	122	142	189	251	398	218	204	440
40	124	144	192	256	404	222	208	448
41	126	146	196	261	411	226	212	455
42	130	148	199	266	418	230	216	463
43	132	150	203	271	425	234	220	470
44	134	151	206	276	432	238	224	478
45	137	153	210	280	439	242	228	485
46	139	155	213	285	446	246	232	492
47	141	156	216	290	452	250	236	500
48	143	158	220	295	459	254	240	507
49	146	160	223	300	466	258	244	515
50	148	163	229	308	478	264	250	528
51	152	165	232	313	485	264	254	543
52	154	165	236	318	492	272	258	543
53	156	169	239	323	499	276	262	559
54	159	169	243	328	506	280	266	559
55	160	172	246	333	513	283	270	572
56	162	172	250	338	520	288	275	572
57	162	175	253	343	527	291	279	584
58	162	175	256	348	533	296	283	584
59	162	178	260	353	540	299	287	597
60	162	178	263	358	547	304	290	597
61	169	181	267	363	554	307	295	612
62	170	181	270	367	560	313	297	612
63	172	184	274	372	568	315	303	627
64	173	184	277	377	571	321	303	627
65	174	187	281	382	582	323	310	642
66	174	187	284	387	582	329	310	642
67	174	191	287	392	593	331	318	657
68	174	191	291	397	593	337	318	657
69	174	194	294	402	604	339	325	672
70	174	194	298	407	604	345	325	672

Both GXG Document service shipments and Non-Document service shipments mailed by Postal Service entities must bear the G-10 permit indicia that is prescribed for all USPS official mail. There is a 70-pound weight limit for USPS-originated GXG shipments going to all authorized destinating countries. See section 144.2.

215.7 Weight and Size Limits

215.71 General

The weight, dimensional weight, and size limits set forth in this section are the same for both GXG Document service shipments and Non-Document service shipments.

215.72 Weight Limits

The maximum weight is 70 pounds.

215.73 Dimensional Weight

The equation for determining dimensional weight is as follows:

$$\text{Dimensional Weight} = (\text{Length} \times \text{Width} \times \text{Height}) / 166$$

When determining the dimensional weight, each individual measurement must be rounded down to the nearest whole inch.

215.74 Size Limits

215.741 Minimum Size

Items must be large enough — approximately 9 inches in height and 12 inches in length — so that a GXG Air Waybill/Shipping Invoice can be affixed on the face of the item.

215.742 Maximum Size

Length and girth combined may not exceed 108 inches. Individual dimensions may not exceed 46 inches in length, 35 inches in width, and 46 inches in height.

215.8 Preparation Requirements

215.81 Preparation by the Sender

- a. Prepare the item as a flat or package using either the GXG envelope provided by the Postal Service or mailer-supplied packaging. Mailers using their own envelope or wrapping must also affix a GXG sticker (Item 107RGG3) to the front and back of the item.
- b. Complete the GXG Air Waybill/Shipping Invoice (Item 11FGG1) to show the complete address of the sender and addressee. Items cannot be addressed to a post office box or an APO or FPO address.
- c. *Global Express Guaranteed Document Service Shipment Preparation:* Complete the Shipment Details to show the contents in detail including description and estimated cost of reconstruction. A separate customs declaration is not used. Sign and date the mailer agreement.

215.63 Payment of Postage

215.631 Methods of Payment

Both GXG Document service shipments and Non-Document service shipments may be paid by postage stamps, postage validation imprinter (PVI) labels, or postage meter stamps.

215.632 Official Mail

GXG shipments that are originated by federal agencies and departments are subject to the same postage payment requirements, weight and size limits, customs requirements, and general conditions for mailing as GXG shipments that are originated by non-governmental entities.

- d. *Global Express Guaranteed Non-Document Service Shipment Preparation:* Complete the Shipment Details to show the contents in detail including description, valuation, and country of manufacture. Non-Document service shipments cannot have a value that exceeds \$2,499. A separate customs declaration is not used. Sign and date the mailer agreement.

215.82 Preparation by Acceptance Employee

- a. Check that the sender has properly completed the GXG Air Waybill/Shipping Invoice.
- b. Complete the postage transaction if the item is not prepaid.
- c. Complete the "Origin" information.
- d. Remove the customer's copy of the GXG Air Waybill/Shipping Invoice and give it to the customer. Process the GXG Air Waybill/Shipping Invoice according to directions on the shipping document.

215.83 Customs Forms Not Required

The GXG Air Waybill/Shipping Invoice contains space for the sender to declare the contents. A separate postal customs declaration is not used.

* * * * *

Individual Country Listings

[The Individual Country Listings in the International Mail Manual will be revised to reflect the availability of GXG service and the applicable postage rates.]

* * * * *

— *Business Initiatives, Expedited/Package Services, 11-2-00*

IMM CORRECTION

International Mail — Mailing to Cape Verde and Yemen

Effective November 2, 2000, the Individual Country Listings for Cape Verde and Yemen in the *International Mail Manual* (IMM) are revised to reflect that return receipt service is available only for registered mail. This correction will be incorporated into both the printed version of IMM Issue 24 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>).

Country Conditions for Mailing — Yemen

* * * * *

RETURN RECEIPT (340)

Available for Registered Mail **Fee:** \$1.25

* * * * *

— *Classification, International Business, 11-2-00*

International Mail Manual (IMM)

* * * * *

Country Conditions for Mailing — Cape Verde

* * * * *

RETURN RECEIPT (340)

Available for Registered Mail **Fee:** \$1.25

* * * * *

IMM REVISION

International Mail — Labeling and Routing of Publishers’ Periodicals

Effective November 2, 2000, *International Mail Manual* (IMM) Exhibit 244.52 is revised to reflect changes in the labeling and routing information for sacks of publishers’ periodicals that are mailed to Afghanistan, Cape Verde, Croatia, Denmark, Guinea-Bissau, Italy, Japan, Liberia, Mexico, Serbia-Montenegro, Sierra Leone, Spain, Yugoslavia, and Zambia. The entries for all other destination countries listed in IMM Exhibit 244.52 are unchanged.

These revisions will be incorporated into both the printed version of IMM Issue 24 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>).

International Mail Manual (IMM)

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

244.52 Sacking and Labeling

* * * * *

Exhibit 244.52 Publishers’ Periodicals — All Countries (Except Canada) Labeling and Routing Information

Destination Exchange Office Code	Country	Routing Code	Observations
KBL	Afghanistan	099	Surface mail service suspended.
VXE	Cape Verde	099	
ZAG	Croatia	099	
AAL	Denmark	099	Include Faroe Islands and Greenland.
	Guinea-Bissau		Include with Portugal. Surface mail service suspended.
GOA	Italy	099	Include San Marino.
KWS	Tokyo, Japan	099	From Origin ZIP Codes 004–269; include Okinawa and Ryukyu Islands.
KWS	Yokohama, Japan	945	From Origin ZIP Codes 270–999; include Okinawa and Ryukyu Islands.
	Liberia		Surface mail service suspended.
MEX	Mexico	753	
BEG	Serbia-Montenegro (Yugoslavia)	099	Include Serbia, Montenegro, and Yugoslavia.
FNA	Sierra Leone	099	
BCN	Spain	099	Include Andorra, Canary Islands, and Balearic Islands.
	Yugoslavia		See Serbia-Montenegro.
LVI	Zambia	099	

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.

The following pictorial cancellations have been extended for 30 days.



September 9, 2000
California State Parks & Recreation
 CALIFORNIA STATEHOOD
 SESQUICENTENNIAL STATION
 POSTMASTER
 836 ANACAPA ST
 SANTA BARBARA CA 93101-9999



*California Statehood
 Sesquicentennial Sta.
 1850 - 2000
 September 22, 2000
 Agoura, CA 91301*

September 22, 2000
 CALIFORNIA STATEHOOD
 SESQUICENTENNIAL STATION
 POSTMASTER
 5158 CLARETON
 AGOURA CA 91301-9998



*California Statehood
 Sesquicentennial Sta.
 1850 - 2000
 September 12, 2000
 Olancho, CA 93549*

September 12, 2000
 CALIFORNIA STATEHOOD
 SESQUICENTENNIAL STATION
 POSTMASTER
 100 S STATE HWY 395
 OLANCHO CA 93549-9998



*California Statehood
 Sesquicentennial Sta.
 1850 - 2000
 September 16, 2000
 San Luis Obispo CA 93401*

September 23, 2000
 CALIFORNIA STATEHOOD
 SESQUICENTENNIAL STATION
 POSTMASTER
 1655 DALIDIO DR
 SAN LUIS OBISPO CA 93401-9998



*California Statehood
 Sesquicentennial Sta.
 1850 - 2000
 September 16, 2000
 Avila Beach CA 93424*

September 16, 2000
Avila Beach Community Picnic
 CALIFORNIA STATEHOOD
 SESQUICENTENNIAL STATION
 POSTMASTER
 191 SAN MIGUEL RD
 AVILA BEACH CA 93424-9998



*Breast Cancer Research
 Station*

October 1, 2000
USPS Breast Cancer Walk-a-Thon
 BREAST CANCER RESEARCH STATION
 POSTMASTER
 525 N BROADWAY
 AURORA IL 60507-9998



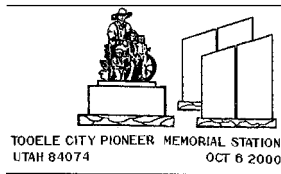
*California Statehood
 Sesquicentennial Sta.
 1850 - 2000
 September 16, 2000
 San Luis Obispo CA 93401*

September 16, 2000
 CALIFORNIA STATEHOOD
 SESQUICENTENNIAL STATION
 POSTMASTER
 1655 DALIDIO DR
 SAN LUIS OBISPO CA 93401-9998

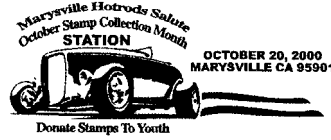


*California Statehood
 Sesquicentennial Sta.
 1850 - 2000
 October 6, 2000
 Van Nuys CA 91409*

October 6, 2000
 CALIFORNIA STATEHOOD
 SESQUICENTENNIAL STATION
 POSTMASTER
 15701 SHERMAN WAY
 VAN NUYS CA 91409-9998



October 6, 2000
 TOOOLE CITY PIONEER
 MEMORIAL STATION
 POSTMASTER
 65 N MAIN ST
 TOOOLE UT 84074-9998



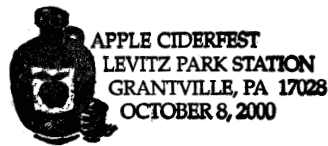
October 20, 2000
 MARYSVILLE HOTRODS
 SALLUTE OCTOBER STAMP
 COLLECTION MONTH STATION
 POSTMASTER
 PO BOX 9998
 MARYSVILLE CA 95901-9998



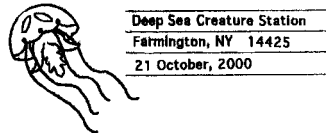
October 7, 2000
 Keysville Community
 FESTIVAL STATION
 POSTMASTER
 118 OLD WAYNESBORO RD
 KEYSVILLE GA 30816-9998



October 21, 2000
 GETTYPEX STATION
 POSTMASTER
 115 BUFORD AVE
 GETTYSBURG PA 17325-9998



October 8, 2000
 Levitz Memorial Park
 LEVITZ PARK STATION
 POSTMASTER
 PO BOX 9998
 GRANTVILLE PA 17028-9998



October 21, 2000
 4H Stampers Club
 DEEP SEA CREATURE STATION
 POSTMASTER
 1560 ROCHESTER RD
 FARMINGTON NY 14425-9998



October 14, 2000
 Capital City Philatelic Society
 75TH ANNIVERSARY STATION
 POSTMASTER
 1425 CROOKED HILL RD
 HARRISBURG PA 17107-9998



October 21, 2000
 Crossroads Stamp Show
 CROSSROADS STAMP SHOW
 STATION
 POSTMASTER
 195 SYKES MOUNTAIN AVE
 WHITE RIVER JUNCTION VT
 05001-9998

**Celebrating Stamp Collecting
 Month Station**

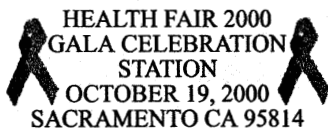


October 19, 2000
 CELEBRATING STAMP
 COLLECTING MONTH STATION
 POSTMASTER
 3435 THOUSAND OAKS BLVD
 THOUSAND OAKS CA
 91362-9998

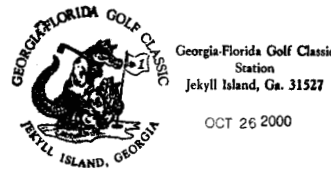
**Celebrating Stamp Collecting
 Month Station**



October 23, 2000
 Ventura County Philatelic Society
 CELEBRATING STAMP
 COLLECTING MONTH STATION
 POSTMASTER
 675 E SANTA CLARA
 VENTURA CA 93001-9998



October 19, 2000
 HEALTH FAIR 2000 GALA
 CELEBRATION STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



October 26-27, 2000
 Georgia - Florida Golf Classic
 GEORGIA FLORIDA GOLF
 CLASSIC STATION
 POSTMASTER
 32 N BEACHVIEW DR
 JEKYLL ISLAND GA 31527-9998



October 20, 2000
 Rose Hotel Preservation
 Committee
 THE ROSE HOTEL
 PRESERVATION STATION
 SOUTH MAIN ST
 ELIZABETHTOWN IL
 62931-9998

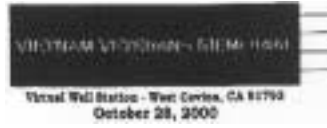


October 26-29, 2000
 Surburban Washington/Baltimore
 Coin and Currency Show
 COIN AND CURRENCY
 STATION
 SUPERVISOR MOWS
 900 E FAYETTE ST
 BALTIMORE MD 21233-9715

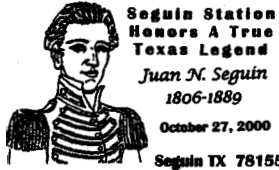


**GREAT AMERICAN
POST OFFICE STATION**
Marshall, Michigan 49068
October 27, 2000

October 27, 2000
GREAT AMERICAN POST
OFFICE STATION
POSTMASTER
PO BOX 9998
MARSHALL MI 49068-9998

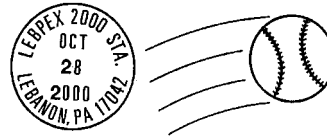


October 28, 2000
City of West Covina
VIRTUAL WALL STATION
POSTMASTER
396 S CALIFORNIA AVE BOX A
WEST COVINA CA 91793-9998



**Seguin Station
Honors A True
Texas Legend**
Juan N. Seguin
1806-1889
October 27, 2000
Seguin TX 78155

October 27-28, 2000
SEGUIN STATION
POSTMASTER
531 W COURT ST
SEGUIN TX 78155-9998



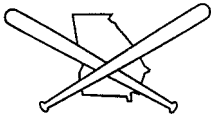
October 28-29, 2000
Lebanon Stamp Collectors Club
LEBPEX 2000 STATION
POSTMASTER
PO BOX 9998
LEBANON PA 17042-9998



October 27-29, 2000
*The Duluth Post Office and the
City of Duluth*
CELEBRATE THE CENTURY
STATION
POSTMASTER
3470 MCCLURE BRIDGE RD
DULUTH GA 30096-9998



October 28-29, 2000
*The North Carolina Festival by the
Sea*
FESTIVAL STATION
POSTMASTER
PO BOX 9998
SUPPLY NC 28462-9998



GEORGIA LEGENDS OF BASEBALL STATION
ATHENS, GA 30601
OCT 27, 2000

October 27-29, 2000
*Georgia Federation of Stamp
Clubs*
GEORGIA LEGENDS OF
BASEBALL STATION
POSTMASTER
575 OLYMPIC DR
ATHENS GA 30608-9998



Public Library Station
October 29, 2000
Saratoga Springs, NY 12866

October 29, 2000
*Friends of the Saratoga Springs
Public Library*
PUBLIC LIBRARY STATION
POSTMASTER
245 WASHINGTON ST
SARATOGA SPRINGS NY
12866-9998

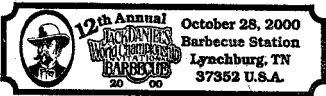


GLAPEX XVI STATION
OCTOBER 28, 2000
KALISPELL, MT 59901

October 28, 2000
Kalispell Stamp Club
GLAPEX XVI STATION
POSTMASTER
PO BOX 9998
KALISPELL MT 59901-9998



November 1, 2000
ADOPTION STATION
POSTMASTER
2255 SUNNYSIDE AVE
SALT LAKE CITY UT
84108-9998



October 28, 2000
*Lynchburg & Metro Moore County
Chamber of Commerce*
INVITATIONAL BARBECUE
STATION
POSTMASTER
PO BOX 9998
LYNCHBURG TN 37352-9998



November 2, 2000
*New Castle County Chamber of
Commerce*
ENTREPRENEURIAL WOMENS
STATION
POSTMASTER
PO BOX 7500
WILMINGTON DE 19803-7500



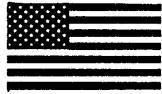
Design-A-Stamp Station
Cumberland Science Museum
Nashville, TN 37204

October 28, 2000
Cumberland Science Museum
DESIGN A STAMP STATION
POSTMASTER
811 ROYAL PKWY
NASHVILLE TN 37229-9281

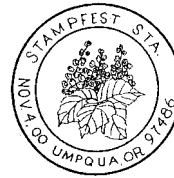


November 3, 2000
SKYDIVE ARIZONA STATION
POSTMASTER
PO BOX 9998
ELOY AZ 85231-9998

FLORIDA STATE
STAMP SHOW STATION
ORLANDO, FL 32801
NOVEMBER 3, 2000



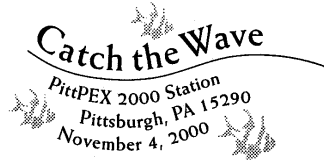
November 3-5, 2000
FLORIDA STATE STAMP SHOW
STATION
POSTMASTER
10401 POST OFFICE BLVD
ORLANDO FL 32862-9998



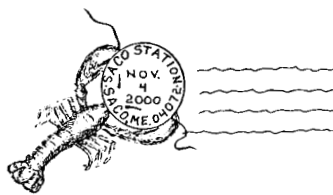
November 4-5, 2000
Umpqua Valley Stamp Club
STAMPFEST STATION
POSTMASTER
PO BOX 175
UMPQUA OR 97486-0175



November 4, 2000
ADOPTION STATION
POSTMASTER
59 LOCKES VILLAGE ROAD
WENDELL MA 01379-9998



November 4-5, 2000
PITTPLEX 2000 STATION
POSTMASTER
1001 CALIFORNIA AVE RM 2030
PITTSBURGH PA 15290-9998



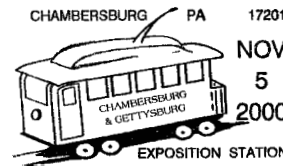
November 4, 2000
York County Stamp Club
SACO STATION
POSTMASTER
225 MAIN ST
SACO ME 04072-9998



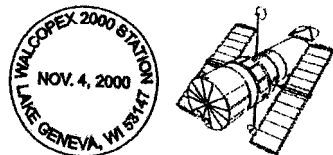
November 4-5, 2000
Cultural Affairs Department
DOWNTOWN FESTIVAL & ART
SHOW STATION
POSTMASTER
4600 SW 34TH ST
GAINESVILLE FL 32608-9998



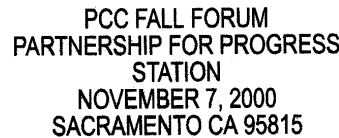
November 4, 2000
Cumberland Valley Philatelic Society
EXPO STATION
POSTMASTER
PO BOX 9998
CHAMBERSBURG PA 17201-9998



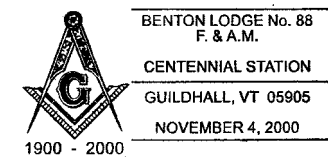
November 5, 2000
Cumberland Valley Philatelic Society
EXPOSITION STATION
POSTMASTER
PO BOX 9998
CHAMBERSBURG PA 17201-9998



November 4, 2000
WALCOPEX STATION
POSTMASTER
PO BOX 9998
LAKE GENEVA WI 53147-9998



November 7, 2000
PCC FALL FORUM
PARTNERSHIP FOR
PROGRESS STATION
POSTMASTER
2000 ROYAL OAKS DR
SACRAMENTO CA 95813-9998



November 4, 2000
Benton Lodge No 88 F. & A.M.
CENTENNIAL STATION
POSTMASTER
PO BOX 9998
GUILDHALL VT 05905-9998



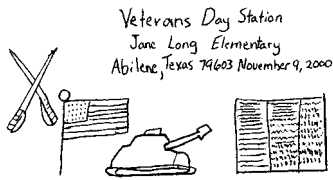
November 9, 2000
BORPEX Stamp Club
BORPEX STATION
POSTMASTER
500 S MCGEE ST
BORGER TX 79007-9998



November 4, 2000
Greater Augusta Stamp Club
24TH GAPEX STATION
POSTMASTER
525 8TH ST
AUGUSTA GA 30901-9998



November 9, 2000
DUSTER QUADS
SEARCHLIGHTS VETERANS
REUNION STATION
POSTMASTER
3118 WASHINGTON BLVD
ARLINGTON VA 22210-9998



Veterans Day Station
Jane Long Elementary
Abilene, Texas 79603 November 9, 2000

November 9, 2000
Jane Long Elementary School
VETERANS DAY STATION
POSTMASTER
341 PINE ST
ABILENE TX 79601-9998



30TH Anniversary
Waterfowl Festival Station
10 November 2000
Easton, MD 21601

November 10-12, 2000
Tidewater Stamp Club
WATERFOWL FESTIVAL
STATION
POSTMASTER
116 E DOVER ST
EASTON MD 21601-9998

Grand Opening
Station
Nov. 9, 2000
Wildler, VT 05088



November 10, 2000
GRAND OPENING STATION
POSTMASTER
1767 HARTFORD AVE
WILDER VT 05088-9998

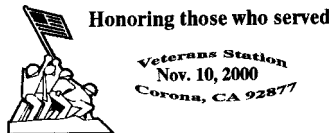
AMERICAN LEGION STATION
WINTHROP, NEW YORK



13697

NOVEMBER 11, 2000

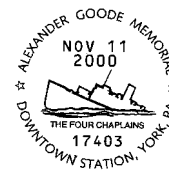
November 11, 2000
Daniel L. Crowley American
Legion Post 514
AMERICAN LEGION STATION
POSTMASTER
PO BOX 9998
WINTHROP NY 13697-9998



Honoring those who served

Veterans Station
Nov. 10, 2000
Corona, CA 92877

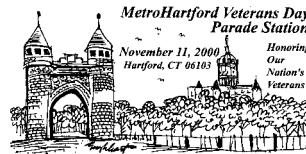
November 10, 2000
VETERANS STATION
POSTMASTER
1941 CALIFORNIA AVE
CORONA CA 92877-9998



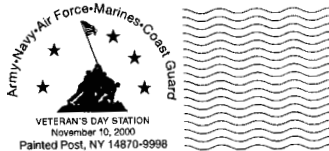
November 11, 2000
ALEXANDER GOODE
MEMORIAL DOWNTOWN
STATION
POSTMASTER
200 S GEORGE ST
YORK PA 17404-9998



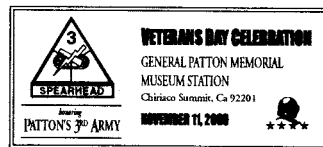
November 10, 2000
US MARINES 225TH
ANNIVERSARY CHOSIN
RESERVOIR STATION
POSTMASTER
601 N MAIN ST
SOUTH BOSTON VA
24592-9998



November 11, 2000
METRO HARTFORD VETERANS
DAY PARADE STATION
POSTMASTER
141 WESTON ST
HARTFORD CT 06101-9998



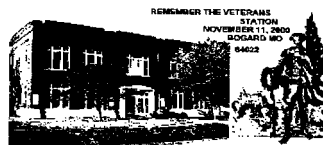
November 10, 2000
VETERANS DAY STATION
POSTMASTER
PO BOX 9998
PAINTED POST NY 14870-9998



November 11, 2000
General Patton Memorial Museum
VETERANS DAY CELEBRATION
GENERAL PATTON MEMORIAL
MUSEUM STATION
POSTMASTER
45805 FARGO ST
INDIO CA 92201-9998



November 10, 2000
WWII GENERATION STATION
POSTMASTER
1335 JEFFERSON RD
ROCHESTER NY 14692-9998

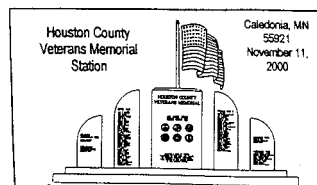


November 11, 2000
Bogard Community Betterment
REMEMBER THE VETERANS
STATION
POSTMASTER
100 W 3RD ST
BOGARD MO 64622-9998

Sanford Heritage
Festival
Station
Nov. 12, 2000
Sanford, FL
32771



November 10-12, 2000
Sanford Heritage Festival
SANFORD HERITAGE FESTIVAL
STATION
POSTMASTER
221 N PALMETTO AVE
SANFORD FL 32771-9998



November 11, 2000
Houston County Veterans
Memorial Committee
HOUSTON COUNTY VETERANS
MEMORIAL STATION
POSTMASTER
PO BOX 9998
CALEDONIA MN 55921-9998

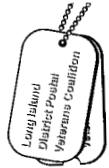


November 11, 2000
 George L. Fox Memorial
 UNION VILLAGE STATION
 POSTMASTER
 293 MAIN ST
 NORWICH VT 05055-9998



TROOP 101 * WILLIAM EDMUND BROWN
 ANNIVERSARY STATION
 13 NOVEMBER 2000
 WARREN OH 44483

November 13, 2000
 Troop 101
 WILLIAM EDMUND BROWN
 ANNIVERSARY STATION
 POSTMASTER
 201 HIGH ST NE
 WARREN OH 44481-9998



Veterans Day Station
 Farmingville NY 11738
 November 11, 2000

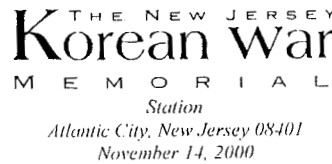
November 11, 2000
 VETERANS DAY STATION
 POSTMASTER
 PO BOX 9998
 FARMINGVILLE NY 11738-9998



November 13, 2000
 Children's Home Society
 CHILDRENS HOME SOCIETY
 STATION
 POSTMASTER
 10401 POST OFFICE BLVD
 ORLANDO FL 32862-9998



November 11-12, 2000
 Corn Belt Philatelic Society
 CORNPLEX STATION
 POSTMASTER
 PO BOX 9998
 BLOOMINGTON IL 61701-9998



November 14, 2000
 State of New Jersey and
 Department of Military and
 Veterans Affairs
 THE NEW JERSEY KOREAN
 WAR MEMORIAL STATION
 POSTMASTER
 1701 PACIFIC AVE
 ATLANTIC CITY NJ 08401-9998



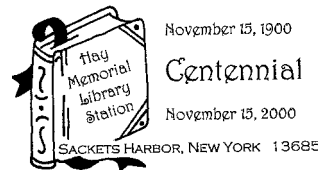
November 11-12, 2000
 Mid-Cities Stamp Club
 MID CITIES EXPO STATION
 POSTMASTER
 1251 WILLIAM D TATE AVE
 GRAPEVINE TX 76051-9998



November 15, 2000
 Lovell Bicentennial Committee
 LOVELL STATION
 POSTMASTER
 PO BOX 9998
 LOVELL ME 04051-9998



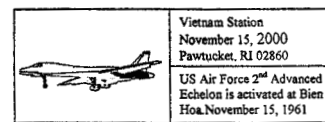
November 11, 2000
 NALC & New York State Letter
 Carriers
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 50001
 ALBANY NY 12205-9998



November 15, 2000
 Hay Memorial Library
 HAY MEMORIAL LIBRARY
 STATION
 POSTMASTER
 PO BOX 9998
 SACKETS HARBOR NY
 13685-9998



November 12, 2000
 Congregation Adath Israel
 JEWISH PARTICIPATION THE
 US CIVIL WAR STATION
 POSTMASTER
 60 MAIN ST
 WOODBRIDGE NJ 07095-9998



November 15, 2000
 Slater Stamp Club
 VIETNAM STATION
 POSTMASTER
 40 MONTGOMERY ST
 PAWTUCKET RI 02860-9998

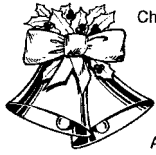


November 12, 2000
 Haymarket Post Office
 200TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 HAYMARKET VA 20169-9998



WE GIVE THANKS STATION
 NOV. 30, 2000
 PILGRIM KY 41250

November 15-30, 2000
 AMVETS Post 99
 WE GIVE THANKS STATION
 POSTMASTER
 PO BOX 9998
 PILGRIM KY 41250-9998



Christmas City USA
 Station
 Nov 15, 2000
 Arlton AL 36311

November 15, 2000–January 7,
 2001
 CHRISTMAS CITY USA STATION
 POSTMASTER
 PO BOX 9998
 ARITON AL 36311-9998

— Stamp Services,
 Public Affairs and Communications, 11-2-00

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
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
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, 11-2-00

Post Offices

ALL MAIL PROCESSING OFFICES

Substitute Mailbag for the First-Class Mail Number 1 Pouch

Effective immediately, the contingency substitute mailbag for the FCM No. 1 pouch is the No. 1 canvas or plastic sack, *not* the Priority pouch. PS Tag 6 must be attached to each substitute sack prepared with First-Class Mail.

This notification is being distributed to prevent the misuse of priority sacks and to eliminate First-Class Mail being routed to Priority Mail processing centers.

— Mail Transport Equipment,
Network Operations Management, 11-2-00

NOTICE

Use of No. 2 Domestic Canvas Pouches

Mail processing offices are notified that until further notice, No. 2 domestic canvas pouches are to be used only to transport registered mail. This restriction means that you may not issue empty No. 2 domestic pouches to commercial mailers for any reason.

Your assistance in conserving our inventory No. 2 domestic pouches is appreciated.

— Mail Transport Equipment,
Network Operations Management, 11-2-00

NOTICE

Retrieval of Plastic Label Holders

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

Plastic label holders are reusable — do not throw them away. They should also never be intentionally removed from the draw tapes of the sacks on which they are attached. After each plastic sack is emptied, the label must be removed from the label holder, and the sack/label holder combination must be prepared for return to the serving mail transport equipment service center.

Consolidate label holders found to be separated from their sacks for return to the mail transport equipment service center, along with the sacks. Contact your serving area mail transport equipment specialist for site-specific shipping information.

— Mail Transport Equipment,
Network Operations Management, 11-2-00

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	04-5130	72202	AR	Little Rock	Pulaski	Main Office	Post Office	10/02/2000	Establish a new ZIP Code for Post Office Boxes. Use Little Rock AR 72260 as last line of address for the new Post Office Boxes at the new Classified Station.
New	04-5130	72260	AR	Little Rock	Pulaski	Otter Creek	Classified Station	10/02/2000	
Old	08-4760	06320	CT	New London	New London	Coast Guard Academy	Classified Station	10/02/1998	Classified Station discontinued. Retain ZIP Code. Continue to use New London CT 06320 as last line of address.
New	08-4760	06320	CT	New London	New London	Main Office	Post Office	10/02/1998	
Old	09-2860	19942	DE	Harrington	Kent	Farmington	Community Post Office	10/15/2000	Community Post Office and ZIP Code discontinued. Establish a place name. Farmington DE becomes an acceptable last line for use with ZIP Code 19950.
New	09-2640	19950	DE	Greenwood	Sussex	Main Office	Place Name	10/15/2000	
Old	14-0500	96707	HI	Ewa Beach	Honolulu	Barbers Point N A S	Classified Station	10/01/2000	This announcement changes the administrative office for this ZIP Code from Ewa Beach HI to Waipahu HI. Continue to use Kapolei HI 96707 as last line for addresses.
New	14-9600	96707	HI	Waipahu	Honolulu	Barbers Point	Classified Station	10/01/2000	
Old	18-2286	52131	IA	Decorah	Winneshiek	Burr Oak	Community Post Office	09/09/2000	Community Post Office and ZIP Code discontinued. Establish a place name. Burr Oak IA becomes an acceptable last line for use with ZIP Code 52101.
New	18-2286	52101	IA	Decorah	Winneshiek	Main Office	Place Name	09/09/2000	
Old	22-2812	04741	ME	Estcourt Station	Aroostook	Main Office	Post Office	09/15/1998	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Estcourt Station ME 04741 as the last line of address.
New	22-2985	04741	ME	Fort Kent	Aroostook	Estcourt Station	Place Name	09/15/1998	
Old	25-5690	49701	MI	Mackinaw City	Cheboygan	Main Office	Post Office	11/01/2000	This announcement expands the use of ZIP Code 49701 to include delivery.
New	25-5690	49701	MI	Mackinaw City	Cheboygan	Main Office	Post Office	11/01/2000	
Old	26-9070	55784	MN	Swan River	Morrison	Main Office	Post Office	07/29/1995	Post Office discontinued. Retain ZIP Code. Establish a Community Post Office. Use Swan River MN 55784 as last line of address.
New	26-9585	55784	MN	Warba	Itasca	Swan River (Co. Morrison)	Community Post Office	07/29/1995	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	29-7308	59084	MT	Roundup	Petroleum	Teigen	Community Post Office	10/01/2000	This announcement changes the administrative office for this ZIP Code from Roundup MT to Winnett MT. Continue to use Teigen MT as last line for addresses.
New	29-9414	59084	MT	Winnett	Petroleum	Teigen	Community Post Office	10/01/2000	
Old	32-3810	03450	NH	Harrisville	Cheshire	Main Office	Post Office	10/01/2000	This announcement expands the use of ZIP Code 03450 to include delivery.
New	32-3810	03450	NH	Harrisville	Cheshire	Main Office	Post Office	10/01/2000	
Old	33-4815	08835	NJ	Manville	Somerset	Main Office	Post Office	10/01/2000	Establish a new Post Office. Use Hillsborough NJ 08844 as last line of address for a portion of deliveries previously in 08835.
New	33-3650	08844	NJ	Hillsborough	Somerset	Main Office	Post Office	10/01/2000	
Old	33-5640	08853	NJ	Neshanic Station	Somerset	Main Office	Post Office	10/01/2000	Establish a new Post Office. Use Hillsborough NJ 08844 as last line of address for a portion of deliveries previously in 08853.
New	33-3650	08844	NJ	Hillsborough	Somerset	Main Office	Post Office	10/01/2000	
Old	33-7860	08876	NJ	Somerville	Somerset	Main Office	Post Office	10/01/2000	Establish a new Post Office. Use Hillsborough NJ 08844 as last line of address for a portion of the deliveries previously in 08876.
New	33-3650	08844	NJ	Hillsborough	Somerset	Main Office	Post Office	10/01/2000	
Old	33-0630	08502	NJ	Belle Mead	Somerset	Main Office	Post Office	10/01/2000	Establish a new Post Office. Use Hillsborough NJ 08844 as last line of address for a portion of deliveries previously in 08502.
New	33-3650	08844	NJ	Hillsborough	Somerset	Main Office	Post Office	10/01/2000	
Old	33-7800	08558	NJ	Skillman	Somerset	Main Office	Post Office	10/01/2000	Establish a new Post Office. Use Hillsborough NJ as last line of address for a portion of deliveries previously in 08558.
New	33-3650	08844	NJ	Hillsborough	Somerset	Main Office	Post Office	10/01/2000	
Old	35-7215	13450	NY	Roseboom	Otsego	Main Office	Post Office	04/09/1998	Post Office discontinued. Retain ZIP Code. Establish a Community Post Office. Use Roseboom NY 13450 as last line of address.
New	35-1490	13450	NY	Cherry Valley	Otsego	Roseboom	Community Post Office	04/09/1998	
Old	35-8025	12162	NY	South Schodack	Rensselaer	Main Office	Post Office	06/06/1998	Post Office and ZIP Code discontinued. Establish a place name. South Schodack NY becomes an acceptable last line for use with ZIP Code 12033.
New	35-1270	12033	NY	Castleton	Rensselaer	South Schodack	Place Name	06/06/1998	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	40-7040	97468	OR	Remote	Coos	Main Office	Post Office	05/29/1998	Post Office and ZIP Code discontinued. Establish a place name. Remote OR becomes an acceptable last line for use with ZIP Code 97458.
New	70-5936	97458	OR	Myrtle Point	Coos	Remote	Place Name	05/29/1998	
Old	41-4656	15129	PA	Library	Allegheny	Main Office	Post Office	10/01/2000	This announcement changes the name of the Library PA Post Office to the South Park PA Post Office. Use South Park PA 15129 as last line of address.
New	41-4656	15129	PA	South Park	Allegheny	Main Office	Post Office	10/01/2000	
Old	45-9080	29124	SC	Wagener	Aiken	Perry	Community Post Office	06/04/2000	Community Post Office and ZIP Code discontinued. Establish a place name. Perry SC becomes an acceptable last line for use with ZIP Code 29137.
New	45-7780	29137	SC	Salley	Aiken	Perry	Place Name	06/04/2000	
Old	46-2592	57074	SD	Elkton	Moody	Ward	Community Post Office	10/18/1997	Community Post Office and ZIP Code discontinued. Establish a place name. Ward SD becomes an acceptable last line for use with ZIP Code 57026.
New	46-2592	57026	SD	Elkton	Brookings	Ward (Co. Moody)	Place Name	10/18/1997	
Old	48-2270	75258	TX	Dallas	Dallas	Main Office	Post Office	11/01/2000	This announcement expands the use of ZIP Code 75258 to include delivery.
New	48-2270	75258	TX	Dallas	Dallas	Main Office	Post Office	11/01/2000	
Old	48-2270	75342	TX	Dallas	Dallas	Main Office	Post Office	11/01/2000	This announcement expands the use of ZIP Code 75342 to include delivery.
New	48-2270	75342	TX	Dallas	Dallas	Main Office	Post Office	11/01/2000	
Old	56-1170	53009	WI	Brownsville	Fond Du Lac	Byron	Community Post Office	07/08/2000	Community Post Office and ZIP Code discontinued. Establish a place name. Byron WI becomes an acceptable last line for use with ZIP Code 53006.
New	56-1170	53006	WI	Brownsville	Dodge	Main Office (Co. Fond Du Lac)	Place Name	07/08/2000	

Postal Employees

Thrift Savings Plan Open Season and *PostalEASE*

The next Thrift Savings Plan (TSP) open season is November 15, 2000, through January 31, 2001. TSPBK08, *Summary of the Thrift Savings Plan for Federal Employees*, provides a good overview of TSP (Postal Service stocking number (PSN) is 7530-03-000-9364, unit of issue is EA, bulk pack quantity is 150, edition date is March 1997). The following information should assist personnel offices in conducting this open season.

PostalEASE Used for Enrollment

The *PostalEASE* telephone enrollment system is the method employees *must* use to make TSP open season elections. Personnel and employing offices *must not* distribute TSP-1, *Thrift Savings Plan Election Form*, to employees for making TSP open season elections. TSP-1 is no longer stocked at the Material Distribution Center (MDC).

Direct Mailings to Employees

Direct mailings to employees include the following:

- Career employees receive from the national level a direct mailing of leaflet TSP1100, *TSP Open Season* (PSN is 7530-05-000-4161, unit of issue is EA, bulk pack quantity is 4,800) and *PostalEASE* instructions at their mailing addresses of record by early November.
- Career employees newly eligible to participate in TSP also receive from the national level a direct mailing of an enrollment package that contains a cover letter and TSPBK08, *Summary of the Thrift Savings Plan for Federal Employees* (March 1997) by early November.

The return address for undeliverable TSP enrollment packages for newly eligible employees is the employing office of record. The disposition of returned items is at the discretion of the district office or other administering office. Forwarding a returned enrollment package to an employee offers that employee an opportunity to submit a correct PS Form 1216, *Employee's Current Mailing Address* (PSN is 7530-02-000-7354, Quick Pick number is 118, unit of issue is SE, bulk pack quantity is 4,000).

Eligibility

Career employees hired before July 1, 2000, are eligible to participate in this open season. Also, career employees hired before January 1, 2001, who were eligible to

participate in a TSP open season during a prior appointment, are eligible to participate in this open season.

All employees who participated in TSP and cancelled their TSP contributions after July 31, 2000, are *not* eligible to participate in this TSP open season. They must wait for the TSP open season beginning May 15, 2001.

Effective Dates

The opportunity during open season for employees to make TSP elections via the automated processing of *PostalEASE* and the resulting effective dates are as follows:

If employee enters TSP open season election via <i>PostalEASE</i> from...	Then effective date will be...
11-15-2000 8:00 a.m. through 1-23-2001 12:00 noon Central Time (CT)	1-13-2001 (PP 3-2001)
1-23-2001 12:01 p.m. through 1-31-2001 5:00 p.m. CT	1-27-2001 (PP 4-2001)

Because *PostalEASE* allows employees to complete a TSP open season election without contacting the local personnel office, and automates the processing of such elections, it should minimize use of PS Form 6886, *Thrift Savings Plan Request for Retroactive Contributions*, which is completed in cases of administrative error for TSP open season elections. Personnel offices have the authority to determine whether an administrative error has occurred; if an error has delayed a TSP open season election past the appropriate effective date, personnel and the employee *must* complete PS Form 6886 and submit it to the Eagan Accounting Service Center (ASC). The effective dates for elections delayed due to administrative error *must* be made retroactive to January 13 or 27, 2001, depending on the date the employee would have otherwise entered his or her open season election via *PostalEASE*. PS Form 6886, which was published in *Postal Bulletin* 21665 (3-31-88), must be reproduced locally as needed. Personnel offices also have the authority to determine whether a belated open season election opportunity exists. If so, personnel must submit the employee's election to the Eagan ASC for processing, in accordance with administrative instructions provided to personnel offices regarding *PostalEASE*. Belated open season elections are not retroactive in most circumstances.

Note: Processing deadlines and the closing date of this TSP open season require using only two pay periods as indicated above.

Open Season Materials

In addition to the direct mailing of TSP information to employees, the MDC will automatically distribute residual supplies of the open season leaflet (TSP1100) and summary (TSPBK08) to Human Resources at district offices, area offices, processing and distribution centers, bulk mail centers, airport mail centers, remote encoding centers, Office of Inspector General, Inspection Service divisions, Headquarters, and selected Headquarters field units. The August 1996 and July 1995 versions of TSPBK08 are still valid and may be used if the March 1997 version is unavailable. All prior versions of this item are obsolete and must be discarded or recycled where appropriate. The MDC expects to distribute the extra materials listed above during December 2000.

Offices that would like any other TSP materials for use during the open season must order a supply from the MDC, which will fulfill the order if the materials have been provided by the TSP.

Participant Statements

Employees with a TSP account receive a participant statement from the TSP Service Office in November 2000.

Publicity

Human Resources at district offices, area offices, processing and distribution centers, bulk mail centers, airport mail centers, remote encoding centers, Office of Inspector General, Inspection Service divisions, Headquarters, and selected Headquarters field units receive a supply of posters this open season from TSP. Installations that receive the posters must widely distribute and post them on bulletin boards.

To assist in publicizing the TSP open season, all offices must post (1) the open season notice on page 89 of this *Postal Bulletin* through January 31, 2001, and (2) the current TSP fact sheet on bulletin boards.

— Compensation,
Employee Resource Management, 11-2-00



Thrift Savings Plan Open Season and *PostalEASE*

TSP Elections

Career employees must use the *PostalEASE* telephone enrollment system during the Thrift Savings Plan (TSP) open season if they wish to begin contributing to TSP, change the current TSP contribution amount or percentage, change the investment of future TSP contributions, or cancel TSP contributions.

Call toll free: 877-4PS-EASE (877-477-3273).

Career employees who have trouble using *PostalEASE*, or who are unable to use a telephone, may contact the local personnel office for help.

When

November 15, 2000, through January 31, 2001.

Eligibility

All career employees hired before July 1, 2000.

Also, career employees hired before January 1, 2001, previously eligible for TSP during a prior appointment.

PostalEASE and TSP Open Season Information

A TSP leaflet is mailed to all career employees. *PostalEASE* instructions are included in the mailing.

A TSP enrollment package is mailed to *newly eligible* career employees.

If either mailing is not received by December 10, 2000, contact the local personnel office.

PIN

To use *PostalEASE*, your Social Security number and Postal Service personal identification number (PIN) must be entered.

An employee who doesn't know his or her Postal Service PIN can call *PostalEASE* and when prompted to enter the PIN, simply pause and the system will provide an option to have the PIN mailed to the employee's address of record.

Closing Date and Time

PostalEASE closes at 5:00 p.m. Central Time on January 31, 2001, for TSP open season elections.

PLEASE POST ON ALL BULLETIN BOARDS THROUGH JANUARY 31, 2001

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Annual Leave Exchange Program

The Annual Leave Exchange Program provides an option for eligible employees to receive a lump sum payment in exchange for a portion of the annual leave that would otherwise be advanced at the beginning of the 2001 leave year.

Note: Annual leave earned and accumulated through the 2000 leave year, which ends January 12, 2001, cannot be exchanged for cash.

Eligible Employees

Employees eligible for the Annual Leave Exchange Program include the following:

- Career nonbargaining employees from Rate Schedule Codes (RSCs) E, F, J, S, and U who have an annual leave balance of at least 160 hours at the end of the leave year.
- Bargaining employees from the following RSCs who have an annual leave balance of at least 440 hours at the end of the leave year and have used less than 75 hours of sick leave during the leave year:
 - National Postal Mail Handlers Union — RSC M.
 - International Association of Machinists — RSC T.
 - American Postal Workers Union, AFL-CIO — RSCs C, N, K, & P.
 - Fraternal Order of Police, National Labor Council, USPS No 2 — RSC Y.

Letter and Form Soon Mailed to Eligible Employees

A letter providing details of the eligibility criteria and an annual leave exchange option form will be mailed to eligible employees at their address of record during November 2000. Undeliverable election forms will be returned to the personnel office, which should ensure that they are forwarded to the employee's work location along with PS Form 1216, *Employee's Current Mailing Address*. (Employees should return completed PS Form 1216 to the local personnel office.)

Submitting Election Form to Finance

Employees who meet the eligibility criteria and desire to exercise this option must submit their completed election form to the local Finance office no later than December 15, 2000.

Payment by Lump Sum

Payment under the Annual Leave Exchange Program will be a lump sum calculated on the employee's base salary as of the first day of the 2001 leave year (January 13, 2001). Paychecks dated February 2, 2001, will include the 2001 lump sum payment.

Please Post On All Bulletin Boards

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Purchasing and Materials

Topeka Operations Address Change

The address has changed for Topeka Operations due to construction in the area. Inventory Control, Inventory Support, Topeka Purchasing Center, Label Print Center (LPC), Systems Integration, and the Material Distribution Center (MDC) are affected by the change.

The new address is:

500 SW GARY ORMBSY DR
TOPEKA KS

All ZIP Codes and phone numbers remain the same.

— *Logistics Programs,
Purchasing and Materials, 11-2-00*

Postal Service and ComNet Ericsson Critical Radio Systems, Inc. Partnership

On September 1, 2000, the Postal Service formed a national strategic partnership with ComNet Ericsson Critical Radio Systems (CRS), Inc. to develop support solutions for the Postal Service's nationwide requirements for two-way radio equipment. The partnership supports the U.S. government-mandated conversion program from wideband- to narrowband-capable radio equipment and prior frequency approval as outlined in Management Instruction (MI) AS-840-95-4, *Radio Systems Frequencies in Postal Facilities*.

This partnership is part of Purchasing and Materials' Breakthrough Productivity Initiative (BPI) efforts to provide cost savings through leveraged Postal Service national buying power, transaction cost savings, and streamlined procedures. The partnership is expected to save the Postal Service \$1.7 million annually. Future electronic ordering options are anticipated that will provide additional ease of ordering and enable the Postal Service to capture additional savings. *Under this partnership, all two-way radio equipment must be purchased from ComNet Ericsson CRS, Inc.*

Ordering Instructions

Obtain product pricing information from Wanda Dillard, ComNet Ericsson, 888-766-4018. All pricing includes programming and delivery. Offices may place orders directly by using delegated local buying authority such as the International Merchant Purchase Authorization Card (I.M.P.A.C.) U.S. Bank VISA credit card under the USPS/GSA SmartPay Purchase Card Program. Funding authorization and any necessary local management approvals must be obtained prior to placing any orders. Requesting offices are required to supply the contractor with the following information for equipment programming:

- Channel frequency (transmit/receive).
- Channel bandwidth.
- Channel coded squelch (transmit/receive).

Purchases over the local buying limit of \$10,000 should be forwarded with a properly completed and approved PS Form 7381, *Requisition for Supplies, Services, or Equipment*, along with frequencies, bandwidth, and coded squelch to:

ATTN KAREN KIM
GREENSBORO PURCHASING AND MATERIALS SERVICE
CENTER
PO BOX 27498
GREENSBORO NC 27498-0001

The Greensboro Purchasing and Materials Service Center is handling the processing of all delivery orders.

Questions

Questions concerning radio frequencies or narrowband compliance should be directed to Warren Schwartz, radio frequency specialist, 919-501-9049.

Questions regarding the new partnership should be directed either to Karen Kim, purchasing specialist, 336-665-2807, or Pete Nieradka, purchasing specialist, 336-665-2846.

— *Purchasing Policies and Programs,
Purchasing and Materials, 11-2-00*

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SUBSCRIPTIONS

Postal Bulletin Order Form

In order to use the back cover of the *Postal Bulletin* more effectively, we have decided to move the subscription order form to one of the interior pages and to reduce the number of times that we print it.

If your postal facility has access to cc:Mail, you may send a request for a new subscription order, an address and/or quantity change, or a subscription query to the cc:Mail address POSTAL BULLETIN. If you are using another email product, you can use the Internet email address *pbulleti@email.usps.gov*.

If you do not have access to email, you may complete the order form and mail it to Attn: Postal Bulletin, U.S. Postal Service, 475 L'Enfant Plz SW RM 2800, Washington DC 20260-1540.

Either way you send it, please remember to include the "PO0" subscription number from your address label.

— Policies and Procedures Information,
Public Affairs and Communications, 11-2-00

Postal Service Orders for Postal Bulletin

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

All other facilities should contact their administrative post office.

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

MATERIAL DISTRIBUTION CENTER
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TOPEKA KS 66624-9602

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(_____)

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Subscription Orders: 202-512-1800

Subscription Inquiries: 202-512-1806 Fax: 202-512-2250

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