

# POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22039, December 14, 2000



## POSTAL SERVICE MANAGERS AND EMPLOYEES

The Postal Service is firmly committed to providing all of its employees with the most secure and safe work environment possible. It is imperative that we all work together on this important issue.

The Postal Service and the Postal Inspection Service have developed an employee awareness campaign called "The National Workplace Security Plan ... It's Good Business *and* It's Personal." The plan encourages employees at every level of the organization to get personally involved in workplace security.

We are asking employees to:

- Wear their identification badges.
- Politely make contact with strangers in postal facilities and on loading docks and assist them in finding the person they are looking for.
- Make sure all doors are locked to prevent unauthorized entry—but not to prevent emergency exit from the facility.
- Keep cash drawers secured.
- Identify and report security deficiencies.

Please get personally involved and help keep everyone safe and secure. By protecting yourself and others, you are also protecting the mail, which helps solidify our future.

Remember: Workplace Security is good business *and* it's personal.



William J. Henderson  
Postmaster General, CEO



Kenneth C. Weaver  
Chief Postal Inspector



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

PB 22039: 7690-04-000-5646	PB 22025: 7690-04-000-5632
PB 22038: 7690-04-000-5645	PB 22024: 7690-04-000-5631
PB 22037: 7690-04-000-5644	PB 22023: 7690-04-000-5630
PB 22036: 7690-04-000-5643	PB 22022: 7690-04-000-5629
PB 22035: 7690-04-000-5642	PB 22021: 7690-04-000-5628
PB 22034: 7690-04-000-5641	PB 22020: 7690-04-000-3999
PB 22033: 7690-04-000-5640	PB 22019: 7690-04-000-3998
PB 22032: 7690-04-000-5639	PB 22018: 7690-04-000-3997
PB 22031: 7690-04-000-5638	PB 22017: 7690-04-000-3996
PB 22030: 7690-04-000-5637	PB 22016: 7690-04-000-3995
PB 22029: 7690-04-000-5636	PB 22015: 7690-04-000-3994
PB 22028: 7690-04-000-5635	PB 22014: 7690-04-000-3993
PB 22027: 7690-04-000-5634	PB 22013: 7690-04-000-3992
PB 22026: 7690-04-000-5633	PB 22012: 7690-04-000-3991

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



# Child Alert Program

December 2000

## Have You Seen Any of These Children?

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



**Katheryne Lugo**  
 Age Progression to 6 years.  
 Born: 3-6-89  
 Date Missing: 1-8-94  
 Missing From: Riviera Beach, FL



**Sarah Boehm**  
 Age Progression to 20 years.  
 Born: 2-18-80  
 Date Missing: 7-15-94  
 Missing From: Rochester, PA



**Nadia Dabbagh**  
 Age Progression to 8 years.  
 Born: 2-3-90  
 Date Missing: 12-25-92  
 Missing From: Medina, OH



**Stephen Palacios**  
 Age Progression to 9 years.  
 Born: 9-21-89  
 Date Missing: 3-28-93  
 Missing From: Waco, TX



**Rafael Torres, Jr.**  
 Born: 8-12-87  
 Date Missing: 1-6-93  
 Missing From: El Paso, TX



**Derek Schara**  
 Born: 3-27-91  
 Date Missing: 3-8-93  
 Missing From: Longmeadow, MA

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

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

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

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

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

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

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

December 2000

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**Crystal Johnson**  
Born: 6-18-89  
Date Missing: 2-5-94  
Missing From: Fairfax, VA



**Lindsay Johnson**  
Born: 5-14-88  
Date Missing: 2-5-94  
Missing From: Fairfax, VA



**Joseph Demarest**  
Age Progression to 20 years.  
Born: 3-2-79  
Date Missing: 9-3-96  
Missing From: Gambrills, MD



**Priya Rai**  
Born: 3-31-95  
Date Missing: 6-23-95  
Missing From: Waukesha, WI



**Clayton Saunders II**  
Born: 7-9-86  
Date Missing: 12-27-92  
Missing From: Virginia Beach, VA



**Saleem Hamilton**  
Born: 4-5-81  
Date Missing: 8-13-96  
Missing From: Detroit, MI



**Noquisi-Ama Blossom**  
Born: 6-22-80  
Date Missing: 10-18-95  
Missing From: Makawao, HI

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Hot Line 1-800-843-5678  
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# Customer Relations

## Mail Alert

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

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

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Billy Graham Letter	Standard A/ Letter	12/4–12/15	1.5	Nationwide	3/5-Digit, Basic, Barcode	Minneapolis, MN; 5 5/8" x 7 1/4" envelope
JC Penney Trigger \$10.00	Standard A/ Postcard	12/18–12/20	9.2	Nationwide	CarRt	Harte-Hanks
JC Penney Spring & Summer	Standard B/ Catalog	12/20–12/22	10.3	Nationwide	CarRt	RR Donnelley
The Sportsman's Guide January Main	Standard A/ Catalog	12/26–12/29	2.2	Nationwide	CarRt, 3/5-Digit	Quad Graphics, Lomira, WI
Billy Graham Decision Magazine	Standard A/ Flat	12/26–12/30	1.2	Nationwide	CarRt, 3/5-Digit, Basic, Barcode	Minneapolis, MN; 8" x 10 5/8", 44-page magazine
San Francisco Music Box Winter Sale	Standard A/ Flat	12/26–12/30	1.1	Nationwide	CarRt, 3/5-Digit	Banta Catalog, Maple Grove, MN
National Arbor Day Foundation	Standard A/ Letter	12/26–12/31	5.5	Nationwide	CarRt, 3/5-Digit, Basic, Barcode	Goodkind & Goodkind Direct, Carter Lake, IA
JC Penney Perm Sale	Standard A/ Postcard	12/28–12/30	1.8	Nationwide	CarRt	Harte-Hanks
JC Penney Trigger \$10.00	Standard A/ Postcard	12/28–12/30	3.2	Nationwide	CarRt	Harte-Hanks
Sally Beauty Supply	Standard A/ Letter	12/28–12/30	2.5	Nationwide	CarRt, 3/5-Digit	Compass Print and Mail Services, Dallas, TX
The Home Depot	Standard A/ Flat	12/28–12/30	6.0	Nationwide	Walk Sequence	American Color Graphics, Pittsburg, CA, Lufkin, TX
Weight Watchers January	Standard A/ Flat	12/28–1/2/01	5.0	Nationwide	CarRt, 3/5-Digit, Basic, Barcode	Aurora, IL
JC Penney Spring Baby & You	Standard A/ Catalog	12/29–1/2/01	1.6	Nationwide	CarRt	Quebecor World
JC Penney Spring Bridal	Standard A/ Catalog	12/29–1/2/01	2.0	Nationwide	CarRt	Quebecor World
JC Penney Spring Uniform	Standard A/ Catalog	12/29–1/2/01	2.7	Nationwide	CarRt	Quebecor World
JC Penney Window Authority	Standard A/ Catalog	12/29–1/2/01	1.9	Nationwide	CarRt	Quebecor World

## CORRECTION

**Holiday 2000 Publicity Kit for Postmasters**

An error appeared in the Holiday 2000 Publicity Kit for Postmasters on page 6 of *Postal Bulletin* 22036 (11-02-00).

Please change the next-to-last bullet to read as follows:

- 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 for Priority Mail and 60 cents for

Standard Mail (B), customers receive a tracking number and can retrieve delivery information through the Postal Service Web site or a toll-free telephone number.

— Information Systems,  
Expedited Package Services, 12-14-00

## Domestic Mail

## DMM REVISION

**Parcel Post ZIP Code Revision**

Effective December 14, 2000, *Domestic Mail Manual* (DMM) E652 Exhibit 8.0 is corrected to add ZIP Codes for Parcel Post destination entry unit (DDU) discounts.

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

**Domestic Mail Manual (DMM)**

<b>E</b>	<b>Eligibility</b>	*	*	*	*	*
<b>E600</b>	<b>Standard Mail</b>	*	*	*	*	*
<b>E650</b>	<b>Destination Entry</b>	*	*	*	*	*
<b>E652</b>	<b>Parcel Post</b>	*	*	*	*	*

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

[Amend Exhibit 652.8.0 by adding the following entries to the existing list:]

ZIP Codes Served	Destination Delivery Unit Location
<b>New Jersey</b>	
08837	Edison, 2101 State Route 27, Edison, NJ 08817
<b>New York</b>	
11359-11363	Bayside Annex, 41-29 216th Street, Flusing, NY 11361-9998

— Operational Requirements,  
Operations Planning and Processing, 12-14-00

## DMM REVISION

**Payment Period for Fee Payments**

Effective January 7, 2001, *Domestic Mail Manual* (DMM) E110.4.1, E610.6.1, E711.2.3, S922.2.3, S922.3.3, S923.3.1, and S924.3.1 are revised to allow customers to renew fee payments at any time during the last 60 days of the current period. This expanded time period applies to payment of annual permit fees, annual accounting fees, the presort mailing fee for First-Class Mail, the mailing fee for Standard Mail, and all mailing fees (including destination entry mailing fees) for Package Services. Before this

change, customers could renew fee payments only during the last 30 days of the service period.

The effective date of this change coincides with implementation of new rates and fees. Therefore, classes of mail have been changed to reflect new names, and the DMM sections in this revision have been renumbered to match section numbers in new DMM Issue 56 (1-7-01). In addition, this revision to S922 reflects the renumbering that was included in *Postal Bulletin* 22035 (10-19-00).



Employees are reminded that the 12-month cycle remains the same even if the fee is paid before the end of the 12-month period. However, if an annual mailing fee or annual accounting fee is paid *after* the anniversary date, then that new (later) date becomes the start date of the service period. For example, if a Standard Mail annual mailing fee is due for renewal on July 1 and the customer pays on May 15, then next service period remains at July 1 through the next June 30. The service period *does not* change to May 15 through the next May 14. If, however, the customer pays the fee on July 15, then the new service period begins on July 15 and goes through the next July 14. The Permit System will automatically track and credit the correct service period. Employees with questions should contact a local supervisor at the business mail entry unit or their district manager of business mail entry.

These changes will be incorporated into the electronic DMM available via Postal Explorer (<http://pe.usps.gov>) and will be included in the printed version of DMM Issue 56.

**Domestic Mail Manual (DMM)**

**E Eligibility**  
\* \* \* \* \*

**E100 First-Class Mail**

**E110 Basic Standards**  
\* \* \* \* \*

**4.0 FEES**

**4.1 Presort Mailing**

*[Amend 4.1 to change the prepayment period from 30 days to 60 days to read as follows:]*

A First-Class Mail presort mailing fee must be paid once each 12-month period at each office of mailing by any person or organization entering mailings at automation or Presorted First-Class Mail rates. Payment of one fee allows a mailer to enter mail at all those rates. Persons or organizations paying this fee may enter mail of their clients as well as their own mail. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. Customers using NetPost Mailing Online service to create mailings pay fees under G091 and are not required to pay an annual presorted mailing fee.

\* \* \* \* \*

**E600 Standard Mail**

**E610 Basic Standards**  
\* \* \* \* \*

**6.0 FEES**

**6.1 Annual Fees**

*[Amend 6.1 to change the prepayment period from 30 days to 60 days to read as follows:]*

An annual mailing fee must be paid once each 12-month period at each post office of mailing. A mailer paying this fee may enter clients' mail as well as the mailer's own. The mailer whose permit imprint appears on pieces in a mailing paid with a permit imprint must show that permit number on the postage statement and must pay the annual mailing fee for that permit; this fee is in addition to the one-time fee for an application to use permit imprints. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. Customers who use NetPost Mailing Online service to create mailings pay fees in accordance with G091 and are not required to pay an annual mailing fee.

\* \* \* \* \*

**E700 Package Services**

**E710 Basic Standards**  
\* \* \* \* \*

**E711 Parcel Post**

\* \* \* \* \*

**2.0 BASIC STANDARDS**

\* \* \* \* \*

**2.3 Fees**

Parcel Post mail is subject to these fees, as applicable:

*[Amend item a to change the prepayment period from 30 days to 60 days to read as follows:]*

- a. A mailing fee for Parcel Select must be paid once each 12-month period at each post office of mailing by or for any person or organization that mails at the destination entry rates, except as provided otherwise for plant-verified drop shipments. All destination entry rates are covered under the payment of a single annual fee. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

\* \* \* \* \*

**S Special Services**

\* \* \* \* \*

**S900 Special Postal Services**

\* \* \* \* \*

**S920 Convenience**  
\* \* \* \* \*

**S922 Business Reply Mail (BRM)**  
\* \* \* \* \*

**2.0 PERMITS**  
\* \* \* \* \*

**2.3 Annual Permit Fee**  
*[Amend 2.3 to change the prepayment period from 30 days to 60 days to read as follows:]*

A permit fee must be paid once each 12-month period at each post office where a BRM permit is held. Payment of the permit fee is based on the anniversary date of the permit's issuance. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. Agents authorized by a permit holder under 8.0 are not required to pay an annual permit fee at the post office where their BRM is received.

\* \* \* \* \*

**3.0 POSTAGE, PER PIECE CHARGES, AND ACCOUNTING FEES**  
\* \* \* \* \*

**3.3 Advance Deposit Account and Annual Accounting Fee**

*[Amend 3.3 to change the prepayment period from 30 days to 60 days to read as follows:]*

A permit holder may choose to pay an annual accounting fee and establish an advance deposit account, which qualifies returned BRM pieces for the high-volume per piece charge. The accounting fee must be paid once each 12-month period at each post office where a permit holder holds an advance deposit account. Payment of the accounting fee is based on the anniversary date of the initial payment. The fee may be paid in advance only for the next 12-month period and only during the last 60 days of the current 12-month period. The fee charged is that which is in effect on the date of payment. An advance deposit account can be used for BRM under these conditions:

\* \* \* \* \*

**S923 Merchandise Return Service**  
\* \* \* \* \*

**3.0 POSTAGE AND FEES**

**3.1 Permit Fee**  
*[Amend 3.1 to change the prepayment period from 30 days to 60 days to read as follows:]*

A permit fee must be paid once each 12-month period at each post office where an MRS permit is held. Payment of the permit fee is based on the anniversary date of the permit's issuance. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

\* \* \* \* \*

**S924 Bulk Parcel Return Service**  
\* \* \* \* \*

**3.0 POSTAGE AND FEES**

**3.1 Permit Fee**  
*[Amend 3.1 to change the prepayment period from 30 days to 60 days to read as follows:]*

A permit fee must be paid once each 12-month period at each post office where a BPRS permit is held. Payment of the permit fee is based on the anniversary date of the permit's issuance. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

\* \* \* \* \*

— Mail Preparation and Standards,  
Pricing and Product Design, 12-14-00

DMM REVISION

**Preparation Changes for Periodicals Nonletter-Size Mailing Jobs**

Effective January 7, 2001, Periodicals nonletter-size mailing jobs prepared in sacks that include both an automation flats mailing and a Presorted flats mailing must use the co-sacking method in *Domestic Mail Manual* (DMM) M910. Information on this co-sacking method was published in *Postal Bulletin* 22036 (11-2-00). Under this co-sacking method, packages of automation flats and packages of Presorted rate mail that are part of the same mailing job are sorted into the same sacks for all sack presort levels. Standardized documentation or documentation produced by PAVE-certified software must be used. In addition, the sacks must be prepared with barcoded sack labels.

This requirement is based on cost models that suggest that handling costs for Periodicals mail will be reduced if mailers are required to prepare their mail under new DMM M910. This preparation method will reduce the number of sacks prepared and handled and concurrently increase the number of more finely presorted sacks. The anticipated reduction in Postal Service costs from required use of this preparation method was incorporated in the rates resulting from the R2000-1 rate case.

DMM E200 and M200 are also reorganized to separate the eligibility and presort requirements for Periodicals Presorted rate mailings from those of carrier route mailings. DMM E200 will now contain section E220, which pertains only to Presorted rate mailings, and section E230, which pertains only to carrier route mailings. DMM M200 will contain section M210, which pertains only to Presorted rate mailings, and section M220, which pertains only to carrier route mailings. Under current standards, Presorted and carrier route are two separate mailings with separate eligibility requirements and separate packaging and sacking requirements. This reorganization does not change current requirements, but reflects the separate mailing status of these two types of mailings. It also makes the DMM numbering for Periodicals consistent with the numbering system used for Standard Mail (A).

The revised DMM language that appears below includes information from two previously published DMM revisions that also will take effect January 7, 2001. These revisions are:

- "Periodicals Mail Preparation Changes," published in *Postal Bulletin* 22030 (8-10-00).
- "Preparation Changes for First-Class Mail, Periodicals, and Standard Mail," published in *Postal Bulletin* 22036 (11-2-00).

Accordingly, the numbering and the language of the DMM sections in this notice have been synchronized with those previous DMM revisions and may not match the numbering and language in current DMM Issue 55.

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

**Domestic Mail Manual (DMM)**

<b>E</b>	<b>Eligibility</b>	*	*	*	*	*
<b>E200</b>	<b>Periodicals</b>	*	*	*	*	*
<b>E211</b>	<b>All Periodicals</b>	*	*	*	*	*
<b>12.0</b>	<b>DOCUMENTATION</b>					
	<i>[In 12.0, change the reference "E230" to "E220."]</i>					
		*	*	*	*	*
<b>14.0</b>	<b>BASIC RATE ELIGIBILITY</b>					
		*	*	*	*	*
<b>14.3</b>	<b>Adjustments and Discounts</b>					
	<i>[In 14.3, change the reference "E230" to "E220, E230"].</i>					
		*	*	*	*	*

*[Add heading E220 to read as follows:]*

**E220 Presorted Rates**

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

**Summary** E220 describes the eligibility standards for mailing Presorted rate mailings (5-digit, 3-digit, and basic rates). It also describes combining multiple publications or editions.

*[Add new 1.0 that copies information from E230 and deletes information pertaining to carrier route mail to read as follows:]*

**1.0 BASIC INFORMATION**

**1.1 Standards**

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.

*[Copy E230.1.2 as new E220.1.2 and amend to include references to new palletization options to read as follows:]*

## **1.2 Palletized Mail**

A correctly prepared package is the equivalent of a sack when palletized under M045, M920, M930, or M940. Individual pieces qualify for the presort level rate appropriate for the palletized packages in which they are placed, regardless of the destination of the pallet. Eligibility for destination entry or other zoned rates depends on the point of entry.

*[Redesignate E230.1.3 as E220.1.3.]*

## **1.4 Barcodes**

*[Copy E230.1.4 as E220.1.4 and amend by changing “non-automation” to “Presorted” to read as follows:]*

Any POSTNET barcode on a mailpiece in a Presorted Periodicals mailing must be correct for the delivery address and meet the standards in C840 and A950.

## **1.5 Documentation**

*[Copy E230.1.5 to E220.1.5 and amend by adding information on postage statements to read as follows:]*

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by standardized documentation meeting the basic standards in P012. Documentation of postage is not required if each piece in the mailing is of identical weight and the pieces are separated when presented for acceptance by rate, by zone (including separation by In-County and Outside-County rates), and by entry discount (e.g., DDU and DSCF).

*[Add new heading 2.0 to read as follows:]*

## **2.0 RATES**

*[Redesignate E230.3.0 through E230.5.0 as E220.2.1, 2.2, and 2.3, respectively.]*

### **2.1 5-Digit Rates**

*[In redesignated 2.1, change the reference “M200” to “M210.”]*

### **2.2 3-Digit Rates**

*[In redesignated 2.2, change the reference “M200” to “M210.”]*

### **2.3 Basic Rates**

*[In redesignated 2.3, change the reference “M200” to M210.]*

*[Copy E230.7.0 as E220.3.0.]*

*[Revise the heading of E230 to read as follows:]*

## **E230 Carrier Route Rates**

*[Amend the summary to exclude non-carrier route rates to read as follows:]*

**Summary** E230 describes the eligibility standards for mailing at carrier route rates. It also describes combining multiple publications or editions.

## **1.0 BASIC INFORMATION**

### **1.1 Standards**

*[Amend 1.1 to delete information on Presorted rate mail to read as follows:]*

The standards for carrier route 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.

*[Amend 1.2 to include references to new palletization options to read as follows:]*

### **1.2 Palletized Mail**

A correctly prepared package is the equivalent of a sack when palletized under M045, M920, M930, or M940. Individual pieces qualify for the presort level rate appropriate for the palletized packages in which they are placed, regardless of the destination of the pallet. Eligibility for destination entry or other zoned rates depends on the point of entry.

*[Redesignate the heading 2.1 as 1.3 and amend to read as follows:]*

### **1.3 Carrier Route Code Accuracy**

*[Redesignate the text of 2.1 as 1.3 and amend to add references to the sequencing requirements to read as follows:]*

Except for mailings prepared with a simplified address under A040, carrier route codes must be applied to mailings using CASS-certified software and the current USPS Carrier Route Information System (CRIS) scheme, hard copy CRIS files, or another AIS product containing carrier route information, subject to A930 and A950. Carrier route information must be updated within 90 days before the mailing date. The applicable sequencing requirements in 2.2, 3.0, and M050 must also be met.

\* \* \* \* \*

### **1.5 Documentation**

*[Amend 1.5 to add information on postage statement standards and to add a cross-reference to the documentation requirements in M050 for sequencing to read as follows:]*

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by standardized documentation meeting the basic standards in P012. Documentation of

postage is not required if each piece in the mailing is of identical weight and the pieces are separated when presented for acceptance by rate, by zone (including separation by In-County and Outside-County rates), and by entry discount (e.g., DDU and DSCF). Documentation of sequencing and of density standards under M050 must be submitted with each mailing.

*[Revise the heading of 2.0 (as revised in Postal Bulletin 22036 (11-2-00)), and add new heading 2.1 to read as follows:]*

**2.0 SORTATION AND SEQUENCING**

**2.1 Sortation**

*[Redesignate the contents of 2.2a (as revised in Postal Bulletin 22036 (11-2-00)) as 2.1a and b to separate letter mail standards from nonletter mail standards 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.
- b. The carrier route rates for nonletter-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 sacked in carrier route, 5-digit scheme carrier routes, or 5-digit carrier routes sacks, and, if prepared under M920, merged 5-digit scheme sacks 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 2.2a or 2.2b also must be met.

*[Amend the heading of 2.2 and redesignate 2.2b and c (as revised in Postal Bulletin 22036 (11-2-00)) as 2.2a and b, to read as follows:]*

**2.2 Sequencing Requirements**

Carrier route mail must be prepared in delivery sequence as follows:

- a. Basic carrier route rate mail must be prepared either in carrier walk sequence or in line-of-travel (LOT) sequence according to LOT schemes as prescribed by the USPS (M050).
- b. The high density and saturation rates apply to pieces that are eligible for carrier route rates under 2.1, are prepared in carrier walk sequence, and meet the applicable density standards in 3.0 for the rate claimed.

*[Redesignate 6.0 (as revised in Postal Bulletin 22036 (11-2-00)) as 3.0; amend redesignated 3.1 by changing the reference "2.2" to "1.0 and 2.0," by changing the reference "M200" to "M220," and by changing the reference "6.4" to "3.4"; amend redesignated 3.4 by changing all references to "6.4" to "3.4."]*

*[Redesignate 7.0 as 4.0.]*

	*	*	*	*	*
<b>E250 Destination Entry</b>	*	*	*	*	*

**2.0 DDU RATE**

**2.1 Eligibility**

*[Change the references "M200" to "M220."]*

	*	*	*	*	*
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**M Mail Preparation and Sortation**

**M000 General Preparation Standards**

	*	*	*	*	*
--	---	---	---	---	---

**M050 Delivery Sequence**

**1.0 BASIC STANDARDS**

**1.1 General**

*[Change the reference "M200" to "M220."]*

	*	*	*	*	*
--	---	---	---	---	---

**4.0 DOCUMENTATION**

\* \* \* \* \*

**4.2 High Density**

*[In 4.2a and 4.2b, change the reference "E230.6.4c" to "E230.3.4c."]*

**M200 Periodicals (Nonautomation)**

*[Add new heading M210 to read as follows:]*

**M210 Presorted Rate Periodicals**

*[Redesignate the summary of M200 as the summary of M210 and amend to delete references to carrier route mail to read as follows:]*

**Summary** M200 describes the basic standards for Periodicals Presorted rate mailings including package and tray preparation for letters, and package and sack preparation for flats and irregular parcels. Additional requirements for preparing mail on pallets are in M041 and M045, or M041 and M920, M930, or M940. For standards on automation rate Periodicals mailings see E240 and M810 (letters) or M820 (flats), as applicable. For standards on carrier route mailings see E230 and M220.

*[Redesignate M200.1.0 as M210.1.0.]*

**1.0 BASIC STANDARDS**

*[Revise heading and text of redesignated M210.1.1 for clarity and to exclude Presorted rate sacked nonletter-size mailings that contain an automation rate mailing to read as follows:]*

**1.1 Basic Standards**

For all letter-size mailings, for sacked mailing jobs of nonletter-size mail that do not contain an automation rate mailing or a carrier route mailing, and for all palletized mailing jobs the following standards must be met for the Presorted rate mailing:

- a. All pieces in each Presorted rate Periodicals mailing must be in the same processing category.
- b. Letter-size pieces must be packaged under 2.0 and prepared in trays under 3.0. Trays prepared under this section may subsequently be palletized under M041 and M045.
- c. Nonletter-size pieces must be packaged under 2.0. Packages placed on pallets must meet additional packaging criteria under M045.
- d. Packages of nonletter-size pieces must be sacked or palletized under one of the following:
  - (1) Sacked under 4.0, except that a Presorted rate mailing that is part of a mailing job that also contains an automation flats mailing must be sacked under M910 or M920 as described in 1.2.

(2) Palletized under M041 and M045, M920, M930, or M940.

- e. Sacks prepared under 4.0 may subsequently be prepared on pallets under M041 and M045.
- f. All pieces must be sorted together to the finest extent required under the applicable sortation standards described above.
- g. Postmasters may authorize preparation of small mailings in nonpostal containers if they consist primarily of packages for local ZIP Codes, do not exceed 20 pounds, and do not require postal transportation for processing.

*[Move redesignated M200.1.3 to M220 and redesignate as M220.1.3, and change the title from "Basic Carrier Route and Walk Sequence" to "Sequencing Standards."]*

*[Redesignate 1.2 as 1.3 and add new 1.2 to read as follows:]*

**1.2 Additional Standards for Nonletter Sacked Mailing Jobs Containing More Than One Mailing**

The following standards apply:

- a. Flats and irregular parcel mailings prepared in sacks that are part of a mailing job that contains a carrier route rate mailing, an automation flat rate mailing, and a Presorted rate mailing must be prepared under one of the following options: 1) the carrier route mailing must be prepared under E230 and M220 and the automation rate and Presorted rate mailings must be prepared under M910; or 2) all three mailings in the mailing job must be prepared under M920.
- b. Flats and irregular parcel mailings prepared in sacks that are part of a mailing job that contain only an automation flats mailing under E240 and a Presorted rate mailing under E220 must be presorted under the co-sacking standards in M910.
- c. Sacked mailing jobs that contain only a carrier route mailing and a Presorted rate mailing may be separately sacked under M210 and M220, or may be prepared using the merged sacking option under M920.
- d. Sacked mailing jobs that contain only a carrier route mailing and an automation rate mailing may be separately sacked under M220 and M820, or may be prepared using the merged sacking option under M920.

\* \* \* \* \*

**1.3 Documentation**

*[Insert text of redesignated 1.3.]*

**1.4 Firm Packages**

*[Insert text of redesignated 1.4.]*

### 1.5 Low-Volume Packages and Sacks

*[Amend redesignated 1.5 to change internal references and to correct the names of applicable pallet levels to read as follows:]*

As a general exception to 2.2a through 2.2c and 4.0a through 4.0d, nonletter-size Periodicals may be prepared in 5-digit and 3-digit packages containing fewer than six pieces when the publisher determines that such preparation improves service, provided those packages are placed in 5-digit, 3-digit, and SCF sacks. These low-volume packages may be placed on 5-digit scheme, 5-digit, 3-digit, and SCF pallets under M045, or on merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 3-digit, or SCF pallets under M920, M930, and M940.

*[Delete 1.6.]*

*[Redesignate 1.7 as 1.6 and amend by deleting "or pallets" from the end of the first sentence, by deleting "sacks or" from the end of the second sentence, by changing the section number references, and by adding a new last sentence to read as follows:]*

### 1.6 Merged Palletization of Nonletter-Size Carrier Route, Automation Rate, and Presorted Rate Mail

Under the standards in M920, nonletter-size firm and 5-digit packages that are prepared under 1.0 and under 2.2a and 2.2b may be co-sacked with nonletter-size firm and carrier route packages prepared under M220 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. Under the standards in M920, M930, or M940, nonletter-size firm and 5-digit packages that are prepared under 1.0, 2.2a, and 2.2b may be copalletized with nonletter-size firm and carrier route packages prepared under M220 and with nonletter-size 5-digit packages at automation rates prepared under M820 on merged 5-digit pallets and on merged 5-digit scheme pallets. See 1.2a for information on when preparation under M920 may be required.

## 2.0 PACKAGE PREPARATION

### 2.1 General

Package preparation is subject to M020 and the specific standards below.

*[Delete 2.2 and 2.3; redesignate 2.4 as 2.2 and amend to delete information on carrier route packages to read as follows:]*

### 2.2 Package Preparation

Package size, preparation sequence, and labeling:

- a. *Firm*: optional (two-piece minimum); blue Label F or optional endorsement line (OEL).

- b. *5-digit*: required (six-piece minimum, fewer not permitted except under 1.5); red Label D or OEL; *labeling optional for mail placed in full 5-digit trays*.
- c. *3-digit*: required (six-piece minimum, fewer not permitted except under 1.5); green Label 3 or OEL.
- d. *ADC*: required (six-piece minimum, fewer not permitted); pink Label A or OEL.
- e. *Mixed ADC*: required (no minimum); tan Label MXD or OEL.

*[Redesignate 3.0 as 4.0 and redesignate 4.0 as 3.0, and amend redesignated 3.0 and 4.0, respectively, by consolidating former subsections into a single section for trays and a single section for sacks to read as follows:]*

### 3.0 TRAY PREPARATION (LETTER-SIZE PIECES)

Tray size, preparation sequence, and labeling (Line 1 and 2):

- a. *5-digit*: required at 24 pieces, optional with one six-piece package minimum.
  - (1) Line 1: use 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.
  - (2) Line 2: "LTRS 5D NON BC."
- b. *3-digit*: required at 24 pieces (no minimum for required origin/optional entry 3-digit(s)), optional with one six-piece package minimum.
  - (1) Line 1: use L002, Column A.
  - (2) Line 2: "LTRS 3D NON BC."
- c. *ADC*: required at 24 pieces, optional with one six-piece package minimum.
  - (1) Line 1: use L004.
  - (2) Line 2: "LTRS ADC NON BC."
- d. *Mixed ADC*: required (no minimum).
  - (1) Line 1: use "MXD" followed by the city/state/ZIP of the ADC serving the 3-digit ZIP Code of the entry post office, as shown in L004.
  - (2) Line 2: "LTRS NON BC WKG."

### 4.0 SACK PREPARATION (FLAT-SIZE PIECES AND IRREGULAR PARCELS)

For mailing jobs that also contain an automation rate mailing see 1.2 and M910 or M920. For other mailing jobs, the following are the sack size, preparation sequence, and lines 1 and 2 labeling:

- a. *5-digit*: required at 24 pieces, optional with one six-piece package minimum except under 1.5.
  - (1) Line 1: use 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.

- (2) Line 2: "PER" or NEWS," as applicable, followed by "FLTS" or "IRREG," as applicable, and "5D NON BC."
- b. *3-digit*: required at 24 pieces, optional with one six-piece package minimum except under 1.5.
  - (1) Line 1: use L002, Column A.
  - (2) Line 2: "PER" or "NEWS," as applicable, followed by "FLTS" or "IRREG," as applicable, and "5D NON BC."
- c. *SCF*: required at 24 pieces, optional with one six-piece package minimum except under 1.5.
  - (1) Line 1: use L002, Column C.
  - (2) Line 2: "PER" or "NEWS," as applicable, followed by "FLTS" or "IRREG," as applicable, and "SCF NON BC."
- 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); for Line 1 use L002, Column C.
  - (1) Line 1: use L002, Column C.
  - (2) Line 2: "PER" or "NEWS," as applicable, followed by "FLTS" or "IRREG," as applicable, and "SCF NON BC."
- e. *ADC*: required at 24 pieces, optional with one six-piece package minimum.
  - (1) Line 1: use L004.
  - (2) Line 2: "PER" or "NEWS," as applicable, followed by "FLTS" or "IRREG," as applicable, and "ADC NON BC."
- f. *Mixed ADC*: required (no minimum).
  - (1) Line 1: use "MXD" followed by the city/state/ZIP of the ADC serving the 3-digit ZIP Code of the entry post office, as shown in L004.
  - (2) Line 2: "PER" or "NEWS," as applicable, followed by "FLTS" or "IRREG," as applicable, and "NON BC WKG."

\* \* \* \* \*

*[Add new M220 to read as follows:]*

## **M220 Carrier Route Periodicals Mail**

**Summary** M220 describes the basic standards for Periodicals carrier route mailings including package and tray preparation for letters, and package and sack preparation for flats and irregular parcels. Additional requirements for preparing mail on pallets are in M041 and M045, or M041 and M920, M930, or M940. For standards on automation rate Periodicals mailings see E240 and M810 (letters) or M820 (flats), as applicable. For standards on Presorted rate mailings see E220 and M210.

## **1.0 BASIC STANDARDS**

### **1.1 General Preparation Standards**

The following standards must be met for carrier route mailings:

- a. All pieces in each carrier route Periodicals mailing must be in the same processing category.
- b. Letter-size pieces must be packaged under 2.0 and prepared in trays under 3.0. Trays prepared under this section may subsequently be palletized under M041 and M045.
- c. Nonletter-size pieces must be packaged under 2.0. Packages placed on pallets must meet additional packaging standards under M045.
- d. Packages of nonletter-size pieces must be sacked or palletized under one of the following:
  - (1) sacked under 4.0 or, if eligible, under M920; or
  - (2) palletized under M041 and M045, M920, M930, or M940.
- e. Sacks prepared under 4.0 may subsequently be prepared on pallets under M041 and M045.
- f. All pieces must be sorted together to the finest extent required under the applicable sortation standards described above.
- g. 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.

*[Copy former M200.1.2 as M220.1.2 and add the following as the last sentence:]*

### **1.2 Documentation**

\*\*\* Documentation of sequencing and of density standards under M050 must be submitted with each mailing.

*[Change the title of redesignated 1.3 from "Basic Carrier Route and Walk Sequence" to "Sequencing Standards."]*

*[Copy former M200.1.4 as M220.1.4.]*

### **1.5 Low-Volume Packages and Sacks**

As a general exception to 2.4b and 4.0b and 4.0c, non-letter-size Periodicals may be prepared in carrier route packages containing fewer than six pieces when the publisher determines that such preparation improves service, provided those packages are placed in 5-digit scheme carrier routes, or 5-digit carrier routes sacks. Low-volume carrier route packages prepared under M920 may also be placed in merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, and 5-digit carrier routes sacks. These low-volume packages also may be placed on 5-digit scheme carrier routes, 5-digit carrier routes, 3-digit, and



SCF pallets under M045, or on merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, 5-digit carrier routes, 3-digit and SCF pallets under M041 and M920, M930, or M940.

[Copy current M200.1.7 as M220.1.6 and amend by deleting “or pallets” from the end of the first sentence, by adding a new second sentence, by deleting “sacks or” from the end of the third sentence, and by changing the section number references, to read as follows:]

### **1.6 Merged Containerization of Nonletter-Size Carrier Route, Automation Rate, and Presorted Rate Mail**

Under the standards in M920, nonletter-size firm and carrier route packages that are prepared under 1.0 and 2.4 may be co-sacked with nonletter-size 5-digit packages at Presorted rates prepared under M210 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. For sacked mailing jobs of nonletters that contain an automation and a Presorted rate mailing as well as a carrier route mailing, mailers are required to prepare the automation and Presorted rate mailings under M910 (see M210.1.2a) and prepare the carrier route mailing under M220, unless they elect to prepare the mailings under M920. Under the standards in M920, M930, or M940, nonletter-size firm and carrier route packages that are prepared under 1.0 and 2.4 may be copalletized with nonletter-size 5-digit packages at Presorted rates prepared under M210 and with nonletter-size 5-digit packages at automation rates prepared under M820 on merged 5-digit pallets and on merged 5-digit scheme pallets.

## **2.0 PACKAGE PREPARATION**

### **2.1 General**

Package preparation is subject to M020 and the specific standards below.

### **2.2 Optional Higher Package Minimums**

A mailer may choose to prepare carrier route packages at a higher level of route saturation (for example, only if there are at least 15 pieces per route). Under this option, smaller groups of six or more pieces per carrier route not prepared in carrier route packages for carrier route rates must be prepared for and paid at another applicable rate.

### **2.3 Walk-Sequence Identification**

In addition to the package label showing carrier route type and number under 2.4, each package of Periodicals walk-sequence mail must show that the mail is walk sequenced

and the level of sequencing. A facing slip with the phrase “HIGH DENSITY WALK-SEQUENCED CARRIER ROUTE MAIL” or “SATURATION WALK-SEQUENCED CARRIER ROUTE MAIL” (as applicable) may be placed on the top of each package of walk-sequence mail. It may be an address label with the required information placed on a sample mail-piece that is the top piece in the package, or a slip of paper affixed to the top of the package. If packages are prepared without facing slips, an optional endorsement line or carrier route information line must be placed on each piece in the package to provide the equivalent information.

### **2.4 Package Preparation**

Package size, preparation sequence, and labeling:

- a. *Firm*: optional (two-piece minimum); blue Label F or optional endorsement line (OEL).
- b. *Carrier route*: optional but required for rate eligibility (six-piece minimum, fewer not permitted except under 1.5); labeling required except for packages placed in a direct carrier route tray or sack (facing slip, OEL, or CR information line).

### **3.0 TRAY PREPARATION (LETTER-SIZE PIECES)**

Tray size, preparation sequence, and Line 1 and 2 labeling:

- a. *Carrier route*: required for rate eligibility at 24 pieces, optional with one six-piece package minimum.
  - (1) Line 1: use 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes
  - (2) Line 2: “PER” or “NEWS,” as applicable, followed by “LTRS,” followed by “WSS” for saturation rate mail, or “WSH” for high density rate mail, or “CR” for basic rate mail, and followed by the route type and number.
- b. *5-digit carrier routes*: required for rate eligibility if full tray, optional with minimum one six-piece package.
  - (1) Line 1: use 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.
  - (2) Line 2: “PER” or “NEWS,” as applicable, followed by “LTRS CR-RTS.”
- c. *3-digit carrier routes*: optional with minimum one six-piece package for each of two or more 5-digit areas.
  - (1) Line 1: use the city/state/ZIP shown in L002, Column A that corresponds to the 3-digit ZIP Code prefix of packages.
  - (2) Line 2: “PER” or “NEWS,” as applicable, followed by “LTRS 3D CR-RTS.”

**4.0 SACK PREPARATION (FLAT-SIZE PIECES AND IRREGULAR PARCELS)**

Sack size, preparation sequence, and Line 1 and 2 labeling:

- a. *Carrier route*: required for rate eligibility at 24 pieces, fewer pieces not permitted.
  - (1) Line 1: use 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.
  - (2) Line 2: "PER" or "NEWS" as applicable, followed by "FLTS" or "IRREG" as applicable, followed by "WSS" for saturation rate mail, or "WSH" for high density rate mail, or "CR" for basic rate mail, and followed by the route type and number.
- b. *5-digit scheme carrier routes*: required for rate eligibility (no minimum).
  - (1) Line 1: use L001, Column B.
  - (2) Line 2: "PER" or "NEWS" as applicable, followed by "FLTS" or "IRREG" as applicable, followed by "CR-RTS SCH."
- c. *5-digit carrier routes*: required for rate eligibility (no minimum).
  - (1) Line 1: use 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.
  - (2) Line 2: "PER" or "NEWS" as applicable, followed by "FLTS" or "IRREG" as applicable, followed by "CR-RTS."

[Copy current M200.5.0 and add as M220.5.0.]

[Copy current M200.6.0 and add as M220.6.0.]

\* \* \* \* \*

**M800 All Automation Mail**

**M820 Flat-Size Mail**

**1.0 BASIC STANDARDS**

\* \* \* \* \*

**1.8 Exception — Periodicals Preparation**

[Amend 1.8 by replacing the last sentence with the following:]

\* \* \* These low-volume packages may be placed on 5-digit scheme, 5-digit, 3-digit, and SCF pallets under M041 and M045, or on merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 3-digit, and SCF pallets under M041 and either M920, M930, or M940. They may also be placed in merged 5-digit scheme, merged 5-digit, 5-digit, 3-digit, and SCF sacks prepared under M920.

**1.9 Co-Traying, Co-Sacking, or Copalletizing with Presorted Rate Mail**

Packages of First-Class and Standard Mail (A) prepared under 1.0 and either 2.1 or 4.1, as applicable, 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 under the provisions of M910. For sacked mailings of Periodicals nonletters, packages of Periodicals automation flats mail prepared under 1.0 and 3.1 that are part of the same mailing job as a Presorted rate mailing of nonletters *must* be co-sacked under M910, unless the mailing job also contains a carrier route mailing and is eligible for and prepared under M920. See M210.

\* \* \* \* \*

**3.0 PERIODICALS**

\* \* \* \* \*

**3.2 Sack Preparation**

[Revise the first sentence of 3.2 to read as follows:]

For mailing jobs that also contain a Presorted rate mailing see 1.9 and M910. For other mailing jobs, the following are the sack size, preparation sequence and line 1 labeling: \* \* \*

\* \* \* \* \*

**M900 Advanced Preparation Options**

[Amend the heading of M910 to read as follows:]

**M910 Co-Traying and Co-Sacking Packages of Automation and Presorted Rate Flats-Mailings**

\* \* \* \* \*

**2.0 PERIODICALS**

**2.1 Basic Standards**

[Amend 2.1d and 2.1e by replacing "E230" with "E220."]

\* \* \* \* \*

**2.2 Package Preparation**

[Amend 2.2 by replacing "M200" with "M210."]

**2.3 Low-Volume Packages in Sacks or on Pallets**

[Amend 2.3 by replacing "M200" with "M210" and by replacing "M200.1.4" with "M210.1.4."]

\* \* \* \* \*

[Amend the heading of M920 to read as follows:]

**M920 Merged Containerization of Flats Packages Using the City State Product**

\* \* \* \* \*

**1.0 PERIODICALS MAIL**

**1.1 Basic Standards**

*[Amend 1.1g, 1.1h, and 1.1i to change the reference numbers to read as follows:]*

Carrier route packages of nonletter-size pieces in a carrier route rate mailing may be placed in the same sack or on the same pallet (a merged 5-digit sack or pallet, or a merged 5-digit scheme sack or pallet) as nonletter-size 5-digit packages from an automation rate mailing and nonletter-size 5-digit packages from a Presorted rate mailing under the following conditions:

\* \* \* \* \*

- g. The carrier route mailing must meet the eligibility criteria in E230, the automation rate mailing must meet the eligibility criteria in E240, and the Presorted rate mailing must meet the eligibility criteria in E220.
- h. For sacked mailings, the rates for pieces in the carrier route mailing are based on the criteria in E230, 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, and the rates for pieces in the Presorted rate mailing are based on the number of pieces in the package and the level of sack to which they are sorted under E220.
- i. For palletized mailings, the rates are based on the level of package and the number of pieces in the package under E220, E230, and E240.

\* \* \* \* \*

**1.2 Package Preparation**

*[Amend 1.2a to reflect new reference numbers to read as follows:]*

Packages must be prepared as follows:

- a. *Sacked Mailings.* The carrier route mailing must be packaged and labeled under M220. The automation rate mailing must be packaged and labeled under M820. The Presorted rate mailing must be packaged and labeled under M210.

\* \* \* \* \*

**1.3 Low-Volume Packages in Sacks or on Pallets**

*[Amend 1.3 to reflect new reference numbers to read as follows:]*

Carrier route and 5-digit packages prepared under M210, M220, and M820 that contain fewer than six pieces must be placed in sacks under 1.4a through 1.4f or in 3-digit and SCF sacks under 1.4g, or on pallets under 1.5a through 1.5h, when the publisher determines that such preparation improves service. Pieces in such low-volume packages must claim the applicable basic rate, except that, as

provided under M210.1.4 and M220.1.4, some firm packages may be eligible for carrier route rates and for 5-digit and 3-digit Presorted rates.

**1.4 Sack Preparation and Labeling With Scheme Sort**

*[Change the reference "M200.3.0" to "M210.4.0."]*

\* \* \* \* \*

*[Amend the heading of M930 to read as follows:]*

**M930 Merged Palletization of Flats Packages Using a 5% Threshold**

\* \* \* \* \*

**1.0 PERIODICALS MAIL**

**1.1 Basic Eligibility Requirements**

*[Amend 1.1f, 1.1g, and 1.1k to change the reference numbers to read as follows:]*

Nonletter-size 5-digit packages from an automation rate mailing and nonletter-size 5-digit packages from a Presorted rate mailing may be placed on the same pallet (a merged 5-digit pallet or a merged 5-digit scheme pallet) as carrier route packages of nonletter-size pieces in a carrier route rate mailing under the following conditions:

\* \* \* \* \*

- f. The carrier route mailing must meet the eligibility criteria in E230, the automation rate mailing must meet the eligibility criteria in E240, and the Presorted rate mailing must meet the eligibility criteria in E220.
- g. The rates are based on the level of package and the number of pieces in the package under E220, E230, and E240.
- k. Portions of the mailing job that cannot be palletized must be prepared in sacks under M210, M220, M820, M910, or M920.

\* \* \* \* \*

**1.3 Low-Volume Packages on Pallets**

*[Amend 1.3 by changing "M200" to "M210, M220."]*

**1.4 5% Threshold Standard**

*[Amend 1.4f to reflect new reference numbers to read as follows:]*

Mailers may place 5-digit packages with carrier route packages on the same merged 5-digit scheme or merged 5-digit pallet under 1.5 if all of the following conditions are met:

\* \* \* \* \*

- f. Copies in firm packages claimed as one piece for rate purposes will be considered a single piece when performing the 5% limit calculation under 1.4a

through 1.4d. As provided in M210.1.4 and M220.1.4, some firm packages claimed as one piece may be eligible for carrier route rates, 5-digit rates, or basic rates. The sortation level of each firm piece (package) for purposes of applying the 5% limit will be considered to be carrier route if the firm piece (package) is eligible for the carrier route rate under M220.1.4. Otherwise the firm package will be considered to be a 5-digit sorted piece (even if the basic rate must be paid on that piece).

\* \* \* \* \*

[Amend the heading of M940 to read as follows:]

**M940 Merged Palletization of Flats Packages Using the City State Product and a 5% Threshold**

**1.0 PERIODICALS MAIL**

**1.1 Basic Standards**

[Amend 1.1g, 1.1h, and 1.1i to change the reference numbers to read as follows:]

Nonletter-size 5-digit packages from an automation rate mailing and nonletter-size 5-digit packages from a Presorted rate mailing may be placed on the same pallet (a merged 5-digit pallet or a merged 5-digit scheme pallet) as carrier route packages of nonletter-size pieces under the following conditions:

\* \* \* \* \*

- g. The carrier route mailing must meet the eligibility criteria in E230, the automation rate mailing must meet the eligibility criteria in E240, and the Presorted rate mailing must meet the eligibility criteria in E220.
- h. The rates are based on the level of package and the number of pieces in the package under E220, E230, and E240.

\* \* \* \* \*

- i. Portions of the mailing job that cannot be palletized must be prepared in sacks under M210, M220, M820, M910, or M920.

\* \* \* \* \*

**1.3 Low-Volume Packages on Pallets**

[Amend 1.3 by changing "M200" to "M210, M220."]

**1.4 5% Threshold Standard**

[Amend 1.4f to reflect new reference numbers to read as follows:]

For 5-digit ZIP Codes with a "B" or "D" indicator in the City State Product, mailers may place 5-digit packages with carrier route packages on the same merged 5-digit scheme or merged 5-digit pallet under 1.5 if all of the following conditions are met:

\* \* \* \* \*

- f. Copies in firm packages claimed as one piece for rate purposes will be considered a single piece when performing the 5% limit calculation under 1.4a through 1.4d. As provided in M210.1.4 and M220.1.4, some firm packages claimed as one piece may be eligible for carrier route rates, 5-digit rates, or basic rates. The sortation level of each firm piece (package) for purposes of applying the 5% limit will be considered to be carrier route if the firm piece (package) is eligible for the carrier route rate under M220.1.4. Otherwise the firm package will be considered to be a 5-digit sorted piece (even if the basic rate must be paid on that piece).

\* \* \* \* \*

— Mail Preparation and Standards, Pricing and Product Design, 12-14-00

## Shipping Online Test is Over

*Shipping Online*, the prototype software application used for preparing USPS Express Mail and Priority Mail shipments from a customer's desktop computer, is a no-go after beta testing indicates insufficient market opportunities. Initial trials that started back in December 1999 were designed to "test the waters" of customer acceptance. In the end, *Shipping Online* just didn't match our strategic goals. Accordingly, the current test will be completed and *Shipping Online* will not be made available as a Postal Service product.

On Friday, December 29, 2000, the Postal Service will shut down the operation of *Shipping Online*. All transactions must be completed by that time. After that, any Express Mail or Priority Mail piece bearing a label imprinted with "Shipping Online" should no longer be accepted, but returned to sender.

The Postal Service is still offering customers high-quality online service alternatives like *Stamps Online*, *Supplies Online*, *Mailing Online*, *USPS eBillPay*, and *PosteCS*.

As the Postal Service faces increased competition coupled with explosive growth in eCommerce, we'll be looking to these initiatives to help fulfill the needs of the changing marketplace.

PC Postage is still a premier web-based Postal Service product for small businesses that are pushing economic growth and comprise one of our major customer segments. They'll still be able to purchase online postage from any of several commercial providers who are all approved and licensed by the Postal Service. The PC Postage providers are listed on the Postal Service web page at [www.usps.com](http://www.usps.com).

Customers who have questions about the termination of *Shipping Online* can call our Internet Customer Care Center at 1-800-344-7779.

— Communications and Brand Equity,  
Public Affairs and Communications, 12-14-00

\$5 cover charge.  
\$30 for drinks.  
\$10,000 drunk driving arrest.

You can't put a price on a safe ride home.

---

Impaired driving is a leading cause of death for people under the age of 30. The added tragedy is that drunk and drugged driving is entirely preventable. There are alternatives:

- **Designate a sober driver.**
- **Call a taxi cab.**
- **Stay the night where you are.**

If you don't find a safe way home, consider yourself lucky if you are arrested. If you drive after drinking or using drugs, you can lose your life.

Remember: When *You Drink & Drive*. *You Lose*.



## DMM REVISION

**Address Sequencing Services**

Effective July 5, 2001, *Domestic Mail Manual* (DMM) A920 is amended to reflect an enhancement to provide an electronic option for list owners to have their address list sequenced. The existing service for address card sequencing will remain for those customers who wish to continue with manual address cards.

The manual address card sequencing process that has been available for many years has become too labor intensive and expensive for some mailers to maintain. An increasing number of customers have requested the adoption of a more efficient and cost-effective procedure for the sequencing of address lists. In response, the Postal Service is implementing an electronic address sequencing service for those customers who want to discontinue the production and processing of manual address cards.

These changes will appear in the printed version of DMM Issue 57 and, once effective, in the monthly update of the online DMM available via Postal Explorer (<http://pe.usps.gov>).

**Domestic Mail Manual (DMM)****A Addressing**

\* \* \* \* \*

**A900 Customer Support**

\* \* \* \* \*

**A920 Address Sequencing Services****1.0 SERVICE LEVELS**

[Amend 1.0 to add electronic file options to read as follows:]

The USPS provides the following levels of manual or electronic address sequencing service for city carrier routes, rural routes, highway contract routes, and post office box sections:

- a. Sequencing of address cards or electronic address files.
- b. Sequencing of address cards or electronic address files, plus inserting only blank cards for missing addresses or missing sequence numbers for the addresses missing from the electronic files.
- c. Sequencing of address cards or electronic address files, plus inserting cards with addresses for missing or new addresses, or inserting addresses into electronic files for missing or new addresses.
- d. For address cards or electronic files, if qualification is met, the Postal Service will provide seeded addresses to the list owners for inclusion in their address files for file protection.

- e. If a request for sequencing contains a seeded address, the owner of the seeded address will be notified within 30 days of detection. If all known possibilities of fraud can not be ruled out, the request will be denied and the Postal Inspection Service will be notified.

[Amend the heading of 2.0 to read as follows:]

**2.0 CARD OR FILE PREPARATION AND SUBMISSION****2.1 Color and Size**

[Amend 2.1 to read as follows:]

When submitting cards, all address cards must be made of white or buff-colored card stock and of an identical size (5 to 8-5/16 inches long and 2-1/4 to 4-1/4 inches high). Blank cards for missing and/or new addresses must be of the same size as the submitted address cards but of a different color. A customer must provide enough cards to equal at least 10% of the number of address cards submitted.

**2.2 Limitation**

[Amend 2.2 to read as follows:]

The customer must not submit address cards or an address file in excess of 110% of the possible deliveries for a specific 5-digit ZIP Code delivery area. Customers requesting the service level in 1.0c will be allowed three attempts to qualify a ZIP Code for the service within a 12-month period. Failure to qualify within three attempts within 12 months will result in a suspension of 1 year for any additional attempts to qualify the ZIP Code.

**2.3 Addressing Format**

[Amend 2.3 to read as follows:]

Addressing format is specific to the media being used.

- a. *Card Processing.* Cards must be faced in the same direction and bear only one address each. The customer's current address information must be computer-generated, typed, or printed along the top of the card. The address must be within 1 inch from the top edge of the card in about the same location on each card submitted. Each card must include a complete address, but the ZIP Code is optional. Street designators may be abbreviated as shown in Publication 28, *Postal Addressing Standards*. When sequence cards are used to obtain address sequencing information for post office boxes, the box section number must be substituted for the carrier route number (if shown).

b. *Electronic Processing.* The customer must submit address files on electronic media, as described by the Postal Service. Call the National Customer Support Center at 1-800-331-5747 for a copy of the required format.

**2.4 Header Cards**

*[Amend the first sentence of 2.4 and add a second sentence to read as follows:]*

When submitting address cards customers must provide carrier route header cards, prepared with standard 80-column computer card stock (or another size as described above). The header cards must be typed, computer-generated, or printed by the customer. \* \* \*

**2.5 Delivery Unit Summary**

*[Amend 2.5 to read as follows:]*

A Delivery Unit Summary must be typed, computer-generated, or printed, and provided by the customer for card processing. A printed copy or electronic file will be acceptable for address file submissions. When submitting address cards, an original and two copies must be submitted for each 5-digit ZIP Code delivery area. When submitting an address file, an original and two copies of a printed form or one electronic file must be submitted for each 5-digit ZIP Code delivery area. This form, used by the Postal Service to provide summary information to the customer, is necessary for calculating total charges for the service level provided. For address card submissions, the original is returned to the customer with the cards as the customer's bill. For electronic address file submissions, a computer-generated Delivery Unit Summary is returned as the customer's bill. Upon receipt of payment, the ZIP Code will be qualified for Computerized Delivery Sequence (CDS), and product fulfillment will begin. Examples of the required hardcopy or electronic format of the Delivery Unit Summary can be obtained from the National Customer Support Center (see G043 for address).

**2.6 5-Digit ZIP Codes**

*[Amend the first sentence of 2.6 to read as follows:]*

When submitting address cards, the cards for each 5-digit ZIP Code area must be placed in separate containers, each with an envelope affixed containing a packing list and Delivery Unit Summary sheets for that 5-digit ZIP Code area. \* \* \*

*[Amend the heading and text of 2.7 to read as follows:]*

**2.7 Submitting Cards or Electronic Files**

The designated place for submission of addresses for sequencing depends on the type of media used.

a. *Card Processing.* The customer must submit the containers of address cards to the district manager of Address Management Systems for carrier routes

within the corresponding district. (Exception: Address cards only for addresses in the city where the customer is located may be submitted to the postmaster of that city for sequencing and correction.) Unless directed otherwise, the customer must address containers of address cards to:

MANAGER ADDRESS MANAGEMENT SYSTEMS  
UNITED STATES POSTAL SERVICE  
[STREET ADDRESS]  
[CITY/STATE/ZIP+4]

b. *Electronic Processing.* The customer must submit address files on electronic media, as described by the Postal Service, to:

COMPUTERIZED DELIVERY SEQUENCING  
DEPARTMENT  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

**2.8 Postage**

*[Amend 2.8 by inserting the following after the first sentence:]*

\* \* \* Address files can be mailed at the appropriate rate or be electronically transmitted, as determined by the USPS, to the National Customer Support Center. \* \* \*

**2.9 USPS Sequencing**

*[Amend 2.9 to read as follows:]*

Unsequenced address cards received at post offices or unsequenced address files received at the National Customer Support Center will be arranged in sequence of carrier route delivery without charge. Cards with incorrect or undeliverable addresses are removed from carrier route bundles, bundled separately, and returned to the customer. When address files are submitted, incorrect or undeliverable addresses are removed from the original file and returned as a separate file.

*[Amend the heading of 2.10 to read as follows:]*

**2.10 USPS Time Limits and Billing**

*[Amend 2.10 so that the first sentence reads as follows:]*

The post office or the National Customer Support Center, whichever performs the service, returns the cards or address file and the bill for applicable charges to the customer within 15 working days after receiving a properly prepared request for address sequencing. \* \* \*

**2.11 Seasonal Addresses**

*[Amend 2.11 to read as follows:]*

Under all service levels, correct addresses subject to seasonal occupancy, but which do not indicate seasonal treatment, will be identified with an "S" on cards or a flag on address files. If the address is included in a series such as those used for apartment buildings, trailer parks, and

seasonal delivery areas in general, the appropriate "seasonal" indicator box is checked on the card or flagged on the address file. When correct address cards or address files that are not subject to seasonal occupancy but that include seasonal treatment notations are submitted, the seasonal indicator is marked out on cards or left blank on address files. For cards, a rubber band is placed around the card to identify it before it is put in carrier route sequence order in the returned deck of cards. No charge is assessed for this service.

[Amend the heading of 3.0 to read as follows:]

**3.0 SEQUENCING CARDS WITH BLANKS FOR MISSING ADDRESSES OR SEQUENCING ADDRESSES FILES WITH MISSING SEQUENCE NUMBERS**

**3.1 USPS Sequencing**

[Amend 3.1 to read as follows:]

USPS employees at post offices (for cards) or the National Customer Support Center (for address files) arrange unsequenced addresses in sequence of carrier route delivery without charge, remove incorrect or undeliverable addresses and, if cards, bundle separately for return to the customer, insert a blank card or missing sequence number (for address files only) for each existing address that is not included in the customer's cards or address file. (If several addresses in a series are missing, a single blank card is inserted for the series showing the number of missing addresses, or for address files a series of missing sequence numbers will be omitted identifying the number of missing addresses.)

[Amend the heading of 3.2 to read as follows:]

**3.2 USPS Time Limits and Billing**

[Amend 3.2 to read as follows:]

The post office (for cards) or the National Customer Support Center (for address files) returns the cards or address file along with a bill for applicable charges to the customer within 15 working days after receiving a properly prepared request for address sequencing. This time limit does not apply to cards received between November 16 and January 1, which are sequenced as promptly as possible.

[Amend the heading of 4.0 to read as follows:]

**4.0 SEQUENCING WITH ADDRESS CARDS OR ADDRESS FILE SEQUENCING WITH ADDRESSES ADDED FOR MISSING AND NEW ADDRESSES**

**4.1 USPS Sequencing**

[Amend 4.1 to read as follows:]

USPS employees at post offices (for cards) or the National Customer Support Center (for address files) arrange unsequenced addresses in sequence of carrier route delivery without charge, remove incorrect or undeliverable addresses and, if cards, bundle separately for return to the customer or, if an address file, return as a separate file, and add new or missing addresses (including rural address conversions to city delivery) for each existing address that is not included in the customer's cards or address file.

[Amend the heading and text of 4.2 to read as follows:]

**4.2 Separate Address Groups**

Separate groups of address cards must be submitted for the addresses in each 5-digit ZIP Code delivery area: city carrier (residential addresses only); city carrier (business addresses only); city carrier (combination of residential and business addresses); rural and highway contract route addresses; or post office box addresses (whether business, residential, or a combination). If submitting an electronic address file, a single file meeting the same requirements is acceptable. Each group must be accompanied by a statement showing:

- a. Types of addresses (i.e., residential, business, or a combination).
- b. Number of addresses on the cards or in the address file.
- c. Name, mailing address, and telephone number of the list owner or agent.

\* \* \* \* \*

**4.4 Address Percentage**

[Amend 4.4 to read as follows:]

For the 5-digit ZIP Code area, the mailing list that the cards or address file represents must contain 90% of all possible residential or business city carrier addresses for addresses in the respective address group, 90% of all city carrier addresses for addresses in a combination residential/business address group, or 90% of all possible deliveries for addresses in rural/highway contract route and post office box groups.

\* \* \* \* \*



[Amend the heading and the first sentence of 4.6 to read as follows:]

**4.6 Resubmitting Cards or Address File**

Customers must monitor community growth and determine when address cards or address files need to be submitted for resequencing to maintain the 90% eligibility level of address coverage. \* \* \*

**5.0 SERVICE CHARGES**

**5.1 Basic Service**

[Amend the first sentence of 5.1 to read as follows:]

For sequencing of address cards or address files, the applicable fee is charged for each address card or address that is removed because of an incorrect or undeliverable address. \* \* \*

**5.2 Blanks for Missing Addresses**

[Amend 5.2 to read as follows:]

For sequencing of address cards or address files with total possible deliveries shown, the applicable fee is charged for each address card or address that is removed because it is incorrect or undeliverable. No charge is assessed for the insertion of blank cards or missing sequence numbers (for address files) showing the range of missing addresses in a submitted list.

**5.3 Missing or New Addresses**

[Amend the first sentence of 5.3 to read as follows:]

For sequencing of address cards or address files with missing or new addresses added, the applicable fee is charged for each address card or address that is removed because it is incorrect or undeliverable, and for each address (possible delivery) that is added to the customer's list. \* \* \*

\* \* \* \* \*

**5.5 Free Services**

[Amend 5.5a to read as follows:]

These services are provided at no charge for all three levels of service:

- a. If the customer includes a rural address (box number) in a deck of cards or address file submitted for sequencing, and a street address is assigned to that box number so it can be served on a city delivery route, a correct address card or address is included at no charge.

\* \* \* \* \*

**6.0 SUBMITTING PROPERLY SEQUENCED MAILINGS**

**6.1 Customer Responsibility**

[Amend the first sentence in 6.1 to read as follows:]

The customer must ensure that mailings are prepared in correct carrier route delivery sequence, and resequence cards or an address file when necessary. \* \* \*

**6.2 Changes**

[Amend 6.2 to read as follows:]

When delivery changes affect delivery sequence but do not cause scheme changes, card customers will be notified in writing and must then submit cards for the affected routes or the complete ZIP Code for resequencing. Computerized Delivery Sequence (CDS) customers will automatically receive an updated electronic file from the Postal Service.

**6.3 Out-of-Sequence**

[Amend the third sentence in 6.3 to read as follow:]

\* \* \* If the customer does not take corrective action, the USPS gives written notice that the customer is no longer allowed to submit address cards to the post office or address files to the National Customer Support Center for sequencing. \* \* \*

**6.4 Reinstatement**

[Amend 6.4 to read as follows:]

Generally, a customer denied address card or address file sequencing service for a specific ZIP Code may not submit address cards (to the post office) or address files (to the National Customer Support Center) for sequencing where that sequencing service was terminated for 1 year after the effective date of termination. After that time, the customer is again authorized to submit the ZIP Code address cards (to the post office) or address files (to the National Customer Support Center) for sequencing. At any time during the year after termination of service, the customer may renew the submission if the postmaster (for address cards) or the National Customer Support Center (for address files) is convinced that the customer has taken all necessary action to correct the past errors.

## DMM REVISION

**Priority Mail Drop Shipment**

Effective January 7, 2001, *Domestic Mail Manual* (DMM) D071 and M072 are revised to change and clarify procedures for Priority Mail drop shipments. In addition, Tag 159, *Priority Mail Drop Shipment*, which is used with Priority Mail sacks, is revised. An accompanying article on page 29 describes the new tag. Label 23, *Priority Mail Drop Shipment*, used for letter trays, and Tag 157, *Express Mail Drop Shipment*, used with Express Mail pouches, are not revised at this time.

To improve handling, standards in the DMM for Priority Mail drop shipment have been revised. Highlights include:

- When a Priority Mail drop shipment is sacked, the orange Priority Mail sack must be used to facilitate identification for expedited transport.
- All Priority Mail drop shipment containers must be labeled to the destination postal facility where the drop shipment is to be opened and the contents distributed. Container labels must be barcoded and must meet the requirements in M032. The line “Manager, Distribution Operations, Open and Distribute” is no longer required on drop shipment labels.
- No special service can be added to the Express Mail or Priority Mail portion of the drop shipment. However, special services are available for the enclosed mail. For mail enclosed in an Express Mail drop shipment, available special services are provided in S500. For mail enclosed in a Priority Mail drop shipment, available special services are provided in S070.
- Customers may use 1-foot letter trays for Priority Mail drop shipments. Subject to availability, 1-foot or 2-foot regular managed mail (MM) or 2-foot extended managed mail (EMM) letter trays must be used as appropriate for the size and volume of letters. Each tray must be sleeved, affixed with Label 23, and strapped. Two trays of identical size may be bundled together, as long as each tray has been strapped in accordance with M033.1.5.
- Permit imprint may be used to pay postage on Priority Mail drop shipments. The permit imprint indicia must be printed in the “postage area” on Tag 159 and Label 23. To protect revenue and ensure that postage was collected, acceptance clerks will still be required to sign and date stamp (or “bump”) Tag 159 and Label 23. Customers and USPS employees are

reminded that a minimum 200 pieces/50 pounds of Priority Mail is required for any permit imprint mailing (see DMM P040.5.1). Postage must be reported on PS Form 3600-PM, *Postage Statement — Priority Mail — Permit Imprint*.

Questions about Priority Mail drop shipments should be directed to your district manager, Business Mail Entry.

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

**Domestic Mail Manual (DMM)****D Deposit, Collection, and Delivery****D000 Basic Information**

\* \* \* \* \*

**D070 Drop Shipment****D071 Express Mail and Priority Mail**

\* \* \* \* \*

**1.0 EXPRESS MAIL**

\* \* \* \* \*

[Add new 1.4 to read as follows:]

**1.4 Special Services**

No special services can be added to the Express Mail portion of the drop shipment.

**2.0 PRIORITY MAIL**

\* \* \* \* \*

[Add new 2.4 to read as follows:]

**2.4 Special Services**

No special services can be added to the Priority Mail portion of the drop shipment.

\* \* \* \* \*

**M Mail Preparation and Sortation****M000 General Preparation Standards**

\* \* \* \* \*

**M070 Mixed Classes**

\* \* \* \* \*

**M072 Express Mail and Priority Mail Drop Shipment**

*[Revise M072 to read as follows:]*

**1.0 BASIC STANDARDS****1.1 Enclosed Mail**

Mail enclosed in a drop shipment must meet the eligibility and preparation standards for its class and rate and for any special services used. Mail requiring cancellation may not be drop shipped. For mail enclosed in an Express Mail drop shipment, available special services are indicated in S500. For mail enclosed in a Priority Mail drop shipment, available special services are indicated in S070. When a drop shipment is destined to a 5-digit facility, then sacking or traying is not required for letters or flats, as long as all enclosed packages are destined to the same 5-digit ZIP Code as the Express Mail or Priority Mail pouch.

**1.2 Standards**

The Express Mail or Priority Mail portion of the drop shipment must meet the standards in M500 or M100, respectively, and the applicable standards in D071 and M072.

**1.3 Containers for Expedited Transport**

An Express Mail drop shipment must be contained in a blue and orange Express Mail pouch. A Priority Mail drop shipment must be contained in either an orange Priority Mail sack or a letter-size tray.

**1.4 Container Labels**

Container labels for drop shipments expedited by Express Mail pouches or Priority Mail sacks/trays must be barcoded and meet the requirements in M032. All lines of information must be completely visible when inserted into the label holder. Line 1 (destination line) provides information on the destination entry office where the enclosed mail is to be distributed:

- a. For BMC distribution, use L601. For ASF distribution, use L602.
- b. For 3-digit ZIP Code prefix groups, use L004 (ADC distribution) or L005 (SCF distribution).
- c. For 5-digit ZIP distribution, Line 1 must contain the city, state, and 5-digit ZIP Code that appears on the enclosed mail.

For Line 2 (content line), print "EXPRESS DROP SHIP" or "PRIORITY DROP SHIP," as appropriate. Line 3 (origin line) must conform to the standards in M032.

**1.5 Tag 157**

In addition to the Express Mail pouch label, Tag 157 must be attached to each Express Mail pouch to identify it as an Express Mail drop shipment mailing and to identify the class of mail enclosed.

**1.6 Tag 159**

In addition to the Priority Mail sack label, Tag 159 must be attached to each Priority Mail sack to identify it as a Priority Mail drop shipment mailing. Tag 159 indicates the class of mail enclosed in the Priority Mail sack and provides a place to affix Priority Mail postage.

**1.7 Label 23**

As an alternative to sacking Priority Mail drop shipment mailings, mailers may affix Label 23 to Priority Mail drop shipments prepared in letter trays. Label 23 may be used to transport one or two trays. Label 23 must be affixed to the sleeve of the top tray prior to strapping. Two trays of identical size may be bundled together, as long as each individual tray has been strapped in accordance with M033.1.5. Bundled trays must be strapped securely around the length of the two trays. The total weight of tray(s) with Label 23 affixed may not exceed 70 pounds.

*[Delete 2.0, "ADDITIONAL STANDARDS FOR ENCLOSED MAIL." Renumber 3.0, 3.1, and 3.2 as 2.0, 2.1, and 2.2, respectively. No other changes to text.]*

— Processing Operations,  
Operations Planning and Processing, 12-14-00

NOTICE

**PS Form 153, Signature Confirmation**

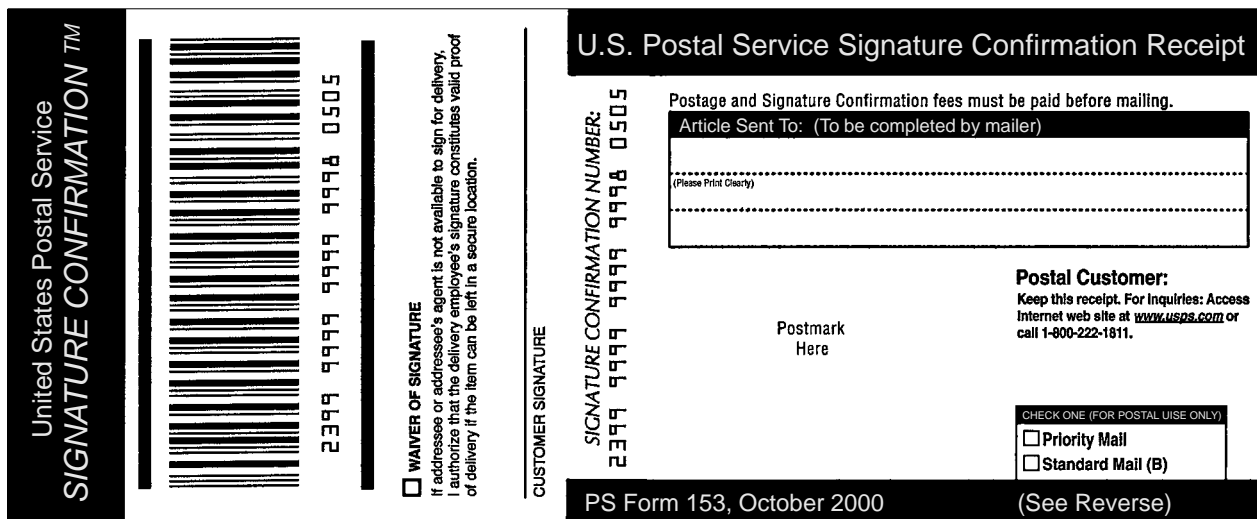
Signature Confirmation service will be launched nationally in conjunction with the new rates on January 7, 2001. Automatic shipment of the retail label PS Form 153, *Signature Confirmation*, will be delivered to offices between December 23 and December 29, 2000. All post offices, stations, branches, contract stations, and community post offices will receive an initial quantity of the retail form. The shipment is being sent First Class or Priority Mail (see illustration of shipping label to the right). Please watch for your initial supply. If you do not receive a supply of the forms by January 2, 2001, please contact your District Retail Specialist for an emergency shipment. All districts should have received a shipment of the *Signature Confirmation* forms for emergency use only. Information for regular ordering of the form will be in the December 28th *Postal Bulletin*.

PS Form 153, *Signature Confirmation*, is hot pink. It has been designed in three parts: the customer receipt, the barcode section, and the waiver of signature (see illustration below).

**Please do not display these forms in your lobby until January 7th.**



Additional information on this new service will be published in the December 28th *Postal Bulletin*. Signature Confirmation service will also be included with R2000-1 Rate Case Implementation information.



## New Tag 159

Effective January 7, 2001, Tag 159, *Priority Mail Drop Shipment*, is revised. An illustration of the new black-and-white tag accompanies this article.

The block under "Open and Distribute At" must contain the same information printed on Line 1 of the Priority Mail sack label and must follow standards in *Domestic Mail Manual* (DMM) M072.1.4. An accompanying article on page 26 of this *Postal Bulletin* includes revisions to the DMM for Priority Mail drop shipments.

Employees are reminded that Tag 159 is not reusable and must be discarded by the destination facility after the sack has been opened for distribution. Label 23, *Priority Mail Drop Shipment*, used for letter trays, and Tag 157, *Express Mail Drop Shipment*, used with Express Mail pouches, are not revised at this time.

Customers may continue to use existing stocks of Tag 159 until new tags are available at the Expedited Mail Products Supply Center (800-610-8734).



Not to scale.

— Processing Operations, Operations Planning and Processing, 12-14-00

## 2000 IRS Tax Packages

On December 26, 2000, contract mailers for the Internal Revenue Service (IRS) will begin mailing 56 million tax packages for tax year 2000. By January 5, 2001, contractors are expected to have approximately 97 percent of this mail in the postal system. January 15 has been designated as the last date for deposit of the remaining 3 percent. Tax packages for Alaska and Hawaii will be air shipped. The mail will bear IRS permit imprint number G-48.

### Acceptance Offices

Contract mailers for the IRS will prepare tax packages for mailing at the Standard Mail (A) Enhanced Carrier Route rates. Acceptance offices must verify that mailings

are prepared correctly for Standard Mail (A) bulk rates (carrier route, 3/5, and basic).

The packages must meet all preparation and makeup requirements in the *Domestic Mail Manual* (DMM). Offices must verify that tax package mailings are prepared according to the presort requirements for Standard Mail (A). They must weigh and verify mailings unless the Rates and Classification Service Center (RCSC) serving the post office of mailing authorizes an optional procedure for that contract mailer. Supporting paperwork for the optional procedure must be provided at the time of mailing. This verification ensures that the rate and piece counts claimed on the postage statements are accurate and that the IRS has paid the correct postage.

RCSCs have authorized Fry Communications in Mechanicsburg, Pennsylvania, and Webco Printing in Omaha, Nebraska, to mail using an optional procedure.

### New Look for 941TeleFile Package

Seventeen million 941TeleFile packages will have a new look this year. The traditional flat size piece has been modified to letter size. The piece measures 4 3/8 x 10 7/8 inches and is being prepared by Freedom Graphics in Dixon, Illinois.

### Destination Offices

*Crossdock Pallets:* Bulk Mail Centers (BMCs) and Processing and Distribution Centers (P&DCs) will receive pallets labeled to 5-digit, 3-digit, and sectional center facilities (SCFs). These pallets should remain intact and be dispatched to the appropriate destination.

*Working Pallets:* Upon receipt of working pallets, operations will break open the pallets and distribute. The destination for each bundle/sack is on the label.

Dispatch the packages, sacks, and bundles of tax packages to the destination facilities for distribution to the delivery units.

### Delivery

Tax packages should be delivered upon receipt.

### Errors and Irregularities

Delivery offices should be alert to errors in makeup. When carrier route presort errors exceed the 5 percent allowance, deliver the mail and use established reporting procedures to report errors to the following address:

MANAGER POST OFFICE ACCOUNTING  
ATTN IRS FORMS TAX PACKAGE 2000  
US POSTAL SERVICE  
475 L'ENFANT PLAZA SW RM 8831  
WASHINGTON DC 20260-5242

### Undeliverable Tax Packages

Carriers and Markup clerks must pay particular attention to endorsed packages identified as Forms 1040 and 1040A-2. These two (2) forms are the *only* ones eligible for forwarding or return services.

All *endorsed* tax packages that are undeliverable are to be sent to the CFS unit (normal procedure) where they will be handled as specified in DMM F010.5.0 and DMM Exhibit F010.5.3.

These packages should be returned to the IRS at the following address only:

INTERNAL REVENUE SERVICE  
PHILADELPHIA SERVICE CENTER  
11603 ROOSEVELT BLVD  
PHILADELPHIA PA 19161

**All other undeliverable forms must be treated as waste and may not be placed in postal lobbies for any reason.**

— Services Segment, Sales, 12-14-00

## Holiday HAZMAT

'Tis the season... to make this the safest and most successful holiday season ever for the United States Postal Service.

With the busy holiday season upon us, it is important to take a moment to reinforce some important points regarding hazardous materials that can be found in the mail, especially at this time.

Customers rely heavily on the USPS to safely and efficiently deliver their gifts to friends, business associates, and loved ones during this season and also to return packages after the holidays. It is important that every Postal Service employee take steps to ensure that holiday parcels known to or suspected to contain a hazardous material are properly handled.

During this festive and giving period the Postal Service handles an additional 20 billion pieces of parcels. While the vast majority of these packages contain nondangerous items, there is a small amount that has the potential to

contain a material that has the ability to cause harm to employees and disrupt operations. When a parcel contains a hazardous material that is unacceptable for mailing or is improperly packaged, it is a concern to everyone.

At this time of year it is important to remember that hazardous materials can be found in a wide variety of common household and consumer products. *Holiday HAZMAT* can be found in:

- Shipments of liquor/wine/beer (nonmailable).
- Electronic equipment containing wet cell batteries.
- Cosmetics (perfumes, hair products, body and bath oils, etc.).
- Consumer products containing petroleum products such as, but not limited to, chain saws and string trimmers.
- Parcels bearing an ORM-D/ORM-D-Air marking. See examples on page 31.

- Food shipments preserved with dry ice.
- Parcels bearing a DOT hazard class 9 label. See example at the end of this article.
- Fireworks and sparklers (nonmailable).

Some items are not outwardly hazardous, but when packaged improperly can be mistaken for a dangerous item. Electronic toys/games, for instance, when shipped with the batteries in place can be:

- Mistaken for a target mail item if they are activated during shipment.
- Create an electromagnetic hazard that has the ability to interfere with airplane navigation equipment.

It is also common to encounter parcels that have been mailed in reused packaging that formerly contained hazardous materials. Postal employees are required to assume that markings or labels present on parcels indicate the actual contents of the parcel. It is acceptable to reuse boxes for mail shipments provided that all former HAZMAT package markings and labels have been removed or completely obliterated by the mailer. Merely crossing out a label or marking or writing the current contents on a box is insufficient to allow mailing. If any evidence of the former contents is visible, the parcel cannot be accepted. The former markings and labels must be blotted out even if the parcel will be wrapped in paper for mailing because if the wrapping becomes damaged during shipment, these markings will cause the package to be returned.

While it is not possible to list every type of hazardous material that could be reasonably expected to be found in the mail, recognizing those parcels that are known to or suspected to contain a *Holiday HAZMAT* is crucial to safe operations.

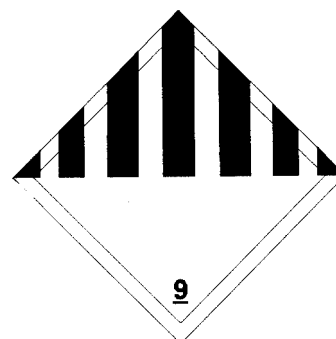
If you suspect a parcel contains an identified/undeclared *Holiday HAZMAT*, immediately notify your supervisor. Under no circumstances should a parcel containing an undeclared HAZMAT be allowed to continue through processing. Only *Holiday HAZMAT* parcels that meet the packaging and labeling requirements of the *Domestic Mail Manual* and *Publication 52, Hazardous, Restricted, and Perishable Mail*, should be processed for delivery.

Responsibility for the proper packaging and labeling of a *Holiday HAZMAT* ultimately rests with the mailer. However, by being alert and able to recognize HAZMAT parcels, we can all do our part to make this a successful holiday season for the Postal Service.

Questions regarding the mailability of any material should be directed to your local Business Mail Acceptance Unit (BMEU) or Rates and Classification Service Center

(RCSC). Packaging and labeling requirements for HAZMAT can be found in the following postal documents:

- Domestic Mail Manual C023.
- Publication 52, *Hazardous, Restricted, and Perishable Mail*.
- International Mail Manual (IMM).



— Aviation Mail Security,  
Network Operations Management, 12-14-00

## DEADLINE REMINDER

**Commercially Printed Barcoded Special Services Labels**

As previously announced in the May 18, 2000, *Postal Bulletin*, any mailer using commercially printed special services labels on or after February 3, 2001, will be required to meet the new barcoded requirements. The following forms and labels must be in compliance with the new barcoded format: PS Form 3800, *Certified Mail Receipt*; PS Form 3813P, *Insured Mail Receipt (Domestic and International)*; PS Form 8099, *Receipt for Recorded Delivery*; Label 200, *Registered Mail*; and PS Form 3804, *Return Receipt for Merchandise*. For more information, contact Tandelyia Samuels at (703) 292-3803.

The technical requirements for producing commercially printed barcoded special services forms and labels are published in Publication 109, *Special Services Technical Guide*. Publication 109 is available on the USPS Web site (<http://www.usps.com>). Click *Info*, then *Postal Periodicals and Publications*, then *Publications*, and scroll to Publication 109.

— *Special Services,  
Core Business Marketing, 12-14-00*

**APO/FPO Changes**

Make the following ink changes to the most recent APO/FPO table in *Postal Bulletin* 22038 (November 30, 2000).

APO/FPO	Action	Effective Date	See Restrictions
09344	Activate	Immediately	A-B-B1-C1-F-N-R-X

— *International Network Operations,  
Network Operations Management, 12-14-00*

**Finance**

## POS ONE OFFICES

**Mobile Units Reporting to POS ONE Offices Issuing Paymaster Money Orders**

Mobile units reporting to a POS ONE office that issues Paymaster money orders cannot consolidate their daily financial data under the POS ONE Standard Field Accounting System (SFAS) unit ID. *A separate SFAS unit ID must be established for any mobile unit reporting to a POS ONE location that sells Paymaster money orders.* Mobile units must also maintain a separate unit reserve stock. Money orders should be issued directly to the custodian of the mobile unit from the stamp distribution office (SDO) or stamp service center (SSC).

POS ONE units were instructed to return Paymaster money order imprints to the material distribution center (MDC) and Paymaster money orders to the SDO or SSC after their POS ONE conversion. By consolidating mobile units that are selling Paymaster money orders, POS ONE sites that have been converted are circumventing the financial controls for money order issuance.

To obtain new SFAS unit IDs, district accounting offices (DAOs) must send the SFAS unit ID information via cc:Mail to the following address: SFAS NEW UNIT ID.

— *Corporate Accounting, Finance, 12-14-00*



## INFORMATION AND PROCEDURES

**International Reply Coupons and Rate Increase**

The postage rate increase scheduled for January 7, 2001, affects the price of the international reply coupon (IRC). The new price will be \$1.75 per coupon.

It will take several months to print and distribute the newly valued IRC; therefore, post offices should use their existing supply of Item 330500 (four-digit Item Number 3305), \$1.05 IRC, to meet customers' demands. In order to sell the IRC, additional postage must be added at the post office level by applying postage stamps or a postage validation imprinter (PVI) label. The sales associate should apply the additional postage at the time of the sale.

Offices should follow the procedures listed below when the new rate goes into effect on January 7, 2001.

**Procedures for Stamp Distribution Offices and Stamp Service Centers and their Accountable Paper Depository**

Stamp Distribution Offices (SDOs) and Stamp Service Centers (SSCs) and their accountable paper depositories (APDs) must retain and use their current inventory of Item 330500 (or Item 3305), \$1.05 IRC, to fill orders until the new IRCs are printed and available.

**Post Offices, Stations, and Branches**

All post offices, stations, and branches will affix and cancel two 35-cent stamps, or stamps of the same value, to each \$1.05 IRC at the time of sale to reflect the new rate of \$1.75. All retail units have the option of using PVI labels for the additional postage, but must affix the label to the back of the IRC. The IRC, with the additional postage affixed, will sell for \$1.75 each.

When affixing the postage stamps, it is important to leave the bottom right corner of the IRC clear. This provides space for the foreign post that exchanges the coupon to cancel it. Affix PVI labels only to the back of the IRC.

If you need additional quantities of IRCs, order Item 330500 (or Item 3305) from your SDO or SSC. The existing inventory of Item 330500 (or Item 3305) will be used until new IRCs are printed and available.

Post offices must ensure that adequate supplies of 35-cent stamps, Item 103500, are on hand. No accounting entries are required on POS ONE; the integrated retail terminal; or manual Form 1412, *Daily Financial Report*, to adjust the value of IRCs in inventory.

POS ONE sites will sell each IRC with postage affixed that includes one \$1.05 IRC, plus two 35-cent stamps, or stamps of the same value. If a PVI label is used, record the sale using the PVI option.

— *Corporate Accounting, Finance, 12-14-00*

## RATE CASE

**New Money Order Fee and COD Trust Account — Action Required Prior to January 7, 2001**

The January 7, 2001, domestic rate change includes a decrease in the money order fee to \$.75. It is essential that all offices clear out the COD Trust Fund (AIC 050) amounts, and issue all pending payments COD Funds Withdrawn (AIC 450), to mailers before closing out on the last workday prior to the rate change.

Currently IRT and POS ONE systems add a money order fee of \$.80 every time an entry is made to AIC 050, COD Funds. When the money is withdrawn from trust via an entry to AIC 450 and a money order prepared, the system charges \$.80 for the money order, which leaves a balance of zero in the account.

The COD withdrawn amount should correspond with the COD amount received by the customer. To avoid discrepancies, all retail units should pay all pending COD amounts, retaining no funds in the COD trust account after close of business on the day prior to the rate change.

— *Post Office Accounting, Finance, 12-14-00*

## District Accounting Offices Statement of Account Submission

The normal submission schedule is extended for transmitting data from the standard field accounting system (SFAS) to the Eagan Accounting Service Center for accounting period (AP) 4, postal fiscal year (PFY) 2001. District accounting offices (DAOs) will have until COB Tuesday, January 2, 2001, to transmit a statement of account (SOA) via the SFAS.

The deadline is also extended for submission of official mail accounting system (OMAS) transactions for AP 4, PFY 2001. DAOs will have until 4:00 p.m. CT on Tuesday, January 2, 2001, to input OMAS data.

*Note:* A revision of Handbook F-1, *Post Office Accounting Procedures*, was published on page 31 of *Postal Bulletin 22029 (7-27-00)* that changed the normal SOA submission day to Monday.

— *Corporate Accounting, Finance, 12-14-00*

## 2001 Social Security and Medicare Tax Withholding

For 2001, the maximum limit on earnings for withholding in the Old-Age, Survivors, and Disability (OASDI) portion of the Social Security tax increases from \$76,200 to \$80,400, a \$4,200 increase from the 2000 limit. The Social Security tax rate remains at 6.2 percent, resulting in a maximum Social Security tax of \$4,984.80, a \$260.40 increase from the 2000 limit. There is still no limit on the amount of earnings subject to the Medicare portion of the tax. The Medicare tax rate applies to all taxable wages and remains at 1.45 percent.

The following information is effective January 1, 2001:

Tax Withholding	2000	2001
Social Security gross limit	\$76,200.00	\$80,400.00
Social Security liability limit	\$4,724.40	\$4,984.80
Medicare gross limit	NO LIMIT	NO LIMIT
Medicare liability limit	NO LIMIT	NO LIMIT

— *Payroll Accounting, Finance, 12-14-00*

## Changes in Employee Contribution Rates for Retirement

The temporary increase in the retirement withholding rates for employees covered by the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS) originally scheduled for 2001 will not be implemented. President William J. Clinton has signed Public Law (PL 106-346), which will return retirement withholding rates to the rates applicable prior to the Balanced Budget Act of 1997. CSRS employee contribution rates will revert from 7.4 percent to the previous rate of 7.0 percent of base pay. FERS and CSRS offset employee contribution rates will revert from 1.2 percent to 0.8 percent of base pay. Law Enforcement CSRS employee contribution rates will

revert from 7.9 percent to the previous rate of 7.5 percent. Likewise, Law Enforcement FERS and CSRS offset employee contributions will decrease from 1.7 percent to 1.3 percent. The reduced rates will be effective January 13, 2001. There is no change in the Postal Service's contribution rate for employees. The reversion may result in a slight increase in take-home pay for Postal Service employees, including law enforcement personnel and postal inspectors.

— *Payroll Accounting, Finance, 12-14-00*

## Form W-5 Renewal

Form W-5, *Earned Income Credit Advance Payment Certificate*, which allows eligible employees to receive advance payment of their earned income credit, must be renewed for 2001. The certificate currently in effect expires at the end of the pay year and must be renewed by submitting a new Form W-5. Eligible employees who have not submitted a new Form W-5 should complete a 2001 Form W-5 and submit it to their local personnel offices as soon as possible. Employees are responsible for timely submission of their Form W-5. Timely submission of the new Form W-5 helps to ensure that the information on the form becomes effective the pay period (PP) after receipt. Please note that Internal Revenue Service (IRS) regulations specifically prohibit *any* retroactive changes or additions to the information submitted on the original Form W-5.

*Reminder:* Personnel offices are reminded that the IRS regulations mandate that all employers submit copies of all Forms W-5 received from their employees. Personnel offices must mail one copy of Form W-5 in a separate envelope marked "PROCESSED W-5 FOR IRS" in the lower left-hand corner of the envelope to:

ATTN CONTROL SECTION  
EAGAN ACCOUNTING SERVICE CENTER  
2825 LONE OAK PKWY  
EAGAN MN 55121-9611

The control section in Eagan subsequently forwards the forms to the IRS.

— *Payroll Accounting, Finance, 12-14-00*

## Federal Tax Withholding Exemption

Internal Revenue Service (IRS) regulations permit employees who anticipate no federal tax liability for 2001 to claim total exemption from federal tax withholding provided they owe no federal income tax for 2000. To renew the exempt status or to claim allowances consistent with the expected tax liability for 2001, employees must submit a new Form W-4, *Employee's Withholding Allowance Certificate*, for 2001. Please note that, in compliance with IRS code, employees cannot file a Form W-4 claiming exempt status and also request that additional taxes be withheld. IRS Publication 15, Circular E, *Employer's Tax Guide*, states that the amount of income tax withholding must be based on marital status and withholding allowances. Employees may not base their withholding amounts on a fixed dollar amount or percentage.

Employees who filed an exempt Form W-4 in 2000 and who do not submit a new Form W-4, to continue their exempt status or to claim allowances consistent with their expected tax liability, will be converted to a taxable status effective pay period (PP) 05-2001. These employees will have federal taxes withheld at the rate that would normally be applicable to a single employee with no dependent allowances. Employees with a current exempt status (as of PP 26-2000) will receive messages on their earnings statement for PPs 03-2001 and 04-2001 telling them a new Form W-4 is required.

Both first-time exemptions and renewals of these forms are dependent on timely submission by employees. Make sure to submit your Form W-4 as soon as possible to avoid any processing delays. The Postal Service will not make retroactive adjustments for taxes to accommodate employees who submit untimely Form W-4s.

*Reminder:* Personnel offices are reminded that IRS regulations require an employer to submit copies of all Form W-4s received from employees where the employee claims 11 or more withholding allowances or claims to be exempt from withholding. Personnel offices should mail one copy of the Form W-4 in a separate envelope marked "PROCESSED W-4 FOR IRS" in the lower left-hand corner of the envelope to:

ATTN CONTROL SECTION  
EAGAN ACCOUNTING SERVICE CENTER  
2825 LONE OAK PKWY  
EAGAN MN 55121-9611

The control section in Eagan subsequently forwards these Form W-4s to the IRS.

— *Payroll Accounting, Finance, 12-14-00*

## Federal Income Tax Withholding

Effective pay period (PP) 01-2001, payroll checks will reflect changes in federal tax withholding, and the exemption value increases for each allowance from \$107.69 to \$111.54.

The following table is based upon a biweekly payroll period:

Single Person (including head of household)				Married Person			
Wages*		The withholding amount is:		Wages*		The withholding amount is:	
Over...	But not over...	Withholding amount	Of excess over	Over...	But not over...	Withholding amount	Of excess over
\$0	\$102	\$0		\$0	\$248	\$0	
\$102	\$1,104	15%	\$102	\$248	\$1,919	15%	\$248
\$1,104	\$2,392	\$150.30 plus 28%	\$1,104	\$1,919	\$4,046	\$250.65 plus 28%	\$1,919
\$2,392	\$5,323	\$510.94 plus 31%	\$2,392	\$4,046	\$6,585	\$846.21 plus 31%	\$4,046
\$5,323	\$11,500	\$1,419.55 plus 36%	\$5,323	\$6,585	\$11,617	\$1,633.30 plus 36%	\$6,585
\$11,500		\$3,643.27 plus 39.6%	\$11,500	\$11,617		\$3,444.82 plus 39.6%	\$11,617

\* Wages are determined after subtracting withholding allowances, FSA, FEHB, and TSP contributions from your gross earnings.

Federal Employees Health Benefit (FEHB), Flexible Spending Accounts (FSA), and Thrift Savings Plan (TSP) contributions made by employees are treated as pretax monies (unless a pretax waiver for FEHB benefits has been signed by an employee). When calculating your taxes, remember to subtract your exemption allowances and all of these contribution amounts from your gross earnings.

To determine the amount of withholding, follow the steps listed below:

1. Determine normal biweekly gross wages from earnings statement.
2. Determine normal biweekly TSP contributions from earnings statement.
3. Determine normal biweekly FSA contributions from FSA Dependent Child (FSADC) Sub-Account from the earnings statement.
4. Determine normal biweekly FSA contributions from FSA Health Care (FSAHC) Sub-Account on the earnings statement.
5. Determine normal biweekly FEHB pretax employee contribution from earnings statement (abbreviated as HP).
6. Multiply the number of exemptions claimed by the new biweekly exemption value of \$111.54 (withholding allowance). The federal tax line on the earnings statement shows the number of exemptions claimed (e.g., S1 = Single with One Exemption, M3 = Married with Three Exemptions).
7. Subtract the amounts in Step 2 (TSP), Step 3 (FSADC), Step 4 (FSAHC), Step 5 (FEHB), and Step 6 (Exemptions) from Step 1 (Gross Biweekly Wages). The balance is the amount of wages subject to tax withholding.
8. Determine which range this amount falls into on the Federal Income Tax Withholding Table, and follow the instructions listed in the table.

The following is an example of how to compute federal income taxes for a Federal Employee Retirement System (FERS) employee who claims three exemptions and makes pretax contributions to the FEHB, FSA, and TSP:

*Example:*

A FERS employee receives \$2,850.50 as gross biweekly wages. The employee makes the following contributions from his or her pay: 10 percent to the TSP; \$25 per PP to the FSADC Sub-Account; \$50 per PP to the FSAHC Sub-Account; and \$45.13 for FEHB. The employee is married and claims three exemptions (M3 on the federal tax line of the earnings statement). Using the information provided above in the Federal Income Tax Withholding Table, federal taxes can be computed as follows:

1. Total biweekly gross wages		\$2,850.50
2. TSP contributions	285.05	
3. FSADC contribution	25.00	
4. FSAHC contribution	50.00	
5. FEHB contributions	45.13	
6. Exemptions (3 x \$111.54)	334.62	
7. Total Pretax Benefits and Exemption Allowances	739.80	(739.80)
<b>Amount of wages subject to withholding</b>		<b>\$2,110.70</b>

To complete the computation, refer to the married/biweekly segment of the Federal Income Tax Withholding Table. The amount of wages subject to withholding, \$2,110.70, falls within the “over \$1,919 but not over \$4,046” range. Using the information provided within that range, the final computation is as follows:

1. Amount subject to withholding	\$2,110.70	
2. Subtract table amount	(1,919)	
3. Excess	\$191.70	
4. Multiply excess of \$191.70 by 28%		\$53.68
5. Add from the table		250.65
<b>Total federal income tax* that should be withheld from this employee's biweekly check</b>		<b>\$304.33</b>

\* Rounding may vary this total by a few cents.

— Payroll Accounting, Finance, 12-14-00

## Revaluation of Postal Stationery Items for Rate Change

These instructions pertain to the rate change that will become effective January 7, 2001.

### Revaluing Domestic Stamped Cards

The postage rate for domestic stamped cards will not change on January 7, 2001, and stamped cards will continue to have the 20-cent denomination. It will *not* be necessary to affix additional stamps when using existing 20-cent stamped cards. However, the fee for stamped cards is increasing from \$0.01 to \$0.02 per card. Domestic stamped cards will now be sold for \$0.22 rather than \$0.21.

#### Postal Stamped Cards Affected (Including Vending Packs and Shrink-Wrapped Postal Store Packages)

Item	Description	Old Price (\$)	Amount of Increase (\$)	New Price (\$)
2264/226400	20c Official Mail Service Stamped Card	0.21	0.01	0.22
226800	20c Middlebury College Stamped Card	0.21	0.01	0.22
226810	20c Middlebury College SC/10 S-W	2.10	0.10	2.20
226900	20c Ryman Auditorium Stamped Card	0.21	0.01	0.22
226910	20c Ryman Auditorium SC/10 S-W	2.10	0.10	2.20
227000	20c University of Utah Stamped Card	0.21	0.01	0.22
227010	20c University of Utah SC/10 S-W	2.10	0.10	2.20
2294/229400	20c Block Is Lighthouse Stamped Card	0.21	0.01	0.22

#### Postal Stamped Cards Affected (Including Vending Packs and Shrink-Wrapped Postal Store Packages)

Item	Description	Old Price (\$)	Amount of Increase (\$)	New Price (\$)
229410	20c Block Is Lighthouse Stpd Card/10 S-W	2.10	0.10	2.20
2297/229700	20c Block Is Lighthouse SC Sheet	0.21	0.01	0.22
2298/229800	20c Block Is Lighthouse SC Banded	0.21	0.01	0.22
2296/229600	40c Block Is Lighthouse Reply Cd	0.42	0.02	0.44

The following instructions are being issued to revalue the interim supply of stamped cards:

The value of all 20-cent denomination stamped cards on hand which are valid for sale on and after January 7, 2001, as listed above, will be increased to reflect the new selling price. Stamped cards officially withdrawn from sale effective December 31, 2000 (or earlier), are not to be revalued and are not shown on the above list.

To increase the value of these stamped cards, stock custodians, clerks, and contractors will count the number of stamped cards in their stamp credits and multiply the total number of stamped cards by the increased amount (see table above) to compute the dollar value of the increase in accountability. The total sale price per single stamped card will be \$0.22.

### Revaluing Stamped Envelopes

Effective January 7, 2001, stamped envelopes will sell for the amount of postage plus a fee of \$0.08, rather than the previous charge of \$0.07. The discount on the sale of a

full box of 500 envelopes will be \$26.00 for #10 envelopes and \$28.00 for #6-3/4 envelopes.

All envelopes available for sale (as listed below) must be revalued by \$0.01. Envelopes with a 33-cent denomination must be revalued from \$0.40 to \$0.41 (\$0.33 + \$0.08). After the revaluation process, the 33-cent denominated envelopes will still need a 1-cent stamp affixed to cover the new First-Class Mail postage rate. The customer may use a stamp he or she already owns or purchase a 1-cent stamp. If an envelope and a stamp are sold together, the customer will pay a total of \$0.42 (\$0.33 + \$0.08 + \$0.01).

Five-cent nonprofit stamped envelopes and 10-cent bulk rate envelopes will also sell for \$0.08 above their postage rates — \$0.13 for each nonprofit envelope and \$0.18 for each bulk-rate envelope, less boxed envelope discounts.

To increase the value of the stamped envelopes, clerks must count the number of envelopes in their credits which are valid for sale (as listed below) and multiply by \$0.01 to compute the dollar value of the increase in accountability.

**Stamped Envelopes Affected  
(Including Vending Packs and Shrink-Wrapped  
Postal Store Packages)**

Item	Description	Old Price (\$)	Amount of Increase (\$)	New Price (\$)
2128/212800	33c #10 Love Calligraphic '99 Envelope	0.40	0.01	0.41
212805	33c #10 Love Calligraphic '99 Env/5 S-W	2.00	0.05	2.05
2130/213000	33c #10 Love Calligraphic '99 Banded Env	0.40	0.01	0.41
2136/213600	33c #10 Lincoln Envelope	0.40	0.01	0.41
213605	33c #10 Lincoln Envelope/5	2.00	0.05	2.05
2137/213700	33c #10 Lincoln Window Envelope	0.40	0.01	0.41
2140/214000	33c #10 Flag '99 Banded Envelope	0.40	0.01	0.41
2163/216300	33c #10 Flag '99 Regular Envelope	0.40	0.01	0.41
216305	33c #10 Flag '99 Envelope 5-Pack	2.00	0.05	2.05
2165/216500	33c #10 Flag '99 Window Envelope	0.40	0.01	0.41
2166/216600	33c #9 Flag '99 Security Envelope	0.40	0.01	0.41
2167/216700	33c #9 Flag '99 Security Wind Env	0.40	0.01	0.41

**Stamped Envelopes Affected  
(Including Vending Packs and Shrink-Wrapped  
Postal Store Packages)**

Item	Description	Old Price (\$)	Amount of Increase (\$)	New Price (\$)
2173/217300	33c #10 Official Mail Service Envelope	0.40	0.01	0.41
2633/263300	33c #6 3/4 Love '99 Envelope	0.40	0.01	0.41
263305	33c #6 3/4 Love '99 Envelopes/5 S-W	2.00	0.05	2.05
2634/263400	33c #6 3/4 Lincoln Envelope	0.40	0.01	0.41
263405	33c #6 3/4 Lincoln Envelope/5 S-W	2.00	0.05	2.05
2635/263500	33c #6 3/4 Lincoln Window Envelope	0.40	0.01	0.41
2650/265000	33c #6 3/4 Love '99 Banded Env	0.40	0.01	0.41
2660/266000	33c #6 3/4 Flag '99 Banded Envelope	0.40	0.01	0.41
2663/266300	33c #6 3/4 Flag '99 Envelope	0.40	0.01	0.41
266305	33c #6 3/4 Flag '99 Envelopes/5 S-W	2.00	0.05	2.05
2665/266500	33c #6 3/4 Flag '99 Window Envelope	0.40	0.01	0.41
2151	#10 Non-profit Reg Sheep Env Box/500	36.50	2.50	39.00
215100	#10 Non-profit Reg Sheep Env Sgl (POS ONE item # for philatelic sale of singles only)	0.12	0.01	0.13
2152	#10 Non-profit Wndw Sheep Env Box/500	36.50	2.50	39.00
215200	#10 Non-profit Wndw Sheep Env Sgl (POS ONE item # for philatelic sale of singles only)	0.12	0.01	0.13
2627	#6 3/4 Non-profit Reg Sheep Env Box/500	33.50	3.50	37.00
262700	#6 3/4 Non-profit Reg Sheep Env Sgl (POS ONE item # for philatelic sale of singles only)	0.12	0.01	0.13

**Stamped Envelopes Affected  
(Including Vending Packs and Shrink-Wrapped  
Postal Store Packages)**

Item	Description	Old Price (\$)	Amount of Increase (\$)	New Price (\$)
2628	#6 3/4 Non-profit Wndw Sheep Env Box/500	33.50	3.50	37.00
262800	#6 3/4 Non-profit Wndw Sheep Env Sgl (POS ONE item # for philatelic sale of singles only)	0.12	0.01	0.13
2153	#10 Bulk Rate Env/Graphic Eagle Box/500	61.50	2.50	64.00
215300	#10 Bulk Rate Env/Graphic Eagle Sgl (POS ONE item # for philatelic sale of singles only)	0.17	0.01	0.18

**IRT Offices**

1. *Stamp Credits.* Clerks and contractors will multiply the number of domestic 20-cent denominated stamped cards and 33-cent denominated stamped envelopes on hand by the increased amount \$0.01 (see tables on pages 37–38) and record the computation on Form 17, *Stamp Requisition*. The total from Form 17 must be entered to AIC 844, *Stock Increase-Revaluation*, on the clerk disk.
2. *Closeout Instructions.* When all clerk disks are consolidated, the total revaluation for the unit will be the total amount in AIC 844 on the Unit 1412, *Daily Financial Report*, for SFAS units. In main stock Non-SFAS units, the revaluation amount in AIC 844 will roll to AIC 171, *Postage Stock Revaluation-Increase*, on the Daily Financial Statement and will increase AIC 805, *Postage Stock Inventory*.

**Main Stock/Unit Reserve**

Offices with stamped cards and stamped envelopes in main stock/unit reserve inventory should increase their accountability following these instructions:

1. Issue to window clerks all 20-cent denominated stamped cards and 33-cent denominated stamped envelopes in main stock/unit reserve that are not being withdrawn from sale.
2. Clerks receive stock by recording to AIC 841, *Stock Received*.
3. Clerks revalue by following the revaluation instructions.

4. Delete item number for stamped cards and stamped envelopes from stamp stock inventory (at the old price).
5. Add item numbers for stamped cards and stamped envelopes to stamp stock inventory at the new price.
6. Clerks prepare Form 17 for returning stock and enter value of stamped cards and stamped envelopes to be returned to main stock/unit reserve inventory at the new price.
7. Clerks make entry to AIC 848, *Stamps Return*.
8. Enter to main stock/unit reserve inventory at new price.

**Non-IRT Offices**

1. *Stamp Credits.* Clerks and contractors will multiply the number of domestic 20-cent denominated stamped cards and 33-cent denominated stamped envelopes on hand by the increased amount \$0.01 (see tables on pages 37–38) and record the computation on Form 17. The total from Form 17 must be entered to AIC 844, *Stock Increase-Revaluation*, on clerks 1412.
2. *Main Stock/Unit Reserve Inventory:*
  - a. Multiply the number of domestic 20-cent denominated stamped cards and 33-cent denominated stamped envelopes on hand by the increased amount \$0.01 (see tables on pages 37–38) and record the computation on Form 17.
  - b. Enter amount to Form 3958, *Main Stock Transaction Record*, on line 3 (blank) and write in “Revaluation-Stock Increase.”
    - *Main Stock Units.* Enter the total from all Forms 17 (for clerks and main stock inventory) for revalued stamped cards and stamped envelopes to Form 3959, *Daily Recap-Stamp Stock Transactions*, on line 3 (blank) and write in “Revaluation-Stock Increase.” This will increase the office accountability by reflecting the new price. In the Accountbook, make a write-in entry to AIC 171, *Postage Stock Revaluation-Increase*, for the same amount. This is offset by an increase to AIC 805, *Postage Stock Inventory*, in the analysis section of the Accountbook.
    - *Reserve Stock Units.* Enter the total from Form 17 (for reserve stock inventory) for revalued stamped cards and stamped envelopes to Form 1412, AIC 844, *Stock Increase-Revaluation*. Add all Form 17 (for clerks and unit reserve inventory) and verify with Form 1412,

AIC 844. Support entry with Forms 17 and copy of Form 3958.

These increases in accountability must be reported in the Accountbook after the close of business of January 6, 2001. On or after January 7, 2001, the revalued stamped cards and stamped envelopes will be sold at the new prices of \$0.22 for stamped cards and \$0.41 for envelopes (plus \$0.01 if the post office supplies the additional stamp required on the envelope).

### Revaluation Process for POS-ONE Offices

#### IBM

A message display will state that the stock unit contains items pending revaluation. The revaluation process must be completed by:

1. The "retail stock unit" for the retail floor stock under SIA.
2. The "stampstock stock unit" for the unit reserve.
3. Sales and Service Associates with assigned stamp credits (this includes the segments with individual accountability, i.e., SBM, SOC, Mobile Unit, Philatelic, Vending, at SIA sites). The revaluation process must be completed within 3 calendar days. After physically counting the number of revalued items from the floor stock inventory or stamp stock, clerks and reserve stock custodian will follow the same steps, listed below, to complete the process:
  - a. Print a Trial 1412.
  - b. **<Back Office> Till> Stock Unit Revalue> Enter>**.
  - c. Enter manager override if necessary **<Enter>OK>Message appears: The revaluation process may be performed only one time. Please ensure ALL revaluation items are entered before completing the process>OK**.
  - d. **<F8> Touch printer field <F4> Receipt>Enter> F11> F3>**.
  - e. Enter actual quantities of items on printed count sheet.
  - f. Enter quantity of each revalued item from the count sheet **<F11>**.
  - g. Enter Verifier Name (manager) and ID (optional) **<F11> Revaluation Summary Report prints**.
  - h. Verify quantities and total revaluation amount printed below the header information on the Revaluation Summary Report. Compare the total revaluation amount to a manual calculation. **Message appears again: The revaluation process may be performed only 1 time. Please ensure ALL revaluation items are entered before completing**

*the process. Select Yes to complete revaluation. Select No to reprint the report. Select Cancel to restart the revaluation. Select <Yes> Main Tasks.*

- i. Print a Trial 1412, (revaluation process will flow to **GLA 0841\***). Compare GLA 0853 and GLA 0841 (increased value) to original Trial 1412. Verify that GLA 0841 has been incremented by the total revaluation amount printed below the header information on the Revaluation Summary Report.
- j. On Form 17, annotate the total amount of revalued items only and submit to closeout person at COB. The amount on Form 17 must equal the amount on GLA 0841, minus any other stock amount if received from SDO/SSC or the unit reserve.
- k. The unit will submit to the DAO a consolidated Form 17 of the total amounts revalued at the unit. The amount on Form 17 must equal the amount on GLA 0841, minus any other stock amount if received from SDO/SSC or the unit reserve.

\* DAO will make the adjustment from GLA 0841 to GLA 0844 for total amounts revalued at each IBM POS ONE office with the submitted Form 17.

#### NCR

Clerks should use the following procedures:

A message display will state that the stock unit contains items pending revaluation. The revaluation process must be completed by (1) one of the window clerks assigned as multi-service role working from the retail floor stock under SIA or (2) window clerks with assigned stamp credits. After physically counting the number of revalued items from the floor stock inventory or stamp stock, the following steps will complete the process:

1. Press **[Clerk Services\Back Office]**.
2. Press **<Money and Accounts>**.
3. Press **<Stock Revaluation>**.
4. Press **<Select All>**.

*Note:* Red check marks appear on all the items in the notebook area pick list. The user can also select one item at a time by pressing the select item DynaKey.

5. Press **<Accept>**.
6. Press **<Continue>**.

*Note:* The system will print a Stock Revaluation count-sheet for all items that were previously checked. Use this printout to record the physical count.

7. Key in the quantity counted for each item and press **[Enter]**.



8. Press **<Continue>**.

If the wrong quantity was entered, press change quantity DynaKey to return to the item list and make corrections.

9. Press **<Continue>**.

## 10. Type in the First Name, Last name, and Employee ID.

11. Press **<Continue>**.

A summary view will be displayed of the change done to the user's accountability.

12. Press **<Accept>** to finish.

Unit Reserve Stock Custodians should use the following procedures:

## 1. Log on as Stock Custodian.

2. Press **<Non-Retail Roles>**.3. Press **<Other Activities>**.4. Press **<Unit Stock Revaluation>**.5. Press **<Select All>**.

*Note:* Red check marks appear on all the items in the notebook area pick list. The user can also select one item at a time by pressing the select item DynaKey.

6. Press **<Accept>**.7. Press **<Continue>**.

*Note:* The system will print a Stock Revaluation count-sheet for all items that were previously checked. Use this printout to record the physical count.

8. Key in the quantity counted for each item and press **[Enter]**.9. Press **<Continue>**.

If the wrong quantity was entered, press change quantity DynaKey to return to the item list and make corrections.

10. Press **<Continue>**.

## 11. Type in the First Name, Last name, and Employee ID.

12. Press **<Continue>**.

A summary view will be displayed of the change done to the user's accountability.

13. Press **<Accept>** to finish.

### Procedures for Stamp Distribution Offices (SDOs) and Stamp Service Centers (SSCs) Using the STAMPS Program and Stamp Services System (SSS)

The Master Inventory for STAMPS and SSS will be updated automatically at Stamps Distribution Headquarters, 9:00 a.m. Eastern Standard Time, on January 8, 2001, to reflect the new selling price of stamped cards and stamped envelopes.

*Note:* When the inventory systems are updated, the closing balance on Form 3958 for the previous business day will not match the opening balance on Form 3958 for January 8. The difference should equal the total revaluation amount. The difference will show up on Form 3958 as an increase.

Stamp Distribution Supervisors at all facilities processing the stamped cards and stamped envelopes should perform the following on January 8, 2001:

1. Total the quantities of 20-cent denominated stamped cards and 33-cent denominated stamped envelopes in inventory from which are not being withdrawn from sale (see tables on pages 37–38).
2. Multiply the number of stamped cards and stamped envelopes on hand by amount of increase \$0.01 (see tables on pages 37–38).
3. Enter the results on the order stamp side of Form 17.
4. Write the difference on the shortage line of Form 3958 as stock revaluation.
5. Send Form 3958 and Form 17 to the District Accounting Office.

### Procedures for District Accounting Office

1. Call up option C, Accountable Paper, on the Daily Financial Menu.
2. Call up Option 2, Accountable Paper (PS 3958), on the accountable paper menu.
3. Enter the amount of Form 17 on the revaluation line. This will increase AIC 171, and increase AIC 805.

*Note:* Do not enter the amount of Form 17 via the advice of shipment option. This will result in a statement of difference.

### Offices Using the SDO/SDN In-Transit Program

Offices using the SDO/SDN3959 In-transit program will need to make manual entries to reflect the amount of the revaluation of the 20-cent denominated stamped cards and the 33-cent denominated stamped envelopes. AIC 171 does not automatically roll into the SDO/SDN3959 program; therefore, the ending inventory in the SDO/SDN3959 program will not match AIC 805 ending inventory balance.

Perform the following to adjust the SDO/SDN3959 balance:

1. Print a copy of the Accountbook.
2. The amount in AIC 171 on the Accountbook should be manually entered to Form 3959 line 3.

## Tax Implications of Long-Term Details

Internal Revenue Service (IRS) guidelines define long-term detail assignments and the implications of such assignments as they relate to an employee's tax home. Generally, travel reimbursements paid to employees detailed to a particular geographic area for over a year are taxable to the employee. It is important to note that this geographic area means local commuting area, not different installations within that area. For example, this means that a postal employee from California, detailed to Headquarters for 6 months and then assigned for over 6 months to the Bolger Center or to the Northern Virginia field offices, must pay taxes on travel reimbursements made after it is known that the combined details will exceed a year since the employee's total detail in the same geographic area exceeds a year.

As stated in Handbook F-15, *Travel and Relocation*, section 2-21.2.2., the taxable income issue begins once the decision is made that an employee will be on detail assignment(s) for a year or more, not after the detail exceeds the year. The requiring organization must advise the employee

of the tax implications of accepting a long-term detail in excess of 1 year. The Form 1012, *Travel Voucher*, must be annotated as being for long-term detail reimbursement, and sent to the San Mateo Accounting Service Center for processing.

Additionally, relocation of an employee cannot be deferred. An employee who is scheduled for a new assignment, when relocation is involved, must relocate according to postal policies. Delaying the relocation process through a detail assignment or a domicile in the former home office is not permissible. If an employee continues to work in a former office and the employee's new assignment is expected to become permanent, all travel to and from the former office is taxable.

Corporate Accounting must be notified of all long-term detail assignments in order to report the above-mentioned travel reimbursements to the IRS.

— *Corporate Accounting, Finance, 12-14-00*

## U.S. Bank Voyager Fleet Card Usage

National implementation is complete for the U.S. Bank Voyager fleet card, which is now being used to pay for all commercially purchased fuel, oil, and routine maintenance expenses for postal-owned vehicles. This is the only credit card authorized for purchasing commercial fuel and repairs, and it is provided under the USPS/GSA SmartPay program.

The U.S. Bank Voyager fleet card allows operators of postal-owned vehicles to purchase fuel at a variety of outlets using this single card. The fleet card also benefits the Postal Service in other ways, including (1) reducing expenses by more effective use of its state tax exempt status; (2) no credit card fees; (3) refunds based on aggregate volume; (4) no prompt payment penalties; (5) comprehensive reporting; (6) opportunity for leveraging, consolidation, and partnership between the Postal Service and its suppliers; and (7) single source provision for Electronic Data Interchange (EDI) billing, payment, and customer service.

*Effective January 1, 2001, the Voyager fleet card is the only authorized credit card for purchase of commercial fuel.*

No later than January 1, 2001, use of all other oil company credit cards must cease, and those cards must be destroyed and accounts canceled. Oil companies have also been instructed that no new charges will be accepted after December 31, 2000, by Corporate Accounting.

If a supplier refuses to accept the Voyager fleet card and no other supplier accepting the Voyager fleet card is available, the site may either pay cash for the fuel, issue a no fee money order through the window and charge it to the correct account identifier code (AIC), or send the payment request to the servicing district finance office for processing. Invoices from suppliers not accepting the Voyager fleet card should not be sent to the San Mateo Accounting Service Center for payment.

Vehicle sites should continue to send the total of all commercial fuel, oil, and other purchase cost data not paid by the Voyager fleet card, to the appropriate vehicle maintenance facility (VMF) each accounting period (AP). Vehicle sites must continue to send all PS Form 4541/Invoices to their VMFs regardless of the method of payment for the services.

— *Corporate Accounting, Finance, 12-14-00*

# Fraud Alert

## Foreign Order No. 448

Keep all foreign order notices for use as reference.

### Final Order

The Tentative Decision and Orders issued against the following have become final:

#### Australia

A I W G  
 MAIL FORWARDING CENTRE  
 LOCKED BAG 7799  
 SPRING HILL 4004  
 AUSTRALIA

#### Canada

INTERNATIONAL FRAUD SQUAD  
 2975 ST-CHARLES SUITE 118  
 KIRKLAND, QUEBEC H9H 3B5  
 CANADA

HOME SHOPPING NETWORK  
 553 GRAND BLVD  
 IIE PERROT QUEBEC J7V 4X4  
 CANADA

BRIAN BRUNTON-GUERARD  
 447 PLACE DATURA  
 IIE PERROT QUEBEC J7V 7K4  
 CANADA

#### Germany

LE ALBERT  
 CLIENT SERVICE DIVISION  
 KLAUS P DEPPE  
 KRAEHENWINKEL 21  
 D-31840 HESS OLDENDORF  
 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 BUILDING 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, 12-14-00

## Withholding of Mail Orders

Withholding of mail orders is enforced by the postmaster at the city listed below:

State/City	Names Covered
CA, Fresno 93701-1112	Any And All Various Names Other Than Michael Patton, Faye Patton Or Jasmine Patton, 2056 E. Lewis Avenue
CA, Round Mountain 96084-0284	Any And All Various Names Other Than Frank Clarke And, Mary Faria, P. O. Box 284
CA, San Francisco 94121-2106	Any And All Various Names Other Than World News And Sea Cliff Cigars And The Surname Barkouki, 5954 California Street
DE, Wilmington 19805-3022	The Surname Ryer, 624 N. Scott Street
OR, Portland 97236-3432	Chase Concepts, Chase And All Other Names, 12302 SE Powell Boulevard PMB 127

— Recorder's Office, Judicial Officer, 12-14-00

## 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	<b>400 427 1051 to 1999</b>	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	<b>390 001 3182 to 3199</b>	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	<b>420 277 0015 to 0049</b>
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
<b>380 093 9600 to 9699</b>	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	<b>410 491 2311 to 2399</b>	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	<b>480 526 2000 to</b>	<b>2099</b>
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
<b>430 150 4401 to</b>	<b>4599</b>	453 650 1140 to	1199	467 147 4300 to	4399	481 673 0074 to	0095
430 172 9800 to	9899	453 741 1300 to	1399	468 079 5782 to	5799	482 527 1500 to	1599
430 177 1900 to	2099	454 013 2919 to	2999	469 067 2817 to	2899	482 541 5255 to	5299
430 444 9500 to	9699	454 186 2411 to	2499	469 127 8000 to	8199	482 729 6800 to	6899
430 664 4070 to	4099	454 268 4883 to	4899	469 213 0359 to	0399	483 363 7207 to	7299
432 168 8419 to	8499	454 302 5400 to	5499	469 213 0500 to	0599	483 402 2356 to	2399
432 708 6800 to	6999	454 490 8300 to	8399	469 561 8011 to	8099	483 486 5100 to	5199
432 744 1544 to	1599	454 547 7434 to	7499	469 658 1961 to	1999	483 632 1521 to	1599
432 995 9775 to	9799	454 922 4867 to	4895	469 666 9900 to	9999	483 632 2600 to	2799
433 003 5800 to	5899	455 221 1348 to	1499	469 678 1900 to	1999	483 849 1615 to	1699
433 757 3047 to	3099	455 364 2147 to	2199	469 781 4900 to	4999	484 174 4803 to	5299
433 765 4003 to	4099	455 399 5400 to	5499	469 947 6960 to	6999	484 323 8900 to	9199
434 482 7060 to	7199	455 476 0676 to	0699	<b>470 755 5800 to</b>	<b>5818</b>	484 680 5000 to	5038
434 513 2386 to	2399	455 543 0618 to	0699	471 918 0300 to	0999	484 680 5040 to	5074
434 968 3076 to	3092	456 410 9006 to	9099	471 985 2408 to	2419	484 680 5077 to	5099
435 303 1831 to	1842	456 470 4146 to	4299	472 191 6700 to	6799	485 029 4913 to	4999
435 303 1986 to	1999	456 619 4460 to	4499	472 270 2555 to	2599	486 176 0600 to	0699
435 666 6092 to	6399	457 333 2686 to	2699	472 987 0213 to	0241	486 559 7555 to	7599
436 082 6400 to	6899	457 729 1767 to	1777	472 987 0290 to	0299	486 696 3023 to	3199
436 160 6441 to	6499	457 937 8615 to	8699	473 151 2069 to	2199	488 173 7900 to	7999
437 316 7115 to	7199	458 028 9810 to	9899	473 666 9138 to	9199	488 206 4100 to	4199
437 427 0500 to	3499	458 057 2712 to	2999	473 952 3429 to	3499	488 226 0200 to	0299
439 179 2300 to	2399	458 069 9537 to	9599	474 108 5402 to	5499	488 709 3906 to	3999
439 310 0458 to	0499	458 069 9665 to	9699	474 356 5193 to	5299	488 855 8359 to	8399
<b>440 698 1947 to</b>	<b>1999</b>	458 337 5222 to	5299	474 949 3366 to	3399	489 181 8963 to	8999
440 858 6300 to	6399	458 354 7653 to	7999	475 134 9362 to	9399	489 223 2000 to	2099
440 858 6420 to	7299	458 671 8678 to	8699	475 167 9667 to	9699	489 311 1930 to	1999
441 199 1655 to	1699	458 671 8721 to	8798	475 319 3415 to	3499	489 318 6200 to	6300
443 127 3648 to	3699	458 847 5044 to	5999	475 319 3649 to	3799	489 384 0027 to	0099
443 127 4000 to	4099	459 274 7624 to	7699	475 340 6400 to	6599	489 427 0658 to	0899
443 673 7900 to	7999	459 365 5432 to	5499	475 424 8410 to	8499	489 997 5252 to	5299
443 800 9335 to	9399	459 378 5764 to	5799	475 629 9156 to	9199	<b>490 669 5850 to</b>	<b>6099</b>
444 382 8822 to	8899	459 472 4816 to	4999	475 850 6101 to	6199	490 717 7080 to	7099
444 390 1667 to	1699	<b>460 349 6878 to</b>	<b>6899</b>	475 875 2500 to	2599	490 721 6000 to	6099
444 457 3854 to	3899	460 550 1909 to	1999	476 169 8264 to	8299	490 793 1500 to	2099
<b>450 048 4173 to</b>	<b>4199</b>	460 997 5234 to	5299	476 189 3000 to	3499	490 886 8171 to	8199
450 048 4442 to	4699	461 973 6443 to	6499	476 331 2480 to	2499	490 977 9221 to	9240
450 560 5173 to	5199	462 152 0107 to	0299	477 289 8601 to	8699	491 258 8100 to	9099
450 620 3077 to	3099	462 274 1072 to	1099	477 681 5206 to	5299	491 567 1376 to	1399
450 620 3135 to	3199	462 277 8373 to	8399	478 010 4243 to	4268	492 254 4800 to	4899
450 780 2716 to	2799	462 554 6051 to	6099	478 010 4270 to	4291	492 283 5100 to	5199
450 801 2700 to	2799	463 011 5529 to	5540	478 450 5071 to	5099	492 610 6813 to	6899
451 109 2967 to	2984	463 176 4115 to	4199	478 469 7838 to	7858	493 394 5568 to	5599
451 115 4110 to	4125	463 176 4229 to	4299	478 469 7883 to	7899	493 470 2562 to	2599
451 115 4127 to	4199	463 185 2600 to	2799	479 280 9800 to	9899	493 473 7700 to	7799
452 265 0074 to	0099	463 227 7711 to	7799	479 365 9116 to	9176	493 716 2153 to	2199
452 265 0246 to	0299	463 414 4869 to	4899	479 412 9900 to	9999	494 206 2972 to	2999
452 265 0335 to	0999	463 808 3484 to	3499	479 667 6190 to	6199	494 217 3446 to	3999
452 509 1169 to	1199	463 945 7400 to	7899	479 748 9680 to	9699	494 224 0500 to	0599
452 855 6471 to	6499	464 629 9000 to	9399	479 860 7000 to	7199	495 145 0600 to	0699

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
<b>500 064 1858 to</b>	<b>1869</b>	614 832 1100 to	2099	637 562 5828 to	5899	648 722 5283 to	5299
500 070 5725 to	7799	615 017 7505 to	7599	638 042 1647 to	1699	648 892 3164 to	3199
<b>600 645 3223 to</b>	<b>3299</b>	617 711 6609 to	6699	638 049 4984 to	4999	649 100 3989 to	3999
601 339 1200 to	1399	617 760 5266 to	5299	638 318 1115 to	1199	649 647 0370 to	0399
601 653 5884 to	5899	617 813 3601 to	3699	638 318 1453 to	1499	649 647 0522 to	0599
601 661 7700 to	7799	618 840 9200 to	9299	638 885 0000 to	0299	649 647 5237 to	5399
601 682 5343 to	5399	619 551 7229 to	7299	638 903 4362 to	4373	649 647 9100 to	9299
601 928 1600 to	1699	619 859 3000 to	3099	639 415 1929 to	1999	649 666 7800 to	8299
602 512 2972 to	2999	<b>620 073 9400 to</b>	<b>9499</b>	639 415 2019 to	2099	<b>650 114 7707 to</b>	<b>7719</b>
602 555 2400 to	2799	621 614 7907 to	7930	639 420 6200 to	6299	650 130 3400 to	3599
602 829 7061 to	7099	621 614 7932 to	7999	639 469 3517 to	3799	650 213 0406 to	0499
603 483 9572 to	9599	621 648 8021 to	8199	639 605 2143 to	2199	650 555 1749 to	1799
603 490 7200 to	7299	621 648 8500 to	8599	639 657 8600 to	8799	650 564 1900 to	1999
603 678 7100 to	7199	621 904 8351 to	8599	<b>640 289 7500 to</b>	<b>7599</b>	650 627 4212 to	4299
603 678 7662 to	7699	621 916 1978 to	1989	640 289 7700 to	7999	650 736 2043 to	2099
603 678 7902 to	7999	622 989 8032 to	8099	641 170 4420 to	4499	650 739 1540 to	1699
603 678 8418 to	8499	623 076 9300 to	9399	641 318 3133 to	3199	651 741 4415 to	4499
603 678 8700 to	9999	623 819 5006 to	5099	641 378 6500 to	6999	651 882 2800 to	2899
604 086 0880 to	0899	623 895 8200 to	8399	641 383 8739 to	8799	652 754 6317 to	6399
604 349 1414 to	1499	623 917 0000 to	0099	641 877 3187 to	3299	653 131 4945 to	4999
604 503 7776 to	7799	623 917 0200 to	0299	641 877 3310 to	3399	653 426 3300 to	3399
605 520 9037 to	9099	624 468 5288 to	5299	642 355 8094 to	8199	653 455 4874 to	4899
605 685 4010 to	4099	624 665 3162 to	3198	642 355 8308 to	8999	654 238 0000 to	0399
605 988 6467 to	6499	625 088 6735 to	6799	642 900 0018 to	0099	654 404 3065 to	3092
607 689 7951 to	7960	625 916 9500 to	9799	643 030 6254 to	6299	654 962 2900 to	3199
607 728 1276 to	1299	625 968 8956 to	8999	644 066 0882 to	0899	655 103 5081 to	5199
608 727 7100 to	7199	627 005 3938 to	3999	644 069 0600 to	0699	655 523 2600 to	2999
608 727 7273 to	7599	627 384 3907 to	4099	644 077 7506 to	7699	656 305 2448 to	2499
608 813 9950 to	9999	627 496 7549 to	7599	644 085 8157 to	8199	657 347 4438 to	4999
609 067 5325 to	5399	627 708 3605 to	3699	644 112 9839 to	9899	657 710 8100 to	8999
609 067 5488 to	5499	627 776 2500 to	2599	644 373 9083 to	9099	657 780 0985 to	0999
609 067 5600 to	5699	628 226 3100 to	3199	644 380 1460 to	1499	658 586 1400 to	1499
609 289 6123 to	6199	628 814 4702 to	4799	644 733 4715 to	4799	658 877 8000 to	8199
609 438 4400 to	4499	628 851 9689 to	9699	644 900 9712 to	9799	658 880 8000 to	8199
609 493 1100 to	1199	629 510 7200 to	7299	644 901 0109 to	1299	659 398 7300 to	7399
609 766 8091 to	8999	629 964 4200 to	4294	644 901 1325 to	1399	659 706 8113 to	8199
609 825 4100 to	4115	<b>630 389 3056 to</b>	<b>3071</b>	644 923 6800 to	7799	659 846 7837 to	7899
609 884 2981 to	2999	630 463 0588 to	0599	644 932 4655 to	4699	<b>660 510 4100 to</b>	<b>4199</b>
609 893 1000 to	1099	631 459 9117 to	9199	645 318 7240 to	7499	660 673 0400 to	0599
<b>610 092 3200 to</b>	<b>3299</b>	631 762 9325 to	9399	645 333 1766 to	1799	661 488 5000 to	5099
610 582 4200 to	4299	632 217 4933 to	4999	645 790 8632 to	8699	661 609 9100 to	9199
611 879 6939 to	6999	632 500 0000 to	9999	645 821 0657 to	0699	661 716 9420 to	9499
612 291 8013 to	8099	633 110 4165 to	4199	645 930 7948 to	7999	661 906 6522 to	6599
612 751 5171 to	5199	633 110 4303 to	4499	645 975 0737 to	0762	662 021 8332 to	8399

662 068 0700 to 0899	683 444 8159 to 8199	701 267 2000 to 3999	840 875 6235 to 6299
662 553 0774 to 0799	685 154 7780 to 7789	701 335 7312 to 7399	840 910 0900 to 0999
663 078 7034 to 7099	685 623 5264 to 5299	701 369 2005 to 2050	841 349 5000 to 5099
663 763 5300 to 5399	685 650 9487 to 9499	701 503 2247 to 2299	841 805 7747 to 7899
663 883 7039 to 7499	685 669 4200 to 4299	701 541 2271 to 2299	841 805 7944 to 8099
664 253 8000 to 8499	685 757 8452 to 8499	701 553 6557 to 6599	842 226 0685 to 0695
664 656 3055 to 3099	686 071 2694 to 2799	701 601 3457 to 3499	842 685 4600 to 4699
665 174 6400 to 6499	686 176 3333 to 3354	701 605 5913 to 5999	842 685 4742 to 4999
665 274 8208 to 8299	686 372 3200 to 3299	701 695 3982 to 3999	842 860 0300 to 0399
665 669 5400 to 5499	686 644 5879 to 5899	701 695 4148 to 4199	842 898 5582 to 5599
666 132 8226 to 8299	686 931 7636 to 7699	701 695 4227 to 4299	843 062 7100 to 7199
666 696 2209 to 2299	687 601 0973 to 0999	701 708 1741 to 1799	843 077 6288 to 6299
666 696 2309 to 2399	687 614 6774 to 6799	701 736 3966 to 3999	843 077 6378 to 6399
667 032 9300 to 9399	688 120 9000 to 9999	701 838 2800 to 2899	843 758 5769 to 5778
667 729 5529 to 5599	688 314 3107 to 3191	701 941 0600 to 0699	843 786 2554 to 2699
668 383 8400 to 8699	<b>690 291 1361 to 1371</b>	702 171 1603 to 1699	845 727 2100 to 2199
<b>670 368 3400 to 3499</b>	690 788 2877 to 2899	702 195 5109 to 5199	845 746 2618 to 2635
670 369 7336 to 7399	690 893 5344 to 5399	702 254 9300 to 9399	847 284 2481 to 2499
670 750 7169 to 7199	690 893 5512 to 5599	702 264 7569 to 7599	847 374 7055 to 7065
671 046 6200 to 6399	690 904 1300 to 1599	702 713 1800 to 1809	847 636 5304 to 5399
671 251 5448 to 5499	690 941 6000 to 6199	702 821 5730 to 5799	847 700 5447 to 5499
671 926 5600 to 5799	691 313 6383 to 6399	702 821 5805 to 5899	847 723 7500 to 7599
672 444 2000 to 2999	691 313 6600 to 6699	702 878 0114 to 0199	849 608 1357 to 1399
672 828 3410 to 3499	691 582 8003 to 8099	<b>740 002 7710 to 7719</b>	849 792 2600 to 2699
673 167 5776 to 5799	691 664 1800 to 1999	<b>806 087 1100 to 1499</b>	<b>850 546 1862 to 1899</b>
675 464 3700 to 3799	691 664 2400 to 2499	806 268 9275 to 9299	851 143 6826 to 6844
675 464 4000 to 4199	692 727 9362 to 9399	806 534 3400 to 3477	851 209 9880 to 9899
676 365 5958 to 5999	692 798 1800 to 1899	807 342 3283 to 3399	851 928 9221 to 9299
676 669 1024 to 1099	693 249 0779 to 0799	808 086 7100 to 7199	852 589 6560 to 6599
677 126 6734 to 6799	693 249 0877 to 1699	808 090 3440 to 3499	854 304 4089 to 4999
677 333 9979 to 9999	693 445 0566 to 0999	808 325 5161 to 5699	855 319 9364 to 9399
677 466 1088 to 1099	693 448 8500 to 8999	808 784 8000 to 8299	856 226 0490 to 0499
678 071 4500 to 4799	693 645 9583 to 9599	<b>830 602 5800 to 5999</b>	856 656 5800 to 5999
678 096 7531 to 7599	693 965 4200 to 4299	830 610 3700 to 3799	856 752 0200 to 0299
679 909 2578 to 2599	695 741 2906 to 2999	830 983 3500 to 3599	857 279 3450 to 3499
<b>680 112 9565 to 9599</b>	695 947 8518 to 8599	830 983 3635 to 3699	858 124 7644 to 7699
680 244 0903 to 0999	696 662 8247 to 8299	831 354 1387 to 1399	858 756 3111 to 3299
680 412 6046 to 6099	697 447 8285 to 8296	831 815 8240 to 8299	859 063 8200 to 8699
680 761 6800 to 6899	698 042 4816 to 4899	832 525 3810 to 3899	859 190 0600 to 0644
681 677 0540 to 0699	698 227 0000 to 0099	833 159 1884 to 1899	859 811 2888 to 2899
682 070 1029 to 1099	<b>700 065 2570 to 2599</b>	833 456 2567 to 2599	859 855 8873 to 8999
682 956 6280 to 6299	700 065 4800 to 4899	833 566 3015 to 3071	<b>861 637 6010 to 6099</b>
682 956 6490 to 6599	700 190 3350 to 3359	834 316 5444 to 5499	869 800 0000 to 999 9999
682 956 6700 to 6799	700 228 6048 to 6099	835 269 5700 to 5799	<b>870 054 4814 to 4899</b>
682 965 1178 to 1199	700 650 0452 to 0499	835 496 7303 to 7399	870 491 4812 to 4849
682 965 1201 to 1299	700 666 1323 to 1349	835 539 5200 to 5999	870 536 5820 to 5829
683 118 2389 to 2399	700 786 9106 to 9142	835 813 3015 to 3099	870 541 7167 to 7239
683 378 2000 to 2099	700 859 0744 to 0758	838 518 1257 to 1299	870 575 8155 to 8999
683 378 2117 to 2299	701 028 6780 to 6899	839 718 8257 to 8299	870 589 0485 to 0494
683 415 1200 to 1499	701 213 3900 to 3999	<b>840 323 0600 to 0699</b>	870 691 7060 to 7099

## Missing, Lost, or Stolen Canadian Money Order Forms

### Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only.

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

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



726 626 356	to	6 370	734 939 611	to	9 640	742 839 553	to	9 630	754 438 393	to	8 410
727 182 271	to	2 510	734 950 111	to	0 170	742 913 668	to	3 700	754 493 109	to	3 130
727 416 181	to	6 240	735 120 331	to	0 840	742 917 287	to	7 296	754 664 182	to	4 220
727 481 431	to	1 460	735 283 008	to	3 020	742 921 891	to	1 980	754 816 377	to	6 470
727 749 241	to	9 780	735 293 131	to	3 220	742 983 631	to	3 810	755 487 421	to	7 600
728 382 331	to	2 480	735 635 010	to	5 040	743 020 021	to	0 170	755 592 901	to	3 140
728 702 338	to	2 400	735 783 961	to	3 990	743 206 491	to	6 500	755 790 020	to	0 030
728 915 371	to	5 850	735 803 401	to	3 430	743 235 992	to	6 050	755 791 730	to	1 800
728 953 141	to	3 410	736 005 420	to	5 440	743 940 631	to	0 900	755 926 951	to	7 070
728 954 280	to	4 310	736 366 021	to	6 110	743 978 011	to	8 070	755 934 332	to	4 510
729 169 081	to	9 140	736 624 456	to	4 500	744 234 751	to	4 780	755 957 701	to	8 000
729 363 841	to	3 870	736 670 851	to	1 060	744 499 591	to	9 680	755 962 981	to	3 280
729 682 891	to	3 190	736 767 061	to	7 090	744 626 901	to	6 910	756 035 371	to	5 490
729 838 940	to	9 070	736 767 093	to	7 120	745 388 794	to	8 910	756 301 257	to	1 290
729 839 101	to	9 130	736 982 191	to	2 370	746 446 806	to	6 820	756 371 565	to	1 580
<b>730 077 683</b>	<b>to</b>	<b>7 840</b>	736 982 551	to	2 730	746 818 351	to	8 410	756 876 031	to	6 120
730 109 847	to	9 880	737 110 141	to	0 170	747 245 266	to	5 280	756 876 151	to	6 240
730 373 761	to	3 850	737 185 501	to	5 710	747 364 813	to	4 830	756 970 129	to	0 140
730 501 951	to	2 130	737 317 321	to	7 350	747 501 434	to	1 450	757 059 613	to	9 630
730 519 379	to	9 470	737 517 781	to	7 840	747 739 891	to	0 070	757 078 540	to	8 560
730 569 278	to	9 360	737 628 181	to	8 210	748 148 649	to	8 760	757 086 209	to	6 240
730 711 711	to	1 740	737 634 258	to	4 270	748 259 960	to	9 970	757 240 591	to	0 650
730 722 991	to	3 230	738 361 971	to	1 980	748 565 162	to	5 280	757 277 371	to	7 700
730 845 970	to	5 990	738 447 601	to	7 660	748 874 988	to	5 030	757 291 591	to	2 730
730 888 291	to	8 320	738 648 355	to	8 450	749 137 381	to	7 410	757 964 251	to	4 280
730 927 591	to	7 680	738 849 811	to	9 900	749 190 192	to	0 210	758 105 221	to	5 250
731 307 914	to	7 930	738 892 270	to	2 290	749 685 421	to	5 450	758 324 941	to	5 000
731 402 431	to	2 460	738 997 259	to	7 380	749 846 791	to	6 850	758 593 628	to	3 650
731 407 232	to	7 320	739 161 451	to	1 540	749 993 131	to	3 580	758 709 038	to	9 060
731 588 301	to	8 340	739 219 381	to	9 440	<b>750 071 587</b>	<b>to</b>	<b>1 610</b>	758 744 101	to	4 160
731 767 273	to	7 320	739 740 151	to	0 180	750 408 167	to	8 183	758 850 883	to	0 900
731 781 061	to	1 120	739 793 491	to	3 520	750 438 421	to	8 501	759 152 851	to	2 880
731 837 821	to	7 910	739 793 527	to	3 550	750 743 911	to	4 030	759 740 941	to	1 090
731 841 377	to	1 450	739 942 621	to	2 650	750 779 118	to	9 400	<b>760 004 596</b>	<b>to</b>	<b>4 610</b>
732 018 481	to	8 600	739 999 231	to	9 320	750 910 981	to	1 010	760 118 191	to	8 250
732 067 972	to	8 370	<b>740 011 517</b>	<b>to</b>	<b>1 530</b>	750 960 841	to	0 900	760 155 001	to	5 090
732 188 649	to	8 670	740 030 701	to	0 970	751 296 211	to	6 240	760 378 002	to	8 020
732 193 460	to	3 470	740 261 740	to	1 820	751 539 121	to	9 180	761 055 460	to	5 480
732 201 241	to	1 390	740 265 811	to	6 290	751 541 311	to	1 790	761 504 941	to	5 120
732 220 431	to	0 440	740 299 111	to	9 170	751 757 641	to	7 700	761 516 836	to	6 850
732 355 201	to	5 380	740 299 231	to	9 260	751 936 951	to	7 010	761 516 851	to	6 910
732 472 320	to	2 560	740 329 266	to	9 320	751 951 861	to	1 890	761 613 588	to	3 600
732 541 605	to	1 620	740 889 081	to	9 090	751 999 021	to	9 110	761 688 631	to	8 690
732 572 221	to	2 490	741 010 421	to	0 530	752 139 516	to	9 570	761 805 199	to	5 240
732 586 479	to	6 710	741 113 041	to	3 370	752 182 892	to	2 950	761 826 106	to	6 120
732 994 037	to	4 080	741 373 891	to	4 340	752 206 861	to	7 100	761 881 171	to	1 560
733 163 449	to	3 460	741 452 369	to	2 490	752 295 241	to	5 600	762 304 144	to	4 170
733 297 171	to	7 290	741 492 991	to	3 140	752 731 351	to	1 410	762 439 261	to	9 290
733 446 631	to	7 110	741 553 460	to	3 470	752 767 441	to	7 470	762 324 931	to	4 960
733 474 665	to	4 770	741 764 431	to	4 520	753 008 941	to	9 030	762 584 872	to	4 970
733 704 482	to	4 570	742 178 834	to	8 880	753 194 311	to	4 370	763 155 160	to	5 180
733 751 041	to	1 130	742 325 500	to	5 520	753 620 378	to	0 400	763 522 141	to	2 470
734 009 101	to	9 130	742 325 668	to	5 700	754 013 917	to	3 940	766 158 824	to	8 840
734 290 759	to	0 770	742 408 771	to	8 830	754 161 061	to	1 120	766 205 616	to	5 640
734 389 273	to	9 290	742 512 120	to	2 150	754 358 445	to	8 610	766 388 433	to	8 460
734 440 031	to	0 111	742 684 849	to	4 890	754 410 451	to	0 660	766 509 421	to	9 660
734 797 201	to	7 320									

## 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, 12-14-00*

## 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, 12-14-00*

### 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.

005002	011278	015466	018575	021405	038599	070151	093315	109903	117504	129864	191201	207934
005021	011309	015502	018578	021441	040068	070309	094304	109916	117510	129889	191261	208466
005664	011321	015556	018604	021455	040110	070364	095143	109974	117518	129920	191271	208535
006103	011356	015654	018677	021470	040324	070684	095256	110605	117521	129931	191360	208601
006244	011369	016001	018688	021472	041176	070691	095489	110809	117526	130031	191418	208905
006288	011377	016003	018690	021570	041337	070771	095611	110864	117532	130411	191572	210066
006312	011391	016033	018695	021626	043047	071169	095628	111141	117559	131018	191753	210154
006733	012119	016071	018700	021652	043048	071286	096177	111396	117574	131024	191864	210304
006799	012140	016237	018703	021687	044306	075240	096252	111992	117595	132007	191921	210494
006841	012237	016331	018705	021727	050025	075313	096459	112585	117647	132042	191986	210508
006859	012314	016336	018712	021805	054230	075317	097067	113013	117667	132123	192018	210511
006991	012318	016422	018730	021863	055138	075492	097259	113142	117713	132126	192066	210525
007045	012319	016503	018745	021896	055163	075556	097374	113278	117723	132162	192086	210605
007182	012379	016510	018760	022218	055190	075944	097729	113293	117727	132198	192100	210611
007207	013224	016532	018791	022272	055194	076015	097808	113346	117728	132216	192269	210619
007261	013247	016542	018794	022281	055225	076507	097813	113352	117743	132412	192359	210622
007269	014015	016560	018832	022287	060107	076670	098025	113785	117767	133021	192388	210628
007412	014047	016581	018838	022421	060287	076952	098029	114203	117769	135190	192393	210677
008040	014055	016616	018849	022483	060329	078884	098127	114402	117781	136001	192457	212246
008119	014066	016663	018869	022526	060367	079068	098240	114523	117812	136041	192487	212280
008133	014082	016685	018893	022632	060699	079155	098482	114528	117815	136144	192516	212954
008203	014110	016706	018894	022638	060721	079808	098522	114619	117931	136191	192658	212962
008601	014116	016727	018904	022713	061031	080146	098573	115002	117951	138012	192823	220080
008613	014164	016803	018969	022741	061042	080245	098645	115030	117996	139074	192843	220826
008658	014278	016866	018983	022820	061070	080248	098765	115032	118011	139098	192860	220840
008680	014309	016922	019132	022839	061263	080282	098793	115149	118066	139203	192901	221045
008781	014329	016926	019138	022894	061315	080386	098846	115195	118119	139254	192956	221054
009020	014366	016938	019194	022991	061476	080550	098908	115418	118120	139280	192986	221103
009032	014382	018012	019224	023128	061512	080733	098991	115457	118347	142659	192988	221118
009040	014462	018016	019237	023459	064073	085043	<b>100004</b>	115693	118892	146811	192989	221138
009046	014474	018037	019274	023610	064095	085114	100062	115704	119029	150124	193129	221148
009108	014475	018040	019288	025409	064111	085800	100106	115766	119045	150209	193348	221155
009123	014634	018048	019313	026607	064153	088026	100133	117021	119156	150269	193411	221219
009203	014670	018061	019316	026618	064306	088040	100256	117041	119472	151224	193436	221326
009387	014796	018081	019349	027902	064403	088147	101899	117111	119538	152079	193493	221460
009617	014885	018148	019362	028016	064797	088523	102391	117125	120118	152083	193539	221462
009702	014968	018191	019384	028024	064798	088583	103013	117175	120214	152479	193661	221516
009725	015022	018201	019385	028178	064862	088619	103201	117215	121183	152690	196074	221696
009732	015074	018250	019388	028488	065158	088670	103290	117216	121184	152735	197013	222011
009741	015080	018264	019390	028683	066300	088695	106466	117225	121214	153058	198073	222019
009758	015091	018290	019480	028939	066340	088711	106606	117234	122234	154040	198080	222149
009771	015116	018338	019584	028984	066460	088734	107023	117271	122287	156137	198256	222219
009779	015187	018352	019629	029114	067066	089713	107062	117287	122386	165069	<b>200146</b>	222232
010209	015192	018358	019701	029263	068243	090718	107210	117291	122390	165087	200170	222240
010416	015205	018360	019743	029585	068528	091067	107228	117314	122393	165089	200178	222249
010460	015211	018376	019762	029755	068604	091300	107283	117378	122396	171226	200363	222260
010471	015285	018378	019925	030063	069025	091334	108083	117386	122397	171251	200525	222294
010512	015297	018399	019944	031030	069103	091970	108602	117414	123077	176070	200628	222298
010623	015304	018452	020119	031162	069324	092113	108860	117420	123101	177065	200629	223285
010626	015352	018498	020481	033216	069461	092368	108908	117432	124013	180073	200792	232277
010708	015361	018502	021063	034013	069495	092983	108911	117448	124180	180082	200836	232303
011169	015413	018513	021133	037113	069642	093156	109290	117482	125232	184012	200906	232367
011225	015421	018545	021300	038179	069762	093217	109575	117500	126036	191075	200993	235202
011228	015431	018565	021378	038481	069765	093244	109628	117502	128119	191146	207380	235486

235497	317239	332157	340883	441335	485170	554354	606565	701887	770732	809241	891874	907897
244015	317282	332174	340952	441510	486046	554385	606574	701930	770747	809365	891878	910316
257113	317284	332232	340958	441538	486216	554671	606620	705052	770801	810038	895013	910335
264006	317291	332297	340969	441573	486290	554811	606870	705223	771013	812029	895072	910378
270008	320173	332490	340974	441774	486300	554877	606927	708501	771095	814081	895581	911329
272163	321000	332496	344027	443014	488023	570193	606990	711662	771181	815026	898004	912420
272269	321188	332714	347039	443023	488604	571055	607721	720014	771638	820831	898064	912445
274119	321250	332766	347102	447064	489279	571083	607807	724062	771718	823501	<b>900013</b>	913031
275147	321306	332907	349176	447065	489321	571121	607818	725028	771739	832081	900018	913032
276010	322001	332911	349884	450203	489354	571140	607868	729027	771774	840091	900048	913042
276013	322016	333117	350083	452042	489423	573014	608134	731362	771835	840204	900061	913050
276026	322139	333385	352615	452116	490042	581001	608211	731487	771951	840581	900127	913540
277005	322510	333403	352686	452148	490476	581008	610174	738038	773025	840597	900131	913734
278087	322531	333545	352769	452208	490547	581201	611135	740563	773545	840604	900160	914020
280057	322588	333558	352773	452265	490585	585288	612009	740975	774030	840607	900216	914054
281093	323061	333674	352786	452342	495401	591074	612062	741217	775282	841059	900448	914172
282624	323110	334035	355036	452576	495480	591075	616098	741246	778312	841110	900560	914891
282766	323710	334342	356004	452599	496051	591090	616175	749105	781067	841115	900643	915004
282909	324047	335098	357011	454139	497293	591513	617193	749119	782008	841201	901474	915048
283362	325055	335171	358013	454343	<b>503015</b>	591750	620039	749167	782057	841232	901573	915074
286058	326185	335232	362014	454629	503124	591780	622018	750036	782700	841868	901619	915081
292304	326317	335234	362072	460002	503158	591801	624033	750350	782723	844249	901790	915160
292524	326671	335376	366041	460131	527027	591850	628143	750382	782750	846223	901796	915382
293324	326692	335409	371012	462030	531114	591992	628144	750427	782951	847155	902060	915388
294261	326743	335718	372049	462981	531182	598576	629119	750440	782990	850017	902095	915407
294462	326754	335863	372975	463047	531322	599551	629131	750449	785442	850197	902165	915411
294521	326767	335877	377125	463068	531387	<b>600148</b>	631217	750452	787029	850679	902303	915616
294536	326790	335991	379502	468119	531391	600221	631502	750457	787051	850765	902350	915645
294545	327389	336031	379540	468274	531414	600303	631597	750773	787919	850781	902415	915670
294559	327406	336076	381170	469143	531417	600609	631815	751085	791097	852026	902494	917022
295124	327428	336153	381215	472004	531437	600626	631894	752006	791154	852103	902574	917083
295141	327637	336165	381231	473053	531479	600698	631928	752292	791322	852107	902633	917100
295443	327740	336178	381369	474012	531552	600715	641013	752316	793005	853062	902932	917186
295448	327747	336378	381426	476044	531615	601073	641034	752453	794006	853065	903021	917192
296418	327788	336765	381432	480106	531647	601109	641049	752613	794025	853101	903067	917209
298010	327824	336810	381519	480143	531704	601359	641066	752670	794042	853301	903181	917226
<b>300095</b>	328017	337096	381538	480244	531714	601382	641095	752675	794293	853309	903783	917244
300096	328018	338023	381666	480488	532220	601518	641226	752703	794384	853396	903904	917246
300754	328026	338052	381909	480544	532437	601801	641522	754027	797024	853398	904285	917254
300921	328063	338072	381951	480598	532498	602008	641783	756014	799078	853414	904413	917273
301204	328071	339010	382026	480603	532591	602103	641908	757226	799162	853424	904428	917433
301259	328643	339051	392104	480711	532881	602228	660062	757308	799200	853431	904714	917434
301805	328814	339052	392690	480713	532899	602366	661112	757355	799239	853472	904728	917440
301916	328851	339058	395211	480723	532912	602730	662130	757528	<b>800513</b>	853521	904731	917512
302988	328863	339294	395236	480748	532988	602972	662630	757572	801383	853555	904743	917587
305473	328907	340056	<b>402035</b>	480778	532998	603115	662658	757587	801497	853569	904752	917681
305924	328946	340171	402148	480874	541170	604200	666135	759007	801677	853616	904759	917722
311611	328956	340210	402175	481546	542140	604270	668105	760106	801729	853621	904774	917735
311650	328967	340245	402193	481704	543180	604293	668115	760111	801744	853639	906144	917742
312208	328976	340291	402342	481750	544015	604395	672004	760138	802043	853655	906309	917920
312268	329265	340330	402348	481994	544038	604660	674285	761004	802125	853657	906343	918060
312446	329351	340440	402525	482929	551110	604768	681324	761023	802164	853665	906889	918121
312477	329564	340555	402808	483080	551134	605398	681546	761058	802205	853688	906936	918193
314002	330255	340568	405035	483148	551210	605474	684003	761116	802269	891214	906942	918216
314154	330686	340572	405079	483166	551229	605663	<b>701116</b>	761130	802647	891253	906950	918404
314217	330695	340649	405120	483178	551282	605721	701204	761360	802716	891408	907004	918413
314268	330719	340662	430167	483404	551329	605768	701237	761382	802838	891531	907024	918463
314375	331172	340700	430186	483584	551543	605832	701261	761717	804118	891676	907191	918480
314851	331279	340724	432555	483721	551868	606029	701349	761759	805326	891705	907236	918757
314941	331487	340725	432866	483747	553475	606173	701359	770061	805502	891792	907255	918758
315021	331493	340735	432943	483854	553680	606374	701377	770179	805550	891830	907322	920025
317127	331622	340737	436187	483878	553751	606526	701403	770455	806186	891845	907583	920052
317137	331988	340762	437060	483962	553935	606545	701408	770513	809015	891859	907778	920080
317195	332108	340803	441135	485001	554312	606548	701614	770560	809161	891872	907794	920184

920209	924338	926281	926911	928220	931130	935257	941851	951021	967041	968669	970887	982224
920266	924572	926350	926944	928299	931245	935285	946531	951625	967076	968726	970903	982237
920306	924596	926376	926965	928331	931305	936079	946560	951644	967087	968810	972449	982243
921101	924657	926460	927044	928345	931322	936102	948162	951718	967141	968813	972511	982264
921114	924678	926519	927055	928359	931323	937253	948321	951779	967224	968871	973224	982436
921137	925172	926599	927141	928376	931565	937619	948579	951804	967237	968954	976027	984180
921293	925212	926618	927185	928397	931592	937698	948624	951896	967260	968959	976067	995078
921322	925215	926628	927231	928414	931706	939093	949133	951912	967314	968961	980588	995401
921580	925216	926646	927306	928533	931720	940167	949509	951959	967388	968976	980654	995822
921588	926032	926654	927320	928587	931736	940259	949595	952234	968164	968981	980768	995888
921607	926036	926717	927442	928657	931749	940399	949618	952235	968169	968985	980860	997094
921703	926045	926730	927450	928671	931851	940400	950543	953349	968215	968999	980979	997312
921829	926050	926757	927527	928751	931856	940768	950614	953354	968300	970053	981600	998318
921915	926066	926760	927579	928894	931912	941332	950829	958612	968356	970235	981868	
921931	926101	926780	927594	930010	931941	941363	950890	958674	968546	970323	982055	
922312	926102	926812	927637	930226	932597	941442	950903	958768	968567	970351	982081	
922313	926149	926821	927744	930266	932770	941460	950909	958817	968616	970381	982085	
922318	926189	926861	927755	930297	935108	941468	950923	958898	968646	970584	982153	
924271	926220	926900	928217	930399	935243	941535	950927	967033	968664	970736	982170	

— Express and Priority Mail, Marketing, 12-14-00

## International Mail

### ICM UPDATE

#### International Customized Mail

On November 8, 2000, the United States Postal Service (USPS) amended an International Customized Mail (ICM) Service Agreement dated November 8, 1999. The Agreement was published on page 62 of *Postal Bulletin 22022* (4-20-00). The Amendment modifies the Agreement to provide an extension to the existing Agreement. In accordance with *International Mail Manual* (IMM) 294, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and hereby makes public the following information regarding this Amendment:

- a. **Term:** November 9, 2000, through January 6, 2001.
- b. **Type of mail:** *Other provisions of the Agreement shall remain in force.*

- c. **Destination countries:** *Other provisions of the Agreement shall remain in force.*
- d. **Service provided by the U. S. Postal Service:** *Other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitment:** *Other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *Other provisions of the Agreement shall remain in force.*
- g. **Rates:** *Other provisions of the Agreement shall remain in force.*

— Marketing and Sales,  
International Business, 12-14-00

#### International Mail — Changes in Mail Classifications, Postage Rates, and Fees

*Postal Bulletin 22038*, dated November 30, 2000, announced the adoption of new categories of international mail and new rates and fees. The effective date for these changes is 12:01 a.m., Sunday, January 7, 2001. Accordingly, *International Mail Manual* (IMM) Issue 24 and the January 2001 editions of Publication 51, *International Postal Rates and Fees*, and Poster 51, *International Postal Rates and Fees*, will become effective on that date. Ordering information for these items will be announced in the *Postal Bulletin* as soon as copies are available for requisition from the Topeka Material Distribution Center.

The November 30, 2000, article contained an incorrect rate chart for Global Priority Mail in Exhibit 232.12, Variable-Weight Option Postage Rates (page 83). The correct rates are:

Weight Not Over (lbs.)	Rate Group 1 (Canada)	Rate Group 2 (Mexico)	Rate Group 3	Rate Group 4 (Australia, Japan, New Zealand)	Rate Group 5
.5	\$6.00	\$7.00	\$8.00	\$9.00	\$8.00
1	8.00	9.00	10.00	11.00	12.00
1.5	9.00	10.00	12.00	13.00	14.00
2	11.00	13.00	15.00	16.00	17.00
2.5	12.00	16.00	18.00	19.00	21.00
3	14.00	19.00	21.00	22.00	24.00
3.5	16.00	22.00	23.00	24.00	28.00
4	18.00	25.00	26.00	27.00	31.00

The rate chart for these rates on page 54 is correct.

In addition, the International Surface Air Lift rate chart on page 58 contained incorrect rates for Canada. The correct rates are:

Rate Group	Per Piece	Drop Shipment Per Pound	Direct Shipment Per Pound	Full Service Per Pound	M-Bag Drop Shipment	M-Bag Direct Shipment	M-Bag Full Service
1 (Canada)	\$0.25	\$2.15	\$2.65	\$3.15	\$1.40	\$1.50	\$1.50

— International Marketing, International Business, 12-14-00

# Philately

STAMP ANNOUNCEMENT 00-43

## Love Letters Nondenominated Stamp



Copyright USPS 2000

The Postal Service will issue a *Love Letters* nondenominated stamp in a convertible booklet of 20 (Item Number 664000) in Lovejoy, GA, on January 10, 2001. The stamp, designed by Lisa Catalone of Washington, DC, and based on a photograph by Renée Comet of Washington, DC, goes on sale nationwide January 11, 2001.

This vertically formatted stamp bearing the First-Class, one-ounce rate depicts a red rose superimposed on the script of a handwritten letter from John Adams to Abigail Smith during their courtship. John Adams, who was President from 1797 to 1801, and Abigail Smith were married in 1764.

This stamp is celebrating the art of letter writing and the centuries-old tradition of expressing love in letters. The stamp is intended for use on Valentine's Day correspondence, as well as on wedding invitations, announcements, and RSVPs.

Issue:	<i>Love Letters</i>
Item Number:	664000
Denomination & Type of Issue:	Nondenominated
Format:	Convertible booklet of 20 (one design)
Series:	Love
Issue Date & City:	January 10, 2001, Lovejoy, GA 30250
Photographer:	Renée Comet, Washington, DC
Designer:	Lisa Catalone, Washington, DC
Engraver:	N/A
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Lisa Catalone, Washington, DC
Modeler:	Banknote Corporation of America, Inc. (BCA)
Manufacturing Process:	Offset
Printer:	Banknote Corporation of America, Inc. (BCA)
Printed at:	Browns Summit, NC
Press Type:	Goebel, 670
Stamps per Booklet:	20
Print Quantity:	510 million stamps
Paper Type:	Pre-phosphored Type I
Gum Type:	Self-adhesive
Processed at:	BCA, Browns Summit, NC
Colors:	Yellow, Magenta, Cyan, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.77 x 1.05 in./19.56 x 26.67 mm
Overall Size (w x h):	0.91 x 1.19 in./23.11 x 30.23 mm
Booklet Size (w x h) :	4.55 x 5.00 in./115.57 x 127.00 mm
Plate Size:	400 stamps per revolution
Plate Numbers:	"B" followed by four (4) single digits
Marginal Markings:	"© 2000 USPS" • Plate Numbers • Peel here to fold • Self-adhesive stamps • DO NOT WET
Catalog Item Number(s):	664000 Base Number — \$6.80* 664040 Pre-Pack — \$6.80* 664061 First Day Cancellation — \$0.55*
Sale Date:	January 10, 2000
Nationwide Sale Date:	January 11, 2000

\*Prices are subject to Postal Service Board of Governors approval or 34-cent First-Class rate.

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

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

LOVE LETTERS NONDENOMINATED STAMP  
POSTMASTER  
PO BOX 9998  
LOVEJOY GA 30250-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by February 9, 2001.

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

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

First day covers remain on sale for at least 1 year after the stamp's issuance.

### Philatelic Products

There are no philatelic items for this stamp.

### Distribution: Item 664000, Nondenominated (First-Class Rate) *Love Letters*, Pressure Sensitive Adhesive (PSA) Booklet of 20

Stamp distribution offices (SDOs) will receive one-third their standard automatic distribution quantities for the *Love Letters* nondenominated PSA booklet of 20. Distributions are rounded up to the nearest master carton size (4,000 stamps).

### Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to post offices for one-fourth their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to post offices before January 3, 2001.

### Additional Supply

Post offices requiring additional stamps must requisition them from their designated SDO using PS Form 17. Additional quantities *will not* be available at accountable paper depositories (APDs) for supplemental ordering.

### Philatelic Requirement

Philatelic centers requiring Item 664000 must order them from their designated SDO using PS Form 17.

— *Public Affairs and Communications,  
Stamp Services, 12-14-00*



PICTORIAL CANCELLATION

**Happy “Who-lidays” Station Pictorial Cancellation**

The *Happy “Who-lidays”* pictorial cancellation art was developed exclusively for use for holiday events in December 2000. This authorized pictorial cancellation may not be altered in any way, except as instructed in the guidelines below.

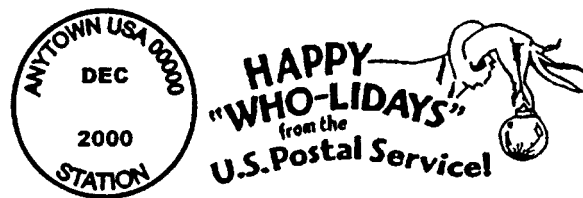
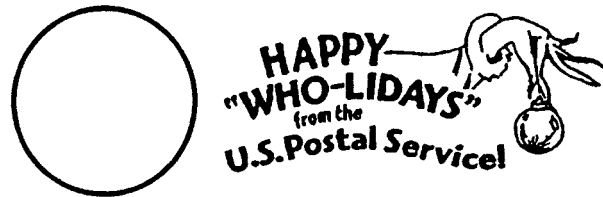
As a reminder, the Postal Service must endeavor to make all unusual postmarking widely known to collectors through advance national publicity to avoid such postmarks being available only to small groups of people. Therefore, all pictorial cancellations for local events must be reported to Stamp Development on the *Pictorial Cancellation Announcement Form* (page 13 of Handbook PO-230) so that national publicity may be arranged.

Participating post offices will honor mail-back service for 30 days following the event.

**Guidelines for Finalizing *Happy “Who-lidays”* Station Pictorial Cancellation Art**

To finalize the *Happy “Who-lidays”* station pictorial cancellation art, insert within the circle the city, state, and ZIP Code of the physical location where your event is being held along with the month, day, and year (2000) that the cancellation is to be offered. You must use the word “STATION.” Overall dimensions of the pictorial cancellation must not exceed 3.5 inches horizontally and 1.5 inches vertically, as shown in the original unfinished and final art examples on this page.

Remember to use your own city, state, and ZIP Code and the date of your event. Do not use “ANYTOWN USA 00000,” but do use “STATION.”



— Stamp Services,  
Public Affairs and Communications, 12-14-00

**Stamp Stock Items Withdrawn From Regular Sale and From Sale at Philatelic Centers**

Effective close-of-business December 31, 2000, all post offices, stations, branches, postal stores, vending outlets, and authorized philatelic centers must (1) withdraw the stamp stock items listed below and their related vending and store-prepared stamp items from sale and (2) prepare them for destruction. The stamp stock items should be submitted to destruction sites according to local established procedures, under the guidelines in Handbook F-1, *Post Office Accounting Procedures*, Part 45, Destroying Stamp Stock.

Absolutely no sales of the stamp stock items and their related vending and store-prepared stamp items listed to the right are permitted at retail windows and outlets after December 31, 2000. Item numbers listed with an asterisk will remain available at Stamp Fulfillment Services (SFS).

Item Number	Description
<b>Stamp Card Items:</b>	
226200	20-cent Red Barn Single Cut
226500	20-cent Red Barn Sheet Cards
227100	20-cent Mount Vernon Single Cut
227200*	20-cent Redwood Library Single Cut
227300*	20-cent University of Wisconsin Single Cut
227400*	20-cent Washington & Lee Single Cut
227500	40-cent Red Barn Reply Cards
228500	20-cent Red Barn Banded Cards
229000*	20-cent Girard College Single Cut
229100*	20-cent Brandeis University Single Cut
229200*	20-cent Ole Mississippi University Single Cut
229300*	20-cent Northeastern University Single Cut

— Stamp Services,  
Public Affairs and Communications, 12-14-00

## Stamp Stock Items Removed From General Sale

The following stamp stock items were previously withdrawn from sale at Stamp Fulfillment Services (SFS) and authorized philatelic windows and placed on general sale. However, due to depletion of back-up stock, effective close-of-business December 31, 2000, all post offices, stations, branches, postal stores, and vending outlets must (1) withdraw the stamp stock items listed below and their related vending and store-prepared stamp items from sale and (2) prepare them for destruction. The stamp stock items should be submitted to destruction sites according to local established procedures, under the guidelines in Handbook F-1, *Post Office Accounting Procedures*, Part 45, Destroying Stamp Stock.

Absolutely no sales of the stamp stock items and their related vending and store-prepared stamp items listed below are permitted after December 31, 2000.

Item Number	Description
<b>Stamp Stock Items:</b>	
220000	30-cent Niagara Falls Stamped Card
223800	50-cent Thaddius Lowe Aerogram
226600	50-cent Soaring Eagle Stamped Card
226700	20-cent American Clipper Ship Stamped Card
227600	20-cent Winter Scene Stamped Card
227800	20-cent Princeton University Stamped Card
228300	20-cent St. John's College Stamped Card
228600	20-cent Ft. McHenry Stamped Card
228700	20-cent Pacific Sunrise Stamped Card
228800	50-cent Golden Gate Stamped Card
228900	20-cent City College New York Stamped Card
551100	\$5.76 Holiday Skaters ATM Sheetlet
660900	\$3.20 Flag Over Porch Book

Item Number	Description
<b>Stamp Stock Items:</b>	
662100	\$1.60 Fall Garden Flower Pane
664800	\$6.40 Fall Garden Flowers Book
666300	\$6.40 Two Fruit Book
791600	\$125 First Class Presort G-Series Coil
796500	\$20 Cable Car Coil
102900	29-cent Thomas Jefferson Stamp
103800	28-cent Sitting Bull Stamp
106700	32-cent Lila & Dewitt Wallace Stamp
106800	32-cent Henry Luce Stamp
111000	\$3 Priority Mail Stamp
111100	\$10.75 Express Mail Stamp
662400	\$6.40 Winter Garden Flower Book
663100	\$6.40 Flag Over Porch Book
770900	\$870 Flower Coil
771700	\$600 Flag Coil
772700	\$2,500 Flag Yosemite Coil
773100	\$15 Parkman Coil
773200	\$90 Parkman Coil
773300	\$25 Washington Coil
773400	\$150 Washington Coil
774900	\$32 Official Mail Coil
775000	\$32 G-Series OMS Coil
775100	\$5 Milk Wagon Coil
775300	\$750 Bread Wagon Coil
775600	\$32 Yellow Rose Coil
776600	\$15 Official Mail Coil
777600	\$30 Tricycle Coil
791100	\$32 Ferry Boat Coil
791300	\$23 Lunch Wagon Coil
791400	\$115 Lunch Wagon Coil
793000	\$20 Blue Jay Coil

— Stamp Services,  
Public Affairs and Communications, 12-14-00

### Pictorial Cancellations Announcement

As a community service, the Postal Service offers pictorial cancellations to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial cancellations are authorized appears below. If available, the sponsor of the pictorial cancellation appears in italics under the date. Also provided, as space permits, are illustrations of those cancellations that were reproducible and available at press time.

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



November 11, 2000  
*Bogard Community Betterment*  
 REMEMBER THE VETERANS STATION  
 POSTMASTER  
 100 W 3RD ST  
 BOGARD MO 64622-9998  
**[NEW PICTORIAL ART]**

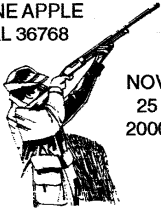
The following pictorial cancellation has been extended for 30 days.



November 28, 2000  
 BICENTENNIAL STATION 45144  
 POSTMASTER  
 PO BOX 9998  
 MANCHESTER OH 45144-9998

The following pictorial cancellations have been extended for 60 days.

PINE APPLE  
AL 36768



NOV  
25  
2000

November 25, 2000  
HUNTER APPRECIATION DAY  
STATION  
52 COUNTY ROAD 59  
PINE APPLE AL 36768-9998

HUNTER APPRECIATION  
DAY STATION



Flint City Hall Station  
Flint, MI 48502  
November 17, 2000

November 17, 2000  
City of Flint  
FLINT CITY HALL STATION  
POSTMASTER  
PO BOX 9998  
FLINT MI 48502-9998



HAPPY  
"WHO-LIDAYS"  
from the  
U.S. Postal Service!

December 11, 2000

MAGNETIC SPRINGS OH STATION  
POSTMASTER  
PO BOX 9998  
MAGNETIC SPRINGS OH 43036-9998

WHIPPLE OH STATION  
POSTMASTER  
PO BOX 9998  
WHIPPLE OH 45788-9998

CHANDERSVILLE OH STATION  
POSTMASTER  
PO BOX 9998  
CHANDERSVILLE OH 43727-9998



HAPPY  
"WHO-LIDAYS"  
from the  
U.S. Postal Service!

December 13, 2000

MARION OH STATION  
POSTMASTER  
PO BOX 9998  
MARION OH 43302-9998

COLUMBUS OH STATION  
POSTMASTER  
PO BOX 9998  
COLUMBUS OH 43216-9998

WATERLOO OH STATION  
POSTMASTER  
PO BOX 9998  
WATERLOO OH 45688-9998

DERBY OH STATION  
POSTMASTER  
PO BOX 9998  
DERBY OH 43117-9998

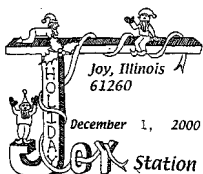


HAPPY  
"WHO-LIDAYS"  
from the  
U.S. Postal Service!

December 18, 2000

WILLO WOOD OH STATION  
POSTMASTER  
PO BOX 9998  
WILLOW WOOD OH 45696-9998

SPARTA OH STATION  
POSTMASTER  
PO BOX 9998  
SPARTA OH 43350-9998



December 1-31, 2000  
Wespmer School  
HOLIDAY JOY STATION  
POSTMASTER  
PO BOX 9998  
JOY IL 61260-9998



**KEN SINGLETON STATION**  
**BALTIMORE, MARYLAND 21220**  
**DECEMBER 7, 2000**

December 7, 2000  
KEN SINGLETON STATION  
SUPERVISOR MOWS  
900 E FAYETTE ST  
BALTIMORE MD 21233-9715



December 2, 2000  
HOLIDAY STATION  
POSTMASTER  
PO BOX 9998  
LYNCHBURG TN 37352-9998



December 8, 2000  
*Netherland Inn*  
NETHERLAND INN STATION  
POSTMASTER  
320 W CENTER ST  
KINGSFORT TN 37662-9998



December 2, 2000  
*Chippewa Falls Main Street*  
GREAT AMERICAN MAIN  
STREET CITY STATION  
POSTMASTER  
PO BOX 9998  
CHIPPEWA FALLS WI  
54729-9998

Magnolia Historic Train Station



December 9, 2000  
*Magnolia Historical Society*  
MAGNOLIA HISTORIC TRAIN  
STATION  
POSTMASTER  
307 MONROE AVE EAST  
MAGNOLIA NJ 08049-9998



December 2-3, 2000  
ALLAIRE VILLAGE STATION  
POSTMASTER  
66 MAIN ST  
FARMINGDALE NJ 07727-9998

GRIGGS COUNTY HISTORICAL SOCIETY

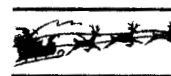


40<sup>th</sup> Anniversary Station  
Dec. 9, 2000  
Cooperstown, ND 58425

December 9, 2000  
*Griggs County Historical Society*  
40TH ANNIVERSARY STATION  
POSTMASTER  
PO BOX 9998  
COOPERSTOWN ND  
58425-9998



December 2-3, 2000  
OKLAHOMA CITY TRAIN SHOW  
STATION  
POSTMASTER  
320 SW 5TH  
OKLAHOMA CITY OK  
73125-9998



December 9, 2000  
THOMAS NAST STATION  
POSTMASTER  
PO BOX 9998  
MORRISTOWN NJ 07960-9998



December 3, 2000  
*Soroptimist*  
SOROPTIMIST TREE FESTIVAL  
STATION  
POSTMASTER  
PO BOX 9996  
JACKSON WY 83001-9998



**CHRISTMAS STROLL STATION**  
**DECEMBER 9 2000**  
**STERLING CITY TX 76951**

December 9, 2000  
*Sterling City Lions Club*  
CHRISTMAS STROLL STATION  
616 4TH AVE  
STERLING CITY TX 76951-9998



December 3, 2000  
*Norskedalen Nature and Heritage Center*  
OLD-FASHIONED CHRISTMAS  
STATION  
POSTMASTER  
PO BOX 9998  
COON VALLEY WI 54623-9998



GUILFORD, NY 13780

**GUILFORD**  
**COUNTRY CHRISTMAS**  
**STATION**  
**DECEMBER 9, 2000**

December 9-10, 2000  
*Town of Guilford*  
GUILFORD COUNTY  
CHRISTMAS STATION  
POSTMASTER  
PO BOX 9998  
GUILFORD NY 13780-9998



December 10, 2000
Berlin Historical Society
BERLIN RAILROAD STATION
POSTMASTER
PO BOX 9998
BERLIN CT 06037-9998



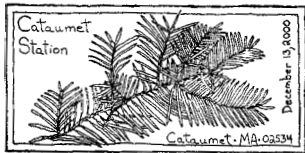
December 16, 2000
GRAND OPENING STATION
DANVILLE POST OFFICE
POSTMASTER
105 TEAL CT
DANVILLE VA 24541-9998



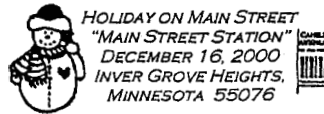
December 11, 2000
Mayo Clinic
CORTISONE STATION
POSTMASTER
PO BOX 9998
EYOTA MN 55934-9998



December 16, 2000
Alpha Phi Omega
ALPHA PHI OMEGA STATION
POSTMASTER
301 W LEXINGTON
INDEPENDENCE MO
64050-9998



December 12-13, 2000
Cataumet Chamber of Commerce
CATAUMET STATION
POSTMASTER
PO BOX 9998
CATAUMET MA 02534-9998



December 16, 2000
Inver Grove Heights Holiday Main
Street Committee
MAIN STREET STATION
POSTMASTER
PO BOX 9998
INVER GROVE HEIGHTS MN
55076-9998



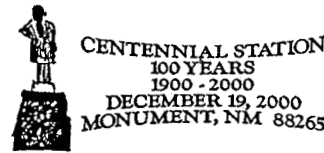
December 14, 2000
Libby Area Chamber of
Commerce
LIBBY OLD FASHIONED
CHRISTMAS STATION
POSTMASTER
PO BOX 9998
LIBBY MT 59923-9998



December 17, 2000
First Flight Society
WRIGHT BROTHERS
MEMORIAL STATION
POSTMASTER
PO BOX 9998
KILL DEVIL HILLS NC
27948-9998



December 15, 2000
Toys for Tots
VIRGINVILLE TOY STATION
POSTMASTER
475 MAIN ST
VIRGINVILLE PA 19564-9998

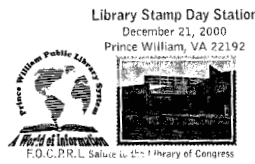


December 19, 2000
CENTENNIAL STATION
POSTMASTER
PO BOX 9998
MONUMENT NM 88265-9998



SANTA STATION
DEC 15th, 2000
CHEYENNE, WY 82009

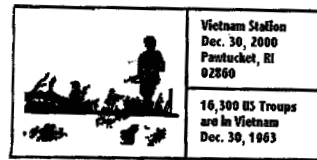
December 15, 2000
SANTA STATION
POSTMASTER
PO BOX 9998
CHEYENNE WY 82009-9998



December 21, 2000
LIBRARY STAMP DAY STATION
POSTMASTER
1810 REDDY DR
WOODBRIDGE VA 22191-9998



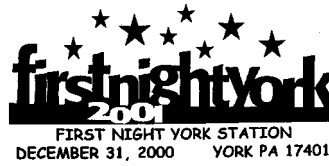
December 15-16, 2000
Springfield Area Nativity Theatre
Association
PAGEANT STATION
POSTMASTER
PO BOX 9998
SPRINGFIELD MN 56087-9998



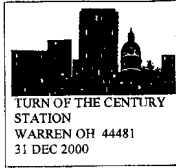
December 30, 2000
Slater Stamp Club
VIETNAM STATION
POSTMASTER
40 MONTGOMERY ST
PAWTUCKET RI 02860-9998



December 31, 2000  
*First Night*  
 FIRST NIGHT STATION  
 POSTMASTER  
 1 CORLISS ST  
 PROVIDENCE RI 02903-9998



December 31, 2000  
 FIRST NIGHT YORK STATION  
 POSTMASTER  
 200 S GEORGE ST  
 YORK PA 17401-9998



December 31, 2000  
 TURN OF THE CENTURY  
 STATION  
 POSTMASTER  
 201 HIGHT ST NE  
 WARREN OH 44481-9998

— *Stamp Services,  
 Public Affairs and Communications, 12-14-00*

### 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
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— *Mail Preparation and Standards, Pricing and Product Design, 12-14-00*

# Post Offices

## Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	05-2472	92630	CA	El Toro	Orange	Main Office	Post Office	12/02/2000	Establish a new ZIP Code for Post Office Boxes. Use El Toro CA 92609 as last line of address for the Post Office Boxes previously in ZIP Code 92630.

— Address Management, 12-14-00

### 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, 12-14-00

### 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, 12-14-00

### 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, 12-14-00





**This office  
will be closed  
Monday,  
January 15, 2001,  
to observe  
Martin Luther King,  
Jr.'s Birthday.**

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**This office  
will be closed  
Monday,  
January 15, 2001,  
to observe  
Martin Luther King,  
Jr.'s Birthday.**

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## Postal Employees

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### USPS Supports the National Drunk and Drugged Driving Prevention Month

As family and friends reunite this holiday season, the U.S. Postal Service and local authorities want you to know: When ***You Drink & Drive, You Lose!*** Law enforcement will be out in full force to prevent impaired driving by setting up saturation patrols and sobriety checkpoints. You should know that if you drive after drinking or using drugs, you'll be caught, arrested, and prosecuted. Not only is this an embarrassing situation but it is also expensive; the cost of your defense and potential fines can be thousands of dollars and in some states you can even lose your car.

The winter holidays are among the deadliest times of the year because of impaired driving, which is why December is designated as National Drunk and Drugged Driving (3D) Prevention Month. National Holiday Lifesavers Weekend, scheduled December 15–17, is a featured 3D Month activity where law enforcement targets drunk and drugged drivers. The weekend kicks off with “**Lights On for Life**” Day on December 15. On this day, you can join motorists across the country in expressing support by driving with your headlights on during the daylight hours to commemorate those people that have died as a result of impaired driving crashes.

The statistics are alarming: Approximately 16,000 people die each year due to drunk or drugged driving. Many people simply do not realize the consequences of driving after drinking or taking drugs, even some prescription and

over-the-counter medications. If you are impaired, local authorities urge you to:

- Take a cab home,
- Arrange for a sober designated driver, or
- Stay the night where you are.

“Impaired driving has a devastating effect on our community,” said Patrick R. Donahoe, Senior Vice President, Human Resources. “The vigilant efforts of local law enforcement agencies across the country help make roads and highways safer from those irresponsible individuals that make the fatal decision to drive after drinking or using drugs.”

By partnering with the National Highway Traffic Safety Administration, the U.S. Postal Service is playing an active role in the *You Drink & Drive, You Lose!* campaign’s national push to reduce alcohol-related traffic deaths. Along with other federal state and local agencies, the U.S. Postal Service encourages you to never drink and drive and to participate in designated driver programs and other impaired driving awareness and prevention activities. Remember, “never drink and drive.”

— *Safety Performance Management,  
Employee Resource Management, 12-14-00*

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## USPS Supports the National Drunk and Drugged Driving Prevention Month

### THREE WAYS TO KEEP A FRIEND ALIVE

# 3

## Three Ways to Keep a Friend Alive

In situations that involve drinking, many people believe that coffee, a cold shower, or fresh air are all that's needed to overcome the effects of alcohol. In truth, time is the only way to get alcohol out of the system. If a friend of yours has been drinking, he or she shouldn't drive. There are three steps you can take to keep a friend alive.



# 1

#### Drive Your Friend Home

You're having a party. One of your friends has had too much to drink and should not drive. To be sure your friend arrives home safely, you can drive him or her yourself, if you haven't also been drinking.

# 2

#### Call A Cab

If you can't drive your friend home, you can call a cab. You may want to pay the fare in advance. That's one way to show you really care.

# 3

#### Have Your Friend Sleep Over

Asking a guest to sleep over is another good way to keep a friend from driving. You won't have to drive and your friend won't have to return the next day for the car.

Impaired driving is no accident. It is a violent crime that kills. Every 33 minutes, someone in America dies because of a drunk or drugged driver. Every two minutes, someone is injured. You, your family or your friends could be next.

You can stop impaired driving in its tracks. Designate a sober driver, take a cab or spend the night where you are. Remember...

*You Drink & Drive. You Lose.*



**PLEASE POST ON ALL BULLETIN BOARDS**

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## ADVANCE EIC NOTICE

**Advance Earned Income Credit Payments**

This *Postal Bulletin* article is published on a yearly basis to ensure that all Postal Service employees who qualify for Advance Earned Income Credit payments remain aware of the yearly changes in the program requirements. Postmasters and other installation heads should post this article on employee bulletin boards.

**Definitions**

Earned income credit (EIC) is a tax credit for eligible employees who have a qualifying child (defined later in this article). Employees eligible for EIC may choose to receive advance payments totaling \$1,457 (for tax year 2001) with their regular paychecks, instead of waiting to claim their monies on their federal income tax return. Employees wanting to receive these advance payments must file IRS Form W-5, *Earned Income Credit Advance Payment Certificate*, with their personnel offices. Qualifying employees (defined later in this article) who do not file Form W-5 will not receive any advance payments during the current tax year. However, they are still eligible to claim the EIC on their annual tax return.

Eligible employees can collect the EIC even if they owe no federal tax. EIC payments do not change the amount of federal income tax or FICA (Social Security or Medicare) taxes that are normally withheld from an employee's wages. EIC is not definable as wages or compensation for services rendered and, as such, is not subject to payroll taxes.

**Eligibility**

All eligible Postal Service employees may apply for advance payment of the EIC. When received, the EIC is shown as a separate line item on the employee's regular earnings statement. A qualifying employee for receiving advance EIC payments must meet all of the following requirements to be eligible for these monies:

1. The employee's expected earned income and adjusted gross income must both be less than \$28,281 (for tax year 2001). Participating employees should refer to IRS Publication 596, *Earned Income Credit*, for more information concerning applicable inclusions in adjusted gross income amounts and other technical aspects of this program.
2. The employee must have at least one qualifying child; however, employees are limited to no more than one EIC, regardless of the number of qualifying children resident with them. A *qualifying child* is one who:
  - a. Is the employee's son, daughter, adopted child, stepchild, foster child, or grandchild.
  - b. Is under age 19 at the end of the tax year; under age 24 if a full-time student at the end of the tax year; or any age if permanently and totally disabled.
  - c. Resides with the employee for more than half of the tax year; however, a foster child must reside with the employee for the entire tax year. Short-term absences for school, medical treatments, or vacations are disregarded.
3. Employees must file federal tax returns as one of the following: single, head of household; married filing jointly; or qualifying widow(er) with dependent child. Employees filing as married filing separately do not qualify for EIC.
4. The employee cannot be the qualifying dependent child of another person claiming an EIC.
5. The employee must not be able to exclude any foreign earned income or foreign housing amounts, as shown on IRS Form 2555, *Foreign Earned Income*. Generally, any person who is a nonresident alien for *any part* of the tax year does not qualify for EIC.
6. The employee's investment income must not exceed the yearly limitation established by the IRS (\$2,450 listed for tax year 2001.)

**Filing Requirements**

Eligible employees must file or renew Form W-5 with their personnel offices by the end of each tax year. After receipt, personnel offices submit the forms through established channels to the Eagan Accounting Service Center (ASC). Form W-5 is readily available at all IRS offices. After determining the number of employees under their jurisdiction that participate in the EIC program, local personnel offices should request a supply from their local IRS office.

Form W-5 remains in effect for the entire tax year in which filed. All participants must file a new certificate for every year in which they meet the eligibility requirements. If the Eagan ASC does not receive an employee's W-5 for a new tax year, the allowance is discontinued.

## Computing Advance Payments

Advance EIC payments are distributed on a pay-period basis and are included with regular wages. They are based on both gross salary (before deductions) and the federal tax filing status of the employee and his or her spouse (if applicable). The Eagan ASC uses the tables shown below to determine the EIC amount to be included in an eligible employee's wages.

## Forms for Employees

Employees must use IRS Form W-2, *Wage and Tax Statements*, and either PS Form 1223-A, *Earnings Statement*, or PS Form 1223-B, *Earnings Statement – Net to Bank*. The EIC amount paid to an employee is shown on PS Form 1223-A or PS Form 1223-B as a separate line item identified as EIC. The total amount of yearly EIC payments is shown on the employee's W-2 in Box 9, Advance EIC Payments. It is not included in Box 1, Wages, nor are any other W-2 entries changed because of these payments.

EIC payments to eligible employees begin during the pay period following the one in which the Eagan ASC receives the W-5. If during the year the employee's wages exceed the EIC income threshold (\$28,281 for 2001) or the payments have reached the maximum amount (\$1,457 for 2001), the Postal Service will discontinue the payments.

An employee must have only one W-5 certificate in effect with the Postal Service at one time. Also, it is the responsibility of each participating employee to ensure the accuracy of the information on the W-5.

Any change in life status (financial or spousal) that affects an employee's eligibility for EIC must be reported on a new W-5 within 10 days after the effective date of the change.

## Biweekly Payroll Period

<b>(a) SINGLE or MARRIED Without Spouse Filing Certificate</b>			<b>(b) MARRIED With Both Spouses Filing Certificate</b>		
If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:	If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over...	But not over...		Over...	But not over...	
\$0	\$274	20.40% of wages	\$0	\$137	20.40% of wages
\$274	\$503	\$56	\$137	\$251	\$28
\$503	————	\$56 less 9.588% of wages in excess of \$503	\$251	————	\$28 less 9.588% of wages in excess of \$251



## Flexible Spending Accounts (FSA) Open Season and *PostalEASE*

### What's New

Career employees must use *PostalEASE* telephone enrollment system if they wish to enroll in FSAs for 2001 during the FSA Open Season.

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

Career employees who have trouble using *PostalEASE*, or who are unable to use a telephone because they are deaf or hard of hearing or because of a medical reason, may contact the local personnel office.

### USPS PIN

To use *PostalEASE*, enter Social Security Number and USPS Personal Identification Number (PIN). An employee who doesn't know his or her USPS PIN should 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.

### When

November 13 through 5:00 p.m. Central Time on ~~December 11, 2000~~.

December 19, 2000

### Eligibility

Career employees only — noncareer employees are not eligible.

### Plan Information

Leaflet, brochure with *PostalEASE* FSA Worksheet included mailed to all career employees.

If not received by November 28, 2000, contact local personnel office.

### Effective Date

FSA Open Season enrollments become effective January 1, 2001.

### Questions

Hotline for FSA questions: 800-842-2026.

TDD line for hearing impaired: 801-523-6955. Advance call to hotline encouraged.

**Please Post on All Bulletin Boards Through December 11, 2000**

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## Purchasing and Materials

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### Quick Pick List

When accessing the material distribution center (MDC) Touch Tone Order Entry (TTOE) system, sites can use either the 13-digit stock number or the three-digit quick pick number (if one has been assigned). Included in this *Postal Bulletin* are the most recent quick pick list on pages 79–87 and the instructions for using TTOE on page 78. These instructions and the *most current* quick pick list can also be downloaded from the Purchasing and Materials Web site at <http://blue.usps.gov/purchase/material> (click on *Download Files*, then *Other Files*, and then *QuickPick*).

Column heading abbreviations: QP# = quick pick number; PSN = postal stock number; UI = unit of issue; Iss Incr = issue increment; BPQ = bulk pack quantity; DVD = direct vendor delivery.

Unit of issue abbreviations: BK = book; BT = bottle; BX = box; CD = card; CE = cone; CN = can; CT = carton; DZ = dozen; EA = each; FT = foot; GL = gallon; HD = hundred; MX = thousand; PD = pad; PG = package; PR = pair; PT = pint; RL = reel; RM = ream; RO = roll; SE = set; SH = sheet; SL = spool.

Disclaimer notice: The listed prices and bulk pack quantities (BPQs) are subject to change as new inventories are received at the MDCs. Items marked with an \* are ordered through the MDC but shipped directly from the vendor. For the latest price information, contact Materials Customer Service at 800-332-0317, option 3 (available 24 hours a day).



### TOUCH TONE ORDER ENTRY

The advantages of using the Touch Tone Order Entry System include:

- Faster order processing.
- Immediate feedback on ordered items.
- Improved order accuracy.

Item status such as cost and availability may be obtained 24 hours a day by accessing the automated system at 1-800-332-0317, option 3.

### TOLL FREE ORDER LINES

To place an order, Dial 1-800-332-0317, press option 1, then option 2. System is unavailable between 4:00 a.m. and 6:00 a.m. Central Time due to maintenance.

### PROCESSING TIMES

Orders placed before 4:45 p.m. Central Time will be processed that evening for release to the warehouse the next business day.

### HOW TO REGISTER

Only NEW users must register to use the system. To register, call 1-800-332-0317, option 8, extension 2925. Follow the instructions to leave a message. (Wait 48 hours before placing your first order.)

### HOW TO ACCESS THE SYSTEM

1. If you have registered previously, call 1-800-332-0317, press **1**, and then press **2** to place an order.
2. Enter the 10-digit Access Code chosen when registering to use the system (usually your office phone number).
3. The System will tell you your FEDSTRIP number. (If the FEDSTRIP number the system gives you is not your FEDSTRIP number, do not continue with your order. Press **2** to re-enter your Access Code to try again, or press **0** for assistance.)

Press

- 1** if correct.
- 2** to re-enter Access Code.
- 0** to transfer to Materials Customer Service for assistance.
- #** to end the call.

### TO PLACE AN ORDER

Press **1** to order by 13-digit NSN.

Enter **13-digit NSN** (check **PUB223** or **PUB247** for the correct NSN).

After the prompt,

Enter Quantity, then press the \* key.

The System will repeat the **Item Number** ordered.

The System will repeat the **Quantity** ordered.

The System will tell you the **Unit of Issue** ordered.

Press

- 1** if correct (places order for item).
- 2** to re-enter order.

Or press **#** to return to Main Menu.

Press **2** to order by 3-digit Quick Pick Number.

Enter **3-digit Quick Pick Number**.

After the prompt,

enter Quantity, then press the \* key.

The System will repeat the **Item number** ordered.

The System will repeat the **Quantity** ordered.

The System will tell you the **Unit of Issue** ordered.

Press

- 1** if correct (places order).
- 2** to re-enter order.

Or press **#** to return to Main Menu.

### ONLY MAINTENANCE-CAPABLE OFFICES WILL BE GIVEN THE OPPORTUNITY TO USE THIS OPTION — ORDERS ARE PROCESSED HOURLY.

Press **3** to order emergency vending machine parts.

Enter the vending part **13-digit NSN**.

After the prompt,

Enter Quantity, then press the \* key.

The System will repeat the **Item number** ordered.

The System will repeat the **Quantity** ordered.

The System will tell you the **Unit of Issue** ordered.

Press

- 1** if correct (places order for item).
- 2** to re-enter order.

Or press **#** to return to Main Menu.

Press **1** for Express Mail; Press **2** for Priority Mail.

Press **#** to return to Main Menu.

Press **4** to order keys for Mail Equipment Shop (MES) locks.

Enter the **4- or 5-digit lock #**, then press the \* key.

Enter up to a 6-digit box #, then press the \* key.

If no box #, then press the \* key.

Enter up to a 2-digit Quantity, then press the \* key.

After the prompt,

The System will repeat the **lock #** ordered.

The System will repeat the **box #** if one was given.

The System will repeat the **Quantity** ordered.

Press

- 1** if correct (places order for item).
- 2** to re-enter order.

Or press **#** to return to Main Menu.

**CONTACT MES @ 202-281-2620 WITH ANY DISCREPANCIES OR IF ORDER IS NOT RECEIVED IN THREE WEEKS.**

### TO EXIT THE SYSTEM

Press **#** to return to the Main Menu, then **#** from the Main Menu to end the call.

If your order was accepted, you will be given a 9-digit order number consisting of the last four digits of the FEDSTRIP along with four digits of the Julian date and ending with an "S." You will also be given the total number of items ordered and total approximate cost. In addition, you will be given a chance to transfer to a customer service representative.

**IF YOU HANG UP WITHOUT EXITING PROPERLY, YOUR ORDER WILL BE PLACED; HOWEVER, YOU WILL NOT RECEIVE YOUR ORDER NUMBER.**



MATERIAL DISTRIBUTION CENTER  
500 SW MONTARA PKWY  
TOPEKA KS 66624-9998

### How To Get Help

For help or problems with the ordering system, call 1-800-332-0317, option **4**.  
Materials Customer Service hours of operation are M-F, 6 a.m.–6 p.m., Central Time.

### Quick Pick List — Supply Items (FY2000 version 5, catalog date 12/6/2000)

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
342	ASMISSUE	7610-02-000-9881	MANUAL, ADMIN SUPPORT	EA	\$7.2000	1	12	
001	CA1	7530-03-000-9308	FORM, NOT INJ/CL COMP	SH	\$0.0190	1	2000	
344	CA16	7530-03-000-9302	FORM, AUTH FOR EXAM AND/OR TRTMT	SH	\$0.0326	1	2000	
002	CA17	7530-03-000-9116	FORM, DUTY STATUS REPORT	SH	\$0.0217	1		*
345	CA2	7530-03-000-9152	FORM, COMP CLAIM OCCUP DISE	SH	\$0.0269	1	1500	
486	CA7/CA20	7530-03-000-9195	FORM, COMPENSATION CLAIM	SH	\$0.0446	1	1200	
346	D1147	7530-01-364-3429	CARD, CARRIER INFORMATION	EA	\$0.1251	1	500	
347	D1148	7530-01-000-9249	CARD, COLLECTION TEST	EA	\$1.5818	1	250	
348	D1149	8465-02-000-8093	CONTAINER, RUBBER BAND	EA	\$3.2900	1	50	
349	D1168	7110-02-000-8002	LEG, COLLECTION BOX	EA	\$5.9234	1	30	
003	D1200F	8465-01-141-0813	BAG, SACHEL, MAIL CARRIER'S	EA	\$17.3900	1	25	
004	D1211A	5340-01-365-1060	STRAP, LEATHER (40" LONG)	EA	\$1.8598	1	200	
005	D1211B	5340-02-000-8196	BUCKLE	EA	\$0.1796	1	400	
006	D1211C	5340-00-205-5574	SNAP HOOK, SWIVEL	EA	\$0.3996	1	400	
007	D1212	8465-01-365-7843	PAD, SHOULDER STRAP	EA	\$1.9869	1	100	
350	D1216E	5340-02-000-8129	STRAP TIE NYLON MED	EA	\$0.7600	1	500	
008	D1216F	5340-01-365-6143	STRAP, TIE, NYLON, LARGE	EA	\$0.8527	1	300	
351	D1218	5365-01-000-9101	RINGS, KEY	EA	\$0.0285	1	7000	
054	DEC55A	7690-02-000-8286	DEC, MAIL EMBLEM	EA	\$1.3067	1	500	
055	DEC55B	7690-03-000-5742	DECAL, COLLECTION SCHEDULE	EA	\$0.2716	1	1500	
056	DEC55C	7690-02-000-8288	DEC, DEPOSIT FOR MAIL COLL	EA	\$0.0845	1	10000	
352	DMMISSUE	7610-03-000-9331	MANUAL, DOMESTIC MAIL	EA	\$6.1850	1	5	
009	DSP11	7530-03-000-3540	FORM, PASSPORT APPLICATION	EA	\$-	250	3000	
010	DSP82	7530-01-000-9261	FORM, PASSPORT APPLICATION BY MAIL	SH	\$-	100	2000	
353	ELMISSUE	7610-02-000-9963	MANUAL, EMPLOYEE LABOR RELATIONS	EA	\$3.9900	1	10	
354	EMO4	7530-01-365-8691	ENV, MONEY ORDR, WINDOW, 3.5" X 6.5"	EA	\$0.0096	100	5000	
011	EP101	7530-01-364-3875	ENV, GEN USE, 11" X 12.5", WHITE	EA	\$0.0385	100	500	
012	EP104	7530-01-365-4677	ENV, GEN USE, 12" X 16" WHITE	EA	\$0.0562	100	500	
355	EP11	7530-01-364-3876	ENV, COMB REGISTRY BILL CONTAINER	EA	\$0.0551	50	1250	
021	EP186	7530-00-767-5707	ENV, GEN USE, 3.625" X 6.5", WHITE	EA	\$0.0070	500	5000	
022	EP1865D	7530-01-363-9264	ENV, POSTAGE DUE, 3-5/8" X 6.5", WHITE	EA	\$0.0070	500	5000	
459	EP189	7530-01-363-9266	ENV, GEN USE, 3-7/8" X 8-7/8", WHITE	EA	\$0.0088	500	2500	
023	EP194	7530-01-363-9267	ENV, GEN USE, 4.5" X 10.75", WHITE	EA	\$0.0080	500	2500	
356	EP396	7530-01-363-9270	ENV, REGISTRY JACKET (INTL)	EA	\$0.2183	50	500	
024	EP399	7530-01-363-9559	ENV, REUSEABLE REG MAIL CONTAINER	EA	\$0.1241	100	500	
025	EP433	7530-00-935-6578	ENV, WINDOW, 3.875" X 8.875", WHITE	EA	\$0.0097	500	2500	
026	EP51	7530-01-043-7620	ENV, GEN USE, 6" X 9.5", WHITE	EA	\$0.0121	250	2000	
027	EP875	7530-01-000-9642	ENV, GEN USE, 9.5" X 12.5", WHITE	EA	\$0.0324	100	500	
028	EP9	7530-01-000-9270	ENV, BILL FOR REGISTERED MAIL, 4" X 6"	EA	\$0.1078	50	1250	
029	EP93	7530-00-935-6547	ENV, GEN USE, 10" X 15", WHITE	EA	\$0.0589	1	500	
508	HBKDM901	7610-01-000-9064	HBK, REGISTERED MAIL	EA	\$0.7200	1	80	
357	HBKEL502	7610-01-000-9077	HBK, RETIREMENT GDE	EA	\$0.3599	1	100	
359	HBKEL814	7610-01-000-9089	HBK, EMPLOYEE'S GUIDE TO SAFETY	EA	\$0.2571	1	200	
030	HBKEL901	7610-03-000-3827	HBK, AGR PS NALC	EA	\$0.7527	1	100	
484	HBKEL902	7610-01-000-9092	HBK, AGREE USPS/NRLCA	EA	\$0.4467	1	60	
360	HBKF1	7610-03-000-9232	HBK, PO ACCT PROCEDURES	EA	\$5.5480	1	10	
362	HBKM39	7610-01-000-9178	HBK, MGMT DELIVERY SERVICES	EA	\$1.2533	1	36	
476	HBKM41	7610-03-000-3553	HBK, CITY DLVY DUTIES	EA	\$1.3040	1	40	
031	HBKPO423	7610-03-000-9081	HBK, REQUISITIONING LABELS	EA	\$0.4672	1	70	
363	HBKPO603	7610-02-000-7023	HBK, CARRIER DUTIES AND RESPONSI	EA	\$0.7518	1	60	
032	IMMISSUE	7610-02-000-9904	MANUAL, INTERNATIONAL MAIL	EA	\$1.5219	1	16	

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033	KIT8	7530-01-000-9373	KIT, CONSUMER PROTECTION	EA	\$0.2525	1	375	
034	LAB100	7690-03-000-9028	LAB, R T S POSTAGE DUE	SH	\$0.0207	1	6000	
364	LAB101V	7690-03-000-9299	LAB, PENALTY 1ST CLASS	EA	\$0.0109	250	7380	
511	LAB127	7690-05-000-0717	LABEL, SURFACE TRANSPORTA ONLY	RO	\$2.3006	1	40	
042	LAB19A	7690-02-000-8745	LAB, AIRMAIL PAR AVION (50/PAD)	PD	\$0.1841	5	300	
043	LAB19B	7690-02-000-8746	LAB, AIRMAIL PAR AVION (250/PAD)	PD	\$0.4058	1	150	
044	LAB200	7690-03-000-9311	LAB, REGISTERED MAIL (600/ROLL)	RO	\$2.6286	1	30	
365	LAB208	7690-02-000-7029	LAB, BARCODED MAIL	EA	\$0.0206	1	5400	
046	LAB21	7690-03-000-9108	LAB, OFFICIALLY SEALED (250/PAD)	PD	\$0.3102	1	300	
047	LAB22	7690-02-000-7908	LAB, DEAD MAIL MATTER	EA	\$0.0132	100	16200	
050	LAB230	7690-02-000-8684	LAB, LOOP MAIL	EA	\$0.0107	2		*
052	LAB3	7690-01-000-9791	LAB, ALL FOR SCF	RO	\$0.5191	1	100	
366	LAB33	7690-01-000-9043	LAB, WARNING PENALTY FOR DAMAGE TO MAILBOXES	EA	\$0.0329	100	8000	
053	LAB41	7690-03-000-9264	LAB, G-10, OPEN RETURN ADDRESS	EA	\$0.0114	252	7560	
057	LAB55D	7690-02-000-8289	LAB, PARCEL LOCKER LABEL	EA	\$0.0685	1	9000	
058	LAB6	7690-03-000-3740	LAB, VENDING EQU OUT OF OREDR	EA	\$0.1063	10	3000	
494	LAB87	7690-02-000-9962	LAB, REGISTERED OUTSIDE	SH	\$0.0081	1	20000	
060	LAB89	7690-03-000-9153	LAB, CLOSING REGIST MAIL CONTAINER (100/PAD)	PD	\$0.4112	1	200	
369	LABA	7690-03-000-9313	LAB, ALL FOR ADC	RO	\$0.4166	1	100	
475	LABC	7690-01-000-9001	LAB, ALL FOR MULTICODE CITY	RO	\$0.4336	1	100	
370	LABCR	7690-03-000-9230	LAB, ALL FR CARR RTE	RO	\$0.3362	1	100	
061	LABD	7690-01-000-9003	LAB, 5-DIG ZIP CODE	RO	\$0.4593	1	100	
371	LABF	7690-01-000-9004	LAB, ALL FOR FIRM	RO	\$0.3081	1	100	
062	LABMXD	7690-03-000-8654	LAB, MIXED STATES	RO	\$0.2947	1	100	
495	MANPM	7610-03-000-9546	MANUAL, PURCHASING	EA	\$26.0389		1	
510	MDCD055	6135-04-000-5092	BATTERY, PACK (FOR THE MDCD)	EA	\$30.0000	1	60	
372	NOT107	7610-01-000-9693	NOT, SOME THINGS WERE NEVER MEANT TO BE MAILED	EA	\$0.0412	1	3000	
373	NOT11	7610-03-000-9146	NOT, TIPS, TAGS, THANKS	EA	\$0.0381	100	1000	
374	NOT123	7610-03-000-9257	NOT, RATEFOLD	EA	\$0.0749	1	300	
375	NOT186	7610-01-000-9712	NOT, ZIP+4 CODES	EA	\$0.0411	1	1800	
496	NOT209	7610-03-000-9145	NOT, MAILBOX IMPROVEMENT WEEK	EA	\$0.0108	250	4000	
491	NOT32B	7610-03-000-8332	NOT, BX FEE DUE (FIM B) (NON-BAR CODED)	EA	\$0.0103	250	4000	
492	NOT32C	7610-03-000-8333	NOT, BX FEE DUE (FIM C) (BAR CODED)	EA	\$0.0109	250	4000	
507	NOT32N	7610-04-000-5093	NOT, NO-FEE PO BOX RENEWAL NOTICE	EA	\$0.0155	1		*
066	NOT38	7610-03-000-9147	NOT, APPROACHES TO MAILBOXES	EA	\$0.0035	1	13500	
378	NOT3A	7610-03-000-9053	NOT, TEMPLATE LETTER SIZE	EA	\$0.4538	1	200	
380	NOT67	7610-02-000-9906	NOT, AUTOMATION TEMPLATE	EA	\$0.3558	1	500	
070	NOT70	7610-01-000-9670	NOT, USPS PRIVACY ACT NOTICE	EA	\$0.0122	1	3600	
381	O1033I	7240-01-365-4288	INSERT, BASKET W/ROPE LACING	EA	\$17.1509	1	5	
382	O1036	7690-01-365-4698	MARKER, IDENTIFICATION	EA	\$1.7200	1	100	
383	O1037A	7110-01-364-3428	DIVIDER, LTR CSE, PLSTC	EA	\$1.5268	1	100	
384	O1037B	7110-01-364-3427	DIVIDER, SEPARATION	EA	\$2.6206	1	50	
073	O1046I	7240-01-365-4289	INSERT, CANVAS HAMPER	EA	\$35.7700	5		*
385	O1075A	7240-01-365-4291	CART, UTILITY, INSERT W/LACING	EA	\$14.1885	1	12	
386	O1100F	7510-02-000-8761	AWARD, CERTIFICATE OF APPRECIATION, 8-1/2" X 11"	EA	\$0.1258	1	1600	
387	O1100H	7510-02-000-8762	AWARD, SERVICE, FOLDER (1 WINDOW)	EA	\$2.8852	1	30	
388	O1100K	7510-02-000-8763	AWARD, SERVICE, FOLDER (2 WINDOWS)	EA	\$2.6504	1	25	
390	O1250A	9905-01-365-4686	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	\$0.2710	25		*



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077	O1250B	9905-01-365-4687	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	\$0.2710	25		*
391	O1250C	9905-01-365-4688	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	\$0.2710	25		*
078	O1250D	9905-01-365-4689	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	\$0.2710	25		*
392	O1250E	9905-01-365-4690	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	\$0.2710	25		*
393	O1250F	9905-01-365-8706	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	\$0.2710	25		*
079	O12C	7530-01-364-3029	LETTERHEAD, US POSTAL SERVICE	SH	\$0.0073	500	4000	
080	O12D	7530-01-364-3030	LETTERHEAD, BLUE 8-1/2" X 11"	SH	\$0.0125	50	4000	
081	O13	7530-01-364-3032	SLIP, ROUTING (100/PAD)	PD	\$0.9600	2		*
082	O306B	5340-02-000-8177	KEYLOCK, PO BOX LCK-1800/2900 SERIE	EA	\$1.9752	1	100	
394	O308	5340-02-000-8179	KEYLOCK, PO BOX LOCK-1500 SERIES	EA	\$2.4000	1	100	
083	O385G	7510-01-368-3495	BAND, RUBBER (50 LBS CT) CONTAINS 10 5-LB BAGS	CT	\$32.6700	1		*
395	O399A	7510-02-000-8125	BINDER, MS HANDBOOK	EA	\$1.8404	1	12	
396	O399B	7510-02-000-8173	BINDER, MS HANDBOOK , (2" BINDER)	EA	\$5.4688	1	12	
084	O53A	7110-02-000-8108	CLOSURE, CORRUGATED, NO.1 PO BOX	EA	\$0.0488	50	400	
085	O53B	7110-02-000-8109	CLOSURE, CORRUGATED, NO.2 PO BOX	EA	\$0.0605	1	400	
397	O53C	7110-02-000-8110	CLOSURE, CORRUGATED, NO.3 PO BOX	EA	\$0.0920	1	400	
398	O570R	7510-03-000-3640	HANDLE, WOOD	EA	\$0.5817	1	200	
086	O625A	5975-01-013-2742	STRAP, TIEDOWN, ELECTRICA (1,000/PG)	PG	\$8.3948	1	6	
087	O635	7520-02-000-8087	TYPE SET, RUBBER (PICA)	SE	\$1.1500	1	288	
399	O65	7540-02-000-8020	ENV, MESSENGER	EA	\$0.0702	25	250	
400	O66	7530-01-365-3081	FOLDER, FILE	EA	\$0.2125	1	200	
401	O67	7530-01-365-3089	FOLDER, FILE	EA	\$0.1913	1	200	
091	O7509	7520-02-000-8147	STAMP, CANCELING, SELF INKING	EA	\$0.8043	12	384	
503	O7522	7690-04-000-1181	LAB, VALIDATION IMPRINTER	BX	\$44.0300	1		*
473	O7551	7530-03-000-9396	PAPER, THERMAL	RO	\$1.8795	1	32	
403	O790D	7510-02-000-8119	INK, CANCELING (GAL)	GL	\$75.3233	1	6	
404	O790E	7510-02-000-8120	INK, CANCELING (PINT) 12 PINTS/CARTN	PT	\$10.2200	1	24	
095	O8100R	7510-01-365-3099	RIBBON, MONEY ORDER IMPRINTER	EA	\$15.4662	1	100	
474	O8102	6910-03-000-5813	HOLDER, CARD, CONSUMER	EA	\$3.9600		25	
096	O813R	5340-02-000-8875	CLOSURE DEVICE, POUCH (1000/PG)	PG	\$2.5559	1	10	
405	O817A	5340-02-000-8123	SEAL, BAR CODED, CARGO (1,000/BX)	BX	\$98.5300	1		*
097	O817C	5340-03-000-3520	SEAL, REGISTERED AIR MAIL (1,000/BX)	BX	\$64.3200	1		*
478	O817PM	5340-03-000-7006	SEAL, POSTAGE METER	EA	\$-	100	5000	
406	O818A	5340-02-000-8208	SEAL, ANTI-PILFERAG, INT'L ML (100/PG)	PG	\$13.4700	20		*
407	O831	5340-01-365-4675	PADLOCK	EA	\$19.3222	1	24	
408	O858	6670-01-365-8861	CHART, SCALE, BEAM, 16 OZ LTR	EA	\$29.2080	1	1	
409	O87H	7530-02-000-8806	JACKET, ENVELOPE	EA	\$0.0518	1	500	
410	O87X	7510-02-000-8754	FOLDER, USPS, WHITE W/BLACK LOGO	EA	\$0.1186		400	
098	O910A	5340-02-000-8190	LOCK, NDCBU, CLOCKW (1/PG-10/PKG)	PG	\$9.3474	1	20	
099	O910B	5340-02-000-8005	LOCK, COUNTER-CLOCK-WISE (10/PG)	PG	\$10.5014	1	20	
411	O911A	7520-02-000-8879	BOX, CASH AND STAMP (SMALL)	EA	\$14.1198	1	8	
412	O911B	7520-02-000-8078	BOX, CASH (LG)	EA	\$14.9700	1	1	
413	O913A	5340-03-000-3608	CAM, LOCK, OFFSET (10/PG)	PG	\$3.0676	1	200	
414	O913D	5340-01-000-9378	CAM, LOCK, OFFSET (10/PG)	PG	\$2.3524	1	40	
100	O933L	5340-01-000-9418	LOCK & KEYS	SE	\$2.2300	1	100	
415	O947	5340-02-000-8886	HOLDER, LOCK, CANVAS	EA	\$8.7792	1	36	
416	O9930	9905-01-365-2125	HOLDER, LABEL, W/SLIT	EA	\$0.0234	100	3600	
480	POMISSUE	7610-03-000-3558	MANUAL, POSTAL OPERATIONS	EA	\$3.8024	1	14	

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463	POS123L	7690-03-000-4150	POS, POSTAL RATES AND FEES	EA	\$0.1062	1	300	
464	POS123S	7690-03-000-4151	POS, POSTAL RATES AND FEES	EA	\$0.1046	1	400	
068	POS158	7610-03-000-3949	POS, POSSESSION OF FIREARMS	EA	\$0.0382	1	2500	
103	POS265	7690-03-000-9031	POS, DRUGS BY MAIL	EA	\$0.0990	1	1500	
071	POS296	7690-03-000-9335	POS, NOTICE OF REWARD	EA	\$0.0457	1	2000	
106	POS7	7690-03-000-9181	POS, RULES/REGS ON PS PROPERTY	EA	\$0.0324	1	2000	
107	POS74	7690-03-000-9236	POS, PACKAGING POINTERS	EA	\$0.1463	1	700	
108	POS76	7690-03-000-9321	POS, SOMETHINGS AR NEVER MEANT TO BE MAILED	EA	\$0.0550	1	2000	
417	POSOSHA2203	7690-04-000-5603	POS, JOB SAFETY AND HEALTH PROTEC	EA	\$-	1	1250	
109	PS1000	7530-02-000-9931	FORM, DOMESTIC CLAIM/REG IN	EA	\$0.0772	100	1000	
110	PS1012	7530-02-000-7334	FORM, TRAVEL VOUCHER	SH	\$0.0185	1		*
111	PS1091A	7530-02-000-7341	FORM, PO BOX FEE REGISTER (CARD )	EA	\$0.0082	250	4000	
112	PS1093	7530-02-000-7165	FORM, APP FR PO BOX	EA	\$0.0254	50	1000	
113	PS1094	7530-02-000-7345	FORM, APP FR ADD KEY PO	SH	\$0.0091	2		*
114	PS1096	7530-02-000-7346	FORM, CASH RECEIPT (100/PAD)	PD	\$0.1544	5	100	
115	PS1099	7530-02-000-7347	FORM, NOT RET KEYS	SH	\$0.0070	1	12000	
116	PS1164	7530-02-000-8335	FORM, CLAIM REIMBURSE EXP	SH	\$0.0185	1		*
277	PS1188	7530-01-000-9016	FORM, CANCEL ORG DUES/PAYROLL WITHHOLDINGS	SE	\$0.0521	1	1500	
117	PS1199A	7530-02-000-7353	FORM, DIRECT DEPOSIT	SE	\$0.0396	100	2000	
118	PS1216	7530-02-000-7354	FORM, EMPLOYEE'S CUR MAILING ADDR	SE	\$0.0197	1	4000	
278	PS1221	7530-02-000-7356	FORM, ADV SICK LEAVE AUTH (100/PAD)	PD	\$0.6059	1	60	
119	PS1230C	7530-00-270-6182	FORM, TIME CARD	EA	\$0.0122	100	5000	
120	PS1234	7530-02-000-7359	FORM, UTILITY CARD	EA	\$0.0095	100	10000	
121	PS1236A	7530-01-000-9649	FORM, WKLY LOAN TRANS/TRAIN	EA	\$0.0155	1		*
122	PS1260	7530-01-000-9268	FORM, NON-TRANSACTOR CD	EA	\$0.0036	1	9000	
279	PS1261	7530-01-000-9269	FORM, NONTRANSACTOR REPORT	SH	\$0.0155	1		*
280	PS1270	7530-03-000-9448	FORM, IDEA PROPOSAL	EA	\$0.0953	50	800	
123	PS1314A	7530-01-000-9282	FORM, AUX RURAL CARRIER TIME	EA	\$0.0113	1	10000	
124	PS1412A	7530-01-000-9295	FORM, DAILY CASH REPORT (100/PAD)	PD	\$1.6000	1		*
125	PS1412B	7530-01-000-9296	FORM, DAILY FINANCIAL RPRT (100/PAD)	PD	\$0.9600	2		*
481	PS1500	7530-03-000-7374	FORM, APPL FOR LISTING & PROHIBITOR	EA	\$0.0289	25	1600	
126	PS1509	7530-01-000-9334	FORM, SNDR'S APL FR RECALL OF MAIL	SH	\$0.0155	1		*
127	PS1510	7530-01-000-9335	FORM, MAIL LOSS/RIFLING REPORT	SE	\$0.0548	100	1000	
504	PS152	7530-04-000-4309	FORM, DELIVERY CONFIRMATION LABEL	EA	\$0.0089	250	10000	
470	PS1527	7530-01-000-9343	FORM, GEN DEL SERVICE APPL	EA	\$0.0115	1	8000	
281	PS1532	7530-01-000-9345	FORM, SEMIANN CHCK OF OVERFL MAIL	SH	\$0.0278	1	2000	
128	PS1538	7530-01-000-9346	FORM, RCPT PO BOX/CALLER	BK	\$1.6634	5	30	
129	PS1556	7530-01-000-9356	FORM, SUSP ITEMS-SPRT INFO	SH	\$0.0155	1		*
131	PS1564	7530-01-000-9357	FORM, ADDRESS CHANGE SHEET	SH	\$0.0259	50	2000	
284	PS1564B	7530-01-000-9358	FORM, SPECIAL ORDERS (CARD)	EA	\$0.0362	100	2000	
132	PS1567	7530-01-000-9360	FORM, REQ RUBBER/STEEL STP	SH	\$0.0185	1		*
285	PS1571	7530-01-000-9361	FORM, UNDELIV MAIL REPRT (100/PAD)	PD	\$0.3439	1	120	
133	PS1578B	7530-02-000-7171	FORM, REQ NON-STD FACING SLIPS	SE	\$0.0398	100	2000	
134	PS1608	7530-01-000-9371	FORM, EMER SALARY AUTH/REC	SH	\$0.0035	1	12000	
135	PS1621	7530-01-000-9390	FORM, DELIVERY MGMT REPORT	SE	\$0.0157	1	3000	
136	PS1627	7530-01-000-9394	FORM, GENL PRP RULED FORM	SH	\$0.0155	1		*
137	PS1628	7530-03-000-3661	FORM, IND KEY REC	EA	\$0.0057	1	8000	
286	PS1629	7530-01-000-9396	FORM, BUILDING KEYS INVENTORY	SH	\$0.0155	1		*
138	PS17	7530-03-000-9112	FORM, STAMP REQUISITION (100/PAD)	PD	\$1.6000	1		*
139	PS1700	7530-02-000-7362	FORM, VEHICLE ACCIDENT INVEST	SH	\$0.0434	50	2000	
287	PS1717	7530-02-000-7364	FORM, BID PREFERRED ASSIGN	EA	\$0.0055	50	10000	

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140	PS1723	7530-02-000-7366	FORM, ASSIGNMENT ORDER (50/PAD)	PD	\$1.1300	2		*
288	PS1766	7530-02-000-7374	FORM, HAZARD WARNING CARD	EA	\$0.0267	1	4000	
141	PS1767	7530-01-000-9422	FORM, REPORT OF HAZARD	SE	\$0.0625	25	800	
142	PS1769	7530-02-000-7375	FORM, SUPRV RPT OF ACCIDENT	SE	\$0.2796	10	400	
497	PS1770	7530-02-000-7376	FORM, HAZARDOUS MATERIAL RP	SE	\$0.0851	25	2000	
289	PS1778	7530-01-000-9428	FORM, DOG WARNING CARD	EA	\$0.0241	1	3000	
143	PS1783	7530-01-000-9430	FORM, ON-JOB SAFETY REVIEW	SH	\$0.0185	1		*
144	PS1784B	7530-01-000-9433	FORM, SAFETY/HEALTH INSP	SE	\$0.1128	1	600	
290	PS1838	7530-01-000-9461	FORM, CARRIER CT ML/LTR	SE	\$0.0270	1	2400	
291	PS1838C	7530-01-000-9464	FORM, CARR CT MAIL LC WKSH	SE	\$0.0245	1	1800	
292	PS1840	7530-01-000-9466	FORM, SUMMARY COUNT/INSP (50/PAD)	PD	\$0.9750	1		*
146	PS1908	7530-01-000-9475	FORM, FINANCIAL ADJ MEMO (100/PAD)	PD	\$0.9600	2		*
147	PS2016	7530-01-000-9517	FORM, MAIL THEFT & VANDALISM	SH	\$0.0155	1		*
505	PS2018	7530-04-000-5309	FORM, DUPL KEY, PIN & COMBI INVNTRY	EA	\$0.0244	1	3000	
498	PS2130	7530-02-000-7390	FORM, CLA/LOSS INIT LTR	SE	\$0.0426	1	1000	
148	PS2131	7530-01-000-9711	FORM, UNCOL CHECK REPORT	SE	\$0.0353	1	4500	
149	PS2240	7530-02-000-7406	FORM, PAY LV ADJ REQ	SE	\$0.0240	1	2400	
295	PS2240R	7530-02-000-7407	FORM, RURAL PAY/LEAVE ADJ R	SE	\$0.0333	1	3000	
296	PS2243	7530-02-000-7426	FORM, PSDS HR ADJ RECORD	SH	\$0.0185	1		*
297	PS2485	7530-01-000-9637	FORM, MED EXAM AND ASSESSMENT	SE	\$0.0760	1	700	
150	PS25	7530-01-000-9502	FORM, TRUST FUND ACCOUNT	SH	\$0.0205	1		*
151	PS2591	7530-01-000-9733	FORM, APPLICATION FOR EMPLOYMENT	SE	\$0.0213	1	1600	
152	PS2855	7530-01-000-9771	FORM, CLM FR IND INTL ML	SE	\$0.0286	50	2800	
153	PS2865	7530-01-000-9775	FORM, RETURN RECEIPT FOR INT'L MAIL	EA	\$0.0134	250	4500	
298	PS2866	7530-01-000-9776	FORM, PRESORT VERIFICATION	SH	\$0.0185	1		*
299	PS2942A	7530-01-000-9811	FORM, DELIVERY LST AV 7 MA (800/CTN)	CT	\$41.6000	1	1	
300	PS2944	7530-01-000-9814	FORM, RECPT FR CUST ML (100/PAD)	PD	\$0.2924	1	200	
301	PS2960	7530-01-000-9821	FORM, INVENTORY RECORDS	EA	\$0.0136	1	3000	
157	PS2976	7530-01-000-9833	FORM, CUSTOMS (CN22)	EA	\$0.0081	250	10000	
154	PS2976A	7530-01-000-9834	FORM, CUST DECL DISP (CT72) (4-PT ST)	SE	\$0.0301	125	1500	
156	PS2976E	7530-03-000-5174	FORM, PARCEL POST CUST DECL	EA	\$0.0254	125	1500	
158	PS3083	7530-01-000-9850	FORM, TRUST ACCOUNTS RECEIPTS & WITHDRAWALS (100/PAD)	PD	\$0.2538	1	120	
159	PS3176	7530-01-000-9870	FORM, BANK TRANSACTION RECORD	SH	\$0.0185	1		*
160	PS3189	7530-01-000-9878	FORM, REQ FOR TEMP SCH CHG (100/PAD)	PD	\$0.3560	5	90	
161	PS3203	7530-01-000-9880	FORM, ORDER PRINTED STAMPD	EA	\$0.0409	50	1000	
162	PS3220	7530-01-000-9883	FORM, STAMP ENV SALE AT DIS	SH	\$0.0155	1		*
163	PS3227	7530-03-000-9137	FORM, STAMPS BY MAIL ENVELOPE	EA	\$0.0115	200	3200	
164	PS3227R	7530-01-000-9885	FORM, STAMP STOCK PURCHASE	EA	\$0.0408	100	2400	
165	PS3238	7530-01-000-9889	FORM, DESTRUCTION CERTIFICATION	SE	\$0.0690	25	1000	
166	PS3293	7530-02-000-7447	FORM, RETAIL VEND CRED EXAM	SH	\$0.0185	1		*
167	PS3294	7530-01-000-9913	FORM, CASH STAMP STK COUNT	SH	\$0.0160	50	2000	
168	PS3295	7530-01-000-9914	FORM, DLY REC OF STAMPS	SH	\$0.0205	1		*
169	PS3317A	7530-01-000-9916	FORM, PHILATELIC SALES RCD	SH	\$0.0185	1		*
170	PS3368	7530-01-000-9917	FORM, FXD CREDIT INV REC	EA	\$0.0177	50	3000	
171	PS3369	7530-01-000-9918	FORM, CONSIGNED CRDT RECT (50/PAD)	PD	\$0.1339	1	480	
173	PS3533	7530-01-000-9932	FORM, REFUND POSTAGE & FEES	SH	\$0.0185	1		*
174	PS3541N	7530-02-000-8045	FORM, POSTAGE STATEMENT-PERIODICALS NONPROFIT RATES	SH	\$0.0185	1		*
175	PS3541R	7530-02-000-8046	FORM, POSTAGE STMT PERIODICALS/SCIENCE-OF-AG RATES	SH	\$0.0185	1		*
176	PS3544	7530-03-000-3768	FORM, POST OFFICE RECPT	BK	\$1.1228	1	60	

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177	PS3546	7530-01-000-9953	FORM, FORWARDING ORDER CHANGE NOTICE (POSTAL CARD)	EA	\$0.0107	100	4000	
178	PS3547	7530-01-000-9954	FORM, NOT OF CORR IN ADDRESS	EA	\$0.0040	250	8000	
179	PS3555	7530-01-000-9959	FORM, REPORT OF RETURNED MAIL	SH	\$0.0155	1		*
460	PS3575Z	7530-03-000-4594	FORM, CHANGE OF ADDRESS (INTERNAL POSTAL SERVICE USE ONLY)	EA	\$-	250	3000	
181	PS3576	7530-01-000-9963	FORM, NEW ADDRESS VERFI CARD	EA	\$0.0046	250	6000	
182	PS3579	7530-01-000-9965	FORM, UNDELIVERABL STD & SPEC MAIL	SH	\$0.0153	100	4000	
183	PS3580	7530-01-000-9966	FORM, NOT POSTAGE DUE ADV	EA	\$0.0155	50	4500	
184	PS3582A	7530-03-000-3832	FORM, POSTAGE DUE BILL	EA	\$0.0091	2		*
185	PS3584	7530-01-000-9970	FORM, POSTAGE DUE LOG	SH	\$0.0155	1		*
186	PS3600P	7530-03-000-7026	FORM, STMT-FRST CLA MAIL PTG AFFIX	EA	\$0.0185	1		*
187	PS3600R	7530-02-000-8049	FORM, STATEMENT-FIRST CLASS MAIL PERMIT IMPRINT	SH	\$0.0185	1		*
189	PS3601A	7530-01-000-9972	FORM, APPL FOR METER LIC	SH	\$0.0185	1		*
483	PS3601C	7530-03-000-7523	FORM, POSTAGE METER REPORT	EA	\$0.0421	100	1000	
190	PS3602A	7530-01-000-9974	FORM, DLY REC OF MTR REG	BK	\$0.0906	1	600	
191	PS3602N	7530-02-000-8047	FORM, STATEMENT NONPROFIT STANDARD MAIL PERMIT IMPRINT	SH	\$0.0185	1		*
302	PS3602NV	7530-03-000-8322	FORM, STATEMENT NONPROFIT STANDARD MAIL PERMIT IMPRINT	EA	\$0.0185	1		*
477	PS3602PN	7530-03-000-7206	FORM, STATEMENT NONPROFIT STANDARD MAIL POSTAGE AFFIXED	EA	\$0.0185	1		*
193	PS3602PO	7530-01-000-9976	FORM, PTG COLL PO	BK	\$1.5203	1	40	
192	PS3602PR	7530-03-000-7027	FORM, STATEMENT REGULAR STANDARD MAIL POSTAGE AFFIXED	EA	\$0.0185	1		*
194	PS3602R	7530-02-000-8053	FORM, POSTAGE STMT-STANDARD MAIL PERMIT IMPRINT	EA	\$0.0185	1		*
303	PS3603	7530-02-000-9495	FORM, RECPT FR POSTAGE	BK	\$1.4305	1	40	
195	PS3604	7530-01-000-9978	FORM, REVOCATION OF MLG PERMIT	SH	\$0.0162	1	8000	
305	PS3607	7530-02-000-9000	FORM, WGT AND DISP CERT	SH	\$0.0155	1		*
196	PS3609	7530-03-000-3821	FORM, RCD PERMIT IMPRINT MLGS	EA	\$0.0195	1	4000	
307	PS3609PO	7530-02-000-9003	FORM, CONT FR POST OFF MTR	EA	\$0.1253	1	3000	
197	PS3610	7530-02-000-9005	FORM, REC OF POSTAGE METER	SH	\$0.0025	1	2500	
461	PS3615	7530-03-000-6048	FORM, MAILING PERMIT	EA	\$0.0216	25	2000	
198	PS3619	7530-02-000-9011	FORM, PERMIT NUMBR RECORD (CARD)	EA	\$0.0100	1	8000	
199	PS3621A	7530-02-000-8210	FORM, RENEWAL NOT ANN FEES	SH	\$0.0155	1		*
462	PS3624	7530-02-000-9014	FORM, APPL TO MAIL AT NONPROFIT STANDARD MAIL RATES	SH	\$0.0351	25	2000	
471	PS3637G	7530-02-000-9022	FORM, OFFICIAL MAIL BATCH HEADER	SE	\$0.0426	25	3500	
309	PS3721	7530-02-000-9042	FORM, PUBL WATCH REP	SE	\$0.0523	100	1400	
310	PS3749	7530-02-000-9044	FORM, IRREG IN PREP OF MAIL MATTR	SE	\$0.0695	1	1500	
200	PS3800	7530-02-000-9047	FORM, RECEIPT CERTIFIED MAIL (LABEL)	SH	\$0.0068	500	10000	
311	PS3801	7530-02-000-9048	FORM, STANDING DELIVERY ORDER	EA	\$0.0076	1	6000	
201	PS3804	7530-02-000-9031	FORM, RET RCPT MERCHANDISE	EA	\$0.0061	500	10000	
202	PS3806	7530-02-000-9051	FORM, RECPT FR REG MAIL	SE	\$0.0040	100	4500	
203	PS3811	7530-02-000-9053	FORM, DOMESTIC RETURN RECEIPT	EA	\$0.0060	250	5000	
204	PS3811A	7530-02-000-9054	FORM, REQ FOR RETURN RECEIPT (AFTER MAILING)	SH	\$0.0464	1		*
205	PS3813	7530-02-000-9056	FORM, RECPT FOR DOM INS PAR (100 SHEETS/PAD) (GREEN)	PD	\$0.2445	5	250	
206	PS3813P	7530-02-000-9057	FORM, RECPT FOR INS MAIL (WHITE W/BUE RECEIPT)	SH	\$0.0079	250	10000	
207	PS3816	7530-02-000-9062	FORM, COD MAILING AND DEL RECEIPT	SE	\$0.0634	100	1000	

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312	PS3816AS	7530-02-000-9063	FORM, COD CARD-FIRM MAILINGS, CONTINUOUS-1200/CTN	CT	\$54.0153	1	1	
208	PS3817	7530-02-000-9065	FORM, CERT OF MAILING	SH	\$0.0013	500	30000	
209	PS3821	7530-02-000-9068	FORM, CLEARANCE RECEIPT (50/PAD)	PD	\$0.0800	10	450	
313	PS3822	7530-02-000-9069	FORM, COD TAG TRANSMITTAL (100/PAD)	PD	\$0.1817	5	180	
210	PS3830A	7530-02-000-9075	FORM, REGISTRY DISPATCH RCD	SE	\$0.0104	100	5000	
211	PS3849	7530-01-000-9716	FORM, DELIVERY NOTIC/REMINDR/RECT	EA	\$0.0042	500	9000	
212	PS3854	7530-02-000-9084	FORM, OMANIFOLD REG DISPATCH BK	BK	\$1.4040	1	30	
217	PS3867	7530-02-000-9093	FORM, ACCT MAIL REC FOR DEL	SH	\$0.0185	1		*
218	PS3877	7530-02-000-9098	BOOK, MAILING, FIRM	BK	\$1.7700	1	40	
219	PS3883	7530-02-000-9099	FORM, FIRM DEL RECPT (75 SETS/PKG)	PG	\$1.9926	1	40	
220	PS3907	7530-03-000-3749	FORM, MAIL PICKUP NOTICE	EA	\$0.0092	250	4500	
221	PS3915	7530-02-000-9124	FORM, LOCK BX KEY REQ	SE	\$0.0419	50	2000	
222	PS3921	7530-02-000-9125	FORM, DAILY DELIVERY UNIT V	SH	\$0.0185	1		*
223	PS3922	7530-02-000-9126	FORM, DELIVERY UNIT VOL REC	SH	\$0.0185	1		*
224	PS3930	7530-02-000-9035	FORM, OPERATIONS ANALYSIS	SH	\$0.0185	1		*
225	PS3958	7530-02-000-9132	FORM, MAIN STAMP STOCK DAILY	SH	\$0.0155	1		*
226	PS3959	7530-02-000-9133	FORM, STAMP STK DLY RECAP	SH	\$0.0155	1		*
227	PS3971	7530-02-000-9136	FORM, REQ OR NOT OF ABSEN (100/PAD)	PD	\$1.1300	2		*
228	PS3972	7530-02-000-9137	FORM, ABSENCE ANALYSIS	EA	\$0.0401	1		*
229	PS3977	7530-02-000-9140	FORM, DUPL KEY REC	EA	\$0.0163	1	3000	
230	PS3982	7530-02-000-9148	FORM, CHANGE OF ADDRESS	EA	\$0.0173	1	1500	
231	PS3996	7530-02-000-9151	FORM, CARRIER AUX CONT (100/PAD)	PD	\$1.9000	1		*
315	PS3999	7530-02-000-9154	FORM, INSP OF LTR CARR ROUTE	SH	\$0.0185	1		*
232	PS4003	7530-02-000-9157	FORM, RURAL ROUTE DESCRIPTION	SE	\$0.1020	1	600	
233	PS4027	7530-02-000-9167	FORM, CHANGE IN RURAL DELIVERY	SH	\$0.0185	1		*
234	PS4052	7530-02-000-9168	FORM, NOT TO RU PAT	SH	\$0.0155	1		*
235	PS4056	7530-02-000-9169	FORM, YR MBX NEEDS ATTN (100/PAD)	PD	\$1.1300	2		*
236	PS4232	7530-03-000-9022	FORM, RURL CUSTOMER DELIVERY INST	EA	\$0.0108	250	3000	
316	PS4239	7530-02-000-9205	FORM, RURAL ROUTE COUNT OF MAIL	SE	\$0.0277	25	3000	
237	PS4240	7530-02-000-9206	FORM, RURAL CARRIER TRIP REPORT	SH	\$0.0185	1		*
317	PS4241	7530-02-000-9207	FORM, RURAL DEL STATISTICS REPORT	SE	\$0.0482	25	2000	
499	PS4241X	7530-03-000-0936	FORM, RURL DEL STATS SUMMRY REPRT	EA	\$0.0454	25	2000	
238	PS4245	7530-02-000-9211	FORM, CARRIER'S STATEMENT	EA	\$0.0066	500	5000	
318	PS4248	7530-02-000-9212	FORM, RURL ROUTE INSPECTION REPRT	SE	\$0.0582	1	1600	
239	PS4314C	7530-02-000-9215	FORM, CONSUMER SERVICE CARD	SE	\$0.0669	100	1200	
319	PS4326	7530-02-000-9217	FORM, USPS NAT ZIP CODE DIR	SE	\$0.1106	1	3000	
320	PS4541	7530-02-000-9246	FORM, WORK ORDER VEH REPAIR	SE	\$0.0766	50	700	
321	PS4543	7530-02-000-9247	FORM, VEH MAINT WORK ORDER	EA	\$0.0135	100	3000	
240	PS4565	7530-02-000-9250	FORM, VEHICLE REPAIR TAG	SE	\$0.0279	200	2400	
322	PS4567	7530-02-000-9252	FORM, COMM SERV STA PROC RE	SH	\$0.0141	100	3000	
241	PS4570	7530-02-000-9272	FORM, VEHICLE TIME RECORD	EA	\$0.0131	250	3000	
323	PS4572	7530-02-000-9273	FORM, TRACTOR LOG	EA	\$0.0109	1	3000	
324	PS4582	7530-02-000-9280	FORM, OPERATOR'S RECORD (CARD)	EA	\$0.0902	1	800	
325	PS4583	7530-02-000-9281	FORM, PHY FIT INQ/MTR VEH	SE	\$0.0366	1	3500	
242	PS4584	7530-02-000-9282	FORM, OBSERVA OF DRIVNG PRACTICES	SE	\$0.0344	100	1000	
326	PS4585	7530-02-000-9283	FORM, POSTAL DRIVER ACCD INFO	EA	\$0.0140	1	10000	
327	PS4586	7530-02-000-9284	FORM, ACCIDENT INFORMATION	EA	\$0.0134	1	6000	
243	PS4705	7530-02-000-9300	FORM, FIRE INSP TAG	EA	\$0.0914	1	500	
244	PS4707	7530-02-000-9301	FORM, OUT OF ORDER TAG	EA	\$0.0449	50	4000	
245	PS4805	7530-02-000-9330	FORM, WORK RECORD SHEET	EA	\$0.0226	100	1200	
246	PS4841	7530-03-000-9265	FORM, FUEL AND UTILITIES RE	EA	\$0.0185	1		*
328	PS4983	7530-02-000-9402	FORM, KEY AND LOCK REQUISITION	SH	\$0.0743	1	1600	

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329	PS5111R	7530-02-000-9437	FORM, REVENUE PROTECTION PL	EA	\$0.1198	100	1600	
487	PS5397	7530-02-000-9458	FORM, CONTRT RTE EXTRA TRP AUTHO	SE	\$0.0391	1	1000	
247	PS5398A	7530-02-000-9198	FORM, STAR ROUTE VEH RECORD	SE	\$0.0186	100	4000	
248	PS5399	7530-02-000-9199	FORM, CONTRT RTES PERFORM RECRD	SH	\$0.0217	1		*
249	PS542	7530-02-000-7216	FORM, FOREIGN REG ARTICLE	SE	\$0.0719	25	1000	
330	PS5429	7530-02-000-9467	FORM, CERT OF EXCEPL CONTRC SVCE	SE	\$0.0980	1	800	
331	PS5466	7530-02-000-9472	FORM, LATE SLIP	BK	\$0.9822	1	75	
332	PS5500	7530-02-000-9476	FORM, REP OF CONTRACT RTE	SE	\$0.0510	1	1000	
333	PS5659	7530-02-000-9490	FORM, PASSPORT APPL TRANS	SE	\$0.0194	1	1200	
251	PS571	7530-02-000-7223	FORM, DISCREPANCY OF \$100	SE	\$0.0659	50	2000	
252	PS6387	7530-02-000-9535	FORM, APP RURAL MO TRANS	SH	\$0.0055	100	6000	
253	PS6401	7530-02-000-9536	FORM, DOMESTIC MONEY TO	EA	\$0.0115	50	5000	
334	PS7020	7530-02-000-9539	FORM, AUTH ABSENCE FM WKRM FLOOR (100/PAD)	PD	\$0.2098	1	90	
254	PS7380	7530-02-000-9635	FORM, MDC SUPPLY REQUISITION	SH	\$0.0426	100	2000	
255	PS7381	7530-02-000-9636	FORM, REQ FOR SUPPLIES, EQUIP	SH	\$0.0185	1		*
335	PS8040	7530-01-000-9906	FORM, BULK MAIL ACCPT WRKSHT (100/PAD)	PD	\$1.6000	1		*
256	PS8076	7530-02-000-8028	FORM, AUTH TO HOLD MAIL	EA	\$0.0109	250	3000	
509	PS8099	7530-02-000-7238	FORM, RECEIPT FOR REC DEL	EA	\$0.0084	100	10000	
500	PS8105A	7530-04-000-0302	FORM, FUNDS TRANS/TRANSFER REPRT	SH	\$0.0185	1		*
501	PS8105B	7530-04-000-0303	FORM, SUSPIC TRANSACTION REPORT	SH	\$0.0155	1		*
336	PS8125	7530-02-000-7255	FORM, DROP SHIPMNT CLEARANCE DOC	EA	\$0.0377	200	2000	
338	PS8127	7530-02-000-8685	FORM, RURAL CARRIER SUPP PAYMENT	SH	\$0.0155	1		*
339	PS8130	7530-02-000-9839	FORM, VEND EQUIP LOG	EA	\$0.0185	1		*
340	PS8152	7530-03-000-9249	FORM, EMPLOYEE DAILY ACTIVITY CARD	EA	\$0.0068	250	4000	
506	PS8165	7530-03-000-9387	FORM, MAIL FRAUD REPORT	EA	\$0.0338	50	2000	
468	PS8191	7610-03-000-6538	FORM, STEP 1 GRIEVANCE	EA	\$0.0185	1		*
257	PS835	7530-02-000-9461	FORM, QTRLY REPT OF ORIGINATI REG	SH	\$0.0155	1		*
341	PS969	7530-02-000-7258	FORM, MATRL RECYCLIN AND DISPOSAL	SE	\$0.0628	1	700	
258	PS991	7530-02-000-9547	FORM, APPL FOR PROM OR ASSIGN	EA	\$0.0978	50	500	
260	PUB122	7610-03-000-9059	PUB, CUST GUIDE INDEM CLAIM	EA	\$0.0854	1	600	
069	PUB123	7610-03-000-5306	PUB, CONSUMER'S GUIDE TO POSTAL RATES AND FEES	EA	\$0.0553	50	1350	
419	PUB129	7610-02-000-7088	PUB, SAFETY TALKS	EA	\$3.3691	1	14	
420	PUB192	7610-03-000-9314	PUB, "CELEBRAT THE CENTURY POSTR"	EA	\$0.1955	50	300	
421	PUB2	7610-01-000-9774	PUB, PACKAGING FOR MAILING	EA	\$0.3669	25	100	
263	PUB201	7610-02-000-9960	PUB, GUIDE TO SERVS/PRDCTS	EA	\$0.1549	30	300	
423	PUB208	7610-03-000-9402	PUB, SERV.AVAIL FR.RURAL CARR	EA	\$0.0131	1	3000	
377	PUB221	7610-03-000-9513	PUB, ADDRESSING FOR SUCCESS	EA	\$0.0435	100	1000	
457	PUB223	7610-03-000-9087	PUB, DIRECTIVES/FORMS CATALOG	EA	\$1.6460	1	24	
264	PUB225	7610-02-000-7089	PUB, INTRO TO STAMP COLLECTING	EA	\$-	25	500	
265	PUB227	7610-02-000-7905	PUB, PREPARING PKGS FOR MAILING	EA	\$0.0350	100	2000	
266	PUB247	7610-02-000-7982	PUB, 247 - SUPPLY AND EQUIPM CATLG	EA	\$4.5500	1	18	
267	PUB25	7610-03-000-9119	PUB, GUIDE TO DESIGNING LETTER MAIL	EA	\$0.9177	1	40	
424	PUB273	7610-01-000-9877	PUB, EXPRESS MAIL INTERL SVCE GDE	EA	\$1.3823			
268	PUB28	7610-03-000-3688	PUB, POSTAL ADDRESSING STANDARDS	EA	\$0.5455	1	52	
426	PUB300A	7610-04-000-6949	PUB, CONSUMER & BUSINESS GUIDE TO PREVENTING MAIL FRAUD	EA	\$0.1938	1	300	
428	PUB31	7610-03-000-9269	PUB, INT SURF AIRLIFT (ISAL)	EA	\$0.3928	1	100	
429	PUB32	7610-03-000-9296	PUB, GLOSSARY OF POSTAL TERMS	EA	\$0.5453	1	72	
433	PUB355	7610-03-000-9452	PUB, IDEAS PROG SUPERVISOR'S GUIDE	EA	\$0.1027	1	500	
434	PUB356	7610-03-000-9453	PUB, IDEAS PROG EMP GUIDE	EA	\$0.0277	1	2000	
269	PUB39	7610-03-000-9154	PUB, US POSTAGE COLORING BOOK	EA	\$0.1790	25	200	

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435	PUB417	7610-02-000-9159	PUB, NONPROFIT STNDRD MAIL ELIGIBIL	EA	\$0.3853	1	80	
270	PUB49	7610-02-000-9901	PUB, PREPARING STANDARD MAIL (A)	EA	\$0.5047	1	50	
436	PUB507	7610-03-000-9023	PUB, INTERNATIONAL PRIORITY	EA	\$0.9142	1	100	
437	PUB51	7610-01-000-9815	PUB, INTERNATIONAL MAIL	EA	\$0.1144	25	300	
438	PUB52	7610-03-000-9109	PUB, ACCEPTANCE OF HAZARDOUS, RESTR, PERISH MATTER	EA	\$1.5400	1	24	
465	PUB546	7610-03-000-4600	PUB, SWEEPSTAKES ADVERTISING	EA	\$0.3976	50	1000	
466	PUB548	7610-03-000-4637	PUB, MAIL FRAUD TAR CONSUMERS	EA	\$0.0631	1	1000	
488	PUB552	7610-03-000-7591	PUB, UNDRSTANDING SEXL HARASSME	EA	\$0.6222	1	100	
441	PUB75	7610-03-000-4795	PUB, MOVR'S GDE, (INCL PS 3575 FORM)	EA	\$-	1	150	
458	PUB9	7610-03-000-4604	PUB, STAMPS ETC ORDR FORM (50/PG)	PG	\$1.9564	1	20	
502	PUB95	7610-04-000-1197	PUB, QUICK SERVICE GUIDE	EA	\$0.8903	1	25	
442	S2005D	8415-01-347-1461	GLOVES, WOMEN'S MEDIUM	PR	\$0.5779	1	72	
443	S2005E	8415-01-347-1462	GLOVES, WOMEN'S, LARGE	PR	\$0.4900	1	72	
444	S2005J	8415-01-347-4509	GLOVES, MEN'S MEDIUM	PR	\$1.1363	1	72	
445	S2005K	8415-01-347-4510	GLOVES, MEN'S, SMALL	PR	\$0.9724	1	72	
489	S2005L	8415-01-347-4511	GLOVES, MEN'S, X-LARGE	PR	\$1.1674	1	72	
272	S2025	6840-01-357-0744	DOG REPELLENT	CN	\$2.3583	12		*
273	SGN145	7690-03-000-9110	SGN, PAYMENT POLICY	EA	\$0.3877	1	300	
274	SSS1M	7530-04-000-5367	FORM, (UPO), REGISTRATION MAIL-BACK	EA	\$-	50	1250	
485	SSS2	7530-03-000-3658	FORM, SSS INFORMATION CHANGE	EA	\$-	25	2500	
447	SSSBOX45	7690-03-000-3813	FORM, DISPENSER BOX/DISPLAY	EA	\$-	1	4	
449	SSSPOS46	7690-03-000-3746	POS, REGISTRATION POSTER	EA	\$-	1	1300	
450	TAG13	7690-03-000-9014	TAG, SCHEDULED MAIL	EA	\$0.0192	500	6000	
451	TAG15	7690-02-000-9907	TAG, DO NOT DELAY-TIME VALUE DATA-EXPEDITE	EA	\$0.0244	100	6000	
452	TAG155	7690-03-000-9238	TAG, SURFACE AIRLIFT	EA	\$0.0304	100	2000	
453	TAG158	7690-03-000-9135	TAG, SAM M-BAG ADDRESS TAG	EA	\$0.0691	100	3000	
275	TAG2	7690-01-000-9229	TAG, PRIORITY MAIL	EA	\$0.0126	100	4000	
454	TAG57	7690-02-000-9965	TAG, POL CAMP MAILING	EA	\$0.0211	100	4000	
455	TAG6	7690-03-000-9237	TAG, FIRST CLASS-DO NOT DELAY	EA	\$0.0214	50	4000	
469	TAG8	7690-03-000-9498	TAG, GLOBAL PRIORITY MAIL	EA	\$0.0261	25	2000	
456	TSP20	7530-01-000-9449	TSP, LOAN APPLICATION	EA	\$-	1	3900	
479	TSP3	7530-01-000-9647	TSP, DESIGN BENEFICIA	EA	\$-	1	1600	

## Retail

### Removal of Weighing and Rating Units

Weighing and Rating Units (WRUs) will not be supported after December 31, 2000, and *must* be removed from service. These instructions cover the disposal of WRUs for local offices. Replacement scales for WRUs were identified in *Postal Bulletin 22007* (9-23-99). Replacement scales are Ascom-Hasler and Triner 30-pound scales.

A WRU is a two-piece unit manufactured by Unisys which contains a scale, computer system, and printer that calculates and displays the proper postage for a mail piece. This unit does not vend or print any item valid for postage but does print a receipt for customers.

WRUs have salvage value for the Postal Service. Arrangements have been made with Lockheed Martin (Unisys) to collect the WRUs for recycling. This recycling effort conforms to USPS environmental standards and provides monetary return to the USPS to cover some of the cost of this recycling effort.

The sending office will:

1. Complete Postal Form 969, *Material Recycling and Disposal*, available on F3Fill, to account for these units. Instructions for completing and distributing the form are on its reverse side. Disposal code 4 will be annotated in block 10.
2. Call the Lockheed Martin Customer Assistance Center (CAC) at 1-800-247-6478 to request a return authorization. If the local office does not have a shipping container to return the WRU, a container may be requested from Lockheed Martin CAC at this time. CAC will ship a container to the site in which to pack the WRU.
3. Pack the WRU carefully to avoid damage in shipment. Shipping damage will decrease the value the USPS receives for the recycled unit.
4. Ship to:

ATTN WRU RETURN  
 LOCKHEED MARTIN CUSTOMER ASSISTANCE  
 CENTER  
 3655 TAMPA ROAD  
 OLDSMAR FL 34677-6307 55

— *Self Service, Retail,  
 Consumer and Small Business, 12-14-00*

### Movin' Up and Up! Mystery Shopper Sales Skills and Product Knowledge Is on the Rise!

The FY00 Mystery Shopper Sales Skills and Product Knowledge evaluation indicates that some districts have made great improvements during the fiscal year and still other districts are sales skills leaders!

Sales skills improvement is part of the national plan for Retail, called Program for Retail Operation Proficiency (PROP). In FY00, 25 districts exceeded a 50% Sales Skills and Product Knowledge score...that's 22 more districts reaching this score than in FY99. A great improvement.

Sales Skills and Product Knowledge scores are based on the interaction between Sales and Services Associates and our retail customers. The goal is to determine our customers' needs, and to meet those needs by providing them the necessary information about our products and services. Often our customers are uninformed about the variety of services we offer. It is imperative that we educate them as to what is available to allow them the opportunity to make

informed decisions on what products and services they need. If we fail to do this, we deny them the benefit of the many options available and may even lead them directly to the doors of our competitors!

The many challenges ahead of us mandate that we make the most of every opportunity to serve our customers better and generate additional revenue.

Each designated mystery-shopped retail unit was evaluated six times last year. The Sales Skills and Product Knowledge evaluation tells us how well prepared our Sales and Services Associates are to meet our customers' needs. As districts continue to focus on offering our customers quality service and products, watch for more districts to reach new levels in the Sales Skills and Product Knowledge category. We are definitely "Movin' on Up!"



**FY00 Districts Leading in Sales Skills and Product Knowledge Scores**

District	Score (%)
North Florida	79.8
South Georgia	79.1
Suncoast	76.2
Mississippi	74.7
Santa Ana	74.4
Dakotas	71.2
San Diego	70.5
Albuquerque	70.2
Mid-America	68.0
Oakland	67.5
Long Beach	66.8
Lakeland	66.0
Sacramento	64.9
Big Sky	64.9
Honolulu	64.9
Van Nuys	64.7
Hawkeye	64.0
San Jose	62.2
Atlanta	60.9
Northland	60.1
San Francisco	60.0
Gateway	58.2
Albany	57.5
Central Plains	57.5

**FY00 Districts With the Most Improved Sales Skills and Product Knowledge Scores Compared With Quarter 4/99**

District	Percentage Point Improvement
Albany	40
Albuquerque	35
Atlanta	38
Dakotas	20
Hawkeye	25
Lakeland	25
Long Beach	45
Mid-America	23
Northland	35
Oakland	40
San Diego	16
San Francisco	26
Santa Ana	32

How are we doing right now? Sales skills scores for Postal Quarter 1/01 to date show that the improvement trend is continuing. Keep up the focus! With the sales skills standard transaction implementation taking place, we can expect to continue the improvement and tap the best that Retail has to offer our customers!

What can sales skills mean in terms of revenue? If we sold just one more certified/return receipt each day, this figure would be greater than \$6.5 million. If each high revenue post office sold just one more Priority Mail piece a day, this would mean \$8 million in revenue. If we add insurance to that Priority Mail piece, our revenue would be in excess of \$12.4 million. We can do this!

— Retail, Consumer and Small Business, 12-14-00

**Retirement of Manually Set Electronic Postage Meters**

The Postal Service will soon be retiring all manually set electronic postage meters. The final plan has been published in a recent *Federal Register*.

Postal clerks must continue to reset these meters at this time. The Postal Service is allowing customers to extend their lease until December 2001 for any lease that expires during calendar year 2000. The Postal Service will not allow manufacturers to offer lease extensions for these meters beyond that date. The retirement schedule for leases that expire after December 31, 2000, will be staggered, as indicated below.

*All meters with leases expiring in calendar year 2001, or later, must be retired before the end of the quarter following the quarter in which the lease expires.* For example, any

lease expiring during the first quarter of 2002 (January, February, or March 2002) must be retired before the end of the second quarter of 2002 (June 30, 2002). This timetable allows all manually set postage meter users at least 3 months after the lease expiration to replace their meter with a remote set meter.

Postal clerks must continue to reset electronic manually set meters remaining in service. The Postal Service will develop and publish procedures to enable the postal clerks to identify the retirement date for each manually reset electronic meter.

— Postage Technology Management, Consumer and Small Business, Retail, 12-14-00

## New IBI Being Tested

Shown with this article is a replica of the IBI (information based indicia) produced by PostLink, an Ascom Hasler Mailing Systems, Inc., product, currently in testing. Mail bearing this barcode will be entered into the regular mail-stream as testing is extended to the field. Mail bearing this barcode should be processed in the same manner as any other mail bearing authorized postage.



— *Postage Technology Management,  
Consumer and Small Business, Retail, 12-14-00*

## Postal-Owned Mechanical Meters

Over the past year, several articles have been published in the *Postal Bulletin* regarding the retirement of mechanical postage meters. As the final phase, manufacturers were instructed to remove all mechanical meters from the marketplace by February 29, 2000. Neither the Postal Service nor the service providers support this equipment any longer.

Although not specifically mentioned, Postal Service-owned mechanical meters are included in the retirement schedule. It has come to the attention of Postage Technology Management that many post offices are being issued mechanical meters, from storage, which have been retired. Any meters in storage that fit this category should be destroyed under the proper procedures (Purchasing and

Materials *Material Logistics Bulletin* #MLB-PP-97-016). Placement of retired postal-owned mechanical meters or transfer from one office to another is not authorized under any circumstance. When an office discontinues use of a postal-owned meter it must be returned to the designated facility for destruction.

If you need further clarification on this issue, please contact Marlo Ivey in Postage Technology Management at 703-292-3782.

— *Postage Technology Management,  
Retail, Consumer and Small Business, 12-14-00*

# What's in Store

## Postmark America

Where's my gift list?

Why wait in long lines? Do your holiday shopping online this year. Visit the Postmark America® Web site, which features neat gifts, apparel, and collectible products featuring U.S. Postal Service icons and stamp images.

This site is located at [www.usps.com](http://www.usps.com) under the "Postal Store," or double-click "Postmark America" under the "Check it out" section, or type in keyword "Postmark America." On the intranet, look for the Postmark America banner.

Order by December 21 and get a free Looney Tunes™ cap with every order.

## Express mailers

Ease of use

Responding to requests from a select group of high-volume shippers seeking greater flexibility, the Postal Service has approved new label options for mailers using the Express Mail Manifesting (EMM) program. These mailers can now elect to use a new USPS Label 11-SP or a privately printed version of Label 11-SP in conjunction with their shipping label.

Previously, EMM mailers' only option was to print their own one-ply labels for Express Mail shipments. Some who were quite interested in using the EMM program were not able to because they could not meet the label requirements in Publication 97, *Express Mail Manifesting Technical Guide*.

"These new EMM labels provide greater ease of use, which should broaden its appeal to more mailers," says Larry Wood, associate vice president, e-Business for Expedited/Package Services (E/PS). "This, in turn, should increase postal revenue," Wood adds.

For additional information, see the November 30, 2000, Postal Bulletin Notice titled "New Labeling Options for Express Mail Manifesting."

## Feedback

Send comments and questions to:

WHAT'S IN STORE  
US POSTAL SERVICE  
1735 N LYNN STREET RM 6042  
ARLINGTON VA 22209-6008

# What's in Store

# your Retail Calendar

'00 Holiday

## December

SUN	MON	TUE	WED	THU	FRI	SAT
					1 <b>Inform Your Customers</b> that when they buy a Whoville 30-minute FIRSTCLASS PHONECARD® they can buy a matching greeting card	2 <b>Retail Reminder:</b> You are Who makes the holidays bright for your customers — get in the Whoville spirit
3 <b>Did You Know?</b> The movie <b>Dr. Seuss' How the Grinch Stole Christmas!</b> is the most anticipated movie for the 2000 holiday season	4	5 <b>Retail Reminder:</b> Use your cleaning cards for vending machine bill validators on a regular basis	6	7 <b>Inform Your Customers</b> that they can buy two 60-minute FIRSTCLASS PHONECARDS and get one free	8 <i>payday</i>	9
10 <b>Did You Know?</b> <b>Seussical</b> , a new musical based on Dr. Seuss' books, came out this fall on Broadway	11 <b>Retail Reminder:</b> Reminding customers about adding on products/services will help build revenue	12	13 <b>Inform Your Customers</b> that adding insurance will give them peace of mind	14 <b>Retail Reminder:</b> Where applicable, local IS will upgrade to WinBATS 3.0 software when performing DUC and Service Pack upgrades	15 <b>Retail Reminder:</b> Last day for Districts to input VESS data for AP 3	16 <b>Inform Your Customers</b> that they can save time by packing their gifts right at the Post Office with USPS shipping supplies
17 <b>Did You Know?</b> The Grinch is one of the most popular characters among all of Dr. Seuss' properties	18 <b>Make sure Holiday Office Closed sign is displayed</b> <b>Last day for Global Priority Mail™ service to arrive by Christmas*</b>	19 <b>Inform Your Customers</b> that Express Mail® service is great for sending last-minute gifts	20 <b>Last day for Global Express Guaranteed™ (GXG) (formerly PMGG) delivery to arrive before Christmas*</b>	21 <i>First Day of Winter</i>	22 <b>Last day for Priority Mail® and Express Mail International™ service to arrive before Christmas*</b> <i>payday</i>	23 <b>Last day for Express Mail service to arrive on Christmas*</b> <i>First Day of Hanukkah</i>
24 <b>Did You Know?</b> Dr. Seuss' real name is Theodor Seuss Geisel	25 <b>Offices Closed</b> <i>Christmas</i>	26 <b>Make sure Holiday Office Closed sign is displayed</b> <i>First Day of Kwanzaa</i>	27 <b>Thanks for making the Holidays a success!</b>	28	29 <b>Retail Reminder:</b> Remember that we accept the new golden dollar coins featuring likeness of Sacagawea	30
31 <i>New Year's Eve</i>	Refer to your 90-Day Retail Calendar Poster for additional information.  *Dates that indicate last date to mail are dependent on drop-off location, time, and destination.  The movie Dr. Seuss' How The Grinch Stole Christmas! ©2000 Universal Studios. Based on How the Grinch Stole Christmas! book and characters™ & © Dr. Seuss Enterprises, L.P. 1957. Licensed by Studios Licensing, Inc. All rights reserved					

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

# What's in Store

# your Retail Calendar '01 LOVE

## January

	MON	TUE	WED	THU	FRI	SAT
SUN	1 <b>Offices Closed</b> <i>New Year's Day</i>	2	3 <b>Vending Reminder:</b> Make sure your vending machines are accepting the new \$5/\$10 bills — if not, contact SSSPC or Maintenance Techs	4 <b>Retail Reminder:</b> Review the security and theft prevention information in section 35 of the PO-208 and chapter 11 of the PO-204	5 <b>Vending Reminder:</b> Use your cleaning cards for vending machine bill validators on a regular basis <i>payday</i>	6 <b>Make sure you remove Extra Services poster and Mailing Options poster</b>
7 <b>Did You Know?</b> Global Express Guaranteed™ service (formerly PMGG) offers guaranteed delivery in 2 business days from the U.S. to most of Western Europe	8 <b>Make sure you adhere new rate stickers on menuboards and backlights</b>	9 10 <i>Love Drive Period begins — remove Holiday POP and display Love POP</i>			11 12 <b>Retail Reminder:</b> Last day for Districts to input VESS data for AP 4	13
14 <b>Did You Know?</b> Delivery Confirmation™ service status information remains available for 80 days	15 <b>Inform Your Customers</b> that the Love FIRSTCLASS PHONECARD® and matching Love retail products make great gifts	16 <b>Inform Your Customers</b> that a FIRSTCLASS PHONECARD with stamp-inspired sachet makes a great gift	17 <b>Retail Reminder:</b> Make sure to keep retail merchandise well-stocked	18	19 <b>Inform Your Customers</b> that Money Orders are a safe, secure way to pay <i>payday</i>	20 <b>Vending Reminder:</b> Be sure to return your validator installation sheets immediately after installation
21 <b>Did You Know?</b> usps.com averages 3 million visits per month	22 <i>Display Love Product</i>	23 <b>Inform Your Customers</b> that Priority Mail® service is our best shipping value	24 <b>Retail Reminder:</b> POS One users can now check the POS One Message Center for important corporate and retail information	25 <b>Retail Reminder:</b> The key to selling retail products is making them visible to your customers	26 <b>Inform Your Customers</b> that the new Love stamp is here — it's perfect for Valentine's Day, weddings, or wedding showers	27 <b>Retail Reminder:</b> Be sure your EAS system is functioning and your cameras are set correctly
28 <b>Did You Know?</b> A poll conducted by the Louis Harris organization gave the U.S. Mail the highest security rating above phones, faxes, e-mail, and the internet	29	30 <b>Retail Reminder:</b> Don't forget the "GIST" when servicing customers (Greet, Inquire, Suggest, Thank)	31 <b>Inform Your Customers</b> that Delivery Confirmation service is a great way to verify package delivery dates and times	<b>JANUARY STAMP RELEASES:</b> • Love • Lunar New Year • Roy Wilkins		

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

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

# What's in Store

# your Retail Calendar '01 TAX

## February BLACK HERITAGE MONTH

				THU	FRI	SAT
				1 <b>Inform Your Customers</b> that the Roy Wilkins stamp is a great way to commemorate Black Heritage Month and share a piece of history	2 <b>Groundhog Day payday</b>	3 <b>Inform Your Customers</b> that they can generate Valentine's Day greeting cards and postcards through NetPost™ Messaging Services
SUN	MON	TUE	WED			
4 <b>Did You Know?</b> Roy Wilkins was an American civil rights leader who played a major role in the civil rights movement	5 <b>Inform Your Customers</b> that they can make a Valentine's greeting card a gift by adding a FIRSTCLASS PHONECARD*	6 <b>Vending Reminder:</b> Be sure to return your validator installation sheets immediately after installation	7	8 <b>Inform Your Customers</b> that the new American Illustrators stamp is now available	9 <b>Retail Reminder:</b> Last day for Districts to input VESS data for AP 5	10 <b>Retail Reminder:</b> Review the signs of suspicious behavior in Chapter 11 of the PO-204 with your Retail Team
11 <b>Did You Know?</b> FIRSTCLASS PHONECARD has brought in \$78 million since its inception	12 <b>Make sure Holiday Closing sign is displayed</b>  <i>Lincoln's Birthday</i>	13 <b>Vending Reminder:</b> Make sure your vending machines are accepting the new \$5/\$10 bills — if not, contact SSSPC or Maintenance Techs	14 <i>Valentine's Day</i>	15 <b>Inform Your Customers</b> that they can get a free postcard coloring book when they make a minimum \$12 MasterCard® purchase	16 <b>Retail Reminder:</b> Remember to secure your cash drawer  <i>payday</i>	17
18 <b>Did You Know?</b> Locations with POP up during 3 drive periods show 35% more walk-in revenue than those without POP displayed	19 <b>Offices Closed</b>  <i>Presidents' Day</i>	20 <b>Tax and Continuity POP arrives this week</b>	21	22 <i>Washington's Birthday</i>	23 <b>Retail Reminder:</b> Be aware of stock levels of popular retail items and allow 3 weeks for ordered product to arrive	24
25 <b>Tax Drive Period begins — remove Love POP and display Tax POP</b> <b>Remove old Continuity POP and display new Continuity POP</b> <b>MasterCard/ Coloring Book promotion ends</b>	26 <b>Begin MasterCard/ Postal Explorer™ promotion</b>	27	28 <b>FEBRUARY STAMP RELEASE:</b> • American Illustrators			

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

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

### Postal Bulletin Distribution

The GPO distributes the *Postal Bulletin* for the Postal Service to all postal facilities except classified stations and branches, contract postal units, and detached mail units, which receive copies from their administrative post office. The *Postal Bulletin* is also available online at <http://www.usps.com> (click on *Info*, then *Postal Periodicals and Publications*).

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](mailto: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  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW RM 2800  
WASHINGTON DC 20260-1540

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

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(Include *Postal Bulletin* mailing label.)

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

Postal Facility Name \_\_\_\_\_

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

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

Person to Contact  
( \_\_\_\_\_ ) \_\_\_\_\_

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

Current Quantity \_\_\_\_\_ New Quantity \_\_\_\_\_

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

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

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

All other facilities should contact their administrative post office.

**Single Copies (back to 1 year):** To order extra copies or back issues (see Table of Contents for specific PSN), use MDC Touch Tone Order Entry by calling 800-332-0317 (option 1, then option 2) or send PS Form 7380, *MDC Supply Requisition*, to:

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TOPEKA KS 66624-9602

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(Include *Postal Bulletin* mailing label.)

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

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

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

City \_\_\_\_\_ State \_\_\_\_\_ ZIP+4 \_\_\_\_\_  
(        )

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

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**Subscription Orders:** 202-512-1800

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

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## THE WHITE HOUSE'S 200TH BIRTHDAY: A UNIQUE STAMP AND CURRENCY ISSUE

Limited issue of the 200th Anniversary of The White House. First joint issue of the United States Postal Service and U.S. Treasury.



A newly constructed White House became home to its first president, John Adams, on November 1, 1800. To honor the occasion, the United States Postal Service and the U.S. Treasury offer collectors a one-time opportunity to own a unique portfolio honoring that historic event.

This portfolio, which celebrates the 200th anniversary of that historic day, contains a pane of 20 White House commemorative postage stamps and a \$20 currency note that includes special anniversary-note series numbering. Each is placed in a handsome gold-blocked package with archive-quality protection encasing the stamp and currency.

A certificate of authenticity with matching currency note serial number will add to the issue's distinctiveness. Worldwide distribution is limited to just 30,000 portfolios.

Don't miss the chance to own this historical tribute to America's home, at only \$198.00 plus \$1.00 shipping.

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