

# POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22052, June 14, 2001

## POTTER SAYS: I DO! *Takes oath as 72nd PMG*



*John E. Potter (third from right) – shown with his wife, Maureen; father, Richard; and children, Meaghan and Jack – takes the oath of office as PMG on June 4 from Robert Rider, Chairman of the Board of Governors (left). Not visible in the photograph is Mr. Potter's mother, Maureen.*

*PMG remarks are on page 3.*

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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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<b>Ordering Information:</b> Following is the list of postal stock numbers (PSNs) to use when ordering copies of the <i>Postal Bulletin</i> from the MDC:	
PB 22052: 7690-04-000-5659	PB 22038: 7690-04-000-5645
PB 22051: 7690-04-000-5658	PB 22037: 7690-04-000-5644
PB 22050: 7690-04-000-5657	PB 22036: 7690-04-000-5643
PB 22049: 7690-04-000-5656	PB 22035: 7690-04-000-5642
PB 22048: 7690-04-000-5655	PB 22034: 7690-04-000-5641
PB 22047: 7690-04-000-5654	PB 22033: 7690-04-000-5640
PB 22046: 7690-04-000-5653	PB 22032: 7690-04-000-5639
PB 22045: 7690-04-000-5652	PB 22031: 7690-04-000-5638
PB 22044: 7690-04-000-5651	PB 22030: 7690-04-000-5637
PB 22043: 7690-04-000-5650	PB 22029: 7690-04-000-5636
PB 22042: 7690-04-000-5649	PB 22028: 7690-04-000-5635
PB 22041: 7690-04-000-5648	PB 22027: 7690-04-000-5634
PB 22040: 7690-04-000-5647	PB 22026: 7690-04-000-5633
PB 22039: 7690-04-000-5646	PB 22025: 7690-04-000-5632

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



## Remarks of John E. Potter, Postmaster General/CEO, U.S. Postal Service — Swearing-In Ceremony, June 4, 2001

Good morning and thank you, Chairman Rider. And to each of the governors, my thanks for your confidence and trust.

And thanks to all of you who are here with me today. And a special thanks to the 800,000 men and women who deliver the magic to our customers everyday.

This is a great day, a great day for me and my family. I'm also pleased to share the day with my friends, coworkers, a few of my mentors, such as former chief operating officer Clarence Lewis, and everyone in the field who has the opportunity to watch on USPS-TV. The Postal Service family is a great team, and it truly is a family.

My selection as postmaster general is an endorsement of what the postal family can do when it pulls together. It's also an endorsement that anyone, even a kid from the Bronx, can make it from P-T-F, part time flexible, to PMG, postmaster general.

Speaking of family, I want to take a moment to thank my mother and father. Mom, dad, you're the reason I am here and a key to my success. I will always be grateful for the sacrifices you've made for me. I really appreciate it.

And I want to thank the three most important people in my life, my wife Maureen, my inspiration and best friend, and my children Jack and Meaghan, who keep me young and are the source of many of my stories.

When I was selected for this job, some people questioned whether I was too young to take on such a responsibility. Well, I don't know if 45 is all that young, but back in 1978, when I was 22, and I walked into the Westchester Post Office for the first time, it felt like I'd already spent 20 years there!

Don't get me wrong, it wasn't the work. It was the fact that my dad slept, ate, and dreamt postal blue. You know, my dad wasn't alone, he was like tens of thousands of others who joined the Post Office then and the Postal Service now. They wanted to make better lives for themselves and their families.

Like me, he started in the craft and worked his way up. After 40 years, he retired as director of Station Operations in the New York City Post Office. All of his children, my sister and four brothers and I, learned a lot about the mail from him. You couldn't help but learn.

While the rest of my family moved on to other careers, I'm still in the family business and my dad still works for the Postal Service. He's my unpaid consultant. (And I emphasize "unpaid.") He's the first one I call when times are tough. Dad, thanks for being there for me.

We weren't the only folks touched by my father. There was also a young guy named Vince Sombrotto, who carried mail with my dad at Grand Central Station, back in the 50s. Who could have imagined that both of them would be sitting here today?

While we're on that subject, I have to mention a note I received from Billy Quinn. He reminded me of Moe Biller's pride in outlasting 20 postmasters general. That's a big piece of postal history. But Moe, since you'll be retiring in a few months, I hope you won't outlast me!

To the leaders of our unions and management associations, thanks for being here with me today. To each of them, Moe, Vince, Billy and to Vince Palladino, Steve Smith, Charlie Moser and Joe Cinadr, we may have had our differences over the years, but I've always respected your viewpoints and we've always found a way to work together. I know that you all care deeply about the success of the Postal Service — both today and in the future.

But let's look back for a moment.

As young employees, it's the informal lessons from people, people we later realize were our mentors, that we remember best. Over the years, I learned a very important lesson about the human side of management. Those who taught me showed that caring for employees and getting the job done are not mutually exclusive. I was taught that things must be kept in perspective and that your priorities are your health, your family — whatever form that family takes — and then the job.

One who taught me was John Powell, my general foreman in Westchester. He didn't think he'd have much of an impact on me. But he did. Although he's retired now, I called him last week to tell him about a conversation we'd had many years ago.

I had just applied for a position and I was meeting with John, who was reading over my application. "Potter," he asked, "What do you want to be in the Postal Service." His question caught me by surprise and he repeated, "Potter, what do you want to be?"

I was young. I had big dreams — at least for that time and place. So I answered, "Gee, in ten, fifteen years, I'd like to be tour superintendent."

John looked at me, shook his head, and said, "No, Potter. You're a college graduate. You want to aspire to be Postmaster General. And you know what else? *Every* employee should aspire to be the Postmaster General."

I share these stories because I'm the product of some fine teachers, managers, and leaders, such as John Powell, Clarence Lewis, my dad, and so many others.

I encourage everyone in the Postal Service to listen and learn from each other. I urge you to practice that long-held postal trait of sharing and helping fellow employees. It doesn't matter if they're rookie kids from the Bronx or 20-year veterans. Everyone can use a little help. We all need to help one another. If you do that, one of those you help will be standing here in the future.

As we all know, we have a challenging future. That's why we have to take the occasional look back. We have to identify what makes us strong. We have to hold on to those values and carry them with us as we move forward.

The simple fact is, we are at a crossroads. Competition and new technology are forcing us to reexamine everything — *everything* — we are doing. While we do that, there are some things we have to keep front and center.

We have to keep our focus on service, service, service. Service is the heart of the postal brand. That's what we promise and that's what we have to deliver.

We have to keep our focus on costs. Every penny we spend is a penny that we have to get back from our customers. They're facing the same tough economy we are and we have to show them that we're doing everything possible to hold down our costs — and theirs.

We have to keep our focus on growth. Every penny below our revenue plan is a penny less to support the infrastructure that makes our service possible.

And we have to keep our focus on reform. Working with all of our stakeholders, we have to reach consensus on the changes that will keep the Postal Service strong for many years to come. I'm going to do everything I can to bring all the parties together to work toward this goal. I'm not a rookie at this. I've been around a long time. I've been the COO and I've negotiated contracts. I'm convinced we can do this.

Success in the future is also going to require some changes internally. We'll be organizing around actions, but we're not going to turn the organization on its head. Changes will be focused and they'll make sense.

We're going to simplify as much as we can. We're going to eliminate duplication and unnecessary effort. We're going to make sure that everyone understands their role. And, going back to one of the earliest lessons I learned, no matter what your role is, there's only one job in the Postal Service and that's helping the Postal Service to succeed.

While we do that, there will be a lot of individual success stories as we serve our customers everywhere, every day. Good things happen *in* the Postal Service and *because* of the Postal Service. We're going to make sure your stories are heard.

I mentioned change, that's something we have to deal with, but I also believe, very strongly, that the Postal Service has a bright future. The mail mix will definitely change as it has before, but hard copy mail is not going to disappear. We have a \$68 billion core business. We serve everyone, everywhere, every day. Our business is important to the economy. It's important to our customers and it's important to each of us as employees.

We'll continue to provide the best service possible to protect that business. In the same way, we'll focus on growing the business. We'll grow through improved service to our customers. We'll focus on more efficient and timely transportation. We'll generate better information, information that will be shared with our customers about their mail. We'll develop new services to help the nation's direct mailers and e-tailers.

As we do that, we have to be sensitive to rates. The prices we charge have a tremendous impact on the ability of our customers to be successful. That means that our pricing strategies have to be success strategies — for our customers and for the Postal Service.

We have to take those success strategies inside, as well. Our customers are not the only partners in our success, so are our employees and the organizations that represent them.

I want to be very clear about this. We fully support collective bargaining. We fully support unions. Together, we have tremendous potential for future success. To make the most of that potential, it's time we had a serious discussion — a discussion about what works and what doesn't. Our mutual commitment to the Postal Service will help guide us to the right answers.

So, in closing, let me add it all up.

For our customers, our direction is simple. We'll maintain our focus on the core business. We'll improve service and continue building our systems, working to provide you with the best value we can.

For our employees, we'll have plenty of time to talk and we will talk. For now, though, I'm asking you to do what you do best: deliver America's mail.

For all our stakeholders, I look forward to working with you to bring about positive, constructive change: change to our legislative framework, change to our regulatory framework and change within the framework we call "postal culture."

These are complex and challenging times. There are problems but there are also opportunities. As we roll up our sleeves to take them on, we have to avoid the trap that a wise writer once described, "For every problem, there is one solution which is simple, neat, and wrong."

We're going to take a look at the problems and the opportunities. Then we're going to examine all of the options. Only then will we know which road is the right road.

Chairman Rider, Governors, fellow employees, I ask you to join with me today, because I know my dad is going to be keeping an eye on me.

Together, we'll take the right road and make the United States Postal Service an even better place tomorrow than it is today.

Thank you very much.

# Administrative Services

ASM REVISION

## Plaque Inscription Updated — New Postmaster General

Effective June 14, 2001, *Administrative Support Manual* (ASM) 13, section 519.222, Inscription, is revised.

We will incorporate this change into the online ASM 13 available through the Policies and Procedures page of the Intranet located at <http://blue.usps.gov/cpim> under the selection for *manuals*. We will also incorporate the change into the next printed version of the ASM.

### Administrative Support Manual (ASM)

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<b>5</b>					
	<b>Facilities and Equipment</b>				
<b>51</b>					
	<b>Facilities</b>				
	*	*	*	*	*
<b>519</b>					
	<b>Design and Construction</b>				
	*	*	*	*	*
<b>519.2</b>					
	<b>Identifying Postal Facilities</b>				
	*	*	*	*	*

## 519.22 Dedicatory Plaques and Memorials

\* \* \* \* \*

### 519.222 Inscription

[Revise the name of the postmaster general in section 519.222 as follows:]

The following inscription is used on plaques installed in all newly acquired postal-owned buildings:

This Building  
 Dedicated to  
 Public Service  
 \_[year of dedication]\_  
 GEORGE W. BUSH  
 President of the United States  
 JOHN E. POTTER  
 Postmaster General

— Program Management, Facilities, 6-14-01

ASM REVISION

## Replacement Fee for Badges

Effective June 14, 2001, section 277.72 of *Administrative Support Manual* (ASM) 13, July 1999, is revised to reflect increased costs to replace photo identification cards and the increased use of electromechanical access control badges.

We will incorporate these changes into the online ASM 13 available through the Policies and Procedures page of the Intranet located at <http://blue.usps.gov/cpim> under the selection for *manuals*. We will also incorporate these changes into the next printed version of the ASM.

### Administrative Support Manual (ASM)

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<b>2</b>					
	<b>Audits and Investigations</b>				
	*	*	*	*	*

## 27 Security

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### 277 Identification Security

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#### 277.7 Lost or Unreturned Identifications

\* \* \* \* \*

#### 277.72 Replacement Fee

[Revise section 277.72 to read as follows:]

This replacement fee policy will be evaluated and adjusted accordingly. Replacement fees are as follows:

- a. *Identification or photo identification cards.* When identification or photo identification cards are lost or not returned at separation, local installations should charge a fee of an amount equal to the cost incurred by the Postal Service for their replacement, not to exceed \$5.

b. *Electromechanical access control badges.* When electromechanical access control badges are lost or not returned at separation, local installations should charge a fee of an amount equal to the cost incurred by the Postal Service for their replacement, not to exceed \$10.

c. *Electromechanical access control badges that serve as photo identification cards or badges.* When electromechanical access control badges that also serve as photo identification cards or badges are lost or not returned at separation, local installations should charge a fee of an amount equal to the cost incurred by the Postal Service for their replacement, not to exceed \$15.

— Security Group,  
Postal Inspection Service, 6-14-01

ASM REVISION

**U.S. Burial Flags — Clarification**

It has come to the attention of Government Relations that staff in some Post Offices serving as depositories for burial flags are not endorsing Veterans Administration Form 2008, *Application for United States Flag for Burial Purposes*. The VA will not replace the flag without that official endorsement.

The endorsement consists of a signature of the postmaster or issuing official and an address to which the VA can ship a replacement flag.

In addition, postmasters or issuing officials should avoid accumulating burial flag requests. Immediate transmittal of VA Forms 2008 will ensure a continuous supply of flags for local needs and avoid embarrassment to either agency.

Effective June 14, 2001, *Administrative Support Manual* (ASM) 13, section 474.22, Correspondence, is revised to include reference to VA Form 2008.

We will incorporate these changes into the online ASM 13 available through the Policies and Procedures page of the Intranet located at <http://blue.usps.gov/cpim> under the selection for *manuals*. We will also incorporate the changes into the next printed version of the ASM.

**Administrative Support Manual (ASM)**

\* \* \* \* \*

**4 Relationships With Other Organizations**

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**47 Flags**  
\* \* \* \* \*

**474 U.S. Burial Flags**  
\* \* \* \* \*

**474.2 Cooperation With VA**  
\* \* \* \* \*

**474.22 Correspondence**

*[Revise section 474.22 to read as follows:]*

VA supplies burial flags, application forms, and the rules and regulations governing flag issue. Postmasters must address all correspondence about the supply and issuance of the flags to the VA regional offices that use their office as a depository. When completing Veterans Administration Form 2008, *Application for United States Flag for Burial Purposes*, postmasters or issuing officials must do the following:

- a. Endorse VA Form 2008 by filling in the block at the bottom of the form.
- b. Include an address on VA Form 2008.

— Government Relations,  
Government Relations and Public Policy, 6-14-01

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# Child Alert Program

June 2001

## 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.



**Opal Jennings**  
 Born: 11-24-92  
 Date Missing: 3-26-99  
 Missing From: Saginaw, TX



**Destiny Torres**  
 Born: 8-29-94  
 Date Missing: 1-19-00  
 Missing From: Easton, PA



**John Granowski**  
 Born: 1-23-97  
 Date Missing: 11-25-00  
 Missing From: Las Vegas, NV



**Jacob Gribble**  
 Born: 7-29-92  
 Date Missing: 5-2-01  
 Missing From: Willet, NY



**Cameron Bland**  
 Born: 1-20-94  
 Date Missing: 5-18-00  
 Missing From: Springfield, MO



**Sabrena Beck**  
 Born: 7-11-98  
 Date Missing: 6-17-00  
 Missing From: Ronkonkoma, NY

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

CUT ALONG DOTTED LINE



### **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.

June 2001

## 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.



**Laura Fazal**  
Born: 8-4-84  
Date Missing: 3-17-00  
Missing From: Glendale, NY



**Denise Callender**  
Born: 12-3-84  
Date Missing: 6-19-00  
Missing From: Central Islip, NY



**Cassandra Adams**  
Born: 11-16-84  
Date Missing: 11-15-99  
Missing From: Apple Valley, MN



**Dalavone Keobandith**  
Born: 4-12-86  
Date Missing: 4-28-00  
Missing From: Dover, NH



**Renisha Richmond**  
Born: 10-24-83  
Date Missing: 3-3-00  
Missing From: Joliet, IL



**Jerica Tuggle**  
Born: 12-21-83  
Date Missing: 4-20-00  
Missing From: Kexington, KY

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

CUT ALONG DOTTED LINE



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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
JC Penney Stock Up Sale	Standard/Letter	6/18-6/20	12.2	Nationwide	Car-Rt	Harte-Hanks
Billy Graham Letter	Standard/Letter	6/18-6/29	1.3	Nationwide	3/5-Basic, Barcode	Minneapolis, MN
JC Penney Big Summer Blast	Standard/Postcard	6/19-6/21	8.0	Nationwide	Car-Rt	Harte-Hanks
JC Penney Big and Tall Men	Standard/Catalog	6/22-6/25	3.6	Nationwide	Car-Rt	Quebecorworld
JC Penney Uniforms Fall	Standard/Catalog	6/22-6/25	2.0	Nationwide	Car-Rt	Quebecorworld
JC Penney Fall & Winter	Standard/B Catalog	6/23-6/25	11.4	Nationwide	Car-Rt	R. R. Donnelley
The Sportsman's Guide July Main	Standard/Catalog	6/25-6/29	1.4	Nationwide	3/5-Digit, Car-Rt	Quad, Martinsburg, WV
The Home Depot	Standard/Flat	6/27-6/30	3.0	Nationwide	Walk Sequence	American Color Graphics
JC Penney Salon Perm Sale	Standard/Postcard	6/28-6/30	1.0	Nationwide	Car-Rt	Harte-Hanks
Sally Beauty Supply	Standard/Letter	6/28-6/30	2.5	Nationwide	3/5-Digit, Car-Rt	The Mail Box, Dallas, TX

— Business Service Network Operations, Sales, 6-14-01

## POSTAL MANAGERS

### Guidance on Section 508 Accessibility Issues After June 21, 2001

The Postal Service, along with all other federal agencies, is complying with Section 508 of the Rehabilitation Act of 1973, as amended. Section 508 requires that on or after June 21, 2001, acquisitions of electronic and information technology must comply with "Electronic and Information Technology Accessibility Standards," which was published by the Architectural and Transportation Barriers Compliance Board on December 21, 2000, in the *Federal Register*.

Postal managers receiving inquiries, concerns, or complaints regarding accessibility to electronic and information technology (EIT) should process them in accordance with the existing procedures for handling customer contacts.

— Technology and Standards, Information Technology, 6-14-01

## “Make It Three” Letter Rally

The U.S. Postal Service Pro Cycling team, led by defending Tour de France champion Lance Armstrong, will soon begin the quest for a third straight win in the world's most prestigious cycling event.

All 800,000 Postal Service employee/teammates are invited to join the pre-race celebration by participating in the “*Make It Three*” Letter Rally. Employees can show their support by mailing a post card or letter of encouragement to the team prior to July 1, 2001.

Every card and letter received by July 1 will be sent to France for the U.S. Postal Service team to read as they make final preparations for the race. At the conclusion of the tour, Lance and the team will draw out two letters, and the winners will each receive a “Team Jersey” flag, autographed by every member of the 2001 U.S. Postal Service Pro Cycling team.

Postal Service employees can send their messages of support to:

MAKE IT THREE LETTER RALLY  
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— Community Relations,  
 Public Affairs and Communications, 6-14-01

## Domestic Mail

### DMM REVISION

### Eligibility Requirements for Attachments and Enclosures with Bound Printed Matter

Effective June 14, 2001, *Domestic Mail Manual* (DMM) E712.1.2 is revised to include changes to the standards governing attachments and enclosures with Bound Printed Matter.

The revised rule rescinds provisions concerning merchandise samples as enclosures with Bound Printed Matter. In its place, amended DMM E712.1.2b provides for the inclusion of “nonprint” attachments and enclosures so long as such attachments and enclosures are incidental to the qualifying Bound Printed Matter material and have minimal commercial value.

We will incorporate these revisions into the printed version of DMM 57 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

#### Domestic Mail Manual (DMM)

	*	*	*	*	*
<b>E</b>	<b>Eligibility</b>				
	*	*	*	*	*
<b>E712</b>	<b>Bound Printed Matter</b>				
	*	*	*	*	*

#### 1.0 BASIC STANDARDS

\* \* \* \* \*

*[Revise the heading and text in 1.2 to add new standards for attachments and enclosures as follows:]*

#### 1.2 Enclosures and Attachments

In addition to the basic standards in E710, BPM may have the following attachments and enclosures:

- a. Any printed matter mailable as Standard Mail.
- b. Nonprint attachments and enclosures. The combined weight of all nonprint attachments and enclosures in the mailpiece must be less than or equal to 25% of the weight of the Bound Printed Matter in the mailpiece. The individual cost of each nonprint attachment or enclosure must be less than or equal to the cost of a “low cost” item as defined in E670.5.11. In addition, the combined cost of all nonprint attachments and enclosures must not exceed two times the cost of a “low cost” item as defined in E670.5.11.

\* \* \* \* \*

— Mail Preparation and Standards,  
 Pricing and Product Design, 6-14-01

## DMM REVISION

**Mail Preparation Changes for First-Class Mail, Standard Mail, and Bound Printed Matter Flats**

Effective September 1, 2001, *Domestic Mail Manual* (DMM) E610, M011, M041, M045, M130, M610, M620, M723, M820, M910, M920, M930, and M940 are amended to implement the following mail preparation changes:

1. Packages of First-Class Mail Presorted rate flats and automation rate flats that are part of the same mailing job and reported on the same postage statement must be co-trayed according to the standards in DMM M910.
2. Packages of Standard Mail Presorted rate flats and automation rate flats that are part of the same mailing job and reported on the same postage statement must be co-sacked according to the standards in DMM M910.
3. Packages of Standard Mail Enhanced Carrier Route flats and Presorted 5-digit flats must be sacked or palletized using the labeling list L001 scheme sort. This includes the scheme sorts included in the optional preparation methods in DMM M920, M930, and M940.
4. Packages of Bound Printed Matter Carrier Route flats and Presorted 5-digit flats must be sacked or palletized using the labeling list L001 scheme sort.

These changes are outlined in detail below by class of mail; the DMM language follows at the end of this article. The implementation date for these changes is September 1, 2001. This date allows presort software vendors time to update and distribute software to their customers and includes time for installation and testing of the software.

PAVE-certified software is not required to sort Standard Mail and Bound Printed Matter flats using labeling list L001. For mailings that are co-trayed or co-sacked under M910, documentation produced by PAVE-certified software or standardized documentation under P012 must be submitted with each mailing job. Use of PAVE-certified software is required for the advanced merging preparation options in M920, M930, and M940, which include the L001 scheme sort.

Employees should begin working with customers as soon as possible to make them aware of these changes. Additional questions can be directed to the district manager of business mail entry.

A reminder about these changes will be published in the *Postal Bulletin* in August.

The changes, by class of mail, are as follows:

**1. First-Class Mail****Required Co-Traying**

Since January 7, 2001, mailers have had the option to use M910 to co-tray packages of Presorted rate flats and automation rate flats that are part of the same mailing job (see M130.1.6 and M820.1.9). This revision changes that option into a requirement. Therefore, effective September 1, 2001, any First-Class Mail mailing job that contains packages of Presorted rate flats and packages of automation rate flats and is reported on a single postage statement must be co-trayed using M910.1.0.

**2. Standard Mail****a. Scheme Sort**

Currently, Standard Mail Enhanced Carrier Route flats are sorted to two required sack levels and one optional sort level (required carrier route, optional 5-digit scheme carrier routes using labeling list L001, and required 5-digit carrier routes) (see M620.4.0). This revision changes the optional sort level into a required sort level. Therefore, effective September 1, 2001, all Enhanced Carrier Route Standard Mail flats must be sorted to all three required sack levels (carrier route, 5-digit scheme carrier routes, and 5-digit carrier routes).

Current M620.4.0 contains sack preparation requirements for Standard Mail Enhanced Carrier Route flats and irregular parcels. In order to apply the labeling list L001 scheme sort only to flats, the sacking requirements for flats have been separated into a different section. Therefore, the sack preparation requirements for irregular parcels are included in this revision only to show renumbering and reorganization. There are no mail preparation changes for Standard Mail Enhanced Carrier Route irregular parcels.

Currently, mailers have the option to use the L001 scheme sort for packages of Standard Mail Enhanced Carrier Route flats and 5-digit packages of Presorted flats on pallets (see M045.3.2). This revision changes the two optional sort levels using labeling list L001 (5-digit scheme carrier routes and 5-digit scheme) into required sort levels. Therefore, effective September 1, 2001, packages of carrier route rate flats on pallets must be sorted to 5-digit scheme carrier routes pallets as the first sort level, and 5-digit packages of Presorted flats

must be sorted to 5-digit scheme pallets as the first sort level.

Under the advanced preparation options in M920, M930, and M940, mailers currently have the option of sorting Standard Mail packages with or without using the L001 scheme sort. This revision eliminates the "non-L001" sort (current M920.2.4, M920.2.6, M930.2.4, and M940.2.4). Therefore, effective September 1, 2001, mailers sorting Standard Mail flats under M920, M930, or M940 will be required to use the L001 scheme sort.

These changes apply to regular and nonprofit Standard Mail flats.

**b. Required Co-Sacking**

Since January 7, 2001, mailers have had the option to use M910 to co-sack packages of Presorted rate flats and packages of automation rate flats that are part of the same mailing job (see M610.1.5 and M820.1.9). This revision changes that option into a requirement. Therefore, effective September 1, 2001, any Standard Mail mailing job that contains packages of Presorted rate flats and packages of automation rate flats and is reported on a single postage statement must be co-sacked using M910.3.0.

These changes apply to regular and nonprofit Standard Mail flats.

**3. Bound Printed Matter**

**Scheme Sort**

Currently, Bound Printed Matter Carrier Route flats are sorted to two required sack levels and one optional sort level (required carrier route, optional 5-digit scheme carrier routes using labeling list L001, and required 5-digit carrier routes) (see M723.2.3). This revision changes the optional sort level into a required sort level. Therefore, effective September 1, 2001, all Bound Printed Matter Carrier Route flats must be sorted to all three required sack levels (carrier route, 5-digit scheme carrier routes, and 5-digit carrier routes).

Currently, mailers have the option to use the L001 scheme sort for packages of Bound Printed Matter Carrier Route flats and 5-digit packages of Presorted flats on pallets (M045.3.3). This revision changes the two optional sort levels (5-digit scheme carrier routes and 5-digit scheme) into required sort levels. Therefore, effective September 1, 2001, packages of carrier route rate flats on pallets must be sorted to 5-digit scheme carrier routes pallets as the first sort level, and 5-digit packages of Presorted flats must be sorted to 5-digit scheme pallets as the first sort level.

There are no other mail preparation changes for Bound Printed Matter.

We will incorporate these revisions into the printed version of DMM Issue 57 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

**Domestic Mail Manual (DMM)**

\* \* \* \* \*

**E Eligibility**

\* \* \* \* \*

**E600 Standard Mail**

**E610 Basic Standards**

\* \* \* \* \*

**8.0 PREPARATION**

Each Standard Mail mailing is subject to these general standards:

\* \* \* \* \*

*[Amend 8.0c to read as follows:]*

- c. For letter-size and flat-size mail, all pieces in an automation mailing must be eligible for an automation rate. Separate automation and Presorted rate mailings of flats that are reported on the same postage statement must be co-sacked under M910. Separate automation, Presorted, and Enhanced Carrier Route mailings of flats may be co-containerized under M920, M930, or M940.

\* \* \* \* \*

**E700 Package Services**

\* \* \* \* \*

**E750 Destination Entry**

\* \* \* \* \*

**E752 Bound Printed Matter**

\* \* \* \* \*

**3.0 DESTINATION SECTIONAL CENTER FACILITY (DSCF) RATES**

\* \* \* \* \*

**3.2 Presorted Flats**

*[Amend 3.2 by removing the word "optional" to show that the scheme sort is required.]*

Presorted flats in sacks for the 5-digit, 3-digit, and SCF sort levels or on pallets at the 5-digit scheme, 5-digit, 3-digit,



SCF, and ASF sort levels may claim DSCF rates. Mail must be entered at the appropriate facility under 3.1.

\* \* \* \* \*

**3.5 Carrier Route Flats**

[Amend 3.5 by removing the word "optional" to show that the scheme sort is required.]

Carrier route flats in sacks at all sort levels or on pallets at 5-digit scheme carrier routes, 5-digit carrier routes, 3-digit, SCF, and ASF sort levels may claim DSCF rates. Mail must be entered at the appropriate facility under 3.1.

\* \* \* \* \*

**4.0 DESTINATION DELIVERY UNITS (DDU) RATES**

\* \* \* \* \*

**4.2 Presorted Flats**

[Amend 4.2 by removing the word "optional" to show that the scheme sort is required.]

Presorted flats that weigh more than 1 pound in 5-digit sacks, on 5-digit scheme and 5-digit pallets, or prepared as bedloaded 5-digit packages may claim DDU rates. Mail must be entered at the appropriate facility under 4.1. Presorted flats weighing 1 pound or less are not eligible for DDU rates.

\* \* \* \* \*

**4.5 Carrier Route Flats**

[Amend 4.5 by removing the word "optional" to show that the scheme sort is required.]

Carrier Route flats in sacks, on 5-digit carrier routes scheme and 5-digit carrier routes pallets, or prepared as bedloaded carrier route packages may claim DDU rates. Mail must be entered at the appropriate facility under 4.1.

\* \* \* \* \*

**M Mail Preparation and Sortation**

**M000 General Preparation Standards**

**M010 Mailpieces**

**M011 Basic Standards**

**1.0 TERMS AND CONDITIONS**

\* \* \* \* \*

**1.3 Preparation Instructions**

For the purposes of preparing mail:

\* \* \* \* \*

[Amend 1.3j to show that the L001 scheme sort is required for Standard Mail Enhanced Carrier Route flats and Bound Printed Matter Carrier Route flats.]

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

[Amend 1.3k to show that the scheme sort is required for Standard Mail flats and Bound Printed Matter flats.]

- k. A 5-digit/scheme sort for Periodicals flats and irregular parcels (nonletters), Standard Mail flats, and Presorted Bound Printed Matter flats prepared as packages on pallets yields 5-digit scheme pallets containing automation rate and Presorted rate 5-digit packages for those 5-digit ZIP Codes listed in L001 and yields 5-digit pallets containing automation rate and Presorted rate 5-digit packages for other areas (automation rate packages are not applicable to Bound Printed Matter). The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum pallet volume, with no further separation by 5-digit ZIP Code required. Pallets prepared for a 5-digit scheme destination that contain 5-digit packages for only one of the schemed 5-digit areas are still considered to be sorted to the 5-digit scheme and are labeled accordingly. The 5-digit/scheme sort is required for flat-size and irregular parcel-size Periodicals, for Standard Mail flats, and for Presorted Bound Printed Matter flats. The 5-digit/scheme sort may not be used for other mail prepared on pallets, except for 5-digit packages of Standard Mail irregular parcels that are part of a mailing job that is prepared in part as palletized flats at

automation rates. Preparation of 5-digit scheme pallets must be done for all 5-digit scheme destinations.

\* \* \* \* \*

**M040 Pallets**

**M041 General Standards**

\* \* \* \* \*

**5.0 PREPARATION**

\* \* \* \* \*

**5.2 Required Preparation**

These standards apply to:

*[Amend item a to show that the L001 scheme sort is required for Standard Mail flats.]*

- a. Periodicals, Standard Mail, and Package Services (except for Parcel Post mailed at BMC Presort, OBMC Presort, DSCF, and DDU rates). A pallet must be prepared to a required sortation level when there are 500 pounds of Periodicals, Standard Mail, or Package Services mail in packages or sacks; 500 pounds of parcels; or six layers of Periodicals or Standard Mail letter trays. For packages of Periodicals flats and irregular parcels and packages of Standard Mail flats on pallets that are prepared under the standards for package reallocation to protect the SCF pallet (M045.4.0), not all mail for a 5-digit scheme carrier routes, 5-digit scheme, 5-digit carrier routes, or 5-digit pallet or for a merged 5-digit scheme, merged 5-digit, or 3-digit pallet is required to be on that corresponding pallet level. For packages of Standard Mail flats on pallets prepared under the standards for package reallocation to protect the BMC pallet (M045.5.0), not all mail for a required ASF pallet must be on an ASF pallet. Mixed ADC or mixed BMC pallets of sacks, trays, or machinable parcels, as appropriate, must be labeled to the BMC or ADC (as appropriate) serving the post office where mailings are entered into the mailstream. The processing and distribution manager of that facility may issue a written authorization to the mailer to label mixed BMC or mixed ADC pallets to the post office or processing and distribution center serving the post office where mailings are entered. These pallets contain all mail remaining after required and optional pallets are prepared to finer sortation levels under M045, as appropriate.

\* \* \* \* \*

**5.6 Mail on Pallets**

These standards apply to mail on pallets:

\* \* \* \* \*

*[Amend item g to read as follows:]*

- g. For Periodicals flats and irregulars, Standard Mail flats, and Bound Printed Matter flats, packages of carrier route rate mail must be prepared on separate 5-digit pallets from automation and Presorted rate mail. *Exception:* For Periodicals and Standard Mail, under the standards in M920, M930, and M940, carrier route rate, automation rate, and Presorted rate packages can be combined onto the same merged 5-digit scheme pallet and merged 5-digit pallet for applicable 5-digit ZIP Codes.

*[Delete item h.]*

\* \* \* \* \*

**M045 Palletized Mailings**

\* \* \* \* \*

**3.0 PALLET PRESORT AND LABELING**

\* \* \* \* \*

**3.2 Standard Mail Packages, Sacks, or Trays on Pallets**

*[Amend the introduction to 3.2 and 3.2a through 3.2d to show that the scheme sort using L001 is required for packages of Standard Mail flats.]*

Mailers must prepare pallets in the sequence listed below, except that mailings of sacks on pallets, trays on pallets, and irregular parcels must be prepared beginning with 3.2c (because L001 scheme sort is not permitted). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under M031. At the mailer's option, Standard Mail flats prepared as packages on pallets may be palletized in accordance with the advanced presort options in M920, M930, or M940.

- a. *5-Digit Scheme Carrier Routes.* Required for packages of flats on pallets. Not permitted for sacks or trays on pallets, or for irregular parcels on pallets except under M011. May contain only carrier route rate packages for the same 5-digit scheme under L001. Scheme sort must be done for all 5-digit scheme destinations. For all 5-digit destinations that are not part of a scheme, prepare 5-digit carrier routes pallets under 3.2c.
  - (1) Line 1: use L001, Column B.
  - (2) Line 2: "STD FLTS"; followed by "CARRIER ROUTES" or "CR-RTS"; followed by "SCHEME" or "SCH."
- b. *5-Digit Scheme.* Required for packages of flats on pallets. Not permitted for sacks or trays on pallets, or for irregular parcels on pallets except under M011. May contain only automation rate and/or Presorted rate packages for the same 5-digit scheme under

L001. Scheme sort must be done for all 5-digit scheme destinations. For all 5-digit destinations that are not part of a scheme, prepare 5-digit pallets under 3.2d.

- (1) Line 1: use L001, Column B.
- (2) Line 2: "STD FLTS 5D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail; followed by "SCHEME" or "SCH."

c. *5-Digit Carrier Routes*. Required for sacks and packages; optional for trays. May contain only carrier route rate mail for the same 5-digit ZIP Code.

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

d. *5-Digit*. Required for sacks and packages; optional for trays. May contain only automation rate and/or Presorted rate mail for the same 5-digit ZIP Code.

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

\* \* \* \* \*

**3.3 Bound Printed Matter Flats — Packages and Sacks on Pallets**

*[Amend the introduction to 3.3 and 3.3a through 3.3d to show that the scheme sort using L001 is required for packages of Bound Printed Matter flats.]*

Mailers must prepare pallets in the sequence listed below, except that mailings of sacks on pallets must be prepared beginning with 3.3c (because L001 scheme sort is not permitted). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under M031.

a. *5-Digit Scheme Carrier Routes*. Required for packages of flats on pallets. Not permitted for sacks on pallets. May contain only Carrier Route rate packages for the same 5-digit scheme under L001. Scheme sort must be done for all 5-digit scheme destinations. For all 5-digit destinations that are not part

of a scheme, prepare 5-digit carrier routes pallets under 3.3c.

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

b. *5-Digit Scheme*. Required for packages of flats on pallets. Not permitted for sacks on pallets. May contain only Presorted rate packages for the same 5-digit scheme under L001. Scheme sort must be done for all 5-digit scheme destinations. For all 5-digit destinations that are not part of a scheme, prepare 5-digit pallets under 3.3d.

- (1) Line 1: use L001, Column B.
- (2) Line 2: "PSVC FLTS 5D" followed by "SCHEME" or "SCH."

c. *5-Digit Carrier Routes*. Required for sacks and packages. May contain only Carrier Route rate mail for the same 5-digit ZIP Code.

- (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M031 for military mail).
- (2) Line 2: "PSVC FLTS" followed by "CARRIER ROUTES" or "CR-RTS."

d. *5-Digit*. Required for sacks and packages. May contain only Presorted rate mail for the same 5-digit ZIP Code.

- (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M031 for military mail).
- (2) Line 2: "PSVC FLTS 5D."

\* \* \* \* \*

**4.0 PACKAGE REALLOCATION TO PROTECT SCF PALLET FOR PERIODICALS FLATS AND IRREGULAR PARCELS AND STANDARD MAIL FLATS ON PALLETS**

*[Amend 4.1 to delete references to optional sort levels.]*

**4.1 Basic Standards**

Package reallocation to protect the SCF pallet is an optional preparation method (if performed, package reallocation must be done for the complete mailing job); only PAVE-certified presort software may be used to create pallets under the standards in 4.2 through 4.4. The software will determine if mail for an SCF service area would fall beyond the SCF level if all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, merged 5-digit, 5-digit carrier routes, 5-digit, or 3-digit pallets are prepared. Reallocation

is performed only when there is mail for the SCF service area that would fall beyond the SCF pallet level (e.g., to an ADC or BMC pallet). The amount of mail required to bring the mail that would fall beyond the SCF level back to an SCF-level pallet is the minimum volume that will be reallocated, where possible.

\* \* \* \* \*

**M100 First-Class Mail (Nonautomation)**

\* \* \* \* \*

**M130 Presorted First-Class Mail**

**1.0 BASIC STANDARDS**

\* \* \* \* \*

**1.6 Co-Traying With Automation Rate Mail**

Except for automation rate mailings prepared under the tray-based preparation option in M820.3.0, if a single mailing job contains an automation rate mailing and a Presorted rate mailing and both mailings are reported on the same postage statement, then the mailing job must be presorted under the co-traying standards in M910.

\* \* \* \* \*

**M600 Standard Mail (Nonautomation)**

**M610 Presorted Standard Mail**

**1.0 BASIC STANDARDS**

**1.1 All Mailings**

In addition to the preparation standards in 2.0 through 5.0, the following basic standards must be met for all Presorted rate mailings:

\* \* \* \* \*

*[Amend item f to change the reference from 1.3 to 1.4.]*

- f. Subject to 1.4, letter-size pieces must be prepared in trays and, unless palletized, flat-size pieces must be prepared in sacks.

\* \* \* \* \*

*[Renumber current 1.2 through 1.6 as 1.3 through 1.7, respectively. Add new 1.2 to read as follows:]*

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

The following standards apply:

- a. If the mailing job contains a carrier route mailing, an automation rate mailing, and a Presorted rate mailing, then it must be prepared under one of the following options: 1) the carrier route mailing must be prepared under E630 and M620 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. If the mailing job contains an automation rate mailing and a Presorted rate mailing, then it must be prepared under the co-sacking standards in M910.

- c. If the mailing job contains a carrier route mailing and a Presorted rate mailing, then it must be separately sacked under M610 and M620 or prepared using the merged sacking option under M920.

- d. If the mailing job contains a carrier route mailing and an automation rate mailing, then it must be separately sacked under M620 and M820 or prepared using the merged sacking option under M920.

\* \* \* \* \*

*[Delete renumbered 1.6 (former 1.5), Co-Sacking With Automation Rate Mail, and renumber 1.7 as 1.6.]*

*[Amend 1.6 to read as follows:]*

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

Under the optional preparation method in M920, 5-digit packages of Presorted flats must be co-sacked with packages of carrier route flats prepared under M620 and with 5-digit packages of automation flats prepared under M820 in merged 5-digit scheme sacks and merged 5-digit sacks. Under the optional preparation methods in M920, M930, or M940, 5-digit packages of Presorted flats must be copalletized with packages of carrier route rate flats prepared under M620 and with 5-digit packages of automation rate flats prepared under M820 on merged 5-digit scheme pallets and merged 5-digit pallets. See 1.2a for information on when preparation under M920 may be required.

\* \* \* \* \*

**M620 Enhanced Carrier Route Standard Mail**

**1.0 BASIC STANDARDS**

\* \* \* \* \*

*[Amend 1.6 to read as follows:]*

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

Under the optional preparation method in M920, packages of carrier route rate flats must be co-sacked with 5-digit packages of Presorted rate flats prepared under M610 and with 5-digit packages of automation rate flats prepared under M820 in merged 5-digit scheme sacks and merged 5-digit sacks. Under the optional preparation methods in M920, M930, or M940, packages of carrier route rate flats must be copalletized with 5-digit packages of Presorted flats prepared under M610 and with 5-digit packages of automation rate flats prepared under M820 on merged 5-digit scheme pallets and merged 5-digit pallets.

\* \* \* \* \*

*[Note: The current DMM combines the preparation standards for flats and irregulars into one section. Because the L001 scheme sort will be required for flats but not for irregulars, the current single section has been split into two sections: one for flats and one for irregulars. The standards for irregulars are included in this revision because they have been renumbered and reorganized; however, there are no changes to the mail preparation for irregular parcels.]*

*[Amend 4.0 to add the required L001 scheme sort for flats to read as follows:]*

#### **4.0 SACK PREPARATION — FLATS**

##### **4.1 Required Sack Minimums**

A sack must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

- a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum; those that weigh more must be prepared using the 15-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the 125-piece ("PCS") or 15-pound ("WT") threshold or the method in 4.1b ("BOTH").

##### **4.2 Sack Preparation**

Sack size, preparation sequence, and labeling:

- a. Carrier route: required (minimum of 125 pieces/15 pounds, smaller volume 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: "STD FLTS ECRWSS" or "STD FLTS ECRWSH" or "STD FLTS ECRLOT" as applicable, followed by the route type and number.

b. 5-digit scheme carrier routes: required (no minimum).

- (1) Line 1: use L001, Column B.
- (2) Line 2: "STD FLTS CR-RTS SCH."

c. 5-digit carrier routes: required (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: "STD FLTS CR-RTS."

*[Renumber current 5.0, Residual Pieces, as 6.0. Add new 5.0 to read as follows:]*

#### **5.0 SACK PREPARATION — IRREGULAR PARCELS**

##### **5.1 Required Sack Minimums**

A sack must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

- a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum, those that weigh more must be prepared using the 15-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the 125-piece ("PCS") or 15-pound ("WT") threshold or the method in 5.1b ("BOTH").

##### **5.2 Sack Preparation**

Sack size, preparation sequence, and labeling:

- a. Carrier route: required (minimum of 125 pieces/15 pounds, smaller volume 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: "STD IRREG WSS" or "STD IRREG WSH" or "STD IRREG LOT" as applicable, followed by the route type and number.

b. 5-digit carrier routes: required (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: "STD IRREG CR-RTS."

\* \* \* \* \*

**M700 Package Services**

\* \* \* \* \*

**M720 Bound Printed Matter**

\* \* \* \* \*

**M723 Carrier Route Bound Printed Matter**

\* \* \* \* \*

**2.0 REQUIRED PREPARATION — FLATS**

\* \* \* \* \*

**2.3 Sack Preparation**

Preparation sequence and Line 1 sack labeling:

\* \* \* \* \*

*[Amend item b to show that the L001 scheme sort is required, not optional.]*

b. 5-digit scheme carrier routes: required (no minimum); for Line 1, use L001, Column B.

\* \* \* \* \*

**M800 All Automation Mail**

\* \* \* \* \*

**M820 Flats**

**1.0 BASIC STANDARDS**

\* \* \* \* \*

*[Amend 1.9 to show that co-traying is required for First-Class Mail and co-sacking is required for Standard Mail.]*

**1.9 Required Co-Traying and Co-Sacking With Presorted Rate Mail**

The following standards apply:

- a. First-Class Mail: Except for mailings prepared under the tray-based preparation option in 3.0, if the mailing job contains an automation rate mailing and a Presorted rate mailing and both mailings are reported on the same postage statements, then the mailing job must be prepared under the co-traying standards in M910.

b. Periodicals:

- (1) If the mailing job contains a carrier route mailing, an automation rate mailing, and a Presorted rate mailing, then it 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.
- (2) If the mailing job contains an automation rate mailing and a Presorted rate mailing, then it must be prepared under the co-sacking standards in M910.
- (3) If the mailing job contains a carrier route mailing and an automation rate mailing, then it must be separately sacked under M220 and M820 or prepared using the merged sack option under M920.

c. Standard Mail:

- (1) If the mailing job contains a carrier route mailing, an automation rate mailing, and a Presorted rate mailing, then it must be prepared under one of the following options: 1) the carrier route mailing must be prepared under E630 and M620 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.
- (2) If the mailing job contains only an automation rate mailing and a Presorted rate mailing and both mailings are reported on the same postage statement, then the mailing job must be prepared under the co-sacking standards in M910.
- (3) If the mailing job contains only a carrier route mailing and an automation rate mailing, then it must be separately sacked under M620 and M820 or prepared using the merged sack option under M920.

*[Amend 1.10 to read as follows:]*

**1.10 Optional Merged Containerization With Presorted and Carrier Route Flats**

When the conditions and preparation standards in M920, M930, or M940 are met, 5-digit packages of Presorted, automation, and carrier route rate mail that are part of the same mailing job may be combined on merged 5-digit scheme sacks or pallets and merged 5-digit sacks or pallets. Packages co-sacked or copalletized must be part of the same mailing job and mail class.

\* \* \* \* \*

**M900 Advanced Preparation Options for Flats**

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

**1.0 FIRST-CLASS MAIL**

**1.1 Basic Standards**

*[Amend the introduction of 1.1 and 1.1a to show that co-traying is required:]*

Packages of flats in an automation rate mailing prepared under M820.2.0 must be co-trayed with packages of flats in a Presorted rate mailing under the following conditions:

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

\* \* \* \* \*

**3.0 STANDARD MAIL**

**3.1 Basic Standards**

*[Amend the introduction of 3.1 and 3.1a to show that co-sacking is required:]*

Packages of flats in an automation rate mailing must be co-sacked with packages of flats in a Presorted rate mailing under the following conditions:

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

\* \* \* \* \*

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

\* \* \* \* \*

**2.0 STANDARD MAIL**

**2.1 Basic Standards**

Carrier route packages of flats in a carrier route rate mailing may be placed in the same sack or on the same pallet as 5-digit packages of flats from an automation rate mailing and 5-digit packages of flats from a Presorted rate mailing under the following conditions:

\* \* \* \* \*

*[Amend item f to delete references to the optional L001 scheme sort. This sort is now required.]*

- f. If sortation under this section is performed, merged 5-digit sacks or pallets must be prepared for all 5-digit ZIP Codes with an "A" or "C" indicator in the City State Product that permits such preparation when there is enough volume for the 5-digit ZIP Code to prepare that sack or pallet.

\* \* \* \* \*

*[Amend item k to delete references to the optional L001 scheme sort. This sort is now required.]*

- k. The packages from each separate mailing must be sorted together into sacks (co-sacked) under 2.3 and 2.4 or on pallets (copalletized) under 2.5 using presort software that is PAVE-certified.

\* \* \* \* \*

*[Delete 2.4 and 2.6. Renumber 2.5 (sacking with scheme sort) as 2.4. Renumber 2.7 (palletizing with scheme sort) as 2.5. Amend the title and introduction of renumbered 2.4 to read as follows:]*

**2.4 Sack Preparation and Labeling**

Mailers must prepare sacks in the following manner and sequence. All carrier route packages must be placed in sacks under 2.4a through 2.4e as described below. Mailers must prepare all merged 5-digit scheme sacks, 5-digit scheme carrier routes sacks, and merged 5-digit sacks that are possible in the mailing based on the volume of mail to the destination using L001 and the Carrier Route Indicators field in the City State Product. Mailers must label sacks according to the Line 1 and Line 2 information listed below and under M032.

\* \* \* \* \*

*[Amend the title and introduction of renumbered 2.5 to read as follows:]*

**2.5 Pallet Preparation and Labeling**

Mailers must prepare pallets in the manner and sequence listed below and under M041. Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using L001 and/or the City State Product. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under M031.

\* \* \* \* \*

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

\* \* \* \* \*

**2.0 STANDARD MAIL**

**2.1 Basic Standards**

*[Amend the introduction to read as follows:]*

Carrier route packages of flats in a carrier route rate mailing may be placed on the same pallet as 5-digit packages of flats from an automation rate mailing and 5-digit packages of flats from a Presorted rate mailing under the following conditions:

\* \* \* \* \*

[Amend items d and e to delete references to the optional L001 scheme sort.]

d. Automation rate 5-digit packages and Presorted rate 5-digit packages may be copalletized with carrier route packages only when the pieces in the 5-digit packages do not exceed the 5% threshold described in 2.3. Pallets of mail sorted in this manner are called "merged 5-digit scheme" pallets.

e. If sortation under this section is performed, merged 5-digit scheme pallets must be prepared whenever there is enough volume of carrier route and 5-digit packages under M041 and 2.3 to prepare such pallets.

\* \* \* \* \*

[Amend item h to delete references to the optional L001 scheme sort.]

h. The packages from each separate mailing must be sorted together on pallets (copalletized) using presort software that is PAVE-certified.

\* \* \* \* \*

**2.3 5% Threshold Standards**

[Amend the introduction to 2.3 to show that the L001 scheme sort is the only allowable sort.]

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

\* \* \* \* \*

[Delete 2.4. Renumber 2.5 (palletizing with scheme sort) as 2.4. Amend the title and introduction of renumbered 2.4 to read as follows:]

**2.4 Pallet Preparation and Labeling**

Mailers must prepare pallets of packages in the manner and sequence listed below and under M041. Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using L001 and the 5% threshold. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under M031.

\* \* \* \* \*

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

\* \* \* \* \*

**2.0 STANDARD MAIL**

**2.1 Basic Standards**

[Amend the introduction to read as follows:]

Carrier route packages of flats in a carrier route rate mailing may be placed on the same pallet as 5-digit packages of flats from an automation rate mailing and 5-digit packages of flats from a Presorted rate mailing under the following conditions:

\* \* \* \* \*

[Amend item f to delete references to the optional L001 scheme sort.]

f. If sortation under this section is performed, then merged 5-digit scheme pallets must be prepared whenever there is enough volume of carrier route and 5-digit packages under M041 to prepare such pallets using the criteria in 2.1e and the sortation criteria in 2.4.

\* \* \* \* \*

[Amend item j to delete references to the optional L001 scheme sort.]

j. The packages from each separate mailing must be sorted together on pallets (copalletized) using presort software that is PAVE-certified.

\* \* \* \* \*

**2.3 5% Threshold Standard**

[Amend the introduction to show that the L001 scheme sort is the only allowable sort.]

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 and merged 5-digit pallet if all of the following conditions are met:

\* \* \* \* \*

[Delete 2.4. Renumber 2.5 (palletizing with scheme sort) as 2.4. Amend the title and introduction to read as follows:]

**2.4 Pallet Preparation and Labeling**

Mailers must prepare pallets of packages in the manner and sequence listed below and under M041. Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using L001, the City State Product, and the 5% threshold. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under M031.

\* \* \* \* \*



DMM REVISION

**Pallet Labels for Carrier Route Mail**

Effective July 15, 2001, *Domestic Mail Manual* (DMM) M031.4.8, M045.3.1, M045.3.2, M920.1.5, M920.2.6, M920.2.7, M930.1.5, M930.2.4, M930.2.5, M940.1.5, M940.2.4, and M940.2.5 are revised to require pallets of Periodicals and Standard Mail containing carrier route mail and/or Presorted rate mail to show "NONBARCODED" or "NBC" in the pallet label.

These pallet label standards were originally revised effective January 7, 2001, in conjunction with implementation of the R2000-1 omnibus rate case. At that time, mailers were given until July 15, 2001, to comply with new standards for labels on pallets that contain only carrier route mail.

Employees with additional questions about pallet labels should contact their district manager of business mail entry.

We will incorporate these revisions into the printed version of DMM Issue 57 and into the July 12 update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

**Domestic Mail Manual (DMM)**

	*	*	*	*	*
<b>M</b>	<b>Mail Preparation and Sortation</b>				
<b>M000</b>	<b>General Preparation Standards</b>				
	*	*	*	*	*
<b>M030</b>	<b>Containers</b>				
<b>M031</b>	<b>Labels</b>				
	*	*	*	*	*
<b>4.0</b>	<b>PALLET LABELS</b>				
	*	*	*	*	*
<b>4.8</b>	<b>Automation/Nonautomation Status</b>				
	<i>[Revise 4.8 by removing the last sentence, which is enclosed in parentheses. No other changes.]</i>				
	*	*	*	*	*
<b>M040</b>	<b>Pallets</b>				
	*	*	*	*	*
<b>M045</b>	<b>Palletized Mailings</b>				
	*	*	*	*	*

**3.0 PALLET PRESORT AND LABELING**

**3.1 Periodicals Packages, Sacks, or Trays on Pallets**

*[Revise 3.1 by removing the last sentence, which is enclosed in parentheses, in items e, f, g, and h. No other changes.]*

**3.2 Standard Mail Packages, Sacks, or Trays on Pallets**

*[Revise 3.2 by removing the last sentence, which is enclosed in parentheses, in items e, f, g, h, and i. No other changes.]*

\* \* \* \* \*

**M900 Advanced Preparation Options for Flats**

\* \* \* \* \*

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

\* \* \* \* \*

**1.0 PERIODICALS MAIL**

\* \* \* \* \*

**1.5 Pallet Preparation and Labeling With Scheme (L001) Sort**

*[Revise 1.5 by removing the last sentence, which is enclosed in parentheses, in items g, h, and i. No other changes.]*

**2.0 STANDARD MAIL**

\* \* \* \* \*

**2.6 Pallet Preparation and Labeling Without Scheme (L001) Sort**

*[Revise 2.6 by removing the last sentence, which is enclosed in parentheses, in items d, e, f, and g. No other changes.]*

**2.7 Optional Pallet Preparation and Labeling With Scheme (L001) Sort**

*[Revise 2.7 by removing the last sentence, which is enclosed in parentheses, in items g, h, i, and j. No other changes.]*

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

**1.0 PERIODICALS MAIL**

\* \* \* \* \*

**1.5 Pallet Preparation and Labeling With Scheme (L001) Sort**

[Revise 1.5 by removing the last sentence, which is enclosed in parentheses, in items g, h, and i. No other changes.]

**2.0 STANDARD MAIL**  
\* \* \* \* \*

**2.4 Pallet Preparation and Labeling Without Scheme (L001) Sort**

[Revise 2.4 by removing the last sentence, which is enclosed in parentheses, in items d, e, f, and g. No other changes.]

**2.5 Optional Pallet Preparation and Labeling With Scheme (L001) Sort**

[Revise 2.5 by removing the last sentence, which is enclosed in parentheses, in items g, h, i, and j. No other changes.]

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

**1.0 PERIODICALS**  
\* \* \* \* \*

**1.5 Pallet Preparation and Labeling With Scheme (L001) Sort**

[Revise 1.5 by removing the last sentence, which is enclosed in parentheses, in items g, h, and i. No other changes.]

**2.0 STANDARD MAIL**  
\* \* \* \* \*

**2.4 Pallet Preparation and Labeling Without Scheme (L001) Sort**

[Revise 2.4 by removing the last sentence, which is enclosed in parentheses, in items d, e, f, and g. No other changes.]

**2.5 Optional Pallet Preparation and Labeling With Scheme (L001) Sort**

[Revise 2.5 by removing the last sentence, which is enclosed in parentheses, in items g, h, i, and j. No other changes.]

— Mail Preparation and Standards, Pricing and Product Design, 6-14-01

*DMM REVISION*

**Adding Return Receipt for Merchandise to Merchandise Return Service**

Effective June 14, 2001, *Domestic Mail Manual* (DMM) S923 is amended to allow permit holders to add return receipt for merchandise (S917) to merchandise return service (MRS). In addition, this revision contains minor editing to S923 and allows MRS permit holders more flexibility with placement of other information (e.g., company logo, return authorization number, inventory barcode) on MRS labels, as long as it does not interfere with any required format elements. Except for the addition of return receipt for merchandise, these revisions do not change the way the Postal Service administers MRS. Questions about MRS should be directed to the district manager of business mail entry.

We will incorporate these changes into the online version of the DMM available via Postal Explorer at <http://pe.usps.gov>, and into the printed version of DMM Issue 57.

**Domestic Mail Manual (DMM)**

\* \* \* \* \*

**S Special Services**  
\* \* \* \* \*

**S900 Special Postal Services**  
\* \* \* \* \*

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

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

**1.0 BASIC INFORMATION**  
\* \* \* \* \*

**1.7 Customer Mailing Options**  
[Revise 1.7 by adding *Delivery Confirmation* and return receipt for merchandise to read as follows:]

The permit holder's customers must mail the parcel within the service area of the Post Office shown in the return address on the label by depositing it at the main Post Office or any associated office, station, or branch; in any collection box (except an Express Mail box); with any rural carrier; on business routes during regular mail delivery if prior arrangements are made with the carrier; as part of a

collection run for other mail (special arrangements might be required); or at any place designated by the postmaster for the receipt of mail. Parcels requiring insurance, registered mail, return receipt for merchandise, special handling, or mailing acknowledgement must be mailed either with the rural carrier or at the main Post Office or any associated office, station, or branch. Any such parcels deposited in collection boxes are returned to the sender or, if there is no return address, treated as undeliverable mail.

\* \* \* \* \*

**4.0 ADDITIONAL FEATURES**

\* \* \* \* \*

[Redesignate 4.8 through 4.13 as 4.10 through 4.15, respectively. Add new 4.8 and 4.9 to read as follows:]

**4.8 Return Receipt for Merchandise**

The permit holder may obtain return receipt for merchandise (S917) with MRS. The customer returning an article using an MRS label receives return receipt for merchandise service only if the label has the appropriate postage-due computation markings in 5.0.

**4.9 Placement of Return Receipt for Merchandise Label**

The permit holder must either leave a clear space on the MRS label to the right of the return address for the placement of Label 3804 or instruct the customer to affix the MRS label to the article so that the USPS acceptance employee can place Label 3804 on the article directly above the MRS label.

\* \* \* \* \*

**5.0 FORMAT**

\* \* \* \* \*

**5.5 Instructions**

\* \* \* \* \*

[Revise 5.5c by adding return receipt for merchandise and special handling to read as follows:]

- c. To take the parcel to a Post Office, drop it in a collection box, or give it to a postal carrier. If insurance, return receipt for merchandise, or special handling is marked on the label, or a mailing acknowledgement is attached, the parcel must be taken to a Post Office.

**5.6 Format Elements**

\* \* \* \* \*

[Revise 5.6d(2) by adding return receipt for merchandise to read as follows:]

- (2) As marked with an asterisk below, insurance, special handling, Delivery Confirmation, return receipt for merchandise, and pickup service fee entries may not appear if the permit holder does not choose the corresponding service(s). As appropriate, these postage and fee markings must appear:

<b>POSTAGE</b>	_____
<b>*INSURANCE FEE (IF ANY)</b>	_____
<b>*DELIVERY CONFIRMATION FEE (IF ANY)</b>	_____
<b>*RETURN RECEIPT FOR MERCHANDISE FEE (IF ANY)</b>	_____
<b>*SPECIAL HANDLING FEE (IF ANY)</b>	_____
<b>*PICKUP SERVICE FEE (IF ANY)</b>	_____
<b>TOTAL POSTAGE AND FEES DUE</b>	<b>\$</b> _____
<b>INSURANCE DESIRED BY</b>	<b>\$</b> _____
<b>PERMIT HOLDER FOR</b>	<b>(VALUE)</b>
* * * * *	

[Revise 5.6i by removing “merchandise return label legend and below any rate marking described in 5.6” to read as follows:]

- i. Additional information. Placement of additional information (e.g., company logo, return authorization number, inventory barcode) is permitted if it does not interfere with any required format elements. Inventory barcodes must not resemble the barcodes described in C850.

\* \* \* \* \*

DMM REVISION

**Pallet Minimums for Mail Dropped at Delivery Units**

Effective June 14, 2001, *Domestic Mail Manual* (DMM) M041.5.3a is revised to remove the minimum weight requirement for pallets of Periodicals, Standard Mail, and Package Services mail dropped at a destination delivery unit by the mailer or mailer's agent. Until this change, pallets of packages, parcels, or sacks had to contain at least 250 pounds of mail (or three tiers/layers of letter trays); for pallets containing less mail, mailers had to request permission from each postal facility where they were dropping mail. This requirement also has been eliminated.

This change does not apply to pallets of Parcel Post BMC Presort, OBMC Presort, DSCF, and DDU rate mail, which are covered under M041.5.3b.

Employees with additional questions about palletized mail should contact their district manager of business mail entry.

We will incorporate these revisions into the printed version of DMM Issue 57 and into the June 14 update of the online DMM, available via Postal Explorer at <http://pe.usps.gov>.

**Domestic Mail Manual (DMM)**

	*	*	*	*	*
<b>M</b>	<b>Mail Preparation and Sortation</b>				
<b>M000</b>	<b>General Preparation Standards</b>				
	*	*	*	*	*
<b>M040</b>	<b>Pallets</b>				
<b>M041</b>	<b>General Standards</b>				
	*	*	*	*	*

**5.0 PREPARATION**

\* \* \* \* \*

**5.3 Minimum Load**

*[Revise 5.3a to include an exception for pallets dropped at the destination delivery unit:]*

These standards apply to:

- a. Periodicals, Standard Mail, and Package Services (except for Parcel Post mailed at BMC Presort, OBMC Presort, DSCF, and DDU rates). In a single mailing, the minimum load per pallet is 250 pounds of Periodicals, Standard Mail, or Package Services mail packages, parcels, and sacks (or three tiers/layers of letter trays of Periodicals or Standard Mail). In a mailing or mailing job presented for acceptance at a single postal facility, one overflow pallet may be prepared containing less than 250 pounds or three tiers/layers of letter trays if the mail is for the service area of the entry facility and the pallet is properly labeled under M045, based on its contents. *Exceptions:* There is no minimum load per pallet for pallets entered at a destination delivery unit by the mailer or mailer's agent if the mail on those pallets is for that unit's service area. For mail entered at an SCF, the manager of that facility must issue a written authorization allowing preparation of any 5-digit, 3-digit, or SCF pallets containing less than the minimum required volume if the mail on those pallets is for that SCF's service area.

\* \* \* \* \*

— Mail Preparation and Standards,  
Pricing and Product Design, 6-14-01

DMM REVISION

**Loose Enclosures at Periodicals Rates**

Effective June 14, 2001, *Domestic Mail Manual* (DMM) C200.1.4b is revised to change the standard for loose enclosures at Periodicals rates. The revised standard permits enclosures to be receipts, requests, orders for a subscription, and printed matter that is part of, or accompanied by, and related exclusively to a request or order for a subscription. This standard applies to any Periodicals publication (including publications pending Periodicals authorization), provided other products or services are not advertised, promoted, or offered.

We will incorporate these changes into the printed version of DMM Issue 57 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

**Domestic Mail Manual (DMM)**

	*	*	*	*	*
<b>C</b>	<b>Characteristics and Content</b>				
	*	*	*	*	*
<b>C200</b>	<b>Periodicals</b>				
	*	*	*	*	*

**1.0 PERMISSIBLE MAILPIECE COMPONENTS**

\* \* \* \* \*

**1.4 Loose Enclosures at Periodicals Rate**

\* \* \* \* \*

[Revise 1.4b to read as follows:]

- b. A receipt, request, or order for a subscription may be printed or written; prepared as a reply mail card or envelope for any authorized Periodicals publication (or a publication pending Periodicals authorization); or inserted in an envelope within the publication. The receipt or request may be part of, or accompanied by, printed matter containing information related exclusively to a receipt or request or order for a subscription, provided the printed matter does not advertise, promote, or offer for sale other products or services.

\* \* \* \* \*

— Mail Preparation and Standards,  
Pricing and Product Design, 6-14-01

DMM REVISION

**Magnetized Materials — Mailability Via Air Transportation**

Effective June 14, 2001, *Domestic Mail Manual* (DMM) C023.11.5 is revised to amend the standards for the mailability of magnetized materials. This amendment aligns the postal standards for magnetized materials with the U.S. Department of Transportation (DOT) regulations in Title 49, *Code of Federal Regulations* (49 CFR).

A magnetized material is considered a hazardous material and is regulated as a hazard class 9 material when it is offered for transportation by air and when it has a magnetic field strength capable of causing the deviation of aircraft instruments. Any magnetic material with measurable field strength greater than 0.00525 gauss at 15 feet is prohibited from the mail via air transportation.

An article is not restricted as a magnetized material if the field strength observed at a distance of 7 feet is less than 0.002 gauss or there is no significant compass deflection (less than 0.5 degree). Magnetized material is not regulated as a hazardous material when transported via ground transportation.

We will incorporate these changes into the printed version of DMM Issue 57 and into the monthly update of the online version of the DMM, which is available via Postal Explorer at <http://pe.usps.gov>.

**Domestic Mail Manual (DMM)**

	*	*	*	*	*
<b>C</b>	<b>Characteristics and Content</b>				
<b>C000</b>	<b>General Information</b>				
	*	*	*	*	*
<b>C020</b>	<b>Restricted or Nonmailable Articles and Substances</b>				
	*	*	*	*	*
<b>C023</b>	<b>Hazardous Materials</b>				
	*	*	*	*	*

**11.0 MISCELLANEOUS HAZARDOUS MATERIALS (HAZARD CLASS 9)**

\* \* \* \* \*

**11.5 Magnetized Materials**

[Revise 11.5 to read as follows]:

A magnetized material is subject to these limitations:

- a. *Definition.* A magnetized material is any article that has a magnetic field strength capable of causing the deviation of aircraft instruments. A magnetized material is regulated as a hazard class 9 material when it is presented for air transportation and has a measurable magnetic field strength greater than 0.00525 gauss at 15 feet. Magnetized materials include magnets and magnetized devices such as magnetrons and light meters of sufficient strength to possibly cause erroneous aircraft compass readings. If the maximum field strength observed at a distance of 7

feet is less than 0.002 gauss or there is no significant compass deflection (less than 0.5 degree), the article is not restricted as a magnetized material.

- b. *Mailability.* Regulated magnetized material is prohibited in international mail. A material with a measurable magnetic field strength greater than 0.00525 gauss at 15 feet is prohibited from domestic mail via air transportation. Mailable materials must be packaged and marked as specified in Publication 52. Mailable material permitted via air transportation must bear a shipper's declaration for dangerous goods. Magnetized material is not regulated as a hazardous material when transported via surface transportation.

\* \* \* \* \*

— Mail Preparation and Standards,  
Pricing and Product Design, 6-14-01

*DMM REVISION*

**Additional Entry for Periodicals**

Effective June 14, 2001, *Domestic Mail Manual* (DMM) D230 is revised to allow the Postal Service to cancel additional entry authorization for a Periodicals publication when the additional entry is not used for an entire calendar year. To initiate the action, the postmaster (a) notifies the Manager, Memphis Rates and Classification Service Center, that no mailings have been entered for an entire calendar year and (b) requests cancellation of the additional entry.

We will incorporate these revisions into the printed version of DMM Issue 57 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

**Domestic Mail Manual (DMM)**

\* \* \* \* \*

**D Deposit, Collection, and Delivery**

\* \* \* \* \*

**D200 Periodicals**

\* \* \* \* \*

**D230 Additional Entry**

\* \* \* \* \*

**3.0 AUTHORIZATION**

[Revise 3.0 by removing 3.5. Renummer 3.6 through 3.11 as 3.5 through 3.10.]

\* \* \* \* \*

**6.0 CANCELLATION, REVOCATION, AND RESTORATION**

**6.1 Cancellation**

[Revise the second sentence in 6.1 to read as follows:]

\*\*\*If a publisher fails to file Form 3510 to cancel an authorized additional entry, the Manager, Memphis Rates and Classification Service Center, will cancel the additional entry upon notification by the additional entry postmaster that no mailings have been made for an entire calendar year.

\* \* \* \* \*

**6.3 Restoration**

[Revise 6.3 by removing the words "for nonuse" to read as follows:]

To restore an additional entry authorization previously cancelled or revoked, the publisher must submit Form 3510 and pay the required fee.

— Mail Preparation and Standards,  
Pricing and Product Design, 6-14-01

PILOT TEST

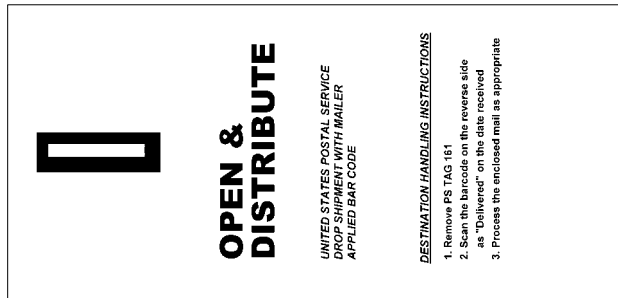
**Priority Mail Drop Shipment With Delivery Confirmation**

Effective June 18, 2001, the United States Postal Service will conduct a 120-day operational pilot test for Priority Mail drop shipments using Delivery Confirmation service. The pilot test will include drop shipment sacks destined for national distribution, and will be limited to current Priority Mail drop shipment mailers who meet the following requirements:

- Certified to use Delivery Confirmation electronic option.
- Currently ship Priority Mail drop shipment sacks.
- Able to produce shipping label (maximum 4 inches x 6 inches), and apply it to the new PS Tag 161, *Open & Distribute*, in the space provided (see Exhibit 1). The shipping label must not cover the Postal Service section at the bottom of PS Tag 161.

**Exhibit 1 (not to scale)**

PS Tag 161 (back)



PS Tag 161 (front)



- The mailer's shipping label must contain the following elements and appear in the order listed (see Exhibit 2):
  1. Postage or permit imprint.
  2. Priority Mail service indicator.
  3. Return address.
  4. The words "OPEN AND DISTRIBUTE AT:" followed by the destinating facility identified in *Domestic Mail Manual* (DMM) labeling lists (see DMM M072.1.4a).
  5. Mail enclosure statement.
  6. Delivery Confirmation barcode and format.

**Exhibit 2 (not to scale)**

Mailer Shipping Label



For more information on the shipping label shown in Exhibit 2, see the article titled "DMM Revision: New Guidelines for Shipping Labels" in *Postal Bulletin* 22047 (4-5-01, pages 7-9).

Customers interested in additional information about the pilot should contact their Postal Service account managers. The pilot will conclude on October 16, 2001. Based on a successful completion of the pilot, the DMM will be updated and the service will become available to all mailers.

— e-Business,  
Expedited/Package Services, 6-14-01

# Finance

## HANDBOOK REVISION

### F-15, Travel and Relocation — Local Travel Reimbursements

Effective June 14, 2001, Handbook F-15, *Travel and Relocation*, is revised as follows regarding reimbursement for local travel.

We will incorporate these changes into the next printed version of Handbook F-15 and into the online version at <http://blue.usps.gov/cpim>.

#### Handbook F-15, *Travel And Relocation*

	*	*	*	*	*
<b>7</b>	<b>Determining Daily Expenses</b>				
	*	*	*	*	*
<b>7-1</b>	<b>When to Claim Per Diem Versus Actual Expenses</b>				
	*	*	*	*	*
<b>7-1.1</b>	<b>According to Your Destination</b>				
<b>7-1.1.1</b>	<b>Local Travel</b>				
	*	*	*	*	*

#### 7-1.1.1.3 Reimbursement for Local Travel

##### a. For Employees Using the eTravel System

An employee who uses the eTravel system to claim regular travel reimbursements must also use the eTravel system to claim local travel reimbursements of \$15 or more. The eTravel system will reimburse the employee through direct payment to the employee's bank account via electronic funds transfer.

If a claim for local travel reimbursement is less than \$15, the employee should accumulate claims until the cumulative total reaches \$15 or more before entering them into the eTravel system. However, the employee should accumulate claims for just one accounting period (AP) before entering them into the eTravel system, even if at the end of the AP the cumulative total is less than \$15.

##### b. For Employees Not Using the eTravel System

An employee not using the eTravel system to claim regular travel reimbursements should submit all claims for local travel reimbursement using PS Form 1164, *Claim for Reimbursement for Expenditures for Official Business*. The employee will receive reimbursement by cash or check.

— *Corporate Accounting, Finance, 6-14-01*

## FEE INCREASE

### New Money Order Fee and COD Trust Account, Action Required Prior to July 1

The July 1, 2001, domestic rate change includes an increase in the money order fee to \$.90. It is essential that all offices clear out the COD Trust Fund (AIC 050) amounts and issue all pending payments for AIC 450, COD Funds Withdrawn, 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 \$.75 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 is prepared, the system charges \$.75 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 a customer. To avoid discrepancies, all retail units should pay all pending COD amounts and retain no funds in the COD trust account after close of business on the day prior to the rate change.

— *Post Office Accounting, Finance, 6-14-01*



STAMPED CARD

**New Postage Rate and Selling Price for Stamped Cards**

Effective July 1, 2001, the postage rate for domestic stamped cards will increase from \$.20 to \$.21. The selling price for a 21-cent stamped card will be \$.23. Since the new 21-cent cards will not be available until after July 1, retail units should continue selling the 20-cent cards. The 20-cent cards will *not* be revalued, and the price will remain at \$.22 in the inventory. At the time of sale, affix an additional 1-cent stamp to the 20-cent stamped card in order to reflect the new 23-cent selling price.

— Post Office Accounting, Finance, 6-14-01

*Fraud Alert*

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**Withholding of Mail Orders**

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

State/City	Names Covered
AZ, Glendale 85301-4313	Any And All Names Except Greg Stafford, 6215 North 65th Drive, #11
AZ, Paradise Valley 85253-7043	Any And All Names Except Jennifer Smith, Jennifer L. Roberts, David Kelly And The Doll House Corner, 7014 East Orange Blossom Lane
CA, Long Beach 90802-1334	Any And All Names Except Glinda Parker, 629 Pine Avenue, #11
CA, Los Angeles 90015-0306	Any And All Names, P.O. Box 15306
MI, Detroit 48204-3649	Any And All Of Various Names Other Than The Surnames Of Browner, Davis Or Wyatt, 5003 Vancouver Street
MO, Unionville 63565-1145	Any And All Of Various Names Other Than The Name of Laneta Lewis, 1912 Lincoln Street
NM, Santa Fe 87505-7237	Any And All Names Except Howard Fairchild And Mary Fairchild, 3531 Cerrillos Road, Lot 76
PA, Altoona 16602-5456	Any And All Various Names Other Than The Surname Ford And Stillman, 324 E. Hudson Avenue
PA, Philadelphia 19145-2819	All Names, 1913 S. 20th Street, 3rd Floor
PA, Philadelphia 19152-3800	United Pumping Corp. Or United Pumping Inc., 7750 Roosevelt Blvd., #313

— Recorder's Office, Judicial Officer, 6-14-01

## Fraud Alert

### Invalid Express Mail Corporate Account Numbers

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

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

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

<b>005307</b>	019089	026480	031146	065508	076781	093345	106321	117564	169025	200625	240066	285031
005402	019096	026524	032017	065644	076972	093389	106577	118015	170057	200823	245003	285033
005828	019109	026608	032041	065669	076997	093971	107090	118047	170146	200905	246051	286004
005952	019142	027017	033225	066185	077000	094448	107125	118256	170316	200941	253309	286009
005972	019257	027022	037130	066299	077011	094936	107347	118412	170326	200991	257118	288111
006098	019262	027046	038006	066404	077018	095220	108021	118549	170333	206068	257146	292369
007064	019284	027083	038156	067171	077055	095651	108160	118661	171136	206086	257147	292552
007196	019348	027214	038469	067278	078011	095835	108520	119238	171147	207243	257148	292629
007334	019664	027287	041146	067388	078059	096232	108740	119347	172060	207267	261021	293092
008125	019716	027462	041361	067420	078236	096645	108746	119393	175054	207376	263025	294410
009105	019931	027554	043010	068399	079110	096743	108791	119420	175088	207902	271176	296252
009506	020020	027822	043030	068430	079634	096771	108853	119465	175093	207910	272005	296346
009572	020120	027852	046063	068485	080004	097026	108933	119468	176055	207936	272151	296414
009769	020339	028027	049085	068521	080036	097058	108959	120297	176086	208780	272245	296478
009977	020398	028136	053021	068536	080063	097474	109001	120317	177082	210403	272287	296489
010232	020549	028156	054294	068555	080081	097593	109451	121283	180049	210412	272345	296502
010404	020575	028235	055078	068582	080088	097867	109521	122324	180067	210414	273023	296509
010454	021095	028307	055088	069029	080123	097869	109898	122388	181033	210551	274200	296510
010641	021270	028327	055105	069187	080301	097970	109959	123055	182011	210608	274251	296512
011079	021275	028423	055234	069343	080337	098045	110136	123099	183032	210694	275003	<b>300202</b>
011155	021288	028425	057032	069638	080432	098158	110514	125030	184020	210724	275017	300499
011262	021535	028638	060001	069717	080463	098535	110796	125404	185016	210725	275030	300505
012164	021719	028793	060198	069845	080482	098560	110883	132067	185022	212327	275031	300686
012361	021843	028871	060271	069940	085529	098689	111135	142177	185049	212789	275103	301102
014394	021914	028899	060445	070266	085540	098691	111295	142293	187015	220001	275153	301216
014431	021991	029011	060454	070298	085754	098769	111429	142296	187072	220059	275404	301227
014690	022479	029218	061011	070327	085796	098849	111485	142402	191156	220101	275600	301228
014800	022609	029251	061026	070502	085799	098985	111486	142415	191164	220692	276011	301246
014901	022876	029271	061052	070697	088024	<b>100053</b>	111644	142483	191299	220721	276145	301294
015061	023150	029330	061180	071011	088061	100299	111820	142554	191646	220777	276205	305001
015224	023309	029464	061599	071155	088216	100953	111845	142761	192207	220787	276774	305057
015363	023382	029550	061732	071740	088263	101667	112215	142827	192416	220828	277017	305688
015415	023419	029595	062015	075120	088699	103180	112595	142884	192619	221229	277037	305873
015462	023519	029638	063134	075260	088723	103217	113109	142950	193391	221480	277112	312371
015583	023592	029653	063152	075310	088724	103278	113776	146640	193425	221664	277162	314629
015657	023628	029724	063306	075327	089251	103335	113993	150253	193435	221680	277408	320008
016292	023642	029792	064005	075564	089919	103336	114603	150266	195051	222013	278006	320078
016841	023644	030019	064028	075678	089987	103343	115079	151125	195060	222100	278020	320917
018091	025033	030108	064126	075702	090138	103346	115089	151208	196072	223387	278831	321049
018415	025044	030144	064214	075809	090619	103355	115108	152110	196084	232146	280124	321118
018416	025168	030209	064237	075909	091856	103366	115211	152597	196112	232355	281061	321136
018421	025193	030332	064474	075925	092080	103836	115227	152724	196124	232375	281144	321222
018482	025248	030357	064552	076026	092347	103862	115501	152949	197027	235378	282601	322038
018548	025341	030401	064568	076027	092466	105083	115554	154047	198052	235384	282665	322056
018658	025386	030439	064676	076031	092740	105285	115700	156035	198239	235466	282809	322060
018785	025404	030499	064888	076061	092752	105665	115955	156188	199030	235493	283172	322072
018795	025425	030501	064892	076099	092889	105821	117059	159036	<b>200473</b>	235522	283492	322101
018881	026228	031034	065094	076114	092918	105883	117407	159264	200589	235524	283498	322116
018972	026400	031106	065451	076303	093121	106267	117515	165076	200604	240054	284005	322133

322237	334503	366062	441614	483473	490503	497170	551779	600975	628056	681629	752408	786012
322378	334996	370017	441777	483775	490531	497211	551803	600996	628096	685060	752467	787010
322403	335470	371007	441821	485007	490597	497212	551854	601026	629141	685120	752584	787615
322444	335480	372022	441867	485147	490609	497221	551876	601046	631034	<b>701025</b>	752649	787669
322757	335871	372076	441905	485158	490618	497222	551895	601184	631077	701308	752657	787706
322834	335964	372090	441989	486065	490629	497238	551911	601207	631253	701371	752676	787722
322844	336068	372093	441998	486073	490630	497239	551919	601338	631323	701381	752712	787863
322934	336123	372301	443027	486210	490654	497245	553068	601447	631361	701487	752730	787959
322991	336133	372428	444062	486236	490666	497246	553176	601559	631439	701615	752743	790014
322995	336146	372476	450059	486237	490672	497250	553214	601578	631452	701682	752873	791006
323124	336171	372536	452064	486269	491108	497280	553249	601714	631509	701806	752909	791140
323478	336475	372701	452070	486283	492045	<b>501014</b>	553258	601750	631604	701839	756022	791267
323640	336821	372968	452514	486285	492083	503005	553414	601964	641006	701969	756024	794037
323702	337043	372982	452547	486286	492127	503123	553535	601990	641073	701981	757050	794048
325003	337052	374002	452759	486309	493038	524006	553686	602022	641100	705182	757259	794095
325056	338059	374050	452811	486310	493040	524039	553784	602028	641109	705189	757524	794464
325112	338060	377128	452930	486313	493050	527018	553821	602196	641110	706100	757619	794478
325418	338141	378145	452995	486319	493058	527035	553851	602221	641115	706175	759009	794481
325862	338192	381517	453032	487127	493059	527041	553854	602300	641121	708362	760001	797022
326173	338306	381892	454664	487266	493312	531375	553975	602482	641127	708484	760005	799246
326410	338322	381924	454672	488006	493313	531378	553990	602627	641137	708503	760029	<b>800110</b>
326419	339164	383130	454678	488018	494044	531380	554057	602737	641141	708538	760087	800505
326500	339271	392629	460091	488082	494072	531466	554360	602872	641162	708544	760100	801488
326687	339292	392637	460120	488201	494080	531697	554380	603235	641182	708551	760130	802042
327174	339327	392727	461095	488205	494117	531723	554387	604109	641186	708572	760132	802095
327649	339394	393136	462012	488323	494118	531739	554403	604286	641209	708604	760139	802118
327802	340169	394209	462022	488501	494120	531753	554419	604300	641210	708608	760463	802182
328072	340204	394223	462989	488523	494122	531759	554607	604839	641326	708617	760588	802320
328890	340258	<b>402033</b>	463049	488867	494133	532275	554619	605018	641366	708625	760638	802321
328940	340424	402191	463063	488989	494137	532376	554637	605039	641464	708762	761091	802340
329541	340643	402384	463067	489211	494147	532384	554661	605054	641536	717007	761131	802393
330140	340815	402413	464008	489297	494169	532456	554744	605126	641591	720017	761145	802394
330407	340926	402451	465104	489322	494186	532492	554765	605177	641682	720020	761511	802513
330663	344002	402508	467011	489356	494192	532509	554776	605287	641719	721067	761861	802667
330734	344049	402938	467091	489361	494199	532581	554808	605365	641732	722249	762055	802697
331045	349375	404700	468056	489369	494226	532619	554813	605678	641740	724060	763127	802765
331090	349515	405047	468115	489370	494231	532622	554824	605681	641788	727071	765553	802797
331366	349665	405100	468221	489393	494242	532740	554827	605755	641817	730002	766518	802800
331476	349726	410008	468381	489397	494243	537377	554921	605775	641830	730324	770098	802906
331640	349789	420059	468391	489403	495228	543790	554971	605862	641838	731401	770154	802949
331816	351055	422015	471110	489433	495276	546131	570120	605906	641874	731641	770205	803141
331944	352076	423039	472017	489448	495495	549209	570122	606001	641912	740254	770230	803155
332028	352670	423060	473062	489455	495543	551010	570126	606285	641992	740303	770281	803204
332119	352673	424020	473079	489460	495546	551018	571014	606304	648107	740705	770514	803297
332243	354062	424073	474210	489464	495549	551023	573041	606511	652130	740777	770712	803343
332405	355033	430093	476045	489467	495566	551027	581005	606564	652175	741117	770742	803346
332511	356030	430139	480312	489468	495572	551048	585249	606669	652410	741277	770743	804238
332851	356042	430149	480513	489471	496032	551057	591081	606796	657135	741322	770755	804282
332899	357005	432874	480610	489476	496053	551096	591088	606850	658131	741619	770760	805127
332952	361002	436371	480633	489483	496054	551132	591130	607270	658157	743036	770775	805498
333004	361022	441025	480924	490062	496084	551157	596527	607500	658251	749137	770783	805529
333027	361042	441137	480926	490077	496103	551241	<b>600079</b>	607536	662358	749179	771088	805535
333036	361070	441155	481567	490096	496104	551289	600166	607670	662410	750262	771992	805549
333078	361111	441231	481597	490117	496107	551291	600224	607864	662483	750334	773509	806181
333087	361146	441415	481764	490123	496108	551295	600300	607916	665080	750425	782071	806183
333601	361209	441421	481877	490130	496110	551298	600312	608188	665165	750476	782074	806198
333603	361261	441459	481925	490159	496113	551393	600420	608544	665185	750564	782086	808019
333677	361292	441463	482208	490195	496130	551411	600496	609012	665350	751033	782512	809002
333696	361303	441488	483042	490196	496151	551513	600632	611193	668135	751086	782825	809037
333733	361321	441508	483083	490259	496158	551537	600636	611229	680024	752011	782855	809070
333827	361334	441528	483150	490263	497066	551603	600736	615003	680041	752187	782994	810008
333844	362040	441560	483181	490475	497117	551610	600763	618027	681109	752299	784268	812041
334036	362062	441576	483199	490489	497154	551611	600892	618080	681274	752328	784361	813300
334194	365029	441590	483232	490494	497168	551641	600942	618125	681309	752365	785442	816003

816079	841053	841976	852811	898099	901903	913799	921748	927488	940826	950763	958957	974168
816157	841055	841986	852992	<b>900006</b>	901950	914018	922237	927519	940902	950768	958968	980445
816184	841060	843068	853051	900017	901972	914231	922340	927745	940963	950815	958979	980446
816418	841072	844070	853054	900030	902247	914494	922374	927754	941037	950884	958996	980456
833285	841074	844088	853334	900057	902341	914529	924326	927941	941191	950930	960060	980529
837131	841089	844101	853359	900059	902556	914788	924510	927982	941233	950963	967063	980784
840100	841112	844129	853384	900065	902627	914845	924641	928196	941245	951554	967131	980817
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840265	841181	844182	853541	900118	904032	915722	925241	928313	941554	951846	968047	982350
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840296	841264	844238	853637	900170	904372	917197	926131	928426	941686	951876	968158	984006
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840442	841487	846205	871433	900441	906464	917276	926458	931380	946469	953233	968552	995299
840451	841531	846225	871627	900450	906589	917387	926497	931419	947261	954471	968625	995511
840461	841577	846228	874001	900472	906885	917413	926514	931923	948119	958177	968648	995655
840505	841596	846239	880005	900490	906968	917525	926616	932531	948175	958227	968658	995657
840509	841599	846244	891226	900598	907013	917654	926642	932746	948213	958313	968667	995825
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840546	841713	846247	891375	900661	907276	917770	926802	937520	948381	958473	969062	995980
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840594	841829	847115	891448	900698	907557	917992	926869	937681	948455	958538	970013	997295
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841030	841958	852572	898008	901402	913037	921450	927334	940218	949620	958869	972861	
841037	841970	852664	898010	901530	913395	921579	927345	940235	949633	958906	973243	
841040	841972	852695	898011	901808	913631	921702	927391	940433	950657	958924	973332	

— Express and Priority Mail, Marketing, 6-14-01

## 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	273 775 7700 to 273 775 7899	392 668 2956 to 392 854 8500 to	2999 8899	407 692 9100 to 407 959 2190 to	9299 2199
011 588 2900 to 011 588 3099	302 000 0000 to 302 123 9999	393 584 7566 to 393 650 0074 to	7699 0099	408 265 2275 to 408 499 7700 to	2288 7799
012 579 5675 to 012 579 5699	349 746 2056 to 350 518 7350 to	393 838 8316 to 393 893 6007 to	8499 6099	408 499 7900 to 408 682 8484 to	7999 8599
013 289 6176 to 013 289 6199	360 011 1690 to 360 168 6008 to	394 126 6907 to 394 189 0405 to	6999 0599	408 698 7015 to 409 072 3941 to	7099 3999
013 610 0014 to 013 610 0099	360 173 8800 to 360 324 2326 to	394 822 3243 to 394 990 1810 to	8899 2399	410 072 3941 to 410 694 8400 to	2399 8599
014 932 1000 to 014 932 1099	362 861 3064 to 373 006 2176 to	395 343 3264 to 395 373 3035 to	3099 3099	410 775 1500 to 410 795 7927 to	1599 7999
014 972 0800 to 014 972 0899	374 768 2600 to 375 169 4400 to	395 396 9649 to 395 970 3240 to	2699 4599	410 867 0917 to 410 867 0970 to	0966 0999
015 363 0007 to 015 363 0099	375 829 3400 to 375 851 9100 to	397 622 4054 to 397 819 8902 to	3499 9199	411 868 1023 to 411 922 2322 to	1199 2399
018 986 5264 to 018 986 5299	376 196 0911 to 378 085 3679 to	398 149 7200 to 399 070 0872 to	0999 3699	412 193 0900 to 412 395 8599 to	0999 8699
019 518 2814 to 019 518 2899	378 351 1063 to 379 843 5100 to	399 156 7119 to 399 203 5064 to	1099 5199	412 395 8599 to 412 485 6500 to	6599 6699
020 972 8948 to 020 972 8999	380 093 9600 to 380 165 1165 to	399 296 9910 to 399 396 8935 to	9699 1199	412 485 6610 to 412 885 5953 to	5999 5999
022 021 9110 to 022 021 9181	381 325 4500 to 381 604 2510 to	399 792 7775 to 399 792 8300 to	8999 7799	414 193 3608 to 414 193 3677 to	3674 3699
022 037 1411 to 022 037 1499	381 645 9525 to 383 314 3968 to	400 427 1051 to 401 045 1505 to	2699 9599	414 411 7348 to 414 640 0757 to	7399 0799
024 380 4100 to 024 380 4199	383 314 3968 to 383 892 1000 to	401 045 1505 to 401 045 1571 to	3999 1344	414 965 1727 to 417 302 8104 to	1799 8199
025 092 0987 to 025 092 0999	383 892 1382 to 384 925 3641 to	401 294 2700 to 401 310 9505 to	1399 3654	417 387 6532 to 417 496 6800 to	6599 6999
025 729 1151 to 025 729 1199	385 568 2331 to 385 599 7554 to	401 382 5312 to 402 578 7876 to	2399 7575	417 496 6800 to 417 871 9250 to	9299 9299
025 729 1643 to 025 729 1799	385 599 7554 to 385 774 2024 to	402 578 7876 to 403 125 6744 to	7899 2099	417 871 9250 to 417 930 9533 to	9299 9599
027 361 0430 to 027 361 0499	385 774 2024 to 386 624 1412 to	403 125 6744 to 403 260 7000 to	6799 7499	417 930 9533 to 418 164 6500 to	6799 6799
027 965 9487 to 027 965 9499	386 624 1412 to 386 883 8936 to	403 260 7000 to 403 280 6470 to	7499 6499	418 164 6500 to 418 423 9863 to	9899 9899
028 191 1852 to 0281911999	386 883 8936 to 387 314 5574 to	403 280 6470 to 403 685 8600 to	8999 5599	418 423 9863 to 418 719 8520 to	9899 8599
028 850 3000 to 028 850 3199	387 314 5574 to 387 837 6300 to	404 003 0300 to 404 041 8838 to	5599 6399	418 719 8520 to 418 744 2235 to	8599 2299
029 510 1500 to 029 510 1599	388 828 0656 to 389 696 2400 to	404 041 8838 to 404 071 4268 to	6399 0699	418 744 2235 to 418 962 2848 to	2299 2899
210 221 0548 to 210 221 0599	389 696 2400 to 389 846 3104 to	404 071 4268 to 404 347 5356 to	2799 3135	418 962 2848 to 419 543 0286 to	2899 0299
227 275 9400 to 227 275 9999	389 846 3104 to 389 846 3145 to	404 347 5356 to 404 347 5548 to	3135 3195	419 543 0286 to 419 730 0300 to	0299 0399
273 070 8059 to 273 070 8099	389 846 3145 to 389 887 9211 to	404 347 5548 to 404 726 4500 to	3195 9230	419 730 0300 to 420 277 0015 to	0399 0049
	389 887 9234 to 390 001 3182 to	404 726 4500 to 404 961 5001 to	9230 9299	420 277 0015 to 420 599 0734 to	0049 0798
	390 001 3500 to 390 545 5974 to	405 325 0188 to 406 009 4587 to	9299 3699	420 599 0734 to 420 661 4115 to	0798 4199
	390 545 5974 to 391 104 6146 to	406 009 4587 to 406 260 6830 to	3699 5999	420 661 4115 to 420 758 9500 to	4199 9699
	391 104 6146 to 391 574 1466 to	406 260 6830 to 406 459 6641 to	5999 6199	420 758 9500 to 420 969 3951 to	9699 3971
	391 574 1466 to 391 783 3020 to	406 459 6641 to 406 733 3000 to	6199 1499	420 969 3951 to 420 969 3973 to	3971 3999
	391 783 3020 to 391 792 6100 to	407 545 1557 to 407 594 0412 to	1499 3599	421 130 9300 to 421 130 9300 to	3999 3599
				421 130 9300 to 421 313 4500 to	3599 4999
				421 313 4500 to 421 364 5537 to	4999 5599

421 656 2609 to 2699	450 620 3077 to 3099	463 011 5529 to 5540	479 365 9116 to 9176
421 988 9700 to 9799	450 620 3135 to 3199	463 176 4115 to 4199	479 412 9900 to 9999
422 172 4667 to 4699	450 780 2716 to 2799	463 176 4229 to 4299	479 667 6190 to 6199
422 484 4212 to 4299	450 801 2700 to 2799	463 185 2600 to 2799	479 748 9680 to 9699
422 556 1270 to 1299	451 109 2967 to 2984	463 227 7711 to 7799	479 860 7000 to 7199
422 587 7024 to 7099	451 115 4110 to 4125	463 414 4869 to 4899	<b>480 526 2000 to 2099</b>
422 819 7533 to 7599	451 115 4127 to 4199	463 808 3484 to 3499	480 640 6330 to 6399
422 842 5073 to 5087	451 746 0700 to 0799	463 945 7400 to 7899	480 658 0568 to 0599
422 907 7563 to 7599	452 265 0074 to 0099	464 629 9000 to 9399	480 689 5100 to 5199
424 500 6050 to 6099	452 265 0246 to 0299	464 711 4332 to 4399	481 072 9463 to 9499
424 641 8500 to 8599	452 265 0335 to 0999	465 692 3963 to 3999	481 673 0074 to 0095
424 871 6600 to 6699	452 509 1169 to 1199	465 698 8300 to 8599	482 527 1500 to 1599
425 298 2352 to 2399	452 855 6471 to 6499	465 743 7745 to 7799	482 541 5255 to 5299
425 418 4269 to 4299	452 890 4679 to 4799	466 798 6056 to 6067	482 729 6800 to 6899
425 418 4405 to 4499	452 900 8215 to 8238	467 147 4300 to 4399	483 363 7207 to 7299
426 547 4566 to 4599	453 117 9146 to 9199	468 079 5782 to 5799	483 402 2356 to 2399
427 412 6337 to 6499	453 334 3631 to 3699	469 067 2817 to 2899	483 486 5100 to 5199
427 481 0900 to 0999	453 603 7841 to 7891	469 127 8000 to 8199	483 632 1521 to 1599
428 027 2742 to 2752	453 650 1140 to 1199	469 213 0359 to 0399	483 632 2600 to 2799
429 474 4172 to 4199	453 741 1300 to 1399	469 213 0500 to 0599	483 849 1615 to 1699
429 889 2900 to 2999	454 013 2919 to 2999	469 561 8011 to 8099	484 174 4803 to 5299
<b>430 150 4401 to 4599</b>	454 186 2411 to 2499	469 658 1961 to 1999	484 323 8900 to 9199
430 172 9800 to 9899	454 268 4883 to 4899	469 666 9900 to 9999	484 680 5000 to 5038
430 177 1900 to 2099	454 302 5400 to 5499	469 678 1900 to 1999	484 680 5040 to 5074
430 444 9500 to 9699	454 490 8300 to 8399	469 781 4900 to 4999	484 680 5077 to 5099
430 664 4070 to 4099	454 547 7434 to 7499	469 947 6960 to 6999	485 029 4913 to 4999
432 168 8419 to 8499	454 922 4867 to 4895	<b>470 755 5800 to 5818</b>	486 176 0600 to 0699
432 708 6800 to 6999	455 221 1348 to 1499	471 918 0300 to 0999	486 559 7555 to 7599
432 744 1544 to 1599	455 364 2147 to 2199	471 985 2408 to 2419	486 696 3023 to 3199
432 995 9775 to 9799	455 399 5400 to 5499	472 191 6700 to 6799	488 173 7900 to 7999
433 003 5800 to 5899	455 476 0676 to 0699	472 270 2555 to 2599	488 206 4100 to 4199
433 757 3047 to 3099	455 543 0618 to 0699	472 987 0213 to 0241	488 226 0200 to 0299
433 765 4003 to 4099	456 410 9006 to 9099	472 987 0290 to 0299	488 709 3906 to 3999
434 482 7060 to 7199	456 470 4146 to 4299	473 151 2069 to 2199	488 855 8359 to 8399
434 513 2386 to 2399	456 619 4460 to 4499	473 666 9138 to 9199	489 181 8963 to 8999
434 968 3076 to 3092	457 333 2686 to 2699	473 952 3429 to 3499	489 223 2000 to 2099
435 303 1831 to 1842	457 729 1767 to 1777	474 108 5402 to 5499	489 311 1930 to 1999
435 303 1986 to 1999	457 937 8615 to 8699	474 356 5193 to 5299	489 318 6200 to 6300
435 666 6092 to 6399	458 028 9810 to 9899	474 949 3366 to 3399	489 384 0027 to 0099
436 082 6400 to 6899	458 057 2712 to 2999	475 134 9362 to 9399	489 427 0658 to 0899
436 160 6441 to 6499	458 069 9537 to 9599	475 167 9667 to 9699	489 997 5252 to 5299
437 316 7115 to 7199	458 069 9665 to 9699	475 319 3415 to 3499	<b>490 669 5850 to 6099</b>
437 427 0500 to 3499	458 337 5222 to 5299	475 319 3649 to 3799	490 717 7080 to 7099
439 179 2300 to 2399	458 354 7653 to 7999	475 340 6400 to 6599	490 721 6000 to 6099
439 310 0458 to 0499	458 671 8678 to 8699	475 424 8410 to 8499	490 793 1500 to 2099
<b>440 698 1947 to 1999</b>	458 671 8721 to 8798	475 629 9156 to 9199	490 886 8171 to 8199
440 858 6300 to 6399	458 847 5044 to 5999	475 850 6101 to 6199	490 977 9221 to 9240
440 858 6420 to 7299	459 274 7624 to 7699	475 875 2500 to 2599	491 258 8100 to 9099
441 199 1655 to 1699	459 365 5432 to 5499	476 169 8264 to 8299	491 567 1376 to 1399
443 127 3648 to 3699	459 378 5764 to 5799	476 189 3000 to 3499	492 254 4800 to 4899
443 127 4000 to 4099	459 472 4816 to 4999	476 331 2480 to 2499	492 283 5100 to 5199
443 673 7900 to 7999	<b>460 349 6878 to 6899</b>	477 289 8601 to 8699	492 610 6813 to 6899
443 800 9335 to 9399	460 550 1909 to 1999	477 681 5206 to 5299	493 394 5568 to 5599
444 382 8822 to 8899	460 997 5234 to 5299	478 010 4243 to 4268	493 470 2562 to 2599
444 390 1667 to 1699	461 973 6443 to 6499	478 010 4270 to 4291	493 473 7700 to 7799
444 457 3854 to 3899	462 152 0107 to 0299	478 450 5071 to 5099	493 716 2153 to 2199
<b>450 048 4173 to 4199</b>	462 274 1072 to 1099	478 469 7838 to 7858	494 206 2972 to 2999
450 048 4442 to 4699	462 277 8373 to 8399	478 469 7883 to 7899	494 217 3446 to 3999
450 560 5173 to 5199	462 554 6051 to 6099	479 280 9800 to 9899	494 224 0500 to 0599

495 145 0600 to 0699	612 751 6572 to 6599	635 559 3449 to 3499	648 722 5283 to 5299
496 209 7425 to 7499	612 774 2111 to 2199	636 289 6214 to 6299	648 892 3164 to 3199
496 213 8728 to 8799	612 774 2254 to 2299	636 634 8007 to 8042	649 100 3989 to 3999
496 474 5226 to 5248	612 774 2500 to 2599	637 150 1200 to 1299	649 647 0370 to 0399
497 053 8517 to 8699	614 469 0979 to 0999	637 562 5828 to 5899	649 647 0522 to 0599
497 854 8673 to 8699	614 474 3000 to 3099	638 042 1647 to 1699	649 647 5237 to 5399
498 449 8888 to 8899	614 521 3490 to 3499	638 049 4984 to 4999	649 647 9100 to 9299
498 929 8285 to 8499	614 645 1800 to 1899	638 318 1115 to 1199	649 666 7800 to 8299
498 936 5310 to 5399	614 832 1100 to 2099	638 318 1453 to 1499	<b>650 114 7707 to 7719</b>
499 016 5425 to 5499	615 017 7505 to 7599	638 885 0000 to 0299	650 130 3400 to 3599
499 440 8575 to 8899	617 711 6609 to 6699	638 903 4362 to 4373	650 213 0406 to 0499
499 731 6717 to 6799	617 760 5266 to 5299	639 415 1929 to 1999	650 555 1749 to 1799
<b>500 064 1858 to 1869</b>	617 813 3601 to 3699	639 415 2019 to 2099	650 564 1900 to 1999
500 070 5725 to 7799	618 840 9200 to 9299	639 420 6200 to 6299	650 627 4212 to 4299
<b>600 645 3223 to 3299</b>	619 551 7229 to 7299	639 469 3517 to 3799	650 736 2043 to 2099
601 339 1200 to 1399	619 859 3000 to 3099	639 605 2143 to 2199	650 739 1540 to 1699
601 653 5884 to 5899	<b>620 073 9400 to 9499</b>	639 657 8600 to 8799	651 741 4415 to 4499
601 661 7700 to 7799	621 614 7907 to 7930	<b>640 289 7500 to 7599</b>	651 882 2800 to 2899
601 682 5343 to 5399	621 614 7932 to 7999	640 289 7700 to 7999	652 754 6317 to 6399
601 928 1600 to 1699	621 648 8021 to 8199	641 170 4420 to 4499	653 131 4945 to 4999
602 512 2972 to 2999	621 648 8500 to 8599	641 318 3133 to 3199	653 426 3300 to 3399
602 555 2400 to 2799	621 904 8351 to 8599	641 378 6500 to 6999	653 455 4874 to 4899
602 829 7061 to 7099	621 916 1978 to 1989	641 383 8739 to 8799	654 238 0000 to 0399
603 483 9572 to 9599	622 989 8032 to 8099	641 877 3187 to 3299	654 404 3065 to 3092
603 490 7200 to 7299	623 076 9300 to 9399	641 877 3310 to 3399	654 962 2900 to 3199
603 678 7100 to 7199	623 819 5006 to 5099	642 355 8094 to 8199	655 103 5081 to 5199
603 678 7662 to 7699	623 895 8200 to 8399	642 355 8308 to 8999	655 523 2600 to 2999
603 678 7902 to 7999	623 917 0000 to 0099	642 900 0018 to 0099	656 305 2448 to 2499
603 678 8418 to 8499	623 917 0200 to 0299	643 030 6254 to 6299	657 347 4438 to 4999
603 678 8700 to 9999	624 468 5288 to 5299	644 066 0882 to 0899	657 710 8100 to 8999
604 086 0880 to 0899	624 665 3162 to 3198	644 069 0600 to 0699	657 780 0985 to 0999
604 349 1414 to 1499	625 088 6735 to 6799	644 077 7506 to 7699	658 586 1400 to 1499
604 503 7776 to 7799	625 916 9500 to 9799	644 085 8157 to 8199	658 877 8000 to 8199
605 520 9037 to 9099	625 968 8956 to 8999	644 112 9839 to 9899	658 880 8000 to 8199
605 685 4010 to 4099	627 005 3938 to 3999	644 373 9083 to 9099	659 398 7300 to 7399
605 988 6467 to 6499	627 384 3907 to 4099	644 380 1460 to 1499	659 706 8113 to 8199
607 689 7951 to 7960	627 496 7549 to 7599	644 733 4715 to 4799	659 846 7837 to 7899
607 728 1276 to 1299	627 708 3605 to 3699	644 900 9712 to 9799	<b>660 510 4100 to 4199</b>
608 727 7100 to 7199	627 776 2500 to 2599	644 901 0109 to 1299	660 673 0400 to 0599
608 727 7273 to 7599	628 226 3100 to 3199	644 901 1325 to 1399	661 488 5000 to 5099
608 813 9950 to 9999	628 814 4702 to 4799	644 923 6800 to 7799	661 609 9100 to 9199
609 067 5325 to 5399	628 851 9689 to 9699	644 932 4655 to 4699	661 716 9420 to 9499
609 067 5488 to 5499	629 510 7200 to 7299	645 318 7240 to 7499	661 906 6522 to 6599
609 067 5600 to 5699	629 964 4200 to 4294	645 333 1766 to 1799	662 021 8332 to 8399
609 289 6123 to 6199	<b>630 389 3056 to 3071</b>	645 790 8632 to 8699	662 068 0700 to 0899
609 438 4400 to 4499	630 463 0588 to 0599	645 821 0657 to 0699	662 553 0774 to 0799
609 493 1100 to 1199	631 459 9117 to 9199	645 930 7948 to 7999	663 078 7034 to 7099
609 766 8091 to 8999	631 762 9325 to 9399	645 975 0737 to 0762	663 763 5300 to 5399
609 825 4100 to 4115	632 217 4933 to 4999	646 242 6200 to 6299	663 883 7039 to 7499
609 884 2981 to 2999	632 500 0000 to 9999	646 270 7639 to 7799	664 253 8000 to 8499
609 893 1000 to 1099	633 110 4165 to 4199	646 798 4000 to 4999	664 656 3055 to 3099
<b>610 092 3200 to 3299</b>	633 110 4303 to 4499	647 048 7035 to 7099	665 174 6400 to 6499
610 582 4200 to 4299	633 438 6429 to 6599	647 049 2900 to 2999	665 274 8208 to 8299
611 879 6939 to 6999	633 588 7173 to 7182	647 398 8300 to 8399	665 669 5400 to 5499
612 291 8013 to 8099	634 725 0700 to 0799	647 398 8481 to 8499	666 132 8226 to 8299
612 751 5171 to 5199	634 803 3239 to 3299	647 437 3000 to 4999	666 696 2209 to 2299
612 751 5226 to 5299	634 807 2474 to 2499	647 811 2188 to 2199	666 696 2309 to 2399
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612 751 6268 to 6299	634 886 3428 to 3499	648 163 5300 to 5499	667 729 5529 to 5599

668 383 8400 to 8699	690 893 5512 to 5599	702 878 0114 to 0199	846 390 7531 to 7599
<b>670 368 3400 to 3499</b>	690 904 1300 to 1599	<b>740 002 7710 to 7719</b>	846 918 0572 to 0599
670 369 7336 to 7399	690 941 6000 to 6199	740 241 9049 to 9099	847 284 2481 to 2499
670 750 7169 to 7199	691 313 6383 to 6399	740 523 7432 to 7449	847 374 7055 to 7065
671 046 6200 to 6399	691 313 6600 to 6699	<b>806 087 1100 to 1499</b>	847 636 5304 to 5399
671 251 5448 to 5499	691 582 8003 to 8099	806 268 9275 to 9299	847 700 5447 to 5499
671 926 5600 to 5799	691 664 1800 to 1999	806 534 3400 to 3477	847 723 7500 to 7599
672 444 2000 to 2999	691 664 2400 to 2499	807 342 3283 to 3399	849 485 3427 to 3499
672 828 3410 to 3499	692 727 9362 to 9399	808 086 7100 to 7199	849 608 1357 to 1399
673 167 5776 to 5799	692 798 1800 to 1899	808 090 3440 to 3499	849 792 2600 to 2699
675 464 3700 to 3799	693 249 0779 to 0799	808 325 5161 to 5699	<b>850 546 1862 to 1899</b>
675 464 4000 to 4199	693 249 0877 to 1699	808 784 8000 to 8299	851 143 6826 to 6844
676 365 5958 to 5999	693 445 0566 to 0999	<b>830 125 0672 to 0699</b>	851 209 9880 to 9899
676 669 1024 to 1099	693 448 8500 to 8999	830 602 5800 to 5999	851 928 9221 to 9299
677 126 6734 to 6799	693 645 9583 to 9599	830 610 3700 to 3799	852 589 6560 to 6599
677 333 9979 to 9999	693 965 4200 to 4299	830 983 3500 to 3599	853 049 3646 to 3699
677 466 1088 to 1099	695 741 2906 to 2999	830 983 3635 to 3699	854 304 4089 to 4999
678 071 4500 to 4799	695 947 8518 to 8599	831 354 1387 to 1399	854 529 2200 to 2299
678 096 7531 to 7599	696 662 8247 to 8299	831 815 8240 to 8299	855 001 6204 to 6249
679 909 2578 to 2599	697 447 8285 to 8296	832 525 3810 to 3899	855 319 9364 to 9399
<b>680 112 9565 to 9599</b>	698 042 4816 to 4899	833 159 1884 to 1899	855 361 3390 to 3399
680 244 0903 to 0999	698 131 2138 to 2157	833 456 2567 to 2599	856 226 0490 to 0499
680 412 6046 to 6099	698 227 0000 to 0099	833 566 3015 to 3071	856 656 5800 to 5999
680 761 6800 to 6899	<b>700 065 2570 to 2599</b>	834 316 5444 to 5499	856 752 0200 to 0299
681 677 0540 to 0699	700 065 4800 to 4899	834 354 8747 to 8766	857 279 3450 to 3499
682 070 1029 to 1099	700 190 3350 to 3359	834 354 8824 to 8838	858 124 7644 to 7699
682 956 6280 to 6299	700 228 6048 to 6099	835 269 5700 to 5799	858 756 3111 to 3299
682 956 6490 to 6599	700 650 0452 to 0499	835 496 7303 to 7399	859 063 8200 to 8699
682 956 6700 to 6799	700 666 1323 to 1349	835 539 5200 to 5999	859 190 0600 to 0644
682 965 1178 to 1199	700 786 9106 to 9142	835 813 3015 to 3099	859 811 2888 to 2899
682 965 1201 to 1299	700 859 0744 to 0758	837 672 8967 to 8999	859 855 8873 to 8999
683 118 2389 to 2399	701 028 6780 to 6899	837 784 3282 to 3299	<b>860 240 8520 to 8599</b>
683 378 2000 to 2099	701 213 3900 to 3999	838 176 8377 to 8399	860 275 3900 to 3999
683 378 2117 to 2299	701 267 2000 to 3999	838 518 1257 to 1299	860 518 9629 to 9699
683 415 1200 to 1499	701 267 2000 to 3999	839 718 8257 to 8299	860 600 0021 to 0999
683 444 8159 to 8199	701 335 7312 to 7399	<b>840 323 0600 to 0699</b>	861 158 2350 to 2599
685 154 7780 to 7789	701 369 2005 to 2050	840 875 6235 to 6299	861 637 6010 to 6099
685 297 7645 to 7699	701 503 2247 to 2299	840 910 0900 to 0999	861 979 7292 to 7499
685 623 5264 to 5299	701 541 2271 to 2299	841 349 5000 to 5099	862 216 6100 to 6199
685 650 9487 to 9499	701 553 6557 to 6599	841 805 5000 to 5099	863 871 5138 to 5199
685 650 9487 to 9499	701 601 3457 to 3499	841 805 7747 to 7899	864 088 8200 to 8299
685 669 4200 to 4299	701 605 5913 to 5999	841 805 7944 to 8099	864 426 3972 to 3999
685 757 8452 to 8499	701 695 3982 to 3999	842 226 0685 to 0695	864 520 6117 to 6136
686 071 2694 to 2799	701 695 4148 to 4199	842 685 4600 to 4699	865 883 6082 to 6099
686 176 3333 to 3354	701 695 4227 to 4299	842 685 4742 to 4999	866 004 3000 to 3999
686 372 3200 to 3299	701 708 1741 to 1799	842 860 0300 to 0399	866 442 4100 to 4899
686 644 5879 to 5899	701 736 3966 to 3999	842 898 5582 to 5599	869 800 0000 to 999 9999
686 899 1371 to 1399	701 838 2800 to 2899	843 062 7100 to 7199	<b>870 054 4814 to 4899</b>
686 931 7636 to 7699	701 941 0600 to 0699	843 077 6288 to 6299	870 491 4812 to 4849
687 601 0973 to 0999	702 171 1603 to 1699	843 077 6378 to 6399	870 536 5820 to 5829
687 614 6774 to 6799	702 195 5109 to 5199	843 758 5769 to 5778	870 541 7167 to 7239
688 120 9000 to 9999	702 254 9300 to 9399	843 786 2554 to 2699	870 575 8155 to 8999
688 314 3107 to 3191	702 264 7569 to 7599	845 656 8165 to 8199	870 589 0485 to 0494
<b>690 291 1361 to 1371</b>	702 713 1800 to 1809	845 727 2100 to 2199	870 691 7060 to 7099
690 788 2877 to 2899	702 821 5730 to 5799	845 746 2618 to 2635	
690 893 5344 to 5399	702 821 5805 to 5899		



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

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

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

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

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

726 484 771	to	4 800	733 704 482	to	4 570	742 178 834	to	8 880	753 620 378	to	0 400
726 493 351	to	5 300	733 751 041	to	1 130	742 325 500	to	5 520	754 013 917	to	3 940
726 504 031	to	4 063	734 009 101	to	9 130	742 325 668	to	5 700	754 161 061	to	1 120
726 504 070	to	4 090	734 290 759	to	0 770	742 408 771	to	8 830	754 358 445	to	8 610
726 504 331	to	4 390	734 389 273	to	9 290	742 512 120	to	2 150	754 410 451	to	0 660
726 563 701	to	4 060	734 440 031	to	0 111	742 684 849	to	4 890	754 438 393	to	8 410
726 599 371	to	9 460	734 797 201	to	7 320	742 839 553	to	9 630	754 493 109	to	3 130
726 626 356	to	6 370	734 939 611	to	9 640	742 913 668	to	3 700	754 664 182	to	4 220
727 182 271	to	2 510	734 950 111	to	0 170	742 917 287	to	7 296	754 816 377	to	6 470
727 416 181	to	6 240	735 120 331	to	0 840	742 921 891	to	1 980	755 487 421	to	7 600
727 481 431	to	1 460	735 283 008	to	3 020	742 983 631	to	3 810	755 592 901	to	3 140
727 749 241	to	9 780	735 293 131	to	3 220	743 020 021	to	0 170	755 790 020	to	0 030
728 382 331	to	2 480	735 635 010	to	5 040	743 206 491	to	6 500	755 791 730	to	1 800
728 702 338	to	2 400	735 783 961	to	3 990	743 235 992	to	6 050	755 926 951	to	7 070
728 915 371	to	5 850	735 803 401	to	3 430	743 940 631	to	0 900	755 934 332	to	4 510
728 953 141	to	3 410	736 005 420	to	5 440	743 978 011	to	8 070	755 957 701	to	8 000
728 954 280	to	4 310	736 366 021	to	6 110	744 234 751	to	4 780	755 962 981	to	3 280
729 169 081	to	9 140	736 624 456	to	4 500	744 499 591	to	9 680	756 035 371	to	5 490
729 363 841	to	3 870	736 670 851	to	1 060	744 626 901	to	6 910	756 301 257	to	1 290
729 682 891	to	3 190	736 767 061	to	7 090	745 388 794	to	8 910	756 371 565	to	1 580
729 838 940	to	9 070	736 767 093	to	7 120	746 446 806	to	6 820	756 876 031	to	6 120
729 839 101	to	9 130	736 982 191	to	2 370	746 818 351	to	8 410	756 876 151	to	6 240
<b>730 077 683</b>	<b>to</b>	<b>7 840</b>	736 982 551	to	2 730	747 245 266	to	5 280	756 970 129	to	0 140
730 109 847	to	9 880	737 110 141	to	0 170	747 364 813	to	4 830	757 059 613	to	9 630
730 373 761	to	3 850	737 185 501	to	5 710	747 501 434	to	1 450	757 078 540	to	8 560
730 501 951	to	2 130	737 317 321	to	7 350	747 739 891	to	0 070	757 086 209	to	6 240
730 519 379	to	9 470	737 517 781	to	7 840	748 148 649	to	8 760	757 240 591	to	0 650
730 569 278	to	9 360	737 628 181	to	8 210	748 259 960	to	9 970	757 277 371	to	7 700
730 711 711	to	1 740	737 634 258	to	4 270	748 565 162	to	5 280	757 291 591	to	2 730
730 722 991	to	3 230	738 361 971	to	1 980	748 874 988	to	5 030	757 964 251	to	4 280
730 845 970	to	5 990	738 447 601	to	7 660	749 137 381	to	7 410	758 067 001	to	7 090
730 888 291	to	8 320	738 648 355	to	8 450	749 190 192	to	0 210	758 105 221	to	5 250
730 927 591	to	7 680	738 849 811	to	9 900	749 685 421	to	5 450	758 324 941	to	5 000
731 307 914	to	7 930	738 892 270	to	2 290	749 846 791	to	6 850	758 593 628	to	3 650
731 402 431	to	2 460	738 997 259	to	7 380	749 993 131	to	3 580	758 709 038	to	9 060
731 407 232	to	7 320	739 161 451	to	1 540	<b>750 071 587</b>	<b>to</b>	<b>1 610</b>	758 744 101	to	4 160
731 588 301	to	8 340	739 219 381	to	9 440	750 408 167	to	8 183	758 850 883	to	0 900
731 767 273	to	7 320	739 740 151	to	0 180	750 438 421	to	8 501	759 152 851	to	2 880
731 781 061	to	1 120	739 793 491	to	3 520	750 743 911	to	4 030	759 740 941	to	1 090
731 837 821	to	7 910	739 793 527	to	3 550	750 779 118	to	9 400	<b>760 004 596</b>	<b>to</b>	<b>4 610</b>
731 841 377	to	1 450	739 942 621	to	2 650	750 910 981	to	1 010	760 118 191	to	8 250
732 018 481	to	8 600	739 999 231	to	9 320	750 960 841	to	0 900	760 155 001	to	5 090
732 067 972	to	8 370	<b>740 011 517</b>	<b>to</b>	<b>1 530</b>	751 296 211	to	6 240	760 378 002	to	8 020
732 188 649	to	8 670	740 030 701	to	0 970	751 539 121	to	9 180	761 055 460	to	5 480
732 193 460	to	3 470	740 261 740	to	1 820	751 541 311	to	1 790	761 504 941	to	5 120
732 201 241	to	1 390	740 265 811	to	6 290	751 757 641	to	7 700	761 516 836	to	6 850
732 220 431	to	0 440	740 299 111	to	9 170	751 936 951	to	7 010	761 516 851	to	6 910
732 355 201	to	5 380	740 299 231	to	9 260	751 951 861	to	1 890	761 613 588	to	3 600
732 472 320	to	2 560	740 329 266	to	9 320	751 999 021	to	9 110	761 688 631	to	8 690
732 541 605	to	1 620	740 889 081	to	9 090	752 139 516	to	9 570	761 805 199	to	5 240
732 572 221	to	2 490	741 010 421	to	0 530	752 182 892	to	2 950	761 826 106	to	6 120
732 586 479	to	6 710	741 113 041	to	3 370	752 206 861	to	7 100	761 881 171	to	1 560
732 994 037	to	4 080	741 373 891	to	4 340	752 295 241	to	5 600	762 304 144	to	4 170
733 163 449	to	3 460	741 452 369	to	2 490	752 731 351	to	1 410	762 324 931	to	4 960
733 297 171	to	7 290	741 492 991	to	3 140	752 767 441	to	7 470	762 439 261	to	9 290
733 446 631	to	7 110	741 553 460	to	3 470	753 008 941	to	9 030	762 524 158	to	4 220
733 474 665	to	4 770	741 764 431	to	4 520	753 194 311	to	4 370	762 584 872	to	4 970

763 155 160 to 5 180	764 125 801 to 5 860	765 638 461 to 8 970	766 572 901 to 3 020
763 178 631 to 8 660	764 284 525 to 4 560	765 813 781 to 4 029	767 024 341 to 4 370
763 506 001 to 6 060	764 526 241 to 6 330	765 879 314 to 9 390	767 326 471 to 6 590
763 522 141 to 2 470	764 601 421 to 1 600	766 120 286 to 0 320	767 332 561 to 2 950
763 717 694 to 7 800	764 650 231 to 0 470	766 125 716 to 5 750	<b>770 915 150 to 5 490</b>
763 826 461 to 6 520	764 984 371 to 4 850	766 158 824 to 8 840	771 455 551 to 5 610
763 900 460 to 0 471	765 042 517 to 2 540	766 205 616 to 5 640	
763 900 479 to 0 530	765 194 728 to 4 970	766 388 433 to 8 460	
763 917 271 to 7 750	765 387 365 to 7 450	766 509 421 to 9 660	

— Postal Inspection Service, 6-14-01

### Counterfeit 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, 6-14-01

### 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, 6-14-01

## International Mail

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### IMM REVISION

#### International Mail — Mailing to Uzbekistan

Effective June 14, 2001, the Individual Country Listing for Uzbekistan in the *International Mail Manual* (IMM) is revised to reflect a temporary prohibition against mailing meats and meat products, milk and dairy products, and seeds to Uzbekistan.

We will incorporate this change into both the printed version of IMM Issue 25 and the online IMM, which can be accessed via Postal Explorer at <http://pe.usps.gov>.

#### *International Mail Manual* (IMM)

\* \* \* \* \*

#### Country Conditions for Mailing — Uzbekistan

##### Prohibitions (130)

*[Add the following entry to the list of Prohibitions:]*

The government of Uzbekistan has instituted a temporary prohibition against mailing meats and meat products, milk and dairy products, and seeds to Uzbekistan.

\* \* \* \* \*

— Marketing, International Business, 6-14-01

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### IMM REVISION

#### International Mail — Mailing to Bosnia-Herzegovina

Effective July 1, 2001, the Individual Country Listing for Bosnia-Herzegovina in the *International Mail Manual* (IMM) is revised to reflect a temporary prohibition against mailing meats and meat products and milk and dairy products to that country.

We will incorporate this change into both the printed version of IMM Issue 25 and the online IMM, which can be accessed via Postal Explorer at <http://pe.usps.gov>.

#### *International Mail Manual* (IMM)

\* \* \* \* \*

#### Country Conditions for Mailing — Bosnia-Herzegovina

##### Prohibitions (130)

*[Add the following entry to the list of Prohibitions:]*

The government of Bosnia-Herzegovina has instituted a temporary prohibition against mailing meats and meat products and milk and dairy products to Bosnia-Herzegovina.

\* \* \* \* \*

— Marketing, International Business, 6-14-01

IMM REVISION

**International Mail — Miscellaneous Revisions**

Effective June 14, 2001, clarifying/corrective language is being incorporated into specified sections of Chapters 1 and 2 of the *International Mail Manual* (IMM).

We will incorporate these changes into both the printed version of IMM Issue 25 and the online IMM, which can be accessed via Postal Explorer at <http://pe.usps.gov>.

**International Mail Manual (IMM)**

\* \* \* \* \*

**1 International Mail Services**

\* \* \* \* \*

**120 Preparation for Mailing**

\* \* \* \* \*

**123 Customs Forms**

\* \* \* \* \*

**123.3 Privately Printed Forms**

*[Replace the first sentence in the second paragraph with new text as follows (the remainder of 123.3 is unchanged):]*

Mailers seeking authorization to print their own customs forms must send a written request to the USPS location cited above. The request must be accompanied by sample artwork for PS Form 2976 or PS Form 2976-A, as appropriate.\*\*\*

\* \* \* \* \*

**123.6 Required Usage**

\* \* \* \* \*

**123.61 Conditions**

\* \* \* \* \*

**Exhibit 123.61  
Customs Declaration Forms Usage**

*[Revise the wording in the "Comment" column for Global Express Mail (EMS) so that it reads "See Note 3..." rather than "See Note 4..." (all other entries in Exhibit 123.61 are unchanged):]*

Mail Category	Declared Value	Required Form	Comment
Global Express Mail (EMS)	All values	Use 2976 or 2976-A unless otherwise specified	See Note 3 at the bottom of this exhibit and the Individual Country Listings.

\* \* \* \* \*

**123.62 Known Mailers**

*[Replace the text in the Note and add the Exception as follows (the remainder of 123.62 is unchanged):]*

**Note:** "Known mailers" are exempt from the customs form requirement that would otherwise apply to mailpieces weighing 16 ounces or more, provided that the following conditions of entry are met:

- a. The mailpieces do *not* contain merchandise items or other contents that are potentially dutiable.
- b. The postage is paid through an advance deposit account (see exception below) and is accounted for on the required mailing statement.
- c. The mailer certifies on the mailing statement that the mailpieces do *not* contain dangerous materials that are prohibited by postal regulations.
- d. The import regulations of the destination country do *not* require that a customs form be affixed to the individual mailpieces.

**Exception:** Mailpieces that are paid for by postage meter do *not* qualify for the "known mailer" exemption, except for metered International Priority Airmail (IPA) and International Surface Air Lift (ISAL) items that bear the service endorsements prescribed in 292.222a and 293.92, respectively.

\* \* \* \* \*

**130 Mailability**

**131 General**

**131.1 Domestic Limits**

*[Change the second sentence in 131.1 to read as follows (the remainder of the text is unchanged):]*

\*\*\*Publication 52, *Hazardous, Restricted, and Perishable Mail*.

\* \* \* \* \*

**132 Written, Printed, and Graphic Matter**

\* \* \* \* \*

**132.2 Reply Cards and Envelopes**

*[Replace the text in 132.2 and add a new Exception as follows:]*

Mailpieces that are sent to foreign addressees may *not* contain prepaid reply cards or envelopes that bear a U.S. postage stamp, meter stamp, meter impression, or a domestic business reply indicia. See 373 for regulations governing mailer use of International Business Reply Service (IBRS).

**Exception:** The prohibition against enclosing U.S. domestic business reply cards or envelopes does *not* apply when they are bound into, are stapled to, or form an integral part of the printed page of mailpieces that are paid for at publishers' periodical rates. Such enclosures may be admitted so long as they are not used as response vehicles by foreign recipients and the postal administrations of the destination countries do not object to their presence in U.S. origin publications.

\* \* \* \* \*

**135 Mailable Dangerous Goods**

**135.1 Biological Substances**

**135.11 General Conditions**

*[Change the Domestic Mail Manual cross reference to read as follows (the remainder of the text is unchanged):]*

DMM CO23.10

\* \* \* \* \*

**135.4 Marking**

**135.44 Shipper's Declaration**

*[Replace the text in 135.44 with the following:]*

Registered airmail letter-post items that contain infectious biological substances (i.e., etiologic agents) must be accompanied by a shipper's declaration for dangerous goods. That shipping paper must be placed in an adhesive backed plastic envelope or other document carrier that is affixed to the exterior of the mailpiece. A shipper's declaration for dangerous goods is *not* required when the contents are limited to *noninfectious* biological substances. See USPS Publication 52, *Hazardous, Restricted, and Perishable Mail*, sections 326 and 622.2f.

\* \* \* \* \*

**150 Postage**

\* \* \* \* \*

**152 Payment Methods**

\* \* \* \* \*

**152.2 Stamps**

*[Replace the text in 152.2b and 152.2d as follows (152.2a and 152.2c are unchanged):]*

\* \* \* \* \*

b. Mailer precanceled stamps may be used with international mail under the same conditions as are applicable to domestic mail. See DMM P023.

\* \* \* \* \*

d. Nondenominated postage stamps (except for those that bear uniquely domestic markings, such as First-Class Presort, Bulk Rate, Presorted Standard, or Nonprofit Organization) may be affixed to postal items that are sent to foreign countries. The value of such stamps is linked to either a current or a former domestic rate (e.g., the "H" stamp has a postage value of \$0.33). Since the international postage rates are always higher than the comparable domestic postage rates, mailers who affix a single nondenominated postage stamp to their outbound mailpieces must add additional postage to comply with the international rate schedule. **Note:** The nondenominated *Breast Cancer Research* semipostal stamp, which has a postage value that is equivalent to the domestic rate for 1-ounce letter, may be used for international mailing purposes.

\* \* \* \* \*

*[Revise header and text in 152.32 to read as follows:]*

**152.32 Usage Criteria**

To use a permit imprint for international mailing purposes, a mailer must enter a minimum of 200 pieces or 50 pounds of mail that are identical in size and weight and addressed to recipients in foreign countries. All of the mailpieces bearing a permit imprint do *not* have to be addressed to the same destination country. See 292.13 and 293.2 for the minimum quantity requirements that govern the entry of International Priority Airmail (IPA) items and International Surface Air Lift (ISAL) items, respectively.

\* \* \* \* \*

**2 Conditions for Mailing**

\* \* \* \* \*

**230 Global Priority Mail**

**231 Description**

\* \* \* \* \*

**231.4 Service Areas**

\* \* \* \* \*

**231.42 Destinations**

[Replace text of 231.42 with the following:]

Below is an alphabetical list of the destination countries to which Global Priority Mail (GPM) items may be sent and the rate group designation that is associated with each of those geographic locations:

Destination Country	GPM Postage Rate Group
Aruba	5
Australia	4
Austria	5
Bahamas	5
Barbados	5
Belgium	3
Brazil (Service is limited to Rio de Janeiro and Sao Paulo)	5
Canada	1
Chile (Service is limited to Santiago, Valparaiso, and Vina del Mar)	5
China (See Exhibit 231.42 for applicable locations)	5
Colombia	5
Costa Rica	5
Czech Republic	5
Denmark	3
Dominican Republic	5
Finland	3
France (Includes Corsica and Monaco)	3
Germany	3
Great Britain & Northern Ireland (Includes England, Scotland, Wales, Northern Ireland, Guernsey, Jersey, Alderney, Sark, and the Isle of Man)	3
Guyana	5
Hong Kong	5
Hungary	5
Iceland	3
India	5
Ireland	3
Israel (Service is limited to Haifa, Jerusalem, and Tel Aviv )	3
Jamaica	5
Japan	4
Korea, Republic of	5
Liechtenstein	3
Luxembourg	3
Malaysia	5
Mexico (Service is limited to Guadalajara, Mexico City, and Monterrey)	2
Netherlands	3

Destination Country	GPM Postage Rate Group
New Zealand (Includes Cook Islands and Niue)	4
Norway	3
Philippines	5
Poland	5
Portugal (Includes Azores and Madeira Islands)	3
Saint Lucia	5
Saudi Arabia (Service is limited to Dammam, Jeddah, and Riyadh)	5
Singapore	5
South Africa	5
Spain (Includes Canary Islands)	3
Sweden	3
Switzerland	3
Taiwan	5
Thailand	5
Trinidad & Tobago	5
Turks & Caicos Islands	5
Vietnam	5

**Note:** See Exhibits 232.11 and 232.12 for the GPM Flat-Rate Envelope rates and the Variable-Weight Option rates that correspond to Rate Groups 1–5, respectively.

\* \* \* \* \*

**233 Preparation Requirements**

\* \* \* \* \*

**233.3 Customs Form Required**

[Replace the Customs Form Required table with the following (the note below the table is unchanged):]

If the GPM mailpiece weighs	And it contains	Required Customs Form
Less than 16 ounces	Mail matter that is <i>not</i> potentially dutiable.	None
Less than 16 ounces	Mail matter that is potentially dutiable mail and has a declared value of <i>under \$400</i> .	Affix a completed PS Form 2976 (green label) to the exterior of the mailpiece.
Less than 16 ounces	Mail matter that is potentially dutiable mail and has a declared value of <i>\$400 and over</i> .	Place a completed PS Form 2976-A inside the packaging. Affix the upper left section of PS Form 2976 (green label) to the exterior of the mailpiece.
16 ounces or more	Mail matter that is <i>not</i> potentially dutiable and is being entered by a “known mailer” (see 123.62).	None

If the GPM mailpiece weighs	And it contains	Required Customs Form
16 ounces or more	Mail matter of any type that has a declared value of <i>under \$400.</i>	Affix a completed PS Form 2976 (green label) to the exterior of the mailpiece.
16 ounces or more	Mail matter of any type that has a declared value of <i>\$400 and over.</i>	Place a completed PS Form 2976-A inside the packaging. Affix the upper left section of PS Form 2976 (green label) to the exterior of the mailpiece.

\* \* \* \* \*

**240 Letter-Post**

\* \* \* \* \*

**242 Postage**

**242.1 Rates**

*[Replace the text in 242.1 with the following:]*

The country-specific rate group designations that apply to airmail and economy (surface) letter-post items, airmail and economy (surface) M-bags (see 260), and books and sheet music (see 295) are as follows:

Rate Group 1	Rate Group 2	Rate Group 3	Rate Group 4	Rate Group 5
Canada	Mexico	Andorra Belgium Denmark Faroe Islands Finland France Germany Gibraltar Great Britain Greece Greenland Iceland Ireland Israel Italy Liechtenstein Luxembourg Netherlands Norway Portugal San Marino Spain Sweden Switzerland Vatican City	Australia Japan New Zealand	All other destination countries and territorial possessions that are referenced in the Individual Country Listings.

**Note:** See the Individual Country Listings for the airmail and economy (surface) postage rates that are applicable to specific destination countries and territorial possessions.

\* \* \* \* \*

**243 Weight and Size Limits**

\* \* \* \* \*

**243.2 Size Limits**

\* \* \* \* \*

**243.24 Nonstandard Surcharge**

*[Replace the text in 243.24 with the following:]*

An \$0.11 per-piece surcharge is applied to airmail letter-post items (but *not* to economy (surface) letter-post items) that weigh 1 ounce or less, if any of the following dimensional standards apply:

- a. The length exceeds 11-1/2 inches.
- b. The height exceeds 6-1/8 inches.
- c. The thickness exceeds 1/4 inch.
- d. The length divided by the height results in an aspect ratio that is less than 1.3 or more than 2.5.

**244 Preparation Requirements**

\* \* \* \* \*

**244.2 Marking**

*[Replace the text in 244.2 with the following:]*

- a. Letter-post items, which because of their size, shape, or configuration might be mistaken for another class of international mail, should be marked "LETTER" on the address side of the mailpiece.
- b. Letter-post items that are paid for at the airmail rate of postage must be marked "AIRMAIL/PAR AVION" or have PS Label 19-A, *Par Avion Air Mail*, or PS Label 19-B, *Air Mail Par Avion*, affixed to the address side of the mailpiece.
- c. Mailpieces that are paid for at the economy (surface) rate of postage for books and sheet music must be marked "BOOKS" or "SHEET MUSIC," as applicable. See 295.41.
- d. Economy (surface) items that qualify as matter for the blind must bear the marking "FREE MATTER FOR THE BLIND" in the upper-right corner of the address side of the mailpiece. See 274.2.
- e. Privately printed postcards must bear the marking "POSTCARD." See 251.14.

\* \* \* \* \*

**244.4 Packaging**

*[Replace the text in 244.4 with the following:]*

The following packaging methods may be used when entering letter-post items:

- a. Mail matter is admissible in envelopes, sleeves, or wrappers of varying sizes and thickness. **Note:** Transparent plastic packaging is acceptable for international mailing purposes.



- b. Bulkier items are admissible in boxes, cartons, tubes, or other types of containers that are commonly used to transmit shipments that are in package form.
- c. Folded mailpieces, without envelopes, are admissible, provided that all of the open sides are secured with tape, tabs, or wafer seals of sufficient quantity and strength as to prevent the mailpieces from opening or being damaged during postal handling.
- d. Letter-post items, in card form, are admissible, so long as their overall dimensions do not exceed 4-3/4 x 9-1/4 inches. See 243.23.

\* \* \* \* \*

**260 Direct Sacks of Printed Matter to One Addressee (M-bags)**

**261 General Description**

**261.1 Definition**

*[Delete the first bulleted item in the listing, which refers to "minimum weight."]*

\* \* \* \* \*

**261.2 Allowable Contents**

\* \* \* \* \*

**261.22 Merchandise**

\* \* \* \* \*

*[Replace the text in 261.22e with the following (261.21 and 261.22a-d are unchanged):]*

- e. The M-bag must be accompanied by a fully completed PS Form 2976, *Customs - CN 22 (Old C1) and Sender's Declaration*, which is to be affixed to PS Tag 158, *M-bag Addressee Tag*.

**262 Postage**

\* \* \* \* \*

**262.1 Rates**

*[Delete the text in 262.1, and add 262.11, 262.12, and 262.13 as follows:]*

**262.11 Airmail M-bags**

M-bags that are paid for at the airmail rate of postage may contain any type of allowable printed matter or merchandise items (see 261.22). See the Individual Country Listings for the minimum bag charge for "weights up to 11 pounds" and the per-pound rate for "each additional pound or fraction of a pound" over 11 pounds.

**262.12 Economy (Surface) M-bags**

Economy (surface) M-bags that contain either publishers' periodicals (see 294) or books and sheet music (see 295) are subject to postage rates that are specifically applicable to those two categories of printed matter. Mailers who enter

other types of qualifying printed matter, or printed matter in combination with allowable merchandise items, are required to pay the "regular" M-bag postage rates. See the Individual Country Listings for the minimum bag charge for "weights up to 11 pounds" and the per-pound rate for "each additional pound or fraction of a pound" over 11 pounds.

**Exception:** The 200 pieces or 50 pounds minimum entry requirement (see 295.12) does *not* apply to books and sheet music that are enclosed in an M-bag. Economy (surface) M-bags containing that category of printed matter may be tendered at either USPS retail counters or bulk mail acceptance locations.

**262.13 International Surface Air Lift (ISAL) M-bags**

M-bags that are entered in conjunction with an International Surface Air Lift (ISAL) mailing (see 293) may contain all types of allowable printed matter or merchandise items (see 261.22). See 293.71 for the rate of postage that applies to M-bags mailed to each ISAL destination country.

**262.2 Payment of Postage**

*[Replace the headings and text in 262.21 and 262.22 with the following:]*

**262.21 Postage Calculation**

The amount of postage paid by the mailer is determined by the weight of the sack's contents, rounded to the next whole pound. For example, if the total weight of the printed matter in an M-bag is 23.2 pounds, exclusive of the tare weight of the sack, the postage computation is based on a total content weight of 24 pounds.

**262.22 Stamps, Postage Meter, PVI Labels, or Permit Imprint**

M-bag postage can be paid by the following means:

- By affixing postage stamps, meter stamps, or a postage validation imprinter (PVI) label to PS Tag 158, *M-Bag Addressee Tag*.
- By placing a permit imprint on PS Tag 158, *M-Bag Addressee Tag*, and making payment through an advance deposit account. When that method of payment is used, the postage must be accounted for on PS Form 3651-M, *Postage Statement - International M-Bag - Permit Imprint*. (**Note:** PS Form 3651-M is *not* to be used when publishers' periodicals are mailed in M-bags. See 294.262.)

**263 Weight and Size Limits**

**263.1 Weight Limits**

*[Replace the text in 263.1 with the following:]*

There is no minimum weight requirement for the entry of airmail M-bags, economy (surface) M-bags, or International Surface (ISAL) M-bags. The maximum weight limit for any

type of M-bag is 66 pounds, which includes the tare weight of the sack.

**Note:** Customers who tender M-bags that weigh less than 11 pounds are required to pay the minimum “11-pound bag charge” that is applicable to the country of destination where the sack and its contents are to be delivered.

\* \* \* \* \*

**264 Preparation Requirements**

\* \* \* \* \*

**264.3 Customs Forms Required**

*[Replace the text in 264.3 with the following:]*

M-bags that contain potentially dutiable printed matter or any category of printed matter that is combined with allowable merchandise items (see 261.22) must be accompanied by a fully completed PS Form 2976, *Customs - CN 22 (Old C1) and Sender's Declaration*, which is to be affixed to PS Tag 158, *M-bag Addressee Tag*.

\* \* \* \* \*

**280 Parcel Post**

\* \* \* \* \*

**282 Postage**

\* \* \* \* \*

**282.3 Pickup Service**

*[Replace the dollar amount in the first sentence with \$10.25 (the remaining text in 282.3 is unchanged).]*

\* \* \* \* \*

**284 Preparation Requirements**

\* \* \* \* \*

**284.2 Marking**

*[Replace the text in 284.2 with the following:]*

Parcel Post packages that are paid for at the airmail rate of postage must be marked “AIRMAIL” or “PAR AVION” or bear one of the two prescribed airmail labels (i.e., either PS Label 19-A or PS Label 19-B). The airmail marking or label should be placed below and to the left of the delivery address.

\* \* \* \* \*

**290 Commercial Services**

\* \* \* \* \*

**292 International Priority Airmail Service**

\* \* \* \* \*

**292.4 Preparation Requirements for Individual Items**

\* \* \* \* \*

*[Existing sections 292.43 and 292.44 are combined into a single reference that is numbered 292.43; the section headers and exhibit numbers that follow after 292.43 are renumbered as follows: 292.45 is now 292.44; 292.46 is now 292.45; 292.47 is now 292.46.]*

*[Replace the headings and text in 292.43 and 292.44 with the following:]*

**292.43 Sealing and Packaging**

Mail that is sent via the IPA service may be sealed at the sender's option. See 244.4 for the packaging methods that are applicable to all letter-post items.

\* \* \* \* \*

**292.452 Presorted Mail**

**Exhibit 292.452 (p. 4)**

**Foreign Exchange Office and Country Rate Groups**

*[Delete the superscript “3” from the “Exchange Office” column for Poland; all other country entries are unchanged.]*

\* \* \* \* \*

**293 International Surface Air Lift (ISAL) Service**

\* \* \* \* \*

**293.7 Postage**

**293.71 Rates**

\* \* \* \* \*

**Exhibit 293.71**

**International Surface Air Lift Service Network Countries and Rates**

*[Delete the entire row for the country entries of Armenia, Burundi, Estonia, Gibraltar, Lithuania, and Tonga; all other entries in Exhibit 293.71 are unchanged.]*

\* \* \* \* \*

**293.9 Preparation Requirements**

\* \* \* \* \*

**293.93 Sealing and Packaging**

*[Replace the text in 293.93 with the following:]*

Mail that is sent via the ISAL service may be sealed at the sender's option. See 244.4 for the packaging methods that are applicable to all letter-post items.

**293.94 Makeup Requirements for ISAL**

\* \* \* \* \*

[Replace the heading and text in 293.945 with the following:]

**293.945 ISAL M-bags**

Subject to the provisions of 260, Direct Sacks of Printed Matter to One Addressee (M-bags) may be entered as ISAL mail and sent to all destination countries that are referenced in Exhibit 293.71. When using that method of mail preparation, the sender must complete PS Tag 155, *Surface Airlift Mail*, and PS Tag 158, *M-bag Addressee Tag*, and securely attach each of those tags to the neck of the sack. Merchandise items, in combination with related printed matter, may be placed into ISAL M-bags, provided that the contents and method of preparation conform to the requirements that are specified in 261.22.

\* \* \* \* \*

**294 Publishers' Periodicals**

**294.1 Description**

**294.11 Definition**

[Replace the text in 294.11 with the following:]

Publishers' periodicals are domestically approved publications that include magazines, newspapers, journals, and other types of periodical publications. See DMM E211.

**294.12 Eligibility**

[Replace the text in 294.12 with the following:]

In order to be admissible at publishers' periodical rates, qualifying mail matter, as defined in 294.11, must be tendered by the publisher or registered news agent who is authorized to enter that particular publication. When such mailpieces are tendered by anyone other than the designated publisher or registered news agent, the mailer has the option of paying either the airmail letter-post rate or the economy (surface) letter-post rate.

**294.2 Postage**

[Replace the heading and text in 294.26 with the following:]

**294.26 Payment of Postage**

**294.261 General**

Unless the use of Centralized Postage Payment (CPP) procedures has been authorized, the publisher or registered news agent must use a periodicals mail indicia and pay postage through an advance deposit account that is established at the Post Office of original/additional entry. Periodical postage must be computed at the applicable per-copy rate and accounted for on PS Form 3541, *Postal Statement-Periodicals One Issue or One Edition*, or PS Form 3541-M, *Postage Statement-Periodicals All Issues in a*

*Calendar Month*, as appropriate. Postage stamps, precanceled stamps, meter stamps, and permit imprints may *not* be used to pay publishers' periodical rate postage. Permissible enclosures are subject to the payment of letter-post rates as specified 294.29.

**294.262 M-Bags**

For M-bag mailings, the publisher or registered news agent must place meter stamps or an authorized indicia in the designated block on PS Tag 158, *M-Bag Addressee Tag*. When postage is paid through an advance deposit account, it must be computed at the applicable per-copy rate and accounted for on either PS Form 3541 or PS Form 3541-M, as appropriate.

**Note:** The \$0.25 per pound postage rate discount that is available to publishers or registered news agents who "drop ship" their mail at the New Jersey International and Bulk Mail Center (NJIBMC) does *not* apply to M-bags.

[Replace the heading and text in 294.27 with the following:]

**294.27 Payment of Postage While Application Is Pending**

When an application to mail at periodical rates is pending, the publisher or registered news agent must adhere to the following procedures:

- a. Upon tendering a mailing, complete PS Form 3541 or PS Form 3541-M, as appropriate, and annotate the applicable periodicals mailing statement with the words "Pending Application."
- b. Simultaneously complete PS Form 3651-LP, *Postage Statement - International Letter-post Permit Imprint*.
- c. Pay postage at the airmail letter-post rate or the economy (surface) letter-post rate, whichever is less.

When the application for periodicals mailing privileges is approved, the postage charges paid on previously reported mailings will be adjusted based on rates for publishers' periodicals and according to the general procedures provided in *Domestic Mail Manual* (DMM) E216.

\* \* \* \* \*

[Replace the heading and text in 294.28 with the following:]

**294.28 Rates of Postage**

**294.281 Per-Copy Rate**

Publishers' periodicals that are individually addressed or are enclosed in an M-bag must be accounted for on PS Form 3541 or PS Form 3541-M, as appropriate, and be paid for at the per-copy rate.

**294.282 Bulk Packages**

Unaddressed copies made up in bulk packages are *not* subject to publishers' periodical rates. Such items must be paid for at either the airmail letter-post rate or the economy

(surface) letter-post rate, whichever is less. When that method of preparation is used, stamped or metered postage may be affixed to the exterior wrappers. The postage payment amount is based on the aggregate weight of the mailpieces that constitute the bulk package.

[Add a new 294.29 as follows:]

**294.29 Publishers' Periodicals Containing an Enclosure**

When individually addressed publishers' periodicals are accompanied by an enclosure, the following postage payment procedures apply:

- The host mailpiece must be paid for at the applicable per-copy rate and accounted for on PS Form 3541 or PS Form 3541-M, as appropriate.
- The enclosure must be paid for at the airmail letter-post rate or the economy letter-post rate, whichever is less, and accounted for on PS Form 3651-LP, *Postage Statement - International Letter-post Permit Imprint*.

[Replace the heading and text in 294.3 with the following:]

**294.3 Conditions for Mailing**

Publishers' periodicals are subject to the following conditions for mailing:

- a. Weight Limit: 4 pounds to all destination countries.
- b. Size limits: Same as for other categories of letter-post items. See 243.2.
- c. Markings and Endorsements:
  - When publishers' periodical rate postage is paid through an advance deposit account, the mailpieces must be endorsed "PERIODICALS Postage paid at..." At the mailer's option, the simplified endorsement "PERIODICALS" may be substituted. See DMM C200.4.2.
  - When publishers' periodical rate postage is paid by means of a meter stamp (see 294.26), the simplified endorsement "PERIODICALS" should be used.
  - When a publisher or registered news agent enters a particular publication at more than one postal location, the prescribed endorsement is "PERIODICALS Postage paid at ...and Additional Mailing Offices."
  - When a mailer's application to enter at the publishers' periodical rate is currently pending, the prescribed endorsement is "Application to Mail at PERIODICALS Postage Rates Pending at..." See DMM E211.10.5g.

\* \* \* \* \*

**294.4 Makeup Requirements for Publishers' Periodicals**

\* \* \* \* \*

**294.42 Sacking and Labeling**

**294.421 Country Sacks and Labels (Except Canada)**

[Replace the Note, which is between the two labeling examples, with the following (the remaining text in 294.421 is unchanged):]

**Note:** More than one separation is required for China, Great Britain, and Japan (see Exhibit 294.42). When publishers' periodicals are mailed to those destination countries, the label should reflect the destination exchange office name along with the city code and the country name.

\* \* \* \* \*

**295 Books and Sheet Music**

**295.1 Description**

[Replace the heading and text in 295.12 with the following:]

**295.12 Maximum Quantity Requirements**

To use the economy (surface) books and sheet music classification, the mailer must tender at least 200 pieces or 50 pounds of mail matter that conforms to the content description in 295.11.

The minimum weight requirement can be met by entering (1) individually addressed mailpieces that have a combined weight of 50 pounds or more; or (2) individually addressed mailpieces, plus one or more M-bags, that have a combined weight of 50 pounds or more. See 262.12 for a regulatory exception that relates to the mailing of M-bags that contain books and sheet music.

**295.2 Postage**

**295.21 Rates**

[Replace the text in 295.21 with the following:]

See the Individual Country Listings for the economy (surface) postage rates that are applicable to books and sheet music mailings.

**295.22 Postage Payment Methods**

[Replace the text in 295.22 with the following:]

**295.221 General**

- a. Identical-weight mailpieces can be paid for by (1) affixing meter stamps to the packaging or (2) using an authorized permit imprint. When postage is paid through an advance deposit account, the mailer must complete PS Form 3651-LP, *Postage Statement - International Letter-post Permit Imprint*.

b. Nonidentical weight mailpieces must have meter stamps affixed to the packaging unless the mailer is authorized to use a Manifest Mail System (MMS) as specified in DMM P710.

**295.222 M-Bags**

M-bags that contain books or sheet music can be paid for by (1) affixing meter stamps or a postage validation imprinter (PVI) label to PS Tag 158, *M-Bag Addressee Tag* or (2) using an authorized permit imprint and paying postage through an advance deposit account. When M-bag postage is paid through an advance deposit account, the mailer must complete PS Form 3651-M, *Postage Statement - International M-Bag - Permit Imprint*.

\* \* \* \* \*

**295.4 Makeup Requirements for Books and Sheet Music**

\* \* \* \* \*

**295.43 Sacking and Labeling**

**295.431 Country Sacks and Labels (Except Canada)**

[Replace the Note, which is between the two labeling examples, with the following (the remaining text in 295.431 is unchanged):]

**Note:** More than one separation is required for China, Great Britain, and Japan (see Exhibit 295.43). When mailpieces containing books or sheet music are mailed to those destination countries, the label should reflect the destination exchange office name along with the city code and the country name.

\* \* \* \* \*

— Marketing, International Business, 6-14-01

*ICM UPDATE*

**International Customized Mail**

On April 30, 2001, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a qualifying mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service hereby makes public the following information concerning the Agreement:

- a. **Term:** May 1, 2001, through April 30, 2003.
- b. **Type of mail:** *Global Express Mail Service (EMS)* or *Airmail Parcel Post (APP)*. Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. **Destination countries:** Japan.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to:
  - 1. Furnish Mailer with the equipment and supplies necessary for the use of Qualifying Mail.
  - 2. Provide Mailer with the preparation requirements for Qualifying Mail and any training necessary to prepare Qualifying Mail in conformity with Postal Service requirements.
  - 3. Provide Mailer with technical assistance necessary to prepare the necessary information linkages, electronic data files, and data exchanges.
  - 4. Arrange with carriers to transport Qualifying Mail to international destinations for delivery by the appropriate authority.

- 5. Furnish Mailer with tracking reports, if applicable to the service, and delivery performance reports on a regular basis.
- 6. Apply a Postal Service shipping label and Customs documentation to each package intended for delivery in Japan.
- 7. Send an electronic data file to Japan that will allow the Customs officials to review the contents of each shipment before the packages arrive.
- e. **Minimum volume commitment:** The Mailer has agreed to tender a minimum volume of 25,000 packages or a minimum of \$500,000 in international postage in each calendar year of the Agreement.
- f. **Worksharing:** The Mailer has agreed to:
  - 1. Establish the necessary linkages with the Postal Service.
  - 2. Exchange electronic information with the Postal Service according to the specifications and instructions the Postal Service provides.
  - 3. Provide the Postal Service with notification of new dedicated permit numbers used for Qualifying Mail, 1 week in advance of using the new permit numbers.

4. Provide the appropriate Postal Service acceptance sites a schedule of mailings, including the intended date of tender, weight, volume, and location where mail will originate, in accordance with the instruction the Postal Service provides.

g. **Rates:** The Mailer has agreed to pay postage for Qualifying Mail rates contained in Exhibit 1.

**Exhibit 1**

Global Express Mail (EMS)	
Weight Not Over (Pounds)	Japan
0.5	\$13.86
1	\$16.60
2	\$19.33
3	\$22.06
4	\$24.79
5	\$27.35
6	\$29.61
7	\$31.86
8	\$34.12
9	\$36.37
10	\$38.83
11	\$40.88
12	\$43.13
13	\$45.39
14	\$47.64
15	\$49.90
16	\$52.15
17	\$54.40
18	\$56.66
19	\$58.91
20	\$61.17
21	\$63.42
22	\$65.68
23	\$67.93
24	\$70.18
25	\$72.44
26	\$74.69
27	\$76.95
28	\$79.20
29	\$81.46
30	\$83.71
31	\$85.96
32	\$88.22
33	\$90.47
34	\$92.73
35	\$94.98
36	\$97.24
37	\$99.49
38	\$101.74
39	\$104.00
40	\$106.25
41	\$108.51
42	\$110.76
43	\$113.01
44	\$115.27
45	\$117.52
46	\$119.78
47	\$122.03
48	\$124.29
49	\$126.54
50	\$128.79

Global Express Mail (EMS) continued	
Weight Not Over (Pounds)	Japan
51	\$131.05
52	\$133.30
53	\$135.56
54	\$137.81
55	\$140.07
56	\$142.32
57	\$144.57
58	\$146.83
59	\$149.08
60	\$151.34
61	\$153.59
62	\$155.85
63	\$158.10
64	\$160.35
65	\$162.61
66	\$164.86

Airmail Parcel Post (APP)	
Weight Not Over (Pounds)	Japan
1	\$5.94
2	\$10.19
3	\$14.45
4	\$18.70
5	
6	
7	
8	
9	
10	
11	
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NEW FORM

## PS Form 5626, Global Express Mail Service® — Delivery Receipt for Inbound EMS Service

The March 2001 edition of PS Form 5626, *Global Express Mail Service*® — *Delivery Receipt for Inbound EMS Service*, is now available from the Material Distribution Center (MDC). The new edition is a single-ply label to conform to the new Signature Capture program. The color scheme has been changed from the international orange and blue to the domestic red and blue.

International Service Centers seeking to obtain copies of the form can requisition them by one of the following means:

- **Touch Tone Order Entry:** Call 1-800-332-0317, option 1, then option 2.
- **cc:Mail:** Send an F3Fill-completed PS Form 7380, *MDC Supply Requisition*, to MDC Customer Service at TOKS001L.

- **Official Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

SUPPLY REQUISITIONS  
 UNITED STATES POSTAL SERVICE  
 500 SW GARY ORMSBY DR  
 TOPEKA KS 66624-9702

The relevant ordering information for PS Form 5626 is as follows:

NSN: 7530-02-000-9933  
 PSIN: PS5626  
 Unit of Issue: RL  
 Bulk Pack Qty: 8  
 Price: \$11.93  
 Edition Date: June 2001

**GLOBAL EXPRESS MAIL**  
 UNITED STATES POSTAL SERVICE®

Arrival For Exchange Office use only		Delivery Scan as appropriate. Obtain recipient signature on Form 3848, Delivery Receipt		
AWC of Arrival	Dispatch Number	Delivery Attempt	Time	Employee Signature
		Mo. Day	<input type="checkbox"/> AM <input type="checkbox"/> PM	
Date of Arrival	Country of Origin	Delivery Attempt	Time	Employee Signature
		Mo. Day	<input type="checkbox"/> AM <input type="checkbox"/> PM	
Time of Arrival	City of Origin	Delivery Attempt	Time	Employee Signature
		Mo. Day	<input type="checkbox"/> AM <input type="checkbox"/> PM	

**EMS**  
 Addressen Copy  
 For Inbound EMS Items Only

PS Form 5626, March 2001

Form Number

## Philately

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### Migratory Waterfowl Survey — Duck Stamp Cards

The Postal Service is again helping the Department of Interior's Fish and Wildlife Service conduct its annual survey using Federal Duck Stamp Cards to measure the harvest of migratory waterfowl during the coming hunting season. Some Post Offices, stations, and branches have been randomly selected to participate.

The Department of Interior will notify each participating postmaster and then send the materials directly to the postmaster or to the selected branches and stations of some larger Post Offices. Only the selected units may distribute the Federal Duck Stamp Cards.

Each shipment includes:

- Federal Duck Stamp Cards for the hunter's name and address.
- Instructions for Postal Service window personnel.
- Acknowledgement postcard (Form M.S. 7).

Managers should:

- Inform employees of survey instructions.
- Acknowledge receipt of the materials using enclosed postcard (Form M.S. 7).

Window personnel should:

- Give a Federal Duck Stamp Card to all purchasers of Migratory Bird Hunting and Conservation (duck) stamps, including collectors and nonhunters, at the time of purchase.
- Ask the customer to fill in the name and address portion and to return the card to you for mailing. The customer detaches and keeps the stub (hunting diary) portion of the card to record daily hunting activity.
- If customers are purchasing stamps for resale or for distribution to other hunters, give them one instruction sheet and a name and address card for each stamp. Ask them to request the actual stamp recipient to fill in, detach, and mail the business reply portion of the card without delay. Stamp collectors should receive only one card.

Customer participation is voluntary but essential to the survey's success. The cooperation of all postmasters, managers, and window personnel involved is appreciated.

— *Retail, Consumers and Small Business, 6-14-01*



## UPDATED ANNOUNCEMENT 01-D

**2001 Stamps and Postal Stationery**

"2001 Stamps and Postal Stationery" (Announcement 01-D, June 2001), which appears on page 58, is intended to replace the quarterly announcement of the same name, previously printed and sent to customers on request through Stamp Fulfillment Services in Kansas City. The announcement is a listing of stamps and postal stationery items scheduled for issuance during calendar year 2001. Post Offices may wish to post this schedule on their bulletin boards.

Customers also may be directed to the Postal Store Web site at [www.usps.com](http://www.usps.com) to access this information through the Postal Service link to the *Postal Bulletin*.

This announcement will be updated every 2 to 3 months, as changes warrant.

**How to Order First Day of Issue Cancellations and Covers**

Customers may purchase new stamps or postal stationery items at their Post Office, from the *USA Philatelic* catalog, online at the Postal Store at [www.usps.com](http://www.usps.com), or by calling 1 800 STAMP-24. Then they should prepare their own covers by affixing new stamps to the upper right corner of envelopes or postcards of their choice, and address

those envelopes, postcards, or postal stationery items to themselves or others. (Postage must equal the current First-Class Mail rate.) For sturdiness, include a card of postcard thickness in each cover (envelopes only) submitted, and tuck in the flap. Place the cover in a larger envelope addressed to: NAME OF ISSUE, POSTMASTER, CITY, STATE, and ZIP CODE (followed by -9991). Covers submitted for first day of issue cancellations may include additional uncanceled stamps only if the uncanceled stamps were issued before the first day of issue of the new stamps or postal stationery items. All orders must be postmarked on or before the deadline indicated below.

The U.S. Postal Service offers uncanceled first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has its own catalog number in *USA Philatelic*, issued quarterly. Customers may request a free catalog by phoning 1 800 STAMP-24 or writing to: INFORMATION FULFILLMENT, DEPT 6270, US POSTAL SERVICE, PO BOX 219014, KANSAS CITY MO 64121-9014.

— Stamp Services,  
Public Affairs and Communications, 6-14-01



## 2001 STAMPS AND POSTAL STATIONERY

This schedule is subject to change.

Announcement 01-D (June 2001)

This is a periodic announcement of new stamps and postal stationery items being issued during the calendar year. For additional information on stamps and stamp products visit our Postal Store Web site at [www.usps.com](http://www.usps.com).

NOTE	ISSUE	FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
	34¢ Federal Graphic Eagle Stamped Envelope	Jan 7 (no ceremony)	Washington, DC 20066	Envelope regular format: #6, #9, #10; and window format: #6, #9, #10	Feb 6
	34¢ Statue of Liberty			PSA coil of 3,000 and 10,000	
	Love Letters (34¢ non-denominated, 1-oz. rate)	Jan 19	Tucson, AZ 85726	PSA convertible booklet of 20 (special size)	Feb 18
	34¢ Lunar New Year (Snake)	Jan 20	Oakland, CA 94612	Gummed pane of 20	Feb 19
	34¢ Roy Wilkins (Black Heritage)	Jan 24	Minneapolis, MN 55401	PSA pane of 20	Feb 23
	\$3.50 US Capitol (Priority Mail)	Jan 29 (no ceremony)	Washington, DC 20066	PSA pane of 20 (semi-jumbo)	Feb 28
	\$12.25 Washington Monument (Express Mail)			PSA pane of 20 (semi-jumbo)	
	34¢ American Illustrators (Classic Collection)	Feb 1	New York, NY 10199	PSA pane of 20 (20 designs, semi-jumbo)	Mar 3
	34¢ Statue of Liberty (self-adhesive booklets)	Feb 7 (no ceremony)	New York, NY 10199	Convertible books of 20 & 10; vending book of 20	Mar 9
	34¢ Statue of Liberty (coil stamps)			Gummed coil of 3,000 & 10,000; PSA coil of 100	
	34¢ Farm Flag			Gummed pane of 100	
	34¢ Flowers (4 designs) (booklets and coils)			PSA two-sided booklet of 20; vending booklet of 20; PSA coil of 100	
	34¢ Love Letters (1 oz.) (self-adhesive booklets)	Feb 14	Lovejoy, GA 30250	Special size; convertible & vending books of 20	Mar 16
	55¢ Love Letters (2 oz.)			PSA pane of 20 (special size)	
	34¢ Lovebirds Stamped Envelope			Envelope, sizes #6 & #10	
	34¢ Community Colleges Stamped Envelope	Feb 20	Joliet, IL 60436	Envelope, sizes #6 & #10	Mar 22
	76¢ Hattie Caraway (3 oz.)	Feb 21	Little Rock, AR 72202	PSA pane of 20	Mar 23
	70¢ Badlands Stamped Card (international rate)	Feb 22 (no ceremony)	Wall, SD 57790	Stamped card	Mar 24
	55¢ Art Deco Eagle			PSA pane of 20	
+	20¢ George Washington (postcard rate)			PSA convertible booklet of 10; vending booklet of 10	
+	21¢ Bison (additional-ounce rate)			PSA coil of 100; PSA pane of 20	
	34¢ Official Mail (coil & stamped envelope)	Feb 27 (no ceremony)	Washington, DC 20066	Gummed coil of 100; envelope size #10	Mar 29
	70¢ Nine-Mile Prairie (international rate)	Mar 6 (no ceremony)	Lincoln, NE 68501	PSA pane of 20	Apr 5
	34¢ Apple and Orange			PSA convertible book of 20, 2 designs	
	34¢ Farm Flag			PSA pane of 20	
	34¢ Diabetes Awareness	Mar 16 (nationwide)	Boston, MA 02205	PSA pane of 20	Apr 15
P	34¢ The Nobel Prize (Joint issuance with Sweden)	Mar 22	Washington, DC 20066	Gummed pane of 20	Apr 21



NOTE	ISSUE	FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
	The Pan-American Inverts (\$3.27 souvenir sheet)	Mar 29 (nationwide)	New York, NY 10199 (Stamp Mega Show)	Gummed pane of 7, 4 designs	Apr 28
	20¢ Yale University Stamped Card	Mar 30	New Haven, CT 06511	Stamped card	Apr 30
	80¢ Mt. McKinley	Apr 17	Fairbanks, AK 99709	PSA pane of 20	May 17
P	34¢ Great Plains Prairie (Nature of America)	Apr 19	Lincoln, NE 68501	PSA souvenir sheet of 10, 10 designs	May 19
	20¢ University of South Carolina Stamped Card	Apr 26	Columbia, SC 29201	Stamped card	May 26
	20¢ Northwestern University Stamped Card	Apr 28	Evanston, IL 60201	Stamped card	May 29
	20¢ University of Portland Stamped Card	May 1	Portland, OR 97208	Stamped card	May 31
P	34¢ Peanuts	May 17	Santa Rosa, CA 95402	PSA pane of 20 with header	Jun 16
	34¢ Honoring Veterans	May 23 (nationwide)	Washington, DC 20066	PSA pane of 20	Jun 22
	60¢ Acadia National Park (international rate)	May 30 (no ceremony)	Bar Harbor, ME 04609	PSA pane of 20	June 29
C	34¢ Frida Kahlo	June 21	Phoenix, AZ 85026	Gummed pane of 20 with side selvage art	July 21
C	34¢ Baseball's Legendary Playing Fields (10 designs)	June 27	New York, NY 10199 Boston, MA 02205 Chicago, IL 60607 Detroit, MI 48233	PSA pane of 20 with header	July 27
+	(10¢) Atlas Statue (nondenominated)	June 29 (no ceremony)	New York, NY 10199	PSA coil of 10,000 (presorted standard)	July 30
	34¢ Leonard Bernstein	Jul 10	New York, NY 10199	Gummed pane of 20	Aug 9
+	(15¢) Woody Wagon (nondenominated)	Aug 3	Denver, CO 80202	PSA coil of 10,000 (Presorted First-Class card rate)	Sep 4
	34¢ Lucille Ball (Legends of Hollywood)	Aug 6	Los Angeles, CA 90001	PSA pane of 20 with side selvage art	Sep 5
P	34¢ Amish Quilts (4 designs)	Aug 9	Nappanee, IN 46550	PSA pane of 20 with header	Sep 8
C	34¢ Carnivorous Plants (4 designs)	Aug 23	Des Plaines, IL 60018 (Stampshow: APS Annual Convention)	PSA pane of 20 with header	Sep 22
N	21¢ White Barn Stamped Card	Aug (or later)	(TBD)	Stamped card	Sep (or later)
	34¢ Holiday Celebration: Eid	Sep 1 (nationwide)	Des Plaines, IL 60018	PSA pane of 20	Oct 1
	34¢ Enrico Fermi	Sep 29	Chicago, IL 60607	Gummed pane of 20	Oct 29
	34¢ "That's All Folks!" (Porky Pig, Looney Tunes series)	Oct 1 (Nat'l Stamp Collecting Month)	Burbank, CA 91505	PSA pane of 10 (souvenir sheet)	Oct 31
	34¢ Holiday Traditional: Lorenza Costa Madonna and Child	Oct 10	Philadelphia, PA 19104	PSA convertible booklet of 20	Nov 9
	34¢ Holiday Contemporary: Santas (4 designs)	Oct 10	Santa Claus, IN 47579	PSA two-sided booklet of 20; PSA pane of 20; PSA vending book of 20	Nov 9
	34¢ Holiday Celebration: Thanksgiving	Oct 15 (or later)	Dallas, TX 75260	PSA pane of 20	Nov 14 (or later)
	34¢ James Madison	Oct 18	New York, NY 10199 (Stamp Mega Show)	Gummed pane of 20	Nov 17
	34¢ Holiday Celebration: Kwanzaa (re-issue, new rate)	Oct 19 (no ceremony)	New York, NY 10199	PSA pane of 20	Nov 19
	34¢ Holiday Celebration: Hanukkah (re-issue, new rate)			PSA pane of 20	

C: Change in previously announced date and/or site  
 N: New issue

P: Pictorial first day postmark

+ Customers must affix additional postage to bring total postage to at least the minimum First-Class Mail rate for an envelope (34 cents) or stamped card (21 cents), depending on which is used. Also, the cost for a stamped envelope is the value of the postage plus 8 cents, and the cost for a stamped card is the value of the postage plus 2 cents.

CUT ALONG DOTTED LINE



## 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.


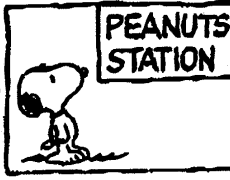
People attending these local events may obtain the cancellation in person at the temporary post office station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated,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

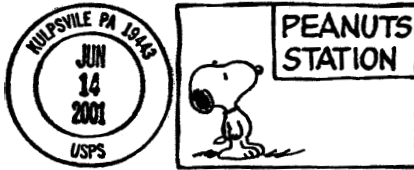
 	<p>May 18, 2001</p> <p>SHELBY TWP POST OFFICE STATION POSTMASTER 7755 22 MILE RD SHELBY TWP MI 48317-9992</p>	<p><i>Arkansas District</i></p> <p>PEANUTS STATION POSTMASTER PO BOX 9998 NORTH LITTLE ROCK AR 72214-9998</p>
	<p>UTICA POST OFFICE STATION POSTMASTER 8785 HALL RD UTICA MI 48317-9998</p> <p><i>Arkansas District</i></p> <p>PEANUTS STATION STATION MANAGER 6909 BASELINE RD LITTLE ROCK AR 72209-9998</p>	<p>USPS</p> <p>PEANUTS STATION POSTMASTER PO BOX 9998 MONTGOMERY PA 17754-9998</p> <p>USPS</p> <p>PEANUTS STATION POSTMASTER PO BOX 9998 HERSHEY PA 17033-9998</p>

 <p>HONORING VETERANS STATION MAY 23, 2001 OAKLAND NE 68045 HONORING VETERANS</p>	<p>May 23, 2001</p> <p>USPS</p> <p>HONORING VETERANS STATION POSTMASTER 313 NORTH OAKLAND AVE OAKLAND NE 68045-9992</p>	<p>USPS</p> <p>HONORING VETERANS DUKE CORNING STATION POSTMASTER PO BOX 9998 RAPID CITY SD 57702-9998</p>
	<p>USPS</p> <p>HONORING VETERANS STATION POSTMASTER PO BOX 9998 DIGHTON KS 67839-9998</p>	<p>USPS</p> <p>HONORING VETERANS SIOUX FALLS VA STATION POSTMASTER PO BOX 9998 SIOUX FALLS SD 57104-9998</p>



May 24, 2001  
 USPS  
 HONORING VETERANS STATION  
 POSTMASTER  
 PO BOX 9998  
 WESSINGTON SPRINGS SD 57382-9992

USPS  
 HONORING VETERANS STATION  
 POSTMASTER  
 PO BOX 9998  
 ARLINGTON SD 57212-9998



June 14, 2001  
 USPS  
 PEANUTS STATION  
 POSTMASTER  
 PO BOX 9998  
 KULPSVILLE PA 19443-9998

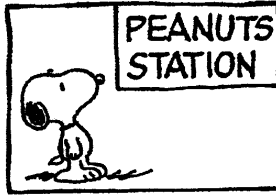
PEANUTS COMIC STRIP STATION  
 POSTMASTER  
 PO BOX 9998  
 PIPESTEM WV 25979-9998



HONORING  
 VETERANS STATION  
 23 MAY 2001  
 MT AYR, IA 50854

May 23, 2001  
 American Legion  
 HONORING VETERANS STATION  
 POSTMASTER  
 202 WEST MADISON ST  
 MT AYR IA 50854-9998

American Legion  
 HONORING VETERANS STATION  
 POSTMASTER  
 101 WEST MAIN ST  
 TINGLEY IA 50863-9998



June 18, 2001  
 PEANUTS STATION  
 POSTMASTER  
 109 RAILROAD ST  
 OAK HILL OH 45656-9998

PEANUTS STATION  
 POSTMASTER  
 114 SOUTH FORSYTHE ST  
 PILETON OH 45661-9998

PEANUTS STATION  
 POSTMASTER  
 125 EAST 2ND  
 WAVERLY OH 45690-9998

PEANUTS STATION  
 POSTMASTER  
 37 SALT CREEK RD  
 WAKEFIELD OH 45687-9998

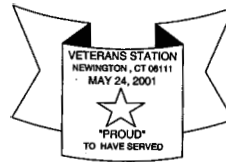
PEANUTS STATION  
 POSTMASTER  
 MAIN ST  
 BEAVER OH 45613-9998

PEANUTS STATION  
 POSTMASTER  
 6618 SR 104  
 JASPER OH 45642-9998

PEANUTS STATION  
 POSTMASTER  
 8502 SR 124  
 LATHAM OH 45646-9998



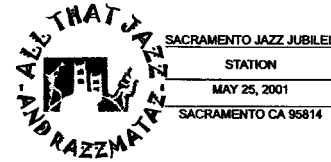
May 18, 2001  
 American Cancer Society  
 RELAY FOR LIFE STATION  
 POSTMASTER  
 201 HIGH ST NE  
 WARREN OH 44481-9998



May 24, 2001  
 VETERANS STATION  
 CUSTOMER RELATIONS  
 COORDINATOR  
 75 LOWERY PLACE  
 NEWINGTON CT 06111-9998



May 22, 2001  
 PEANUTS STATION  
 POSTMASTER  
 PO BOX 9998  
 HARTSDALE NY 10530-9998



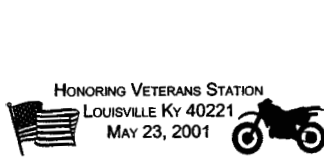
May 25-28, 2001  
 Sacramento Post Office  
 JAZZ JUBILEE STATION  
 POSTMASTER  
 2000 ROYAL OAKS DR  
 SACRAMENTO CA 95813-9998



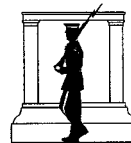
May 23, 2001  
 VA Medical Center  
 HONORING VETERANS  
 STATION  
 POSTMASTER  
 400 SOUTH CLINTON ST  
 IOWA CITY IA 52240-9998



May 26-27, 2001  
 Cobb County Stamp Club  
 COCOPEX STATION  
 POSTMASTER  
 257 LAWRENCE ST  
 MARIETTA GA 30060-9998



May 23, 2001  
 Kentucky Department of Veterans Affairs  
 HONORING VETERANS  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 LOUISVILLE KY 40231-9998



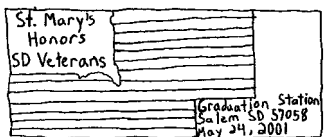
Florida National Cemetery  
 Honoring Veterans Station  
 Bushnell, FL 33513  
 May 28, 2001  
 HONORING VETERANS  
 STATION  
 POSTMASTER  
 800 MAIN ST  
 BUSHNELL FL 33513-9998



May 24, 2001  
 HONORING OUR VETS  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 MOUNT VERNON NY  
 10550-9998



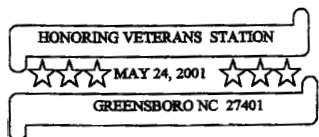
May 28, 2001  
 HONORING VETERANS  
 STATION  
 POSTMASTER  
 PO BOX 17000  
 PENSACOLA FL 32522-9998



May 24, 2001  
 St. Mary's School  
 GRADUATION STATION  
 POSTMASTER  
 PO BOX 9998  
 SALEM SD 57058-9998



May 28, 2001  
 US Post Office  
 MEMORIAL DAY STATION  
 POSTMASTER  
 PO BOX 9998  
 OHIOVA NE 68416-9998



May 24, 2001  
 USPS  
 HONORING VETERANS  
 STATION  
 POSTMASTER  
 1120 N CHURCH ST  
 GREENSBORO NC 27401-9998



May 30, 2001  
 PEANUTS STATION  
 POSTMASTER  
 97 S MAIN ST  
 MARENGO OH 43334-9998



May 30, 2001  
 USPS  
 HONORING VETERANS FARGO  
 UFW STATION  
 POSTMASTER  
 PO BOX 9998  
 FARGO ND 58102-9998



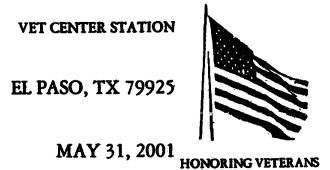
June 2, 2001  
 Arkansas District Royal Rangers  
 CAMP NELSON STATION  
 HOT SPRINGS VILLAGE  
 STATION MANAGER  
 PO BOX 9998  
 HOT SPRINGS AR 71909-9998



May 31, 2001  
 American Legion Post #22  
 THE WALL THAT HEALS  
 LEWISTON-AUBURN 2001  
 STATION  
 POSTMASTER  
 49 ASH ST  
 LEWISTON ME 04240-9998



June 2, 2001  
 Brownville Village Theater  
 OPENING OF 35TH SEASON  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 BROWNVILLE NE 68321-9998



May 31, 2001  
 Vets Center, VA Medical Center & USPS  
 VETS CENTER STATION  
 CUSTOMER RELATIONS  
 COORDINATOR  
 8401 BOEING DRIVE  
 EL PASO TX 79910-9998



June 2, 2001  
 Norwalk (CT) Stamp Club  
 NORWALK HERITAGE STATE  
 PARK STATION  
 POSTMASTER  
 PO BOX 99  
 BROWNVILLE NE 68321-9998



June 1, 2001  
 Virgelle Mercantile & Missouri River Canoe Company  
 VIRGELLE STATION  
 POSTMASTER  
 PO BOX 9998  
 LOMA MT 59460-9998



June 2, 2001  
 Norwalk (CT) Stamp Club  
 SPLASH FESTIVAL STATION  
 POSTMASTER  
 16 WASHINGTON ST  
 NORWALK CT 06856-9998



June 1-3, 2001  
 NAVAL AIR ENGINEERING STATION  
 POSTMASTER  
 38 NAVAL AIR ENGINEERING STATION  
 NAEC BRANCH LAKEHURST NJ  
 08733-9998



June 4, 2001  
 USPS  
 MIDDLETOWN STATION  
 POSTMASTER  
 7227 HOLLOW RD  
 MIDDLETOWN MD 21769-9998



June 1-3, 2001  
 FESTIVAL 2001 STATION  
 POSTMASTER  
 PO BOX 99-9860  
 GRAND RAPIDS MI 49599-9860



June 6, 2001  
 PEANUTS STATION  
 POSTMASTER  
 2 SOUTH CHURCH ST  
 SPARTA OH 43350-9998



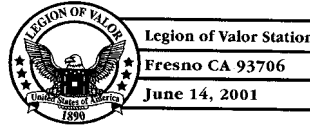
June 1-3, 2001  
 Merom Improvement Association  
 MEROM BLUFF CHAUTAUQUA STATION  
 POSTMASTER  
 PO BOX 9998  
 MEROM IN 47861-9998



June 7, 2001  
 RICKWOOD FIELD STATION  
 CRC  
 351 24TH ST NORTH  
 BIRMINGHAM AL 35203-9998



June 7, 2001  
 FINISH LINE STATION  
 POSTMASTER  
 680 US HIGHWAY 130  
 TRENTON NJ 08650-9998



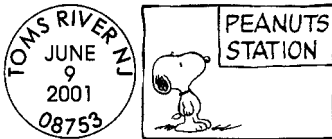
June 14, 2001  
 Legion of Valor Museum  
 LEGION OF VALOR STATION  
 POSTMASTER  
 1900 E ST  
 FRESNO CA 93706-9998



June 7, 2001  
 Aultman Health Foundation and  
 Juvenile Diabetes Foundation  
 DIABETES AWARENESS  
 STATION  
 PHILATELIC CLERK  
 4420 DRESSLER RD  
 CANTON OH 44718-9998



June 16, 2001  
 Eastpointe Chamber of  
 Commerce  
 CRUISIN GRATIOT  
 CANCELLATION STATION  
 POSTMASTER  
 22430 GRATIOT AVE  
 EASTPOINTE MI 48021-9998



June 9, 2001  
 PEANUTS STATION  
 POSTMASTER  
 130 WEST WATER ST  
 TOMS RIVER NJ 08753-9998

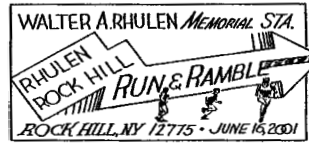


June 16, 2001  
 JUNETEENTH JUBILEE  
 STATION  
 MANAGER MOWS  
 900 EAST FAYETTE STREET  
 BALTIMORE MD 21233-9715

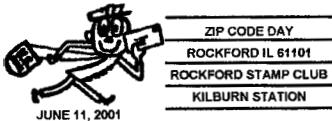


RELAY FOR LIFE STATION  
 PLATTSBURGH, NY 12901  
 JUNE 9, 2001

June 9, 2001  
 Relay for Life Committee  
 RELAY FOR LIFE STATION  
 POSTMASTER  
 10 MILLER ST  
 PLATTSBURGH NY 12901-9998



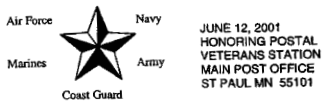
June 16, 2001  
 WALTER A RHULEN MEMORIAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 ROCK HILL NY 12775-9998



June 11, 2001  
 Rockford Stamp Club  
 ZIP CODE DAY STATION  
 POSTMASTER  
 5225 HARRISON AVE  
 ROCKFORD IL 61125-9998



June 16, 2001  
 Odebolt Creek Days  
 CREEK DAYS STATION  
 POSTMASTER  
 PO BOX 9998  
 ODEBOLT IA 51458-9998

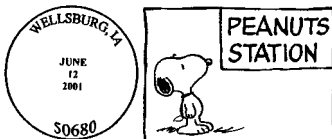


JUNE 12, 2001  
 HONORING POSTAL  
 VETERANS STATION  
 MAIN POST OFFICE  
 ST PAUL MN 55101

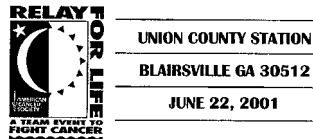
June 12, 2001  
 United States Postal Service  
 HONORING POSTAL  
 VETERANS STATION  
 POSTMASTER  
 PO BOX 64501  
 ST PAUL MN 55164-5001



June 16, 2001  
 Randolph County Fly Wheel Show  
 Committee  
 FLYWHEEL SHOW STATION  
 POSTMASTER  
 PO BOX 9998  
 HUNTSVILLE MO 65259-9998

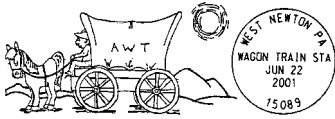


June 12, 2001  
 Wellsburg Betterment Committee  
 PEANUTS STATION  
 POSTMASTER  
 500 NORTH ADAMS ST  
 WELLSBURG IA 50680-9998



June 19-23, 2001  
 Relay for Life (Allison McGraw)  
 UNION COUNTY STATION  
 POSTMASTER  
 259 YOUNG HARRIS ST  
 BLAIRSVILLE GA 30512-9998





June 22-23, 2001  
 Appalachian Wagon Trail Association, Inc  
 WAGON TRAIL STATION  
 POSTMASTER  
 200 VINE ST  
 WEST NEWTON PA 15089-9998



1st Annual  
 Great American  
 Main Street  
 Celebration  
 Station  
 June 23, 2001  
 Walla Walla  
 Washington  
 99362

June 23, 2001  
 Walla Walla Main Street Foundation  
 GREAT AMERICAN MAIN STREET CELEBRATION STATION  
 POSTMASTER  
 128 NORTH 2ND AVE  
 WALLA WALLA WA 99362-9998



The Pulaski Historical Society  
**Strawberry Social Station**  
 Pulaski, NY 13142  
 June 22, 2001

June 22, 2001  
 The Pulaski Historical Society  
 STRAWBERRY SOCIAL STATION  
 POSTMASTER  
 4909 NORTH JEFFERSON ST  
 PULASKI NY 13142-9998



Homestead Days Station  
 June 23, 2001  
 Beatrice, Nebraska 68310

June 23, 2001  
 Beatrice Chamber of Commerce  
 HOMESTEAD DAYS STATION  
 POSTMASTER  
 425 NORTH 6TH ST  
 BEATRICE NE 68310-9998

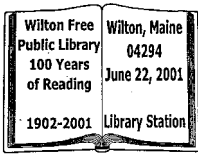


June 22, 2001  
 USPS  
 FRIDA KAHLO STATION  
 POSTMASTER  
 70 SOUTH JACKSON AVE  
 SAN JOSE CA 95116-9998



175th Commemoration  
 Barnegat Post Office  
 Est. March 25, 1826  
 Barnegat Station  
 Barnegat, NJ 08005  
 June 23, 2001

June 23, 2001  
 Barnegat Historical Society  
 BARNEGAT STATION  
 POSTMASTER  
 685 E BAY AVE  
 BARNEGAT NJ 08005-9998



June 22, 2001  
 Wilton Free Public Library  
 LIBRARY STATION  
 POSTMASTER  
 454 MAIN ST  
 WILTON ME 04294-9998

**Snowshoe Thompson  
 Monument Day  
 Mormon Station  
 June 23, 2001  
 Genoa, NV 89411**

June 23, 2001  
 Greater Genoa Business Association  
 SNOWSHOE THOMPSON MONUMENT DAY MORMON STATION  
 POSTMASTER  
 PO BOX 9998  
 GENOA NV 89411-9998



June 22, 2001  
 Appalachian Wagon Trail Association Inc.  
 WAGON TRAIL STATION  
 POSTMASTER  
 200 VINE ST  
 WEST NEWTON PA 15089-9998

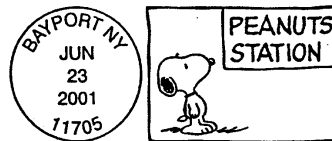


June 23, 2001  
 Jazz in June Festival  
 JAZZ IN JUNE OPEN HOUSE STATION  
 POSTMASTER  
 129 WEST GRAY ST  
 NORMAN OK 73069-9998



**National Topical Stamp Show Station**  
 June 22, 2001  
 Mesa, AZ 85201

June 22-24, 2001  
 Mesa Post Office USPS  
 NATIONAL TOPICAL STAMP SHOW STATION  
 POSTMASTER  
 135 NORTH CENTER ST  
 MESA AZ 85201-9998



June 23, 2001  
 D'Agelone Aviation Inc.  
 PEANUTS STATION  
 POSTMASTER  
 PO BOX 9998  
 BAYPORT NY 11705-9998



June 23, 2001  
 Historical Society  
 MILLES LACS RENDEZVOUS STATION  
 POSTMASTER  
 250 2ND AVENUE SOUTH  
 ISLE MN 56342-9998



June 23, 2001  
 Alutiiq Museum and Archaeological Repository  
 HODIAK STATION  
 POSTMASTER  
 PO BOX 9998  
 KODIAK AK 99615-9998



Bicentennial 1801-2001  
Old Meeting House Station  
June 23, 2001  
Francestown NH 03043

June 23, 2001  
*The Old Meeting House of  
Francestown Trustees*  
OLD MEETING HOUSE STATION  
POSTMASTER  
158 NH TURNPIKE  
FRANCESTOWN NH  
03043-9998

20th Annual Lions  
DAIRY BREAKFAST STATION



June 24, 2001  
HILLSBORO, WI 54634

June 24, 2001  
*Hillsboro Lions Club*  
DAIRY BREAKFAST STATION  
POSTMASTER  
PO BOX 9998  
HILLSBORO WI 54634-9998



ZIP-DATE MATCH  
STATION  
June 23, 2001  
Quincy, Illinois 62301

June 23, 2001  
*Quincy Area Customer Advisory  
Council*  
ZIP DATE MATCH STATION  
POSTMASTER  
3535 LOCUST ST  
QUINCY IL 62301-9998

*Celebrating Parma's  
175th Anniversary  
1826-2001*

June 24, 2001  
STEARNS HOMESTEAD  
STATION  
PARMA, OHIO 44129

June 24, 2001  
STEARNS HOMESTEAD  
STATION  
POSTMASTER  
7801 DAY DRIVE  
PARMA OH 44129-9998

*Summerfest 2001*

June 23, 2001  
Heritage Lake Station  
Coatesville, IN 46121

June 23-24, 2001  
HERITAGE LAKE STATION  
POSTMASTER  
8041 MAIN ST  
COATESVILLE IN 46121-9998



Log Cabin Station  
June 24, 2001  
Waterford, MI 48329

June 24, 2001  
*Waterford Township Historical  
Society*  
LOG CABIN STATION  
POSTMASTER  
5036 DIXIE HWY  
WATERFORD MI 48329-9998



June 23-24, 2001  
*American Folkways Festival  
Committee*  
AMERICAN FOLKWAYS  
FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
CLINTONVILLE PA 16372-9998



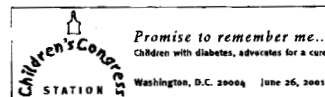
Little Bighorn Battlefield  
Station

June 25, 2001  
125th Anniversary

June 25, 2001  
*Little Big Horn Battlefield National  
Monument*  
LITTLE BIG HORN  
BATTLEFIELD STATION  
POSTMASTER  
PO BOX 9998  
GARRYOWEN MT 59031-9998



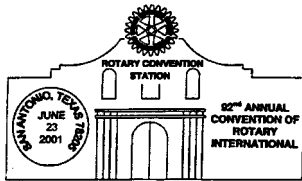
June 23-24, 2001  
*Mount Nittany Philatelic Society of  
State College*  
SCOPEX STATION  
POSTMASTER  
237 FRASER ST  
ST COLLEGE PA 16801-9998



Promise to remember me...  
Children with diabetes, advocates for a cure.

Washington, D.C. 20004 June 26, 2001

June 26, 2001  
*JDRF (Juvenile Diabetes  
Research Foundation)*  
CHILDRENS CONGRESS  
STATION  
POSTMASTER  
PO BOX 92282  
WASHINGTON DC 20090-9998



June 23-27, 2001  
ROTARY CONVENTION  
STATION  
POSTMASTER  
10410 PERRIN BEITEL RD  
SAN ANTONIO TX 78284-9998



VETERANS'  
MEMORIAL  
DEPOT STATION  
DULUTH MN 55802  
JUNE 26, 2001

June 26, 2001  
*Veteran's Memorial Hall and St.  
Louis County Heritage & Arts  
Center*  
DEPOT STATION  
POSTMASTER  
2800 WEST MICHIGAN ST  
DULUTH MN 55806-9998



June 24, 2001  
*German Folkfest*  
3RD ANNUAL GERMAN  
FOLKFEST STATION  
POSTMASTER  
PO BOX 9998  
MERTON WI 53056-9998



The Great Hunger Memorial  
of Westchester  
Dedication  
June 26, 2001  
GHF, Inc. Station  
Ardsley, NY 10582

June 26, 2001  
GHF INC STATION  
POSTMASTER  
PO BOX 9998  
ARDSLEY NY 10502-9998



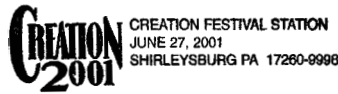
June 27, 2001  
 Chamber of Commerce  
 SPRING STREET STATION  
 POSTMASTER  
 56 SPRING ST  
 WILLIAMSTOWN MA  
 01267-9998



June 27, 2001  
 75th Anniversary Station  
 McLean, Texas 79067  
 June 27, 2001  
 Route 66 Post Offices  
 75TH ANNIVERSARY STATION  
 POSTMASTER  
 101 SOUTH MAIN ST  
 MCLEAN TX 79057-9998



June 27, 2001  
 Route 66 Post Offices  
 75TH ANNIVERSARY STATION  
 POSTMASTER  
 210 N MADDEN ST  
 SHAMROCK TX 79079-9998



June 27-28, 2001  
 USPS  
 CREATION FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 SHIRLEYSBURG PA 17260-9998

— Stamp Services,  
 Public Affairs and Communications, 6-14-01

### Special Cancellation Die Hubs

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

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

Cancellation	Period of Use
Only You Can Prevent Forest Fires	April 1-Oct. 31
National Salvation Army Week, 4 <sup>th</sup> Week in May	May 1-May 31
Support Research for "NF," Neurofibromatosis	May 1-May 31
Support Your Mental Health Association	May 1-May 31
National Flag Day, June 14, Pause for the Pledge	May 1-June 14
Goodwill Industries — Our Business Works So People Can	May 1-June 30
Fight Disease, Support City of Hope Pilot Medical Center	May 15-June 15
Defeat Muscular Dystrophy, Support MDAA	May 15-June 17
Conquer Multiple Sclerosis	May 17-June 17
Conquer Cystic Fibrosis	Sept. 1-Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1-Oct. 31
Employ People With Disabilities	Sept. 1-Nov. 30
Give to the United Way	Sept. 15-Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1-Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1-Oct. 31
Support Infection Control Week	Oct. 1-Nov. 30
Help Retarded Children	Nov. 1-Nov. 30
Military Families Recognition Day	Nov. 1-Nov. 30
National Adoption Month	Nov. 1-Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1-Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8-Dec. 31
Support American Education Week	Nov. 10-Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1-Dec. 31

— Mail Preparation and Standards, Pricing and Product Design, 6-14-01

## Post Offices

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### NOTICE AND CORRECTION

#### Proper Identification of Damaged Mail Transport Equipment Rolling Stock

Please disregard the article titled "Notice: Proper Identification of Damaged Mail Transport Equipment Rolling Stock" in *Postal Bulletin 22051 (5-31-01, page 59)*. The article that appears here has the correct information.

All users of mail transport equipment (MTE) are requested to promptly identify, "red tag," and isolate damaged or defective wheeled containers used to transport mail. Damaged rolling stock must be removed from service and placed in a holding area for return to the servicing mail transport equipment service center (MTESC).

Although all MTE items passing through the MTESCs are scanned for obvious defects, use of the orange PS Form 4707, "Out of Order" tag, will ensure that broken rolling stock is identified and scheduled for repair. Please help the MTESC network keep your rolling stock serviceable by tagging all defective containers.

— Mail Transport Equipment,  
Network Operations Management, 6-14-01

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### NOTICE AND CORRECTION

#### Removal of Trash From Mail Transport Equipment

Please disregard the article titled "Notice: Removal of Trash from Mail Transport Equipment" in *Postal Bulletin 22051 (5-31-01, page 59)*. The article that appears here has the correct information.

Mail processing centers and facilities must immediately stop shipping excess or broken office and workroom furniture, equipment, garbage, and trash to the mail transport equipment service centers (MTESCs) in excess containers or cardboard boxes. Incidents of this type have increased sharply during 2001. This practice creates environmental health and safety problems at the receiving MTESCs, which must spend unbudgeted funds to dispose of the refuse through waste management contractors.

Future shipments of this type will be returned to the originating offices, which will be billed for the additional shipping and handling expenses.

Refer to Handbook AS-701, *Material Management*, for instructions on disposing of unneeded or broken equipment.

— Mail Transport Equipment,  
Network Operations Management, 6-14-01



This office  
will be closed  
**Wednesday,**  
**July 4, 2001,**  
to celebrate  
**Independence Day.**



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This office  
will be closed  
**Wednesday,**  
**July 4, 2001,**  
to celebrate  
**Independence Day.**



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# Postal Employees

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HANDBOOK REVISION

## Handbook EL-814, Postal Employee's Guide to Safety

Handbook EL-814, *Postal Employee's Guide to Safety*, March 2001 edition, is available at the Material Distribution Center (MDC) or can be found on the Policies and Procedures page of the Postal Service Intranet at <http://blue.usps.gov/cpim>.

Handbook EL-814 provides simple, easy-to-locate safety rules and procedures so that you can familiarize yourself with those rules that apply to your job. It is intended for reference only.

Managers should order sufficient copies for all their employees. Local Postal Service employee development centers (PEDCs) should order enough to hand out during new employee orientation. Order using one of the following means:

- Touch Tone Order Entry: Call 1-800-332-0317, option 1, then option 2.
- cc:Mail: Send an F3Fill-completed PS Form 7380, *MDC Supply Requisition*, by cc:Mail to MDC Customer Service at TOKS001L.
- Official Mail: Send a completed PS Form 7380 to the following address:

SUPPLY REQUISITIONS  
500 SW GARY ORMSBY DR  
TOPEKA KS 66624-9702

The relevant ordering information is as follows:

PSN:	7610-01-000-9089
PSIN:	HBKEL814
Unit of Issue:	EA
Quick Pick #:	359
Bulk Pack Quantity:	400
Price:	\$.1049
Edition Date:	March 2001

— *Safety Performance Management,  
Employee Resource Management, 6-14-01*

## 2001 U.S. Postal Service National Awards Program for Diversity Achievement

The U.S. Postal Service seeks nominations, for its 2001 National Awards Program for Diversity Achievement, of all employees who made significant contributions to encourage, promote, and celebrate diversity within the organization. See flyer on page 74.

All employees\* are eligible for nomination and participation! Soon Postal Service facilities nationwide will receive nomination kits, which can be displayed in either a free-standing or a hanging position. Please display the nomination kit in a highly visible area.

*\*Excluding Diversity Development and Hispanic Program specialists and managers, except where noted as an essential member of a team or committee.*

**Nomination deadline is July 13, 2001.**

— *Diversity Development,  
Human Resources, 6-14-01*



THE U.S. POSTAL SERVICE NATIONAL AWARDS PROGRAM for Diversity Achievement was established to recognize and support individuals and teams that have made significant contributions to encourage and promote diversity within the organization. The Postal Service is seeking nominations of all those who helped further our mission to recognize, celebrate, and impact diversity.

All Postal Service employees may submit nominations, and all employees are eligible for nomination! (Diversity Development and Hispanic Program specialists may be nominated only when they are recognized as an essential member of a partnership or team).

The Postal Service focuses on the Voice of the Customer, Voice of the Employee, and Voice of the Business. We listen to the needs of

our diverse customer, employee, and supplier base so we can respond with initiatives that balance corporate and workforce goals.

By managing and valuing diversity as an integral part of our business, we sustain high customer satisfaction, improve employee and organizational effectiveness, and gain new opportunities for revenue and growth.

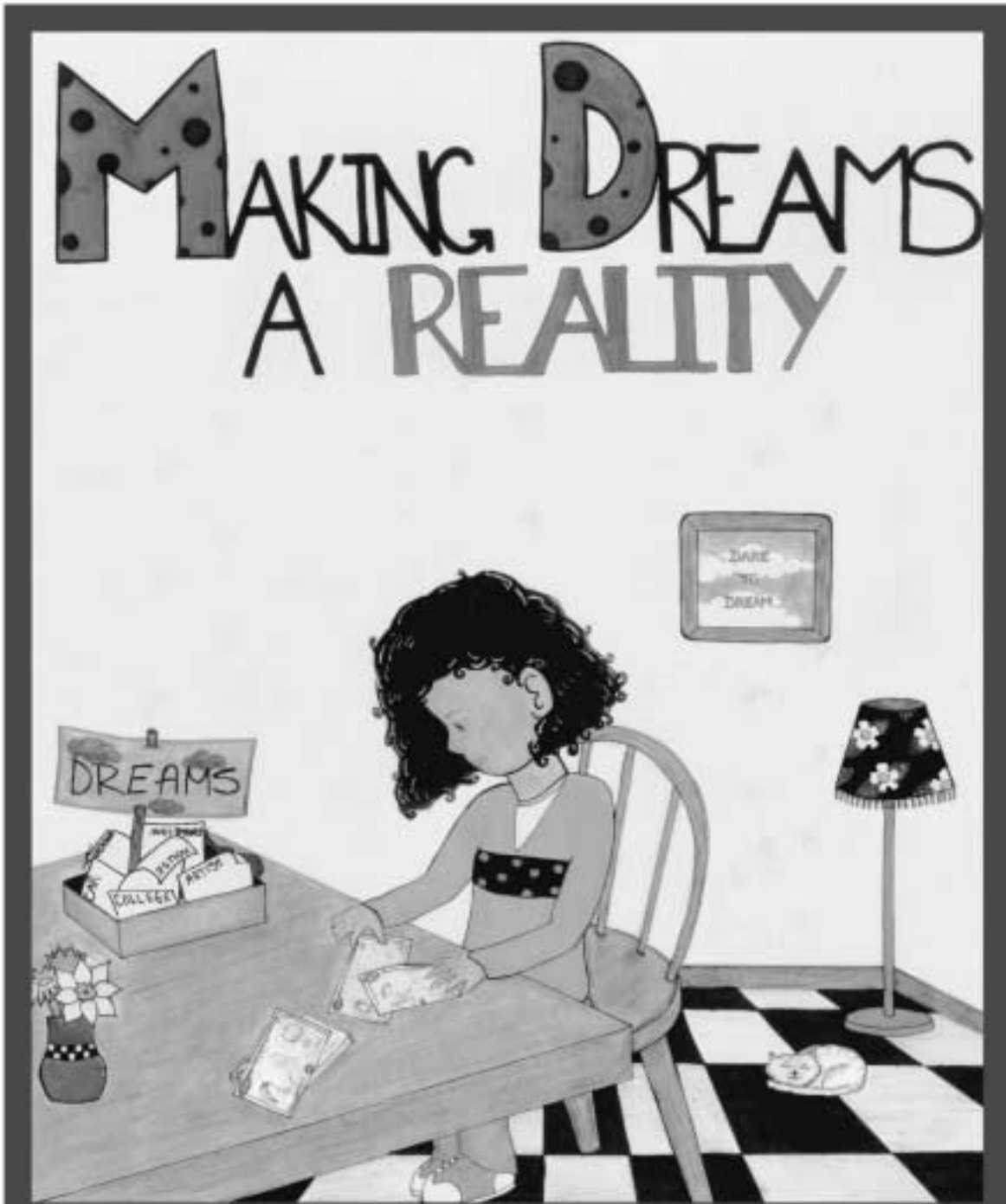
Award winners will be selected for exceptional contributions and achievements related to diversity.

Nominees must demonstrate awareness and actions that reinforce the U.S. Postal Service's commitment to managing and valuing diversity in support of *CustomerPerfect<sup>SM</sup>* objectives.

*Nomination forms are available at all postal facilities and can be completed by employees and returned via business reply mail to Headquarters.*

NOMINATION FORMS  
ARE ACCEPTED  
JUNE 13-JULY 13  
WINNERS WILL BE  
HONORED AT AN  
AWARDS CEREMONY  
IN VIRGINIA ON  
SEPTEMBER 26, 2001.

Please post on employee bulletin boards.



This poster was created by Johanna Batista, a sixth grade student from Hunt Middle School, Tacoma, Washington. Her poster was awarded first place in the 2000 U.S. Savings Bonds National Student Poster Contest.

**Sign up for  
Payroll Savings today.**

[www.savingsbonds.gov](http://www.savingsbonds.gov) • 1-888-588-BOND

CUT ALONG DOTTED LINE



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# Purchasing and Materials

PM REVISION

## Purchasing Manual 4.6.5 and Appendix B

Effective June 14, 2001, *Purchasing Manual* (PM) section 4.6.5, Information Technology, and Appendix B, Contract Clauses, are revised to align Postal Service policies and procedures regarding information technology (IT) accessibility with the approaches taken by other federal agencies.

These sections were previously revised in *Postal Bulletin* 22047 (4-5-01, pages 53–54) in order to incorporate the Access Board standards and to require that suppliers certify that IT they supply conforms to them.

Section 508 of the Rehabilitation Act of 1973 was amended in 1998 to ensure that IT acquired by the federal government, including the Postal Service, is accessible. The enforcement provision of Section 508 takes effect June 21, 2001.

The PM revisions follow; they include new definitions of *IT* and *undue burden*, clarification of applicability of the accessibility standards to contracts already in existence, guidance regarding exceptions, requirements development, market research and documentation, and a revised Clause 4-18, Information Technology Accessibility Standards.

These revisions will apply to IT contracts awarded on or after June 21, 2001. In order to accomplish this result, contracting officers must include the current version of Clause 4-18 (June 2001), whether the solicitation leading to the award contained the previous (April 2001) version of Clause 4-18 or not. Such a change will require the agreement of the supplier or the issuance of a change pursuant to the Changes clause.

We will incorporate these revisions into an incremental update of the PM on the Policies and Procedures page on the Postal Service Intranet at <http://blue.usps.gov/cpim/manuals> and the Postal Service Internet at <http://www.usps.com>; click on *About USPS*, then *Doing Business with Us*, then *Purchasing Publications*, and then relevant contract writing systems.

### Purchasing Manual (PM)

\* \* \* \* \*

#### 4 Purchasing

\* \* \* \* \*

#### 4.6.5 Information Technology

##### 4.6.5.a Definitions

\* \* \* \* \*

[Revise 4.6.5.a.5 to read as follows:]

5. *Information Technology (IT)*. Encompasses all types and categories of computer, networking, and telecommunications systems (where voice and/or data may be transmitted by cable, telephone, or wireless), and all associated hardware, firmware, software, and services. This includes emerging technologies such as wireless handheld data collection devices, information kiosks, transaction machines, electronic commerce services, distance learning systems, World Wide Web sites, multimedia, and office equipment such as FAX machines and copiers. IT also includes information technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data or information. IT does not include any equipment that contains embedded technology that is used as an integral part of the product but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. For example, HVAC (heating, ventilation, and air conditioning) equipment, such as thermostats or temperature control devices and medical equipment where information technology is integral to its operation, is not IT.

\* \* \* \* \*

[Add new subparagraph 4.6.5.a.8 as follows:]

8. *Undue Burden*. A significant difficulty or expense.

\* \* \* \* \*

**4.6.5.b Policy**

\* \* \* \* \*

*[Revise 4.6.5.b.2 to read as follows:]***2. Accessibility**

- (a) Section 508 of the Rehabilitation Act as amended in 1998 requires the Postal Service to ensure that information technology (IT) purchased by the Postal Service allows employees with disabilities and individuals with disabilities who are members of the public to have access to and use of information and data that is comparable to the access and use of information by employees and members of the public who do not have disabilities, unless doing so would impose an undue burden (see below).

**(b) Applicability**

- (1) *General.* Unless an exception applies, purchases of IT must meet the applicable accessibility standards at 36 CFR part 1194. Exception determinations are required prior to contract award, except for indefinite delivery contracts and the other circumstances enumerated at subparts (3)(a) through (3)(d) below.
- (2) *Indefinite Delivery Contracts.* Exception determinations are not required prior to award of indefinite delivery contracts, except for requirements that are to be satisfied by initial award. Contracting officers who award indefinite delivery contracts must indicate to requiring and ordering activities which IT the supplier indicates as compliant and show where full details of compliance can be found (e.g., supplier's or other exact web site location). Before task or delivery orders are issued, requiring and ordering activities must ensure IT meets the applicable accessibility standards at 36 CFR part 1194, unless an exception applies. Accordingly, indefinite delivery contracts may include noncompliant IT items; however, any task or delivery order issued for noncompliant items must meet an applicable exception.
- (3) The accessibility standards at 36 CFR part 1194 do not apply to:
- (a) Taking delivery for items ordered prior to June 21, 2001.

- (b) Within-scope modifications of contracts awarded before June 21, 2001.
- (c) Exercising unilateral options for contracts awarded before June 21, 2001.
- (d) Multiyear contracts awarded before June 21, 2001.

**(c) Exceptions**

- (1) *General.* The requirements of Section 508 of the Rehabilitation Act as amended do not apply to IT that —
- (a) Is acquired by a supplier incidental to a contract.
- (b) Is located in spaces frequented only by service personnel for maintenance, repair, or occasional monitoring of equipment.
- (c) Is being acquired as IT that is available in the commercial marketplace, and the IT meets all the accessibility standards that can be met within time to meet the Postal Service's delivery requirements.
- (d) Would impose an undue burden on the Postal Service.
- (2) *Basis.* In determining whether compliance with all or part of the accessibility standards in 36 CFR part 1194 would be an undue burden, the Postal Service must consider the difficulty or expense of compliance.
- (3) *Documentation*
- (a) *Undue Burden.* The requiring or ordering activity must document in writing the basis for an undue burden decision and provide the documentation to the contracting officer for inclusion in the contract file.
- (b) *Commercial Items.* When acquiring commercial items, the requiring or ordering activity must document in writing, for provision to the contracting officer for inclusion in the contract file, the extent to which commercial items fail to meet specific accessibility standards and a description of the market research performed to establish the extent of the commercial IT's noncompliance.

\* \* \* \* \*

**Appendix B Contract Clauses**

\* \* \* \* \*

**B.3 Contract Clauses**

\* \* \* \* \*

[Revise Clause 4-18 to read as follows:]

**Clause 4-18 Information Technology Accessibility Standards (June 2001)(4.6.5)**

- a. Information technology purchased under this contract or order must conform to the applicable provisions of the Architectural and Transportation Barriers Compliance Board's Electronic and Information Technology Accessibility Standards (36 CFR part 1194) at the time of delivery, except when the contracting officer has advised that compliance is not required.

- b. At the time of delivery, the supplier must provide documentation of the commercial availability of accessibility features incorporating the standards of the applicable provisions of 36 CFR part 1194 for the commercial off-the-shelf products ordered under this contract.

\* \* \* \* \*

— *Purchasing Policies and Programs, Purchasing and Materials, 6-14-01*

# Retail

## Dinero Seguro System Access Process Change

Effective June 14, 2001, PS Form 5011, *Training Confirmation Sure Money/Dinero Seguro*, is no longer necessary. Instructions issued in *Postal Bulletin 22047* (4-5-01, page 66) are rescinded.

All employees who will be selling Dinero Seguro will receive both Dinero Seguro and Bank Secrecy Act (BSA) training. After receiving the training, employees will be required to sign PS Form 1357, *Request For Computer Access*, with the following statement in box 13a:

"I HAVE RECEIVED DINERO SEGURO AND BANK SECRECY ACT (BSA) TRAINING."

PS Form 1357 preprinted with this statement will be mailed to each selling location and will also be available on the Retail Intranet at *retail.usps.gov* on the Dinero Seguro webpage. If preprinted forms are not available, employees may print the statement in box 13a. No logon access will be provided without this statement.

The employee and supervisor must sign the form. A signature in block 16 is not required. Mail completed forms to:

ATTN DINERO SEGURO  
 INFORMATION TECHNOLOGY SERVICE CENTER  
 SECURITY OFFICE  
 2825 LONE OAK PARKWAY  
 EAGAN MN 55121-9340

Eagan Security will provide logon IDs by mail. Once logon IDs have been received, employees may begin selling Dinero Seguro. All incomplete forms will be returned.

— *Retail Marketing, Retail, Consumers and Small Business, 6-14-01*

## Rate Modification — Retail Update

### Self Service

#### Stamp Packet Distribution

Item 314100 (50-1c Stamp Packets) — for multi-commodity machines *only*.

Quantity	Delivery Schedule
<b>Wave 1 Schedule</b>	
825,000 packets	06/13 through 07/10/01
<b>Wave 2 Schedule</b>	
825,000 packets	07/23 through 08/17/01

#### Checklist

- Order program card or rate chip for electronic lobby scales.
- Remove all Express Mail packets, postcard rate books, and banded stamped postcards. Change product identifier for new *Bison* postcard rate. Product identifier can be found at <http://retail.usps.gov/html/programs/selfservice.html>.
- Set prices on the keyboards of newer machines or the program boards of older machines. Check machine handbook.
- Stamps By Mail® form: the printer, Cyril-Scott, has held all recent Stamps By Mail print orders in order to use the new form with the rate changes. The printer will start production of the new form on June 18. All orders received at the printer prior to that date will be included in that printing. Forms from that printing cycle should be distributed around the end of July. Refer to *Postal Bulletin* 22042 (1-25-01, pages 82–83) for instructions on how to order Stamps By Mail forms and for a copy of the order form.

### IRT/POS ONE Checklist

#### Coordinators

- Contact the appropriate IRT hotline if you have received an insufficient quantity or no diskettes by June 26th.

**MOS hotline: 1-800-346-0902**

**Unisys hotline: 1-800-247-6478**

#### Postmasters

- Contact the district IRT coordinator if you have received no disk by June 28th. Install update disk before opening for business on the first day of the rate change. If discovered at the last minute that an update disk is faulty, do not wait for a new disk to be mailed. Borrow an update disk from a neighboring retail unit.

#### POS ONE Locations

IBM and NCR will distribute new software for the rate change via download over the network. Before leaving at the end of each day, be sure the following procedures have been performed so that your POS ONE system receives any new data:

- All units have closed out.
- All users are logged off.
- Once final 1412 is completed, no users can log on.
- All machines are left powered on.

### Retail Operations Checklist

#### Action Items That Should Be Completed by June 14, 2001

- Maintain contact with Rate Implementation Coordinator for information, material updates, and guidance.
- Develop contingency plan to address additional lobby traffic: for example, lobby directors during peak periods.
- Ensure all retail unit employees are informed by their management and prepared to handle the new rates and related issues.
- Ensure contract postal unit (CPU) and contract Post Office (CPO) staff are knowledgeable about the new rates (domestic and international) and are prepared to address customer concerns by June 15th.

#### Action Items in Progress or to Be Completed by July 1, 2001

- Ensure each CPU, CPO, Post Office, and retail unit receives rate charts (domestic and international), posters, scale charts, brochures, manuals, and publications.
- Ensure updated signage is installed on menu boards and parcel slides in all postal stores.
- Ensure existing signage is updated on all traditional office menu boards.
- Ensure all weighing and rating units, electronic scales, and fan scales are updated with the new rates.
- Ensure new rate (domestic and international) information is displayed in customer lobbies and all old rate information is removed and disposed of.

Employees please refer to *Postal Bulletin* 22051 (5-31-01, pages 72–73) for the complete retail action item checklist for modified postage rate implementation. Visit <http://retail.usps.gov> for current and updated information.

— Pricing and Classification Implementation,  
Pricing and Product Design, 6-14-01



# What's in Store

**It's on the menuboard**

*Informing the customers*

Postal locations will receive new continuity menuboards reflecting the modified rates that take effect July 1. The menuboards, featuring improved information about Postal Service products and services, will help increase revenue by communicating more options and upselling to customers. And, by informing customers about their choices before they reach the window, the menuboards will help speed up transactions and decrease wait time.

**Uniforms: Top to bottom**

*Looking good*

What's up next in the retail uniform program? The bottoms. Heather gray bottoms are the newest uniform elements for retail associates. These include trousers for men and slacks, skirts, and skorts (part shorts, part skirt) for women. Maternity wear also is available. In addition, there will be accessories, including a silver button cover, silver tie bar, and a black belt with a silver logo buckle.

In the first phase of the program, the new blue/gray striped button shirt was introduced. It features a straight bottom finish for women, which allows them to wear the shirt out or tucked in.

Employees who receive a uniform allowance may continue to wear the current blue uniform bottoms until further notice.

Due to feedback received about the first phase, which introduced a new shirt and neckwear, we are reviewing different styles of women's neckwear to replace the knotted loop.

## What's in Store

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**POS ONE is moving ahead**

*Going strong*

The POS ONE deployment is moving forward on an accelerated schedule. More than 39,000 terminals have been deployed to more than 8,600 retail sites. Planned hardware installations were completed in 7 months — 5 months ahead of schedule.

**Feedback**

Send comments and questions to:

WHAT'S IN STORE  
US POSTAL SERVICE  
1735 N LYNN STREET RM 6042  
ARLINGTON VA 22209-6057

## What's in Store

# Retail Coaches' Corner

### Welcome to the June Corner!

This month's edition has information on e-labels, the Pitney Post Card debit card, a revised PS Form 2528, and modified rates that take effect July 1.

### Acceptance of Electronic Rate e-Labels for Delivery Confirmation and Signature Confirmation Service Items

Customers can print or use e-labels and apply postage from a home or office personal computer (PC) or bring the item into the Post Office to purchase postage. Electronic option rates vary based on confirmation service requested. No acceptance scans of these labels are required at the retail counters. Reference information provided to the field:

*Postal Bulletin 22047 (4-5-01, pages 7-9)*

*POS IBM/NCR message: 4-12-01*

*IRT units message: 4-11-01*

*Straight Talk: 3-21-01*

### This Month's Questions

What is the fee for Delivery Confirmation service electronic option for Priority Mail? Parcel Post? Media Mail?

*Priority Mail: no additional fee.*

*Parcel Post or Media Mail: \$0.12.*

*Signature Confirmation service electronic option fee is \$1.25, regardless of mail class.*

Do Delivery Confirmation and Signature Confirmation Service e-labels require acceptance scans when presented at the retail counter?

*No. This includes items with USPS-printed labels e/USPS Delivery Confirmation (PS Label 314) and e/USPS Signature Confirmation (PS Label 315), or privately printed labels.*

### Pitney Post Card Debit Card

Pitney Bowes has introduced a debit card for customers to use in purchasing retail products and services. It looks like a corporate card but is actually a bankcard. Process these the same as other debit cards.

### PS Form 2528, Structured On-the-Job Training Certification

A revised PS Form 2528 for training new Sales and Services Associates is now available.

### Rate Change

Information about the July 1, 2001, rate changes was published in the May 31 and June 14, 2001, issues of the *Postal Bulletin* (22051 and 22052). The new rates can also be found on the Postal Service website at [www.usps.com](http://www.usps.com).

### Comments From the Field

Nancy from Connecticut reminds retail associates:


- Inform business customers about the district business centers. Keep the address and phone number handy to provide our customers. Business center locations can be found on the Internet at [www.usps.com](http://www.usps.com).
- Identify customers who come to the Post Office for stamps only and suggest using the Stamps By Mail program. Encourage local managers to implement the program in the unit.
- Internet auction sites are extremely popular. Be sure to inform customers who buy and sell items this way that they can turn to the Postal Service for shipping. Advise them on the best way to ship their products internationally as well as domestically.

Questions or comments? Submit them via cc:Mail: *Retail Coaches Corner*.

# What's in Store

# your Retail Calendar '01 SUMMER

## June

					FRI	SAT
SUN	MON	TUE	WED	THU	1	2
3 <b>Inform Your Customers</b> that <a href="http://www.postmarkamerica.com">www.postmarkamerica.com</a> * has great merchandise	4 <b>Inform Your Customers</b> that they can generate Father's Day greeting cards through NetPost™ CardStore available online	5 <b>Vending Reminder:</b> Refer to the Self Service Intranet Web page for the latest vending news at <a href="http://retail.usps.gov">retail.usps.gov</a>	6 <b>Inform Your Customers</b> that Signature Confirmation™ service lets them know who has signed for their package	7 <b>Inform Your Customers</b> that Signature Confirmation™ service lets them know who has signed for their package	8 <i>payday</i>	9 <b>Vending Reminder:</b> Clean your validators regularly — don't wait for failures. Refer to MM0-056 00, Ardac Validator Cleaning Instructions, 6/2/00
10 <b>Did You Know?</b> Taking into account inflation, stamps have cost between 20 and 40 cents since the Postal Service began	11 <b>Summer/Fall POP and Merchandise shipments arrive this week</b>		12 <b>Vending Reminder:</b> Have you seen the CD on validator cleaning? Check out the February SSPC Tech quarterly for more information	13 <b>Last day for Priority Mail® service to arrive by Father's Day*</b> <i>Flag Day</i>	14 <b>Vending Reminder:</b> Use the PHASE II Information Transfer Units (ITUs) to reprofile <i>all</i> vending equipment validators at servicing	15 <b>Last day for Express Mail® service to arrive on Father's Day*</b> <b>AP 11 begins</b>
17 <b>Father's Day</b>	18 <b>Summer/Fall Drive Period Begins —</b> <i>Make sure POP and merchandise are properly displayed</i> <b>Visa® Promotion begins</b>		19 	20 <b>Select Locations: Look for new Continuity POP menuboards and hardware</b>	21 <b>Vending Reminder:</b> See the Self Service Intranet Web page to learn about the newly released "Validator Cleaning Procedures" CD	22 <i>payday</i>
24 <b>Did You Know?</b> The all-time most popular commemorative stamp was the <i>Elvis Presley</i> stamp issued in 1993	25 <b>Inform Your Customers</b> that they can manage their bills online with USPS eBillPay™ at <a href="http://www.usps.com">www.usps.com</a> *	26 <b>Make sure Holiday Closing door sign is displayed</b>	27 <b>Vending Reminder:</b> How many validators did you return to Topeka this month? Did you include your FEDSTRIP number? If not, you will not get proper credit	28 <b>Inform Your Vacationing Customers</b> that postcard stamps are available in books and coils	29 <b>Retail Reminder:</b> Last day for Districts to input VESS data for AP 10	30 <b>Retail Reminder:</b> Don't forget to check the lobby sales bin, remove trash, and restock merchandise

**JUNE STAMP RELEASES:**

- *Frida Kahlo*

\*Dates that indicate last date to mail are dependent on drop-off location, time, and destination.

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 SUMMER

## July

SUN	MON	TUE	WED	THU	FRI	SAT
1 <b>Did You Know?</b> It took Thomas Jefferson only 2 days to write the Declaration of Independence	2 <b>Retail Reminder:</b> Our goal is to list 100% of all Certified Retail Coaches by AP 11. Check out the site at <a href="http://rpsweb.usps.gov/coaches/home.asp">http://rpsweb.usps.gov/coaches/home.asp</a>	3 <b>Vending Reminder:</b> Refer to the Ardac Validator Cleaning Instructions for your Ardac validators	4 <b>Offices Closed</b> <b>Independence Day</b>	5 <b>Retail Reminder:</b> It's summertime, so arrange child-related merchandise on the slotwall where kids can see it.	6 <b>payday</b>	7 <b>Vending Reminder:</b> Refer to the Self Service Intranet Web page for the latest vending news at <a href="http://retail.usps.gov">retail.usps.gov</a>
8 <b>Did You Know?</b> Last fiscal year, we had a net revenue of \$30.5 million from packaging products	9 <b>Inform Your Customers</b> that Signature Confirmation™ is available for Priority Mail® and Parcel Post	10	11 <b>Inform Your Small Business Customers</b> that the special features of our premier international service, Global Express Guaranteed™, can be accessed online at <a href="http://www.usps.com">www.usps.com</a>	12	13 <b>Vending Reminder:</b> See the Self Service Intranet Web page to learn about the newly released "Validator Cleaning Procedures" CD	14 <b>AP 12 begins</b>
15 <b>Did You Know?</b> Last fiscal year, we had a net revenue of \$5.7 million from retail merchandise	16	17 <b>Retail Reminder:</b> The mail pick-up function on your POS ONE system can also be used to scan Vacation Hold mail	18	19 <b>Vending Reminder:</b> Use the PHASE II Information Transfer Units (ITUs) to reprofile <i>all</i> vending equipment validators at servicing	20 <b>payday</b>	21 <b>Vending Reminder:</b> How many validators did you return to Topeka this month? Did you include your FEDSTRIP number? If not, you will not get proper credit
22 <b>Did You Know?</b> Last fiscal year, we had a net revenue of \$5.3 million from FIRSTCLASS PHONECARDS®	23 <b>Retail Reminder:</b> The rules for nonstandard surcharge also apply to international mail	24	25 <b>Inform Your Vacationing Customers</b> that postcard stamps are available in books and coils	26	27 <b>Retail Reminder:</b> Last day for Districts to input VESS data for AP 11	28
29 <b>Did You Know?</b> You can check out the Postal Store at <a href="http://www.usps.com">www.usps.com</a>	30 <b>Vending Reminder:</b> Vending Items 669700 and 669711, <i>Apples and Oranges</i> , wave 2 distribution 7/30-8/29	31 <b>Vending Reminder:</b> Clean your validators regularly — don't wait for failures. Refer to MM0-056 00, Ardac Validator Cleaning Instructions, 6/2/00	<b>JULY STAMP RELEASES:</b> <ul style="list-style-type: none"> <li>• Leonard Bernstein</li> <li>• Baseball's Legendary Playing Fields</li> </ul>			

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 SUMMER

## August

SUN		MON	TUE	WED	THU	FRI	SAT
				1 <b>Inform Your Customers</b> that Signature Confirmation™ is available for Priority Mail® and Parcel Post	2 <b>Retail Reminder:</b> It's summertime, so arrange child-related merchandise on the slatwall where kids can see it.	3 <i>payday</i>	4 <b>Vending Reminder:</b> Refer to the Ardac Validator Cleaning Instructions for your Ardac validators
5 <b>Did You Know?</b> The Amish get their name from Joseph Ammann who led a group of Mennonites to America in 1693	6	7 <b>Vending Reminder:</b> Refer to the Self Service Intranet Web page for the latest vending news at <a href="http://retail.usps.gov">retail.usps.gov</a>	8	9 <b>Vending Reminder:</b> Clean your validators regularly — don't wait for failures. Refer to MM0-056 00, Ardac Validator Cleaning Instructions, 6/2/00	10 <b>Remove all Visa® POP — Put up American Express® POP</b>  <b>Visa Promotion ends</b>	11 <b>American Express Promotion begins AP 13 begins</b>	
12 <b>Did You Know?</b> More than 90% of the carnivorous plant habitat in the USA has been destroyed	13	14	15 <b>Retail Reminder:</b> The rules for nonstandard surcharge also apply to international mail	16 <b>Inform Your Small Business Customers</b> that the special features of our premier international service, Global Express Guaranteed™, can be accessed online at <a href="http://www.usps.com">www.usps.com</a> *	17 <i>payday</i>	18 <b>Vending Reminder:</b> Use the PHASE II Information Transfer Units (ITUs) to reprofile <i>all</i> vending equipment validators at servicing	
19 <b>Did You Know?</b> As a teenager, Lucille Ball was diagnosed with rheumatoid arthritis and was cured with an experimental treatment	20	21 <b>Inform Your Vacating Customers</b> that postcard stamps are available in books and coils	22 <b>Vending Reminder:</b> See the Self Service Intranet Web page to learn about the newly released "Validator Cleaning Procedures" CD	23	24 <b>Retail Reminder:</b> Last day for Districts to input VESS data for AP 12	25	
26 <b>Did You Know?</b> "I Love Lucy" was the number one rated show of the 1950s	27	28 <b>Vending Reminder:</b> How many validators did you return to Topeka this month? Did you include your FEDSTRIP number? If not, you will not get proper credit	29	30 <b>Retail Reminder:</b> The mail pick-up function on your POS ONE system can also be used to scan Vacation Hold mail	31 <i>payday</i>		

**AUGUST STAMP RELEASES:**

- **Lucille Ball**
- **Amish Quilts**
- **Carnivorous Plants**

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 5540  
 WASHINGTON DC 20260-5540

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

#### Postal Service Orders for Postal Bulletin

- New Order       Change of Address/Quantity  
(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 "PO0" 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 5540  
 WASHINGTON DC 20260-5540

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:

MATERIAL DISTRIBUTION CENTER  
 ATTN SUPPLY REQUISITIONS  
 500 SW GARY ORMSBY DR  
 TOPEKA KS 66624-9602

#### Public Orders for Postal Bulletin

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

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

Company Name \_\_\_\_\_

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

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



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

**Subscription:** Domestic - \$140.00 per year; International - \$175.00 per year

**Subscription Orders:** 202-512-1800

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

**Single Copies (back to 16 issues):** Domestic - \$10.00; International - \$12.50

- Enter \_\_\_\_\_ Annual Subscription(s).  
 Total Amount \$ \_\_\_\_\_
- Send \_\_\_\_\_ additional copies of Bulletin # \_\_\_\_\_  
 Total Amount \$ \_\_\_\_\_
- GPO deposit account [ ] [ ] [ ] [ ] [ ] [ ] [ ] - [ ]
- Check/money order payable to: Superintendent of Documents
- VISA        MasterCard 

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

#### Mail Completed Form and Payment To:

SUPERINTENDENT OF DOCUMENTS  
 US GOVERNMENT PRINTING OFFICE  
 PO BOX 371954  
 PITTSBURGH PA 15250-7954

# ***USPS Pro Cycling Team 2001 U.S. Tour Schedule***

Postal Service employees,  
and the entire country,  
can feel pride in the  
accomplishments of the  
USPS Pro Cycling Team,  
recognized as one  
of the world's great  
sports teams.

It's time to hoist the flag  
and show everyone what  
this team means to us.

You can support the team  
by cheering them on at  
local events. The following  
races are scheduled:



<i><b>Event</b></i>	<i><b>Date</b></i>	<i><b>Location</b></i>
Capital Cup/Clarendon Cup	June 2-3	Arlington, VA
First Union Invitational	June 5	Lancaster, PA
First Union Classic	June 7	Trenton, NJ
U.S. Pro Championship	June 10	Philadelphia, PA
BMC Software Grand Prix	July 8	Arlington, MA
NY Cycling Championship	August 4	New York, NY
U.S. Pro Criterium	August 19	Downers Grove, IL
San Francisco Grand Prix	September 9	San Francisco, CA
BMC Software Grand Prix	September 16	Houston, TX
Sunshine Cycling Classic	October 19-21	Miami, FL