

# POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22060, October 4, 2001

JOHN E. POTTER  
POSTMASTER GENERAL, CEO



September 26, 2001

ALL EMPLOYEES

SUBJECT: Special Relief Effort

I have heard from many postal employees who have asked how they can help to support the victims of recent terrorist attacks. As postmaster general and a member of the postal family, I share in your desire to help at this time of great need. Attached is a list provided to us by the Office of Personnel Management (OPM) containing names and addresses of organizations involved in the ongoing relief efforts. Although, as you may know, workplace collection of cash and other items is prohibited outside of Combined Federal Campaign (CFC) solicitations, OPM has informed us that they will allow federal agencies to encourage donations to these relief efforts at this time. I urge you to send a donation directly to any one of the organizations on the attached list.

To ensure long-term assistance to a relief organization or to another charity of your choice, please remember that the CFC is now under way in some regions of the country and will begin shortly in other areas. This is an excellent time to consider making contributions via payroll deduction through CFC.

I am confident that your support will go a long way to help those in need.

A handwritten signature in black ink that reads "John E. Potter".

John E. Potter

475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-0010  
WWW.USPS.COM

*Lists of relief organizations start on page 67.  
2001 Combined Federal Campaign guidelines start on page 74.*



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



# Administrative Services

## Directives and Forms Update

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

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

WWW = USPS Web page = <http://www.usps.com>.

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

F3 = F3 Fill Software.

### New Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
HBK EL-800	5/2001	Managing Contract Safety and Health Compliance	7610-05-000-4554	ERM	MDC	N/A
MI EL-470-2001-3	7/2001	Fiscal Year 2001 Pay for Performance Program	7610-05-000-4510	ERM	MDC/IWEB	N/A
MI PO-120-2001-3	7/2001	Lead Sales and Services Associate Training	N/A	MKT	IWEB	N/A
NOT 3-H	7/1/2001	Periodicals and Standard Mail: Package Weight and Height for Mail Prepared in Sacks	7610-05-000-4496	P&PD	MDC	MDC
PUB 119	7/2001	Sources of Historical Information on Post Offices, Postal Employees, Mail Routes, and Mail Contractors	7610-05-000-4418	IT	MDC	MDC

### Revised Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
HBK EL-801	5/2001	Supervisor's Safety Handbook	7610-02-000-9938	ERM	MDC	N/A
HBK EL-908	7/2001	Agreement Between the USPS & APWU Covering Information Service Centers (1999-2001)	7610-03-000-0354	LR	MDC	N/A
HBK F-1	11/1996	Post Office Accounting Procedures	7610-03-000-9232	FIN	IWEB	N/A
HBK F-65	9/2001	Data Collection User's Guide for Cost Systems	7610-04-000-5305	FIN	MDC	N/A
IMM ISSUE	7/2001	International Mail Manual	7610-02-000-9904	IB	MDC	GPO
PUB 5	7/2001	Let's Do Business	7610-03-000-9156	DIV	MDC	PF
PUB 51	1/2001	International Postal Rates and Fees	7610-01-000-9815	IB	MDC	P/F
PUB 102	8/2001	Alternative Dispute Resolution	7610-04-000-5158	GC	MDC	MDC
PUB 119	7/2001	Sources of Historical Information on Post Offices, Postal Employees, Mail Routes, and Mail Contractors	7610-05-000-4418	IT	MDC	MDC
PUB 123	7/2001	Consumer's Guide to Postal Rates and Fees	7610-03-000-5306	P&PD	MDC	AR
PUB 220	7/2001	Guide to House "Postal Customer" Mailings	N/A	GR&PP	HQO	N/A

**Obsolete Directives**

Document ID	Edition Date	Title	Obsolete Date	Replaced By
HBK PO-103	3/1/1988	INTELPOST Service Procedures	9/25/2001	N/A
HC 70-21	5/6/1970	Security Accountability for Dies, Plates, Rolls, and Other Accountable Property Used in Production	9/25/2001	N/A
HC 71-19	10/8/1971	Policy Implementation System	9/25/2001	N/A
HC 90-3	7/30/1990	Obtaining FEDSTRIP Numbers	8/15/2001	MI AS-740-2001-2
LAB 22	12/1994	Dead Mail Matter	9/19/2001	N/A
LAB 57	4/1989	Express Special Delivery	9/25/2001	N/A
LAB 59-A	9/1/1991	Last Collection Time: Arterial Boxes 4:00PM	9/10/2001	N/A
LAB 59-B	9/1/1991	Last Collection Time: Arterial Boxes 4:30PM	9/10/2001	N/A
LAB 61-O	3/1995	Emergency Supplies	9/25/2001	N/A
LAB 223-E	6/1998	Self Service Vending Label	9/25/2001	N/A
LAB 231	8/1/93	Telephone Courtesy	9/19/2001	N/A
MI AS-510-91-5	4/30/1991	Evaluating Replacement of Postal Facilities Under 6,500 Square Feet	9/25/2001	N/A
MI AS-710-91-7	5/20/1991	Unsolicited Proposals	6/14/2001	N/A
MI AS-710-92-4	6/12/1992	Procurement of Telephone Systems	9/25/2001	N/A
MI EL-810-82-3	4/5/1982	Local Joint Labor-Management Safety and Health Committee Training Program	09/26/2001	N/A
MI EL-470-1999-6	12/30/1999	Fiscal Year 2000 EVA Variable Pay Program	9/07/2001	MI EL-470-2001-3
MOP HR-12-15-1987	12/15/1987	Special Recruitment — Severely Handicapped	9/19/2001	HBK EL-312
MOP HR-08-24-1994	8/24/1994	Employee Evaluation and/or Probationary Report	9/18/2001	HBK EL-312
MOP HR-01-20-1995	1/20/1995	EAS Selection Policies Update	9/18/2001	HBK EL-312
MOP HR-10-16-1995	10/16/1995	30% Right to Review — Medical and Personal Suitability	9/18/2001	HBK EL-312
MOP HR-11-9-1995	11/9/1995	Implementation Procedures for Office of Personnel Management's Expanded Special Agency Checks	9/18/2001	HBK EL-312
MOP HR-09-15-1997	9/15/1997	Office of Personnel Management's Special Agency Checks	9/18/2001	HBK EL-312
MOP HR-02-20-1998	2/20/1998	Bargaining Unit Qualification Standards	9/18/2001	HBK EL-312
MOP HR-7-26-1999	7/23/1999	EAS Selection Review Committees	9/19/2001	HBK EL-312
NOT 266	1/1/1990	INTELPOST Dial-In Service	9/25/2001	N/A
POS 39	10/1993	The Postal Customer's Bill of Rights	9/19/2001	N/A
POS 100	9/2001	"Got Mike"	9/11/2001	N/A
POS 201	11/1998	Ask About Pub 201	9/19/2001	N/A
PUB 29	7/1996	Just Drop Us a Card	9/21/2001	N/A
PUB 31	8/1997	International Surface Air Lift (ISAL) Service Guide	5/09/2001	N/A
PUB 77	1/16/1970	Repair Parts Catalog — Canceling Machine Model HD-2	9/25/2001	N/A
PUB 82-A	12/1989	INTELPOST Service Directory And User's Guide	9/19/2001	N/A
PUB 201-T	1/1999	Consumer's Guide to Postal Services and Products — Update (1/10/99)	9/19/2001	N/A
PUB 527	8/1999	How Does a Small Business Get Out into the Great Big World?	9/25/2001	N/A
PUB 527-A	8/1999	How Does a Small Business Get Out into the Great Big World?	9/25/2001	N/A

**Revised Forms**

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 17-G	9/2001	9/2001	Penalty Mail Stamp Requisition (3-part set)	7530-01-000-9499	PS	SE	FIN	MDC	N/A
PS 2528	9/2001	9/2001	Structured On-the-Job Training (SOJT) Certification	7530-03-000-0760	CD	SH	MKT	IWEB	N/A
PS 4000-A	9/2001	9/2000	Retail Lobby Observation	N/A	CD	SH	MKT	IWEB	N/A
PS 4000-B	10/2001	10/2001	Retail Employee Observation	N/A	CD	SH	MKT	IWEB	N/A
PS 7380	6/2001	6/2001	MDC Supply Requisition	7530-02-000-9635	PS	SH	PM	MDC	N/A
PS 7381	9/2001	9/2001	Requisition for Supplies, Services, or Equipment	7530-02-000-9636	PS	SH	PM	MDC	N/A

**Obsolete Forms**

Form Number	Edition Date	Title	Obsolete Date	Replaced By
PS 1727	3/1994	Award Recommendation/Authorization (4-part set)	8/28/2001	N/A
PS 8124-X	7/1/92	Contest Award Report	8/28/2001	N/A
PS 8167	1/2001	PCES Recognition Authorization or Vice President Award Authorization for PCES in EAS Positions	8/28/2001	N/A
PS 8168	1/2001	Individual EAS Recognition/Awards Program Authorization	8/28/2001	N/A
PS 8169	11/1998	EAS Team Recognition Authorization	08/28/2001	N/A

**Correction (changes highlighted in bold)**

Document ID	Edition Date	Oldest Usable Date	Title	NSN	Org	Where Used	Unit of Issue	USPS Source	Public Source
PS 5445	7/2001	7/2001	Stamp Vending Machine Refund Request	N/A	RET	TEST	SE	TEST	N/A
PS 5445-S	7/2001	7/2001	Solicitud de Reembolso de la Maquina Expendendora de Sellos	N/A	RET	TEST	SE	TEST	N/A
PUB 91	4/2001	4/2001	<b>Confirmation Services Technical Guide</b>	7610-04-000-5003	MKT	N/A	EA	MDC	WWW
PUB 122	8/1997	8/1997	<b>Customer Guide to Filing Domestic Insurance Claims or Registered Mail Inquiries</b>	7610-03-000-9059	FIN	N/A	EA	MDC	MDC

— Policies and Procedures Information, Public Affairs and Communications, 10-4-01

**CORRECTION****Stamp Vending Machine Refund Request — Not Available for Distribution**

*Postal Bulletin* 22058 (9-6-01, page 20) incorrectly stated that PS Form 5445, *Stamp Vending Machine Refund Request*, and PS Form 5445-S, *Solicitud de Reembolso de la Maquina Expendendora de Sellos*, are available at the MDC.

Those forms are “test” forms not available beyond the testing offices, and not intended for national release or usage. We will evaluate the forms after the pilot test is completed, and we will publish further instructions in a future *Postal Bulletin* if we decide to implement the forms.

— Forms Management,  
Public Affairs and Communications, 10-4-01

## 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
Medicare & You 2002	Standard/Flat	Multiple dates between 9/14–10/15	38	Nationwide	Car-Rt, 3/5-Digit, Basic, Barcoded	Fry Communications, Mechanicsburg, PA; News Printing, Claysburg, PA; WEBCO, Omaha, NE
Midnight Velvet	Standard/Flat	10/15–10/18	1.0	Nationwide	Car-Rt, 3/5-Digit, Basic, Barcoded	Quad Graphics, Lomira, WI; catalog has a die-cut cover and a personalized address underwrap.
JC Penney Million Dollar Jewelry Book	Standard/Flat	10/13–10/16	5.7	Nationwide	Car-Rt	Harte-Hanks
JC Penney Million Dollar Jewelry	Standard/Letter	10/13–10/16	1.5	Nationwide	Car-Rt	Harte-Hanks
JC Penney Home Sale	Standard/Flat	10/15–10/17	4.5	Nationwide	Car-Rt	Harte-Hanks
JC Penney Fall Shopping Spree Follow-Up	Standard/Postcard	10/15–10/17	6	Nationwide	Car-Rt	Harte-Hanks
Billy Graham Letter	Standard/Letter	10/15–10/18	1.8	Nationwide	3/5-Digit, Basic, Barcoded	Minneapolis, MN; 3 7/8" x 7 1/8" envelope

— Business Service Network Operations, Sales, 10-4-01

### Friend-to-Friend Mail

The Postal Service is conducting a test of a proposed special service enhancement of First-Class Mail service called Friend-to-Friend Mail™. Friend-to-Friend Mail enables advertisers to provide their current customers with postage-paid postcards that can be sent to any third party, such as family or friends. The program offers advertisers the opportunity to use customer relationships to promote products or services. Advertisers can make special offers to their customers and the “friends” who receive the cards while gaining low-cost reach for their message.

Over 20 advertisers have signed up to test the program, with seven currently distributing mailpieces. Advertisers distribute their cards during their test period, with cards typically being mailed between friends over several months. The cards can be distributed in various ways, such as through direct mail, as handouts, and as inserts in magazines or catalogs. If distributed through the mail, the cards can be enclosed in outer mailpieces or sent as double post-

cards. Outer mailpieces containing the cards will not have PLANET Code™ barcodes and will not be tracked as part of the test. Return pieces will be accepted and processed after the test period, and the customer will maintain postage in their deposit account.

The front of the mailpiece will contain Friend-to-Friend Mail indicia similar to Business Reply Mail (BRM), a PLANET Code identifying the advertiser, and a FIM B. (See Exhibits 1 and 2 on pages 8 and 9. These samples were created to illustrate the layout of potential cards and are *not* from actual advertisers.) The Postal Service will spray on an ID Tag and a POSTNET Code with the third party's address at origin. When combined, the ID tag and PLANET Code provide a unique identifier for each mailpiece and enable the Postal Service to bill the advertiser for each piece as it is scanned. The Postal Service deducts the postage from the advertiser's deposit account only when the card is mailed (similar to the BRM program). The postage on each

piece is billed to the advertiser at the appropriate First-Class Mail single-piece rate.

See the program flow description below for more operational detail.

When advertisers are interested in joining the test program, they will be asked to complete an Account Information Record containing contact information and their proposed use for Friend-to-Friend Mail. Before an advertiser is given a PLANET Code for the Friend-to-Friend Mail test, the advertiser and the Postal Service must complete a memorandum of understanding explaining what is required during the test, and they must sign it and send it to the program manager. (If you have any questions about contacting the program manager, send an e-mail to [f2friend@email.usps.gov](mailto:f2friend@email.usps.gov).) A permit is also required for the program and is typically issued at the advertiser's mailing location.

### Steps for Setting Up Friend-to-Friend Mail Payments

- The advertiser opens a new First-Class Mail permit imprint account for the Friend-to-Friend Mail program only. The Postal Service opens this account under AIC 140. The advertiser is then required to make a deposit to cover a 10% mail rate of the total cards printed. Example: If 10,000 cards are printed for use, 10% would be 1,000 cards x \$.21 = \$210.00. As stated earlier, the advertiser pays only for those cards that are actually mailed, no matter how many are printed or distributed by the company. The Postal Service deposits the money in AIC 053 Postage Due / BRM Advance Deposit.
- The sales representative provides the Headquarters manager of the Friend-to-Friend Mail program with the name of the advertiser and the Postal Service representative who will manage the financial transactions for the account. Likely persons will be Business Mail Entry (BME) managers, BME supervisors, or postmasters at the customer's mailing location.
- The designated Friend-to-Friend Mail representative will receive a biweekly report showing the number of cards that have been scanned for that time period and will deduct First-Class Mail postage from the new, exclusive Friend-to-Friend Mail account to pay for the total number of pieces reported. **Note:** Oversized postcards and double postcards are options that increase the cost per piece from \$.21 to \$.34.
- The Friend-to-Friend Mail account representative will document all transactions and keep records in the customer's file. The account representative also will give an account withdrawal receipt to the customer.

The Friend-to-Friend Mail program depends on the Postal Service's ability to scan the cards because we need successful scans in order to bill the advertiser. Therefore, it is very important that the cards be designed for automation. The PLANET Code must be completely readable, and a 5/8" clearance zone (with a matte finish) is required on both the address and the picture sides for the POSTNET barcode and the ID Tag to be printed and read properly during processing. (A matte finish is required because the barcode and the ID Tag can smear on shiny surfaces.) A mailpiece design analyst (MDA) must approve each mailpiece design before an advertiser may print or distribute it as part of the Friend-to-Friend Mail program. The specifications for the design of mailpieces are shown in Exhibit 3 (page 10).

Direct questions about the Friend-to-Friend Mail program to the new e-mail address at [f2friend@email.usps.gov](mailto:f2friend@email.usps.gov). A program specialist will respond.

### Program Flow Description for Friend-to-Friend Mail Postcards

- The advertiser deposits funds in a First-Class Mail permit account to cover return postage for a percentage of cards.
- The advertiser designs the cards to the Postal Service specifications provided. MDA sign-off is required for each mailpiece design.
- The advertiser distributes cards to its customers. Cards have a PLANET Code identifying the advertiser and a FIM B.
- Customers mail the advertiser's cards to any third party.
- The Postal Service processes cards at entry.
- The Postal Service sprays ID Tag and POSTNET barcodes on cards. The ID Tag, combined with the PLANET Code, provides a unique identifier for the card.
- The Postal Service scans the barcodes. Data is automatically generated within the CONFIRM® system that the card has been scanned.
- The Postal Service processes the cards and delivers them to the intended recipients.
- Approximately every 2 weeks a report of the number of unique cards scanned is sent to the advertiser and the local Post Office where the permit is held. When it receives the report, the local Post Office debits the advertiser's account, and if necessary, the advertiser deposits additional money into the account to cover future postage due.

— First-Class Mail,  
Product Development, 10-4-01

Exhibit 1



Call 1-800-Shoes or Visit Us at [www.shoestoreseattle.com](http://www.shoestoreseattle.com)

Keep this Stub and Mail this postcard to a friend on us.  
Bring this card into any of our 1100 locations  
for a 1/2 Price Second Pair of Shoes of equal  
or lesser value before 9/1/01.

Must tear off before mailing

Bring this card into any of our 1100 locations for  
a 1/2 Price Second Pair of Shoes before 9/1/01  
For locations, Call 1-800-Shoes or  
Visit Us at [www.shoestoreseattle.com](http://www.shoestoreseattle.com)

Dear

*[Faint, illegible handwriting]*

Your Friend,

Please Do Not Write Below This Line



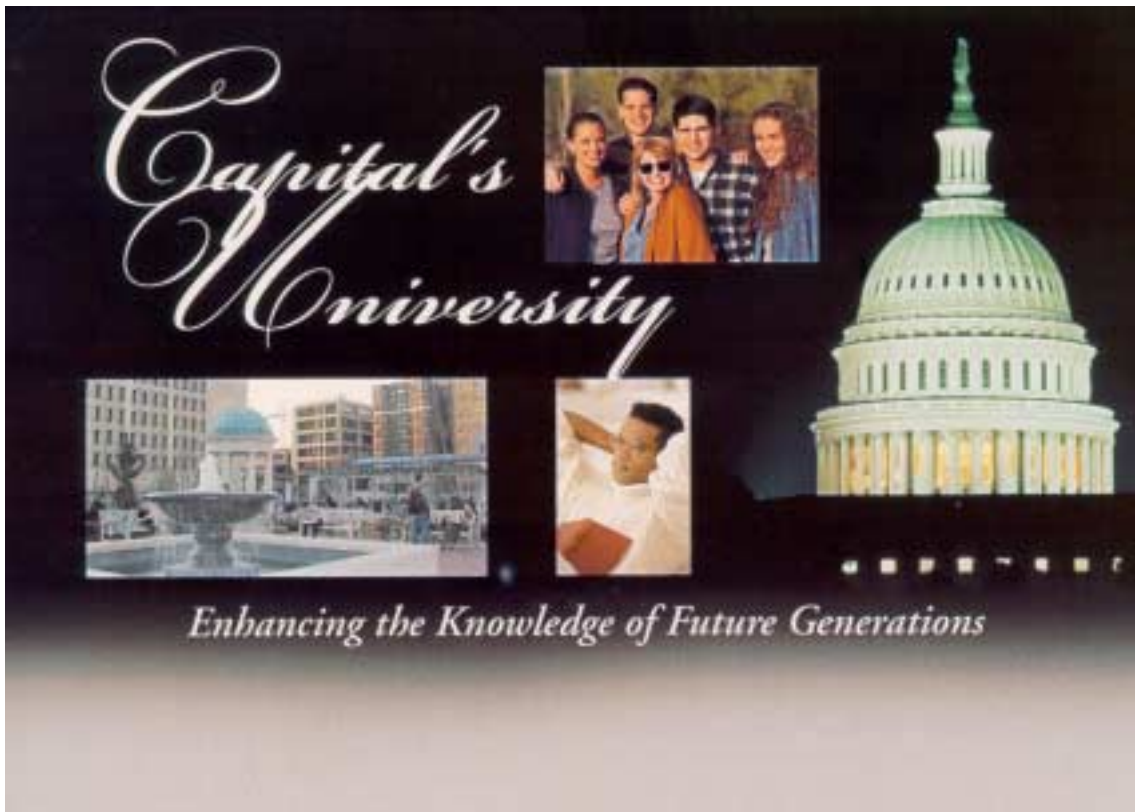
NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

**FRIEND-TO-FRIEND MAIL**  
FIRST-CLASS MAIL PERMIT NO. G-10





Exhibit 2



For more information on Capital's University,  
visit our website at [www.capu.edu](http://www.capu.edu)

Dear \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Friend,

\_\_\_\_\_

Please Do Not Write Below This Line



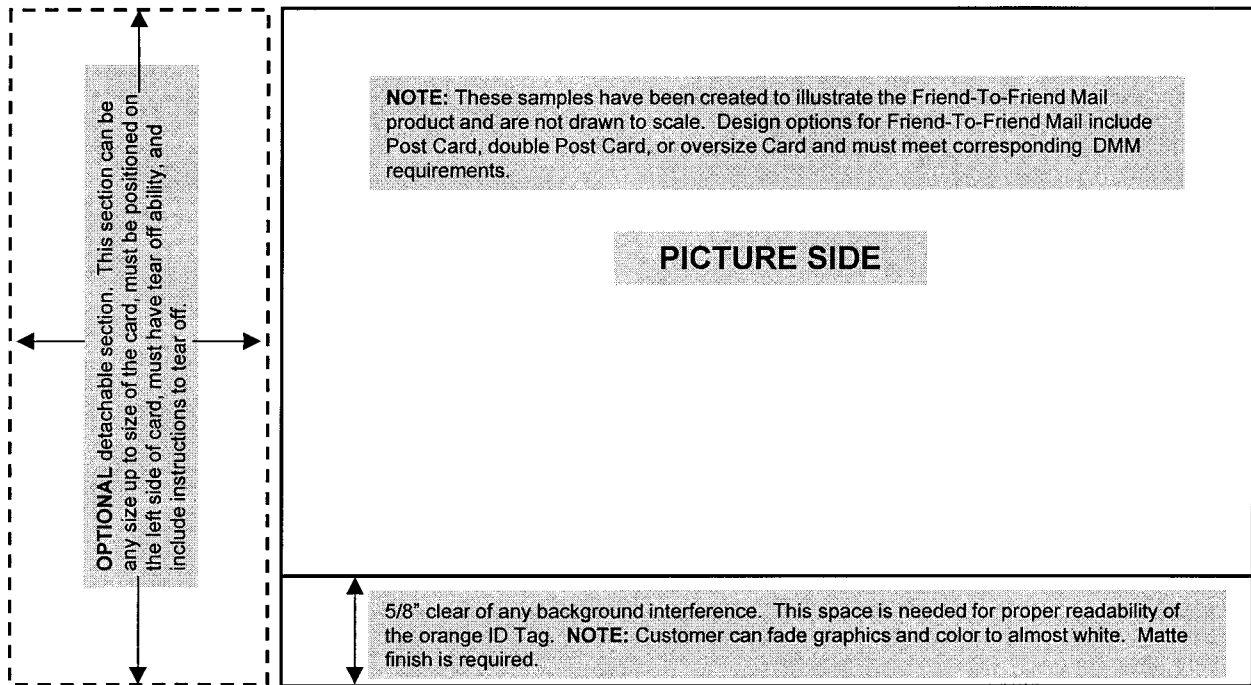
NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

**FRIEND-TO-FRIEND MAIL**  
FIRST-CLASS MAIL PERMIT NO. G-10

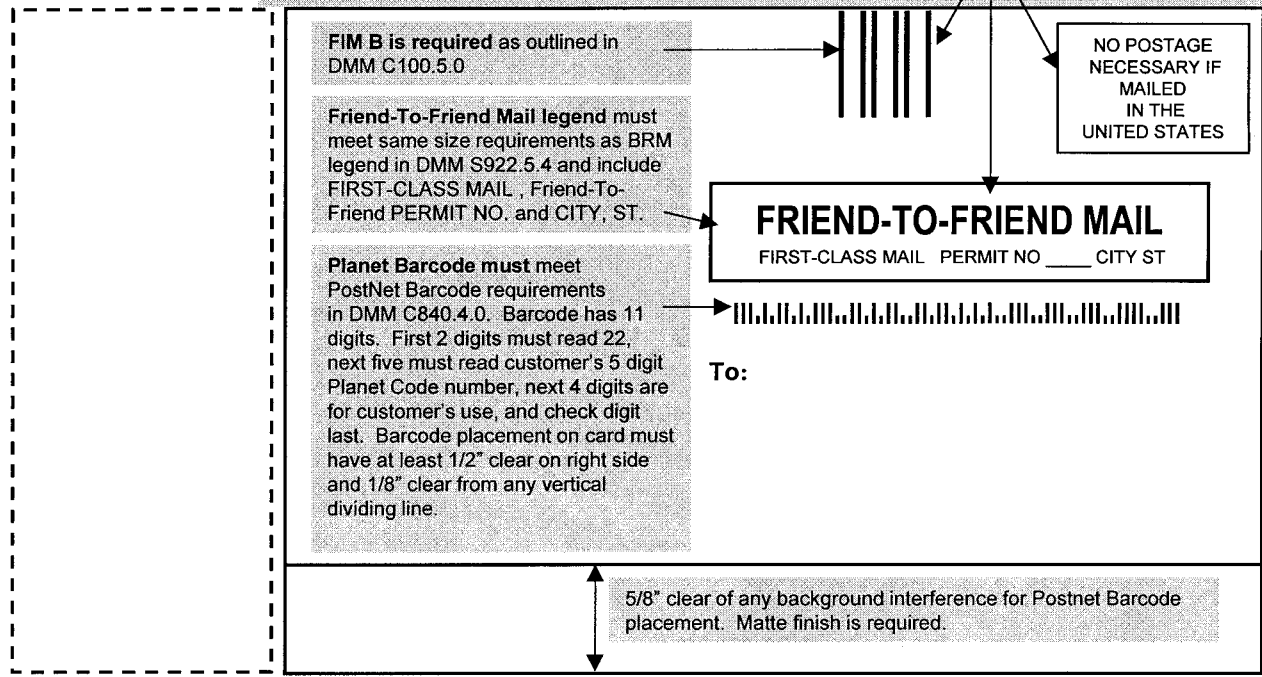


Exhibit 3

### FRIEND-TO-FRIEND MAIL DESIGN REQUIREMENTS



**FIM B, NO POSTAGE NECESSARY, and Friend-To-Friend legend must meet placement requirements in DMM S922.5.0 and Exhibit S922.5.1**



# Domestic Mail

*DMM REVISION*

## Undeliverable-as-Addressed Mailgrams

Effective October 4, 2001, *Domestic Mail Manual* (DMM) F010.4.7 is added to clarify the service standard for Mailgrams that are undeliverable-as-addressed. These Mailgrams are treated as First-Class Mail.

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

### *Domestic Mail Manual (DMM)*

\* \* \* \* \*

**F Forwarding and Related Services**

**F000 Basic Services**

**F010 Basic Information**

\* \* \* \* \*

**4.0 BASIC TREATMENT**

\* \* \* \* \*

*[Add new 4.7 to read as follows:]*

**4.7 Mailgrams**

Undeliverable-as-addressed Mailgrams are treated as First-Class Mail.

\* \* \* \* \*

— *Mail Preparation and Standards, Pricing and Classification, 10-4-01*

*DMM REVISION*

## Commingled Standard Mail Machinable and Irregular Parcels

Effective October 4, 2001, *Domestic Mail Manual* (DMM) E620.2.0 is revised to clarify that commingled Standard Mail machinable and irregular parcels are eligible for Presorted 3/5 rates.

We will incorporate this revision 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**

\* \* \* \* \*

**E620 Presorted Rates**

\* \* \* \* \*

**2.0 RATES**

\* \* \* \* \*

*[Revise 2.0 by adding new item i for commingled machinable and irregular parcels:]*

- i. In a 5-digit scheme or 5-digit sack containing at least 10 pounds of commingled machinable and irregular parcels. (The 3/5 rates are available for pieces in 5-digit sacks only when all possible 5-digit sacks are prepared.)

\* \* \* \* \*

— *Mail Preparation and Standards, Pricing and Classification, 10-4-01*

*DMM REVISION*

**Tray Label Holder Placement**

Effective October 4, 2001, *Domestic Mail Manual* (DMM) M031.3.0 is revised to specify how to apply label holders to letter and flat trays where there is no designated location on the tray. Adhesive-backed label holders must be affixed horizontally to the top left corner of one end of the letter or flat tray. Newer trays have a designated location for placing the label holder. When those new trays are used, the label holders must be placed in the designated location.

DMM M031.3.0 has always required a label holder at one end of each tray. More detailed standards for the placement of the tray label holders are set forth in Handbook PO-502, *Container Methods*, section 204. This revision to the DMM incorporates those standards in order to eliminate any confusion concerning the proper placement of the label holders.

We will incorporate this revision 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)**

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**M Mail Preparation and Sortation**

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**M000 General Preparation Standards**

\* \* \* \* \*

**M030 Containers**

**M031 Labels**

\* \* \* \* \*

**3.0 ADDITIONAL STANDARDS — TRAY LABELS**

**3.1 Placement**

*[Revise 3.1 to read as follows:]*

A tray label must be securely placed in an adhesive-backed label holder that is affixed to the specific location designated on the tray. Where no specific location is indicated the label must be securely placed in an adhesive-backed label holder that is affixed horizontally to the top left corner of one end of the tray. Do not use tape. Insert labels completely into the label holder to ensure that they do not fall out during processing. Do not insert labels upside down.

\* \* \* \* \*

— *Mail Preparation and Standards, Pricing and Classification, 10-4-01*

*POM REVISION*

**Retail Scales — Verification and Calibration**

Effective October 4, the *Postal Operations Manual* (POM) is revised to clarify how often retail scales should be verified and calibrated.

We will incorporate these revisions into the printed version of POM Issue 9, and into the next online version of the POM available via the corporate intranet at <http://blue.usps.gov>.

**Postal Operations Manual (POM)**

\* \* \* \* \*

**1 Retail Management**

\* \* \* \* \*

**12 Retail Facility Management**

\* \* \* \* \*

**125 Lobby Management**

\* \* \* \* \*

**125.3 Space Utilization**

\* \* \* \* \*

**125.32 Furnishings and Fixtures**

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*[Add new 125.323 as follows:]*

**125.323 Checking Retail Scales for Accuracy**

*Retail Lobby Scales*

Retail scales used to rate single piece mail: Verify scale accuracy each day and field calibrate using certified test weights if scale is not accurate. Follow current procedures for verifying and calibrating.

Repaired scales and new scales: Use certified test weights to field calibrate scales before placing into service.

Ascom Hasler/Triner electronic scales: Refer to the user's operation manual for these units for verification and calibration procedures. The manufacturer or existing maintenance contract handles calibration for these units.

Mechanical scales: Refer to current maintenance management orders or visit <http://www.mtsc.usps.gov> for information on verification and calibration.

*Retail Counter Scales*

POS ONE: Refer to POS ONE web site at <http://retail.usps.gov/posone> or contact your Area/District POS ONE coordinator for verification and calibration procedures. Retail unit managers or their designees handle calibration for POS ONE units.

IRT, MOS, UNISYS: Refer to current maintenance management orders or visit <http://www.mtsc.usps.gov> for information on verification and calibration. Your local field maintenance office handles calibration for these units.

\* \* \* \* \*

— Delivery and Retail, 10-4-01

POM REVISION

**Plant Load Operations**

Effective immediately, *Postal Operations Manual (POM)* Section 327 is revised to incorporate changes to the field procedures for administering plant load operations. PS Form 3815, *Plant-Load Authorization Application, Worksheet, and Agreement*, has been revised to reflect the new procedures for processing applications for plant load authorization. The updated form is available via the intranet at <http://blue.usps.gov>; click on *Information*, then *Policies and Procedures*, then *Forms*.

We will incorporate these changes into the printed version of POM Issue 9 and into the online version available via the corporate intranet at <http://blue.usps.gov>; click on *Information*, then *Policies and Procedures*, then *Manuals*.

**Postal Operations Manual (POM)**

\* \* \* \* \*

**3 Collection Service — National Service Standard**

\* \* \* \* \*

**32 Types of Collection Boxes**

\* \* \* \* \*

**327 Plant Load Operations**

[Revise 327 to read as follows:]

**327.1 Definitions**

**327.11 Plant Loading**

*Plant loading* is an operation in which the Postal Service receives mail at a mailer's plant and transports it to bypass handling that otherwise would be required at one or more Postal Service facilities. Plant loads are authorized when they benefit the Postal Service (see 327.3).

**327.12 Expedited Plant-Load Shipment**

An expedited plant-load shipment is an operation in which an authorized plant-load mailer receives additional authorization to transport a plant-loaded shipment at the mailer's expense to destination Postal Service facilities where the mail is deposited. Under an expedited plant-load shipment authorization, the Postal Service verifies the mail for presort and postage at the mailer's plant, and postage is calculated from and paid at the Post Office where the mailer is authorized to plant load. DMM D020 contains mailer instructions for obtaining an expedited plant-load shipment authorization.

**327.13 Collection**

*Collection of mail* is an operation in which the Postal Service transports mail from a mailer's plant or other authorized non-Postal Service location to the local Post Office or other designated local acceptance point. Unlike plant-loaded mail, collection of mail generally does not include any mail that bypasses a handling or requires a postage statement, except under 327.2.

**327.14 Mailer's Plant and Mailings**

**327.141 Mailer's Plant**

The mailer's plant is the non-Postal Service location where the mail is loaded onto transportation provided by the Postal Service.

**327.142 Detached Mail Unit**

A detached mail unit is an area in a mailer's facility where Postal Service employees perform mail verification, acceptance, dispatch, and other Postal Service functions.

**327.143 Plant-Loaded Mailings**

Plant-loaded mailings consist of mail from one mailer or the combined mailings of two or more mailers loaded into one or more vehicles and accepted by the Postal Service at the mailers' plants when

- a. A single postage statement is prepared and submitted by the mailers if required for each mailing;
- b. Proper postage is affixed to each item; or
- c. An alternative method of paying postage using a permit imprint (e.g., manifest mailing) is used, and a single postage statement and a manifest covering the mailing are prepared and submitted by the mailer.

**327.144 Mixed Classes of Mail**

A mailer may combine Periodicals, Standard Mail, and Package Services in a single vehicle if the mailings are physically separated, a postage statement is submitted for each mailing, and the service standards are met for each class of mail combined in the vehicle or trailer.

**327.15 Transportation Service Area****327.151 First-Class Mail**

The service area for plant-loaded First-Class Mail is the service area of the sectional center facility (SCF) in which the mailer's plant is located.

**327.152 Periodicals**

The service area for plant-loaded Periodicals is the service area of the SCF or area distribution center (ADC) in which the mailer's plant is located.

**327.153 Standard Mail and/or Package Services**

The service area for plant-loaded Standard Mail and/or Package Services is the service area of the bulk mail center (BMC) or auxiliary service facility (ASF) in which the mailer's plant is located.

**327.154 Intra-District Area Plant Loads**

*Intra-district area plant loads* are vehicle movements of mail that originate at the mailer's plant and destinate to a Postal Service facility located within the district serving the mailer's plant. Handling at the local Post Office or other local acceptance facility is bypassed.

**327.155 Inter-District Area Plant Loads**

*Inter-district area plant loads* are vehicle movements of mail that originate at the mailer's plant and destinate to a mail processing facility located outside the service area of the district serving the mailer's plant. Handling at one or more intermediate processing facilities is bypassed.

**327.16 Transportation Equipment****327.161 Highway Transportation Vehicle**

A *highway transportation vehicle* is a vehicle owned or leased for any term by the Postal Service or provided by a Postal Service highway transportation contractor for the transportation of mail exclusively over highways.

**327.162 Rail Transportation Vehicle**

A *rail transportation vehicle* is a vehicle provided by a Postal Service rail transportation contractor for the transportation of mail in whole or in part by rail.

**327.17 Transportation Definitions****327.171 Bobtailing**

*Bobtailing* is the movement of a tractor without a trailer to or from a mailer's plant.

**327.172 Deadheading**

*Deadheading* is the movement of a highway or rail transportation vehicle to or from a mailer's plant without transporting any mail.

**327.173 Waiting/Holding**

*Waiting/holding* occurs when a vehicle waits or is held at a mailer's plant for mail to be loaded into the vehicle.

**327.174 Spotting**

*Spotting* is the activity of a driver with a truck-tractor, other than delivery or pick-up, to reposition trailers to and from loading docks on the mailer's premises.

**327.2 Procedures for Authorization of Plant Loads****327.21 Filing Application**

A mailer requesting plant load must complete PS Form 3815, *Plant-Load Authorization Application, Worksheet, and Agreement*, and submit it to the postmaster of the Post Office serving the mailer's plant. The local postmaster reviews the application, completes the applicable sections, and forwards it to the district manager, Customer Service and Sales.

**327.22 Action by District****327.221 General**

Each district manager, Customer Service and Sales, must establish a cross-functional district plant-load committee to review plant-load applications and to address plant-load issues within the district.

**327.222 Intra-District Area**

After either approving or disapproving the application, the district manager sends a copy to the area manager, Distribution Networks, as information only. The district manager approves an application for an intra-district area plant load if:

- a. It meets the requirements listed in 327.31.
- b. The manager, Distribution Networks, confirms that transportation equipment is available in accordance with 327.312.

**327.223 Inter-District Area**

After recommending either approval or disapproval of the application, the district manager forwards the application to the area manager, Distribution Networks, for action. The district manager should recommend approval of an application for an inter-district area plant load if:

- a. It meets the requirements of 327.32.
- b. The manager, Distribution Networks, confirms that transportation equipment is available in accordance with 327.322.

**327.23 Action by Area Manager, Distribution Networks****327.231 Intra-District Area**

The area manager, Distribution Networks, reviews information copies of intra-district area plant-load applications authorized by district managers, Customer Service and Sales, to ensure compliance with Postal Service standards and to ensure the most efficient transportation is used. Any non-compliance with Postal Service standards must be brought to the attention of the district manager who approved the application.

**327.232 Inter-District Area**

The area manager, Distribution Networks, who serves the area where the mailer's facility is located approves an application for an inter-district area plant load if it meets the requirements in 327.32. The authorizing manager must notify the destination area manager, Distribution Networks, of the approval in writing. The application is denied if the requirements of 327.32 are not met.

**327.24 Notification of Action to Mailer****327.241 General**

Each official who acts on an application must do so within 5 business days of receipt. The district manager must promptly notify the mailer in writing of the final action taken. If the application is denied, the manager must notify the mailer, specifying the reasons for the denial and informing the mailer of the right to appeal the denial.

**327.242 Appeal Rights**

The applicant has appeal rights. The applicant must be notified in the letter of denial of the right and procedures to appeal the decision. If an application for plant load is denied and it is subsequently determined that the denial is due to errors in the original application, the mailer may appeal to the authorizing official in writing. The authorizing official may require the mailer to complete a new application or submit the corrected information in writing as an addendum to the original. The mailer may also appeal to and work with the authorizing officials to correct any deficiency and thus justify reconsideration and/or approval of the plant-load application within applicable standards and guidelines.

**327.243 Appeal to Higher Authority**

If the area manager, Distribution Networks, or district manager, Customer Service and Sales, denies the application, the mailer may appeal in writing through their local postmaster to the vice president, Area Operations, for the area office in which the mailer's plant is located. A mailer may also appeal a decision of a field manager to revoke an existing plant-load agreement. Such an appeal must be filed with the postmaster, within 10 business days of the date of the mailer's receipt of the notice of denial. The mailer must specify in the appeal the reasons why the application should be approved. The postmaster sends the file and all pertinent information relating to the respective appeal to the vice president, Area Operations, for review. The decision of the vice president, Area Operations, must be promptly transmitted in writing to the mailer and copied to the district manager, Customer Service and Sales. The decision of the vice president, Area Operations, is final and binding.

**327.25 Commencement of Operations**

The application is approved if it meets all the requirements in 327.3 for either intra-district or inter-district area plant loads. If the application is approved and the mailer wants plant-load operations, the mailer must enter into a plant-load agreement with the Postal Service. Plant-load operations may begin as specified in the agreement once the application is approved and the mailer enters into the agreement.

**327.26 Failure to Meet Requirements**

The local postmaster of the Post Office serving the mailer's plant is responsible for monitoring plant-load operations and coordinating with the district plant-load committee. If a mailer fails to meet the terms agreed to in the plant-load agreement, the district plant-load committee must reevaluate the plant-load authorization. See Handbook PO-512, *Plant Loading Authorization and Procedures Guidelines*.

### 327.3 Requirements for Approval of Plant-Load Applications

#### 327.31 Intra-District Area

##### 327.311 General

An application for an intra-district area plant load is approved by the district manager if transportation equipment is available (see 327.312) and a net cost-savings to the Postal Service is demonstrated under Alternative 1 (see 327.313a), Alternative 2 (see 327.313b), or Alternative 3 (see 327.313c).

##### 327.312 Transportation Availability

As determined by the manager, Transportation and Networks, transportation equipment must be available to transport the mail to the BMC, ASF, ADC, or SCF in the service area of the mailer's plant. Authorizations will not be granted unless transportation is available.

##### 327.313 Net Cost-Savings

The plant load must result in a net cost-savings to the Postal Service. A net cost-savings can be demonstrated under Alternative 1, Alternative 2, or Alternative 3.

- a. *Alternative 1: Minimum Volume and Maximum Mileage.* The volume of mail to be plant loaded must be at least 50 percent of a vehicle's capacity by weight or cube (a minimum of 23,000 pounds or 1,600 cubic feet), and the mileage from the mailer's plant to the destination Postal Service facility must be 150 miles or less in one direction. For mail verified and accepted at a mailer's plant, the Postal Service may allow mailings verified at the plants of two or more mailers located in the same service area to be combined to meet the minimum volume requirement. For mail verified and accepted at the business mail entry unit of the origin office the minimum volume requirement must be met by the mailings of only one mailer. (See 327.423 for requirements for verification at a Postal Service facility.)
- b. *Alternative 2.* If the mailer does not meet the criteria in Alternative 1, a net cost-savings to the Postal Service must be demonstrated using the cost analysis worksheet on PS Form 3815.
- c. *Alternative 3.* If the mailer does not satisfy the criteria in either Alternative 1 or Alternative 2, the plant-load criteria may still be met if the local origin Postal Service facility is operating at or near its mail processing capacity for the type of mail to be plant loaded. The local manager, Transportation and Networks, after consulting with In-Plant Support, determines whether a facility is at or near its mail processing capacity and recommends whether to approve the plant load in such cases.

##### 327.314 Periodic Review

Intra-district plant-load authorizations must be reviewed every 4 years to determine whether a net cost-savings to the Postal Service is still demonstrated under Alternative 1 (see 327.313a), Alternative 2 (see 327.313b), or Alternative 3 (see 327.313c). If the plant load is authorized under Alternative 3 and it is subsequently determined that the local origin facility is operating below its mail processing capacity for the class or type of mail to be plant loaded, the district manager must rescind the plant-load authorization.

#### 327.32 Inter-District Area

##### 327.321 General

An application for an inter-district area plant load is approved by the area manager, Distribution Networks, if transportation equipment is available (see 327.322) and a net cost-savings to the Postal Service is demonstrated under Alternative 1 (see 327.323a), Alternative 2 (see 327.323b), or Alternative 3 (see 327.323c).

##### 327.322 Transportation Availability

Transportation must be available to transport the mail to the BMC, ASF, ADC, or SCF outside the Postal Service facility's service area in which the mailer's plant is located. The application must not be granted until additional transportation is obtained.

##### 327.323 Net Cost-Savings

The plant load must result in a net cost-savings to the Postal Service. A net cost-savings can be demonstrated under Alternative 1 (see 327.323a), Alternative 2 (see 327.323b), or Alternative 3 (see 327.323c).

- a. *Alternative 1: Minimum Volume and Maximum Mileage.*
  - (1) *Minimum Volume:* The volume of mail to be plant loaded must be at least 60 percent of a vehicle's capacity by weight or cube (a minimum of 28,000 pounds or 2,000 cubic feet). Mailings of two or more mailers located in the same service area may be combined in the same vehicle to make up the minimum volume.
  - (2) *Maximum Mileage for Highway*
    - (a) If the plant-loaded transportation is by highway and bypasses the origin SCF and at least one BMC, ASF, or ADC, the distance from the mailer's plant to the destination Postal Service facility must be 275 miles or less in one direction.



- (b) If the plant-loaded transportation is by highway and bypasses only the origin SCF, the distance from the mailer's plant to the destination Postal Service facility must be 150 miles or less in one direction.
  - (c) There is no mileage criterion for plant-loaded transportation by railroad or water.
- b. *Alternative 2.* If the mailer does not meet the criteria in Alternative 1, a net cost-savings to the Postal Service must be demonstrated using the cost analysis worksheet on PS Form 3815.
- c. *Alternative 3.* If the mailer does not satisfy the criteria in either Alternative 1 or Alternative 2, the plant-load criteria may still be met if the local origin Postal Service facility is operating at or near its mail processing capacity for the type of mail to be plant loaded. The local manager, Transportation and Networks, after consulting with In-Plant Support, determines whether a facility is at or near its mail processing capacity and recommends whether to approve the plant load in such cases.

### 327.324 Periodic Review

Inter-district plant-load authorizations must be reviewed every 4 years to determine whether a net cost-savings to the Postal Service is still demonstrated under Alternative 1 (see 327.323a), Alternative 2 (see 327.323b), or Alternative 3 (see 327.323c). If the plant load is authorized under Alternative 3 and it is subsequently determined that the local origin facility is operating below its mail processing capacity for the class or type of mail to be plant loaded, the area manager, Distribution Networks, must rescind the plant-load authorization.

## 327.4 Verification and Collection of Postage

### 327.41 General

All plant-loaded mail must be verified, and postage and fees must be collected in accordance with DMM and POM standards, Handbook DM-109, *Bulk Mail Acceptance*, and Handbook DM-103, *Official Mail*.

### 327.42 Verification of Intra-District Area Plant Loads

#### 327.421 General

Intra-district area plant-loaded mail must be verified at the mailer's plant or at a Postal Service facility within the origin district as authorized by the district manager.

#### 327.422 Verification at the Mailer's Plant

Intra-district area plant-loaded mail must be verified at the mailer's plant by a clerk qualified to do verification and acceptance unless authorization to verify mail at a Postal Service facility within the origin district is granted under 327.421.

### 327.423 Verification at Postal Facility

Authorization to verify mail at the origin BMC, ASF, or SCF may be granted only if all the following conditions are met:

- a. There is no detached mail unit (DMU) at the mailer's plant.
- b. The mailer is located within the service area of the BMC, ASF, or SCF where verification is to take place.
- c. Each vehicle contains the mail of only one mailer.
- d. Each vehicle contains no more than five mailings and each mailing is physically separated.
- e. If a postage statement must be completed, the original must accompany the corresponding mailing in the vehicle. Where a single mailing is contained in more than one vehicle, a separate original postage statement must accompany each vehicle for the segment of the mailing contained in each vehicle.
- f. If an alternative method of paying postage using permit imprint (e.g., manifesting) is used, an original of the proper postage statement and a manifest must accompany each vehicle if there is only one mailing in the vehicle or one manifest for each mailing segment in the vehicle. Where a single mailing is contained in more than one vehicle, a separate original postage statement and manifest must accompany each vehicle for each mailing segment.
- g. The mailer must keep a plant-load control log containing the following information:
  - (1) Copy of each postage statement (sequentially numbered) accompanying plant-loaded mail.
  - (2) Number for each vehicle transporting mail.
  - (3) Name of BMC, ASF, or SCF verifying mail.
- h. The mail can be physically verified at the BMC, ASF, or SCF. Therefore, the mailing cannot be shrink-wrapped, stretchwrapped, or otherwise prepared so that a presort verification cannot be done.

### 327.424 Placarding Requirements for Verification at Postal Facility

If mail is to be verified at the origin BMC, ASF, or SCF, the following requirements apply:

- a. Before the vehicle leaves the mailer's plant, the mailer must place on the inside wall near the right rear door of the trailer a distinctive placard provided by the Postal Service to indicate that verification is required. The manager, Distribution Networks, or designee must notify the driver not to pick up the trailer unless this placard is in the vehicle. The mailer may place a second placard on the outside of that trailer door.

- b. The requirements of this section and corrective actions must be met to ensure revenue protection and collection of postage and fees prior to the vehicle being transported from the mailer's plant, except as provided for official mail in the DMM. Exhibit 327.41 provides an example of a placard that can be used for this purpose. Reproduce the placard locally as required.

### 327.425 Corrective Action

If intra-district area plant-loaded mail fails verification at a Postal Service facility, the mailer has the following two options:

- a. The mailer pays the applicable next-higher rate on that portion of the mailing estimated to be improperly prepared.
- b. Within 24 hours, the mailer either transports the mailing or arranges for the Postal Service to transport the mailing to the mailer's plant, at the mailer's expense (see 327.6). The mail must be reworked to comply with the applicable mailing standards for its class. If the mailer does not transport the mail or request transportation for it within 24 hours, the mailer must reimburse the Postal Service for detention in accordance with 327.6.

### 327.43 Verification of Inter-District Area Plant Loads

Inter-district plant-loaded mail must be verified, sealed, placarded, and recorded in accordance with Handbook PO-512 at the mailer's plant in a Postal Service-approved DMU by a clerk qualified to do verification procedures.

### 327.431 Detached Mail Unit Requirements

The DMU must be separate from the mailer's activities, in an enclosed, secure, and safe work area with a telephone. The Postal Service must approve the DMU work area.

### 327.44 Payment of Postage and Fees

The mailer must pay postage and fees for plant-loaded mail to the origin Post Office before the vehicle is transported from the mailer's plant, except under 327.4 and DMM E060.

### 327.5 Preparation Requirements for Plant-Loaded Vehicles

#### 327.51 Intra-District Area Plant Loads

Intra-district area plant-loaded vehicles must fill 50 percent or more of a vehicle's capacity by weight or cube (a minimum of 23,000 pounds and/or 1,600 cubic feet).

### 327.52 Inter-District Area Plant Loads

#### 327.521 Vehicles Containing One Mailing

Mailers must prepare inter-district area plant-loaded vehicles containing one mailing under the following requirements for the proper class or type of mail:

##### a. First-Class Mail and Periodicals

- (1) When there is enough mail to fill 60 percent or more of a vehicle's capacity by weight or by cube (a minimum of 28,000 pounds and/or 2,000 cubic feet) addressed to the same SCF service area, the mailer must prepare a direct vehicle for that SCF.
- (2) When, after making up all possible SCF vehicles, there is enough mail to fill 60 percent or more of a vehicle's capacity by weight or by cube (a minimum of 28,000 pounds and/or 2,000 cubic feet) addressed to the same area distribution center (ADC) service area, the mailer must prepare a direct vehicle for that ADC.
- (3) The Postal Service transports all mail remaining, using appropriate transportation to the facility selected by Distribution Networks.
- (4) The mailer agrees to withhold all mail for local processing and to comply with local instructions for loading and dispatching of mail in accordance with Handbook PO-512.

##### b. Standard Mail and Package Services

- (1) When there is enough mail to fill 60 percent or more of a vehicle's capacity by weight or by cube (a minimum of 28,000 pounds and/or 2,000 cubic feet) addressed to the same SCF service area, the mailer must prepare a direct vehicle for that SCF.
- (2) When, after making up all possible SCF vehicles, there is enough mail to fill 60 percent or more of a vehicle's capacity by weight or by cube (a minimum of 28,000 pounds and/or 2,000 cubic feet) addressed to the same BMC or ASF service area, the mailer must prepare a direct vehicle for that BMC or ASF.
- (3) All mail remaining after all the above preparation requirements are met is transported by the Postal Service, using appropriate transportation, to the Postal Service facility selected by Distribution Networks.
- (4) The mailer agrees to withhold all mail for local processing and to comply with local instructions for loading and dispatch of mail in accordance with Handbook PO-512.

**327.522 Vehicles Containing Two or More Mailings**

Mailers must prepare inter-district plant-loaded vehicles containing two or more mailings under the following requirements for the proper class or type of mail:

- a. Two or more mailings, which independently have *insufficient* volume to require destination vehicles to be prepared, may be combined to make up an origin vehicle without meeting the requirements of 327.522b.
- b. Two or more mailings, which independently have *sufficient* volume to require destination vehicles to be prepared, must meet the preparation requirements described below when combined.
  - (1) When there is enough mail to fill 60 percent or more of a vehicle's capacity, by weight or by cube (a minimum of 28,000 pounds and/or 2,000 cubic feet), addressed to the same ADC service area, the mailer must prepare a direct vehicle for the ADC.
  - (2) When there is enough mail to fill 60 percent or more of a vehicle's capacity, by weight or by cube (a minimum of 28,000 pounds and/or 2,000 cubic feet), addressed to the same BMC or ASF service area, the mailer must prepare a direct vehicle for that BMC or ASF.
  - (3) The mailer agrees to withhold all mail for local processing and to comply with local instructions for loading and dispatch of mail in accordance with Handbook PO-512, *Plant Loading Authorization and Procedures Guidelines*.
  - (4) The Postal Service transports the remaining mail, using appropriate transportation, to the facility selected by Distribution Networks.

**327.53 Determination of Vehicle Makeup Requirements**

The makeup requirements for plant-loaded vehicles are determined by the destination of the mailings accepted by the Postal Service at the mailer's plant. When possible, mailers should combine mailings in vehicles as a means of preparing the finest destination vehicles possible.

**327.54 Corrective Action**

If a plant-loaded mailing does not meet the vehicle preparation requirements for plant-loaded vehicles as required in 327.521 or 327.522, the mailer has the following two options:

- a. Rework the mailing so that it complies with the applicable make-up requirements for plant-loaded vehicles as required in 327.521 or 327.522. If the mailing is verified for presort, mail makeup, and

postage payment purposes and is accepted as mail at the mailer's plant, and then it is determined that the vehicle preparation requirements were not met, the mailer must choose this option and rework the mailing. Vehicles must not be dispatched from the plant until the vehicle preparation requirements are met.

- b. Transport the mailing at the mailer's expense to a Postal Service facility within the origin service area designated by the origin postmaster and with the capability to process that class of mail. If this option is chosen, all applicable postage statements must be submitted with the mailings. The origin postmaster must notify the designated Postal Service facility in advance that the mailer has chosen to transport the mail at its own expense and is to enter the mailing at that facility. The mailing must be verified at the designated Postal Service facility for proper presort and mail makeup for the class of mail and for postage payment purposes. The designated Postal Service facility completes the Post Office part of the postage statements after the mailing is verified and accepted and returns the postage statements to the origin Post Office, where postage and fees must be paid.

**327.6 Reimbursement for Non-Postal Services****327.61 General**

The Postal Service must obtain reimbursement from mailers for non-Postal services furnished by the Postal Service in providing plant-load service only as authorized in 327.62 through 327.65.

**327.62 Detention of Trailers****327.621 General**

The Postal Service must obtain reimbursement under 327.622 through 327.625 from plant-load mailers when trailers furnished by the Postal Service to provide plant-load service are detained by some action by the mailer.

**327.622 Request to Detain Trailers**

The procedure for making a request to detain trailers is as follows:

- a. Plant-load mailers wanting to detain trailers longer than the time necessary to load them must make a request to the Postal Service at least 24 hours in advance of the requested date and time of the trailer's arrival. The mailer must agree to reimburse the Postal Service for the cost of detaining the trailers. The Postal Service must approve the request to detain trailers before the trailers are sent to the mailer's plant.

- b. If the mailer does not submit a timely request to detain trailers but detains them longer than the time necessary to load them, the mailer must reimburse the Postal Service for the cost of detaining the trailers.

### **327.623 Nonreimbursable Detention Period**

Mailers who submit timely requests to detain trailers may do so for 24 hours without reimbursing the Postal Service for detention. The nonreimbursable period begins when the trailer arrives at the mailer's plant or at the date and time at which the mailer requested the trailer to arrive, whichever is later. The nonreimbursable period ends 24 hours later, excluding Saturdays, Sundays, and holidays. For example, if a trailer arrives at 5:00 p.m. on Friday, the nonreimbursable period ends 5:00 p.m. on Monday, or 5:00 p.m. on Tuesday if Monday is a holiday.

### **327.624 Determination of Reimbursable Detention Period**

The guidelines for determining the reimbursable detention period are:

- a. If the plant-load mailer has submitted timely requests to detain trailers, the reimbursable detention period begins at the expiration of the nonreimbursable detention period.
- b. If the mailer did not submit timely requests to detain trailers, the reimbursable detention period begins at the date and time the trailer arrives at the plant, or at the date and time at which the mailer requested the trailer to arrive, whichever is later.
- c. The reimbursable period ends when the trailer is ready for dispatch and the mailer so notifies the Postal Service.

### **327.625 Calculation of Reimbursement**

Reimbursement is made for each 24 hours, or fraction thereof, of the reimbursable detention period that a trailer is detained. After the nonreimbursable detention period ends, Saturdays, Sundays, and holidays are included in the calculation of detention reimbursement. Calculations for highway and rail transportation reimbursement are made as follows:

- a. Reimbursement for each highway transportation trailer is equal to the actual daily cost to the Postal Service for leasing the trailer, multiplied by the number of detention periods determined per 327.624.
- b. Reimbursement for each rail transportation trailer is equal to the demurrage or detention charge payable by the Postal Service under the rail transportation contract under which the trailer is furnished to the Postal Service by the railroad.

### **327.63 Bobtailing, Deadheading, and Waiting/Holding Charges**

Plant-load mailers must reimburse the Postal Service for bobtailing, deadheading, or waiting/holding when the Postal Service incurs such charges due to some action by the mailer. Reimbursement is equal to the service charge paid by the Postal Service under the transportation contract.

### **327.64 Damage Charges**

Plant-load mailers are responsible for reimbursement to the Postal Service for charges, including but not limited to, damages to Postal Service-furnished equipment caused by the mailer or the mailer's employees or agents.

### **327.65 Spotting Charges**

The Postal Service allows free of charge to the mailer one round trip per vehicle to the mailer's plant for loading and from the mailer's plant as a dispatch to a destination Postal Service facility. In cases where a mailer makes an advance request to detain vehicles, the mailer may also accrue a spotting charge for the transportation expenses to position the vehicle for preloading at the mailer's plant.

### **327.66 Nonreimbursable Charges**

#### **327.661 Detention**

The Postal Service does not obtain reimbursement from plant-load mailers for the detention of trailers that results from an action by the Postal Service.

#### **327.662 Other Operations**

The Postal Service does not obtain reimbursement from plant-load mailers where bobtailing, deadheading, or waiting/holding charges are incurred by an action by the Postal Service.

### **327.7 Mailer Expedited Plant-load Shipment**

#### **327.71 Definition**

Under an expedited plant-load shipment authorization, the Postal Service verifies the mail for presort and proper preparation at the mailer's plant. Postage is paid at the Post Office where the mailer is authorized plant-load privileges. The mailer then transports the expedited plant-load shipment at the mailer's expense to destination Postal Service facilities where the shipment is deposited and accepted into the mailstream. Only plant-load mailers authorized to do so may transport expedited plant-load shipments at their own expense under the conditions in 327.72 through 327.76.

#### **327.72 Authorization**

The procedure for obtaining authorization for expedited plant-load shipments is as follows:

- a. An authorized plant-load mailer may seek authorization to transport expedited plant-load shipments by submitting a written request to the district manager.

The mailer's request must describe, for each destination where mail is to be transported, the material to be deposited as an expedited plant-load shipment (e.g., the class, characteristics, and quantity), the frequency of mailing, and whether the request is for one or for a series of mailings. No form is provided for this purpose.

- b. The district manager reviews the mailer's request, ensures the availability of Postal Service resources (e.g., detached mail unit staff), provides the mailer with a written decision, and sends a copy of the written decision to the manager, Distribution Networks. If the request is approved, the authorization is for a mailing or group of mailings and for a time period not to exceed 2 years, after which a new request must be submitted. If the request is denied, a written response explaining the reasons for denial must be provided to the mailer. A denial is a classification decision and may be appealed under DMM G020.
- c. The mailer's request for expedited plant-load shipment authorization may be approved when it is in the best interest of the Postal Service, and the mailer is in compliance with the requirements for a plant-load operation.
- d. If the expedited plant-load shipment request is approved for more than one-time use, the plant-load agreement must be amended by attaching a completed and signed PS Form 8026, *Expedited Shipment Agreement for Plant-Load Mailings*, and including additional documents detailing the material to be prepared as expedited plant-load shipments.

### 327.73 Mailer Responsibilities

Mailers who are authorized to have mail verified in their plant and paid for at the Post Office serving the mailer's plant (plant-load authorization) and to transport that mail at their own expense for deposit at a destination Postal Service facility (or facilities) must adhere to the following requirements before expedited plant-load shipments can be deposited at destination Postal Service facilities:

- a. The Postal Service facility (or facilities) where the mail is to be deposited must be one that processes the class of mail to be deposited.
- b. All the mailpieces in each expedited plant-load shipment must have a destination within the service area of the Postal Service facility where the shipment is deposited and accepted. For example, if an expedited plant-load shipment is deposited at a BMC, all the pieces in the shipment must be for addresses within the service area of that BMC.

- c. The mailer must contact each Postal Service facility where the expedited plant-load shipment is to be deposited to arrange and obtain approval for a time and location to deposit the expedited plant-load shipment.
- d. When a vehicle contains more than one expedited plant-load shipment to be drop-shipped to a single destination Postal Service facility, each shipment must be physically separated. When a vehicle contains mailings or mailing segments for more than one destination facility, the mail must be physically separated by destination, and then within each destination the mail must be physically separated by mailing or mailing segment.
- e. When the vehicle used for expedited plant-load shipment also contains other material carried as freight, the mailer must load all freight in the nose (front) of the vehicle, clearly marked and separated from the expedited plant-load shipment. The mailer must ensure that the separation method prevents the freight and expedited plant-load shipment from becoming mixed in transit.
- f. When the vehicle is loaded to make multiple stops, the mailer must ensure that only the appropriate shipment is removed at each stop, that no other material (mail or freight) is added, and that any remaining shipments are kept separate from any other freight remaining on the vehicle.
- g. The mailer must present the required postage statements and documentation to the DMU for each mailing.
- h. At destination, the mailer must provide the necessary documentation (provided by the Postal Service) to prove the required postage was paid for the expedited plant-load shipment.
- i. The mailer must meet the requirements that apply to any presort or automation-based rates claimed on the mailing being prepared as an expedited plant-load shipment.

**Note:** Expedited plant-load shipments are not eligible for destination entry rates.

### 327.74 Verification and Collection of Postage

All expedited plant-load shipment mailings must be verified and have postage and fees collected according to the class of mail as required in this manual, Handbook DM-109, and Handbook DM-103, before it is loaded into mailer-supplied transportation and dispatched. The plant-load requirements in 327.421, 327.422, 327.43, and 327.44 must be met.

**327.741 Detached Mail Unit Responsibilities**

When mailers are authorized to transport an expedited plant-load shipment at their own expense to a destination Postal Service facility, the detached mail unit (DMU) employees assigned to the mailer's plant must verify those mailings as they would all other mail to be accepted under the plant-load authorization. Before the dispatch of an expedited plant-load shipment, DMU employees must complete the following additional activities for mail loaded onto mailer-provided transportation:

- a. Complete a PS Form 8017, *Expedited Plant Load Shipment Record*, for each destination. Place the form on the inside rear sidewall of the vehicle. Completion of more than one PS Form 8017 is required for mail to be deposited at multiple Postal Service facilities.
- b. Ensure that any material carried as freight on the same vehicle as an expedited plant-load shipment is confined to the nose (front) of the vehicle, is separated by a clearly marked separation, and is loaded to avoid becoming mixed with the expedited plant-load shipment in transit.

**327.742 Destination Postal Facility Responsibilities**

Destination Postal Service facilities have the following responsibilities:

- a. Upon receipt of PS Form 8017, verify that the office receiving the shipment is the correct destination office. Check that PS Form 8017 is complete, signed, and round-stamped by the origin Post Office.
- b. After the shipment is unloaded, complete the applicable blocks on PS Form 8017.
- c. Retain PS Form 8017 for 1 year.
- d. Additional mail for downstream Postal Service facilities must not be loaded onto the mailer's vehicle by any Postal Service facility at which the mailer has deposited an expedited plant-load shipment.

**327.75 Liability**

The mailer assumes all liability and responsibility for any loss or damage to the expedited plant-load shipment before it is deposited in and accepted at a destination Postal Service facility regardless of whether a third party is used to transport it. The Postal Service is not liable or responsible for any loss or damage to an expedited plant-load shipment, except after accepted and deposited at a destination Postal Service facility as provided for in the DMM.

**327.76 Refunds**

The Postal Service does not refund postage for any failure to provide service caused in whole or in part by any event occurring before the shipment is deposited in and accepted at a destination Postal Service facility, except in accordance with the provisions of the refund standards in DMM P014.

**327.8 Transportation****327.81 Selection of Mode of Transportation**

Distribution Networks selects the least-costly mode of transportation that meets the service objectives for the class of plant-loaded mail. The mode of transportation is not changed at the request of the mailer.

**327.82 Mailer Transportation**

Mailers may transport their own plant-loaded mail when there is a highway contract between the Postal Service and the mailer or when the mailer is authorized to transport plant-verified mail under 327.8 and has entered into an Expedited Plant-load Shipment Agreement with the Postal Service. The awarding of a highway contract to the mailer or authorization under 327.8 is not a factor in deciding whether to authorize the plant load. Any net cost-savings that result from an expedited plant-load shipment authorization may not be included in the cost-savings analysis for initial plant-load authorization or renewal.

**327.83 Holding, Storing, or Delaying Dispatch**

The Postal Service does not hold, store, or otherwise delay the dispatch of plant-loaded mail except as provided for under the plant-load agreement with the mailer.

**327.84 Relocation of Trailers**

The Postal Service does not relocate trailers at a mailer's plant.

**327.85 Service Objectives**

The service objectives that apply to the class of mail being transported apply to the plant-loaded mail. Plant-loaded mail may have deferred service objectives, if provided for in the plant-load agreement.

— *Surface Operations,  
Network Operations Management, 10-4-01*

DMM REVISION

Deposit of Metered Mail

Effective October 4, 2001, Domestic Mail Manual (DMM) P030.5.4 is revised to allow zoned-rate metered Priority Mail® service items to be deposited in collection boxes. This change more accurately reflects the fact that properly prepared Express Mail®, Priority Mail, and First-Class Mail® service items can be deposited in collection boxes.

We will include this revision in the printed version of DMM Issue 57 and in the online DMM available via Postal Explorer at http://pe.usps.gov.

Domestic Mail Manual (DMM)

	*	*	*	*	*
<b>P</b>	<b>Postage and Payment Methods</b>				
	*	*	*	*	*
<b>P000</b>	<b>Basic Information</b>				
	*	*	*	*	*
<b>P030</b>	<b>Postage Meters and Meter Stamps</b>				
	*	*	*	*	*

5.0 MAILINGS

\* \* \* \* \*

5.4 Place of Mailing

[Revise 5.4a to remove the parenthetical text "in a weight category for which rates do not vary by zone." Items b, c, and d are unchanged.]

Except as noted below, metered mail must be deposited at a post office acceptance unit, retail unit, or other location designated by the postmaster of the licensing post office (i.e., the post office shown in the meter stamp) and may not be given to a delivery employee or deposited in a street collection box, mailchute, receiving box, cooperative mailing rack, or other mail collection receptacle. Exceptions to this general standard are as follows:

- a. Express Mail, Priority Mail, or single-piece rate First-Class Mail may be deposited in any street collection box or such other place where mail is accepted and that is served by the licensing post office.

\* \* \* \* \*

— Expedited/Package Services, 10-4-01

Preparation of Sacks, Mail Trays, and Lids for Reuse

Employees assigned to Postal facility opening units are reminded to look for and remove all ACT (Air Contract Transportation) tags, D&R (Destination/Routing) tags, and tray labels from incoming sacks, mail trays, sleeves, and lids.

Employees should remove tags and labels immediately after emptying sack or tray contents into opening unit sorting and distribution equipment. Failure to remove used tags and/or tray labels can cause mail to be misrouted when mail transport equipment is reused.

Even though ACT tags are obsolete and should no longer be used, they still sometimes appear on mail. D&R tags are used on sleeves, lids, and sacks in all networks.

Opening unit supervisors should ensure that adequate trash receptacles are available within the opening unit work area for disposal of removed tags and tray labels.

— Mail Transport Equipment, Network Operations Management, 10-4-01

## NOTICE

**Transportation of Live Animals**

In response to new Federal Aviation Administration restrictions, the Postal Service is required to adjust the service it provides for the transportation of live animals.

The Postal Service will continue to accept live animals that do not require delivery within a 72-hour period, such as earthworms, lizards, snails, crickets, grasshoppers, and bees, which can move on ground transportation.

In addition, the Postal Service will continue to accept live animals for which the postage is \$3.50 or less for shipment via air transportation.

The Postal Service will provide limited service for live animals for which the postage is more than \$3.50 and that require air transportation, such as day old poultry, adult poultry, and queen honeybees. This service will be available to and from the airports listed in the table below. The customer must present the mail to the applicable AMC/AMF no later than the cut-off time listed below (all times are local). Service will be available from Monday through Friday from the airports listed below.

Mail containing live animals for which the postage is more than \$3.50 should only be accepted at an AMC/AMF, or a retail unit or P&DC as authorized by the AMC/AMF manager. Employees accepting live animals that must be moved on air transportation must contact the appropriate AMC/AMF personnel to ensure that adequate space will be available and that the animals will reach their destination within the required time frame (see DMM C022.3.0). Mailers tendering live animals are also encouraged to contact the appropriate AMC/AMF personnel to facilitate the delivery of service. The list of AMC/AMF contacts in each city is listed below.

City	Airport Code	Cut-Off Time	AMC/AMF Contact	Phone Number
Atlanta, GA	ATL	10:45 p.m.	Alton Smith Jacqueline Hicks	404 765-5480
Baltimore, MD	BWI	10:30 p.m.	Rodney Thorington	410 859-2356
Boston, MA	BOS	8:45 p.m.	Terry McWade Steve Cardillo	617 567-0084
Charlotte, NC	CLT	8:30 p.m.	Woodrow McManus Henry Gaddy	704 359-8973
Dallas, TX	DFW	8:00 p.m.	Steve Inglett Olivia Gutierrez	972 456-2000
Denver, CO	DEN	8:30 p.m.	Tom Lujan Dale Wanrow	303 342-3720
El Paso, TX	ELP	7:45 p.m.	Manny Martinez Patsy Green	915 780-7543
Houston, TX	IAH	6:15 p.m.	Ed Martindale Mary Watson Doris Falke	281 443-6350
Huntsville, AL	HSV (Outbound only)	10:00 p.m.	George Hulan Carol Anne Mierzejewski	256 461-6613
Kansas City, MO	MCI	9:00 p.m.	William Cooper Phyllis Kagay Bonnie Roberts	816 243-5751
Los Angeles, CA	LAX	5:00 p.m.	Frank Panico Tillman Robinson	310 337-8700
Miami, FL	MIA	7:00 p.m.	Dan Switzer Mary Taylor	305 869-5080
Minneapolis, MN	MSP	7:00 p.m.	Ron Gustafson Sue Lambertz	651 293-3136
Nashville, TN	BNA	9:30 p.m.	Joann Scala Renita Darvin	615 872-5766
Newark, NJ	EWR	8:30 p.m.	Alix Bertrand Don Chesney	973 824-6276
Orlando, FL	MCO	8:45 p.m.	Bob Teal Sam Glover	407 826-5660



City	Airport Code	Cut-Off Time	AMC/AMF Contact	Phone Number
Philadelphia, PA	PHL	9:05 p.m.	Ramona Hickman Paul Tillger	215 937-5600
Phoenix, AZ	PHX	5:00 p.m.	Denise Gillanders Deb Grzyb	602 244-9177
Portland, OR	PDX	4:15 p.m.	Linda Nagely Mikeal Kinder	503 335-7910
Seattle, WA	SEA	6:00 p.m.	Kenn Messenger Jerry Dougal	253 437-4200

— *Modal Operations and Requirements,  
Network Operations Management, 10-4-01*

### Tare Weights of Mail Transport Equipment

The following table shows the tare weights of all active mail transport equipment (trays, sleeves, lids, pallets, and mailbags).

EIRS	Part Description	Tare Weight (lbs.)
01P	#1 Sack White Plastic	0.38
01	#1 Sack White Canvas	3.00
01	#1 Sack White Poly	3.49
01	#1 Sack White (Mix)	1.61
02	#2 Sack White Canvas	1.69
02	#2 Sack White Cotton	2.04
02	#2 Sack White Poly	1.15
02P	#2 Sack White Plastic	0.32
03	#2 Sack Brown Canvas/Cotton/Poly	1.31
03P	#2 Sack Brown Plastic	0.31
04	#3 Sack White Canvas	1.12
04	#3 Sack White Cotton	1.18
04	#3 Sack White (Mix)	0.86
04P	#3 Sack White Plastic	0.24
05	#3 Sack Brown Canvas/Cotton/Nylon	0.92
09	#2 Pouch White Canvas	1.61
12	US Priority Pouch Orange Nylon	0.79
12P	US Priority Pouch Orange Plastic	0.40
13	FCM #1 Pouch Green Nylon	0.57
14	SAM #1 Pouch Red Nylon	0.60
14P	SAM #1 Pouch Red Plastic	0.46
15	SAM PP Pouch Red Nylon	0.86
15P	SAM PP Pouch Red Plastic	0.53
16	MOM PP Pouch Nickel Nylon	0.86
17	MOM #1 Pouch Nickel Nylon	0.53
18G	Security Pouch Liner Green Nylon	2.08
20P	Express Pouch Blue/Orange Plastic	0.43

EIRS	Part Description	Tare Weight (lbs.)
21P	Large EMS International Mailbag Plastic	0.86
22P	Small EMS International Mailbag Plastic	0.66
34	#2 Foreign Air Pouch Blue Nylon	0.32
35	Foreign Air PP Pouch Blue Nylon	0.84
35P	Foreign Air PP Pouch Blue Plastic	0.39
72	3915 Three-Sided Flats Tray	2.35
74	3916 MM Tray Fiberboard	0.84
74E	3916X Extended MM Tray Plastic	0.98
74H	3916B Half-Size MM Tray Fiberboard	0.70
74P	3925 MM Tray Plastic	0.66
75	3916A MM Sleeve	0.99
75E	3916Y Extended MM Sleeve	1.09
78	1257TM Four-Sided Flats Tray Fiberboard	1.43
78P	1257T Four-Sided Flats Tray Plastic	1.86
79	1257L Four-Sided Flats Lid Fiberboard	0.63
79P	1257L Four-Sided Flats Lid Plastic	0.50
80	1265T Small Parcel & Bundle Tray	3.18
81	1265L Small Parcel & Bundle Lid	0.91
20	Large Express Pouch Blue/Orange Nylon	0.75
36P	US Mail Foreign Sack Gray Plastic	0.42
75H	3916C Half-Size MM Sleeve	0.52
05P	#3 Sack Brown Plastic	0.24
65P	3919 Pallet Plastic	19.00
35W	Foreign Air PP Pouch Blue Plastic (w/o drawtape)	0.39
74HP	3916B Half-Size MM Tray Plastic	0.53

— *Mail Transport Equipment,  
Network Operations Management, 10-4-01*

# Finance

HANDBOOK F-1 REVISION

## Credit and Debit Card Program

Effective October 4, 2001, Handbook F-1, *Post Office Accounting Procedures*, is revised so that credit cards may be used for payments of mailer application and mailing fees, pre-canceled stamp permit fees, money order fees, money-by-wire fees, and Postal Customer Council (PCC) payments.

We will incorporate this revision into the next printed edition of Handbook F-1 and into the online version located on the Postal Service Intranet at <http://blue.usps.gov/cpim> (click on *Information*, then *Policies & Procedures*, then *Handbooks*).

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

	*	*	*	*	*
<b>3</b>	<b>Managing Postal Funds</b>				
	*	*	*	*	*
<b>31</b>	<b>Acceptable Payments for Postal Goods and Services</b>				
	*	*	*	*	*

## 317 Credit and Debit Cards

[Revise 317 to read as follows:]

Accept credit and debit cards for purchases at postal retail units as follows.

### Credit Cards

Credit cards may be used to purchase all postal products and services and to cover all fees (including auctioned vehicles and Postal Customer Council (PCC) payments) except the following:

- Trust fund deposits (including but not limited to Express Mail® corporate accounts, advance deposit accounts, business reply/postage due accounts, etc.).
- Bulk mailing deposits.
- Periodicals postage.
- Permit imprint revenue.
- Postage meter settings and on-site meter setting fees, initial and subsequent.
- Pre-canceled stamps.
- Money orders.
- Collect on delivery (COD) funds.
- Money-by-wire.
- Passport fees.

\* \* \* \* \*

# International Mail

*IMM REVISION*

## Termination of International Money Order Service — Norway

Effective September 1, 2001, the Individual Country Listing for Norway was revised to reflect that international money order (LIST Service) to Norway was terminated. The discontinuing of service is at the request of Norway. No international money order service between Norway and the United States exists as of September 1, 2001.

We will incorporate this revision into both the printed version of IMM Issue 26 and the online IMM, which can be accessed via Postal Explorer at <http://pe.usps.gov>.

**International Mail Manual (IMM)**

\* \* \* \* \*

**Country Conditions for Mailing — Norway**

\* \* \* \* \*

**International Money Order (371)**

[Revise text as follows:]

NOT available

\* \* \* \* \*

— Retail Marketing,  
Retail, Consumers and Small Business, 10-4-01

*ICM UPDATE*

## International Customized Mail

On January 12, 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 now makes public the following information concerning the Agreement:

- a. Term:** January 15, 2001, through May 31, 2002.
- b. Type of mail:** *Foreign Origin Priority Mail, Express Mail, and Standard Mail.* Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to:
  1. Furnish Mailer with supplies necessary for the use of Qualifying Mail.
  2. Provide Mailer with the training to prepare Qualifying Mail in conformity with Postal Service requirements.
  3. Provide Mailer with access to the Postal Service web-based Application Program Interface (API) system, technical and personnel support related thereto, as Mailer may request.

- e. Minimum volume commitments:** The Mailer has agreed to tender a minimum of \$2 million in annual postage or 1 million pounds of Qualifying Mail.
- f. Worksharing:** The Mailer has agreed to:
  1. Provide the Postal Service a schedule of mailing including date of tender, weight, volume, location where mail will originate, and office of tender in accordance with instructions the Postal Service provides.
  2. Use the International Customized Mail Program for all of its Qualifying Mail intended for delivery in the Territory during the term of this Agreement.
  3. Use a Postal Service–approved manifest system.
  4. Use a dedicated Permit for payment of all Qualifying Mail shipments under this Agreement.
  5. Provide the Postal Service with notification of new permit numbers used for Qualifying Mail.
- g. Rates:** The Mailer has agreed to pay postage for Qualifying Mail shipments in accordance with rates as published by the Postal Service at the time of mailing.

— International Business, 10-4-01

## ICM UPDATE

**International Customized Mail**

On May 3, 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 (EMS)* and *Airmail Parcel Post (APP)*. Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. **Destination countries:** Worldwide.
- 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 to prepare the necessary information linkages, electronic data files, and data exchanges.
  4. Transport Qualifying Mail to international destinations for delivery by the appropriate authority.
  5. Return EMS items refused by an addressee and undeliverable items to the Mailer via Express Mail at no charge provided that the return rate is no more than four (4) percent of total volume. Return APP items refused by an addressee and undeliv-

erable items to the Mailer according to the provisions of the IMM.

6. Furnish Mailer with tracking reports and delivery performance reports on a regular basis.
- e. **Minimum volume commitment:** The Mailer has agreed to meet an annualized minimum volume of 5,000 packages or an annualized minimum of \$100,000 in international postage for Qualifying Mail.
- 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 instructions the Postal Service provides.
  3. Provide the Postal Service with notification of intent to drop ship mail at a specific International Service Center (ISC) 2 weeks before the initial shipment to that ISC.
  4. Provide the Postal Service with notification of new permit numbers 1 week in advance of using the new dedicated permit numbers.
  5. 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 instructions the Postal Service provides.
- g. **Rates:** The Mailer has agreed to pay postage and return service fees in accordance with Exhibit 1.

**Exhibit 1****Global Express Mail (EMS)**

Weight Not Over (lbs.)	Group 1 Canada	Group 2 Mexico	Group 3 Great Britain	Group 4 Japan	Group 5 China	Group 6	Group 7	Group 8	Group 9	Group 10	Group 11	Group 12
0.5	\$13.71	\$14.69	\$17.25	\$14.89	\$16.46	\$14.89	\$19.61	\$14.89	\$16.46	\$19.42	\$23.94	\$19.02
1	14.30	17.25	20.99	18.04	19.42	16.58	21.98	17.64	18.83	21.38	26.11	20.99
2	14.89	20.16	24.14	21.19	22.01	18.55	24.34	20.40	21.98	23.75	29.46	23.55
3	15.87	23.24	27.29	24.34	25.52	21.15	26.70	23.55	25.13	27.09	33.39	26.70
4	16.66	25.99	29.65	27.49	28.98	23.67	29.06	26.70	29.06	30.24	36.74	29.85
5	17.64	28.43	32.02	30.44	32.37	26.58	31.43	29.85	33.00	33.59	40.68	33.00
6	19.42	30.17	34.38	33.04	35.72	29.02	33.95	33.16	36.66	36.94	44.42	36.15
7	21.19	31.90	36.74	35.64	39.06	31.46	36.47	36.47	40.32	40.28	48.16	39.30
8	22.96	33.63	39.10	38.24	42.41	33.91	38.99	39.77	43.99	43.63	51.90	42.45
9	24.73	35.36	41.47	40.84	45.76	36.35	41.51	43.08	47.65	46.98	55.64	45.60
10	26.50	37.10	43.83	43.43	49.10	38.79	44.03	46.39	51.31	50.33	59.38	48.75
11	28.28	38.83	46.19	46.03	52.45	41.23	46.55	49.70	54.97	53.67	63.12	51.90
12	30.05	40.56	48.55	48.63	55.80	43.67	49.07	53.00	58.63	57.02	66.86	55.05
13	31.82	42.29	50.92	51.23	59.15	46.11	51.59	56.31	62.30	60.37	70.60	58.20

Weight Not Over (lbs.)	Group 1 Canada	Group 2 Mexico	Group 3 Great Britain	Group 4 Japan	Group 5 China	Group 6	Group 7	Group 8	Group 9	Group 10	Group 11	Group 12
14	\$33.59	\$44.03	\$53.28	\$53.83	\$62.49	\$48.55	\$54.11	\$59.62	\$65.96	\$63.71	\$74.34	\$61.35
15	35.36	45.76	55.64	56.43	65.84	50.99	56.63	62.93	69.62	67.06	78.08	64.50
16	37.13	47.49	58.00	59.03	69.19	53.44	59.15	66.23	73.28	70.41	81.83	67.65
17	38.91	49.22	60.37	61.63	72.53	55.88	61.67	69.54	76.94	73.75	85.57	70.80
18	40.68	50.96	62.73	64.22	75.88	58.32	64.19	72.85	80.60	77.10	89.31	73.95
19	42.45	52.69	65.09	66.82	79.23	60.76	66.71	76.16	84.27	80.45	93.05	77.10
20	44.22	54.42	67.45	69.42	82.57	63.20	69.23	79.46	87.93	83.79	96.79	80.25
21	45.99	56.15	69.82	72.02	85.92	65.64	71.75	82.77	91.59	87.14	100.53	83.40
22	47.77	57.89	72.18	74.62	89.27	68.08	74.27	86.08	95.25	90.49	104.27	86.55
23	49.54	59.62	74.54	77.22	92.61	70.52	76.79	89.39	98.91	93.83	108.01	89.70
24	51.31	61.35	76.90	79.82	95.96	72.97	79.31	92.69	102.58	97.18	111.75	92.85
25	53.08	63.08	79.27	82.42	99.31	75.41	81.83	96.00	106.24	100.53	115.49	96.00
26	54.85	64.82	81.63	85.01	102.65	77.85	84.35	99.31	109.90	103.88	119.23	99.15
27	56.63	66.55	83.99	87.61	106.00	80.29	86.87	102.62	113.56	107.22	122.97	102.30
28	58.40	68.28	86.35	90.21	109.35	82.73	89.39	105.92	117.22	110.57	126.71	105.45
29	60.17	70.01	88.72	92.81	112.70	85.17	91.91	109.23	120.89	113.92	130.45	108.60
30	61.94	71.75	91.08	95.41	116.04	87.61	94.43	112.54	124.55	117.26	134.19	111.75
31	63.71	73.48	93.44	98.01	119.39	90.05	96.95	115.85	128.21	120.61	137.93	114.90
32	65.48	75.21	95.80	100.61	122.74	92.50	99.47	119.15	131.87	123.96	141.68	118.05
33	67.26	76.94	98.17	103.21	126.08	94.94	101.99	122.46	135.53	127.30	145.42	121.20
34	69.03	78.68	100.53	105.80	129.43	97.38	104.51	125.77	139.19	130.65	149.16	124.35
35	70.80	80.41	102.89	108.40	132.78	99.82	107.03	129.08	142.86	134.00	152.90	127.50
36	72.57	82.14	105.25	111.00	136.12	102.26	109.55	132.38	146.52	137.34	156.64	130.65
37	74.34	83.87	107.62	113.60	139.47	104.70	112.07	135.69	150.18	140.69	160.38	133.80
38	76.12	85.61	109.98	116.20	142.82	107.14	114.59	139.00	153.84	144.04	164.12	136.95
39	77.89	87.34	112.34	118.80	146.16	109.58	117.11	142.31	157.50	147.38	167.86	140.10
40	79.66	89.07	114.70	121.40	149.51	112.03	119.63	145.61	161.17	150.73	171.60	143.25
41	81.43	90.80	117.07	124.00	152.86	114.47	122.15	148.92	164.83	154.08	175.34	146.40
42	83.20	92.54	119.43	126.59	156.20	116.91	124.67	152.23	168.49	157.43	179.08	149.55
43	84.98	94.27	121.79	129.19	159.55	119.35	127.19	155.54	172.15	160.77	182.82	152.70
44	86.75	96.00	124.15	131.79	162.90	121.79	129.71	158.84	175.81	164.12	186.56	155.85
45	88.52	97.73	126.52	134.39	166.25	124.23	132.23	162.15	179.48	167.47	190.30	159.00
46	90.29	99.47	128.88	136.99	169.59	126.67	134.75	165.46	183.14	170.81	194.04	162.15
47	92.06	101.20	131.24	139.59	172.94	129.11	137.27	168.77	186.80	174.16	197.78	165.30
48	93.83	102.93	133.60	142.19	176.29	131.56	139.79	172.07	190.46	177.51	201.53	168.45
49	95.61	104.66	135.97	144.79	179.63	134.00	142.31	175.38	194.12	180.85	205.27	171.60
50	97.38	106.40	138.33	147.38	182.98	136.44	144.83	178.69	197.78	184.20	209.01	174.75
51	99.15	108.13	140.69	149.98	186.33	138.88	147.35	182.00	201.45	187.55	212.75	177.90
52	100.92	109.86	143.05	152.58	189.67	141.32	149.87	185.30	205.11	190.89	216.49	181.05
53	102.69	111.59	145.42	155.18	193.02	143.76	152.39	188.61	208.77	194.24	220.23	184.20
54	104.47	113.33	147.78	157.78	196.37	146.20	154.91	191.92	212.43	197.59	223.97	187.35
55	106.24	115.06	150.14	160.38	199.71	148.64	157.43	195.23	216.09	200.93	227.71	190.50
56	108.01	116.79	152.50	162.98	203.06	151.09	159.95	198.53	219.76	204.28	231.45	193.65
57	109.78	118.52	154.87	165.58	206.41	153.53	162.47	201.84	223.42	207.63	235.19	196.80
58	111.55	120.26	157.23	168.17	209.75	155.97	164.99	205.15	227.08	210.98	238.93	199.95
59	113.33	121.99	159.59	170.77	213.10	158.41	167.51	208.46	230.74	214.32	242.67	203.10
60	115.10	123.72	161.95	173.37	216.45	160.85	170.03	211.76	234.40	217.67	246.41	206.25
61	116.87	125.45	164.32	175.97	219.80	163.29	172.55	215.07	238.07	221.02	250.15	209.40
62	118.64	127.19	166.68	178.57	223.14	165.73	175.07	218.38	241.73	224.36	253.89	212.55
63	120.41	128.92	169.04	181.17	226.49	168.17	177.59	221.69	245.39	227.71	257.63	215.70
64	122.18	130.65	171.40	183.77	229.84	170.62	180.11	224.99	249.05	231.06	261.38	218.85
65	123.96	132.38	173.77	186.37	233.18	173.06	182.63	228.30	252.71	234.40	265.12	222.00
66	125.73	134.12	176.13	188.96	236.53	175.50	185.15	231.61	256.37	237.75	268.86	225.15

**Airmail Parcel Post (APP)**

Weight Not Over (lbs.)	Group 1 Canada	Group 2 Mexico	Group 3 Great Britain	Group 4 Japan	Group 5 China	Group 6	Group 7	Group 8	Group 9	Group 10	Group 11	Group 12	Group 13
1	\$12.26	\$12.05	\$14.49	\$5.99	\$13.88	\$12.86	\$14.89	\$11.65	\$13.27	\$14.49	\$16.11	\$12.86	\$15.30
2	12.26	14.08	17.74	10.29	17.53	14.08	16.92	14.49	16.72	16.52	19.36	14.08	16.92
3	13.07	15.91	20.98	14.58	21.39	15.71	19.16	17.74	20.37	18.95	22.61	15.50	19.36
4	14.08	17.94	24.23	18.88	25.65	17.94	21.39	21.18	23.21	20.98	25.85	17.13	21.79
5	15.10	20.17	27.48		29.91	19.97	23.62	24.84	28.08	23.01	29.10	18.75	24.23
6	15.99	21.79	29.91		33.36	22.32	26.06	28.00	31.13	25.45	31.94	20.78	26.87
7	16.88	23.42	32.35		36.81	24.68	28.49	31.17	34.29	27.88	34.78	22.81	29.51
8	17.78	25.04	34.78		40.26	27.03	30.93	34.34	37.46	30.32	37.62	24.84	32.14
9	18.67	26.66	37.22		43.71	29.38	33.36	37.50	40.63	32.75	40.46	26.87	34.78
10	19.56	28.29	39.65		47.16	31.74	35.80	40.67	43.79	35.19	43.31	28.90	37.42
11	20.45	29.91	42.09		50.61	34.09	38.23	43.83	46.96	37.62	46.15	30.93	40.06
12	21.35	31.53	44.52		54.06	36.45	40.67	47.00	50.12	40.06	48.99	32.96	42.70
13	22.24	33.16	46.96		57.51	38.80	43.10	50.16	53.29	42.49	51.83	34.98	45.33
14	23.13	34.78	49.39		60.96	41.15	45.54	53.33	56.46	44.93	54.67	37.01	47.97
15	24.03	36.41	51.83		64.41	43.51	47.97	56.50	59.62	47.36	57.51	39.04	50.61
16	24.92	38.03	54.26		67.86	45.86	50.41	59.66	62.79	49.80	60.35	41.07	53.25
17	25.81	39.65	56.70		71.31	48.22	52.84	62.83	65.95	52.23	63.19	43.10	55.89
18	26.70	41.28	59.13		74.76	50.57	55.28	65.99	69.12	54.67	66.03	45.13	58.53
19	27.60	42.90	61.57		78.21	52.92	57.71	69.16	72.28	57.10	68.88	47.16	61.16
20	28.49	44.52	64.00		81.66	55.28	60.15	72.33	75.45	59.54	71.72	49.19	63.80
21	29.38	46.15	66.44		85.11	57.63	62.58	75.49	78.62	61.98	74.56	51.22	66.44
22	30.28	47.77	68.88		88.56	59.99	65.02	78.66	81.78	64.41	77.40	53.25	69.08
23	31.17	49.39	71.31		92.01	62.34	67.45	81.82	84.95	66.85	80.24	55.28	71.72
24	32.06	51.02	73.75		95.46	64.69	69.89	84.99	88.11	69.28	83.08	57.31	74.35
25	32.96	52.64	76.18		98.91	67.05	72.33	88.15	91.28	71.72	85.92	59.34	76.99
26	33.85	54.26	78.62		102.36	69.40	74.76	91.32	94.45	74.15	88.76	61.37	79.63
27	34.74	55.89	81.05		105.81	71.76	77.20	94.49	97.61	76.59	91.60	63.40	82.27
28	35.63	57.51	83.49		109.26	74.11	79.63	97.65	100.78	79.02	94.45	65.43	84.91
29	36.53	59.13	85.92		112.71	76.47	82.07	100.82	103.94	81.46	97.29	67.45	87.55
30	37.42	60.76	88.36		116.16	78.82	84.50	103.98	107.11	83.89	100.13	69.48	90.18
31	38.31	62.38	90.79		119.61	81.17	86.94	107.15	110.27	86.33	102.97	71.51	92.82
32	39.21	64.00	93.23		123.06	83.53	89.37	110.32	113.44	88.76	105.81	73.54	95.46
33	40.10	65.63	95.66		126.51	85.88	91.81	113.48	116.61	91.20	108.65	75.57	98.10
34	40.99	67.25	98.10		129.96	88.24	94.24	116.65	119.77	93.63	111.49	77.60	100.74
35	41.88	68.88	100.53		133.41	90.59	96.68	119.81	122.94	96.07	114.33	79.63	103.37
36	42.78	70.50	102.97		136.86	92.94	99.11	122.98	126.10	98.50	117.17	81.66	106.01
37	43.67	72.12	105.40		140.31	95.30	101.55	126.14	129.27	100.94	120.02	83.69	108.65
38	44.56	73.75	107.84		143.76	97.65	103.98	129.31	132.44	103.37	122.86	85.72	111.29
39	45.46	75.37	110.27		147.21	100.01	106.42	132.48	135.60	105.81	125.70	87.75	113.93
40	46.35	76.99	112.71		150.66	102.36	108.85	135.64	138.77	108.25	128.54	89.78	116.57
41	47.24	78.62	115.15		154.11	104.71	111.29	138.81	141.93	110.68	131.38	91.81	119.20
42	48.14	80.24	117.58		157.56	107.07	113.72	141.97	145.10	113.12	134.22	93.84	121.84
43	49.03	81.86	120.02		161.01	109.42	116.16	145.14	148.26	115.55	137.06	95.87	124.48
44	49.92	83.49	122.45		164.46	111.78	118.59	148.30	151.43	117.99	139.90	97.90	127.12
45	50.81		124.89		167.91	114.13	121.03	151.47	154.60	120.42	142.74	99.92	129.76
46	51.71		127.32		171.36	116.48	123.47	154.64	157.76	122.86	145.59	101.95	132.39
47	52.60		129.76		174.81	118.84	125.90	157.80	160.93	125.29	148.43	103.98	135.03
48	53.49		132.19		178.26	121.19	128.34	160.97	164.09	127.73	151.27	106.01	137.67
49	54.39		134.63		181.71	123.55	130.77	164.13	167.26	130.16	154.11	108.04	140.31
50	55.28		137.06		185.16	125.90	133.21	167.30	170.43	132.60	156.95	110.07	142.95
51	56.17		139.50		188.61	128.25	135.64	170.47	173.59	135.03	159.79	112.10	145.59
52	57.06		141.93		192.06	130.61	138.08	173.63	176.76	137.47	162.63	114.13	148.22
53	57.96		144.37		195.51	132.96	140.51	176.80	179.92	139.90	165.47	116.16	150.86
54	58.85		146.80		198.96	135.32	142.95	179.96	183.09	142.34	168.31	118.19	153.50
55	59.74		149.24		202.41	137.67	145.38	183.13	186.25	144.77	171.16	120.22	156.14

Weight Not Over (lbs.)	Group 1 Canada	Group 2 Mexico	Group 3 Great Britain	Group 4 Japan	Group 5 China	Group 6	Group 7	Group 8	Group 9	Group 10	Group 11	Group 12	Group 13
56	\$60.64		\$151.67		\$205.86	\$140.03	\$147.82	\$186.29	\$189.42	\$147.21	\$174.00	\$122.25	\$158.78
57	61.53		154.11		209.31	142.38	150.25	189.46	192.59	149.64	176.84	124.28	161.41
58	62.42		156.54		212.76	144.73	152.69	192.63	195.75	152.08	179.68	126.31	164.05
59	63.31		158.98		216.21	147.09	155.12	195.79	198.92	154.51	182.52	128.34	166.69
60	64.21		161.41		219.66	149.44	157.56	198.96	202.08	156.95	185.36	130.37	169.33
61	65.10		163.85		223.11	151.80	159.99	202.12	205.25	159.39	188.20	132.39	171.97
62	65.99		166.29		226.56	154.15	162.43	205.29	208.42	161.82	191.04	134.42	174.61
63	66.89		168.72		230.01	156.50	164.86	208.46	211.58	164.26	193.88	136.45	177.24
64	67.78		171.16		233.46	158.86	167.30	211.62	214.75	166.69	196.73	138.48	179.88
65	68.67		173.59		236.91	161.21	169.74	214.79	217.91	169.13	199.57	140.51	182.52
66	69.57		176.03		240.36	163.57	172.17	217.95	221.08	171.56	202.41	142.54	185.16

Global Express Mail (EMS)

Weight Not Over (lbs.)	Australia	Hong Kong	Japan	Canada	Great Britain
0.5	\$15.72	\$12.90	\$14.03	\$10.81	\$14.13
1	18.49	15.24	16.81	11.22	16.96
2	21.26	17.59	19.58	11.64	19.33
3	24.43	20.27	22.35	12.33	21.71
4	27.60	22.95	25.12	12.88	23.49
5	30.77	25.63	27.72	13.57	25.28
6	34.09	28.45	30.01	14.81	27.06
7	37.42	31.26	32.30	16.06	28.84
8	40.75	34.08	34.58	17.30	30.62
9	44.07	36.89	36.87	18.54	32.41
10	47.40	39.71	39.16	19.78	34.19
11	50.73	42.52	41.44	21.02	35.97
12	54.05	45.34	43.73	22.27	37.75
13	57.38	48.15	46.02	23.51	39.54
14	60.71	50.97	48.31	24.75	41.32
15	64.03	53.78	50.59	25.99	43.10
16	67.36	56.60	52.88	27.24	44.88
17	70.69	59.41	55.17	28.48	46.67
18	74.01	62.23	57.46	29.72	48.45
19	77.34	65.04	59.74	30.96	50.23
20	80.67	67.86	62.03	32.21	52.01
21	83.99	70.67	64.32	33.45	53.80
22	87.32	73.49	66.60	34.69	55.58
23	90.65	76.31	68.89	35.93	57.36
24	93.98	79.12	71.18	37.18	59.14
25	97.30	81.94	73.47	38.42	60.93
26	100.63	84.75	75.75	39.66	62.71
27	103.96	87.57	78.04	40.90	64.49
28	107.28	90.38	80.33	42.15	66.28
29	110.61	93.20	82.61	43.39	68.06
30	113.94	96.01	84.90	44.63	69.84
31	117.26	98.83	87.19	45.87	71.62
32	120.59	101.64	89.48	47.12	73.41
33	123.92	104.46	91.76	48.36	75.19

Weight Not Over (lbs.)	Australia	Hong Kong	Japan	Canada	Great Britain
34	\$127.24	\$107.27	\$94.05	\$49.60	\$76.97
35	130.57	110.09	96.34	50.84	78.75
36	133.90	112.90	98.63	52.09	80.54
37	137.22	115.72	100.91	53.33	82.32
38	140.55	118.53	103.20	54.57	84.10
39	143.88	121.35	105.49	55.81	85.88
40	147.20	124.16	107.77	57.06	87.67
41	150.53	126.98	110.06	58.30	89.45
42	153.86	129.80	112.35	59.54	91.23
43	157.18	132.61	114.64	60.78	93.01
44	160.51	135.43	116.92	62.03	94.80
45	163.84	138.24	119.21	63.27	96.58
46	167.17	141.06	121.50	64.51	98.36
47	170.49	143.87	123.79	65.75	100.14
48	173.82	146.69	126.07	67.00	101.93
49	177.15	149.50	128.36	68.24	103.71
50	180.47	152.32	130.65	69.48	105.49
51	183.80	155.13	132.93	70.72	107.27
52	187.13	157.95	135.22	71.97	109.06
53	190.45	160.76	137.51	73.21	110.84
54	193.78	163.58	139.80	74.45	112.62
55	197.11	166.39	142.08	75.69	114.41
56	200.43	169.21	144.37	76.94	116.19
57	203.76	172.02	146.66	78.18	117.97
58	207.09	174.84	148.94	79.42	119.75
59	210.41	177.65	151.23	80.66	121.54
60	213.74	180.47	153.52	81.90	123.32
61	217.07	183.29	155.81	83.15	125.10
62	220.39	186.10	158.09	84.39	126.88
63	223.72	188.92	160.38	85.63	128.67
64	227.05	191.73	162.67	86.87	130.45
65	230.37	194.55	164.96	88.12	132.23
66	233.70	197.36	167.24	89.36	134.01

## Airmail Parcel Post (APP)

Weight Not Over (lbs.)	Japan	Hong Kong	Euro 1	Euro 2	Great Britain	Canada	Australia
1	\$5.99	\$13.58	\$13.79	\$15.62	\$11.47	\$9.32	\$12.07
2	10.29	17.12	15.03	17.05	13.77	9.32	14.94
3	14.58	20.87	16.68	18.96	16.08	9.85	17.99
4	18.88	23.79	18.94	21.59	18.38	10.52	20.36
5		28.78	21.01	23.98	20.69	11.18	24.42
6		31.91	23.40	26.75	22.42	11.77	26.96
7		35.16	25.79	29.52	24.15	12.36	29.60
8		38.41	28.18	32.28	25.87	12.94	32.24
9		41.66	30.57	35.05	27.60	13.53	34.88
10		44.90	32.96	37.82	29.33	14.12	37.52
11		48.15	35.35	40.59	31.06	14.70	40.16
12		51.40	37.74	43.36	32.79	15.29	42.80
13		54.65	40.13	46.13	34.52	15.88	45.44
14		57.90	42.52	48.90	36.25	16.47	48.08
15		61.15	44.91	51.67	37.97	17.05	50.72
16		64.40	47.30	54.44	39.70	17.64	53.36
17		67.65	49.69	57.21	41.43	18.23	56.00
18		70.90	52.08	59.98	43.16	18.81	58.64
19		74.15	54.48	62.75	44.89	19.40	61.28
20		77.40	56.87	65.52	46.62	19.99	63.92
21		80.64	59.26	68.29	48.35	20.57	66.57
22		83.89	61.65	71.06	50.07	21.16	69.21
23		87.14	64.04	73.83	51.80	21.75	71.85
24		90.39	66.43	76.60	53.53	22.33	74.49
25		93.64	68.82	79.37	55.26	22.92	77.13
26		96.89	71.21	82.14	56.99	23.51	79.77
27		100.14	73.60	84.91	58.72	24.09	82.41
28		103.39	75.99	87.67	60.45	24.68	85.05
29		106.64	78.38	90.44	62.17	25.27	87.69
30		109.89	80.77	93.21	63.90	25.85	90.33
31		113.14	83.16	95.98	65.63	26.44	92.97
32		116.38	85.56	98.75	67.36	27.03	95.61
33		119.63	87.95	101.52	69.09	27.61	98.25
34		122.88	90.34	104.29	70.82	28.20	100.89
35		126.13	92.73	107.06	72.55	28.79	103.53
36		129.38	95.12	109.83	74.28	29.37	106.17
37		132.63	97.51	112.60	76.00	29.96	108.81
38		135.88	99.90	115.37	77.73	30.55	111.45
39		139.13	102.29	118.14	79.46	31.13	114.09
40		142.38	104.68	120.91	81.19	31.72	116.73
41		145.63	107.07	123.68	82.92	32.31	119.37
42		148.88	109.46	126.45	84.65	32.89	122.01
43		152.12	111.85	129.22	86.38	33.48	124.65
44		155.37	114.24	131.99	88.10	34.07	127.29
45		158.62	116.64	134.76	89.83	34.65	129.93
46		161.87	119.03	137.53	91.56	35.24	132.57
47		165.12	121.42	140.30	93.29	35.83	135.21
48		168.37	123.81	143.06	95.02	36.41	137.85
49		171.62	126.20	145.83	96.75	37.00	140.49
50		174.87	128.59	148.60	98.48	37.59	143.13
51		178.12	130.98	151.37	100.20	38.17	145.77
52		181.37	133.37	154.14	101.93	38.76	148.41
53		184.62	135.76	156.91	103.66	39.35	151.05
54		187.86	138.15	159.68	105.39	39.93	153.69
55		191.11	140.54	162.45	107.12	40.52	156.34
56		194.36	142.93	165.22	108.85	41.11	158.98



Weight Not Over (lbs.)	Japan	Hong Kong	Euro 1	Euro 2	Great Britain	Canada	Australia
57		\$197.61	\$145.32	\$167.99	\$110.58	\$41.69	\$161.62
58		200.86	147.72	170.76	112.30	42.28	164.26
59		204.11	150.11	173.53	114.03	42.87	166.90
60		207.36	152.50	176.30	115.76	43.46	169.54
61		210.61	154.89	179.07	117.49	44.04	172.18
62		213.86	157.28	181.84	119.22	44.63	174.82
63		217.11	159.67	184.61	120.95	45.22	177.46
64		220.36	162.06	187.38	122.68	45.80	180.10
65			164.45	190.15	124.40	46.39	182.74
66			166.84	192.92	126.13	46.98	185.38

**Return Service Fees**

Weight Not Over (lbs.)	Canada	Japan	EU 1, EU 2, and the United Kingdom
1	\$7.25	\$7.20	\$6.93
2	8.25	9.80	7.40
3	9.00	12.40	8.79
4	9.75	15.00	9.26
5	10.50	17.60	10.66
6	11.25	20.20	11.12
7	12.00	22.80	12.52
8	12.75	25.40	12.99
9	13.75	28.00	14.38
10	14.25	30.60	14.85
11	15.00	33.20	15.32
12	15.75	35.80	16.72
13	16.50	38.40	17.18
14	17.25	41.00	18.58
15	18.00	43.70	19.05
16	19.00	48.00	20.44
17	19.75	50.70	20.91
18	20.50	53.50	22.31
19	21.25	56.20	22.77
20	22.00	58.90	24.17
21	22.50	63.90	24.64
22	23.25	66.70	25.10
23	24.25	69.50	26.50
24	25.00	72.30	26.97
25	25.75	75.10	28.37
26	26.50	77.90	28.83
27	27.25	80.70	30.32
28	28.00	83.50	30.70
29	29.00	86.30	32.09
30	29.75	89.10	32.56
31	30.50	91.90	33.96
32	31.00	94.70	34.42
33	31.75	97.50	34.89
34	32.50	100.40	36.29
35	33.25	103.20	36.75

Weight Not Over (lbs.)	Canada	Japan	EU 1, EU 2, and the United Kingdom
36	\$34.25	\$106.00	\$38.15
37	35.00	108.80	38.62
38	35.75	111.60	40.02
39	36.50	114.40	40.48
40	37.25	117.20	41.88
41	38.00	120.00	42.35
42	38.75	122.80	43.74
43	39.75	125.60	44.21
44	40.25	128.40	44.68
45	41.00	130.00	46.07
46	41.75	131.20	46.54
47	42.50	132.40	47.94
48	43.25	133.20	48.40
49	44.00	134.60	49.80
50	45.00	135.20	50.27
51	45.75	136.20	51.67
52	46.50	137.40	52.13
53	47.25	138.60	53.53
54	48.00	141.60	54.00
55	48.50	143.40	54.46
56	49.25	146.00	55.86
57	50.25	148.00	56.33
58	51.00	150.00	57.72
59	51.75	152.00	58.19
60	52.50	154.00	59.59
61	53.25	156.00	60.55
62	54.00	158.00	61.45
63	54.75	160.00	61.92
64	55.75	162.00	63.32
65	56.50	164.00	63.78
66	57.00	168.00	64.25
67		170.00	
68		172.00	
69		174.00	
70		176.00	

## ICM UPDATE

**International Customized Mail**

On May 17, 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 now makes public the following information concerning the Agreement:

- a. **Term:** May 14, 2001, through December 31, 2004.
- b. **Type of mail:** *Foreign Origin Priority Mail, Express Mail, Parcel Post, Other International Products and Services, and Other Domestic Products and Services.* Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to:
  1. Participate with Mailer in the development and execution of a joint commercial business plan.
  2. Participate with Mailer in a joint management team to monitor service performance of International Customized Mail (ICM) and consider other subjects as the team may deem necessary.
  3. Participate with Mailer in joint marketing and sales efforts for the purpose of maximizing sales.
  4. Provide Mailer, upon request and at no cost, Priority Mail packaging materials at a location Mailer designates within the continental United States.
  5. Provide Mailer, upon request and at no cost, any training necessary for the preparation of ICM Mail at a site within the continental United States.

6. Return undeliverable Express Mail, Priority Mail, and Standard Mail to the Mailer at an address within the continental United States subject to the terms and conditions of the Domestic Mail Manual (DMM).

7. Endeavor to meet its stated service standard of 2–3 day delivery of Priority Mail, from the time it is accepted by the Postal Service.

- e. **Minimum volume commitments:** The Mailer has agreed to tender a minimum of U.S. \$2 million in annual postage or 1 million pounds of ICM Mail on an annualized basis for duration of the Agreement.
- f. **Worksharing:** The Mailer has agreed to:
  1. Make payment to the Postal Service in accordance with the requirements set forth in the DMM.
  2. Use a dedicated Express Mail Corporate Account for all Qualifying Mail.
  3. Notify the Postal Service acceptance sites and corresponding permit number.
  4. Provide the appropriate Postal Service acceptance sites with schedules of mailing to include the intended date and site of tender, anticipated weight, and volume.
  5. Provide the Postal Service with an analog telephone line to allow the Postal Service to receive information from the manifest mailing system.
- g. **Rates:** The Mailer has agreed to pay postage for Qualifying Mail in accordance with the applicable rates as published by the Postal Service at the time of tender.

— *International Business, 10-4-01*

## ICM UPDATE

**International Customized Mail**

On July 31, 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:** August 1, 2001, through July 31, 2003.
- b. **Type of mail:** *Global Express Mail (EMS) and Airmail Parcel Post (APP).* Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.

c. **Destination countries:** Worldwide.

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 training to prepare Qualifying Mail in conformity with Postal Service requirements.

3. Provide Mailer with technical assistance to prepare the necessary information linkages, electronic data files, and data exchanges.
4. Transport Qualifying Mail to international destinations for delivery by the appropriate authority.
5. Return EMS items refused by an addressee and undeliverable items to the Mailer via Express Mail at no charge provided that the return rate is no more than four (4) percent of total volume. Return APP items refused by an addressee and undeliverable item to the Mailer in accordance with IMM.
6. Furnish Mailer with tracking reports and delivery performance reports on a regular basis.

**e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum volume of 100,000 packages or \$2,000,000 in international postage for Qualifying Mail.

**f. Worksharing:** The Mailer has agreed to:

1. Establish linkages with the Postal Service.
2. Exchange electronic information with the Postal Service in accordance with instructions the Postal Service provides.
3. Provide the Postal Service with notification of new permit numbers 1 week in advance of using the new permit numbers.
4. Provide the appropriate Postal Service acceptance sites with a schedule of mailings including the intended date, weight, volume, and location where mail will originate, in accordance with instructions the Postal Service provides.

**g. Rates:** The Mailer has agreed to pay postage and return service fees in accordance with Exhibit 1.

**Exhibit 1  
Global Express Mail (EMS)**

Weight Not Over (lbs.)	Canada	Great Britain
0.5	\$10.42	\$13.63
1	10.82	16.34
2	11.21	18.61
3	11.87	20.89
4	12.40	22.60
5	13.06	24.31
6	14.24	26.01
7	15.43	27.72
8	16.62	29.43
9	17.80	31.14
10	18.99	32.84
11	20.17	34.55
12	21.36	36.26
13	22.55	37.97
14	23.73	39.67
15	24.92	41.38
16	26.11	43.09
17	27.29	44.80
18	28.48	46.51
19	29.66	48.21
20	30.85	49.92
21	32.04	51.63
22	33.22	53.34
23	34.41	55.04
24	35.60	56.75
25	36.78	58.46
26	37.97	60.17
27	39.15	61.87
28	40.34	63.58
29	41.53	65.29
30	42.71	67.00
31	43.90	68.70
32	45.09	70.41
33	46.27	72.12

Weight Not Over (lbs.)	Canada	Great Britain
34	\$47.46	\$73.83
35	48.64	75.53
36	49.83	77.24
37	51.02	78.95
38	52.20	80.66
39	53.39	82.36
40	54.57	84.07
41	55.76	85.78
42	56.95	87.49
43	58.13	89.20
44	59.32	90.90
45	60.51	92.61
46	61.69	94.32
47	62.88	96.03
48	64.06	97.73
49	65.25	99.44
50	66.44	101.15
51	67.62	102.86
52	68.81	104.56
53	70.00	106.27
54	71.18	107.98
55	72.37	109.69
56	73.55	111.39
57	74.74	113.10
58	75.93	114.81
59	77.11	116.52
60	78.30	118.22
61	79.48	119.93
62	80.67	121.64
63	81.86	123.35
64	83.04	125.05
65	84.23	126.76
66	85.42	128.47

**Airmail Parcel Post (APP)**

Weight Not Over (lbs.)	Euro 1	Euro 2	Great Britain	Canada
1	\$13.02	\$13.51	\$11.15	\$9.05
2	14.42	14.72	13.37	9.05
3	16.28	16.33	15.60	9.57
4	18.83	18.54	17.82	10.21
5	21.16	20.55	20.05	10.85
6	23.85	22.88	21.72	11.41
7	26.55	25.22	23.39	11.98
8	29.25	27.55	25.05	12.54
9	31.95	29.88	26.72	13.11
10	34.64	32.21	28.39	13.67
11	37.34	34.55	30.06	14.24
12	40.04	36.88	31.73	14.80
13	42.73	39.21	33.40	15.37
14	45.43	41.54	35.07	15.93
15	48.13	43.88	36.73	16.50
16	50.82	46.21	38.40	17.06
17	53.52	48.54	40.07	17.63
18	56.22	50.88	41.74	18.19
19	58.92	53.21	43.41	18.76
20	61.61	55.54	45.08	19.32
21	64.31	57.87	46.75	19.89
22	67.01	60.21	48.41	20.45
23	69.70	62.54	50.08	21.01
24	72.40	64.87	51.75	21.58
25	75.10	67.21	53.42	22.14
26	77.79	69.54	55.09	22.71
27	80.49	71.87	56.76	23.27
28	83.19	74.20	58.43	23.84
29	85.89	76.54	60.09	24.40
30	88.58	78.87	61.76	24.97
31	91.28	81.20	63.43	25.53
32	93.98	83.53	65.10	26.10
33	96.67	85.87	66.77	26.66

Weight Not Over (lbs.)	Euro 1	Euro 2	Great Britain	Canada
34	\$99.37	\$88.20	\$68.44	\$27.23
35	102.07	90.53	70.11	27.79
36	104.76	92.87	71.78	28.36
37	107.46	95.20	73.44	28.92
38	110.16	97.53	75.11	29.49
39	112.86	99.86	76.78	30.05
40	115.55	102.20	78.45	30.62
41	118.25	104.53	80.12	31.18
42	120.95	106.86	81.79	31.74
43	123.64	109.19	83.46	32.31
44	126.34	111.53	85.12	32.87
45	129.04	113.86	86.79	33.44
46	131.73	116.19	88.46	34.00
47	134.43	118.53	90.13	34.57
48	137.13	120.86	91.80	35.13
49	139.83	123.19	93.47	35.70
50	142.52	125.52	95.14	36.26
51	145.22	127.86	96.80	36.83
52	147.92	130.19	98.47	37.39
53	150.61	132.52	100.14	37.96
54	153.31	134.86	101.81	38.52
55	156.01	137.19	103.48	39.09
56	158.70	139.52	105.15	39.65
57	161.40	141.85	106.82	40.22
58	164.10	144.19	108.48	40.78
59	166.80	146.52	110.15	41.35
60	169.49	148.85	111.82	41.91
61	172.19	151.18	113.49	42.47
62	174.89	153.52	115.16	43.04
63	177.58	155.85	116.83	43.60
64	180.28	158.18	118.50	44.17
65	182.98	160.52	120.16	44.73
66	185.67	162.85	121.83	45.30

**Return Service Fees**

Weight Not Over (lbs.)	Canada	Japan	EU 1, EU 2, and the United Kingdom
1	\$7.25	\$7.20	\$6.93
2	8.25	9.80	7.40
3	9.00	12.40	8.79
4	9.75	15.00	9.26
5	10.50	17.60	10.66
6	11.25	20.20	11.12
7	12.00	22.80	12.52
8	12.75	25.40	12.99
9	13.75	28.00	14.38
10	14.25	30.60	14.85
11	15.00	33.20	15.32
12	15.75	35.80	16.72
13	16.50	38.40	17.18
14	17.25	41.00	18.58
15	18.00	43.70	19.05
16	19.00	48.00	20.44

Weight Not Over (lbs.)	Canada	Japan	EU 1, EU 2, and the United Kingdom
17	\$19.75	\$50.70	\$20.91
18	20.50	53.50	22.31
19	21.25	56.20	22.77
20	22.00	58.90	24.17
21	22.50	63.90	24.64
22	23.25	66.70	25.10
23	24.25	69.50	26.50
24	25.00	72.30	26.97
25	25.75	75.10	28.37
26	26.50	77.90	28.83
27	27.25	80.70	30.32
28	28.00	83.50	30.70
29	29.00	86.30	32.09
30	29.75	89.10	32.56
31	30.50	91.90	33.96
32	31.00	94.70	34.42

Weight Not Over (lbs.)	Canada	Japan	EU 1, EU 2, and the United Kingdom
33	\$31.75	\$97.50	\$34.89
34	32.50	100.40	36.29
35	33.25	103.20	36.75
36	34.25	106.00	38.15
37	35.00	108.80	38.62
38	35.75	111.60	40.02
39	36.50	114.40	40.48
40	37.25	117.20	41.88
41	38.00	120.00	42.35
42	38.75	122.80	43.74
43	39.75	125.60	44.21
44	40.25	128.40	44.68
45	41.00	130.00	46.07
46	41.75	131.20	46.54
47	42.50	132.40	47.94
48	43.25	133.20	48.40
49	44.00	134.60	49.80
50	45.00	135.20	50.27
51	45.75	136.20	51.67

Weight Not Over (lbs.)	Canada	Japan	EU 1, EU 2, and the United Kingdom
52	\$46.50	\$137.40	\$52.13
53	47.25	138.60	53.53
54	48.00	141.60	54.00
55	48.50	143.40	54.46
56	49.25	146.00	55.86
57	50.25	148.00	56.33
58	51.00	150.00	57.72
59	51.75	152.00	58.19
60	52.50	154.00	59.59
61	53.25	156.00	60.55
62	54.00	158.00	61.45
63	54.75	160.00	61.92
64	55.75	162.00	63.32
65	56.50	164.00	63.78
66	57.00	168.00	64.25
67	-	170.00	-
68	-	172.00	-
69	-	174.00	-
70	-	176.00	-

— International Business, 10-4-01

ICM UPDATE

**International Customized Mail**

On August 30, 2001, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated January 1, 2001. The Agreement was published in *Postal Bulletin 22044* (2-22-01, page 53). The Amendment modifies the Agreement to add Global Bulk Economy service. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and hereby makes public the following information regarding this Amendment:

- a. **Term:** August 30, 2001, through December 31, 2004.
- b. **Type of mail:** *Global Bulk Economy* (GBE). Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. **Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. **Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. **Rates:** The Mailer has agreed to pay postage at a fifteen and one half (15.50) percent discount off the base rates for Qualifying Mail in accordance with Exhibit 1.

**Exhibit 1  
Global Bulk Economy**

Rate Group	Per Piece (\$) + Per lb. (\$)
1 (Western Europe)	0.20 + 2.04
2 (Japan, Australia, New Zealand)	0.20 + 2.16
3 (rest of world)	0.12 + 3.36

— International Business, 10-4-01

## ICM UPDATE

**International Customized Mail**

On September 4, 2001, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated January 1, 2001. The Agreement was published in *Postal Bulletin* 22044 (2-22-01, page 56). The Amendment modifies the Agreement to add Global Bulk Economy service to the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and now makes public the following information regarding this Amendment:

- a. **Term:** September 18, 2001, through December 31, 2001.
- b. **Type of mail:** *Global Bulk Economy* (GBE). Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. **Destination countries:** *All other provisions of the Agreement shall remain in force.*

- d. **Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. **Rates:** The Mailer has agreed to pay postage at a fifteen and one quarter (15.25) percent discount off the base rates below for Qualifying Mail in accordance with Exhibit 1.

**Exhibit 1**  
**Global Bulk Economy**

Rate Group	Per Piece (\$) + Per lb. (\$)
1 (Western Europe)	0.20 + 2.04
2 (Japan, Australia, New Zealand)	0.20 + 2.16
3 (rest of world)	0.12 + 3.36

— *International Business, 10-4-01*

## ICM UPDATE

**International Customized Mail**

On September 4, 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 now makes public the following information concerning the Agreement:

- a. **Term:** September 4, 2001, through September 3, 2002.
- b. **Type of mail:** *Global Express Mail* (EMS). Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport Qualifying Mail to international destinations for delivery by the appropriate authority.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of \$70,000 in annual postage for Qualifying Mail.

- f. **Worksharing:** The Mailer has agreed to:
  1. Comply with the terms and conditions for mailing EMS as set forth in IMM.
  2. Pay postage for EMS by means of a dedicated Express Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at twelve (12) percent off of nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume (pieces)		Annualized Postage (\$)	Discount Applied (%)
600 – 999	or	12,000 – 19,999	8
1,000 – 2,999	or	20,000 – 59,999	10
3,000 or more	or	60,000 or more	12

— *International Business, 10-4-01*

## *Philately*

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### *CORRECTION*

#### **Stamp Announcements 01-50 and 01-51, Kwanzaa Stamp and Hanukkah Stamp**

In *Postal Bulletin 22059* (9-20-01, pages 82–85), the stamp announcements for the *Kwanzaa* stamp and the *Hanukkah* stamp listed both stamps as having 6 positions.

The correct number of positions for both stamps is 10.

— *Stamp Services,*  
*Government Relations and Public Policy, 10-4-01*

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#### **Return Excess Peanuts Commemorative Stamp Stock**

Effective October 4, 2001, all Post Offices, stations, branches, and authorized philatelic centers should return excess quantities of Item Number 450600, *Peanuts* commemorative stamp stock, to their servicing stamp distribution office (SDO) or stamp service center (SSC). SDOs and SSCs will redistribute this stamp stock to meet customer demand.

— *Stamp Services,*  
*Government Relations and Public Policy, 10-4-01*

## 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.

The date of the following pictorial cancellation has been changed from September 3, 2001, to October 6, 2001:



October 6, 2001

IRON MAN STATION  
CUSTOMER RELATION COORDINATOR  
900 EAST FAYETTE ST  
BALTIMORE MD 21233-9998

SEPTEMBER 30, 2001

*Albert Gallatin*

FRIENDSHIP HILL FESTIFALL  
"2001" STATION  
NEW GENEVA, PA 15467

September 30, 2001

*Friendship Festifall*

FRIENDSHIP HILL FESTIFALL "2001" STATION  
POSTMASTER  
PO BOX 9998  
NEW GENEVA PA 15467-9998

SEPTEMBER 30, 2001

*Albert Gallatin*

FRIENDSHIP HILL FESTIFALL  
"2001" STATION  
POINT MARION, PA 15474

*Friendship Hill Historical Association*

FRIENDSHIP HILL FESTIFALL "2001" STATION  
POSTMASTER  
100 PENN ST  
POINT MARION PA 15474-9998





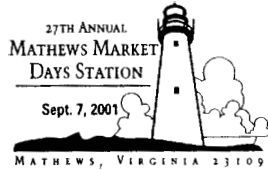
AUGUST 16  
2001  
OLD SETTLERS PICNIC  
STATION  
SHELDON MO 64784

August 16-18, 2001  
*Old Settlers Picnic Association*  
OLD SETTLERS PICNIC  
STATION  
POSTMASTER  
300 MAIN  
SHELDON MO 64784-9998



175th ★ Celebration  
September 15, 2001  
Centeseptequinary Station  
At Historic Friends Church  
North Lewisburg, OH  
43090

September 15, 2001  
CENTESEPTQUINARY  
STATION  
POSTMASTER  
26 EAST MAPLE ST  
LEWISBURGH OH 43060-9998



27TH ANNUAL  
MATHEWS MARKET  
DAYS STATION

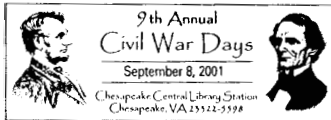
Sept. 7, 2001

MATHEWS, VIRGINIA 23109

September 7-8, 2001  
*Mathews County*  
27TH ANNUAL MATHEWS  
MARKET DAYS STATION  
POSTMASTER  
PO BOX 9998  
MATHEWS VA 23109-9998



September 15, 2001  
*Vietnam Veterans*  
DUSTOFF STATION  
POSTMASTER  
PO BOX 9998  
BAY CITY MI 48707-9998



9th Annual  
Civil War Days  
September 8, 2001

Chesapeake Central Library Station  
Chesapeake, VA 23522-9998

September 8-9, 2001  
*Civil War Days*  
CHESAPEAKE CENTRAL  
LIBRARY STATION  
POSTMASTER  
2600 ELTHAM AVE, SUITE 109  
NORFOLK VA 23513-2504



Lewiston, ME 04240 ★ ★ ★ September 16, 2001

September 16, 2001  
*Mayor of Lewiston Kaileigh Tara*  
SPIRIT OF AMERICA  
COMMUNITY FAITH VIGIL  
STATION  
POSTMASTER  
49 ASH ST  
LEWISTON ME 04240-9998

CLAY COUNTY FAIR STA.



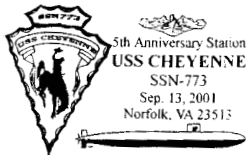
"WORLD'S GREATEST"  
SPENCER, IA 51301

September 8-16, 2001  
CLAY COUNTY FAIR STATION  
POSTMASTER  
11 EAST 18TH ST  
SPENCER IA 51301-9998



The Inn at Afton Station  
Afton, VA 22920  
September 21, 2001

September 21, 2001  
*Rockfish Gap Hawk Watch*  
THE INN AT AFTON STATION  
POSTMASTER  
PO BOX 9998  
AFTON VA 22920-9998



5th Anniversary Station  
USS CHEYENNE  
SSN-773  
Sep. 13, 2001  
Norfolk, VA 23513

September 13, 2001  
*US Navy*  
5TH ANNIVERSARY STATION  
POSTMASTER  
2600 ELTHAM AVE SUITE 109  
NORFOLK VA 23513-2504



September 21-23, 2001  
*Walt Disney's Hometown 100th  
Birthday Celebration Committee*  
WALT DISNEY 100TH BIRTHDAY  
CELEBRATION STATION  
POSTMASTER  
120 EAST RITCHIE AVE  
MARCELINE MO 64658-9998

scarecrow Festival Station  
Washington CH, Oh 43160



SEPTEMBER 14, 2001

September 14-16, 2001  
SCARECROW FESTIVAL  
STATION  
POSTMASTER  
129 MARKET ST  
WASHINGTON CH OH  
43160-9998



September 21-23, 2001  
*Field Day of the Past*  
10TH ANNIVERSARY STATION  
POSTMASTER  
PO BOX 9998  
ROCKVILLE VA 23146-9998



DENBIGH DAY STATION  
September 15, 2001  
NEWPORT NEWS, VA 23602

September 15, 2001  
*Denbigh Lions*  
DENBIGH DAY STATION  
POSTMASTER  
101 25TH ST  
NEWPORT NEWS VA  
23607-9998



Endless Mountain  
Quilt Guild Station  
September 22, 2001  
Chemung, NY 14825  
A New Beginning

September 22, 2001  
*Endless Mountain Quilt Guild*  
ENDLESS MOUNTAIN QUILT  
GUILD STATION  
POSTMASTER  
PO BOX 9998  
CHEMUNG NY 14825-9998



September 22, 2001  
Postmaster Ringoes  
LAST DAY STATION  
POSTMASTER  
1108 OLD YORK RD  
RINGOES NJ 08551-9998



15th Anniversary Station  
**USS CHICAGO**  
SSN-721  
Sept. 27, 2001  
Norfolk, VA 23513

September 27, 2001  
US NAVY  
15TH ANNIVERSARY STATION  
POSTMASTER  
2600 ELTHAM AVE SUITE 109  
NORFOLK VA 23513-2504



September 22, 2001  
X6325 STATION  
POSTMASTER  
850 TWIN RIVERS DR  
COLUMBUS OH 43216-9998



10th Anniversary Station  
**USS ASHEVILLE**  
SSN-758  
Sept. 29, 2001  
Norfolk, VA 23513

September 29, 2001  
US NAVY  
10TH ANNIVERSARY STATION  
POSTMASTER  
2600 ELTHAM AVE SUITE 109  
NORFOLK VA 23513-2504

**Walk to Cure Diabetes Station**



September 23, 2001  
Payson Park, Portland, ME 04101

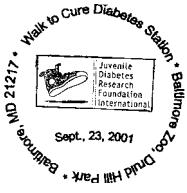
September 23, 2001  
Juvenile Diabetes Research  
Foundation — Maine Chapter  
WALK TO CURE DIABETES  
STATION  
POSTMASTER  
125 FOREST AVE  
PORTLAND ME 04101-9998

**REMEMBERING PEARL HARBOR - 60 YEARS**



USS ARIZONA - SUNK DECEMBER 7, 1941  
WESCOPEX STATION - IRWIN PA 15642 - SEP 29 2001

September 29, 2001  
WESCOPEX  
WESCOPEX STATION  
POSTMASTER  
140 MAIN ST  
IRWIN PA 15642-9998



September 23, 2001  
WALK TO CURE DIABETES  
STATION  
MANAGER MOWS  
900 EAST FAYETTE ST  
BALTIMORE MD 21233-9715



CENTENNIAL STATION  
CLAY CENTER KS 67432  
SEPTEMBER 29, 2001

September 29, 2001  
Clay County Commissioners  
CENTENNIAL STATION  
POSTMASTER  
806 6 ST  
CLAY CENTER KS 67432-9998



September 24, 2001  
Postmaster Ringoes  
FIRST DAY STATION  
POSTMASTER  
1108 OLD YORK RD  
RINGOES NJ 08551-9998



Cornhusking Station  
September 29, 2001  
Arlington, NE 68002

September 29, 2001  
State Cornhusking Contest  
Committee  
CORNHUSKING STATION  
POSTMASTER  
PO BOX 9998  
ARLINGTON NE 68002-9998



September 24, 2001  
Richmond Congregational Church  
RICHMOND CONGREGATIONAL  
CHURCH BUILDING STATION  
POSTMASTER  
205 BRIDGE ST  
RICHMOND VT 05477-9998

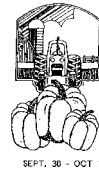


September 29, 2001  
Turlock Post Office  
SCANDI-FESTIVAL STATION  
POSTMASTER  
555 EAST MAIN ST  
TURLOCK CA 95380-9998



SIMON PERKINS, FIRST POSTMASTER  
WARREN POST OFFICE  
BICENTENNIAL STATION  
15 SEPTEMBER 2001  
WARREN OH 44481

September 26, 2001  
USPS  
SIMON PERKINS, FIRST  
POSTMASTER WARREN POST  
OFFICE BICENTENNIAL  
STATION  
POSTMASTER  
201 HIGH ST NORTHEAST  
WARREN OH 44481-9998



HART'S PUMPKIN FESTIVAL STATION  
(7TH ANNUAL)  
BEAR CREEK NC 27207  
SEPTEMBER 30, 2000

September 29–October 1, 2001  
Harts Pumpkin Farm  
HARTS PUMPKIN FESTIVAL  
STATION  
POSTMASTER  
PO BOX 9998  
BEAR CREEK NC 27207-9998

# Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

## Foreign Order No. 459

Keep all foreign order notices for use as reference.

Do not place any endorsement on the mailpieces themselves.

### Final Order

The Tentative Decision and Order issued against the following has become final:

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

#### The Netherlands

GLPO  
PO BOX 3051  
2001 DB HAARLEM  
THE NETHERLANDS

— Recorder's Office, Judicial Officer, 10-4-01

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

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

## Withholding of Mail Orders

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

State/City/ZIP Code	Names and Addresses Covered
CA, San Diego 92109-3013	Michel Laurent Devoltaire And All Other Names, 1380 Garnet Avenue, Suite E PMB 116 and 1380 Garnet Avenue, Suite E PMB 224
IL, Belleville 62220-8155	Any And All Of Various Names Other Than The Names Beverly Laminger, Frank Laminger And/Or Edmund Dugan, P.O. Box 8155
IL, Morton Grove 60053-2607	Syntex, International, 6749 Dempster, #512
MD, Pasadena 21122-1467	Any And All Of Various Names Other Than The Surname Bradley, P.O. Box 1467
PA, Salisbury 15558-0161	Any And All Of Various Names Other Than The Names Robin Brant, Robin Bittinger And Kenneth Bittinger, P.O. Box 161

— Recorder's Office, Judicial Officer, 10-4-01

## Domestic Orders

False Representation. Enforced by postmasters at the cities listed below:

State/City/ZIP Code	Names and Addresses Covered	Product
AZ, Chandler 85226-2634	SUN CABLE ELECTRONICS, SUN CABLE OR SON CABLE, 446 N. Austin Drive, #2	Misrepresenting access cards as being programmable and functional for the purpose of accessing satellite-delivered, pay-television programming.
MA, Boston 02215-1002	REVENUE RESOURCE CENTER, 1085 Commonwealth Avenue #377	A fee-paid service which provides information the government provides for free.

— Recorder's Office, Judicial Officer, 10-4-01

CUT ALONG DOTTED LINE



### 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.

005007	014419	029488	068043	080707	100197	115251	128939	180074	221161	274503	314124	331250
005010	014464	029670	068423	085001	100263	115329	128968	187009	221226	275057	314810	331563
005026	014684	029721	068425	085023	101507	115362	128976	187013	221454	276035	317294	331666
005136	015197	029752	068535	085037	101672	115526	128990	187066	221526	276281	319135	331704
005229	015459	029778	068583	085072	101718	115531	131017	191427	221670	277006	319149	331716
005249	015474	029791	069032	085160	102267	115585	132124	192332	222081	277050	320035	331769
005289	015569	029880	069085	085371	102485	115605	132128	192344	222345	280025	320158	331952
005297	015630	030018	069209	085389	102695	115618	132271	192787	223259	280140	320849	332007
005335	016025	030098	069226	085530	102717	115676	132274	193117	224020	280143	321023	332008
005787	018025	030102	069338	085641	102752	115761	133038	193159	225022	282361	321024	332013
005957	018047	030212	069362	085652	102875	117027	133049	193179	229005	282593	321039	332060
006773	018139	031156	069559	088281	103250	117051	134046	193320	235179	282685	322005	332140
006833	018328	033071	069561	088706	103361	117137	135101	193397	235300	282779	322047	332176
007114	018347	034019	069563	088707	103579	117166	135125	193722	235332	282889	322084	332217
007234	018356	038136	069935	088834	103845	117240	135243	196051	235353	282918	322085	332429
007264	018426	038253	069975	089422	104631	117307	136036	196067	235379	283462	322300	332967
007319	018505	038536	070447	089702	104663	117338	137005	196091	235483	285023	322332	333357
007366	018523	038560	070521	090070	105094	117361	142035	198243	235485	286060	322333	333478
008108	018538	040020	070791	090358	105198	117382	142086	<b>200348</b>	235514	286083	322675	333587
008171	018553	040075	071233	091305	105219	117406	142118	200371	238018	286084	322798	333706
008444	018628	042001	071360	091669	105281	117451	142305	200805	251208	286102	323067	333777
008598	018639	043029	071444	091823	105283	117453	142579	200852	251302	286106	323310	333863
008691	018827	044135	071600	092083	105717	117568	142704	200880	257154	286158	323635	334004
008835	018836	047116	071678	092685	105841	117670	142740	200997	260048	286186	323725	334046
008931	018979	051094	075042	092772	106292	117766	142762	207701	263009	286194	325138	334069
008962	020162	052028	075116	093700	106297	117825	142925	207788	265005	289008	325331	334337
008971	020507	054166	075194	093798	106588	117833	142985	207933	270017	292572	326418	334345
008994	020539	054249	075611	093840	106595	117883	146358	208339	271044	292620	326685	334630
009206	021134	054268	075687	094353	107122	118036	146802	208378	272113	292645	327763	335061
009332	021797	054298	075733	095023	107235	118265	146804	208431	273052	293090	327880	335105
009335	022020	057112	076006	095112	107255	118472	150215	208719	273125	293308	328010	335177
009407	022151	060156	076007	095680	108170	118770	150238	208959	274013	294565	328019	335213
009432	023221	060352	076163	095695	108584	118880	151071	209149	274035	295341	328029	335214
009481	025439	060510	076233	096121	108759	119411	151112	210295	274059	295466	328717	335268
009495	026487	060664	076237	096246	108922	119558	151184	210503	274079	296123	328778	336051
009580	026501	064311	076749	096260	109275	120166	152510	210506	274127	<b>300209</b>	328913	336097
009706	026536	064321	077120	096389	109563	120201	152513	210514	274162	300328	329011	336243
009712	027001	064362	077250	096407	109858	120233	152762	210541	274175	300878	329488	336331
010301	027148	064435	077367	097096	109948	120237	152904	210647	274208	301084	329542	336456
010461	027422	064468	077571	097203	110112	120321	152950	210682	274227	301101	329638	336667
010482	027581	064706	078113	097351	110331	121199	152959	210707	274241	301136	329650	336942
010498	028025	064799	078143	097555	110657	121209	152972	210713	274246	301274	330015	337038
010721	028047	064814	078433	097671	110743	121254	154022	210730	274249	301290	330246	338044
011232	028124	064819	079019	098017	111458	121275	156165	212719	274255	301300	330251	338066
011286	028151	065169	079024	098147	111588	122206	159003	220095	274269	302769	330379	338109
012126	028209	065310	079036	098267	112111	122360	159084	220168	274281	302975	330564	338161
012173	028738	065425	079441	098363	113340	122371	165101	220191	274284	303991	330643	338337
012221	028885	066003	079936	098440	113374	122375	165157	220192	274285	305010	330668	339004
012238	028952	066277	080012	098578	113976	123070	165290	220309	274288	305031	330791	339192
012343	028962	066474	080039	098687	115004	125196	165406	220644	274309	305071	331001	340120
012401	029043	067306	080049	098702	115054	125447	170293	220655	274316	305160	331041	340378
012412	029061	067335	080411	098756	115056	125456	171232	220753	274335	306671	331054	340796
013187	029393	067374	080473	098951	115138	125466	171322	220779	274363	311399	331113	340835
014170	029419	067409	080691	<b>100079</b>	115229	128913	180068	221043	274501	314005	331151	344003

344188	432890	481619	553389	602381	652900	<b>701083</b>	760069	791383	841216	900910	906913	921356
347112	432909	481830	553597	602468	656106	701632	760544	793012	841400	900973	906943	921403
347115	432957	481961	553904	602478	657112	706181	760687	794005	846187	901069	906960	921411
349018	433010	481975	554412	602596	658148	708645	761044	794021	847154	901087	906971	921468
349520	436386	481985	554769	602638	658150	711259	761057	794473	847156	901098	907505	921527
349586	436440	482055	558103	602651	658167	712004	761114	796545	850683	901116	910004	921531
349624	439681	482146	570009	602816	658169	713098	761410	797016	852494	901126	910005	921648
349708	441203	483140	570200	602820	658196	716015	761864	799118	852571	901228	910274	921737
349739	441621	483213	570202	603107	658204	721043	762028	<b>800103</b>	852882	901289	911016	921783
349840	441654	483214	571002	603155	658213	721053	766504	800296	852908	901310	911253	921788
354096	441941	483226	571031	604148	658246	722110	767563	800319	852974	901316	911267	921795
358040	443299	483674	572001	604183	660033	722136	767583	800347	853082	901323	912397	921801
358350	443443	483832	574006	604207	660056	722245	770042	800557	853098	901339	913457	921835
359052	450034	483963	577037	604246	660079	723064	770064	801203	853178	901368	913921	921863
361003	450099	486333	581002	604288	661035	723089	770115	801639	853318	901397	914056	921878
361021	450199	487269	581007	604351	661051	724069	770129	802176	853368	901416	914445	921896
361035	452002	488038	581021	604387	661065	725037	770274	802185	853372	901457	914599	921962
361121	452228	489253	581040	605057	661073	727073	770355	802237	853388	901469	914612	921977
361169	452232	489410	581083	605122	661088	729062	770398	802238	853403	901476	914633	922271
361181	452379	490101	581093	605123	662002	730090	770407	802308	853421	901509	915147	922317
361189	452444	490176	581141	605157	662003	730130	770495	802401	853432	901510	915253	922376
361212	454583	490457	581150	605201	662137	730318	770516	802556	853502	901514	915366	922381
361265	456035	490699	581173	605286	662146	730447	770531	802629	853508	901525	915583	924085
361340	457109	495206	581217	605303	662148	730779	770556	802659	853545	901526	915671	924200
361341	457118	495462	585207	605331	662244	730781	770640	802736	853613	901534	916016	924372
362030	460029	495570	585255	605598	662261	731453	770694	802779	853725	901551	917042	924576
362059	460072	496161	585290	605600	662286	731670	770784	802819	856298	901565	917052	925031
363028	461110	<b>502010</b>	591560	605724	662295	731705	770787	802892	860114	901582	917076	925032
363133	462032	502012	591804	605748	662524	740137	771039	802962	871643	901583	917116	925230
365073	462040	511001	591820	605753	662534	740406	771041	803101	871665	901591	917160	925231
366040	462043	511950	598643	605777	662555	740746	772069	803344	871672	901624	917178	925233
366069	462632	516415	599548	605778	662589	740787	772249	804213	883118	901644	917198	926012
372044	462787	520073	<b>600021</b>	606514	662610	740999	772402	804254	891224	901653	917207	926030
372095	462965	522035	600035	606576	662649	741224	772805	805185	891254	901677	917262	926060
372764	462984	524001	600124	606867	662678	741560	772913	805264	891415	901696	917264	926091
372898	464064	527008	600189	607111	662555	741681	773009	805302	891739	901705	917298	926126
374145	464106	531392	600312	607240	666340	743090	773104	805304	891791	901708	917299	926176
379273	467072	531534	600343	607589	666415	750146	773116	805305	891812	901712	917302	926182
379530	468164	531591	600372	607644	666435	750365	773546	805442	891813	901716	917304	926194
381165	468203	531620	600460	608107	666480	750380	773560	805569	891905	901724	917488	926484
388075	468382	531667	600505	609206	666535	750387	774014	805601	891913	901738	917576	926582
392358	468413	531676	600602	609304	666605	750389	774381	809014	895006	901760	917595	926599
394217	468425	531678	600628	610110	666645	750413	775004	809030	895007	901778	917610	926679
394224	469107	531687	600660	610111	666750	750481	775373	809102	895046	901792	917705	926683
395226	473072	531725	600699	610155	666830	750491	776002	809220	895085	901833	917736	926740
395232	476035	531767	600986	611103	668125	750997	777009	811003	895121	901847	917750	926761
<b>400058</b>	477108	532298	601017	612068	672035	752013	777213	812003	895219	901866	917761	926769
402357	477163	532611	601223	617171	672183	752045	778360	813277	895460	901868	917772	926799
402435	477165	532767	601236	624067	674120	752064	782032	814080	895523	901872	917955	926872
402558	479126	543200	601275	627105	674130	752371	782034	814211	<b>900032</b>	901873	918310	926913
402756	480279	544079	601291	631010	674205	752540	782037	815012	900120	901913	918334	926966
402815	480330	545012	601298	631103	674275	752601	782079	815016	900231	901937	918587	927208
402887	480373	549196	601443	631175	676100	752651	782530	815207	900263	901943	918690	927380
405005	480516	549199	601480	631310	676610	752653	782583	815250	900303	901951	918894	927381
405060	480560	551147	601569	631741	678006	752671	782874	816012	900321	901975	918908	927383
405210	480653	551317	601669	633013	679022	752678	785397	816044	900511	901980	918998	927809
410124	480665	551343	601677	641203	680055	752700	787046	816192	900529	902048	920012	927903
420016	480703	551625	601697	641262	681186	752710	787519	816802	900644	902653	920071	928106
420079	480728	551659	601712	641373	681399	752713	787900	816807	900797	903326	920201	928149
423058	480729	551870	601775	641590	681420	754041	790026	826087	900807	904511	920248	928201
424056	480810	551922	601933	641851	681422	757250	791011	828012	900809	904698	920344	928350
431055	480893	551987	601980	641879	681606	757340	791017	830102	900822	904758	920364	928378
431056	480911	551995	602135	648109	689009	759002	791146	840199	900878	906187	920372	928395
432735	481451	553020	602372	648143	693503	760009	791282	840445	900905	906438	921299	928422

CUT ALONG DOTTED LINE



928528	931314	932598	940287	941584	946523	948519	950908	958724	968527	972800	992643
928624	931326	932806	940291	941592	946551	948559	950910	958831	968584	972854	992710
928792	931332	933311	940415	941621	946562	948654	950958	958857	970439	980786	992730
930016	931354	933499	940712	941629	947239	949313	951044	958947	970543	980879	992742
930017	931368	934014	940784	941646	948084	949570	951892	958977	970657	982155	995009
930283	931372	934288	940796	941666	948267	950057	951966	958995	970718	982346	995551
931034	931399	937564	940814	941770	948352	950184	951983	960018	970850	982348	995900
931083	931402	937624	940815	941838	948357	950620	954158	960092	970894	984258	995938
931135	931431	939503	941184	941856	948375	950679	954185	967112	970902	985086	997109
931226	931735	940199	941367	943001	948376	950773	954467	967399	972461	992270	998300
931233	931934	940282	941471	945978	948415	950889	955311	968159	972797	992330	998309

— Express and Priority Mail, Marketing, 10-4-01

## 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	028 191 1852 to 0281911999	386 624 1412 to 1599	401 310 9505 to 9599
011 588 2900 to 011 588 3099	028 850 3000 to 028 850 3199	386 883 8936 to 8999	401 382 5312 to 5399
012 579 5675 to 012 579 5699	029 510 1500 to 029 510 1599	387 314 5574 to 5599	402 578 7876 to 7899
013 289 6176 to 013 289 6199	030 687 0903 to 030 687 0999	387 837 6300 to 6399	403 125 6744 to 6799
013 610 0014 to 013 610 0099	210 221 0548 to 210 221 0599	388 828 0656 to 0699	403 260 7000 to 7499
014 932 1000 to 014 932 1099	227 275 9400 to 227 275 9999	389 696 2400 to 2799	403 280 6470 to 6499
014 972 0800 to 014 972 0899	273 070 8059 to 273 070 8099	389 846 3104 to 3135	403 685 8600 to 8699
015 363 0007 to 015 363 0099	273 775 7700 to 273 775 7899	389 846 3145 to 3195	404 003 0300 to 0399
017 028 3200 to 017 028 3299	302 000 0000 to 302 123 9999	389 887 9211 to 9230	404 041 8838 to 8899
018 986 5264 to 018 986 5299	349 746 2056 to 2099	389 887 9234 to 9299	404 071 4268 to 4299
019 518 2814 to 019 518 2899	350 518 7350 to 7374	390 001 3500 to 3699	404 347 5356 to 5399
020 844 7307 to 020 844 7399	360 011 1690 to 1699	390 545 5974 to 5999	404 347 5548 to 5599
020 972 8948 to 020 972 8999	360 168 6008 to 6099	391 104 6146 to 6199	404 726 4500 to 4599
022 021 9110 to 022 021 9181	360 173 8800 to 8899	391 574 1466 to 1499	404 961 5001 to 5199
022 037 1411 to 022 037 1499	360 324 2326 to 2399	391 783 3020 to 3599	405 325 0188 to 0199
024 380 4100 to 024 380 4199	362 861 3064 to 3099	391 792 6100 to 6199	406 009 4587 to 4599
024 496 687 to 024 496 6896	373 006 2176 to 2199	392 668 2956 to 2999	406 260 6830 to 6899
025 092 0987 to 025 092 0999	374 768 2600 to 2699	392 854 8500 to 8899	406 459 6641 to 6999
025 369 5535 to 025 369 5599	375 169 4400 to 4599	393 584 7566 to 7699	406 733 3000 to 3999
025 729 1151 to 025 729 1199	375 829 3400 to 3499	393 584 7566 to 7699	407 545 1557 to 1599
025 729 1643 to 025 729 1799	375 851 9100 to 9199	393 650 0074 to 0099	407 594 0412 to 0599
027 361 0430 to 027 361 0499	376 196 0911 to 0999	393 838 8316 to 8499	407 692 9100 to 9299
027 369 4482 to 027 369 4495	376 085 3679 to 3699	393 893 6007 to 6099	407 959 2190 to 2199
027 965 9487 to 027 965 9499	377 351 1063 to 1099	394 126 6907 to 6999	408 265 2275 to 2288
	378 085 3679 to 3699	394 189 0405 to 0599	408 499 7700 to 7799
	378 351 1063 to 1099	394 822 3243 to 3278	408 499 7900 to 7999
	379 843 5100 to 5199	394 990 1810 to 1899	408 682 8484 to 8599
	380 093 9600 to 9699	395 343 3264 to 3299	408 698 7015 to 7099
	380 165 1165 to 1199	395 373 3035 to 3099	409 072 3941 to 3999
	381 325 4500 to 4599	395 396 9649 to 9799	410 491 2311 to 2399
	381 604 2510 to 2699	395 970 3240 to 3299	410 694 8400 to 8599
	381 645 9525 to 9599	397 622 4054 to 4099	410 775 1500 to 1599
	383 314 3968 to 3999	397 819 8902 to 8999	410 795 7927 to 7999
	383 892 1000 to 1344	398 149 7200 to 7699	410 867 0917 to 0966
	383 892 1382 to 1399	399 070 0872 to 0899	410 867 0970 to 0999
	384 925 3641 to 3654	399 156 7119 to 7199	411 868 1023 to 1199
	385 568 2331 to 2399	399 203 5064 to 5099	411 922 2322 to 2399
	385 599 7554 to 7575	399 296 9910 to 9999	412 193 0900 to 0999
	385 774 2024 to 2099	399 396 8935 to 8999	412 395 8599 to 8699
		399 792 7775 to 7799	412 485 6500 to 6599
		399 792 8300 to 8399	412 485 6610 to 6699
		400 427 1051 to 1999	412 885 5953 to 5999
		401 045 1505 to 1549	414 193 3608 to 3674
		401 045 1571 to 1599	414 193 3677 to 3699
		401 294 2700 to 2799	414 411 7348 to 7399

CUT ALONG DOTTED LINE



414 640 0757 to 0799	433 003 5800 to 5899	454 922 4867 to 4895	469 666 9900 to 9999
414 965 1727 to 1799	433 757 3047 to 3099	455 221 1348 to 1499	469 678 1900 to 1999
417 302 8104 to 8199	433 765 4003 to 4099	455 364 2147 to 2199	469 781 4900 to 4999
417 387 6532 to 6599	434 482 7060 to 7199	455 399 5400 to 5499	469 947 6960 to 6999
417 496 6800 to 6999	434 513 2386 to 2399	455 476 0676 to 0699	<b>470 755 5800 to 5818</b>
417 871 9250 to 9299	434 968 3076 to 3092	455 543 0618 to 0699	471 918 0300 to 0999
417 930 9533 to 9599	435 303 1831 to 1842	456 410 9006 to 9099	471 985 2408 to 2419
418 164 6500 to 6799	435 303 1986 to 1999	456 470 4146 to 4299	472 191 6700 to 6799
418 423 9863 to 9899	435 666 6092 to 6399	456 619 4460 to 4499	472 270 2555 to 2599
418 633 5922 to 5999	436 082 6400 to 6899	457 333 2686 to 2699	472 987 0213 to 0241
418 719 8520 to 8599	436 160 6441 to 6499	457 729 1767 to 1777	472 987 0290 to 0299
418 744 2235 to 2299	437 316 7115 to 7199	457 937 8615 to 8699	473 151 2069 to 2199
418 962 2848 to 2899	437 427 0500 to 3499	458 028 9810 to 9899	473 666 9138 to 9199
419 543 0286 to 0299	439 179 2300 to 2399	458 057 2712 to 2999	473 952 3429 to 3499
419 730 0300 to 0399	439 310 0458 to 0499	458 069 9537 to 9599	474 108 5402 to 5499
<b>420 277 0015 to 0049</b>	<b>440 698 1947 to 1999</b>	458 069 9665 to 9699	474 356 5193 to 5299
420 599 0734 to 0798	440 858 6300 to 6399	458 337 5222 to 5299	474 949 3366 to 3399
420 661 4115 to 4199	440 858 6420 to 7299	458 354 7653 to 7999	475 134 9362 to 9399
420 758 9500 to 9699	441 199 1655 to 1699	458 671 8678 to 8699	475 167 9667 to 9699
420 969 3951 to 3971	443 127 3648 to 3699	458 671 8721 to 8798	475 319 3415 to 3499
420 969 3973 to 3999	443 127 4000 to 4099	458 847 5044 to 5999	475 319 3649 to 3799
421 116 3565 to 3599	443 673 7900 to 7999	459 274 7624 to 7699	475 340 6400 to 6599
421 130 9300 to 9399	443 800 9335 to 9399	459 365 5432 to 5499	475 424 8410 to 8499
421 313 4500 to 4999	444 382 8822 to 8899	459 378 5764 to 5799	475 629 9156 to 9199
421 364 5537 to 5599	444 390 1667 to 1699	459 472 4816 to 4999	475 850 6101 to 6199
421 656 2609 to 2699	444 457 3854 to 3899	<b>460 349 6878 to 6899</b>	475 875 2500 to 2599
421 988 9700 to 9799	<b>450 048 4173 to 4199</b>	460 550 1909 to 1999	476 169 8264 to 8299
422 172 4667 to 4699	450 048 4442 to 4699	460 997 5234 to 5299	476 189 3000 to 3499
422 484 4212 to 4299	450 560 5173 to 5199	461 973 6443 to 6499	476 331 2480 to 2499
422 556 1270 to 1299	450 620 3077 to 3099	462 152 0107 to 0299	477 289 8601 to 8699
422 587 7024 to 7099	450 620 3135 to 3199	462 274 1072 to 1099	477 681 5206 to 5299
422 819 7533 to 7599	450 780 2716 to 2799	462 277 8373 to 8399	478 010 4243 to 4268
422 842 5073 to 5087	450 801 2700 to 2799	462 554 6051 to 6099	478 010 4270 to 4291
422 907 7563 to 7599	451 109 2967 to 2984	463 011 5529 to 5540	478 450 5071 to 5099
424 500 6050 to 6099	451 115 4110 to 4125	463 176 4115 to 4199	478 469 7838 to 7858
424 641 8500 to 8599	451 115 4127 to 4199	463 176 4229 to 4299	478 469 7883 to 7899
424 871 6600 to 6699	451 746 0700 to 0799	463 185 2600 to 2799	479 280 9800 to 9899
425 298 2352 to 2399	452 265 0074 to 0099	463 227 7711 to 7799	479 365 9116 to 9176
425 418 4269 to 4299	452 265 0246 to 0299	463 414 4869 to 4899	479 412 9900 to 9999
425 418 4405 to 4499	452 265 0335 to 0999	463 808 3484 to 3499	479 667 6190 to 6199
426 547 4566 to 4599	452 509 1169 to 1199	463 945 7400 to 7899	479 748 9680 to 9699
427 412 6337 to 6499	452 855 6471 to 6499	464 629 9000 to 9399	479 860 7000 to 7199
427 481 0900 to 0999	452 890 4679 to 4799	464 711 4332 to 4399	<b>480 526 2000 to 2099</b>
428 027 2742 to 2752	452 900 8215 to 8238	465 692 3963 to 3999	480 640 6330 to 6399
429 474 4172 to 4199	453 117 9146 to 9199	465 698 8300 to 8599	480 658 0568 to 0599
429 889 2900 to 2999	453 334 3631 to 3699	465 743 7745 to 7799	480 689 5100 to 5199
<b>430 150 4401 to 4599</b>	453 603 7841 to 7891	466 798 6056 to 6067	481 072 9463 to 9499
430 172 9800 to 9899	453 650 1140 to 1199	467 147 4300 to 4399	481 673 0074 to 0095
430 177 1900 to 2099	453 741 1300 to 1399	468 079 5782 to 5799	482 527 1500 to 1599
430 444 9500 to 9699	454 013 2919 to 2999	469 067 2817 to 2899	482 541 5255 to 5299
430 664 4070 to 4099	454 186 2411 to 2499	469 127 8000 to 8199	482 729 6800 to 6899
432 168 8419 to 8499	454 268 4883 to 4899	469 213 0359 to 0399	483 363 7207 to 7299
432 708 6800 to 6999	454 302 5400 to 5499	469 213 0500 to 0599	483 402 2356 to 2399
432 744 1544 to 1599	454 490 8300 to 8399	469 561 8011 to 8099	483 486 5100 to 5199
432 995 9775 to 9799	454 547 7434 to 7499	469 658 1961 to 1999	483 632 1521 to 1599



483 632 2600 to 2799	<b>600 645 3223 to 3299</b>	617 711 6609 to 6699	638 049 4984 to 4999
483 849 1615 to 1699	601 339 1200 to 1399	617 760 5266 to 5299	638 318 1115 to 1199
484 174 4803 to 5299	601 653 5884 to 5899	617 813 3601 to 3699	638 318 1453 to 1499
484 323 8900 to 9199	601 661 7700 to 7799	618 840 9200 to 9299	638 885 0000 to 0299
484 680 5000 to 5038	601 682 5343 to 5399	619 551 7229 to 7299	638 903 4362 to 4373
484 680 5040 to 5074	601 928 1600 to 1699	619 859 3000 to 3099	639 415 1929 to 1999
484 680 5077 to 5099	602 512 2972 to 2999	<b>620 073 9400 to 9499</b>	639 415 2019 to 2099
485 029 4913 to 4999	602 555 2400 to 2799	621 614 7907 to 7930	639 420 6200 to 6299
486 176 0600 to 0699	602 829 7061 to 7099	621 614 7932 to 7999	639 469 3517 to 3799
486 559 7555 to 7599	603 483 9572 to 9599	621 648 8021 to 8199	639 605 2143 to 2199
486 696 3023 to 3199	603 490 7200 to 7299	621 648 8500 to 8599	639 657 8600 to 8799
488 173 7900 to 7999	603 678 7100 to 7199	621 904 8351 to 8599	<b>640 289 7500 to 7599</b>
488 206 4100 to 4199	603 678 7662 to 7699	621 916 1978 to 1989	640 289 7700 to 7999
488 226 0200 to 0299	603 678 7902 to 7999	622 989 8032 to 8099	641 170 4420 to 4499
488 709 3906 to 3999	603 678 8418 to 8499	623 076 9300 to 9399	641 318 3133 to 3199
488 855 8359 to 8399	603 678 8700 to 9999	623 819 5006 to 5099	641 378 6500 to 6999
489 181 8963 to 8999	604 086 0880 to 0899	623 895 8200 to 8399	641 383 8739 to 8799
489 223 2000 to 2099	604 349 1414 to 1499	623 917 0000 to 0099	641 877 3187 to 3299
489 311 1930 to 1999	604 503 7776 to 7799	623 917 0200 to 0299	641 877 3310 to 3399
489 318 6200 to 6300	605 520 9037 to 9099	624 468 5288 to 5299	642 355 8094 to 8199
489 384 0027 to 0099	605 685 4010 to 4099	624 665 3162 to 3198	642 355 8308 to 8999
489 427 0658 to 0899	605 988 6467 to 6499	625 088 6735 to 6799	642 900 0018 to 0099
489 997 5252 to 5299	607 689 7951 to 7960	625 916 9500 to 9799	643 030 6254 to 6299
<b>490 669 5850 to 6099</b>	607 728 1276 to 1299	625 968 8956 to 8999	644 066 0882 to 0899
490 717 7080 to 7099	608 727 7100 to 7199	627 005 3938 to 3999	644 069 0600 to 0699
490 721 6000 to 6099	608 727 7273 to 7599	627 384 3907 to 4099	644 077 7506 to 7699
490 793 1500 to 2099	608 813 9950 to 9999	627 496 7549 to 7599	644 085 8157 to 8199
490 886 8171 to 8199	609 067 5325 to 5399	627 708 3605 to 3699	644 112 9839 to 9899
490 977 9221 to 9240	609 067 5488 to 5499	627 776 2500 to 2599	644 373 9083 to 9099
491 258 8100 to 9099	609 067 5600 to 5699	628 226 3100 to 3199	644 380 1460 to 1499
491 567 1376 to 1399	609 289 6123 to 6199	628 814 4702 to 4799	644 733 4715 to 4799
492 254 4800 to 4899	609 438 4400 to 4499	628 851 9689 to 9699	644 900 9712 to 9799
492 283 5100 to 5199	609 493 1100 to 1199	629 510 7200 to 7299	644 901 0109 to 1299
492 610 6813 to 6899	609 766 8091 to 8999	629 964 4200 to 4294	644 901 1325 to 1399
493 394 5568 to 5599	609 825 4100 to 4115	<b>630 389 3056 to 3071</b>	644 923 6800 to 7799
493 470 2562 to 2599	609 884 2981 to 2999	630 463 0588 to 0599	644 932 4655 to 4699
493 473 7700 to 7799	609 893 1000 to 1099	631 459 9117 to 9199	645 318 7240 to 7499
493 716 2153 to 2199	<b>610 092 3200 to 3299</b>	631 762 9325 to 9399	645 333 1766 to 1799
494 206 2972 to 2999	610 582 4200 to 4299	632 217 4933 to 4999	645 790 8632 to 8699
494 217 3446 to 3999	611 879 6939 to 6999	632 500 0000 to 999 9999	645 821 0657 to 0699
494 224 0500 to 0599	612 291 8013 to 8099	633 110 4165 to 4199	645 930 7948 to 7999
495 145 0600 to 0699	612 751 5171 to 5199	633 110 4303 to 4499	645 975 0737 to 0762
496 209 7425 to 7499	612 751 5226 to 5299	633 438 6429 to 6599	646 242 6200 to 6299
496 213 8728 to 8799	612 751 6083 to 6099	633 588 7173 to 7182	646 270 7639 to 7799
496 474 5226 to 5248	612 751 6268 to 6299	634 725 0700 to 0799	646 798 4000 to 4999
497 053 8517 to 8699	612 751 6572 to 6599	634 803 3239 to 3299	647 048 7035 to 7099
497 854 8673 to 8699	612 774 2111 to 2199	634 807 2474 to 2499	647 049 2900 to 2999
498 449 8888 to 8899	612 774 2254 to 2299	634 827 5900 to 5999	647 398 8300 to 8399
498 929 8285 to 8499	612 774 2500 to 2599	634 886 3428 to 3499	647 398 8481 to 8499
498 936 5310 to 5399	614 469 0979 to 0999	635 559 3449 to 3499	647 437 3000 to 4999
499 016 5425 to 5499	614 474 3000 to 3099	636 289 6214 to 6299	647 811 2188 to 2199
499 440 8575 to 8899	614 521 3490 to 3499	636 634 8007 to 8042	648 009 6057 to 6099
499 731 6717 to 6799	614 645 1800 to 1899	637 150 1200 to 1299	648 163 5300 to 5499
<b>500 064 1858 to 1869</b>	614 832 1100 to 2099	637 562 5828 to 5899	648 722 5283 to 5299
500 070 5725 to 7799	615 017 7505 to 7599	638 042 1647 to 1699	648 892 3164 to 3199

CUT ALONG DOTTED LINE



649 100 3989	to	3999	667 032 9300	to	9399	690 788 2877	to	2899	702 821 5730	to	5799
649 647 0370	to	0399	667 729 5529	to	5599	690 893 5344	to	5399	702 821 5805	to	5899
649 647 0522	to	0599	668 383 8400	to	8699	690 893 5512	to	5599	702 878 0114	to	0199
649 647 5237	to	5399	<b>670 368 3400</b>	<b>to</b>	<b>3499</b>	690 904 1300	to	1599	<b>740 002 7710</b>	<b>to</b>	<b>7719</b>
649 647 9100	to	9299	670 369 7336	to	7399	690 941 6000	to	6199	740 241 9049	to	9099
649 666 7800	to	8299	670 750 7169	to	7199	691 313 6383	to	6399	740 255 1718	to	1799
<b>650 114 7707</b>	<b>to</b>	<b>7719</b>	671 046 6200	to	6399	691 313 6600	to	6699	740 523 7432	to	7449
650 130 3400	to	3599	671 251 5448	to	5499	691 582 8003	to	8099	<b>806 087 1100</b>	<b>to</b>	<b>1499</b>
650 213 0406	to	0499	671 926 5600	to	5799	691 664 1800	to	1999	806 268 9275	to	9299
650 555 1749	to	1799	672 444 2000	to	2999	691 664 2400	to	2499	806 534 3400	to	3477
650 564 1900	to	1999	672 828 3410	to	3499	692 727 9362	to	9399	807 342 3283	to	3399
650 627 4212	to	4299	673 167 5776	to	5799	692 798 1800	to	1899	808 086 7100	to	7199
650 736 2043	to	2099	675 464 3700	to	3799	693 249 0779	to	0799	808 090 3440	to	3499
650 739 1540	to	1699	675 464 4000	to	4199	693 249 0877	to	1699	808 325 5161	to	5699
651 741 4415	to	4499	676 365 5958	to	5999	693 445 0566	to	0999	808 784 8000	to	8299
651 882 2800	to	2899	676 669 1024	to	1099	693 448 8500	to	8999	<b>830 125 0672</b>	<b>to</b>	<b>0699</b>
652 754 6317	to	6399	677 126 6734	to	6799	693 645 9583	to	9599	830 602 5800	to	5999
653 131 4945	to	4999	677 333 9979	to	9999	693 965 4200	to	4299	830 610 3700	to	3799
653 426 3300	to	3399	677 466 1088	to	1099	695 741 2906	to	2999	830 983 3500	to	3599
653 455 4874	to	4899	678 071 4500	to	4799	695 947 8518	to	8599	830 983 3635	to	3699
654 238 0000	to	0399	678 096 7531	to	7599	696 662 8247	to	8299	831 354 1387	to	1399
654 404 3065	to	3092	679 909 2578	to	2599	697 447 8285	to	8296	831 815 8240	to	8299
654 962 2900	to	3199	<b>680 112 9565</b>	<b>to</b>	<b>9599</b>	698 042 4816	to	4899	832 525 3810	to	3899
655 103 5081	to	5199	680 244 0903	to	0999	698 131 2138	to	2157	833 159 1884	to	1899
655 523 2600	to	2999	680 412 6046	to	6099	698 227 0000	to	0099	833 456 2567	to	2599
656 305 2448	to	2499	680 761 6800	to	6899	<b>700 065 2570</b>	<b>to</b>	<b>2599</b>	833 566 3015	to	3071
657 347 4438	to	4999	681 677 0540	to	0699	700 065 4800	to	4899	834 316 5444	to	5499
657 710 8100	to	8999	682 070 1029	to	1099	700 190 3350	to	3359	834 354 8747	to	8766
657 780 0985	to	0999	682 956 6280	to	6299	700 228 6048	to	6099	834 354 8824	to	8838
658 586 1400	to	1499	682 956 6490	to	6599	700 650 0452	to	0499	835 269 5700	to	5799
658 877 8000	to	8199	682 956 6700	to	6799	700 666 1323	to	1349	835 496 7303	to	7399
658 880 8000	to	8199	682 965 1178	to	1199	700 786 9106	to	9142	835 539 5200	to	5999
659 398 7300	to	7399	682 965 1201	to	1299	700 859 0744	to	0758	835 813 3015	to	3099
659 706 8113	to	8199	683 118 2389	to	2399	701 028 6780	to	6899	837 672 8967	to	8999
659 846 7837	to	7899	683 378 2000	to	2099	701 213 3900	to	3999	837 784 3282	to	3299
<b>660 510 4100</b>	<b>to</b>	<b>4199</b>	683 378 2117	to	2299	701 267 2000	to	3999	838 176 8377	to	8399
660 673 0400	to	0599	683 378 2117	to	2299	701 267 2000	to	3999	838 518 1257	to	1299
661 488 5000	to	5099	683 415 1200	to	1499	701 335 7312	to	7399	839 718 8257	to	8299
661 609 9100	to	9199	683 444 8159	to	8199	701 369 2005	to	2050	<b>840 323 0600</b>	<b>to</b>	<b>0699</b>
661 716 9420	to	9499	685 154 7780	to	7789	701 503 2247	to	2299	840 875 6235	to	6299
661 906 6522	to	6599	685 297 7645	to	7699	701 541 2271	to	2299	840 910 0900	to	0999
662 021 8332	to	8399	685 623 5264	to	5299	701 553 6557	to	6599	841 349 5000	to	5099
662 068 0700	to	0899	685 650 9487	to	9499	701 601 3457	to	3499	841 805 7747	to	7899
662 553 0774	to	0799	685 669 4200	to	4299	701 605 5913	to	5999	841 805 7944	to	8099
663 078 7034	to	7099	685 757 8452	to	8499	701 695 3982	to	3999	842 226 0685	to	0695
663 763 5300	to	5399	686 071 2694	to	2799	701 695 4148	to	4199	842 226 0685	to	0695
663 883 7039	to	7499	686 176 3333	to	3354	701 695 4227	to	4299	842 685 4600	to	4699
664 253 8000	to	8499	686 372 3200	to	3299	701 708 1741	to	1799	842 685 4742	to	4999
664 656 3055	to	3099	686 644 5879	to	5899	701 736 3966	to	3999	842 860 0300	to	0399
665 174 6400	to	6499	686 899 1371	to	1399	701 838 2800	to	2899	842 898 5582	to	5599
665 274 8208	to	8299	686 931 7636	to	7699	701 941 0600	to	0699	843 062 7100	to	7199
665 669 5400	to	5499	687 601 0973	to	0999	702 171 1603	to	1699	843 077 6288	to	6299
666 132 8226	to	8299	687 614 6774	to	6799	702 195 5109	to	5199	843 077 6378	to	6399
666 696 2209	to	2299	688 120 9000	to	9999	702 254 9300	to	9399	843 758 5769	to	5778
666 696 2309	to	2399	688 314 3107	to	3191	702 264 7569	to	7599	843 786 2554	to	2699
			<b>690 291 1361</b>	<b>to</b>	<b>1371</b>	702 713 1800	to	1809	845 656 8165	to	8199

845 727 2100 to 2199	853 049 3646 to 3699	<b>860 240 8520 to 8599</b>	866 442 4100 to 4899
845 746 2618 to 2635	854 304 4089 to 4999	860 275 3900 to 3999	867 366 9108 to 9118
846 390 7531 to 7599	854 529 2200 to 2299	860 518 9629 to 9699	867 633 7403 to 7499
846 918 0572 to 0599	855 001 6204 to 6249	860 600 0021 to 0999	867 737 5623 to 5699
847 237 7690 to 7699	855 319 9364 to 9399	861 158 2350 to 2599	868 169 4529 to 4599
847 284 2481 to 2499	855 361 3390 to 3399	861 637 6010 to 6099	868 173 8400 to 8599
847 374 7055 to 7065	856 226 0490 to 0499	861 979 7292 to 7499	868 514 9000 to 9099
847 636 5304 to 5399	856 656 5800 to 5999	862 216 6100 to 6199	868 566 9200 to 9299
847 700 5447 to 5499	856 752 0200 to 0299	863 871 5138 to 5199	869 800 0000 to 999 9999
847 723 7500 to 7599	857 279 3450 to 3499	863 949 5300 to 5399	<b>870 054 4814 to 4899</b>
849 485 3427 to 3499	857 843 4000 to 4099	864 088 8200 to 8299	870 491 4812 to 4849
849 608 1357 to 1399	858 124 7644 to 7699	864 426 3972 to 3999	870 536 5820 to 5829
849 792 2600 to 2699	858 756 3111 to 3299	864 520 6117 to 6136	870 541 7167 to 7239
<b>850 546 1862 to 1899</b>	859 063 8200 to 8699	865 151 0526 to 0599	870 575 8155 to 8999
851 143 6826 to 6844	859 190 0600 to 0644	865 500 4034 to 4099	870 589 0485 to 0494
851 209 9880 to 9899	859 811 2888 to 2899	865 883 6082 to 6099	870 691 7060 to 7099
851 928 9221 to 9299	859 855 8873 to 8999	866 004 3000 to 3999	<b>901 525 7122 to 7199</b>

— Postal Inspection Service, 10-4-01

CUT ALONG DOTTED LINE



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

725 464 591	to	4 920	732 541 605	to	1 620	740 889 081	to	9 090	752 139 516	to	9 570
725 475 321	to	5 330	732 572 221	to	2 490	741 010 421	to	0 530	752 182 892	to	2 950
725 711 057	to	1 070	732 586 479	to	6 710	741 113 041	to	3 370	752 206 861	to	7 100
725 738 581	to	8 730	732 994 037	to	4 080	741 373 891	to	4 340	752 295 241	to	5 600
725 981 311	to	1 430	733 163 449	to	3 460	741 452 369	to	2 490	752 731 351	to	1 410
725 987 835	to	7 880	733 297 171	to	7 290	741 492 991	to	3 140	752 767 441	to	7 470
726 060 811	to	0 900	733 446 631	to	7 110	741 553 460	to	3 470	753 008 941	to	9 030
726 391 970	to	2 520	733 474 665	to	4 770	741 764 431	to	4 520	753 194 311	to	4 370
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 to 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 to 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	758 860 951	to	1 550
731 781 061	to	1 120	739 793 491	to	3 520	750 743 911	to	4 030	759 152 851	to	2 880
731 837 821	to	7 910	739 793 527	to	3 550	750 779 118	to	9 400	759 740 941	to	1 090
731 841 377	to	1 450	739 942 621	to	2 650	750 910 981	to	1 010	<b>760 004 596 to 4 610</b>		
732 018 481	to	8 600	739 999 231	to	9 320	750 960 841	to	0 900	760 118 191	to	8 250
732 067 972	to	8 370	<b>740 011 517 to 1 530</b>			751 296 211	to	6 240	760 155 001	to	5 090
732 188 649	to	8 670	740 030 701	to	0 970	751 539 121	to	9 180	760 378 002	to	8 020
732 193 460	to	3 470	740 261 740	to	1 820	751 541 311	to	1 790	761 055 460	to	5 480
732 201 241	to	1 390	740 265 811	to	6 290	751 757 641	to	7 700	761 504 941	to	5 120
732 220 431	to	0 440	740 299 111	to	9 170	751 936 951	to	7 010	761 516 836	to	6 850
732 355 201	to	5 380	740 299 231	to	9 260	751 951 861	to	1 890	761 516 851	to	6 910
732 472 320	to	2 560	740 329 266	to	9 320	751 999 021	to	9 110	761 613 588	to	3 600

CUT ALONG DOTTED LINE



761 688 631 to 8 690	763 826 461 to 6 520	765 541 801 to 2 100	767 326 471 to 6 590
761 805 199 to 5 240	763 900 460 to 0 471	765 638 461 to 8 970	767 332 561 to 2 950
761 826 106 to 6 120	763 900 479 to 0 530	765 647 101 to 7 190	768 009 841 to 9 960
761 881 171 to 1 560	763 917 271 to 7 750	765 813 781 to 4 029	768 011 489 to 1 520
762 304 144 to 4 170	764 125 801 to 5 860	765 879 314 to 9 390	768 177 980 to 7 990
762 324 931 to 4 960	764 284 525 to 4 560	765 954 001 to 4 030	768 391 081 to 1 170
762 439 261 to 9 290	764 526 241 to 6 330	766 120 286 to 0 320	769 034 701 to 4 790
762 524 158 to 4 220	764 601 421 to 1 600	766 125 716 to 5 750	769 778 491 to 8 730
762 584 872 to 4 970	764 650 231 to 0 470	766 158 824 to 8 840	769 827 331 to 7 450
762 593 431 to 3 460	764 984 371 to 4 850	766 388 433 to 8 460	770 216 071 to 6 100
763 155 160 to 5 180	765 003 667 to 3 680	766 509 421 to 9 660	<b>770 915 150 to 5 490</b>
763 178 631 to 8 660	765 042 517 to 2 540	766 572 901 to 3 020	771 455 551 to 5 610
763 506 001 to 6 060	765 194 728 to 4 970	766 748 500 to 8 521	772 057 224 to 7 440
763 522 141 to 2 470	765 387 365 to 7 450	767 024 341 to 4 370	772 162 660 to 3 070
763 717 694 to 7 800			

— Postal Inspection Service, 10-4-01

## 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	687,287,582
684,683,610	694,063,898
686,619,878	694,063,899
686,619,886	694,063,980
686,619,887	701,321,725

— Postal Inspection Service, 10-4-01

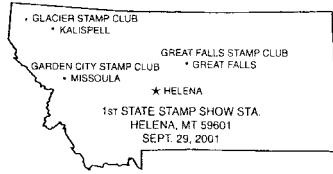
## 800 Number Available to Verify Canadian Money Orders

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, 10-4-01

# Philately (continued)



September 29–30, 2001  
**Glacier Stamp Club**  
 1ST STATE STAMP SHOW  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 HELENA MT 59601-9998



October 3, 2001  
**PORKY PIG STATION**  
 POSTMASTER  
 250 ST JOSEPH ST  
 MOBILE AL 36601-9813



SEPTEMBER 30, 2001  
**WOOLLYBEAR STATION**  
 VERMILLION OH 44089

September 30, 2001  
**FOX 8 TV**  
 WOOLLYBEAR STATION  
 POSTMASTER  
 4325 LIBERTY AVE  
 VERMILLION OH 44089-9998



OGALLALA MAIN STREET  
 STATION  
 OGALLALA NE 69153  
 OCTOBER 4, 2001

October 4, 2001  
**Ogallala Main Street Board of Directors**  
 OGALLALA MAIN STREET  
 STATION  
 POSTMASTER  
 301 NORTH SPRUCE ST  
 OGALLALA NE 69153-9998



September 30 – October 7, 2001  
**West Oxford Agricultural Society**  
 FRYEBURG FAIR STATION  
 POSTMASTER  
 91 MAIN ST  
 FRYEBURG ME 04037-9998

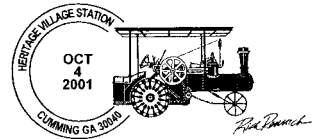


October 4–7, 2001  
**PUMPKIN FESTIVAL STATION**  
 POSTMASTER  
 PO BOX 9998  
 CARO MI 48723-9998



with the  
**Sioux Falls Stamp Club**  
 October 1  
 Sioux Falls, SD 57101

October 1, 2001  
**Sioux Falls Stamp Club**  
 CELEBRATE STAMP  
 COLLECTING MONTH — 2001  
 STATION  
 POSTMASTER  
 320 2ND AVE SOUTH  
 SIOUX FALLS SD 57104-9998



October 4–13, 2001  
**USPS & City of Cumming**  
 HERITAGE VILLAGE STATION  
 POSTMASTER  
 525 TRIBBLE GAP RD  
 CUMMING GA 30040-9998



October 2, 2001  
**PORKY PIG STATION**  
 POSTMASTER  
 201 WEST COURT ST  
 PARAGOULD AR 72450-9998



October 5, 2001  
**Oktoberfest — LaCrosse Festivals**  
 OKTOBERFEST STATION  
 POSTMASTER  
 PO BOX 9998  
 LACROSSE WI 54601-9998



October 2, 2001  
**PORKY PIG STATION**  
 POSTMASTER  
 351 24TH ST NORTH  
 BIRMINGHAM AL 35203-9813



October 5, 2001  
**North Central Kansas Vietnam Veterans**  
 NORTH CENTRAL KANSAS  
 VIETNAM VETERANS STATION  
 POSTMASTER  
 201 EAST MAIN ST  
 BELOIT KS 67420-9998




October 2 – November 2, 2001  
**PORKY PIG STATION**  
 POSTMASTER  
 5400 GLENRIDGE DR  
 ATLANTA GA 30342-9998



October 5, 2001  
**Cedar Rapids Main Post Office**  
 PORKY PIG STATION  
 POSTMASTER  
 615 6TH AVE SOUTHEAST  
 CEDAR RAPIDS IA 52401-9998


WORCESTER CELEBRATES  
**World Smile Day**  
 October 5, 2001



SMILEY FACE STATION • WORCESTER, MA 01613

October 5, 2001  
*Harvey Ball World Smile Foundation*  
 SMILEY FACE STATION  
 POSTMASTER  
 4 EAST CENTRAL ST  
 WORCESTER MA 01613-9998

*That's all Folks!*



Stamp Collecting Station  
 Farmington, N.Y. 14425  
 October 6, 2001

October 6, 2001  
 USPS  
 THATS ALL FOLKS  
 COLLECTION STATION  
 POSTMASTER  
 1560 ROCHESTER RD  
 FARMINGTON NY 14425-9998



October 5-6, 2001  
 PEETZ STATION  
 POSTMASTER  
 602 MAIN ST  
 PEETZ CO 80747-9998

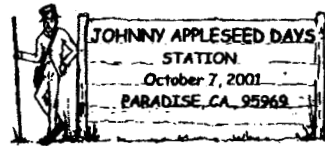
**Celebrate Stamp Collecting Month Station-2001**  
 with the **Great Falls Stamp Club**  
 October 6  
 Great Falls, MT 59401

October 6-7, 2001  
*Great Falls Stamp Club*  
 CELEBRATE STAMP  
 COLLECTING MONTH  
 STATION — 2001  
 POSTMASTER  
 215 1ST AVE NORTH  
 GREAT FALLS MT 59401-9998

29th Annual **Kentucky Apple Festival**  
 of Johnson County  
 STATION  
 PAINTSVILLE, KENTUCKY  
 The Kentucky Apple Festival  
 salutes the US 23 Country Music Highway



October 5-6, 2001  
*Kentucky Apple Festival*  
 KENTUCKY APPLE FESTIVAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 PAINTSVILLE KY 41240-9998



October 6-7, 2001  
*Paradise Post Office*  
 JOHNNY APPESEED STATION  
 POSTMASTER  
 6469 CLARK RD  
 PARADISE CA 95969-9998

17<sup>th</sup> ANNUAL  
 PIKE COUNTY

**OKTOBERFEST STATION**  
 BEAVER, OH 45613  
 OCTOBER 5, 2001

October 5-7, 2001  
 OKTOBERFEST STATION  
 POSTMASTER  
 MAIN ST  
 BEAVER OH 45613-9998



October 6-7, 2001  
*Friends of Islamorada State Parks*  
 INDIAN KEY STATION  
 POSTMASTER  
 82801 OVERSEAS HWY  
 ISLAMORADA FL 33036-9998



October 5-21, 2001  
 ALL AMERICAN QUARTER HORSE CONGRESS STATION  
 POSTMASTER  
 12 EAST OTTAWA ST  
 RICHWOOD OH 43344-9998

28th Newport News  
 Fall Festival of Folklife  
 STATION  
 OCTOBER 6, 2001  
 Newport News, Virginia 23608

Fall Festival of Folklife

October 6-7, 2001  
*City of Newport News*  
 FALL FESTIVAL OF FOLKLIFE  
 STATION  
 POSTMASTER  
 101 25TH ST  
 NEWPORT NEWS VA  
 23607-9998

4<sup>th</sup> ANNUAL  
 RACE AGAINST BREAST CANCER  
 STATION  
 OCTOBER 6, 2001  
 MITCHELL SD 57301

October 6, 2001  
*Avera Queen of Peace Auxilliary*  
 4TH ANNUAL RACE AGAINST BREAST CANCER STATION  
 POSTMASTER  
 PO BOX 9998  
 SALEM SD 57058-9998

October 7, 2001  
*Celebrating Parma's 175th Anniversary 1826-2001*  
 Parma Area Historical Society  
 STEARNS HOMESTEAD STATION  
 PARMA, OHIO 44129

October 7, 2001  
 STEARNS HOMESTEAD STATION  
 PARMA POST OFFICE  
 7801 DAY DRIVE  
 PARMA OH 44129-9998

**Apple Affair Station**  
 Galesville, WI 54630  
 October 6, 2001

October 6, 2001  
*Galesville Chamber of Commerce*  
 APPLE AFFAIR STATION  
 POSTMASTER  
 PO BOX 9998  
 GALESVILLE WI 54630-9998

DOUBLE PALINDROME STATION

10-11-01 ☆ 43734  
 DUNCAN FALLS, OHIO 43734

October 11, 2001  
 DOUBLE PALINDROME STATION  
 POSTMASTER  
 315 MAIN ST  
 DUNCAN FALLS OH 43734-9998

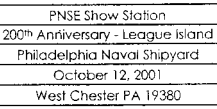




October 12, 2001  
 Vanderbilt Planetarium  
 PORKY PIG STATION  
 POSTMASTER  
 PO BOX 9998  
 CENTERPORT NY 11721-9998



October 14, 2001  
 PCC NATIONAL FORUM  
 STATION  
 PHILATELIC OFFICE  
 951 20TH ST  
 DENVER CO 80202-9998



October 12-14, 2001  
 Philadelphia National Stamp  
 Exposition  
 PNSE SHOW STATION  
 POSTMASTER  
 1050 AIRPORT RD  
 WEST CHESTER PA  
 19380-9998

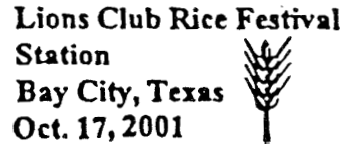


October 17-20, 2001  
 PUMPKIN SHOW STATION  
 POSTMASTER  
 224 SOUTH COURT ST  
 CIRCLEVILLE OH 43113-9998

Arkansas & Matagorda Is. National Wildlife Refuges



October 13, 2001  
 US Fish & Wildlife Station  
 ARANSAS WILDLIFE STATION  
 POSTMASTER  
 611 VANDENBURG ST  
 AUSTWELL TX 77950-9998



October 17-21, 2001  
 LIONS CLUB RICE FESTIVAL  
 STATION  
 POSTMASTER  
 1309 BAYWOOD DR  
 BAY CITY TX 77414-9998



October 13, 2001  
 RACE FOR THE CURE STATION  
 MANAGER MOWS  
 900 EAST FAYETTE ST  
 BALTIMORE MD 21230-9715



October 19, 2001  
 USPS  
 PORKY PIG STATION  
 POSTMASTER  
 124 WEST CROSS ST  
 GALENA MD 21635-9998

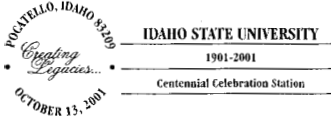
Little Sweden Station  
 October 13, 2001  
 Lindsborg, KS 67456



October 13, 2001  
 Svensk Hyllningsfest & Wild Dala  
 Horse Committees  
 LITTLE SWEDEN STATION  
 POSTMASTER  
 125 EAST LINCOLN ST  
 LINDSBORG KS 67456-9998



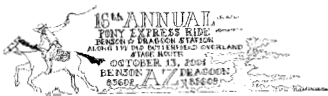
October 19, 2001  
 PORKY PIG STATION  
 POSTMASTER  
 950 CHESTNUT ST  
 NANTY GIO PA 15943-9998



October 13, 2001  
 Idaho State University  
 CENTENNIAL CELEBRATION  
 STATION  
 POSTMASTER  
 730 EAST CLARK  
 POCATELLO ID 83201-9998



October 20, 2001  
 VERMONT STAMP  
 CROSSROADS STAMP SHOW  
 STATION  
 POSTMASTER  
 195 SYKES MOUNTAIN AVE  
 WHITE RIVER JUNCTION VT  
 05001-9998



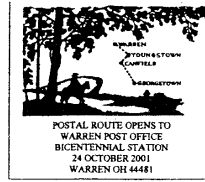
October 13, 2001  
 Benson — San Pedro Valley  
 Chamber of Commerce  
 BENSON & DRAGOON STATION  
 POSTMASTER  
 4752 EAST DRAGOON RD  
 DRAGOON AZ 85609-9998



October 20-21, 2001  
 Clinton County Fire Police  
 Association  
 PCS STATION  
 POSTMASTER  
 742 BEAR SWAMP RD  
 PERU NY 12972-9998



October 20-21, 2001  
 CUY-LORPEX 2001 STATION  
 ATTN: MARKETING/SPECIAL  
 CANCELS  
 2200 ORANGE AVE #206  
 CLEVELAND OH 44101-9996



October 24, 2001  
 USPS  
 POSTAL ROUTE OPENS TO  
 WARREN POST OFFICE  
 BICENTENNIAL STATION  
 POSTMASTER  
 201 HIGH ST NORTHEAST  
 WARREN OH 44481-9998



Amish  
 Quilts

October 20-21, 2001  
 Colorado Springs Stamp Club  
 SOCOPEX 01 STATION  
 POSTMASTER  
 201 EAST PIKES PEAK AVE  
 COLORADO SPRINGS CO  
 80903-9998



75th Anniversary Station  
 Belmont, CA 94002  
 October 26, 2001

October 26, 2001  
 City of Belmont  
 75TH ANNIVERSARY STATION  
 POSTMASTER  
 640 MASONIC WAY  
 BELMONT CA 94002-9998



Westport Harvest Festival Station

October 20-21, 2001  
 WESTPORT HARVEST  
 FESTIVAL STATION  
 POSTMASTER  
 649 STATE RD  
 WESTPORT MA 02790-9998



October 27, 2001  
 Customer Relations Coordinator  
 THATS ALL FOLKS STATION  
 POSTMASTER  
 695 PLEASANT ST  
 NEW BEDFORD MA 02740-9998



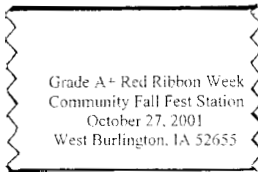
METROPEX STATION  
 OCTOBER 20, 2001  
 ST. PAUL MN. 55106

October 20-21, 2001  
 Maplewood Stamp Club  
 METROPEX STATION  
 SUPERVISOR  
 ST PAUL MAIN OFFICE  
 WINDOWS  
 PO BOX 645014  
 ST PAUL MN 55164-5014



Indiana Vol. Fire Co.  
 2nd Annual Craft Festival Station  
 October 27, 2001  
 Indianola, PA 15051-9998

October 27, 2001  
 Indianola Vol Fire Co  
 2ND ANNUAL CRAFT FESTIVAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 INDIANOLA PA 15051-9998



Grade A+ Red Ribbon Week  
 Community Fall Fest Station  
 October 27, 2001  
 West Burlington, IA 52655

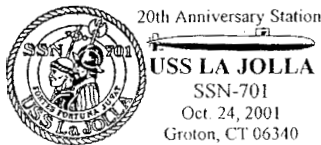
October 23-31, 2001  
 Great River Alcohol and Drug  
 Education  
 COMMUNITY FALL FEST  
 STATION  
 POSTMASTER  
 201 BROADWAY ST  
 WEST BURLINGTON IA  
 52655-9998



WOPEX STATION  
 Oct 27  
 2001  
 WOOSTER, OH 44691

WILLIAM MCKINLEY

October 27-28, 2001  
 The Wooster Stamp Club  
 WOPEX STATION  
 POSTMASTER  
 153 EAST SOUTH ST  
 WOOSTER OH 44691-9998



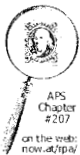
20th Anniversary Station  
 USS LA JOLLA  
 SSN-701  
 Oct. 24, 2001  
 Groton, CT 06340

October 24, 2001  
 20TH ANNIVERSARY STATION  
 POSTMASTER  
 100 PLAZA COURT  
 GROTON CT 06340-9998



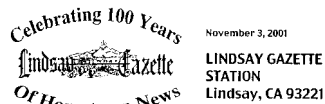
ELEAZOR GILSON, FIRST MAIL CARRIER  
 WARREN POST OFFICE  
 BICENTENNIAL STATION  
 30 OCTOBER 2001  
 WARREN OH 44481

October 30, 2001  
 USPS  
 ELEAZOR GILSON FIRST MAIL  
 CARRIER WARREN POST  
 OFFICE BICENTENNIAL  
 STATION  
 POSTMASTER  
 201 HIGH ST NE  
 WARREN OH 44481-9998



Celebrate Stamp  
 Collecting Month  
 Station- 2001  
 Rochester Philatelic  
 Association Open House  
 at the Rochester Museum  
 and Science Center  
 October 24  
 Rochester, NY 14607

October 24, 2001  
 CELEBRATE STAMP  
 COLLECTING MONTH  
 STATION — 2001  
 CUSTOMER RELATIONS  
 COORDINATOR  
 1335 JEFFERSON RD  
 ROCHESTER NY 14692-9998



November 3, 2001  
 LINDSAY GAZETTE  
 STATION  
 Lindsay, CA 93221

November 3, 2001  
 LINDSAY GAZETTE STATION  
 POSTMASTER  
 PO BOX 9998  
 LINDSAY CA 93221-9998



November 3, 2001

THE EXETER SUN STATION  
Exeter, CA 93221

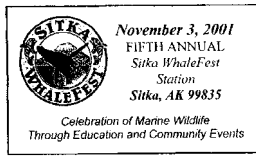
November 3, 2001

THE EXETER SUN STATION  
POSTMASTER  
135 D ST  
EXETER CA 93221-9998



November 10, 2001

Route 66  
DIAMOND JUBILEE STATION  
POSTMASTER  
212 SOUTH 11TH ST  
CLINTON OK 73601-9998



November 3, 2001  
FIFTH ANNUAL  
Sitka WhaleFest  
Station  
Sitka, AK 99835  
Celebration of Marine Wildlife  
Through Education and Community Events

November 3, 2001

Sitka WhaleFest  
SITKA WHALEFEST STATION  
POSTMASTER  
PO BOX 9998  
SITKA AK 99835-9998



November 10, 2001

75TH ANNIVERSARY STATION  
POSTMASTER  
2400 NORTH POSTAL BLVD  
FLAGSTAFF AZ 86004-9998

Fall Country Jamboree



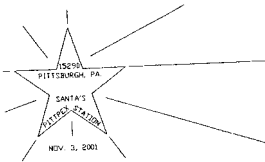
November 3-4, 2001

Pioneer Settlement For The  
Creative Arts  
25TH SILVER ANNIVERSARY  
STATION  
POSTMASTER  
1680 RAILROAD AVE  
BARBERVILLE FL 32105-9998



November 10, 2001

THE AUTUMN FESTIVAL  
STATION  
POSTMASTER  
260 NORTH INDUSTRIAL DR  
ORANGE CITY FL 32763-9998



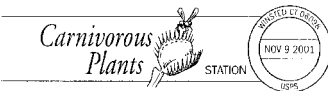
November 3-4, 2001

The Philatelic Society of  
Pittsburgh  
SANTAS PITTPEX STATION  
PHILATELIC CLERK  
700 GRANT ST  
PITTSBURGH PA 15219-9998



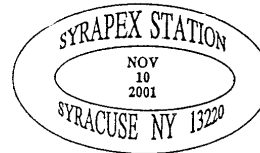
November 10-11, 2001

Gainesville Department of Cultural  
Affairs  
DOWNTOWN FESTIVAL & ART  
SHOW STATION  
POSTMASTER  
4600 SOUTHWEST 34TH ST  
GAINESVILLE FL 32608-9998



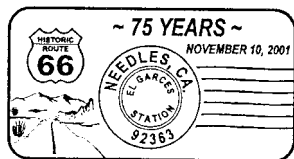
November 9, 2001

Steve Buchann  
CARNIVOROUS PLANTS  
STATION  
POSTMASTER  
328 MAIN ST  
WINSTED CT 06098-9998



November 10-11, 2001

The Syracuse Stamp Club  
SYRAPEX STATION  
POSTMASTER  
PO BOX 9998  
SYRACUSE NY 13220-9998



November 9-11, 2001

East Mojave Historic Route 66  
HISTORIC ROUTE 66 EL  
GARCES STATION  
POSTMASTER  
628 THIRD ST  
NEEDLES CA 92363-9998



November 10-11, 2001

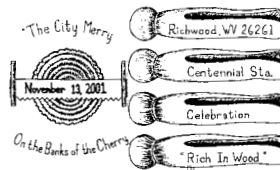
Umpqua Valley Stamp Club  
UMPQUA VALLEY STAMPFEST  
2001 STATION  
POSTMASTER  
6451 FORT MKAY RD  
UMPQUA OR 97486-9706

STAMP SHOW STATION  
November 10, 2001  
Johnstown, PA 15901  
Honoring  
New Civil War Statue



November 10, 2001

The Johnstown Stamp Club  
STAMP SHOW STATION  
POSTMASTER  
111 FRANKLIN ST  
JOHNSTOWN PA 15901-9998



November 12-17, 2001

Richwood Centennial Committee  
CENTENNIAL STATION  
POSTMASTER  
22 EAST MAIN ST  
RICHWOOD WV 26261-9998



**PORT CHESTER  
PUBLIC LIBRARY**  
1876 - 2001  
Historic Station  
November 13, 2001  
Port Chester, NY 10573

November 13, 2001  
PORT CHESTER PUBLIC  
LIBRARY 1876-2001 HISTORIC  
STATION  
POSTMASTER  
PO BOX 9998  
PORT CHESTER NY  
10573-9998



**FESTIVAL  
OF  
LIGHTS STATION**  
November 24  
2001  
Lake City, FL 32055

November 24-December 25,  
2001  
*Downtown Action Corporation Inc*  
FESTIVAL OF LIGHTS STATION  
POSTMASTER  
320 NORTH 1ST ST  
LAKE CITY FL 32055-9998

**Forging Ahead!**  
Catoctin Mountain Park  
1936-2001  
65th Anniversary  
Station



November 14, 2001  
Thurmont, MD 21788

November 14, 2001  
*Cynthia Wyant*  
CATOCTIN MOUNTAIN PARK  
1936-2001 65TH  
ANNIVERSARY STATION  
POSTMASTER  
110 WATER ST  
THURMONT MD 21788-9998



**THE NEW**  
*Bridgton Hospital*  
RIBBON CUTTING &  
DEDICATION STATION  
BRIDGTON ME 04009  
NOV. 27, 2001

November 27, 2001  
*Bridgton Hospital*  
RIBBON CUTTING &  
DEDICATION STATION  
POSTMASTER  
6 ELM ST  
BRIDGTON ME 04009-9998

**Texhoma Centennial Station**  
November 15, 2001  
Texhoma Ok 73949



November 15, 2001  
*Texhoma Centennial Association*  
TEXHOMA CENTENNIAL  
STATION  
POSTMASTER  
114 SOUTH SECOND ST  
TEXHOMA OK 73949-9998



**Custom House Station**  
December 1, 2001  
Barnstable, MA  
02630



November 29-December 1, 2001  
*Trayser Museum Assn*  
CUSTOM HOUSE STATION  
POSTMASTER  
RTE 6A MAIN ST  
BARNSTABLE MA 02630-9998



The  
Norman Rockwell Museum  
STATION  
November 17, 2001  
Stockbridge, MA 01262

PEANUTS QUINN FERRERIS SPEAKERS INC  
Speak Softly and Carry a Beagle: The Art of Charles Schultz

November 17, 2001  
*Norman Rockwell Museum*  
THE NORMAN ROCKWELL  
MUSEUM STATION  
POSTMASTER  
1 ELM ST  
STOCKBRIDGE MA 01262-9998

— Stamp Services,  
Government Relations and Public Policy, 10-4-01

## 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
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 Classification, 10-4-01

# Post Offices

## Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	16-5784	62552	IL	Oakley	Macon	Main Office	Post Office	04/18/1997	Post Office and ZIP Code discontinued. Establish a place name. Oakley IL becomes an acceptable last line for use with ZIP Code 62501.
New	16-0264	62501	IL	Argenta	Macon	Oakley	Place Name	04/18/1997	
Old	21-4251	71444	LA	Hineston	Vernon	Lacamp	Community Post Office	02/20/1999	Community Post Office and ZIP Code discontinued. <b>Establish a place name.</b> Lacamp LA becomes an acceptable last line for use with ZIP Code 71438.
New	21-4251	71438	LA	Hineston	Rapides	Lacamp	Place Name	02/20/1999	
Old	21-7475	70076	LA	Reserve	St John the Baptist	Mount Airy	Community Post Office	09/17/2001	This announcement changes the administrative office for this ZIP Code from Reserve LA to Garyville LA. Continue to use Mount Airy LA 70076 as last line for addresses.
New	21-3380	70076	LA	Garyville	St John the Baptist	Mount Airy	Community Post Office	09/17/2001	
Old	26-8220	56513	MN	Sabin	Clay	Baker	Community Post Office	11/18/2000	Community Post Office and ZIP Code discontinued. <b>Establish a place name.</b> Baker MN becomes an acceptable last line for use with ZIP Code 56580.
New	26-8220	56580	MN	Sabin	Clay	Baker	Place Name	11/18/2000	
Old	26-0230	56712	MN	Euclid	Polk	Angus	Community Post Office	08/05/2000	Community Post Office and ZIP Code discontinued. <b>Establish a place name.</b> Angus MN becomes an acceptable last line for use with ZIP Code 56762.
New	26-9595	56762	MN	Warren	Marshall	Angus	Place Name	08/05/2000	
Old	28-7830	65573	MO	Teresita	Shannon	Main Office	Post Office	03/31/1998	Post Office and ZIP Code discontinued. Establish a place name. Teresita MO becomes an acceptable last line for use with ZIP Code 65438.
New	28-0660	65438	MO	Birch Tree	Shannon	Teresita	Place Name	03/31/1998	
Old	27-0126	38763	MS	Anguilla	Sharkey	Nitta Yuma	Community Post Office	05/05/1999	Community Post Office and ZIP Code discontinued. <b>Establish a place name.</b> Nitta Yuma MS becomes an acceptable last line for use with ZIP Code 38721.
New	27-0156	38721	MS	Sharkey	Sharkey	Nitta Yuma	Place Name	05/05/1999	
Old	37-6272	58320	ND	Minnewauken	Benson	Brinsmade	Community Post Office	10/15/2000	Community Post Office and ZIP Code discontinued. <b>Establish a place name.</b> Brinsmade ND becomes an acceptable last line for use with ZIP Code 58351.
New	37-6272	58351	ND	Minnewauken	Benson	Brinsmade	Place Name	10/15/2000	
Old	37-9216	58014	ND	Wheatland	Cass	Chaffee	Community Post Office	08/05/2000	Community Post Office and ZIP Code discontinued. <b>Establish a place name.</b> Chaffee ND becomes an acceptable last line for use with ZIP Code 58079.
New	37-9216	58079	ND	Wheatland	Cass	Chaffee	Place Name	08/05/2000	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	37-8192	58432	ND	Spiritwood	Barnes	Eckelson	Community Post Office	08/05/2000	Community Post Office and ZIP Code discontinued. <b>Establish a place name.</b>
New	37-8192	58481	ND	Spiritwood	Stutsman	Eckelson	Place Name	08/05/2000	Eckelson ND becomes an acceptable last line for use with ZIP Code 58481.
Old	37-2400	58643	ND	Dickinson	Slope	Marmarth	Community Post Office	09/25/2001	This announcement changes the administrative office for this ZIP Code from Dickinson ND to Rhame ND. Continue to use Marmarth ND 58643 as last line for addresses.
New	37-7504	58643	ND	Rhame	Slope	Marmarth	Community Post Office	09/25/2001	
Old	30-7575	68054	NE	Richfield	Sarpy	Main Office	Post Office	05/23/1998	Post Office and ZIP Code discontinued. Establish a place name. Richfield NE becomes an acceptable last line for use with ZIP Code 68059.
New	30-8415	68059	NE	Springfield	Sarpy	Richfield	Place Name	05/23/1998	
Old	56-2090	54744	WI	Dallas	Barron	Hillsdale	Community Post Office	04/23/1998	Community Post Office and ZIP Code discontinued. <b>Establish a place name.</b>
New	56-2090	54733	WI	Dallas	Barron	Hillsdale	Place Name	04/23/1998	Hillsdale WI becomes an acceptable last line for use with ZIP Code 54733.
Old	57-2394	82631	WY	Douglas	Converse	Bill	Community Post Office	06/09/2001	Community Post Office, Place Name and ZIP Code discontinued. Use Douglas WY 82633 as last line of address.
New	57-2394	82633	WY	Douglas	Converse	Main Office	Post Office	06/09/2001	

— Office of Address Management, Chief Technology Officer, 10-4-01

#### HIGHWAY CONTRACT — BOX DELIVERY SERVICE

### October Surveys and Counts

Section 134.27 of Handbook P-5, *Highway Contract Routes — Box Delivery Service*, states that administrative officials must conduct surveys of contract box delivery routes when an administrative official, highway contract route (HCR) supplier, or manager, transportation contracts, elects for the survey and mail count.

Each administrative official forwards a PS Form 5406, *Box Delivery Contract Route Survey*, with other documentation, to the manager, transportation contracts, before the end of October of each year.

Along with the survey, a 1-week count of mail is to be conducted on each highway contract box delivery route on a route data volume count sheet provided by the manager, transportation contracts. This mail count must accompany each PS Form 5406 provided by the manager, transportation contracts.

— National Mail Transportation Purchasing,  
Purchasing and Materials, 10-4-01

REMINDER

**Shortage of Rotary Locks**

All Post Office personnel must review their inventory of rotary locks.

You must use rotary locks to secure registered mail and nonsaleable stamp stock in transit, whether in pouches, sacks, CON-CON® containers, or LD-3 Dacon containers. Rotary locks are a valuable asset to the Postal Service, and you must keep them in circulation for the Postal Service to reap the greatest return on investment. Rotary locks are preferred for use over metal seals for cost and environmental reasons.

Obtain an adequate supply of rotary locks from the servicing registry section of a processing and distribution center/facility (P&DC/F) or the Material Distribution Center.

Post Offices may not maintain more than a 5-day supply of rotary locks. Return defective locks for repair or supervised destruction to:

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

If your Post Office has greater than a 5-day supply of serviceable rotary locks, send the extra locks to the registry section of a P&DC/F.

— *Materials, Purchasing and Materials, 10-4-01*

**FY2002 A/P Planner in Material Distribution Center**

The FY2002 A/P Action Planner has been updated and contains relevant and useful information to assist you in generating revenue and in satisfying the needs of your employees and your customers.

The FY2002 A/P Action Planner is now in the Material Distribution Center (MDC). There is no automatic distribution of these planners. The individual cost is \$3.434.

Order the planner by one of the following means:

- **Touch Tone Order Entry:** Call 1-800-322-0317, 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:** Send a completed PS Form 7380 to the following address:

SUPPLY REQUISITION  
 500 SW GARY ORMSBY DR  
 TOPEKA KS 66624-9602

Please use the following information to order the FY2002 A/P Action Planner:

PSIN: O101  
 Description: FY2002 A/P Action Planner  
 PSN: 7610-03-000-5022  
 Unit of issue: EA (each)  
 Minimum Order Quantity: 1  
 Bulk Pack Qty: 28  
 Unit Price: \$3.434

— *Mailing Industry Relations, Strategic Marketing, 10-4-01*

# Postal Employees

## COMMUNITY RELATIONS

### Good News "Benjamin" Award Program

Thirty-one postmasters and supervisors from around the country received a Benjamin Trophy recently for their efforts in helping to promote a more positive image of the Postal Service. More than 300 postmasters, managers, and supervisors nationwide participated in the Postal Service's seventh annual Good News Program.

The Good News Program recognizes those managers who have gone the extra mile to help promote the Postal Service in their communities. Winners are determined by a cumulative point system. Each documented activity, event, newspaper clipping, and Postal Service appearance accumulates points. Managers with the highest number of points in their area and category win. There can be a maximum of six winners per area. Each year, 30 to 50 people are selected as winners.

Below is a list of the 2000/2001 Benjamin Award winners by area.

Area/Winner	# Wins	Title	City/State
<b>Allegheny</b>			
E. Janie Kolesar	1	Postmaster	Sabinsville, PA
Howard "Hobby" Liddick	2	Postmaster	Harrisburg, PA
Paul Turk, Jr.	2	Postmaster	Bethlehem, PA
Timothy Primerano	1	Postmaster	Scranton, PA
Catherine Pembroke	4	Manager	Philadelphia, PA
<b>Great Lakes</b>			
Gina Haisma	3	CRC	Grand Rapids, MI
Janet Hedrick	3	Postmaster	Kenney, IL
Stephen R. Bowling	1	Postmaster	Clinton, IL
Ronald A. Calloway	2	Postmaster	Rockford, IL
<b>Mid-Atlantic/Capital Metro</b>			
Tom Botkins	1	Postmaster	Blaine, KY
Pauline H. Applegate	6	Postmaster	Vanceburg, KY
<b>Midwest</b>			
Renee Arku	1	Retail Supervisor	Iowa City, IA
J. Peter Rehling	1	Postmaster	South Range, MI
Sandra Fears-Nail	5	Postmaster	Warrenton, MO
<b>New York Metro</b>			
George Colon	2	Postmaster	Staten Island, NY
Robert J. VanDerClock	2	Postmaster	Waldwick, NJ
<b>Northeast</b>			
Mary Martir	3	CRC	Binghamton, NY
Bennett K. Johnson	2	Postmaster	Limestone, NY
Laurie A. Timmons	1	Postmaster	Hartford, CT
<b>Pacific</b>			
JoAnne Rowles	5	CRC	Bakersfield, CA
Steve Kenton	2	Postmaster	Weldon, CA
Cheryl McAuliffe	2	Postmaster	Exeter, CA
Jean Campbell	2	Postmaster	Fresno, CA
<b>Southeast</b>			
Carol D. Klein	2	CRC	Augusta, GA
Vickie D. Shipley	1	Postmaster	Mountain Home, TN
Brenda K. McLaren	1	Postmaster	Pell City, AL
Patricia M. Vaiden	5	Postmaster	Fort Myers, FL
<b>Southwest</b>			
Andrew J. Tengeres	2	Postmaster	Norman, OK
<b>Western</b>			
Gerry Cacciatore	1	CRC	Denver, CO
Hazel M. Heydorn	1	Postmaster	Dragoon, AZ
William C. Farrell	3	Postmaster	Great Falls, MT



To learn more about the Good News “Benjamin” program, refer to *Postal Bulletin* 20054 (7-12-01, page 3) or contact your local Public Affairs and Communications CPS. You may also review Publication 701, *The Benjamin*, on the corporate intranet at <http://blue.usps.gov> (click on *Information*, then *Policies and Procedures*, then *Publications*, then either *By Document ID Number* or *By Title*, and then scroll down to Publication 701). Employees can place orders for Publication 701 from the Material Distribution Center (MDC) 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*, by cc:Mail to MDC Customer Service at TOKS001L.
- **Official Mail:** Send a completed PS Form 7380, *MDC Supply Requisition*, to the following address:

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

The relevant ordering information is as follows:

PSN: 7610-05-000-4437  
 PSIN: PUB701  
 Unit of Issue: Each  
 Quick Pick #: None  
 Bulk Pack Quantity: 500  
 Price: \$0.0532  
 Edition Date: June 2001

— Community Relations,  
 Public Affairs and Communications, 10-4-01

REVISED HANDBOOK

**Handbook EL-801, Supervisor’s Guide to Safety**

You can now order revised Handbook EL-801, *Supervisor’s Guide to Safety*, from the Material Distribution Center (MDC). This handbook provides guidance to managers, supervisors, and postmasters on preserving a safe work environment.

Managers should order enough copies for all their managerial or nonbargaining Postal employees. Postal employee development centers (PEDC) or district personnel offices should also order sufficient copies for Associate Supervisor Program (ASP) participants.

The revision incorporates changes due to the Postal Employee’s Safety Improvement Act (PESEA), effective September 1998. The guide stresses day-to-day safety and health responsibilities of line management. It covers how to determine accident causes, report accidents, inspect work areas, promote safety and health, and complete job safety analyses.

You can review Handbook EL-801 on the corporate intranet at <http://blue.usps.gov> (click on *Information*, then *Policies and Procedures*, then *Handbooks*, then either *By Document ID Number* or *By Title*, and then scroll down to

Handbook EL-801). Employees can place orders for Handbook EL-801 from the MDC 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*, by cc:Mail to MDC Customer Service at TOKS001L.
- **Official Mail:** Send a completed PS Form 7380, *MDC Supply Requisition*, to the following address:

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

The relevant ordering information is as follows:

PSN: 7610-02-000-9938  
 PSIN: HBK EL-800  
 Unit of Issue: Each  
 Quick Pick #: 358  
 Bulk Pack Quantity: 50  
 Price: \$0.5464  
 Edition Date: May 2001

— Safety Performance Management,  
 Employee Resource Management, 10-4-01

## Health Benefits Open Season

The 2001 Federal Employees Health Benefits Open Season is scheduled for November 12 through December 10, 2001. During this open season, eligible employees may make any one, or a combination of, the following changes:

- Enroll if not enrolled.
- Change from one plan to another plan.
- Change from one option to another option.
- Change from Self Only to Self and Family.
- Change from Self and Family to Self Only.
- Cancel enrollment.
- Change from pre-tax to post-tax payment of health insurance premiums, or vice versa.

Enrollment changes and new enrollments made during the 2001 open season will be effective January 12, 2002 (Pay Period 03-02).

**Special Note:** *The 2002 plan year will end on December 31, 2002. Based on current information provided by the Office of Personnel Management (OPM), the 2003 plan year and all future plan years will begin on January 1.*

### Distribution of Open Season Materials

#### Employees

Prior to the start of open season, the *2002 Guides to Federal Employees Health Benefits (FEHB) Plans* for (1) Career employees (RI 70-2); (2) Nurses (RI 70-2B); (3) Postal Inspection Service and Office of Inspector General (OIG) employees (RI 70-2IN); and (4) Certain temporary noncareer employees (RI 70-8PS) will be mailed from the national level to each employee's address of record. Each 2002 Guide includes:

- An overview of FEHB Program eligibility requirements and election choices during open season.
- A comparison of biweekly premium costs of participating plans.
- An explanation of the pre-tax payment feature, including a revised listing of qualified life status changes.
- Enrollee survey results provided by the individual health plans.
- Information about accreditation of the key systems and processes that managed care organizations use.

#### Installations

There is a change in the distribution list for the materials that are being distributed automatically. Distribution will be made to the same list used for Thrift Savings Plan (TSP) and Flexible Spending Account (FSA) materials

distribution. This distribution is to all customer service district offices, processing and distribution centers, airport mail centers, bulk mail centers, remote encoding centers, the Office of Inspector General and selected Postal Inspection Service Divisions, and selected Headquarters field units.

Personnel offices will receive through automatic distribution:

- RI 70-2, *2002 Guide to FEHB Plans* (postal career employees) — NSN 7690-03-000-3774.
- RI 70-2IN, *2002 Guide to FEHB Plans* (United States Postal Service (USPS) Inspectors and Office of Inspector General employees).
- RI 70-5, *2002 Guide to FEHB Plans* (temporary continuation of coverage and former spouses) — NSN 7690-03-000-3772.
- Most fee-for-service plan brochures.

Personnel offices must requisition the following item from the Topeka Material Distribution Center (MDC) using the item number, name, and national stock number (NSN):

- RI 70-8 PS, *2002 Guide to FEHB Plans* (certain temporary/non-career employees) — NSN 7690-03-000-3754.

Automatic distribution by the Rural Carrier Benefit Plan will be made to District and Area Human Resources offices (not to the TSP/FSA installation distribution list). Offices may also requisition additional copies from the Topeka MDC:

- RI 72-5, *Rural Carriers Benefit Plan* (individual plan brochure for the Rural Carriers closed enrollment fee-for-service plan) — NSN 7690-03-000-3809.

Order directly from General Services Administration (GSA) Supply Centers using normal FEDSTRIP/MILSTRIP procedures. Contact your local procurement or material management staff for specific instructions.

- SF 2809, *Health Benefits Registration Form* (July 1999 edition only) — NSN 7540-01-231-6227.

Order from Headquarters Compensation Insurance Officer, if needed (limited supply):

- RI 70-2B, *2002 Guide to FEHB Plans* (for Nurses).
- PS Form 8201, *Pre-Tax Health Insurance Premium Waiver/Restoration Form for Career Employees*.
- PS Form 8202, *Pre-Tax Health Insurance Premium Waiver/Restoration Form for Non-career Employees*.

Order directly from plan sponsors:

- Brochures for health maintenance organizations (HMOs) and Point-of-Service Plans (POs).

## Additional Information

Publication 12, *Health Benefits Open Season Administrative and Processing Information* (November 2001), addresses FEHB open season administrative issues in more detail than the various guides. It contains information on:

- Open season materials, including details of when and how to requisition a residual supply of materials.
- Eligibility requirements for coverage.
- A list of FEHB health plan withdrawals and other changes.

- Comprehensive medical plan (HMO) contact information.
- Personnel processing information.
- Open season publicity material.

Publication 12 may be found on the Postal Service Human Resources Intranet web site at <http://blue.usps.gov/cpim/ftp/pubs/pub12.pdf>.

*Compensation,  
Employee Resources Management, 10-4-01*

## National, International, and Special Relief Organizations

Local organizations begin on page 70.

**CFC #1401**  
**Adventist Development & Relief Agency International**  
 12501 Old Columbia Pike  
 Silver Spring, MD 20904-6600  
 (800) 424-ADRA  
[www.adra.org](http://www.adra.org)

**CFC #0437**  
**America's Second Harvest**  
 35 E. Wacker Dr., #2000  
 Chicago, IL 60601-2200  
 (800) 771-2303  
[www.secondharvest.org](http://www.secondharvest.org)

**CFC #0700**  
**American Red Cross  
 Disaster Relief Fund**  
 PO Box 37243  
 Washington, DC 20013-7243  
 (800) HELP NOW  
[www.redcross.org](http://www.redcross.org)

**CFC #0333**  
**AmeriCares**  
 161 Cherry Street  
 New Canaan, CT 06840-4818  
 (800) 486-HELP  
[www.americares.org](http://www.americares.org)

**CFC #0416**  
**Amnesty International of the USA**  
 600 Pennsylvania Avenue, SE  
 Washington, DC 20003-9997  
 (212) 807-8400  
[www.aiusa.org](http://www.aiusa.org)

**CFC #0419**  
**Anxiety Disorders Association of America**  
 11900 Parklawn Drive, Suite 100  
 Rockville, MD 20852-2624  
 (301) 231-9350  
[www.adaa.org](http://www.adaa.org)

**CFC #2022**  
**Association of Gospel Rescue Missions**  
 90 Lafayette Street  
 New York, NY 10013-4416  
 (212) 226-6214  
[www.rescuemissions.org](http://www.rescuemissions.org)

**CFC #0848**  
**Association of Jewish Family and Children's Agencies,  
 Inc.**  
 557 Cranbury Road, Suite 2  
 East Brunswick, NJ 08816-5419  
 (732) 432-7120  
[www.ajfca.org](http://www.ajfca.org)

**CFC #2002**  
**Baptist World Alliance  
 Baptist World Aid**  
 405 North Washington Street  
 Falls Church, VA 22046-3410  
 (703) 790-8980  
[www.bwanet.org](http://www.bwanet.org)

**CFC #0874**  
**Burchette, Connors, Ellington, Hereford, Lynch  
 Memorial College Education Fund**  
 c/o FBIAA  
 271 North Avenue  
 New Rochelle, NY 10801-5104  
 (914) 235-7580

**CFC #2744**  
**Children's Feeding Network**  
 1045 Union Rd.  
 St. Louis, MO 63123-6648  
 (636) 282-1323  
[www.childrensfeedingnetwork.org](http://www.childrensfeedingnetwork.org)

**CFC #2026**  
**Children's Food Fund/World Emergency Relief**  
 2270-D Comino Vida Roble  
 Carlsbad, CA 92009-1503  
 (888) HUG-4-KID  
[www.worldemergency.org](http://www.worldemergency.org)

**CFC #0310****Church World Service/CROP**

PO Box 968  
Elkhart, IN 46515-0968  
Note "Domestic Attacks Recovery" on check  
(800) 297-1516  
[www.churchworldservice.org](http://www.churchworldservice.org)

**CFC #2032****Compassion International**

(800) 336-7676  
[www.compassion.com](http://www.compassion.com)

**CFC #1209****Concerns of Police Survivors, Inc. (COPS)**

S. Highway 5  
Camdenton, MO 65020-9588  
(573) 346-4911  
[www.nationalcops.org](http://www.nationalcops.org)

**CFC #0491****Covenant House**

346 West 17th Street  
New York, NY 10011-5020  
(800) 999-9999  
[www.covenanthouse.org](http://www.covenanthouse.org)

**CFC # 2108****Disabled American Veterans Charitable Service Trust**

3725 Alexandria Pike  
Cold Spring, KY 41076-1712  
(859) 441-7300  
[www.dav.org](http://www.dav.org)

**CFC #1813****Dogs for Disabled Americans**

305 Redemption Rock Trail South  
Princeton, MA 01541-1211  
(978) 422-9064  
[www.neads.org](http://www.neads.org)

**CFC #2982****Drug Enforcement Administration Survivors Benefit Fund**

2020 Pennsylvania Avenue, NW, PMB 659  
Washington, DC 20006-1811  
(202) 905-8885

**CFC #2400****Educate America: Scholarship Fund for the Surviving Children of the Victims of Black Tuesday**

21 Tamal Vista Blvd, #209  
Corte Madera, CA 94925-1147  
(800) 626-7094  
[www.educateamerica.org](http://www.educateamerica.org)

**CFC #0470****Father Flanagan's Boys' Home**

PO Box 7000  
Boys Town, NE 68010-7000  
(800) 217-3700  
[www.boystown.org](http://www.boystown.org)

**CFC #2808****Federal Employee Education & Assistance Fund**

8441 W. Bowles Ave.  
Suite 200  
Littleton, CO 80123-9501  
(303) 933-7580  
[www.feea.org](http://www.feea.org)

**CFC #2052****Feed the Children**

(800) 525-7575  
[www.feedthechildren.org](http://www.feedthechildren.org)

**CFC #2044****Food for the Hungry**

7729 East Greenway Road  
Scottsdale, AZ 85260-1795  
(800) 248-6437  
[www.fh.org](http://www.fh.org)

**CFC #2838****Guide Dog Foundation for the Blind**

371 East Jericho Turnpike  
Smithtown, NY 11787-2976  
(800) 548-4337  
[www.guidedog.org](http://www.guidedog.org)

**CFC #2752****Healing the Children Northeast**

212 Kent Road, Suite 11  
New Milford, CT 06776-5520  
(860) 355-1828  
[www.healingthechildrenca.org](http://www.healingthechildrenca.org)

**CFC #2093****International Aid**

17011 W. Hickory  
Spring Lake, MI 49456-9795  
(616) 846-7490  
[www.internationalaid.org](http://www.internationalaid.org)

**CFC #0495****International Association of Fire Fighters Burn Foundation**

1750 New York Avenue, NW  
Washington, DC 20006-5395  
(202) 737-8484  
[www.iaff.org](http://www.iaff.org)

**CFC #0351****International Relief Teams**

c/o Terrorist Victims' Disaster Fund  
3547 Camino Del Rio South, Suite C  
San Diego, CA 92108-4024  
(619) 284-7979  
[www.irteams.org](http://www.irteams.org)

**CFC #1146****KidsPeace Corporation**

1650 Broadway  
Bethlehem, PA 18015-3998  
(800) 257-3223  
[www.kidspeace.org](http://www.kidspeace.org)

**CFC # 1215**

**Kiwanis International Foundation**  
3636 Woodview Trace  
Indianapolis, IN 46268-3196  
(800) 549-2647  
[www.kiwanis.org/kif](http://www.kiwanis.org/kif)

**CFC #2809**

**Lions Club International Foundation**  
300 W. 22<sup>nd</sup> Street  
Oak Brook, IL 60523-8842  
(630) 571-5466  
[www.lionsclub.org](http://www.lionsclub.org)

**CFC #0335**

**Lutheran World Relief  
Disaster Response**  
PO Box 71764  
Chicago, IL 60694-1764  
800-LWR-LWR2  
[www.lwr.org](http://www.lwr.org)

**CFC #2134**

**Marine Corps Law Enforcement Foundation, Inc.**  
PO Box 37  
Mountain Lakes, NJ 07046-0037  
[www.mc-lef.org](http://www.mc-lef.org)

**CFC #0365**

**Mercy Corps International  
US Emergency Fund**  
PO Box 2669  
Department W  
Portland, OR 97208-2669  
(800) 852-2100  
[www.mercycorps.org](http://www.mercycorps.org)

**CFC #2988**

**Mercy MedFlight, Inc.**  
200 Texas Way, Hangar 23N  
Fort Worth, TX 76106-2782  
(817) 626-6082  
[www.mercymedflight.org](http://www.mercymedflight.org)

**CFC #2118**

**Military Chaplains Association**  
4300 North 24<sup>th</sup> Road  
Arlington, VA 22207-4017  
(202) 574-2423  
[www.mca-usa.org](http://www.mca-usa.org)

**CFC #2849**

**Miracle Flight for Kids**  
2756 North Green Valley Parkway, #115  
Green Valley, NV 89014-2120  
(800) 359-1711  
[www.miracleflights.org](http://www.miracleflights.org)

**CFC #2970**

**National Fallen Firefighters Foundation**  
PO Drawer 498  
Emmitsburg, MD 21727-0498  
(301) 447-1365  
[www.firehero.org](http://www.firehero.org)

**CFC #0544**

**National Hospice and Palliative Care Organization**  
1700 Diagonal Road  
Suite 300  
Alexandria, VA 22314-2848  
(703) 837-3140  
[www.nhpco.org](http://www.nhpco.org)

**CFC #1116**

**National Law Enforcement Officers Memorial Fund**  
605 E Street, NW  
Washington, DC 20004-2204  
(202) 737-3400  
[www.nleomf.com](http://www.nleomf.com)

**CFC #2113**

**National Military Family Association**  
6000 Stevenson Avenue, Suite 304  
Alexandria, VA 22304-3526  
(703) 823-NMFA  
[www.nmfa.org](http://www.nmfa.org)

**CFC #2609**

**National Organization for Victim Assistance**  
1730 Park Road, NW  
Washington, DC 20010-2105  
(202) 232-6682  
[www.try-nova.org](http://www.try-nova.org)

**CFC #2018**

**Nazarene Compassionate Ministries, Inc.**  
720 S. Rogers Road, Suite A  
Olathe KS 66062-1703  
(800) 214-4999  
[www.ncm-inc.org](http://www.ncm-inc.org)

**CFC #0465**

**Ronald McDonald House Charities**  
One Kroc Drive  
Oak Brook, IL 60523-2275  
(630) 623-7048  
[www.rmhc.org](http://www.rmhc.org)

**CFC #0338**

**The Salvation Army**  
PO Box 269  
Alexandria, VA 22313-0269  
(800) SAL ARMY  
[www.salvationarmy-usaeast.org/disaster](http://www.salvationarmy-usaeast.org/disaster)

**CFC #0100**

**The September 11<sup>th</sup> Fund  
c/o United Way of America**  
701 North Fairfax Street  
Alexandria, VA 22314-2062  
(703) 836-7100  
[www.national.unitedway.org](http://www.national.unitedway.org)

**CFC #0474**

**Shriners Hospitals for Children**  
2900 Rocky Point Dr.  
Tampa, FL 33607-1460  
(800) 241-4438  
[www.shrinershq.org](http://www.shrinershq.org)

**CFC #0352**  
**United Methodist Committee on Relief**  
**Domestic Disaster Response**  
 475 Riverside Drive, Room 330  
 New York, NY 10115-0111  
 (800) 841-1235  
[www.gbgm-umc.org](http://www.gbgm-umc.org)

**CFC #2025**  
**World Concern**  
**NY Relief**  
 19303 Fremont Ave. North  
 Seattle, WA 98133-3800  
 (800) 755-5022  
[www.worldconcern.org](http://www.worldconcern.org)

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## Local Relief Organizations — New York City, NY

**American Red Cross in Greater NYC**  
**150 Amsterdam Avenue**  
 New York, NY 10023-5025  
 (212) 787-1000  
[www.nyredcross.org](http://www.nyredcross.org)

**Federation of Protestant Welfare Agencies**  
**281 Park Avenue South**  
 New York, NY 10010-6125  
 (202) 777-4800  
[www.fpwa.org](http://www.fpwa.org)

**Salvation Army, Greater NY Division**  
**120 West 14<sup>th</sup> Street**  
 New York, NY 10011-7301  
 (212) 337-7200  
[www.christianity.com](http://www.christianity.com)

**Jewish Board of Family & Children's Services**  
 120 West 57<sup>th</sup> Street  
 New York, NY 10019-3320  
 (212) 582-9100

**United Way of NYC**  
**2 Park Avenue**  
 New York, NY 10016-5605  
 800-232-UWAY  
[www.uwnyc.org](http://www.uwnyc.org)

**Mental Health Association of NYC**  
 666 Broadway, Suite 200  
 New York, NY 10012-2317  
 (202) 254-0333

**Catholic Charities**  
**Archdiocese of New York**  
 1011 First Avenue  
 New York, NY 10022-4189  
 (212) 371-1000

**United Hospital Fund of NY**  
**Empire State Building**  
 350 Fifth Avenue  
 New York, NY 10118-0110  
 (212) 494-0700

**Catholic Charities**  
**Diocese of Brooklyn**  
 191 Joralemon Street  
 Brooklyn, NY 11201-4353  
 (718) 722-6000  
[www.ccbq.org](http://www.ccbq.org)

**Visiting Nurses Assn**  
**Health Care Services**  
 111 Livingston Street, 20<sup>th</sup> Flr  
 Brooklyn, NY 11201-5078  
 (718) 720-2245

**Local Relief Organizations — Washington, DC**

**Andrews Air Force Base Community Fund**  
 1191 Menoher Drive  
 Andrews Air Force Base, MD 20331  
 (301) 981-7087

**Army Community Service/Ft. Belvoir**  
 9655 Belvoir Road  
 Ft. Belvoir, VA 22060-5561  
 (703) 805-3413

**Army Community Service  
 Ft. Myer Military Community**  
 201 Custer Road  
 Ft. Myer, VA 22211-1216  
 (703) 696-3510

**Bolling Air Force Base/Friends of Family Support**  
 188 Brookley Avenue, Room 100  
 Bolling Air Force Base, DC 20332  
 (202) 767-0450

**Committee for Helping Others**  
 PO Box 233  
 Vienna, VA 22183-0233  
 (703) 281-7614

**Ephesians Life Ministries**  
 1620 Elton Road, #204  
 Silver Spring, MD 20903-1760  
 (301) 439-7191

**Union Community Fund**  
 815 16<sup>th</sup> Street, N.W.  
 Washington, DC 20006-4101  
 (202) 974-8389

**United Way of Calvert County, MD**  
 530 Main Street  
 Prince Frederick, MD 20678-4178  
 (410) 298-0100

**Virginia Search and Rescue Association**  
 10222 Antietam Avenue  
 Fairfax, VA 22030-2102  
 (703) 213-4747

**United Way of Central Maryland**  
 100 S. Charles Street  
 Baltimore, MD 21201-2703  
 (410) 547-8000

*RURAL CARRIERS*

**Equipment Maintenance Allowance Schedule for Rural Routes**

In accordance with provisions of Article 9, Section 2.J.3 of the Rural Carrier National Agreement, effective October 6, 2001 (pay period 22-01), the equipment maintenance allowance (EMA) will decrease from 40.5 cents per mile to 39.0 cents per mile.

The EMA is 39.0 cents per mile, or a minimum of \$15.60 per day, whichever is greater.

**Auxiliary Rural Carriers, Rural Carrier Reliefs, Rural Carrier Associates, Rural Carrier Part-Time Flexibles, and Auxiliary Assistance**

Employees providing auxiliary assistance or serving auxiliary routes under provisions of Article 9, Section 2.J.5, receive an EMA of 39.0 cents per mile or a minimum of \$4.50 per hour, whichever is greater. This EMA should not exceed the amount provided in the special EMA for the route stops and miles.

**EMA Rate Schedule**

The EMA rate schedule on pages 72–73 supersedes all previously published rate schedules for employees receiving EMA.

**Optional EMA Rate**

The optional EMA rate, effective November 4, 2000, remains at 65 cents per mile.

— *Collective Bargaining and Arbitration, Labor Relations, 10-4-01*







## 2001 Combined Federal Campaign Guidelines

### Schedule and Responsibilities

Each fall, the Postal Service joins other federal agencies in the Combined Federal Campaign drive. In accordance with Office of Personnel Management (OPM) regulations, the campaign runs for a 6-week period between September 1 and December 15, as established by the Local Federal Coordinating Committee.

Vice presidents of Area Operations have campaign responsibility. Area offices must ensure that campaign information is disseminated to all offices in their jurisdiction.

### Guidelines Online

Publication 530, *Combined Federal Campaign Operational Guidelines*, May 1994, explains how to carry out a successful campaign. The November 1998 update of Publication 530 (only available on the Postal Service Intranet) revised position titles, facility locations, and dates of campaign. The OPM web site (<http://www.opm.gov>) offers additional information on the Combined Federal Campaign, including geographic boundaries.

### Pledge Form Management Instructions

1. Make sure local campaign staff check pledge forms for completeness.
2. Distribute pledge forms as follows:
  - a. Central Receipt and Accounting copy — submit to appropriate CFC official.
  - b. Employee copy — return to employee.
  - c. Payroll Office copy —

<i>If the employee has chosen to...</i>	<i>Then...</i>
Give a one-time contribution (cash, check, or money order),	Destroy the Payroll Office copy.
Make a contribution via payroll deduction,	<p>Make sure:</p> <ul style="list-style-type: none"> <li>– The Social Security Number is legible.</li> <li>– The deduction per pay period is indicated.</li> <li>– The amount per pay period is at least \$1.00.</li> <li>– The amount of the contribution is to be made via payroll deduction.</li> </ul> <p><b>Before January 1, 2002</b></p> <p>Mail the Payroll Office copy to the following address, making sure a full <i>return address for the CFC coordinator</i> is included with each batch of forms:</p> <p><b>EAGAN INFORMATION SERVICE CENTER USPS COMBINED FEDERAL CAMPAIGN POST OFFICE BOX 21777 EAGAN MN 55121-0777</b></p> <p>The Eagan ISC retains the payroll deduction portions of the pledge cards for 6 months.</p> <p><b>After January 1, 2002</b></p> <p>Submit to the local DDE/DR site for entry.</p> <p><b>Note:</b> All cards dated or sent after January 1, 2002, will be returned to the CFC coordinator for entry by the local DDE/DR site.</p>

3. Submit corrections to the local DDE/DR site, *not* to the Eagan ISC.

**Note:** All cards that are illegible or incomplete will be returned to the local CFC coordinator for local processing in pay period 03/02 or later.

Local DDE/DR sites are to be notified by broadcast message of their ability to access D20M, SDI-09 in pay period 03/02 for local entry, changes, or corrections. DDE/DR sites are not allowed access to D20M for CFC charity entries before that time.

## Final Report

At the end of each campaign, the Eagan Information Service Center (ISC) prepares a report from the Postal Payroll System of CFC contributions through payroll deduction (as of pay period 03) as the annual report of national CFC contributions. Each performance cluster manager receives a copy.

— *Employee Resource Management, 10-4-01*

# Purchasing and Materials

## Phase I Contract Awarded — Aggregated Natural Gas Contract

Purchasing and Materials and Environmental Management Policy (EMP) are working together on various supply chain management (SCM) initiatives to stabilize and reduce energy costs. On July 23, 2001, the Windsor Purchasing and Materials Service Center (PMSC) awarded the first aggregated natural gas requirements contract for 125 Postal Service facilities located in the Eastern Area (formerly Allegheny Area) (18), New York Metro Area (70), and Capital Metro Operations (37). The contract was awarded to Tiger Natural Gas, Inc., of Tulsa, Oklahoma, a small, minority, woman-owned, Native American supplier. The Windsor PMSC is directing and coordinating the contracting effort for these SCM initiatives as the designated Center of Excellence (COE) for energy-related procurements. EMP provides national energy program integration and technical support.

This contract was awarded for one year with a one-year renewal option. Deliveries began October 1 to most facilities. The balance of facilities will receive delivery on November 1. Under the terms of the contract, Tiger purchases the natural gas and transportation to the local servicing utility. The local utility delivers the natural gas to the Postal Service facility.

This contract award brings a level of price stability to this commodity. The cost of natural gas transportation is reduced by leveraging the requirements of many of the largest consuming facilities and by reducing administrative effort through use of a single contract. It is estimated that these areas will realize minimum savings of 11.5 percent on natural gas transportation.

### Benefits to the Postal Service

This contract provides the following benefits to the Postal Service:

- Consolidated invoices for transportation and utility delivery.
- Electronic data interchange (EDI) billing (within 6 months of contract award).

- Accurate and timely consumption data (through electronic file transfer and EDI).
- Improved buying practices and identification of further cost saving measures.

The largest natural gas consumers in these areas are included in this Phase I contract. Low-to-moderate consuming facilities in these areas will continue to receive natural gas transportation and delivery through their current utility. These low-to-moderate consuming facilities, however, may later be included by a contract modification subject to data availability, market price, cost savings, and/or cost avoidance potential.

### Other Energy SCM Initiatives

The Postal Service partnered with the General Services Administration (GSA) to take advantage of the recent deregulation of electricity in New York state. Under this partnership, GSA collected consumption data, prepared the solicitation, and contracted with a third party to conduct a reverse auction for electricity generation. On April 25, GSA awarded a three-year firm fixed cost contract to AES New Energy to provide electricity generation at the rate of \$.1080 cents per kilowatt-hour.

Under this contract, 275 Postal Service facilities located in the New York Metro Area began receiving electricity from AES New Energy in June. This award also brings a level of price stability by securing a firm-fixed price for electricity generation for the next three years. It is estimated that these facilities will achieve minimum cost avoidance of 25 percent on the cost of electricity generation annually. Based on aggregated annual spending, cumulative cost avoidance will be significant.

### Phase II Natural Gas

The Energy COE is collecting data for a Phase II aggregated natural gas contracting effort for the largest facilities located in the Northeast, Southeast, Southwest, Great Lakes, Western, Eastern, and Pacific Areas. A multiple contract award is expected in April–May 2002.

## Electricity Purchases

Similar data collection efforts are under way to purchase electricity generation in those deregulated states with competitive electricity markets. These states include Texas, Ohio, Maine, Arizona, and Massachusetts. Contract awards are expected in January–February 2002.

For questions, call Deborah Wilcox-Loos, purchasing specialist, Windsor PMSC, 1-860-285-7343.

— *Purchasing Policies and Programs, Purchasing and Materials, 10-4-01*

## 2002-Year Type for Hand Stamp and Cancelling Machines

The 2002-year type for hand stamp and cancelling machines will be automatically distributed to all Postal Service facilities that received 2001-year types for hand stamps and cancelling machines. The Material Distribution Center (MDC) mailed postcard notifications September 21, 2001, to each Postal Service facility that received the 2001-year type.

**If NO changes in year types are needed, do NOT mail the postcard.**

If changes are needed, each site must make changes on the preaddressed postcard and drop it in the mail. Complete instructions are on the postcard.

If your facility needs the 2002-year type for hand stamp or cancelling machines but has not received a postcard notification by October 12, 2001, contact Materials Customer Service at 800-332-0317, option 4, no later than October 19, 2001. Please be ready to give the customer service representative the PSIN number for the item needed, the quantity, and the Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) number for the ordering facility. The MDC will ship the year type no later than December 15, 2001. Allow 10 to 14 days for delivery.

To determine the proper year type for cancelling machines, check the model number on the machine nameplate. Use Exhibit 15 in Publication 247, *Supply and Equipment Catalog*, as a guide for ordering the correct type.

1. PSIN O76E for Models D, K, and G new style cancelling machines using 77, 225, and 218-A die hubs (NSN 7520-01-363-9283).

2. PSIN O103HD2 for Models HD-2 cancelling machines (NSN 7490-00-920-9277).
3. PSIN O217E for Model G cancelling machines using 218 die hubs (NSN 7520-01-363-9279).
4. PSIN O691G for Model Flier and M machines using 1207-G die hubs (NSN 7520-01-363-9280).
5. PSIN O702A for steel postmarked, hammer type (NSN 7520-01-363-9281).
6. PSIN O718A for steel post marker, rotary type (NSN 7520-01-363-9282).
7. PSIN O642 rubber, for use on Nos. 550, 570, 552 (NSN 7520-01-000-9100).
8. PSIN O744, steel, for use w/ No. 700 w/o flange (NSN 7520-01-364-1911).
9. PSIN O747, steel, for use w/ No. 700 w/ flange (NSN 7520-01-364-3887).

The 2002-year type for Mark II Facer Cancellers, NSN 7490-04-000-2002, will be distributed automatically to all plant maintenance facilities that received the 2001-year type. This year type is also used on the flats cancelling machine (Model 15) and the advanced facer canceller system (AFCS) machine, both lead and trail. Only plant maintenance facilities may order this year type. Plant maintenance facilities are responsible for supplying this year type to all offices they service.

— *Materials, Purchasing and Materials, 10-4-01*

## Exclusive Tire Contract Awarded to Goodyear

On September 8, 2001, the Memphis Purchasing and Materials Service Center (PMSC), working with Delivery Vehicle Operations, awarded a 10-year contract to The Goodyear Tire & Rubber Company to supply all new tire needs of the Postal Service. Goodyear became the exclusive supplier of new tires for the Postal Service on September 30, 2001, after the current tire contracts expired.

Under the Goodyear contract agreement, the Postal Service expects to purchase approximately 235,000 new Goodyear tires each year to outfit its fleet of more than 200,000 trucks, vans, and delivery vehicles. The nationwide fleet of Postal Service vehicles travels a combined total of more than 1.1 billion miles annually. The Postal Service expects to save at least 10 percent on the cost of tires each year for the life of the contract.

Items of supply, ordering instructions, supplier contact names, and telephone numbers were provided in *Vehicle Maintenance Bulletin* V-16-01, Tire Ordering Contract, September 12, 2001.

As part of the contract agreement, participating Goodyear retailers, as an added value, will offer all Postal Service employees significant savings on their personal tire and automobile service needs under a special Goodyear VIP Program. VIP Program discounts include:

- Lube, oil, and filter for \$14.95 (most vehicles).
- 15 percent off automotive services.\*
- 10 percent off Goodyear-brand tires.\*

\* Percentage discounts are off-sale, everyday, or retail prices — whichever price is the lowest.

The VIP Program is scheduled to begin in the first quarter of postal fiscal year 2002. Program specifics for participation and the exact effective date will be announced in either a future *Postal Bulletin* article or in another Postal Service publication.

— *Purchasing Policies and Programs,  
Purchasing and Materials, 10-4-01*

### PUBLICATION 247 CORRECTION

## Ordering Procedures for Postmarking Ring Dies and Die Hubs

In *Postal Bulletin* 22045 (3-8-01, page 60), the last Part # in section 123.3231 for Hanley Postal Supply, Inc., was listed incorrectly.

The correct Part # is 256478-2.

— *Materials, Purchasing and Materials, 10-4-01*

## Quick Pick List

When accessing the material distribution center (MDC) Touch Tone Order Entry (TTOE) system, sites can use either the 13-digit stock number or the three-digit quick pick number (if one has been assigned). Included in this *Postal Bulletin* are the most recent quick pick list on pages 79-88 and the instructions for using TTOE on page 78. These instructions and the *most current* quick pick list can also be downloaded from the Purchasing and Materials Web site at <http://blue.usps.gov/purchase/material> (click on *Download Files*, then *Other Files*, and then *QuickPick*).

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

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

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

**TOUCH TONE ORDER ENTRY**

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

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

**TOLL FREE ORDER LINES**

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

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

**PROCESSING TIMES**

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

**HOW TO REGISTER**

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

**HOW TO ACCESS THE SYSTEM**

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

Press

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

**TO PLACE AN ORDER**

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

Enter **13 digit NSN** (check **PUB223** or **PUB247** for the correct NSN.)  
After the prompt,

Enter Quantity then press the \* key.

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

The System will repeat the **Quantity** ordered

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

Press

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

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

Press **2** to order by 3 digit Quick Pick#

Enter **3 digit Quick Pick Number**  
After the prompt,

enter **Quantity** then press the \* key.

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

The System will repeat the **Quantity** ordered

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

Press

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

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

**ONLY MAINTENANCE CAPABLE OFFICES WILL BE GIVEN THE OPPORTUNITY TO USE THIS OPTION – ORDERS ARE PROCESSED HOURLY**

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

Enter the vending part **13 digit NSN**

After the prompt,

Enter Quantity then press the \* key.

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

The System will repeat the **Quantity** ordered

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

Press

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

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

Press **1** for Express Mail, Press **2** for Priority Mail

Press **#** to return to Main Menu

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

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

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

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

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

After the prompt,

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

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

The System will repeat the **Quantity** ordered

Press

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

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

**CONTACT MES @ 202-281-2620 WITH ANY DISCREPANCIES OR IF ORDER IS NOT RECEIVED IN 3 WEEKS.**

**TO EXIT THE SYSTEM**

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

If your order was accepted, you will be given a 9-digit order number consisting of the last four digits of the FEDSTRIP along with 4-digits of the Julian date and ending with an "S". You will also be given the total number of items ordered and total approximate cost. In addition, you will be given a chance to transfer to a customer service representative.

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

**How To Get Help**

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

MATERIAL DISTRIBUTION CENTER  
500 SW GARY ORMSBY DR  
TOPEKA KS 66624-9998

**Quick Pick List — Supply Items (FY2002, catalog date 9/14/2001)**

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
342	ASMISSUE	7610-02-000-9881	MANUAL, ADMIN SUPPORT	EA	5.2283	1	10	
001	CA1	7530-03-000-9308	FORM, NOT INJ/CL COMP	SH	0.021	1	2000	
344	CA16	7530-03-000-9302	FORM, AUTH FOR EXAMINATION AND/OR TREATMENT	SH	0.0704	1	2000	
002	CA17	7530-03-000-9116	FORM, DUTY STATUS REPORT	SH	0.0222	1		*
345	CA2	7530-03-000-9152	FORM, COMP CLAIM OCCUP DISE	SH	0.0439	1	1500	
486	CA7/CA20	7530-03-000-9195	FORM, COMPENSATION CLAIM	SH	0.0547	1	1200	
346	D1147	7530-01-364-3429	CARD, CARRIER INFORMATION	EA	0.1355	1	500	
347	D1148	7530-01-000-9249	CARD, COLLECTION TEST	EA	1.5818	1	300	
348	D1149	8465-02-000-8093	CONTAINER, RUBBER BAND	EA	3.29	1	50	
349	D1168	7110-02-000-8002	LEG, COLLECTION BOX	EA	5.9234	1	30	
003	D1200F	8465-01-141-0813	BAG, SACHEL, MAIL CARRIER'S	EA	18.1351	1	25	
004	D1211A	5340-01-365-1060	STRAP, LEATHER (40 INCHES LONG)	EA	1.876	1	200	
005	D1211B	5340-02-000-8196	BUCKLE	EA	0.1795	1	400	
006	D1211C	5340-00-205-5574	SNAP HOOK, SWIVEL	EA	0.3991	1	400	
007	D1212	8465-01-365-7843	PAD, SHOULDER STRAP	EA	2.0294	1	100	
350	D1216E	5340-02-000-8129	STRAP TIE NYLON MED	EA	0.85	1	500	
008	D1216F	5340-01-365-6143	STRAP, TIE, NYLON, LARGE	EA	0.91	1	300	
351	D1218	5365-01-000-9101	RINGS, KEY	EA	0.0239	1	7000	
054	DEC55A	7690-02-000-8286	DECAL, MAIL EMBLEM, EAGLE, LG 10 X WD 10 INCHES,	EA	1.3067	1	500	
055	DEC55B	7690-03-000-5742	DECAL, COLLECTION SCHEDULE	EA	0.277	1	1500	
056	DEC55C	7690-02-000-8288	DEC, DEPOSIT FOR MAIL COLL	EA	0.0845	1	10000	
517	DECDDD1	7690-04-000-6662	DEC, STOP IMPORTANT CUSTOMER INFO	EA	0.0475	50	1000	
518	DECDDD3	7690-04-000-6666	DEC, STOP IMPORTANT CUSTOMER INFO	EA	0	1	1500	
352	DMMISSUE	7610-03-000-9331	MANUAL, DOMESTIC MAIL	EA	6.1321	1	5	
009	DS11	7530-03-000-3540	FORM, PASSPORT APPLICATION	EA	0	250	3000	
010	DSP82	7530-01-000-9261	FORM, PASSPORT APPLICATION BY MAIL	SH	0	100	2000	
353	ELMISSUE	7610-02-000-9963	MANUAL, EMPLOYEE LABOR RELATIONS	EA	5.324	1	10	
354	EMO4	7530-01-365-8691	ENV, MONEY ORDER, WINDOW, 3.5" X 6.5"	EA	0.0103	100	5000	
011	EP101	7530-01-364-3875	ENV, GEN USE, 11" X 12.5", WHITE	EA	0.0383	100	500	
012	EP104	7530-01-365-4677	ENV, GEN USE, 12" X 16" WHITE	EA	0.0932	100	500	
355	EP11	7530-01-364-3876	ENV, COMB.REGISTRY BILL CONTAINER	EA	0.0606	50	1250	
021	EP186	7530-00-767-5707	ENV, GEN USE, 3.625" X 6.5", WHITE	EA	0.007	500	5000	
022	EP1865D	7530-01-363-9264	ENV, POSTAGE DUE, 3-5/8" X 6.5", WHITE	EA	0.0069	500	5000	
459	EP189	7530-01-363-9266	ENV, GEN USE, 3-7/8" X 8-7/8", WHITE	EA	0.0088	500	2500	
023	EP194	7530-01-363-9267	ENV, GEN USE, 4.5" X 10.75", WHITE	EA	0.0102	500	2500	
356	EP396	7530-01-363-9270	ENV, REGISTRY JACKET, (INTERNATIONAL)	EA	0.2183	50	500	
024	EP399	7530-01-363-9559	ENV, REUSEABLE REG MAIL CONTAINER	EA	0.1458	100	500	
025	EP433	7530-00-935-6578	ENV, WINDOW, 3.875" X 8.875", WHITE	EA	0.0102	500	2500	
026	EP51	7530-01-043-7620	ENV, GEN USE, 6" X 9.5", WHITE	EA	0.0137	250	2000	
027	EP875	7530-01-000-9642	ENV, GEN USE, 9.5" X 12.5", WHITE	EA	0.032	100	500	
028	EP9	7530-01-000-9270	ENV, BILL FOR REGISTERED MAIL, 4" X 6"	EA	0.1179	50	1250	
029	EP93	7530-00-935-6547	ENV, GEN USE, 10" X 15", WHITE	EA	0.0585	1	500	
508	HBKDM901	7610-01-000-9064	HBK, REGISTERED MAIL	EA	0.72	1	80	
357	HBKEL502	7610-01-000-9077	HBK, RETIREMENT GDE	EA	0.3599	1	100	
358	HBKEL801	7610-02-000-9938	HBK, SUPERVISOR'S SAFETY HBK	EA	1.3661	1	50	
493	HBKEL812	7610-03-000-9190	HBK, HAZARDOUS MATERIALS	EA	0.166	1	320	
359	HBKEL814	7610-01-000-9089	HBK, EMPLOYEE'S GUIDE TO SAFETY	EA	0.1049	1	400	

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030	HBKEL901	7610-03-000-3827	HBK, AGR PS NALC	EA	0.778	1	50	
484	HBKEL902	7610-01-000-9092	HBK, AGREE USPS/NRLCA	EA	0.4467	1	60	
362	HBKM39	7610-01-000-9178	HBK, MGMT DELIVERY SERVICES	EA	1.2533	1	36	
476	HBKM41	7610-03-000-3553	HBK, CITY DLVY DUTIES	EA	1.213	1	40	
031	HBKPO423	7610-03-000-9081	HBK, REQUISITIONING LABELS	EA	4.8048	1	60	
363	HBKPO603	7610-02-000-7023	HBK, CARRIER DUTIES AND RESPONSIBIL	EA	0.8287	1	60	
032	IMMISSUE	7610-02-000-9904	MANUAL, INTERNATIONAL MAIL	EA	2.3328	1	14	
033	KIT8	7530-01-000-9373	KIT, CONSUMER PROTECTION	EA	0.2525	1	375	
034	LAB100	7690-03-000-9028	LAB, R T S POSTAGE DUE	SH	0.0202	1	6000	
364	LAB101V	7690-03-000-9299	LAB, PENALTY 1ST CLASS	EA	0.013	246	7380	
511	LAB127	7690-05-000-0717	LABEL, SURFACE TRANSPORTATION ONLY (250 PER ROLL)	RO	2.378		40	
042	LAB19A	7690-02-000-8745	LAB, AIRMAIL PAR AVION (50 PER PAD)	PD	0.1841	5	300	
043	LAB19B	7690-02-000-8746	LAB, AIRMAIL PAR AVION (250 PER PAD)	PD	0.4058	1	150	
044	LAB200	7690-03-000-9311	LAB, REGISTERED MAIL (600 PER ROLL)	RO	2.6286	1	30	
365	LAB208	7690-02-000-7029	LAB, BARCODED MAIL	EA	0.0206	1	5400	
046	LAB21	7690-03-000-9108	LAB, OFFICIALLY SEALED (250 PER PAD)	PD	0.3102	1	300	
047	LAB22	7690-02-000-7908	LAB, DEAD MAIL MATTER	EA	0.0132	100	16200	
050	LAB230	7690-02-000-8684	LAB, LOOP MAIL	EA	0.011	2		*
052	LAB3	7690-01-000-9791	LAB, ALL FOR SCF	RO	0.3998	1	100	
366	LAB33	7690-01-000-9043	LAB, WARNING PENALTY FOR DAMAGE TO MAILBOXES	EA	0.0329	100	8000	
053	LAB41	7690-03-000-9264	LAB, G-10, OPEN RETURN ADDRESS	EA	0.0117	252	7560	
057	LAB55D	7690-02-000-8289	LAB, PARCEL LOCKER LABEL	EA	0.0685	1	9000	
058	LAB6	7690-03-000-3740	LAB, VENDING EQU OUT OF OREDR	EA	0.1095	10	3000	
494	LAB87	7690-02-000-9962	LAB, REGISTERED OUTSIDE	SH	0.0121	1	20000	
060	LAB89	7690-03-000-9153	LAB, CLOSING REGIST MAIL CONTAINER (100 PER PAD)	PD	0.495	1	200	
369	LABA	7690-03-000-9313	LAB, ALL FOR ADC	RO	0.4373	1	100	
475	LABC	7690-01-000-9001	LAB, ALL FOR MULTICODE CITY	RO	0.4336	1	100	
370	LABCR	7690-03-000-9230	LAB, ALL FR CARR RTE	RO	0.3362	1	100	
061	LABD	7690-01-000-9003	LAB, 5-DIG ZIP CODE	RO	0.4593	1	100	
519	LABDDD2	7690-04-000-6664	LAB, STOP IMPORTANT CUSTOMER INFO (500 LABELS PER ROLL)	RO	0	1	10	
371	LABF	7690-01-000-9004	LAB, ALL FOR FIRM	RO	0.3081	1	100	
062	LABMXD	7690-03-000-8654	LAB, MIXED STATES	RO	0.2947		100	
495	MANPM	7610-03-000-9546	MANUAL, PURCHASING	EA	26.0389		5	
510	MDCD055	6135-04-000-5092	BATTERY, PACK (FOR THE MDCD)	EA	30	1	100	
372	NOT107	7610-01-000-9693	NOT, SOME THINGS WERE NEVER MEANT TO BE MAILED	EA	0.0412	1	3000	
373	NOT11	7610-03-000-9146	NOT, TIPS, TAGS, THANKS	EA	0.0381	100	1000	
374	NOT123	7610-03-000-9257	NOT, RATEFOLD	EA	0.075	1	300	
375	NOT186	7610-01-000-9712	NOT, ZIP+4 CODES	EA	0.0411	1	1800	
496	NOT209	7610-03-000-9145	NOT, MAILBOX IMPROVEMENT WEEK	EA	0.0242	1		*
491	NOT32B	7610-03-000-8332	NOT, BX FEE DUE (FIM B) (NON-BAR CODED)	EA	0.0187	250	3000	
492	NOT32C	7610-03-000-8333	NOT, BX FEE DUE (FIM C) (BAR CODED)	EA	0.0256	250	3000	
507	NOT32N	7610-04-000-5093	NOT, NO-FEE P.O.B. RENEWAL NOTICE	EA	0.0159	1		*
066	NOT38	7610-03-000-9147	NOT, APPROACHES TO MAILBOXES	EA	0.011	1		*
378	NOT3A	7610-03-000-9053	NOT, TEMPLATE LETTER SIZE	EA	0.4538		200	
380	NOT67	7610-02-000-9906	NOT, AUTOMATION TEMPLATE	EA	0.3956	1	500	
070	NOT70	7610-01-000-9670	NOT, USPS PRIVACY ACT NOTICE	EA	0.0122	1	3600	
381	O1033I	7240-01-365-4288	INSERT, BASKET W/ROPE LACING	EA	17.1509	1	5	



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382	O1036	7690-01-365-4698	MARKER, IDENTIFICATION, COLOR-WHITE, PLASTIC	EA	1.72	1	100	
383	O1037A	7110-01-364-3428	DIVIDER, LTR CSE, PLSTC	EA	1.5268	1	100	
384	O1037B	7110-01-364-3427	DIVIDER, SEPARATION	EA	2.6206	1	50	
073	O1046I	7240-01-365-4289	INSERT, CANVAS HAMPER ASSY	EA	31.34	5		*
385	O1075A	7240-01-365-4291	INSERT, CART, UTILITY, W/LACING	EA	15.07	5		*
386	O1100F	7510-02-000-8761	AWARD, CERTIFICATE OF APPRECIATION, 8-1/2" X 11"	EA	0.1314	1	1600	
387	O1100H	7510-02-000-8762	AWARD, SERVICE, FOLDER (1 WINDOW)	EA	2.3708	1	30	
388	O1100K	7510-02-000-8763	AWARD, SERVICE, FOLDER (2 WINDOWS)	EA	2.6501	1	25	
390	O1250A	9905-01-365-4686	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	0.271	25		*
077	O1250B	9905-01-365-4687	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	0.271	25		*
391	O1250C	9905-01-365-4688	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	0.271	25		*
078	O1250D	9905-01-365-4689	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	0.271	25		*
392	O1250E	9905-01-365-4690	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	0.271	25		*
393	O1250F	9905-01-365-8706	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	0.271	25		*
079	O12C	7530-01-364-3029	LETTERHEAD, U.S. POSTAL SERVICE, 11 X 8-1/2" STD BOND	SH	0.014	500	4000	
080	O12D	7530-01-364-3030	LETTERHEAD, BLUE 8 1/2X11	SH	0.0125	50	4000	
081	O13	7530-01-364-3032	SLIP, ROUTING (100 PER PAD)	PD	0.98	2		*
082	O306B	5340-02-000-8177	KEYLOCK, PO BOX LOCK-1800/2900 SERIES	EA	1.8718	1	100	
394	O308	5340-02-000-8179	KEYLOCK, PO BOX LOCK-1500 SERIES	EA	2.2108	1	100	
083	O385G	7510-01-368-3495	BAND, RUBBER (50 LBS CT) CONTAINS 10 5-LB BAGS	CT	37.34	1		*
395	O399A	7510-02-000-8125	BINDER, MS HANDBOOK	EA	1.8456	1	12	
396	O399B	7510-02-000-8173	BINDER, MS HANDBOOK , (2 INCH BINDER)	EA	5.69	1	12	
084	O53A	7110-02-000-8108	CLOSURE, CORRUGATED, NO.1 P.O. BOX	EA	0.0526	50	400	
085	O53B	7110-02-000-8109	CLOSURE, CORRUGATED, NO.2 P.O. BOX	EA	0.0658	1	400	
397	O53C	7110-02-000-8110	CLOSURE, CORRUGATED, NO.3 P.O. BOX	EA	0.0982	1	400	
398	O570R	7510-03-000-3640	HANDLE, WOOD	EA	0.5817	1	200	
086	O625A	5975-00-074-2072	STRAP,TIEDOWN,ELECTRICAL	EA	1.24	100		*
087	O635	7520-02-000-8087	TYPE SET, RUBBER (PICA)	SE	1.15	1	288	
399	O65	7540-02-000-8020	ENV, MESSENGER	EA	0.0698	25	250	
400	O66	7530-01-365-3081	FOLDER, FILE	EA	0.2386	1	200	
401	O67	7530-01-365-3089	FOLDER, FILE	EA	0.2363	1	300	
091	O7509	7520-02-000-8147	STAMP, CANCELING, SELF INKING	EA	0.8	12	384	
503	O7522	7690-04-000-1181	LABEL, POSTAGE VALIDATION IMPRINTER, PVI (12 ROLLS PER BX)	BX	44.03	1		*
473	O7551	7530-03-000-9396	PAPER, THERMAL, FOR STAMP VENDING 2.25 IN WD, 270 FT LG	RO	1.8532	1	32	
403	O790D	7510-02-000-8119	INK, CANCELING (GAL.)	GL	80.26	1	4	
404	O790E	7510-02-000-8120	INK, CANCELING (PINT) 12 PINTS PER CARTON	PT	11.1059	1	12	
095	O8100R	7510-01-365-3099	RIBBON, MONEY ORDER IMPRINTER	EA	15.5527	1	100	
474	O8102	6910-03-000-5813	HOLDER, CARD, CONSUMER	EA	3.96	1	25	
096	O813R	5340-02-000-8875	CLOSURE DEVICE, POUCH, I.D. 0.30 - 0.40 + 0.02IN, GREEN	PG	2.9712	1	10	
405	O817A	5340-02-000-8123	SEAL, BAR CODED, CARGO (1,000 /BX)	BX	98.53	1		*

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097	O817C	5340-03-000-3520	SEAL, REGISTERED AIR MAIL (1,000/BX)	BX	64.32	1		*
478	O817PM	5340-03-000-7006	SEAL, POSTAGE METER	EA	0	100	5000	
406	O818A	5340-02-000-8208	SEAL, ANTI-PILFERAGE, INT'L MAIL (100/PG)	PG	13.47	20		*
407	O831	5340-01-365-4675	PADLOCK	EA	19.5297	1	24	
408	O858	6670-01-365-8861	SCALE, BEAM, 16 OZ. LTR.	EA	29.208	1	6	
409	O87H	7530-02-000-8806	JACKET, ENVELOPE	EA	0.0353	1	1000	
410	O87X	7510-02-000-8754	FOLDER, USPS, WHITE W/BLACK LOGO	EA	0.1189		400	
098	O910A	5340-02-000-8190	LOCK, NDCBU, CLOCKWISE (1/PG - 10 PER PACKAGE)	PG	9.2249	1	20	
099	O910B	5340-02-000-8005	LOCK, COUNTER-CLOCK-WISE (10/PG)	PG	9.7	1	20	
411	O911A	7520-02-000-8879	BOX, CASH AND STAMP (SMALL)	EA	23.1276	1	1	
412	O911B	7520-02-000-8078	BOX, CASH (LG)	EA	14.97	1	1	
413	O913A	5340-03-000-3608	CAM, LOCK, OFFSET (10 PER PG)	PG	2.6898	1	40	
414	O913D	5340-01-000-9378	CAM, LOCK, OFFSET (10 PER PG)	PG	2.3524	1	40	
100	O933L	5340-01-000-9418	LOCK & KEYS	EA	2.1702	1	100	
415	O947	5340-02-000-8886	HOLDER, LOCK, CANVAS	EA	9.1062	1	36	
416	O9930	9905-01-365-2125	HOLDER, LABEL, W/SLIT	EA	0.0241	100	8000	
480	POMISSUE	7610-03-000-3558	MANUAL, POSTAL OPERATIONS	EA	5.3904	1	10	
463	POS123L	7690-03-000-4150	POS, POSTAL RATES AND FEES	EA	0.1488	1	300	
464	POS123S	7690-03-000-4151	POS, POSTAL RATES AND FEES	EA	0.0635	1	400	
068	POS158	7610-03-000-3949	POS, POSSESSION OF FIREARMS	EA	0.0402	1	2500	
103	POS265	7690-03-000-9031	POS, DRUGS BY MAIL	EA	0.099	1	1500	
071	POS296	7690-03-000-9335	POS, NOTICE OF REWARD	EA	0.0457	1	2000	
105	POS51	7610-01-000-9149	POS, INT'L RATES AND FEES	EA	0.0698		1000	
106	POS7	7690-03-000-9181	POS, RULES/REGS ON PS PROPERTY	EA	0.0324	1	2000	
107	POS74	7690-03-000-9236	POS, PACKAGING POINTERS	EA	0.1463	1	700	
108	POS76	7690-03-000-9321	POS, SOMETHINGS AR NEVER MEANT TO BE MAILED	EA	0.0588	1	2000	
417	POSOSHA3165	7690-05-000-4387	POSTER, OSHA, JOB SAFETY AND HEALTH PROTECTION ENGLISH	EA	0	1	500	
109	PS1000	7530-02-000-9931	FORM, DOMESTIC CLAIM/REG IN	EA	0.0696	100	1000	
110	PS1012	7530-02-000-7334	FORM, TRAVEL VOUCHER	SH	0.0189	1		*
111	PS1091A	7530-02-000-7341	FORM, POST OFFICE BOX FEE REGISTER (CARD )	EA	0.0201	2		*
112	PS1093	7530-02-000-7165	FORM, APP FR PO BOX	EA	0.0241	125	1000	
113	PS1094	7530-02-000-7345	FORM, APP FR ADD KEY PO	SH	0.0093	2		*
114	PS1096	7530-02-000-7346	FORM, CASH RECEIPT (100 PER PAD)	PD	0.3338	2		*
115	PS1099	7530-02-000-7347	FORM, NOT RET KEYS	SH	0.0072	2		*
116	PS1164	7530-02-000-8335	FORM, CLAIM REIMBURSE EXP	SH	0.0189	1		*
277	PS1188	7530-01-000-9016	FORM, CANCEL ORG DUES/PAYROLL WITHHOLDINGS	SE	0.0759	1	1500	
117	PS1199A	7530-02-000-7353	FORM, DIRECT DEPOSIT	SE	0.0396	100	2000	
118	PS1216	7530-02-000-7354	FORM, EMPLOYEE'S CURRENT MAILING ADDRESS	SE	0.0224	1	4000	
278	PS1221	7530-02-000-7356	FORM, ADV SICK LEAVE AUTH (100 PER PAD)	PD	0.6059	1	60	
119	PS1230C	7530-00-270-6182	FORM, TIME CARD	EA	0.0122	100	5000	
120	PS1234	7530-02-000-7359	FORM, UTILITY CARD	EA	0.0285	1		*
121	PS1236A	7530-01-000-9649	FORM, WKLY LOAN TRANS/TRAIN	EA	0.0159	1		*
122	PS1260	7530-01-000-9268	FORM, NON-TRANSACTOR CD	EA	0.0075	2		*
279	PS1261	7530-01-000-9269	FORM, NONTRANSACTOR REPORT	SH	0.0159	1		*
280	PS1270	7530-03-000-9448	FORM, IDEA PROPOSAL	EA	0.1309	50	800	
123	PS1314A	7530-01-000-9282	FORM, AUX RURAL CARRIER TIME	EA	0.012	2		*

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124	PS1412A	7530-01-000-9295	FORM, DAILY CASH REPORT (100 PER PAD)	PD	1.64	1		*
125	PS1412B	7530-01-000-9296	FORM, DAILY FINANCIAL RPRT (100 PER PAD)	PD	0.98	2		*
481	PS1500	7530-03-000-7374	FORM, APPL FOR LISTING & PROHIBITORY	EA	0.079	25	1600	
126	PS1509	7530-01-000-9334	FORM, SENDER'S APPLICATION FOR RECALL OF MAIL	SH	0.0159	1		*
127	PS1510	7530-01-000-9335	FORM, MAIL LOSS/RIFLING REPORT	SE	0.0538	100	1000	
504	PS152	7530-04-000-4309	FORM, DELIVERY CONFIRMATION LABEL	EA	0.0089	500	10000	
470	PS1527	7530-01-000-9343	FORM, GEN DEL SERVICE APPL	EA	0.0078	1		*
512	PS153	7530-05-000-4046	FORM, U.S. POSTAL SERVICE SIGNATURE CONFIRMATION	EA	0.0084	500	10000	
281	PS1532	7530-01-000-9345	FORM, SEMIANNUAL CHECK OF OVERFLOW MAIL	SH	0.0278	1	2000	
128	PS1538	7530-01-000-9346	FORM, RCPT PO BOX/CALLER	BK	1.6361	5	30	
129	PS1556	7530-01-000-9356	FORM, SUSP ITEMS-SPRT INFO	SH	0.0159	1		*
131	PS1564	7530-01-000-9357	FORM, ADDRESS CHANGE SHEET	SH	0.037	1		*
284	PS1564B	7530-01-000-9358	FORM, SPECIAL ORDERS (CARD)	EA	0.037	1		*
132	PS1567	7530-01-000-9360	FORM, REQ RUBBER/STEEL STP	SH	0.0189	1		*
285	PS1571	7530-01-000-9361	FORM, UNDELIVERED MAIL REPORT (100 PER PAD)	PD	0.6875	2		*
133	PS1578B	7530-02-000-7171	FORM, REQ NON-STD FACING SLIPS	SE	0.0555	100	2000	
134	PS1608	7530-01-000-9371	FORM, EMER SALARY AUTH/REC	SH	0.0035	1	12000	
135	PS1621	7530-01-000-9390	FORM, DELIVERY MGMT REPORT	SE	0.0157	1	3000	
136	PS1627	7530-01-000-9394	FORM, GENL PRP RULED FORM	SH	0.0159	1		*
137	PS1628	7530-03-000-3661	FORM, IND KEY REC	EA	0.0057	1	8000	
286	PS1629	7530-01-000-9396	FORM, BUILDING KEYS INVENTORY	SH	0.0159	1		*
138	PS17	7530-03-000-9112	FORM, STAMP REQUISITION (100 PER PAD)	PD	1.64	1		*
139	PS1700	7530-02-000-7362	FORM, VEHICLE ACCIDENT INVEST	SH	0.0447	50	2000	
287	PS1717	7530-02-000-7364	FORM, BID PREFERRED ASSIGN	EA	0.0055	50	10000	
140	PS1723	7530-02-000-7366	FORM, ASSIGNMENT ORDER (50 PER PAD)	PD	1.15	2		*
288	PS1766	7530-02-000-7374	FORM, HAZARD WARNING CARD	EA	0.0236	1		*
141	PS1767	7530-01-000-9422	FORM, REPORT OF HAZARD	SE	0.0625	25	800	
142	PS1769	7530-02-000-7375	FORM, SUPRV RPT OF ACCIDENT	SE	0.1742	10	400	
497	PS1770	7530-02-000-7376	FORM, HAZARDOUS MATERIAL RP	SE	0.1244	25	2000	
289	PS1778	7530-01-000-9428	FORM, DOG WARNING CARD	EA	0.0211	1		*
143	PS1783	7530-01-000-9430	FORM, ON-JOB SAFETY REVIEW	SH	0.0189	1		*
290	PS1838	7530-01-000-9461	FORM, CARRIER CT ML/LTR	SE	0.027	1	2400	
291	PS1838C	7530-01-000-9464	FORM, CARR CT MAIL LC WKSH	SE	0.0415	1	1800	
292	PS1840	7530-01-000-9466	FORM, SUMMARY COUNT/INSP (50 PER PAD)	PD	0.995	1		*
146	PS1908	7530-01-000-9475	FORM, FINANCIAL ADJ MEMO (100 PER PAD)	PD	0.98	2		*
147	PS2016	7530-01-000-9517	FORM, MAIL THEFT & VANDALISM	SH	0.0159	1		*
505	PS2018	7530-04-000-5309	FORM, DUPLICATE KEY, PIN & COMBINATION INVENTORY	EA	0.0244		3000	
498	PS2130	7530-02-000-7390	FORM, CLA/LOSS INIT LTR	SE	0.0426	1	1000	
148	PS2131	7530-01-000-9711	FORM, UNCOL CHECK REPORT	SE	0.0353	1	4500	
149	PS2240	7530-02-000-7406	FORM, PAY LV ADJ REQ	SE	0.0402	1	1200	
295	PS2240R	7530-02-000-7407	FORM, RURAL PAY/LEAVE ADJ R	SE	0.0445	1	3000	
296	PS2243	7530-02-000-7426	FORM, PSDS HR ADJ RECORD	SH	0.0189	1		*
297	PS2485	7530-01-000-9637	FORM, MED EXAM AND ASSESSMENT	SE	0.076	1	700	

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
150	PS25	7530-01-000-9502	FORM, TRUST FUND ACCOUNT	SH	0.0209	1		*
151	PS2591	7530-01-000-9733	FORM, APPLICATION FOR EMPLOYMENT	SE	0.0242	1	1600	
152	PS2855	7530-01-000-9771	FORM, CLM FR IND INTL ML	SE	0.0331	50	2800	
153	PS2865	7530-01-000-9775	FORM, RETURN RECEIPT FOR INT'L MAIL	EA	0.0118	250	4500	
298	PS2866	7530-01-000-9776	FORM, PRESORT VERIFICATION	SH	0.0189	1		*
299	PS2942A	7530-01-000-9811	FORM, DELIVERY LST AV 7 MA (800 PER CTN)	CT	41.6	1	1	
300	PS2944	7530-01-000-9814	FORM, RECPT FR CUST ML(100 PER PAD)	PD	0.2924	1	200	
301	PS2960	7530-01-000-9821	FORM, INVENTORY RECORDS	EA	0.0075	2		*
157	PS2976	7530-01-000-9833	FORM, CUSTOMS (CN22)	EA	0.0077	500	10000	
154	PS2976A	7530-01-000-9834	FORM, CUST DECL DISP (CT72) (4-PART SET)	SE	0.0267	125	1500	
156	PS2976E	7530-03-000-5174	FORM, PARCEL POST CUST DECL	EA	0.0252	125	1500	
158	PS3083	7530-01-000-9850	FORM, TRUST ACCOUNTS RECEIPTS & WITHDRAWALS (100 PER PAD)	PD	0.2538	1	120	
159	PS3176	7530-01-000-9870	FORM, BANK TRANSACTION RECORD	SH	0.0189	1		*
160	PS3189	7530-01-000-9878	FORM, REQ FOR TEMP SCH CHG (100 PER PAD)	PD	0.6485	2		*
161	PS3203	7530-01-000-9880	FORM, ORDER PRINTED STAMPD	EA	0.0452	50	1000	
162	PS3220	7530-01-000-9883	FORM, STAMP ENV SALE AT DIS	SH	0.0159	1		*
164	PS3227R	7530-01-000-9885	FORM, STAMP STOCK PURCHASE	EA	0.0258	100	2400	
165	PS3238	7530-01-000-9889	FORM, DESTRUCTION CERTIFICATION	SE	0.069	25	1000	
166	PS3293	7530-02-000-7447	FORM, RETAIL VEND CRED EXAM	SH	0.0189	1		*
167	PS3294	7530-01-000-9913	FORM, CASH STAMP STK COUNT	SH	0.04	1		*
168	PS3295	7530-01-000-9914	FORM, DLY REC OF STAMPS	SH	0.0209	1		*
169	PS3317A	7530-01-000-9916	FORM, PHILATELIC SALES RCD	SH	0.0189	1		*
170	PS3368	7530-01-000-9917	FORM, FXD CREDIT INV REC	EA	0.02	2		*
171	PS3369	7530-01-000-9918	FORM, CONSIGNED CREDIT RECEIPT (50 PER PAD)	PD	0.175	2		*
173	PS3533	7530-01-000-9932	FORM, REFUND POSTAGE & FEES	SH	0.0189	1		*
516	PS3541	7530-05-000-4277	FORM, PERIODICALS ONE ISSUE OR ONE EDITION	EA	0.0189	1		*
176	PS3544	7530-03-000-3768	FORM, POST OFFICE RECPT	BK	1.275	1	60	
177	PS3546	7530-01-000-9953	FORM, FORWARDING ORDER CHANGE NOTICE (POSTAL CARD)	EA	0.02	1		*
178	PS3547	7530-01-000-9954	FORM, NOT OF CORR IN ADDRESS	EA	0.0096	2		*
179	PS3555	7530-01-000-9959	FORM, REPORT OF RETURNED MAIL	SH	0.0159	1		*
460	PS3575Z	7530-03-000-4594	FORM, CHANGE OF ADDRESS (INTERNAL POSTAL SERVICE USE ONLY)	EA	0	250	3000	
181	PS3576	7530-01-000-9963	FORM, NEW ADDRESS VERFI CARD	EA	0.0046	250	6000	
182	PS3579	7530-01-000-9965	FORM, UNDELIVERABLE STD & SPEC MAIL	SH	0.0126	100	4000	
183	PS3580	7530-01-000-9966	FORM, NOT POSTAGE DUE ADV	EA	0.0155	50	4500	
184	PS3582A	7530-03-000-3832	FORM, POSTAGE DUE BILL	EA	0.0093	2		*
185	PS3584	7530-01-000-9970	FORM, POSTAGE DUE LOG	SH	0.0159	1		*
513	PS3600EZ	7530-05-000-4270	FORM, 1ST CLASS MAIL EASY NONAUTO LTRS, CARDS, FLATS, PERMIT	EA	0.0159	1		*
186	PS3600P	7530-03-000-7026	FORM, STATEMENT-FIRST CLASS MAIL POSTAGE AFFIXED	EA	0.0189	1		*
187	PS3600R	7530-02-000-8049	FORM, STATEMENT - FIRST CLASS MAIL PERMIT IMPRINT	SH	0.0189	1		*
189	PS3601A	7530-01-000-9972	FORM, APPL FOR METER LIC	SH	0.0189	1		*
483	PS3601C	7530-03-000-7523	FORM, POSTAGE METER REPORT	EA	0.0421	100	1000	
514	PS3602EZ	7530-05-000-4273	FORM, STD MAIL EASY, NONAUTO, LETTERS OR FLAT PERMIT IMPRINT	EA	0.0159	1		*

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191	PS3602N	7530-02-000-8047	FORM, STATEMENT NONPROFIT STANDARD MAIL PERMIT IMPRINT	SH	0.0189	1		*
302	PS3602NV	7530-03-000-8322	FORM, STATEMENT NONPROFIT STANDARD MAIL PERMIT IMPRINT	EA	0.0189	1		*
515	PS3602NZ	7530-05-000-4276	FORM, NONPROFIT STD, MAIL, EZ, NONAUTO, LTRS, FLATS, PERMIT	EA	0.0159	1		*
192	PS3602P	7510-05-000-4296	FORM, STATEMENT-STD, MIAL LETTERS AND FLATS POSTAGE AFFIXED	EA	0.0189	1		*
477	PS3602PN	7530-03-000-7206	FORM, STATEMENT NONPROFIT STANDARD MAIL POSTAGE AFFIXED	EA	0.0189	1		*
193	PS3602PO	7530-01-000-9976	FORM, PTG COLL PO	BK	1.8002	1	40	
194	PS3602R	7530-02-000-8053	FORM, POSTAGE STMT-STANDARD MAIL PERMIT IMPRINT	EA	0.0189	1		*
303	PS3603	7530-02-000-9495	FORM, RECPT FR POSTAGE	BK	1.4305	1	40	
195	PS3604	7530-01-000-9978	FORM, REVOCATION OF MLG PERMIT	SH	0.0072	2		*
305	PS3607	7530-02-000-9000	FORM, WGT AND DISP CERT	SH	0.0159	1		*
196	PS3609	7530-03-000-3821	FORM, RCD PERMIT IMPRINT MLGS	EA	0.0195	1	4000	
307	PS3609PO	7530-02-000-9003	FORM, CONT FR POST OFF MTR	EA	0.0962	1	3000	
197	PS3610	7530-02-000-9005	FORM, REC OF POSTAGE METER	SH	0.0025	1	2500	
461	PS3615	7530-03-000-6048	FORM, MAILING PERMIT	EA	0.0216	25	2000	
198	PS3619	7530-02-000-9011	FORM, PERMIT NUMBER RECORD (CARD)	EA	0.01	1	8000	
199	PS3621A	7530-02-000-8210	FORM, RENEWAL NOT ANN FEES	SH	0.0159	1		*
462	PS3624	7530-02-000-9014	FORM, APPL TO MAIL AT NONPROFIT STANDARD MAIL RATES	SH	0.0601	25	2000	
471	PS3637G	7530-02-000-9022	FORM, OFFICIAL MAIL BATCH HEADER	SE	0.0546	25	3500	
309	PS3721	7530-02-000-9042	FORM, PUBL WATCH REP	SE	0.0523	100	1400	
310	PS3749	7530-02-000-9044	FORM, IRREGULARITIES IN THE PREP OF MAIL MATTER	SE	0.0326	1	2400	
200	PS3800	7530-02-000-9047	FORM, RECEIPT CERTIFIED MAIL (LABEL)	SH	0.0085	500	10000	
311	PS3801	7530-02-000-9048	FORM, STANDING DELIVERY ORDER	EA	0.011	1		*
201	PS3804	7530-02-000-9031	FORM, RET RCPT MERCHANDISE	EA	0.006	500	10000	
202	PS3806	7530-02-000-9051	FORM, RECPT FR REG MAIL	SE	0.0076	100	4500	
203	PS3811	7530-02-000-9053	FORM, DOMESTIC RETURN RECEIPT	EA	0.0067	250	5000	
204	PS3811A	7530-02-000-9054	FORM, REQ. FOR RETURN RECEIPT (AFTER MAILING)	SH	0.0468	1		*
205	PS3813	7530-02-000-9056	FORM, RECPT FOR DOM INS PAR (100 SHEETS PER PAD) (GREEN)	PD	0.2445	5	140	
206	PS3813P	7530-02-000-9057	FORM, RECPT FOR INS MAIL (WHITE W/BBLUE RECEIPT)	SH	0.008	500	10000	
207	PS3816	7530-02-000-9062	FORM, C.O.D. MAILING AND DEL RECEIPT	SE	0.0634	100	1000	
312	PS3816AS	7530-02-000-9063	FORM, C.O.D. CARD-FIRM MAILINGS, CONTINUOUS-1200 PER CTN	CT	61.6433	1	1	
208	PS3817	7530-02-000-9065	FORM, CERT OF MAILING	SH	0.0032	2		*
209	PS3821	7530-02-000-9068	FORM, CLEARANCE RECEIPT (50 PER PAD)	PD	0.08	10	450	
313	PS3822	7530-02-000-9069	FORM, C.O.D. TAG TRANSMITTAL (100 PER PAD)	PD	0.1817	5	180	
210	PS3830A	7530-02-000-9075	FORM, REGISTRY DISPATCH RCD	SE	0.0144	100	5000	
211	PS3849	7530-01-000-9716	FORM, DELIVERY NOTICE/REMINDER/RECEIPT	EA	0.0043	500	9000	
212	PS3854	7530-02-000-9084	FORM, OMANIFOLD REG DISPATCH BK	BK	1.3865	1	25	
217	PS3867	7530-02-000-9093	FORM, ACCT MAIL REC FOR DEL	SH	0.0189	1		*
218	PS3877	7530-02-000-9098	BOOK, MAILING, FIRM	BK	1.8118	1	40	
219	PS3883	7530-02-000-9099	FORM, FIRM DELIVERY RECEIPT (75 SETS PER PKG)	PG	1.9915	1	40	

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220	PS3907	7530-03-000-3749	FORM, MAIL PICKUP NOTICE	EA	0.0163	2		*
221	PS3915	7530-02-000-9124	FORM, LOCK BX KEY REQ	SE	0.0872	50	2000	
222	PS3921	7530-02-000-9125	FORM, DAILY DELIVERY UNIT V	SH	0.0189	1		*
223	PS3922	7530-02-000-9126	FORM, DELIVERY UNIT VOL REC	SH	0.0189	1		*
224	PS3930	7530-02-000-9035	FORM, OPERATIONS ANALYSIS	SH	0.0189	1		*
225	PS3958	7530-02-000-9132	FORM, MAIN STAMP STOCK DAILY	SH	0.0159	1		*
226	PS3959	7530-02-000-9133	FORM, STAMP STK DLY RECAP	SH	0.0159	1		*
227	PS3971	7530-02-000-9136	FORM, REQ OR NOTIF OF ABSEN (100 PER PAD)	PD	1.15	2		*
228	PS3972	7530-02-000-9137	FORM, ABSENCE ANALYSIS	EA	0.035	1		*
229	PS3977	7530-02-000-9140	FORM, DUPL KEY REC	EA	0.0186	1	3000	
230	PS3982	7530-02-000-9148	FORM, CHANGE OF ADDRESS	EA	0.0242	1		*
231	PS3996	7530-02-000-9151	FORM, CARRIER AUX CONT (100 PER PAD)	PD	1.94	1		*
315	PS3999	7530-02-000-9154	FORM, INSP OF LTR CARR ROUTE	SH	0.0189	1		*
232	PS4003	7530-02-000-9157	FORM, RURAL ROUTE DESCRIPTION	SE	0.1041	1	600	
233	PS4027	7530-02-000-9167	FORM, CHANGE IN RURAL DELIVERY	SH	0.0189	1		*
234	PS4052	7530-02-000-9168	FORM, NOT TO RU PAT	SH	0.0159	1		*
235	PS4056	7530-02-000-9169	FORM, YOUR MAILBOX NEEDS ATTN (100 PER PAD)	PD	1.15	2		*
236	PS4232	7530-03-000-9022	FORM, RURAL CUSTOMER DELIVERY INST	EA	0.0201	2		*
316	PS4239	7530-02-000-9205	FORM, RURAL ROUTE COUNT OF MAIL	SE	0.0302	25	3000	
237	PS4240	7530-02-000-9206	FORM, RURAL CARRIER TRIP REPORT	SH	0.0189	1		*
317	PS4241	7530-02-000-9207	FORM, RURAL DEL STATISTICS REPORT	SE	0.0697	25	2000	
499	PS4241X	7530-03-000-0936	FORM, RURAL DEL STATISTICS SUMMARY REPORT	EA	0.0454	25	2000	
238	PS4245	7530-02-000-9211	FORM, CARRIER'S STATEMENT	EA	0.0087	500	5000	
318	PS4248	7530-02-000-9212	FORM, RURAL ROUTE INSPECTION REPORT	SE	0.0627	1	1200	
239	PS4314C	7530-02-000-9215	FORM, CONSUMER SERVICE CARD	SE	0.075	100	1200	
319	PS4326	7530-02-000-9217	FORM, USPS NAT ZIP CODE DIR	SE	0.1106	1	3000	
320	PS4541	7530-02-000-9246	FORM, WORK ORDER VEH REPAIR	SE	0.0759	50	700	
321	PS4543	7530-02-000-9247	FORM, VEH MAINT WORK ORDER	EA	0.0246	100	4000	
240	PS4565	7530-02-000-9250	FORM, VEHICLE REPAIR TAG	SE	0.0288	200	2400	
322	PS4567	7530-02-000-9252	FORM, COMM SERV STA PROC RE	SH	0.0141	100	3000	
241	PS4570	7530-02-000-9272	FORM, VEHICLE TIME RECORD	EA	0.0244	1		*
323	PS4572	7530-02-000-9273	FORM, TRACTOR LOG	EA	0.0109	1	3000	
324	PS4582	7530-02-000-9280	FORM, OPERATOR'S RECORD (CARD)	EA	0.0902	1	800	
325	PS4583	7530-02-000-9281	FORM, PHY FIT INQ/MTR VEH	SE	0.0366	1	3500	
242	PS4584	7530-02-000-9282	FORM, OBSERVATION OF DRIVING PRACTICES	SE	0.0344	100	1000	
326	PS4585	7530-02-000-9283	FORM, POSTAL DRIVER ACCD INFO	EA	0.0064	2		*
327	PS4586	7530-02-000-9284	FORM, ACCIDENT INFORMATION	EA	0.0134	1	6000	
243	PS4705	7530-02-000-9300	FORM, FIRE INSP TAG	EA	0.108	1	500	
244	PS4707	7530-02-000-9301	FORM, OUT OF ORDER TAG	EA	0.0286	50		*
245	PS4805	7530-02-000-9330	FORM, WORK RECORD SHEET	EA	0.0226	100	1200	
246	PS4841	7530-03-000-9265	FORM, FUEL AND UTILITIES RE	EA	0.0189	1		*
328	PS4983	7530-02-000-9402	FORM, KEY AND LOCK REQUISITION	SH	0.0936	1	1600	
329	PS5111R	7530-02-000-9437	FORM, REVENUE PROTECTION PL	EA	0.1288	100	1600	
487	PS5397	7530-02-000-9458	FORM, CONTRACT ROUTE EXTRA TRIP AUTHORIZATION	SE	0.0541	1	1000	
247	PS5398A	7530-02-000-9198	FORM, STAR ROUTE VEH RECORD	SE	0.014	100	4000	

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248	PS5399	7530-02-000-9199	FORM, CONTRACT ROUTES PERFORMANCE RECORD	SH	0.0222	1		*
249	PS542	7530-02-000-7216	FORM, FOREIGN REG ARTICLE	SE	0.0778	25	1000	
330	PS5429	7530-02-000-9467	FORM, CERT OF EXCEPTIONAL CONTRACT SERVICE	SE	0.1551	1	800	
331	PS5466	7530-02-000-9472	FORM, LATE SLIP	BK	0.9822	1	75	
332	PS5500	7530-02-000-9476	FORM, REP OF CONTRACT RTE	SE	0.0666	1	1000	
333	PS5659	7530-02-000-9490	FORM, PASSPORT APPL TRANS	SE	0.0194	1	1200	
251	PS571	7530-02-000-7223	FORM, DISCREPANCY OF \$100	SE	0.059	50	2000	
252	PS6387	7530-02-000-9535	FORM, APP RURAL MO TRANS	SH	0.027	2		*
253	PS6401	7530-02-000-9536	FORM, DOMESTIC MONEY TO	EA	0.0159	2		*
334	PS7020	7530-02-000-9539	FORM, AUTH ABSENCE FM WKRM FLOOR (100 PER PAD)	PD	0.2098	1	90	
254	PS7380	7530-02-000-9635	FORM, M.D.C. SUPPLY REQUISITION	SH	0.046	100	2000	
255	PS7381	7530-02-000-9636	FORM, REQ FOR SUPPLIES, EQUIP	SH	0.0189	1		*
335	PS8040	7530-01-000-9906	FORM, BULK MAIL ACCPT WRKSHT (100 PER PAD)	PD	1.64	1		*
256	PS8076	7530-02-000-8028	FORM, AUTH TO HOLD MAIL	EA	0.0135	100		*
509	PS8099	7530-02-000-7238	FORM, RECEIPT FOR REC DEL	EA	0.0081	100	10000	
500	PS8105A	7530-04-000-0302	FORM, FUNDS TRANS/TRANSFER REPORT	SH	0.0189	1		*
501	PS8105B	7530-04-000-0303	FORM, SUSPICIOUS TRANSACTION REPORT	SH	0.0159	1		*
336	PS8125	7530-02-000-7255	FORM, DROP SHIPMENT CLEARANCE DOCUMENT	EA	0.038	200	2000	
338	PS8127	7530-02-000-8685	FORM, RURAL CARRIER SUPP PAYMENT	SH	0.0159	1		*
339	PS8130	7530-02-000-9839	FORM, VEND EQUIP LOG	EA	0.0189	1		*
340	PS8152	7530-03-000-9249	FORM, EMPLOYEE DAILY ACTIVITY CARD	EA	0.0112	250		*
506	PS8165	7530-03-000-9387	FORM, MAIL FRAUD REPORT	EA	0.0338	50	2000	
468	PS8191	7610-03-000-6538	FORM, STEP 1 GRIEVANCE	EA	0.0189	1		*
257	PS835	7530-02-000-9461	FORM, QTRLY REPORT OF ORIGINATING REG	SH	0.0159	1		*
341	PS969	7530-02-000-7258	FORM, MATERIAL RECYCLING AND DISPOSAL	SE	0.0628	1	700	
258	PS991	7530-02-000-9547	FORM, APPL FOR PROM OR ASSIGN	EA	0.0978	50	500	
260	PUB122	7610-03-000-9059	PUB, CUST GUIDE INDEM CLAIM	EA	0.1024	1	600	
069	PUB123	7610-03-000-5306	PUB, CONSUMER'S GUIDE TO POSTAL RATES AND FEES	EA	0.0598	50	1350	
419	PUB129	7610-02-000-7088	PUB, SAFETY TALKS	EA	3.3691	1	14	
421	PUB2	7610-01-000-9774	PUB, PACKAGING FOR MAILING	EA	0.3669	25	100	
423	PUB208	7610-03-000-9402	PUB, SERV.AVAIL FR.RURAL CARR	EA	0.0131	1	3000	
377	PUB221	7610-03-000-9513	PUB, ADDRESSING FOR SUCCESS	EA	0.0436	100	1000	
457	PUB223	7610-03-000-9087	PUB, DIRECTIVES/FORMS CATALOG	EA	1.646	1	24	
264	PUB225	7610-02-000-7089	PUB, INTRO TO STAMP COLLECTING	EA	0	25	500	
265	PUB227	7610-02-000-7905	PUB, PREPARING PKGS FOR MAILING	EA	0.0425	100	2000	
266	PUB247	7610-02-000-7982	PUB, 247 - SUPPLY AND EQUIPMENT CATALOG	EA	4.55	1	18	
267	PUB25	7610-03-000-9119	PUB, GUIDE TO DESIGNING LETTER MAIL	EA	1.3789	1	60	
268	PUB28	7610-03-000-3688	PUB, POSTAL ADDRESSING STANDARDS	EA	0.665	1	50	
426	PUB300A	7610-04-000-6949	PUB, CONSUMER & BUSINESS GUIDE TO PREVENTING MAIL FRAUD	EA	0.1938		300	
429	PUB32	7610-03-000-9296	PUB, GLOSSARY OF POSTAL TERMS	EA	0.5453	1	72	
433	PUB355	7610-03-000-9452	PUB, IDEAS PROG SUPERVISOR'S GUIDE	EA	0.1027	1	500	
434	PUB356	7610-03-000-9453	PUB, IDEAS PROG EMP GUIDE	EA	0.1516	1	1400	
269	PUB39	7610-03-000-9154	PUB, US POSTAGE COLORING BOOK	EA	0.1769	25	200	

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435	PUB417	7610-02-000-9159	PUB, NONPROFIT STANDARD MAIL ELIGIBILITY	EA	0.3853	1	80	
270	PUB49	7610-02-000-9901	PUB, GETTING STARTED WITH STANDARD MAIL	EA	0.6313		50	
437	PUB51	7610-01-000-9815	PUB, INTERNATIONAL MAIL	EA	0.11	25	300	
438	PUB52	7610-03-000-9109	PUB, ACCEPTANCE OF HAZARDOUS, RESTR, PERISH MATTER	EA	1.54		24	
465	PUB546	7610-03-000-4600	PUB, SWEEPSTAKES ADVERTISING	EA	0.1356	50	1000	
488	PUB552	7610-03-000-7591	PUB, UNDERSTANDING SEXUAL HARASSMENT	EA	0.6222	1	100	
440	PUB71	7610-03-000-9441	PUB, EMP REQ LV FOR COND	EA	0.0249	50	2000	
441	PUB75	7610-03-000-4795	PUB, MOVER'S GUIDE, (INCLUDES PS 3575 FORM)	EA	0	1	125	
502	PUB95	7610-04-000-1197	PUB, QUICK SERVICE GUIDE	EA	0.8781		24	
442	S2005D	8415-01-347-1461	GLOVES, WOMEN'S MED.	PR	0.5779	1	72	
443	S2005E	8415-01-347-1462	GLOVES, WOMEN'S, LARGE	PR	0.49	1	72	
444	S2005J	8415-01-347-4509	GLOVES, MEN'S MEDIUM, CLOTH, KNITTED WRISLET, LEATHER PALM	PR	1.1363	1	72	
445	S2005K	8415-01-347-4510	GLOVES, MEN'S, SMALL	PR	0.9724	1	72	
489	S2005L	8415-01-347-4511	GLOVES, MEN'S, X-LARGE, CLOTH KNITTED WRISTLET, LEATHER PALM	PR	1.1646	1	72	
272	S2025	6840-01-357-0744	DOG REPELLENT, BACK OFF	CN	2.4292	12		*
273	SGN145	7690-03-000-9110	SGN, PAYMENT POLICY	EA	0.3877	1	300	
274	SSS1M	7530-04-000-5367	FORM, (UPO), REGISTRATION MAIL-BACK	EA	0	50	1250	
485	SSS2	7530-03-000-3658	FORM, SSS INFORMATION CHANGE	EA	0	25	2500	
447	SSSBOX45	7690-03-000-3813	FORM, DISPENSER BOX/DISPLAY	EA	0	1	4	
449	SSSPOS46	7690-03-000-3746	POS, REGISTRATION POSTER	EA	0	1	1300	
450	TAG13	7690-03-000-9014	TAG, SCHEDULED MAIL	EA	0.0212	500	4000	
451	TAG15	7690-02-000-9907	TAG, DO NOT DELAY-TIME VALUE DATA-EXPEDITE	EA	0.0244	100	6000	
452	TAG155	7690-03-000-9238	TAG, SURFACE AIRLIFT	EA	0.0304	100	2000	
453	TAG158	7690-03-000-9135	TAG, S.A.M. M-BAG ADDRESS TAG	EA	0.0591	100		*
275	TAG2	7690-01-000-9229	TAG, PRIORITY MAIL	EA	0.0126	100	4000	
454	TAG57	7690-02-000-9965	TAG, POL CAMP MAILING	EA	0.025	100	4000	
455	TAG6	7690-03-000-9237	TAG, FIRST CLASS- DO NOT DELAY	EA	0.0217	50	4000	
469	TAG8	7690-03-000-9498	TAG, GLOBAL PRIORITY MAIL	EA	0.0423	25	2000	
456	TSP20	7530-01-000-9449	TSP, LOAN APPLICATION	EA	0	1	3600	
479	TSP3	7530-01-000-9647	TSP, DESIGN BENEFICIA	EA	0	1	1600	



## Retail

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### NOTICE

#### Post Office Box and General Delivery Service for Persons With No Fixed Address

In an effort to assist persons with no fixed address, a homeless person's PS Form 1093, *Application for Post Office Box or Caller Service*, may be approved under the following conditions:

1. The applicant is personally known to the postmaster or clerk and known as a person with no fixed address. The applicant must provide a verifiable point of contact, for example, place of employment, shelter, charitable institution, or social services office, or
2. An unknown applicant submits one form of proper identification, such as a valid driver's license or other credential showing the applicant's picture and signature. The applicant must provide a verifiable point of contact, for example, place of employment, shelter, charitable institution, or social services office.

Customers receiving Post Office box service must pay the fees listed in *Domestic Mail Manual* (DMM) R900.19.0.

Applicants who cannot meet these conditions may receive indefinite general delivery service as provided in *Domestic Mail Manual* (DMM) D930. All customers receiving mail through general delivery can be required to present suitable identification before mail is given to them. DMM D930.1.4, "Holding Mail," cites a 30-day limit for general delivery mail. Employees are reminded that this time limit specifies how long individual mailpieces are held and does not refer to how long an individual person may receive general delivery service.

— *Delivery and Retail, 10-4-01*

#### Obsolete Dinero Seguro Forms

Effective October 4, 2001, the following Dinero Seguro® forms will no longer be used and will not be reprinted.

##### PS Form 5007, Dinero Seguro Change of Recipient

- Plain paper with Postal Service and Bancomer logos used for printing receipts. Use plain laser printer paper.

##### PS Form 5008, Dinero Seguro Action Form

- No longer necessary for problem investigation. Contact the Help Desk when appropriate. Remember to get a ticket number for future reference.
- When a customer wants to change the recipient, retain the system-generated Postal Service copy. Customers must show ID before a change-recipient action can be taken. Give the customer the system-generated copy. Obtain all necessary signatures.
- For a fee guarantee claim: Instruct customers to call the Call Center at 1-888-ENVIOMX. The Call Center will research the claim and, if the claim is valid, will contact the Post Office and give authorization to issue the fee refund using PS Form 3533, *Application and Voucher for Refund of Postage, Fees, and Services*.

##### PS Form 5009, Dinero Seguro Refund Request

- No longer necessary for refunds.
- Retain the system-generated Postal Service copy and staple to PS Form 3533.
- Give the customer the system-generated copy. Obtain all required Retail signatures.
- Write any additional information (e.g., refund reason) on PS Form 3533.

##### PS Form 5010, Dinero Seguro Clerk Observation Evaluation

- No longer used.

##### PS Form 5011, Training Confirmation Sure Money/Dinero Seguro

- No longer used. Please refer to *Postal Bulletin* 22052 (6-14-01, page 79).

— *Delivery and Retail, 10-4-01*

# What's in Store

It's the holiday drive period!

**Happy  
holidays**

Don't forget — October 15 marks the beginning of the holiday retail drive period, which runs through December 29. Expect the holiday POP kit packs to arrive in Post Offices during the week of October 8. Merchandise shipments will arrive at the end of the month. Be sure to take down or remove all the summer/fall POP and replace it with the holiday elements.

This especially applies to the counter mat inserts, since the American Express promotion ends October 14. In all "A" kit Post Offices, the counter mat inserts must be replaced with the new Postal Service eBillPay™ promotion inserts. During the holiday drive period, whenever Postal Service customers at those Post Offices buy insurance with their Priority Mail® service they will receive a Postal Service eBillPay promotional CD that takes them through the setup process and gives them 3 free months of service. When your location runs out of CDs, don't forget to flip the counter mat insert to reveal the "Happy Holidays" greeting.

ReadyPost is ready.

**Holiday  
initiatives**

ReadyPost™ packaging and mailing supplies have a holiday look. All category 3 retail locations are receiving an automatic shipment of ReadyPost decorative items based on Santa and snowman images.

Additional initiatives for ReadyPost during the holiday drive period include the following:

- To simplify the ordering process for high-volume locations, best-selling ReadyPost items are bundled together in various quantities and assortment mixes, and a single item number will apply to the bundled mix.
- About 1,500 retail locations will receive a new base unit intended to generate increased revenue, provide a stronger and more consistent retail image, and increase customer convenience.
- All category 3 locations previously designated "metro" or "visit" should look for in-store visits from merchandising representatives who will meet with the Postal Service ReadyPost contact to discuss displays, inventory, program updates, and other issues.

## What's in Store

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Who you gonna call?

**Look for  
sticker**

Do you get frustrated when you need to order retail merchandise, framed art, ReadyPost packaging, or phone cards because you don't know what phone number to call? All those items plus POP signage can be ordered by going through the Retail Merchandise Promotional Center (RMPC; formerly the Retail Merchandise Center or RMC). To help you remember who to call, look for the phone sticker on the back of the *Holiday Ready Set Retail* instruction book. Put that RMPC sticker where you can easily find it when you need to place an order.

Feedback

Send comments and questions to:

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

## What's in Store

A black rectangular graphic with a white border, containing the text "Retail Coaches Corner" in a white, bold, sans-serif font.

### **Retail Coaches Corner**

#### **Welcome to the October Corner!**

##### **Who is the Retail Coach?**

Many units have retail coaches who have been certified through the Sales and Services Associate Training Course. Those retail coaches serve as on-the-job instructors for the training course. Many local managers use their knowledge and experience to assist in delivering other retail information. That information may be about new products and services being introduced or a technical change on how to complete a transaction properly using retail equipment.

In addition to their official instructional duties, retail coaches may be used to enhance the sales knowledge of all retail employees. If a retail coach is not available or assigned, however, the supervisor or manager is responsible for communicating appropriate information.

Some units have a certified retail coach and a supervisor available to deliver retail information. Those units have the benefit of using the experience of the certified retail coach and the support of the supervisor or manager.

##### **HAZMAT Retail Acceptance, the First Line of Defense**

Many of you received the training course HAZMAT Retail Acceptance, the First Line of Defense, beginning in AP 1, FY 2001. That training course reinforced standard acceptance procedures and was implemented for all acceptance employees at the retail counter.

The focus of the training course is Step 4B of the retail skills process (described in *Postal Bulletin 22047*, 4-5-01, pages 66–69).

The training course consists of viewing a video, completing an exercise, and reviewing various reference materials.

##### **What is Bound Printed Matter, Media Mail, or Library Mail?**

**Bound Printed Matter (BPM)** is a subclass of Package Services that *may not* weigh more than 15 pounds and *must meet* the basic standards for Package Services mail. The eligibility standards are outlined in DMM E712.

**Media Mail** is Package Services matter that meets the basic standards outlined in DMM E710. Media Mail rates are based on the weight of a piece *without* regard to zone. The eligibility standards are outlined in DMM E713.

**Library Mail** is Package Services matter that meets the basic standards in DMM E710. Library Mail rates are based on the weight of a piece *without* regard to zone; *however*, each piece must be going to or from a school, college, university, public library, museum, herbarium, or a nonprofit religious, scientific, educational, charitable, agricultural, labor, veterans, or fraternal organization. The eligibility standards are outlined in DMM E714.

Review the basic standards for all above products for Package Services mail in DMM E710 with retail associates.

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

# What's in Store

your

# Retail Calendar

'01  
FALL

## October

### NATIONAL STAMP COLLECTING MONTH

"Stamp Collecting...Your Passport to the World"

	MON	TUE	WED	THU	FRI	SAT
SUN	1	2 <b>Make sure Holiday Closing door sign is displayed</b>	3	4	5	6 <b>AP 2 begins</b>
7 <b>Did You Know?</b> Retail Data Mart collects data from the POS ONE terminals and other data resources to support business decisions	8 <b>Offices Closed</b> <i>Columbus Day</i>	9 <i>Holiday POP and Merchandise shipments arrive this week</i>	10	11 <b>Vending Reminder:</b> Holiday Santa books available for your stamp vending machines — Items 665000 and 665011	12 <i>payday</i>	13 <b>Inform Your Customers</b> that they can get information about Dinerio Seguro® in Spanish and English at 1-888-368-4669
14 <b>American Express® Promotion ends</b> <i>National Children's Day</i>	15 <i>Holiday Drive Period Begins — Remove Summer/Fall POP and display Holiday POP</i>	16	17 <b>Retail Reminder:</b> Make sure your Global Express Guaranteed™ Take-Ones are well-stocked.	18	19	20 <b>Sweetest Day</b>
21 <b>Did You Know?</b> The earliest known painting of the Virgin and Child is in St. Catherine's Monastery in Egypt	22 <b>Inform Your Customers</b> that they can use ReadyPost™ for their shipping needs	23	24 <i>United Nations Day</i>	25 <b>Retail Reminder:</b> Remind customers not to reuse boxes that have hazard symbols	26 <i>payday</i>	27 <b>Retail Reminder:</b> Ask customers if they would like insurance with their Priority Mail™ so they can get the USPS eBillPay™ CD
28 <i>Daylight Saving Time ends</i>	29 <b>Inform Your Customers</b> that their Global Express Guaranteed mailing can be tracked on the web at <a href="http://www.usps.com/gxg">www.usps.com/gxg</a>	30 <b>Vending Reminder:</b> Make sure your stamp vending machines are well-stocked and report any failures immediately.	31 <i>Halloween</i>	<b>OCTOBER STAMP RELEASES:</b> <ul style="list-style-type: none"> <li>• "That's All Folks!"</li> <li>• James Madison</li> <li>• Thanksgiving</li> <li>• Hanukkah</li> <li>• Madonna and Child</li> <li>• Santas</li> <li>• Kwanzaa</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 HOLIDAY

## November

				THU	FRI	SAT
				1	2	3
SUN	MON	TUE	WED			AP 3 begins
4 <b>Did You Know?</b> James Madison is known as the "Father of the Constitution" for the leading role he played in drafting the document	5 <b>Make sure Holiday Closing door sign is displayed</b>	6 <b>Inform Your Customers</b> that they can use ReadyPost™ for their shipping needs	7	8 <b>Retail Reminder:</b> Remind customers not to reuse boxes that have hazard symbols	9 <i>payday</i>	10
11 <i>Veterans Day</i>	12 <b>Offices Closed</b>	13	14 <b>Retail Reminder:</b> Remind customers to buy stamps at vending machines and shorten your lines	15	16	17 <b>Retail Reminder:</b> Ask customers if they would like insurance with their Priority Mail™ so they can get the USPS eBillPay™ CD
18 <b>Did You Know?</b> 45 million turkeys are consumed on Thanksgiving	19	20 <b>Inform Your Customers</b> Global Express Guaranteed™ delivers in two business days to most of western Europe	21	22 <b>Offices Closed</b>	23 <i>payday</i>	24 <i>Thanksgiving</i>
25 <b>Did You Know?</b> 91% of Americans have turkey on Thanksgiving	26	27 <b>Vending Reminder:</b> Make sure your stamp vending machines are well-stocked and report any failures immediately	28	29	30 <b>Retail Reminder:</b> Don't forget to ask customers if they would like any add-on services, such as insurance or Delivery Confirmation™	

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 HOLIDAY

## December

						SAT
						1
SUN	MON	TUE	WED	THU	FRI	AP 4 begins
<p><b>Did You Know?</b> 2 Porky Pig was the first Warner Bros. character to emerge as a star. He made his screen debut in 1935 with Friz Freleng's "I Haven't Got a Hat."</p>	3	<p><b>Retail Reminder:</b> 4 Ask customers if they would like insurance with their Priority Mail® so they can get the USPS eBillPay™ CD</p>	<p><b>Retail Reminder:</b> 5 Remind customers not to reuse boxes that have hazard symbols</p>	<p><b>Inform Your Customers</b> 6 that they can use ReadyPost™ for their shipping needs</p>	<p><b>Retail Reminder:</b> 7 Remind customers to buy stamps at vending machines and shorten your lines <b>payday</b></p>	<p><b>Inform Your Customers</b> 8 that they can use Global Express Guaranteed™ for time-sensitive shipping overseas</p>
<p>9</p> <p><b>Did You Know?</b> Hanukkah means "dedication" in Hebrew</p>	<p>10 <i>Hanukkah</i></p>	<p><b>Inform Your Small-Business Customers</b> 11 that they can generate holiday postcards through NetPost Mailing Online™ when they log onto <a href="http://www.usps.com">www.usps.com</a>®</p>	12	13	14	15
<p>16</p> <p><b>Did You Know?</b> The original St. Nicholas was a bishop in what is today western Turkey</p>	<p>17 <i>New Year/Small-Business POP and Merchandise shipments arrive this week</i></p>		<p>19 <b>Make sure Holiday Closing door sign is displayed</b></p>	20	<p>21 Last day for Priority Mail® service to arrive by Christmas* <b>payday</b></p>	<p>22 Last day for Express Mail® service to arrive by Christmas*</p>
<p>23</p> <p><b>Did You Know?</b> Christmas wasn't declared a federal holiday until June 26, 1870</p>	24	<p>25 <b>Offices Closed</b> <i>Christmas</i></p>	26 <i>Kwanzaa</i>	<p><b>Vending Reminder:</b> 27 Make sure your stamp vending machines are well-stocked and report any failures immediately</p>	28	<p>29 <b>AP 5 begins</b></p>
<p>30</p> <p><b>Did You Know?</b> Kwanzaa means "beginning" in Swahili</p>	<p>31 <i>New Year's Eve</i></p>	<p>*Dates that indicate last date to mail are dependent on drop-off location, time, and destination.</p>				

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

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



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