

POSTAL BULLETIN

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JOHN E. POTTER
POSTMASTER GENERAL, CEO



November 15, 2001

National Women's Program Policy Statement

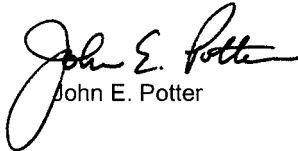
The Postal Service is committed to promoting career opportunities and advancement for women in the workforce. The National Women's Program (NWP) is a vital and integral part of this commitment. The program does not seek preferential treatment for women, but does seek to ensure that all postal career opportunities are made available to all employees, including women.

The NWP is also a part of the Postal Service's Affirmative Employment Program. Postal management established the women's program in 1974 to ensure fairness for women in every aspect of employment, including but not limited to hiring, retention, training, career development, and promotions.

The NWP is not merely a program developed to enhance the individual experiences of women, but rather it enhances how we do business as an all-inclusive workforce. Monitoring the overall postal workforce demographics to address any underrepresentation of women is part of this program. Advocacy and education will help achieve equality for women in the workplace.

The NWP will collect, conduct, and analyze research on issues affecting women in the workplace. It will be a resource offering information and business solutions to common workplace issues and professional development. It will provide networking opportunities, educational programs, and visibility for the women in our workforce, which will enable them to realize their goals and aspirations for personal and professional development.

The NWP seeks to ensure that managers at all levels will not only respect and be sensitive to the concerns of female employees, but also that they will examine and remove any barriers to equal employment opportunity for women. Together we can ensure that we are providing opportunities and promoting fairness for women in hiring, retention, training, career development, and promotions.


John E. Potter

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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.



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
Midnight Velvet	Standard/Flat	11/19-11/23	1.0	Nationwide	Car-Rt, 3/5-Digit, Basic, Barcoded	Quad Graphics, Lomira, WI; 7 15/16" x 10 1/4" catalogs; catalog has die cut cover and personalized (address) underwrap.
Hallmark Holiday Plus-Up Postcard	Standard/Postcard	11/19-11/30	4.3	Nationwide	Car-Rt, 3/5-Digit, Basic	Webcraft, N. Brunswick, NJ
JC Penney Holiday Sale & Clearance	Standard/Flat	11/24-11/26	5.8	Nationwide	Car-Rt	R. R. Donnelley
JC Penney Sweet Sale	Standard/Postcard	11/26-11/28	18.4	Nationwide	Car-Rt	Harte-Hanks
The Salvation Army Christmas Certificate	Standard/Flat	11/26-11/28	9.2	Nationwide	3/5-Digit, Basic, Barcoded	TABS Direct, Missouri City, TX
Decision Magazine	Standard/Flat	11/26-12/01	1.2	Nationwide	Car-Rt, 3/5-Digit, Basic, Barcoded	8" x 10 5/8", 48-page magazine from Minneapolis, MN
Sally Beauty Supply	Standard/Letter	11/28-11/30	2.5	Nationwide	Residual-5%, 3/5-digit, 30%, Car-Rt, 65%	The Mail Box

— Business Service Network Operations, Sales, 11-15-01

Domestic Mail

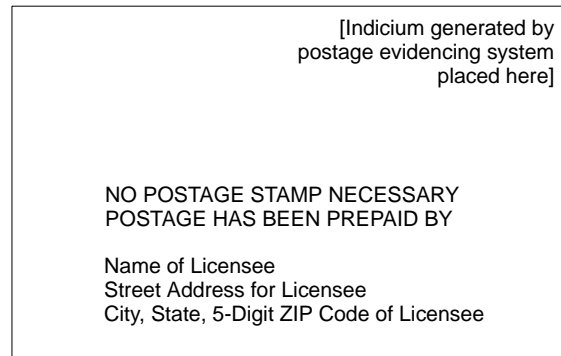
DMM CORRECTION

Postage Meters (Postage Evidencing Systems)

Postal Bulletin 22062 (11-1-01, pages 9–23) included new regulations on using indicia generated by any postage evidencing system to prepay reply postage. The address side of the envelope shown as an example on page 23 of that *Postal Bulletin* contained an error in the text that is printed above the address. The text to be printed above the address should contain the word “prepaid” (not “paid”) as follows:

NO POSTAGE STAMP NECESSARY
POSTAGE HAS BEEN PREPAID BY

The example below shows the envelope with the corrected text.



— *Postage Technology Management, Retail, Consumers and Small Business, 11-15-01*

DMM REVISION

Refunds of Deposits for Periodicals Publications

Effective December 13, 2001, *Domestic Mail Manual* (DMM) E213.3.6e is revised. The revision concerns refunds of excess deposits after an application for Periodicals mailing privileges is approved. Refunds may be given to mailers who submitted mailings while the authorization to mail at the Periodicals publication rates was pending.

Currently, E213.3.6e provides that no refund is made for postage paid at Express Mail or First-Class Mail rates. If a mailing of less than 200 pieces or 50 pounds is submitted by a mailer whose authorization to mail at the Periodicals postage rates is pending, the mailer is required to deposit postage at the single-piece First-Class Mail rates even if the mailing is prepared as a Periodicals mailing. When a publisher elects to prepare a pending publication as First-Class Mail and receives First-Class Mail service, no refund is authorized as currently prescribed by E213.3.6e.

However, if a publication is prepared and presorted as Periodicals mail and it receives Periodicals service, a refund of the difference between single-piece First-Class Mail rates and the applicable Periodicals postage is allowed if all of the following conditions are met:

- The mailing was deposited on or after the effective date of the authorization.
- The mailing was of less than 200 pieces or 50 pounds.
- The publisher deposited single-piece First-Class Mail postage by advance deposit account.
- A record of deposits and mailings made while the application to mail at Periodicals rates was pending is maintained.

We will incorporate this revision into the printed version of DMM Issue 58 and into the December 13, 2001, update of the online DMM, available via Postal Explorer at <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

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E Eligibility

* * * * *

E200 Periodicals

E210 Basic Standards

* * * * *

E213 Periodicals Mailing Privileges

* * * * *

3.0 DECISION ON APPLICATION

* * * * *

3.6 No Refund

No refund is made for:

* * * * *

[Revise item e to read as follows:]

- e. Postage paid at Express Mail or First-Class Mail rates. Exception: When postage is deposited at single-piece First-Class Mail rates because a mailing presorted and prepared as Periodicals mail is less than 200 pieces or 50 pounds, a refund may be authorized.

* * * * *

— *Mail Preparation and Standards, Pricing and Classification, 11-15-01*

U.S. ARMED FORCES

“Any Service Member” Mail Program — Suspended

Effective immediately, the Any Service Member Mail program is suspended indefinitely by the Department of Defense due to the concerns and risk of mail being introduced into the mail system from unknown sources. The safety of the men and women of the Armed Forces and the employees of the U.S. Postal Service are paramount. Mail addressed to “Any Service Member” will no longer be accepted.

Addressing of mail to the men and women of the Armed Forces in foreign locations must comply with *Domestic Mail Manual (DMM) A010.6.1, Overseas Address*. The following text is an excerpt from that section of the DMM:

The delivery line (i.e., the second line from the bottom in the address) must show either the ship name, unit number, CMR or PSC number, and box number if assigned. The last line must contain the APO and FPO designation and the appropriate two-letter “state” abbreviation (AA, AE, or AP), followed by the ZIP+4 or 5-digit ZIP Code. In addition:

- a. Mail addressed to Army personnel must show grade; full name, including first name and middle name or initial; and unit number.

- b. Mail addressed to Air Force personnel must show grade; full name, including first name and middle name or initial; and PSC or unit number.
- c. Mail addressed to Navy and Marine Corps personnel must show rank or rating; full name, including first name and middle name or initial; and PSC number for shore-based units, or ship name.
- d. Mail sent to dependents residing in overseas areas must be addressed in care of the sponsor.

— *International Network Operations, Network Operations Management, 11-15-01*

U.S. ARMED FORCES

Free Mail Program

Effective October 24, 2001, under the provisions of Section 3401 (a)(1) of Title 39, U.S.C., and pursuant to Executive Order 12556, dated April 16, 1986, the Secretary of Defense has authorized free mail privileges for members of the U.S. Armed Forces and designated civilians directly supporting "Operation Enduring Freedom" military operations in the following locations:

- The Persian Gulf
- The Red Sea
- The Gulf of Oman
- The North Arabian Sea (that portion of the Arabian sea that lies north of 10 degrees north latitude and west of 68 degrees east longitude)
- The Gulf of Aden
- The total land areas of Kuwait, Saudi Arabia, Oman, Bahrain, Qatar, Diego Garcia, United Arab Emirates, Pakistan, and Uzbekistan

Free mail privileges will remain in effect for the following locations:

- Aboard ships in the Adriatic Sea
- Aboard ships in the Ionian sea north of the 39th parallel
- Albania
- Former Republic of Yugoslavia
 - Bosnia-Herzegovina
 - Croatia (including Zagreb)

- Macedonia
- Serbia-Montenegro (including Kosovo and Vojvodina)
- Slovenia
- Hungary
- Zakho (which is south of the Turkish border in the no-fly zone of northern Iraq)

In accordance with 39 U.S.C. 3401 (a)(1)(B), free mail privileges will also be extended to members hospitalized in a facility under the jurisdiction of the Armed Forces as a result of disease or injury incurred as a result of service in those designated areas.

Personnel authorized this privilege may mail, without postage, letters, postcards, and sound recordings (audio and videotapes) having the character of personal correspondence to any place in the United States, its possessions or territories, or any military post office (APO/FPO).

Free mail must have a complete APO or FPO return address, the word "Free" in the upper right corner with an APO or FPO postmark, and a complete delivery address. Free mail may not be registered, insured, or certified.

All employees who handle and deliver mail should be made aware of this free mail privilege. Do not collect postage upon delivery, or return this mail to the sender for postage.

— *International Network Operations,
Network Operations Management, 11-15-01*

APO/FPO Changes

Make the following ink changes to the most recent APO/FPO table in *Postal Bulletin 22061 (10-18-01)*.

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09309	Remove I, X and Z Restrictions	Immediately	A,B,B1,C1,E2,F,H1,M,N,R,R1,Z1
APO AE 09310	Remove I, X and Z Restrictions	Immediately	A,B,B1,C1,E2,F,H1,M,N,R,R1,Z1
APO AE 09316	Remove I, X and Z Restrictions	Immediately	A,B,B1,C1,E2,F,H1,M,N,R,R1,Z1
APO AE 09350	Activate	Immediately	A,B,B1,C1,E2,F,H1,M,R,R1,Z1
APO AE 09395	Remove I, X and Z Restrictions	Immediately	A,B,B1,C1,E2,F,H1,M,N,R,R1,Z1
APO AE 09536	Close	Immediately	
APO AE 09558	Close	Immediately	
APO AE 09563	Close	Immediately	
APO AE 09795	Close	Immediately	
APO AE 09796	Close	Immediately	
APO AE 09869	Close	Immediately	
APO AE 09874	Close	Immediately	
APO AE 09878	Close	Immediately	
FPO AP 96614	Activate	Immediately	B,B1,C1,E2,F,H1,I,R1,U2,Z1

— *International Network Operations,
Network Operations Management, 11-15-01*

Finance

HANDBOOK F-1 REVISION

Floor Stock Counts at Retail Postal Stores and Segmented Inventory Accountability (SIA) Offices

Effective accounting period (AP) 4, postal fiscal year (PFY) 2002, Handbook F-1, *Post Office Accounting Procedures*, is revised so that retail floor stock count results recorded to the corresponding AIC/GLA accounts will not require supporting documentation to be forwarded to the district Finance offices.

The following documentation is required for retail floor stock counts:

- PS Form 3294-P, *Cash and Stamp Stock Count and Query*, maintained at the local or the corresponding main office.
- PS Form 571, *Discrepancy of \$100 or More in Financial Responsibility*, forwarded to Postal Inspection Service and a copy on file locally.
- PS Form 3368-P, *Accountability Examination Record*, maintained locally to record retail floor stock count results.

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

Handbook F-1, *Post Office Accounting Procedures*

* * * * *

4 Managing Accountable Paper

* * * * *

487 Conducting Counts

* * * * *

487.6 Counting Retail Floor Stock

* * * * *

487.64 Procedures

* * * * *

Shortages

* * * * *

3> The postmaster/manager or supervisor follows these procedures:

[In the matrix, (1) keep headings, (2) delete the first row, and (3) keep the second row.]

If...	Then...
The shortage is a result of robbery or burglary.	Submit a claim for loss to DAO after the Postal Inspection Service has ascertained the amount involved in the burglary or theft, and record amount to AIC 639. The DAO removes from AIC 639 and records amount into suspense on the same reporting date. Upon receipt of Investigative Memorandum from Postal Inspection Service, DAO removes amount from suspense and records to AIC 519. See section 846.

* * * * *

International Mail

IMM REVISION

International Mail — Recorded Delivery Service

Effective November 15, 2001, Part 362 and the Individual Country Listings in the *International Mail Manual* (IMM) are revised to reflect that recorded delivery service to certain destination countries has been established or eliminated.

We will incorporate these revisions 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)

* * * * *

3 Special Services

* * * * *

360 Recorded Delivery

* * * * *

362 Availability

[Revise 362 to read as follows:]

Recorded delivery service is available when mailing letter-post items, postcards and postal cards, aerogrammes, matter for the blind, and M-bags to the following destination countries:

Ascension	Grenada	Nigeria
Austria	Guinea-Bissau	Paraguay
Bahamas	Guyana	Romania
Bangladesh	India	Rwanda
Belize	Iran	Saint Helena
Bhutan	Iraq	Sao Tome and Principe
Brunei Darussalam	Kenya	Slovak Republic (Slovakia)
Burkina Faso	Korea, Republic of	Swaziland
Burundi	Kuwait	Switzerland
Colombia	Latvia	Tanzania
Congo, Democratic Republic of the	Macedonia, Republic of	Tonga
Costa Rica	Madagascar	Trinidad and Tobago
Croatia	Malaysia	Tunisia
Cuba	Maldives	Tuvalu
Czech Republic	Mali	Uganda
Dominican Republic	Mongolia	Venezuela
Fiji	Morocco	Vietnam
Germany	Mozambique	Yemen
Ghana	Namibia	Zambia
Greenland	Niger	

* * * * *

Country Conditions for Mailing — Austria, Bahamas, Costa Rica, Greenland, India, Kenya, Kuwait, Latvia, Madagascar, Mali, Mongolia, Morocco, Mozambique, Namibia, Niger, Nigeria, Paraguay, Slovak Republic (Slovakia), Switzerland, Tanzania, Trinidad and Tobago, Venezuela, and Yemen, respectively.

* * * * *

Special Services

* * * * *

Recorded Delivery (360)

[Revise the entry for each of the destination countries listed above to reflect that recorded delivery service has been established for that country:]

Fee: \$2.10

Available for letter-post mail, post/postal cards, aerogrammes, matter for the blind, and M-bags.

* * * * *

Country Conditions for Mailing — Afghanistan, Bahrain, Bolivia, Central African Republic, China, Gabon, Guinea, Italy, Lebanon, Libya, Nepal, Netherlands, Nicaragua, Pakistan, Spain, and Syria, respectively.

* * * * *

Special Services

* * * * *

Recorded Delivery (360)

[Revise the entry for each of the destination countries listed above to reflect that recorded delivery service has been eliminated for that country:]

NOT Available

* * * * *

— Marketing, International Business, 11-15-01

IMM REVISION

International Mail — International Money Orders

Effective December 1, 2001, Section 371.2b will be revised to reflect the new format that Barbados uses for issuing international money orders. The amount of the money due for payment will no longer be handwritten on the form (the form currently states, "Amount To Be Written In Words"); instead it will be electronically applied. In addition, the reference in 371.2b to standard international money order issuance in Mali will be deleted.

We will incorporate these revisions 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)

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International Money Orders (371)

Availability (371.2b)

[Revise text as follows:]

Direct international postal money orders. This method uses the pink *International Postal Money Order Form (MP1)*. The following countries accept this form: Albania, Anguilla, Antigua and Barbuda, Bahamas, Barbados, Belize, Bolivia, British Virgin Islands, Canada, Cape Verde, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guinea, Guyana, Honduras, Jamaica, Japan, Mali, Mexico, Montserrat, Nigeria, Peru, St. Christopher (St. Kitts) and Nevis, St. Lucia, St. Vincent and the Grenadines, Sierra Leone,

and Trinidad and Tobago. The following exceptions should be noted:

- (1) In Barbados, the amount of the money due for payment will no longer be handwritten on Form MP1 (the form currently states, "Amount To Be Written In Words"), but will be electronically applied.
- (2) With the exception of Jamaica, and Trinidad and Tobago, money orders issued by the above countries in U.S. dollars are negotiable in the United States.

- (3) There will be no money orders issued in Bolivia, Cape Verde, Dominican Republic, Ecuador, Honduras, Mexico, Nigeria, Panama, and Sierra Leone for *payment in the United States*.
- (4) The MP1 cards issued in Japan for payment in the United States *must* be shown in U.S. dollars preceded by the capital letters "USD."

* * * * *

— Retail,
Retail, Consumers and Small Business, 11-15-01

ICM UPDATE

International Customized Mail

On December 22, 2000, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated December 9, 1999. The Agreement was published in *Postal Bulletin* 22019 (3-9-00, page 40). The Amendment modifies the Agreement to extend the term of the Agreement. In accordance with *International Mail Manual* (IMM) 294.4, 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:** December 13, 1999, through January 6, 2001.
- b. **Type of mail:** *Other provisions of the Agreement shall remain in force.*

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

— International Business, 11-15-01

ICM UPDATE

International Customized Mail

On January 11, 2001, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated December 9, 1999. The Agreement was published in *Postal Bulletin* 22019 (3-9-00, page 40). The Amendment modifies the Agreement to extend the term, modify language and rates for Qualifying Mail, modify destinations, and set price for undeliverable Global Direct — Canada Lettermail of the Agreement. In accordance with *International Mail Manual* (IMM) 294.4, 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:** December 13, 1999, through January 31, 2002.

- b. **Type of mail:** *International Priority Airmail (IPA), International Surface Air Lift (ISAL), and Global Direct — Canada Lettermail.* Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. **Destination countries:** *Other provisions of the Agreement shall remain in force.*
- d. **Service provided by the U. S. Postal Service:** *Other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitment:** *Other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *Other provisions of the Agreement shall remain in force.*

g. Rates: The Mailer will pay postage for all Qualifying Mail in accordance with Exhibit 1.

**Exhibit 1
International Priority Airmail Rates**

Mail Type	Presort Rate Group	Rate Per Piece (\$)
Letters/Printed Matter, Small Packets, Letter Packages	3 United Kingdom	0.360
	4 Australia, N. Zealand	0.390
	8 S. Africa	0.390
	1 Canada	0.360

International Surface Air Lift Rates

Mail Type	Rate Group	Rate Per Piece (\$)
Small Packets	3 United Kingdom	0.360
	4 Australia, N. Zealand	0.360
	8 S. Africa	0.360
	1 Canada	0.360

Global Direct — Canada Lettermail Rates

Service	Mail Type	Rate Per Piece (\$)
Global Direct — Canada	Letters	0.32
Return of Undeliverable Pieces		0.05

— International Business, 11-15-01

ICM UPDATE

International Customized Mail

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

- a. Term:** May 1, 2001, through April 30, 2003.
- b. Type of mail:** *Global Express Mail Service (EMS)* or *Airmail Parcel Post (APP)*. Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. Destination countries:** Canada and Japan.
- d. Service provided by the Postal Service:** The Postal Service has agreed to:
 1. Furnish Mailer with the equipment and supplies necessary for the use of Qualifying Mail.
 2. Provide Mailer with the preparation requirements for Qualifying Mail and any training necessary to prepare Qualifying Mail in conformity with Postal Service requirements.
 3. Provide Mailer with technical assistance necessary to prepare the information linkages, electronic data files, and data exchanges.
 4. Transport Qualifying Mail to international destinations for delivery by the appropriate authority.
 5. Furnish Mailer with tracking reports, and delivery performance reports on a regular basis.
- e. Minimum volume commitment:** The Mailer has agreed to tender a minimum volume of 25,000 packages or a minimum of \$500,000 in international postage for Qualifying Mail.
- f. Worksharing:** The Mailer has agreed to:
 1. Establish the necessary linkages with the Postal Service.
 2. Provide the Postal Service with notification of new dedicated permit numbers used for Qualifying Mail, one week in advance of using the new permit numbers.
 3. 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 instruction the Postal Service provides.
- g. Rates:** The Mailer has agreed to pay postage for Qualifying Mail rates contained in Exhibit 1.

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

Weight Not Over (lbs.)	Japan (\$)	Canada (\$)
0.5	13.86	10.65
1	16.60	11.06
2	19.33	11.47
3	22.06	12.15
4	24.79	12.69
5	27.35	13.37
6	29.61	14.59
7	31.86	15.81
8	34.12	17.02
9	36.37	18.24
10	38.63	19.46
11	40.88	20.68
12	43.13	21.90
13	45.39	23.12
14	47.64	24.34
15	49.90	25.56

Weight Not Over (lbs.)	Japan (\$)	Canada (\$)
16	52.15	26.78
17	54.40	28.00
18	56.66	29.22
19	58.91	30.44
20	61.17	31.66
21	63.42	32.88
22	65.68	34.10
23	67.93	35.32
24	70.18	36.54
25	72.44	37.76
26	74.69	38.98
27	76.95	40.20
28	79.20	41.42
29	81.46	42.64
30	83.71	43.86
31	85.96	45.08
32	88.22	46.30
33	90.47	47.52
34	92.73	48.74
35	94.98	49.96
36	97.24	51.18
37	99.49	52.40
38	101.74	53.62
39	104.00	54.84
40	106.25	56.06
41	108.51	57.28
42	110.76	58.50
43	113.01	59.72
44	115.27	60.94
45	117.52	62.16
46	119.78	63.38
47	122.03	64.60
48	124.29	65.82
49	126.54	67.04
50	128.79	68.26
51	131.05	69.48
52	133.30	70.70
53	135.56	71.92
54	137.81	73.14
55	140.07	74.36
56	142.32	75.58
57	144.57	76.80
58	146.83	78.02
59	149.08	79.24
60	151.34	80.46
61	153.59	81.68
62	155.85	82.90
63	158.10	84.12
64	160.35	85.34
65	162.61	86.56
66	164.86	87.78

Airmail Parcel Post (APP)

Weight Not Over (lbs.)	Japan (\$)	Canada (\$)
1	5.94	9.19
2	10.19	9.19
3	14.45	9.71
4	18.70	10.36
5		11.02
6		11.59
7		12.17
8		12.74
9		13.32
10		13.90
11		14.47
12		15.05
13		15.62
14		16.20
15		16.77
16		17.35
17		17.93
18		18.50
19		19.08
20		19.65
21		20.23
22		20.80
23		21.38
24		21.96
25		22.53
26		23.11
27		23.68
28		24.26
29		24.83
30		25.41
31		25.99
32		26.56
33		27.14
34		27.71
35		28.29
36		28.86
37		29.44
38		30.02
39		30.59
40		31.17
41		31.74
42		32.32
43		32.90
44		33.47
45		34.05
46		34.62
47		35.20
48		35.77
49		36.35
50		36.93
51		37.50
52		38.08
53		38.65
54		39.23
55		39.80
56		40.38
57		40.96

Weight Not Over (lbs.)	Japan (\$)	Canada (\$)
58		41.53
59		42.11
60		42.68
61		43.26
62		43.83
63		44.41
64		44.99
65		45.56
66		46.14

— *International Business, 11-15-01*

ICM UPDATE

International Customized Mail

On September 28, 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:** October 12, 2001, through February 28, 2005.
- b. Type of mail:** *Priority Mail Service, Express Mail Service, and Standard Mail Service.* Every item must conform to the mailing requirements set forth in the *Domestic Mail Manual (DMM)* for Qualifying Mail.
- c. Destination country:** To the United States from Latin America, Mexico, and the Caribbean.
- 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 preparation requirements for Qualifying Mail and any training necessary 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.
 4. Provide Mailer with all Postal Service domestic value added services, including, but not limited to, insurance and collect on delivery (COD) services.

- e. Minimum volume commitment:** The Mailer has agreed to tender a minimum of \$2 million in postage or 1 million pounds of Qualifying Mail annually.
- f. Worksharing:** The Mailer has agreed to:
 1. Provide the Postal Service with notification of new dedicated permit numbers used for Qualifying Mail.
 2. Obtain commercial customs clearance for foreign-originating Qualifying Mail before tender to the Postal Service.
 3. Tender customs-cleared Qualifying Mail to the appropriate Postal Service facility in accordance with the instructions the Postal Service provides.
 4. Provide the Postal Service a schedule of mailings including date of tender, weight, volume, location where mail will originate, and office of tender in accordance with instructions the Postal Service provides.
 5. Use a Postal Service approved manifest system. Allow the Postal Service to monitor the Mailer's volume and related Postal Service revenue.
- g. Rates:** The Mailer has agreed to pay postage for Qualifying ICM Mail in accordance with rates as published by the Postal Service at the time of mailing.

— *International Business, 11-15-01*

ICM UPDATE

International Customized Mail

On October 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 now makes public the following information concerning the Agreement:

- a. **Term:** October 17, 2001, through October 16, 2002.
- b. **Type of mail:** *Global Express Mail* (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitment:** The Mailer has agreed to meet an annualized minimum of 600 pieces of EMS or \$12,000 in annual postage for EMS.

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

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail 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 eight (8) percent off of non-discounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume (piece) or 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, 11-15-01*

ICM UPDATE

International Customized Mail

On October 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:** October 26, 2001, through October 25, 2002.
- b. **Type of mail:** *Global Express Mail* (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitment:** The Mailer has agreed to meet an annualized minimum of 600 pieces of EMS or \$12,000 in annual postage for EMS.

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

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail 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 eight (8) percent off of non-discounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume (piece) or 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, 11-15-01*

PUBLICATION 141 DISTRIBUTION

Global Express Guaranteed Service Guide

Field distribution of Publication 141, *Global Express Guaranteed™ Service Guide*, Volume 8, dated November 2001, began on November 9, 2001, and will be completed by November 23, 2001. The publication will be mailed to about 20,000 retail locations and district training facilities.

— Business Initiatives,
Expedited/Package Services, 11-15-01

Philately

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

Effective close-of-business December 31, 2001, all Post Offices, stations, branches, postal stores, vending outlets, and authorized philatelic centers must (1) withdraw the stamp stock items and products listed below and their related vending and store-prepared stamp items from sale and (2) prepare them for destruction. The items should be submitted to destruction sites according to local established procedures, under the guidelines in Handbook F-1, *Post Office Accounting Procedures*, Part 45, Destroying Stamp Stock.

Absolutely no sales of the stamp stock items, products, and their related vending and store-prepared stamp items listed below are permitted at retail counters and outlets after December 31, 2001. Items listed are also withdrawn from sale at Stamp Fulfillment Services (SFS).

Note: Items listed with an asterisk were removed from sale at regular counters December 31, 2000.

Item Number	Description
Stamped Cards:	
226900	20-cent Ryman Auditorium
227000	20-cent University of Utah
227200*	20-cent Redwood Library & Athenaeum
227300*	20-cent University of Wisconsin
227400*	20-cent Washington and Lee University
229400	20-cent Block Island
229600	40-cent Block Island Reply
229700	20-cent Block Island Sheet

Item Number	Description
Stamp Issues:	
110900	\$3.20 Shuttle Landing Parachute
111200	\$11.75 Shuttle Piggyback
440100	33-cent Deep Sea Creatures
440184	\$44.55 Deep Sea Creatures Press Sheet
440300	33-cent Edward G. Robinson
440384	\$39.60 Edward G. Robinson Press Sheet
440900	33-cent Claude Pepper
442700	33-cent Thomas Wolfe
446884	\$19.80 Pacific Coast Rain Forest Press Sheet
446900	33-cent White House in Winter
447200	33-cent California Statehood
449900	33-cent Stampin' The Future
559400	55-cent Victorian Love stamp
Philatelic Products:	
016011	\$25 The Inspectors
016021	\$17.95 The Inspectors 2
442097	\$12.95 Sonoran Desert Panel
557573	\$50 Trans-Mississippi Deluxe Collectible
557589	\$75 Trans-Mississippi Framed Collectible
881000	\$7 American Ballet Poster
881101	\$16.95 American Ballet Matted Pane
882700	\$39.60 Aquarium Fish Press Sheet
889101	\$16.95 American Glass Matted Pane
891700-442082	\$12.95 Sonoran Desert Matted Pane
985200	\$19.95 20th Century Trains Prints
988100	\$9.50 Black Heritage Greeting Cards A
988200	\$9.50 Black Heritage Greeting Cards B
988300	\$9.50 Black Heritage Greeting Cards C
988400	\$9.50 Black Heritage Greeting Cards D

— Stamp Services,
Government Relations and Public Policy, 11-15-01

Philatelic Products Withdrawn From Regular Sale at Retail Counters

Effective close-of-business December 31, 2001, all Post Offices, stations, branches, postal stores, and authorized philatelic centers must withdraw the philatelic products listed below from sale and prepare them for destruction. The philatelic products should be submitted to destruction sites according to local established procedures, under the guidelines in Handbook F-1, *Post Office Accounting Procedures*, Part 45, Destroying Stamp Stock.

Absolutely no sales of these philatelic products are permitted at retail counters and outlets after December 31, 2001. However, the philatelic products listed below **will remain** on sale at Stamp Fulfillment Services (SFS) through the *USA Philatelic Catalog*.

Item Number	Description
Philatelic Products:	
880500	\$9 Gospel Singers Compact Disk/Stamps
883801	\$14.95 Alfred Hitchcock First Day Souvenir
884001	\$16.95 Alfred Hitchcock Matted pane
884900	\$7 Malcolm X Poster
885400	\$6.95 Love Stamped Cards
889000-447088	\$125 Black Heritage Framed Piece
896400	\$8.95 Holiday Reindeer Stamped Cards
982000	\$9 Sonoran Desert Poster
985600	\$6.95 20th Century Trains Stamped Cards
988000	\$19.95 Black Heritage Prints
988500	\$9 Pacific Coast Rain Forest Poster
988600	\$7.50 Edwin Powell Hubble Poster
988800	\$7 Stampin' The Future Activity Book
988900	\$7.50 Deep Sea Creatures Poster
989200	\$6.95 Adoption Stamped Cards
998500	\$24.95 Kwanzaa: A Celebration of Family Book
998600	\$14.95 The Gift of Kwanzaa Book

— Stamp Services,
Government Relations and Public Policy, 11-15-01

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 unserviced.

Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: PICTORIAL CANCELLATIONS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP + 4 CODE, exactly as listed below (using all capitals and no punctuation, except the hyphen in the ZIP + 4 code).

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

The following pictorial cancellations have been extended for 30 days.



RAILROAD MUSEUM STATION
SEPTEMBER 22, 2001
WALDO AR 71770

September 22, 2001
Railroad Museum
RAILROAD MUSEUM STATION
POSTMASTER
PO BOX 9998
WALDO AR 71770-9998



24th Annual
Harvest Time
Bluegrass Music Festival
October 13, 2001

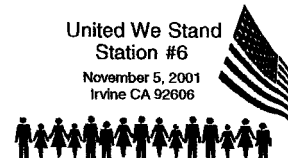
WALDRON AR 72958-9998
October 13, 2001
Bluegrass Music Festival
TURKEY TRACK STATION
POSTMASTER
PO BOX 9998
WALDRON AR 72958-9998



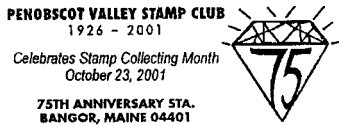
October 4-6, 2001
King Biscuit Blues Festival
16TH ANNUAL KING BISCUIT BLUES
FESTIVAL STATION
POSTMASTER
PO BOX 9998
HELENA AR 72342-9998



October 15, 2001
THAT'S ALL FOLKS!
THAT'S ALL FOLKS! STATION
POSTMASTER
6618 ST RT 104
JASPER OH 45642-9998



November 5, 2001
United We Stand Station #6
November 5, 2001
Irvine CA 92606
UNITED WE STAND STATION #6
POSTMASTER
15642 SAND CANYON AVE
IRVINE CA 92619-9998



October 23, 2001
Penobscot Valley Stamp Club
PENOBSCOT VALLEY STAMP
CLUB 75TH ANNIVERSARY
STATION
POSTMASTER
202 HARLOW ST
BANGOR ME 04401-9998



November 24, 2001
HUNTER APPRECIATION DAY STATION
POSTMASTER
52 COUNTY RD 59
PINE APPLE AL 36768-9998



October 28, 2001
Rays of Hope Walk Station
October 28, 2001
Springfield, MA 01101
BAYSTATE MEDICAL CENTER
RAYS OF HOPE STATION
POSTMASTER
1883 MAIN ST
SPRINGFIELD MA 01101-9998



November 24, 2001
WSC SANTA CLAUS STATION
POSTMASTER
850 TWIN RIVER DR
COLUMBUS OH 43216-9998



November 1, 2001
USPS
ROCK RIVER STATION
POSTMASTER
69 DOVER RD
WILLIAMSVILLE VT 05362-9998



November 29, 2001
The Downtown Business Association of Saratoga
VICTORIAN STREETWALK
STATION
POSTMASTER
245 WASHINGTON ST
SARATOGA SPRINGS NY
12866-9998

November 5, 2001
FEDERAL BUILDING STATION
POSTMASTER
500 W MAIN ST
TUPELO MS 38804-9998



November 5, 2001
FEDERAL BUILDING STATION
POSTMASTER
500 WEST MAIN ST
TUPELO MS 38804-9998



December 1, 2001
Lynchburg & Metro Moore Co Chamber of Commerce
HOLIDAY STATION
POSTMASTER
PO BOX 9998
LYNCHBURG TN 37352-9998



Zoar Village Station
Dec. 1, 2001
Zoar, OH 44697

December 1, 2001
USPS
ZOAR VILLAGE STATION
POSTMASTER
PO BOX 9998
ZOAR OH 44697-9998



December 6, 2001
Mullens Area Chamber of
Commerce
FLOOD OF THE DOGWOOD
CITY STATION
POSTMASTER
PO BOX 9998
MULLENS WV 25882-9998

MASONIC STATION

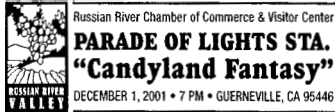


ANNUAL
CELEBRATION
December 1, 2001
Feast of Saints John
Fellowship Center
Burlington, N.J. 08016

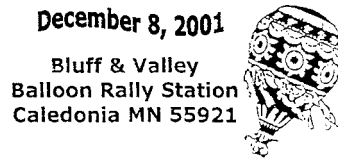
December 1, 2001
Masonic Home of Burlington NJ
MASONIC STATION
POSTMASTER
427 HIGH ST
BURLINGTON NJ 08016-9998



December 7, 2001
ANGEL STATION
POSTMASTER
1 WEST MAIN
ANGELICA NY 14709-9998



December 1, 2001
Russian River Chamber of
Commerce Visitor Center
PARADE OF LIGHTS STATION
POSTMASTER
14060 MILL ST
GUERNEVILLE CA 95446-9998



December 8, 2001
BLUFF AND VALLEY BALLOON
RALLY STATION
POSTMASTER
PO BOX 9998
CALEDONIA MN 55921-9998



December 1-25, 2001
Santa Claus Chamber of
Commerce
SANTA CLAUS STATION
POSTMASTER
PO BOX 9998
SANTA CLAUS IN 47579-9998



December 8, 2001
VT Division for Historic
Preservation
SANTA STATION
POSTMASTER
236 COOLIDGE MEMORIAL RD
PLYMOUTH VT 05056-9998



December 1-31, 2001
USPS
CHRISTMAS STATION
POSTMASTER
PO BOX 9998
ST BETHLEHEM TN 37155-9998



December 8, 2001
Geneseo Chamber of Commerce
VICTORIAN WALK STATION
POSTMASTER
120 WEST 1ST ST
GENESEO IL 61254-9998



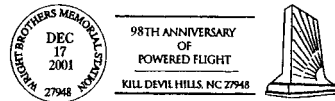
December 1-31, 2001
USPS
YOUR HOLIDAY STATION
POSTMASTER
761 SOUTH 1ST WEST
SNOWFLAKE AZ 85937-9998



December 10, 2001
Painted Post Post Office
SANTAS WORK STATION
POSTMASTER
PO BOX 9998
PAINTED POST NY 14870-9998



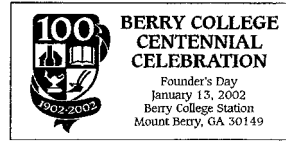
December 6, 2001
City of Dover
CENTENNIAL OF
INCORPORATION STATION
POSTMASTER
PO BOX 9998
DOVER OH 44622-9998



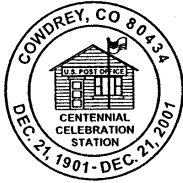
December 17, 2001
First Flight Society
WRIGHT BROTHERS
MEMORIAL STATION
POSTMASTER
PO BOX 9998
KILL DEVIL HILLS NC
27948-9998



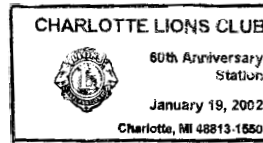
December 17, 2001
First Flight Society
 WRIGHT BROTHERS STATION
 POSTMASTER
 PO BOX 9998
 KITTY HAWK NC 27949-9998



January 13, 2002
 BERRY COLLEGE CENTENNIAL
 STATION
 POSTMASTER
 PO BOX 9998
 MOUNT BERRY GA 30149-9998



December 21, 2001
 CENTENNIAL CELEBRATION
 STATION
 POSTMASTER
 27 CONTY RD 6 WEST
 COWDREY CO 80434-9998



January 19, 2002
Charlotte Lions Club
 60TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 CHARLOTTE MI 48813-1550

— Stamp Services,
 Government Relations and Public Policy, 11-15-01

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
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
Support Infection Control Week	Oct. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— Mail Preparation and Standards,
 Pricing and Classification, 11-15-01

Post Offices

Aluminum Label Frames — Removed From Modified Express and Priority Mail Sacks

Effective October 15, 2001, all aluminum label frames are being removed from modified Express and Priority Mail sacks. Sacks without label frames are useable. In place of those label frames, label holders have been installed on the bottom of the target area on the modified sacks.

You should continue to remove ACT (Air Contract Transportation) tags from all modified Express and Priority Mail sacks and dispose of them per direction in *Postal Bulletin* 22060 (10-4-01, page 23).

— *Mail Transport Equipment,
Network Operations Management, 11-15-01*

Disposal of Safety Equipment — Gloves and Masks

Due to health concerns, do not, under any circumstances, throw used gloves and masks into empty containers as trash and do not send them into a Mail Transport Equipment Service Center for disposal. Supervisors should ensure that adequate Hazardous Material trash receptacles are available within the opening unit work area for employees to use when disposing of removed gloves and masks.

— *Mail Transport Equipment,
Network Operations Management, 11-15-01*

Mail Transport Equipment Containing Potentially Hazardous Material

Do not send any mail transport equipment containing potentially hazardous material (HAZMAT) to the Mail Transport Equipment Service Centers. Instead, contact your local HAZMAT authorities to handle that equipment.

— *Mail Transport Equipment,
Network Operations Management, 11-15-01*



This office
will be closed
Thursday,
November 22, 2001,
to celebrate
Thanksgiving Day.

CUT ALONG DOTTED LINE



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(Post Offices section continued on page 35.)

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.

005182	018827	028952	066003	076163	094711	106527	117280	128976	152972	210729	282361	322466
005229	018919	029112	066352	076202	094934	106588	117307	128990	154028	212907	282685	322491
005297	018979	029445	066446	076224	094973	107122	117321	129812	156022	220031	282779	323067
006358	019164	029498	066474	076350	095112	107314	117338	129934	159003	220168	282878	323635
006611	019449	029659	067335	076749	095680	107321	117368	130004	165101	220611	282918	324102
006773	020144	029666	067409	077250	095797	108283	117384	130662	165157	220644	283462	325006
006833	020455	029682	068320	078143	096389	108313	117406	131017	165196	220724	286083	325124
007114	020489	029721	068425	078433	096392	108759	117453	131483	165290	220753	286186	326418
007234	020539	029821	068477	079009	096407	108916	117670	132030	165406	220833	289007	326685
007288	020607	029829	068535	079066	096816	108936	117739	132124	170127	221074	289008	326727
007319	021742	030098	069085	079729	097096	108961	117756	132128	170293	221161	292572	327692
007366	021797	030212	069096	079730	097203	109275	117777	132271	171104	221176	293090	327734
008225	022020	030525	069164	079936	097239	109547	117825	132274	171322	221226	293152	327763
008332	022099	037035	069209	079961	097351	109858	117883	132279	178021	221313	293308	327872
008971	022126	038136	069226	080012	097555	109863	117933	133036	180002	221526	293333	327887
009206	023028	038253	069362	080039	097603	109948	117950	133038	180068	221644	294565	328019
009275	023153	038560	069559	080122	097645	110657	118036	134046	182012	222301	296508	328502
009334	023177	039014	069561	080347	097903	110743	118201	135101	187013	223259	298021	328594
009407	023284	046002	069563	080493	097912	111150	118265	135125	187019	225022	300606	328778
009481	023362	050034	069847	080612	097967	111404	118278	135142	187066	235235	300766	328879
009581	023389	054105	069975	080627	098017	111945	118803	135218	192148	235379	300818	329006
009625	023623	054249	070274	080691	098147	112563	119428	135243	192332	235485	300947	329350
009712	025297	054268	070412	080707	098267	112698	119558	136036	192344	251001	301081	329410
009889	025401	060066	070447	085023	098440	113340	120189	137003	192713	251006	301299	329542
009928	026423	060262	070521	085037	098578	113367	120233	137005	193117	251302	301331	329661
009945	026446	060352	070791	085182	100067	113374	120237	139052	193159	253263	302259	330015
010301	026460	060510	070938	085347	100079	113452	120250	139090	193215	253303	305071	330251
010498	026501	060664	071122	085371	100197	113785	120321	139116	193267	257138	305081	330274
010648	027048	061353	071233	085411	100263	113976	121145	142035	193586	257154	305160	330625
010671	027104	062009	071348	085641	100414	114518	121192	142086	196051	264002	305564	330668
010721	027220	063148	071444	085753	101332	114575	121199	142442	196067	270070	305993	330791
011165	027548	063401	071678	088192	101718	115054	121209	142704	200348	272009	306758	330812
011232	027566	064135	075042	088466	102321	115056	121268	142919	200805	272258	311025	330854
013187	027581	064251	075046	088707	102420	115090	121275	142925	200852	272353	311399	331024
014464	027658	064277	075061	088721	102752	115138	122206	146042	207788	274013	311629	331041
014797	027812	064311	075189	089422	102875	115229	122371	146358	208260	274035	314269	331113
014882	028009	064313	075211	090358	102915	115251	123070	146582	208378	274156	317182	331151
014947	028025	064321	075367	090673	103225	115384	123082	150047	208431	274161	317198	331168
015197	028047	064752	075486	090732	104102	115531	124167	150213	208876	274175	317294	331184
015490	028216	064803	075611	090862	104591	115605	125196	150242	208959	274208	319149	331306
015630	028250	064840	075675	091305	104663	115618	125435	151071	209149	274233	320091	331563
016811	028421	065016	075723	091669	105094	115676	125456	151106	209268	274281	320207	331666
018139	028448	065215	075733	092083	105125	115761	125466	151112	210295	274284	321024	332008
018209	028621	065381	075805	092685	105198	116052	127014	151184	210503	275002	321039	332013
018347	028635	065406	075923	093599	105219	117027	127044	152044	210541	275203	321085	332429
018356	028705	065513	075992	093695	105283	117051	128112	152499	210647	277050	322005	332508
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018639	028898	065935	076063	094353	105434	117113	128939	152558	210707	280140	322113	332898
018641	028924	065984	076132	094489	106297	117166	128968	152762	210713	280141	322300	332967

CUT ALONG DOTTED LINE



PULL-OUT SECTION

333113	349739	452444	482705	553597	602807	633017	722136	771043	802372	853508	901980	917076
333114	349830	452910	483316	554303	602820	637103	724068	771075	802629	853545	902006	917116
333212	349840	454162	483383	554412	602913	641143	730109	771598	802659	853613	902048	917160
333478	352662	454641	483674	554751	603107	641244	730318	771641	802736	853625	902332	917170
333706	352779	454710	483676	558044	604165	641253	730447	772079	802779	853673	902385	917178
333863	356048	454717	483768	570009	604175	641262	730711	772249	802819	853719	902653	917198
334046	361212	454732	483850	570076	604291	641585	731453	772402	802962	853736	902671	917212
334069	363133	454809	483963	570137	604398	641648	731991	772634	803086	856298	903326	917262
334080	366040	456035	485089	570190	605009	641851	740111	773546	803331	860114	903378	917264
334289	372059	457109	485096	570195	605057	641946	740137	773560	803344	871630	903803	917294
334345	372082	457115	485229	570200	605060	660056	740464	775309	804148	871665	904030	917298
334943	372095	457118	485250	571030	605122	660079	740787	776011	804213	871672	904364	917299
335092	372628	458077	486333	571086	605450	660103	741681	776013	805104	883118	904499	917304
335100	372971	460029	487269	571118	605760	661035	741685	777009	805302	891224	904511	917321
335213	374013	460148	488038	572001	605778	661065	741687	777213	805601	891415	904519	917338
335214	374151	461029	490206	573039	605794	661073	743090	778365	809030	891600	904523	917347
335367	378124	461110	490457	575072	606088	662003	744100	782024	814080	891735	904655	917442
335438	378132	462040	490463	576017	606150	662146	749172	782032	815012	891739	904698	917488
335483	379207	462043	490470	577085	606196	662148	750365	782034	815016	891812	904758	917489
335540	379543	462070	490699	581021	606286	662183	750387	782079	815026	891813	904760	917576
335575	381535	462741	494146	581117	606402	662205	750389	782289	815044	891858	904773	917586
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336097	392691	462965	496161	591189	606906	662286	750950	782794	829121	895121	906242	917707
336108	394205	465026	502012	591820	607111	662295	750997	782874	829503	895460	906438	917736
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336156	400058	465107	511001	598522	607556	662555	752371	786070	834074	900204	906834	917750
336172	402357	465115	516415	600021	607589	662589	752394	786095	840619	900231	906913	917752
336456	402435	466501	520002	600124	607644	662610	752601	786115	841124	901191	906943	917761
336675	402796	466516	527008	600138	607690	662672	752623	787005	841165	901333	906946	917772
336942	402815	466520	531350	600189	607744	662678	752653	787046	841218	901476	906960	917841
337060	402858	466524	531534	600343	607843	666120	752678	787069	841525	901582	906963	917863
338033	402887	466542	531608	600372	607936	666225	752690	787402	841737	901583	906971	918024
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338231	403051	466582	531725	600604	608107	666435	757250	787958	846242	901653	907568	918334
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339816	430139	477165	532611	601343	609206	668125	770001	797016	852821	901724	913948	918894
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347140	441941	481341	551317	602478	627105	701411	770694	801203	853403	901873	915410	921578
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349306	447124	481619	551870	602596	631103	701655	770802	801467	853447	901937	916011	921672
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349702	452002	482055	553389	602762	631401	713098	771041	802185	853502	901975	917052	921896

921906	925231	926291	927121	928333	931213	940287	941629	948095	951933	967306	970808	984258
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922177	926038	926599	927383	928395	931431	940481	941704	948654	954455	968419	972461	992330
922353	926040	926652	927820	928422	931567	940737	941770	950057	954467	968527	972797	992643
922376	926060	926683	927835	928456	931735	940755	941856	950561	958724	968650	972919	992710
924085	926119	926740	927903	928528	933311	940853	943005	950889	958847	968764	972971	992730
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924443	926163	926822	928106	928792	939503	941475	946523	950951	958977	970370	980786	998309
924576	926182	926870	928149	928808	940122	941478	946583	950958	958995	970439	980879	
925175	926194	926872	928201	930016	940168	941584	948084	951044	958997	970543	980932	
925230	926255	926966	928261	930262	940211	941621	948088	951892	960092	970631	982348	

— Express and Priority Mail, Marketing, 11-15-01

CUT ALONG DOTTED LINE



PULL-OUT SECTION

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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.

010 504 1932 to 010 504 1999	027 965 9487 to 027 965 9499	383 314 3968 to 383 892 1000 to	3999 1344	399 792 7775 to 399 792 8300 to	7799 8399
011 582 1889 to 011 582 1899	028 191 1852 to 0281911999	383 892 1382 to 384 925 3641 to	1399 3654	400 427 1051 to 401 045 1505 to	1999 1549
011 588 2900 to 011 588 3099	028 850 3000 to 028 850 3199	385 568 2331 to 385 599 7554 to	2399 7575	401 045 1571 to 401 294 2700 to	1599 2799
012 579 5675 to 012 579 5699	029 510 1500 to 029 510 1599	385 774 2024 to 386 624 1412 to	2099 1599	401 310 9505 to 401 382 5312 to	9599 5399
013 289 6176 to 013 289 6199	030 687 0903 to 030 687 0999	386 883 8936 to 387 314 5574 to	8999 5599	402 578 7876 to 403 125 6744 to	7899 6799
013 610 0014 to 013 610 0099	031 077 4507 to 031 077 4799	387 837 6300 to 388 828 0656 to	6399 0699	403 260 7000 to 403 280 6470 to	7499 6499
014 932 1000 to 014 932 1099	032 295 7500 to 032 295 9999	388 828 0656 to 389 696 2400 to	0699 2799	403 280 6470 to 403 685 8600 to	6499 8699
014 972 0800 to 014 972 0899	034 943 0400 to 034 943 0799	389 846 3104 to 389 846 3145 to	3135 3195	404 003 0300 to 404 041 8838 to	0399 8899
015 363 0007 to 015 363 0099	210 221 0548 to 210 221 0599	389 887 9211 to 389 887 9234 to	9230 9299	404 071 4268 to 404 347 5356 to	4299 5399
017 028 3200 to 017 028 3299	227 275 9400 to 227 275 9999	389 887 9234 to 390 001 3182 to	9299 3199	404 347 5548 to 404 726 4500 to	5599 4599
018 986 5264 to 018 986 5299	273 070 8059 to 273 070 8099	390 001 3500 to 390 545 5974 to	3699 5999	404 726 4500 to 405 325 0188 to	4599 0199
019 518 2814 to 019 518 2899	273 775 7700 to 273 775 7899	391 104 6146 to 391 574 1466 to	6199 1499	405 325 0188 to 406 009 4587 to	0199 4599
020 844 7307 to 020 844 7399	302 000 0000 to 302 123 9999	391 574 1466 to 391 783 3020 to	1499 3599	406 009 4587 to 406 260 6830 to	4599 6899
020 972 8948 to 020 972 8999	349 746 2056 to 350 518 7350 to	391 783 3020 to 392 668 2956 to	3599 2999	406 260 6830 to 406 459 6641 to	6899 6999
022 021 9110 to 022 021 9181	360 011 1690 to 360 168 6008 to	392 668 2956 to 392 854 8500 to	2999 8899	406 459 6641 to 406 733 3000 to	6999 3999
022 037 1411 to 022 037 1499	360 168 6008 to 360 173 8800 to	392 854 8500 to 393 584 7566 to	8899 7699	406 733 3000 to 407 545 1557 to	3999 1599
024 380 4100 to 024 380 4199	360 173 8800 to 360 324 2326 to	393 584 7566 to 393 650 0074 to	7699 0099	407 545 1557 to 407 594 0412 to	1599 0599
024 496 6870 to 024 496 6896	360 324 2326 to 362 861 3064 to	393 650 0074 to 393 838 8316 to	0099 8499	407 594 0412 to 407 692 9100 to	0599 9299
025 092 0987 to 025 092 0999	362 861 3064 to 373 006 2176 to	393 838 8316 to 393 893 6007 to	8499 6099	407 692 9100 to 407 959 2190 to	9299 2199
025 369 5535 to 025 369 5599	373 006 2176 to 374 768 2600 to	393 893 6007 to 394 126 6907 to	6099 6999	407 959 2190 to 408 265 2275 to	2199 2288
025 729 1151 to 025 729 1199	374 768 2600 to 375 169 4400 to	394 126 6907 to 394 189 0405 to	6999 0599	408 265 2275 to 408 499 7700 to	2288 7799
025 729 1643 to 025 729 1799	375 169 4400 to 375 829 3400 to	394 189 0405 to 394 822 3243 to	0599 3278	408 499 7700 to 408 499 7900 to	7799 7999
027 361 0430 to 027 361 0499	375 829 3400 to 375 851 9100 to	394 822 3243 to 394 990 1810 to	0599 3299	408 499 7900 to 408 682 8484 to	7999 8599
027 369 4482 to 027 369 4495	375 851 9100 to 376 196 0911 to	394 990 1810 to 395 343 3264 to	3299 3099	408 682 8484 to 408 698 7015 to	8599 7099
	376 196 0911 to 378 085 3679 to	395 343 3264 to 395 373 3035 to	3099 9799	408 698 7015 to 409 072 3941 to	7099 3999
	378 085 3679 to 378 351 1063 to	395 373 3035 to 395 396 9649 to	9799 3299	409 072 3941 to 410 694 8400 to	3999 8599
	378 351 1063 to 379 843 5100 to	395 396 9649 to 395 970 3240 to	3299 4099	410 694 8400 to 410 775 1500 to	8599 1599
	379 843 5100 to 380 093 9600 to	395 970 3240 to 397 622 4054 to	4099 8999	410 775 1500 to 410 795 7927 to	1599 7999
	380 093 9600 to 380 165 1165 to	397 622 4054 to 397 819 8902 to	8999 7699	410 795 7927 to 410 867 0917 to	7999 0966
	380 165 1165 to 381 325 4500 to	397 819 8902 to 398 149 7200 to	7699 0899	410 867 0917 to 410 867 0970 to	0966 0999
	381 325 4500 to 381 604 2510 to	398 149 7200 to 399 070 0872 to	0899 7199	410 867 0970 to 411 868 1023 to	0999 1199
	381 604 2510 to 381 645 9525 to	399 070 0872 to 399 156 7119 to	7199 5099	411 868 1023 to 411 922 2322 to	1199 2399
		399 156 7119 to 399 203 5064 to	5099 9999	411 922 2322 to 412 193 0900 to	2399 0999
		399 203 5064 to 399 296 9910 to	9999 8999	412 193 0900 to 412 395 8599 to	0999 8699
		399 296 9910 to 399 396 8935 to	8999	412 395 8599 to 412 485 6500 to	8699 6599

CUT ALONG DOTTED LINE



PULL-OUT SECTION

412 485 6610 to	6699	430 664 4070 to	4099	454 186 2411 to	2499	469 127 8000 to	8199
412 885 5953 to	5999	432 168 8419 to	8499	454 268 4883 to	4899	469 213 0359 to	0399
414 193 3608 to	3674	432 708 6800 to	6999	454 302 5400 to	5499	469 213 0500 to	0599
414 193 3677 to	3699	432 744 1544 to	1599	454 490 8300 to	8399	469 561 8011 to	8099
414 411 7348 to	7399	432 995 9775 to	9799	454 547 7434 to	7499	469 658 1961 to	1999
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	470 755 5800 to	5818
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
420 277 0015 to	0049	440 698 1947 to	1999	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	460 349 6878 to	6899	475 875 2500 to	2599
421 988 9700 to	9799	450 048 4173 to	4199	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	480 526 2000 to	2099
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
430 150 4401 to	4599	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

482 729 6800 to 6899	499 016 5425 to 5499	614 474 3000 to 3099	636 289 6214 to 6299
483 363 7207 to 7299	499 440 8575 to 8899	614 521 3490 to 3499	636 634 8007 to 8042
483 402 2356 to 2399	499 731 6717 to 6799	614 645 1800 to 1899	637 150 1200 to 1299
483 486 5100 to 5199	500 064 1858 to 1869	614 832 1100 to 2099	637 562 5828 to 5899
483 632 1521 to 1599	500 070 5725 to 7799	615 017 7505 to 7599	638 042 1647 to 1699
483 632 2600 to 2799	600 645 3223 to 3299	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	620 073 9400 to 9499	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	640 289 7500 to 7599
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
490 669 5850 to 6099	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	630 389 3056 to 3071	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	610 092 3200 to 3299	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

CUT ALONG DOTTED LINE



PULL-OUT SECTION

647 811 2188	to	2199	665 274 8208	to	8299	687 601 0973	to	0999	702 171 1603	to	1699
648 009 6057	to	6099	665 669 5400	to	5499	687 614 6774	to	6799	702 195 5109	to	5199
648 163 5300	to	5499	666 132 8226	to	8299	688 120 9000	to	9999	702 254 9300	to	9399
648 722 5283	to	5299	666 696 2209	to	2299	688 314 3107	to	3191	702 264 7569	to	7599
648 892 3164	to	3199	666 696 2309	to	2399	690 291 1361	to	1371	702 713 1800	to	1809
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	670 368 3400	to	3499	690 904 1300	to	1599	740 002 7710	to	7719
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
650 114 7707	to	7719	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	806 087 1100	to	1499
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	830 125 0672	to	0699
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	680 112 9565	to	9599	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	700 065 2570	to	2599	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
660 510 4100	to	4199	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	838 176 8377	to	8399
661 488 5000	to	5099	683 415 1200	to	1499	701 335 7312	to	7399	838 518 1257	to	1299
661 609 9100	to	9199	683 444 8159	to	8199	701 369 2005	to	2050	839 718 8257	to	8299
661 716 9420	to	9499	685 154 7780	to	7789	701 503 2247	to	2299	840 323 0600	to	0699
661 906 6522	to	6599	685 297 7645	to	7699	701 541 2271	to	2299	840 875 6235	to	6299
662 021 8332	to	8399	685 623 5264	to	5299	701 553 6557	to	6599	840 910 0900	to	0999
662 068 0700	to	0899	685 650 9487	to	9499	701 601 3457	to	3499	841 349 5000	to	5099
662 553 0774	to	0799	685 669 4200	to	4299	701 605 5913	to	5999	841 805 7747	to	7899
663 078 7034	to	7099	685 757 8452	to	8499	701 695 3982	to	3999	841 805 7944	to	8099
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
			686 931 7636	to	7699	701 941 0600	to	0699	843 062 7100	to	7199

843 077 6288 to	6299	851 209 9880 to	9899	860 240 8520 to	8599	867 633 7403 to	7499
843 077 6378 to	6399	851 928 9221 to	9299	860 275 3900 to	3999	867 737 5623 to	5699
843 758 5769 to	5778	852 589 6560 to	6599	860 518 9629 to	9699	868 169 4529 to	4599
843 786 2554 to	2699	853 049 3646 to	3699	860 600 0021 to	0999	868 173 8400 to	8599
845 656 8165 to	8199	854 304 4089 to	4999	861 158 2350 to	2599	868 514 9000 to	9099
845 727 2100 to	2199	854 529 2200 to	2299	861 637 6010 to	6099	868 566 9200 to	9299
845 746 2618 to	2635	855 001 6204 to	6249	861 979 7292 to	7499	869 387 1150 to	1199
846 390 7531 to	7599	855 319 9364 to	9399	862 216 6100 to	6199	869 800 0000 to	999 9999
846 918 0572 to	0599	855 361 3390 to	3399	863 871 5138 to	5199	870 054 4814 to	4899
847 237 7690 to	7699	856 226 0490 to	0499	863 949 5300 to	5399	870 491 4812 to	4849
847 284 2481 to	2499	856 656 5800 to	5999	864 088 8200 to	8299	870 536 5820 to	5829
847 374 7055 to	7065	856 752 0200 to	0299	864 426 3972 to	3999	870 541 7167 to	7239
847 636 5304 to	5399	857 279 3450 to	3499	864 520 6117 to	6136	870 575 8155 to	8999
847 700 5447 to	5499	857 843 4000 to	4099	865 151 0526 to	0599	870 589 0485 to	0494
847 723 7500 to	7599	858 124 7644 to	7699	865 500 4034 to	4099	870 691 7060 to	7099
849 485 3427 to	3499	858 756 3111 to	3299	865 883 6082 to	6099	900 936 0217 to	0299
849 608 1357 to	1399	859 063 8200 to	8699	866 004 3000 to	3999	900 936 0435 to	0499
849 792 2600 to	2699	859 190 0600 to	0644	866 442 4100 to	4899	901 273 1082 to	1099
850 546 1862 to	1899	859 811 2888 to	2899	867 366 9108 to	9118	901 525 7122 to	7199
851 143 6826 to	6844	859 855 8873 to	8999				

— Postal Inspection Service, 11-15-01

CUT ALONG DOTTED LINE



PULL-OUT SECTION

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

000 000 001 to	692 600 000	701 945 451 to 5 500	707 958 541 to 8 570	717 193 161 to 3 490
692 720 871 to	0 900	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	710 046 813 to 6 840	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	720 227 871 to 7 930
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
700 068 473 to	8 500	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
730 077 683 to 7 840	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	750 071 587 to 1 610	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	760 004 596 to 4 610
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	740 011 517 to 1 530	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

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761 688 631 to 8 690	763 900 460 to 0 471	765 813 781 to 4 029	768 177 980 to 7 990
761 805 199 to 5 240	763 900 479 to 0 530	765 879 314 to 9 390	768 391 081 to 1 170
761 826 106 to 6 120	763 917 271 to 7 750	765 954 001 to 4 030	769 000 051 to 0 080
761 881 171 to 1 560	764 125 801 to 5 860	766 120 286 to 0 320	769 034 701 to 4 790
762 304 144 to 4 170	764 284 525 to 4 560	766 125 716 to 5 750	769 778 491 to 8 730
762 324 931 to 4 960	764 526 241 to 6 330	766 158 824 to 8 840	769 827 331 to 7 450
762 439 261 to 9 290	764 601 421 to 1 600	766 388 433 to 8 460	770 216 071 to 6 100
762 524 158 to 4 220	764 650 231 to 0 470	766 509 421 to 9 660	770 723 281 to 3 400
762 584 872 to 4 970	764 984 371 to 4 850	766 572 901 to 3 020	770 915 150 to 5 490
762 593 431 to 3 460	765 003 667 to 3 680	766 748 500 to 8 521	771 455 551 to 5 610
763 155 160 to 5 180	765 042 517 to 2 540	767 024 341 to 4 370	772 057 224 to 7 440
763 178 631 to 8 660	765 194 728 to 4 970	767 326 471 to 6 590	772 162 660 to 3 070
763 506 001 to 6 060	765 387 365 to 7 450	767 332 561 to 2 950	772 208 341 to 8 370
763 522 141 to 2 470	765 541 801 to 2 100	768 009 841 to 9 960	772 718 615 to 8 640
763 717 694 to 7 800	765 638 461 to 8 970	768 011 489 to 1 520	774 863 251 to 3 400
763 826 461 to 6 520	765 647 101 to 7 190		

— Postal Inspection Service, 11-15-01

Counterfeit Canadian Money Order Forms

Do Not Cash

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

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

— Postal Inspection Service, 11-15-01

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, 11-15-01

(Post Offices section continued from page 22.)



**This office
will be closed
Thursday,
November 22, 2001,
to celebrate
Thanksgiving Day.**

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Postal Employees

REVISED COURSE

Employee Development Offers Course No. 44506-13, Scheduling and Premium Pay Interactive Course

Course No. 44506-13 is newly revised and now available on CD-ROM and on the Web at <http://nced.usps.gov/sppi>. This 1-hour course focuses on the factors affecting the development and/or maintenance of a work schedule that comply with regulations and the Collective Bargaining Agreement.

The course focuses on developing competencies involved in preparing work schedules. The learning objectives include:

- Defining scheduling.
- Identifying and explaining key points of the Fair Labor Standards Act (FLSA).
- Explaining Guarantee Pay.
- Applying 8 scheduling control activities used by management.
- Citing at least 5 examples of disallowed time.
- Explaining 10 elements of the Employee Activity Report (EAR).
- Using PS Form 1017A, *Time Disallowance Record*; PS Form 1017B, *Unauthorized Overtime Record*; PS Form 3971, *Request for or Notification of Absence*; and PS Form 3189, *Request for Temporary Schedule Change for Personal Convenience*.
- Using Scheduling and Premium Pay reference materials.
- Defining factors affecting the development and/or maintenance of schedules.
- Defining the 6 types of premium pay.
- Defining exceptions to the out-of-schedule premium pay rules.
- Defining the guidelines regarding the Overtime Desired List (OTDL).

The course is designed for anyone involved in preparing work schedules, developmental purposes, and/or refresher training for incumbent postmasters.

Order copies of the CD-ROM from the Material Distribution Center as follows:

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

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

The relevant ordering information is as follows:

PSIN: CPG 44506-13
Description: Scheduling and Premium Pay Interactive Course
PSN: 6910-05-000-4547
Unit of Issue: Each
Price: \$8.85
Edition Date: August 2001

To obtain further course information, call Employee Development at (202) 268-8703.

— *Employee Development,
Employee Resource Management, 11-15-01*

NOTICE

Policy on Monitoring Employee Computer Use

Effective November 15, 2001, the Postal Service policy on computer use, titled "Computer Use," is available on the PolicyNet page at <http://blue.usps.gov/cpim>; click on MOPs, then on <Select a Category>, then on *Information Technology*.

This policy is addressed to all computer users and advises that to protect its computer systems, data, and e-mail, the Postal Service may monitor computer use and information contained in or passing through Postal Service information resources. Authorized personnel may monitor information such as network traffic, applications, electronic data, and e-mail/Internet usage.

The policy discusses when monitoring is performed, the requirements associated with requesting monitoring of message content, and the importance of users understanding the limitations on privacy when using government property.

To ensure awareness of and agreement to the terms on computer use, a warning banner will be displayed to users when they log in or sign on to internal or Postal Service Intranet information resources.

— *Information Technology,*
Chief Technology Officer, 11-15-01

Flexible Spending Accounts Open Season and PostalEASE

Open season for the Flexible Spending Account (FSA) program for career employees is November 12 through December 18, 2001. Enrollments made during this open season are effective January 1, 2002, for the 2002 plan year (January 1 through December 31, 2002).

FSAs provide employees with the ability to set aside a portion of their pre-tax earnings for certain types of out-of-pocket health care and dependent care expenses. The money withheld for FSAs is not subject to income, Medicare, or Social Security taxes. United Health Care administers the FSA program for the Postal Service.

FSA BK1, *Flexible Spending Accounts* (November 2001), provides a good overview of FSAs. The following information should assist local personnel offices in conducting this open season.

PostalEASE Used for Enrollment

The *PostalEASE* telephone enrollment system is the method employees must use to enroll in FSAs during open season. PS Form 8200, *Flexible Spending Account Enrollment Form*, is obsolete. Discard any PS Forms 8200 by recycling them.

Publicity

To assist in publicizing FSA open season, all offices must post the open season notice on page 41 on bulletin boards through December 18, 2001.

Direct Mailings to Employees

Headquarters (HQ) Compensation is coordinating FSA open season mailings to career employees at their mailing addresses of record. Employees receive a leaflet, three postcards, and an enrollment kit with an FSA brochure, a

PostalEASE FSA worksheet, and a withdrawal request form. When a kit mailed to an employee is undeliverable, the kit is returned to the employing office of record. When an office receives a returned kit, it should encourage the employee to submit a correct PS Form 1216, *Employee's Current Mailing Address*. PS Form 1216 may be ordered from the Material Distribution Center (MDC) using Postal Stock Number 7530-02-000-7354 or through Touch Tone Order Entry (TTOE) using Quick Pick number 118.

Eligibility

Participation in the FSA program is limited to career employees. Furthermore, to enroll, a career employee must have completed at least 26 full pay periods of postal career service during the current appointment by the end of pay period (PP) 26-01 (December 14, 2001). A career employee who is in a leave without pay (LWOP) status that has lasted for more than eight consecutive full pay periods as of December 14, 2001, is *not* eligible to participate in the FSA program. (However, as noted in the FSA brochure, an employee who is returning from uniformed military service may enroll, even if he or she is over the eight pay periods of LWOP.)

Election Opportunities

Health and Dependent Care FSAs

Eligible career employees may elect to participate in either, or both, of two FSAs — the Health Care FSA and the Dependent Care FSA. Each FSA covers eligible expenses for services received during the employee's period of participation during 2002 plan year (January 1 through December 31, 2002). Employees who elect to participate must enroll via *PostalEASE* no later than 5:00 p.m. Central

Time on December 18, 2001. The brochure that employees receive in the mail describes eligible and ineligible expenses and guidelines for estimating 2002 expenses.

FSA Open Season Contribution Levels

For the 2002 plan year, eligible career bargaining unit employees may elect to contribute up to \$2,600, and career nonbargaining unit employees may elect to contribute up to \$5,000 to the Health Care FSA. All eligible career employees may elect to contribute up to \$5,000 to the Dependent Care FSA. Contributions are withheld in equal amounts through payroll deductions covering 26 pay periods (PP 01-2002 through PP 26-2002). The minimum annual contribution employees may make to either FSA is \$130 (\$5 per pay period).

Election Changes and Enrollment Processing

Participants may not cancel enrollments or change contribution levels during the plan year except following qualified life status changes, as explained in the brochure.

Open Season Materials

Direct Mailings to Career Employees

Each career employee receives the following items at his or her mailing address of record:

- Three publicity postcards with: instructions on how to obtain a USPS Personal Identification Number (PIN) in early November, examples of typical FSA cost savings in mid-November, and a reminder of the closing date.
- FSA LF1, *Flexible Spending Accounts Overview and Tax Savings Estimator* (November 2001), a leaflet that outlines how FSAs work in a simple question-and-answer format and also contains a tax savings estimator. (This item was mailed in late October.)
- An enrollment kit including:
 - FSA BK1, *Flexible Spending Accounts* (November 2001), a brochure explaining plan policies and provisions.
 - The FSA *PostalEASE* Worksheet.
 - FSA1, *Flexible Spending Account (FSA) Withdrawal Request* (November 2001), the form used to request to withdraw funds from an FSA for payment of eligible expenses for services received during the period of participation.

Enrollment Form

As noted above, PS Form 8200, Flexible Spending Account Enrollment Form, is obsolete. Discard any PS Forms 8200 by recycling them.

Extra Supplies of Materials

HQ Compensation coordinates a contractor's distribution of extra supplies of the leaflet, enrollment kit (brochure, worksheet, and withdrawal request form) and stand-alone copies of the worksheet and withdrawal request form to Human Resources at district offices, area offices, processing and distribution centers, bulk mail centers, airport mail centers, remote encoding centers, the Office of Inspector General, Inspection Service divisions, Headquarters, and selected Headquarters field units by the beginning of the open season.

Additional copies of the following FSA items will be available for ordering, but *not* until the distribution of extra supplies has been completed:

- FSA LF1 (7610-04-000-5138, no Quick Pick number).
- FSA BK1 (7530-02-000-9910, no Quick Pick number).
- FSA1 (7530-02-000-9911, no Quick Pick number).

When available, FSA LF1, FSA BK1, and FSA1 can be ordered using PS 7380, *MDC Supply Requisition*, or TTOE.

Responsibilities of Personnel Offices

- Respond to employee inquiries regarding eligibility.
- Determine eligibility to enroll or to change contribution levels during the plan year based upon the participant's qualified life status changes.

Offices are reminded of the following points:

- Offices may refer to *PostalEASE* Update 2001-03 (June 4, 2001) for instructions on processing FSA elections in cases of belated election or administrative error; these instructions are found at <http://blue.usps.gov/hrisp/hris/updates/postalease/2001/>.
- *PostalEASE* reminds employees to include health care expenses for dependents in the Health Care FSA contribution amount, and not in the Dependent Care FSA. Although the brochure and worksheet advise employees of this provision, some employees did not properly follow this distinction in past open seasons.
- *PostalEASE* also reminds employees of the Internal Revenue Service (IRS) annual limits on the Dependent Care FSA contribution — \$5,000 for a family and \$2,500 for a married employee filing a separate return. These limits are explained fully in the brochure.

- Offices do not process form FSA1 (request to withdraw FSA funds for the payment of eligible expenses). Participants are responsible for mailing these directly to the FSA Customer Service Center at the address in Albany, New York, which is shown on the form.
- Offices must not provide tax advice. Offices must refer employees with tax questions to their tax advisors or the IRS toll-free information line, 1-800-TAX-1040 (1-800-829-1040). In addition, a section of the brochure presents certain tax information related to FSAs.
- Offices should refer employees with questions about the FSA program to the toll-free hotline described below.

FSA Customer Service Center Toll-Free Hotline

The FSA Customer Service Center provides a toll-free hotline for inquiries about FSAs. Employees with FSA questions may use the hotline by calling 1-800-842-2026. Following enrollment, participants may use the hotline to:

- Make account inquiries.
- Discuss expenses that are eligible for payment through the FSA program.
- Obtain other plan information.

The FSA Customer Service Center also provides a Telecommunications Device for the Deaf (TDD) line for employees who are deaf or hard of hearing: 1-866-649-4869. The FSA Customer Service Center encourages employees using the TDD line to place an advance call to the toll-free hotline.

— *Compensation,
Employee Resource Management, 11-15-01*

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

Enrollment

Career employees must use the *PostalEASE* telephone enrollment system if they wish to enroll in FSAs for 2002 during the FSA open season.

Call toll free: 1-877-4PS-EASE (1-877-477-3273).

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

USPS PIN

To use *PostalEASE*, enter your Social Security Number and USPS Personal Identification Number (PIN). An employee who doesn't know his or her USPS PIN should call *PostalEASE* and, when prompted to enter the PIN, simply pause, and the system provides an option to have the PIN mailed to the employee's address of record the next business day.

When

November 12 through 5:00 p.m. Central Time on December 18, 2001.

Eligibility

Career employees only — noncareer employees are not eligible.

Plan Information

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

If not received by November 28, 2001, contact local personnel office.

Effective Date

FSA open season enrollments become effective January 1, 2002.

Questions

Hotline for FSA questions: 1-800-842-2026.

TDD line for hearing impaired: 1-866-649-4869. Advance call to hotline encouraged.

PLEASE POST ON ALL BULLETIN BOARDS THROUGH DECEMBER 18, 2001.

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NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released November 5, 2001, by the Federal Retirement Thrift Investment Board

ANNUAL RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S * Fund	Wilshire 4500 Stock Index	I * Fund	EAFE Stock Index
1989	8.81	13.89	14.53	31.03	31.69	—	23.94	—	10.36
1990	8.90	8.00	8.96	-3.15	-3.10	—	-13.56	—	-23.59
1991	8.15	15.75	16.00	30.77	30.47	—	43.45	—	12.19
1992	7.23	7.20	7.40	7.70	7.62	—	11.87	—	-12.22
1993	6.14	9.52	9.75	10.13	10.08	—	14.57	—	32.68
1994	7.22	-2.96	-2.92	1.33	1.32	—	-2.66	—	7.75
1995	7.03	18.31	18.47	37.41	37.58	—	33.48	—	11.27
1996	6.76	3.66	3.63	22.85	22.96	18.52	17.18	6.27	6.14
1997	6.77	9.60	9.65	33.17	33.36	26.61	25.69	1.46	1.55
1998	5.74	8.70	8.69	28.44	28.58	7.51	8.63	20.46	20.09
1999	5.99	-0.85	-0.82	20.95	21.04	32.70	35.49	26.81	26.72
2000	6.42	11.67	11.63	-9.14	-9.10	-8.76	-15.77	-14.11	-14.17
2000 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Nov.	0.48	1.65	1.64	-7.87	-7.88	-15.17	-17.03	-3.80	-3.75
Dec.	0.48	1.86	1.86	0.50	0.49	7.57	6.33	3.46	3.55
2001 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Jan.	0.46	1.65	1.63	3.55	3.55	—	5.44	—	-0.05
Feb.	0.42	0.87	0.87	-9.12	-9.12	—	-12.15	—	-7.50
March	0.45	0.51	0.50	-6.33	-6.34	—	9.18	—	-6.67
April	0.43	-0.42	-0.42	7.78	7.77	—	10.58	—	6.95
May	0.47	0.61	0.60	0.65	0.67	1.42	2.37	-4.13	-3.53
June	0.47	0.39	0.38	-2.42	-2.43	0.66	0.81	-3.99	-4.09
July	0.48	2.22	2.24	-0.98	-0.98	-4.13	-4.56	-1.79	-1.82
Aug.	0.45	1.20	1.15	-6.27	-6.26	-4.32	-4.77	-2.58	-2.53
Sept.	0.43	1.15	1.16	-8.05	-8.08	-12.50	-12.86	-9.95	-10.13
Oct.	0.41	2.12	2.09	1.85	1.91	5.09	5.24	2.47	2.56
LAST 12 MONTHS	5.57	14.70	14.56	-24.90	-24.90	-25.53	-29.55	-25.29	-24.93

Fund	Invested In	Index Tracked
G-Government Securities Investment Fund	Special issues of U.S. Treasury securities	N/A
F-Fixed Income Index Investment Fund	Barclays U.S. Debt Index Fund	Lehman Brothers U.S. Aggregate bond index
C-Common Stock Index Investment Fund	Barclays Equity Index Fund	S&P 500 stock index
S-Small Capitalization Stock Index Investment Fund	Barclays Extended Market Index Fund	Wilshire 4500 stock index
I-International Stock Index Investment Fund	Barclays EAFE Index Fund	Europe, Australasia, and Far East stock index

Future performance of the funds will vary and may be significantly different from the returns shown above. See the *Summary of the Thrift Savings Plan* for detailed information about the funds and their investment risks. The monthly returns of the TSP Funds represent net earnings for the month after deduction of accrued administrative

expenses and, except for the G Fund, after deduction of trading costs and accrued investment management fees as well. The returns for the four indexes shown do not include any of these deductions.

* Implemented May 2001.

Please post on bulletin boards. Recycle all previous notices.

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Annual Leave Exchange Option

The Annual Leave Exchange Program provides an option for eligible employees to receive a lump sum payment in exchange for a portion of the annual leave that would otherwise be advanced at the beginning of the 2002 leave year. Annual leave earned and accumulated through the 2001 leave year, which ends January 11, 2002, cannot be exchanged for cash.

Eligible employees include full-time and part-time regular:

- Career nonbargaining unit employees (Rate Schedule Codes E, F, J, S, and U) who have an annual leave balance of at least 160 hours at the end of the leave year.
- Employees represented by the National Postal Mail Handlers Union (Rate Schedule Codes A and M) who have an annual leave balance of at least 440 hours at the end of the leave year and have used less than 75 hours of sick leave during the leave year.
- Employees represented by the International Association of Machinists (Rate Schedule Code T) who have an annual leave balance of at least 440 hours at the end of the leave year and have used less than 75 hours of sick leave during the leave year.
- Employees covered by the National American Postal Workers Union Agreement (Rate Schedule Codes C and P) who have an annual leave balance of at least 440 hours at the end of the leave year and have used less than 75 hours of sick leave during the leave year.
- Employees covered by the Operating Services Division Agreement (Rate Schedule Code K) who have an annual leave balance of at least 440 hours at the end of the leave year and have used less than 75 hours of sick leave during the leave year.
- Employees covered by the Fraternal Order of Police Agreement (Rate Schedule Code Y) who have an annual leave balance of at least 440 hours at the end of the leave year and have used less than 75 hours of sick leave during the leave year.

A letter providing details of the eligibility criteria and an annual leave exchange option form will be mailed to eligible employees at their address of record by **November 14, 2001**. Undeliverable election forms will be returned to the personnel office, which should ensure that they are forwarded to the employee's work location along with PS Form 1216, *Employee's Current Mailing Address*.

An employee who meets the eligibility criteria must use *PostalEASE* to make the election. To be considered timely, entries to *PostalEASE* must be completed by close of business December 15, 2001. An employee who is unable to use *PostalEASE* to complete the election should contact the local Personnel Office prior to December 15, 2001, for assistance.

Payment under the Annual Leave Exchange Program will be a lump sum calculated on the employee's base salary as of the first day of the 2002 leave year (January 12, 2002). Paychecks dated February 01, 2002, will include the 2002 lump sum payment.

— *Compensation, Human Resources, 11-15-01*

PLEASE POST ON ALL BULLETIN BOARDS THROUGH DECEMBER 18, 2001.



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Purchasing and Materials

PM REVISION

Privacy Protection

Effective November 15, 2001, the *Purchasing Manual* (PM) is revised to provide new policy regarding privacy protection. The main body of the revision is to PM sections 1.7.4 and 1.7.5, with ancillary revisions to 4.6.3, Professional Services, and 4.6.5, Information Technology. A new clause, Clause 1-1, *Privacy Protection*, replaces current Clause 1-1, *Privacy Act*, and Clause 1-7, *Nondisclosure of Address Information*.

We will incorporate these revisions into the online version of the PM available on the Postal Service Intranet at <http://blue.usps.gov/cpim> and on the Postal Service Internet at www.usps.com.

Purchasing Manual (PM)

1 Authority, Responsibility and Policy
* * * * *

1.7 General Policies
* * * * *

1.7.4 Release and Exchange of Information

[Revise 1.7.4 to read as follows:]

1.7.4.a General. The Postal Service makes records, data, and information available to the public to the maximum extent consistent with the Postal Service's interest, the privacy rights of individuals, ownership of rights in the data requested (see Chapter 8), and the need to protect Postal Service and other confidential business information (including information relating to the Postal Service's commercial operations) from disclosure.

1.7.4.b Release. Records properly identified and requested by any member of the public must be made available in accordance with subchapter 35, *Administrative Support Manual*, and 39 CFR 265, implementing the Freedom of Information Act (FOIA) (6 U.S.C. 552), unless exempt from disclosure.

1.7.4.c Exchange. Subject to any restrictions on disclosure, the Postal Service exchanges information with other government agencies regarding the performance of suppliers.

[Revise title and text of 1.7.5 to read as follows:]

1.7.5 Privacy Protection

1.7.5.a Policy. Whenever a supplier will be required to design, develop, or operate a system of records within the meaning of the Privacy Act (that is, any group of records under the control of the Postal Service, including mailing lists, from which information is retrieved by the name of an individual or by some personal identifier assigned to the individual, such as a Social Security number), the contract must require that the supplier and any subcontractors comply with the Privacy Act (5 U.S.C. 552a). As required by 1.7.5.b below, contracts must direct suppliers and subcontractors to comply with the Postal Service's policies protecting individual privacy and Postal Service information and records (39 CFR 266–267), and the Postal Service's Internet Privacy Policy published at www.usps.com.

1.7.5.b Clause 1-1, Privacy Protection. Clause 1-1, *Privacy Protection*, addresses privacy protections and must be included in:

1. Contracts in which a supplier or subcontractor operates a Privacy Act system on the Postal Service's behalf;
2. Contracts in which a supplier or subcontractor will have access to any Postal Service customer data, including address information or data regarding visitors to Postal Service web sites;
3. Contracts in which a supplier or subcontractor will have access to customer or visitor data on a Postal Service web site operated by the Postal Service or the supplier or subcontractor, or in which a supplier or subcontractor assists the Postal Service in establishing or administering a web site; and
4. Contracts in which a supplier or subcontractor designs or places a link or ad banner on a Postal Service web site or any web site on the Postal Service's behalf.

* * * * *

4 Purchasing
* * * * *

4.6 Special Categories of Purchases
* * * * *

4.6.3 Professional/Technical and Consultant Services
* * * * *

4.6.3.c Professional and Technical Services
* * * * *

[Add item (c) to 4.6.3.c.4 to read as follows:]

(c) Clause 1-1, *Privacy Protection*, must be included as applicable. See 1.7.5.

* * * * *

4.6.5 Information Technology
* * * * *

4.6.5.f Clauses
* * * * *

[Add item 11 to 4.6.5.f to read as follows:]

11. Clause 1-1, *Privacy Protection*, must be included as applicable. See 1.7.5.

* * * * *

Appendix B — Contract Clauses

* * * * *

B.3 Clauses
* * * * *

[Revise title and text of Clause 1-1 to read as follows:]

Clause 1-1 Privacy Protection (November 2001) (1.7.5)

In addition to other provisions of the contract, the supplier agrees to the following:

a. *Privacy Act*. If the supplier operates a system of records on behalf of the Postal Service, the Privacy Act (5 U.S.C. 552a) and Postal Service regulations at 39 CFR Parts 266–267 apply to those records. The supplier is considered to operate a system of records if it manages records (including collecting, revising, or disseminating records) from which information is retrieved by the name of an individual or by some number, symbol, or other identifier assigned to the individual. The supplier agrees to comply with the Act and the Postal Service regulations in designing, developing, and operating the system of records, including ensuring that records are current and

accurate for their intended use and incorporating adequate safeguards to prevent misuse or improper disclosure of personal information. Violations of the Act may subject the violator to criminal penalties.

b. *Customer or Visitor Data*. If the supplier has access to Postal Service customer data, including address information or data regarding visitors to Postal Service web sites, the supplier must comply with the following:

(1) *General*. The supplier may use such data solely for purposes of this contract, and may not collect or use such information for non-Postal Service marketing, promotion, or any other purpose. The supplier must restrict access to such data to those employees who need the data to perform work under this contract, and must ensure that each such employee (including subcontractors' employees) sign a nondisclosure agreement, in a form suitable to the contracting officer, prior to being granted access to the data.

(2) *Data Ownership and Retention*. The Postal Service retains sole ownership and rights to the data. Upon completion of the contract, the supplier must turn over all data in its possession to the Postal Service and must certify that no data has been retained. The supplier may not create or derive personally identifiable information about customers or visitors, except as expressly provided by the customer or visitor.

(3) *Legal Demands for Information*. If a legal demand is made for data (such as by subpoena), the supplier must immediately notify the contracting officer and the nearest office of the Postal Service Inspection Service. After notification, the Postal Service will determine whether and to what extent to comply with the legal demand. Should the Postal Service agree to or unsuccessfully resist a legal demand, the supplier may, with the written permission of the contracting officer, release the data specifically demanded.

c. *Online Assistance*. If the supplier has access to customer or visitor data obtained from a Postal Service web site, or a web site operated by the supplier on behalf of the Postal Service, or if the supplier assists in the design, development, or operation of a customer web site for the Postal Service, the following apply:

(1) *Privacy Policy*. The supplier agrees to act as the agent of the Postal Service and to adhere to all provisions of the Postal Service's Internet Privacy Policy available at www.usps.com.

(2) *Tracking Devices.* Without prior written approval of the Postal Service's chief privacy officer, any cookies or other tracking devices used by supplier (a) may only be session, not persistent, devices; (b) may not collect or derive any personally identifiable information regarding the customer or visitor; and (c) may only serve to improve the efficiency of the customer's or visitor's use of the web site.

d. *Links and Banners.* If, on the Postal Service's behalf, the supplier places a link to a *www.usps.com* web site, or if it designs or places an ad banner, button, or link on a *www.usps.com* web site or any web site, the supplier must comply with the portion of the Postal Service Privacy Policy available at *www.usps.com* relating to (a) links and banners, and (b) use of tracking devices. The placement of any device not permitted under the Postal Service's Privacy Policy requires the prior written approval of the Postal Service's chief privacy officer.

e. *Indemnification.* The supplier hereby indemnifies the Postal Service against all liability (including costs and fees) for damages arising out of violations of this clause.

f. *Flow-down.* The supplier will flow this clause down to subcontractors who would be covered by any portion of this clause if they were the supplier.

* * * * *

[Delete Clause 1-7 (do not renumber Clauses 1-8 through 1-4).]

* * * * *

— *Purchasing Policies and Programs, Purchasing and Materials, 11-15-01*

RESUBMIT ORDERS

Postal Keys and Locks

If your office ordered P.O. Box keys, regular or modified arrow locks and keys, and any other postal lock or key by mail *after October 15, 2001*, through the Mail Equipment Shops (MES), consider those requisitions *not delivered*. Resubmit those orders using the MES fax numbers listed below.

All mail addressed to the MES was processed through the Brentwood Road Processing and Distribution Center, and its release for delivery is still uncertain.

Orders submitted via Touch Tone Order Entry (TTOE) need not be resubmitted. If you have not registered to use TTOE and you wish to do so, call 1-800-332-0317, option 8, x2925. Follow the instructions and wait 48 hours before placing your first order. Locks are not available through TTOE.

Note: There are separate fax numbers for ordering (1) P.O. Box keys and (2) postal locks and their keys.

The fax numbers for P.O. Box keys are 202-281-2637 and 202-832-9172.

The fax number for postal locks and their keys is 202-281-2643.

Resubmit your mail orders as follows (**Remember:** *Do not resubmit TTOE orders*):

- P.O. Box keys, use PS Form 3915, *Post Office Box Key Requisition*.

- Postal locks and their keys, use PS Form 4983, *Postal Key and Lock Requisition*.
- Arrow locks #1035 or #1035-Y with swivel plate and extension, use PS Form 4983.
- Arrow keys, use PS Form 4983.
- Serial and metro locks and keys, use PS Form 4983.
- L.A. keys, use PS Form 4983.
- Rotary keys, use PS Form 4983.
- Modified arrow locks and keys, (MAL) 1036 and (MAL) 1036Y, submit a funded and completed PS Form 7381, *Requisition for Supplies, Services, or Equipment*.
- Rotary locks, order directly from the Material Distribution Center (MDC).

Copies of PS Forms 3915 and 4983 are available in Publication 247, *Supply and Equipment Catalog*; ordering instructions are in Chapter 1, section 127, Mail Equipment Shops.

For questions, call John Worth, MES, 202-281-2620, or send a cc:Mail to John L. Worth.

— *Materials, Purchasing and Materials, 11-15-01*

“United We Stand” Pins for Sale — Postal Service Purchase

Numerous field sites have requested the “United We Stand” pin featuring the 34-cent flag stamp that was recently unveiled to commemorate national unity.

You can order the pin using authorized Postal Service purchase methods from an authorized Postal Service vendor for direct delivery to Postal Service facilities.

The vendor address and contact information is as follows:

FINANCIAL INNOVATIONS INCORPORATED (FII)
ONE WEINGEROFF BOULEVARD
CRANSTON RI 02910

Contact: Paul McConnell
Telephone: (401) 467-3170
FAX: (401) 785-1320

We will publish a comprehensive listing of authorized pin vendors in a future issue of the *Postal Bulletin*.

— *Communications and Brand Equity,
Public Affairs and Communications, 11-15-01*

eBUY UPDATE

Custodial Products Catalogs Now on eBuy

On November 1, 2001, Cleanwise, Inc., and W. W. Grainger, Inc., custodial catalogs were converted to eBuy (see *Postal Bulletin* 22057, 8-23-01, page 102, for the introductory eBuy article, “eBuy Automates Buying Supplies and Services”).

Mandatory Sources of Supply

Cleanwise, Inc. (Contract # 483083-01-B-0679), and W.W. Grainger, Inc. (Contract # 483083-01-B-0677), are mandatory sources of supply for all custodial products. Postal Service offices are required to fulfill all their custodial supply needs through those contracts. When using eBuy, remember that *Administrative Support Manual (ASM) 722*, Local Buying Authority, limits do not apply to orders placed under contracts or ordering agreements that are listed on eBuy (<http://ebuy.usps.gov>).

Credit Card Payments

Effective November 1, 2001 Cleanwise, Inc., and W. W. Grainger, Inc., no longer accept credit cards as payment for items in their eBuy catalogs. eBuy certifies Cleanwise, Inc., and W. W. Grainger, Inc., electronic invoices and sends them to San Mateo accounts payable for processing. Typically, San Mateo accounts payable holds payment of invoices for approximately 28 days before sending the electronic funds transfer to Cleanwise, Inc., and W. W. Grainger, Inc., as payment. Cleanwise, Inc., and W. W. Grainger, Inc., charges appear on the eBuy accounting period (AP) summary invoice report that is mailed to the “ship to” Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) address for reconciliation.

eBuy Required

Employees having access to the Postal Service Intranet *must* use eBuy whenever the supply is listed on eBuy. The only exception to this requirement is for users who do not have access to the Postal Service Intranet. Those individuals without that access may continue to place telephone, fax, or mail orders with suppliers using their FEDSTRIP number. When placing telephone, fax, or mail orders, users must include both product number(s) and their FEDSTRIP number. The finance number associated with each user's FEDSTRIP number is automatically charged for items ordered via these alternative methods.

Shipping

All items are shipped either by the supplier's transportation network or by Standard Mail service. For items too large to ship via the mailstream, the supplier ships through commercial carriers. Pricing reflects all shipping costs.

Returns

To return an item, contact the appropriate supplier's customer service department and request a Return Authorization (RA) number and specific return instructions. eBuy suppliers submit an electronic credit request to eBuy, and the original order is credited.

Javits-Wagner-O'Day Act

Cleanwise, Inc., and W. W. Grainger, Inc., are approved Javits-Wagner-O'Day (JWOD) Act distributors and have included JWOD manufactured items (excluding office supplies) in their eBuy catalogs.

Questions

For questions, the contacts are as follows:

- Cleanwise, Inc., call Customer Service, 877-778-8067.
- W.W. Grainger, Inc., call Customer Service, 800-GOV-TEAM.
- eBay support and POC information, call eBay Help Desk, 800-USPS-HEL(P), options 1, 2, 8.
- eBay program, call James Leonard, eBay program manager, 202-268-6230.

- Cleanwise, Inc., and W. W. Grainger, Inc., contract information, call Steve Carpenter, contracting officer, Dallas Purchasing and Materials Service Center, 214-819-7115, or send a cc:Mail to *HELP, CUSTODIAL*.
- Purchasing policy questions regarding the use of eBay, call Mike Harris, 202-268-5653, or Bob Glasner, 202-268-2895.

— *Purchasing Policies and Programs, Purchasing and Materials, 11-15-01*

Retail

CORRECTION

Items Authorized for Sale in Self Service Vending Machines

The following is the corrected version of the article that appeared in Postal Bulletin 22061 (10-18-01, page 71). We deleted the heading “Quarter I” above the first table, and we added data to the second and third tables. Added data appears in bold here.

Listed below are items authorized for the Self Service Stamp Vending Program for calendar year 2002. Products not on this list (except FIRSTCLASS PHONECARDS® and coils of 500 and 3,000) *must not* be placed in vending machines. Also, products ending in “11” are to be placed only in booklet machines and the booklet/stamp combination machines (PBSM-624). No “11” products may be placed in commodity machines. All stamp item numbers will now have six digits, and all products previously ending in “X” will now end in “11.”

Check with your stamp distribution office (SDO) for availability of stamp vending products. In FY 2002, Self Service will not reproduce *Love Letters* and *Apples/Oranges* books.

For all items marked with an asterisk in the tables below, the first day of issue will be announced in a future *Postal Bulletin*.

Products Used in Multi-Commodity Vending Machines

Item Number	Price (\$)	Product
215000	2.10	42c #10 EAGLE BANDED ENVELOPES
268000	2.10	42c #6 3/4 EAGLE BANDED ENVELOPES
217000	2.10	42c #10 LOVEBIRDS BANDED ENVELOPES
267000	2.10	42c #6 3/4 LOVEBIRDS BANDED ENVELOPES
221000	1.15	5-23c BANDED STAMPED CARD/WHITE BARN
315100	3.50	1-\$3.50 PRIORITY MAIL PACKET/US CAPITOL
315600	1.15	5-23c GEORGE WASHINGTON 2ND OZ. RATE
314100	0.50	50-1c KESTREL STAMP PACKETS
315200	1.05	5-21c BISON POSTCARD RATE PACKETS
315300	4.00	5-80c INTERNATIONAL LETTER RATE/MT. MCKINLEY
315400	3.50	5-70c INTERNATIONAL POSTCARD RATE/9-MILE PRAIRIE
315500	6.80	20-34c HONORING VETERANS/20 STAMP PACKET
367200	4.00	10-40c BREAST CANCER SEMI POSTAL PACKET
*	*	[Pending proposal of new semi postal stamp]
771301	34.00	100-34c STATUE OF LIBERTY PSA COIL

Products Used *Only* in Multi-Commodity Vending Machines — Not For Sale Over the Counter

Item Number	Price (\$)	Product
662900	2.10	10-21c BISON POSTCARD RATE
*661300	6.80	20-34c UNITED WE STAND — FLAG DESIGN
669900	6.80	20-34c NON DENOM STATUE OF LIBERTY
669300	6.80	20-34c NON DENOM FLOWERS
669000	6.80	20-34c STATUE OF LIBERTY
669400	6.80	20-34c FLOWERS
666100	6.80	20-34c LOVE LETTERS
669700	6.80	20-34c APPLES & ORANGES
*670300	6.80	20-34c HOLIDAY SNOWMEN
665000	6.80	20-34c HOLIDAY SANTAS

Criss-Cross Products Used in Booklet Vending Machines

Item Number	Price (\$)	Product
662911	2.10	10-21c BISON POSTCARD RATE
*661311	6.80	20-34c UNITED WE STAND — FLAG DESIGN
669911	6.80	20-34c NON DENOM STATUE OF LIBERTY
669311	6.80	20-34c NON DENOM FLOWERS
669011	6.80	20-34c STATUE OF LIBERTY
669411	6.80	20-34c FLOWERS
666111	6.80	20-34c LOVE LETTERS
669711	6.80	20-34c APPLES & ORANGES
*670311	6.80	20-34c HOLIDAY SNOWMEN
665011	6.80	20-34c HOLIDAY SANTAS
314111	0.50	50-1c KESTREL VENDING PACKETS

Self Service will not repackage the products listed in the table below after SDO inventories are exhausted. Vending personnel should check with their SDO for availability of the following products.

Products That Self Service Will Not Repackage

Item Number	Price (\$)	Product
313000	3.00	60c RICKENBACKER
314100	0.50	50-1c KESTREL VENDING PACKETS
314111	0.50	50-1c KESTREL VENDNG X-CROSS PACKETS
663411	2.00	10-20c BLUE JAY PSA BOOK

The National Stamp Vending Inventory and Vending Products Information are both posted on our intranet Web site at <http://retail.usps.gov>.

— Self Service,
Retail, Consumers and Small Business, 11-15-01

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