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November 21, 2001

POSTMASTERS

SUBJECT: Holiday 2001 Publicity Kit for Postmasters

This kit is provided to you as a guide in planning your holiday season mailing promotions, photo opportunities, and media briefings. Due to the extraordinary circumstances surrounding the Postal Service for the past several weeks, we have included information and talking points on terrorism's impact to the 2001 holiday mailing season. We hope it is helpful in answering customer and employee questions.

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

Take advantage of the opportunity to talk with news reporters. This year, more than ever, the news media will be eager to feature the Postal Service. Your active public relations involvement in supporting the mail will contribute greatly to the future of the Postal Service.

For additional information and advice on publicity, please contact your area Public Affairs and Communications office and the communications program specialist who covers your district. We are here to help you.

Sincerely,

A handwritten signature in black ink, appearing to read "Azeezaly S. Jaffer". The signature is stylized with large loops and a horizontal line across the top.

Azeezaly S. Jaffer
Vice President

*P.S. Now more than ever,
America needs us to deliver
on our holiday traditions.
Let's keep the mail
moving. Thank you !!!
A*

475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-3100

Holiday 2001 publicity kit starts on page 3.



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Holiday 2001 Publicity Kit for Postmasters

2001 Holiday Mail Issues

Terrorism

The 2001 holiday mailing season proves to be unlike any other. The Postal Service's heaviest mail volume period of the year is at risk. The events of September 11, 2001, and the subsequent use of the mail as a vehicle for bio-terrorism have placed tremendous financial burdens on the Postal Service. In addition, many Americans are questioning the risk of resuming daily routines that are so vital to the nation's economy. Nevertheless, we believe this will be a strong holiday season.

Americans tend to communicate more with family and friends during times of war and stress. Lowered holiday travel projections attributed to the September 11 attacks indicate to us that those foregoing travel might instead send more greeting cards and take advantage of catalog mail order and internet shopping this season.

What You Can Do to Help

This year's postmasters' holiday kit theme is "Focus on Tradition" to assure Americans that the mail remains a safe, secure, and reliable way to send cards, letters, and packages during the holiday season.

To kick-off the mailing season, Postal Service Headquarters hosted an event that reinforces the power of mail to help Americans stay connected to their family, friends, and loved ones through letters and greeting cards. On November 27, 2001, Postmaster General John E. Potter kicked-off this year's holiday mailing season by presenting the stamps of our holiday series (*Virgin and Child, Santas, Eid, Kwanzaa, and Hanukkah*).

This event symbolized that the mail remains a safe, secure, and reliable way to send cards, letters, and packages during the holiday season. In the publicity section of the kit, we have outlined the steps to take to conduct this event locally. We are asking communities nationwide to host their own ceremony.

The Importance of Mail to America

The Postal Service is a critical element of the nation's infrastructure. It is the lynchpin of the \$900 billion mailing industry that employs 9 million people and is responsible for 8 percent of the gross domestic product. It is the one element of our national government that has a daily presence in virtually every community in the nation — from the smallest towns to our largest cities.

Response to the Anthrax Threat

Tragically, the deaths of Thomas L. Morris, Jr., and Joseph P. Curseen, Jr., taught all Americans that we knew less about anthrax than we thought. All of our Postal

Service family wishes that we could have done more for these men. We called on everything we knew and did everything that medical authorities advised us to do.

Now, sadly, we all know more — and we have been aggressively acting to protect the public and our employees. Every day we are doing all we can to prevent this from ever happening again.

- We have provided employees with protective gloves and masks.
- We have changed the way we clean our processing equipment to control the spread of particles, and we are testing more than 270 Postal Service facilities nationwide.
- We are working with the mailing industry to develop procedures to ensure that sanitization of the mail will not damage sensitive items in the mail. Sanitization technology is currently being tested on a wide range of film products, digital and magnetic storage devices, laboratory samples, food and plant products, and "smart" credit cards with embedded chips to ensure that all business mail can be safely processed through the Postal Service system.
- As more is learned, we are committed to take those findings and act on them.

Sanitization

The anthrax attacks were targeted to media outlets in New York City and Florida and to federal government officials in Washington, D.C. We are responding to those attacks in a targeted manner and have also put other security enhancements in place. While discussing specifics would compromise the integrity of the system, Americans should feel comfortable mailing holiday items this year as in years past. That means it's still safe to send film, cookies, and other food items through the mail.

As with all mail, it is important for customers sending gifts through the mail to place a return address on their cards and shipments and to let loved ones know a package is on the way. We ask customers to use common sense. We have delivered 35 billion pieces of mail since September 11, 2001, and there have been problems linked to only a few letters. We will continue to work hard to keep America's mail safe.

Letters to Santa, and Anthrax

The Postal Service will continue to deliver letters to Santa. The threat of anthrax will not deter us from making our appointed rounds. Local Post Offices will continue to make letters to Santa available to individuals and organizations wishing to make a child's wish come true. In light of the anthrax threat, the volunteers who read Santa letters would

appreciate it if children include their return address on Santa letters. And to keep the letter from appearing suspicious, it is also appreciated that the contents of letters be limited to letter-sized paper only. We recommend against placing cookies, candy canes, or other bulky items in the letters because it could make the letters appear "suspicious."

Volunteers reading Santa letters who may have concerns about handling this mail should follow the Centers for Disease Control (CDC) October 31, 2001, Health Advisory. The Health Advisory, found at www.cdc.gov, mirrors precautions the Postal Service has put in place for its employees.

Santa Letters Today

Letters to Santa are treated differently among Post Offices nationwide. Some Post Offices make Santa letters available to individuals upon request, while other Post Offices provide Santa letters to volunteer organizations. New York City is typically recognized as hosting the largest Letters to Santa campaign. The Postal Service is committed to keeping this important holiday tradition alive. After all, it was in 1912 that Postmaster General Frank H. Hitchcock authorized local postmasters to allow individuals or institutions to use letters addressed to "Santa Claus" for philanthropic purposes.

Operation Dear Abby

The Dear Abby program, founded by the newspaper advice columnist, has delivered mail to U.S. service members overseas during the holiday season for 17 years.

However, the Department of Defense this year has suspended the Operation Dear Abby program for the 2001 holiday season because of concerns about the risk of cards and letters being introduced into the mail system from unknown sources.

Although Operation Dear Abby will be missed this year, the safety of the men and women of the Armed Forces and the employees of the U.S. Postal Service is paramount.

Addressing Tips

Correct addressing this year is more important than ever. Encourage your customers to write, type, or print the complete address neatly. Remind your customers to always use a return address. Tell them always to use complete address information, such as the suffixes AVE, BLVD, and ST. They should always include locators such as the apartment or suite number and always use correct directional, such as N, W, and SW. Advise them not to let an incorrect ZIP Code delay delivery of their mail. Local Post Offices and the Postal Service Web site, www.usps.com, offer ZIP Code information. Tell customers to use the four-digit add-on, ZIP+4®, in their addressing.

Advise customers that if they don't know the ZIP Code, they shouldn't guess. The mail is sorted by ZIP Code first, then by city and state. Using a wrong ZIP Code could cause delays.

Holiday Volume Projections

We believe that it will be a strong holiday season and are anticipating that Americans will mail more than 20 billion mailpieces this holiday season. Americans tend to communicate more with family and friends during times of war and stress. Lowered holiday travel projections attributed to the September 11 attacks indicate to us that those forgoing travel might instead send more greeting cards and take advantage of catalog mail order and internet shopping this season.

Gearing up for the Holidays

Postal Service Ready for 2001 Holiday Season

As always, the Postal Service is gearing up for a busy holiday mailing season. This year, the Postal Service has the following holiday plans in place:

- Extending Post Office hours and opening on Sundays at many of the 38,000 Post Offices.
- Hiring thousands of temporary workers as needed.
- Extending full use of its 210,000 Postal Service vehicle fleet and obtaining extra trucks from the 7,000 trucking firms it contracts with on a daily basis.
- Adding three holiday network hubs with more than 85 supplemental airplanes dedicated entirely to moving the mail.
- Obtaining additional space on thousands of train railcars.
- Printing 2.85 billion holiday stamps.

Holiday Mail Timelines

The Holiday Season

The fall mailing season begins in late August and runs through the end of November when merchants send their catalogs to consumers. Customers place catalog orders near the end of November. This year the holiday mailing season begins Friday, November 23, the day after Thanksgiving, and runs until New Year's Eve.

Busiest Mailing and Delivery Days

Most Americans send their holiday greeting cards and letters two weekends before Christmas. The Monday prior to Christmas is typically the busiest mailing day of the year, with the busiest delivery day 2 days later. This year's busiest mailing day will be Monday, December 17, 2001, while the busiest delivery day will be Wednesday, December 19, 2001.

Suggested Mailing Timelines

While there are no “mailing deadlines,” we recommend that customers:

- Use Parcel Post® service through Friday, December 14, for all destinations and Wednesday, December 19, for local destinations.
- Use Priority Mail® service through Thursday, December 20, for all destinations and Saturday, December 22, for local destinations.

- Use Express Mail® service through Friday, December 21, for all U.S. destinations or Saturday, December 22, for local destinations.

* Local destinations are defined as addresses within 150 miles of where you mail your shipment. Ask your local Post Office for specific information.

International and Military 2001 Holiday Mailing Dates

Military 2001 Holiday Mailing Dates

To ensure delivery of Christmas cards and packages to military APO/FPO addresses overseas and to international addresses, mail should be entered by:

Military Mail Addressed To	First Class Letters/Cards	Priority Mail Service	Parcel Airlift Mail PAL*	Space Available Mail (SAM)**
APO/FPO AE ZIPs 090-098	December 11	December 11	December 4	November 27
APO/FPO AA ZIPs 340	December 11	December 11	December 4	November 27
APO/FPO AP ZIPs 962-966	December 11	December 11	December 4	November 27

* PAL: A special service that provides air transportation for parcels on a space-available basis.

** SAM: Parcels paid at Standard Mail postage rates are first transported domestically by surface and then to overseas destinations by air on a space-available basis.

International 2001 Holiday Mailing Dates

International Mail to	Air Letters/Cards	Air Parcel Post
Africa	December 3	December 3
Asia/Pacific Rim	December 10	December 10
Australia/New Zealand	December 10	December 10
Canada*	December 14	December 14
Caribbean	December 10	December 10
Central & South America	December 3	December 3
Mexico	December 10	December 10
Europe	December 10	December 10
Middle East	December 10	December 10

* Surface mail deadline on November 23.

Holiday 2001 Stamps

Stamps available this year are the *Virgin and Child* stamp, depicting Lorenzo Costa’s Madonna and Child; the *Santas* stamps; the *Kwanzaa* stamp, celebrating the African American festival of family, community and culture; the *Hanukkah* stamp, featuring a contemporary image of a menorah; the *Eid* stamp, commemorating the two most important festivals — or eids — in the Islamic calendar; and the *Thanksgiving* stamp, depicting a cornucopia of fruits and vegetables.

Total combined print run of *Eid*, *Virgin and Child*, *Santas*, *Thanksgiving*, *Hanukkah*, and *Kwanzaa*: 2.85 billion stamps.

The following inventory of 2001 holiday stamps will be available for this holiday season (all stamps listed are self-adhesive):

Stamp	Quantity Printed (m = million)	Type
Holiday Celebrations:		
<i>EID</i>	75m	Pane of 20
<i>Hanukkah</i>	40m	Pane of 20
<i>Kwanzaa</i>	40m	Pane of 20
Holiday Contemporary:		
<i>Santas</i> (4 designs)	6.25m sets	Pane of 20
	75m sets	Convertible Booklet of 20
	10.05m sets	Vending Booklet of 20
	100,000 sets	Postcards
Holiday Traditional:		
Lorenzo Costa's <i>Virgin and Child</i>	800m	Convertible Booklet of 20

Customer reminder: Avoid waiting in line for holiday stamps by buying holiday Stamps by Phone (1-800-STAMP-24), Stamps By Mail®, Stamps Online at the Postal Service Web site, or stamps from Postal Service vending machines.

Expedited And Other Services

For those traditional domestic procrastinators, we offer Priority Mail service, which gets packages to their destinations in 2 to 3 days to most destinations. It's a great buy at \$3.50 for up to 1 pound and \$3.95 for up to 2 pounds. Our Express Mail service gets mail to most major cities overnight and starts at \$12.45 for up to 8 ounces and \$16.25 for up to 2 pounds.

Want to know when your package was delivered? Delivery Confirmation™ service is available for Priority Mail and Parcel Post shipments. For a fee of 40 cents for Priority Mail service, and 50 cents for Parcel Post service, customers can retrieve the status and verification of delivery on their shipments through the Postal Service Internet address or a toll-free telephone number.

To obtain a copy of the recipient's signature, customers can choose our Signature Confirmation™ service for just \$1.75 for both Priority Mail and Parcel Post services.

Using the Web

www.usps.com is among the most heavily trafficked federal web sites, with approximately 7 million visits each month. The four most visited areas on the site are:

- ZIP Code Lookup
- Shipping center
- Track and Confirm
- Post Office Locator

This year, our web site offers several new features designed to provide customers convenient, timesaving options:

- Addressing and mailing of holiday greetings through NetPost™ Card Store.
- Paying electronically for online auction gifts through Pay@Delivery™.
- Label printing for Priority Mail packages through the Shipping center (includes Delivery Confirmation service at no additional charge).
- Paying for postage online for Global Express Guaranteed™ shipments (customers receive a discount of 5 percent or more based on the number of packages shipped).

For the holidays, please remind your customers that our online Post Office can provide service 24 hours a day that includes holiday mailing tips, ZIP Code lookup, and, of course, ordering stamps online. The online Postal Store offers customers the convenience of secure online shopping for Postal Service products 24 hours a day to purchase stamps and philatelic items, FIRSTCLASS PHONE-CARDS®, stamp-themed stationery, and USPS Pro-Cycling Team gear.

The Postal Store is a one-stop online shop for anything postal. Stationery and apparel items are offered for the same price as Postal Service retail stores, plus a charge for shipping and handling. Stamp orders are handled through the Stamp Fulfillment Services Center. Orders should be placed no later than December 17 to guarantee delivery before Christmas Day.

Personalized Greeting Cards Online With the Netpost Card Store

There's no better way to make a personal connection than with a beautifully printed card. Customers can personalize their cards online in minutes, then sit back while we custom print and mail the next business day.

Customers can design and send personalized cards for the holidays. They can pick their favorite design from our gallery or create your own, choose fonts, colors, even the real First-Class Mail stamp! It's fast, easy and convenient.

Holiday 2001 Publicity Tips

1. **News releases:** Use the sample news releases included in this kit or develop your own. Send the completed releases to local newspapers and radio and television stations. Several days after mailing your release, follow up with a phone call to the local reporter, editor, or news director.
2. **Local greeting card mailing event:** As we indicated earlier, we are asking communities nationwide this year to host "Mail your greeting cards" events. The following are some event suggestions:
 - Hold an event at your local Post Office or mail distribution center.
 - Invite Congressional, community, and service organization leaders to participate.
 - Ask all participants to mail cards, letters, and/or packages at the event.
 - Publicize the event with your local newspaper and radio and television stations via press releases, media advisories, letters to the media, and follow-up phone calls.

Event Planning Checklist

- Begin planning immediately.
- Set a date (we recommend early December).
- Secure participants (Postal Service employee veterans, community leaders, etc.).
- Secure staging and sound equipment, if applicable.
- Plan signage, including a podium sign and banners.
- Launch a local publicity campaign.
- Draft a sequence-of-events agenda and speaker remarks.
- Plan retail opportunities (booths, bag stuffers, etc.).
- Prepare event programs and invitations.

Suggested Public Relations Timeline for Local Greeting Card Event

Note: To help coordinate these activities, or if you have questions, please contact your Area's Public Affairs and Communications (PA&C) representative.

Action	Suggested Timing
Distribute news release announcing event.	A few days before event.
Remind invited dignitaries about event via telephone.	A few days before event.
Make follow-up calls to local news media.	1 day before event.
Distribute day-of-issuance news release.	Day of event.
Send newspaper clippings and "media successes" summary to area PA&C office.	Within 1 week after event.

Please see the press release section for a suggested template for you to implement the greeting card event locally.

Other Special Event Ideas

- A customer-appreciation event to kick off the holiday mailing season. Feature gift ideas at the Post Office.
- A wrapping demonstration in the Post Office lobby. This year, in light of the anthrax threat, stress the importance of including a return address on cards, letters, and packages. Advise customers who are purchasing gifts through mail order firms to notify recipients that a package is coming their way.
- Teach children proper addressing techniques for Letters to Santa. Remind children to avoid placing cookies, candy canes, and even hay for Santa's reindeer into the envelope as it makes it difficult to process.

Media Tips

Call local radio and television news and talk show producers. Offer to talk about mailing deadlines, proper addressing and packaging, and the stamp-related gifts available at your Post Office. Invite radio and television to:

- Do a "live remote" on December 17, the busiest mailing day, from your Post Office lobby.
- Deliver mail with a carrier on December 19, the busiest delivery day of the year.

Holiday 2001 News Releases

The following press release templates are attached for you to localize. News releases should be typed on Postal Service letterhead stationery and double-spaced. The City/State on the first line should be the site from where the release originates. Below is a list of all the releases contained in this kit, with recommended release dates:

Release 1 — 11/30/01:

MAKE HOLIDAY CARDS SPARKLE WITH GLOW OF HOLIDAY POSTMARKS

Release 2 — 11/30/01:

[CITY/TOWN] POST OFFICE GEARS UP FOR HOLIDAY MAILING SEASON (includes holiday facts and tips sheet)

Release 3 — 12/3/01:

POSTAL SERVICE PREDICTS BLIZZARD OF LETTERS TO SANTA

Release 4 — 12/3/01:

POSTAL SERVICE KICKS OFF HOLIDAY MAILING SEASON WITH GREETING CARD CEREMONY (includes media advisory)

Release 5 — 12/05/01:

[NAME OF OFFICIAL] REMINDS [TOWN] THAT THE MAIL IS SAFE, DELIVERS MAIL TO PROVE [HE'S/SHE'S] TALKIN' THE TALK BY WALKIN' THE WALK

Release 6 — 12/7/01:

SAVE TIME DURING THE HOLIDAY RUSH WITH WWW.USPS.COM

Release 7 — 12/7/01:

UNITED STATES POSTAL SERVICE HOLIDAY MAILING DEADLINE FACT SHEET

Release 8 — 12/10/01:

[CITY] POST OFFICE OPEN [EARLY AND] LATE FOR HOLIDAY MAIL SEASON

Release 9 — 12/11/01:

FOCUS ON TRADITION WITH GIFTS AND STOCKING STUFFERS FROM THE POST OFFICE

Release 10 — 12/12/01:

[NAME] POST OFFICE ANNOUNCES BUSIEST MAILING DAY OF YEAR



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

MAKE HOLIDAY CARDS SPARKLE WITH GLOW OF HOLIDAY POSTMARKS

[City, State] — You've searched long and hard for the perfect holiday greeting card. You want to be sure each one you send carries a special message during this season of hope and celebration.

The United States Postal Service can make your holiday greetings even more special with authentic holiday postmarks from places like North Pole, AK, North Pole, NY, Santa Claus, IN, and dozens of other locations from coast to coast. The next page lists them all.

It's easy. It's quick. And, best of all, there's no extra cost for this unique holiday service. Here's how it works:

- Enclose your stamped, addressed greeting cards in an outer envelope or box labeled "Holiday Greeting Card Remailing."
- Place sufficient First-Class Mail postage on the outer envelope or box to cover its weight (you can find First-Class Mail postage rates at our web site, www.usps.com).
- Address the package to the postmaster of the town where you would like your cards postmarked.
- Mail early enough for your cards to be postmarked, remailed, and delivered on time for the holidays.

That's all there is to it. The hardest part will be choosing the right one for you.

Letters to Santa — and other holiday mail — can be given right to your letter carrier at your door, rather than placing it in a collection box or making a special trip to the Post Office. And, as always, families who receive curbside delivery, can put their mail in their mailbox for pickup.

An American Tradition . . . for More Than 2 Centuries

That's the United States Postal Service. It's provided the people of America with trusted, secure, and universal mail service since 1775. Delivering more than 207 billion pieces of mail each year to 135 million homes and businesses, the men and women of the United States Postal Service handle 46 percent of the world's mail volume. We deliver for you.

Post Offices Offering Holiday Postmarks

Advent WV 25231	Holly CO 81047	Saint Joseph LA 71366
Angeles PR 00611	Holly MI 48442	Saint Joseph MI 49085
Angels Camp CA 95222	Hope AK 99605	Saint Joseph MN 56374
Antler ND 58711	Hope AR 71801	Saint Joseph MO 64501
Antlers OK 74523	Hope ID 83836	Saint Joseph TN 38481
Bell CA 90201	Hope IN 47246	Saint Mary KY 40063
Bell FL 32619	Hope KS 67451	Saint Mary MO 63673
Bethlehem CT 06751	Hope KY 40334	Saint Mary MT 59417 (community Post Office of Browning)
Bethlehem GA 30620	Hope MI 48628	Saint Marys AK 99658
Bethlehem IN 47104	Hope MN 56046	Saint Marys GA 31558
Bethlehem KY 40007	Hope NJ 07844	Saint Marys IN 46556 branch of Notre Dame Post Office)
Bethlehem MD 21609	Hope NM 88250	Saint Marys IA 50241
Bethlehem NH 03574	Hope ND 58046	Saint Marys KS 66536
Bethlehem PA 18016	Hope RI 02831	Saint Marys OH 45885
Blessing TX 77419	Joseph OR 97846	Saint Marys PA 15857
Chestnut IL 62518	Joseph City AZ 86032	Saint Marys WV 26170
Christmas FL 32709	Joy IL 61260	Santa ID 83866
Christmas MI 49862 (community Post Office of Munising)	Nazareth KY 40048	Santa Claus IN 47579
Evergreen AL 36401	Nazareth MI 49074	Shepherd MI 48883
Evergreen CO 80439	Nazareth PA 18064	Shepherd MT 59079
Evergreen LA 71333	Nazareth TX 79063	Shepherd TX 77371
Evergreen MT 59901 (branch of Kalilspell Post Office)	Noel MO 64854	Snow OK 74567
Evergreen NC 28438	North Pole, AK	Snowflake AZ 85937
Evergreen VA 23939	North Pole Christmas Cancellation	Snow Shoe PA 16874
Faith NC 28041	Postmaster	Spruce MI 48762
Faith SD 57626	5400 Mail Trail	Star ID 83669
Frost MN 56033	Fairbanks AK 99709-9999	Star MS 39167
Frost TX 76641	(mail by Dec.10 to reach North Pole AK by Dec. 15.)	Star NC 27356
Garland ME 04939	North Pole NY 12946	Star TX 76880
Garland NE 68360	(community Post Office of Lake Placid)	Starlight PA 18461
Garland NC 28441	Partridge KS 67566	Surprise NY 12176
Garland PA 16416	Partridge KY 40862	Wiseman AR 72587
Garland TX 75040	Rudolph OH 43462	
Garland UT 84312	Rudolph WI 54475	
	Saint Joseph IL 61873	



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

[CITY/TOWN] POST OFFICE GEARS UP FOR HOLIDAY MAILING SEASON

[Postmaster/Manager] Outlines Holiday Mailing Tips To Ensure Safe Holiday Season

[City, State] — Postmaster [full name] predicted that this year's holiday mail volume may mirror those of years past and assured [town name] residents that they should feel comfortable mailing greeting cards and traditional holiday gifts this year as in year's past.

"We believe that it will be a strong holiday season," explained [last name].

[Last name] said that Americans are communicating more with family and friends since September 11, and those foregoing holiday travel are likely instead to make more use of the mail this year through greeting cards, catalog mail orders, and internet shopping this season.

The Mail Is Safe

[Last name] said it is important to keep concerns about the threat of bio-terrorism in perspective.

"The anthrax attacks were targeted to news organizations in New York City and Florida and to Federal Government officials in Washington, D.C.," [last name] explained. "And we are responding to those attacks in a targeted manner."

[Last name] said the Postal Service has delivered 35 billion pieces of mail since September 11 and noted that anthrax has been linked to less than a handful of letters.

[He/She] said that more than 95 percent of all mail is business related. Items such as credit card and bank statements, catalogs, advertising, and other sources of business mail are safe in that it is tightly controlled and traceable.

Common Sense: Include Your Return Address

Personal mail represents less than 5 percent of First-Class Mail. "Use common sense," [last name] added, and "open mail from individuals or organizations you recognize. That's why it's important to place a return address on all mail — especially holiday greeting cards, letters, and packages — as you would any other time of the year," [last name] explained. "If you're ordering gifts online or through a mail order catalog, let recipients know that a package is coming their way."

[Last name], citing concerns about compromising the integrity of the system, declined to discuss screening and security specifics, said Americans should feel comfortable mailing toys, food, and other traditional holiday gifts this year as they have in years past.

Letters to Santa

[Last name] said that in light of the anthrax threat, the volunteers who read Santa letters would appreciate it if children practice proper addressing techniques and include their return address. And to keep the letter from damaging the Postal Service's mail sorting equipment, it is also appreciated that the contents of letters be limited to letter-sized paper only. Avoid placing cookies, candy canes, hay for Santa's reindeer, or other bulky items that may make the letter appear "suspicious."

Mail Early and Often

[Last name] said it's a good idea to get those greeting cards in the mail early this year. Most Americans procrastinate by writing their holiday greeting cards and letters the weekend prior to Christmas week. This typically makes the Monday prior to Christmas the busiest mailing day of the year, with the busiest delivery day 2 days later. Since Christmas falls on a Tuesday this year, the busiest mailing day will likely be Monday, December 17. The busiest delivery day will be Wednesday, December 19.

[Last name] offered a suggestion for customers who are home during the day and receive door delivery. They are welcome to give their greeting cards and other mail bearing proper postage to their letter carrier, rather than placing it in a collection box or making a special trip to the Post Office. Customers who receive curbside delivery may leave their mail in their receptacle for pickup.

Suggested Mailing Timelines

While there are no "mailing deadlines" for holiday packages, [last name] recommended:

- Use Parcel Post® service through Friday, December 14, for all destinations and Wednesday, December 19, for local destinations.
- Use Priority Mail® service through Thursday, December 20, for all destinations and Saturday, December 22, for local destinations.
- Use Express Mail® service through Friday, December 21, for all U.S. destinations or Saturday, December 22, for local destinations.

* Local destinations are defined as addresses within 150 miles of where you mail your shipment. Ask your local Post Office for specific information.

- end -

(See attached Holiday Facts and Tips sheet)

Holiday Facts and Tips

The Postal Service gears up for the holidays by:

- Extending Post Office hours and opening on Sundays at 38,000 Post Offices.
- Hiring thousands of temporary workers as needed.
- Extending full use of its 210,000 Postal Service vehicle fleet and by obtaining extra trucks from the 7,000 trucking firms it contracts with on a daily basis.
- Adding three holiday network hubs with more than 85 supplemental airplanes dedicated entirely to moving the mail.
- Printing 2.85 billion holiday stamps.
- Operating an online Post Office, *www.usps.com*, with:
 - Holiday mailing tips.
 - ZIP Code lookup.
 - Ordering stamps online.
 - Label printing for Priority Mail service (includes electronic option Delivery Confirmation service at no additional charge).
 - Label printing and online postage payment for Global Express Guaranteed service (online rates discounted up to 38 percent).
 - The ability to design, purchase, and mail holiday greeting cards online.
- Similar to Houston's Space Flight Control Center tracking the progress of the Space Shuttle, our National Operations Center keeps track of the mail as it moves among the nation's airlines, contract air carriers, and ground transportation networks. Similar operations exist among eight regional offices and 85 districts.

Holiday Stamps for 2001

- The warmth and joy of the holiday season are captured on this year's Christmas and holiday postage stamps, which depict Italian artist Lorenzo Costa's *Virgin and Child* and charming images of Santa Claus on the *Santas* stamps. The *Santas* stamps feature four Santa Claus images (circa 1880s and circa 1915–20). There are also postcards of Santa depicting these images.

Packaging Tips

- Select a box that is strong enough to protect the contents.
- Leave space for cushioning inside the carton.
- Cushion package contents with shredded or rolled newspaper, bubble wrap, or Styrofoam peanuts. Plain air-popped popcorn is also good for cushioning; it's inexpensive and environmentally friendly. Pack tightly to avoid shifting.
- Always use tape that is designed for shipping, such as pressure-sensitive tape, nylon-reinforced kraft paper tape, or glass-reinforced pressure-sensitive tape.
- Do not use wrapping paper, string, masking tape, or cellophane tape.

- Put the delivery and return addresses on one side only of the package.
- Suggestion: Place a return address label inside the package.
- Stuff glass and fragile hollow items, like vases, with newspaper or packing material to avoid damage due to shock. When mailing framed photographs, take the glass out of the frame and wrap it separately.
- Remove batteries from toys. Wrap and place them next to the toys in the mailing box.
- Take packages that weigh at least 1 pound into the Post Office for mailing.
- Obtain Express Mail and Priority Mail service mailboxes, envelopes, and tubes for free from your Post Office.
- Purchase packaging products, including tape, envelopes, padded bags, corrugated boxes, mailing tubes, and cushioning material, from your Post Office. Some locations offer decorative boxes and expander packs that are suitable for mailing gifts.

Special tips

- Access the Postal Service's web site at www.usps.com to:
 - Lookup ZIP Codes.
 - Calculate postage.
 - Buy stamps online.
 - Purchase unique gifts.
 - Label printing for Priority Mail service (includes electronic option Delivery Confirmation service at no additional charge).
 - Label printing and online postage payment for Global Express Guaranteed service (online rates discounted up to 38 percent).
 - Buy, design, and mail greeting cards without leaving your laptop.
- Avoid waiting in line for stamps by buying Stamps by Phone (1-800-STAMP-24), Stamps By Mail®, or stamps from postal self-service vending machines.
- If you are a last-minute international mailer, do not despair. The average Global Priority Mail® delivery is 4 days to many countries for items up to 4 pounds. The average Express Mail International Service delivery is 1 or 2 days to most major cities. And Global Express Guaranteed service will provide you date-certain delivery or your postage will be refunded.

Addressing tips

- Write, type, or print the complete address neatly. Always use a return address. Always use complete address information, such as the suffixes AVE, BLVD, and ST. Always include locators such as the apartment or suite number. Always use correct directionals, such as N, W, and SW. Don't let an incorrect ZIP Code delay delivery of your mail. Local Post Offices and the Postal Service Web site, www.usps.com, offer ZIP Code information. Use the four-digit add-on, ZIP+4, in your addressing.
- If you don't know the ZIP Code, don't guess. The mail is sorted by ZIP Code first, then by city and state. Using a wrong ZIP Code could cause delays.



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

POSTAL SERVICE PREDICTS BLIZZARD OF LETTERS TO SANTA

Offers Mailing Tips to Get Letters to the North Pole

[City, State] — Santa Claus has a lot in common with the United States Postal Service. Neither rain nor snow nor gloom of night keeps Santa from his appointed rounds at the homes of millions of children the world over. Of course, Santa has been doing it a bit longer than we have. But since 1775, he has relied almost exclusively on the Postal Service to bring him letters from girls and boys all across America.

This holiday season will be no different. The Postal Service is gearing up for a huge mail delivery to the North Pole to help Santa and his elves get ready for the big day.

Getting Mail to Santa – Quickly *and* Safely

Santa has asked us to share these easy tips with children and families to help their letters get to him as quickly and safely as possible:

- Children should ask their parents for help addressing and putting stamps on their letters. This can avoid misspellings, which can slow down letters, or using too much or too little postage.
- Like all mail, it's important that letters to Santa include a complete return address.
- Santa enjoys candy canes and cookies and his reindeer enjoy fresh hay. But because those treats can be damaged or crushed when sent in a regular envelope, Santa says it's better to leave them out on Christmas Eve than to mail them.
- No extra packaging material, such as string or tape, is needed on a letter to Santa. The glue on the envelope flap is all that's needed.
- Letters to Santa — and other holiday mail — can be given right to your letter carrier at your door, rather than placing it in a collection box or making a special trip to the Post Office. And, as always, families who receive curbside delivery can put their mail in their mailbox for pickup.

Following these helpful hints can keep letters to Santa moving as quickly as possible and avoid any delays that could result from the appearance of the envelope or the way the letter is prepared. To learn more about new mail safety measures put into place by the Postal Service, visit www.usps.com.

Helping Santa Help Those in Need

While Santa himself receives most of the letters addressed to him, some are sent to certified organizations and individuals who help those in need. This tradition began in 1912, when Postmaster General Frank H. Hitchcock authorized postmasters to share letters to Santa with local charities and others.

This year, Santa is expecting thousands of letters. Many of them will be answered by a variety of Santa's helpers — charitable organizations, employees of local Post Offices, and volunteers who simply want to help a child's holiday wishes come true.

Letters to Santa Claus are handled by local Post Offices, so policies may vary from city to city. Your local Post Office can tell you how your child's letter to Santa will be handled.

An American Tradition . . . for More Than 2 Centuries

That's the United States Postal Service. It's provided the people of America with trusted, secure, and universal mail service since 1775. Delivering more than 207 billion pieces of mail each year to 135 million homes and businesses, the men and women of the United States Postal Service handle 46 percent of the world's mail volume. We deliver for you — and for Santa.

- end -



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

POSTAL SERVICE KICKS OFF HOLIDAY MAILING SEASON WITH GREETING CARD CEREMONY

[City, State] — The holiday mailing season officially started today when Postmaster [full name] hosted a [list time] ceremony to remind Americans to mail their greeting cards.

As [he or she] dropped holiday greeting cards into the collection box, Postmaster [last name] said, "The mail remains a safe, secure, and reliable way to send cards, letters, and packages to family, friends, and loved ones during the holiday season. Americans have relied on the Postal Service for more than 225 years to stay connected. The power of the mail will sustain the tremendous spirit and resolve of the American people during this holiday season."

Also participating in the ceremony and mailing their own cards, letters, and packages were [insert full names and titles of other participants].

[Name] added that Letters to Santa — and other holiday mail — can be given right to your letter carrier at your door, rather than placing it in a collection box or making a special trip to the Post Office. And, as always, families who receive curbside delivery can put their mail in their mailbox for pickup.

The United States Postal Service is a gateway to the household, binding friends, families, and neighbors together. It is an independent federal agency that handles 46 percent of the world's mail volume, with annual revenues of \$65 billion. The Postal Service is not funded with taxpayer dollars but derives its revenues solely from the sale of postage and other products and services it provides. Through its unrivaled service network, the Postal Service delivers money, messages, and merchandise daily to 135 million addresses, offering some of the most affordable postage rates in the world.

- more -



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

Attn: Photo assignment desk

MEDIA ADVISORY

- Who:** [Name of Congressman, elected official, or local celebrity] joins [name of Post Office] letter carrier [name] to deliver mail to kick off the holiday mailing season.
- What:** [Name] joins [name of community/town]'s hardworking letter carriers as they deliver during the holidays to remind members of the community that it's safe to mail.
- When:** December [date] at [depending on time carriers leave].
- Where:** [Name of Post Office and address].
- Background:** [Name] is recognizing [name of city/town] Postal Service employees for their unwavering commitment to delivering the mail despite bio-terrorism concerns linked to the mail. [Name] will reassure Americans that the mail is safe and that Americans should continue to defy terrorism by resuming their day-to-day activities.

- end -



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

[NAME OF OFFICIAL] REMINDS [TOWN] THAT THE MAIL IS SAFE, DELIVERS MAIL TO PROVE [HE'S/SHE'S] TALKIN' THE TALK BY WALKIN' THE WALK

[City/State] — [Title and name of elected official] recognized the hard work of the [name of town] Postal Service by joining the ranks of letter carriers as they made their appointed rounds to kick off the holiday mailing season.

"I think it's important to recognize the commitment and courage the [name of town] Postal Service workers to keeping the mail moving. It's safe to mail this season and it's important to remember that the mail moves our local economy as it does for the nation," said [name of elected official]. "We should mail early and mail often."

[Name of elected official] joined letter carrier [name] and walked the [length of route] to deliver more than [number] pieces of mail to [number] addresses.

[Elected official comments here about his/her experience.]

[Name of elected official] said the Postal Service is a critical element of the nation's infrastructure and to the local economy.

"The Postal Service represents the hub to the spoke of the \$900 billion mailing industry that employs 9 million people and is responsible for 8 percent of the gross domestic product. It is the one element of our national government that has a daily presence in virtually every community in the nation — from the smallest towns to our largest cities."

[Local official provides details on the mail impact to the local economy here.]

Postmaster [Name] echoed [name of elected official]'s concern for bringing life back to normal.

"The events of September 11, 2001," [postmaster name] said, "and the subsequent use of the mail as a vehicle for bio-terrorism have placed tremendous financial burdens on the Postal Service. Many Americans are questioning the risk of resuming daily routines that are so vital to the nation's economy. We're here to tell you that it's safe to mail."

Postmaster [name] predicted that this year's holiday mailing season will be strong as in years past. He said Americans tend to communicate more with family and friends during times of war and stress. Lowered holiday travel projections attributed to the September 11th attacks indicates that those foregoing travel will instead send more greeting cards and take advantage of catalog mail order and internet shopping this season.

Postmaster **[name]** said fears of the mail can be avoided by including a return address on all holiday letters, cards, and gifts as well as letting loved ones know of mail order packages that will be coming their way.

He also recommended that children use their return address when writing to Santa this year, and to avoid placing candy canes, cookies, and even hay for Santa's reindeer in their letters as it could damage sorting equipment.

[Last name] offered a suggestion for customers who are home during the day and receive door delivery. They are welcome to give their greeting cards and other mail bearing proper postage to their letter carrier, rather than placing it in a collection box or making a special trip to the Post Office. Customers who receive curbside delivery may leave their mail in their receptacle for pickup.

- end -



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

SAVE TIME DURING THE HOLIDAY RUSH WITH WWW.USPS.COM

Postal Service Solutions to Simplify the Holidays

[City, state] — The U.S. Postal Service wants to simplify your life this holiday season. We know you're busy, and we have online service solutions to make the holidays easier and less hectic.

Our web site, www.usps.com, is open for business 24/7. All day. Every day. You can select and mail holiday greetings, buy postage stamps, check on delivery of a package, or even pay a few of those holiday bills — all from the convenience of your own home or office.

"The Postal Service's goal in offering online services is to provide high-value, convenient options for our customers, enabling them to conduct the business of their lives as conveniently as possible — anytime, anywhere," said Deputy Postmaster General John Nolan. "The Postal Service has been delivering the holidays for over 2 centuries. We want to help simplify the holidays for our customers so they can spend more quality time with family and friends."

Holiday Cards . . . and so Much More

This holiday, send a message — one card at a time, or as many as you want — with the Postal Service's NetPost CardStore. You're just a click away from creating and sending personalized greetings right from your own computer. You can even customize them with family photos, business logos, or your own artwork. NetPost CardStore's one-stop shopping is about as convenient as it gets.

You can sit back and plan a holiday feast — from soup to nuts — while NetPost CardStore takes care of the nuts and bolts of your holiday mailings. From printing, to addressing, to applying postage and delivery, NetPost CardStore does it all.

All orders received by December 10 will receive a 15 percent discount — just enter "HOLIDAY" when you check out. There is no minimum or maximum order required. Postage and shipping are not included in the discount.

Buying Online Simplified

Pay@Delivery is a component of the Postal Service's eBillPay service and is similar to the existing collect on delivery (COD) service that has been offered since 1913. Pay@Delivery makes accessing traditional postal services easier and more convenient by combining electronic payments with Priority Mail service and Delivery Confirmation service. Sellers of merchandise at online auctions can, for example, print out the buyer's address label with Delivery Confirmation service barcodes from their personal computer and drop off the package at any of over 38,000 Post Offices. Buyers of merchandise at online auctions can send their money to the seller online and have the money released electronically when the mail carrier delivers the package and scans the Delivery Confirmation service barcodes.

Preparing and Sending Packages

This year www.usps.com makes it easier for you to prepare and ship your Priority Mail service and Global Express Guaranteed service packages online with the addition of the “Shipping center” site.

This new feature allows you to quickly and easily prepare and print a shipping label for Priority Mail service from your home or office computer. When you print a Priority Mail service label online, that will include electronic option Delivery Confirmation Service at no additional charge. Also, international mailers using Global Express Guaranteed service can prepare and pay for their postage online and receive a 5-percent discount, and greater savings the more you ship. The web site contains information on our pickup service as well, so you can complete your holiday mailings without ever leaving home!

Staying on Budget and on Track

We know how important it is to watch your budget this time of year. And www.usps.com can help you select the right service for the right price, so your gifts get there on time — and on budget. Just click on the “Postage Rates and Fees” feature to calculate the mailing costs for the service you need — whether you’re mailing to an address in the United States or just about anywhere in the world.

Once you’ve sent your package, you’ll want to keep track of it, too. A click on “Track & Confirm” lets you know the status of delivery for your package. It’s free for Express Mail and Global Express Guaranteed services — our quickest domestic and international services. Also, information on the status of delivery is available online when you purchase Delivery Confirmation service at the retail counter. This service is free when you print your Priority Mail service label online.

Need Stamps? Couldn’t Be Easier!

And we’ve got ‘em, at www.usps.com: Traditional *Santas*, *Virgin and Child*, *Hanukkah*, *Kwanzaa*, *Eid*, and our newest best seller, *United We Stand*, which features a vivid image of the American flag. Choose the stamp that says it best for you.

Letters to Santa — and other holiday mail bearing proper postage — can be given right to your letter carrier at your door, rather than placing it in a collection box or making a special trip to the Post Office. And, as always, families who receive curbside delivery can put their mail in their mailbox for pickup.

Helping With Another Holiday Tradition: Paying the Bills

The Postal Service is doing all it can to help you with your holiday traditions — those you enjoy and the other ones, too. Our eBillPay service lets you view and pay your holiday bills electronically. It’s quick. It’s easy. And it’s secure, offering Electronic Postmark verification on every transaction. Just click on the USPS eBillPay button at www.usps.com.

An American Tradition . . . for More Than 2 Centuries

That’s the United States Postal Service. It’s provided the people of America with trusted, secure, and universal mail service since 1775. Delivering more than 207 billion pieces of mail each year to 135 million homes and businesses, the men and women of the United States Postal Service handle 46 percent of the world’s mail volume. We deliver for you.



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

UNITED STATES POSTAL SERVICE HOLIDAY MAILING DEADLINE FACT SHEET

[City/State] — The holiday season is the busiest time of the year for the U.S. Postal Service. In order to meet increased demand, the Postal Service extends and increases much of its operational capacity. This increase of resources includes:

- Extending Post Office hours and opening on Sundays at most of its 38,000 Post Offices.
- Hiring thousands of temporary workers as needed to help with various tasks.
- Extending full use of its 210,000 Postal Service vehicle fleet by obtaining extra trucks from the 7,000 trucking firms it contract with daily.
- Adding three holiday network hubs with more than 85 supplemental airplanes dedicated entirely to moving the mail.

This holiday season, more than ever, the Postal Service is recommending that consumers send their mail early to ensure their packages are delivered on time. Here are some tips that could make their mailing experience even better.

- Access the Postal Service's Web site, www.usps.com, for postage calculations, the latest addressing information, and unique gifts.
- Avoid waiting in lines for stamps by accessing Stamps by Phone (1-800-STAMP-24), Stamps By Mail®, or stamps from postal self-service vending machines.
- Last-minute international mailers can still get their packages delivered via Global Express Guaranteed service, Global Priority Mail service, or Express Mail International Service. Global Priority Mail service delivery is 4 days to many countries for items up to 4 pounds. Express Mail International service can have packages delivered quickly to most major cities. Global Express Guaranteed is our fastest service, with time-definite delivery in as few as 2 business days.
- Write, type, or print the complete address neatly. Always use a return address. A correct ZIP Code can always be found at a local Post Office or at www.usps.com.
- Select a box that is strong enough to protect the contents while leaving space for cushioning inside the carton. Take packages that weigh at least 1 pound into the Post Office for mailing.
- Letters to Santa — and other holiday mail bearing proper postage — can be given right to your letter carrier at your door, rather than placing it in a collection box or making a special trip to the Post Office. And, as always, families who receive curbside delivery can put their mail in their mailbox for pickup.

- end -



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

[CITY] POST OFFICE OPEN [EARLY AND] LATE FOR HOLIDAY MAIL SEASON

[City, State] — Don't look now but the holidays are right around the corner. The [city] Post Office wants to help you get those holiday cards, letters, and packages mailed to your loved ones in plenty of time. Here are the Post Office's **[extended, if applicable]** customer service hours this holiday season.

Name of PO/Station	Address	Holiday retail hours
_____	_____	__ to __ M-F; __ to __ Sat.
_____	_____	__ to __ M-F; __ to __ Sat.
_____	_____	__ to __ M-F; __ to __ Sat.

[Include, if applicable] "In addition, we will also be open extra hours on **[several or list specific dates]** Sundays in December before Christmas," **[Postmaster/Manager Full name]** added. **[Insert locations and dates/hours.]**

Name of PO/Station	Address	Dec.	Sunday hours
_____	_____	_____	__ to __

Letters to Santa — and other holiday mail bearing proper postage — can be given right to your letter carrier at your door, rather than placing it in a collection box or making a special trip to the Post Office. And, as always, families who receive curbside delivery can put their mail in their mailbox for pickup.

- end -



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

FOCUS ON TRADITION WITH GIFTS AND STOCKING STUFFERS FROM THE POST OFFICE

[City/State] — It's that time of year again! For more than 226 years the Postal Service has delivered your cards, letters, and packages to family and friends in time for the holidays, and the power of the mail will continue to sustain the tremendous spirit and resolve of the American people during the 2001 holiday season. The comfort of holiday tradition is especially important as the United States and its allies continue the fight against terrorism.

"Come to the Post Office," says Postmaster [full name]. "We have unusual gifts and stocking stuffers for holiday giving, and you're sure to find a subject to fit any interest."

These include:

- **Stamps** are a practical gift to use (and a great hobby to collect!).
- **Books for collecting and display** make unusual and unique gifts. The beautiful *2001 Commemorative Stamp Yearbook* presents 2001 stamp issues and the stories behind them in fascinating detail. *An American Postal Portrait: A Photographic Legacy* provides a photojournalistic retrospective celebrating behind-the-scene stories from the early 1800s that pay tribute to the everyday people who worked through rain, sleet, and snow to deliver the mail.
- **Money orders** instead of gift certificates let your recipient acquire exactly the gift of their dreams. Money orders are safe and secure, and you may purchase any amount up to \$700 for just 80 cents.
- **Prepaid FIRSTCLASS PHONECARDS** make ideal gifts for anyone.
- **Unique stationery** is available at most Post Offices. Computer paper, note cards, greeting cards, wrapping paper, and labels highlight various stamps from 2001.
- A free comprehensive catalog is available toll free by calling 1 800 STAMP-24, and a selection of stamps and more gift ideas are online at www.usps.com in the Postal Store.

Save a trip to the Post Office. Whenever possible, customers who receive door delivery are welcome to give their holiday and other mail bearing proper postage to their letter carrier, rather than placing it in a collection box or making a special trip to the Post Office. Customers who receive curbside delivery may leave their mail in their receptacle for pickup.

- end -



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

[NAME] POST OFFICE ANNOUNCES BUSIEST MAILING DAY OF YEAR

[City, State] — On the biggest mailing day of the year — this past Monday, December 17 — [name of city] Post Office(s) handled and postmarked nearly [number] million holiday cards and letters.

[City] Post Office is located at [address]. The [facility/Post Office] has about [number] Postal Service employees. They handle, sort, and distribute mail for the [city] area.

Most Americans typically spend the last weekend before Christmas addressing their greeting cards and packages. Since Christmas is a Tuesday this year, Monday, December 17, was projected to be the busiest mailing day of the year to postmark cards and letters.

It was also a big day for mailing holiday parcels as the [city] Post Office handled more than [number] packages on Monday.

Monday, December 17, was also the busiest postmark day for the Postal Service. Post Offices nationwide on December 17 postmarked [number] million holiday cards and letters on the biggest mailing day of the year.

- end -

Administrative Services

MANAGEMENT INSTRUCTION

Rail Payments Manual Processing

Management Instruction (MI) PO-540-2001-4, *Rail Payments Manual Processing*, has been published online. This MI pertains to plants that dispatch mail in trailers by freight rail transportation and offices that validate freight rail payments.

MI PO-540-2001-4 obsoletes MI PO-540-88-5, *Rail Piggyback Payment*.

MI PO-540-2001-4 is available at <http://blue.usps.gov>; click on *Information*, then *Policies & Procedures*, then *MI*s. You can select the document either alphabetically (by title) or by document number.

— Logistics,
Network Operations Management, 11-29-01

Customer Relations

Mail Alert

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

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

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JC Penney One Huge Sale	Standard/Flat	12/03–12/05	19.4	Nationwide	Car-Rt	Harte-Hanks
JC Penney Holiday Sale	Standard/Postcard	12/05–12/07	8	Nationwide	Car-Rt	Harte-Hanks
JC Penney White Sale	Standard/Flat	12/08–12/13	9.3	Nationwide	Car-Rt	R. R. Donnelley
JC Penney Fine Jewelry	Standard/Flat	12/10–12/12	2.3	Nationwide	Car-Rt	Harte-Hanks
JC Penney Super Saturday	Standard/Flat	12/10–12/12	20	Nationwide	Car-Rt	Harte-Hanks

— Business Service Network Operations, Sales, 11-29-01

National Consumer Protection Week: “Deceptive Mailings — Don’t Be Duped”

February 4–9, 2002, has been designated National Consumer Protection Week (NCPW). The Postal Service Office of Consumer Advocate is again partnering with the Postal Inspection Service this year to educate consumers about deceptive mailings as well as provide them with tools to recognize those mailings. Other organizations/agencies supporting NCPW in promotion and oversight activities include the National Association of Consumer Agency Administrators, Federal Trade Commission, National Consumers League, Department of Justice, AARP, Consumer Federation of America, and the National Association of Attorneys General.

Consumer fraud is a big business and, based on the U.S. Postal Inspection Service’s receipt of about 75,000 consumer fraud complaints each year, it’s a continuing threat to the American consumer. Swindlers have devised a multitude of ways to gain consumers’ confidence before relieving them of their hard-earned dollars. Company names, addresses, and “products” may change, but con artists take advantage of economic trends and current events and plan their schemes accordingly. With today’s fast-paced society and modern technology, the magnitude of consumer fraud schemes is much greater and impacts more people than ever before.

Preserving the integrity of the U.S. Mail for consumers is being accomplished through vigorous law enforcement, public education, and crime prevention efforts. Strengthening government regulations is also very important, and Postal Inspectors worked closely with the U.S. Senate Permanent Subcommittee on Investigations on sweepstakes and deceptive mailings legislation. As a result, the *Deceptive Mailing and Enforcement Act* (Public Law 106-168) was passed and signed into law on December 12, 1999. The law protects consumers against deceptive mailings and sweepstakes practices by establishing standards for sweepstakes mailings, skill contests, and facsimile checks; restricting government look-a-like documents; and creating a uniform notification system allowing individuals to remove their names and addresses from all major sweepstakes mailing lists at one time.

Specifically, consumers should be aware that the law emphasizes that disclosures on sweepstakes mailings must clearly state that no purchase is necessary to enter a sweepstakes and that a purchase will not improve consumers’ chances of winning a prize. The law creates strong financial penalties for companies that do not disclose all terms and conditions of a contest. Individuals will also be able to request that certain mailings are stopped from being delivered to their homes, and companies will face liability if they do not honor the request. The law further provides the Postal Service the authority to issue administrative subpoenas in cases where noncompliance is suspected.

While it is impossible for consumers to protect themselves from every swindler, there are actions they can take to substantially minimize the risk of being conned. Consumers should be wary of the following schemes.

- **Bogus Employment Opportunities:** \$\$\$\$\$\$THOUSANDS OF HIGH-PAYING GOVERNMENT JOBS\$\$\$\$\$\$\$ Rather than preparing you for existing vacancies, as they claim, the con artists charge you for materials you could have received for free from the hiring government agency—which may or may not have job openings.
- **Medical Quackery:** Snake-oil merchants peddle worthless potions, offering “miracles” like: INSTANT CURE FOR ARTHRITIS! And LOSE WEIGHT OVERNIGHT! Unfortunately, the gadgets and gimmicks advertised are not legitimate, and some are downright dangerous.
- **Phony Charitable Solicitations:** Either your money never gets to the charity, or the charity doesn’t exist at all. The only one who benefits from your generosity is the swindler.
- **Work-at-Home:** Work-at-home schemes will not guarantee regular salaried employment, and will require you to invest money before you learn how a plan works or before you are sent instructions. Always suspect any ad claiming you can earn unusually high income with little or no effort on your part.
- **Prizes or Sweepstakes:** “Congratulations! You’re the lucky winner of one of four prizes!” You simply have to pay a “processing fee” to find out what you’ve won. And it’s never anything of value.
- **Lottery (Domestic & Foreign):** Federal law prohibits sending lottery material (domestic or foreign) through the mail with the exception of stated-owned and -operated lotteries. Most — if not all — foreign lottery come-ons sent to U.S. addresses through the mail are bogus. They don’t even come from foreign government agencies or licensees but, instead, they come from con artists who take consumers’ money and give nothing in return.
- **Other mail fraud schemes include, but are not limited to:** Identity theft, travel schemes, chain letters, insurance fraud, medical fraud, false billing, etc.

Every year, thousands of people and businesses are victimized by mail fraud schemes. We are encouraging consumers to be aware and be educated — not duped.

Privacy

"Privacy", a significant and evolving issue for consumers, was designated as this year's National Consumer Protection Week's leading topic by the partnering organizations. Privacy is at the heart of the Postal Service brand. Over its 225-year history, the United States Postal Service has developed a tradition of trust, highly valued by the American people, by delivering the mail with the highest levels of privacy, security, and integrity.

The issue of trust has taken on a new urgency in a world of new technology. The Postal Service will maintain its role as a respected leader in privacy in an ever-changing landscape of customer expectations, public policy issues, technology, and business models and practices. The appointment of the Postal Service's first Chief Privacy Officer in November 2000 has strengthened the organization's ability to develop and implement privacy policies that reflect the best practices of both government and industry in today's world.

Postmasters and Facility Managers

Postmasters and facility managers are encouraged to support this consumer awareness effort by sponsoring local activities during the designated week, February 4–9, 2002.

District Consumer Affairs and Claims Manager

The district Consumer Affairs and Claims Manager should serve as a consultant and resource for postmasters and managers planning NCPW activities. The district Consumer Affairs and Claims office should also be the clearing-house for additional information and materials.

The Office of the Consumer Advocate and the Postal Inspection Service have developed an internal recognition program. Applicants must complete the application and return it to the following address by March 15, 2002:

ATTN: BRYAN KNUPP OR
MICKIE MORIARTY
CONSUMER AFFAIRS
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 5801
WASHINGTON DC 20260-2202

Getting Started

This national consumer initiative can be your "Gateway to the Consumer" in developing or improving local relationships.

- Appoint a planning committee. Whenever possible, involve Customer Advisory Council members in planning events.
- Contact your local Postal Inspection Service office to determine the primary mail fraud crimes noted in your respective district.

- Seek assistance on media activities and support from your Public Affairs and Communications representatives to promote consumer tips, focusing on consumer fraud in conjunction with privacy.
- List the planned events. Set a date for each event and work backward, incorporating a contingency plan for possible last-minute changes. If ordering postal or non-postal-related materials, remember to allow enough time for delivery. Be sure to have available copies of Publication 370, *Extra Services — Get More From Your Post Office*, which covers all new special services, rates and fees, as well as any locally developed promotional materials.
- Identify the audience for each event — residential, business, students, or special interest groups.
- If you plan to partner with other local consumer groups, pick an event and meet with the other groups to share ideas. For names of consumer groups in the area, contact the local Society of Consumer Affairs Professionals (SOCAP) or visit their web page at www.socap.org.
- Seize the opportunity to educate and involve our customers on local Postal Service initiatives.

Suggested Activities

Listed below are suggested activities to highlight the week's event.

- **Monday:** Have an NCPW kick-off open house. Partner with the Inspection Service to identify and educate our customers on mail fraud crimes occurring in each respective district, and provide information about privacy.
- **Tuesday:** Center activities on information services available to customers, especially in the area of employment opportunities, medical quackery, telemarketing, and phony charitable solicitations.
- **Wednesday:** Partner with other federal agencies, community groups, education institutions, and businesses to sponsor education workshops or seminars for consumers with special needs.
- **Thursday:** Hold a joint press conference with a local postal inspector. The postal inspector could discuss the latest postal-related scams and how to avoid being duped.
- **Friday:** Ask the U.S. Postal Inspection Service to participate in a seminar about the different methods used to stamp out fraudulent practices in the market place, and so on. Provide materials that explain the role of the U.S. Postal Inspection Service in mail fraud investigations.

- **Saturday** (optional): Work with the local postal inspector to address senior citizens about fraud targeted toward the elderly. Hold seminars at local retirement communities. Postal inspectors can discuss issues such as recent fraudulent schemes and how senior citizens can avoid being duped through various solicitations.

Additional Suggested Activities

- Design a check stuffer to accompany employee paychecks informing them about NCPW activities that will be held in your local area. Ask for employee participation or support.
- Educate customers about the other consumer services we offer, such as forwarding and hold mail service, money orders, stamp service, and stamp collecting information. Provide a forum to educate customers about claims processing and about our complaints and inquiry service. Direct customers to visit www.usps.com and access Domestic Claims and FAQs (found under Info).
- Hold an open house and Postal Service fair during NCPW. Hand out consumer publications such as Publication 370, Publication 546, Publication 280, and Publication 300-A. Have a Postal Service representative available to answer questions about products and services to help customers learn how to get the most from what we offer. Consider including consumer-related information brochures from other federal and state agencies and local consumer bureaus, such as the Consumer Product Safety Commission.
- Partner with a local restaurant or food franchise to provide refreshments during a "Conversation with the Postmaster" session(s).
- Celebrate or announce something recently completed to improve local service and to enhance customer satisfaction. For example, promote extended hours, an expanded Post Office box section, or an improved facility featuring, for example, handicapped modifications.
- Hold special training session on mail preparation for business and nonprofit mailers.
- Establish a Consumer Advisory Council. Refer to the Consumer Advocates Intranet web site for access to the Consumer Advisory Council Handbook. A good first project for the council would be to link consumer protection efforts with the U.S. Postal Inspection Service and local law enforcement. If a Consumer Advisory Council is already established, involve its members in NCPW planning activities.

- Demonstrate the WEE Deliver Program and invite school children to display their stamp collections in a Post Office lobby, or sponsor a competition for the best stamp suggestion entry. Involve local schools. Local offices can advise schoolteachers to order a starter kit by calling 1-888-332-0317. Hold an old-fashioned ice cream social.
- Ask letter carriers to help explain some of the dangers and impediments to safe mail delivery and how customers can ensure that pets do not disrupt service. Partner with the local Humane Society to provide tips on how best to restrain dogs and other pets.
- Set up a booth at a busy shopping area and have fraud-related and Postal Service publications available as handouts.
- Organize educational workshops for senior citizen centers. If possible, continue efforts even after the conclusion of NCPW.

Postal Service Brochures and Notices Useful for National Consumer Protection Week

The following is a list of Postal Service notices, publications, posters, and kits that may be useful as handouts for customers during NCPW. They also serve as good resource material for postmasters and managers when preparing for the week's events. These items can be ordered from the Material Distribution Center (MDC).

Document ID Number and Title	Postal Stock No.	Quick Pick No.
Notice 50, <i>Theft? Protect Your Mail</i>	7610-02-000-9874	N/A
Publication 257, <i>Misleading Advertisements: Media Guidelines</i>	7610-03-000-9174	N/A
Publication 281, <i>Don't Take the Bait</i>	7610-02-000-9388	N/A
Publication 281-S, <i>Don't Take the Bait</i> (Spanish)	7610-03-000-9401	N/A
Publication 300-A, <i>Consumer & Business Guide to Preventing Mail Fraud</i>	7610-04-000-6949	426
Publication 300-AS, <i>Consumer & Business Guide to Preventing Mail Fraud</i> (Spanish)	7610-04-000-6950	N/A
Publication 546, <i>Sweepstakes Advertising</i>	7610-03-000-4600	465
Notice 38, <i>Approaches to Curbside Mailboxes</i>	7610-03-000-9147	066
Poster 123-L, <i>Postal Rates and Fees</i> (large)	7690-03-000-4150	463
Poster 123-S, <i>Postal Rates and Fees</i> (small)	7690-03-000-4151	464

Document ID Number and Title	Postal Stock No.	Quick Pick No.
Publication 2, <i>Packaging for Mailing</i>	7610-01-000-9774	421
Publication 25, <i>Designing Letter Mail</i>	7610-03-000-9119	267
Publication 123, <i>Consumer's Guide to Postal Rates and Fees</i>	7610-03-000-5306	069
Publication 221, <i>Addressing for Success</i>	7610-03-000-9513	377
Publication 225, <i>Introduction to Stamp Collecting</i>	7610-02-000-7089	264
Publication 370, <i>Extra Services — Get More From Your Post Office</i>	7610-04-000-5602	N/A

— Consumer Affairs Operations,
Office of Consumer Advocate, 11-29-01

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NATIONAL CONSUMER PROTECTION WEEK
CONSUMER ADVOCATE/POSTAL INSPECTION SERVICE RECOGNITION PROGRAM

APPLICATION

Deadline for submission is March 15, 2002. Please complete this application and send two (2) copies along with supporting materials, that is, videotapes, brochures, reports, printed materials (do not include postal or agency publications) when submitting your application to:

ATTN: BRYAN KNUPP or
MICKIE MORIARTY
CONSUMER AFFAIRS
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 5801
WASHINGTON DC 20260-2202

District/Inspection Service Location: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Description of activities (if desired, put a brief description here and provide a full description in supplemental materials):

List names of partners: _____

Date and location(s) of activities: _____

Size and description of audience reached: _____

How does the activity relate to the theme: _____

Other relevant information: _____

(If necessary, add additional information on separate page.)

CUT ALONG DOTTED LINE



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Domestic Mail

DMM REVISION

Markings for Bound Printed Matter, Media Mail, and Library Mail

Effective January 1, 2002, *Domestic Mail Manual* (DMM) M012 is revised to discontinue the use of old markings on Bound Printed Matter, Media Mail, and Library Mail:

- The required marking on Presorted Bound Printed Matter is “Presorted” or “PRSRT” and “Bound Printed Matter” or “BPM.” Mailers can no longer use “Presorted Standard” or “PRSRT STD.”
- The required marking on Media Mail is “Media Mail.” Mailers can no longer use “Special Standard Mail” or “SPEC STD.”
- The required marking on Library Mail is “Library Mail.” Mailers can no longer use “Library Rate.”

These markings were changed on January 7, 2001, in conjunction with the R2000-1 Omnibus Rate Case. Mailers were given until January 1, 2002, to change over to the new markings and use any preprinted stationery and packaging.

Employees and customers with questions about these changes should contact their district manager of Business Mail Entry. We will incorporate this revision into the printed version of DMM Issue 57 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

*	*	*	*	*
M	Mail Preparation and Sortation			
M000	General Preparation Standards			
	*	*	*	*
M012	Markings and Endorsements			
	*	*	*	*

3.0 MARKINGS — PACKAGE SERVICES

3.1 Basic Markings

[Revise 3.1 to remove the obsolete Media Mail and Library Mail markings. Items a and b are unchanged.]

The basic required Package Services subclass marking — “Parcel Post” or “PP,” “Bound Printed Matter” or “BPM,” “Media Mail,” or “Library Mail” — must be printed on each piece claimed at the respective rate. For Parcel Post destination entry rate mail, the marking “Parcel Select” may be used as the basic required marking instead of “Parcel Post.” The basic required marking must be placed in the postage area (i.e., printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner:

* * * * *

3.3 Additional Bound Printed Matter Markings

[Revise 3.1 to remove the obsolete Bound Printed Matter markings:]

Each piece of Bound Printed Matter mailed at a Presorted rate must bear the marking “Presorted” (or “PRSRT”) in addition to the basic marking in 3.1. Each piece of Bound Printed Matter mailed at a Carrier Route rate must bear the marking “Carrier Route Presort” (or “CAR-RT SORT”) in addition to the basic marking in 3.1. These additional markings may be placed in the postage area as specified in 3.1. Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone, or if no other information appears on the line with the marking under postal optional endorsement line information under M013 or postal carrier route package information under M014.

* * * * *

DMM REVISION

Co-Packaging of Automation Rate and Presorted Rate Flats

Effective March 31, 2002, portions of Module M of the *Domestic Mail Manual* (DMM) are revised and new section M950 is added to provide a new preparation option that allows mailers to combine flat-size automation rate pieces and flat-size Presorted rate pieces of the same mail class into the same package. This new preparation option is called "co-packaging" and will be available for First-Class Mail, Periodicals, and Standard Mail. The co-packaging option is an outgrowth of the co-traying and co-sacking requirements detailed in DMM M910.

This change is being implemented because the Postal Service's prior need for segregating barcoded and nonbarcoded pieces no longer exists due to advances that include an optical character reader (OCR) on the flat sorting machine (FSM) 881 and the OCR/image lift capabilities of the new automated flat sorting machine (AFSM) 100. During 2002, the Postal Service plans to retrofit FSM 1000s with OCR capabilities. Therefore, continuing to require the separate preparation of automation rate and Presorted rate pieces results in more packages, which reduces the average depth of sort. This causes additional workhours for the Postal Service associated with sorting, opening, and prepping flats for processing. It can also be noted that most of the same operational justifications for allowing packages of automation rate and Presorted rate flats to be combined in the same container (co-sacking and co-traying) also support allowing the combining of flats within the same package (co-packaging). Another justification is that automation rate flats and Presorted rate flats are usually processed by the Postal Service within the same operation.

Under current mailing rules, flats prepared as an automation rate mailing are required to bear a ZIP+4 or delivery point barcode, while flats prepared as a Presorted rate mailing are not required to bear a barcode. The new co-packaging preparation option requires that all Presorted rate pieces must bear a 5-digit barcode.

When mailers produce both automation rate and Presorted rate pieces, a vast majority of the pieces usually fall within the automation rate category for a mailing job. Pieces falling into the Presorted rate category are often the result of an unsuccessful address match. This generally results from either an incomplete address (e.g., no directional) or a new address that has yet to appear in the address database used by the mailer.

Requiring a 5-digit barcode on co-packaged Presorted rate pieces will serve two purposes. First, it will allow the Postal Service to differentiate between those Presorted rate pieces that a mailer attempted unsuccessfully to

barcode to the ZIP+4 or delivery point level and those Presorted rate pieces on which an attempt was never made. The latter are much more likely to be matched by the Postal Service's address database; consequently, the 5-digit barcode would be useful from a quality control perspective. Second, the 5-digit barcode can be used by the Postal Service to sort the pieces in primary processing operations (5-digit sort). Postal statistics show that barcoded flats sort at a higher rate than nonbarcoded flats in primary processing operations, even when the sorting equipment has barcode reader and OCR capabilities, because the barcode can help the FSM locate the address block. As information, pieces without a 5-digit barcode must continue to be prepared as separate mailings, but they could be co-trayed or co-sacked under M910.

Under the co-packaging preparation option, the current minimum volume requirements for automation rate and Presorted rate mailings would continue to apply separately for First-Class Mail and Standard Mail (e.g., a minimum volume of 500 automation rate and 500 Presorted rate pieces is required for First-Class Mail). The total of all automation rate and Presorted rate pieces could be used to jointly meet package and container minimums (i.e., a minimum of 10 pieces per package is required for First-Class Mail or Standard Mail, and a minimum of 6 pieces per package is required for Periodicals). Postage for Presorted rate and automation rate pieces will continue to be determined under DMM E130 and E140 for First-Class Mail; under E220 and E240 for Periodicals; and under E620 and E640 for Standard Mail.

As part of this new option, mailers may combine Presorted rate pieces and automation rate pieces in no more than one physical package (see revised DMM M950.1.1g, M950.2.1h, and M950.3.1h) per "logical" presort destination. A "logical" presort destination represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not necessarily be contained in a single container, such as a package, sack, or pallet due to the applicable preparation requirements. As an example, if nine Presorted rate Periodicals pieces (each containing a 5-digit barcode) are sorted to the same 3-digit ZIP Code destination as 19 automation rate pieces (each containing a ZIP+4 barcode), the following physical packages might be prepared: one package containing eight Presorted rate pieces; one package containing one Presorted rate piece and seven automation rate pieces; and one package containing 12 automation rate pieces.

It is necessary for the Postal Service to limit the co-packaging of automation rate and Presorted rate pieces to one physical package for each "logical" presort destination in order assist mail verification and acceptance processes.

For Periodicals, if a Presorted rate mailing includes firm packages, these packages must be accompanied by (but must be physically separate from) the automation rate and/or other Presorted rate pieces to the same presort destination to satisfy a six-piece package requirement when applicable for rate eligibility, regardless of the number of copies in the firm package. Periodicals firm packages claimed as a single piece will continue to be subject to the applicable Presorted rate based on the presort level of the logical package with which they are associated and the sack level, if sacked.

For Periodicals or Standard Mail mailings that are co-packaged and prepared under the optional preparation methods for merged pallets in DMM M930 or M940, new standards are proposed to allow a portion of a logical package to be placed on a merged pallet under the 5-percent limit.

Mailers who elect to use this new co-packaging option must prepare their mail using Presort Accuracy, Validation, and Evaluation (PAVE)-certified software or standardized documentation (DMM P012). The documentation is required to indicate the total number of automation rate and Presorted rate pieces contained in each package. Mailers may begin to use this preparation option on March 31, 2002. This date is chosen to allow presort software vendors enough time to update, test, and distribute software to their clients. It also affords the Postal Service sufficient time to develop PAVE certification criteria and conduct PAVE certification testing for the co-packaging option.

Since these changes will not take effect until March 31, 2002, they will be republished in the *Postal Bulletin* and included in the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov> just prior to that date. These changes will be included in the printed version of DMM Issue 57.

Domestic Mail Manual (DMM)

* * * * *

M Mail Preparation and Sortation

M000 General Preparation Standards

M010 Mailpieces

M011 Basic Standards

1.0 TERMS AND CONDITIONS

* * * * *

1.3 Preparation Instructions

For purposes of preparing mail:

* * * * *

[Insert new 1.3ad and ae, as follows:]

- ad. A "logical" presort destination represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single package or in a single container (i.e., sack, pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Standard Mail "logical" 5-digit package, and they are prepared in three physical 5-digit packages because of the applicable weight and height restrictions on packages. For pallets, 2,800 pounds of mail may be destined to an SCF destination, and these would form the "logical" SCF pallet, but the mail is placed on two physical SCF pallets each weighing 1,400 pounds because of the 2,200 pound maximum pallet weight requirement.
- ae. *Co-packaging* is an alternate preparation option available under M900 for First-Class Mail, Periodicals, and Standard Mail that allows the combining of flat-size automation rate and Presorted rate pieces within the same package under the single minimum package size requirement. Pieces may not be combined in more than one physical package for each logical presort destination.

1.4 Mailing

Mailings are defined as:

* * * * *

[Revise 1.4b, d, and e by adding references to the advanced preparation options for flat-sized mail in M910, M920, M930, M940, and M950 as follows (the remainder of 1.4 is unchanged):]

- b. *First-Class Mail*. Except as provided by standard, the types of First-Class Mail listed below may not be part of the same mailing despite being in the same processing category. See M910 and M950 for advanced preparation options for flat-size mail.***

* * * * *

- d. *Periodicals*. Mail qualifying for the In-County rates may be part of a mailing that includes pieces eligible for the Outside County rates. Mail at carrier route rates, nonautomation Presorted rates, and automation rates must each be sorted as separate mailings. However, each of these mailings may be reported on the same postage statement if the pieces are for the

same publication and edition. See M041, M045, M210, and M220 for copalletized, combined, and mixed rate mailings. See M910, M920, M930, M940, and M950 for advanced preparation options for non-letter-size mail.

- e. *Standard Mail*. Except as provided in E620.1.2 and M900, the types of Standard Mail listed below may not be part of the same mailing. See M041, M045, M610, and M620 for copalletized, combined, and mixed rate mailings. See M910, M920, M930, M940, and M950 for advanced preparation options for flat-size mail.***

* * * * *

M040 Pallets

* * * * *

M045 Palletized Mailings

* * * * *

2.0 PACKAGES ON PALLETS

* * * * *

2.2 Basic Packaging Standards

[Revise 2.2 by adding a sentence at the end to refer to the co-packaging option for Periodicals nonletters and Standard Mail flats, as follows (the remainder of 2.2 is unchanged):]

***If palletized mailing jobs of nonletter-size Periodicals or palletized mailing jobs of flat-size Standard Mail contain both automation rate and Presorted rate pieces, the automation rate and Presorted rate pieces may be co-packaged under the standards in M950.

* * * * *

M100 First-Class Mail (Nonautomation)

* * * * *

M130 Presorted First-Class Mail

* * * * *

1.0 BASIC STANDARDS

* * * * *

1.6 Co-Traying and Co-Packaging With Automation Rate Mail

[Revise the title of 1.6 and add a new sentence at the end to refer to the co-packaging option in 950, as follows (the remainder of 1.6 is unchanged):]

***Flat-size Presorted rate pieces may be co-packaged with flat-size automation rate pieces under the standards in M950.

* * * * *

M200 Periodicals (Nonautomation)

M210 Presorted Rates

* * * * *

1.0 BASIC STANDARDS

* * * * *

[Revise the title and text of 1.2 a and b to refer to the new co-packaging option in M950, as follows (the remainder of 1.2 is unchanged):]

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

The following standards apply:

- a. Mailings prepared in sacks that are part of a mailing job that includes a carrier route mailing, an automation rate mailing, and a presorted rate mailing must be prepared under one of the following options:
 - 1) the carrier route mailing must be prepared under E230 and M220, and the automation rate and Presorted rate mailing must be prepared under M910; or
 - 2) all three mailings in the mailing job must be prepared under M920.

Presorted rate pieces may be co-packaged with automation rate pieces under the standards in 950.

- b. Mailings prepared in sacks that are part of a mailing job that includes an automation rate mailing under E240 and a Presorted rate mailing under E220 must be prepared under the co-sacking standards in M910. Presorted rate pieces may be co-packaged with automation rate pieces under the standards in 950.

* * * * *

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

[Revise 1.6 to show that merging is optional and to refer to the co-packaging option in M950, as follows:]

Under the optional preparation method in M920, Presorted rate firm and 5-digit packages prepared under 1.0 and under 2.2a and b must be co-sacked with firm and carrier route packages prepared under M220 and with automation rate 5-digit packages prepared under M820 in merged 5-digit and 5-digit scheme sacks. Under the optional preparation methods in M920, M930, or M940, Presorted rate firm and 5-digit packages prepared under 1.0 and under 2.2a and b must be copalletized with firm and carrier route packages prepared under M220 and with automation rate 5-digit packages prepared under M820 on merged 5-digit and 5-digit scheme pallets. See 1.2a for information on

when preparation under M920 may be required. Presorted rate pieces may be co-packaged with automation rate pieces under M950.

* * * * *

M220 Carrier Route Rates

* * * * *

1.0 BASIC INFORMATION

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

[Revise 1.6 to show that merging is optional and to refer to the co-packaging option in M950, as follows:]

Under the optional preparation method in M920, firm and carrier route packages prepared under 1.0 and 2.4 must be co-sacked with Presorted rate 5-digit packages prepared under M210 and with automation rate 5-digit packages prepared under M820 in merged 5-digit and 5-digit scheme sacks. For sacked mailing jobs that contain an automation rate and a Presorted rate mailing as well as a carrier route mailing, the automation rate and the Presorted rate mailings must be prepared under M910 (see M210) and the carrier route mailing must be prepared under M220, unless the mailings are prepared under M920. Under the optional preparation methods in M920, M930, or M940, firm and carrier route packages prepared under 1.0 and 2.4 must be copalletized with Presorted rate 5-digit packages prepared under M210 and with automation rate 5-digit packages prepared under M820 on merged 5-digit and 5-digit scheme pallets. Presorted rate pieces may be co-packaged with automation rate pieces under M950.

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M600 Standard Mail (Nonautomation)

M610 Presorted Standard Mail

* * * * *

1.0 BASIC STANDARDS

* * * * *

[Revise the title of 1.5 and add a new sentence at the end to refer to the co-packaging option in M950, as follows (the remainder of 1.5 is unchanged):]

1.5 Co-Traying and Co-Packaging With Automation Rate Mail

***Flat-size Presorted rate pieces may be co-packaged with flat-size automation rate pieces under the standards in M950.

[Revise the title and text of 1.6 to refer to the new co-packaging option in M950, as follows:]

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

When the conditions and preparation standards in M920 are met, Presorted rate 5-digit packages prepared under 4.3a may be co-sacked with carrier route rate packages prepared under M620 and with automation rate 5-digit packages prepared under M820 in merged 5-digit and 5-digit scheme sacks. When the conditions and preparation standards in M920, M930, or M940 are met, Presorted rate 5-digit packages prepared under 4.3a may be copalletized with carrier route rate packages prepared under M620 and with automation rate 5-digit packages prepared under M820 on merged 5-digit and 5-digit scheme pallets. Presorted rate pieces may be co-packaged with automation rate pieces under M950.

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M620 Enhanced Carrier Route Standard Mail

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1.0 BASIC STANDARDS

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[Revise the title and text of 1.6 to refer to the co-packaging option in M950, as follows:]

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

When the conditions and preparation standards in M920 are met, carrier route rate packages prepared under 2.0 may be co-sacked with Presorted rate 5-digit packages prepared under M610 and with automation rate 5-digit packages prepared under M820 in merged 5-digit and 5-digit scheme sacks. When the conditions and preparation standards in M920, M930, or M940 are met, carrier route rate packages prepared under 2.0 may be copalletized with Presorted rate 5-digit packages prepared under M610 and with automation rate 5-digit packages prepared under M820 on merged 5-digit and 5-digit scheme pallets. Presorted rate pieces may be co-packaged with automation rate pieces under M950.

* * * * *

M800 All Automation Mail

* * * * *

M820 Flat-Size Mail

1.0 BASIC STANDARDS

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[Revise the title of 1.9 and add a new sentence at the end to refer to the co-packaging option in M950, as follows (the remainder of 1.9 is unchanged):]

1.9 Co-Traying, Co-Sacking, and Co-Packaging With Presorted Rate Mail

***Automation rate pieces may be co-packaged with Presorted rate pieces under the standards in M950.

[Revise the title and text of 1.10 to be consistent with M210.1.6 and M610.1.6 to refer to the options for merged containerization and co-packaging, as follows:]

1.10 Merged Containerization of Flat-size Carrier Route, Automation Rate, and Presorted Rate Mail

Under the optional preparation methods in M920, 5-digit packages of Periodicals or Standard Mail automation rate flats must be co-sacked with 5-digit packages of Periodicals Presorted rate nonletters or Standard Mail Presorted rate flats prepared under M210 or M610, as applicable, and with packages of Periodicals carrier route nonletters or Standard Mail carrier route flats in merged 5-digit and 5-digit scheme sacks. Under the optional preparation methods in M920, M930, or M940, 5-digit packages of Periodicals or Standard Mail automation rate flats must be copalletized with 5-digit packages of Periodicals Presorted rate nonletters or Standard Mail Presorted rate flats prepared under M210 or M610, as applicable, and with packages of Periodicals carrier route nonletters or Standard Mail carrier route flats on merged 5-digit and 5-digit scheme pallets. Presorted rate nonletter-size Periodicals pieces or Presorted rate flat-size Standard Mail pieces may be co-packaged with flat-size automation rate pieces under M950.

* * * * *

M900 Advanced Preparation Options for Flats

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

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1.0 FIRST-CLASS MAIL

1.1 Basic Standards

[Revise 1.1c, d, and g by changing the reference to tray preparation standards from "1.3" to "1.4"; (the remainder of 1.1 is unchanged).]

* * * * *

1.2 Package Preparation

[Revise 1.2 to refer to the co-packaging option in 1.3, as follows:]

Except for mail prepared under the co-packaging option in 1.3, the automation rate mailing must be packaged and labeled under M820 and the Presorted rate mailing must be packaged and labeled under M130.

[Renumber current 1.3 as 1.4 and insert new 1.3, as follows:]

1.3 Optional Co-Packaging Preparation

As an option to the basic packaging requirements in 1.2, a mailer may choose to co-package (see M011) automation rate and Presorted rate flat-size pieces, subject to the conditions in M950.

1.4 Preparation and Labeling

[Revise the first sentence of the renumbered 1.4 to refer to the co-packaging option in 1.3, as follows (the remainder of 1.4 is unchanged):]

Presorted rate and automation rate packages prepared under 1.2 or 1.3 must be presorted together into trays (co-trayed) in the sequence listed below.***

* * * * *

2.0 PERIODICALS

2.1 Basic Standards

[Revise 2.1c, d, and f by changing the reference to sack preparation standards from "2.4" to "2.5" (the remainder of 2.1 is unchanged).]

* * * * *

2.2 Package Preparation

[Revise 2.2 to refer to the co-packaging option in 2.3, as follows:]

Except for mail prepared under the co-packaging option in 2.3, the automation rate mailing must be packaged and labeled under M820 (all package levels) and the Presorted rate mailing must be packaged and labeled under M210 (excluding carrier route level).

[Renumber current 2.3 and 2.4 as 2.4 and 2.5, respectively, and insert new 2.3 as follows:]

2.3 Optional Co-Packaging Preparation

As an option to the basic packaging requirements in 2.2, a mailer may choose to co-package (see M011) automation rate and Presorted rate nonletter-size pieces, subject to the conditions in M950.

2.4 Low-Volume Packages in Sacks or on Pallets

[Revise the renumbered 2.4 by adding references to packages prepared under the co-packaging option in 2.3, as follows:]

Periodicals 5-digit and 3-digit packages prepared under M210 and M820 or under 2.3 may contain fewer than six pieces when the publisher determines that such preparation improves service. These low-volume packages may be placed in 5-digit, 3-digit, and SCF sacks or on 5-digit, 3-digit, or SCF pallets. Presorted rate pieces in such low-volume packages must be claimed at the applicable basic Presorted rate. Automation rate pieces in such low-volume packages must be claimed at the applicable basic automation rate.

2.5 Sack Preparation and Labeling

[Revise the first sentence of the renumbered 2.5 to refer to the co-packaging option in 2.3, as follows (the remainder of 2.5 is unchanged):]

Presorted rate and automation rate packages prepared under 2.2 and 2.4 must be presorted together in sacks (co-sacked) in the sequence listed below.***

3.0 STANDARD MAIL

3.1 Basic Standards

[Revise 3.1c, d, and g by changing the references to sack preparation standards from "3.3 and 3.4" to "3.4 and 3.5" (the remainder of 3.1 is unchanged).]

* * * * *

3.2 Package Preparation

[Revise 3.2 to refer to the co-packaging option in 3.3, as follows:]

Except for mail prepared under the co-packaging option in 3.3, the automation rate mailing must be packaged and labeled under M820 and the Presorted rate mailing must be packaged and labeled under M610. Loose packing under M610 is not permitted.

[Renumber current 3.3 and 3.4 as 3.4 and 3.5, respectively, and insert new 3.3, as follows:]

3.3 Optional Co-Packaging Preparation

As an option to the basic packaging requirements in 3.2, a mailer may choose to co-package (see M011) automation rate and Presorted rate flat-size pieces, subject to the conditions in M950.

* * * * *

M920 Merged Containerization of Packages Using the City State Product

[Revise the summary in M920 to refer to the co-packaging option in M950, as follows:]

Summary

M920 describes the eligibility and preparation requirements for co-sacking or copalletizing 5-digit automation rate packages, 5-digit Presorted packages, including automation and Presorted rate pieces co-packaged under M950, and carrier route packages of Periodicals nonletter-size mailings and Standard Mail flat-size mailings in merged 5-digit and 5-digit scheme containers using the City State Product.

[Revise the heading of 1.0, as follows:]

1.0 PERIODICALS

1.1 Basic Standards

[Revise the first sentence in 1.1 to refer to the co-packaging option in M950, as follows:]

Carrier route packages in a carrier route rate mailing may be placed in the same sack or on the same pallet (in a merged 5-digit or 5-digit scheme sack or pallet) as 5-digit packages from an automation rate mailing and 5-digit packages from a Presorted rate mailing, including automation and Presorted rate pieces co-packaged as permitted in M950, under the following conditions:

* * * * *

[Revise the first sentence in 1.1e to refer to the co-packaging option in M95, as follows (the remainder of 1.1e is unchanged):]

- e. Carrier route packages must be co-sacked or copalletized with automation rate 5-digit packages and Presorted rate 5-digit packages, including automation and Presorted rate pieces co-packaged under M950, only for those 5-digit ZIP Codes that have an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product showing they are eligible for co-sacking or copalletization.***

* * * * *

1.2 Package Preparation

Packages must be prepared as follows:

[Revise 1.2a to refer to the co-packaging option in M950, as follows:]

- a. Sacked Mailings. The carrier route mailing must be packaged and labeled under M220. Except when prepared under the co-packaging option in M950, the automation rate mailing must be packaged and labeled under M820 and the Presorted rate mailing must be packaged and labeled under M210.

* * * * *

1.3 Low-Volume Packages in Sacks or on Pallets

[Revise 1.3 to refer to the co-packaging option by adding "or M950" after the reference to M820 in the first sentence (the remainder of 1.3 is unchanged).]

* * * * *

2.0 STANDARD MAIL

2.1 Basic Standards

[Revise the first sentence in 2.1 to refer to the co-packaging option in M950, as follows:]

Carrier route packages of flat-size pieces in a carrier route rate mailing may be placed in the same sack or on the same pallet (a merged 5-digit or 5-digit scheme sack or pallet) as 5-digit packages from an automation rate mailing and 5-digit packages from a Presorted rate mailing, including automation and Presorted rate pieces co-packaged as permitted in M950, under the following conditions:

* * * * *

[Revise the first sentence in 2.1e to refer to the co-packaging option in M950, as follows (the remainder of 2.1e is unchanged):]

- e. Carrier route rate packages must be co-sacked or copalletized with automation rate 5-digit packages and Presorted rate 5-digit packages, including automation and Presorted rate pieces co-packaged under M950, only for those 5-digit ZIP Codes with an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product indicating they are eligible for such co-sacking or copalletization.***

* * * * *

2.2 Package Preparation

Packages must be prepared as follows:

[Revise 2.2a to refer to the co-packaging option in M950, as follows:]

- a. *Sacked Mailings.* The carrier route mailing must be packaged and labeled under M620. Except when prepared under the co-packaging option in M950, the automation rate mailing must be packaged and labeled under M820 and the Presorted rate mailing must be packaged and labeled under M610.

* * * * *

M930 Merged Palletization of Packages Using a 5% Threshold

Summary

[Revise the summary in M930 to refer to the co-packaging option in M950, as follows:]

M930 describes the eligibility and preparation requirements for copalletizing 5-digit automation rate packages; 5-digit Presorted rate packages, including automation and Presorted rate pieces co-packaged under M950; and carrier route rate packages of Periodicals nonletter-size mailings and Standard Mail flat-size mailings in merged 5-digit and 5-digit scheme pallets using only the 5% threshold (not the City State Product).

1.0 PERIODICALS

[Revise the heading and first sentence of 1.1 to refer to the co-packaging option in M950, as follows:]

1.1 Basic Standards

5-digit packages from an automation rate mailing and 5-digit packages from a Presorted rate mailing, including automation and Presorted rate pieces co-packaged under M950, may be placed on the same pallet (a merged 5-digit or 5-digit scheme pallet) as carrier route rate packages from a carrier route mailing under the following conditions:

* * * * *

[Revise the first sentence of 1.1d to refer to the co-packaging option in M950, as follows (the remainder of 1.1d is unchanged):]

- d. Automation rate 5-digit packages and Presorted rate 5-digit packages, including automation rate and Presorted rate pieces co-packaged under M950, must be copalletized with carrier route rate packages only when the pieces in the 5-digit packages do not exceed the 5% limit described in 1.4.***

* * * * *

1.3 Low-Volume Packages on Pallets

[Revise 1.3 to refer to the co-packaging option by adding "or M950" after the reference to M820 in the first sentence (the remainder of 1.3 is unchanged).]

* * * * *

1.4 5% Threshold Standard

[Revise the first sentence of 1.4, as follows:]

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

* * * * *

[Revise 1.4c by replacing the first sentence with the following new sentence; then delete the last four sentences beginning at the word "Example" (the remainder of 1.4c is unchanged):]

- c. Except when packages are prepared under the co-packaging option in M950, all mail in a logical 5-digit package must be able to be placed on the logical pallet using the 5% limit.***

[Insert the following clause at the beginning of 1.4d (the remainder of 1.4d is unchanged):]

- d. Except for packages prepared under the co-packaging option in M950, ***

[Insert new 1.4e to permit mailers using the co-packaging option in M950 to place a portion of a "logical" 5-digit package on a merged 5-digit scheme or merged 5-digit pallet with carrier route mail; renumber current 1.4e and f as 1.4f and g, respectively; and change the references in renumbered 1.4f and g from "1.4a through 1.4d" to "1.4a through 1.4e," as follows:]

- e. For mailing jobs prepared using the co-packaging option in M950, if the total number of pieces prepared in a logical 5-digit package (containing automation rate and Presorted rate pieces) exceeds the 5% limit for a 5-digit ZIP Code in 1.4a, a mailer may, for each 5-digit ZIP Code, choose to place a portion of the pieces prepared in the logical 5-digit package on a merged 5-digit or 5-digit scheme pallet using one of the options below. Regardless of the option selected, a minimum of 6 pieces must be prepared in 5-digit package(s) placed on the merged pallet and a minimum of 6 remaining pieces prepared in 5-digit package(s) not placed on the merged pallet, with the total number of pieces not exceeding the 5% limit. The options are:

- (1) Place either all automation rate pieces or all Presorted rate pieces for the 5-digit ZIP Code on the merged pallet.
- (2) Place a portion of either the automation rate pieces or the Presorted rate pieces for the 5-digit ZIP Code on the merged pallet.
- (3) Place either all the automation rate pieces plus a portion of the Presorted rate pieces or all the Presorted rate pieces plus a portion of the automation rate pieces for the 5-digit ZIP Code on the merged pallet.

* * * * *

2.0 STANDARD MAIL

2.1 Basic Standards

[Revise the first sentence in 2.1 to refer to the co-packaging option in M950, as follows:]

5-digit packages from an automation rate mailing and 5-digit packages from a Presorted rate mailing, including automation rate and Presorted rate pieces co-packaged under M950, may be placed on the same pallet (a merged 5-digit or 5-digit scheme pallet) as carrier route rate packages from a carrier route rate mailing under the following conditions:

* * * * *

[Revise the first sentence in 2.1d to refer to the co-packaging option in M950, as follows (the remainder of 2.1d is unchanged):]

- d. Automation rate 5-digit packages and Presorted rate 5-digit packages, including automation and Presorted rate pieces co-packaged under M950, must be copalletized with carrier route packages only when the pieces in the 5-digit packages do not exceed the 5% limit in 2.3.***

* * * * *

2.3 5% Threshold Standard

[Revise the first sentence of 2.3, as follows:]

5-digit packages and carrier route packages may be placed on the same merged 5-digit pallet under 2.4 or on the same merged 5-digit or 5-digit scheme pallet under 2.5 if all of the following conditions are met:

* * * * *

[Revise the first sentence in 2.3c as follows; then delete the last four sentences beginning at the word "Example" (the remainder of 2.3c is unchanged):]

- c. Except when packages are prepared under the co-packaging option in M950, all mail in a logical 5-digit package must be able to be placed on the logical pallet using the 5% limit.***

[Revise 2.3d by inserting the following clause at the beginning (the remainder of 2.3d is unchanged):]

- d. Except for packages prepared under the co-packaging option in M950, ***

[Insert new 2.3e to permit mailers using the co-packaging option in M950 to place a portion of a logical 5-digit package on a merged 5-digit scheme or merged 5-digit pallet with carrier route mail, as follows:]

- e. For mailing jobs prepared using the co-packaging option in M950, if the total number of pieces prepared in a logical 5-digit package (containing automation rate and Presorted rate pieces) exceeds the 5% limit for a 5-digit ZIP Code in 2.3a, a mailer may, for each

5-digit ZIP Code, choose to place a portion of the pieces prepared in the logical 5-digit package on a merged 5-digit or 5-digit scheme pallet using one of the options below. Regardless of the option selected, a minimum of 10 pieces must be prepared in 5-digit package(s) placed on the merged pallet and a minimum of 10 remaining pieces prepared in 5-digit package(s) not placed on the merged pallet, with the total number of pieces not exceeding the 5% limit. The options are:

- (1) Place either all automation rate pieces or all Presorted rate pieces for the 5-digit ZIP Code on the merged pallet.
- (2) Place a portion of either the automation rate pieces or the Presorted rate pieces for the 5-digit ZIP Code on the merged pallet.
- (3) Place either all the automation rate pieces plus a portion of the Presorted rate pieces or all the Presorted rate pieces plus a portion of the automation rate pieces for the 5-digit ZIP Code on the merged pallet.

* * * * *

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

Summary

[Revise the summary in M940 to refer to the co-packaging option in M950 and 3.3, as follows:]

M940 describes the eligibility and preparation requirements for copalletizing 5-digit automation rate packages; 5-digit Presorted rate packages, including automation rate and Presorted rate pieces co-packaged under M950; and carrier route packages of Periodicals nonletter-size mailings and Standard Mail flat-size mailings in merged 5-digit scheme and merged 5-digit pallets using both the City State Product and a 5% threshold, as applicable.

1.0 PERIODICALS

1.1 Basic Standards

[Revise the first sentence of 1.1 to refer to the co-packaging option in M950, as follows:]

5-digit packages from an automation rate mailing and 5-digit packages from a Presorted rate mailing, including automation rate and Presorted rate pieces co-packaged under M950, may be placed on the same pallet (a merged 5-digit or 5-digit scheme pallet) as carrier route packages from a carrier route rate mailing under the following conditions:

* * * * *

[Revise the first sentence in 1.1e to refer to the co-packaging option in M950, as follows (the remainder of 1.1e is unchanged):]

- e. Automation rate 5-digit packages and Presorted rate 5-digit packages, including automation rate and Presorted rate pieces co-packaged under M950, must be copalletized with carrier route packages on merged 5-digit and 5-digit scheme pallets as follows:

* * * * *

1.3 Low-Volume Packages on Pallets

[Revise 1.3 to refer to the co-packaging option by adding "or M950" after the reference to M820 in the first sentence (the remainder of 1.3 is unchanged).]

* * * * *

1.4 5% Threshold Standard

[Revise the first sentence of 1.4, as follows:]

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

* * * * *

[Revise the first sentence of 1.4c, as follows: then delete the last four sentences beginning at the word "Example" (the remainder of 1.4c is unchanged):]

- c. Except when packages are prepared under the co-packaging option in M950, all mail in a logical 5-digit package for a 5-digit ZIP Code with a "B" or "D" indicator must be able to be placed on the logical pallet under the 5% limit.***

[Insert the following clause at the beginning of 1.4d (the remainder of 1.4d is unchanged):]

- d. Except for packages prepared under the co-packaging option in M950, ***

[Insert new 1.4e to permit mailers using the co-packaging option in M950 to place a portion of a logical 5-digit package on a merged 5-digit scheme or merged 5-digit pallet with carrier route mail; renumber current 1.4e and f as 1.4f and g, respectively; and change the references in renumbered 1.4f and g from "1.4a through 1.4d" to "1.4a through 1.4e," as follows:]

- e. For mailing jobs prepared using the co-packaging option in M950, if the total number of pieces prepared in a logical 5-digit package (containing automation rate and Presorted rate pieces) exceeds the 5% limit for a 5-digit ZIP Code in 1.4a, a mailer may, for each 5-digit ZIP Code, choose to place a portion of the pieces prepared in the logical 5-digit package on a merged 5-digit or 5-digit scheme pallet using one of

the options below. Regardless of the option selected, a minimum of 6 pieces must be prepared in 5-digit package(s) placed on the merged pallet and a minimum of 6 remaining pieces prepared in 5-digit package(s) not placed on the merged pallet, with the total number of pieces not exceeding the 5% limit. The options are:

- (1) Place either all automation rate pieces or all Presorted rate pieces for the 5-digit ZIP Code on the merged pallet.
- (2) Place a portion of either the automation rate pieces or the Presorted rate pieces for the 5-digit ZIP Code on the merged pallet.
- (3) Place either all the automation rate pieces plus a portion of the Presorted rate mail or all the Presorted rate pieces plus a portion of the automation rate pieces for the 5-digit ZIP Code on the merged pallet.

* * * *

2.0 STANDARD MAIL

2.1 Basic Standards

[Revise the first sentence in 2.1 to refer to the co-packaging option in M950, as follows:]

5-digit packages from an automation rate mailing and 5-digit packages from a Presorted rate mailing, including automation and Presorted rate pieces co-packaged under M950, may be placed on the same pallet (a merged 5-digit or 5-digit scheme pallet) as carrier route packages from a carrier route rate mailing under the following conditions:

* * * *

[Revise the first sentence of 2.1e to refer to the co-packaging option in M950, as follows (the remainder of 2.1e is unchanged):]

- e. Automation rate 5-digit packages and Presorted rate 5-digit packages, including automation rate and Presorted rate pieces co-packaged under M950, must be copalletized with carrier route packages on merged 5-digit scheme and merged 5-digit pallets as follows:

* * * *

2.3 5% Threshold Standard

[Revise the first sentence of 2.3, as follows:]

5-digit packages and carrier route packages for 5-digit ZIP Codes with a "B" or "D" indicator in the City State Product, may be placed on the same merged 5-digit pallet under 2.4 or on the same merged 5-digit or 5-digit scheme pallet under 2.5 if all of the following conditions are met:

* * * *

[Revise the first sentence of 2.3c, as follows (the remainder of 2.3c is unchanged):]

- c. Except when packages are prepared under the co-packaging option in M950, all mail in a logical 5-digit package must be able to be placed on the logical pallet using the 5% limit.***

[Insert the following clause at the beginning of 2.3d (the remainder of 2.3d is unchanged):]

- d. Except for packages prepared under the co-packaging option in M950, ***

[Insert new 2.3e to permit mailers using the co-packaging option in M950 to place a portion of a logical 5-digit package on a merged 5-digit scheme or merged 5-digit pallet with carrier route mail, as follows:]

- e. For mailing jobs prepared using the co-packaging option in M950, if the total number of pieces prepared in a logical 5-digit package (containing automation rate and Presorted rate pieces) exceeds the 5% limit for a 5-digit ZIP Code in 2.3a, a mailer may, for each 5-digit ZIP Code, choose to place a portion of the pieces prepared in the logical 5-digit package on a merged 5-digit or 5-digit scheme pallet using one of the options below. Regardless of the option selected, a minimum of 10 pieces must be prepared in 5-digit package(s) placed on the merged pallet and a minimum of 10 remaining pieces prepared in 5-digit package(s) not placed on the merged pallet, with the total number of pieces not exceeding the 5% limit. The options are:

- (1) Place either all automation rate pieces or all Presorted rate pieces for the 5-digit ZIP Code on the merged pallet.
- (2) Place a portion of either the automation rate pieces or the Presorted rate pieces for the 5-digit ZIP Code on the merged pallet.
- (3) Place either all the automation rate pieces plus a portion of the Presorted rate pieces or all the Presorted rate pieces plus a portion of the automation rate pieces for the 5-digit ZIP Code on the merged pallet.

* * * *

[Add new section M950 to provide requirements for co-packaging of automation rate and Presorted rate First-Class Mail, Periodicals, and Standard Mail, to read as follows:]

M950 Co-Packaging Automation Rate and Presorted Rate Pieces

Summary

M950 describes the eligibility and preparation requirements for co-packaging flat-size automation rate and Presorted

rate First-Class Mail, nonletter-size automation rate and Presorted rate Periodicals, and flat-size automation rate and Presorted rate Standard Mail.

1.0 FIRST-CLASS MAIL

1.1 Basic Standards

Effective March 31, 2002, mailers may choose to co-package (see M011) automation rate and Presorted rate pieces as an option to the basic packaging requirements in M910, subject to the following conditions:

- a. The pieces in the automation rate mailing and the Presorted rate mailing must be part of the same mailing job and must be reported on the appropriate postage statement.
- b. The pieces in the mailing job must be flat-size and meet any other size and mailpiece design requirements applicable to the rate category for which they are prepared.
- c. The basic standards in M910 must be met.
- d. A minimum of 500 automation rate pieces and 500 Presorted rate pieces are required. The total number of automation rate and Presorted rate pieces must be used to meet the minimum volume requirements for packages and containers to a presort destination.
- e. Presorted rate pieces must contain a 5-digit barcode and be co-packaged with automation rate pieces for the same presort destination. If this optional preparation method is used, all automation rate and Presorted rate pieces in the same mailing job and reported on the same postage statement must be co-packaged.
- f. Within a package, all pieces must meet the FSM 881 requirements or all pieces must meet the FSM 1000 requirements described in C820.
- g. Mailers must sort automation rate pieces and Presorted rate pieces for each presort destination so that only one physical package for each logical presort destination (see M011) includes both automation rate pieces (containing a ZIP+4 or delivery point barcode) and Presorted rate pieces (containing a 5-digit barcode).

1.2 Package Preparation

Package size, preparation sequence, and labeling:

- a. 5-digit: required (10-piece minimum, fewer not permitted); red Label D or optional endorsement line (OEL).
- b. 3-digit: required (10-piece minimum, fewer not permitted); green Label 3 or OEL.
- c. ADC: required (10-piece minimum, fewer not permitted); pink Label A or OEL.

- d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

2.0 PERIODICALS

2.1 Basic Standards

Effective March 31, 2002, mailers may choose to co-package (see M011) automation rate and Presorted rate pieces as an option to the basic packaging requirements in M210 and M820, subject to the following conditions:

- a. The pieces in the automation rate mailing and the Presorted rate mailing must be part of the same mailing job and must be reported on the appropriate postage statement.
- b. The pieces in the mailing job must be nonletter-size and meet any other size and mailpiece design requirements applicable to the rate category for which they are prepared.
- c. Mailings prepared in sacks must meet the basic standards in M910 or M920.
- d. Mailings prepared on pallets must meet the basic standards in M045, M920, M930, or M940.
- e. The total number of automation rate and Presorted rate pieces must be used to meet the minimum volume requirements for packages and containers.
- f. Presorted rate pieces must contain a 5-digit barcode and be co-packaged with automation rate pieces for the same presort destination. If this optional preparation method is used, all automation rate and Presorted rate pieces in the same mailing job and reported on the same postage statement must be co-packaged.
- g. Within a package, all pieces must meet the FSM 881 requirements or all pieces must meet the FSM 1000 requirements described in C820.
- h. Mailers must sort Presorted rate pieces and automation rate pieces for each presort destination so that only one physical package for each logical presort destination (see M011) includes both automation rate pieces (containing a ZIP+4 or delivery point barcode) and Presorted rate pieces (containing a 5-digit barcode).

2.2 Package Preparation

Package size, preparation sequence, and labeling:

- a. Firm: optional (for Presorted rate pieces only under M210.1.4) (two-piece minimum); blue Label F or optional endorsement line (OEL).
- b. 5-digit: required (six-piece minimum, fewer not permitted except under 2.3); red Label D or OEL.
- c. 3-digit: required (six-piece minimum, fewer not permitted except under 2.3); green Label 3 or OEL.

- d. ADC: required (six-piece minimum, fewer not permitted); pink Label A or OEL.
- e. Mixed ADC: required (no minimum); tan Label MXD or OEL.

2.3 Low-Volume Packages in Sacks or on Pallets

Periodicals 5-digit and 3-digit packages prepared under 2.2, may contain fewer than six pieces when the publisher determines that such preparation improves service. These low-volume packages may be placed in merged 5-digit scheme, merged 5-digit, 5-digit, 3-digit, and SCF sacks or on merged 5-digit scheme, merged 5-digit, 5-digit, 3-digit, or SCF pallets. Presorted rate pieces in such low-volume packages must be claimed at the applicable basic Presorted rate. Automation rate pieces in such low-volume packages must be claimed at the applicable basic automation rate.

3.0 STANDARD MAIL

3.1 Basic Standards

Effective March 31, 2002, mailers may choose to co-package (see M011) automation rate and Presorted rate pieces as an option to the basic packaging requirements in M610 and M820, subject to the following conditions:

- a. The pieces in the automation rate mailing and the Presorted rate mailing must be part of the same mailing job and must be reported on the appropriate postage statement.
- b. The pieces in the mailing job must be flat-size and meet any other size and mailpiece design requirements applicable to the rate category for which they are prepared.
- c. Mailings prepared in sacks must meet the basic standards in M910 or M920.
- d. Mailings prepared on pallets must meet the basic standards in M045, M920, M930, or M940.
- e. A minimum of 200 pieces or 50 pounds of automation rate pieces are required; the Presorted rate mailing may meet the residual volume requirements in E620. The total number of automation rate and Presorted rate pieces must be used to meet the minimum volume requirements for packages and containers.

- f. Presorted rate pieces must contain a 5-digit barcode and be co-packaged with automation rate pieces for the same presort destination. If this optional preparation method is used, all automation rate and Presorted rate pieces in the same mailing job and reported on the same postage statement must be co-packaged.
- g. Within a package, all pieces must meet the FSM 881 requirements or all pieces must meet the FSM 1000 requirements described in C820.
- h. Mailers must sort Presorted rate pieces and automation rate pieces for each presort destination so that only one physical package for each logical presort destination (see M011) includes both Presorted rate pieces (containing a 5-digit barcode) and automation rate pieces (containing a ZIP+4 or delivery point barcode).

3.2 Package Preparation

Package size, preparation sequence, and labeling:

- a. 5-digit: required (10-piece minimum, fewer not permitted); red Label D or optional endorsement line (OEL).
- b. 3-digit: required (10-piece minimum, fewer not permitted); green Label 3 or OEL.
- c. ADC: required (10-piece minimum, fewer not permitted); pink Label A or OEL.
- d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

* * * * *

*— Mail Preparation and Standards,
Pricing and Classification, 11-29-01*

DMM AND POM REVISION

Commercial Mail Receiving Agency Mail Delivery Procedures

Effective December 14, 2001, the *Domestic Mail Manual* (DMM) and *Postal Operations Manual* (POM) are revised to reflect changes in mail delivery procedures to a commercial mail receiving agency (CMRA).

DMM D042.2.0 is revised to conform to a final rule published in the *Federal Register* (66 FR 56993–56996) on November 14, 2001. That rule added section D042.2.8 to provide procedures to identify when an office business center (OBC; sometimes called “corporate executive center” (CEC)) or part of its operation is considered a CMRA for Postal Service purposes.

To minimize implementation costs for OBCs and their CMRA customers to comply with the rules in sections D042.2.5 through 2.8 and all other applicable Postal Service standards, the Postal Service has established the following timeline for the OBC and its CMRA customers to comply with the rules:

- OBCs with one or more CMRA customers must complete PS Form 1583-A, *Application to Act as a Commercial Mail Receiving Agency*, to register as a CMRA and submit it to their local Postal Service delivery office within 30 days of the effective date of the rule.
- OBC customers considered CMRA customers must complete PS Form 1583, *Application for Delivery of Mail Through Agent*, and submit it to the OBC within 90 days of the effective date of the rule.
- The Postal Service is extending the deadline for OBC CMRA customers to comply with section D042.2.6e, addressing standards, until November 1, 2002. The extension allows OBC CMRA customers to advise correspondents of the new address in the course of ordinary business, rather than through a special communication, and to deplete existing stationery and to make any other changes to comply with the address requirement. The Postal Service encourages current OBC CMRA customers to begin immediately advising correspondents of the new address.

An OBC receives single-point delivery from the Postal Service, regardless of category of customer served. The provisions outlined in D042.2.5 through 2.8 are not applicable to OBC customers with a written agreement (lease) to occupy a private office full-time at the OBC location. The following is a summary of the guidelines to identify when an OBC customer is considered to be a CMRA customer for Postal Service purposes:

- An OBC customer is considered a CMRA customer if he or she does not have a written agreement (lease)

with the OBC to occupy a private office at least 16 hours per month at market rate for the location.

- The written agreement (lease) must also provide for all of the business support services listed in D042.2.8b (2)(B through D).
- Additionally, OBC customers with a written agreement that provides for mail services and other business support services that an OBC may provide and bill for on demand are considered CMRA customers.
- The OBC must comply, and has responsibility to ensure that all of its CMRA customers comply with sections D042.2.5 through 2.8 and with all other applicable Postal Service standards.
- The OBC must follow the procedures outlined in D042.2.6a and must submit the original completed and signed PS Form 1583 for each of its CMRA customers to the local Post Office.
- The OBC must provide to the local Postal Service official copies of written agreements (leases) or any other documents or information needed to determine whether an OBC customer is a CMRA customer.
- Failure to provide requested documents or information might be basis for suspending delivery service to the OBC under the procedures set forth in D2.6f through h.

Local Postal Service officials must advise OBCs of the effective date of the final rule and provide a copy of the DMM CMRA regulations to each OBC within their delivery area. The application forms (PS Forms 1583-A and 1583) are available on the Internet at <http://www.usps.com> (click on *Forms*).

We will incorporate these revisions into the printed versions of DMM 57 and POM 9 and in the next online revisions of the DMM and POM, available via the corporate intranet at <http://blue.usps.gov/cpim> (click on *Manuals*).

Domestic Mail Manual (DMM)

D Deposit, Collection, and Delivery

D000 Basic Information

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D040 Delivery of Mail

* * * * *

D042 Conditions of Delivery

* * * * *

2.0 DELIVERY TO ADDRESSEE'S AGENT

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[Add new 2.8 to read as follows:]

2.8 OBC Acting as a CMRA

The procedures for an office business center (OBC; sometimes called corporate executive center) or part of its operation acting as a CMRA for postal purposes are as follows:

a. An OBC is a business that operates primarily to provide private office facilities and other business support services to individuals or firms (customers). OBCs receive single-point delivery. OBC customers who receive mail at the OBC address will be considered CMRA customers for postal purposes under the standards set forth in b. Parties considered CMRA customers under this provision must comply with the standards set forth in 2.5 through 2.7. An OBC must register as a CMRA by completing Form 1583-A, *Application to Act as a Commercial Mail Receiving Agency*, and comply with all other CMRA standards if one or more customers receiving mail through its address is considered a CMRA customer.

b. An OBC customer is considered to be a CMRA customer for postal purposes if its written agreement with the OBC provides for mail service only or mail and other business support services (without regard for occupancy or other services that the OBC might provide and bill separately). Additionally, an OBC customer receiving mail at the OBC address is considered to be a CMRA customer for postal purposes and must complete Form 1583, *Application for Delivery of Mail Through Agent*, if each of the following is true:

- (1) The customer's written agreement with the OBC does not provide for the full-time use of one or more of the private offices within the OBC facility.
- (2) The customer's written agreement with the OBC does not provide all of the following:
 - (A) The use of one or more of the private offices within the facility for at least 16 hours per month at market rate for the location.
 - (B) Full-time receptionists service and live personal telephone answering service during normal business hours and voice mail service after hours.
 - (C) A listing in the office directory, if available, in the building in which the OBC is located.
 - (D) Use of conference rooms and other business services on demand, such as secretarial services, word processing, administrative services, meeting planning, travel arrangements, and videoconferencing.

c. Notwithstanding any other standards, a customer whose written agreement provides for mail services only or mail and other business support services will not be considered an OBC customer (without regard for occupancy or other services that an OBC may provide and bill for on demand).

d. The Postal Service may request from the OBC copies of written agreements or any other documents or information needed to determine compliance with these standards. Failure to provide requested documents or information might be basis for suspending delivery service to the OBC under the procedures set forth in 2.6f through h.

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Postal Operations Manual (POM)

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6 Delivery Services

61 Conditions of Delivery

* * * * *

612 Delivery of Addressee's Mail to Another

* * * * *

[Add new 612.14, and renumber current 612.14 and 612.15 as 612.15 and 612.16, respectively:]

612.14 OBC Acting as a CMRA

The procedures for an office business center (OBC) or part of its operation acting as a CMRA for postal purposes are as follows:

- a. An OBC is a business that operates primarily to provide private office facilities and other business support services to individuals or firms (customers). OBCs receive single-point delivery. OBC customers who receive mail at the OBC address will be considered CMRA customers for postal purposes under the standards set forth in b. Parties considered CMRA customers under this provision must comply with the standards set forth in DMM D042.2.5 through 2.7. An OBC must register as a CMRA by completing PS Form 1583-A, *Application to Act as a Commercial Mail Receiving Agency*, and comply with all other CMRA standards if one or more customers receiving mail through its address is considered a CMRA customer.
- b. An OBC customer is considered to be a CMRA customer for postal purposes if its written agreement with the OBC provides for mail service only or mail and other business support services (without regard for occupancy or other services that the OBC might provide and bill separately). Additionally, an OBC

customer receiving mail at the OBC address is considered to be a CMRA customer for postal purposes and must complete PS Form 1583, *Application for Delivery of Mail Through Agent*, if each of the following is true:

- (1) The customer's written agreement with the OBC does not provide for the full-time use of one or more of the private offices within the OBC facility.
- (2) The customer's written agreement with the OBC does not provide all of the following:
 - (A) The use of one or more of the private offices within the facility for at least 16 hours per month at market rate for the location.
 - (B) Full-time receptionists service and live personal telephone answering service during normal business hours and voice mail service after hours.
 - (C) A listing in the office directory, if available, in the building in which the OBC is located.

(D) Use of conference rooms and other business services on demand, such as secretarial services, word processing, administrative services, meeting planning, travel arrangements, and videoconferencing.

- c. Notwithstanding any other standards, a customer whose written agreement provides for mail services only or mail and other business support services will not be considered an OBC customer (without regard for occupancy or other services that an OBC may provide and bill for on demand).
- d. The Postal Service may request from the OBC copies of written agreements or any other documents or information needed to determine compliance with these standards. Failure to provide requested documents or information might be basis for suspending delivery service to the OBC under the procedures set forth in DMM D042.2.6f through h.

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— *Delivery and Retail Operations, 11-29-01*

DMM REMINDER

Upcoming Mail Preparation Changes

The table below summarizes upcoming mail preparation changes that have been published in the *Postal Bulletin* or are currently included in the *Domestic Mail Manual* (DMM). Employees should begin working with customers as soon as possible to ensure that mailers are aware of these changes.

This list is published periodically in the *Postal Bulletin*. Employees with questions about these changes should contact their district manager of Business Mail Entry.

The DMM is updated online once a month and is available via the Postal Explorer Web site at <http://pe.usps.gov>.

Effective Date	Type of Mail	Mail Preparation Change	DMM Reference
January 1, 2002	Media Mail	Discontinue use of "Special Standard Mail" (or "SPEC STD") marking. After January 1, 2002, all mailers must use "Media Mail."	M012.3.1
January 1, 2002	Library Mail	Discontinue use of "Library Rate" marking. After January 1, 2002, all mailers must use "Library Mail."	M012.3.1
January 1, 2002	Presorted Bound Printed Matter	Discontinue use of "Presorted Standard" (or "PRSRT STD") marking. After January 1, 2002, all mailers must use "Presorted" (or "PRSRT").	M012.3.3
March 31, 2002	First-Class Mail flats, Periodicals flats, and Standard Mail flats	Mailers will have the option to combine automation-rate pieces and Presorted-rate pieces into the same package.	See DMM revision on page 36 of this <i>Postal Bulletin</i> .
January 10, 2004	Standard Mail and Package Services machinable parcels	Discontinue use of USS Code 128, USS Code I 2/5, and USS Code 39 barcode symbologies. After January 10, 2004, only the UCC/EAN Code 128 barcode symbology may be used.	C850.1.2

— *Mail Preparation and Standards, Pricing and Classification, 11-29-01*

DMM CORRECTION

Postage Meters (Postage Evidencing Systems)

In *Postal Bulletin* 22062 (11-01-01, page 23), the first sentence of revised *Domestic Mail Manual* (DMM) P030.10.4.h is incorrect.

The sentence should read as follows (corrected text appears in bold here):

- h. For barcoded letter-size First-Class Mail reply mail for all postage evidencing systems except PC Postage, FIM **A may be** used (C100.5).

The rest of the paragraph is unchanged.

— *Postage Technology Management, Retail, Consumers and Small Business, 11-29-01*

REVISED FORMS

PS Forms 3500 and 3510 for Periodicals

Effective November 29, 2001, PS Form 3500, *Application for Periodicals Mailing Privileges*, is added and PS Form 3510, *Application for Additional Entry, Reentry, or Special Rate Request for Periodicals Publication*, is revised to simplify the application process for both mailers and employees and to reflect current procedures.

New PS Form 3500 consolidates and replaces PS Forms 3501, 3501-A, 3502, and 3511. Applicants can use PS Form 3500 when applying for any Periodicals authorization category. Postmasters must follow the instructions on the new form when processing the application. Specifically, postmasters must review the application for completeness, complete the required Post Office line items, and forward the application and supporting information to the rates and classification service center (RCSC) that serves their Post Office. The RCSC will coordinate a review of the publication's circulation as appropriate. PS Form 3500 is shown on pages 53–56 of this *Postal Bulletin*.

Revised PS Form 3510 eliminates items no longer necessary to process the application, including ZIP Code ranges, entry type, and container type. PS Form 3510 is shown on pages 57–58.

Both forms are dated November 2001 and are available on the Postal Service internal (<http://blue.usps.gov>) and external (<http://www.usps.com>) Web sites and through the Material Distribution Center (see ordering information below). There will be no automatic distribution of these forms.

Mail acceptance units should exhaust existing supplies of PS Form 3510 before distributing the November 2001 version. PS Forms 3501, 3501-A, 3502, and 3511 are obsolete and must be recycled and replaced with new PS Form 3500 immediately.

Employees may requisition forms from the MDC 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*, to MDC Customer Service at TOKS001L.
- **Mail:** Mail a completed PS Form 7380 to the following address:

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

The relevant ordering information for PS Form 3500 is as follows:

NSN: 7510-05-000-4625
 PSIN: PS 3500
 Unit of Issue: SH
 Bulk Pack Qty: NA
 Price: TBD
 Edition Date: November 2001

The relevant ordering information for PS Form 3510 is as follows:

NSN: 7530-01-000-9928
 PSIN: PS 3510
 Unit of Issue: SH
 Price: \$0.0189
 Edition Date: November 2001

Changes have been made throughout the *Domestic Mail Manual* (DMM) to reflect the new PS Form 3500 and application procedures. We will incorporate those changes into the printed version of DMM 57 and in the December 13 update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

— *Mail Preparation and Standards, Pricing and Classification, 11-29-01*

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United States Postal Service

Application for Periodicals Mailing Privileges

See instructions on pages 3 and 4

Filing Status	Type of Publication—See DMM E212 (Check only one):	Foreign Publication—Complete Parts A and B
	<input type="checkbox"/> General Publication—Complete Parts A and B <input type="checkbox"/> Requester Publication—Complete Parts A and C <input type="checkbox"/> Publication of State Department of Agriculture—Complete Parts A and D <input type="checkbox"/> News Agents—Complete Part A and attach a separate sheet listing the publications you handle and where they are published.	<input type="checkbox"/> Publication of Institutions and Societies With Publisher's Advertising Only—Complete Parts A and D <input type="checkbox"/> Publication of Institutions and Societies With General Advertising—Complete Parts A, D, and E <input type="checkbox"/> Request for Permission to Mail at Special Periodicals Rates—Complete Part F and all other applicable parts

Part A

Publication Information	1. Title of Publication as Shown on Publication	2. Name of Publisher, Agent, or Organization	3. ISSN (If already assigned)	
	4. Frequency of Issue (Be specific. For example, "weekly," "monthly except June")	5. Number of Issues Published Annually	6. Annual Subscription Price	
	7. Full Name of Owner (Individual, partnership, or corporation)	8. Location of Known Office of Publication, Including County (For foreign publications, agent's address)		
	9. If owned by a corporation, list the names of all stockholders owning or holding 1 percent or more of the total stock. (Attach a separate sheet if necessary)			
	10. Are any of the owners or stockholders interested financially in any business or trade represented by the publication? (Check one)	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes" at left, what is the interest?	
	11. Do any of the persons or concerns that advertise in the publication have any interest therein? (Check one)	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes" at left, what is the interest?	
	12. Is more than one copy of each issue furnished to any one advertiser therein? (Check one)	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes" at left, how many copies are furnished and what are the reasons?	
	13. Date of issue on which application is based. (Usually issue published closest to date of filing)	14. Total Number of Copies Printed (For foreign publications, number of copies imported into United States)		
	15. Contact's Name	16. Contact's Address	17. Contact's Telephone Number	
	I hereby certify that all information furnished on this form is accurate, truthful, and complete. I understand that anyone who furnishes false or misleading information or who omits material information requested on this form may be subject to criminal sanctions (including fines and imprisonment) and/or civil actions (including multiple damages and civil penalties).			18. Signature 19. Date Signed
Postmaster	20. Date of First Mailing Under Deposits After Application Was Filed	21. Amount of Application Fee Paid	22. Date Fee Paid	
	23. Name of Postal Employee to Contact With Any Questions About This Application (Print)	24. Signature of Postmaster	25. Date Signed	
	26. Post Office Address		27. Area Code/Telephone Number	

Part B

Paid Distribution	1. Basic Annual Subscription Price	\$	5. Copies Purchased by Others (Attach a separate sheet showing who purchased, for what price, and for what purposes)
	2. Subscriptions Received by the Publisher at the Basic Annual Subscription Price From Persons to Whom Publication Is Sent		6. All Single Copies Sold (Newsstand, vendor, street sales)
	3. Subscriptions Received Under Offer of a Premium or Other Reduction Arrangement (Attach a separate sheet if necessary)		7. Copies Furnished to Actual Advertisers in This Issue to Prove Insertion of Ads (One copy per advertiser)
	Description of Premium or Reduction Arrangement		8. Copies Exchanged With Other Publications (One copy for another)
	Publisher's Cost Per Item: Retail Value Value Represented		9. Other Paid Circulation (Describe)
4. Subscriptions Paid for With Dues or Contributions (Attach printed copies of forms used for taking these subscriptions)			10. Total Paid Distribution (Add items 2 through 9)
Nonsub.	11. Single or Bulk Copies for Free Distribution (Samples/comps)		13. Nominal Rate Subscriptions (DMM E212.1.2)
	12. Expired Subscriptions		14. Total Nonsubscriber Distribution (Add items 11 through 13)
Percentage	15. Total Copies Distributed (Add items 10 and 14)		
	16. Unsold Newsstand and Vending Copies on Hand, Inventory for Future Orders, Copies Destroyed, etc. (Attach documentation)		17. Total Copies Printed (Add items 15 and 16. Should match total on press run/order or number imported. Attach press run or print order)
	18. Percentage of Qualified Subscribers (Divide item 10 by item 15)		

Application for Periodicals Mailing Privileges (Continued)

Part C

Requester Copies	1. Requests Received by the Publisher From the Persons to Whom the Publication Is Sent (<i>Not paid subscription copies</i>)	6. All Single Copies Sold (<i>Newsstand, vendor, street sales</i>)
	2. Subscription Copies Paid for or Promised to be Paid for Including Those Below Nominal Rate	7. Copies Sent in Fulfillment of Requests in a Manner Not Covered in Items 1 - 6 (<i>Explain</i>)
	3. Copies Furnished to Actual Advertisers in This Issue to Prove Insertion of Ads (<i>One copy per advertiser</i>)	
	4. Copies Exchanged With Other Publications (One copy for another)	
	5. Copies Requested by Employers for Employees by Name or Position (<i>Attach samples of these requests</i>)	
8. Total Requested Distribution (Add items 1 through 7)		
Percentage Nonreq.	9. Requests More Than 3 Years Old	11. Total Sample Copies Distributed (<i>In the mails or otherwise</i>)
	10. Requests Induced by a Premium Offer or Material Consideration	12. Total Nonrequester Distribution (Add items 9 through 11)
		13. Total Copies Distributed (Add items 8 and 12)
	14. Unsold Newsstand and Vending Copies on Hand, Inventory for Future Orders, Copies Destroyed, etc. (<i>Attach documentation</i>)	15. Total Copies Printed (Add items 13 and 14. Should match total on order or number imported. Attach press run or print order)
		16. Percentage of Qualified Requesters (Divide item 8 by item 13)

Part D

Type of Organization (<i>Complete one row</i>)			Attach to Application
Institutions/Societies	1. Benevolent or Fraternal	No. of Members: _____ Publication Is Published: <input type="checkbox"/> By society or order <input type="checkbox"/> Under auspices of society or order	Certified copy of the constitution and bylaws and the resolution or order showing the date publication was adopted by the organization
	2. Society	Type: <input type="checkbox"/> Literary <input type="checkbox"/> Professional <input type="checkbox"/> Historical <input type="checkbox"/> Scientific	
	3. Trade Union	Publication Is Published: <input type="checkbox"/> By trade union <input type="checkbox"/> Under auspices of trade union	Evidence that the publication is actually issued by a church or church organization
	4. Church or Church Organization	Publication Is Issued By: <input type="checkbox"/> Church <input type="checkbox"/> Church organization	
	5. Institution of Learning	Is publication issued by a regularly incorporated institution of learning? <input type="checkbox"/> Yes <input type="checkbox"/> No Is publication issued by a regularly established state institution of learning supported in whole or in part by public taxation? <input type="checkbox"/> Yes <input type="checkbox"/> No Is publication issued by a public or nonprofit private elementary school or secondary institution of learning or its administrative or governing body? <input type="checkbox"/> Yes <input type="checkbox"/> No	Certified copy of the charter, articles of incorporation, legislative act creating the institution and amendments thereto, and, when necessary, evidence to substantiate nonprofit status or support by public taxation
	6. State Agency of Health, Public Charities, Corrections, Agriculture, Conservation, Fish and Game, or Industrial Development	Agency Issuing Publication	Evidence that authorized agency issues the publication
	7. Educational Radio or Television Agency of a State or Political Subdivision of a State, or a Nonprofit Educational Radio or Television Station	Category Under Which Applying	Evidence that authorized station issues the publication

Part E

Institutions/Societies w/Adv.	1. Subscriptions From Members Who Received the Publication Paid for by Dues or Assessments, Contributions, or Otherwise (<i>Attach a certified copy of the resolution or arrangement used for taking these subscriptions</i>)	7. Total Sample Copies Distributed (<i>In the mails or otherwise</i>)
	2. Copies Sent to Other Subscribers	8. Disposition and Number of Remaining Copies (<i>Explain</i>)
	3. Copies Exchanged With Other Publications (One copy for another)	
	4. Subscriptions Obtained in a Manner Not Covered Above (<i>Explain in block 9</i>)	9. Explanation From Item 4
	5. Copies Furnished to Actual Advertisers in This Issue to Prove Insertion of Ads (<i>One copy per advertiser</i>)	
6. Total Subscriptions (Add items 1 through 5)		

Part F

Special Rates	1. If this application includes a request for special Periodicals privileges, submit documentation that shows your organization meets the requirements in DMM E270. (<i>Check one box in either A or B</i>)	A. Nonprofit Category (Check one box only) <input type="checkbox"/> Religious <input type="checkbox"/> Philanthropic <input type="checkbox"/> Veterans <input type="checkbox"/> Educational <input type="checkbox"/> Agricultural <input type="checkbox"/> Fraternal <input type="checkbox"/> Scientific <input type="checkbox"/> Labor <input type="checkbox"/> Other Qualified Organizations	B. Rate (Check one box only) <input type="checkbox"/> Science-of-Agriculture (DMM E217.3) <input type="checkbox"/> Classroom (DMM E270.4)
	2. Was organization formed for profit or does any net income inure to the benefit of any private stockholder or individual? <input type="checkbox"/> Yes <input type="checkbox"/> No		

INSTRUCTIONS FOR COMPLETING PS FORM 3500, APPLICATION FOR PERIODICALS MAILING PRIVILEGES

APPLICANT

Complete PS Form 3500 when applying for any type of Periodicals mailing privilege. PS Form 3500 consolidates and replaces PS Forms 3501, 3501-A, 3502, and 3511.

Information about Periodicals mail is published in the *Domestic Mail Manual (DMM)*. You can access the DMM on the Internet at <http://pe.usps.gov>. Printed copies may be ordered by calling 202-512-1800 and paying the subscription fee.

If you're looking for...	Then turn to...
General eligibility for Periodicals rates	DMM E200
Standards for physical construction and mailpiece components	DMM C200
Postage rates for Periodicals	DMM R200

If you have questions about Periodicals mailing, check the DMM first. If you still need help:

- Call the manager, Business Mail Entry at the district office that serves your ZIP Code. This information is listed in DMM G042.
- Call the USPS help line at 800-ASK-USPS.

All publications must first meet these basic standards to qualify for Periodicals rates:

1. You must show intent to publish issues indefinitely with continuity from issue to issue. Your purpose must be to transmit information of a general or specific nature.
2. You must publish issues at a regular frequency of at least four times a year.
3. You must maintain a known office of publication where normal business is conducted during posted hours.
4. Your publication must be formed of printed sheets.

Completing the Application

There are several eligibility categories. Consult the DMM for full requirements, including advertising restrictions.

If...	Then your publication may be eligible as a...	And you can read more in...	To apply, complete...
At least 50 percent of your total distribution goes to individuals who have paid above a nominal rate	<i>General Publication</i>	DMM E212.1	Parts A and B
At least 50 percent of your total distribution goes to qualified requesters, whether or not they have paid for the subscription	<i>Requester Publication</i>	DMM E212.4	Parts A and C
Your publication is issued by a state department of agriculture	<i>Publication of a State Department of Agriculture</i>	DMM E212.3	Parts A and D
Your publication originates in another country but you have a known office of publication through an agent or broker in the United States	<i>Foreign Publication</i>	DMM E212.5	Parts A and B
Your publication is issued by an institution or society and contains the institution's or society's advertising only	<i>Publication of an Institution or Society With Publisher's Advertising Only</i>	DMM E212.2	Parts A and D
Your publication is issued by an institution or society and contains general advertising	<i>Publication of an Institution or Society With General Advertising</i>	DMM E212.2	Parts A, D, and E

In addition, if your publication is issued by a nonprofit organization, you may qualify for discounted rates. Read DMM E270 and complete Part F.

If you are a person or business selling two or more publications from different publishers, you are considered a *News Agent*. Read DMM E212.6 and complete Part A. Attach a separate sheet listing the publications you handle and where they are published.

Filing the Application

Submit your application to the post office that serves your known office of publication. Bring all of the following:

1. A completed PS Form 3500.
2. Two copies of the issue of the publication described in this application marked to show the advertising content. Indicate on the cover both the total units (e.g., column inches, square inches, pages) and the percentage of advertising and nonadvertising. If the publication is in a foreign language, provide a brief translation of its contents.
3. The application fee. This fee is nonrefundable and may be paid by cash, check (payable to "Postmaster"), or credit card.
4. If you intend to mail at a post office other than the post office that serves your known office of publication, you must submit a completed PS Form 3510, *Application for Additional Entry*, and pay the applicable fee.

Publisher's Records

You must make adequate records available to the Postal Service to permit verification of the figures on your application. The Postal Service will contact you to schedule this review.

POSTMASTER

Process PS Form 3500 as follows:

1. Review the application for completeness.
2. Complete items 20–27 on page 1. Round-date the application in this area.
3. Forward the application and one marked copy of the publication to the manager of the rates and classification service center (RCSC) that serves your area.

RATES AND CLASSIFICATION SERVICE CENTER

1. Review the application to determine if the basic Periodicals criteria are met.
2. If the criteria are met, the RCSC manager sends a memo to the postmaster or BME manager giving instructions on how to audit the publication, with a list of the specific records to be reviewed. These records may include the following, as applicable:
 - a. Print order and printer's invoice.
 - b. Mailing labels or a mailing list.
 - c. Subscription/requester list.
 - d. Records of newsstand and over-the-counter sales and returns.
 - e. Stubs or copies of receipts issued.
 - f. Records of vending machine sales and returns.
 - g. Records of membership dues paid (if they include a subscription fee).
 - h. Assignment and collection records for carriers other than USPS.
 - i. Cash receipts, cashbook, or similar source records that show subscription payments.
 - j. Records showing the number of copies destroyed.
 - k. Records of gift subscriptions.
 - l. Records of bulk orders.
3. Once the audit is completed and returned, the RCSC manager rules on the application.

United States Postal Service

Application for Additional Entry, Reentry, or Special Rate Request for Periodicals Publication

Instructions

- You must prepare mailings of the publication in accordance with Postal Service standards in the *Domestic Mail Manual* (DMM). These standards are available at your local post office and on the Internet at <http://pe.usps.gov>. The legal rate of postage must be paid on all mailings. Failure to pay this rate at the time of mailing does not relieve payment of any deficient postage at a later date.
- Complete Part A and either Part B (if application is for reentry) or Part C (if application is for additional entry). Complete all applicable items. Note: If change in frequency is requested, complete item 8a to show the exact new frequency of issuance.
- Separate applications are required for reentry (including reentry at special rates) and additional entry.** One application may be filed for multiple additional entry actions to be effective within a span of 30 calendar days.
- Applications for special rates of postage must include evidence to establish the organization's eligibility, to demonstrate compliance with DMM E270, and to show that it meets one of the qualifying categories in DMM E270. No fee is charged if application is **ONLY** for special rates.
- Your application must be accompanied by two copies of your publication showing the identification statement as revised to correspond to the change(s) requested in Part(s) B and/or C.
- Complete Part D and submit this form and the applicable fee to the post office serving your known office of publication or new known office of publication.

Part A. General

1. Full Title of Publication (<i>Show current authorized title, even if title is being changed</i>)		2. Is postage paid under CPP? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Publication Number USPS _____ ISSN _____	4. No. of Issues per Year _____	5. Frequency of Issuance (<i>Current</i>) _____	
6. Post office serving known or new known office of publication, state, and ZIP + 4 TO: • POSTMASTER		7. Publisher's Name and Address of Known Office of Publication (<i>Street, apt./ste. no., city, state, and ZIP + 4</i>) (<i>Must be within the delivery limits of the original entry office</i>)	

Part B. Reentry Application

8. I am applying for reentry. I request the following changes to the conditions of entry for the above publication.

a. Change Frequency to: (<i>See note to item 2 under "Instructions" above</i>)	b. Change Number of Issues per Year to:
c. Change Title to:	d. Publisher's Address if Changed From the Authorized Known Office of Publication in Item 7: (<i>Street, apt./ste. no., city, state, and ZIP + 4</i>) (<i>Must be within the delivery limits of the new original entry office</i>)
e. Change Category of Authorization to: (<i>See DMM E214. Note: You must also submit Form 3500 with evidence of qualification</i>)	
<input type="checkbox"/> DMM E212.1 General Publications <input type="checkbox"/> DMM E212.3 Publications Issued by State Departments of Agriculture <input type="checkbox"/> DMM E212.2 Publications of Institutions and Societies With: <input type="checkbox"/> General Advertising <input type="checkbox"/> Publisher's Advertising Only <input type="checkbox"/> DMM E212.5 Foreign Publications <input type="checkbox"/> DMM E212.4 Requester Publications	
f. Change Rates to:	
<input type="checkbox"/> Regular <input type="checkbox"/> Nonprofit - Publications of qualified nonprofit organizations (<i>If selected check one other category below</i>)	
<input type="checkbox"/> Science-of-Agriculture <input type="checkbox"/> Religious <input type="checkbox"/> Educational <input type="checkbox"/> Scientific <input type="checkbox"/> Veterans <input type="checkbox"/> Philanthropic <input type="checkbox"/> Labor <input type="checkbox"/> Agricultural <input type="checkbox"/> Fraternal <input type="checkbox"/> Classroom <input type="checkbox"/> Other (<i>specify</i>) _____	
g. Requested Effective Date: _____	

Part C. Additional Entry Application

9. Use a sequential item number for each additional entry office affected by this request. Furnish information in each applicable column for each item (entry).

Item Number	Post Office and ZIP Code (Not a station, branch, or transfer hub)	Nature of Action			Requested Effective Date	Estimated Number of Copies
		Open (Add)	Close (Cancel)	Modify		

Attach Additional Sheets if Necessary

Part D. Applicant Signature

10. Please print your name and title. Sign the application.	11. Telephone Number ()	12. Date
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Part E. Postmaster

1. Review the application and identification statement for accuracy and completeness; collect the applicable fee(s). (Do not collect a fee if application is **only** for special Periodicals rates.)
2. Sign and date the form. Use the comments block to note any additional information necessary for review of this application. Be sure to include a phone number where you can be reached if there are questions about the application. Provide a copy of the completed application to the publisher.
3. a. For applications for reentry, forward the completed form with the required copies to the Memphis Nonprofit Service Center (NSC).
b. For applications for additional entry, furnish each additional entry post office with a copy of Form 3510 marked "Pending." Forward a copy of the completed form and all attachments directly to the Memphis NSC. If this application accompanies an application for original entry, attach a **copy** of this form to the Form 3500.
4. You will be notified of the ruling on the application by letter.

13. Postmaster's Comments (Attach additional sheets if necessary)	14. Amount of Fee Collected and Date Paid \$
15. Signature of Postmaster	16. Date
18. Print Name of Employee to Contact With Questions Concerning the Application	17. Telephone Number ()

Fraud Alert

Invalid Express Mail Corporate Account Numbers

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

number” or “agreement number” section of the label or form.

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

005182	014947	027566	060026	067236	076749	094934	108313	117670	130662	165157	220168	280140
005229	015197	027581	060066	067409	077304	094973	108708	117735	131017	165196	220611	280141
005297	015490	027658	060262	068320	078143	095112	108759	117739	131483	165406	220644	282779
006358	015630	027812	060510	068425	078221	095236	108916	117756	132030	170127	220724	282806
006611	015678	027928	060664	068477	078433	095707	108936	117777	132124	171104	220833	282847
006658	016811	028009	060717	069096	079009	095797	108961	117883	132128	171322	221074	282878
006773	018139	028216	061094	069164	079066	096079	109237	117933	132271	178021	221161	282918
006833	018209	028250	061096	069209	079729	096389	109275	117950	132274	180002	221176	283462
007234	018356	028421	061353	069226	079730	096392	109338	118201	132279	182012	221226	283540
007288	018538	028448	061495	069362	079793	096816	109547	118278	133036	184073	221313	289007
007319	018641	028621	062009	069422	079961	097096	109863	118464	134046	187013	221526	289008
008122	018827	028635	063148	069563	080039	097203	109948	118773	135101	187019	221644	292281
008196	018885	028705	063401	069596	080122	097239	110657	118803	135125	187066	222301	293090
008225	018919	028805	063483	069612	080347	097603	111150	119005	135142	192148	223259	293152
008240	018966	028898	064118	069743	080493	097645	111404	119428	135218	192344	225022	293308
008332	018979	028924	064135	069847	080612	097903	111468	119558	135243	192713	235235	293333
008404	019164	028952	064251	070023	080627	097912	111945	120189	136036	193117	235379	294565
008593	019380	029112	064277	070044	080650	097967	112563	120233	137003	193159	235485	296508
008767	019449	029445	064311	070274	085004	098147	112564	120237	137005	193215	235518	298021
008828	020144	029498	064313	070412	085023	098440	112698	120250	139052	193267	251001	300606
008855	020455	029659	064321	070521	085037	098728	112961	121145	139090	193586	251006	300766
008856	020489	029666	064752	070791	085058	100067	113367	121192	139116	196051	251302	300818
008878	020539	029682	064803	070938	085182	100213	113374	121199	142035	196067	253166	300947
008907	020607	029721	064840	071122	085347	100263	113452	121209	142442	200348	253263	301081
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009158	022099	029829	065013	071444	085411	101332	114432	121275	142919	200805	253303	301299
009206	022126	029981	065016	071678	085711	102321	114518	122206	146042	200852	257138	301331
009275	022963	030098	065215	075046	085753	102420	114575	123070	146287	208260	264002	302259
009334	023028	030212	065243	075061	088192	102875	115090	123082	146358	208348	270070	303906
009581	023153	030525	065381	075189	088459	102915	115229	124054	146582	208431	272009	305071
009625	023177	037035	065411	075211	088466	103316	115384	124167	150047	208772	272258	305081
009712	023284	038042	065427	075367	088721	104102	115584	125237	150213	208876	272353	305160
009889	023362	038052	065428	075486	089422	104591	117027	125435	150242	208959	274013	305564
009928	023389	038253	065513	075675	090358	105094	117053	127014	151106	209268	274073	305993
009945	023623	039014	065514	075723	090673	105125	117090	127044	151112	210295	274156	306758
010301	025297	040111	065542	075805	090732	105283	117113	128112	152012	210503	274161	311399
010498	025401	043015	065611	075923	090862	105374	117280	128135	152044	210541	274208	311629
010648	026423	046002	065663	075992	092685	105434	117307	128939	152499	210647	274233	314269
010671	026424	048042	065773	075998	093381	106527	117321	128968	152558	210682	275002	317182
010721	026446	050034	065890	076006	093599	106588	117368	128976	152658	210707	275203	317198
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013187	027048	054249	065984	076132	094202	107178	117399	129812	156022	210729	277050	320091
014464	027104	054268	066003	076202	094353	107314	117406	129934	159003	212907	277102	320207
014797	027220	055045	066352	076224	094489	107321	117423	130004	165053	212998	278024	320932
014882	027548	055107	066446	076350	094711	108283	117456	130414	165101	220031	280065	321024

CUT ALONG DOTTED LINE



PULL-OUT SECTION

321036	332719	349739	452591	482813	554412	602762	629031	701312	770516	799110	841462	871630
321039	332898	349830	452910	483281	554751	602807	631010	701367	770556	799163	841501	871665
321085	332967	349888	454162	483316	558044	602913	631103	701402	770586	800084	841509	871672
322005	332995	349923	454641	483383	570009	602965	631104	701411	770616	800100	841525	877103
322047	333113	352662	454710	483676	570051	603107	631175	701595	770632	800131	841569	883118
322090	333114	352779	454717	483768	570076	604165	631348	701655	770669	800347	841659	891224
322113	333212	356048	454732	483850	570137	604175	631401	701890	770694	800447	841660	891430
322300	333478	372059	454809	483963	570190	604291	631665	708635	770719	801203	841686	891600
322466	333706	372082	456035	485089	570195	604398	633017	713098	770768	801372	841714	891735
322491	333798	372628	457109	485096	570200	605009	637103	716012	770802	801467	841737	891739
323635	333863	372971	457115	485229	571030	605057	641021	717008	771008	801495	841759	891812
324102	334021	374013	457118	485250	571086	605060	641143	720036	771043	801647	841853	891813
325006	334046	374151	458077	486333	571117	605118	641244	722136	771075	801745	841985	891858
325124	334080	378124	460148	487269	571118	605122	641253	724068	771598	801761	843045	891885
326006	334289	378132	461029	488038	573039	605450	641585	730109	771641	802185	843078	895046
326418	334943	379207	461110	490206	575072	605760	641648	730318	772079	802372	843079	895121
326669	335092	379543	462040	490457	576017	605778	641851	730323	772249	802629	844081	895460
326727	335100	381535	462070	490463	577085	605794	641946	730447	772402	802962	844084	900005
327692	335214	386053	462741	490470	581009	606088	660056	730711	772634	803086	844214	900146
327734	335367	392127	462887	494146	581017	606150	660079	731382	773546	803331	844215	900204
327763	335438	392367	462946	495206	581117	606196	660103	731453	773560	803344	844225	900227
327872	335483	392691	462965	495570	581172	606286	661035	731991	775309	804148	845057	900476
327887	335540	394205	465026	496161	585207	606402	661065	740111	776011	804213	846076	901191
328019	335575	395204	465051	501004	585230	606490	661073	740464	776013	805104	846099	901333
328502	335597	400058	465107	502012	585234	606906	662003	740787	777009	809030	846103	901476
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328778	336136	402435	466501	520002	591189	607130	662148	741685	778365	815026	846206	901583
328879	336156	402796	466516	527008	591470	607224	662183	741687	782024	815044	846242	901591
329006	336172	402815	466520	531350	591820	607556	662205	743090	782032	816612	846250	901644
329350	336456	402858	466524	531534	596535	607589	662247	744100	782079	826087	847027	901653
329542	336675	402887	466542	531608	598522	607690	662261	749123	782289	829121	847123	901677
329644	337060	402909	466557	531678	600124	607744	662286	749172	782794	829503	847156	901696
329656	338033	402955	466565	531687	600138	607843	662295	750387	786026	830102	850076	901705
329661	338057	403051	466582	531725	600189	607936	662499	750389	786053	834074	852284	901708
330251	338161	405005	466591	531736	600343	607974	662555	750503	786070	840008	852573	901712
330274	338231	405038	467075	532298	600396	608018	662589	750950	786095	840124	852676	901724
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330791	339816	423010	477108	532611	600723	608176	666120	752371	787069	840447	853178	901833
330812	340497	427019	477163	532736	601110	608212	666225	752394	787076	840534	853318	901847
330854	340796	430139	477165	532749	601167	608215	666340	752623	787082	840545	853368	901866
331024	340835	432806	477171	537126	601223	608351	666415	752653	787085	840613	853372	901868
331113	344000	432825	479126	543440	601245	608445	666435	752690	787402	840619	853388	901872
331120	344051	436353	480159	549196	601272	608486	666480	752740	787519	841001	853421	901873
331151	344166	436386	480279	549213	601298	609304	666490	754049	787823	841043	853447	901913
331158	347003	441592	480516	551098	601343	610111	666535	754055	787834	841124	853455	901937
331168	347016	441611	480560	551120	601443	611103	666680	757250	787892	841133	853489	901943
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331306	347068	441916	480893	551237	601550	611227	672035	761141	789010	841165	853508	901975
331482	347128	441941	480903	551253	601677	612068	674275	761543	790310	841197	853545	901980
331563	347140	447009	480970	551317	601730	616137	678006	765598	791009	841218	853613	902006
331666	349301	447124	481125	551371	601737	616146	681341	767563	791015	841230	853625	902385
331940	349306	450034	481341	551758	601933	616152	681420	767583	794473	841285	853673	902671
332008	349364	450190	481416	551870	602135	616164	681633	770001	797030	841360	853687	903378
332429	349559	452002	481575	553220	602478	618101	685115	770117	799012	841372	853719	903803
332508	349619	452444	481789	553389	602573	622020	701087	770280	799017	841433	853736	904030
332708	349702	452557	482705	554303	602637	627105	701303	770457	799109	841437	860114	904364

904499	913636	917294	918266	921906	926213	927489	931735	940992	948129	954467	970024	992643
904519	913948	917321	918470	921976	926255	927820	933311	941315	948237	958724	970370	992722
904523	914633	917328	918685	921997	926260	927835	933490	941370	948373	958847	970439	992730
904655	914700	917338	918807	922177	926291	927948	934014	941444	948430	958857	970543	992745
904760	915070	917347	920046	922353	926345	928083	936090	941475	948519	958947	970631	998016
904773	915164	917489	920357	922376	926414	928261	937531	941478	948654	958978	970808	998309
904792	915233	917586	920364	924200	926418	928333	937693	941547	948665	958995	970809	
906810	915253	917697	920403	924372	926499	928338	940091	941584	950561	958997	970894	
906834	915259	917705	921315	924443	926652	928456	940122	941621	950889	960092	972461	
906943	915381	917707	921389	924603	926692	928517	940168	941629	950895	967231	972577	
906946	915410	917740	921403	925175	926761	928567	940211	941671	950951	967306	972797	
906963	915583	917752	921578	925231	926799	928620	940287	941704	950967	968005	972919	
907122	916011	917814	921609	926038	926822	928736	940346	941770	950968	968253	972971	
907505	916016	917841	921672	926040	926870	928808	940467	943005	951044	968419	973293	
907568	917027	917863	921674	926114	927121	930016	940481	945566	951933	968527	974105	
911253	917170	918024	921737	926119	927271	930262	940530	946371	951962	968650	980879	
912303	917184	918125	921773	926126	927318	931038	940737	946583	951963	968764	980932	
912412	917212	918143	921809	926140	927330	931213	940755	948088	954455	969089	989096	
913039	917262	918150	921896	926163	927428	931567	940853	948095	954465	969092	992373	

— Express and Priority Mail, Marketing, 11-29-01

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	3278 1899	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	1899 3299	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	3299 3099	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	3099 9799	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	9799 3299	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	3299 4099	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	4099 8999	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	8999 7699	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	7699 0899	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	0899 7199	411 868 1023 to 411 922 2322 to	1199 2399
		399 156 7119 to 399 203 5064 to	7199 5099	411 922 2322 to 412 193 0900 to	2399 0999
		399 203 5064 to 399 296 9910 to	5099 9999	412 193 0900 to 412 395 8599 to	0999 8699
		399 296 9910 to 399 396 8935 to	9999 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

PULL-OUT SECTION

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 7399	838 518 1257 to 1299
661 488 5000 to 5099	683 415 1200 to 1499	701 335 7312 to 2050	839 718 8257 to 8299
661 609 9100 to 9199	683 444 8159 to 8199	701 369 2005 to 2299	840 323 0600 to 0699
661 716 9420 to 9499	685 154 7780 to 7789	701 503 2247 to 2299	840 875 6235 to 6299
661 906 6522 to 6599	685 297 7645 to 7699	701 541 2271 to 2299	840 910 0900 to 0999
662 021 8332 to 8399	685 623 5264 to 5299	701 553 6557 to 6599	841 349 5000 to 5099
662 068 0700 to 0899	685 650 9487 to 9499	701 601 3457 to 3499	841 805 7747 to 7899
662 553 0774 to 0799	685 669 4200 to 4299	701 605 5913 to 5999	841 805 7944 to 8099
663 078 7034 to 7099	685 757 8452 to 8499	701 695 3982 to 3999	842 226 0685 to 0695
663 763 5300 to 5399	686 071 2694 to 2799	701 695 4148 to 4199	842 685 4600 to 4699
663 883 7039 to 7499	686 176 3333 to 3354	701 695 4227 to 4299	842 685 4742 to 4999
664 253 8000 to 8499	686 372 3200 to 3299	701 708 1741 to 1799	842 860 0300 to 0399
664 656 3055 to 3099	686 644 5879 to 5899	701 736 3966 to 3999	842 898 5582 to 5599
665 174 6400 to 6499	686 899 1371 to 1399	701 838 2800 to 2899	843 062 7100 to 7199
	686 931 7636 to 7699	701 941 0600 to 0699	

843 077 6288 to	6299	851 209 9880 to	9899	860 240 8520 to	8599	867 737 5623 to	5699
843 077 6378 to	6399	851 928 9221 to	9299	860 275 3900 to	3999	868 169 4529 to	4599
843 758 5769 to	5778	852 589 6560 to	6599	860 518 9629 to	9699	868 173 8400 to	8599
843 786 2554 to	2699	853 049 3646 to	3699	860 600 0021 to	0999	868 514 9000 to	9099
845 656 8165 to	8199	854 304 4089 to	4999	861 158 2350 to	2599	868 566 9200 to	9299
845 727 2100 to	2199	854 529 2200 to	2299	861 637 6010 to	6099	869 387 1150 to	1199
845 746 2618 to	2635	855 001 6204 to	6249	861 979 7292 to	7499	869 800 0000 to	999 9999
846 390 7531 to	7599	855 319 9364 to	9399	862 216 6100 to	6199	870 054 4814 to	4899
846 918 0572 to	0599	855 361 3390 to	3399	863 871 5138 to	5199	870 491 4812 to	4849
847 237 7690 to	7699	856 226 0490 to	0499	863 949 5300 to	5399	870 536 5820 to	5829
847 284 2481 to	2499	856 656 5800 to	5999	864 088 8200 to	8299	870 541 7167 to	7239
847 374 7055 to	7065	856 752 0200 to	0299	864 426 3972 to	3999	870 575 8155 to	8999
847 636 5304 to	5399	857 279 3450 to	3499	864 520 6117 to	6136	870 589 0485 to	0494
847 700 5447 to	5499	857 843 4000 to	4099	865 151 0526 to	0599	870 691 7060 to	7099
847 723 7500 to	7599	858 124 7644 to	7699	865 500 4034 to	4099	900 936 0217 to	0299
849 485 3427 to	3499	858 756 3111 to	3299	865 883 6082 to	6099	900 936 0435 to	0499
849 608 1357 to	1399	859 063 8200 to	8699	866 004 3000 to	3999	901 273 1082 to	1099
849 792 2600 to	2699	859 190 0600 to	0644	866 442 4100 to	4899	901 287 5143 to	5199
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	867 633 7403 to	7499		

— Postal Inspection Service, 11-29-01

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

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

CUT ALONG DOTTED LINE



PULL-OUT SECTION

761 688 631 to 8 690	763 900 479 to 0 530	765 879 314 to 9 390	769 000 051 to 0 080
761 805 199 to 5 240	763 917 271 to 7 750	765 954 001 to 4 030	769 034 701 to 4 790
761 826 106 to 6 120	764 125 801 to 5 860	766 120 286 to 0 320	769 737 496 to 7 510
761 881 171 to 1 560	764 284 525 to 4 560	766 125 716 to 5 750	769 778 491 to 8 730
762 304 144 to 4 170	764 526 241 to 6 330	766 158 824 to 8 840	769 827 331 to 7 450
762 324 931 to 4 960	764 601 421 to 1 600	766 388 433 to 8 460	770 216 071 to 6 100
762 439 261 to 9 290	764 650 231 to 0 470	766 509 421 to 9 660	770 723 281 to 3 400
762 524 158 to 4 220	764 984 371 to 4 850	766 572 901 to 3 020	770 915 150 to 5 490
762 584 872 to 4 970	765 003 667 to 3 680	766 748 500 to 8 521	771 455 551 to 5 610
762 593 431 to 3 460	765 042 517 to 2 540	767 024 341 to 4 370	772 057 224 to 7 440
763 155 160 to 5 180	765 194 728 to 4 970	767 326 471 to 6 590	772 162 660 to 3 070
763 178 631 to 8 660	765 387 365 to 7 450	767 332 561 to 2 950	772 208 341 to 8 370
763 506 001 to 6 060	765 541 801 to 2 100	768 009 841 to 9 960	772 718 615 to 8 640
763 522 141 to 2 470	765 638 461 to 8 970	768 011 489 to 1 520	773 112 031 to 2 060
763 717 694 to 7 800	765 647 101 to 7 190	768 177 980 to 7 990	773 125 387 to 5 410
763 826 461 to 6 520	765 813 781 to 4 029	768 391 081 to 1 170	774 863 251 to 3 400

— Postal Inspection Service, 11-29-01

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, 11-29-01

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, 11-29-01

(Domestic Mail section continued from page 58.)

APO/FPO Changes

The following changes appear in the APO/FPO table that is also published in its entirety in this *Postal Bulletin* (22064).

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09311	Remove I, X, and Z Restrictions	Immediately	A,B,B1,C1,E2,F,H1,M,N,R,R1,Z1
APO AE 09317	Remove I, X and Z Restrictions	Immediately	A,B,B1,C1,E2,F,H1,M,N,R,R1,Z1
APO AE 09345	Remove I, X, and Z Restrictions	Immediately	A,B,B1,C1,E2,F,H1,M,N,R,R1,Z1
APO AE 09351	Activate	Immediately	A,B,B1,C1,E2,F,H1,I,M,N,R,R1,X,Z,Z1
APO AP 96547	Close	Immediately	
FPO AP 96613	Add C1 Restriction	Immediately	B-B1-C1-E2-F-H1-I-R1-U2-Z1

— International Network Operations, Network Operations Management, 11-29-01

Overseas Military Mail

Mail addressed to or from military post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The table below outlines these conditions by APO/FPO ZIP Codes through the use of footnoted mailing restrictions codes, which appear on the page following the table.

Acceptance clerks should use this table with the Integrated Retail Terminal (IRT) or POS ONE terminal to

determine whether an APO/FPO ZIP Code is active and which conditions of mailing apply.

For Express Mail Military Service (EMMS) availability, all acceptance clerks must refer to the local hardcopy EMMS directory.

The complete table appears in the last *Postal Bulletin* of each month. Changes from the previous month's listing are in bold type.

Conditions Applied to Mail Addressed to Military Post Offices Overseas

APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions
09001	Not Active	09023	Not Active	09045	B-B1-C-D-U
09002	Not Active	09024	Not Active	09046	B-B1-C-D-U
09003	Not Active	09025	Not Active	09047	Not Active
09004	Not Active	09026	Not Active	09048	Not Active
09005	Not Active	09027	Not Active	09049	Not Active
09006	Not Active	09028	B-B1-C-D-U	09050	B-B1-C-D-U
09007	B-B1-C-D-U	09029	Not Active	09051	Not Active
09008	Not Active	09030	Not Active	09052	Not Active
09009	B-B1-C-D-U	09031	B-B1-C-D-U	09053	B-B1-C-D-U
09010	Not Active	09032	Not Active	09054	B-B1-C-D-U
09011	Not Active	09033	B-B1-C-D-U	09055	Not Active
09012	B-B1-C-D-U	09034	B-B1-C-D-U	09056	B-B1-C-D-U
09013	B-B1-C-D-U-Z1	09035	Not Active	09057	Not Active
09014	B-B1-C-D-U	09036	B-B1-C-D-U	09058	B-B1-C-D-U
09015	Not Active	09037	Not Active	09059	B-B1-C-D-U
09016	Not Active	09038	Not Active	09060	B-B1-C-D-U
09017	Not Active	09039	Not Active	09061	Not Active
09018	Not Active	09040	Not Active	09062	Not Active
09019	Not Active	09041	Not Active	09063	B-B1-C-D-L-U
09020	Not Active	09042	B-B1-C-D-U	09064	Not Active
09021	B-B1-C-D-U	09043	Not Active	09065	Not Active
09022	Not Active	09044	Not Active	09066	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09067	B-B1-C-D-U	09116	Not Active	09165	B-B1-C-D-U
09068	Not Active	09117	Not Active	09166	B-B1-C-D-U
09069	B-B1-C-D-U	09118	Not Active	09167	Not Active
09070	Not Active	09119	Not Active	09168	Not Active
09071	Not Active	09120	Not Active	09169	B-B1-C-D-U
09072	Not Active	09121	Not Active	09170	Not Active
09073	Not Active	09122	Not Active	09171	Not Active
09074	B-B1-C-D-U	09123	B-B1-C-D-U	09172	B-B1-C-D-U
09075	Not Active	09124	Not Active	09173	B-B1-C-D-U
09076	B-B1-C-D-U	09125	Not Active	09174	Not Active
09077	Not Active	09126	B-B1-C-D	09175	B-B1-C-D-U
09078	Not Active	09127	Not Active	09176	Not Active
09079	Not Active	09128	B-B1-C-D-U	09177	B-B1-C-D-U
09080	B-B1-C-D-U	09129	Not Active	09178	Not Active
09081	B-B1-C-D-U	09130	Not Active	09179	Not Active
09082	Not Active	09131	B-B1-C-D-U	09180	B-B1-C-D-U
09083	Not Active	09132	Not Active	09181	Not Active
09084	Not Active	09133	Not Active	09182	B-B1-C-D-U
09085	Not Active	09134	Not Active	09183	B-B1-C-D-U
09086	B-B1-C-D-U	09135	Not Active	09184	Not Active
09087	Not Active	09136	B-B1-C-D	09185	B-B1-C-D-U
09088	Not Active	09137	B-B1-C-D-U	09186	B-B1-C-D-U
09089	B-B1-C-D-U	09138	B-B1-C-D-U	09187	Not Active
09090	B-B1-C-D-U	09139	B-B1-C-D	09188	Not Active
09091	Not Active	09140	B-B1-C-D-U	09189	Not Active
09092	Not Active	09141	Not Active	09190	Not Active
09093	Not Active	09142	B-B1-C-D-U	09191	Not Active
09094	B-B1-C-D	09143	B-B1-C-D-U	09192	Not Active
09095	B-B1-C-D-U	09144	Not Active	09193	Not Active
09096	B-B1-C-D-U	09145	Not Active	09194	Not Active
09097	Not Active	09146	Not Active	09195	Not Active
09098	B-B1-C-D-U	09147	Not Active	09196	Not Active
09099	B-B1-C-D-U	09148	Not Active	09197	Not Active
09100	B-B1-C-D-U	09149	Not Active	09198	Not Active
09101	Not Active	09150	Not Active	09199	Not Active
09102	B-B1-C-D-U	09151	Not Active	09200	Not Active
09103	B-B1-D-U	09152	Not Active	09201	Not Active
09104	B-B1-C-D-U	09153	Not Active	09202	Not Active
09105	Not Active	09154	B-B1-C-D-U	09203	Not Active
09106	Not Active	09155	Not Active	09204	Not Active
09107	B-B1-C-D-U	09156	Not Active	09205	Not Active
09108	Not Active	09157	Not Active	09206	Not Active
09109	Not Active	09158	Not Active	09207	Not Active
09110	B-B1-C-D-U	09159	Not Active	09208	Not Active
09111	B-B1-C-D-U	09160	Not Active	09209	Not Active
09112	B-B1-C-D-U	09161	Not Active	09210	Not Active
09113	Not Active	09162	Not Active	09211	B-B1-C-D-U
09114	B-B1-C-D-U	09163	Not Active	09212	B-B1-C-D-U
09115	Not Active	09164	Not Active	09213	B-B1-C-D-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09214	B-B1-C-D-U	09352	Not Active	09400	Not Active
09215	Not Active	09353	Not Active	09401	Not Active
09216	Not Active	09354	Not Active	09402	Not Active
09217	Not Active	09355	Not Active	09403	Not Active
09218	Not Active	09356	Not Active	09404	Not Active
09219	Not Active	09357	Not Active	09405	Not Active
		09358	Not Active	09406	Not Active
		09359	Not Active	09407	Not Active
09315	B-B1-C-F	09360	Not Active	09408	Not Active
09316	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09361	Not Active	09409	B-B1-C-C1-U
09317	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09362	Not Active	09410	Not Active
09318	Not Active	09363	Not Active	09411	Not Active
09319	Not Active	09364	Not Active	09412	Not Active
09320	Not Active	09365	Not Active	09413	Not Active
09321	Not Active	09366	Not Active	09414	Not Active
09322	Not Active	09367	Not Active	09415	Not Active
09323	Not Active	09368	Not Active	09416	Not Active
09324	Not Active	09369	Not Active	09417	Not Active
09325	Not Active	09370	Not Active	09418	Not Active
09326	Not Active	09371	Not Active	09419	Not Active
09327	Not Active	09372	Not Active	09420	Not Active
09328	Not Active	09373	Not Active	09421	B-B1-C-C1-U
09329	Not Active	09374	Not Active	09422	Not Active
09330	Not Active	09375	Not Active	09423	Not Active
09331	Not Active	09376	Not Active	09424	Not Active
09332	Not Active	09377	Not Active	09425	Not Active
09333	Not Active	09378	Not Active	09426	Not Active
09334	Not Active	09379	Not Active	09427	Not Active
09335	Not Active	09380	Not Active	09428	Not Active
09336	Not Active	09381	Not Active	09429	Not Active
09337	Not Active	09382	Not Active	09430	Not Active
09338	Not Active	09383	Not Active	09431	Not Active
09339	Not Active	09384	Not Active	09432	Not Active
09340	A-B-B1-C1-F-R	09385	Not Active	09433	Not Active
09341	Not Active	09386	Not Active	09434	Not Active
09342	Not Active	09387	Not Active	09435	Not Active
09343	Not Active	09388	Not Active	09436	Not Active
09344	A-B-B1-C1-D-F-R-N-X-Y-Z1	09389	Not Active	09437	Not Active
09345	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09390	Not Active	09438	Not Active
09346	Not Active	09391	Not Active	09439	Not Active
09347	Not Active	09392	Not Active	09440	Not Active
09348	Not Active	09393	Not Active	09441	Not Active
09349	Not Active	09394	Not Active	09442	Not Active
09350	A-B-B1-C1-E2-F-H1-M-R-R1-Z1	09395	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09443	Not Active
09351	A-B-B1-C1-E2-F-H1-I-M-N-R-R1-X-Z-Z1	09396	A-B-B1-F	09444	Not Active
		09397	Not Active	09445	Not Active
		09398	Not Active	09446	Not Active
		09399	Not Active	09447	B-B1-C-C1-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09448	Not Active	09497	Not Active	09546	Not Active
09449	Not Active	09498	B-B1-C-C1-U	09547	Not Active
09450	Not Active	09499	B-B1-C-C1-U	09548	Not Active
09451	Not Active	09500	Not Active	09549	B
09452	Not Active	09501	B	09550	B
09453	Not Active	09502	B	09551	Not Active
09454	B-B1-C-C1-U	09503	B	09552	Not Active
09455	Not Active	09504	B	09553	Not Active
09456	B-B1-C-C1-U	09505	B	09554	B-B1
09457	Not Active	09506	B	09555	Not Active
09458	Not Active	09507	B	09556	B
09459	B-B1-C-C1-U	09508	B	09557	B
09460	Not Active	09509	B	09558	Not Active
09461	B-B1-C-C1-U	09510	B	09559	Not Active
09462	Not Active	09511	B	09560	Not Active
09463	B-B1-C-C1-U	09512	Not Active	09561	Not Active
09464	B-B1-C-C1-U	09513	Not Active	09562	Not Active
09465	Not Active	09514	Not Active	09563	Not Active
09466	Not Active	09515	Not Active	09564	B
09467	Not Active	09516	Not Active	09565	B
09468	B-B1-C-C1-U	09517	B	09566	B
09469	B-B1-C-C1-U	09518	Not Active	09567	B
09470	B-B1-C-C1-U	09519	Not Active	09568	B
09471	Not Active	09520	Not Active	09569	B
09472	Not Active	09521	B	09570	B
09473	Not Active	09522	Not Active	09571	Not Active
09474	Not Active	09523	Not Active	09572	Not Active
09475	Not Active	09524	B	09573	B
09476	Not Active	09525	Not Active	09574	B
09477	Not Active	09526	Not Active	09575	B
09478	Not Active	09527	Not Active	09576	B
09479	Not Active	09528	Not Active	09577	B
09480	Not Active	09529	Not Active	09578	B
09481	Not Active	09530	Not Active	09579	B
09482	Not Active	09531	Not Active	09580	Not Active
09483	Not Active	09532	B	09581	B
09484	Not Active	09533	Not Active	09582	B
09485	Not Active	09534	B	09583	Not Active
09486	Not Active	09535	Not Active	09584	Not Active
09487	Not Active	09536	Not Active	09585	Not Active
09488	Not Active	09537	Not Active	09586	B
09489	Not Active	09538	Not Active	09587	B
09490	Not Active	09539	Not Active	09588	B
09491	Not Active	09540	Not Active	09589	B-B1
09492	Not Active	09541	Not Active	09590	B
09493	Not Active	09542	Not Active	09591	B
09494	B-B1-C-C1-U	09543	B	09592	Not Active
09495	Not Active	09544	Not Active	09593	B
09496	B-B1-C-C1-U	09545	B	09594	B

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09595	B	09644	B-B1-U	09693	Not Active
09596	B	09645	B,U	09694	Not Active
09597	Not Active	09646	Not Active	09695	Not Active
09598	Not Active	09647	B-B1-N-U	09696	Not Active
09599	B	09648	Not Active	09697	Not Active
09600	Not Active	09649	B-B1-U	09698	Not Active
09601	B-B1-C-F-F1-U	09650	Not Active	09699	Not Active
09602	Not Active	09651	Not Active	09700	Not Active
09603	B-B1-C-F-F1-U	09652	Not Active	09701	Not Active
09604	B-B1-C-F-F1-U	09653	Not Active	09702	Not Active
09605	Not Active	09654	Not Active	09703	B-B1-C-F1
09606	Not Active	09655	Not Active	09704	B-B1-C-D
09607	Not Active	09656	Not Active	09705	B-B1-U
09608	Not Active	09657	Not Active	09706	B-B1-C-U
09609	B-B1-C-F-U	09658	Not Active	09707	B-B1-C-N-U
09610	B-B1-C-F-U	09659	Not Active	09708	B-B1
09611	Not Active	09660	Not Active	09709	B-B1-F1
09612	B-B1-C-F-U	09661	Not Active	09710	B-B1-C-C1-F1-M-R-R1-U
09613	B-B1-C-F-U	09662	Not Active	09711	B-B1-F1-Z1
09614	Not Active	09663	Not Active	09712	Not Active
09615	Not Active	09664	Not Active	09713	B-B1-C-F1
09616	Not Active	09665	Not Active	09714	B-B1-C-C1-F1-M-R-R1-U
09617	B-B1-C-F-U	09666	Not Active	09715	B-B1-F1
09618	B-B1-C-F-U	09667	Not Active	09716	B-B1-C-D-N-U
09619	B-B1-C-F-U	09668	Not Active	09717	B-B1-M-W
09620	B-B1-C-F-U	09669	Not Active	09718	B-B1-F-I-N-U
09621	B-B1-C-F-U	09670	Not Active	09719	Not Active
09622	B-B1-C-F-U	09671	Not Active	09720	B-B1-U
09623	B-B1-C-F-U	09672	Not Active	09721	B-B1-N-U-Z1
09624	B-B1-C-F-U	09673	Not Active	09722	B-B1-C-D-N-U
09625	B-B1-C-F-U	09674	Not Active	09723	B-B1-N-U-Z1
09626	B-B1-C-F-U	09675	Not Active	09724	B-B1-C-C1-F1-M-R-R1-U
09627	B-B1-C-F-U	09676	Not Active	09725	B-C
09628	B-B1-C-F-F1-U	09677	Not Active	09726	B-B1-N-U
09629	Not Active	09678	Not Active	09727	Not Active
09630	B-B1-C-F-U	09679	Not Active	09728	B-C
09631	B-B1-C-F-U	09680	Not Active	09729	Not Active
09632	Not Active	09681	Not Active	09730	Not Active
09633	Not Active	09682	Not Active	09731	Not Active
09634	Not Active	09683	Not Active	09732	B-B1-N-Z1
09635	Not Active	09684	Not Active	09733	B-B1-I
09636	B-B1-C-F-U	09685	Not Active	09734	Not Active
09637	Not Active	09686	Not Active	09735	B-B1-N-Z1
09638	B-B1-C-E2-F-U	09687	Not Active	09736	Not Active
09639	Not Active	09688	Not Active	09737	Not Active
09640	Not Active	09689	Not Active	09738	Not Active
09641	Not Active	09690	Not Active	09739	Not Active
09642	B-B1-N-U	09691	Not Active	09740	Not Active
09643	B-B1-U	09692	Not Active	09741	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09742	Not Active	09791	A-B-B1-C1-E1-F-M-R	09836	A-B-B1-C-F-M-Z1
09743	Not Active	09792	B-B1-C-F-U	09837	B-B1-Z1
09744	Not Active	09793	A-B-B1-F-R	09838	B-B1-Z1
09745	Not Active	09794	Not Active	09839	A-B-B1-U-Z1
09746	Not Active	09795	Not Active	09840	Not Active
09747	Not Active	09796	Not Active	09841	A-B-B1-U-Z1
09748	Not Active	09797	B-B1-C-D-P	09842	A-B-B1-Z1
09749	Not Active	09798	Not Active	09843	Not Active
09750	Not Active	09799	Not Active	09844	A-B-B1-U-Z1
09751	Not Active	09800	Not Active	09845	Not Active
09752	Not Active	09801	Not Active	09846	Not Active
09753	Not Active	09802	Not Active	09847	Not Active
09754	Not Active	09803	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09848	Not Active
09755	Not Active			09849	Not Active
09756	Not Active	09804	Not Active	09850	Not Active
09757	Not Active	09805	Not Active	09851	Not Active
09758	Not Active	09806	Not Active	09852	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09759	Not Active	09807	Not Active		
09760	Not Active	09808	Not Active	09853	B-B1-E2-F-H1-R-R1-U2-Z1
09761	Not Active	09809	Not Active	09854	B-B1-E2-F-H1-N-R-R1-U2-Z1
09762	Not Active	09810	Not Active		
09763	Not Active	09811	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09855	B-B1-E2-F-H1-R-R1-U2-Z1
09764	Not Active			09856	Not Active
09765	Not Active	09812	B-B1-E2-E3-F-F1-I-N-R-U-Z1	09857	Not Active
09766	Not Active			09858	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09767	Not Active	09813	Not Active		
09768	Not Active	09814	B-B1-E2-E3-F-F1-I-N-R-U-Z1	09859	Not Active
09769	Not Active			09860	Not Active
09770	Not Active	09815	Not Active	09861	Not Active
09771	Not Active	09816	Not Active	09862	Not Active
09772	Not Active	09817	Not Active	09863	Not Active
09773	Not Active	09818	Not Active	09864	Not Active
09774	Not Active	09819	A-B-F-P-Z1	09865	A-B-B1-Z1
09775	Not Active	09820	Not Active	09866	Not Active
09776	Not Active	09821	A-B-F-Z1	09867	A-B-B1-F-R-R1-Z1
09777	A-B-B1-C-E1-N	09822	A-B-F-Z1	09868	A-B-B1-U-Z1
09778	Not Active	09823	A-B-F-Z1	09869	Not Active
09779	A-B-B1-F-R	09824	A-B-F-Z1	09870	Not Active
09780	A-B-B1-F-R	09825	Not Active	09871	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09781	Not Active	09826	B-B1-E2-E3-F-H1-R-R1-U1-Z1		
09782	Not Active			09872	Not Active
09783	Not Active	09827	A-B-F-Z1	09873	Not Active
09784	Not Active	09828	B-N-Z1	09874	Not Active
09785	Not Active	09829	Not Active	09875	Not Active
09786	Not Active	09830	B-B1-C-Z1	09876	B-B1-E2-F-H1-R-R1-U2-Z1
09787	Not Active	09831	B-B1-F-N-U-Z1	09877	Not Active
09788	A-B-B1-F-R	09832	B-B1-U1-Z1	09878	Not Active
09789	A-B-B1-F-R	09833	B-B1-U1-Z1	09879	Not Active
09790	A-B-B1-C1-F-R	09834	B-B1-Z1	09880	B-B1-E2-F-H1-R-R1-U2-Z1
		09835	A-B-B1-Z1		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09881	Not Active	09929	Not Active	09978	Not Active
09882	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09930	Not Active	09979	Not Active
09883	Not Active	09931	Not Active	09980	Not Active
09884	Not Active	09932	Not Active	09981	Not Active
09885	Not Active	09933	Not Active	09982	Not Active
09886	Not Active	09934	Not Active	09983	Not Active
09887	Not Active	09935	Not Active	09984	Not Active
09888	B-B1-E2-F-H1-R-R1-U2-Z1	09936	Not Active	09985	Not Active
09889	B-B1-E2-F-H1-R-R1-U2-Z1	09937	Not Active	09986	Not Active
09890	B-B1-E2-F-H1-R-R1-U2-Z1	09938	Not Active	09987	Not Active
09891	Not Active	09939	Not Active	09988	Not Active
09892	A-B-B1-F-N-R-R1-Z1	09940	Not Active	09989	Not Active
09893	Not Active	09941	Not Active	09990	Not Active
09894	Not Active	09942	Not Active	09991	Not Active
09895	Not Active	09943	Not Active	09992	Not Active
09896	Not Active	09944	Not Active	09993	Not Active
09897	Not Active	09945	Not Active	09994	Not Active
09898	B-B1-E2-F-H1-I-R-R1-U2-Z1	09946	Not Active	09995	Not Active
09899	B-F-N-Z1	09947	Not Active	09996	Not Active
09900	Not Active	09948	Not Active	09997	Not Active
09901	Not Active	09949	Not Active	09998	Not Active
09902	Not Active	09950	Not Active	09999	Not Active
09903	Not Active	09951	Not Active	34000	Not Active
09904	Not Active	09952	Not Active	34001	Not Active
09905	Not Active	09953	Not Active	34002	B-B1-N-U-Z1
09906	Not Active	09954	Not Active	34003	Not Active
09907	Not Active	09955	Not Active	34004	Not Active
09908	Not Active	09956	Not Active	34005	Not Active
09909	Not Active	09957	Not Active	34006	Not Active
09910	Not Active	09958	Not Active	34007	Not Active
09911	Not Active	09959	Not Active	34008	Not Active
09912	Not Active	09960	Not Active	34009	Not Active
09913	Not Active	09961	Not Active	34010	Not Active
09914	Not Active	09962	Not Active	34011	Not Active
09915	Not Active	09963	Not Active	34012	Not Active
09916	Not Active	09964	Not Active	34013	Not Active
09917	Not Active	09965	Not Active	34014	Not Active
09918	Not Active	09966	Not Active	34015	Not Active
09919	Not Active	09967	Not Active	34016	Not Active
09920	Not Active	09968	Not Active	34017	Not Active
09921	Not Active	09969	Not Active	34018	Not Active
09922	Not Active	09970	Not Active	34019	Not Active
09923	Not Active	09971	Not Active	34020	B-B1-M-N-Z1
09924	Not Active	09972	Not Active	34021	B-M-N-Z1
09925	Not Active	09973	Not Active	34022	B-B1-D-F-M-N-Z1
09926	Not Active	09974	Not Active	34023	B-B1-M-N-Z1
09927	Not Active	09975	Not Active	34024	B-B1-M-N-Z1
09928	Not Active	09976	Not Active	34025	B-B1-F-N-U-Z1
		09977	Not Active	34026	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
34027	Not Active	34076	B-B1-F1-N-Z1	96225	Not Active
34028	Not Active	34077	Not Active	96226	Not Active
34029	Not Active	34078	B-B1-F1-N-Z1	96227	Not Active
34030	B-B1-M-N-Z1	34079	B-B1-F1-N-Z1	96228	Not Active
34031	B-B1-M-N-Z1	34080	Not Active	96229	Not Active
34032	B-M-N-Z1	34081	Not Active	96230	Not Active
34033	B-C-F-M-N-Z1	34082	Not Active	96231	Not Active
34034	B-B1-M-N-Z1	34083	Not Active	96232	Not Active
34035	B-B1-H-M-N-Z1	34084	Not Active	96233	Not Active
34036	B-M-N-Z1	34085	Not Active	96234	Not Active
34037	B-B1-C-F-H-I-M-N-Z1	34086	Not Active	96235	Not Active
34038	B-B1-M-N-Z1	34087	Not Active	96236	Not Active
34039	B-N-Z1	34088	Not Active	96237	Not Active
34040	B-Z1	34089	Not Active	96238	Not Active
34041	B-B1-M-N-U-Z1	34090	B	96239	Not Active
34042	B-B1-D-F-M-N-Z1	34091	B	96240	Not Active
34043	Not Active	34092	B	96241	Not Active
34044	Not Active	34093	B	96242	Not Active
34045	Not Active	34094	Not Active	96243	Not Active
34046	Not Active	34095	B	96244	Not Active
34047	Not Active	34096	Not Active	96245	Not Active
34048	Not Active	34097	Not Active	96246	Not Active
34049	Not Active	34098	B	96247	Not Active
34050	B	34099	B	96248	Not Active
34051	B-Z1	96200	Not Active	96249	Not Active
34052	Not Active	96201	A-B	96250	Not Active
34053	B-Z1	96202	A-B1-U	96251	A-B-B1-U
34054	Not Active	96203	A-B	96252	Not Active
34055	B-N-Z1	96204	A-B-B1	96253	Not Active
34056	Not Active	96205	A-B-B1-U	96254	Not Active
34057	Not Active	96206	A-B-B1-U	96255	Not Active
34058	B-B1-Z1	96207	A-B-B1	96256	Not Active
34059	Not Active	96208	A-B-B1-U	96257	A-B-B1-U
34060	Not Active	96209	Not Active	96258	A-B-B1-U
34061	Not Active	96210	Not Active	96259	A-B-B1-U
34062	Not Active	96211	Not Active	96260	A-B-B1-U
34063	Not Active	96212	A-B-B1-U	96261	Not Active
34064	Not Active	96213	A-B-B1-U	96262	A-B-B1-U
34065	Not Active	96214	A-B-B1-U	96263	Not Active
34066	Not Active	96215	A-B-B1-U	96264	A-B-B1-U
34067	Not Active	96216	Not Active	96265	Not Active
34068	Not Active	96217	A-B-B1-U	96266	A-B-B1-U
34069	Not Active	96218	A-B-B1-U	96267	A-B-B1-U
34070	Not Active	96219	A-B-B1-U	96268	Not Active
34071	B-I-M-N-Z	96220	A-B-B1-U	96269	A-B-B1-U
34072	Not Active	96221	A-B-B1-U	96270	Not Active
34073	Not Active	96222	Not Active	96271	A-B-B1-U
34074	Not Active	96223	Not Active	96272	Not Active
34075	Not Active	96224	A-B-B1-U	96273	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96274	Not Active	96323	B-B1-M-W	96372	B-B1-M-W
96275	A-B-B1	96324	Not Active	96373	B-B1-M-W
96276	A-B-B1	96325	Not Active	96374	B-B1-M-W
96277	Not Active	96326	B-B1-M-W	96375	B-B1-M-W
96278	A-B-B1-U	96327	Not Active	96376	B-B1-M-W
96279	Not Active	96328	B-B1-M-W	96377	B-B1-M-W
96280	Not Active	96329	Not Active	96378	B-B1-M-W
96281	Not Active	96330	B-B1-M-W	96379	B-B1-M-W
96282	Not Active	96331	Not Active	96380	Not Active
96283	A-B-B1-U	96332	Not Active	96381	Not Active
96284	A-B-B1-U	96333	Not Active	96382	Not Active
96285	Not Active	96334	Not Active	96383	Not Active
96286	Not Active	96335	Not Active	96384	B-B1-M-W
96287	Not Active	96336	B-B1-M-W	96385	Not Active
96288	Not Active	96337	B-B1-M-W	96386	B-B1-M-W
96289	Not Active	96338	B-B1-M-W	96387	B-B1-M-W
96290	Not Active	96339	B-B1-M-W	96388	B-B1-M-W
96291	Not Active	96340	Not Active	96389	Not Active
96292	Not Active	96341	Not Active	96390	Not Active
96293	Not Active	96342	Not Active	96391	Not Active
96294	Not Active	96343	B-B1-M-W	96392	Not Active
96295	Not Active	96344	Not Active	96393	Not Active
96296	Not Active	96345	Not Active	96394	Not Active
96297	A-B-B1-U	96346	Not Active	96395	Not Active
96298	Not Active	96347	B-B1-F-F1-F2-M-W	96396	Not Active
96299	Not Active	96348	B-B1-F-F1-F2-M-W	96397	Not Active
96300	Not Active	96349	B-B1-F-F1-F2-M-W	96398	Not Active
96301	Not Active	96350	B-B1-F-F1-F2-M-W	96399	Not Active
96302	Not Active	96351	B-B1-F-F1-F2-M-W	96400	Not Active
96303	Not Active	96352	Not Active	96401	Not Active
96304	Not Active	96353	Not Active	96402	Not Active
96305	Not Active	96354	Not Active	96403	A-B-B1-M-N-U
96306	B-B1-F-F1-F2-M-W	96355	Not Active	96404	Not Active
96307	Not Active	96356	Not Active	96405	Not Active
96308	Not Active	96357	Not Active	96406	Not Active
96309	B-B1-M-W	96358	Not Active	96407	Not Active
96310	B-B1-M-W	96359	Not Active	96408	Not Active
96311	B-B1-M-W	96360	Not Active	96409	Not Active
96312	Not Active	96361	Not Active	96410	Not Active
96313	B-B1-F-F1-F2-M-W	96362	B-B1-F-F1-F2-M-W	96411	Not Active
96314	Not Active	96363	Not Active	96412	Not Active
96315	Not Active	96364	B-B1-L-M-W	96413	Not Active
96316	Not Active	96365	B-B1-M-W	96414	Not Active
96317	Not Active	96366	Not Active	96415	Not Active
96318	Not Active	96367	B-B1-L-M-W	96416	Not Active
96319	B-B1-M-W	96368	B-B1-M-W	96417	Not Active
96320	Not Active	96369	Not Active	96418	Not Active
96321	B-B1-F-F1-F2-M-W	96370	B-B1-F-F1-F2-M-W	96419	Not Active
96322	B-B1-F-F1-F2-M-W	96371	Not Active	96420	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96421	Not Active	96470	Not Active	96519	Not Active
96422	Not Active	96471	Not Active	96520	B-F-U3
96423	Not Active	96472	Not Active	96521	B-F-N
96424	Not Active	96473	Not Active	96522	B-F-N-U
96425	Not Active	96474	Not Active	96523	Not Active
96426	Not Active	96475	Not Active	96524	Not Active
96427	Not Active	96476	Not Active	96525	Not Active
96428	Not Active	96477	Not Active	96526	Not Active
96429	Not Active	96478	Not Active	96527	Not Active
96430	Not Active	96479	Not Active	96528	Not Active
96431	Not Active	96480	Not Active	96529	Not Active
96432	Not Active	96481	Not Active	96530	A-B-B1-H-M-N-U
96433	Not Active	96482	Not Active	96531	B-B1-H-M-U
96434	Not Active	96483	Not Active	96532	Not Active
96435	Not Active	96484	Not Active	96533	Not Active
96436	Not Active	96485	Not Active	96534	A-B-F
96437	Not Active	96486	Not Active	96535	A-B-B1-F
96438	Not Active	96487	Not Active	96536	B-B1
96439	Not Active	96488	Not Active	96537	B-B1
96440	Not Active	96489	Not Active	96538	B-B1
96441	Not Active	96490	B-B1	96539	Not Active
96442	Not Active	96491	Not Active	96540	B-B1
96443	Not Active	96492	Not Active	96541	B-B1
96444	Not Active	96493	Not Active	96542	B-B1
96445	Not Active	96494	Not Active	96543	B-B1-P
96446	Not Active	96495	Not Active	96544	Not Active
96447	Not Active	96496	Not Active	96545	A-B-B1-H-I-M-N-U
96448	Not Active	96497	Not Active	96546	B-F-U3
96449	Not Active	96498	Not Active	96547	Not Active
96450	Not Active	96499	Not Active	96548	A-B-B1-H-M-U
96451	Not Active	96500	Not Active	96549	A-B-B1-H-M-U
96452	Not Active	96501	Not Active	96550	Not Active
96453	Not Active	96502	Not Active	96551	A-B-B1-H-M-U
96454	Not Active	96503	Not Active	96552	Not Active
96455	Not Active	96504	Not Active	96553	A-B-B1-H-M-N-U
96456	Not Active	96505	Not Active	96554	A-B-B1-H-M-U
96457	Not Active	96506	Not Active	96555	B-B1-F-M
96458	Not Active	96507	A-B-F	96556	Not Active
96459	Not Active	96508	Not Active	96557	B-B1-F-M
96460	Not Active	96509	Not Active	96558	Not Active
96461	Not Active	96510	Not Active	96559	Not Active
96462	Not Active	96511	B-B1-I-N	96560	Not Active
96463	Not Active	96512	Not Active	96561	Not Active
96464	Not Active	96513	Not Active	96562	Not Active
96465	Not Active	96514	Not Active	96563	Not Active
96466	Not Active	96515	B-B1-F	96564	Not Active
96467	Not Active	96516	Not Active	96565	Not Active
96468	Not Active	96517	B-B1-F-U3	96566	Not Active
96469	Not Active	96518	B-B1	96567	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96568	Not Active	96613	B-B1-C1-E2-F-H1-I-R1-U2-Z1	96656	Not Active
96569	Not Active			96657	B
96570	Not Active	96614	B-B1-C1-E2-F-H1-I-R1-U2-Z1	96658	Not Active
96571	Not Active			96659	Not Active
96572	Not Active	96615	B	96660	B
96573	Not Active	96616	Not Active	96661	B
96574	Not Active	96617	B	96662	B
96575	Not Active	96618	Not Active	96663	B
96576	Not Active	96619	Not Active	96664	B
96577	Not Active	96620	Not Active	96665	B
96578	Not Active	96621	B	96666	B
96579	Not Active	96622	B	96667	B
96580	A-B-B1-H-I-M-N-U	96623	B	96668	B
96581	Not Active	96624	B	96669	B
96582	Not Active	96625	Not Active	96670	B
96583	Not Active	96626	Not Active	96671	B
96584	Not Active	96627	Not Active	96672	B
96585	Not Active	96628	B	96673	B
96586	Not Active	96629	B	96674	B
96587	Not Active	96630	Not Active	96675	B
96588	Not Active	96631	Not Active	96676	B
96589	Not Active	96632	Not Active	96677	B
96590	Not Active	96633	Not Active	96678	B
96591	Not Active	96634	B	96679	B
96592	Not Active	96635	B	96680	Not Active
96593	Not Active	96636	Not Active	96681	B
96594	A-B-B1-H-I-M-N-U	96637	Not Active	96682	B
96595	B-B1	96638	Not Active	96683	B
96596	A-B-B1-H-I-M-N-U	96639	Not Active	96684	B
96597	A-B-B1-H-I-M-N-U	96640	Not Active	96685	Not Active
96598	B-B1	96641	Not Active	96686	B
96599	B-B1	96642	Not Active	96687	B
96600	Not Active	96643	B	96688	Not Active
96601	B	96644	Not Active	96689	Not Active
96602	B	96645	Not Active	96690	Not Active
96603	B	96646	Not Active	96691	Not Active
96604	B	96647	Not Active	96692	Not Active
96605	B-O	96648	Not Active	96693	Not Active
96606	B	96649	Not Active	96694	Not Active
96607	B	96650	Not Active	96695	Not Active
96608	B	96651	Not Active	96696	Not Active
96609	B	96652	Not Active	96697	Not Active
96610	B	96653	Not Active	96698	B
96611	B	96654	Not Active	96699	Not Active
96612	B	96655	Not Active		

RESTRICTIONS

LEGEND

Form 2976, *Customs - CN 22 (Old C 1) and Sender's Declaration* (green label)

Form 2976-A, *Customs Declaration and Dispatch Note*

AAFES	= Army and Air Force Exchange Service
APO	= Army/Air Force Post Office
Box R	= Retired military personnel
FPO	= Fleet Post Office
DMM	= <i>Domestic Mail Manual</i>
MOM	= Military Ordinary Mail
MPO	= Military Post Office
PAL	= Parcel Airlift
PSC	= Postal Service Center
SAM	= Space Available Mail
USDA	= United States Department of Agriculture

Note: Mail order catalogs are prohibited as SAM or PAL mail.

A. Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction.

B. Form 2976-A is required for all mail weighing 16 ounces or more, with exceptions noted below. In addition, mailers must properly complete required customs documentation when mailing any potentially dutiable mail addressed to an APO or FPO regardless of weight. The following are exceptions to the requirement for customs documentation on non-dutiable mail that weighs 16 ounces or more:

- Known mailers are exempt from providing customs documentation on non-dutiable letters, and printed matter weighing 16 ounces or more. (A known mailer is anyone who legally applies a permit imprint to a mailpiece. Mail with meter postage is not considered to be from a known mailer.)
- All federal, state, and local government agencies are exempt from providing customs documentation on mail addressed to an APO or FPO, except for those APOs/FPOs to which restriction B2 applies.
- Prepaid mail from military contractors is exempt, providing the mailpiece is endorsed "Contents for Official Use — Exempt from Customs Requirements."

B1. Form 2976 or 2976-A is required. Articles are liable for customs duty and/or purchase tax unless they are bona fide gifts intended for use by military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer must endorse the customs form, "Certified to be a bona fide gift, personal effects, or items for personal use of military personnel and dependents," under the heading, Description of Contents. **Exceptions:** All other exceptions listed in restriction B above are applicable to this restriction.

B2. All federal, state, and local government agencies must complete customs documentation when sending mail addressed to or from this APO or FPO weighing 16 ounces or more.

C. Cigarettes and other tobacco products are prohibited.

C1. Obscene articles, prints, paintings, cards, films, videotapes, etc., and horror comics and matrices are prohibited.

D. Coffee is prohibited.

E1. Medicines or vaccines not conforming to French laws are prohibited.

E2. Any matter containing religious materials contrary to Islamic faith or depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited.

E3. Radio transceivers, cordless telephones, global positioning systems, scanners, base stations, and hand-held transmitters are prohibited.

F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM C024.1.1C. This restriction does not apply to firearms mailed to or by official U.S. government agencies.

F1. Privately owned weapons addressed to an individual are prohibited in any class of mail.

F2. Importation of firearms is restricted to one shotgun and one single shot .22 caliber rifle per individual.

G. Only First-Class letters, Periodicals, and Standard Mail (A) are authorized.

H. Meats, including preserved meats, whether hermetically sealed or not, are prohibited.

H1. Pork or pork by-products are prohibited.

I. Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:

Length	72" length and girth combined
42"	24" girth
over 42" to 44"	20" girth
over 44" to 46"	16" girth
over 46" to 48"	
Maximum length 48"	

This restriction does not apply to registered mail and official government mail marked MOM.

I1. This restriction does not apply to registered mail.

I2. This restriction does not apply to official government mail marked MOM.

J. Parcels may not exceed 108 inches in length and girth combined.

K. Mail that includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines, and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail section. This restriction does not apply if the address does not include the words "Dependent Mail Section."

L. All official mail is prohibited.

M. Fruits, animals, and living plants are prohibited.

N. Registered mail is prohibited.

O. Personal mail addressed to vessels using this number is limited to unregistered First-Class Mail and certified mail. Other classes of mail are prohibited.

P. APO is used for the receipt and dispatch of official mail only.

Q. Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.

R. All alcoholic beverages, including those available under DMM C021, are prohibited.

R1. Materials used in the production of alcoholic beverages (i.e., distilling material, hops, malts, yeast, etc.) are prohibited.

T. Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.

U. Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."

U1. Mail is limited to First-Class Mail weighing 13 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Videotapes are prohibited when addressed to Box R, regardless of weight.

U2. Mail is limited to First-Class letters only when addressed to Box R.

U3. Mail is limited to First-Class correspondence (including voice and video cassettes), newspapers, magazines, photographs, not exceeding 16 ounces, when addressed to Box R.

W. Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.

X. Personal mail is limited to First-Class Mail (to include audio cassettes and voice tapes) weighing 13 ounces or less. This limitation does not apply to official mail.

Y. Mail is limited to First-Class and Priority Mail only. All Periodicals, Standard Mail (A), and Standard Mail (B) (including SAM and PAL) are not authorized. This restriction also applies to official mail.

Z. No outside pieces (OSPs).

Z1. The Anti-Pilferage Seal (Item No O818-A) is required on all pouches and sacks.

Finance

NOTICE 21

13-Period Year Calendar — 2002–2003

Notice 21, *13-Period Year Calendar — 2002–2003*, is printed on page 84. It is also available on the Postal Service Intranet at <http://blue.usps.gov>; select *Information*, then *Policies & Procedures*, then *Notices*.

— *National Accounting, Finance, 11-29-01*

U.S. POSTAL SERVICE																						
13-Period Year Calendar - 2002-2003																						
POSTAL FY 2002 September 8, 2001 - September 6, 2002							POSTAL FY 2003 September 7, 2002 - September 5, 2003															
PP	S	S	M	T	W	T	F	Month	Wk	Qtr	AP	Holidays	Month	PP	S	S	M	T	W	T	F	
	09/08						14	SEP	1					SEP	09/07							13
20	15						21		2					20	14							20
	22						28		3	I	1			21	21							27
21	29						5		4					21	28							4
	6		8				12	OCT	5			Columbus Day	OCT		5							11
22	13						19		6					22	12		14					18
	20						26		7	I	2			23	19							25
23	27						2		8					23	26							1
	3						9	NOV	9			Veterans Day	NOV		2							8
24	10		11				16		10			Thanksgiving Day		24	9		11					15
	17					22	23		11	I	3			25	16							22
25	24						30		12					25	23					26		29
	1						7	DEC	13			Christmas Day	DEC		30							6
26	8						14		14			New Year's Day		26	7							13
	15						21		15	II	4				14							20
1	22			25			28		16					1	21			25				27
	29			1			4	JAN	17						28			1				3
2	5						11		18			Martin Luther King Jr's Birthday	JAN	2	4							10
	12						18		19	II	5			3	11							17
3	19		21				25		20					3	18		20					24
	26						1	FEB	21			Washington's Birthday	FEB		25							31
4	2						8		22					4	1							7
	9						15		23	II	6			5	8							14
5	16		18				22		24					5	15		17					21
	23						1	MAR	25						22							28
6	2						8		26					6	1							7
	9						15		27	III	7			7	8							14
7	16						22		28					7	15							21
	23						29	APR	29						22							28
8	30						5		30					8	29							4
	6						12		31	III	8			9	5							11
9	13						19		32					9	12							18
	20						26	MAY	33						19							25
10	27						3		34					10	26							2
	4						10		35	III	9			11	3							9
11	11						17		36					11	10							16
	18						24	JUN	37			Memorial Day	JUN		17							23
12	25		27				31		38					12	24		26					30
	1						7		39	IV	10			13	31							6
13	8						14		40					13	7							13
	15						21	JUL	41			Independence Day	JUL		14							20
14	22						28		42					14	21							27
	29				4		5		43	IV	11			15	28							4
15	6						12		44					15	5							11
	13						19	AUG	45						12							18
16	20						26		46					16	19							25
	27						2		47	IV	12			17	26							1
17	3						9		48					17	2							8
	10						16	SEP	49						9							15
18	17						23		50					18	16							22
	24						30		51	IV	13			19	23							29
19	31		2				6		52			Labor Day	SEP	19	30		1					5

Note: Legal Holidays observed are: Columbus Day, the 2nd Monday in October; Veterans Day, November 11; Thanksgiving, the 4th Thursday in November; Christmas, December 25; New Year's Day, January 1; Martin Luther King Jr's Birthday, the 3rd Monday in January; Washington's Birthday, the 3rd Monday in February; Memorial Day, the last Monday in May; Independence Day, July 4; and Labor Day, the first Monday in September. See DMM G011 Exhibit 1.5 for Holiday Service Levels and ELM 518 for Holiday Leave.

Annual Vending Machine Income Report Due Soon

A summary of vending machine income sharing and other activities related to the Randolph-Sheppard Act Amendments of 1974 is required for fiscal year 2001 (September 9, 2000, through September 7, 2001). This report (see page 86) complies with an annual request from the Department of Education and Handbook EL-602, *Food Service Operations*, 441.3.

The report covers proceeds and/or commissions of every postal installation with even a single coin-operated vending machine (stamp machines excepted) selling snacks, drinks, food, or tobacco. Postmasters, installation heads, lead plant and district managers, and district Human Resources and Headquarters field unit managers must prepare or consolidate and send reports as described below by the dates shown.

By December 14, 2001 — All Postmasters and Installation Heads

Send final reports to the processing and distribution lead plant or customer service and sales district level manager. Postmasters must send consolidated reports to appropriate managers (see format for reporting vending machine income provided) including proceeds and/or commissions from vending machines at their branches and stations.

By January 4, 2002 — Lead Plant and District Managers

Consolidate reports by state and forward them to district Human Resources managers.

By January 18, 2002 — District Human Resources Managers and Headquarters Field Unit Managers

Send consolidated reports, summarized by state, to this address:

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

— *Employee Resource Management, 11-29-01*

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

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

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

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

Signature: _____

Title: _____

Installation: _____

Address: _____

Telephone: _____

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

² Attach explanation of each denial.



International Mail

IMM REVISION

International Mail — Exceptional Parcel Post Size Limits

Effective November 29, 2001, section 283.23 and the Individual Country Listing for Azerbaijan in the *International Mail Manual* (IMM) are revised to reflect the implementation of exceptional size limits for both airmail and economy (surface) Parcel Post® packages that are mailed to Azerbaijan.

We will incorporate this revision into both the printed version of IMM Issue 26 and the next printed version of Publication 51, *International Postal Rates and Fees*. We will also incorporate the revision into the online versions of the IMM and Publication 51, both of which can be accessed via Postal Explorer at <http://pe.usps.gov>.

International Mail Manual (IMM)

	*	*	*	*	*
2	Conditions for Mailing				
	*	*	*	*	*
280	Parcel Post				
	*	*	*	*	*
283	Weight and Size Limits				
	*	*	*	*	*
283.2	Size Limits				
	*	*	*	*	*

283.23 Exceptional Size Limits

[Revise 283.23 to read as follows:]

Rectangular-shaped parcels with dimensions that exceed the standard 42-inch (maximum length) and 79-inch (maximum length and girth combined) size limits can be sent to Azerbaijan, Belgium, Canada, Germany, Great Britain, Hong Kong, Ireland, Japan, Liechtenstein, Macao, Sweden, and Switzerland. See the relevant Individual Country Listings, under the header "Size Limits," for the exceptional size limits that apply to parcels addressed to each of those destination countries.

* * * * *

Country Conditions for Mailing — Azerbaijan

* * * * *

Size Limits

[Revise the Parcel Post entry to read as follows:]

Parcel Post: Maximum Length: 60 inches
 Maximum length and girth combined: 108 inches

* * * * *

Publication 51, *International Postal Rates and Fees*

* * * * *

Mail Preparation

* * * * *

Size Limits — Parcel Post

[Add Azerbaijan to the list of Exceptions as follows:]

Exceptions: Azerbaijan, Belgium, Canada, Germany, Great Britain, Hong Kong, Ireland, Japan, Liechtenstein, Macao, Sweden, and Switzerland.

* * * * *

— Marketing, *International Business*, 11-29-01

IMM REVISION

International Mail — Change in Special Drawing Rights (SDR) to U.S. Dollar Conversion Rate

Effective January 1, 2002, section 324.22 and Exhibit 324.22 in the *International Mail Manual* (IMM) are revised to reflect a change in the SDR to U.S. dollar conversion rate. Postal Service retail employees use this information whenever an insured parcel is presented for mailing. Employees must write the insured amount, stated in terms of both dollars and SDR values, in the designated blocks on PS Form 2976-A, *Customs Declaration and Dispatch Note CP 72*.

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				
	*	*	*	*	*
320	Insurance				
	*	*	*	*	*
324	Processing Requests				
	*	*	*	*	*

324.2 Marking

324.22 Retail Employee’s Responsibility

[Revise 324.22 to read as follows:]

Retail employee must:

- a. Indicate on the parcel the amount for which the parcel is insured. The amount must be written in ink and expressed in U.S. currency (figures) and special drawing rights (SDR) values. Indicate the SDR values in figures only. For example:

INSURED VALUE
 \$100 (U.S.)
 78.28 SDR

- b. See Exhibit 324.22 for an SDR conversion table for all U.S. dollar values up to \$600. To determine SDR equivalents above \$600, the acceptance employee must multiply the insured amount, rounded up to the next full dollar, by the conversion factor 0.7828.

Note: The conversion of U.S. dollars into SDR equivalents is based on the following formulas:

1 SDR = \$1.28 (1.2775) 1 U.S.\$ = 0.7828 SDR

- c. Enter the insured number, insured amount, and SDR equivalent on PS Form 2976-A, *Customs Declaration and Dispatch Note CP 72*.

* * * * *

[Revise Exhibit 324.22 to read as follows]

Exhibit 324.22

Conversion Table: U.S. Dollars to Special Drawing Rights (SDRs)

1 U.S. \$ = 0.7828 SDR

1 SDR = \$1.28 (\$1.2775)

U.S. \$	SDR	U.S. \$	SDR	U.S. \$	SDR	U.S. \$	SDR
1	0.7828	54	42.2712	107	83.7596	160	125.2480
2	1.5656	55	43.0540	108	84.5424	161	126.0308
3	2.3484	56	43.8368	109	85.3252	162	126.8136
4	3.1312	57	44.6196	110	86.1080	163	127.5964
5	3.9140	58	45.4024	111	86.8908	164	128.3792
6	4.6968	59	46.1852	112	87.6736	165	129.1620
7	5.4796	60	46.9680	113	88.4564	166	129.9448
8	6.2624	61	47.7508	114	89.2392	167	130.7276
9	7.0452	62	48.5336	115	90.0220	168	131.5104
10	7.8280	63	49.3164	116	90.8048	169	132.2932
11	8.6108	64	50.0992	117	91.5876	170	133.0760
12	9.3936	65	50.8820	118	92.3704	171	133.8588
13	10.1764	66	51.6648	119	93.1532	172	134.6416
14	10.9592	67	52.4476	120	93.9360	173	135.4244
15	11.7420	68	53.2304	121	94.7188	174	136.2072
16	12.5248	69	54.0132	122	95.5016	175	136.9900
17	13.3076	70	54.7960	123	96.2844	176	137.7728
18	14.0904	71	55.5788	124	97.0672	177	138.5556
19	14.8732	72	56.3616	125	97.8500	178	139.3384
20	15.6560	73	57.1444	126	98.6328	179	140.1212
21	16.4388	74	57.9272	127	99.4156	180	140.9040
22	17.2216	75	58.7100	128	100.1984	181	141.6868
23	18.0044	76	59.4928	129	100.9812	182	142.4696
24	18.7872	77	60.2756	130	101.7640	183	143.2524
25	19.5700	78	61.0584	131	102.5468	184	144.0352
26	20.3528	79	61.8412	132	103.3296	185	144.8180
27	21.1356	80	62.6240	133	104.1124	186	145.6008
28	21.9184	81	63.4068	134	104.8952	187	146.3836
29	22.7012	82	64.1896	135	105.6780	188	147.1664
30	23.4840	83	64.9724	136	106.4608	189	147.9492
31	24.2668	84	65.7552	137	107.2436	190	148.7320
32	25.0496	85	66.5380	138	108.0264	191	149.5148
33	25.8324	86	67.3208	139	108.8092	192	150.2976
34	26.6152	87	68.1036	140	109.5920	193	151.0804
35	27.3980	88	68.8864	141	110.3748	194	151.8632
36	28.1808	89	69.6692	142	111.1576	195	152.6460
37	28.9636	90	70.4520	143	111.9404	196	153.4288
38	29.7464	91	71.2348	144	112.7232	197	154.2116
39	30.5292	92	72.0176	145	113.5060	198	154.9944
40	31.3120	93	72.8004	146	114.2888	199	155.7772
41	32.0948	94	73.5832	147	115.0716	200	156.5600
42	32.8776	95	74.3660	148	115.8544	201	157.3428
43	33.6604	96	75.1488	149	116.6372	202	158.1256
44	34.4432	97	75.9316	150	117.4200	203	158.9084
45	35.2260	98	76.7144	151	118.2028	204	159.6912
46	36.0088	99	77.4972	152	118.9856	205	160.4740
47	36.7916	100	78.2800	153	119.7684	206	161.2568
48	37.5744	101	79.0628	154	120.5512	207	162.0396
49	38.3572	102	79.8456	155	121.3340	208	162.8224
50	39.1400	103	80.6284	156	122.1168	209	163.6052
51	39.9228	104	81.4112	157	122.8996	210	164.3880
52	40.7056	105	82.1940	158	123.6824	211	165.1708
53	41.4884	106	82.9768	159	124.4652	212	165.9536

U.S. \$	SDR	U.S. \$	SDR	U.S. \$	SDR	U.S. \$	SDR
213	166.7364	272	212.9216	331	259.1068	390	305.2920
214	167.5192	273	213.7044	332	259.8896	391	306.0748
215	168.3020	274	214.4872	333	260.6724	392	306.8576
216	169.0848	275	215.2700	334	261.4552	393	307.6404
217	169.8676	276	216.0528	335	262.2380	394	308.4232
218	170.6504	277	216.8356	336	263.0208	395	309.2060
219	171.4332	278	217.6184	337	263.8036	396	309.9888
220	172.2160	279	218.4012	338	264.5864	397	310.7716
221	172.9988	280	219.1840	339	265.3692	398	311.5544
222	173.7816	281	219.9668	340	266.1520	399	312.3372
223	174.5644	282	220.7496	341	266.9348	400	313.1200
224	175.3472	283	221.5324	342	267.7176	401	313.9028
225	176.1300	284	222.3152	343	268.5004	402	314.6856
226	176.9128	285	223.0980	344	269.2832	403	315.4684
227	177.6956	286	223.8808	345	270.0660	404	316.2512
228	178.4784	287	224.6636	346	270.8488	405	317.0340
229	179.2612	288	225.4464	347	271.6316	406	317.8168
230	180.0440	289	226.2292	348	272.4144	407	318.5996
231	180.8268	290	227.0120	349	273.1972	408	319.3824
232	181.6096	291	227.7948	350	273.9800	409	320.1652
233	182.3924	292	228.5776	351	274.7628	410	320.9480
234	183.1752	293	229.3604	352	275.5456	411	321.7308
235	183.9580	294	230.1432	353	276.3284	412	322.5136
236	184.7408	295	230.9260	354	277.1112	413	323.2964
237	185.5236	296	231.7088	355	277.8940	414	324.0792
238	186.3064	297	232.4916	356	278.6768	415	324.8620
239	187.0892	298	233.2744	357	279.4596	416	325.6448
240	187.8720	299	234.0572	358	280.2424	417	326.4276
241	188.6548	300	234.8400	359	281.0252	418	327.2104
242	189.4376	301	235.6228	360	281.8080	419	327.9932
243	190.2204	302	236.4056	361	282.5908	420	328.7760
244	191.0032	303	237.1884	362	283.3736	421	329.5588
245	191.7860	304	237.9712	363	284.1564	422	330.3416
246	192.5688	305	238.7540	364	284.9392	423	331.1244
247	193.3516	306	239.5368	365	285.7220	424	331.9072
248	194.1344	307	240.3196	366	286.5048	425	332.6900
249	194.9172	308	241.1024	367	287.2876	426	333.4728
250	195.7000	309	241.8852	368	288.0704	427	334.2556
251	196.4828	310	242.6680	369	288.8532	428	335.0384
252	197.2656	311	243.4508	370	289.6360	429	335.8212
253	198.0484	312	244.2336	371	290.4188	430	336.6040
254	198.8312	313	245.0164	372	291.2016	431	337.3868
255	199.6140	314	245.7992	373	291.9844	432	338.1696
256	200.3968	315	246.5820	374	292.7672	433	338.9524
257	201.1796	316	247.3648	375	293.5500	434	339.7352
258	201.9624	317	248.1476	376	294.3328	435	340.5180
259	202.7452	318	248.9304	377	295.1156	436	341.3008
260	203.5280	319	249.7132	378	295.8984	437	342.0836
261	204.3108	320	250.4960	379	296.6812	438	342.8664
262	205.0936	321	251.2788	380	297.4640	439	343.6492
263	205.8764	322	252.0616	381	298.2468	440	344.4320
264	206.6592	323	252.8444	382	299.0296	441	345.2148
265	207.4420	324	253.6272	383	299.8124	442	345.9976
266	208.2248	325	254.4100	384	300.5952	443	346.7804
267	209.0076	326	255.1928	385	301.3780	444	347.5632
268	209.7904	327	255.9756	386	302.1608	445	348.3460
269	210.5732	328	256.7584	387	302.9436	446	349.1288
270	211.3560	329	257.5412	388	303.7264	447	349.9116
271	212.1388	330	258.3240	389	304.5092	448	350.6944

U.S. \$	SDR	U.S. \$	SDR	U.S. \$	SDR	U.S. \$	SDR
449	351.4772	487	381.2236	525	410.9700	563	440.7164
450	352.2600	488	382.0064	526	411.7528	564	441.4992
451	353.0428	489	382.7892	527	412.5356	565	442.2820
452	353.8256	490	383.5720	528	413.3184	566	443.0648
453	354.6084	491	384.3548	529	414.1012	567	443.8476
454	355.3912	492	385.1376	530	414.8840	568	444.6304
455	356.1740	493	385.9204	531	415.6668	569	445.4132
456	356.9568	494	386.7032	532	416.4496	570	446.1960
457	357.7396	495	387.4860	533	417.2324	571	446.9788
458	358.5224	496	388.2688	534	418.0152	572	447.7616
459	359.3052	497	389.0516	535	418.7980	573	448.5444
460	360.0880	498	389.8344	536	419.5808	574	449.3272
461	360.8708	499	390.6172	537	420.3636	575	450.1100
462	361.6536	500	391.4000	538	421.1464	576	450.8928
463	362.4364	501	392.1828	539	421.9292	577	451.6756
464	363.2192	502	392.9656	540	422.7120	578	452.4584
465	364.0020	503	393.7484	541	423.4948	579	453.2412
466	364.7848	504	394.5312	542	424.2776	580	454.0240
467	365.5676	505	395.3140	543	425.0604	581	454.8068
468	366.3504	506	396.0968	544	425.8432	582	455.5896
469	367.1332	507	396.8796	545	426.6260	583	456.3724
470	367.9160	508	397.6624	546	427.4088	584	457.1552
471	368.6988	509	398.4452	547	428.1916	585	457.9380
472	369.4816	510	399.2280	548	428.9744	586	458.7208
473	370.2644	511	400.0108	549	429.7572	587	459.5036
474	371.0472	512	400.7936	550	430.5400	588	460.2864
475	371.8300	513	401.5764	551	431.3228	589	461.0692
476	372.6128	514	402.3592	552	432.1056	590	461.8520
477	373.3956	515	403.1420	553	432.8884	591	462.6348
478	374.1784	516	403.9248	554	433.6712	592	463.4176
479	374.9612	517	404.7076	555	434.4540	593	464.2004
480	375.7440	518	405.4904	556	435.2368	594	464.9832
481	376.5268	519	406.2732	557	436.0196	595	465.7660
482	377.3096	520	407.0560	558	436.8024	596	466.5488
483	378.0924	521	407.8388	559	437.5852	597	467.3316
484	378.8752	522	408.6216	560	438.3680	598	468.1144
485	379.6580	523	409.4044	561	439.1508	599	468.8972
486	380.4408	524	410.1872	562	439.9336	600	469.6800

* * * * *

Philately

STAMP ANNOUNCEMENT 01-54

Farm Flag Definitive ATM Stamp



Copyright USPS 2000

The Postal Service will issue a 34-cent *Farm Flag* (Item Number 560900) definitive Automated Teller Machine (ATM) stamp in Washington, DC, on December 17, 2001.

The stamp, designed by Richard Sheaff of Scottsdale, Arizona, and illustrated by Hiro Kimura of Brooklyn, New York, goes on sale nationwide December 18, 2001. The stamp will be issued in a self-adhesive sheetlet of 18. No official ceremony is planned.

The stamp art depicts a classic American farm. Barns, silos, and other outbuildings are clustered on the horizon behind a neatly furrowed field. The stars and stripes appear in the foreground.

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new stamps at their local Post Office, affix the stamps to envelopes of their

choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

FARM FLAG DEFINITIVE ATM STAMP
POSTMASTER
SPECIAL CANCELLATIONS
PO BOX 92282
WASHINGTON DC 20090-2282

Issue:	<i>Farm Flag</i>
Item Number:	560900
Denomination & Type of issue:	34-cent (ATM)
Format:	Self-adhesive sheetlet of 18 (1 design)
Series:	N/A
Issue Date & City:	December 17, 2001, Washington, DC 20066
Illustrator:	Hiro Kimura, Brooklyn, NY
Designer:	Richard Sheaff, Scottsdale, AZ
Engraver:	Southern Graphics System
Art Director:	Richard Sheaff, Scottsdale, AZ
Typographer:	Richard Sheaff, Scottsdale, AZ
Modeler:	Avery Dennison
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	DNK Nippon Kiko
Stamps per Sheet:	18
Print Quantity:	300,024,000 stamps
Paper Type:	Nonphosphored Type III
Gum Type:	Self-adhesive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Magenta, Cyan, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.720 x 0.818 in./16.16 x 20.815 mm
Overall Size (w x h):	0.870 x 0.982 in./20.098 x 24.942 mm
Full Booklet Size (w x h):	2.61 x 6.125 in./66.294 x 155.1 mm
Plate Size:	540 Stamps per revolution
Plate Numbers:	"V" followed by four (4) single digits
Marginal Markings:	"© USPS 2000" • Plate Numbers • "Peel here to fold" • "Self-adhesive stamps" • "DO NOT WET" • Color registration dots
Catalog Item Number(s):	560940 ATM Sheetlet of 18 — \$6.12 560961 First Day Cancellation — \$0.55

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by January 17, 2002.

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

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

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

Philatelic Products

There are no philatelic products for this stamp issue.

Distribution: Item 560900, \$6.12, Farm Flag, ATM PSA Sheetlet of 18

Stamp distribution offices (SDOs) *will not* receive a standard automatic distribution quantity of the *Farm Flag* ATM sheetlet. SDOs will receive an automatic distribution of "philatelic stock" only, for subsequent distribution to their authorized philatelic centers (see Philatelic Requirement below). Additional distributions will be provided to accountable paper depositories (APDs) and stamp service centers (SSCs).

Initial Supply to Post Offices

Post Offices requiring quantities of Item 560900 to meet the needs of authorized ATM customers must order them from their designated SDO using a separate PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to Post Offices before December 12, 2001.

Philatelic Requirement

SDOs with authorized philatelic centers will receive an automatic distribution of 200 ATM sheetlets per each philatelic window.

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the <i>Farm Flag</i> ATM Sheetlet, Item Number 560900...
1	200
2	400
3	600
4	800
5	1,000
6	1,200
7	1,400
8	1,600
9	1,800
12	2,400
13	2,600
16	3,200
20	3,800

Additional Supply

Post Offices requiring additional stamps must requisition them from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate APD using PS Form 17.

For fulfilling supplemental orders from SDOs, San Francisco, Chicago, Memphis, Washington, and New York APDs will each receive 240,000 sheetlets, and the Denver APD will receive 120,000 sheetlets.

— Stamp Services,
 Government Relations and Public Policy, 11-29-01

2002 Requisition Schedule — Postage Stamps and Stamped Cards

All Stamp Distribution Offices (SDOs) and authorized CAG A–G Post Offices that order postage stamps and stamped cards should refer to the 2002 Requisition Schedule appearing with this article.

When you order postage stamps from the Bureau of Engraving and Printing (BEP), submit PS Form 3356, *Stamp Requisition — Bulk Quantities* (**note:** Use PS Form 3356 to order only those postage stamps manufactured by the BEP). When you order stamped cards from the Government Printing Office (GPO), submit PS Form 3216, *Requisition for Postal Cards — Bulk Quantities*.

Offices should mail requisitions to the BEP in a preaddressed Envelope EP-10A, and requisitions to the GPO in preaddressed Envelope EP-10C. You can obtain those envelopes from the Material Distribution Center. (See Publication 247, *Supply and Equipment Catalog*, for specific ordering instructions.)

You must mail requisitions at least 1 week before the date assigned on the schedule. Shipments will begin approximately 7 to 10 days after that date. Strict compliance with this schedule equalizes the workload and maximizes transportation efficiency.

Requisitions to the BEP that are received after their assigned date are processed and shipped as time permits, but no later than the next designated ordering cycle. Requisitions to the GPO that are received after their assigned date are deferred until the next designated ordering cycle.

This schedule does not apply to orders for precanceled stamps or to *properly identified and documented* emergency orders. Such orders are processed immediately upon receipt. Nevertheless, it takes 7 to 10 days from the date of submission before the requisitioning office receives the stock. Offices must identify emergency orders by enclosing a memorandum with the requisition. The memorandum must list the reason for “out-of-schedule” ordering, and include the requisition number, item number, manager’s signature, city, state, and ZIP+4 Code. Unless such a memorandum is enclosed, the BEP and GPO will follow normal processing procedures. Processing orders “out-of-schedule” increases shipping and handling costs; consequently, this practice must be avoided when possible.

Complete instructions for ordering stock in bulk quantities may be found in the current edition of the Handbook F-1, *Post Office Accounting Procedures*, Section 423.4. The current edition of Handbook F-1 is accessible on the Corporate Intranet at <http://blue.usps.gov> (click on *Information*, then *Policies and Procedures*, then *HBKs*, then either *ID* or *Title*, and scroll down to Handbook F-1).

Note: BEP will be closed for Christmas from December 24, 2002, through January 1, 2003.

2002 Requisition Schedule

Offices Within These States ...	Submit Requisitions to Reach Supplier by ...					
Alaska, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming	Jan. 2	Feb. 25	April 22	June 24	Aug. 19	Oct. 21
Arizona, California, Guam, Hawaii	Jan. 7	Mar. 4	April 29	July 1	Aug. 26	Oct. 28
Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin	Jan. 14	Mar. 11	May 6	July 8	Sept. 9	Nov. 4
Illinois, Indiana, Kansas, Kentucky, Missouri, Ohio	Jan. 22	Mar. 18	May 13	July 15	Sept. 16	Nov. 12
Arkansas, Louisiana, Mississippi, Oklahoma, Tennessee, Texas	Jan. 28	Mar. 25	May 20	July 22	Sept. 23	Nov. 18
Alabama, District of Columbia, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia, West Virginia	Feb. 4	April 1	June 3	July 29	Sept. 30	Nov. 25
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	Feb. 11	April 8	June 10	Aug. 5	Oct. 7	Dec. 2
Delaware, New Jersey, New York, Pennsylvania, Puerto Rico, Virgin Islands	Feb. 19	April 15	June 17	Aug. 12	Oct. 15	Dec. 2

Note: The requisition schedule for stamps and stamped cards **is not** the same as the schedule for stamped envelopes.

Pictorial Cancellations Announcement

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

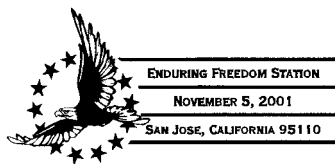
People attending these local events may obtain the cancellation in person at the temporary post office station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated, and *requests must be post-marked no later than 30 days following the requested pictorial cancellation date.*

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail postage. Items submitted for cancellation may not include

postage issued after the date of the requested cancellation. Such items will be returned unserved.

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

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



November 5, 2001
 ENDURING FREEDOM STATION
 POSTMASTER
 PO BOX 9998
 SAN JOSE CA 95110-9998



**HOLPEX '01
 STATION**
 November 17, 2001
 Johnson City, TN 37601

November 17, 2001
Johnson City Stamp Club
 HOLPEX '01 STATION
 POSTMASTER
 530 EAST MAIN ST
 JOHNSON CITY TN 37601-9998

UNITED WE STAND



November 9, 2001
Whitwell Middle School Holocaust Comm.
 PAPER CLIP STATION
 POSTMASTER
 PO BOX 9998
 WHITWELL TN 37397-9998



November 20, 2001
 THE PEACEFUL SIDE OF THE
 SMOKIES GRAND OPENING
 STATION
 POSTMASTER
 PO BOX 9998
 TOWNSEND TN 37882-9998



November 11, 2001
Metro West Agency
 METRO WEST REMEMBERS
 ITS HEROES STATION
 POSTMASTER
 330 COCHITUATE RD
 FRAMINGHAM MA 01701-9998



November 28, 2001
 MERRY CHRISTMAS STATION
 POSTMASTER
 25 DORCHESTER AVE RM 4009
 BOSTON MA 02205-9600



November 13, 2001
United States Postal Service
 WORCESTER REMEMBERS ITS
 HEROES STATION
 POSTMASTER
 4 EAST CENTRAL ST
 WORCESTER MA 01613-9998

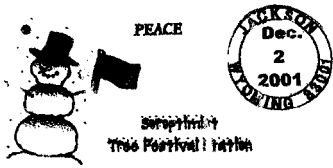
Honey Festival



**Land of Milk and Honey
 Mingo Station
 Mingo, OK. 73059**

December 1, 2001

December 1, 2001
 LAND OF MILK AND HONEY
 STATION
 POSTMASTER
 PO BOX 9998
 MINCO OH 73059-9600



December 2, 2001
 Soroptimist
 TREE FESTIVAL STATION
 POSTMASTER
 220 WEST PEARL
 JACKSON WY 83001-9998

HONORING ALL WHO SERVED
 STA.



December 9, 2001
 HONORING ALL WHO SERVED
 STATION
 POSTMASTER
 60 MAIN ST
 WOODBRIDGE NJ 07095-9998

— Stamp Services,
 Government Relations and Public Policy, 11-29-01

NEW ADDRESS

Stamp Announcement 01-52, United We Stand Definitive Stamp

The *United We Stand* stamp announcement in *Postal Bulletin* 22061 (10-18-01, pages 43-45) listed the address for customers to obtain first day of issue postmark by mail as:

UNITED WE STAND
 POSTMASTER
 900 BRENTWOOD RD NE
 WASHINGTON DC 20066-9991

The new address for first day of issue postmark is:

UNITED WE STAND
 POSTMASTER
 SPECIAL CANCELLATIONS
 PO BOX 92282
 WASHINGTON DC 20090-2282

— Stamp Services,
 Government Relations and Public Policy, 11-29-01

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
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, 11-29-01

Post Offices

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	05-8100	91407	CA	Van Nuys	Los Angeles	Vanowen	Classified Station	11/17/1997	Classified Station discontinued. Continue to use Van Nuys CA 91407 as last line of address.
New	05-8100	91407	CA	Van Nuys	Los Angeles	Main Office	Post Office	11/17/1997	
Old	05-7140	93262	CA	Sequoia National Park	Tulare	Giant Forest	Community Post Office	09/29/2001	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Sequoia National Park CA becomes an acceptable last line of address for use with ZIP Code 93262.
New	05-7140	93262	CA	Sequoia National Park	Tulare	Main Office	Post Office	09/29/2001	
Old	05-6942	93160	CA	Santa Barbara	Santa Barbara	Magnolia	Classified Branch	04/24/1998	Classified Branch discontinued. Continue to use Santa Barbara CA 93160 as last line of address.
New	05-6942	93160	CA	Santa Barbara	Santa Barbara	Main Office	Post Office	04/24/1998	
Old	11-7845	32352	FL	Quincy	Gadsden	Mt Pleasant	Community Post Office	10/28/2001	Community Post Office discontinued. Retain ZIP Code. Use Quincy FL 32352 as last line of address.
New	11-7845	32352	FL	Quincy	Gadsden	Main Office	Post Office	10/28/2001	
Old	14-2200	96775	HI	Honokaa	Hawaii	Paauhau	Community Post Office	07/03/1999	Community Post Office and ZIP Code discontinued. Use Honokaa HI 96727 as last line of address.
New	14-2200	96727	HI	Honokaa	Hawaii	Main Office	Post Office	07/03/1999	
Old	18-6957	52501	IA	Ottumwa	Wapello	Highland Center	Community Post Office	01/13/2001	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Ottumwa IA becomes an acceptable last line of address for use with ZIP Code 52501.
New	18-6957	52501	IA	Ottumwa	Wapello	Main Office	Post Office	01/13/2001	
Old	17-4037	46216	IN	Indianapolis	Marion	Ft Benjamin Harrison	Classified Branch	11/18/2000	Classified Branch discontinued. Retain ZIP Code. Continue to use Indianapolis IN 46216 as last line of address.
New	17-4037	46216	IN	Indianapolis	Marion	Main Office	Post Office	11/18/2000	
Old	19-7227	67670	KS	Phillipsburg	Phillips	Stuttgart	Community Post Office	05/19/2001	Community Post Office and ZIP Code discontinued. Establish a place name. Stuttgart KS becomes an acceptable last line for use with ZIP Code 67661.
New	19-7227	67661	KS	Phillipsburg	Phillips	Stuttgart	Place Name	05/19/2001	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	26-0110	56064	MN	Albert Lea	Freeborn	Manchester	Community Post Office	06/07/2000	Community Post Office and ZIP Code discontinued. Establish a place name. Manchester MN becomes an acceptable last line for use with ZIP Code 56007.
New	26-0110	56007	MN	Albert Lea	Freeborn	Manchester	Place Name	06/07/2000	
Old	29-0882	59836	MT	Bonner	Missoula	Greenough	Community Post Office	07/14/2001	Community Post Office and ZIP Code discontinued. Establish a place name. Greenough MT becomes an acceptable last line for use with ZIP Code 59823.
New	29-0882	59823	MT	Bonner	Missoula	Greenough	Place Name	07/14/2001	
Old	36-7384	28163	NC	Stanfield	Stanly	Main Office	Post Office	11/19/2001	Realign ZIP Code boundaries. Use Midland NC 28107 as last line of address for 190 deliveries previously in ZIP Code 28163.
New	36-5072	28107	NC	Midland	Cabarrus	Main Office	Post Office	11/19/2001	
Old	36-7384	28163	NC	Stanfield	Stanly	Main Office	Post Office	11/19/2001	Realign ZIP Code boundaries. Use Locust NC 28097 as last line of address for 743 deliveries previously in ZIP Code 28163.
New	36-4524	28097	NC	Locust	Stanly	Main Office	Post Office	11/19/2001	
Old	36-7384	28163	NC	Stanfield	Stanly	Main Office	Post Office	11/19/2001	Realign ZIP Code boundaries. Use Mount Pleasant NC 28124 as last line of address for 138 deliveries previously in ZIP Code 28163.
New	36-5320	28124	NC	Mount Pleasant	Cabarrus	Main Office	Post Office	11/19/2001	
Old	30-9195	68035	NE	Valley	Saunders	Leshara	Community Post Office	12/19/2000	Community Post Office and ZIP Code discontinued. Establish a place name. Leshara NE becomes an acceptable last line for use with ZIP Code 68064.
New	30-9195	68064	NE	Valley	Douglas	Leshara	Place Name	12/19/2000	
Old	30-6435	68659	NE	North Bend	Colfax	Rogers	Community Post Office	05/31/1997	Community Post Office discontinued. Retain ZIP Code. Continue to use Rogers NE 68659 as last line of address.
New	30-6435	68659	NE	North Bend	Dodge	Rogers	Place Name	05/31/1997	
Old	33-6180	08857	NJ	Old Bridge	Middlesex	Browntown	Classified Branch	06/19/1999	Classified Branch discontinued. Retain ZIP Code. Continue to use Old Bridge NJ as last line of address for use with ZIP Code 08857.
New	33-6180	08857	NJ	Old Bridge	Middlesex	Main Office	Post Office	06/19/1999	
Old	40-0448	97325	OR	Aumsville	Marion	West Stayton	Community Post Office	04/22/2000	Community Post Office discontinued. Retain ZIP Code. Continue to West Stayton OR 97325 as last line of address.
New	40-0448	97325	OR	Aumsville	Marion	West Stayton	Place Name	04/22/2000	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	41-6608	15212	PA	Pittsburg	Allegheny	Ewalt	Classified Station	02/25/1997	Classified Station discontinued. Continue to use Pittsburg PA 15212 as last line of address.
New	41-6608	15212	PA	Pittsburg	Allegheny	Allegheny	Classified Station	02/25/1997	
Old	46-5850	57643	SD	Mobridge	Corson	Mahto	Community Post Office	11/03/2001	Community Post Office, Place Name and ZIP Code discontinued. Use Wakpala SD 57658 as last line of address.
New	46-9000	57658	SD	Wakpala	Corson	Main Office	Post Office	11/03/2001	
Old	47-5268	37098	TN	Lyles	Hickman	Wrigley	Community Post Office	09/29/2001	Community Post Office discontinued. Retain ZIP Code. Continue to use Wrigley TN 37098 as last line of address.
New	47-5268	37098	TN	Lyles	Hickman	Wrigley	Place Name	09/29/2001	
Old	51-9096	24378	VA	Trout dale	Grayson	Main Office	Post Office	11/15/2001	This announcement changes the name of the Troutdale VA Post Office to the Troutdale VA Post Office. Use Troutdale VA 24378 as last line of address.
New	51-9096	24378	VA	Troutdale	Grayson	Main Office	Post Office	11/15/2001	

— Office of Address Management, Chief Technology Officer, 11-29-01

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**This office
will be closed
Tuesday,
December 25, 2001,
to celebrate
Christmas Day.**

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Postal Employees

Penalty Overtime Exclusion

As referenced in Article 8, Sections 4 and 5, of the USPS-NALC and USPS-APWU national agreements, the December period (during which penalty overtime regulations are not applicable) consists of 4 consecutive service weeks. This year, the December period begins Pay Period

26-01 — Week 1 (December 1, 2001) — and ends Pay Period 01-02 — Week 2 (December 28, 2001).

— *Labor Relations Policies and Programs, Labor Relations, 11-29-01*

Christmas Pay Procedures for Rural Carriers

The 2001 Christmas period for rural carriers begins Saturday, December 1, 2001 (Week 1, Pay Period (PP) 26-01), and ends Wednesday, December 26, 2001 (Week 2, PP 01-02). During this period, certain timekeeping and pay rules apply. Timekeepers, including postmasters, supervisors, and other employees responsible for rural carrier time and attendance recording, should become familiar with Article 9.2.K, Christmas Allowances and Procedures, of the Extension to the 1995–1999 USPS/National Rural Letter Carriers' Association (NRLCA) Agreement.

This article describes the types of compensation to which rural carriers are entitled during the Christmas period. It also describes related timekeeping procedures and regulations for the Christmas period, as well as special rules that begin with the start of the Guarantee Year (November 3, 2001) and continue through the end of the Christmas period.

Exhibits are included to assist in completing PS Form 1314, *Regular Rural Carrier Time Certificate*, and PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*, during the Christmas period.

List of Exhibits

Exhibit 1 — Regular Carrier Works In Excess of Route's Evaluation

Exhibit 2 — Regular Carrier Not on Relief Day Work List Works Relief Day (Week 2) and Does Not Receive an X Day in Same Pay Period

Exhibit 3 — Regular Carrier Works Saturday, Monday, and Wednesday of PP 01-02, Week 2

Exhibit 4 — Regular Carrier Works Designated Holiday

Exhibit 5 — Regular Carrier Provides Christmas Assistance

Exhibit 6 — FLSA Code A Regular Carrier

Exhibit 7 — Designation 74 Works Designated Holiday

Exhibit 8 — Designation 74 Provides Christmas Assistance on Relief Day

Exhibit 9 — Replacement Carrier Provides Christmas Assistance on a Regular Route

Exhibit 10 — Replacement Carrier Provides Christmas Assistance on an Auxiliary Route

Exhibit 11 — Nonrural Employee Provides Christmas Assistance on Rural Route (EMA Only)

Overtime During the Christmas Period

Regular Carriers (DES 71) — FLSA B

Types of Overtime

During the Christmas period, regular rural carriers are eligible for two types of overtime — FLSA overtime and Christmas overtime:

FLSA Overtime

FLSA overtime is paid at all times of the year, not just during the Christmas period. Regular rural carriers are paid FLSA overtime under two circumstances:

- a. Hours worked in excess of 12 hours in a day — If a carrier works more than 12 hours in a day, the amount over 12 is entered in the Daily Overtime block on PS Form 1314.
- b. Hours worked in excess of 56 in a week — These hours are calculated automatically when the total weekly work hours are greater than 56, so no separate entries are required.

Christmas Overtime

Christmas overtime is paid only during the designated Christmas period. Regular rural carriers are paid Christmas overtime under two circumstances:

- a. Christmas Assistance — This is assistance provided by the regular carrier on her or his relief day. Christmas assistance work hours are entered in the Xmas Assist Work Hours block on PS Form 1314.

- b. Hours worked in excess of the route's evaluation — This is based on the total actual work hours for the week, not on individual days. For example, if a route has a daily evaluation of 9 hours and the regular carrier works 10 hours on 2 days and 8 hours on the other 3 days, no overtime would be paid. Even though the carrier exceeded the daily evaluation on 2 days of the week, he did not exceed the *weekly* evaluation. The weekly evaluation is 45 hours; the carrier worked 44 hours. (See Handbook F-21, Section 567, for overtime calculation when leave days are taken during the week and for routes with an evaluation of less than 40 hours.) These hours are calculated automatically, so no separate entries or calculations are required.

Overtime Rate

The overtime rate paid to regular (FLSA Code B) carriers is 150% of the carrier's regular rate. The regular rate is determined by dividing the total compensation received for hours actually worked by the carrier since the beginning of the Guarantee Year (not including overtime), by the total number of hours worked since the beginning of the Guarantee Year (not including overtime). This overtime rate is used for both FLSA overtime and Christmas overtime.

Replacement Carriers

Replacement carriers (Designations 70, 73, 74, 75, 76, 77, 78, 79) are entitled only to FLSA overtime. For these employees, FLSA overtime is paid for hours worked in excess of 40 in a week.

Regular Carriers (DES 71) — FLSA A

Regular carriers whose FLSA code is A are paid for actual hours worked, not evaluated hours. They are paid overtime for hours in excess of 8 in a day, or 40 in a week. For FLSA Code A carriers, enter hours in excess of 8 in a day to the Daily Overtime block on PS Form 1314. Hours in excess of 40 in a week are calculated automatically by the system.

Auxiliary Route Carriers

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked during both weeks of PP 26-01 and PP 01-02. During this period, carriers are not paid the evaluation of the route. Overtime is paid only when the carrier exceeds 40 hours for the week.

Christmas Assistance

Christmas assistance is additional service provided on a rural route during the Christmas period. For regular carriers, Christmas assistance applies only to assistance given by the carrier, on his/her relief day, while a replacement carrier carries the full route. For replacement carriers, it applies to any assistance provided on a regular or auxiliary route during the Christmas period. Christmas assistance is reported in the Xmas Assist Work Hours block on PS Form 1314 (for regular carriers) or PS Form 1314-A (for replacement carriers).

Regular carriers can perform Christmas assistance only on their relief day. Therefore, only regular carriers assigned to J or K routes may report Christmas assistance. Regular carriers assigned to route types H or M cannot perform Christmas assistance because these route types do not have a relief day. **NOTE:** There are no provisions for paying a regular carrier for performing service on a Sunday, on an actual holiday, or other than on the assigned route. These situations should be avoided.

Examples of Christmas assistance:

- A regular carrier comes in on his/her relief day and helps the replacement carrier case the route.
- A regular carrier comes in on his/her relief day and carries part of his/her regular route. (Replacement carrier is listed on PS Form 1314.)
- A replacement carrier carries part of a regular route due to heavy Christmas volume.

These are not examples of Christmas assistance:

- A regular carrier comes in on his/her relief day and carries his/her regular route.
- A regular carrier works 2 hours beyond the daily evaluation of his/her regular route.
- A regular carrier performs any work while assigned to an H or M route.

Time Card Blocks Used During the Christmas Period

PS Form 1314 — FLSA Code B Regular Carriers

U.S. Postal Service PS Form 1314, Jun 2000	Name of Assigned Carrier													Finance Number			Social Security Number			Des.	Route No.	FLSA	Year	PP
	WK	Actual Weekly Hours		Days Assigned Carrier Absent (codes on reverse)					Daily Overtime	Training Hours		COP Hours	Limited Duty Hours		Relief Hours	Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours					
	1	Hours	100s	Sal.	Mon.	Tue.	Wed.	Thur.	Fri.	Hours	100s	Hours	100s	Hours	100s	Hours	100s			Hours	100s			
	2	Hours	100s							Hours	100s	Hours	100s	Hours	100s	Hours	100s			Hours	100s			
	Week 1 Information											Week 2 Information												
	Des.	Name of Relief Carrier			Social Security Number			Actual Weekly Hours	Tr	No EM	EM	Whole Miles Dev + Omit -		Actual Weekly Hours	Tr	No EM	EM	Whole Miles Dev + Omit -						
								Hours	100s				Hours	100s				Hours	100s					
								Hours	100s				Hours	100s				Hours	100s					
								Hours	100s				Hours	100s				Hours	100s					
								Hours	100s				Hours	100s				Hours	100s					
							Hours	100s				Hours	100s				Hours	100s						
This certifies that the above carrier rendered service in compliance with Postal regulations.							Postmaster's Signature					Date					Carrier's Initials							
REGULAR RURAL CARRIER TIME CERTIFICATE																								

1. Daily Overtime — For FLSA B carriers, this block is used **ONLY** to record when the carrier works more than 12.00 hours in a single day. (See Exhibit 6 for use of this block for FLSA Code A regular carriers. This block is not used for FLSA Code P.) Record the total amount of work hours in excess of 12 per day in this box. *Include the amount of daily overtime in the Actual Weekly Hours block.* For example, if the carrier works 10.00 hours each day, Monday through Wednesday, and works 12.50 on Thursday and 13.00 on Friday, the amount entered to the Daily Overtime block is 1.50 and the amount entered to the Actual Weekly Hours block is 55.50.

The Daily Overtime block is **NOT** used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route's evaluation.
- Hours worked when the carrier works his/her relief day.
- Additional hours worked by the carrier after completing his/her route (except for those that are over 12 hours for the day).

2. Xmas Assist Work Hours — For FLSA Code B regular carriers, this block is used **ONLY** when the carrier comes in on his/her relief day to *provide assistance*, not to carry his/her full route. A relief carrier must be listed on PS Form 1314 as the replacement carrier for that day. Do not include the amount of Xmas Assist Work Hours in the Actual Weekly Hours block except in Week 2, PP 01-02.

The Xmas Assist Work Hours block is **NOT** used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route's evaluation.
- Hours worked when the carrier works his/her relief day and DACA Code R, 3, or 5 is entered on the PS Form 1314.
- Additional hours worked by the carrier after completing his/her route.

PS Form 1314-A — Replacement Carriers/Auxiliary Routes

PS Form 1314-A, Jun 2000 U.S. Postal Service	Name of Assigned Carrier										Finance Number				Social Security Number				Des	Rt No	FLSA	Yr	PP	
	Wk	Actual Wkly Work Hours		Work Days	Training Hours		Equipment Allowance			Leave-Whole Hours			Travel Hours		N-No Service					Xmas Assist Work Hours				
	1	Hrs	100s		Hrs	100s	Hrs	Tr	Miles	GT	Ann	Sick	Other	COP	Hrs	100s	Sat	Mon	Tue	Wed	Thur	Fri	Hrs	100s
	2	Hrs	100s		Hrs	100s									Hrs	100s							Hrs	100s
	Week 1 Information													Week 2 Information										
	Des	Name of Relief Carrier				SSN				Actual Wkly Hrs		Equip. Allow			Actual Wkly Hrs		Equip. Allow							
		Hrs	Tr	Miles	GT	Hrs	Tr	Miles	GT	Hrs	100s	Hrs	Tr	Miles	GT	Hrs	Tr	Miles	GT					
		Hrs	Tr	Miles	GT	Hrs	Tr	Miles	GT	Hrs	100s	Hrs	Tr	Miles	GT	Hrs	Tr	Miles	GT					
		Hrs	Tr	Miles	GT	Hrs	Tr	Miles	GT	Hrs	100s	Hrs	Tr	Miles	GT	Hrs	Tr	Miles	GT					
		Hrs	Tr	Miles	GT	Hrs	Tr	Miles	GT	Hrs	100s	Hrs	Tr	Miles	GT	Hrs	Tr	Miles	GT					
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature										Date		Carrier Initial		
AUXILIARY RURAL CARRIER TIME CERTIFICATE																						EDM-7833		

1. Rt. No. — Use the chart below to determine which route number to enter on PS Form 1314-A when reporting Christmas assistance by replacement carriers or on auxiliary routes.

Christmas assistance provided on:	Route # on PS Form 1314-A
Regular route	Actual route # (e.g., K001, J014)
One or more auxiliary routes (Except for Des 79 providing assistance on assigned auxiliary route)	A998 (Combine all Christmas assistance on auxiliary routes on one PS Form 1314-A)
Auxiliary route — assistance provided by Des 79 on assigned route	Use PS Form 1314-A for assigned route

2. Xmas Assist Work Hours — This block is used whenever a replacement carrier provides Christmas assistance. Do not include the amount of Xmas Assist Work Hours in the Actual Wkly Work Hours block.

Work on Relief Days and Use of X Days

During the period from the beginning of the Guarantee Year (November 3, 2001) through the last day of the Christmas period (December 26, 2001) — which includes Pay Periods 24-01, 25-01, 26-01, and 01-02 (through Wednesday of Week 2) — record relief days worked by regular rural carriers on PS Form 1314, as described below.

1. Carriers who work a relief day during this period and who are entitled to a future day off (X day) must be given that X day in the same pay period. Record DACA Code R or 3 on PS Form 1314 for the relief day that is worked, and DACA Code X on the day that is taken off. The Rural Time and Attendance Processing System (RTAPS) will not accept any PS Form 1314 that contains a DACA Code 3 or DACA Code R without a corresponding DACA Code X. **Note:** This provision does not apply to carriers who have a negative X day balance. Carriers in this situation must work a sufficient number of relief days (DACA Code 3 or R) to bring the negative balance up to zero. Otherwise, prior X days are changed to annual leave or leave without pay using PS Form 2240R, *Rural Pay or Leave Adjustment Request*, to correct the balance.
2. Record DACA Code 5 on PS Form 1314 for the relief day that is worked if an X day is not taken in the same pay period that the relief day is worked, or if the carrier is on the relief day work list and selects the option for 150% compensation. When DACA Code 5 is entered, the carrier does not receive an X day.
3. Carriers may not use any X days that were earned in previous pay periods during this period. RTAPS will not accept any PS Form 1314 that contains a DACA Code X without a corresponding DACA Code 3 or DACA Code R.
4. Carriers must have a sufficient balance of X days available in order to use an X day. Carriers with a negative X day balance cannot use any X days until the negative balance is erased.

Christmas Period Timekeeping Instructions

A. FLSA B Regular Rural Carriers

1. Work on Relief Day — Only regular carriers on J or K routes have an assigned relief day. Any work performed by a regular on his/her relief day must be reported in one of the following ways:
 - a. Regular carries entire route — If the carrier reports on the relief day and cases and carries the assigned route (as is done on a scheduled day), enter DACA Code R, 3, or 5 (as appropriate) on PS Form 1314 for that day. If the carrier is due an X day for working the relief day (i.e., DACA Code R or 3 is entered), this X day must be granted in the same pay period. If the X day is not granted within the same pay period, DACA Code 5 must be entered on PS Form 1314.
 - b. Christmas assistance — If a relief carrier carries the assigned route and the regular carrier provides assistance on the relief day, record the hours worked by the regular as Xmas Assist Work Hours. If additional Equipment Maintenance Allowance (EMA) is due for work performed on the relief day, enter the mileage traveled in whole miles in the Route Deviation block for the appropriate week.
2. Work on Designated Holiday — If Tuesday, December 25, is a regular carrier's scheduled relief day, Monday, December 24, is the employee's designated holiday. If a regular carrier is assigned to work the designated holiday, the regular must work the full day. Regular carriers may not provide Christmas assistance on their designated holiday.

When the regular carrier works the designated holiday:

 - a. Enter DACA Code V in the Monday, Week 2 block on PS Form 1314.
 - b. Include the hours worked on the designated holiday with all other work hours for that week in the Actual Weekly Hours block.
 - c. The carrier is compensated at one and one half times the daily rate of pay (in addition to Holiday Leave) for working the designated Christmas holiday. The carrier is not entitled to a future day off (X day).
3. Special Instructions for Week 2, PP 01-02:

Christmas overtime is authorized for Saturday (December 22), Monday (December 24), and Wednesday (December 26) of Week 2, PP 01-02. Enter the **total** work hours for these 3 days in Xmas Assist Work Hours and include in Actual Weekly Hours for the week.

B. FLSA Code A Regular Carriers

Regular carriers (FLSA Code A) are paid at the regular rate for all hours worked up to 8 per day and 40 per week, and at the overtime rate for all hours worked in excess of 8 per day or 40 hours per week. FLSA Code A employees are not entitled to any X days, as they are paid for working the relief day.

1. Report total hours worked for the week in Actual Weekly Hours.
2. If the carrier worked more than 8.00 hours in a day, enter total hours worked in excess of 8 for that day in the Daily Overtime block.
3. If the carrier worked on a scheduled relief day, enter R on the day the carrier worked the relief day and include the hours worked in Actual Weekly Hours. The employee is **not** entitled to a future X day.
4. If the carrier worked on a designated holiday, enter V on the day the carrier worked the designated holiday and include the hours worked in Actual Weekly Hours. The employee is **not** entitled to a future X day.

C. Auxiliary Route Carriers

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked during PP 26-01 and PP 01-02. During this period, carriers are not paid the evaluation of the route. The only changes to standard timekeeping procedures for auxiliary routes are when a Designation (Des) 79 provides Christmas assistance on the assigned auxiliary route. (See Section E.2)

D. Replacement Carriers Assigned to Vacant Regular Routes (Designations 72/74)

1. Designation 72
 - a. FLSA B — Procedures are the same as for Des 71 (Regular Carrier), FLSA B.
 - b. FLSA A — Procedures are the same as for Des 71 (Regular Carrier), FLSA A.

2. Designation 74

Work on relief day or holiday:

a. Carrier worked scheduled relief day:

- (1) Enter R on the day the carrier worked the relief day.
- (2) Include the hours worked in Actual Wkly Work Hours. Employee is **NOT** entitled to a future X day.

b. Carrier worked designated holiday:

- (1) Do not enter a V on the day worked. Leave blank.
- (2) Include the work hours in the Actual Wkly Work Hours block.
- (3) Enter the relief day (J or K day) in the block for the actual holiday (Tuesday).
- (4) Replacement carrier data is not needed to crossfoot PS Form 1314 for the holiday.

c. Carrier provided Christmas assistance on relief day:

- (1) Enter the Christmas auxiliary assistance time on PS Form 1314 in the Xmas Assist Work Hours block.
- (2) Do not include these hours in the Actual Weekly Work Hours block.
- (3) Enter J or K in the appropriate block on PS Form 1314 if the replacement carrier worked a full day on the route.

E. Replacement Rural Carriers Serving as Christmas Auxiliary Assistants

All replacement carriers serving as Christmas auxiliary assistants are compensated at their regular rate for actual hours worked up to 40 per week, and at the FLSA overtime rate for actual hours worked in excess of 40.

1. Christmas assistance on a regular route:

- a. Manually prepare PS Form 1314-A for each carrier that provides Christmas assistance.
- b. Do not enter more than one carrier on each PS Form 1314-A.
- c. Submit a separate certificate for each regular route on which the carrier provides assistance.
- d. Report the Christmas assistance hours in the appropriate Week 1 and/or Week 2 Xmas Assist Work Hours block.
- e. Enter EMA hours, trips, and miles in the appropriate Week 1 and/or Week 2 EMA blocks.

2. Christmas assistance on an auxiliary route:

a. Assigned carrier (Des 79) provided Christmas assistance on assigned auxiliary route:

- (1) Enter N in the appropriate block in the No Service section of the carrier's PS Form 1314-A for the assigned route.
- (2) Record hours worked in the Xmas Assist Work Hours block. Only enter Christmas assistance when the rural carrier associate works his/her Des 79 position.
- (3) Include EMA hours and miles (not trips) in the total for the appropriate week. Trips may not exceed the number of days worked in the No Service blocks.
- (4) A replacement carrier is required to crossfoot the card.

b. Replacement carrier (Designations 70, 73, 74, 75, 76, 78) provided Christmas assistance on auxiliary route:

- (1) Manually prepare PS Form 1314-A. Enter route number A998. Use this route type and number for overburdened service or Christmas assistance on auxiliary routes only.
- (2) Report the Christmas assistance hours in the appropriate Week 1 and/or Week 2 Xmas Assist Work Hours block.
- (3) Enter EMA hours, trips, and miles (if applicable) in the appropriate Week 1 and/or Week 2 EMA blocks.
- (4) If Christmas assistance is performed on two or more auxiliary routes in the same pay period, combine all work hours and EMA data on one manually prepared PS Form 1314-A.

F. Postal Employees (Other Than Rural) Serving as Christmas Auxiliary Assistants

Postal Service employees (other than Des 7X) who provided Christmas assistance on rural routes are compensated at their regular rate of pay for actual time worked. Include all work hours using their normal Time and Attendance System (Manual Timecards, ETC, and TACS).

Nonrural employees are entitled to EMA payment if a personal vehicle is used. Prepare PS Form 1314-A as follows: (Do not prepare PS Form 1314-A if a government vehicle is provided.)

1. Report the hours worked on the rural routes on PS Form 1230-C, *Time Card*.
2. Manually prepare PS Form 1314-A for EMA compensation.
3. Complete indicative data at the top of the certificate. Use Des 99/0, actual route type and number, FLSA Code P, and correct employee and pay period information.
4. Enter EMA hours, trips, and miles in the appropriate Week 1 and/or Week 2 EMA blocks.

Important Items to Remember: Rural Carrier Christmas Pay Procedures

- Hours entered in the Daily Overtime block are **always** included in Actual Weekly Hours.
- Hours entered in the Xmas Assist Work Hours block are **not** included in Actual Weekly Hours, except in Week 2 of PP 01-02.
- Carriers on auxiliary routes are paid for actual hours worked, not the route's evaluation, during the Christmas period.
- An X day cannot be entered on a time card unless there is a corresponding R or 3 day in the same pay period and the carrier's X day balance is zero or greater.
- If a regular carrier works his/her relief day and carries his/her assigned route, this is **not** reported as Christmas assistance.
- Regular carriers may only work on their assigned route.
- **Regular carriers may not work on an actual holiday (December 25th or January 1st).**

U.S. Postal Service	JONES		K				XX-XXXX				E XXX-XX-XXXX				710	K001		B	01	26		
	Name of Assigned Carrier										Finance Number		Social Security Number				Des.	Route No.		FLSA	Year	PP
	WK	Actual Weekly Hours		Days Assigned Carrier Absent (codes on reverse)				Daily Overtime		Training Hours		COP Hours	Limited Duty Hours		Relief Hours	Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours			
1	45.28 Hours 100s		K				Hours 100s		Hours 100s			Hours 100s		Hours 100s				Hours 100s				
2	47.08 Hours 100s		K				Hours 100s		Hours 100s			Hours 100s		Hours 100s				Hours 100s				
										Week 1 Information				Week 2 Information								
Des	Name of Relief Carrier				Social Security Number				Actual Weekly Hours		Tr	No EM	EM	Whole Miles Dev + Omit -		Actual Weekly Hours		Tr	No EM	EM	Whole Miles Dev + Omit -	
780	Kinevich J				123-45-6789				08.26 Hours 100s		1					08.50 Hours 100s		1				
									Hours 100s					Hours 100s		Hours 100s				Hours 100s		
									Hours 100s					Hours 100s		Hours 100s				Hours 100s		
									Hours 100s					Hours 100s		Hours 100s				Hours 100s		
									Hours 100s					Hours 100s		Hours 100s				Hours 100s		
This certifies that the above carrier rendered service in compliance with Postal regulations.										Postmaster's Signature <i>R Langwin</i>				Date 12/14/01				Carrier's Initials KJ				

Exhibit 1. REGULAR CARRIER WORKS IN EXCESS OF ROUTE'S EVALUATION

1. Regular carrier is assigned to a 45-hour evaluated route (Daily evaluation = 9.00 hours).
2. Carrier works 45.28 hours in Week 1, and 47.08 hours in Week 2 as follows:

	Week 1 (Hours)	Week 2 (Hours)
Mon	9.00	10.00
Tue	8.00	8.00
Wed	10.28	11.08
Thu	9.00	7.50
Fri	9.00	10.50

- Carrier will be paid Christmas overtime for 0.28 hours in Week 1, and 2.08 hours in Week 2, based on hours worked over the route's evaluated hours.
- No manual computation for Christmas overtime is necessary. This is automatically computed. No entries are made to the Daily Overtime block.

WALTERS		N		XX-XXXX		E XXX-XX-XXXX		710	K003	B	01	26																
Name of Assigned Carrier													Finance Number		Social Security Number		Des.	Route No.	FLSA	Year	PP							
WK	Actual Weekly Hours		Days Assigned Carrier Absent (codes on reverse)					Daily Overtime		Training Hours		COP Hours	Limited Duty Hours		Relief Hours		Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours								
1	42.08 Hours 100s		K					A																				
2	48.92 Hours 100s		5										0892															
Name of Relief Carrier													Social Security Number		Actual Weekly Hours		Tr	No EM	EM	Whole Miles		Actual Weekly Hours		Tr	No EM	EM	Whole Miles	
760 DAVIS J.													987-65-4321		1650		2			Dev + Omit -		Hours 100s					Dev + Omit -	
(X day not given)															Hours 100s							Hours 100s						
(DACA 3 was changed)															Hours 100s							Hours 100s						
to DACA code 5															Hours 100s							Hours 100s						
															Hours 100s							Hours 100s						
This certifies that the above carrier rendered service in compliance with Postal regulations.													Postmaster's Signature		Date		Carrier's Initials											
													R. Langwin		12/14/01		NW											

Exhibit 2. REGULAR CARRIER NOT ON RELIEF DAY WORK LIST WORKS RELIEF DAY (WEEK 2) AND DOES NOT RECEIVE AN X DAY IN THE SAME PAY PERIOD

- Regular carrier is required to work the second relief day of Pay Period 26. Carrier does not get an X day in the same pay period.
- Enter DACA Code 5 on the relief day (Saturday) of Week 2.
- Carrier is paid 150% of a day's evaluation for working the relief day and does not receive a future X day.

WILLIAMS		P		XX-XXXX		E XXX-XX-XXXX		710	K005	B	02	01											
Name of Assigned Carrier				Finance Number				Social Security Number				Des.	Route No.	FLSA	Year	PP							
WK	Actual Weekly Hours		Days Assigned Carrier Absent (codes on reverse)							Daily Overtime		Training Hours		COP Hours	Limited Duty Hours		Relief Hours		Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours	
	Hours	100s	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Hours	100s	Hours	100s	Hours	Hours	100s	Hours	100s	Hours	100s			Hours	100s
1	41	68	K																				
2	49	25	K	H																		21	75
Des		Name of Relief Carrier		Social Security Number				Actual Weekly Hours				Week 1 Information				Week 2 Information							
780		Horton P		456-78-9898				07 50				Tr No EM EM				Whole Miles Dev + Omit -							
								Hours 100s				Hours 100s				Hours 100s							
								(5 hrs Xmas ASSIST) (Worked 8 hrs on Mon.) (Worked 8.75 on Wed.)				Hours 100s				Hours 100s							
								Total 21.75 hours				Hours 100s				Hours 100s							
This certifies that the above carrier rendered service in compliance with Postal regulations.				Postmaster's Signature				Date				Carrier's Initials											
				R. Langerin				12/28/01				PW											

Exhibit 3. REGULAR CARRIER WORKS SATURDAY, MONDAY, AND WEDNESDAY OF PP 01-02, WEEK 2

1. Regular carrier is assigned to a K route with a relief day of Saturday.
2. Carrier provides 5.00 hours of Christmas assistance on Saturday, December 22nd.
3. Carrier works 8.00 hours on Monday, December 24th.
4. Carrier works 8.75 hours on Wednesday, December 26th.
5. Enter the total hours for Saturday, Monday and Wednesday — 21.75 hours — in the Xmas Assist Work Hours block.
6. Include these hours in the Actual Weekly Hours.

U.S. Postal Service		RODRIGUEZ		K		XX-XXXX		E		XXX-XX-XXXX		710		K007		B		02		01				
		Name of Assigned Carrier				Finance Number				Social Security Number				Des.		Route No.		FLSA		Year		PP		
WK	Actual Weekly Hours	Days Assigned Carrier Absent (codes on reverse)					Daily Overtime		Training Hours		COP Hours		Limited Duty Hours		Relief Hours		Route Dev.		GT Veh.		Miles Omit		Xmas Assist Work Hours	
1	45 02 Hours 100s	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Hours	100s	Hours	100s	Hours	100s	Hours	100s							Hours	100s	
2	43 08 Hours 100s			V	K			Hours	100s	Hours	100s	Hours	100s	Hours	100s							23	25	
		Week 1 Information										Week 2 Information												
Des	Name of Retail Carrier	Social Security Number				Actual Weekly Hours		Tr	No EM	EM	Whole Miles		Actual Weekly Hours		Tr	No EM	EM	Whole Miles						
	Black D	567-89-0123				08 00 Hours 100s		1			Dev + Omit -		Hours 100s					Dev + Omit -						
	(Worked 7.75 hrs on SAT)					Hours 100s					Hours 100s		Hours 100s					Hours 100s						
	(Worked 8 hrs on Mon.)					Hours 100s					Hours 100s		Hours 100s					Hours 100s						
	(Worked 7.50 hrs on Wed)					Hours 100s					Hours 100s		Hours 100s					Hours 100s						
	Total is 23.25-hours					Hours 100s					Hours 100s		Hours 100s					Hours 100s						
This certifies that the above carrier rendered service in compliance with Postal regulations.		Postmaster's Signature										Date		Carrier's Initials										
		D. Lanjevin										12/28/01		KR										

Exhibit 4. REGULAR CARRIER WORKS DESIGNATED HOLIDAY

1. Regular carrier's relief day is Tuesday. Carrier works the designated holiday on Monday, December 24th.
2. Enter V on Monday of Week 2.
3. Include hours worked on the designated holiday in Actual Weekly Hours.
4. Carrier is not entitled to an X day for working the holiday.
5. Carrier works 7.75 hours on Saturday, December 22nd.
6. Carrier works 8.00 hours on designated holiday, Monday, December 24th.
7. Carrier works 7.50 hours on Wednesday, December. 26th.
8. Enter the total hours for Saturday, Monday, and Wednesday — 23.25 hours — in the Xmas Assist Work Hours block.
9. No manual computation for Christmas overtime is necessary. This is automatically computed. Do not enter Christmas overtime in the Daily Overtime block.
10. Carrier will receive 150% of one day's evaluation for working the designated Christmas holiday. **NOTE:** Regular rural carriers cannot work on Tuesday, December 25th.

BROWN		M		XX-XXXX		E XXX-XX-XXXX		710	K009	B	01	26			
Name of Assigned Carrier				Finance Number				Social Security Number							
WK	Actual Weekly Hours	Days Assigned Carrier Absent (codes on reverse)					Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours
		Sat.	Mon.	Tue.	Wed.	Thur.									
1	4350				K										
2	4292				K						025			0700	
U.S. Postal Service												PS Form 1314, Jun 2000			
Des	Name of Relief Carrier	Social Security Number	Actual Weekly Hours				Week 1 Information				Week 2 Information				
			Hours	100s	Tr	No EM	EM	Whole Miles		Hours	100s	Tr	No EM	EM	Whole Miles
780	Eng S	678-90-034	08	08	1					08	92	1			
			Hours	100s						Hours	100s				
			Hours	100s						Hours	100s				
			Hours	100s						Hours	100s				
			Hours	100s						Hours	100s				
This certifies that the above carrier rendered service in compliance with Postal regulations.		Postmaster's Signature				Date				Carrier's Initials					
		R Langwin				12/14/01				MB					
REGULAR RURAL CARRIER TIME CERTIFICATE															

Exhibit 5. REGULAR CARRIER PROVIDES CHRISTMAS ASSISTANCE

- Carrier works 7 hours of Christmas assistance on the relief day Wednesday of Week 2 and uses a personal vehicle for 25 miles.
- Enter 7 hours in Xmas Assist Work Hours. Do not include in the total work hours for the week on PS Form 1314.
- Enter the 25 miles traveled on the relief day in whole miles in the Route Dev. block.
- No manual computation for Christmas overtime is necessary. This is automatically computed. Do not enter Christmas overtime in the Daily Overtime block.

KENT		C		XX-XXXX		E XXX-XX-XXXX		710	K011	A	01	26									
Name of Assigned Carrier				Finance Number				Social Security Number					Des.	Route No.	FLSA	Year	PP				
WK	Actual Weekly Hours	Days Assigned Carrier Absent (codes on reverse)						Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours					
1	39 88 Hours 100s	R					00 32 Hours 100s														
2	35 08 Hours 100s	K														06 00 Hours 100s					
Week 1 Information												Week 2 Information									
Des	Name of Relief Carrier	Social Security Number						Actual Weekly Hours	Tr	No EM	EM	Whole Miles Dev + Omit -		Actual Weekly Hours	Tr	No EM	EM	Whole Miles Dev + Omit -			
180	Kay N	679-84-5671												08 75 Hours 100s	1						
	(Worked 8.32 Hours on Tues)																				
This certifies that the above carrier rendered service in compliance with Postal regulations.												Postmaster's Signature				Date		Carrier's Initials			
												R Langerain				12/14/01		CK			

Exhibit 6. FLSA CODE A REGULAR CARRIER

1. A regular carrier whose FLSA code is A is paid by the hour. Overtime is paid for all hours over 8 in a day or 40 in a week.
2. Carrier works 8.32 hours on Tuesday of Week 1. Enter 0.32 hours in the Daily Overtime block.
3. Carrier works relief day (Saturday) in Week 1. Include these hours in Actual Weekly Hours. Carrier is paid for these hours, so **no X day is due**.
4. Carrier works 39.88 total hours in Week 1.
5. Carrier works Christmas assistance on the relief day on the second Saturday. Record the Christmas assistance time in the Xmas Assist Work Hours block. Do not add to the Actual Weekly Work Hours. Overtime will only be paid if the carrier exceeds 40 hours for the week.
6. No manual computation for Christmas overtime is necessary. This is automatically computed. Carrier will receive 0.32 hours of overtime in Week 1, and 1.08 hours of overtime (35.08 + 06.00 = 41.08 hours) in Week 2.

U.S. Postal Service PS Form 1314, Jun 2000	ANDERS		X		XX-XXXX		E XXX-XX-XXXX		740	J002	P	02	01								
	Name of Assigned Carrier				Finance Number			Social Security Number			Des.	Route No.	FLSA	Year	PP						
	Days Assigned Carrier Absent (codes on reverse)				Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours								
WK	Actual Weekly Hours	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Hours	100s	Hours	100s	Hours	100s	Hours	100s						
1	40 Hours 100s																				
2	42 Hours 100s			J																	
Name of Relief Carrier				Social Security Number			Actual Weekly Hours			Tr	No EM	EM	Whole Miles		Actual Weekly Hours		Tr	No EM	EM	Whole Miles	
							Hours 100s						Dev + Omit -		Hours 100s					Dev + Omit -	
							Hours 100s								Hours 100s						
							Hours 100s								Hours 100s						
							Hours 100s								Hours 100s						
							Hours 100s								Hours 100s						
							Hours 100s								Hours 100s						
							Hours 100s								Hours 100s						
This certifies that the above carrier rendered service in compliance with Postal regulations.				Postmaster's Signature <i>R Langerman</i>						Date 12/28/01			Carrier's Initials AL								
REGULAR RURAL CARRIER TIME CERTIFICATE																					

Exhibit 7. DESIGNATION 74 WORKS DESIGNATED HOLIDAY

1. A rural carrier associate (RCA) is assigned to a vacant regular J route, with a relief day on Tuesday of Week 2.
2. Carrier works the designated Christmas holiday on Monday, December 24th.
3. Do not enter V or H for working the Christmas holiday. Designation 74s are not entitled to holiday leave pay. Monday is a regular workday.
4. Include hours worked on Monday of Week 2 in Actual Weekly Hours.
5. Replacement carrier is not needed to crossfoot the card for the second week.

U.S. Postal Service PS Form 1314, Jun 2000	PETERS		U		XX-XXXX		E XXX-XX-XXXX		740	K034	P	02	01								
	Name of Assigned Carrier				Finance Number			Social Security Number			Des.	Route No.	FLSA	Year	PP						
	Days Assigned Carrier Absent (codes on reverse)				Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours								
WK	Actual Weekly Hours	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Hours	100s	Hours	100s	Hours	100s	Hours	100s						
1	36 Hours 100s												07 Hours 100s								
2	33 Hours 100s			K																	
Name of Relief Carrier				Social Security Number			Actual Weekly Hours			Tr	No EM	EM	Whole Miles		Actual Weekly Hours		Tr	No EM	EM	Whole Miles	
780 Turner P				789-01-2345			08 Hours 100s			1			Dev + Omit -		09 Hours 100s		1			Dev + Omit -	
							Hours 100s								Hours 100s						
							Hours 100s								Hours 100s						
							Hours 100s								Hours 100s						
							Hours 100s								Hours 100s						
							Hours 100s								Hours 100s						
This certifies that the above carrier rendered service in compliance with Postal regulations.				Postmaster's Signature <i>R Langerman</i>						Date 12/28/01			Carrier's Initials UP								
REGULAR RURAL CARRIER TIME CERTIFICATE																					

Exhibit 8. DESIGNATION 74 PROVIDES CHRISTMAS ASSISTANCE ON RELIEF DAY

1. The RCA is assigned to a vacant regular K route, with a relief day of Saturday.
2. On the first Saturday, the Des 74 carrier provides Christmas assistance for 7 hours. The replacement carrier works the route the entire day.
3. Enter K for the first Saturday.
4. Enter 7.00 hours in the Xmas Assist Work Hours block. Do not include these hours in the Actual Weekly Hours block.
5. Enter appropriate information for relief carrier in bottom section of time certificate.

HAMMOND		K		XX-XXXX		XXX-XX-XXXX		780		K001		P		01/26								
Name of Assigned Carrier				Finance Number				Social Security Number				Des		Rt. No.		FLSA		Yr		PP		
WK	Actual Wkly Work Hours		Work Days	Training Hours		Equipment Allowance			Leave-Whole Hours				Travel Hours	N-No Service					Xmas Assist Work Hours			
	Hrs	100s		Hrs	100s	Hrs	Tr	Miles	GT	Ann	Sick	Other		GOP	Sat	Mon	Tue	Wed		Thur	Fri	Hrs
1						06	2	080													10	00
2						03	1	040													04	50
										Week 1 Information				Week 2 Information								
										Actual Wkly Hrs		Equip. Allow		Actual Wkly Hrs		Equip. Allow						
										Hrs		Hrs		Hrs		Hrs						
										100s		100s		100s		100s						
										Hrs		Hrs		Hrs		Hrs						
										100s		100s		100s		100s						
										Hrs		Hrs		Hrs		Hrs						
										100s		100s		100s		100s						
										Hrs		Hrs		Hrs		Hrs						
										100s		100s		100s		100s						
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature <i>R. Largin</i>					Date 12/14/01			Carrier Initial KJH				
AUXILIARY RURAL CARRIER TIME CERTIFICATE										EDM-7833												

Exhibit 9. REPLACEMENT CARRIER PROVIDES CHRISTMAS ASSISTANCE ON A REGULAR ROUTE

1. Regular carrier on Route K001 carries his route on regularly scheduled day.
2. Replacement carrier provides Christmas assistance on Route K001 for 3.25 hours on Tuesday, Week 1; 6.75 hours on Friday, Week 1; and 4.50 hours on Saturday, Week 2.
3. On each of these days, the replacement carrier spends 3 hours on the street and travels 40 miles each day (in his/her own vehicle).
4. Prepare PS Form 1314-A using the actual route number (K001) on which service was performed.
5. Enter 10.00 hours in the Xmas Assist Work Hours block for Week 1, and 4.50 hours for Week 2. Do not include these hours in Actual Wkly Work Hours.
6. Enter EMA data in the appropriate Equipment Allowance blocks.
7. Do not enter any information to the bottom (relief carrier) section of the card.
8. If the replacement carrier provides Christmas assistance on more than one regular route, complete a separate PS Form 1314-A for each route on which Christmas assistance is provided.

DOGWOOD		Z		XX-XXXX		XXX-XX-XXXX		780	A998	P	01	26										
Name of Assigned Carrier				Finance Number				Social Security Number				Des	Rt. No	ELSA	Yr	PP						
WK	Actual Wkly Work Hours		Work Days	Training Hours		Equipment Allowance				Leave-Whole Hours				Travel Hours	N-No Service					Xmas Assist Work Hours		
	Hrs	100s		Hrs	100s	Hrs	Tr	Miles	GT	Ann	Sick	Other	COP		Sat	Mon	Tue	Wed	Thur		Fri	Hrs
1																					04	25
2						01	1	010													02	50
													Week 1 Information				Week 2 Information					
		Name of Relief Carrier		SSN		Actual Wkly Hrs		Equip. Allow		Actual Wkly Hrs		Equip. Allow										
		Hrs	100s	Hrs	100s	Hrs	Tr	Miles	GT	Hrs	100s	Hrs	Tr	Miles	GT							
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature <i>R. L. Jensen</i>			Date 12/14/01		Carrier Initial ZD							

Exhibit 10. REPLACEMENT CARRIER PROVIDES CHRISTMAS ASSISTANCE ON AN AUXILIARY ROUTE

1. Replacement carrier provides 3.00 hours Christmas assistance on Route A003 on Monday, Week 1; 1.25 hours Christmas assistance on Route A009 on Thursday, Week 1; and 2.50 hours Christmas assistance on Route A003 on Saturday, Week 2. All hours are worked in the office, except 1 hour on the street on Saturday, Week 2 (10 miles).
2. Prepare one PS Form 1314-A using route number A998 for all Christmas assistance hours on auxiliary routes.
3. Enter hours worked in the Xmas Assist Work Hours block. Do not include in Actual Wkly Work Hours.
3. Enter EMA data in the appropriate Equipment Allowance blocks.

Name of Assigned Carrier Shane T										Finance Number XX-XXXX				Social Security Number XXX-XX-XXXX				Des 990		Rt No J029		ELSA P		Yr 01		PP 26	
WK	Actual Wkly Work Hours		Work Days	Training Hours		Equipment Allowance				Leave-Whole Hours				Travel Hours		N-No Service					Xmas Assist Work Hours						
	Hrs	100s		Hrs	100s	Hrs	Tr	Miles	GT	Ann	Sick	Other	COP	Hrs	100s	Sat	Mon	Tue	Wed	Thur		Fri	Hrs	100s			
1						04	2	036																			
2						06	3	054																			
		Week 1 Information												Week 2 Information													
		Des		Name of Relief Carrier				SSN				Actual Wkly Hrs		Equip Allow				Actual Wkly Hrs		Equip Allow							
												Hrs 100s		Hrs Tr Miles GT				Hrs 100s		Hrs Tr Miles GT							
												Hrs 100s						Hrs 100s									
												Hrs 100s						Hrs 100s									
												Hrs 100s						Hrs 100s									
												Hrs 100s						Hrs 100s									
												Hrs 100s						Hrs 100s									
												Hrs 100s						Hrs 100s									
This certifies that the above carrier rendered service in compliance with Postal regulations										Presenter's Signature <i>R. Langwin</i>										Date 12/14/01		Carrier Initial TS					
AUXILIARY RURAL CARRIER TIME CERTIFICATE																						EDM-7833					

Exhibit 11. NONRURAL EMPLOYEE PROVIDES CHRISTMAS ASSISTANCE ON RURAL ROUTE (EMA ONLY)

1. Clerk works as a Christmas auxiliary assistant on Route J029 and provides her or his own vehicle.
2. Complete PS Form 1314-A, using Des Code 99 and the route number of the regular route. (Use A998 if assistance is provided on an auxiliary route.)
3. Enter the hours, trips, and miles in the Equipment Allowance blocks.
4. Do not enter any Actual Wkly Work Hours or Xmas Assist Work Hours. Work hours for nonrural employees are paid using their regular timekeeping system (e.g., manual timecards, ETC, TACS).
5. If Christmas assistance is provided on more than one regular route, complete a separate PS Form 1314-A for each employee and for each route on which they provide Christmas assistance.
6. If Christmas assistance is provided on more than one auxiliary route, combine the EMA data and enter the totals on one PS Form 1314-A using route number A998.

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Information Technology, 11-29-01

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Compaq	IBM
Price \$635	Price \$719.10
Hardware Compaq Presario 5000A 1.1 GHz Intel® Celeron™ processor 128MB 100MHz SDRAM memory 20GB UltraDMA hard drive 48x CD ROM drive 56K modem USB Internet keyboard 15" monitor JBL platinum speakers with digital audio port	Hardware NetVista A21i 1.0 GHz Intel Celeron processor 128MB RAM memory 20GB hard drive 48x Max CD ROM V.90 high speed modem Internet keyboard 15" monitor Speakers Integrated 10/100 Ethernet
Software Microsoft® Windows® XP Home Edition MS Works 6.0 Norton Internet Security 2002, includes Norton AntiVirus MS Money 2000 MS Encarta Online Deluxe Encyclopedia	Software Microsoft Windows XP Home Edition MS Works Suite 2001 Norton AntiVirus 2000 (OEM Version)
Warranty 1-year parts/labor/on-site/carry in	Warranty 1-year parts and on-site labor, limited warranty
Internet Service Provider Free NetZero (10 hrs. per month) CompuServe at reduced rates	Internet Service Provider Free NetZero (10 hrs. per month) Premium NetZero at reduced rates
Bonus Features for This Bundle Free ground shipping IJ650 color ink jet printer and cable for \$45 Upgrade to 17" monitor for \$65.	Bonus Features for This Bundle Free standard Postal Service ground shipping or Lexmark Z33 color inkjet printer Upgrade to 17" monitor for \$54.00. Upgrade to 19" monitor for \$157.50.
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Price \$975	Price \$809.10
Hardware Compaq Presario 5000A 1.6 GHz Intel® Pentium® 4 processor 128MB 133MHz SDRAM memory 40GB UltraDMA hard drive CD-RW drive 56K modem 17" monitor USB Internet keyboard JBL platinum speakers with digital audio port 10/100 Ethernet PCI card 16MB nVidia Vanta graphics card Integrated Soundmax digital audio	Hardware NetVista A22P 1.5 GHz Intel Pentium 4 processor 128MB RAM memory 20GB hard drive 48x Max CD ROM V.90 modem 15" monitor Internet keyboard Speakers
Software Microsoft® Windows® XP Home Edition MS Works 6.0 Norton Internet Security 2002, includes Norton AntiVirus MS Money 2000 MS Encarta Online Deluxe Encyclopedia	Software Microsoft Windows XP Home Edition MS Works Suite 2001 Norton AntiVirus 2000 (OEM Version)
Warranty 1-year parts/labor/on-site/carry in	Warranty 1-year parts and on-site labor, limited warranty
Internet Service Provider Free NetZero (10 hrs. per month) CompuServe at reduced rates	Internet Service Provider Free NetZero (10 hrs. per month) Premium NetZero at reduced rates
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Full specifications and details are available from Compaq and IBM.

All taxes are extra.

Premium

Compaq	IBM
Price \$1380	Premium system \$962.10
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<p>Software Microsoft® Windows® XP Home Edition MS Works 6.0 Norton Internet Security 2002, includes Norton AntiVirus MS Money 2000 MS Encarta Online Deluxe Encyclopedia</p>	<p>Software Microsoft Windows XP Home Edition MS Works Suite 2001 Norton AntiVirus 2000 (OEM Version)</p>
<p>Warranty 1-year parts/labor/on-site/carry in</p>	<p>Warranty 1-year parts and on-site labor, limited warranty</p>
<p>Internet Service Provider Free NetZero (10 hrs. per month) CompuServe at reduced rates</p>	<p>Internet Service Provider Free NetZero (10 hrs. per month) Premium NetZero at reduced rates</p>
<p>Bonus Features for This Bundle Free ground shipping Pick your Promo: Choose either a Compaq IJ650 color inkjet printer or a Compaq S/200 scanner or the EA Sports & Gaming software bundle for free with purchase of this PC bundle. \$50 off Promotion: Enter e-coupon code DTP10281 during the checkout process to receive \$50 discount on this bundle. Double your Graphics for Free: Get 64MB SDR nVidia GeForce2 MX w/TV-Out for the same price as the 32MB SDR nVidia GeForce2 MX IJ650 color inkjet printer for \$59 Upgrade to 19" monitor for \$95.</p>	<p>Bonus Features for This Bundle Free standard Postal Service ground shipping or Free Lexmark Z33 color inkjet printer or Free 128MB upgrade w/purchase of select NetVista models or Free scanner w/purchase of select NetVista models or Scanner upgrade w/purchase of select NetVista models for \$45 or Lexmark Z53 color inkjet printer black upgrade for \$45 Upgrade to 17" monitor for \$54.00.</p>
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Price \$929	Price \$1124.10
Hardware Presario 701ZA 950 MHz AMD DURON processor 13.3" TFT active matrix display 128MB 133MHz SDRAM memory 10GB UltraDMA hard drive Integrated 3.5" floppy drive 24x Max CD-ROM Integrated 56K modem w/10/100 Ethernet 1.64" x 12.4 x 10.6" (6.39 lbs)	Hardware ThinkPad R Series 900 MHz Mobil Intel Celeron processor 13.3" XGA TFT display 128MB SDRAM 10GB hard drive UltraBay Plus 24x Max CD ROM drive Integrated modem and 10/100 Ethernet
Software Microsoft® Windows® XP Home Edition MS Works 6.0 MS Money 2000 MS Encarta Online Deluxe Encyclopedia Norton Internet Security 2002, includes Norton AntiVirus	Software Microsoft Windows XP Home Edition Access Connections Lotus SmartSuite Millennium license Quicken Basic 2001, PC Doctor, Configsafe
Warranty 1-year parts/labor/mail-in	Warranty 1-year limited warranty/service at local repair location
Internet Service Provider Free NetZero (10 hrs. per month) CompuServe at reduced rates	Internet Service Provider Free NetZero (10 hrs. per month) Premium NetZero at reduced rates
Bonus Features for This Bundle Free ground shipping IJ650 color inkjet printer for \$59 Word Perfect Office 2002 for free	Bonus Features for This Bundle Free standard Postal Service ground shipping or Lexmark Z33 color inkjet printer
Other Products Compaq offers Postal Service employees a discount on Compaq portable and desktop systems and accessories (including iPAQ audio, networking, and pocket PC products).	Other Products IBM offers Postal Service employees a discount on PCs and PC accessories in the online IBM.com catalog. Add 128MB 133 MHz SDRAM for \$30.60. Add IBM ThinkPad i Series case for \$89.99.
Full specifications and details are available from Compaq and IBM.	

All taxes are extra.

NEW HANDBOOK

EL-312, Employment and Placement

The Office of Selection, Evaluation, and Recognition, Employee Resource Management, announces publication of Handbook EL-312, *Employment and Placement* (Issue 2, September 2001). The handbook provides instructions for the employment, placement, and assignment of career and noncareer field employees and promotion of field employees in districts and areas.

Handbook EL-312 incorporates the first issue of Chapter 2 of the handbook that was published online in December 1999. Handbook EL-312 also obsoletes Chapter 1, remainder of Chapter 2, and Chapters 3, 4, and 5 of Handbook EL-311, *Personnel Operations*. Handbook EL-311 is now obsolete in its entirety.

Handbook EL-312 will be automatically distributed to area and district managers of Human Resources and Remote Encoding Centers. The handbook can be found on the Policies and Procedures and Human Resources Web pages and on the Postal Service Internet. Future updates of the online Handbook EL-312 will be designated as EL-312, Revision 2.1, Revision 2.2, and so on.

Additional copies can be obtained as follows:

- **Use 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*.
- **Mail:** Send a completed PS Form 7380 to the following address:

SUPPLY REQUISITIONS
500 SW GARY ORMSBY DR
TOPEKA KS 66624-9704

The relevant ordering information is as follows:

PSN: 7610-03-000-9356
PSIN: HBKEL-312
Unit of Issue: EA
Bulk Pack Quantity: 40
Price: \$2.71
Edition Date: September 2001

— *Selection, Evaluation, and Recognition,
Employee Resource Management, 11-29-01*

Purchasing and Materials

PRODUCT ALERT

Contracts for Inventory Items Terminated

The San Francisco Purchasing and Materials Service Center (SF PMSC) has terminated, for default, 8 contracts for 10 different items. Those 10 inventory items are PSINs:

116A	222
138	1226C
155A	1226E
155B	1338B
208	1338C

All of those items are manufactured by Year-A-Round Corporation (YARC) in Mankato, Minnesota. Postal Service personnel inspected those YARC-manufactured items and found various quality problems, including missing welds and sharp edges. Quality problems vary from item to item even when items are from the same manufactured lot.

New Contracts Awarded

The SF PMSC has awarded new contracts to other suppliers to supply those items. The Material Distribution Center (MDC) has received the replacements for all of the inventory items listed above (except for PSIN 1226E, Accountable Mail Cart). The first delivery for PSIN 1226E to the MDC is expected mid-December.

Ordering Procedures

Orders for those inventory items are processed through the MDC. *Follow your established local ordering procedures to complete this process. Do not order those items yourself from the manufacturer, and do not ask your buying location to order them directly from the manufacturer.* One office has already requested its PMSC to purchase 22,

each, PSIN 1226Es. That purchasing office awarded the order to YARC who, in turn, could have used the opportunity to ship previously rejected items to fill the order. YARC has a large inventory of those rejected items and may attempt to sell them to the Postal Service.

Inventory Item Information

Inventory item contract numbers, PSINs, and product descriptions follow:

Contract No.	PSIN	Description
052684-98-B-0143	116A	Case & Table, Letter & Newspaper
052684-99-B-0285	138	Table, Portable Paper
052684-98-B-0536	155A	Case & Table, General Delivery, Letter & Paper
052684-98-B-0536	155B	Case & Table, General Delivery, Letter & Paper
052684-99-P-0059	208	Cabinet, Sheet Stamp
052684-99-P-0011	222	Cabinet, Stamp Storage
052684-96-B-1417	1226C	Cart, Tray, Seven Shelf
052684-97-B-0273	1226E	Cart, Accountable Mail
052684-98-B-0294	1338B	Cabinet, Drawer, P. O. Box Key (Two Drawers)
052684-98-B-0294	1338C	Cabinet, Drawer, P. O. Box Key (Three Drawers)

For questions about the YARC contracts, call Susan J. Lum, SF PMSC, 650-615-7282. If you have questions regarding availability of the above items, call Materials Customer Service at 1-800-332-0317.

— *Materials, Purchasing and Materials, 11-29-01*

Elimination of Hard Copy ZIP+4 State Directory — Effective January 2002

The hard copy ZIP+4 State Directory is being eliminated as part of a paper and cost reduction initiative that will save the Postal Service about \$1 million in Fiscal Year 2002. Over the last few years, customer orders for this product have significantly declined, resulting in much higher costs for the Postal Service. The hardcopy Five-Digit ZIP Code Directory will continue to be printed and offered as a product to customers.

In addition, the ZIP+4 State Directory customers have found it difficult to maintain accurate ZIP+4 data by using the hard copy directory, as the information is at least 6 months old at the time of printing. This is because the printer is provided with the data in advance to allow enough time for the production and printing processes. Furthermore, approximately 1 1/2 million additional ranged address records are added to the Postal Service ZIP+4 database each year.

In an effort to assist customers with maintaining more accurate address information, we have developed a new *monthly* interactive CD-ROM product to replace the hard copy directories. This new product is called "ZIP+4 State Directory." It will contain information for *all 50 states* and will provide the following options:

- Address Lookup — Provides the ability to look up individual addresses to obtain the correct ZIP Code, ZIP+4 Code, carrier route code, county code, delivery point code, and check digit code.
- ZIP+4 Retrieval — Provides the ability to look up and print reports of street records in various ways (city, state, ZIP Code, carrier route code, etc.).

The new electronic ZIP+4 State Directory product is encrypted and will not provide the ability to export the data in any way. What it will allow is the ability to retrieve, view, and print hard copy reports similar to the existing hard copy directory.

The new electronic version of the ZIP+4 State Directory is a new and improved product for our hard copy customers. It is now available as an annual subscription with 12 monthly updates for a fee of just \$50. If you would like to obtain an order form, please call the National Customer Support Center at 1-800-238-3150. (Product ID is ZD215R.) You may also obtain an order form via our Web site at www.usps.gov (click on *Address Quality*, then *Address Information Systems (AIS) Products*, then *Address Information System Products Technical Guide and Order Form*; then scroll to page 129).

Stand-up Talk for Retail Clerks

Why Is the Postal Service Eliminating the Hard Copy ZIP+4 State Directory?

The hard copy ZIP+4 State Directory is being eliminated as part of a paper and cost reduction initiative that will save the Postal Service about \$1 million in Fiscal Year 2002. Over the last few years, customer orders for this product have significantly declined, resulting in much higher costs for the Postal Service to maintain.

In addition, ZIP+4 State Directory customers find it difficult to maintain accurate ZIP+4 data by using the hard copy directory. The information in the hard copy directory is at least 6 months old at the time of printing. This is because the printer is provided with the data in advance to allow enough time for the production and printing processes.

What Do We Tell Customers Who Inquire Why the Lobby ZIP+4 State Directory Is No Longer Available?

Encourage the customer to use the 5-Digit ZIP Code only. It is no longer necessary for a single piece mailer to place a ZIP+4 Code on a mailpiece. With today's optical character reading technology, the Postal Service can apply the most current and up-to-date information. If a customer insists on using the ZIP+4 Code, tell them to call 800.ASK.USPS or go to www.usps.com to obtain the ZIP+4 information.

Will There Be A Replacement for the Hard Copy ZIP+4 State Directory?

The National Customer Support Center developed a new *monthly* interactive CD-ROM product to replace the hard copy ZIP+4 State Directory. This new product is called "ZIP+4 State Directory" and will provide customers with the ability to look up and print accurate and current ZIP+4 information for all 50 states.

In fact, this product will provide customers with a significant improvement in the data content, accuracy, and currency of the ZIP+4 information currently printed in the directory.

What Is the Price of the New ZIP+4 State Directory?

The price of the new product will be an annual subscription with 12 monthly updates at a fee of only \$50.

How Will Customers Place an Order for the New ZIP+4 State Directory?

Customers wishing to place an order for the new electronic version of the ZIP+4 State Directory must contact the National Customer Support Center at 1-800-238-3150 to obtain an order form.

Will the Hardcopy 5-Digit ZIP Code Directory Be Eliminated?

No. The hardcopy 5-Digit ZIP Code Directory will continue to be printed and offered as a product to customers.

— Address Management,
Chief Technology Officer, 11-29-01

Retail

LICENSING POST OFFICES

Processing Refund Letters From Meter Manufacturers

Effective immediately, Postage Technology Management (PTM) is revising the process concerning a meter licensee's refund request for a postage adjustment on a malfunctioning postage meter when the redundant memory data is unavailable. All such refund requests must be reviewed by PTM, which will send the approved or rejected request to the manufacturer.

In accordance with *Domestic Mail Manual* (DMM) Issue 57, P030.4.7, P030.5.8, P030.6.7, and P030.7.7, to request a postage adjustment for a faulty or misregistering meter, the licensee must first present to the provider the meter and the licensee's transaction records, if any. After examining a meter to be checked out of service for apparent faulty operation, affecting the ascending or descending registers, the provider must report the malfunction to the manager of PTM, Postal Service Headquarters (HQ). The report must contain all applicable meter documentation (including the setting history and transaction records, if any) and a recommendation about the appropriate postage adjustment, if any. At the same time the report is made to PTM, the provider must notify the licensee of the proposed postage adjustment. The licensee may appeal this decision in accordance with DMM P030.4.7, P030.5.8, P030.6.7, and P030.7.7.

Note: This information will be published in DMM Issue 57 in January 2002; it was also published in the *Federal Register*, pages 56435–56447, November 8, 2001, "Production Distribution, and Use of Postage Meters (Postage Evidencing Systems) and Postal Security Devices."

When the electronic redundant memory data, as examined by the provider, is inconclusive with respect to the appropriate postage adjustment, the provider must include an analysis of the licensee's recent mailing history supporting the recommended postage adjustment, the reason for the memory failure, and the method used to determine the lost register values. Requests received by PTM will be reviewed, approved or denied, and returned to the provider.

PTM-approved refund request letters will be stamped as follows:

Reviewed and Approved by
Postage Technology Management
(PTM designee)
(Telephone number)

Signature

Date

After the licensing Post Office receives the approved refund request, it is authorized to issue a refund. *Do not* issue refunds for a malfunctioning postage meter when the redundant memory data was unavailable unless the documentation provided by the manufacturer includes the PTM certification shown above.

If the licensing Post Office receives any refund requests for a malfunctioning postage meter, when the redundant memory data was unavailable, without the PTM certification, it must send the entire refund request to PTM at the following address:

POSTAGE TECHNOLOGY MANAGEMENT
REFUNDS
1735 N LYNN ST RM 5011
ARLINGTON VA 22209-6050

If PTM rejects a refund request, it will notify the manufacturer, who in turn will notify the licensee. The licensee may appeal this decision in accordance with DMM P030.4.7, P030.5.8, P030.6.7, and P030.7.7.

— *Postage Technology Management,
Retail, Consumers and Small Business, 11-29-01*

Postal Bulletin Distribution

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

If your postal facility has access to cc:Mail, you may send a request for a new subscription order, an address and/or quantity change, or a subscription query to the

cc:Mail address POSTAL BULLETIN. If you are using another email product, you can use the Internet email address pbulleti@email.usps.gov.

If you do not have access to email, you may complete the order form and mail it to:

ATTN POSTAL BULLETIN
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 5540
WASHINGTON DC 20260-5540

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

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Attention Line
Postal Facility Name
Delivery Address
City State ZIP+4
Person to Contact
Daytime Telephone
Current Quantity New Quantity

Missing Issues: If postal facilities that receive the Bulletin from GPO do not receive their order, they should call the Postal Bulletin editor at 202-268-2836. All other facilities should contact their administrative post office.

Address and Quantity Changes and Subscription Problems: Postal facilities may send address and quantity changes and subscription queries via cc:Mail to POSTAL BULLETIN or via the Internet to pbulleti@email.usps.gov. Please include old and new address and quantities, and the "POO" subscription number from your address label. Postal facilities may also complete this form and mail it to:

ATTN POSTAL BULLETIN
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 5540
WASHINGTON DC 20260-5540

All other facilities should contact their administrative post office.

Single Copies (back to 1 year): To order extra copies or back issues (see Table of Contents for specific PSN), use MDC Touch Tone Order Entry by calling 800-332-0317 (option 1, then option 2) or send PS Form 7380, MDC Supply Requisition, to:

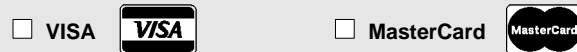
MATERIAL DISTRIBUTION CENTER
ATTN SUPPLY REQUISITIONS
500 SW GARY ORMSBY DR
TOPEKA KS 66624-9702

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Change of Address (Include Postal Bulletin mailing label.)

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Daytime Telephone
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US GOVERNMENT PRINTING OFFICE
PO BOX 371954
PITTSBURGH PA 15250-7954

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

Table with 4 columns of postal stock numbers (PSNs) and their corresponding values.

CUT ALONG DOTTED LINE





475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

FAST. EASY TO USE.
There when you need it.

The Policies and Procedures Web site.
<http://blue.usps.gov/cpim>



Postal Bulletins

Find every issue back to 1995.

Manuals

Access the DMM, IMM, POM, and others.

Handbooks and Publications

Find the latest travel guidelines, answers about signature capture, and much more.

Next time you need a Postal Service publication, check the Policies and Procedures site first.