

# POSTAL BULLETIN

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JOHN E. POTTER  
POSTMASTER GENERAL, CEO



December 13, 2001

## Equal Employment Opportunity and Affirmative Employment Policy Statement

The Postal Service is committed to providing equal employment opportunity for all employees. Affirmative employment is an essential element of the Postal Service's equal employment opportunity efforts.

### Equal Employment Opportunity

Equal employment opportunity (EEO) is required by our nation's laws. It is illegal to discriminate on the basis of race, religion, color, sex, national origin, age (40 and above), physical or mental disability, or in reprisal for participating in protected EEO activity. These laws also provide specific remedies for discrimination.

The Postal Service is unequivocal in its opposition to all forms of discrimination, including harassment involving any of the protected categories listed above. We are committed to following the EEO laws and their application to all employment matters, including—but not limited to—recruitment, hiring, training, assignments, promotions, transfers, benefits, and discipline. We maintain a process of EEO counseling and investigation for addressing and resolving complaints that arise from alleged discriminatory practices. In addition, we offer the dispute resolution process, REDRESS, as an alternative to precomplaint EEO counseling. Where individuals with disabilities are employed or will be employed, it is our policy to provide reasonable accommodation in accordance with the law.

### Affirmative Employment

The Postal Service's goal under affirmative employment is for our recruitment, retention, development, and promotion practices to effectively draw upon and support the diversity of communities we serve. To help bring that about, the Postal Service operates special emphasis programs (e.g., the National Women's Program and the Hispanic Program) and other affirmative employment activities to help ensure that women, minorities, and individuals with disabilities are able to compete at all levels of the organization.

### Responsibility

The Postal Service expects all postal employees to treat each coworker with respect and appreciation. Each of us, in accordance with the laws of this nation, must refrain from practicing or tolerating discrimination or harassment based upon race, sex, national origin, or any other category protected by the EEO laws.

All executives, managers, and supervisors share in the responsibility for successfully implementing and managing EEO and affirmative employment in the Postal Service. Managers are expected to develop and empower employees so that the most talented people available are selected for leadership positions that meet both our employment and performance goals.

The vice president of Diversity Development directs the affirmative employment program and the vice president of Labor Relations oversees EEO complaints processing and compliance.

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

John E. Potter

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The *Postal Bulletin* is also available on the World Wide Web at <http://www.usps.com/cpim/ftp/bulletin/pb.htm> for customers and at <http://blue.usps.gov> for employees.

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



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

PB 22066: 7690-04-000-5673	PB 22059: 7690-04-000-5666	PB 22052: 7690-04-000-5659	PB 22046: 7690-04-000-5653
PB 22065: 7690-04-000-5672	PB 22058: 7690-04-000-5665	PB 22051: 7690-04-000-5658	PB 22045: 7690-04-000-5652
PB 22064: 7690-04-000-5671	PB 22057: 7690-04-000-5664	PB 22050: 7690-04-000-5657	PB 22044: 7690-04-000-5651
PB 22063: 7690-04-000-5670	PB 22056: 7690-04-000-5663	PB 22049: 7690-04-000-5656	PB 22043: 7690-04-000-5650
PB 22062: 7690-04-000-5669	PB 22055: 7690-04-000-5662	PB 22048: 7690-04-000-5655	PB 22042: 7690-04-000-5649
PB 22061: 7690-04-000-5668	PB 22054: 7690-04-000-5661	PB 22047: 7690-04-000-5654	PB 22041: 7690-04-000-5648
PB 22060: 7690-04-000-5667	PB 22053: 7690-04-000-5660		

# Administrative Services

## ASM REVISION

### How to Track and Estimate Costs and Make Payments for Semipostal Stamps

Effective December 27, 2001, the *Administrative Support Manual (ASM)* is revised to replace section 645 with new, simpler semipostal regulations. This change also reflects the enactment of the following three Acts:

- Semipostal Authorization Act, Pub. L. 106-253, 114 Stat. 634 (2000).
- 9/11 Heroes Stamp Act of 2001, Pub. L. 107-67, § 652, 115 Stat. 514 (2001).
- Stamp Out Domestic Violence Act of 2001, Pub. L. 107-67, § 653, 115 Stat. 514 (2001).

#### Semipostal Authorization Act

The Semipostal Authorization Act authorizes the Postal Service to establish a 10-year program to sell semipostal stamps. The 10-year period begins on the date the Postal Service makes semipostal stamps selected under its discretionary authority available to the public.

#### Public Law 107-67

Public Law 107-67, the Treasury, and General Government Appropriations Act of 2002, which enacts the 9/11 Heroes Stamp Act of 2001 in section 652 and the Stamp Out Domestic Violence Act of 2001 in section 653, extends the sales period of the Breast Cancer Research Stamp until December 31, 2003, and requires that the Postal Service issue two additional semipostal stamps. The details of the two additional stamps are in the following table:

This semipostal stamp...	provides funds for this cause...	The Postal Service will issue the stamp...	and it may remain on sale until...	The Postal Service transfers funds raised in connection with the stamp to the ...
1. <i>Heroes</i>	Families of emergency relief personnel killed or permanently disabled in connection with the terrorist attacks of September 11, 2001	As soon as practicable	December 31, 2004	Federal Emergency Management Agency (FEMA)
2. <i>Domestic Violence Program</i>	Domestic violence programs	As soon as practicable, but no later than the beginning of 2004	December 31, 2006	Department of Health and Human Services (DHHS)

The following revisions to the ASM simplify the provisions of section 645. The provisions apply to all semipostal stamps issued by the Postal Service. Section 645 delegates internal procedures to delegate responsibility and establishes internal procedures. This section does not confer any substantive rights upon any other person or entity.

We will incorporate these revisions into the printed version of ASM 14 and into an incremental update of the online ASM on the Policies and Procedures PolicyNet page on the intranet at <http://blue.usps.gov/cpim>; click on *Manuals*.

#### Administrative Support Manual (ASM)

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#### 6 Support Services

\* \* \* \* \*

#### 64 Stamp Services

\* \* \* \* \*

[Revise the heading and replace the text in 645 with the following:]

## **645 Semipostal Stamps**

### **645.1 Definitions**

#### **645.11 Semipostal Stamps**

The term *Semipostal Stamp* means a postage stamp that is issued and sold by the Postal Service at a price that exceeds the postage value of the stamp. The stamp helps provide funding for a particular cause.

#### **645.12 Differential**

The term *differential* means the difference between the sales price of a semipostal stamp (as determined by the Governors of the United States Postal Service) and the First-Class Mail single-piece first-ounce rate in effect at the time of purchase.

#### **645.2 Offsets**

The Postal Service determines its reasonable costs to implement statutes that authorize the Postal Service to issue semipostal stamps. To the extent permitted by authorizing statutes, the reasonable costs of the Postal Service are offset against the differential associated with each semipostal stamp. The Postal Service retains any reasonable costs it offsets under section 645. The Postal Service also retains revenue from the sale of semipostal stamps that represents the First-Class Mail single-piece first-ounce rate in effect at the time of purchase.

### **645.3 Payments From the Sale of a Semipostal**

#### **645.31 Breast Cancer Research Stamp**

The Postal Service pays the following agencies as follows:

- a. National Institutes of Health (NIH). At least twice a year, we pay NIH 70 percent of the difference between the amount of the differential associated with the Breast Cancer Research Stamp, and the amount to recover any reasonable costs to the Postal Service (see section 645 to determine reasonable costs).
- b. Department of Defense (DOD). At least twice a year, we pay DOD 30 percent of the difference between the amount of differential associated with the Breast Cancer Research Stamp, and the amount to recover any reasonable costs to the Postal Service (see section 645.52 to determine reasonable costs).

**Note:** We specify how often we make payments in Memoranda of Understanding with the NIH and DOD.

#### **645.32 Heroes Semipostal Stamp**

The Postal Service pays the Federal Emergency Management Agency (FEMA) the differential associated with the Heroes Semipostal Stamp less an amount to recover the reasonable costs of the Postal Service as determined by it under section 645.52. Before transferring to FEMA any amount becoming available from the sale of the semipostal over any period, the Postal Service ensures that it has recovered the full cost incurred by the Postal Service in connection with such semipostal stamp through the end of such period. The Postal Service and FEMA execute a Memorandum of Understanding that specifies the frequency of payment terms.

#### **645.33 Domestic Violence Program Semipostal Stamp**

The Postal Service pays the U.S. Department of Health and Human Services (DHHS) the differential associated with the Domestic Violence Program Semipostal Stamp less an amount to recover the reasonable costs of the Postal Service as determined by it under section 645. Before transferring to DHHS any amount becoming available from the sale of the Domestic Violence Program Semipostal Stamp over any period, the Postal Service ensures that it has recovered the full cost incurred by the Postal Service in connection with such semipostal stamp through the end of such period. Frequency of payment shall be specified according to the terms of a Memorandum of Understanding executed with DHHS.

**645.4 Cost Reporting and Estimation**

**645.41 Headquarters Offices**

The following offices at Postal Service Headquarters are responsible for tracking or, as appropriate, estimating costs related to semipostal stamps:

Item	Office
<b>Development, Shipping, and Manufacturing</b> Design Shipping to Stamp Distribution Offices/Stamp Distribution Networks Printing and Manufacturing	Stamp Services Stamp Services Stamp Services
<b>Administrative and Recordkeeping</b> Sales and Services Associate Training Rural Carrier Training Programming Window Automation Devices Inventory Costs Destruction Costs Market Research (if applicable) Flyer Cost Promotional Event Costs Advertising	Retail Operations* Delivery Operations Customer Service System Support* Stamp Services Stamp Services Stamp Services Advertising Stamp Services Advertising
<b>Distribution</b> Postage to Post Offices	Stamp Services
<b>Retail</b> Customer Receipt Printing Costs Packaging for Self Service Vending Machine Training Costs Vending Machine Reconfiguration Packaging for Postal Stores Revaluation Costs (if applicable)	Accounting Self Service and Access Management* Self Service and Access Management* Self Service and Access Management* Retail Marketing Self Service & Access Management, Customer Service System Support, Retail Operations

\* These organizations are part of the Customer Service Operations segment of the new Delivery and Retail organization.

**645.42 Requirements**

**645.421 When to Report Costs**

All offices listed in Section 645.41 must report the cost information each accounting period (AP) to the office of Accounting, Finance, Controller. Send the report no later than 4 weeks after the close of the accounting period in which the costs were incurred. The report should be sent via e-mail if possible.

**645.422 Separate Reports**

The report should identify the semipostal stamp to which the costs incurred apply. Report the costs for each semipostal stamp separately.

**645.423 Recordkeeping**

Each office must maintain cost records for 1 year after the date that sales end for the semipostal stamp to which the costs incurred apply.

**645.424 Local Promotional Events**

Unless the office of Stamp Services grants an exception, costs for promotional events of field offices must not exceed \$3,000 and must be funded locally. Field promotional expenses not exceeding \$3,000 need not be reported pursuant to ASM 645.52(b)(1).

**645.5 Policy to Offset Costs for Semipostal Stamps**

The Postal Service's policy to offset costs for all semipostal stamps, including the Breast Cancer Research Stamp, is set forth in sections 645.51 through 645.63.

**645.51 Responsibility**

Overall responsibility for tracking costs associated with semipostal stamps rests with the office of Accounting, Finance, Controller. Individual organizational units incurring costs will provide supporting documentation to the office of Accounting, Finance, Controller.

**645.52 Policy**

Postal Service policy is to recover from the differential revenue for each semipostal stamp those costs that are determined to be attributable to the semipostal stamp and that would not normally be incurred for commemorative stamps having similar sales; physical characteristics; and marketing, promotional, and public relations activities (hereinafter "comparable stamps").

**645.52 Procedure**

- a. For each semipostal stamp, the office of Stamp Services, in coordination with Accounting, Finance, Controller, shall, based on judgment and available information, identify the comparable commemorative stamp(s) and create a profile of the typical cost characteristics of the comparable stamp(s) (e.g., manufacturing process, gum type), thereby establishing a baseline for cost comparison purposes. The determination of comparable commemorative stamps may change during or after the sales period, if the projections of stamp sales differ from actual experience.
- b. Except as specified, all costs associated with semipostal stamps will be tracked by the office of Accounting, Finance, Controller. Costs that will not be tracked include:
  - (1) Costs that the Postal Service determines to be inconsequentially small, which include those cost items not exceeding \$3,000 per invoice.
  - (2) Costs for which the cost of tracking would be burdensome (e.g., costs for which the cost of tracking exceeds the cost to be tracked).
  - (3) Costs attributable to mail to which semipostal stamps are affixed (which are attributable to the appropriate class and/or subclass of mail).
  - (4) Administrative and support costs that the Postal Service would have incurred whether or not the Semipostal Stamp Program had been established.
- c. Cost items recoverable from the differential revenue may include, but are not limited to, the following:
  - (1) Packaging costs in excess of the cost to package comparable stamps.
  - (2) Printing costs of flyers and special receipts.
  - (3) Costs of changes to equipment.
  - (4) Costs of developing and executing marketing and promotional plans in excess of the cost for comparable stamps.
  - (5) Other costs specific to the semipostal stamp that would not normally have been incurred for comparable stamps.

**645.53 Differential Maximization**

The Semipostal Stamp Program incorporates the following provisions that are intended to maximize differential revenues available to the selected causes. These include, but are not limited to, the following:

- a. Avoiding, to the extent practicable, promotional costs that exceed those of comparable stamps.
- b. Establishing restrictions on the number of concurrently issued semipostal stamps.
- c. Making financial and retail system changes in conjunction with regularly scheduled revisions.

**645.54 Other Costs**

Other costs that are attributable to semipostals that would normally be incurred for comparable stamps are recovered through the postage component of the semipostal stamp price. These include, but are not limited to, the following:

- a. Stamp design (including market research).
- b. Stamp production and printing.
- c. Stamp shipping and distribution.
- d. Estimated training for field staff, except for special training associated with semipostal stamps.
- e. Stamp sales (including employee salaries and benefits).
- f. Withdrawal of the stamp issue from sale.
- g. Destruction of unsold stamps.

h. Incorporation of semipostal stamp images into advertising for the Postal Service as an entity.

#### **645.6 Sales Periods**

##### **645.61 Breast Cancer Research Stamp**

The Breast Cancer Research stamp will be sold through December 31, 2003.

##### **645.62 Heroes Semipostal Stamp**

The Heroes Semipostal Stamp will be issued as soon as practicable and sold to the public for a period ending on or before December 31, 2004. The office of Stamp Services determines the dates of the sales period.

##### **645.63 Domestic Violence Program Semipostal Stamp**

The Domestic Violence Program Semipostal Stamp will issued no later January 1, 2004, and may be sold to the public for a period ending on or before December 31, 2006. The office of Stamp Services determines the dates of the sales period.

— *Stamp Services, Government Relations and Public Policy, 12-27-01*

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#### *NOTICE*

### **Temporary Telephone Number — Inspection Service Personnel Relocated From Brentwood Facility**

The temporary telephone number for Inspection Service personnel, who have been relocated from the Main Post Office, Brentwood Facility, in Washington, D.C., is **301-499-7346**.

— *Field Operations,  
Postal Inspection Service, 12-27-01*

## 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 Super Saturday	Standard/Letter	12/31-01/03	12	Nationwide	Car-Rt	Harte-Hanks
JC Penney Spring & Summer	Standard/Catalog	01/03-01/05	9.2	Nationwide	Car-Rt	RR Donnelley
Smith & Noble December Window Treatment Mailer	Standard/Flat	01/03-01/07	2.9	Nationwide	3-Digit	Harte-Hanks
American Express Invitation Letter (Costco)	Standard/Letter	01/03-01/10	1	Nationwide	Car-Rt, 3/5-Digit, Basic, Barcoded	Segerdahl
Costco Wallet	Standard/Letter	01/03-01/10	16	Nationwide	Car-Rt, 3/5-Digit, Basic, Barcoded	Segerdahl
JC Penney Super Sale Preview	Standard/Flat	01/05-01/08	12	Nationwide	Car-Rt	Harte-Hanks
JC Penney Spring Home Values	Standard/Catalog	01/05-01/10	8.7	Nationwide	Car-Rt	RR Donnelley
The Sportsman's Guide January Surplus	Standard/Catalog	01/07-01/11	1	Nationwide	Car-Rt, 3/5-Digit	Quebecorworld, Franklin, KY
JC Penney Clearance	Standard/Catalog	01/08-01/10	2.3	Nationwide	Car-Rt	Perry Judd
JC Penney Uniforms	Standard/Catalog	01/11-01/14	1.9	Nationwide	Car-Rt	Quebecorworld
Hallmark Valentine's Day Postcard	Standard/Postcard	01/14-02/07	6	Nationwide	Car-Rt, 3/5-Digit, Basic	Webcraft, New Brunswick, NJ

— Business Service Network Operations, Sales, 12-27-01



# Domestic Mail

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## DMM REVISION

### New Sort Level for Flats on Pallets

Effective March 31, 2002, *Domestic Mail Manual* (DMM) E650.6.1, E752.3.0, M011.1.0, M031.4.9, M041.5.0, M045.3.0, M920, M930, M940, and P012.2.4 are revised and labeling list L006 is added to allow a new optional level of pallet sort for a limited number of sectional center facility (SCF) service areas. This option is available for Periodicals nonletters (flats and irregular parcels), Standard Mail flats, and Bound Printed Matter flats prepared on pallets.

In some areas of the country, a single SCF service area is served by multiple mail processing facilities. This is most prevalent in large metropolitan areas such as New York City and Chicago. Current labeling lists direct all of the mail on 3-digit and SCF pallets to a single facility even though, in certain situations, not all of the mail is processed at that facility. New labeling list L006 allows mailers to prepare flats on pallets based on specific groupings of 5-digit ZIP Codes to facilitate the entry of the pallets directly into the facility where that mail is processed. To implement this change, we have added a new optional pallet level called a "5-digit metro" pallet prepared using labeling list L006. These pallets will contain mail for certain groupings of 5-digit ZIP Codes that are all processed within a single facility. In the sortation hierarchy, the 5-digit metro pallet follows the 5-digit scheme and 5-digit sort levels and precedes the 3-digit and SCF sort levels. A 5-digit metro pallet could contain carrier route, 5-digit, and 3-digit packages.

Although the 5-digit metro pallet may appear to resemble the 5-digit scheme pallet in that they both contain mail for multiple 5-digit ZIP Codes going to the same mail processing facility, they are in fact very different sort levels. L001 is designed primarily to direct a pallet containing carrier route packages for multiple 5-digit ZIP Codes that are sorted to carriers in the same delivery unit to that delivery unit. L006 is designed to direct a pallet containing mail for more than one delivery unit to the appropriate plant where the carrier route, 5-digit, and 3-digit packages for the ZIP Codes on the pallet are most efficiently sorted to a flat sorting machine or delivery unit. Mailers must prepare 5-digit scheme pallets for those ZIP Codes listed in labeling list L001; mailers will have the option (but will not be required)

to prepare 5-digit metro pallets for ZIP Codes listed in labeling list L006.

The Postal Service and its customers will benefit from this new optional sort because mail will be prepared and deposited more efficiently, going directly to the facility where the packages of mail are processed by the Postal Service and avoiding extra handling and transportation.

A few things to keep in mind:

- The 5-digit metro sort is optional.
- Only mail prepared as packages on pallets is eligible for this new sort level.
- For all flats and irregular parcels on pallets, the 3-digit sort level remains optional and is not affected by the addition of the optional 5-digit metro sort level. Mailers may prepare both optional sort levels or only one.
- For the purposes of rate eligibility, mail on pallets labeled to the facilities listed in L006 are eligible for destination SCF (DSCF) discounts and destination delivery unit (DDU) discounts where permitted by the standards for each class of mail.
- It is recommended that mailers who choose to perform SCF or bulk mail center (BMC) pallet protection (M045.4.0 and 5.0) adjust their presort software so that 5-digit metro pallets are not created at the expense of the SCF or BMC pallets. If, by creating 5-digit metro pallets, a significant quantity of mail falls beyond the SCF or BMC pallet level, then mailers should consider **not** creating metro pallets. As a reminder, PAVE-certified software is required to perform SCF and BMC pallet protection.
- PAVE-certified presort software is not required to sort mail to 5-digit metro pallets. However, the 5-digit metro pallet sort will be included in the next PAVE testing cycle.

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

**Domestic Mail Manual (DMM)**

\* \* \* \* \*

**E Eligibility**

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**E600 Standard Mail**

\* \* \* \* \*

**E650 Destination Entry**

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**6.0 DSCF DISCOUNT**

**6.1 Definition**

*[Revise 6.1 to show that the DSCF discount for Standard Mail includes mail entered at the facilities listed in L006:]*

For this standard, *destination sectional center facility (DSCF)* refers to the facilities listed in L002, Column C, and L006, Column C.

\* \* \* \* \*

**E700 Package Services**

\* \* \* \* \*

**E750 Destination Entry**

\* \* \* \* \*

**E752 Bound Printed Matter**

\* \* \* \* \*

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

**3.1 General Eligibility**

*[Revise 3.1 to show that the DSCF discount for Bound Printed Matter includes mail entered at the facilities listed in L006:]*

Pieces in a mailing meeting the standards in 1.0, 3.0, and 5.0 through 7.0 are eligible for the DSCF rate when they meet all of the following conditions:

- a. Are eligible for and prepared to qualify for Presorted or Carrier Route rates, subject to the corresponding standards for those rates.
- b. Are deposited at a facility listed in L005 or L006, except that machinable parcels prepared on pallets for the 5-digit ZIP Codes listed in Exhibit E751.6.0 must be deposited at the corresponding BMC facility shown in that exhibit (not at the SCF) unless an exception is requested and granted. An exception to

Exhibit E751.6.0 must be requested at least 15 days in advance of the mailing in writing from the area manager, Operations Support, who has jurisdiction over the BMC and SCF. Exceptions, if granted, are for a limited time.

c. Are addressed for delivery to one of the 3-digit ZIP Codes served by the facility where the mail is deposited.

d. Are placed in a sack or pallet that is labeled to the facility where deposited or labeled to a postal facility within that facility's service area.

**3.2 Presorted Flats**

Presorted flats in sacks for the 5-digit, 3-digit, and SCF sort levels or on pallets at the 5-digit scheme, 5-digit metro, 3-digit, SCF, and ASF sort levels may claim DSCF rates. Mail must be deposited at the appropriate facility under 3.1.

\* \* \* \* \*

**3.5 Carrier Route Flats**

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

\* \* \* \* \*

**L Labeling Lists**

**L000 General Use**

\* \* \* \* \*

*[Add new Labeling List L006:]*

**L006 5-Digit Metro Scheme — Periodicals Flats and Irregular Parcels, Standard Mail Flats, and Bound Printed Matter Flats**

L006 is an optional 5-digit metro-area scheme pallet preparation for Periodicals flats and irregular parcels, Standard Mail flats, and Bound Printed Matter flats. The scheme describes situations where processing responsibility for 5-digit ZIP Code destinations within a 3-digit ZIP Code prefix have been split between two or more facilities.

The first column, 3-digit ZIP Codes, lists the 3-digit ZIP Codes that have zones (5-digit ZIP Codes) assigned to the scheme shown in Column A. Residual 3-digit packages may be placed on 5-digit metro pallets as shown in Column B. Label containers as shown in Column C.

3-Digit ZIP Codes	Column A 5-Digit Destination ZIP Codes	Column B Package Placement for Residual 3-Digit Packages (Package Destinations)	Column C Label Container To
100-102	10002-06, 09-14, 16, 18-21, 23-25, 28, 36, 38, 41, 45, 69, 72, 79, 82, 10101-14, 17, 24-26, 28-33, 38, 49, 56-60, 62, 64, 79, 84, 85, 96, 97, 10203, 11-13, 42, 65, 68-77, 80, 92	100-102 (STD and BPM only)	MORGAN STATION NY 100
100, 101	10017, 44, 10163, 65-78		GRAND CENTRAL STA NY 10017
100, 101	10022, 55, 10150-55		FDR NY 10022
100-102	10001, 07, 08, 26, 27, 29-35, 37, 39, 40, 43, 47, 48, 60, 80, 81, 87, 90, 95, 96, 98, 99, 10115, 16, 18-23, 61, 99, 10249, 56, 59-61, 78, 79, 81, 82, 85, 86	100-102 (PER only)	JAF NY 101
606, 608	60601-12, 15-17, 19-24, 28, 29, 32, 33, 36-38, 43, 44, 49, 51-55, 61-65, 67-99, 60803-05, 60827	606, 608	CHICAGO IL 606
606, 607	60613, 14, 18, 25, 26, 30, 31, 34, 39-41, 45-47, 56, 57, 59, 60, 66, 60701, 06, 07, 12, 14	607	CHICAGO IL 607

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**M Mail Preparation and Sortation**

**M000 General Preparation Standards**

**M010 Mailpieces**

**M011 Basic Standards**

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**1.0 TERMS AND CONDITIONS**

\* \* \* \* \*

**1.2 Presort Levels**

\* \* \* \* \*

[Renumber items l through u as m through v, respectively, and add new item l for the 5-digit metro pallet:]

- l. 5-digit metro pallets for Periodicals flats and irregular parcels and Standard Mail and Bound Printed Matter flats: the 5-digit ZIP Codes on pieces in carrier route, automation, and Presorted rate packages are all destined for the same mail processing facility listed in L006.

\* \* \* \* \*

**1.3 Preparation Instructions**

\* \* \* \* \*

[Renumber items q through ac as r through ad, respectively, and add new item q for the 5-digit metro pallet:]

- q. A 5-digit metro sort for Periodicals nonletters (flats and irregular parcels), Standard Mail flats, and Bound Printed Matter flats prepared as packages on pallets results in 5-digit metro pallets containing carrier route, 5-digit, and 3-digit packages (automation and Presorted) for the 5-digit ZIP Codes listed in L006. The ZIP Codes in L006 are treated as a single

presort destination, with no further separation by 5-digit ZIP Code required. The 5-digit metro sort is optional and need not be done for all possible destinations in L006.

\* \* \* \* \*

**M030 Containers**

**M031 Labels**

\* \* \* \* \*

**4.0 PALLET LABELS**

\* \* \* \* \*

**4.9 Automation/Nonautomation Status**

[The "Barcoded/Nonbarcoded" indicator is required on 5-digit metro pallet labels. However, for clarification, we are revising 4.9 to delete references to specific sort levels.]

If a pallet contains automation rate mail, the contents line must show "BARCODED" or "BC." If a pallet of Periodicals or Standard Mail letters, flats, and irregular parcels contains presorted rate and/or carrier route rate mail, the contents line must show "NONBARCODED" or "NBC." If a pallet contains a combination of automation, Presorted, and carrier route mail, the contents line must show "BARCODED/NONBARCODED" or "BC/NBC." See M920, M930, and M940 for required Line 2 information for merged 5-digit scheme and merged 5-digit pallets.

\* \* \* \* \*

**M040 Pallets**

**M041 General Standards**

\* \* \* \* \*

**5.0 PREPARATION**

\* \* \* \* \*

**5.2 Required Preparation**

*[Revise 5.2a to add the 5-digit metro pallet as a sort level. Item b is unchanged.]*

These standards apply to:

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

\* \* \* \* \*

**5.3 Minimum Load**

These standards apply to:

*[Revise 5.3a to add the metro pallet as a sort level. Item b is unchanged.]*

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

pallets is for that unit's service area. For mail entered at an SCF, the manager of that facility must issue a written authorization allowing preparation of any 5-digit, 5-digit metro, 3-digit, or SCF pallets containing less than the minimum required volume if the mail on those pallets is for that SCF's service area.

\* \* \* \* \*

**M045 Palletized Mailings**

\* \* \* \* \*

**3.0 PALLET PRESORT AND LABELING**

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

Mailers must prepare pallets in the sequence listed below. For mailings of sacks or trays on pallets, mailers must begin preparing pallets under 3.1c. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under M031. At the mailer's option, packages of Periodicals nonletters (flats and irregular parcels) may be palletized in accordance with one of the advanced presort options under M920, M930, or M940.

\* \* \* \* \*

*[Renumber items e through h (3-digit through mixed ADC sort levels) as items f through i, respectively. Add new item e for the 5-digit metro pallet.]*

- e. 5-Digit Metro. Optional for packages of flats and irregulars. Not permitted for sacks or trays. May contain carrier route, automation, and/or Presorted rate packages for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B.

- (1) Line 1: use L006, Column C.
- (2) Line 2: "PER" or "NEWS"; followed by "FLTS" or "IRREG"; followed by "METRO" or "MET"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route mail.

\* \* \* \* \*

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

Mailers must prepare pallets in the sequence listed below. For mailings of sacks or trays on pallets, mailers must begin preparing pallets under 3.1c. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under M031. At the mailer's option, packages of Standard Mail flats may be palletized in accordance with one of the advanced presort options under M920, M930, or M940.

\* \* \* \* \*

[Renumber items e through i (3-digit through mixed BMC sort levels) as items f through j, respectively. Add new item e for the metro pallet.]

- e. 5-Digit Metro. Optional for packages of flats. Not permitted for sacks or trays. May contain carrier route, automation, and/or Presorted rate packages for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B.

- (1) Line 1: use L006, Column C.
- (2) Line 2: "STD FLTS" followed by "METRO" or "MET"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route mail.

\* \* \* \* \*

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

Mailers must prepare pallets in the sequence listed below. For mailings of sacks on pallets, mailers must begin preparing pallets under 3.1c. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under M031.

\* \* \* \* \*

[Renumber items e through i (3-digit through mixed BMC sort levels) as items f through j, respectively. Add new item e for the metro pallet.]

- e. 5-Digit Metro. Optional. Not permitted for sacks. May contain Carrier Route and/or Presorted rate packages for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B.

- (1) Line 1: use L006, Column C.
- (2) Line 2: "PSVC FLTS " followed by "METRO" or "MET" and if applicable, as shown in L006, Column C.

\* \* \* \* \*

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

**4.1 Basic Standards**

[Revise 4.1 to show that metro pallets are considered to be 3-digit pallets for the purpose of package reallocation to protect the SCF pallet.]

Package reallocation to protect the SCF pallet is an optional preparation method (if performed, package reallocation must be done for the entire mailing job); only PAVE-certified presort software may be used to create pallets under the standards in 4.2 through 4.4. Presort software determines if

mail for an SCF service area would fall beyond the SCF level if all finer level pallets are prepared. Reallocation is performed only when there is mail for the SCF service area that would fall beyond the SCF pallet level (e.g., to an ADC or BMC pallet). The amount of mail required to bring the mail that would fall beyond the SCF level back to an SCF level is the minimum volume that will be reallocated. For the purposes of reallocation, 5-digit metro pallets are considered to be 3-digit pallets (because they contain subsets of mail for a 3-digit ZIP Code area).

\* \* \* \* \*

**M900 Advanced Preparation Options for Flats**

\* \* \* \* \*

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

\* \* \* \* \*

**1.0 PERIODICALS**

\* \* \* \* \*

**1.5 Pallet Preparation and Labeling**

Mailers must prepare pallets of packages in the manner and sequence listed below and under M041. When sortation under this option is performed, mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using L001 and/or the City State Product. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under M031. If, due to the physical size of the mailpieces, the automation rate pieces are considered flat-size under C820 and the carrier route sorted pieces and Presorted rate pieces are considered irregular parcels under C050, "FLTS" must be shown as the processing category on the pallet label. If a mailing contains no automation rate pieces and the carrier route mailing and the Presorted rate mailing are irregular parcels, use "IRREG" for the processing category on the contents line of the label.

\* \* \* \* \*

[Renumber items g through i (3-digit through ADC sort levels) as items h through j, respectively. Add new item g for the 5-digit metro pallet.]

- g. 5-Digit Metro. Optional. May contain carrier route, automation, and Presorted rate packages for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B.

- (1) Line 1: use L006, Column C.
- (2) Line 2: "PER" or "NEWS"; followed by "FLTS" or "IRREG"; followed by "METRO" or "MET"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by

"NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route mail.

\* \* \* \* \*

**2.0 STANDARD MAIL**

\* \* \* \* \*

**2.5 Pallet Preparation and Labeling**

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

\* \* \* \* \*

*[Renumber items g through j (3-digit through BMC sort levels) as items h through k, respectively. Add new item g for the 5-digit metro pallet.]*

g. 5-Digit Metro. Optional. May contain carrier route, automation, and Presorted rate packages for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B.

- (1) Line 1: use L006, Column C.
- (2) Line 2: "STD FLTS" followed by "METRO" or "MET"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route mail.

\* \* \* \* \*

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

\* \* \* \* \*

**1.0 PERIODICALS**

\* \* \* \* \*

**1.5 Pallet Preparation and Labeling**

Mailers must prepare pallets of packages in the manner and sequence listed below and under M041. Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using L001 and the 5% threshold, as applicable. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under M031. If, due to the physical size of the mailpieces, the automation rate pieces are considered flat-size under C820 and the carrier route sorted pieces and Presorted rate pieces are considered irregular parcels under C050, "FLTS" must be shown

as the processing category on the pallet label. If a mailing contains no automation rate pieces and the carrier route mailing and the Presorted rate mailing are irregular parcels, use "IRREG" for the processing category on the contents line of the pallet label.

\* \* \* \* \*

*[Renumber items g through i (3-digit through ADC sort levels) as items h through j, respectively. Add new item g for the 5-digit metro pallet.]*

g. 5-Digit Metro. Optional. May contain carrier route, automation, and Presorted rate packages for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B.

- (1) Line 1: use L006, Column C.
- (2) Line 2: "PER" or "NEWS"; followed by "FLTS" or "IRREG"; followed by "METRO" or "MET"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route mail.

\* \* \* \* \*

**2.0 STANDARD MAIL**

\* \* \* \* \*

**2.4 Pallet Preparation and Labeling**

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

\* \* \* \* \*

*[Renumber items g through j (3-digit through BMC sort levels) as items h through k, respectively. Add new item g for the 5-digit metro pallet.]*

g. 5-Digit Metro. Optional. May contain carrier route, automation, and Presorted rate packages for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B.

- (1) Line 1: use L006, Column C.
- (2) Line 2: "STD FLTS" followed by "METRO" or "MET"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route mail.

\* \* \* \* \*

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

\* \* \* \* \*

**1.0 PERIODICALS**

\* \* \* \* \*

**1.5 Pallet Preparation and Labeling**

Mailers must prepare pallets of packages in the manner and sequence listed below and under M041. Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination (M041) using L001, the City State Product, and the 5% threshold (1.4), as applicable. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under M031. If, due to the physical size of the mailpieces, the automation rate pieces are considered flat-size under C820 and the carrier route sorted pieces and Presorted rate pieces are considered irregular parcels under C050, "FLTS" must be shown as the processing category on the pallet label. If a mailing contains no automation rate pieces and the carrier route mailing and the Presorted rate mailing are irregular parcels, use "IRREG" for the processing category on the contents line of the pallet label.

\* \* \* \* \*

*[Renumber items g through i (3-digit through ADC sort levels) as items h through j, respectively. Add new item g for the 5-digit metro pallet.]*

- g. 5-Digit Metro. Optional. May contain carrier route, automation, and Presorted rate packages for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B.

- (1) Line 1: use L006, Column C.
- (2) Line 2: "PER" or "NEWS"; followed by "FLTS" or "IRREG"; followed by "METRO" or "MET"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route mail.

\* \* \* \* \*

**2.0 STANDARD MAIL**

\* \* \* \* \*

**2.4 Pallet Preparation and Labeling**

Mailers must prepare pallets of packages in the manner and sequence listed below and under M041. Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the

destination using L001, the City State Product, and the 5% threshold. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under M031.

\* \* \* \* \*

*[Renumber items g through j (3-digit through BMC sort levels) as items h through k, respectively. Add new item g for the 5-digit metro pallet.]*

- g. 5-Digit Metro. Optional. May contain carrier route, automation, and Presorted rate packages for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B.

- (1) Line 1: use L006, Column C.
- (2) Line 2: "STD FLTS" followed by "METRO" or "MET"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route mail.

\* \* \* \* \*

**P Postage and Payment Methods**

**P000 Basic Information**

**P010 General Standards**

\* \* \* \* \*

**P012 Documentation**

\* \* \* \* \*

**2.0 STANDARDIZED DOCUMENTATION — FIRST-CLASS MAIL, PERIODICALS, AND STANDARD MAIL**

\* \* \* \* \*

**2.4 Sortation Level**

*[Revise 2.4 by adding the new "5-digit metro" pallet level and its abbreviation "METR" between "5-Digit" and "3-Digit Carrier Routes," as follows:]*

The actual sortation level (or corresponding abbreviation) is used for the package, tray, sack, or pallet levels required by 2.2 and shown below:

Sortation Level	Abbreviation
* * * * *	
5-Digit Metro [pallets only, for Periodicals flats and irregular parcels, Standard Mail flats, and Bound Printed Matter flats]	MET

\* \* \* \* \*

DMM REVISION

**Express Mail Custom Designed Service**

Effective December 27, 2001, the *Domestic Mail Manual* (DMM) is revised to reflect the elimination of the Signature Waiver option with Express Mail Custom Designed Service® and to update the language on the availability of COD service with Express Mail® service. Affected sections are DMM M500.2.2, S500.1.4, S500.1.5, and S921.1.9.

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

**Domestic Mail Manual (DMM)**

	*	*	*	*	*
<b>M</b>	<b>Mail Preparation and Sortation</b>				
	*	*	*	*	*
<b>M500</b>	<b>Express Mail</b>				
	*	*	*	*	*
<b>2.0</b>	<b>EXPRESS MAIL CUSTOM DESIGNED SERVICE</b>				
	*	*	*	*	*
<b>2.2</b>	<b>Waiver of Signature</b>				
	<i>[Revise 2.2 to read as follows:]</i>				
	Waiver of signature is not available for Express Mail Custom Designed Service.				
	*	*	*	*	*
<b>S</b>	<b>Special Services</b>				
	*	*	*	*	*
<b>S500</b>	<b>Special Services for Express Mail</b>				
<b>1.0</b>	<b>AVAILABLE SERVICES</b>				
	*	*	*	*	*

**1.4 COD**

*[Revise 1.4 to read as follows:]*

Collect on delivery (COD) service under S921 may be purchased with Express Mail next day and second day service only.

**1.5 Insurance and Indemnity**

Express Mail is insured against loss, damage, or rifling, subject to these standards:

\* \* \* \* \*

*[Revise the last sentence in 1.5b to read as follows:]*

b. \*\*\* A waiver of signature may not be used for Express Mail Custom Designed Service, Express Mail COD, or Express Mail with additional insurance.

\* \* \* \* \*

**S900 Special Postal Services**

\* \* \* \* \*

**S920 Convenience**

**S921 Collect on Delivery (COD) Mail**

\* \* \* \* \*

**1.0 BASIC INFORMATION**

\* \* \* \* \*

**1.9 Express Mail COD**

*[Revise the first sentence of 1.9 to read as follows:]*

Any article sent COD may also be sent by Express Mail next day and second day service. \*\*\*

\* \* \* \* \*

— *Product Information Requirements, Product Development, 12-27-01*



DMM REVISION

**Manifest Mailing System**

Effective January 10, 2002, *Domestic Mail Manual* (DMM) P910, Manifest Mailing System (MMS), is updated to reflect minor revisions to procedures for manifest mailings. The approval process for agreements has been revised to allow some types of MMS to be approved by district managers instead of Postal Service Headquarters. Also, manifests are now required to have a separate postage payment summary page if postage is reported on more than one postage statement even when the postage statement is a computer-generated facsimile. Minor editorial changes were made to some text.

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

**Domestic Mail Manual (DMM)**

	*	*	*	*	*
<b>P</b>	<b>Postage and Payment Methods</b>				
	*	*	*	*	*
<b>P900</b>	<b>Special Postage Payment Systems</b>				
<b>P910</b>	<b>Manifest Mailing System</b>				
	*	*	*	*	*

[Revise 1.0 as follows:]

**1.0 DESCRIPTION**

The Manifest Mailing System (MMS) is a method to verify postage payment of permit imprint mailings instead of weight verification. The MMS is an automated system that allows a mailer to document postage and fees for all pieces in First-Class Mail, Standard Mail, Package Service mail, and international mail permit imprint mailings. Each piece is assigned a unique identification number that is listed on the manifest along with pertinent information about the mail-piece. The Postal Service randomly selects pieces from the mailing and compares them to the manifest to determine if postage was accurately reported. The standards below describe how to mail using an MMS.

**2.0 BASIC STANDARDS**

**2.1 Service Agreement**

[Revise 2.1 as follows:]

A service agreement must be signed by the mailer and Postal Service representative(s). The agreement contains provisions regarding mailer and Postal Service responsibilities, including document retention, quality control, and the duration of the agreement.

**2.2 Mailer System**

[Revise 2.2 as follows:]

The mailer must have an automated system that produces mail consistent with postal standards and calculates postage accurately. For presorted mail, the system also must determine the qualifying presort level and the correct rate of postage for each piece, and perform the presort routines. The mailer must assign a unique identification number to each piece. Letter- or flat-size mail produced using batch processing must bear the keyline information in 3.0. The system must produce a manifest for each mailing that allows Postal Service verification of the postage and levels of presort, as applicable.

The manifest must account for every piece in the mailing, as follows:

- a. For presorted letter- or flat-size mail produced using batch processing, the manifest must list destination ZIP Codes, presort categories, batch number ranges, postage amounts, and cumulative postage amounts.
- b. For mail produced using itemized processing, the manifest must list the postage for each piece and those factors, such as the destination postal zone and piece weight, used to calculate the correct amount of postage. Each page of the manifest must show cumulative postage totals.
- c. When special services (e.g., COD or insurance) are used, the manifest must include the applicable fees for each piece.
- d. A summary listing the required information on the postage statement must be included as the last page of the manifest unless the MMS produces a computer-generated postage statement facsimile and postage is reported on only one postage statement.
- e. A separate summary and register of mailings is required for all plant-verified drop shipment (PVDS) mailings.

[Add new 2.3 as follows:]

**2.3 Manifest Format**

The two basic manifest formats are:

- a. Itemized Processing — Each piece of mail is individually listed by unique identification number, weight, and other pertinent information. Publication 401, *Guide to the Manifest Mailing System*, contains specific formats for manifests using itemized processing.

b. Batch Processing — The mailing is divided into groups of mailpieces with consecutive identification numbers. Only the identification numbers of the first and last pieces of each group are listed, along with the piece count and the total postage charges for the entire batch. This method is limited to piece-rate letter- and flat-size mailings. Publication 401 contains specific formats for manifests using batch processing.

[Revise existing 2.3, and renumber 2.3 as 2.4 as follows:]

**2.4 Mailer Quality Control**

The mailer must implement a quality control program that ensures proper mail preparation and provides accurate documentation. The service agreement must detail the Postal Service–approved quality control procedures.

[Revise existing 2.4, and renumber 2.4 as 2.5 as follows:]

**2.5 Permit Imprint**

Mailings deposited under the MMS program must meet the standards for permit imprint mail in P040, *except that* presorted letter- or flat-size mail produced using batch processing must include the qualified rate abbreviation in the keyline.

[Revise existing 2.5, and renumber 2.5 as 2.6 as follows:]

**2.6 Marking**

MMS mailings must meet the marking standards for the rate claimed. Markings on presorted letter- or flat-size mail produced using batch processing are placed in the keyline as described in 3.3. Markings on itemized mailpieces may be:

- a. Incorporated as part of the permit imprint.
- b. Printed, computer-printed, or rubber-stamped above the address and immediately below or to the left of the permit imprint.
- c. Produced as otherwise specified in the MMS authorization.
- d. Provided in an endorsement line in the address area, directly above the top line of the address, if no additional information except carrier route information appears on the endorsement line.

\* \* \* \* \*

[Delete existing 2.6.]

\* \* \* \* \*

[Revise heading and text of 2.8 as follows:]

**2.8 Manifest Adjustments**

When mailpieces are mutilated, spoiled, or destroyed during normal operations and cannot be presented as part of the mailing, a method of adjusting the manifest and postage statement that has been approved by the Postal Service

must be used. Whether the method in 2.8a or 2.8b is used, the total number of pieces must be deducted at the end of the manifest and the postage statement adjusted. Use one of the following methods, as applicable.

- a. For manifests using itemized processing, line out the identification number, weight, and postage information (if applicable, also line out the piece on Form 3877) or write the unique identification number, piece weight, and postage (and, if applicable, the fee amount) on a separate listing. Deduct the total number of pieces, piece weights, and postage and fees from the totals shown on the manifest, summary, and postage statement.
- b. For manifests using batch processing, write the adjustments directly on the manifest listing showing the consecutive serial number, weight increment, rate category, and postage of each item next to the batch that includes the serial number. Alternatively, a separate list may be prepared as an attachment to the manifest showing, for each spoiled piece, the consecutive serial number, weight increment, rate category, and postage. The total number of pieces, piece weight, and postage must be deducted from the batch, manifest summary, and postage statement.

**3.0 KEYLINE**

[Revise heading and text of 3.1 as follows:]

**3.1 Batch Mailings**

The keyline printed on each piece of presorted letter- or flat-size First-Class Mail or Standard Mail produced using batch processing must contain, in order, the consecutive unique piece number, the weight increment (First-Class Mail only), the rate category for which the piece qualifies, and the postage paid by weight and rate category (see Exhibit 3.1).

\* \* \* \* \*

[Revise heading and text of 3.4 as follows:]

**3.4 Keyline Location — Batch Mailings**

The keyline must be readily identifiable and placed anywhere on the address side that does not conflict with other standards (see Exhibit 3.1 for examples). On letter-size mail, the keyline must not interfere with the OCR read area or barcode clear zone (C830.) If printed on an insert, the keyline must conform to C840.2.0.

[Revise heading and text of 3.5 as follows:]

**3.5 Unique Identification Number Location — Itemized Mailings**

The unique identification number must be printed on the address side of each itemized piece. It may be a product number or any other number that is not duplicated within the

mailing. The numbers must be printed in overall ascending order, or in ascending order within each zone or 5-digit, 3-digit, or BMC ZIP Code area on the manifest list.

**4.0 AUTHORIZATION**

**4.1 Application**

*[Revise 4.1 as follows:]*

The mailer must submit an MMS application and supporting documentation as specified on the application to the postmaster of each post office where mailings are to be deposited. Publication 401, Guide to the Manifest Mailing System, available through local post offices or on the Internet at www.usps.com, contains an application to mail using an MMS.

\* \* \* \* \*

*[Revise heading and text of 4.2 as follows:]*

**4.2 Approval Review**

After the mailer completes the development and installation of the MMS, the Postal Service will review the system and give temporary approval if the system is functioning as required. A final approval review will be conducted within 90 days of the temporary approval, and final approval will be given if the system is functioning as required.

*[Revise heading and text of 4.3 as follows (items b, c, d, and e are unchanged):]*

**4.3 General Requirements for Authorization**

General requirements for authorization are as follows:

- a. Verification samples are deemed representative of the entire mailing, and postage adjustment calculations are applied to the total mailing. The mailer must pay additional postage, for any underpayments identified during Postal Service verification. A mailer may elect to overpay postage for pieces that are borderline weight or rate increments to avoid postage underpayment adjustments.

*[Revise heading and text of 4.4 as follows:]*

**4.4 Approval Authority**

The final approval authority for manifest mailing approval is as follows:

- a. The district Customer Service and Sales manager approves systems that produce separate or mixed mailings of single-piece First-Class Mail, Standard Mail, Package Services, or international mail, including mailings with special services and predetermined weights.

- b. The Business Mailer Support manager, Headquarters, approves systems that produce presorted mailings, including First-Class Mail, Standard Mail, Package Services mail, and plant-verified drop-shipment mailings.

*[Revise 4.5 as follows:]*

**4.5 Denial**

If an MMS application is denied final approval, then the mailer may appeal the decision as follows:

- a. For MMS authorizations denied final approval by the district Customer Service and Sales manager, the mailer may, within 15 days from the receipt of the notice, file a written appeal, including additional evidence showing why the MMS should be authorized. The appeal is sent to the Business Mailer Support manager at Headquarters, who issues the final agency decision.
- b. For MMS authorizations denied final approval by the Business Mailer Support manager, the mailer may, within 15 days from the receipt of the notice, file a written appeal, including additional evidence showing why the MMS should be authorized. The appeal is sent to the Business Mail Acceptance manager, Headquarters, who issues the final agency decision (see G043 for address).

*[Revise existing 4.6 as follows:]*

**4.6 Renewal**

An MMS authorization may be renewed before its expiration date after a review. The district Customer Service and Sales manager will review systems originally given final approval by that office. The Business Mailer Support manager reviews systems originally given final approval by that office. If the system remains qualified, the following applies:

- a. When the review determines that the system remains qualified, without any modifications, the existing service agreement is extended for 2 years. The approval to extend the existing agreement is sent in writing from the authorized Postal Service manager.
- b. When the review determines that the system was modified but continues to remain qualified, a new service agreement that details the changes to the system must be prepared. The revised service agreement must be signed by the authorized Postal Service manager and by the mailer.
- c. When the review determines that modifications are needed before renewal, the mailer is informed in writing of the necessary modifications. If the mailer chooses to make the modifications, the system is reviewed again under 4.6b.

*[Delete existing 4.7 through 4.9.]*

*[Add new 5.0, 5.1, 5.2, 5.3, and 5.4 as follows:]*

## **5.0 REVOCATION**

### **5.1 Revocation Authority**

The revocation authority for MMS is as follows:

- a. The district Customer Service and Sales manager may revoke a mailer's MMS authorization that was originally given final approval by that office.
- b. The Business Mailer Support manager may revoke an MMS authorization original given approval by that office or by the district Customer Service and Sales manager.

### **5.2 Reasons for Revocation**

An MMS authorization may be revoked if:

- a. The mailer provides incorrect data on the manifest list and appears unable or unwilling to correct the problems.
- b. The mailer is not properly completing the required quality control procedures.
- c. The mailings no longer meet MMS criteria established by this standard and in the MMS service agreement.
- d. The mailer does not present mailings under MMS for more than 6 months (except as noted in the service agreement).
- e. The mailer continues to present mailings that are improperly prepared, and proper postage is not being paid.

### **5.3 Corrective Action**

After a notice of revocation is issued, the mailer and the Postal Service determine corrective action, including an implementation schedule. At the conclusion, the Postal Service reexamines the mailer's system. Failure to correct identified problems is sufficient grounds to revoke the mailer's MMS authorization.

### **5.4 Appeal of Revocation**

After initial notice of revocation is received, the mailer may appeal. The mailer can continue to mail under the MMS during the appeal process. Appeals are handled as follows:

- a. For MMS authorizations given final approval by the district Customer Service and Sales manager, the mailer has 15 days from date of receipt of the notice to file a written appeal with the Business Mailer Support manager at Headquarters. The appeal must include showing why the MMS authorization should not be revoked. The Business Mailer Support manager issues the final agency decision. The final revocation decision takes effect 15 days after receipt by the mailer.
- b. For MMS authorizations given final approval by the Business Mailer Support manager, the mailer has 15 days from the date of receipt of the notice to file a written appeal with the Business Mail Acceptance manager, Headquarters. The appeal must include evidence showing why the MMS authorization should not be revoked. The Business Mail Acceptance manager issues the final agency decision. The final revocation decision takes effect 15 days after receipt by the mailer.

\* \* \* \* \*

*— Marketing Technology and Channel Management,  
Business Mail Acceptance, 12-27-01*

POM REVISION

**Retail Management**

Effective December 27, 2001, *Postal Operations Manual* (POM) 137.454 is revised with updated Delivery Confirmation™ service information, 137.455 is added with Signature Confirmation™ service information, and 146.3 is revised with updated language on refund of retail service fees.

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

**Postal Operations Manual (POM)**

	*	*	*	*	*
<b>1</b>	<b>Retail Management</b>				
	*	*	*	*	*
<b>13</b>	<b>Retail Service at Counters</b>				
	*	*	*	*	*
<b>137</b>	<b>Mail Acceptance and Handling</b>				
	*	*	*	*	*
<b>137.4</b>	<b>Domestic Mail Acceptance</b>				
	*	*	*	*	*
<b>137.45</b>	<b>Special Services Mail</b>				
	*	*	*	*	*

**137.454 Delivery Confirmation**

*[Revise 137.454 to read as follows:]*

*Delivery Confirmation* provides the customer with information about the date and time an article was delivered or, if delivery was attempted but not successful, the date and time of the delivery attempt. Delivery information can be obtained from an electronic file, via the Postal Internet at <http://www.usps.com/shipping/epstrac.htm>, or by calling the toll-free number noted in 817.24. No acceptance record is kept at the office of mailing. See 817 and DMM S918 for detailed information.

*[Add new 137.455 to read as follows:]*

**137.455 Signature Confirmation**

*Signature Confirmation* provides the customer with information about the date and time an article was delivered or, if delivery was attempted but not successful, the date and time of the delivery attempt. The delivery record, including the recipient's signature, is available via fax or mail, upon request. Delivery information can be obtained from an electronic file, via the Postal Internet at <http://www.usps.com/shipping/epstrac.htm>, or by calling the toll-free number noted in 818.24. No acceptance record is kept at the office of mailing. See 818 and DMM S919 for detailed information.

	*	*	*	*	*
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**14 Other Retail Services Management**

	*	*	*	*	*
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**146 Exchanges and Refunds for Payment of Excess Postage**

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**146.3 Refund Application for Retail Services**

Application for refund of fees collected for retail services must be initiated by the mailer on PS Form 3533. Applications are processed as follows:

*[Revise 146.3a to read as follows:]*

- a. The application and any supporting papers are reviewed by an authorized Postal Service employee. If the mailer is due a refund for services not rendered (as stated in DMM P014.2.0), the Postal Service employee completes and witnesses the approval part of PS Form 3533. PS Form 3533 is then returned to the mailer for submission to the retail services section for payment.

	*	*	*	*	*
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## APO/FPO Changes

The following changes appear in the APO/FPO table that is also published in its entirety in this *Postal Bulletin* (22066).

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09344	Close		
APO AE 09353	Activate	Immediately	B
APO AA 34043	Activate	1-JAN-02	B-B1-D-F-M-N-Z1
FPO AP 96619	Activate	Immediately	B

— *International Network Operations, Network Operations Management, 12-27-01*

## 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	09031	B-B1-C-D-U	09061	Not Active
09002	Not Active	09032	Not Active	09062	Not Active
09003	Not Active	09033	B-B1-C-D-U	09063	B-B1-C-D-L-U
09004	Not Active	09034	B-B1-C-D-U	09064	Not Active
09005	Not Active	09035	Not Active	09065	Not Active
09006	Not Active	09036	B-B1-C-D-U	09066	Not Active
09007	B-B1-C-D-U	09037	Not Active	09067	B-B1-C-D-U
09008	Not Active	09038	Not Active	09068	Not Active
09009	B-B1-C-D-U	09039	Not Active	09069	B-B1-C-D-U
09010	Not Active	09040	Not Active	09070	Not Active
09011	Not Active	09041	Not Active	09071	Not Active
09012	B-B1-C-D-U	09042	B-B1-C-D-U	09072	Not Active
09013	B-B1-C-D-U-Z1	09043	Not Active	09073	Not Active
09014	B-B1-C-D-U	09044	Not Active	09074	B-B1-C-D-U
09015	Not Active	09045	B-B1-C-D-U	09075	Not Active
09016	Not Active	09046	B-B1-C-D-U	09076	B-B1-C-D-U
09017	Not Active	09047	Not Active	09077	Not Active
09018	Not Active	09048	Not Active	09078	Not Active
09019	Not Active	09049	Not Active	09079	Not Active
09020	Not Active	09050	B-B1-C-D-U	09080	B-B1-C-D-U
09021	B-B1-C-D-U	09051	Not Active	09081	B-B1-C-D-U
09022	Not Active	09052	Not Active	09082	Not Active
09023	Not Active	09053	B-B1-C-D-U	09083	Not Active
09024	Not Active	09054	B-B1-C-D-U	09084	Not Active
09025	Not Active	09055	Not Active	09085	Not Active
09026	Not Active	09056	B-B1-C-D-U	09086	B-B1-C-D-U
09027	Not Active	09057	Not Active	09087	Not Active
09028	B-B1-C-D-U	09058	B-B1-C-D-U	09088	Not Active
09029	Not Active	09059	B-B1-C-D-U	09089	B-B1-C-D-U
09030	Not Active	09060	B-B1-C-D-U	09090	B-B1-C-D-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09091	Not Active	09149	Not Active	09207	Not Active
09092	Not Active	09150	Not Active	09208	Not Active
09093	Not Active	09151	Not Active	09209	Not Active
09094	B-B1-C-D	09152	Not Active	09210	Not Active
09095	B-B1-C-D-U	09153	Not Active	09211	B-B1-C-D-U
09096	B-B1-C-D-U	09154	B-B1-C-D-U	09212	B-B1-C-D-U
09097	Not Active	09155	Not Active	09213	B-B1-C-D-U
09098	B-B1-C-D-U	09156	Not Active	09214	B-B1-C-D-U
09099	B-B1-C-D-U	09157	Not Active	09215	Not Active
09100	B-B1-C-D-U	09158	Not Active	09216	Not Active
09101	Not Active	09159	Not Active	09217	Not Active
09102	B-B1-C-D-U	09160	Not Active	09218	Not Active
09103	B-B1-D-U	09161	Not Active	09219	Not Active
09104	B-B1-C-D-U	09162	Not Active	09220	Not Active
09105	Not Active	09163	Not Active	09221	Not Active
09106	Not Active	09164	Not Active	09222	Not Active
09107	B-B1-C-D-U	09165	B-B1-C-D-U	09223	Not Active
09108	Not Active	09166	B-B1-C-D-U	09224	Not Active
09109	Not Active	09167	Not Active	09225	B-B1-C-D-U
09110	B-B1-C-D-U	09168	Not Active	09226	B-B1-C-D-U
09111	B-B1-C-D-U	09169	B-B1-C-D-U	09227	B-B1-C-D-U
09112	B-B1-C-D-U	09170	Not Active	09228	Not Active
09113	Not Active	09171	Not Active	09229	B-B1-C-D-U
09114	B-B1-C-D-U	09172	B-B1-C-D-U	09230	Not Active
09115	Not Active	09173	B-B1-C-D-U	09231	Not Active
09116	Not Active	09174	Not Active	09232	Not Active
09117	Not Active	09175	B-B1-C-D-U	09233	Not Active
09118	Not Active	09176	Not Active	09234	Not Active
09119	Not Active	09177	B-B1-C-D-U	09235	Not Active
09120	Not Active	09178	Not Active	09236	Not Active
09121	Not Active	09179	Not Active	09237	B-B1-C-D-U
09122	Not Active	09180	B-B1-C-D-U	09238	Not Active
09123	B-B1-C-D-U	09181	Not Active	09239	Not Active
09124	Not Active	09182	B-B1-C-D-U	09240	Not Active
09125	Not Active	09183	B-B1-C-D-U	09241	Not Active
09126	B-B1-C-D	09184	Not Active	09242	Not Active
09127	Not Active	09185	B-B1-C-D-U	09243	Not Active
09128	B-B1-C-D-U	09186	B-B1-C-D-U	09244	B-B1-C-D-U
09129	Not Active	09187	Not Active	09245	B-B1-C-D-U
09130	Not Active	09188	Not Active	09246	Not Active
09131	B-B1-C-D-U	09189	Not Active	09247	Not Active
09132	Not Active	09190	Not Active	09248	Not Active
09133	Not Active	09191	Not Active	09249	Not Active
09134	Not Active	09192	Not Active	09250	B-B1-C-D-U
09135	Not Active	09193	Not Active	09251	Not Active
09136	B-B1-C-D	09194	Not Active	09252	B-B1-C-D-U
09137	B-B1-C-D-U	09195	Not Active	09253	Not Active
09138	B-B1-C-D-U	09196	Not Active	09254	Not Active
09139	B-B1-C-D	09197	Not Active	09255	Not Active
09140	B-B1-C-D-U	09198	Not Active	09256	Not Active
09141	Not Active	09199	Not Active	09257	Not Active
09142	B-B1-C-D-U	09200	Not Active	09258	Not Active
09143	B-B1-C-D-U	09201	Not Active	09259	Not Active
09144	Not Active	09202	Not Active	09260	Not Active
09145	Not Active	09203	Not Active	09261	Not Active
09146	Not Active	09204	Not Active	09262	B-B1-C-D-U
09147	Not Active	09205	Not Active	09263	B-B1-C-D-U
09148	Not Active	09206	Not Active	09264	B-B1-C-D-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09265	B-B1-C-D-N-U	09318	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09371	Not Active
09266	B-B1-C-D-U			09372	Not Active
09267	B-B1-C-D-U	09319	Not Active	09373	Not Active
09268	Not Active	09320	Not Active	09374	Not Active
09269	Not Active	09321	Not Active	09375	Not Active
09270	Not Active	09322	Not Active	09376	Not Active
09271	Not Active	09323	Not Active	09377	Not Active
09272	Not Active	09324	Not Active	09378	Not Active
09273	Not Active	09325	Not Active	09379	Not Active
09274	Not Active	09326	Not Active	09380	Not Active
09275	Not Active	09327	Not Active	09381	Not Active
09276	Not Active	09328	Not Active	09382	Not Active
09277	Not Active	09329	Not Active	09383	Not Active
09278	Not Active	09330	Not Active	09384	Not Active
09279	Not Active	09331	Not Active	09385	Not Active
09280	Not Active	09332	Not Active	09386	Not Active
09281	Not Active	09333	Not Active	09387	Not Active
09282	Not Active	09334	Not Active	09388	Not Active
09283	Not Active	09335	Not Active	09389	Not Active
09284	Not Active	09336	Not Active	09390	Not Active
09285	Not Active	09337	Not Active	09391	Not Active
09286	Not Active	09338	Not Active	09392	Not Active
09287	Not Active	09339	Not Active	09393	Not Active
09288	Not Active	09340	A-B-B1-C1-F-R	09394	Not Active
09289	Not Active	09341	Not Active	09395	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1
09290	Not Active	09342	Not Active		
09291	Not Active	09343	Not Active	09396	A-B-B1-F
09292	Not Active	<b>09344</b>	<b>Not Active</b>	09397	Not Active
09293	Not Active	09345	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09398	Not Active
09294	Not Active			09399	Not Active
09295	Not Active	09346	Not Active	09400	Not Active
09296	Not Active	09347	Not Active	09401	Not Active
09297	Not Active	09348	Not Active	09402	Not Active
09298	Not Active	09349	Not Active	09403	Not Active
09299	Not Active	09350	A-B-B1-C1-E2-F-H1-M-R-R1-Z1	09404	Not Active
09300	Not Active			09405	Not Active
09301	Not Active	09351	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09406	Not Active
09302	B-B1-E2-F-H1-R-R1-U2-Z1			09407	Not Active
09303	B-B1-E2-F-H1-R-R1-U2-Z1	09352	A-B-B1-C1-E2-F-H1-M-R-R1-Z1	09408	Not Active
09304	B-B1-E2-F-H1-R-R1-U2-Z1			09409	B-B1-C-C1-U
09305	B-B1-E2-F-H1-R-R1-U2-Z1	<b>09353</b>	<b>B</b>	09410	Not Active
09306	Not Active	09354	Not Active	09411	Not Active
09307	Not Active	09355	Not Active	09412	Not Active
09308	Not Active	09356	Not Active	09413	Not Active
09309	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09357	Not Active	09414	Not Active
		09358	Not Active	09415	Not Active
09310	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09359	Not Active	09416	Not Active
		09360	Not Active	09417	Not Active
09311	A-B-B1-C1-E2-F-H1-M-R-R1-Z1	09361	Not Active	09418	Not Active
		09362	Not Active	09419	Not Active
09312	Not Active	09363	Not Active	09420	Not Active
09313	Not Active	09364	Not Active	09421	B-B1-C-C1-U
09314	B-B1-C-F	09365	Not Active	09422	Not Active
09315	B-B1-C-F	09366	Not Active	09423	Not Active
09316	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09367	Not Active	09424	Not Active
		09368	Not Active	09425	Not Active
09317	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09369	Not Active	09426	Not Active
		09370	Not Active		



APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09427	Not Active	09485	Not Active	09543	B
09428	Not Active	09486	Not Active	09544	Not Active
09429	Not Active	09487	Not Active	09545	B
09430	Not Active	09488	Not Active	09546	Not Active
09431	Not Active	09489	Not Active	09547	Not Active
09432	Not Active	09490	Not Active	09548	Not Active
09433	Not Active	09491	Not Active	09549	B
09434	Not Active	09492	Not Active	09550	B
09435	Not Active	09493	Not Active	09551	Not Active
09436	Not Active	09494	B-B1-C-C1-U	09552	Not Active
09437	Not Active	09495	Not Active	09553	Not Active
09438	Not Active	09496	B-B1-C-C1-U	09554	B-B1
09439	Not Active	09497	Not Active	09555	Not Active
09440	Not Active	09498	B-B1-C-C1-U	09556	B
09441	Not Active	09499	B-B1-C-C1-U	09557	B
09442	Not Active	09500	Not Active	09558	Not Active
09443	Not Active	09501	B	09559	Not Active
09444	Not Active	09502	B	09560	Not Active
09445	Not Active	09503	B	09561	Not Active
09446	Not Active	09504	B	09562	Not Active
09447	B-B1-C-C1-U	09505	B	09563	Not Active
09448	Not Active	09506	B	09564	B
09449	Not Active	09507	B	09565	B
09450	Not Active	09508	B	09566	B
09451	Not Active	09509	B	09567	B
09452	Not Active	09510	B	09568	B
09453	Not Active	09511	B	09569	B
09454	B-B1-C-C1-U	09512	Not Active	09570	B
09455	Not Active	09513	Not Active	09571	Not Active
09456	B-B1-C-C1-U	09514	Not Active	09572	Not Active
09457	Not Active	09515	Not Active	09573	B
09458	Not Active	09516	Not Active	09574	B
09459	B-B1-C-C1-U	09517	B	09575	B
09460	Not Active	09518	Not Active	09576	B
09461	B-B1-C-C1-U	09519	Not Active	09577	B
09462	Not Active	09520	Not Active	09578	B
09463	B-B1-C-C1-U	09521	B	09579	B
09464	B-B1-C-C1-U	09522	Not Active	09580	Not Active
09465	Not Active	09523	Not Active	09581	B
09466	Not Active	09524	B	09582	B
09467	Not Active	09525	Not Active	09583	Not Active
09468	B-B1-C-C1-U	09526	Not Active	09584	Not Active
09469	B-B1-C-C1-U	09527	Not Active	09585	Not Active
09470	B-B1-C-C1-U	09528	Not Active	09586	B
09471	Not Active	09529	Not Active	09587	B
09472	Not Active	09530	Not Active	09588	B
09473	Not Active	09531	Not Active	09589	B-B1
09474	Not Active	09532	B	09590	B
09475	Not Active	09533	Not Active	09591	B
09476	Not Active	09534	B	09592	Not Active
09477	Not Active	09535	Not Active	09593	B
09478	Not Active	09536	Not Active	09594	B
09479	Not Active	09537	Not Active	09595	B
09480	Not Active	09538	Not Active	09596	B
09481	Not Active	09539	Not Active	09597	Not Active
09482	Not Active	09540	Not Active	09598	Not Active
09483	Not Active	09541	Not Active	09599	B
09484	Not Active	09542	Not Active	09600	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09601	B-B1-C-F-F1-U	09659	Not Active	09717	B-B1-M-W
09602	Not Active	09660	Not Active	09718	B-B1-F-I-N-U
09603	B-B1-C-F-F1-U	09661	Not Active	09719	Not Active
09604	B-B1-C-F-F1-U	09662	Not Active	09720	B-B1-U
09605	Not Active	09663	Not Active	09721	B-B1-N-U-Z1
09606	Not Active	09664	Not Active	09722	B-B1-C-D-N-U
09607	Not Active	09665	Not Active	09723	B-B1-N-U-Z1
09608	Not Active	09666	Not Active	09724	B-B1-C-C1-F1-M-R-R1-U
09609	B-B1-C-F-U	09667	Not Active	09725	B-C
09610	B-B1-C-F-U	09668	Not Active	09726	B-B1-N-U
09611	Not Active	09669	Not Active	09727	Not Active
09612	B-B1-C-F-U	09670	Not Active	09728	B-C
09613	B-B1-C-F-U	09671	Not Active	09729	Not Active
09614	Not Active	09672	Not Active	09730	Not Active
09615	Not Active	09673	Not Active	09731	Not Active
09616	Not Active	09674	Not Active	09732	B-B1-N-Z1
09617	B-B1-C-F-U	09675	Not Active	09733	B-B1-I
09618	B-B1-C-F-U	09676	Not Active	09734	Not Active
09619	B-B1-C-F-U	09677	Not Active	09735	B-B1-N-Z1
09620	B-B1-C-F-U	09678	Not Active	09736	Not Active
09621	B-B1-C-F-U	09679	Not Active	09737	Not Active
09622	B-B1-C-F-U	09680	Not Active	09738	Not Active
09623	B-B1-C-F-U	09681	Not Active	09739	Not Active
09624	B-B1-C-F-U	09682	Not Active	09740	Not Active
09625	B-B1-C-F-U	09683	Not Active	09741	Not Active
09626	B-B1-C-F-U	09684	Not Active	09742	Not Active
09627	B-B1-C-F-U	09685	Not Active	09743	Not Active
09628	B-B1-C-F-F1-U	09686	Not Active	09744	Not Active
09629	Not Active	09687	Not Active	09745	Not Active
09630	B-B1-C-F-U	09688	Not Active	09746	Not Active
09631	B-B1-C-F-U	09689	Not Active	09747	Not Active
09632	Not Active	09690	Not Active	09748	Not Active
09633	Not Active	09691	Not Active	09749	Not Active
09634	Not Active	09692	Not Active	09750	Not Active
09635	Not Active	09693	Not Active	09751	Not Active
09636	B-B1-C-F-U	09694	Not Active	09752	Not Active
09637	Not Active	09695	Not Active	09753	Not Active
09638	B-B1-C-E2-F-U	09696	Not Active	09754	Not Active
09639	Not Active	09697	Not Active	09755	Not Active
09640	Not Active	09698	Not Active	09756	Not Active
09641	Not Active	09699	Not Active	09757	Not Active
09642	B-B1-N-U	09700	Not Active	09758	Not Active
09643	B-B1-U	09701	Not Active	09759	Not Active
09644	B-B1-U	09702	Not Active	09760	Not Active
09645	B,U	09703	B-B1-C-F1	09761	Not Active
09646	Not Active	09704	B-B1-C-D	09762	Not Active
09647	B-B1-N-U	09705	B-B1-U	09763	Not Active
09648	Not Active	09706	B-B1-C-U	09764	Not Active
09649	B-B1-U	09707	B-B1-C-N-U	09765	Not Active
09650	Not Active	09708	B-B1	09766	Not Active
09651	Not Active	09709	B-B1-F1	09767	Not Active
09652	Not Active	09710	B-B1-C-C1-F1-M-R-R1-U	09768	Not Active
09653	Not Active	09711	B-B1-F1-Z1	09769	Not Active
09654	Not Active	09712	Not Active	09770	Not Active
09655	Not Active	09713	B-B1-C-F1	09771	Not Active
09656	Not Active	09714	B-B1-C-C1-F1-M-R-R1-U	09772	Not Active
09657	Not Active	09715	B-B1-F1	09773	Not Active
09658	Not Active	09716	B-B1-C-D-N-U	09774	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09775	Not Active	09828	B-N-Z1	09881	Not Active
09776	Not Active	09829	Not Active	09882	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09777	A-B-B1-C-E1-N	09830	B-B1-C-Z1	09883	Not Active
09778	Not Active	09831	B-B1-F-N-U-Z1	09884	Not Active
09779	A-B-B1-F-R	09832	B-B1-U1-Z1	09885	Not Active
09780	A-B-B1-F-R	09833	B-B1-U1-Z1	09886	Not Active
09781	Not Active	09834	B-B1-Z1	09887	Not Active
09782	Not Active	09835	A-B-B1-Z1	09888	B-B1-E2-F-H1-R-R1-U2-Z1
09783	Not Active	09836	A-B-B1-C-F-M-Z1	09889	B-B1-E2-F-H1-R-R1-U2-Z1
09784	Not Active	09837	B-B1-Z1	09890	B-B1-E2-F-H1-R-R1-U2-Z1
09785	Not Active	09838	B-B1-Z1	09891	Not Active
09786	Not Active	09839	A-B-B1-U-Z1	09892	A-B-B1-F-N-R-R1-Z1
09787	Not Active	09840	Not Active	09893	Not Active
09788	A-B-B1-F-R	09841	A-B-B1-U-Z1	09894	Not Active
09789	A-B-B1-F-R	09842	A-B-B1-Z1	09895	Not Active
09790	A-B-B1-C1-F-R	09843	Not Active	09896	Not Active
09791	A-B-B1-C1-E1-F-M-R	09844	A-B-B1-U-Z1	09897	Not Active
09792	B-B1-C-F-U	09845	Not Active	09898	B-B1-E2-F-H1-I-R-R1-U2-Z1
09793	A-B-B1-F-R	09846	Not Active	09899	B-F-N-Z1
09794	Not Active	09847	Not Active	09900	Not Active
09795	Not Active	09848	Not Active	09901	Not Active
09796	Not Active	09849	Not Active	09902	Not Active
09797	B-B1-C-D-P	09850	Not Active	09903	Not Active
09798	Not Active	09851	Not Active	09904	Not Active
09799	Not Active	09852	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09905	Not Active
09800	Not Active	09853	B-B1-E2-F-H1-R-R1-U2-Z1	09906	Not Active
09801	Not Active	09854	B-B1-E2-F-H1-N-R-R1-U2-Z1	09907	Not Active
09802	Not Active	09855	B-B1-E2-F-H1-R-R1-U2-Z1	09908	Not Active
09803	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09856	Not Active	09909	Not Active
09804	Not Active	09857	Not Active	09910	Not Active
09805	Not Active	09858	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09911	Not Active
09806	Not Active	09859	Not Active	09912	Not Active
09807	Not Active	09860	Not Active	09913	Not Active
09808	Not Active	09861	Not Active	09914	Not Active
09809	Not Active	09862	Not Active	09915	Not Active
09810	Not Active	09863	Not Active	09916	Not Active
09811	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09864	Not Active	09917	Not Active
09812	B-B1-E2-E3-F-F1-I-N-R-U-Z1	09865	A-B-B1-Z1	09918	Not Active
09813	Not Active	09866	Not Active	09919	Not Active
09814	B-B1-E2-E3-F-F1-I-N-R-U-Z1	09867	A-B-B1-F-R-R1-Z1	09920	Not Active
09815	Not Active	09868	A-B-B1-U-Z1	09921	Not Active
09816	Not Active	09869	Not Active	09922	Not Active
09817	Not Active	09870	Not Active	09923	Not Active
09818	Not Active	09871	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09924	Not Active
09819	A-B-F-P-Z1	09872	Not Active	09925	Not Active
09820	Not Active	09873	Not Active	09926	Not Active
09821	A-B-F-Z1	09874	Not Active	09927	Not Active
09822	A-B-F-Z1	09875	Not Active	09928	Not Active
09823	A-B-F-Z1	09876	B-B1-E2-F-H1-R-R1-U2-Z1	09929	Not Active
09824	A-B-F-Z1	09877	Not Active	09930	Not Active
09825	Not Active	09878	Not Active	09931	Not Active
09826	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09879	Not Active	09932	Not Active
09827	A-B-F-Z1	09880	B-B1-E2-F-H1-R-R1-U2-Z1	09933	Not Active
				09934	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09935	Not Active	09993	Not Active	34051	B-Z1
09936	Not Active	09994	Not Active	34052	Not Active
09937	Not Active	09995	Not Active	34053	B-Z1
09938	Not Active	09996	Not Active	34054	Not Active
09939	Not Active	09997	Not Active	34055	B-N-Z1
09940	Not Active	09998	Not Active	34056	Not Active
09941	Not Active	09999	Not Active	34057	Not Active
09942	Not Active	34000	Not Active	34058	B-B1-Z1
09943	Not Active	34001	Not Active	34059	Not Active
09944	Not Active	34002	B-B1-N-U-Z1	34060	Not Active
09945	Not Active	34003	Not Active	34061	Not Active
09946	Not Active	34004	Not Active	34062	Not Active
09947	Not Active	34005	Not Active	34063	Not Active
09948	Not Active	34006	Not Active	34064	Not Active
09949	Not Active	34007	Not Active	34065	Not Active
09950	Not Active	34008	Not Active	34066	Not Active
09951	Not Active	34009	Not Active	34067	Not Active
09952	Not Active	34010	Not Active	34068	Not Active
09953	Not Active	34011	Not Active	34069	Not Active
09954	Not Active	34012	Not Active	34070	Not Active
09955	Not Active	34013	Not Active	34071	B-I-M-N-Z
09956	Not Active	34014	Not Active	34072	Not Active
09957	Not Active	34015	Not Active	34073	Not Active
09958	Not Active	34016	Not Active	34074	Not Active
09959	Not Active	34017	Not Active	34075	Not Active
09960	Not Active	34018	Not Active	34076	B-B1-F1-N-Z1
09961	Not Active	34019	Not Active	34077	Not Active
09962	Not Active	34020	B-B1-M-N-Z1	34078	B-B1-F1-N-Z1
09963	Not Active	34021	B-M-N-Z1	34079	B-B1-F1-N-Z1
09964	Not Active	34022	B-B1-D-F-M-N-Z1	34080	Not Active
09965	Not Active	34023	B-B1-M-N-Z1	34081	Not Active
09966	Not Active	34024	B-B1-M-N-Z1	34082	Not Active
09967	Not Active	34025	B-B1-F-N-U-Z1	34083	Not Active
09968	Not Active	34026	Not Active	34084	Not Active
09969	Not Active	34027	Not Active	34085	Not Active
09970	Not Active	34028	Not Active	34086	Not Active
09971	Not Active	34029	Not Active	34087	Not Active
09972	Not Active	34030	B-B1-M-N-Z1	34088	Not Active
09973	Not Active	34031	B-B1-M-N-Z1	34089	Not Active
09974	Not Active	34032	B-M-N-Z1	34090	B
09975	Not Active	34033	B-C-F-M-N-Z1	34091	B
09976	Not Active	34034	B-B1-M-N-Z1	34092	B
09977	Not Active	34035	B-B1-H-M-N-Z1	34093	B
09978	Not Active	34036	B-M-N-Z1	34094	Not Active
09979	Not Active	34037	B-B1-C-F-H-I-M-N-Z1	34095	B
09980	Not Active	34038	B-B1-M-N-Z1	34096	Not Active
09981	Not Active	34039	B-N-Z1	34097	Not Active
09982	Not Active	34040	B-Z1	34098	B
09983	Not Active	34041	B-B1-M-N-U-Z1	34099	B
09984	Not Active	34042	B-B1-D-F-M-N-Z1	96200	Not Active
09985	Not Active	<b>34043</b>	<b>B-B1-D-F-M-N-Z1</b>	96201	A-B
09986	Not Active	34044	Not Active	96202	A-B1-U
09987	Not Active	34045	Not Active	96203	A-B
09988	Not Active	34046	Not Active	96204	A-B-B1
09989	Not Active	34047	Not Active	96205	A-B-B1-U
09990	Not Active	34048	Not Active	96206	A-B-B1-U
09991	Not Active	34049	Not Active	96207	A-B-B1
09992	Not Active	34050	B	96208	A-B-B1-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96209	Not Active	96267	A-B-B1-U	96325	Not Active
96210	Not Active	96268	Not Active	96326	B-B1-M-W
96211	Not Active	96269	A-B-B1-U	96327	Not Active
96212	A-B-B1-U	96270	Not Active	96328	B-B1-M-W
96213	A-B-B1-U	96271	A-B-B1-U	96329	Not Active
96214	A-B-B1-U	96272	Not Active	96330	B-B1-M-W
96215	A-B-B1-U	96273	Not Active	96331	Not Active
96216	Not Active	96274	Not Active	96332	Not Active
96217	A-B-B1-U	96275	A-B-B1	96333	Not Active
96218	A-B-B1-U	96276	A-B-B1	96334	Not Active
96219	A-B-B1-U	96277	Not Active	96335	Not Active
96220	A-B-B1-U	96278	A-B-B1-U	96336	B-B1-M-W
96221	A-B-B1-U	96279	Not Active	96337	B-B1-M-W
96222	Not Active	96280	Not Active	96338	B-B1-M-W
96223	Not Active	96281	Not Active	96339	B-B1-M-W
96224	A-B-B1-U	96282	Not Active	96340	Not Active
96225	Not Active	96283	A-B-B1-U	96341	Not Active
96226	Not Active	96284	A-B-B1-U	96342	Not Active
96227	Not Active	96285	Not Active	96343	B-B1-M-W
96228	Not Active	96286	Not Active	96344	Not Active
96229	Not Active	96287	Not Active	96345	Not Active
96230	Not Active	96288	Not Active	96346	Not Active
96231	Not Active	96289	Not Active	96347	B-B1-F-F1-F2-M-W
96232	Not Active	96290	Not Active	96348	B-B1-F-F1-F2-M-W
96233	Not Active	96291	Not Active	96349	B-B1-F-F1-F2-M-W
96234	Not Active	96292	Not Active	96350	B-B1-F-F1-F2-M-W
96235	Not Active	96293	Not Active	96351	B-B1-F-F1-F2-M-W
96236	Not Active	96294	Not Active	96352	Not Active
96237	Not Active	96295	Not Active	96353	Not Active
96238	Not Active	96296	Not Active	96354	Not Active
96239	Not Active	96297	A-B-B1-U	96355	Not Active
96240	Not Active	96298	Not Active	96356	Not Active
96241	Not Active	96299	Not Active	96357	Not Active
96242	Not Active	96300	Not Active	96358	Not Active
96243	Not Active	96301	Not Active	96359	Not Active
96244	Not Active	96302	Not Active	96360	Not Active
96245	Not Active	96303	Not Active	96361	Not Active
96246	Not Active	96304	Not Active	96362	B-B1-F-F1-F2-M-W
96247	Not Active	96305	Not Active	96363	Not Active
96248	Not Active	96306	B-B1-F-F1-F2-M-W	96364	B-B1-L-M-W
96249	Not Active	96307	Not Active	96365	B-B1-M-W
96250	Not Active	96308	Not Active	96366	Not Active
96251	A-B-B1-U	96309	B-B1-M-W	96367	B-B1-L-M-W
96252	Not Active	96310	B-B1-M-W	96368	B-B1-M-W
96253	Not Active	96311	B-B1-M-W	96369	Not Active
96254	Not Active	96312	Not Active	96370	B-B1-F-F1-F2-M-W
96255	Not Active	96313	B-B1-F-F1-F2-M-W	96371	Not Active
96256	Not Active	96314	Not Active	96372	B-B1-M-W
96257	A-B-B1-U	96315	Not Active	96373	B-B1-M-W
96258	A-B-B1-U	96316	Not Active	96374	B-B1-M-W
96259	A-B-B1-U	96317	Not Active	96375	B-B1-M-W
96260	A-B-B1-U	96318	Not Active	96376	B-B1-M-W
96261	Not Active	96319	B-B1-M-W	96377	B-B1-M-W
96262	A-B-B1-U	96320	Not Active	96378	B-B1-M-W
96263	Not Active	96321	B-B1-F-F1-F2-M-W	96379	B-B1-M-W
96264	A-B-B1-U	96322	B-B1-F-F1-F2-M-W	96380	Not Active
96265	Not Active	96323	B-B1-M-W	96381	Not Active
96266	A-B-B1-U	96324	Not Active	96382	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96383	Not Active	96441	Not Active	96499	Not Active
96384	B-B1-M-W	96442	Not Active	96500	Not Active
96385	Not Active	96443	Not Active	96501	Not Active
96386	B-B1-M-W	96444	Not Active	96502	Not Active
96387	B-B1-M-W	96445	Not Active	96503	Not Active
96388	B-B1-M-W	96446	Not Active	96504	Not Active
96389	Not Active	96447	Not Active	96505	Not Active
96390	Not Active	96448	Not Active	96506	Not Active
96391	Not Active	96449	Not Active	96507	A-B-F
96392	Not Active	96450	Not Active	96508	Not Active
96393	Not Active	96451	Not Active	96509	Not Active
96394	Not Active	96452	Not Active	96510	Not Active
96395	Not Active	96453	Not Active	96511	B-B1-I-N
96396	Not Active	96454	Not Active	96512	Not Active
96397	Not Active	96455	Not Active	96513	Not Active
96398	Not Active	96456	Not Active	96514	Not Active
96399	Not Active	96457	Not Active	96515	B-B1-F
96400	Not Active	96458	Not Active	96516	Not Active
96401	Not Active	96459	Not Active	96517	B-B1-F-U3
96402	Not Active	96460	Not Active	96518	B-B1
96403	A-B-B1-M-N-U	96461	Not Active	96519	Not Active
96404	Not Active	96462	Not Active	96520	B-F-U3
96405	Not Active	96463	Not Active	96521	B-F-N
96406	Not Active	96464	Not Active	96522	B-F-N-U
96407	Not Active	96465	Not Active	96523	Not Active
96408	Not Active	96466	Not Active	96524	Not Active
96409	Not Active	96467	Not Active	96525	Not Active
96410	Not Active	96468	Not Active	96526	Not Active
96411	Not Active	96469	Not Active	96527	Not Active
96412	Not Active	96470	Not Active	96528	Not Active
96413	Not Active	96471	Not Active	96529	Not Active
96414	Not Active	96472	Not Active	96530	A-B-B1-H-M-N-U
96415	Not Active	96473	Not Active	96531	B-B1-H-M-U
96416	Not Active	96474	Not Active	96532	Not Active
96417	Not Active	96475	Not Active	96533	Not Active
96418	Not Active	96476	Not Active	96534	A-B-F
96419	Not Active	96477	Not Active	96535	A-B-B1-F
96420	Not Active	96478	Not Active	96536	B-B1
96421	Not Active	96479	Not Active	96537	B-B1
96422	Not Active	96480	Not Active	96538	B-B1
96423	Not Active	96481	Not Active	96539	Not Active
96424	Not Active	96482	Not Active	96540	B-B1
96425	Not Active	96483	Not Active	96541	B-B1
96426	Not Active	96484	Not Active	96542	B-B1
96427	Not Active	96485	Not Active	96543	B-B1-P
96428	Not Active	96486	Not Active	96544	Not Active
96429	Not Active	96487	Not Active	96545	A-B-B1-H-I-M-N-U
96430	Not Active	96488	Not Active	96546	B-F-U3
96431	Not Active	96489	Not Active	96547	Not Active
96432	Not Active	96490	B-B1	96548	A-B-B1-H-M-U
96433	Not Active	96491	Not Active	96549	A-B-B1-H-M-U
96434	Not Active	96492	Not Active	96550	Not Active
96435	Not Active	96493	Not Active	96551	A-B-B1-H-M-U
96436	Not Active	96494	Not Active	96552	Not Active
96437	Not Active	96495	Not Active	96553	A-B-B1-H-M-N-U
96438	Not Active	96496	Not Active	96554	A-B-B1-H-M-U
96439	Not Active	96497	Not Active	96555	B-B1-F-M
96440	Not Active	96498	Not Active	96556	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96557	B-B1-F-M	96605	B-O	96652	Not Active
<b>96558</b>	<b>B</b>	96606	B	96653	Not Active
96559	Not Active	96607	B	96654	Not Active
96560	Not Active	96608	B	96655	Not Active
96561	Not Active	96609	B	96656	Not Active
96562	Not Active	96610	B	96657	B
96563	Not Active	96611	B	96658	Not Active
96564	Not Active	96612	B	96659	Not Active
96565	Not Active	96613	B-B1-C1-E2-F-H1-I-R1-U2-Z1	96660	B
96566	Not Active	96614	B-B1-C1-E2-F-H1-I-R1-U2-Z1	96661	B
96567	Not Active			96662	B
96568	Not Active	96615	B	96663	B
96569	Not Active	96616	Not Active	96664	B
96570	Not Active	96617	B	96665	B
96571	Not Active	96618	Not Active	96666	B
96572	Not Active	<b>96619</b>	<b>B</b>	96667	B
96573	Not Active	96620	B	96668	B
96574	Not Active	96621	B	96669	B
96575	Not Active	96622	B	96670	B
96576	Not Active	96623	B	96671	B
96577	Not Active	96624	B	96672	B
96578	Not Active	96625	Not Active	96673	B
96579	Not Active	96626	Not Active	96674	B
96580	A-B-B1-H-I-M-N-U	96627	Not Active	96675	B
96581	Not Active	96628	B	96676	B
96582	Not Active	96629	B	96677	B
96583	Not Active	96630	Not Active	96678	B
96584	Not Active	96631	Not Active	96679	B
96585	Not Active	96632	Not Active	96680	Not Active
96586	Not Active	96633	Not Active	96681	B
96587	Not Active	96634	B	96682	B
96588	Not Active	96635	B	96683	B
96589	Not Active	96636	Not Active	96684	B
96590	Not Active	96637	Not Active	96685	Not Active
96591	Not Active	96638	Not Active	96686	B
96592	Not Active	96639	Not Active	96687	B
96593	Not Active	96640	Not Active	96688	Not Active
96594	A-B-B1-H-I-M-N-U	96641	Not Active	96689	Not Active
96595	B-B1	96642	Not Active	96690	Not Active
96596	A-B-B1-H-I-M-N-U	96643	B	96691	Not Active
96597	A-B-B1-H-I-M-N-U	96644	Not Active	96692	Not Active
96598	B-B1	96645	Not Active	96693	Not Active
96599	B-B1	96646	Not Active	96694	Not Active
96600	Not Active	96647	Not Active	96695	Not Active
96601	B	96648	Not Active	96696	Not Active
96602	B	96649	Not Active	96697	Not Active
96603	B	96650	Not Active	96698	B
96604	B	96651	Not Active	96699	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

## Federal Tax Calculation for Lump Sum Payments

Effective pay period (PP) 01-2002 — and for the entire tax year 2002 — federal taxes will be withheld from lump sum payments at a rate of 27 percent. This represents a 0.5 percent reduction, in accordance with instructions (1) issued in the Economic Growth and Tax Relief Reconciliation Act of 2001 and (2) discussed in detail in IRS Publication 15, Circular E, *Employer's Tax Guide*.

When an employee receives a lump sum payment, the federal taxes withheld from that payment are computed based on an Average Taxation Rate (ATR). The ATR, which changes periodically, applies to lump sum payments such as: Pay for Performance (PFP), annual leave exchange, merits, incentive payments, awards, bargaining contracts, and other supplemental payments that are not part of regular wages.

— Payroll Accounting, Finance, 12-27-01

# International Mail

## IMM REVISION

### International Mail — International Surface Air Lift (ISAL) Service

Effective December 27, 2001, Exhibit 293.71 in the *International Mail Manual* (IMM) is revised to reflect that International Surface Air Lift (ISAL) service is established to the Slovak Republic (Slovakia).

We will incorporate this revision into both the printed version of IMM Issue 27 and into the online IMM, which can be accessed via Postal Explorer at <http://pe.usps.gov>.

#### International Mail Manual (IMM)

*	*	*	*	*
<b>2</b>	<b>Conditions for Mailing</b>			
	*	*	*	*
<b>290</b>	<b>Commercial Services</b>			
	*	*	*	*

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

\* \* \* \* \*

#### 293.7 Postage

\* \* \* \* \*

#### 293.71 Rates

*[Incorporate the following entry into the alphabetical listing in Exhibit 293.71:]*

Country	City	Code	Rate Group
Slovak Republic (Slovakia)	Bratislava	BTS	5
*	*	*	*

— Marketing, International Business, 12-27-01

## International Mail — Suspension of Airmail Services to Afghanistan

Effective December 18, 2001, the following classes of international mail are suspended to Afghanistan, until further notice, due to a lack of available air transportation to Afghanistan:

- Airmail letter-post (including postcards, postal cards, and aerogrammes).
- Airmail M-bag service.
- Airmail parcel post.
- International Priority Airmail (IPA).

In addition, acceptance employees are reminded that the previously announced suspensions of all economy (surface) mail services and all categories of special services to Afghanistan remain in effect.

Any airmail letter-post items, airmail M-bags, airmail parcel post packages, or IPA items that are currently being held for dispatch to Afghanistan must be promptly returned to the sender bearing the endorsement "Service

Temporarily Suspended." The senders to whom they are returned are eligible for a full postage refund as specified in *Domestic Mail Manual* (DMM) P014.2.4.

Customers who elect to reenter the returned item(s) after the suspension has been lifted are permitted to do so without having to affix additional postage. When customers select that alternative, acceptance employees should instruct them to obliterate the "Service Temporarily Suspended" endorsement before reentering the affected mailpieces.

Information pertaining to international mail service disruptions is available via the USPS Global Delivery Services Web site on the Internet at <http://www.uspsglobal.com>. To access that information, click on *Service Updates* and then on *Mail Conditions/Service Updates*.

— Marketing, International Business, 12-27-01

## Philately

### CORRECTION

## Stamp Announcement 02-01, Lunar New Year — Horse Commemorative Stamp

The *Lunar New Year — Horse* commemorative stamp announcement in *Postal Bulletin* 22065 (12-13-01, pages 53–54) incorrectly listed the nationwide sale date as January 15, 2002.

**The correct nationwide sale date for the *Lunar New Year — Horse* commemorative stamp is February 12, 2002.**

— Stamp Services,  
Government Relations and Public Policy, 12-27-01

## Plain Stamped Envelope Ordering Information

Follow these procedures to ensure the timely receipt of plain stamped envelope orders. Current and new accountable paper custodians should retain this document for reference and review it frequently. For complete information, refer to Handbook F-1, *PostOffice Accounting Procedures*, section 423.43. The current edition of Handbook F-1 is accessible on the CorporateIntranet at <http://blue.usps.gov/cpim>; click on *HBKs*.

### Ordering Plain Stamped Envelopes

All stamp distribution offices (SDOs) and authorized CAG A–G Post Offices may submit requisitions to Stamp Fulfillment Services (SFS) for stamped envelopes. Plain stamped envelopes can be ordered once every accounting period according to the requisition schedule shown in

Figure 1. Submit requests to SFS using PS Form 3205, *Requisition for Plain Stamped Envelopes*, which is shown in Figure 2. Submit all requisitions to arrive at least 7 days before the due date indicated on the schedule in Figure 1. Shipments are made in the second week following the scheduled submission week. Please maintain an 8-week inventory of stamped envelopes. Note: The submission week for stamped envelopes **is not** the same as those for stamps and stamped cards (see Handbook F1, 423.43-5).

Use a preaddressed EP-10E envelope, which is available from the Material Distribution Center (MDC; see paragraph below), to submit PS Form 3205 to SFS. Do not lend PS Form 3205 to other Post Offices. These forms are preprinted with your finance number and office information.

*(Philately section continued on page 47.)*

# Fraud Alert

## Withholding of Mail Orders

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

State/City/ZIP Code	Names and Addresses Covered
CA, Davenport 95017-0199	Bob Bowman, P.O. Box 199
CA, Merced 95823-5252	Any And All Various Names Other Than Michelle Nunes, Cody Nunes, Kaleigh Nunes, Kristin Riley And Kristin Antener, 1342 W. 20th Street
CA, Sacramento 95823-3809	Any And All Various Names Other Than Emilio Torres And Adrian Medrano, 77 Audia Circle
CA, San Diego 92106-2731	Any And All Names, 2726 Shelter Island Drive PMB 80
CA, San Francisco 94115-3126	Any And All Various Names Other Than Matellie's And The Surname Barkouki, 1810 Fillmore Street and 1820 Fillmore Street
MD, Baltimore 21225-1716	Any And All Of Various Names Other Than The Surname of Gavigan, 3818 Leadenhall Street, First Floor

— Recorder's Office, Judicial Officer, 12-27-01

## Domestic Orders

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

State/City/ZIP Code	Names and Addresses Covered	Product
NY, Champlain 12919-3060	LEMAN-GENEVE, THE GENEVAN LABORATORIES, GENEVAN LABORATORIES, GENEVAN LABS, LAUSANNE LEMAN — THE SWISS LABORATORIES, SWISS LABS AND DYNAMO MARKETING, INC., P.O. Box 3060 and at	A false promotion
NY, Chazy 12921-0637	P.O. Box 637	

— Recorder's Office, Judicial Officer, 12-27-01

CUT ALONG DOTTED LINE



PULL-OUT SECTION

### Invalid Express Mail Corporate Account Numbers

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

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

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

<b>005182</b>	019380	028924	064135	068477	085004	102420	112564	119005	165086	235235	301928	327887
006358	019401	029112	064245	069087	085048	102915	112575	119428	165196	235482	301952	328502
006611	019440	029445	064251	069096	085058	103212	112745	120287	165251	235518	301972	328772
006631	019449	029498	064277	069164	085182	103231	112905	121268	170127	251001	302259	328879
006658	019696	029659	064313	069422	085711	103240	112961	123082	171104	253041	302591	329006
006798	020455	029666	064391	069596	088055	103316	113078	124054	178021	253166	303906	329350
006807	020489	029678	064392	069612	088117	103348	113216	124167	181042	253263	305070	329547
007288	020607	029682	064550	069726	088192	103505	113367	125237	182012	253294	305081	329553
008225	021371	029821	064732	069743	088459	103531	113369	125435	184048	253303	305229	329644
008332	021715	029829	064747	069847	088466	103563	113376	127044	184073	254023	305463	329656
008593	021742	029981	064752	070023	088721	103950	113452	128135	187019	261014	305564	329661
008828	021927	030425	064803	070044	089206	104384	113785	128147	191372	264002	305993	330268
008855	022099	030525	064805	070274	089369	104591	114432	129937	192148	272009	306087	330274
008951	022963	031097	064827	070938	090673	105146	114518	130414	192713	272353	306758	330322
009025	023028	037035	064840	071122	090732	105434	114555	131483	193215	273057	306893	330500
009116	023177	038042	064909	071348	090862	105512	114575	132279	193267	274073	311274	330551
009158	023284	038052	064968	071402	092356	106527	115031	133036	193306	274104	311629	330625
009275	023362	038173	064994	071684	092441	106589	115090	135142	193430	274156	314269	330628
009334	023389	038503	065013	075046	093381	107103	115099	135218	193586	274233	314601	330680
009581	023611	039014	065016	075061	093599	107155	115384	136120	193652	274327	314924	330812
009625	023623	040111	065030	075211	093695	107178	115584	139083	193680	275002	317182	330854
009789	023629	043015	065212	075367	093790	107314	115751	142442	193733	276407	320035	331024
009889	023637	046002	065215	075486	094202	107321	117032	142498	<b>200458</b>	277102	320091	331120
009928	025297	048042	065243	075675	094711	107341	117053	142919	207798	278024	320207	331158
010048	025401	049053	065291	075723	094934	108197	117113	146042	208260	282736	320932	331168
010648	026423	050034	065309	075805	095236	108280	117141	146173	208348	282806	321036	331184
010663	026424	051003	065381	075998	095707	108283	117174	146287	208584	282847	321041	331481
010671	026446	055045	065411	076132	095797	108313	117196	146518	208772	282878	321088	331482
010764	026460	055107	065427	076199	096010	108377	117280	146582	208844	282928	321383	331651
011165	027048	060026	065428	076224	096079	108405	117368	146661	208972	283540	322050	331654
014797	027104	060066	065513	076350	096816	108551	117384	146755	210002	284022	322090	331755
014882	027220	060262	065514	076812	097518	108632	117388	150047	210196	286159	322113	331940
014947	027548	060717	065524	077304	097572	108708	117399	150066	210729	288102	322466	332264
015010	027566	061094	065542	077811	097603	108916	117456	150093	210742	288127	322576	332508
015331	027658	061096	065599	077816	097645	108936	117461	150213	212907	292281	322669	332708
015490	027812	061252	065611	078221	097872	109003	117514	150242	212998	293152	322801	332719
015678	027928	061353	065629	078849	097903	109171	117544	151106	220031	296508	322890	332898
016116	028009	061495	065650	079009	097912	109237	117558	151114	220212	<b>300606</b>	323490	332983
016137	028178	062009	065663	079066	098010	109338	117623	152012	220611	300750	323626	332995
016811	028216	063114	065773	079090	098372	109547	117735	152124	220682	300766	324102	333095
018106	028250	063148	065804	079729	098450	109863	117756	152463	220813	300779	325124	333113
018209	028377	063172	065822	079793	098684	109938	117777	152499	220833	300847	325333	333114
018314	028421	063302	065890	079961	098728	110622	117834	152658	221176	300947	325601	333212
018641	028448	063401	065935	080122	098909	111150	117933	152929	221644	301081	326006	333798
018885	028621	063483	065984	080347	<b>100067</b>	111257	118201	154028	222301	301226	326669	334021
018919	028635	063492	066352	080493	100213	111404	118464	156022	223022	301299	326727	334080
018966	028705	064024	066371	080612	100423	111468	118773	156031	223268	301331	326786	334289
019164	028805	064107	067236	080627	101332	111573	118803	165053	226078	301353	327692	334872
019204	028898	064118	068320	080650	102321	112563	118965	165062	232340	301762	327852	334943

PULL-OUT SECTION

CUT ALONG DOTTED LINE



334997	379207	462070	489257	570137	606150	641257	701312	770680	801467	841609	900220	917328
335092	379543	462741	489275	570190	606196	641296	701367	770719	801495	841659	900227	917338
335100	380205	462887	489299	570195	606199	641297	701402	770768	801647	841660	900476	917347
335174	381388	462946	489363	570199	606286	641303	701411	770802	801667	841686	901191	917458
335240	381429	465026	490206	571030	606402	641340	701595	771008	801745	841714	901311	917489
335438	381522	465051	490212	571086	606490	641345	701655	771043	801761	841737	901333	917566
335539	381530	465107	490463	571117	606550	641348	701890	771075	802348	841759	901812	917586
335575	381535	465115	490470	571118	606800	641376	708621	771348	802372	841853	902385	917707
335597	381691	466501	490524	573039	606906	641396	708635	771587	802392	841985	902671	917729
335883	383140	466516	490530	575072	607099	641413	716012	771598	802430	843045	903378	917752
336136	386053	466520	490686	576017	607130	641423	717008	771641	802495	843078	903803	917814
336168	392127	466524	495102	577085	607224	641480	720016	772079	802619	843079	904030	917841
336552	392367	466542	495105	581009	607344	641516	720036	772634	802927	844081	904364	917863
336675	392691	466557	495328	581017	607556	641528	722258	773047	803331	844084	904499	918024
336819	392705	466565	496093	581117	607690	641561	724065	774004	804036	844214	904519	918125
337020	394205	466582	496146	581172	607744	641575	724068	775309	804148	844215	904523	918143
337060	395204	466591	497135	585230	607843	641585	730323	776011	805104	844225	904655	918150
337077	<b>402313</b>	467075	497230	585234	607974	641601	731382	778365	805307	844228	904760	918470
338033	402858	468252	497258	591071	607995	641625	731991	782024	805579	845047	904773	918685
338128	402909	472063	<b>501004</b>	591085	608018	641636	740464	782084	809149	845057	906810	920046
338231	402955	476034	502013	591470	608026	641648	741530	782923	809184	846076	906834	920143
338330	403008	480057	503147	596535	608046	641650	741687	782927	815026	846099	906946	920335
339064	403051	480591	505155	598645	608047	641653	744045	782987	815044	846103	906963	920357
339816	405038	480647	527017	<b>600067</b>	608093	641687	749115	784395	816162	846169	907568	920403
340134	405059	480903	527056	600396	608176	641702	749123	786026	816612	846206	911090	921067
340497	405192	480970	531350	600588	608191	641715	749172	786053	829503	846250	911147	921315
340644	407803	481125	531608	600604	608212	641727	749182	786070	832076	847027	911254	921389
340976	410151	481132	531736	600635	608215	641729	750506	786095	834049	847123	911293	921578
344000	423010	481341	532320	600723	608351	641773	750950	786106	834074	850076	912277	921672
344051	427019	481416	532358	600938	608486	641775	752053	786115	840008	852284	912303	921674
347003	430139	481575	532452	601110	610129	641779	752058	787005	840124	852676	912412	921773
347016	431058	481806	532688	601167	610130	641785	752117	787069	840231	852821	913039	921803
347065	432806	481922	532736	601272	610139	641794	752361	787076	840291	852924	913636	921809
347128	432825	482813	532749	601343	611198	641801	752623	787085	840304	853143	913699	921838
347140	432936	482979	532991	601366	611212	641813	752690	787402	840447	853447	913863	921906
349301	432970	483010	537126	601475	611220	641826	752740	787623	840453	853455	913948	921976
349306	432975	483013	543440	601730	611227	641834	754049	787823	840534	853489	914438	921982
349364	432979	483281	544050	601737	612042	641854	754055	787892	840545	853548	914461	921997
349559	436353	483316	549213	602330	616146	641877	760523	789010	840613	853609	914700	922177
349588	441056	483383	551098	602573	616164	641885	760680	790310	840619	853619	914765	922353
349622	441761	483552	551120	602637	618101	641914	761043	791009	841001	853625	915042	924443
349702	441916	483768	551168	602652	622020	641946	761141	791015	841043	853673	915070	924603
349830	447124	483879	551237	602762	629031	641979	761162	796514	841124	853687	915164	926014
349923	450003	484037	551253	602807	631104	657125	761825	799012	841133	853712	915233	926038
352779	450190	485089	551303	602913	631348	662247	765534	799017	841134	853719	915259	926040
356048	452386	485096	551320	604165	631401	662499	765598	799109	841165	853733	915381	926114
371008	452557	485229	551371	604175	631665	666015	765623	799110	841197	871630	915410	926140
372059	452591	485250	551373	604291	631669	666120	770001	799161	841230	877103	915618	926163
372082	452910	486116	553220	604398	633017	666225	770117	799163	841285	891291	915647	926246
372628	454302	486139	553837	605009	641021	666680	770138	<b>800084</b>	841360	891430	916011	926255
372971	454641	486220	554303	605019	641143	681341	770147	800100	841372	891794	917027	926260
372995	454717	486221	554648	605043	641158	681633	770280	800107	841433	891858	917069	926291
374013	454732	486235	554751	605060	641232	681637	770457	800111	841437	891885	917170	926414
374151	456014	486253	554783	605118	641239	683011	770563	800131	841462	891912	917212	926418
374154	456040	486291	558044	605450	641243	685115	770586	800447	841501	895022	917242	926499
378124	457115	488542	563044	605760	641244	<b>701087</b>	770616	801244	841509	<b>900146</b>	917262	926532
378132	460148	488626	570051	605794	641245	701125	770632	801289	841525	900199	917294	926615
378147	461029	488998	570076	606088	641253	701303	770669	801316	841569	900204	917321	926652

CUT ALONG DOTTED LINE



PULL-OUT SECTION

926692	927948	931001	937693	940611	941547	948088	950290	951945	967306	970735	976018	983083
926822	928083	931038	940091	940755	941671	948095	950561	951963	968253	970808	980050	984184
926870	928261	931213	940122	940813	941704	948129	950649	954195	968473	970809	980537	989096
926985	928333	931503	940166	940850	941709	948237	950780	954313	968509	972263	980705	992373
927121	928338	931567	940168	940853	941715	948373	950869	954455	968650	972577	980865	992491
927281	928456	931765	940211	940875	943005	948430	950895	954465	968764	972775	980932	992722
927318	928567	932782	940346	940992	945566	948610	950951	958847	968852	972821	982031	992745
927428	928620	933340	940392	941315	945604	948634	950967	958978	969089	972919	982315	995001
927489	928786	933490	940460	941370	946371	948665	950968	958997	969092	972971	982341	995194
927820	928808	933556	940467	941444	946433	949083	951026	967172	970024	973293	982424	995723
927835	930262	936090	940481	941475	946583	949617	951933	967231	970370	974105	982441	998016
927930	930378	937531	940530	941478	947102							

— Express and Priority Mail, Marketing, 12-27-01

PULL-OUT SECTION

CUT ALONG DOTTED LINE



## 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	027 369 4482 to 027 369 4495	380 165 1165 to 1199	398 149 7200 to 7699
011 582 1889 to 011 582 1899	027 965 9487 to 027 965 9499	381 325 4500 to 4599	399 070 0872 to 0899
011 588 2900 to 011 588 3099	028 191 1852 to 0281911999	381 604 2510 to 2699	399 156 7119 to 7199
012 579 5675 to 012 579 5699	028 850 3000 to 028 850 3199	381 645 9525 to 9599	399 203 5064 to 5099
013 289 6176 to 013 289 6199	029 510 1500 to 029 510 1599	383 314 3968 to 3999	399 296 9910 to 9999
013 610 0014 to 013 610 0099	030 687 0903 to 030 687 0999	383 892 1000 to 1344	399 396 8935 to 8999
014 932 1000 to 014 932 1099	031 077 4507 to 031 077 4799	383 892 1382 to 1399	399 792 7775 to 7799
014 972 0800 to 014 972 0899	032 295 7500 to 032 295 9999	384 925 3641 to 3654	399 792 8300 to 8399
015 363 0007 to 015 363 0099	034 943 0400 to 034 943 0799	385 568 2331 to 2399	<b>400 427 1051 to 1999</b>
017 028 3200 to 017 028 3299	210 221 0548 to 210 221 0599	385 599 7554 to 7575	401 045 1505 to 1549
018 986 5264 to 018 986 5299	227 275 9400 to 227 275 9999	385 774 2024 to 2099	401 045 1571 to 1599
019 518 2814 to 019 518 2899	273 070 8059 to 273 070 8099	386 624 1412 to 1599	401 294 2700 to 2799
020 844 7307 to 020 844 7399	273 775 7700 to 273 775 7899	386 883 8936 to 8999	401 310 9505 to 9599
020 972 8948 to 020 972 8999	302 000 0000 to 302 123 9999	387 314 5574 to 5599	401 382 5312 to 5399
022 021 9110 to 022 021 9181	349 746 2056 to 2099	387 837 6300 to 6399	402 578 7876 to 7899
022 037 1411 to 022 037 1499	350 518 7350 to 7374	388 828 0656 to 0699	403 125 6744 to 6799
024 380 4100 to 024 380 4199	360 011 1690 to 1699	389 696 2400 to 2799	403 260 7000 to 7499
024 496 6870 to 024 496 6896	360 168 6008 to 6099	389 846 3104 to 3135	403 280 6470 to 6499
025 092 0987 to 025 092 0999	360 173 8800 to 8899	389 846 3145 to 3195	403 685 8600 to 8699
025 369 5535 to 025 369 5599	360 324 2326 to 2399	389 887 9211 to 9230	404 003 0300 to 0399
025 729 1151 to 025 729 1199	362 861 3064 to 3099	389 887 9234 to 9299	404 041 8838 to 8899
025 729 1643 to 025 729 1799	373 006 2176 to 2199	<b>390 001 3182 to 3199</b>	404 071 4268 to 4299
027 361 0430 to 027 361 0499	374 768 2600 to 2699	390 001 3500 to 3699	404 347 5356 to 5399
	375 169 4400 to 4599	390 545 5974 to 5999	404 347 5548 to 5599
	375 829 3400 to 3499	391 104 6146 to 6199	404 726 4500 to 4599
	375 851 9100 to 9199	391 574 1466 to 1499	404 961 5001 to 5199
	376 196 0911 to 0999	391 783 3020 to 3599	405 325 0188 to 0198
	376 196 0911 to 0999	391 792 6100 to 6199	406 009 4587 to 4599
	378 085 3679 to 3699	392 668 2956 to 2999	406 260 6830 to 6899
	378 351 1063 to 1099	392 854 8500 to 8899	406 459 6641 to 6999
	379 843 5100 to 5199	393 584 7566 to 7699	406 733 3000 to 3999
	<b>380 093 9600 to 9699</b>	393 650 0074 to 0099	407 545 1557 to 1599
		393 838 8316 to 8499	407 594 0412 to 0599
		393 893 6007 to 6099	407 692 9100 to 9299
		394 126 6907 to 6999	407 959 2190 to 2199
		394 189 0405 to 0599	408 265 2275 to 2288
		394 822 3243 to 3278	408 499 7700 to 7799
		394 990 1810 to 1899	408 499 7900 to 7999
		395 343 3264 to 3299	408 682 8484 to 8599
		395 373 3035 to 3099	408 698 7015 to 7099
		395 396 9649 to 9799	409 072 3941 to 3999
		395 970 3240 to 3299	<b>410 491 2311 to 2399</b>
		397 622 4054 to 4099	410 694 8400 to 8599
		397 819 8902 to 8999	410 775 1500 to 1599

CUT ALONG DOTTED LINE



PULL-OUT SECTION

410 795 7927 to 7999	427 481 0900 to 0999	452 890 4679 to 4799	464 711 4332 to 4399
410 867 0917 to 0966	428 027 2742 to 2752	452 900 8215 to 8238	465 692 3963 to 3999
410 867 0970 to 0999	429 474 4172 to 4199	453 117 9146 to 9199	465 698 8300 to 8599
411 868 1023 to 1199	429 889 2900 to 2999	453 334 3631 to 3699	465 743 7745 to 7799
411 922 2322 to 2399	<b>430 150 4401 to 4599</b>	453 603 7841 to 7891	466 798 6056 to 6067
412 193 0900 to 0999	430 172 9800 to 9899	453 650 1140 to 1199	467 147 4300 to 4399
412 395 8599 to 8699	430 177 1900 to 2099	453 741 1300 to 1399	468 079 5782 to 5799
412 485 6500 to 6599	430 444 9500 to 9699	454 013 2919 to 2999	469 067 2817 to 2899
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	<b>470 755 5800 to 5818</b>
417 871 9250 to 9299	434 968 3076 to 3092	455 543 0618 to 0699	471 918 0300 to 0999
417 930 9533 to 9599	435 303 1831 to 1842	456 410 9006 to 9099	471 985 2408 to 2419
418 164 6500 to 6799	435 303 1986 to 1999	456 470 4146 to 4299	472 191 6700 to 6799
418 423 9863 to 9899	435 666 6092 to 6399	456 619 4460 to 4499	472 270 2555 to 2599
418 633 9522 to 5999	436 082 6400 to 6899	457 333 2686 to 2699	472 987 0213 to 0241
418 719 8520 to 8599	436 160 6441 to 6499	457 729 1767 to 1777	472 987 0290 to 0299
418 744 2235 to 2299	437 316 7115 to 7199	457 937 8615 to 8699	473 151 2069 to 2199
418 962 2848 to 2899	437 427 0500 to 3499	458 028 9810 to 9899	473 666 9138 to 9199
419 543 0286 to 0299	439 179 2300 to 2399	458 057 2712 to 2999	473 952 3429 to 3499
419 730 0300 to 0399	439 310 0458 to 0499	458 069 9537 to 9599	474 108 5402 to 5499
<b>420 277 0015 to 0049</b>	<b>440 698 1947 to 1999</b>	458 069 9665 to 9699	474 356 5193 to 5299
420 599 0734 to 0798	440 858 6300 to 6399	458 337 5222 to 5299	474 949 3366 to 3399
420 661 4115 to 4199	440 858 6420 to 7299	458 354 7653 to 7999	475 134 9362 to 9399
420 758 9500 to 9699	441 199 1655 to 1699	458 671 8678 to 8699	475 167 9667 to 9699
420 969 3951 to 3971	443 127 3648 to 3699	458 671 8721 to 8798	475 319 3415 to 3499
420 969 3973 to 3999	443 127 4000 to 4099	458 847 5044 to 5999	475 319 3649 to 3799
421 116 3565 to 3599	443 673 7900 to 7999	459 274 7624 to 7699	475 340 6400 to 6599
421 130 9300 to 9399	443 800 9335 to 9399	459 365 5432 to 5499	475 424 8410 to 8499
421 313 4500 to 4999	444 382 8822 to 8899	459 378 5764 to 5799	475 629 9156 to 9199
421 364 5537 to 5599	444 390 1667 to 1699	459 472 4816 to 4999	475 850 6101 to 6199
421 656 2609 to 2699	444 457 3854 to 3899	<b>460 349 6878 to 6899</b>	475 875 2500 to 2599
421 988 9700 to 9799	<b>450 048 4173 to 4199</b>	460 550 1909 to 1999	476 169 8264 to 8299
422 172 4667 to 4699	450 048 4442 to 4699	460 997 5234 to 5299	476 189 3000 to 3499
422 484 4212 to 4299	450 560 5173 to 5199	461 973 6443 to 6499	476 331 2480 to 2499
422 556 1270 to 1299	450 620 3077 to 3099	462 152 0107 to 0299	477 289 8601 to 8699
422 587 7024 to 7099	450 620 3135 to 3199	462 274 1072 to 1099	477 681 5206 to 5299
422 819 7533 to 7599	450 780 2716 to 2799	462 277 8373 to 8399	478 010 4243 to 4268
422 842 5073 to 5087	450 801 2700 to 2799	462 554 6051 to 6099	478 010 4270 to 4291
422 907 7563 to 7599	451 109 2967 to 2984	463 011 5529 to 5540	478 450 5071 to 5099
424 500 6050 to 6099	451 115 4110 to 4125	463 176 4115 to 4199	478 469 7838 to 7858
424 641 8500 to 8599	451 115 4127 to 4199	463 176 4229 to 4299	478 469 7883 to 7899
424 871 6600 to 6699	451 746 0700 to 0799	463 185 2600 to 2799	479 280 9800 to 9899
425 298 2352 to 2399	452 265 0074 to 0099	463 227 7711 to 7799	479 365 9116 to 9176
425 418 4269 to 4299	452 265 0246 to 0299	463 414 4869 to 4899	479 412 9900 to 9999
425 418 4405 to 4499	452 265 0335 to 0999	463 808 3484 to 3499	479 667 6190 to 6199
426 547 4566 to 4599	452 509 1169 to 1199	463 945 7400 to 7899	479 748 9680 to 9699
427 412 6337 to 6499	452 855 6471 to 6499	464 629 9000 to 9399	479 860 7000 to 7199

PULL-OUT SECTION

CUT ALONG DOTTED LINE





480 526 2000 to	2099	496 209 7425 to	7499	612 751 5226 to	5299	633 438 6429 to	6599
480 640 6330 to	6399	496 213 8728 to	8799	612 751 6083 to	6099	633 588 7173 to	7182
480 658 0568 to	0599	496 474 5226 to	5248	612 751 6268 to	6299	634 725 0700 to	0799
480 689 5100 to	5199	497 053 8517 to	8699	612 751 6572 to	6599	634 803 3239 to	3299
481 072 9463 to	9499	497 854 8673 to	8699	612 774 2111 to	2199	634 807 2474 to	2499
481 673 0074 to	0095	498 449 8888 to	8899	612 774 2254 to	2299	634 827 5900 to	5999
482 527 1500 to	1599	498 929 8285 to	8499	612 774 2500 to	2599	634 886 3428 to	3499
482 541 5255 to	5299	498 936 5310 to	5399	614 469 0979 to	0999	635 559 3449 to	3499
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	<b>500 064 1858 to</b>	<b>1869</b>	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	<b>600 645 3223 to</b>	<b>3299</b>	617 711 6609 to	6699	638 049 4984 to	4999
483 849 1615 to	1699	601 339 1200 to	1399	617 760 5266 to	5299	638 318 1115 to	1199
484 174 4803 to	5299	601 653 5884 to	5899	617 813 3601 to	3699	638 318 1453 to	1499
484 323 8900 to	9199	601 661 7700 to	7799	618 840 9200 to	9299	638 885 0000 to	0299
484 680 5000 to	5038	601 682 5343 to	5399	619 551 7229 to	7299	638 903 4362 to	4373
484 680 5040 to	5074	601 928 1600 to	1699	619 859 3000 to	3099	639 415 1929 to	1999
484 680 5077 to	5099	602 512 2972 to	2999	<b>620 073 9400 to</b>	<b>9499</b>	639 415 2019 to	2099
485 029 4913 to	4999	602 555 2400 to	2799	621 614 7907 to	7930	639 420 6200 to	6299
486 176 0600 to	0699	602 829 7061 to	7099	621 614 7932 to	7999	639 469 3517 to	3799
486 559 7555 to	7599	603 483 9572 to	9599	621 648 8021 to	8199	639 605 2143 to	2199
486 696 3023 to	3199	603 490 7200 to	7299	621 648 8500 to	8599	639 657 8600 to	8799
488 173 7900 to	7999	603 678 7100 to	7199	621 904 8351 to	8599	<b>640 289 7500 to</b>	<b>7599</b>
488 206 4100 to	4199	603 678 7662 to	7699	621 916 1978 to	1989	640 289 7700 to	7999
488 226 0200 to	0299	603 678 7902 to	7999	622 989 8032 to	8099	641 170 4420 to	4499
488 709 3906 to	3999	603 678 8418 to	8499	623 076 9300 to	9399	641 318 3133 to	3199
488 855 8359 to	8399	603 678 8700 to	9999	623 819 5006 to	5099	641 378 6500 to	6999
489 181 8963 to	8999	604 086 0880 to	0899	623 895 8200 to	8399	641 383 8739 to	8799
489 223 2000 to	2099	604 349 1414 to	1499	623 917 0000 to	0099	641 877 3187 to	3299
489 311 1930 to	1999	604 503 7776 to	7799	623 917 0200 to	0299	641 877 3310 to	3399
489 318 6200 to	6300	605 520 9037 to	9099	624 468 5288 to	5299	642 355 8094 to	8199
489 384 0027 to	0099	605 685 4010 to	4099	624 665 3162 to	3198	642 355 8308 to	8999
489 427 0658 to	0899	605 988 6467 to	6499	625 088 6735 to	6799	642 900 0018 to	0099
489 997 5252 to	5299	607 689 7951 to	7960	625 916 9500 to	9799	643 030 6254 to	6299
<b>490 669 5850 to</b>	<b>6099</b>	607 728 1276 to	1299	625 968 8956 to	8999	644 066 0882 to	0899
490 717 7080 to	7099	608 727 7100 to	7199	627 005 3938 to	3999	644 069 0600 to	0699
490 721 6000 to	6099	608 727 7273 to	7599	627 384 3907 to	4099	644 077 7506 to	7699
490 793 1500 to	2099	608 813 9950 to	9999	627 496 7549 to	7599	644 085 8157 to	8199
490 886 8171 to	8199	609 067 5325 to	5399	627 708 3605 to	3699	644 112 9839 to	9899
490 977 9221 to	9240	609 067 5488 to	5499	627 776 2500 to	2599	644 373 9083 to	9099
491 258 8100 to	9099	609 067 5600 to	5699	628 226 3100 to	3199	644 380 1460 to	1499
491 567 1376 to	1399	609 289 6123 to	6199	628 814 4702 to	4799	644 733 4715 to	4799
492 254 4800 to	4899	609 438 4400 to	4499	628 851 9689 to	9699	644 900 9712 to	9799
492 283 5100 to	5199	609 493 1100 to	1199	629 510 7200 to	7299	644 901 0109 to	1299
492 610 6813 to	6899	609 766 8091 to	8999	629 964 4200 to	4294	644 901 1325 to	1399
493 394 5568 to	5599	609 825 4100 to	4115	<b>630 389 3056 to</b>	<b>3071</b>	644 923 6800 to	7799
493 470 2562 to	2599	609 884 2981 to	2999	630 463 0588 to	0599	644 932 4655 to	4699
493 473 7700 to	7799	609 893 1000 to	1099	631 459 9117 to	9199	645 318 7240 to	7499
493 716 2153 to	2199	<b>610 092 3200 to</b>	<b>3299</b>	631 762 9325 to	9399	645 333 1766 to	1799
494 206 2972 to	2999	610 582 4200 to	4299	632 217 4933 to	4999	645 790 8632 to	8699
494 217 3446 to	3999	611 879 6939 to	6999	632 500 0000 to	599 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

CUT ALONG DOTTED LINE



PULL-OUT SECTION

646 242 6200 to	6299	662 068 0700 to	0899	685 669 4200 to	4299	701 605 5913 to	5999
646 270 7639 to	7799	662 553 0774 to	0799	685 757 8452 to	8499	701 695 3982 to	3999
646 798 4000 to	4999	663 078 7034 to	7099	686 071 2694 to	2799	701 695 4148 to	4199
647 048 7035 to	7099	663 763 5300 to	5399	686 176 3333 to	3354	701 695 4227 to	4299
647 049 2900 to	2999	663 883 7039 to	7499	686 372 3200 to	3299	701 708 1741 to	1799
647 398 8300 to	8399	664 253 8000 to	8499	686 644 5879 to	5899	701 736 3966 to	3999
647 398 8481 to	8499	664 656 3055 to	3099	686 899 1371 to	1399	701 838 2800 to	2899
647 437 3000 to	4999	665 174 6400 to	6499	686 931 7636 to	7699	701 941 0600 to	0699
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	<b>690 291 1361 to</b>	<b>1371</b>	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	<b>670 368 3400 to</b>	<b>3499</b>	690 904 1300 to	1599	<b>740 002 7710 to</b>	<b>7719</b>
649 647 9100 to	9299	670 369 7336 to	7399	690 941 6000 to	6199	740 241 9049 to	9099
649 666 7800 to	8299	670 750 7169 to	7199	691 313 6383 to	6399	740 255 1718 to	1799
<b>650 114 7707 to</b>	<b>7719</b>	671 046 6200 to	6399	691 313 6600 to	6699	740 523 7432 to	7449
650 130 3400 to	3599	671 251 5448 to	5499	691 582 8003 to	8099	<b>806 087 1100 to</b>	<b>1499</b>
650 213 0406 to	0499	671 926 5600 to	5799	691 664 1800 to	1999	806 268 9275 to	9299
650 555 1749 to	1799	672 444 2000 to	2999	691 664 2400 to	2499	806 534 3400 to	3477
650 564 1900 to	1999	672 828 3410 to	3499	692 727 9362 to	9399	807 342 3283 to	3399
650 627 4212 to	4299	673 167 5776 to	5799	692 798 1800 to	1899	808 086 7100 to	7199
650 736 2043 to	2099	675 464 3700 to	3799	693 249 0779 to	0799	808 090 3440 to	3499
650 739 1540 to	1699	675 464 4000 to	4199	693 249 0877 to	1699	808 325 5161 to	5699
651 741 4415 to	4499	676 365 5958 to	5999	693 445 0566 to	0999	808 784 8000 to	8299
651 882 2800 to	2899	676 669 1024 to	1099	693 448 8500 to	8999	<b>830 125 0672 to</b>	<b>0699</b>
652 754 6317 to	6399	677 126 6734 to	6799	693 645 9583 to	9599	830 602 5800 to	5999
653 131 4945 to	4999	677 333 9979 to	9999	693 965 4200 to	4299	830 610 3700 to	3799
653 426 3300 to	3399	677 466 1088 to	1099	695 741 2906 to	2999	830 983 3500 to	3599
653 455 4874 to	4899	678 071 4500 to	4799	695 947 8518 to	8599	830 983 3635 to	3699
654 238 0000 to	0399	678 096 7531 to	7599	696 662 8247 to	8299	831 354 1387 to	1399
654 404 3065 to	3092	679 909 2578 to	2599	697 447 8285 to	8296	831 815 8240 to	8299
654 962 2900 to	3199	<b>680 112 9565 to</b>	<b>9599</b>	698 042 4816 to	4899	832 525 3810 to	3899
655 103 5081 to	5199	680 244 0903 to	0999	698 131 2138 to	2157	833 159 1884 to	1899
655 523 2600 to	2999	680 412 6046 to	6099	698 227 0000 to	0099	833 456 2567 to	2599
656 305 2448 to	2499	680 761 6800 to	6899	<b>700 065 2570 to</b>	<b>2599</b>	833 566 3015 to	3071
657 347 4438 to	4999	681 677 0540 to	0699	700 065 4800 to	4899	834 316 5444 to	5499
657 710 8100 to	8999	682 070 1029 to	1099	700 190 3350 to	3359	834 354 8747 to	8766
657 780 0985 to	0999	682 956 6280 to	6299	700 228 6048 to	6099	834 354 8824 to	8838
658 586 1400 to	1499	682 956 6490 to	6599	700 650 0452 to	0499	835 269 5700 to	5799
658 877 8000 to	8199	682 956 6700 to	6799	700 666 1323 to	1349	835 496 7303 to	7399
658 880 8000 to	8199	682 965 1178 to	1199	700 786 9106 to	9142	835 539 5200 to	5999
659 398 7300 to	7399	682 965 1201 to	1299	700 859 0744 to	0758	835 813 3015 to	3099
659 706 8113 to	8199	683 118 2389 to	2399	701 028 6780 to	6899	837 672 8967 to	8999
659 846 7837 to	7899	683 378 2000 to	2099	701 213 3900 to	3999	837 784 3282 to	3299
<b>660 510 4100 to</b>	<b>4199</b>	683 378 2117 to	2299	701 267 2000 to	3999	838 176 8377 to	8399
660 673 0400 to	0599	683 415 1200 to	1499	701 335 7312 to	7399	838 518 1257 to	1299
661 488 5000 to	5099	683 444 8159 to	8199	701 369 2005 to	2050	839 718 8257 to	8299
661 609 9100 to	9199	685 154 7780 to	7789	701 503 2247 to	2299	<b>840 323 0600 to</b>	<b>0699</b>
661 716 9420 to	9499	685 297 7645 to	7699	701 541 2271 to	2299	840 875 6235 to	6299
661 906 6522 to	6599	685 623 5264 to	5299	701 553 6557 to	6599	840 910 0900 to	0999
662 021 8332 to	8399	685 650 9487 to	9499	701 601 3457 to	3499	841 349 5000 to	5099

PULL-OUT SECTION

CUT ALONG DOTTED LINE



841 805 7747 to	7899	847 723 7500 to	7599	859 063 8200 to	8699	867 366 9108 to	9118
841 805 7944 to	8099	849 485 3427 to	3499	859 190 0600 to	0644	867 633 7403 to	7499
842 226 0685 to	0695	849 608 1357 to	1399	859 811 2888 to	2899	867 737 5623 to	5699
842 685 4600 to	4699	849 792 2600 to	2699	859 855 8873 to	8999	868 169 4529 to	4599
842 685 4742 to	4999	<b>850 546 1862 to</b>	<b>1899</b>	<b>860 240 8520 to</b>	<b>8599</b>	868 173 8400 to	8599
842 860 0300 to	0399	851 143 6826 to	6844	860 275 3900 to	3999	868 514 9000 to	9099
842 898 5582 to	5599	851 209 9880 to	9899	860 518 9629 to	9699	868 566 9200 to	9299
843 062 7100 to	7199	851 928 9221 to	9299	860 600 0021 to	0999	869 387 1150 to	1199
843 077 6288 to	6299	852 589 6560 to	6599	861 158 2350 to	2599	869 800 0000 to	999 9999
843 077 6378 to	6399	853 049 3646 to	3699	861 637 6010 to	6099	<b>870 054 4814 to</b>	<b>4899</b>
843 758 5769 to	5778	854 304 4089 to	4999	861 979 7292 to	7499	870 491 4812 to	4849
843 786 2554 to	2699	854 529 2200 to	2299	862 216 6100 to	6199	870 536 5820 to	5829
845 656 8165 to	8199	855 001 6204 to	6249	863 871 5138 to	5199	870 541 7167 to	7239
845 727 2100 to	2199	855 319 9364 to	9399	863 949 5300 to	5399	870 575 8155 to	8999
845 746 2618 to	2635	855 361 3390 to	3399	864 088 8200 to	8299	870 589 0485 to	0494
846 390 7531 to	7599	856 226 0490 to	0499	864 426 3972 to	3999	870 691 7060 to	7099
846 918 0572 to	0599	856 656 5800 to	5999	864 520 6117 to	6136	<b>900 845 0044 to</b>	<b>0099</b>
847 237 7690 to	7699	856 752 0200 to	0299	865 151 0526 to	0599	900 936 0217 to	0299
847 284 2481 to	2499	857 279 3450 to	3499	865 500 4034 to	4099	900 936 0435 to	0499
847 374 7055 to	7065	857 843 4000 to	4099	865 883 6082 to	6099	901 273 1082 to	1099
847 636 5304 to	5399	858 124 7644 to	7699	866 004 3000 to	3999	901 287 5143 to	5199
847 700 5447 to	5499	858 756 3111 to	3299	866 442 4100 to	4899	901 525 7122 to	7199

— Postal Inspection Service, 12-27-01

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.

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

PULL-OUT SECTION

CUT ALONG DOTTED LINE



725 464 591 to 4 920	732 541 605 to 1 620	740 889 081 to 9 090	752 139 516 to 9 570
725 475 321 to 5 330	732 572 221 to 2 490	741 010 421 to 0 530	752 182 892 to 2 950
725 711 057 to 1 070	732 586 479 to 6 710	741 113 041 to 3 370	752 206 861 to 7 100
725 738 581 to 8 730	732 994 037 to 4 080	741 373 891 to 4 340	752 295 241 to 5 600
725 981 311 to 1 430	733 163 449 to 3 460	741 452 369 to 2 490	752 731 351 to 1 410
725 987 835 to 7 880	733 297 171 to 7 290	741 492 991 to 3 140	752 767 441 to 7 470
726 060 811 to 0 900	733 446 631 to 7 110	741 553 460 to 3 470	753 008 941 to 9 030
726 391 970 to 2 520	733 474 665 to 4 770	741 764 431 to 4 520	753 194 311 to 4 370
726 484 771 to 4 800	733 704 482 to 4 570	742 178 834 to 8 880	753 620 378 to 0 400
726 493 351 to 5 300	733 751 041 to 1 130	742 325 500 to 5 520	754 013 917 to 3 940
726 504 031 to 4 063	734 009 101 to 9 130	742 325 668 to 5 700	754 161 061 to 1 120
726 504 070 to 4 090	734 290 759 to 0 770	742 408 771 to 8 830	754 358 445 to 8 610
726 504 331 to 4 390	734 389 273 to 9 290	742 512 120 to 2 150	754 410 451 to 0 660
726 563 701 to 4 060	734 440 031 to 0 111	742 684 849 to 4 890	754 438 393 to 8 410
726 599 371 to 9 460	734 797 201 to 7 320	742 839 553 to 9 630	754 493 109 to 3 130
726 626 356 to 6 370	734 939 611 to 9 640	742 913 668 to 3 700	754 664 182 to 4 220
727 182 271 to 2 510	734 950 111 to 0 170	742 917 287 to 7 296	754 816 377 to 6 470
727 416 181 to 6 240	735 120 331 to 0 840	742 921 891 to 1 980	755 487 421 to 7 600
727 481 431 to 1 460	735 283 008 to 3 020	742 983 631 to 3 810	755 592 901 to 3 140
727 749 241 to 9 780	735 293 131 to 3 220	743 020 021 to 0 170	755 790 020 to 0 030
728 382 331 to 2 480	735 635 010 to 5 040	743 206 491 to 6 500	755 791 730 to 1 800
728 702 338 to 2 400	735 783 961 to 3 990	743 235 992 to 6 050	755 926 951 to 7 070
728 915 371 to 5 850	735 803 401 to 3 430	743 940 631 to 0 900	755 934 332 to 4 510
728 953 141 to 3 410	736 005 420 to 5 440	743 978 011 to 8 070	755 957 701 to 8 000
728 954 280 to 4 310	736 366 021 to 6 110	744 234 751 to 4 780	755 962 981 to 3 280
729 169 081 to 9 140	736 624 456 to 4 500	744 499 591 to 9 680	756 035 371 to 5 490
729 363 841 to 3 870	736 670 851 to 1 060	744 626 901 to 6 910	756 301 257 to 1 290
729 682 891 to 3 190	736 767 061 to 7 090	745 388 794 to 8 910	756 371 565 to 1 580
729 838 940 to 9 070	736 767 093 to 7 120	746 446 806 to 6 820	756 876 031 to 6 120
729 839 101 to 9 130	736 982 191 to 2 370	746 818 351 to 8 410	756 876 151 to 6 240
<b>730 077 683 to 7 840</b>	736 982 551 to 2 730	747 245 266 to 5 280	756 970 129 to 0 140
730 109 847 to 9 880	737 110 141 to 0 170	747 364 813 to 4 830	757 059 613 to 9 630
730 373 761 to 3 850	737 185 501 to 5 710	747 501 434 to 1 450	757 078 540 to 8 560
730 501 951 to 2 130	737 317 321 to 7 350	747 739 891 to 0 070	757 086 209 to 6 240
730 519 379 to 9 470	737 517 781 to 7 840	748 148 649 to 8 760	757 240 591 to 0 650
730 569 278 to 9 360	737 628 181 to 8 210	748 259 960 to 9 970	757 277 371 to 7 700
730 711 711 to 1 740	737 634 258 to 4 270	748 565 162 to 5 280	757 291 591 to 2 730
730 722 991 to 3 230	738 361 971 to 1 980	748 874 988 to 5 030	757 964 251 to 4 280
730 845 970 to 5 990	738 447 601 to 7 660	749 137 381 to 7 410	758 067 001 to 7 090
730 888 291 to 8 320	738 648 355 to 8 450	749 190 192 to 0 210	758 105 221 to 5 250
730 927 591 to 7 680	738 849 811 to 9 900	749 685 421 to 5 450	758 324 941 to 5 000
731 307 914 to 7 930	738 892 270 to 2 290	749 846 791 to 6 850	758 593 628 to 3 650
731 402 431 to 2 460	738 997 259 to 7 380	749 993 131 to 3 580	758 709 038 to 9 060
731 407 232 to 7 320	739 161 451 to 1 540	<b>750 071 587 to 1 610</b>	758 744 101 to 4 160
731 588 301 to 8 340	739 219 381 to 9 440	750 408 167 to 8 183	758 850 883 to 0 900
731 767 273 to 7 320	739 740 151 to 0 180	750 438 421 to 8 501	758 860 951 to 1 550
731 781 061 to 1 120	739 793 491 to 3 520	750 743 911 to 4 030	759 152 851 to 2 880
731 837 821 to 7 910	739 793 527 to 3 550	750 779 118 to 9 400	759 740 941 to 1 090
731 841 377 to 1 450	739 942 621 to 2 650	750 910 981 to 1 010	<b>760 004 596 to 4 610</b>
732 018 481 to 8 600	739 999 231 to 9 320	750 960 841 to 0 900	760 118 191 to 8 250
732 067 972 to 8 370	<b>740 011 517 to 1 530</b>	751 296 211 to 6 240	760 155 001 to 5 090
732 188 649 to 8 670	740 030 701 to 0 970	751 539 121 to 9 180	760 378 002 to 8 020
732 193 460 to 3 470	740 261 740 to 1 820	751 541 311 to 1 790	761 055 460 to 5 480
732 201 241 to 1 390	740 265 811 to 6 290	751 757 641 to 7 700	761 504 941 to 5 120
732 220 431 to 0 440	740 299 111 to 9 170	751 936 951 to 7 010	761 516 836 to 6 850
732 355 201 to 5 380	740 299 231 to 9 260	751 951 861 to 1 890	761 516 851 to 6 910
732 472 320 to 2 560	740 329 266 to 9 320	751 999 021 to 9 110	761 613 588 to 3 600

CUT ALONG DOTTED LINE



PULL-OUT SECTION

761 688 631 to 8 690	764 284 525 to 4 560	766 509 421 to 9 660	771 609 661 to 9 690
761 805 199 to 5 240	764 526 241 to 6 330	766 572 901 to 3 020	772 057 224 to 7 440
761 826 106 to 6 120	764 601 421 to 1 600	766 748 500 to 8 521	772 162 660 to 3 070
761 881 171 to 1 560	764 650 231 to 0 470	767 024 341 to 4 370	772 208 341 to 8 370
762 304 144 to 4 170	764 984 371 to 4 850	767 326 471 to 6 590	772 718 615 to 8 640
762 324 931 to 4 960	765 003 667 to 3 680	767 332 561 to 2 950	772 970 890 to 0 940
762 439 261 to 9 290	765 042 517 to 2 540	768 009 841 to 9 960	773 009 419 to 9 430
762 524 158 to 4 220	765 194 728 to 4 970	768 011 489 to 1 520	773 112 031 to 2 060
762 584 872 to 4 970	765 387 365 to 7 450	768 177 980 to 7 990	773 125 387 to 5 410
762 593 431 to 3 460	765 541 801 to 2 100	768 391 081 to 1 170	773 179 320 to 9 410
763 155 160 to 5 180	765 638 461 to 8 970	769 000 051 to 0 080	773 202 989 to 3 140
763 178 631 to 8 660	765 647 101 to 7 190	769 034 701 to 4 790	773 208 991 to 9 290
763 506 001 to 6 060	765 647 101 to 7 190	769 034 701 to 4 790	773 208 991 to 9 290
763 522 141 to 2 470	765 813 781 to 4 029	769 737 496 to 7 510	773 231 311 to 1 340
763 717 694 to 7 800	765 879 314 to 9 390	769 778 491 to 8 730	773 892 721 to 3 140
763 826 461 to 6 520	765 954 001 to 4 030	769 827 331 to 7 450	773 958 061 to 8 660
763 900 460 to 0 471	766 120 286 to 0 320	770 216 071 to 6 100	774 778 981 to 9 040
763 900 479 to 0 530	766 125 716 to 5 750	770 723 281 to 3 400	774 863 251 to 3 400
763 917 271 to 7 750	766 158 824 to 8 840	<b>770 915 150 to 5 490</b>	774 961 261 to 1 290
764 125 801 to 5 860	766 388 433 to 8 460	771 455 551 to 5 610	775 444 210 to 4 230

— Postal Inspection Service, 12-27-01

## 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, 12-27-01

## 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, 12-27-01



## Philately (continued)

They are issued in ascending numerical sequence in lots of 100 cards to SDOs and 50 cards to authorized CAG A–G Post Offices (see Handbook F-1, 423.43-2). When your current supply of PS Forms 3205 is depleted, order a new supply by submitting PS Form 3206, *Order for Form 3205*, which is shown in Figure 3.

*Please note the new packing requirements.* To facilitate the processing of your requisition, order only in the carton sizes shown on PS Form 3205 (Figure 2) and/or the chart of carton sizes shown in Figure 4. You must circle a specific packing size on PS Form 3205 or you will receive the 2,500-size carton for the #10 and #9 envelopes, and the 5,000-size carton for the #6-3/4 envelopes, for quantities in those amounts or greater. When ordering full pallets of envelopes, refer to Figure 5 for the standard palletized quantities used to meet new Postal Service shipping and stacking requirements.

The EP-10E envelope, preaddressed to SFS can be ordered 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:** Send a completed PS Form 7380 to the following address:

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

The relevant ordering information for the EP-10E envelope is as follows:

PSN: 7530-01-364-7065  
PSIN: EP-10E  
Unit of Issue: EA  
Quick Pick#: N/A  
Bulk Pack Quantity: 2,500  
Price: \$0.0545  
Edition Date: 10/99

If you have not already done so, please order this new envelope immediately, and destroy all previous issues of EP-10E envelope. Using the new envelope will speed up the delivery and processing of your requisition.

### Emergency Requisitions

If you need stamped envelopes urgently to fulfill customer demand outside the normal requisitioning cycle, you may submit an emergency requisition. Submit a memorandum with the requisition listing the reason for the out-of-cycle order, the date the envelopes are required, the requisition number, the quantity and item, the signature of the local manager, and the Post Office telephone number, city, state, and ZIP Code. If this information is not included on the memo, the requisition will be processed as a normal requisition. Processing orders out-of-cycle increases shipping and handling cost, so please submit emergency requisitions only if you are unable to get stock from your SDO or accountable paper depository (APD).

### Receipt of Stock

Examine each shipping carton to ascertain that all cartons are addressed to your office, that the seals are not broken, and that the cartons are not damaged. If there are any signs of tampering, report to the inspector in charge immediately (see Handbook F-1, 423.6-3).

*Always enter the total value of the stock as noted on PS Form 3309, Advice of Shipment/Stamp Invoice, even if physical quantity is not the same. This amount has been charged to your finance number as of the date of shipment.* If you enter a figure other than the total from PS Form 3309, you will receive a statement of difference from the postal data center (PDC). Allow 3 weeks from date of shipment before reporting full-carton nonreceipts to SFS. If you ordered the incorrect item, contact your SDO for permission to return or exchange the stock. If the contractor furnished you the incorrect item, contact SFS for information on how to receive a PS Form 3309 for stock received (Treat-As-Filled) or how to return stock to SFS for replacement if it cannot be used. To report nonreceipt of a carton or cartons, send a memo to SFS. **Do not use** PS Form 8144, *Stamp Discrepancy Report*, to report nonreceipts of full cartons or for incorrect items.

### Shortages in Sealed Cartons

Report by telephone to Stamp Acquisition, Quality Assurance (202-268-6542), if one or more boxes of 500 are missing in a sealed carton. Follow up by reporting shortage on PS Form 8144 to the address on the form. Total all PS Forms 8144 at the end of the accounting period and file a claim for loss (see Handbook F-1, 423.72-2).

Include the "PLAIN PACKED BY" numbers shown on the preprinted panel on each inside box on the PS Form 8144 so that the contractor can be appropriately notified.

### Shortages in Open/Damaged Cartons

If there are any signs of tampering and stock is missing from a carton, report it to the inspector in charge immediately (see Handbook F-1, 423.6-3).

### Damaged Cartons

Handle stamped envelopes that are damaged according to Handbook F-1, Part 452.

### Overages in Sealed Cartons

Report overages on PS Form 8144 immediately and send a **copy** to the address on the form. Send the overage stock with the **original** PS Form 8144 by registered mail to the following address:

US POSTAL SERVICE  
STAMP DISTRIBUTION NETWORK  
22403 RANDOLPH DR  
DULLES VA 20103-0001

Include on the PS Form 8144 the "PLAIN PACKED BY" numbers shown on the preprinted panel on each inside box so that the contractor can be appropriately notified.

### Defective Stock

Defective stock is not saleable and must remain the property of the Postal Service. It must be returned immediately to main stock and then to the SDO, if applicable. Follow the procedures for shortages as noted previously (report on PS Form 8144 and file a claim for loss).

Include the "PLAIN PACKED BY" numbers shown on the preprinted panel on each inside box on the PS Form 8144 so that the contractor can be appropriately notified.

### Stamped Envelope Discount

Full boxes of stamped envelopes may be sold to customers using the rates shown in *Domestic Mail Manual* (DMM) P020, which results in making sales at a discount. Your office was charged the individual price when the envelopes were shipped to you. Use PS Form 3220, *Claim for Stamped Envelope Discount*, to account for all full boxes of envelopes sold to customers at a discount (see Handbook F-1, 426.82).

Figure 1. Requisition Schedule FY 2002

Offices having ZIP Codes beginning with:	Submit requisition to reach SFS before:
004-099, 100-199, 200-239, 244, 254, 260-268, 439-447	<b>1st week of each A/P</b> (A/P 5 - 12/29 - 1/4) (A/P 6 - 1/26 - 2/1) (A/P 7 - 2/23 - 3/1) (A/P 8 - 3/23 - 3/29) (A/P 9 - 4/20 - 4/26) (A/P 10 - 5/18 - 5/24) (A/P 11 - 6/15 - 6/21) (A/P 12 - 7/13 - 7/19) (A/P 13 - 8/10 - 8/16) (A/P 1 - 9/7 - 9/13) (A/P 2 - 10/5 - 10/11) (A/P 3 - 11/2 - 11/8) (A/P 4 - 11/30 - 12/6)
240-243, 245-253, 255-259, 270-299, 300-397, 400-418, 421-422, 425-438, 448-462, 465-474, 480-497, 700-705, 707-709, 713-717, 719-729	<b>2nd week of each A/P</b> (A/P 5 - 1/5 - 1/11) (A/P 6 - 2/2 - 2/8) (A/P 7 - 3/2 - 3/8) (A/P 8 - 3/30 - 4/5) (A/P 9 - 4/27 - 5/3) (A/P 10 - 5/25 - 5/31) (A/P 11 - 6/22 - 6/28) (A/P 12 - 7/20 - 7/26) (A/P 13 - 8/17 - 8/23) (A/P 1 - 9/14 - 9/20) (A/P 2 - 10/12 - 10/18) (A/P 3 - 11/9 - 11/15) (A/P 4 - 12/7 - 12/13)
420, 423-424, 463-464, 475-479, 498-499, 500-588, 600-678, 680-689	<b>3rd week of each A/P</b> (A/P 5 - 1/12 - 1/18) (A/P 6 - 2/9 - 2/15) (A/P 7 - 3/9 - 3/15) (A/P 8 - 4/6 - 4/12) (A/P 9 - 5/4 - 5/10) (A/P 10 - 6/1 - 6/7) (A/P 11 - 6/29 - 7/5) (A/P 12 - 7/27 - 8/2) (A/P 13 - 8/24 - 8/30) (A/P 1 - 9/21 - 9/27) (A/P 2 - 10/19 - 10/25) (A/P 3 - 11/18 - 11/24) (A/P 4 - 12/14 - 12/20)
590-599, 679, 690-693, 706, 710-712, 718, 730-799, 800-898, 900-999	<b>4th week of each A/P</b> (A/P 5 - 1/19 - 1/25) (A/P 6 - 2/16 - 2/22) (A/P 7 - 3/16 - 3/22) (A/P 8 - 4/13 - 4/19) (A/P 9 - 5/11 - 5/17) (A/P 10 - 6/8 - 6/14) (A/P 11 - 7/6 - 7/12) (A/P 12 - 8/3 - 8/9) (A/P 13 - 8/31 - 9/6) (A/P 1 - 9/28 - 10/4) (A/P 2 - 10/26 - 11/1) (A/P 3 - 11/23 - 11/29) (A/P 4 - 12/21 - 12/27)

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



Figure 2. PS Form 3205, Requisition for Plain Stamped Envelopes


City, State, and ZIP Code						Req. No.	Region No.	St.	Office	Your Week to Order	
Item No.	Quantity Requisitioned	Date of Requisition			Phone Number (Include area code)				Signature		
		Mo.	Day	Year							
<b>See Handbook F-1 for Instructions as to HOW and WHEN to order</b>											
Postmaster/Accountable Paper Custodian: Check packing specifications for each envelope type ordered		6¾		<input type="checkbox"/>	Package of 500	<input type="checkbox"/>	Package of 1,000	<input type="checkbox"/>	Package of 2,500	<input type="checkbox"/>	Package of 5,000
		9 & 10		<input type="checkbox"/>	Package of 500	<input type="checkbox"/>	Package of 1,000	<input type="checkbox"/>	Package of 2,500		
			<p>1. Use a separate form for each item or packaging configuration ordered (the minimum order for banded items is 1,000). Complete and verify each data element. Use forms in ascending requisition sequence.</p> <p>This is an accountable form and is preprinted with your office name and finance number. <b>Do not</b> lend to another office.</p> <p>2. Send this completed form to <b>STAMP FULFILLMENT SERVICES (SFS)</b> in a pre-addressed EP10E envelope, (available from your servicing MDC).</p> <p><b>NOTE:</b> This requisition must arrive at the SFS a week before the week shown above to be shipped in cycle. <b>Emergency Orders:</b> Attach a justifying memo stating reason for expedited request. <b>Do not write messages on this form.</b></p>								
			PS Form 3205, August 1999			<b>Requisition for Plain Stamped Envelopes</b>					

Figure 3. PS Form 3206, Order for Form 3205


City, State, and ZIP Code						Req. No.	Region No.	St.	Office	Your Week to Order	
Postmaster/Accountable Paper Custodian: Complete <i>Quantity</i> and <i>Date of Request</i>				Quantity Ordered		Date of Request			Signature		
				<input type="checkbox"/>	100 (SDOs Only)	Mo.	Day	Year			
				<input type="checkbox"/>	50 (All other post offices)				Phone Number (Include area code)		
			<p>1. Use this form to order additional Forms 3205.</p> <p>2. Place this form in your deck of unused Forms 3205 to serve as a replenishment reminder.</p> <p>3. Complete <i>Quantity Ordered</i> (NOTE: SDOs order 100; all other post offices order 50) and <i>Date Requested</i>. Sign and mail to <b>STAMP FULFILLMENT SERVICES</b> in a pre-addressed EP10E envelope, (available from your servicing MDC). Another Form 3206 will accompany your new supply of Forms 3205.</p> <p>4. This is an accountable form and is preprinted with your office name and finance number. <b>Do not</b> lend to another office.</p>								
			PS Form 3206, August 1999			<b>Order for Form 3205, Requisition for Plain Stamped Envelopes</b>					

Figure 4. Carton Sizes

Type of Envelope	Carton Sizes
#6-3/4	500; 1,000; 2,500; 5,000*
#9 and #10	500; 1,000; 2,500**
#6-3/4 Banded	1,000; 2,500; 5,000*
#9 and #10 Banded	1,000; 2,500**

Maximum quantity that can be ordered per requisition is 2,500,000.

\* For quantities greater than 5,000, must order in multiples of 5,000.

\*\* For quantities greater than 2,500, must order in multiples of 2,500.

Figure 5. Standard Palletized Quantities

Quantities to Order to Receive Full Pallet			
Pallet Size	Quantity	Number Of Cartons	
500 Carton:	#10	56,000	112
	#9	56,000	112
	#6-3/4	72,000	144
1,000 Carton:	#10	64,000	64
	#9	64,000	64
	#6-3/4	72,000	72
2,500 Carton:	#10	75,000	30
	#9	75,000	30
	#6-3/4	140,000	56
5,000 Carton:	#6-3/4	140,000	28

— Stamp Services,  
Government Relations and Public Policy, 12-27-01

## ANNOUNCEMENT 02-A

### 2002 Stamps and Postal Stationery

"2002 Stamps and Postal Stationery" (Announcement 02-A, December 2001), which appears on page 51, is intended to replace the quarterly announcement of the same name, previously printed and sent to customers on request through Stamp Fulfillment Services in Kansas City. The announcement is a listing of stamps and postal stationery items scheduled for issuance during calendar year 2002. Post Offices may wish to post this schedule on their bulletin boards.

Customers may also be directed to access the *Postal Bulletin* through the Postal Service Web site at [www.usps.com](http://www.usps.com), then by clicking on *Info*, and then *Postal Periodicals and Publications*.

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

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

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

items to themselves or others. (Postage must equal the current First-Class Mail rate.) For sturdiness, include a card of postcard thickness in each cover (envelopes only) submitted, and tuck in the flap. Place the cover in a larger envelope addressed to: NAME OF ISSUE, POSTMASTER, CITY, STATE, and ZIP CODE (followed by -9991). Covers submitted for first day of issue cancellations may include additional uncanceled stamps only if the uncanceled stamps were issued before the first day of issue of the new stamps or postal stationery items. All orders must be post-marked on or before the deadline indicated in the "2002 Stamps and Postal Stationery" announcement that follows.

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

— Stamp Services,  
Government Relations and Public Policy, 12-27-01



## 2002 STAMPS AND POSTAL STATIONERY

This schedule is subject to change.

Announcement 02-A (December 2001)

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

NOTE	ISSUE	FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
P	34¢ Winter Sports	Jan 8	Park City, UT 84060	PSA pane of 20 with header, 4 designs	Feb 7
	34¢ Mentoring a Child	Jan 10	Annapolis, MD 21401	PSA pane of 20 with selvage	Feb 9
	34¢ Langston Hughes (Black Heritage)	Feb 1	New York, NY 10199	PSA pane of 20	Mar 4
	34¢ Happy Birthday	Feb 8	Riverside, CA 92507	PSA pane of 20	Mar 11
	34¢ Year of the Horse (Lunar New Year)	Feb 11	New York, NY 10199	PSA pane of 20	Mar 13
	34¢ U.S. Military Academy (Bicentennial)	Mar 16	West Point, NY 10996	PSA pane of 20	Apr 15
	34¢ Greetings from America	Apr 4 (nationwide)	New York, NY 10199	PSA pane of 50, special issue, 50 designs	May 4
	34¢ Longleaf Pine Forest (Nature of America)	Apr 26	Tallahassee, FL 32301	PSA souvenir sheet of 10, 10 designs	May 28
	34¢ Irving Berlin	May 11	New York, NY 10199	PSA pane of 20	Jun 10
	34¢ John James Audubon (American Treasures)	Jun 27	Santa Clara, CA 95050	PSA pane of 20 with header	Jul 27
	34¢ Masters of American Photography (Classic Collection)	Jun	Washington, DC 20066	PSA pane of 20 with selvage, 20 designs	TBD
	34¢ Harry Houdini	Jul 3	New York, NY 10199	PSA pane of 20	Aug 2
	34¢ Andy Warhol	Aug 9	Pittsburgh, PA 15290	PSA pane of 20 with selvage	Sep 9
	34¢ Teddy Bears	Aug 15	Atlantic City, NJ 08401	PSA pane of 20 with header, 4 designs	Sep 14
	34¢ Ogden Nash	Aug 19	Rye, NY 10580	PSA pane of 20	Sep 18
	34¢ Duke Kahanamoku	Aug 24	Honolulu, HI 96820	PSA pane of 20	Sep 23
	34¢ Women in Journalism	Sep 12	Columbus, OH 43216	PSA pane of 20 with header, 4 designs	Oct 12
	34¢ Neuter or Spay	Sep	TBD	PSA pane of 20 with header, 2 designs	TBD
	34¢ American Bats	Sep (mid)	Austin, TX 78710	PSA pane of 20 with header, 4 designs	TBD
	34¢ Hawaiian Missionaries	Oct (early)	New York, NY 10199	Gummed souvenir sheet of 4, 4 designs	TBD
	34¢ Holiday: Snowmen	Oct (mid)	TBD	PSA pane of 20; PSA booklet of 20, 4 designs	TBD
	34¢ Christmas: Gossaert	Oct (mid)	Chicago, IL 60607	PSA booklet of 20	TBD
	34¢ TBD (Legends of Hollywood)	TBD	TBD	PSA pane of 20 with selvage	TBD

C: Change in previously announced date and/or site

N: New issue

P: Pictorial first day postmark

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

CUT ALONG DOTTED LINE



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## 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.

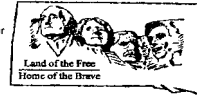
Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope 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.



October 27, 2001  
*Vacaville Post Office*  
 PONY EXPRESS MURAL  
 DEDICATION STATION  
 POSTMASTER  
 200 PRAIRIE CT  
 VACAVILLE CA 95687-9998

United We Stand Station  
 Rushmore Plaza Civic Center  
 Nov. 5, 2001  
 Rapid City, SD 57701



November 5, 2001  
*United States Postal Service*  
 UNITED WE STAND STATION  
 POSTMASTER  
 PO BOX 9998  
 RAPID CITY SD 57701-9998



November 5, 2001  
 UNITED WE STAND STATION  
 POSTMASTER  
 8845 VALLEY BLVD  
 ROSEMEAD CA 91770-9998



November 11, 2001  
 UNITED WE STAND STATION  
 POSTMASTER  
 PO BOX 9998  
 DUNDEE FL 33838-9998

Freedom Station  
 November 5, 2001  
 Little Rock, AR 72202



November 5, 2001  
*Little Rock Fire Department*  
 FREEDOM STATION  
 POSTMASTER  
 PO BOX 9998  
 LITTLE ROCK AR 72202-9998



25<sup>th</sup> Anniversary Station  
**USS LOS ANGELES**  
 SSN-688  
 Nov. 13, 2001  
 Norfolk VA 23513

November 13, 2001  
*US Navy*  
 25TH ANNIVERSARY STATION  
 POSTMASTER  
 2600 ELTHAM AVE STE 109  
 NORFOLK VA 23513-2501



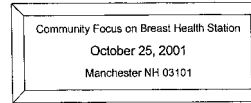
October 19, 2001  
 Montpelier Foundation  
 SECOND DAY STATION  
 POSTMASTER  
 1801 BROOK RD  
 RICHMOND VA 23232-9640



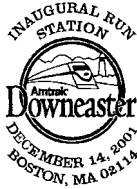
October 22, 2001  
 Skal International  
 62ND WORLD CONGRESS STATION  
 PICTORIAL CANCELLATION  
 COORDINATOR  
 585 AVE FD ROOSEVELT  
 SAN JUAN PR 00936-9998



October 21, 2001  
 Departamento de Recreacion y Deportes  
 FERIA DE COLECCIONISTAS Y  
 PLENEROS STATION  
 PICTORIAL CANCELLATION  
 COORDINATOR  
 585 AVE FD ROOSEVELT  
 SAN JUAN PR 00936-9998



October 25, 2001  
 Joint Sponsorship  
 COMMUNITY FOCUS ON BREAST  
 HEALTH STATION  
 MANAGER CUSTOMER SERVICE  
 1000 ELM STREET  
 MANCHESTER NH 03101-9715



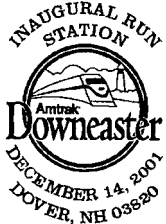
December 14, 2001  
 Amtrak  
 DOWNEASTER INAUGURAL RUN STATION  
 POSTMASTER  
 25 DORCHESTER AVE RM 4005  
 BOSTON MA 02205-9998

DOWNEASTER INAUGURAL RUN STATION  
 POSTMASTER  
 2 WASHINGTON SQUARE  
 HAVERHILL MA 01830-9998



December 14, 2001  
 Amtrak  
 DOWNEASTER INAUGURAL RUN STATION  
 POSTMASTER  
 2 CASCADE RD STE 7  
 OLD ORCHARD BEACH ME 04064-9998  
 DOWNEASTER INAUGURAL RUN STATION  
 POSTMASTER  
 125 FOREST AVE  
 PORTLAND ME 04101-9998

DOWNEASTER INAUGURAL RUN STATION  
 POSTMASTER  
 225 MAIN ST  
 SACO ME 04072-9998  
 DOWNEASTER INAUGURAL RUN STATION  
 POSTMASTER  
 1886 POST RD  
 WELLS ME 04090-9998



December 14, 2001  
 Amtrak  
 DOWNEASTER INAUGURAL RUN STATION  
 POSTMASTER  
 133 WASHINGTON ST  
 DOVER NH 03820-9998  
 DOWNEASTER INAUGURAL RUN STATION  
 POSTMASTER  
 2 MADBURY RD  
 DURHAM NH 03824-9998

DOWNEASTER INAUGURAL RUN STATION  
 POSTMASTER  
 34 FRONT ST  
 EXETER NH 03833-9998



November 16-18 2001  
 CHICAGOPEX STATION  
 POSTMASTER  
 1000 E OAKTON ST  
 DES PLAINES IL 60018-9998



Baldwin Historical Museum  
 25th Anniversary Station  
 December 5, 2001  
 Baldwin, NY 11510

December 5, 2001  
 Baldwin Historical Society  
 25TH ANNIVERSARY STATION  
 POSTMASTER  
 PO BOX 9998  
 BALDWIN NY 11510-9998



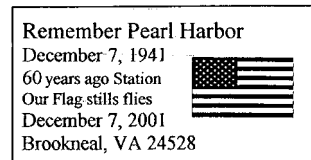
November 17, 2001  
 Kentucky Book Fair  
 KENTUCKY BOOK FAIR  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 FRANKFORT KY 40601-9998



December 7, 2001  
 Chamber of Commerce  
 HOMETOWN CHRISTMAS  
 STATION  
 POSTMASTER  
 1800 DOC WOLF DR  
 BELVIDERE IL 61008-9998



November 24, 2001  
 Ruritan Club  
 GAZEBO STATION  
 POSTMASTER  
 152 CHARLESTON ROW EAST  
 GRAND JUNCTION TN  
 38039-9998



December 7, 2001  
 VFW  
 60 YEARS AGO STATION  
 POSTMASTER  
 PO BOX 9998  
 BROOKNEAL VA 24528-9998



December 1, 2001  
 CHRISTMAS STATION  
 POSTMASTER  
 200 NORTH TEXAS AVE  
 ODESSA TX 79761-9998



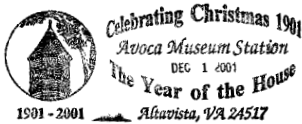
December 7, 2001  
 Hurst Post Office  
 UNITED WE STAND STATION  
 POSTMASTER  
 777 CANNON RD  
 HURST TX 76054-9998



December 1, 2001  
 Colorado Postal History Society  
 COLORADO POSTAL HISTORY  
 SOCIETY STATION  
 POSTMASTER  
 951 20TH ST  
 DENVER CO 80202-9998



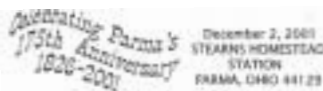
December 7-9, 2001  
 San Angelo Post Office  
 CHRISTMAS AT OLD FORT  
 CONCHO STATION  
 POSTMASTER  
 1 NORTH BRYANT BLVD  
 SAN ANGELO TX 76902-9998



December 1-2, 2001  
 Avoca Historical Society  
 AVOCA MUSEUM STATION  
 POSTMASTER  
 700 BROAD ST  
 ALTAVISTA VA 24517-9998



December 8, 2001  
 Postmaster, Morriston  
 THOMAS NAST STATION  
 POSTMASTER  
 1 MORRIS ST  
 MORRISTOWN NJ 07960-9998



December 2, 2001  
 STEARNS HOMESTEAD  
 STATION  
 POSTMASTER  
 7801 DAY DR  
 PARMA OH 44129-9998

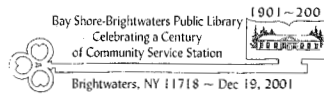


December 1 & 8-9, 2001  
 Thornton W Burgess Society  
 SEASONS GREETING FROM  
 SANDWICH STATION  
 POSTMASTER  
 69 ROUTE 6A  
 SANDWICH MA 02563-9998

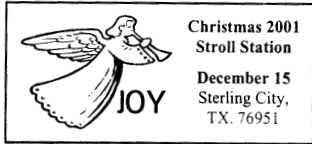


**Flint City Hall Station**  
 Flint, MI 48502  
 Dec. 15, 2001

December 15, 2001  
 Flint City Hall  
 FLINT CITY HALL STATION  
 POSTMASTER  
 250 E BOULEVARD DR  
 FLINT MI 48502-9998



December 19, 2001  
 Bay Shore-Brightwaters Public Library  
 CELEBRATING A CENTURY OF  
 COMMUNITY SERVICE  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 BAY SHORE NY 11706-9998



**Christmas 2001**  
 Stroll Station  
 December 15  
 Sterling City,  
 TX. 76951

December 15, 2001  
 Sterling City Lions Club  
 CHRISTMAS 2001 STROLL  
 STATION  
 POSTMASTER  
 616 4TH AVE  
 STERLING CITY TX 76951-9998

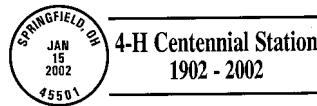
*GARDEN STATE STAMP STATION*  
 JANUARY  
 6  
 2002  
 WAYNE NJ 07470  
 POSTCARD & STAMP SHOW

January 4-6, 2002  
 United States Postal Service  
 GARDEN STATE STAMP  
 STATION  
 POSTMASTER  
 35 TAYLOR DR  
 WAYNE NJ 07470-9998



**Cambridge Stands United Station**  
 December 18 2001  
 Cambridge MA 02139  
 United We Stand

December 18, 2001  
 Marsha Cannon, Postmaster,  
 Cambridge  
 CAMBRIDGE STANDS UNITED  
 STATION  
 POSTMASTER  
 770 MASSACHUSETTS AVE  
 CAMBRIDGE MA 02139-9998



January 15, 2002  
 National 4-H Centennial  
 4-H CENTENNIAL STATION  
 POSTMASTER  
 150 N LIMESTONE ST  
 SPRINGFIELD OH 45501-9998

— Stamp Services,  
 Government Relations and Public Policy, 12-27-01

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

— Mail Preparation and Standards,  
 Pricing and Classification, 12-27-01



# 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	01-4840	36454	AL	Lenox	Conecuh	Post Office	Main Office	06/13/1998	Post Office discontinued. Retain ZIP Code. Retain place name. Continue to use Lenox AL 36454 as last line of address.
New	01-6900	36454	AL	Repton	Conecuh	Lenox	Place Name	06/13/1998	
Old	01-6900	36473	AL	Repton	Conecuh	Range	Community Post Office	10/28/2001	Community Post Office discontinued. Retain ZIP Code. Retain place name. Continue to use Range AL 36473 as last line of address.
New	01-6900	36473	AL	Repton	Conecuh	Range	Place Name	10/28/2001	
Old	16-2916	61076	IL	Freeport	Stephenson	Scioto Mills	Community Post Office	11/24/2001	Community Post Office and ZIP Code discontinued. Establish a place name. Scioto Mills IL becomes an acceptable last line for use with ZIP Code 61032.
New	16-2916	61032	IL	Freeport	Stephenson	Scioto Mills	Place Name	11/24/2001	
Old	37-8976	58039	ND	Wahpeton	Richland	Great Bend	Community Post Office	05/19/2001	Community Post Office and ZIP Code discontinued. Establish a place name. Great Bend ND becomes an acceptable last line for use with ZIP Code 58075.
New	37-8976	58075	ND	Wahpeton	Richland	Great Bend	Place Name	05/19/2001	
Old	34-2898	87057	NM	Estancia	Torrance	Tajique	Community Post Office	08/25/2001	Community Post Office and ZIP Code discontinued. Establish a place name. Tajique NM becomes an acceptable last line for use with ZIP Code 87016.
New	34-2898	87016	NM	Estancia	Torrance	Tajique	Place Name	08/25/2001	
Old	46-9180	57202	SD	Watertown	Codington	Waverly	Community Post Office	07/14/2001	Community Post Office and ZIP Code discontinued. Establish a place name. Waverly SD becomes an acceptable last line for use with ZIP Code 57201.
New	46-9180	57201	SD	Watertown	Codington	Waverly	Place Name	07/14/2001	
Old	46-5004	57653	SD	Lemmon	Perkins	Shadehill	Community Post Office	08/25/2001	Community Post Office and ZIP Code discontinued. Establish a place name. Shadehill SD becomes an acceptable last line for use with ZIP Code 57638.
New	46-5004	57638	SD	Lemmon	Perkins	Shadehill	Place Name	08/25/2001	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	46-0594	57742	SD	Belle Fourche	Butte	Fruitdale	Community Post Office	10/28/2001	Community Post Office and ZIP Code discontinued. Establish a place name. Fruitdale SD becomes an acceptable last line for use with ZIP Code 57717.
New	46-0594	57717	SD	Belle Fourche	Butte	Fruitdale	Place Name	10/28/2001	
Old	46-4446	57628	SD	Isabel	Dewey	Firesteel	Community Post Office	08/05/2000	Community Post Office and ZIP Code discontinued. Establish a place name. Firesteel SD becomes an acceptable last line for use with ZIP Code 57633.
New	46-4446	57633	SD	Isabel	Dewey	Firesteel	Place Name	08/05/2000	
Old	46-9036	57729	SD	Wall	Pennington	Creighton	Community Post Office	07/09/2001	Community Post Office and ZIP Code discontinued. Establish a place name. Creighton SD becomes an acceptable last line for use with ZIP Code 57790.
New	46-9036	57790	SD	Wall	Pennington	Creighton	Place Name	07/09/2001	
Old	56-3930	54951	WI	Hortonville	Outagamie	Medina	Community Post Office	07/28/2001	Community Post Office and ZIP Code discontinued. Establish a place name. Medina WI becomes an acceptable last line for use with ZIP Code 54944.
New	56-3930	54944	WI	Hortonville	Outagamie	Medina	Place Name	07/28/2001	

— Office of Address Management, Chief Technology Officer, 12-27-01



This office  
will be closed  
**Tuesday,**  
**January 1, 2002,**  
to celebrate  
**New Year's Day.**

CUT ALONG DOTTED LINE



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This office  
will be closed  
**Tuesday,**  
**January 1, 2002,**  
to celebrate  
**New Year's Day.**

CUT ALONG DOTTED LINE



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# Postal Employees

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## RURAL CARRIERS

### Equipment Maintenance Allowance Rate Schedule for Rural Routes

In accordance with provisions of Article 9, Section 2.J.3 of the Rural Carrier National Agreement, effective December 29, 2001 (pay period 2-02), the equipment maintenance allowance (EMA) will decrease from 39.0 cents per mile to 38.0 cents per mile.

The EMA is 38.0 cents per mile, or a minimum of \$15.20 per day, whichever is greater.

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

Employees providing auxiliary assistance or serving auxiliary routes under provisions of Article 9, Section 2.J.5, receive an EMA of 38.0 cents per mile or \$4.40 per hour, whichever is greater. This EMA should not exceed the

amount provided in the special EMA for the route stops and miles.

### EMA Rate Schedule

The EMA rate schedule on pages 65–66 supersedes all previously published EMA rate schedules for employees receiving EMA.

### Optional EMA Rate

The optional EMA rate, effective November 3, 2001, remains at 58.1 cents per mile.

— *Collective Bargaining and Arbitration,  
Labor Relations, 12-27-01*

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USPS 26-9902 MINNEAPOLIS ISC REPORT AAQ530P1 MILES STOPS = \*0260\*\*0280\*\*0300\*\*0320\*\*0340\*\*0360\*\*0380\*\*0400\*\*0420\*\*0440\*\*0460\*\*0480\*\*0500\*\*0520\*\*0540\*\*0560\*\*0580\*\*0600\*\*0620\*\*

RURAL EQUIPMENT MAINTENANCE

BASED ON \$0.380 PER MILE EFFECTIVE PP-YR 02-02

R A T E S C H E D U L E DATE 12-17-01 PAGE 1

Table with 5 columns: Mileage (8-58), Stops, Rate (e.g., 15.20, 15.30, 15.40), Scheduled Rate (e.g., 15.70, 15.80, 15.90), and Date (e.g., 16.00, 16.10, 16.20).

USPS 26-9902  
 MINNEAPOLIS ISC  
 REPORT AAQ530P1

RURAL EQUIPMENT MAINTENANCE

R A T E S C H E D U L E

DATE 12-17-01  
 PAGE 2

BASED ON \$0.380 PER MILE EFFECTIVE PP-YR 02-02

MILES STOPS = \*0640\*\*0650\*\*0680\*\*0700\*\*0720\*\*0740\*\*0760\*\*0780\*\*0800\*\*0820\*\*0840\*\*0860\*\*0880\*\*0900\*\*0920\*\*0940\*\*0960\*\*0980\*\*1000

8	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40	17.50	17.60	17.70	17.80	17.90	18.00	18.10	18.20	18.30	18.40	18.50
9	16.80	16.90	17.00	17.10	17.20	17.30	17.40	17.50	17.60	17.70	17.80	17.90	18.00	18.10	18.20	18.30	18.40	18.50	18.60
10	16.90	17.00	17.10	17.20	17.30	17.40	17.50	17.60	17.70	17.80	17.90	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70
11	17.00	17.10	17.20	17.30	17.40	17.50	17.60	17.70	17.80	17.90	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80
12	17.10	17.20	17.30	17.40	17.50	17.60	17.70	17.80	17.90	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90
13	17.20	17.30	17.40	17.50	17.60	17.70	17.80	17.90	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00
14	17.30	17.40	17.50	17.60	17.70	17.80	17.90	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10
15	17.40	17.50	17.60	17.70	17.80	17.90	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20
16	17.50	17.60	17.70	17.80	17.90	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30
17	17.60	17.70	17.80	17.90	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40
18	17.70	17.80	17.90	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50
19	17.80	17.90	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60
20	17.90	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70
21	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80
22	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90
23	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00
24	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10
25	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20
26	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30
27	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40
28	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50
29	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60
30	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60	20.70
31	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60	20.70	20.80
32	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60	20.70	20.80	20.90
33	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60	20.70	20.80	20.90	21.00
34	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60	20.70	20.80	20.90	21.00	21.10
35	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60	20.70	20.80	20.90	21.00	21.10	21.20
36	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60	20.70	20.80	20.90	21.00	21.10	21.20	21.30
37	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60	20.70	20.80	20.90	21.00	21.10	21.20	21.30	21.40
38	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60	20.70	20.80	20.90	21.00	21.10	21.20	21.30	21.40	21.50
39	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60	20.70	20.80	20.90	21.00	21.10	21.20	21.30	21.40	21.50	21.60
40	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60	20.70	20.80	20.90	21.00	21.10	21.20	21.30	21.40	21.50	21.60	21.70
41	20.00	20.10	20.20	20.30	20.40	20.50	20.60	20.70	20.80	20.90	21.00	21.10	21.20	21.30	21.40	21.50	21.60	21.70	21.80
42	20.10	20.20	20.30	20.40	20.50	20.60	20.70	20.80	20.90	21.00	21.10	21.20	21.30	21.40	21.50	21.60	21.70	21.80	21.90
43	20.20	20.30	20.40	20.50	20.60	20.70	20.80	20.90	21.00	21.10	21.20	21.30	21.40	21.50	21.60	21.70	21.80	21.90	22.00

*Safety Bulletin*

**Attention Postal Drivers! — Holiday Pedestrian Safety**

Unfortunately, there have been two pedestrian accidents involving children in the last several weeks. The Postal Service operates one of the largest fleets of motor vehicles in the U.S., and we must drive safely at all times. The holiday season is here, which includes winter’s bad weather, decreased visibility, and ice and snow in much of the U.S. The holiday season also brings many more pedestrians and children out onto streets and sidewalks.

For postal drivers, this means millions more possibilities that unwary young pedestrians may wander into roads or dart into streets from between parked cars or hidden places. This is a test of anyone’s defensive driving skills! However, a truly defensive driver recognizes when he or she must take preventive action to avert an accident. A defensive driver anticipates the need to slow down, stop, or yield the right-of-way to avoid an accident. Pedestrian safety is paramount. *Please take extra care at this time of the year.*

In the U.S., pedestrian-related fatalities account for about 13 percent of all motor vehicle–related deaths. In 1998 alone, 5,220 pedestrians died from traffic-related injuries and 69,000 pedestrians sustained nonfatal injuries. The National Safety Council and the Center for Disease Control report that pedestrian fatalities related to motor vehicle accidents are second only to vehicle occupant fatalities.

Unfortunately, children are at highest risk. In 1998, children aged 15 years and younger were 30 percent of all nonfatal pedestrian injuries, 11 percent of all pedestrian fatalities, and 18 percent of non-traffic-related fatalities. These statistics include vehicle incidents in driveways and other nonpublic roads. Twenty-five percent of children aged 5–9 years who were killed in traffic crashes had been pedestrians. Statistics indicate that all age groups are most at risk when crossing at or entering between intersections, and children under 5 years old are most vulnerable when standing or playing in roads.

What do these tragic statistics mean? *Drivers must be on high alert for children and pedestrians, especially at this time of year.*

Despite training, parent instruction, and admonition provided to children, they do run and play in streets. And more dangerously, they play near streets and leap out suddenly to chase a ball or a dog, or they sled into a street by accident.

**When you drive your vehicle or deliver mail, always take these precautions:**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Never back up a vehicle to redeliver a missed box. Get out and walk to the back of the vehicle if you can do so safely.</li> <li>2. Never give mail to children from the vehicle. If children approach, stop the vehicle, get out, and ask them to move away from the vehicle before driving away. If available, ask an adult for assistance.</li> <li>3. If you have <i>any</i> doubts about whether children or other pedestrians are around your vehicle, do not depend exclusively on your mirrors. “GOAL” — <i>get out and look</i>. Double check around and under entire vehicle before proceeding.</li> <li>4. Always yield to pedestrians crossing the road or at crosswalks; not only is it the law in most states, it is the right thing to do.</li> <li>5. If an ice cream vendor enters a neighborhood, watch in all directions for approaching children.</li> </ol> | <ol style="list-style-type: none"> <li>6. Pay attention to the lone child walking along the street. A single youngster is much more likely to be overlooked than several together.</li> <li>7. Watch for children and others on roller skates, skateboards, in-line skates (such as Roller blades™), sleds, or skis. They require a driver’s extreme alertness, because they can lose control or roll down a driveway or hill into the street.</li> <li>8. Watch carefully for bicyclists, especially young or novice riders, and provide them plenty of room.</li> <li>9. Take extra care near schools or playgrounds.</li> <li>10. Slow down when you see a ball roll in the street, for a child is likely to follow. Be prepared to stop quickly.</li> <li>11. When children are near your vehicle, “GOAL” — get out and look — before proceeding, if you have <i>any</i> doubts of their whereabouts.</li> </ol> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

— Safety Performance Management, Employee Resource Management, 12-27-01

**PLEASE POST ON ALL BULLETIN BOARDS.**

CUT ALONG DOTTED LINE



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## Retail

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### CORRECTION

#### What's in Store — December Retail Coaches Corner

In *Postal Bulletin* 22065 (12-13-01, page 83), the December Retail Coaches Corner contained incorrect measurements for balloon rates.

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

Parcels weighing under 15 pounds and measuring over **84 inches and not more than 108 inches** in combined length and girth are charged a minimum rate equal to the rate for 15-pound parcels addressed to the same zone.

The corrected Retail Coaches Corner for December is on page 70.

— Retail,  
*Retail, Consumers and Small Business, 12-27-01*

## What's in Store

# Retail Coaches Corner

### Welcome to the December Corner!

*What's the goal of the Retail Coaches Corner?*

The goal of the Retail Coaches Corner is to provide timely and relevant information for every employee who has responsibilities at the retail counter.

#### DMM Reminders

##### ***Oversized Rate — Available for Parcel Post and Parcel Select Only***

Only Package Services Parcel Post® and Parcel Select™ have an oversized rate. Pieces measuring over 108 inches in combined length and girth, but not more than 130 inches in combined length and girth, are mailable at the applicable oversized rate. If the piece is over 130 inches, it's not mailable. Oversized rates are not available for Priority Mail® parcels. The maximum size for Priority Mail parcels is 108 inches in combined length and girth. Parcels exceeding 108 inches are not mailable at Priority Mail rates.

Balloon rates are available for Priority Mail, Parcel Post, and Parcel Select services. Parcels weighing under 15 pounds and measuring over 84 inches and not more than 108 inches in combined length and girth are charged a minimum rate equal to the rate for 15-pound parcels addressed to the same zone.

##### ***Customer Education — Priority Mail or Express Mail Reminder***

During this particularly heavy mailing season, please remember to communicate clearly to our customers the major difference in our two expedited services, Express Mail® and Priority Mail services. Express Mail service offers a money-back guarantee if the service commitment is not achieved. Priority Mail service offers a service standard and not a guarantee. Even when this service is used with any ancillary service such as Delivery Confirmation™ or Signature Confirmation™ service it is still a service standard and not a guarantee.

##### ***Refunds for Express Mail Corporate Account Customers Reminder***

How is a refund processed for Express Mail service paid by an Express Mail Corporate Account (EMCA)? DMM section P014.5.7 states, "If the USPS determines that the mailer is entitled to a refund and postage was paid through an Express Mail Corporate Account or a federal government agency account, then the USPS refunds the postage by issuing a credit to that account within 5 business days."

In that refunds for EMCA customers are only to be processed through the Expedited Service Office (ESO), the customer can complete *PS Form 3533, Application and Voucher for Refund of Postage and Fees*, and submit it to the local unit. The completed form should then be forwarded to the District ESO for processing and credit to the customer's account through the Electronic Marketing Reporting System (EMRS).

##### ***Holiday Ideas — Stocking Stuffers***

Surveys tell us that associates offer stamps 90 percent of the time as a suggested extra additional item to purchase. What about suggesting other products or services? Example: Offer phone cards or packaging products. Have a daily special item that every Sales and Services associate "suggests" to our customers. If you do suggest that customers purchase stamps, offer current/popular or commemoratives.

##### ***Happy Holidays***

This is the 1-year anniversary of our Retail Coaches Corner. Have a safe and happy holiday season.

##### ***Your Comments are Welcome***

- What kind of information do you need to see in the Corner for 2002?
- What best practices or success stories can you share to assist other retail units?

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

## CORRECTION

**What's in Store — January Calendar**

In *Postal Bulletin* 22065 (12-13-01, page 86), the January calendar for The Employee Mailbox contained incorrect and incomplete stamp issue dates. The correct stamp issue dates are as follows:

- *Lunar New Year — Horse* commemorative stamp: February 11, 2002 (not January 14).
- *Mentoring a Child* commemorative stamp: January 10, 2002.
- *Winter Sports* commemorative stamp: January 8, 2002.

The corrected January calendar for The Employee Mailbox is on page 72.










— Retail,  
*Retail, Consumers and Small Business, 12-27-01*

# What's in Store

## THE EMPLOYEE MAILBOX

### JANUARY

**BOOST WEEK**  
 This icon means look for opportunities to sell that week's featured product/service. You'll help your office meet its revenue goals!

SUN	MON	TUE	WED	THU	FRI	SAT
		1 <b>Offices Closed NEW YEAR'S DAY</b>	2  Make sure the New Year/ Small Business POP is properly displayed.	3	4  payday	5
6	7	8  <b>BOOST: Signature Confirmation™</b> Small business customers like to hear about the different options available to them.	9 	10 	11	12
13	14  <b>BOOST: Certified Mail With Return Receipt</b> Small business customers want to know about their mailing options.	15 Make sure Holiday Closing door sign is displayed	16	17	18  payday	19
20	21 <b>Offices Closed MARTIN LUTHER KING JR. DAY</b>	22  <b>BOOST: Signature Confirmation</b> Remind customers they can view a copy of the signature by fax or mail.	23	24	25	26 AP 6 begins
27  <b>BOOST: Certified Mail With Return Receipt</b> Let customers know they can get a receipt in the mail showing exactly when someone received their package.	28	29	30	31		

Refer to your Employee Mailbox hanging in the Employee Zone for additional information. Access the Retail Intranet Site at <http://retail.usps.gov>



REVISED FORM

**PS Form 1094, Request for Post Office Box Key or Lock Service**

PS Form 1094 (see page 74), *Request for Post Office Box Key or Lock Service*, has been revised to reflect the January 7, 2001, fee changes. In particular, a \$10 lock replacement fee has been added under the "Reason for Request" section. The "Fee Calculation (For Additional Keys Only)" section has also been changed to \$5. Included in the \$5 fee is \$1 for the key deposit and \$4 for each additional key. Recycle old forms and replace them with the revised PS Form 1094. Supplies are available in the Material Distribution Center.

Remember that the primary box customer (box applicant) may request that the Post Office box lock be changed. To change the lock, the customer must first pay the applicable lock fee as described in *Domestic Mail Manual (DMM) R900.19.0*. Lock fees are charged for replacing keyed locks and combination locks and for resetting combination locks. Lock fees are not refundable. Customers may turn in Post Office box keys for the old lock and receive a refund of the key deposit. Two keys are provided with each new lock, with a refundable deposit for each key charged under R900.19.0. Customers may obtain additional keys for the new lock under R900.19.0.

You can order the revised PS Form 1094 by one of the following means:

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

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

The relevant ordering information for PS Form 1094 is as follows:

NSN:	7530-02-000-7345
PSIN:	PS 1094
Unit of Issue:	SH
Bulk Pack Quantity:	0
Price:	\$0.0101
Edition Date:	December 2001
Quick Pick Number:	112

— *Delivery and Retail, 12-27-01*

United States Postal Service  
**Request for Post Office Box Key or Lock Service**

Post Office Name		State	ZIP + 4
Name of Post Office Box Assignee ( <i>Print or Type</i> )		PO Box Number	Number of Keys Assigned
Reason for Request		Fee Calculation ( <i>For Additional Keys Only</i> )	
<input type="checkbox"/> Additional Keys ( <i>Fee applies</i> ) <input type="checkbox"/> Damaged Key Replacement ( <i>No fee</i> ) <input type="checkbox"/> Lock Replacement (\$10.00) <input type="checkbox"/> Damaged Lock Replacement ( <i>No fee</i> ) <i>(Non-refundable fee applies)</i>		No. of Keys	Fee Required
		x \$5.00	\$

I agree to return all keys when the post office box is vacated.

I understand that:

1. The Postal Service will refund fees for the return of only 2 keys;
2. I am prohibited from using or possessing any post office box keys except those issued through the Postal Service. If I violate this law I may be fined not more than \$500.00, imprisoned for not more than 10 years, or both (USC 18, 1704).

Signature, Title, and Name of Organization ( <i>If applicable</i> )	Date Signed
---------------------------------------------------------------------	-------------

**Postal Service Use Only**

Fee Received by ( <i>Initials</i> )	Request Approved ( <i>Postmaster's Signature</i> )
Worn or Broken Keys Received by ( <i>Initials</i> )	
Keys for Broken Lock Received by ( <i>Initials</i> )	

*REVISED FORM***PS Form 1093, Application for Post Office Box or Caller Service**

The August 2001 edition of PS Form 1093 (see pages 77–78), *Application for Post Office Box or Caller Service*, is now available from the Material Distribution Center (MDC). After ordering and receiving your supply of the new PS Form 1093, discard all prior versions of the form.

You can order the revised PS Form 1093 by one of the following means:

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

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

The relevant ordering information for PS Form 1093 is as follows:

NSN:	7530-02-000-7165
PSIN:	PS1093
Unit of Issue:	Each
Bulk Pack Quantity:	1,000
Price:	\$0.0241
Edition Date:	August 2001
Quick Pick Number:	112

— *Delivery and Retail, 12-27-01*

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# Application Cards

Tear off this page, fill it out, and turn it in to your post office.

## Application for Post Office Box or Caller Service – Part 1

**Customer:** Complete items 1, 3-6, 14-16, and 18-19

**Post Office:** Complete items 2, 7-13, 17 and 20

1. Name(s) to which box number(s) is (are) assigned		2. Box or caller numbers	
		through	
3. Name of person applying, title (if representing an organization), and name of organization <i>(If different from item 1)</i>		4a. Will this box be used for: <input type="checkbox"/> Personal Use <input type="checkbox"/> Business Use <b>(Optional)</b>	
5. Address <i>(Number, street, apt./ste. no., city, state, and ZIP Code)</i> . When address changes, cross out address here and put new address on back.		4b. Email Address <b>(Optional)</b>	
		6. Telephone number <i>(Include area code)</i>	
7. Date application received	8. Box size needed	9. ID and physical address verified by <i>(Initials)</i>	10. Dates of service
			through
11. Two types of identification are required. One item must contain a photo. Write in identifying information <i>(type of ID and no.)</i>		12. Check eligibility for carrier delivery <input type="checkbox"/> a. City <input type="checkbox"/> b. Rural <input type="checkbox"/> c. HCR <input type="checkbox"/> d. None	
		13. Service assigned <input type="checkbox"/> a. Box <input type="checkbox"/> b. Caller <input type="checkbox"/> c. Reserve No.	
14. List name(s) and age(s) of minors or names of other persons receiving mail in individual box. Other persons must present two forms of valid ID. If applicant is a firm, name each member receiving mail. Each member must have verifiable ID upon request. <i>(Continue on reverse side)</i> .			

*Warning: The furnishing of false or misleading information on this form or omission of material information may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties). (18 U.S.C. 1001)*

15. Signature of applicant *(Same as item 3)* I agree to comply with all postal rules regarding post office box or caller service.

PS Form 1093, August 2001

## Application for Post Office Box or Caller Service – Part 2

### Special Orders

16. **Postmaster:** The following named persons or representatives of the organization listed below are authorized to **accept mail** addressed to this (these) post office box(es) or caller number(s). All names listed must have verifiable ID. *(Continue on reverse side)*.

a. Name(s) of applicant(s) *(Same as item 3)*

b. Name of box customer *(Same as item 1)*

c. Other authorized representative

d. Other authorized representative

**Customer note:** The Postal Service may consider it valid evidence that a person is authorized to remove mail from the box if that person possesses a key or combination to the box.

20. Post office date stamp

17. Box or caller number to which this card applies

18. Will this box be used for Express Mail reshipment? *(Check one)*

a. Yes  b. No

19. Signature of applicant *(Same as item 3)* I agree to comply with all postal rules regarding post office box or caller service.

*Warning: The furnishing of false or misleading information on this form or omission of material information may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties). (18 U.S.C. 1001)*

PS Form 1093, August 2001 (front)

Use a separate form for each box number or consecutive group of numbers, and type of service. File part 1 alphabetically by customer's name.

Use a separate form for each box number or consecutive group of numbers, and type of service. File part 2 by box or caller number.

**Privacy Act Statement:** The collection of this information is authorized by 39 USC 403 and 404. This information will be used to provide the applicant with post office box or caller service. As a routine use, the Postal Service may disclose this information to persons authorized by law to serve legal process for the purpose of serving such process; to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the USPS is a party or has an interest; to a government agency in order to obtain or provide information relevant to an agency decision concerning employment, security clearances, security or suitability investigations, contracts, licenses, grants, permits, or other benefits; to a congressional office at your request; to an expert, consultant, or other person under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Office of Management and Budget for review of private relief legislation; to an independent certified public accountant during an official audit of USPS finances; and to a labor organization as required by the National Labor Relations Act. Information concerning an individual who has filed an appropriate protected court order with the postmaster will not be disclosed in any of the above circumstances except pursuant to the order of a court of competent jurisdiction. Completion of this form is voluntary; however, if this information is not provided, the applicant will not be able to receive a box or use caller service.

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475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-5540

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

### Postal Bulletin Distribution

#### Postal Service Orders for Postal Bulletin

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

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

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

**Address and Quantity Changes and Subscription Problems:** Postal facilities may send address and quantity changes and subscription queries via cc:Mail to POSTAL BULLETIN or via the Internet to *pbulleti@email.usps.gov*. Please include old and new address and quantities, and the "PO0" subscription number from your address label. Postal facilities may also complete this form and mail it to:

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

All other facilities should contact their administrative post office.

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

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

#### Public Orders for Postal Bulletin

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

Attention Line \_\_\_\_\_  
Company Name \_\_\_\_\_  
Delivery Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP+4 \_\_\_\_\_  
( ) \_\_\_\_\_  
Daytime Telephone \_\_\_\_\_  
**Subscription:** Domestic - \$155.00 per year; International - \$193.75 per year  
**Subscription Orders:** 202-512-1800  
**Subscription Inquiries:** 202-512-1806 **Fax:** 202-512-2250  
**Single Copies (back to 16 issues):** Domestic - \$12.00; International - \$15.00

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

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

Signature \_\_\_\_\_

#### Mail Completed Form and Payment To:

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