

# POSTAL BULLETIN

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AZEEZALY S. JAFFER  
VICE PRESIDENT, PUBLIC AFFAIRS AND COMMUNICATIONS



January 2002

DISTRICT MANAGERS  
POSTMASTERS

SUBJECT: Black History Month

In February we celebrate Black History Month, reflecting on the progress, richness, and diversity of African-American achievements. Although February has been designated as the official month to celebrate Black history, every day is an occasion to highlight the monumental significance of African-American contributions and the vital role they have played in shaping America's history. Black history and American history are woven together.

This year Black History Month provides an opportunity to raise awareness of the 25th anniversary of the *Black Heritage* commemorative stamp series and the 2002 honoree, Langston Hughes. The U.S. Postal Service is committed to this popular stamp series, which helps educate Americans on the achievements and contributions of noted African-American leaders, inventors, educators, scientists, entrepreneurs, entertainers, and sports figures.

We encourage you to host special events in your community throughout the month of February, highlighting the achievements of Langston Hughes and the *Black Heritage* series. Take advantage of Black History Month by inspiring both children and adults to learn more about African-American history through the educational hobby of stamp collecting.

The *Langston Hughes* stamp will be issued on February 1, 2002, and Black History Month launches nationally also on February 1. The enclosed publicity kit provides a step-by-step guide to help you plan your local Black History Month and *Langston Hughes* commemorative stamp second-day events and activities. The kit includes the following:

- Suggestions to generate publicity.
- Fill-in news releases for Black History Month events.
- A letter to the editor you can send to local newspapers announcing Black History Month/*Langston Hughes* second-day ceremonies/events.
- Sample media advisory, public service announcement, and thank-you notes.
- Talking points for a speech to be given during local community events.
- Public Affairs and Communications contacts.
- Government Relations contacts.

Please use this Black History Month Community Relations publicity kit to help develop and plan your local events. Be sure to keep your area Public Affairs and Communications manager informed of your activities. Your support of this year's campaign is vital to its success.

cc: Vice Presidents, Area Operations  
Manager, Capital Metro Operations

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A WONDERFUL OPPORTUNITY  
TO SHOW OUR RELEVANCE  
IN EVERY COMMUNITY.  
THANK YOU!

Black History Month publicity kit starts on page 3.



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PUBLICITY KIT

**Black History Month**

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**Publicity Ideas to Interest the Media**

*February Is Black History Month*

There are many ways to interest local media in your Black History Month/*Langston Hughes* commemorative stamp second-day stamp events. Here are some methods to capture a reporter’s attention:

*Note:* You can plan Black History Month events in conjunction with *Langston Hughes* second-day stamp ceremonies. You should place emphasis on the fact that this is the 25th anniversary of the *Black Heritage* stamp series featuring Langston Hughes on the centennial of his birth.

- Have a month-long Black History Month celebration involving employees and their families, school children, and congressional, civic, and community leaders. Involve those people in helping to create a traveling or permanent African-American stamp collection exhibit that could either be placed in Post Office lobbies or be taken to stamp events at libraries, schools, or museums throughout the month of February. Highlight a different honoree theme every week of the month. Some examples of different themes might include sports figures, entertainers, inventors, educators, leaders, and scientists.
  - Photo opportunity: Encourage media to cover the opening day of your exhibit. Media can take pictures of employees and community members setting up the exhibit to accompany an article about Black History Month.

- Opening day of exhibit should include *Langston Hughes* commemorative stamp and the *Black Heritage* series stamp unveiling ceremony. Ask congressional, civic, and community leaders to participate in ceremonies.

- Invite local children to design stamps about African-American history, and display their designs in the Post Office. Have local customers select the winners. Winners can be awarded *Black Heritage* or other commemorative stamp materials.
- Using this kit, spread the word about Black History Month and the *Langston Hughes* commemorative stamp in your community by giving presentations and workshops to local elementary schools, libraries, reading clubs, and community organizations like the Scouts and the Rotary Club.
- Look for opportunities to partner with local philatelic organizations that may be sponsoring local exhibits or second-day events. Offer to speak or conduct workshops, or organize volunteers from among your staff to help.
- Help local after-school programs set up stamp-collecting clubs and share African-American history. Ask a local stamp collector to set up a display of stamp collecting tools and philatelic materials, such as tongs, magnifier, perforation gauge, albums, first-day covers, and so on. Go online to the American Philatelic Society’s Web site at [www.stamps.org](http://www.stamps.org) to find local chapters (including African-American stamp clubs) and affiliates that might be willing to help.

Postal Service employees can find an electronic version of the *Langston Hughes* stamp publicity kit on the Intranet at <http://blue.usps.gov>. Click on *References*, then scroll down and click on *Postmaster Toolkits*. This electronic version makes it easy to complete the fill-in-the-blank materials included in this kit.

Implement any of these ideas, combine them, or brainstorm with your employees and come up with ideas of your own. Be sure to publicize each and every event to your local newspaper, radio, and television stations via press releases, media advisories, and letters to the media contained in this publicity kit. Don’t forget to make follow-up telephone calls.

## Stamp Artwork

To purchase stamp artwork for Langston Hughes or other honorees in the *Black Heritage* commemorative stamp series, including color transparencies, color prints, and "enlargements," contact:

DAN TRACY  
DODGE COLOR  
4827 RUGBY AVENUE STE 100  
BETHESDA MD 20814-3028

E-mail: [dant@dodgecolor.com](mailto:dant@dodgecolor.com)

Phone: 301-656-0025 x230

Please plan ahead and allow enough time for production and shipping.

## Suggested Participating Organizations and Contact Information

The information below is a suggested listing of partners for *Langston Hughes* second-day events to help generate maximum exposure for the *Langston Hughes* stamp and *Black Heritage* stamp series.

### *Omega Psi Phi Fraternity, Inc.*

Hughes was a member of the Omega Psi Phi Fraternity, Inc.

Contact:

Lewis Anderson

National Chairman

Artifacts and Memorabilia

Omega Psi Phi Fraternity, Inc.

718-817-4936

e-mail: [LewisEpsilon@aol.com](mailto:LewisEpsilon@aol.com)

### *Academy of American Poets*

National Poetry Month is April. Thousands of bookstores, libraries, schools, and cultural institutions participate each year in National Poetry Month, through readings, festivals, book displays, workshops, and other activities. The Academy of American Poets works with partner institutions to provide materials and assistance to participants across the country. This includes the creation and distribution of almost 200,000 National Poetry Month posters, which are mailed to teachers, librarians, and booksellers nationwide. This year's poster will feature Langston Hughes. The Academy will post your local events on its calendar of events listed on its web site. Please contact the Academy to provide specific date, time, and location of your event. You may submit the information directly

to the following internet address:

[www.poets.org/cal/SubmitEvents.cfm](http://www.poets.org/cal/SubmitEvents.cfm)

Cary Goldstein

Publicity and Events Director

The Academy of American Poets

588 Broadway, Suite 1203

New York, NY 10012-3210

212-274-0343, ext. 12

Fax: 212-274-9427

In addition, you may request free posters featuring Langston Hughes for your events. Send your request to the following internet address:

[www.poets.org/npm/KitOrder.cfm](http://www.poets.org/npm/KitOrder.cfm)

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### *American Library Association*

Please contact your local libraries for participation in the events.

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### *Other suggestions:*

Local African-American bookstores

Poetry book clubs

Public libraries

## Black Heritage Series (1978 – 2001)

### *Harriet Tubman (February 1, 1978)*

Born a slave, abolitionist Tubman was the first African-American woman to be honored on a U.S. stamp, and the first honoree in the *Black Heritage* series. Tubman was a conductor for the famed Underground Railroad by which many slaves escaped to freedom in the years leading to and during the Civil War.

### *Martin Luther King, Jr. (January 13, 1979)*

King is considered one of the most powerful and popular leaders of the African-American Civil Rights movement of the 1950s and 1960s. He spearheaded a massive peace movement through marches, sit-ins, boycotts, and demonstrations that profoundly and positively affected America's attitudes toward race relations. He was presented the Nobel Peace Prize in 1964.

### *Benjamin Banneker (February 15, 1980)*

In 1753, Banneker constructed the first wooden striking clock made in America. At age 60 he was chosen by George Washington to help lay out the design for the city of Washington, D.C.

### *Whitney Moore Young, Jr. (January 30, 1981)*

Young served for 10 years as the executive director of the National Urban League. In 1969, he received the nation's highest civilian honor — the Medal of Freedom.

*Jackie Robinson (August 2, 1982)*

Robinson broke the Major League Baseball color barrier in 1947. After retirement from baseball in 1956, he remained active in civil rights and youth activities. In 1962, he became the first African American inducted into the Baseball Hall of Fame.

*Scott Joplin (June 9, 1983)*

A composer and pianist, Joplin was the "King of Ragtime," fighting for recognition of ragtime as a significant genre in modern music. Some 50 years after his death, he was awarded the Pulitzer Prize for his opera *Treemonisha*.

*Dr. Carter G. Woodson (February 1, 1984)*

A prominent historian and the son of former slaves from Virginia, Woodson is credited with starting the observance of Negro History Week in 1926.

*Mary McLeod Bethune (March 5, 1985)*

A noted educator and social activist, Bethune was an advisor to President Franklin D. Roosevelt. She founded the National Council of Negro Women in 1935.

*Sojourner Truth (February 4, 1986)*

Born into slavery, Isabella Baum Free went to live in New York City after acquiring freedom. In 1843, she changed her name to Sojourner Truth and began traveling and lecturing on women's rights and the evils of slavery. She was considered one of the greatest speakers of her time.

*Jean Baptiste Pointe Du Sable (February 20, 1987)*

A pioneer and entrepreneur, Du Sable was the first settler in the community that was known as the cornerstone of America's heartland — Chicago. The stamp was issued during the city's sesquicentennial.

*James Weldon Johnson (February 2, 1988)*

Johnson was noted as a lawyer, educator, and writer. His composition "Lift Every Voice and Sing" is sung today as the Black National Anthem.

*A. Philip Randolph (February 3, 1989)*

An eloquent spokesperson for civil rights and minority labor, Randolph organized the Brotherhood of Sleeping Car Porters. After 12 years of fierce struggle, he achieved the first union contract signed by a white employer and an African-American leader.

*Ida B. Wells (February 1, 1990)*

Wells devoted her life to educating people about the horrors of discrimination and lynching.

*Jan E. Matzeliger (September 15, 1991)*

Matzeliger's invention, the shoe-lasting machine, patented in 1883, revolutionized the shoemaking industry and made mass-produced shoes a reality in America.

*W.E.B. Du Bois (January 31, 1992)*

Critic, editor, scholar, author, civil rights leader, and one of the most influential African Americans of the 20th century, Du Bois was one of the founders of the National Association for the Advancement of Colored People (NAACP) in 1909.

*Percy Lavon Julian (January 29, 1993)*

Julian won fame for his work as a research chemist. He synthesized cortisone for arthritis, a drug for glaucoma, and progesterone. In 1990, he was inducted into the National Inventors Hall of Fame.

*Dr. Allison Davis (February 1, 1994)*

An anthropologist and educator, Davis served on the President's Commission on Civil Rights and was vice chairman of the Department of Labor's Commission Manpower Retraining during the Johnson and Nixon Administrations. He was a Fellow of the Academy of Arts and Sciences and of the National Academy of Education.

*Bessie Coleman (April 27, 1995)*

Coleman was the first woman to earn an international aviation license and the world's first licensed African-American aviator.

*Ernest E. Just (February 1, 1996)*

Known primarily for his research in marine biology, Just pioneered experiments in the process of the fertilization of marine invertebrates. He also studied the fundamental role of the cell surface in the development of organisms.

*Benjamin O. Davis, Sr. (January 28, 1997)*

Davis distinguished himself in a long military career that saw him become the nation's first African-American brigadier general. He was a driving force in the eventual integration of the U.S. armed forces.

*Madam C. J. Walker (January 28, 1998)*

Walker was an early 20th century beauty product pioneer and one of the nation's first female millionaires. An early advocate of women's economic independence and empowerment, her hair products manufacturing company employed thousands of women as sales agents and beauty consultants.

*Malcolm X (El-Hajj Malik El-Shabazz) (January 20, 1999)*

In the late 1950s Malcolm X emerged as a major spokesperson for African Americans. He was both a brilliant scholar and a fiery orator whose persuasive and passionate views helped define the debate on race relations.

*Patricia Roberts Harris (January 27, 2000)*

An extraordinary leader, committed public servant, and champion of civil rights, Harris dedicated her life to improving the quality of life for all Americans. She was the first African-American woman to hold a U.S. ambassadorship and the first African-American woman to serve as a member of a presidential Cabinet.

*Roy Wilkins (January 24, 2001)*

Wilkins advocated tirelessly for racial equality. In 1931 Wilkins joined the NAACP and led the organization from 1955 to 1977 as executive secretary. Under his leadership, the NAACP campaigned for the Civil Rights Act of 1964, the Voting Rights Act of 1965, and the Fair Housing Act of 1968. Wilkins helped organize the August 1963 March on Washington for Jobs and Freedom, during which he also delivered a speech.

### Speech Segment and Talking Points

*Use talking points for speeches at local ceremonies and events to support Black History Month / Langston Hughes second day of issue.*

*[Recognize participants from other organizations.]*

This month we celebrate Black History Month reflecting on the progress, richness, and diversity of African-American achievements.

Although February is devoted to Black History Month, every month is a celebration as we continually pay homage to the African Americans who were instrumental in shaping America's history.

This year, the Postal Service celebrates the 25th anniversary of the *Black Heritage* commemorative stamp series and *Langston Hughes*. Hughes joins 24 other honorees in the Postal Service's *Black Heritage* series, which salutes outstanding African-American activists, theorists, writers, educators, and leaders.

Langston Hughes is particularly known for his colorful portrayals of black life in America from the 1920s through the 1960s. He wrote novels, short stories, and plays, as well as poetry. Some of Hughes' most noted works of poetry include *The Weary Blues* (1926), *The Negro Mother and other Dramatic Recitations* (1931), *The Dream Keeper* (1932), *Shakespeare in Harlem* (1942), *Fields of Wonder* (1947), *One Way Ticket* (1947), *The First Book of Jazz* (1955), *Tambourines to Glory* (1958), *Selected Poems* (1959), and *The Best of Simple* (1961).

Other notable Americans in the series include Harriet Tubman, Martin Luther King, Jr., Jackie Robinson, Carter G. Woodson, Mary McLeod Bethune, Bessie Coleman, Ernest E. Just, Benjamin O. Davis, Sr., Madam C. J. Walker, Malcolm X, Patricia Roberts Harris, and Roy Wilkins who was honored in January 2001.

African Americans have played a vital role in the shaping of America's history, and the U.S. Postal Service is committed to educate and inform America regarding their achievements and contributions.

There have been numerous e-mail rumors and newspaper articles stating that the U.S. Postal Service will discontinue its long-standing *Black Heritage* stamp series. This is absolutely untrue! It is unfortunate such rumors have spread. We are sincerely committed to honoring African Americans on stamps: given the popularity and importance of the *Black Heritage* stamps, there are no plans to discontinue the series.

Learning about our history and notable African Americans through stamps can help us learn more about today's world and ourselves.

We encourage children and adults to continually learn about Black history and African Americans on stamps. There is a phenomenal story behind every commemorative stamp — stories that can take us back in time to learn about great Americans.

Stamps can also take us back in time and help us relive moments in the past — moments that we cherish.

For more than 200 years the Postal Service has been a shining example of a public service institution that the American people can rely on and trust. But in many ways, it's our commemorative stamp program that best connects the Postal Service with the American people.

This month, we hope children and adults of all ages will be participating in Black History Month activities around the country.

Thanks to all of you for joining us here today.

###

**Suggested Public Relations Timeline**

*Note:* If you have questions or need assistance with any of these items, please contact your area's Public Affairs and Communications representative.

Action:	Suggested Timing:
1. Send invitations to local and area dignitaries.	A few weeks before event.
2. Send announcement and invitations to employees.	A few weeks before event.
3. Distribute calendar/weekend advisory to newspapers.	A few weeks before event.
4. Distribute public service announcement to radio/TV.	A few weeks before event.
5. Distribute news release.	A few weeks before event.
6. Distribute media advisory to all news media.	1 week before event.
7. Remind invited dignitaries about event via telephone.	5 days before event.
8. Redistribute media advisory to all news media.	1 to 2 days before event.
9. Make follow-up calls to local news media.	1 day before event.
10. Distribute day-of-issuance news release.	Day of event.
11. Send letter to newspaper editor thanking community.	1 day after event's completion.
12. Send newspaper clips to area Public Affairs and Communications manager.	Within 1 week after event.

**Area Public Affairs and Communications Managers**

Ralph Stewart  
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Scott Budny  
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 Denver, CO 80299-7500  
 303-313-5130



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## ***PUBLIC SERVICE ANNOUNCEMENT FOR RADIO***

**Public Invited to Participate in Celebration of Black History Month;  
2002 Black Heritage Stamp Series Honoree Langston Hughes Will Be Dedicated in  
[INSERT CITY] on [INSERT DATE]**

[INSERT CITY] postmaster [INSERT NAME] invites everyone to [INSERT LOCATION] to participate in activities surrounding the Postal Service's celebration of Black History Month and the unveiling of the 2002 *Black Heritage* stamp featuring Langston Hughes, on [INSERT DAY AND DATE] from [INSERT TIME] to [INSERT TIME].

On that day children and adults will learn more about black history and African Americans on stamps. Activities include [DESCRIBE ACTIVITIES].

Come take a moment to celebrate African-American history with stamps. It's an educational way to learn about the historic people, places, and events printed on U.S. postage stamps each year.

- end -





# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## BLACK HISTORY MONTH CELEBRATION IN [INSERT CITY] FEATURES AFRICAN-AMERICAN HISTORY ON STAMPS

### Tribute Given to 25th Anniversary of the Black Heritage Stamp Series and Honoree Langston Hughes

[INSERT YOUR CITY, STATE] — As part of Black History Month celebration, the U.S. Postal Service, The Schomburg Center for Research in Black Culture, Gwendolyn Brooks Center, and Omega Psi Phi Fraternity Inc. **[IF PARTICIPATING]** will join together to celebrate the 25th anniversary and pay homage to Langston Hughes, the 2002 honoree in the U.S. Postal Service's *Black Heritage* commemorative stamp series. **[CHANGE TO REFLECT WHO YOUR PARTICIPANTS ARE]**

Langston Hughes, writer/poet, became the 25th American honored in the long-running *Black Heritage* series on the centennial of his birth. The stamp will be issued in February 2002.

The celebration comes to [INSERT CITY] with a special ceremony scheduled for [INSERT EXACT TIME OF EVENT] on [INSERT DATE] at the [INSERT NAME OF POST OFFICE, LIBRARY, SCHOOL, MUSEUM, ETC. WHERE EVENT IS HELD].

**[INSERT EVENT AGENDA]**

**[INSERT QUOTE FROM USPS UNVEILING OFFICIAL]**

**[INSERT QUOTE FROM SCHOMBURG CENTER OR OMEGA PSI PHI FRATERNITY OFFICIAL]**

**[FEEL FREE TO USE THE FOLLOWING BACKGROUND INFORMATION AND CUSTOMIZE FOR INSERTION INTO YOUR RELEASE]** Hughes joins 24 other honorees in the Postal Service's *Black Heritage* series, which salutes outstanding African-American activists, theorists, writers, educators, and leaders. Other notable Americans in the series include Harriet Tubman, Martin Luther King, Jr., Benjamin Banneker, Jackie Robinson, Carter G. Woodson, Mary McLeod Bethune, W.E.B. Du Bois, Bessie Coleman, Ernest E. Just, Benjamin O. Davis, Sr., Madam C.J. Walker, Malcolm X (El-Hajj Malik El-Shabazz), Patricia Roberts Harris, and Roy Wilkins, who was honored in January 2001.

Born in Joplin, Missouri, on February 1, 1902, Hughes was raised by his grandmother until he was 12 years old, when he moved to Lincoln, Illinois, to live with his mother. It was during his high school years that he began writing poetry. Following graduation from high school, Hughes spent a year in Mexico and a year at Columbia University. He then traveled to Africa and Europe. He finished his college education at Lincoln University in Pennsylvania. Hughes was a member of Omega Psi Phi Fraternity, Inc.

Although Hughes considered himself a poet first, he also wrote novels, short stories, and plays. Some of Hughes' most noted works of poetry include *The Weary Blues* (1926), *The Negro Mother and other Dramatic Recitations* (1931), *The Dream Keeper* (1932), *Shakespeare in Harlem* (1942), *Fields of Wonder* (1947), *One Way Ticket* (1947), *The First Book of Jazz* (1955), *Tambourines to Glory* (1958), *Selected Poems* (1959), and *The Best of Simple* (1961).

Hughes died of cancer on May 22, 1967, in Harlem, New York, at the age of 65. His block of East 127th Street was renamed "Langston Hughes Place."

The Postal Service continues its commitment to honoring the historical achievements and contributions of African Americans. The *Black Heritage* stamp series is very popular and, given its significant educational importance, it will continue in the future.

###





# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## Media Advisory

### BLACK HISTORY MONTH CELEBRATION IN [INSERT CITY] HIGHLIGHTS ACCOMPLISHMENTS OF AFRICAN AMERICANS ON STAMPS

- EVENT:** The U.S. Postal Service teams up with the Schomburg Center for Research in Black Culture, Gwendolyn Brooks Center, and Omega Psi Phi Fraternity, Inc., for Black History Month celebration. Unveiling of *Langston Hughes* commemorative stamp, 25th honoree in *Black Heritage* series. **[CHANGE OR ADD TO THIS INFO IF YOUR EVENT IS DIFFERENT, BUT KEEP IT SHORT]**
- WHO:** **[LIST ONLY DIGNITARIES, KEY POSTAL OFFICIALS, AND ANY WELL-KNOWN SPECIAL GUESTS PARTICIPATING AND/OR ATTENDING EVENT]**
- WHAT:** **[DESCRIBE WHAT MAKES EVENT NEWSWORTHY — LIST ANY ENTERTAINMENT, REFRESHMENTS, SALES, ETC.]**
- WHEN:** **[INSERT HOUR, DAY, DATE]**
- WHERE:** **[INSERT EXACT LOCATION OF EVENT]**
- BACKGROUND:** Hughes, considered one of the most important American writers of the 20th century, joins 24 other outstanding African-American activists, theorists, educators, and leaders. Other notable Americans in the *Black Heritage* commemorative series include Martin Luther King, Jr., Benjamin Banneker, Dr. Carter G. Woodson, Madam C.J. Walker, Malcolm X (El-Hajj Malik El-Shabazz), Patricia Roberts Harris, and Roy Wilkins.
- CONTACT:** **[LIST AREA PUBLIC AFFAIRS AND COMMUNICATIONS REPRESENTATIVE OR POSTMASTER’S NAME AND PHONE NUMBER]**

###

**SAMPLE LETTER TO LOCAL NEWSPAPER EDITOR THANKING RESIDENTS FOR SUPPORT**

**[INSERT DATE]**

**[INSERT NAME]**

**[INSERT TITLE]**

**[INSERT NAME OF PUBLICATION]**

**[INSERT ADDRESS]**

**[INSERT CITY, STATE, ZIP+4]**

Dear **[INSERT TITLE AND NAME]:**

I want to thank the citizens of **[INSERT CITY NAME]** for their enthusiasm and support in making yesterday's Black History Month celebration such a successful event for our community and for the U.S. Postal Service.

African Americans have played a vital role in the shaping of America's history. The U.S. Postal Service continues its commitment to honoring the historical achievements and contributions of noted African-American leaders, inventors, educators, scientists, entrepreneurs, entertainers, and sports figures. The *Black Heritage* series, along with other stamps, pays tribute to these individuals.

Our nation's commemorative stamp program has been developed over the past 100 years largely through the participation of the American people. Their stamp ideas and suggestions are instrumental in helping the Postal Service honor some of the greatest achievements and achievers who have made our country great.

Again, thanks to everyone in our community who participated in our Black History Month celebration. We hope everyone enjoyed celebrating African-American history with stamps.

Sincerely,

**[SIGN]**

**[INSERT POSTMASTER'S NAME]**

Postmaster

U.S. Postal Service

**[INSERT CITY, STATE, ZIP+4]**

## Participation of Public Officials

Black History Month events are a perfect opportunity to involve elected public officials in an important and positive local event. They are likely to have a keen interest in the event, as it provides elected representatives a chance to interact with constituents in a friendly, civic setting with secured media coverage.

You are encouraged to reach out directly to your federal, state, and local elected officials. *Government Relations representatives are available to assist you in coordinating political involvement and would be pleased to help in any way.*

This Black History Month Community Relations publicity kit contains simple guidelines, sample letters, a suggested invitation list, and the names and telephone numbers of your Government Relations contacts.

### *Before the Event*

**Send a written invitation** 4 to 6 weeks before the event to your two U.S. Senators, your congressional representatives, your state governor, and the mayor of your community. Please include any other local elected officials you feel would be appropriate. The local postmaster should sign the invitations.

**Follow up** the written invitation with a telephone call to the elected official's scheduler within a week if you have not received a reply. You may need to call more than once.

**Keep in touch** with all elected officials who respond. If asked, provide updated information to the elected official's staff as it becomes available (i.e., who else is participating, where and when to meet, what his or her role will be, etc.) Stress that remarks should be brief and limited to the unveiling of the *Langston Hughes* and *Black Heritage* stamps and recognition of the role the U.S. Postal Service continually plays in celebrating African-American history with stamps.

**Include names** of all participating elected officials on the "official program" as honored guests, and mention them in all media advisories.

**Provide a courtesy copy** of the program to the elected official in advance.

### *After the Event*

**Send a written thank-you** letter to all elected officials who participated in the ceremony, expressing your appreciation.

**Provide copies** of any newspaper articles about the event to their offices. Even though they might see those articles on their own, you can take the opportunity to remind them of the press coverage the event received.

**Provide a supply of extra cachets** with the special cancellation, if applicable, to elected officials, even to those who could not attend. These make great give-aways and serve as a positive reminder of the event.

**Obtain and frame a photo** of the elected official posing beside the stamp image and make an appointment to present it in person, if possible. A matted, well-framed photograph stands a good chance of being hung on the wall of the official's office, again serving as a positive reminder of the event.

**Keep in touch** with your elected officials. Good relationships are built over time.

###

**SAMPLE INVITATION TO PUBLIC OFFICIALS****[INSERT DATE]****[INSERT NAME]****[INSERT TITLE]****[INSERT ORGANIZATION]****[INSERT ADDRESS]****[INSERT CITY, STATE, ZIP+4]**Dear **[INSERT TITLE AND NAME]**:

Employees of the **[INSERT NAME]** Post Office invite you to be an honored guest at a special ceremony celebrating Black History Month on **[DATE]** at **[TIME]**. During our ceremony, the United States Postal Service will dedicate the *Langston Hughes* **[AND/OR *Black Heritage* series]** commemorative stamp **[OR stamps IF DEDICATING ENTIRE SERIES]**.

The Postal Service values its role as a community leader, and we believe that our commemorative stamp program gives us an opportunity to connect with customers in a very personal and entertaining way. During our ceremony, children and adults alike will have an opportunity to learn about the achievements and contributions of African-American leaders, inventors, educators, scientists, entrepreneurs, entertainers, and sports figures.

At the stamp ceremony, you will be invited to say a few words about the *Langston Hughes* stamp **[AND/OR *Black Heritage* series]** and any comments you may have about African-American history. We expect significant press coverage of the ceremony and a good size crowd, including families, schools, and civic organizations.

We hope you will join us for our stamp unveiling and special Black History Month celebration. Please confirm your participation by calling **[NAME OF CONTACT]** at **[TELEPHONE NUMBER]** as soon as possible.

Sincerely,

**[SIGN]****[INSERT POSTMASTER'S NAME]**

Postmaster

U.S. Postal Service

**[INSERT CITY, STATE, ZIP+4]**

**SAMPLE THANK-YOU LETTER TO PUBLIC OFFICIALS/PARTICIPATING ORGANIZATIONS**

**[INSERT DATE]**

**[INSERT NAME]**

**[INSERT TITLE]**

**[INSERT ORGANIZATION]**

**[INSERT ADDRESS]**

**[INSERT CITY, STATE, ZIP+4]**

Dear **[INSERT TITLE AND NAME]**:

On behalf of the United States Postal Service, I want to thank you for joining us during our special ceremony celebrating Black History Month and the dedication of the *Langston Hughes* **[AND/OR *Black Heritage series*]** commemorative postage stamps. It was a wonderful event for **[INSERT NAME OF COMMUNITY]**, and your participation helped make it a success.

All of us in the Postal Service are extremely proud of the role our organization has played as a community leader and in commemorating many of the people, places, and events that have made our country great. The stamp unveiling ceremony was a wonderful way for us to share African-American history on stamps with our friends, neighbors, children, and customers here in **[INSERT NAME OF COMMUNITY]**. I am enclosing 10 copies of our special cancellation **[IF APPLICABLE]** for you to share with your constituents, as well as copies of press clippings and photographs that recorded the event **[IF APPLICABLE]**.

The Postal Service will continue to provide reliable, cost-effective service to our customers through the ongoing development of our world-class communications network. I look forward to working with you on future community events. If I can be of assistance with any postal matter, please contact me at **[TELEPHONE NUMBER]**.

Sincerely,

**[SIGN]**

**[INSERT POSTMASTER'S NAME]**

Postmaster

U.S. Postal Service

**[INSERT CITY, STATE, ZIP+4]**

## Government Relations Contacts

We can help! Your Government Relations representatives are here to serve you. As you plan your Black History Month events — or any special civic event — please let us know.

### *Alphabetical State/Representative Listing*

State	Name	Telephone No.
Alabama	Laurie Solnik	x 3743
Alaska	Jennifer Alvarez	x 7839
American Samoa	Jennifer Alvarez	x 7839
Arizona	Renee Gadson	x 7217
Arkansas	Vacant	x 3744
California	Bill Weagley	x 3745
Connecticut	Jo Waterman	x 6748
Colorado	Renee Gadson	x 7217
Delaware	Jo Waterman	x 6748
District of Columbia	Rebecca Sumner	x 3755
Florida	Laurie Solnik	x 3743
Georgia	Jim Quirk	X 8468
Guam	Jennifer Alvarez	x 7839
Hawaii	Jennifer Alvarez	x 7839
Idaho	Jennifer Alvarez	x 7839
Illinois	Cynthia Puryear	x 3750
Indiana	Rebecca Sumner	x 3755
Iowa	Sheila Meyers	x 7505
Kansas	Renee Gadson	x 7217
Kentucky	Faith Beamon	x 3754
Louisiana	Vacant	x 3744
Maine	Katherine Sitterle	x 6027
Maryland	Rebecca Sumner	x 3755
Massachusetts	Jo Waterman	x 6748
Michigan	Cynthia Puryear	x 3750
Minnesota	Sheila Meyers	x 7505
Mississippi	Laurie Solnik	x 3743
Missouri	Sheila Meyers	x 7505
Montana	Jennifer Alvarez	x 7839
Nebraska	Sheila Meyers	x 7505
Nevada	Jennifer Alvarez	x 7839
New Hampshire	Jo Waterman	x 6748
New Jersey	Jo Waterman	x 6748
New Mexico	Renee Gadson	x 7217
New York	Katherine Sitterle	x 6027
North Carolina	Jim Quirk	x 8468
North Dakota	Sheila Meyers	x 7505
Ohio	Faith Beamon	x 3754
Oklahoma	Vacant	x 3744
Oregon	Jennifer Alvarez	x 7839
Pennsylvania	Rebecca Sumner	x 3755
Puerto Rico	Katherine Sitterle	x 6027
Rhode Island	Jo Waterman	x 6748
South Carolina	Jim Quirk	x 8468
South Dakota	Sheila Meyers	x 7505
Tennessee	Jim Quirk	x 8468
Texas	Vacant	x 3744
Utah	Renee Gadson	x 7217
Vermont	Katherine Sitterle	x 6027

State	Name	Telephone No.
Virgin Islands	Katherine Sitterle	x 6027
Virginia	Faith Beamon	x 3754
Washington	Jennifer Alvarez	x 7839
West Virginia	Faith Beamon	x 3754
Wisconsin	Cynthia Puryear	x 3750
Wyoming	Renee Gadson	x 7217

*Note:* Area code and prefix for all extensions is 202-268-XXXX.

— *Community Relations,  
Public Affairs and Communications, 1-10-02*



# Administrative Services

NOTICE

## New Materials for the Associate Supervisor Program

Effective January 1, 2002, you must use new materials for the selection process in the Associate Supervisor Program. The new materials are listed below:

- Associate Supervisor Examination 600, Series 002, 003, and 004, October 2001.
- Review Committee Guidelines (601.5), January 2002.
- Review Committee Scoring Booklets, (601.7, 601.8, or 601.9), October 2001.
- Factual Report Writing Answer Sheet (600.9), January 2002.
- Associate Supervisor Candidate Evaluation (600.7), January 2002.
- Directions for Conducting Associate Supervisor Examination 600, January 2002.

The last date you may use existing selection materials is December 31, 2001. Tests administered with the old series after December 31, 2001, will be cancelled.

### Ordering New Materials

Use PS Form 2487, *Requisition for Test Materials*, to order these new materials from the National Test Administration Center (NTAC).

### Using Existing Materials for Pre-January 1, 2002, Selections

If you are completing selection activities . . .	Then you must . . .
Initiated prior to January 1, 2002	Complete the selection process using the existing materials. Then obsolete all materials (see "Obsoleting Old Materials").
Initiated after January 1, 2002	Use the new October 2001- and January 2002-dated materials.

## Obsoleting Old Materials

Return the following *obsolete* materials via registered mail to NTAC:

- Associate Supervisor Examination 600, Series 001, July 1996.
- Review Committee Guidelines (601.5), January 2000.
- Examination 600 — Associate Supervisor Writing Test Answer Sheet (600.9), July 1996.
- Associate Supervisor Candidate Evaluation (600.7), July 1996.
- Directions for Conducting Associate Supervisor Examination 600, July 1996.
- Review Committee Copy of Writing Test 600, Series 001, July 1996.
- Associate Supervisor Job Coach Interview Worksheet (601.4), July 1996.
- Associate Supervisor Job Coach Guidelines (601.3), July 1996.
- Associate Supervisor Structured Interview Worksheet (601.2), July 1996.

Label the packages "Obsolete, Unused Materials" and mail to the following address:

NATIONAL TEST ADMINISTRATION CENTER  
 PO BOX 1020  
 MERRIFIELD VA 22116-1020

— *Selection, Evaluation and Recognition, Employee Resource Management, 1-10-02*

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# Child Alert Program

January 2002

## Have You Seen Any of These Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing children, tell your postal supervisor.



**Angelina Pop**  
 Born: 12-29-88  
 Date Missing: 8-13-01  
 Missing From: Rome, GA



**Steven Kraft**  
 Born: 1-11-89  
 Date Missing: 2-15-01  
 Missing From: Benton Harbor, MI



**Gaynell Noel**  
 Age progression to 16 years.  
 Born: 11-12-85  
 Date Missing: 3-5-01  
 Missing From: Philadelphia, PA



**Rosanna Carmona**  
 Born: 4-11-85  
 Date Missing: 6-18-01  
 Missing From: Houston, TX



**Cheri-ann Dunkley**  
 Born: 11-25-85  
 Date Missing: 6-18-01  
 Missing From: Bronx, NY



**Cecelia Anderson**  
 Born: 1-28-85  
 Date Missing: 8-10-01  
 Missing From: East Saint Louis, IL

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

CUT ALONG DOTTED LINE



### **Missing Children Poster Display Instructions**

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations, and branches. Operators of contract postal units may display this poster at their option.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by NCMEC.

In addition to *Postal Bulletin* updates, NCMEC distributes information via broadcast fax. Notification of newly reported missing children is sent to designated district "Missing Children" coordinators at fax numbers provided by district managers. Within 24 hours of receipt of a facsimile Missing Children poster, district coordinators should distribute copies to all postal facilities in their districts. Missing Children posters are to be displayed for 30 days in post office lobbies, workroom floor areas, and other postal facilities, unless notification is received (from NCMEC) to remove a particular poster sooner. The broadcast fax network is used to distribute posters and information in only the most urgent cases of missing and exploited children. This system supplements, but does not replace, the missing children information in this *Postal Bulletin*.

Missing Children posters are available to the U.S. Postal Service only as described above. If postal employees are contacted by individuals or local agencies about displaying a sign or poster of a missing child in local post offices, the individual or agency should be politely informed that the U.S. Postal Service displays only those posters provided by NCMEC, because it has been designated by the U.S. Department of Justice to be the national clearinghouse and resource center for missing and exploited children. The individual or agency should then be referred to NCMEC at 1-800-843-5678.

January 2002

# Have You Seen Any of These Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing children, tell your postal supervisor.



**Madeline Sedgwick**  
Born: 7-23-96  
Date Missing: 8-1-01  
Missing From: Norfolk, VA



**Charity Morse**  
Born: 2-17-89  
Date Missing: 11-19-01  
Missing From: Princeton, KY



**Lema Palaita**  
Born: 2-28-89  
Date Missing: 3-8-01  
Missing From: Honolulu, HI



**Johanna Perez**  
Born: 9-30-88  
Date Missing: 9-17-01  
Missing From: Bloomfield, NJ



**Chaun Johnson**  
Born: 3-26-91  
Date Missing: 2-7-01  
Missing From: Inkster, MI



**Trista Guinn**  
Born: 2-1-96  
Date Missing: 8-22-01  
Missing From: Louisville, KY

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

CUT ALONG DOTTED LINE



### **Missing Children Poster Display Instructions**

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations, and branches. Operators of contract postal units may display this poster at their option.

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# Customer Relations

## Mail Alert

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

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

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JC Penney Home Sale	Standard/Flat	01/17-01/19	7.5	Nationwide	Car-Rt	Harte-Hanks
JC Penney Big & Tall Men	Standard/Catalog	01/18-01/22	3.3	Nationwide	Car-Rt	Quebecorworld
Seventh Avenue	Standard/Catalog	01/22-01/25	1.6	Nationwide	Car-Rt, 3/5-Digit, Basic, Barcoded	Quad Graphics, Lomira, WI
JC Penney Fashion Influences-Spring	Standard/Catalog	01/25-01/29	2	Nationwide	Car-Rt	Quebecorworld
JC Penney Furniture & Home Sale	Standard/Catalog	01/26-01/29	12.4	Nationwide	Car-Rt	RR Donnelley
JC Penney Valentine's Jewelry	Standard/Flat	01/26-01/29	2	Nationwide	Car-Rt	Harte-Hanks
JC Penney Valentine's Jewelry	Standard/Postcard	01/26-01/29	1.3	Nationwide	Car-Rt	Harte-Hanks
JC Penney Buy More Save More	Standard/Flat	01/28-01/30	10.2	Nationwide	Car-Rt	Harte-Hanks
The Sportsman's Guide	Standard/Catalog	01/28-02/01	1.3	Nationwide	Car-Rt, 3/5-Digit	Quad, Lomira, WI

— Business Service Network Operations, Sales, 1-10-02

# Domestic Mail

## DMM REVISION

### Labeling List Changes

Effective January 10, 2002, *Domestic Mail Manual* (DMM) L001 is revised to reflect changes in mail processing operations. Mailers are *encouraged* to label according to these revised lists immediately, but they *must* comply with these changes no later than March 24, 2002.

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

### Domestic Mail Manual (DMM)

\* \* \* \* \*

#### L Labeling Lists

#### L000 General Use

#### L001 5-Digit Scheme — Periodicals Flats and Irregular Parcels, Standard Mail Flats, and BPM Flats

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b>	
18015–18	BETHLEHEM PA 18015
33903, 17	FT MYERS FL 33903
33936, 70–72	LEHIGH ACRES FL 33936
33950, 55, 82	PUNTA GORDA FL 33950
34116, 17, 19, 20	NAPLES FL 34116
48380–82	MILFORD MI 48380
48390, 91	WALLED LAKE MI 48390
49014, 17	BATTLE CREEK MI 49014
58501, 02, 05	BISMARCK ND 58501
<b>Change To:</b>	
18015, 16, 18	BETHLEHEM PA 18015
33903, 17	NORTH FT MYERS FL 33903
33936, 71, 72	LEHIGH ACRES FL 33936
33955, 82	PUNTA GORDA FL 33955
34116, 19	NAPLES FL 34116
48380, 81	MILFORD MI 48380
48382, 90, 91	WALLED LAKE MI 48390
49014–17	BATTLE CREEK MI 49014
58501, 03–05	BISMARCK ND 58501

Column A Destination ZIP Codes	Column B Label Container To
<b>Add:</b>	
18017, 20	BETHLEHEM PA 18017
34117, 20	NAPLES FL 34117
56537, 38	FERGUS FALLS MN 56537
58502, 06, 07	BISMARCK ND 58502
<b>Delete:</b>	
20703–06, 37, 38, 40, 41, 81–85, 87, 88	CALVERT DDC MD 20782
33901, 16	FT MYERS FL 33901
33952, 54	PT CHARLOTTE FL 33952
34104, 09	NAPLES FL 34104
34105, 10	NAPLES FL 34105
34112, 13	NAPLES FL 34112
34134, 35	BONITA SPRINGS FL 34134
48906, 17	DELTA BRANCH MI 48906
49015, 16	BATTLE CREEK MI 49015
* * * * *	

— Logistics, Network Operations Management, 1-10-02



DMM REVISION

**Label Carriers for Periodicals Mail**

Effective January 10, 2002, *Domestic Mail Manual* (DMM) C200.1.10b is revised to amend the standard for label carriers for Periodicals.

Currently, mailers may include subscription information on a label carrier, but that information must pertain only to the publication enclosed in the wrapper. This revision allows mailers to put information about any Periodicals publication on the label carrier.

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

**Domestic Mail Manual (DMM)**

\* \* \* \* \*

**C Characteristics and Content**

\* \* \* \* \*

**C200 Periodicals**

**1.0 PERMISSIBLE MAILPIECE COMPONENTS**

\* \* \* \* \*

**1.10 Label Carrier**

*[Revise item b to read as follows:]*

\* \* \* \* \*

- b. The label carrier may bear a request for address correction from the addressee. It also may bear information about requesting or subscribing to any Periodicals publication (or a publication pending Periodicals publication), including a request or subscription form.

\* \* \* \* \*

— *Mail Preparation and Standards, Pricing and Classification, 1-10-02*

**APO/FPO Changes**

Mark these changes on the most recent APO/FPO table in *Postal Bulletin 22066* (12-27-01).

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09354	Activate	Immediately	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1
APO AE 09355	Activate	Immediately	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1
APO AE 09356	Activate	Immediately	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1

— *International Network Operations, Network Operations Management, 1-10-02*

## Finance

### REMINDER

### Migratory Bird Stamp Destruction

The following table contains the deadlines that you must follow when returning unsold migratory bird stamps for destruction.

Additional instructions can be found in Handbook F-1, *Post Office Accounting Procedures*, section 427, Handling Migratory Bird Hunting and Conservation Stamps. Handbook F-1 is available online via the corporate intranet at <http://blue.usps.gov> (click on *Information*, then *Policies and Procedures*, and then *Handbooks*).

District customer service and sales offices must establish a schedule for submitting all unsold migratory bird stamps. They must submit these stamps to the stamp destruction committee as follows:

- For Stamp Distribution Offices (SDOs) — no later than accounting period (AP) 8.
- For Stamp Services Center (SSC) offices — no later than AP 7.

Procedures	Facility Type		
	Post Offices Served by SDO (statement of account offices)	Stations, Branches, and SFAP Offices Served by SDO	Post Offices, Stations, and Branches Served by SSC
Unsold Migratory Bird Stamps in Stamp Credits	Return to main stock by AP 6	Return to unit reserve by AP 6	Return to unit reserve/main stock by AP 6
Unsold Migratory Bird Stamps in Unit Reserve or Main Stock	Return to stamp destruction committee by AP 8	Return to stamp destruction committee by AP 8	Return to SSC by AP 7
Forms	PS Form 3238, <i>Stamp and Stamped Paper Destruction Certificate</i>	PS Form 3238, <i>Stamp and Stamped Paper Destruction Certificate</i>	PS Form 17-T, <i>Accountable Items Returned/Stamp Distribution Network</i>

#### Notes:

1. Submit all unsold migratory bird stamps that are more than 2 years old to the stamp destruction committee as follows:
  - SDOs that have Philatelic Retail Units — no later than AP 8.
  - Post Offices that are serviced by an SSC — no later than AP 7.
2. Offices designated as philatelic outlets are the only outlets that should have an ending bird stamp inventory on the AP 9/PQ 3 statement of account. These offices should list inventory of migratory bird stamps by year of issue and face value in the remarks section of the statement of account.

— Revenue and Field Accounting, Finance, 1-10-02

### NOTICE

### Revenue Unit for Fiscal Year 2001

The revenue unit for Fiscal Year 2001 is \$315.21. This is the average revenue for 1,000 pieces of originating mail and special service transactions. The revenue unit is used

to determine the proper cost ascertainment grouping (CAG) for Post Offices.

— Revenue and Field Accounting, Finance, 1-10-02

# International Mail

PUBLICATION 141 REVISION

## Global Express Guaranteed™ Service Guide

Publication 141, *Global Express Guaranteed™ Service Guide*, Volume 8, dated November 1, 2001, is revised. The references to expected delivery days for 2- and 3-day Western Europe destinations are **deleted**.

We will incorporate these revisions into the next printed version of Publication 141, as well as into the online version, available on the corporate intranet at <http://blue.usps.gov/cpim>; click on *PUBs*.

All acceptance employees should refer to the two tables (“2-Business Day Delivery” and “3-Business Day Delivery”) on page 3 of Publication 141 to determine expected delivery dates for Western Europe and all other destinations.

## Publication 141, *Global Express Guaranteed™ Service Guide*

\* \* \* \* \*

### General Information — Section I Service Description

\* \* \* \* \*

[In the “2-Business Day Delivery” table, delete the asterisk symbols.]

[In the “3-Business Day Delivery” table, delete the asterisk symbols.]

[In the Notes below the tables, delete the asterisk symbols and delete the accompanying sentences.]

\* \* \* \* \*

— Business Initiatives,  
Expedited/Package Services, 1-10-02

# Philately

NOTICE

## 2002 Commemorative Stamp Poster

In the centerfold, you will find a full-color poster featuring a reproduction of each of the stamps in the 2002 Commemorative Stamp Program.

The 2002 Commemorative Stamp Program includes something for all our customers, whether they want stamps for mail use or as collectibles. Household mailers, commercial mailers, and casual and serious collectors will be excited about these great new designs.

This year’s program features the following commemorative stamps:

- *American Bats*
- *Andy Warhol*
- *Duke Kahanamoku*
- *Greetings From America*
- *Happy Birthday*
- *Harry Houdini*
- *Hawaiian Missionaries*
- *Holiday: Snowmen*
- *Irving Berlin*
- *John James Audubon*

- *Langston Hughes*
- *Longleaf Pine Forest*
- *Masters of American Photography*
- *Mentoring a Child*
- *Neuter or Spay*
- *Ogden Nash*
- *Teddy Bears*
- *United States Military Academy*
- *Winter Sports*
- *Women in Journalism*
- *Year of the Horse*

The stamps are tentatively scheduled for issuance in various months throughout the year. The issue dates, formats, denominations, and design elements are subject to change. The date of issuance and design format for each stamp will be announced in the *Postal Bulletin* prior to its release.

— Stamp Services,  
Government Relations and Public Policy, 1-10-02

## CORRECTION

**Stamp Announcement 02-02 — Winter Sports Commemorative Stamps**

The *Winter Sports* commemorative stamps announcement in *Postal Bulletin* 22065 (12-13-01, pages 55–56) incorrectly listed the ZIP+4 Code in the “How to Order the First Day Issue Postmark” section as 9998. **The correct ZIP+4 Code is 6000.**

— Stamp Services,  
Government Relations and Public Policy, 1-10-02

**Pictorial Cancellations Announcement**

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

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

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

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

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

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

The following pictorial cancellations have been extended for 30 days.



UNITED WE STAND STATION  
NOVEMBER 5, 2001  
GREENSBORO NC 27403  
USA

November 5, 2001

USPS  
UNITED WE STAND STATION  
POSTMASTER  
PO BOX 9998  
GREENSBORO NC 27427-9998



WE STAND IN UNITY STATION  
NOVEMBER 13, 2001  
FRESNO, CALIFORNIA 93706

November 13, 2001

WE STAND IN UNITY STATION  
POSTMASTER  
1900 EAST ST  
FRESNO CA 93706-7019



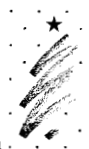
HONORING OUR OWN STATION  
NOVEMBER 9, 2001  
BALTIMORE, MD 21202  
"Those Who Serve and Protect"

November 9, 2001

HONORING OUR OWN STATION  
MANAGER MOWS  
900 EAST FAYETTE ST  
BALTIMORE MD 21233-9715

FESTIVAL  
OF TREES  
CELEBRATION  
STATION

November 23, 2001  
Riverside, CA 92501



November 23–25, 2001

FESTIVAL OF TREES CELEBRATION  
STATION  
POSTMASTER  
4150 CHICAGO AVE  
RIVERSIDE CA 92507-9998



**UNITED WE STAND STATION**  
 DECEMBER 1, 2001  
 LUTZ, FL 33549-9998

December 1, 2001  
 UNITED WE STAND STATION  
 POSTMASTER  
 PO BOX 9998  
 LUTZ FL 33549-9998

**Delivering Your Mail Safely**



December 31, 2001  
 USPS  
 RELIANCE STATION  
 POSTMASTER  
 PO BOX 9998  
 WENDELL MA 01379-9998

**Today, and In The New Year**



17th Annual Re-enactment  
**Ocklawaha River Raids Station**  
 December 1, 2001  
 Ocklawaha, FL 32179

December 1-2, 2001  
 Lake Weir Chamber of Commerce  
 OCKLAWAHA RIVER RAIDS STATION  
 POSTMASTER  
 13470 E HWY 25  
 OCKLAWAHA FL 32179-9998



January 9, 2002  
 CANYON STATION  
 POSTMASTER  
 701 N LOARA ST  
 ANAHEIM CA 92803-9998



December 8-9, 2001  
 Junior Woman's Club of Fairfield  
 A VISIT TO SANTAS HOUSE STATION  
 POSTMASTER  
 357 COMMERCE DR  
 FAIRFIELD CT 06432-9998



January 19-20 and 26-27, 2002  
 EXHIBITION STATION  
 POSTMASTER  
 PO BOX 9998  
 HOUGHTON LAKE MI 48629-9998



December 10, 2001  
 USPS  
 2002 TEAM TRIALS SALT LAKE STATION  
 POSTMASTER  
 1145 E 4600 S  
 OGDEN UT 84403-9998

— Stamp Services,  
 Government Relations and Public Policy, 1-10-02

**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
Give to the March of Dimes	Jan. 1-Jan. 31
Give to United Cerebral Palsy, Help Disabled People	Jan. 1-Jan. 31
Support Your Local Science Fair	Jan. 1-Jan. 31
Smile America, National Children's Dental Health Month	Jan. 15-Feb. 28
We Are Fighting for Your Life, American Heart Association	Feb. 1-Feb. 28
Save Your Vision Week	Feb. 1-March 31
March Is Kidney Month, Give to the National Kidney Foundation	March 1-March 31
March Is Red Cross Month	March 1-March 31
Easter Seals, Fight Crippling	March 1-April 22
April Is Child Abuse Prevention Month	April 1-April 30
April Is Organ Donor Awareness Month — Donors Make Miracles	April 1-April 30
Law Day USA Freedom Under Law, May 1	April 1-April 30
Strike Back at Cancer, Give to the American Cancer Society	April 1-April 30
National Carih Asthma Week	April 1-May 6
Only You Can Prevent Forest Fires	April 1-Oct. 31

<b>Cancellation</b>	<b>Period of Use</b>
National Salvation Army Week, 4 <sup>th</sup> Week in May	May 1–May 31
Support Research for “NF,” Neurofibromatosis	May 1–May 31
Support Your Mental Health Association	May 1–May 31
National Flag Day, June 14, Pause for the Pledge	May 1–June 14
Goodwill Industries — Our Business Works So People Can	May 1–June 30
Support National Historic Preservation Week	May 9–May 15
National Transportation Week	May 14–May 20
Fight Disease, Support City of Hope Pilot Medical Center	May 15–June 15
Defeat Muscular Dystrophy, Support MDAA	May 15–June 17
Conquer Multiple Sclerosis	May 17–June 17
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— Mail Preparation and Standards, Pricing and Classification, 1-10-02

## Post Offices

### REMINDER

#### Securing Registry/Accountable Cages

All postmasters and Postal Service employees are responsible for following current policies and procedures concerning registry/accountable cages.

Review Handbook DM-901, *Registered Mail*, and pay particular attention to section 72, Protection, which outlines the requirements concerning registry mail activities.

Use PS Form 1625, *Record of Entry into Registry Section*, to keep a daily record of all employees working in the registry section.

— Retail Operations Support,  
Delivery and Retail, 1-10-02



This office  
will be closed  
**Monday,**  
**January 21, 2002,**  
to observe  
Martin Luther King,  
Jr.'s, Birthday.



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This office  
will be closed  
**Monday,**  
**January 21, 2002,**  
to observe  
Martin Luther King,  
Jr.'s, Birthday.



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# Postal Employees

ALL POSTAL EMPLOYEES

## 2001 Tax Information — Form W-2, Wage and Tax Statement

### 1. Current Mailing Address

To facilitate processing of 2001 tax information and to ensure correct and timely receipt of a 2001 Form W-2, *Wage and Tax Statement*, all employees must have a current mailing address on file at the distributed data entry/distributed reporting (DDE/DR) site. Current employees, as well as employees who have left the Postal Service, who have changed their address in 2001 and have not submitted PS Form 1216, *Employee's Current Mailing Address*, to their DDE/DR site or through the Postal Service intranet blue homepage should do so immediately. All Form W-2s are sent to the address on file at the time of printing and will not be forwarded.

### 2. General W-2 Information

If an employee has earnings for more than one state or locality, a separate Form W-2 will be issued for each. The format of the 2001 Form W-2 has been modified from the 2000 version to more closely follow the federal form.

Additions include:

1. Instructions for Box 12.
2. Box 13 "Statutory retirement 3rd party."

Renumbered from the 2000 form:

1. Box 15, "State employer's state ID No."
2. Box 16, "State wages tips, etc."
3. Box 17, "State income tax."
4. Box 18, "Local wages, tips, etc."
5. Box 19, "Local income tax."
6. Box 20, "Locality name."
7. Box 30, "Prior year TSP contributions."
8. Box 40, "FSA health care."

Renamed from the 2000 form:

1. Box 14 from "Employee contributions (TSP)" to "Other (current year TSP)."

Side one of Form W-2 is shown on pages 52–53 of this *Postal Bulletin*.

### 3. Inquiries

All inquiries concerning payroll items, such as employee business expense, equipment maintenance, rent, T-COLA, money differences between earnings

statement and W-2, leave buy backs, erroneous state or local tax deductions, TSP, FSA, etc., should be sent to Payroll Adjustments.

All questions regarding Form W-2 must be submitted in writing. The request must include:

1. Employee's name.
2. Current mailing address.
3. Social Security number.
4. Name of office where employed (or where previously employed if not a current Postal Service employee).
5. Year(s) involved.
6. Specific question.
7. Employee's signature.

If the first three digits of your Social Security number are...	A written request should be sent to...
000–365	Attn: Payroll Adjustments W-2 Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9633
366 and up	Attn: Payroll Adjustments W-2 Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9634

### General questions:

#### Imputed Income Life Insurance

The imputed income life insurance amount shown in Box 35 of the 2001 Form W-2 is the net result of the IRS computation for taxable insurance benefits less the amount an employee pays for optional insurance in the calendar year.

The IRS requires the Postal Service to report as income the cost of group term life insurance in excess of \$50,000 that is paid by the employer. The formula is based on an employee's age, salary, and life insurance coverage.

#### Thrift Savings Plan (TSP)

The following facts will clarify some of the common tax questions regarding TSP:

- Box 14, "Other (current year TSP)," will contain employee TSP contributions only.

- Box 1, "Wages, tips, other compensation," has been reduced by the amount of the employee's TSP contributions shown in Box 14.
- Box 16, "State wages, tips, etc.," has been reduced by the amount of employee TSP contributions in Box 14 for all states except New Jersey, Pennsylvania, and Puerto Rico.
- New York City; Kansas City, MO; Detroit; and St. Louis are the only localities that allow income deferral for TSP. Box 18, "Local wages, tips, etc.," will be reduced by the amount of employee TSP contributions only if New York City, Kansas City, Detroit, or St. Louis is indicated in Box 20, "Locality name."

**Employee Business Expense (EBE)**

Equipment maintenance allowance (EMA), carrier drive-out, vehicle hire, supervisor vehicle usage, and special delivery are all considered employee expenses. Box 32, "Employee business expense," will contain the non-taxable (not the total) EBE amount, while Box 33, "Taxable employee business expense," will contain the taxable EBE amount. The taxable amount shown in Box 33 will also be included in Box 1, "Wages, tips, other compensation."

**Flexible Spending Account (FSA)**

The amount contributed to an employee's Flexible Spending Account for health care will be included in Box 40, "FSA health care," and the amount contributed to dependent care will be included in Box 10, "FSA dependent care benefits," and has been deducted from Box 1, "Wages, tips, other compensation."

**Health Benefit Pre-Tax**

The amount contributed for health benefit premiums is considered pre-tax unless the employee declined the pre-tax benefit. The health benefit pre-tax amount is shown in Box 37 and has been deducted from Box 1, "Wages, tips, other compensation."

**State/Territory Gross Wages**

The amount in Box 16, "State wages, tips, etc.," will equal Box 1 with the following exceptions:

New Jersey, Pennsylvania, and Puerto Rico do not allow income deferral. Therefore, employee TSP, FSA, and health benefit pre-tax contributions are not deducted from their state gross. (Pennsylvania law was changed in 1997 to allow income deferral for flexible spending account health care (FSAHC) and health benefits pre-tax. Therefore, only these two amounts are deducted from Pennsylvania state gross.)

Pennsylvania is the only state that does not require the imputed income life insurance to be added into the state gross.

**Annuity Protection Program**

Form W-2s are issued to former employees who receive payments from the Postal Service under the Annuity Protection Program. Any questions regarding these Form W-2s should be directed to:

Specialized Payroll and Benefits  
Eagan Accounting Service Center  
2825 Lone Oak Pkwy  
Eagan MN 55121-9620

**4. Obtaining Duplicate Forms**

All requests for duplicate W-2s must be submitted in writing. The request must include:

1. Employee's name.
2. Current mailing address.
3. Social Security number.
4. Name of office where employed (or where previously employed if not a current Postal Service employee).
5. Year(s) requested.
6. Employee's signature.

If you are requesting a duplicate Form W-2 for wages, relocation, or annuity protection program...	Then submit a written request to...
1986 to the present	The finance office at your local DDE/DDR site. *
1985 and prior years	General Service Administration National Personnel Records Center Civilian Personnel Records 111 Winnebago Street St. Louis MO 63118-4199

\* If unsuccessful requesting duplicate W-2s from the DDE/DR site, duplicates can also be requested in writing from: Control Section (W-2s), Accounting Service Center, 2825 Lone Oak Pkwy, Eagan MN 55121-9611.

**Form W-2c, Corrected Wage and Tax Statement**

**1. General W-2c Information**

Form W-2c is used by the Postal Service to correct errors previously filed on a Form W-2. The Form W-2c will report only the corrections and should be used in conjunction with the original Form W-2 issued when filing taxes and/or other related information.

**2. Requesting a W-2c**

All requests for a corrected W-2 must be submitted in writing. The request must include:

1. Employee's name.
2. Current mailing address.
3. Social Security number.
4. Name of office where employed (or where previously employed if not a current Postal Service employee).
5. Year(s) requested.
6. Reason for request.
7. Employee's signature.

If you disagree with the tax information provided and are requesting that the tax statement issued be reviewed and corrected if wrong for ...	Then submit a written request to ...
Wages (1986 to the present)	For employees with Social Security numbers beginning with 000-328:  Attn: Payroll Adjustments W-2 Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9633  For employees with Social Security numbers beginning with 329 and up:  Attn: Payroll Adjustments W-2 Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9634
Relocation	San Mateo Accounting Service Center 2700 Campus Drive San Mateo CA 94097-9000
Annuity Protection Program	Specialized Payroll and Benefits Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9620

**3. Obtaining Duplicate W-2c Forms**

All requests for a duplicate W-2c must be submitted in writing. The request must include:

1. Employee's name.
2. Current mailing address.
3. Social Security number.

4. Name of office where employed (or where previously employed if not a current Postal Service employee).
5. Year(s) requested.
6. Employee's signature.

If you are requesting a duplicate ...	Then submit a written request to ...
W-2c (1986 to the present)	Control Section (W-2c) Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9611

**IRS Form 1099**

Depending on your specific circumstances, up to three different IRS Form 1099s may be issued to you. They are:

- IRS Form 1099MISC, Statement for Recipients of Miscellaneous Income**
- IRS Form 1099R, Distributions From Pensions, Annuities, Retirement, or Profit Sharing Plans, IRAs, Insurance Contracts, etc.**
- IRS Form 1099INT, Interest Income**

**Form 1099MISC**

These forms originate from all three Accounting Service Centers (ASCs). Please determine the nature of the payments and contact the appropriate office/ASC.

Requests for duplicate copies and questions regarding ...	Should be directed to ...
Payments to the beneficiaries of deceased employees of the unpaid compensation due at the time of death. Please provide name, SSN, and date of death of the deceased.	Control Section Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9611
Lump sum payments with no deductions as the result of settlements. Please provide name, SSN, date of settlement, type of settlement, amount of settlement, period involved, and the date it was sent to the ASC for payment.	
Contract cleaners	Contract Cleaners Section St Louis Accounting Service Center 1720 Market Street St Louis MO 63180-9181
All others	Accounts Payable III San Mateo Accounting Service Center 2700 Campus Drive San Mateo CA 94497-9422

**Form 1099R**

This year, both the Office of Personnel Management (OPM) and the Eagan Accounting Service Center are sending out Form 1099R: Eagan for Annuity Protection checks and OPM for monthly annuity checks. The originating agency should be listed on the Form 1099R. Try to determine which agency made the payments before making an inquiry.

<b>Requests for duplicate copies and questions regarding ...</b>	<b>Should be directed to ...</b>
Forms issued from the ASC	Specialized Payroll and Benefits Eagan Accounting Service Center 2925 Lone Oak Pkwy Eagan MN 55121-9620
Forms issued from the OPM	Annuitant Services Division Office of Personnel Management PO Box 989 Washington DC 20044-0989

**Form 1099INT**

This form is used to report interest payments that were the result of employment-related settlements against the Postal Service.

<b>Requests for duplicate copies and questions regarding Form 1099INT ...</b>	<b>Should be directed to ...</b>
Please provide name, SSN, and date of payment if known.	Control Section Eagan Accounting Service Center 2925 Lone Oak Parkway Eagan MN 55121-9611

— Payroll Accounting, Finance, 1-10-02

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CUT ALONG DOTTED LINE



PULL-OUT SECTION

# Fraud Alert

## Invalid Express Mail Corporate Account Numbers

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

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

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

<b>005182</b>	019380	040111	064968	069743	091825	107155	114518	146287	208903	286159	325601	335174
006631	019401	043015	064994	069847	092356	107178	114555	146518	208972	288102	326006	335240
006658	019440	046002	065013	070023	092441	107314	115031	146661	210002	288127	326669	335438
006798	019449	048042	065016	070044	093381	107321	115090	146755	210196	292281	326727	335539
006807	019696	049053	065030	070274	093599	108197	115099	150093	210418	293152	326786	335597
007288	020455	050034	065075	071122	093695	108280	115584	150213	210729	294358	327692	335883
008225	020607	051003	065212	071402	093790	108283	115751	152012	210742	296508	327852	336136
008332	021646	055045	065215	071684	094711	108377	117032	152124	212907	<b>300606</b>	327887	336168
008452	021715	055107	065243	075046	094934	108405	117174	152463	212998	300750	328772	336552
008593	021742	055159	065291	075211	095236	108551	117196	152499	220031	300779	328879	336675
008828	021927	060026	065309	075367	095707	108632	117280	152658	220146	300847	329547	336819
008855	022099	060066	065411	075486	095768	108708	117388	152929	220212	301226	329553	337020
008951	022469	060262	065427	075723	095797	108916	117399	154028	220611	301331	329644	337060
009025	022963	060717	065428	075805	096010	109003	117456	156022	220682	301353	329656	337077
009102	023611	061094	065513	075998	096079	109171	117461	156031	220813	301762	329661	338033
009109	023623	061096	065514	076132	096816	109237	117514	159067	220833	301928	330268	338128
009116	023629	061252	065524	076199	097518	109338	117544	165053	221038	301952	330322	338231
009158	023637	061353	065542	076224	097572	109547	117558	165062	221644	301972	330500	338330
009275	025401	061495	065599	076350	097872	109863	117735	165086	222301	302591	330551	339064
009334	026424	063114	065611	076812	097912	109938	117777	165160	223022	303906	330625	339816
009581	027104	063148	065629	077304	098010	110622	117834	165196	223268	305070	330628	340308
009789	027548	063172	065650	077811	098372	111150	117933	165251	226078	305229	330680	347016
009889	027658	063302	065663	077816	098450	111257	118116	170127	232340	305463	330812	347050
010048	027812	063401	065714	078221	098684	111404	118201	171104	235482	305993	331120	349184
010663	027928	063483	065732	078849	098728	111468	118464	178021	235518	306893	331158	349301
010671	028178	063492	065773	079090	098909	111573	118773	181042	253041	311274	331168	349559
010764	028377	064024	065804	079793	<b>100067</b>	111628	118803	182012	253166	311629	331481	349588
011165	028421	064074	065822	080107	100213	111644	118965	184048	253263	314290	331482	349622
012370	028635	064107	065890	080122	100423	111707	119005	184073	253294	314601	331651	349702
014318	028805	064118	065935	080347	102321	111848	120287	187005	253303	314924	331654	349830
014797	028898	064135	065942	080627	102420	111948	121268	187019	254023	320035	331755	349923
014882	028924	064210	065984	080650	102915	112213	122323	191372	261014	320932	331920	352577
014947	029445	064245	066055	085004	103231	112555	124031	192148	264002	321036	331940	352779
015010	029659	064251	066114	085033	103240	112563	124054	192655	272009	321041	332264	356048
015331	029666	064277	066197	085048	103253	112564	124167	192713	272353	321088	332291	371008
015490	029678	064313	066316	085058	103316	112575	125237	192963	273057	321383	332508	372628
015678	029682	064391	066371	085711	103348	112745	125435	193306	274073	322050	332708	372939
016116	029821	064392	067236	088055	103505	112810	127044	193430	274104	322090	332898	372995
016137	029829	064466	068320	088073	103531	112905	128147	193652	274327	322113	332995	374154
016811	029981	064550	068477	088117	103563	112961	129937	193680	276407	322177	333080	378147
018106	030268	064574	069087	088192	103708	113078	130414	193733	277102	322576	333095	379207
018209	030425	064732	069096	088459	104384	113178	133036	<b>200458</b>	278024	322669	333798	380205
018314	030482	064747	069164	088721	104591	113216	136120	207798	282736	322801	334021	381388
018641	031097	064752	069174	089206	105146	113369	139083	208260	282806	322890	334071	381429
018885	037035	064753	069422	089369	105434	113376	142220	208348	282847	323490	334080	381522
018919	038042	064805	069596	089928	105512	113452	142498	208584	282878	323626	334872	381530
018966	038052	064827	069612	090673	106527	113477	142830	208772	282928	324102	334997	381535
019164	038173	064840	069688	090732	106589	114155	142919	208822	283540	325124	335092	381691
019204	038503	064909	069726	091385	107103	114432	146173	208844	284022	325333	335100	383140

PULL-OUT SECTION

CUT ALONG DOTTED LINE





386053	480970	537231	602807	641244	685115	752740	796514	841462	<b>900130</b>	917351	928808	950951
392691	481125	543440	602913	641245	<b>701087</b>	754049	799012	841501	900146	917458	930262	950967
392705	481132	544050	604398	641253	701094	760028	799017	841509	900199	917566	930378	950968
394205	481341	551098	605005	641257	701125	760523	799135	841525	900204	917724	931001	951026
<b>402313</b>	481416	551120	605009	641296	701303	760680	799161	841569	900220	917729	931038	951933
402909	481575	551253	605019	641297	701312	761024	<b>800084</b>	841609	900227	917763	931503	951945
402955	481806	551303	605043	641303	701367	761035	800100	841659	900476	917814	931765	951963
403008	481922	551320	605060	641340	701402	761043	800107	841660	901311	917864	932615	954195
403051	482813	551371	605077	641345	701411	761141	800111	841686	901333	918125	932782	954313
405038	482979	551373	605118	641348	701595	761162	800131	841714	901746	918143	933340	954455
405059	483010	553837	605450	641376	701655	761825	800447	841737	901812	920143	933490	954465
407803	483013	554303	606150	641388	701890	763007	801244	841759	902385	920335	933556	958847
410151	483281	554648	606196	641396	705016	763009	801289	841853	902671	920357	936090	958978
427019	483552	554751	606199	641413	705017	763010	801316	841985	903378	920403	937693	967015
431058	483632	554783	606275	641423	705018	765534	801495	843045	903803	920427	935619	967172
432825	483879	563044	606490	641480	705177	765598	801647	843078	904030	921067	940091	967231
432936	484037	570051	606550	641516	705204	765623	801667	843079	904364	921315	940122	968253
432941	485089	570076	606800	641528	705217	770001	801745	844081	904499	921360	940166	968473
432970	485096	570137	606843	641544	706121	770138	802348	844084	904519	921389	940168	968509
432975	485168	570190	606906	641561	706177	770147	802392	844214	904523	921570	940211	968650
432979	485250	570195	607099	641575	708286	770542	802430	844225	904655	921773	940392	968764
436353	486116	570199	607224	641585	708358	770563	802495	844228	904760	921803	940460	968852
441056	486139	571030	607344	641601	708393	770680	802619	845047	904773	921809	940467	969089
441761	486220	571066	607556	641604	708437	770768	802927	845057	906810	921838	940481	969092
441916	486221	571086	607974	641618	708455	770802	803331	846076	906834	921906	940530	970735
447124	486235	571117	607995	641625	708564	771008	803348	846099	906946	921982	940611	970809
450003	486253	571118	608026	641636	708580	771348	804036	846103	906963	924443	940634	972263
450190	486291	573039	608046	641648	708602	771587	804115	846169	907568	924603	940755	972577
452209	488542	575072	608047	641650	708613	771598	805307	846206	911090	925219	940813	972821
452386	488626	577085	608093	641653	708615	772079	805579	846250	911147	926014	940850	973293
452557	488998	581009	608121	641687	708621	773047	809149	847027	911254	926040	940875	976018
452591	489257	581017	608191	641702	708629	773453	809184	847123	911293	926114	941370	980050
452910	489275	581097	608215	641715	708630	774004	815131	850076	912277	926246	941444	980537
454302	489299	581117	608351	641727	708634	775309	816162	852284	912303	926255	941455	980705
454717	489363	581172	608399	641729	708636	778365	832076	853143	912412	926260	941475	980865
456014	490212	585230	608486	641773	716012	782084	834049	853447	913039	926291	941478	980932
456040	490463	585234	610118	641775	717008	782923	834074	853455	913699	926414	941547	982031
461029	490524	591071	610129	641779	720016	782927	840008	853489	913863	926418	941671	982315
462887	490530	591085	610130	641785	720036	782987	840124	853533	913948	926499	941709	982341
462946	490686	591242	610139	641794	722148	784395	840231	853548	914438	926532	941715	982424
465026	492063	591470	611198	641813	722258	786026	840291	853557	914461	926615	945566	982441
465051	495102	596535	611220	641826	724065	786053	840304	853609	914700	926652	945604	983083
465107	495105	598645	611227	641834	724068	786070	840447	853619	914765	926692	946371	984184
465115	495328	599507	612042	641854	730323	786095	840453	853625	915003	926822	946433	989096
466501	496093	<b>600067</b>	616146	641877	731382	786106	840534	853673	915042	926870	946583	992373
466516	496146	600635	616164	641885	740464	787005	840545	853687	915070	926985	947102	992491
466520	497135	600723	622020	641914	741530	787069	840613	853712	915233	927121	948129	992722
466524	497230	600938	629031	641946	741687	787076	841001	853719	915259	927318	948237	992745
466542	497258	601110	631104	641963	744045	787085	841043	853733	915410	927428	948373	995001
466557	<b>501004</b>	601141	631401	641979	749115	787088	841124	853736	915618	927489	948610	995194
466565	502013	601167	631665	657125	749123	787402	841133	856537	915647	927820	948634	995723
466582	503147	601272	631669	662247	749172	787623	841134	871465	916011	927835	948665	998016
466591	527017	601343	641021	662499	749182	787823	841165	871630	917027	927930	949083	
467075	527056	601366	641143	666015	750506	787892	841197	877103	917069	927948	949617	
472063	531350	601737	641158	666120	752053	789010	841230	891291	917183	928083	950290	
476034	531608	602330	641202	666680	752058	790310	841285	891430	917242	928261	950561	
480057	532688	602573	641232	681341	752117	791008	841360	891794	917243	928333	950649	
480591	532749	602637	641239	681633	752361	791009	841372	891853	917262	928338	950780	
480647	532991	602652	641241	681637	752623	791015	841433	891912	917318	928567	950869	
480903	537126	602762	641243	683011	752690	794039	841437	895022	917328	928786	950895	

CUT ALONG DOTTED LINE



PULL-OUT SECTION

## 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	027 361 0430 to 027 361 0499	379 843 5100 to 5199	397 819 8902 to 8999
011 582 1889 to 011 582 1899	027 369 4482 to 027 369 4495	<b>380 093 9600 to 9699</b>	398 149 7200 to 7699
011 588 2900 to 011 588 3099	027 965 9487 to 027 965 9499	380 165 1165 to 1199	399 070 0872 to 0899
012 579 5675 to 012 579 5699	028 191 1852 to 0281911999	381 325 4500 to 4599	399 156 7119 to 7199
013 289 6176 to 013 289 6199	028 850 3000 to 028 850 3199	381 604 2510 to 2699	399 203 5064 to 5099
013 610 0014 to 013 610 0099	029 510 1500 to 029 510 1599	381 645 9525 to 9599	399 296 9910 to 9999
014 932 1000 to 014 932 1099	030 687 0903 to 030 687 0999	383 314 3968 to 3999	399 396 8935 to 8999
014 972 0800 to 014 972 0899	031 077 4507 to 031 077 4799	383 892 1000 to 1344	399 792 7775 to 7799
015 363 0007 to 015 363 0099	032 295 7500 to 032 295 9999	383 892 1382 to 1399	399 792 8300 to 8399
017 028 3200 to 017 028 3299	034 394 1000 to 034 394 1099	384 925 3641 to 3654	<b>400 427 1051 to 1999</b>
018 569 5333 to 018 569 5399	034 943 0400 to 034 943 0799	385 568 2331 to 2399	401 045 1505 to 1549
018 986 5264 to 018 986 5299	210 221 0548 to 210 221 0599	385 599 7554 to 7575	401 045 1571 to 1599
019 518 2814 to 019 518 2899	227 275 9400 to 227 275 9999	385 774 2024 to 2099	401 294 2700 to 2799
020 844 7307 to 020 844 7399	273 070 8059 to 273 070 8099	386 624 1412 to 1599	401 310 9505 to 9599
020 972 8948 to 020 972 8999	273 775 7700 to 273 775 7899	386 883 8936 to 8999	401 382 5312 to 5399
022 021 9110 to 022 021 9181	302 000 0000 to 302 123 9999	387 314 5574 to 5599	402 578 7876 to 7899
022 037 1411 to 022 037 1499	349 746 2056 to 2099	387 837 6300 to 6399	403 125 6744 to 6799
024 380 4100 to 024 380 4199	350 518 7350 to 7374	388 828 0656 to 0699	403 260 7000 to 7499
024 496 6870 to 024 496 6896	360 011 1690 to 1699	389 696 2400 to 2799	403 280 6470 to 6499
025 092 0987 to 025 092 0999	360 168 6008 to 6099	389 846 3104 to 3135	403 685 8600 to 8699
025 369 5535 to 025 369 5599	360 173 8800 to 8899	389 846 3145 to 3195	404 003 0300 to 0399
025 729 1151 to 025 729 1199	360 324 2326 to 2399	389 887 9211 to 9230	404 041 8838 to 8899
025 729 1643 to 025 729 1799	362 861 3064 to 3099	389 887 9234 to 9299	404 071 4268 to 4299
026 492 3180 to 026 492 3199	373 006 2176 to 2199	<b>390 001 3182 to 3199</b>	404 347 5356 to 5399
	374 768 2600 to 2699	390 001 3500 to 3699	404 347 5548 to 5599
	375 169 4400 to 4599	390 545 5974 to 5999	404 726 4500 to 4599
	375 829 3400 to 3499	391 104 6146 to 6199	404 961 5001 to 5199
	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
	378 085 3679 to 3699	391 792 6100 to 6199	406 009 4587 to 4599
	378 351 1063 to 1099	392 668 2956 to 2999	406 260 6830 to 6899
		392 854 8500 to 8899	406 459 6641 to 6999
		393 584 7566 to 7699	406 733 3000 to 3999
		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
			410 775 1500 to 1599

PULL-OUT SECTION

CUT ALONG DOTTED LINE



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 5922 to 5999	436 082 6400 to 6899	457 333 2686 to 2699	472 987 0213 to 0241
418 719 8520 to 8599	436 160 6441 to 6499	457 729 1767 to 1777	472 987 0290 to 0299
418 744 2235 to 2299	437 316 7115 to 7199	457 937 8615 to 8699	473 151 2069 to 2199
418 962 2848 to 2899	437 427 0500 to 3499	458 028 9810 to 9899	473 666 9138 to 9199
419 543 0286 to 0299	439 179 2300 to 2399	458 057 2712 to 2999	473 952 3429 to 3499
419 730 0300 to 0399	439 310 0458 to 0499	458 069 9537 to 9599	474 108 5402 to 5499
<b>420 277 0015 to 0049</b>	<b>440 698 1947 to 1999</b>	458 069 9665 to 9699	474 356 5193 to 5299
420 599 0734 to 0798	440 858 6300 to 6399	458 337 5222 to 5299	474 949 3366 to 3399
420 661 4115 to 4199	440 858 6420 to 7299	458 354 7653 to 7999	475 134 9362 to 9399
420 758 9500 to 9699	441 199 1655 to 1699	458 671 8678 to 8699	475 167 9667 to 9699
420 969 3951 to 3971	443 127 3648 to 3699	458 671 8721 to 8798	475 319 3415 to 3499
420 969 3973 to 3999	443 127 4000 to 4099	458 847 5044 to 5999	475 319 3649 to 3799
421 116 3565 to 3599	443 673 7900 to 7999	459 274 7624 to 7699	475 340 6400 to 6599
421 130 9300 to 9399	443 800 9335 to 9399	459 365 5432 to 5499	475 424 8410 to 8499
421 313 4500 to 4999	444 382 8822 to 8899	459 378 5764 to 5799	475 629 9156 to 9199
421 364 5537 to 5599	444 390 1667 to 1699	459 472 4816 to 4999	475 850 6101 to 6199
421 656 2609 to 2699	444 457 3854 to 3899	<b>460 349 6878 to 6899</b>	475 875 2500 to 2599
421 988 9700 to 9799	<b>450 048 4173 to 4199</b>	460 550 1909 to 1999	476 169 8264 to 8299
422 172 4667 to 4699	450 048 4442 to 4699	460 997 5234 to 5299	476 189 3000 to 3499
422 484 4212 to 4299	450 560 5173 to 5199	461 973 6443 to 6499	476 331 2480 to 2499
422 556 1270 to 1299	450 620 3077 to 3099	462 152 0107 to 0299	477 289 8601 to 8699
422 587 7024 to 7099	450 620 3135 to 3199	462 274 1072 to 1099	477 681 5206 to 5299
422 819 7533 to 7599	450 780 2716 to 2799	462 277 8373 to 8399	478 010 4243 to 4268
422 842 5073 to 5087	450 801 2700 to 2799	462 554 6051 to 6099	478 010 4270 to 4291
422 907 7563 to 7599	451 109 2967 to 2984	463 011 5529 to 5540	478 450 5071 to 5099
424 500 6050 to 6099	451 115 4110 to 4125	463 176 4115 to 4199	478 469 7838 to 7858
424 641 8500 to 8599	451 115 4127 to 4199	463 176 4229 to 4299	478 469 7883 to 7899
424 871 6600 to 6699	451 746 0700 to 0799	463 185 2600 to 2799	479 280 9800 to 9899
425 298 2352 to 2399	452 265 0074 to 0099	463 227 7711 to 7799	479 365 9116 to 9176
425 418 4269 to 4299	452 265 0246 to 0299	463 414 4869 to 4899	479 412 9900 to 9999
425 418 4405 to 4499	452 265 0335 to 0999	463 808 3484 to 3499	479 667 6190 to 6199
426 547 4566 to 4599	452 509 1169 to 1199	463 945 7400 to 7899	479 748 9680 to 9699
427 412 6337 to 6499	452 855 6471 to 6499	464 629 9000 to 9399	479 860 7000 to 7199

CUT ALONG DOTTED LINE



PULL-OUT SECTION

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

PULL-OUT SECTION

CUT ALONG DOTTED LINE



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

CUT ALONG DOTTED LINE



841 805 7747 to	7899	849 485 3427 to	3499	859 190 0600 to	0644	867 633 7403 to	7499
841 805 7944 to	8099	849 608 1357 to	1399	859 811 2888 to	2899	867 737 5623 to	5699
842 226 0685 to	0695	849 792 2600 to	2699	859 855 8873 to	8999	868 169 4529 to	4599
842 685 4600 to	4699	<b>850 546 1862 to</b>	<b>1899</b>	<b>860 240 8520 to</b>	<b>8599</b>	868 173 8400 to	8599
842 685 4742 to	4999	851 143 6826 to	6844	860 275 3900 to	3999	868 514 9000 to	9099
842 860 0300 to	0399	851 209 9880 to	9899	860 518 9629 to	9699	868 566 9200 to	9299
842 898 5582 to	5599	851 928 9221 to	9299	860 600 0021 to	0999	869 387 1150 to	1199
843 062 7100 to	7199	852 589 6560 to	6599	861 158 2350 to	2599	869 800 0000 to	999 9999
843 077 6288 to	6299	853 049 3646 to	3699	861 637 6010 to	6099	<b>870 054 4814 to</b>	<b>4899</b>
843 077 6378 to	6399	854 304 4089 to	4999	861 979 7292 to	7499	870 491 4812 to	4849
843 758 5769 to	5778	854 529 2200 to	2299	862 216 6100 to	6199	870 536 5820 to	5829
843 786 2554 to	2699	855 001 6204 to	6249	863 871 5138 to	5199	870 541 7167 to	7239
845 656 8165 to	8199	855 319 9364 to	9399	863 949 5300 to	5399	870 575 8155 to	8999
845 727 2100 to	2199	855 361 3390 to	3399	864 088 8200 to	8299	870 589 0485 to	0494
845 746 2618 to	2635	856 226 0490 to	0499	864 426 3972 to	3999	870 691 7060 to	7099
846 390 7531 to	7599	856 656 5800 to	5999	864 520 6117 to	6136	<b>900 845 0044 to</b>	<b>0099</b>
846 918 0572 to	0599	856 752 0200 to	0299	865 151 0526 to	0599	900 936 0217 to	0299
847 237 7690 to	7699	857 279 3450 to	3499	865 500 4034 to	4099	900 936 0435 to	0499
847 284 2481 to	2499	857 843 4000 to	4099	865 883 6082 to	6099	901 273 1082 to	1099
847 374 7055 to	7065	858 124 7644 to	7699	866 004 3000 to	3999	901 287 5143 to	5199
847 636 5304 to	5399	858 756 3111 to	3299	866 442 4100 to	4899	901 525 7122 to	7199
847 700 5447 to	5499	859 063 8200 to	8699	867 366 9108 to	9118	902 948 1269 to	1299
847 723 7500 to	7599						

— Postal Inspection Service, 1-10-02

PULL-OUT SECTION

CUT ALONG DOTTED LINE



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

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

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

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

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

CUT ALONG DOTTED LINE



PULL-OUT SECTION

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</b>	<b>to</b>	<b>7 840</b>	736 982 551	to	2 730	747 245 266	to	5 280	756 970 129	to	0 140
730 109 847	to	9 880	737 110 141	to	0 170	747 364 813	to	4 830	757 059 613	to	9 630
730 373 761	to	3 850	737 185 501	to	5 710	747 501 434	to	1 450	757 078 540	to	8 560
730 501 951	to	2 130	737 317 321	to	7 350	747 739 891	to	0 070	757 086 209	to	6 240
730 519 379	to	9 470	737 517 781	to	7 840	748 148 649	to	8 760	757 240 591	to	0 650
730 569 278	to	9 360	737 628 181	to	8 210	748 259 960	to	9 970	757 277 371	to	7 700
730 711 711	to	1 740	737 634 258	to	4 270	748 565 162	to	5 280	757 291 591	to	2 730
730 722 991	to	3 230	738 361 971	to	1 980	748 874 988	to	5 030	757 964 251	to	4 280
730 845 970	to	5 990	738 447 601	to	7 660	749 137 381	to	7 410	758 067 001	to	7 090
730 888 291	to	8 320	738 648 355	to	8 450	749 190 192	to	0 210	758 105 221	to	5 250
730 927 591	to	7 680	738 849 811	to	9 900	749 685 421	to	5 450	758 324 941	to	5 000
731 307 914	to	7 930	738 892 270	to	2 290	749 846 791	to	6 850	758 593 628	to	3 650
731 402 431	to	2 460	738 997 259	to	7 380	749 993 131	to	3 580	758 709 038	to	9 060
731 407 232	to	7 320	739 161 451	to	1 540	<b>750 071 587</b>	<b>to</b>	<b>1 610</b>	758 744 101	to	4 160
731 588 301	to	8 340	739 219 381	to	9 440	750 408 167	to	8 183	758 850 883	to	0 900
731 767 273	to	7 320	739 740 151	to	0 180	750 438 421	to	8 501	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</b>	<b>to</b>	<b>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</b>	<b>to</b>	<b>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

PULL-OUT SECTION

CUT ALONG DOTTED LINE





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	765 813 781 to 4 029	769 737 496 to 7 510	773 231 311 to 1 340
763 522 141 to 2 470	765 879 314 to 9 390	769 778 491 to 8 730	773 892 721 to 3 140
763 717 694 to 7 800	765 954 001 to 4 030	769 827 331 to 7 450	773 958 061 to 8 660
763 826 461 to 6 520	766 120 286 to 0 320	770 216 071 to 6 100	774 778 981 to 9 040
763 900 460 to 0 471	766 125 716 to 5 750	770 723 281 to 3 400	774 863 251 to 3 400
763 900 479 to 0 530	766 158 824 to 8 840	<b>770 915 150 to 5 490</b>	774 961 261 to 1 290
763 917 271 to 7 750	766 388 433 to 8 460	771 455 551 to 5 610	775 444 210 to 4 230

— Postal Inspection Service, 1-10-02

### 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, 1-10-02

### 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, 1-10-02

CUT ALONG DOTTED LINE



PULL-OUT SECTION

PULL-OUT SECTION

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CUT ALONG DOTTED LINE



*Postal Employees (continued)*

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**UNITED STATES  
POSTAL SERVICE**  
2001 W-2 and  
Earnings Statement

**Source of reported wages**

The Wages and Other Compensation amount reported in Box 1 of Form W-2 is derived from year-to-date totals reflected on the employee's Pay Period 26-2001 (or last period in pay status 2001) Earnings Statement, plus several other totals from the Form W-2. Use the Reconciliation Formula below to reconcile your Earnings Statement with your Form W-2. If any checks issued during 2001 were returned or canceled after the last Earnings Statement was printed, this reconciliation is not applicable.

**Earnings Statement (YTD)**

Gross		
Social Security Tax	- FSA Contributions	(W-2 Boxes 10 + 40)
Medicare Tax	- TSP Contributions	(W-2 Box 14)
Fed Tax	+ Pre-tax Health Benefits	(W-2 Box 37)
HB Pretax	+ Taxable Carrier Drive-Out	(W-2 Box 33)
State Tax	+ Taxable Vehicle Hire	(W-2 Box 33)
Thrift	+ Taxable Special Delivery	(W-2 Box 33)
FSA	+ Taxable Supervisor Vehicle Usage	(W-2 Box 33)
	+ Imputed Income-Life Insurance	(W-2 Box 35)
	+ Miscellaneous	(W-2 Box 36)
	+ Relocation Gross	(W-2 Box 39)
	= Wages, tips, other compensation	(W-2 Box 1)

**Box 36 - Miscellaneous**

Includes one or more of the following.

- Rent
- Non-Cash Awards
- Special Travel
- Outstanding Travel Advances

Safe, accurate,  
FAST! Use



Notice: If an employee has earnings for more than one state or locality, a separate W-2 is issued for each.

Finance Number.

**FOR EMPLOYMENT  
VERIFICATION CALL  
1-800-276-9850**

Exemption from withholding: Employees claiming "exempt" from withholding during the year must complete a new Form W-4 each year to keep their "exempt" status. Please contact your local personnel office for details.

b Employer identification number <b>41-0769000</b>		d Employee's social security no.	
c Employer's name, address, and ZIP code <b>United States Postal Service Eagan Accounting Service Center 2825 Lone Oak Parkway Eagan MN 55121-9611</b>			
ef Employee's first name and initial Last name address and ZIP code			
1 Wages, tips, other compensation	2 Federal income tax withheld		
3 Social security wages	4 Social security wages withheld		
5 Medicare wages and tips	6 Medicare tax withheld		
9 Advanced EIC payment	10 FSA Dependent care benefits		
12 See instructions for box 12	13 Statutory Retirement 3rd party <input type="checkbox"/>		
14 Other (Current Year TSP) <input type="checkbox"/>	15 State Employers state ID no.		
16 State wages, tips, etc.	17 State income tax		
18 Local wages, tips, etc.	19 Local income tax		
20 Locality name	30 Prior year TSP contributions		
31 TCOLA allowance	32 Employee business expense		
33 Taxable employee business exp	34 Pension plan coverage		
35 Imputed income life insurance *	36 Miscellaneous *		
37 Pre-tax health benefits	38 Occupation tax withheld		
39 Relocation gross *	40 FSA health care		
<b>W-2</b>		<b>Employee's Copy Wage and Tax Statement 2001</b>	
Copy C for employee's records		* Amount included in box 1 OMB No. 1565-0008	

b Employer identification number <b>41-0760000</b>	d Employee's social security no.	b Employer identification number <b>41-0760000</b>	d Employee's social security no.
c Employer's name, address, and ZIP code United States Postal Service Eagan Accounting Service Center 2825 Lone Oak Parkway Eagan MN 55121-9611		c Employer's name, address, and ZIP code United States Postal Service Eagan Accounting Service Center 2825 Lone Oak Parkway Eagan MN 55121-9611	
e/f Employee's first name and initial Last name address and ZIP code		e/f Employee's first name and initial Last name address and ZIP code	
1 Wages, tips, other compensation	2 Federal income tax withheld	1 Wages, tips, other compensation	2 Federal income tax withheld
3 Social security wages	4 Social security wages withheld	3 Social security wages	4 Social security wages withheld
5 Medicare wages and tips	6 Medicare tax withheld	5 Medicare wages and tips	6 Medicare tax withheld
9 Advanced EIC payment	10 FSA Dependent care benefits	9 Advanced EIC payment	10 FSA Dependent care benefits
12 See instructions for box 12	13 Statutory Retirement 3rd party	12 See instructions for box 12	13 Statutory Retirement 3rd party
14 Other (Current year TSP)	15 State Employers state ID no.	14 Other (Current year TSP)	15 State Employers state ID no.
16 State wages, tips, etc.	17 State income tax	16 State wages, tips, etc.	17 State income tax
18 Local wages, tips, etc.	19 Local income tax	18 Local wages, tips, etc.	19 Local income tax
20 Locality name	30 Prior year TSP contributions	20 Locality name	30 Prior year TSP contributions
31 TCOLA allowance	32 Employee business expense	31 TCOLA allowance	32 Employee business expense
33 Taxable employee business exp	34 Pension plan coverage	33 Taxable employee business exp	34 Pension plan coverage
35 Imputed income life insurance *	36 Miscellaneous *	35 Imputed income life insurance *	36 Miscellaneous *
37 Pre-tax health benefits	38 Occupation tax withheld	37 Pre-tax health benefits	38 Occupation tax withheld
39 Relocation gross *	40 FSA health care	39 Relocation gross *	40 FSA health care
<b>W-2 Federal Filing Copy 2001</b> Wage and Tax Statement		<b>W-2 State Filing Copy 2001</b> Wage and Tax Statement	
Copy B to be filed with Employee's Federal Income Tax Return * Amount included in box 1 OMB No. 1585-0008		Copy 2 to be filed with Employee's State Income Tax Return * Amount included in box 1 OMB No. 1585-0008	

## Purchasing and Materials

### NOTICE

#### Partnership Between Postal Service and Toyota Material Handling USA, Inc.

On December 3, 2001, the Postal Service formed a strategic partnership with Toyota Material Handling USA, Inc., to meet the Postal Service's nationwide requirements for industrial equipment — forklifts, tow trucks, and related lifting equipment.

This partnership demonstrates Purchasing and Materials' commitment to effective supply chain management by providing cost savings through national buying, transaction cost savings, and streamlined procedures.

This 10-year contract will maximize parts interchangeability and increase standardization opportunities with every new purchase or lease of Toyota equipment. The contract is expected to save 21% over previously paid average prices. Under this partnership agreement, you *must* purchase all industrial equipment from Toyota.

To find the product pricing and general information, call Toyota Material Handling USA at (888) 301-2631 or access the Greensboro PMSC Web site address at <http://blue.usps.gov/purchase/material/pmsc/greensboro>.

Lease pricing is also available under this contract. For complete ordering instructions, refer to Material Logistics Bulletin MLB-CO-01-017, *Service-wide Requirements Contract for Industrial Equipment (Forklifts, Tow Trucks & Related Lifting Equipment)*, Contract Number 363199-02-P-0075. You may access this MLB online at <http://blue.usps.gov/purchase/material/mlb/mlbindex.htm>.

This partnership agreement has the following features:

- You must furnish the following information when you place an order:
  - Basic Requirements — Toyota industry specialist can assist in developing these requirements.
  - Delivery Location and Point of Contact.
  - Application — intended use/purpose, i.e., unloading trucks, warehouse operation, outdoor work, etc.
- All pricing for equipment under this contract is FOB Destination.
- Delivery will normally include shipment to the local Toyota distributor for equipment preparation and battery installation and final delivery to the Postal Service installation that ordered the equipment.

- You may use your IMPAC credit card to place orders directly with Toyota within your local buying limits (local purchase orders will not be accepted).
- You must place credit card orders for new equipment through Toyota at (888) 301-2631.
- You must obtain funding authorization and any necessary local management approvals before placing any orders.
- For purchases over \$10,000, submit PS Form 7381, *Requisition for Supplies, Services, or Equipment* (properly approved and funded), and a requirement statement to:
 

ATTN PATRICK J FREEMAN  
GREENSBORO PURCHASING & MATERIALS  
SERVICE  
PO BOX 27496  
GREENSBORO NC 27498-0001
- The Greensboro Purchasing and Materials Service Center will handle the processing of all delivery orders for requirements over \$10,000 until industrial equipment ordering becomes available on the Postal Service "e-buy system."
- Maintenance and service pricing is not provided under this contract. Use the local Toyota dealer to obtain service work for the Toyota equipment. Authorized Toyota dealerships provide "Special Contract Pricing" for OEM repair parts to the Postal Service, but you must ask for these prices when you purchase repair parts. To find the location of your local Toyota dealer, call the toll-free telephone number at (888) 301-2631 or access the Greensboro PMSC Web site at <http://blue.usps.gov/purchase/material/pmsc/greensboro>.
- If you have questions regarding this contract, please call Patrick J. Freeman, Purchasing Specialist, Greensboro PMSC at (336) 665-2876 or (800) 627-7211.

— Materials,  
Purchasing and Materials, 1-10-02

## NOTICE

**Interest Rate on Contract Claims**

The Postal Service periodically publishes in the *Postal Bulletin* the interest rate payable on a claim decided in a contractor's favor, under the Contract Disputes Act of 1978.

This rate also applies for late payments to contractors under the Prompt Payment Act, as amended.

The interest rate effective for the 6-month period beginning January 1, 2002, and ending June 30, 2002, is 5.5 percent.

— *Purchasing Policies and Programs,  
Purchasing and Materials, 1-10-02*

**Retail**

## CORRECTION

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

The article "Revised Form: PS Form 1094, Request for Post Office Box Key or Lock Service" in Postal Bulletin 22066 (12-27-01, pages 73–74) listed the incorrect Quick Pick Number. **The correct Quick Pick Number for PS Form 1094 is 113**, as shown in the corrected article here.

PS Form 1094 (see page 56), *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: **113**

— *Delivery and Retail, 1-10-02*

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 \$

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> )	



# What's in Store

**Online labels have clicked!**

*Talk about convenience!*

Convenience for customers on *www.usps.com!* The online label for Priority Mail® with electronic rate Delivery Confirmation™ is a hit! Customers visiting the Shipping center Web site complete the convenient online label, affix the label to their package, and then visit their local Post Office to purchase postage. The electronic rate Delivery Confirmation service is free. With the rising popularity of this online label option, window personnel will see more of these labels at their retail counters.

What's in the future? Planned for launch, online labels will be available with postage. Customers will have the option to print online labels with or without postage for Express Mail® service, Global Express Guaranteed™, Global Express Mail™, and Priority Mail with Delivery Confirmation service or Signature Confirmation™ service.

Watch for news of the launch in future postal publications.

**There's no business like small business.**

*It's the value chain*

Now that we're a week or so into the New Year's/Small Business '02 retail drive period, it's a good time to double-check the retail lobby to make sure all the new point-of-purchase (POP) materials are up. The drive period runs through March 22 and targets small-business customers.

The goal is to make these important customers aware of how the Postal Service can help them find, serve, and keep their customers. This acquisition/fulfillment/retention process is known as the customer value chain.

Read about the value chain in the *Make Your Business Pop* "take-one" pamphlet (included in the POP kit) and encourage small-business customers to pick one up. Refer to the Employee Mailbox; *Ready, Set, Retail Guide*; and POP planogram for more important drive period information and POP placement instructions.

**Feedback**

Send comments and questions to:

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

## What's in Store



### *Retail Coaches Corner*

#### Welcome to the January Corner!

##### Questions about the retail transaction and those questions we ask every customer

Do we ask certain questions to every customer? What questions or information should we always ask? What do we ask?

All good questions, let's see if we can clear it up. Regardless of the type of transaction, specific information or questions should *always* be asked or delivered.

For those customers with or without items to mail:

*Always Greet* professionally.

Demonstrate some form of positive and friendly greeting to every customer. For example, say "good morning" or "good afternoon." Address customer by name, if known.

*Always Inquire* to determine customer's needs.

Retail employees inquire to determine customer needs. This step is critical for the retail employee to gain a full understanding of what the customer needs.

*Why?* Most customers don't know our full range of products and services, and they shouldn't be expected to know them. It is the employee's job to ask the right questions and offer the customer choices.

*Always Suggest* one additional item.

*Why?* Because we have the opportunity to increase revenue generation. By offering at least one additional item — for example, current/popular commemoratives, phone cards, or extra stamp booklets — associates help to keep our business strong.

*Always Suggest* or inform customer of debit/credit card acceptance.

Not all of our customers know we accept debit/credit cards for payment. Where available, Liberty Cash Cards are also a potential method of payment. So an appropriate example might be to ask, "Would that be cash or charge?" or "Would you like to pay with a debit/credit card?" Or if a customer presents cash for purchase, educate him or her by asking, "Are you aware that we accept debit/credit cards for payment?" *Note:* If a customer is paying with online debit card (with a pin number), always offer the cash back option.

*Why?* It is convenient for customers and it decreases employees' financial liability.

*Always Thank* customer.

*Why?* Customers are the reason we exist. We want them to leave our retail outlets pleased with the services rendered. In recent research, when customers were asked what is the one thing the Postal Service can do for them, the overwhelming response was "appreciate my business."

#### 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*.

**What's in Store**

**THE  
EMPLOYEE  
MAILBOX**

**YOUR DELIVERY** Keep this product/service information in mind to help boost revenue and improve customer satisfaction.

**Priority Mail® With Signature Confirmation™ —**  
Remind Priority Mail service customers they can get Signature Confirmation service for an additional \$1.75.

**Reliable Shipping —**  
Let customers know that we have improved our two expedited services, Express Mail® and Priority Mail.

**Global Express Mail™ —**  
We deliver to over 190 countries/territories at a great value.

**Global Express Guaranteed™ —**  
The perfect solution for time-sensitive shipping to over 210 countries/territories.

**Certified Mail With Return Receipt —**  
Tell customers this is a great way to document and receive proof of important mailings.

**DineroSeguro® —**  
The safe, secure way to wire money to Mexico.

**ReadyPost® —**  
Encourage customers to use our branded packaging supplies rather than reusing old boxes.

**FIRSTCLASS PHONECARD® —**  
No coins, no bills, no hassles. Perfect for calls away from home. Makes a great gift.

**Langston Hughes Stamps —**  
Honor Black History month by remembering this influential writer.

**Happy Birthday Stamps —**  
The perfect way to send birthday cards to family and friends.

**Lunar New Year — Horse Stamps —**  
Celebrate the Chinese New Year with these beautiful stamps.










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

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

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

# What's in Store

# THE EMPLOYEE MAILBOX

## FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT	
	<b>BOOST WEEK</b> This icon means look for opportunities to sell that week's featured product/service. You'll help your office meet its revenue goals!				1  payday  Lanston Hughes Stamp Release	2 GROUNDHOG DAY	
3	4	5	6	7	8	9	
	<b>BOOST: Priority Mail® With Signature Confirmation™</b> Small business customers like to hear about the different options available to them.				 Happy Birthday Stamp Release		
10	11	12	13	14	15	16	
	<b>BOOST: Certified Mail With Return Receipt</b> Small business customers want to know about their mailing options.				 payday		
	 Lunar New Year Horse Stamp Release	Make sure Holiday Closing door sign is displayed		VALENTINE'S DAY			
17	18	19	20	21	22	23	
	Offices Closed <b>PRESIDENTS' DAY</b>	<b>BOOST: Priority Mail With Signature Confirmation</b> Remind customers they can view a copy of the signature by fax or mail.					AP 7 begins
24	25	26	27	28			
	<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.						

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

## Postal Bulletin Annual Index

### January – December 2001

#### PB 22041 – PB 22066

The following articles are updated regularly in the *Postal Bulletin* and are not listed in the Index: 800 Number Available to Verify Canadian Money Orders; Counterfeit Canadian Money Order Forms; Invalid Express Mail Corporate Account Numbers; Mail Alert; Missing, Lost, or Stolen U.S. Money Order Forms; Missing, Lost, or Stolen Canadian Money Order Forms; Pictorial Cancellations Announcement; and Special Cancellation Die Hubs.

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See *United We Stand*.

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