

POSTAL BULLETIN

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PB 22070, February 21, 2002



***Greetings
From
America***

PUBLICITY KIT INSIDE!

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

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PB 22068: 7690-04-000-5675	PB 22061: 7690-04-000-5668	PB 22054: 7690-04-000-5661	PB 22047: 7690-04-000-5654
PB 22067: 7690-04-000-5674	PB 22060: 7690-04-000-5667	PB 22053: 7690-04-000-5660	PB 22046: 7690-04-000-5653
PB 22066: 7690-04-000-5673	PB 22059: 7690-04-000-5666	PB 22052: 7690-04-000-5659	PB 22045: 7690-04-000-5652
PB 22065: 7690-04-000-5672	PB 22058: 7690-04-000-5665	PB 22051: 7690-04-000-5658	PB 22044: 7690-04-000-5651
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PUBLIC AFFAIRS AND COMMUNICATIONS



February 2002

VICE PRESIDENTS, AREA OPERATIONS
 MANAGER, CAPITAL METRO OPERATIONS
 DISTRICT MANAGERS, CUSTOMER SERVICE AND SALES
 POSTMASTERS

SUBJECT: *Greetings From America* Stamps and National Card and Letter Writing Month

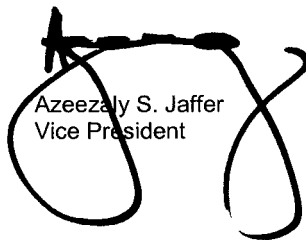
On April 4, the United States Postal Service will issue our highly anticipated *Greetings From America* postage stamps. This is a 50-design pane of stamps that highlights each of our nation's states. The designs on these beautiful 34-cent self-adhesive stamps are based on the retro "large letter" postcards that were used to advertise cities, states, and tourist attractions during the 1930s and 1940s.

To add additional sparkle to these stamps, we have formed a unique partnership with the Travel Industry Association of America (TIA) — the recognized leader in promoting and facilitating increased travel to and within the United States. TIA, along with their travel partners, will sponsor a unique sweepstakes using our stamps as the main theme. The prizes include complete travel packages to each of the 50 states. Information about the sweepstakes will soon appear on their web site at www.SeeAmerica.org.

For the first time ever, employees of the Postal Service will host concurrent first day of issue ceremonies at the Postage Stamp Mega-Event in New York City and each state's capital city. That's 51 ceremonies celebrating the trust and tradition of the United States Postal Service, wrapped around the first pane of 50 stamps to be released in more than a decade. Even better, the *Greetings From America* stamp program will offer each Post Office in America a chance to wave the flag of its state and at the same time strengthen relationships with government, civic, and tourism leaders.

Since the stamps go on sale on April 4, they also fit in perfectly as the center of attention for our April National Card and Letter Writing Month celebrations. Focusing on these colorful stamps provides you a marvelous opportunity to inspire customers and children to write and mail more cards and letters.

The enclosed Community Relations publicity kit has been developed to help you in your efforts to highlight our stamps and the art of letter writing. Thank you for supporting this initiative and for making stamps such a treasured part of our organization.



Azeezly S. Jaffer
 Vice President

P.S. A tremendous opportunity to showcase the "New Normal" USPS in each of your local communities. Thankyou again! A

475 L'ENFANT PLAZA SW
 WASHINGTON DC 20260-3100

PUBLICITY KIT

Greetings From America Stamps

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Overview

On April 4, 2002, the U.S. Postal Service will issue the *Greetings From America* stamps in conjunction with National Card and Letter Writing Month. The self-adhesive 34-cent *Greetings From America* stamps will be available in panes of 50, featuring one design for each of the 50 states. The designs are reminiscent of the retro “large-letter” postcards popular in the 1930s and 1940s. Each state is portrayed by a bright montage of images related to some of its many attractions. Interesting details about each state appear on the back of the stamps’ backing paper.

First Day and Local Events

The *Greetings From America* stamps will be issued at first day ceremonies held on April 4 in every state’s capital city and at the Postage Stamp Mega-Event stamp show in New York City. But the fun shouldn’t end there. The release of the stamps offers an ideal opportunity for communities elsewhere in each state to celebrate their heritage and make friends with residents and community leaders. In addition, local events tied to National Card and Letter Writing Month can help develop more business for the Postal Service by encouraging participants and attendees to revisit the fine art of letter writing by sending more cards and letters to family and friends, whether as part of a local promotion or as a home or school project.

Partnership

The Postal Service is partnering with the Travel Industry Association of America (TIA) to promote the issuance of the *Greetings From America* stamps. In addition to their support of the 51 first day events, TIA and some of its

partners — Orbitz, Best Western, and Hertz — are sponsoring the *SeeAmerica.org* “Win Your American Dream Vacation” sweepstakes, which will feature a travel prize from each of the 50 states. Entry to the sweepstakes will be through the *SeeAmerica.org* Web site. Promotion will include posters displayed in postal locations and elsewhere by TIA and many of its member organizations.

Publicity Ideas to Interest the Media

There are many ways to generate local media interest in the *Greetings From America* stamps and National Card and Letter Writing Month. Here are some methods to capture customer and media attention:

Stage a Kick-Off Event:

- Host a *Greetings From America* celebration of the diversity of your local community. Invite community members to display ethnic foods and arts and crafts and perform music and dance. Invite caretakers of local historic and scenic venues (historic buildings, lighthouses, state forests, large parks, lakes, etc.) to have displays at the celebration.

Other Event Ideas:

- Host a press conference announcing the issuance of the *Greetings From America* stamps and the availability of the sweepstakes, March 23 through June 30. Participants might include the postmaster, head of the local Chamber of Commerce, and owners/operators/employees of local travel agencies.
- Develop a “Greetings From [insert your state name here]” display at your Post Office and invite owners or operators of local tourist attractions (lighthouses, wineries, historic houses, renovated factories, riverboats, etc.) and local Chambers of Commerce to contribute images for a colorful patriotic and tourism-oriented display.
- Plan an event at the local library or other public location and include a display of an enlargement of the new stamp for your state. Invite appropriate speakers, and/or present special awards to local tourism magnets. Ask Congressional, civic, and community leaders to participate.
- Present a framed enlargement of the new stamp to your Chamber of Commerce, Visitor Center, or Convention and Visitors Bureau. Also present them with a *Greetings From America* sweepstakes poster to post in their facility.

- Coordinate groups of children — children of postal employees, Boy Scout and Girl Scout troops, 4H Clubs, etc. — to write and illustrate “Letters to America” to be displayed on the Post Office bulletin board and published in the local paper, about “What [insert your state name here] means to me” or “You should visit [insert your state name here] because...”
- Coordinate groups of children to create and write “Postcards to America” to be displayed in the local library, written to a real or imaginary friend about “Great things to see and do in [insert your state name here].”
- Work with a local school to initiate a writing project encouraging students to write and exchange letters with senior citizens from a nearby retirement center. Suggest a field trip to the center after the letter exchange, providing a chance for the new “pen pals” to meet, take photos, and build friendships.
- Work with local schools to develop a letter exchange between schools in another state. Suggest that the students make a collage similar to the *Greetings From America* stamp for their state to show their pen pals some of the highlights of their home state.

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 the press releases, media advisories, and letters to the media contained in this publicity kit. Don't forget to make follow-up phone calls.

Postal Service employees can find an electronic version of the Community Relations publicity kit for *Greetings From America*/National Card and Letter Writing Month on the Intranet at <http://blue.usps.gov>; click on *References*, then scroll down and click on *Postmaster Toolkits*. Select the .doc (MS Word) version to easily complete the fill-in-the-blank publicity materials included in this kit.

Event Planning Checklist

When planning *Greetings From America* stamp events, keep the following suggestions in mind:

- a. Begin planning immediately.
- b. Set a date (April 4, 2002, or any date after that).
- c. Secure participants (postal employees who are interested in writing, art, or travel; head of the local Chamber of Commerce, local politicians, owners/operators of local travel agencies and tourist attractions, etc.).
- d. Order enlargements of the stamp image, flyers, and other supplies for the event.
- e. Prepare a pictorial cancellation from the approved design provided in this kit.

- f. Secure staging and sound equipment, if applicable.
- g. Plan signage, including a podium sign and banners.
- h. Launch a local publicity campaign using the materials in this kit.
- i. Draft a sequence-of-events agenda and remarks for speakers.
- j. Plan retail opportunities encouraging sales of the stamp.
- k. Prepare ceremony programs and invitations.
- l. Send news clippings to your Area Public Affairs and Communications representative.

Stamp Artwork

To obtain stamp artwork, including color transparencies and enlargements, contact:

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

Phone: 301-656-0025

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

Pictorial Cancellation

The Postal Service has authorized a pictorial cancellation design for field use to help spread awareness about the *Greetings From America* stamps. Post Offices planning events are encouraged to use the design depicted below. Offices can offer this cancellation through mail-back service for 30 days.



Remember that the Postal Service must endeavor to make all unusual postmarking services widely known to collectors through advance publicity to avoid limiting the availability of those postmarks. Therefore, all pictorial cancellations must be reported to Stamp Development 3 weeks prior to local events. *Please use the announcement form on page 7 to report your use of the cancellation.*

Guidelines for Finalizing Greetings From America Station Pictorial Cancellation Art

To finalize the *Greetings From America* Station pictorial cancellation art, insert the date and the city, state, and ZIP Code of the physical location of your event within the postmark circle. Overall dimensions of the pictorial cancellation must not exceed 4 inches horizontally by 2 inches vertically. Collectors prefer the dimensions 3 ½ inches by 1 inch.

Stamp Products

Postal Service Products

First Day Cover (Full Pane) — \$19.00
 Uncut Press Sheet — \$34.00
 Pane of 50 with plate number — \$17.00

Licensed Products

The *Greetings From America* products listed below are available under exclusive license from:

US ALLEGIANCE
 63004 LAYTON AVENUE
 BEND OR 97701-3735

Telephone: 541-330-6282
 Fax: 541-330-6268

Web site: www.greetingsfromamerica.com

I. Available for all 50 states

Postcards Acrylic Key Chain
 Acrylic Magnet
 Metal Magnet
 15 oz. Ceramic Mug
 16 oz. Travel Mug

II. Larger States Only

All of No. I above plus:
 10 Note Card Stationery Set
 Magnetic Notepad w/Collector Pencil
 Collector Pen
 Place Mat

III. *Greetings From America* Retail Web Site Only

All of No. II above plus:
 Classic Canvas Tote Bag with Nylon Handles
 Deluxe Canvas Tote Bag with Zipper and Pocket
 T-Shirt
 Sweatshirt

IV. Special Order Only

All of No. III above plus:
 Playing Cards
 Coasters

Information about the availability of other licensed products will appear in future issues of the *Postal Bulletin*.

Suggested Public Relations Timeline

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

Area Public Affairs and Communications Managers

Ralph Stewart
 Manager, Public Affairs & Communications
 Eastern Area/U.S. Postal Service
 PO Box 40593
 Philadelphia, PA 19197-0593
 215-931-5054

Helen Skillman and Deborah Yackley
 Public Affairs and Communications
 Capitol Metro/U.S. Postal Service
 10320 Little Patuxent Pkwy, Ste 308
 Columbia, MD 21044-5210
 410-715-0070



Pictorial Cancellation Announcement

<p>Complete this announcement and forward it to the following address:</p> <p>PICTORIAL CANCELLATIONS PROGRAM MANAGER STAMP SERVICES US POSTAL SERVICE 475 L'ENFANT PLZ SW RM 4474-EB WASHINGTON DC 20260-2437</p>	<p><i>Insert pictorial cancellation Copy here</i> (Camera ready or reproducible) No larger than 4" horizontal x 2" vertical (the dimensions of this box)</p>
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Postal Service Contact (name, address, phone)	
Station Date(s)	
Sponsor	
Station Name	
Complete Street Address or PO Box Number	
City/State/ZIP+4	

Mail Cancellation Requests to:

Station Name	
Addressee Name (usually "Postmaster")	
Complete Street Address or PO Box 9998	
City/State/ZIP+4	

CUT ALONG DOTTED LINE



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Manager, Public Affairs and Communications
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212-330-3118

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901-747-7544

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Great Lakes Area/U.S. Postal Service
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630-539-6565

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415-536-6490

David Mazer
Manager, Public Affairs and Communications
Pacific Area/U.S. Postal Service
7001 S Central Ave, Room 364A
Los Angeles, CA 90052-9641
323-586-1212

Cesta Ayers, Jr.
(A) Manager, Public Affairs and Communications
Southwest Area/U.S. Postal Service
7800 N Stemmons Freeway, Ste 450
Dallas, TX 75247-4220
214-819-8710

Scott Budny
Manager, Public Affairs and Communications
Western Area/U.S. Postal Service
1745 Stout St, Ste 400
Denver, CO 80299-7500
303-313-5130

Art References

Alabama

Flower: Based on photo of a camellia, the state flower.
Battleship: Based on photo of U.S.S. Alabama, Mobile, Alabama.
State capitol: Based on photo of state capitol, Birmingham, Alabama.

Alaska

Mountains: Based on photo of Mount McKinley (Denali) and other peaks of the Alaska Range.
Bear with salmon in mouth: Based on photos of brown bear catching salmon in Alaska.

Arizona

Saguaro (cactus) and saguaro blossom: Based on photos of saguaro cactus and its blossom taken in Sonoran Desert. Saguaro blossom is the state flower.
Rock formations in background: Based on photo of sandstone monoliths in Arizona's Monument Valley.

Arkansas

River: Based on photo of Buffalo River, Ozark National Forest, Arkansas.
Pool: Based on photo of Gunner Pool, Ozark National Forest, Arkansas.
Building and trees: Based on photo of Ozark Baths on Bath House Row, Hot Springs National Park, Arkansas.

California

Palm trees: Based on photo of palm trees on Santa Catalina Island, California.
Flower: Based on illustration of California poppy, the state flower.
Bridge and buildings: Based on photo of Bay Bridge and city skyline, San Francisco, California.

Colorado

Skier: Based on photo of skier. Skiing is a popular pastime in Colorado.
Mountains: Based on photo of mountains in Aspen, Colorado.

Connecticut

Church: Based on photo of church in Connecticut.
Harbor scene: Based on photo of harbor, ship, and buildings taken in Mystic Seaport, Connecticut.

Delaware

Buildings: Based on photo of Legislative Hall, Capitol Building, Dover, Delaware.
Beach scene: Based on photo taken at Fenwick Island State Park, Delaware.

Florida

Space shuttle: Based on photo of space shuttle Discovery lifting off at Cape Canaveral, Florida.

Beach and palm trees: Based on photo taken in St. Petersburg, Florida.

Georgia

Building: Based on photos of an antebellum plantation in Georgia.

Spanish moss: Based on photo taken at a southern plantation.

Trees: Based on photo of bald cypress trees that are found in the Okefenokee Swamp in southeast Georgia.

Peach: Based on photo of peach, the Georgia state fruit.

Hawaii

Beach scene and buildings: Based on photo of Waikiki Beach, Oahu, Hawaii.

Flower: Based on photo of yellow hibiscus, the Hawaii state flower.

Idaho

Waterfalls: Based on photo of Shoshone Falls on the Snake River in Idaho.

Mountains: Based on photo of the Sawtooth Range in Idaho.

Kayaker: Based on two photos of kayakers. Kayaking is a popular sport in Idaho.

Illinois

City skyline: Based on photo of the Chicago skyline.

Corn: Based on photo of corn, an important crop in Illinois.

Indiana

City skyline: Based on photo of the Indianapolis skyline.

Covered bridge: Based on photo of covered bridge in Parke County, Indiana.

Iowa

Ducks: Based on photo of American black ducks, which winter in Iowa.

Barn and silo: Based on photo of a barn and silo, a common scene in Iowa.

Kansas

Farm implement: Based on photo of a combine harvester, equipment commonly seen in Kansas.

Grain elevator: Based on photo of grain elevator in Danville, Kansas.

Sunflower: No art reference for sunflower.

Kentucky

Cabin: Based on photo of a cabin near Carlisle, Kentucky.

Horses: Based on photo of race horses, common in Louisville, Kentucky, at Churchill Downs.

Louisiana

Horse, buggy, fence, and lamppost: Based on photo taken in the French Quarter in New Orleans, Louisiana.

Great blue heron: Based on photo of a great blue heron.

Maine

Moose: Based on photo of a moose.

Lighthouse: Based on photo of a lighthouse in Portland, Maine.

Maryland

Skipjack: Based on photo taken in Harford County, Maryland.

Bridge: Based on photo of the William Preston Lane, Jr., Memorial Bridge located near Annapolis.

Massachusetts

Location: Based on photo of Rockport Harbor, Massachusetts.

Mountains and hills: Based on photo of the ridges of Mount Greylock in the Berkshire Hills, Massachusetts.

Michigan

Buildings and people mover: Based on photo of the Renaissance Center complex in downtown Detroit, Michigan.

Boat: Based on photo of a type of sport-fishing boat seen on the Great Lakes.

Minnesota

Skyline: Based on photo of the Minneapolis skyline.

Loon: Based on photo of a loon in Minnesota.

Mississippi

Mansion: Based on photo of a mansion in Mississippi.

Shrimp boat: Based on photo of a shrimp boat.

Missouri

Skyline: Based on photo of the St. Louis skyline.

St. Louis Arch: Based on photo of the St. Louis Arch.

Montana

Mountains: Based on photo that, according to the licensing agreement, is of the Rocky Mountains in Glacier National Park in northwest Montana.

Bronco: Based on photo of a rodeo in Montana.

Nebraska

Background scenery: Based on photo of Scotts Bluff in Nebraska.

Covered wagon: Based on photo of a covered wagon.

Nevada

Neon horse and rider: Based on photo of the neon horse and rider sign in Las Vegas.

Desert plants and hills: Based on photo taken in Nevada.

New Hampshire

Location: Based on photo taken in Portsmouth, New Hampshire.

Deer: Based on photo of white-tailed deer.

New Jersey

Sunbather, umbrella, and beach: Based on photo of the Jersey Shore.

Skyline: Based on photo of Atlantic City, New Jersey.

New Mexico

Taos Pueblo: Based on photo taken in New Mexico.

Church: Based on photo of a church in Santa Fe, New Mexico.

New York

Niagara Falls: Based on photo of Niagara Falls.

Statue of Liberty: Based on photo of the Statue of Liberty.

North Carolina

Lighthouse: Based on photo of a lighthouse at Cape Hatteras, North Carolina.

Plane: Based on photo of the Wright Brothers plane at Kill Devil Hills, North Carolina.

Dune grass: Based on photo of dune grass at the Outer Banks, North Carolina.

North Dakota:

Badlands hills and rock formations: Based on photos of badlands and rock formations in Theodore Roosevelt National Park, North Dakota.

Wild horses: Based on photo of wild horses in Theodore Roosevelt National Park, North Dakota.

Ohio

Skyline and bridge: Based on photo of Cleveland, Ohio.

Oklahoma

Cowboy: Based on photo of a cowboy.

Skyline: Based on photo of the Oklahoma City skyline.

Oregon

Background location: Based on photo of Mount Hood and Lost Lake, both located in Oregon.

Sailboarder: Based on photo of a sailboarder at the Columbia River Gorge in Oregon/Washington.

Pennsylvania

Cannon: Based on photo of a cannon at Gettysburg, Pennsylvania.

Liberty Bell: Based on photo of the Liberty Bell in Philadelphia, Pennsylvania.

Mountains: Based on photo of the Pocono Mountains in eastern Pennsylvania.

Rhode Island

Sailboat: Based on photo of a sailboat.

Lighthouse: Based on photo of a lighthouse in Rhode Island.

South Carolina

Beach scene: Based on photo of Myrtle Beach, South Carolina.

Rainbow Row: Based on photo of Rainbow Row in Charleston, South Carolina.

South Dakota

Mount Rushmore: Based on photo of Mount Rushmore National Memorial in Keystone, South Dakota.

Buffalo: Based on photo of buffalo in Badlands National Park, South Dakota.

Tennessee

Skyline: Based on photo of the skyline in Nashville, Tennessee.

Guitar: Based on photo of a guitar.

Mountains: Based on photo of the Great Smoky Mountains National Park in Tennessee.

Texas

Longhorn: Based on photo of a Texas longhorn.

Alamo: Based on photo of the Alamo in San Antonio, Texas.

Yellow rose: Based on photo of a yellow rose.

Utah

Wall of Windows: Based on photo of the Wall of Windows, a popular feature of Bryce Canyon National Park, Bryce Canyon, Utah.

Mountain lion: Based on photo of a mountain lion in Bryce Canyon National Park, Utah.

Sego Lily: Based on photo of a sego lily, the state flower of Utah.

Vermont

Skier: Based on photo of a skier; skiing is a popular sport in Vermont.

Church and foliage: Based on photo of a church surrounded by fall foliage in Vermont.

Virginia

Fence and countryside: Based on photo of a fence in the country, a common scene in Virginia.

Cannon: Based on photo of a cannon in Richmond, Virginia.

Mansion: Based on photo of the Oatlands mansion in Leesburg, Virginia.

Washington

Skyline: Based on photo of the Seattle, Washington, skyline.

Mount Rainier: Based on photo of Mount Rainier National Park, near Ashford, Washington.

Apple: No art reference used; Washington is the largest producer of apples in the U.S. and apples are the state fruit.

West Virginia

Grist mill: Based on photo of a grist mill on Glade Creek in West Virginia.

Rafters: Based on photo of white-water rafters on a West Virginia river.

Wisconsin

Farm and countryside: Based on photo of a scene in Wisconsin.

Cows: Based on photo of cows; these animals are common in Wisconsin.

Wyoming

Mountains: Based on photo of the Grand Tetons, in Moose, Wyoming.

Elk: Based on photo of elk, which are commonly seen in Grand Teton National Park, Wyoming.



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

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

Public Service Announcement for Radio

[INSERT CITY] Post Office Invites Community to Celebrate Release of New Greetings From [INSERT STATE NAME] Stamp

[INSERT CITY] — It's time to celebrate the greatness of America and our great state of [INSERT STATE]. The Postal Service is issuing some beautiful new stamps called *Greetings From America*, with one colorful and exciting stamp honoring each of the 50 states.

After you've added the *Greetings From America* stamps to your collection, get out your pens, pencils, and stationery because April is National Card and Letter Writing Month.

The employees of the [INSERT CITY] Post Office invite everyone to come on down on [INSERT DATE] to a free community celebration at their location at [INSERT STREET ADDRESS]. The fun starts at [INSERT TIME].

#



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

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

Greetings From [INSERT STATE] Postage Stamp to be Celebrated in [INSERT CITY]

[INSERT CITY] — Residents of [INSERT CITY] will have the opportunity on [INSERT DATE] to join the employees of the [INSERT CITY] Post Office in a celebration of the issuance of the *Greetings From [INSERT STATE]* postage stamp.

The stamp is one of 50 different designs that will be available on a pane of self-adhesive stamps highlighting each state's history and points of interest.

The *Greetings From [INSERT STATE]* stamp event will be held on [INSERT DATE] at [INSERT LOCATION AND STREET ADDRESS]. The event is free and open to everyone.

"With these colorful, educational stamps, we're recalling the warm and friendly tradition of postcard and letter greetings exchanged through the mail between friends and family across the miles," said [INSERT NAME AND TITLE] of the Postal Service.

"These stamps will also serve as a lasting reminder of the Postal Service's commitment to its role in binding the nation together through universal service at affordable rates, whether you live in a major metropolitan area or anywhere in rural America," said [INSERT LAST NAME].

The *Greetings From America* stamps combine flora and fauna with local points of interest into collages that celebrate the unique character of each of the 50 states. The designs are reminiscent of the retro "large letter" postcards popular with tourists in the 1930s and 1940s. The flipside of the stamps' backing paper will list each state's bird, flower, tree, capital city, and date of statehood.

The release of the stamps on April 4, 2002, will mark the first issuance of a pane of 50 stamps in 10 years. The *Wildflowers* stamps issued in 1992 continue to hold their place as the second most popular commemorative stamps of all time, behind the *Elvis* stamp.

The bright colors and creative designs of the *Greetings From America* stamps hint at the romance of travel and discovery and convey a nostalgia for all aspects of popular American culture.

The stamps were illustrated by Lonnie Busch of Franklin, North Carolina. Richard Sheaff of Scottsdale, Arizona, was the art director. Busch's art was inspired by the postcards that were used to advertise cities, states, or tourist attractions. Bearing the legend "Greetings from," these retro postcards featured depictions of local scenes inside big letters that spelled out the name of the place or attraction. Some cities are now reproducing large letter postcards.

The Postal Service is partnering with the Travel Industry Association of America (TIA) for the issuance of the *Greetings From America* stamps. To enter the *Greetings From America/SeeAmerica.org* "Win Your American Dream Vacation Sweepstakes," visit the TIA Web site at *SeeAmerica.org*.

Go to www.usps.com/shop. Under "Collector's Corner," click on *Release Schedule* to see the *Greetings From America* stamps and other 2002 issues, or click on *Stamp Issues* to see images of many past and future stamps.

All current stamps and other philatelic products, as well as a free comprehensive catalog, are available by calling toll free 1 800 STAMP-24. In addition, a selection of current stamps and gift items are available online at the Postal Store.

###



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

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

Media Advisory

[INSERT CITY] Post Office Invites Community to Celebrate Release of New Greetings From [INSERT STATE] Stamp

- WHAT:** In honor of the issuance of the *Greetings From America* postage stamps and National Card and Letter Writing Month, the [INSERT CITY] Post Office is hosting a community celebration. The event is free and open to everyone.
- WHO:** [INSERT NAMES AND TITLES OF EVENT PARTICIPANTS]
- WHEN:** [INSERT DATE AND TIME]
- WHERE:** [INSERT NAME OF LOCATION AND COMPLETE ADDRESS]
- BACKGROUND:** The *Greetings From America* stamps combine flora and fauna with local points of interest into collages that celebrate the unique character of each of the 50 states. The stamps will stimulate interest in local tourism and will help inspire letter writers to share the history and cultural influence of their state with friends and family in the U.S. and abroad.
- To see the *Greetings From America* stamps, go to www.usps.com/shop; under "Collector's Corner," click on *Release Schedule*.
- CONTACT:** [INSERT YOUR NAME, OR THE NAME OF YOUR AREA PUBLIC AFFAIRS & COMMUNICATIONS REPRESENTATIVE, AND TELEPHONE NUMBER]

###



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

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

[INSERT CITY] Helps Postal Service Launch New Greetings From [INSERT STATE] Postage Stamp

[INSERT CITY] — Residents of [INSERT CITY] today showed tremendous pride for their state when they joined the U.S. Postal Service in a community celebration honoring the issuance of the *Greetings From [INSERT STATE]* postage stamp.

The stamp is one of 50 different designs that are available on a pane of 34-cent self-adhesive stamps highlighting each state's history and points of interest.

The *Greetings From [INSERT STATE]* stamp event was held at the [INSERT CITY] Post Office and was one of many ceremonies held across the country saluting both the issuance of the stamps and National Card and Letter Writing Month.

"With these colorful, educational stamps, we're recalling the warm and friendly tradition of post-card and letter greetings exchanged through the mail between friends and family across the miles," said [INSERT NAME AND TITLE] of the Postal Service.

"These stamps will also serve as a lasting reminder of the Postal Service's commitment to its role in binding the nation together through universal service at affordable rates, whether you live in a major metropolitan area or anywhere in rural America," said [INSERT LAST NAME].

Joining [INSERT LAST NAME OF POSTAL OFFICIAL] at the ceremony were [INSERT NAMES OF ANY OTHER NOTABLES].

The *Greetings From America* stamps combine flora and fauna with local points of interest into collages that celebrate the unique character of each of the 50 states. The designs are reminiscent of the retro "large letter" postcards popular with tourists in the 1930s and 1940s. The flipside of the stamps' backing paper will list each state's bird, flower, tree, capital city, and date of statehood.

The release of the stamps marks the first issuance of a pane of 50 stamps in 10 years. The *Wild-flowers* stamps issued in 1992 continue to hold their place as the second most popular commemorative stamps of all time, behind the *Elvis* stamp.

The bright colors and creative designs of the *Greetings From America* stamps hint at the romance of travel and discovery and convey a nostalgia for all aspects of popular American culture.

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The Postal Service is partnering with the Travel Industry Association of America (TIA) for the issuance of the *Greetings From America* stamps. To enter the *Greetings From America/SeeAmerica.org* "Win Your American Dream Vacation Sweepstakes," visit the TIA Web site at *SeeAmerica.org*.

Go to *www.usps.com/shop*. Under "Collector's Corner," click on *Release Schedule* to see the *Greetings From America Stamps* and other 2002 issues, or click on *Stamp Issues* to see images of many past and future stamps.

All current stamps and other philatelic products, as well as a free comprehensive catalog, are available by calling toll free 1 800 STAMP-24. In addition, a selection of current stamps and gift items are available online at the Postal Store.

###

Speech Segment

The following suggested speech segment is for use at local ceremonies and events. Feel free to customize it to fit your local event and community.

Good **[INSERT “MORNING” / “AFTERNOON”]**.

It's a great honor for me to represent the United States Postal Service today as we dedicate the *Greetings From America* stamps and celebrate National Card and Letter Writing Month. It's a wonderful opportunity to celebrate our beloved state's greatness...and to encourage people of all ages to write cards and letters to each other.

With these stamps, the Postal Service continues its tradition of celebrating our nation's natural features, historical places, and cultural diversity. And with these stamps, the Postal Service recalls the warm and friendly tradition of postcard and letter greetings exchanged through the mail between friends and family across the miles.

Writing, sending, and receiving letters, postcards, and greeting cards is a tradition that has preserved our nation's history and has changed lives — particularly in times of war and times of personal triumph and tragedy.

Unlike other forms of communication, card and letter writing is timeless, personal, and tangible. Beautiful cards and letters, or just heartfelt words penned on a blank page, can be saved to become cherished heirlooms to be read and re-read by generations to come.

Furthermore, the colorful *Greetings From America* stamps will serve as a lasting reminder of the Postal Service's commitment to our role in binding the nation together through universal service at affordable rates, whether you live in a major metropolitan area, a small town, or anywhere in rural America.

And now, if **[INSERT NAMES OF CEREMONY PARTICIPANTS]** would join me in unveiling the *Greetings From America* stamps...

I appreciate this opportunity to introduce these stamps to our customers and friends in this community. Thank you again for taking the time to join us here today for this joyous occasion.

#

Day after the event:

SAMPLE LETTER TO LOCAL NEWSPAPER EDITOR THANKING COMMUNITY FOR SUPPORT

[INSERT DATE]

[INSERT NAME]

[INSERT TITLE]

[INSERT NAME OF PUBLICATION]

[INSERT STREET ADDRESS]

[INSERT CITY, STATE, ZIP+4]

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

The employees of the **[INSERT CITY NAME]** Post Office wish to thank the citizens of **[INSERT CITY NAME]** for their enthusiasm and support in making yesterday's release of the *Greetings From America* postage stamps and celebration of National Card and Letter Writing Month such a successful event for our community and for the U.S. Postal Service.

Writing, sending, and receiving letters, postcards, and greeting cards is a tradition that has preserved our nation's history and changed lives — particularly in times of war and times of personal triumph and tragedy. Unlike other communications, card and letter writing is timeless, personal, and immediately tangible.

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

We believe the *Greetings From* **[INSERT STATE]** stamp, and the 49 other *Greetings From America* stamps, represent important steps in our effort to recognize the history and beauty of our great country.

Whether by providing universal mail service to everyone, everywhere, every day, or through our responsibilities as a community leader, the Postal Service will continue to work hard to deliver quality communications services across the country and right here in **[INSERT CITY NAME]**.

Sincerely,

[SIGN]

[INSERT POSTMASTER'S NAME]

Postmaster

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

Participation of Public Officials

Greetings From America stamp events are a perfect opportunity to involve elected officials in an important and positive local event. They are likely to take a keen interest in the event, as it provides elected representatives a chance to interact with constituents in a friendly civic setting with guaranteed 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 *Greetings From America* publicity kit contains basic guidelines, sample letters, 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 representative, your state governor, and the mayor of your community. Please include any other local elected officials you feel would be appropriate. The local postmaster or district manager should sign the invitations.

Follow up on 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 (such as 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 *Greetings From America* stamps and recognition of the role the U. S. Postal Service in celebrating our nation's natural features, historical places, and cultural diversity and binding the nation together through affordable universal service.

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 NAME OF ORGANIZATION]

[INSERT STREET ADDRESS]

[INSERT CITY, STATE, ZIP+4]

Attention: Scheduler

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

On behalf of the **[INSERT NAME OF DISTRICT OR POST OFFICE]** and the United States Postal Service, I am pleased to invite you to participate in the dedication of the *Greetings From America* postage stamps at **[INSERT EXACT LOCATION]** on **[INSERT DATE]** at **[INSERT TIME]**. While this very special sheet of stamps honors each of the 50 states, our ceremony will highlight the special role of the **[INSERT STATE NAME]** state stamp.

Greetings From America stamps celebrate the unique character of each state. With these colorful, educational stamps, we recall the warm and friendly tradition of postcard and letter greetings exchanged through the mail. The designs combine flora and fauna with local points of interest into collages that underscore the romance of travel and discovery, and convey nostalgia for all aspects of popular American culture.

At the dedication ceremony, you will be invited to speak briefly about the significance of the **[INSERT STATE NAME]** state stamp. We plan a unique photo opportunity for the dedication and expect significant press coverage of the ceremony. We hope you will join us to commemorate our past and celebrate our future by renewing the common bonds of the American experience.

Please confirm your participation by calling **[NAME OF CONTACT]** at **[TELEPHONE NUMBER]** by **[CUT-OFF DATE]**. We look forward to having you join us at the event.

Sincerely,

[SIGN]

[INSERT DISTRICT MANAGER OR POSTMASTER'S NAME]

["DISTRICT MANAGER" OR "POSTMASTER"]

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

SAMPLE THANK-YOU LETTER TO PUBLIC OFFICIALS

[INSERT DATE]

[INSERT NAME]

[NAME TITLE]

[INSERT NAME OF ORGANIZATION]

[INSERT STREET 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 dedicating the *Greetings From America* stamps. It was a wonderful event for [INSERT NAME OF COMMUNITY], and your participation helped make it a great 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 nation great. The stamp unveiling ceremony was a wonderful way to share our pride in our state's proud heritage with our friends, neighbors, children, and customers here in [INSERT NAME OF COMMUNITY]. I am enclosing 10 copies of our special pictorial 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 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 DISTRICT MANAGER OR POSTMASTER'S NAME]

["DISTRICT MANAGER" OR "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 events, please let us know.

State	Contact Name	Contact Telephone No.
Alaska	Jennifer Alvarez	202-268-7839
American Samoa	Jennifer Alvarez	202-268-7839
Arizona	Renee Gadson	202-268-7217
Arkansas	Faith Beamon	202-268-3745
California	Bill Weagley	202-268-3745
Connecticut	Jo Waterman	202-268-6748
Colorado	Renee Gadson	202-268-7217
Delaware	Jo Waterman	202-268-6748
District of Columbia	Rebecca Sumner	202-268-3755
Florida	Laurie Solnik	202-268-3743
Georgia	Jim Quirk	202-268-8468
Hawaii	Jennifer Alvarez	202-268-7839
Idaho	Jennifer Alvarez	202-268-7839
Illinois	Cynthia Puryear	202-268-3750
Indiana	Rebecca Sumner	202-268-3755
Iowa	Sheila Meyers	202-268-7505
Kansas	Renee Gadson	202-268-7217
Kentucky	Pat Irons	202-268-3744
Louisiana	Faith Beamon	202-268-3754
Maine	Kathy Sitterle	202-268-6027
Maryland	Rebecca Sumner	202-268-3755
Massachusetts	Jo Waterman	202-268-6748
Michigan	Cynthia Puryear	202-268-3750
Minnesota	Sheila Meyers	202-268-7505
Mississippi	Laurie Solnik	202-268-3743
Missouri	Sheila Meyers	202-268-7505
Montana	Jennifer Alvarez	202-268-7839
Nebraska	Sheila Meyers	202-268-7505
Nevada	Jennifer Alvarez	202-268-7839
New Hampshire	Jo Waterman	202-268-6748
New Jersey	Jo Waterman	202-268-6748
New Mexico	Renee Gadson	202-268-7217
New York	Kathy Sitterle	202-268-6027
North Carolina	Jim Quirk	202-268-8468
North Dakota	Sheila Meyers	202-268-7505
Ohio	Pat Irons	202-268-3744
Oklahoma	Faith Beamon	202-268-3754
Oregon	Jennifer Alvarez	202-268-7839
Pennsylvania	Rebecca Sumner	202-268-3755
Puerto Rico	Kathy Sitterle	202-268-6027
Rhode Island	Jo Waterman	202-268-6748
South Carolina	Jim Quirk	202-268-8468
South Dakota	Sheila Meyers	202-268-7505
Tennessee	Jim Quirk	202-268-8468
Texas	Faith Beamon	202-268-3754
Utah	Renee Gadson	202-268-7217
Vermont	Kathy Sitterle	202-268-6027
Virgin Islands	Kathy Sitterle	202-268-6027
Virginia	Pat Irons	202-268-3744

State	Contact Name	Contact Telephone No.
Washington	Jennifer Alvarez	202-268-7839
West Virginia	Pat Irons	202-268-3744
Wisconsin	Cynthia Puryear	202-268-3750
Wyoming	Renee Gadson	202-268-7217

— Community Relations,
Public Affairs and Communications, 2-21-02

Child Alert Program

February 2001

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.



Fred Wright
 Born: 2-4-85
 Date Missing: 12-6-98
 Missing From: Tuskegee, AL



Carita Johnson
 Born: 11-27-81
 Date Missing: 5-31-98
 Missing From: Kansas City, MO



Shelby Cannon
 Born: 5-28-94
 Age Progression to 7 Years.
 Date Missing: 12-8-98
 Missing From: Woodland Hills, CA



Sophia Larranaga
 Born: 9-10-96
 Date Missing: 2-11-98
 Missing From: Tempe, AZ



Carlos Soria
 Born: 11-5-97
 Date Missing: 3-29-01
 Missing From: Dalton, GA



Lilia Soria
 Born: 12-16-94
 Date Missing: 3-29-01
 Missing From: Dalton, GA

**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.

February 2001

Have You Seen Any of These Children?

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Jason Zamora
Born: 11-11-99
Date Missing: 11-02-01
Missing From: Ogden, UT



Jesse Kaslov
Born: 12-16-96
Date Missing: 1-20-98
Missing From: South River, NJ



Alexandra Heaslet
Born: 10-8-90
Date Missing: 12-12-00
Missing From: Lahaina, HI



Jeremy Bechtel
Born: 11-7-82
Date Missing: 4-3-00
Missing From: Sparta, TN



Quinn Woodfolk
Born: 7-23-86
Date Missing: 7-4-98
Missing From: Charlottesville, VA



Amanda Bright
Born: 2-6-85
Date Missing: 3-24-00
Missing From: Norway, ME

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TDD 1-800-826-7653**

CUT ALONG DOTTED LINE



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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
Billy Graham Letter	Standard/Letter	2/11-2/28	12	Nationwide	Barcoded, 3/5 Digit, Basic	Minneapolis, MN; 3 7/8" x 7 1/8" envelope
Hallmark Spring Postcard	Standard/Postcard	2/18-3/15	6.6	Nationwide	Car-Rt, 3/5 Digit, Basic	Webcraft, Chalfont, PA
JC Penney Spring Sale Book	Standard/Flat	2/19-2/21	17.6	Nationwide	Car-Rt	Harte-Hanks
JC Penney Spring Sale PC	Standard/Postcard	2/19-2/21	1.9	Nationwide	Car-Rt	Harte-Hanks
The Sportman's Guide March Main	Standard/Catalog	2/25-3/1	1.4	Nationwide	Car-Rt, 3/5 Digit	Quad Graphics, Lomira, WI
Billy Graham DECISION Magazine	Standard/Flat	2/25-3/2	1.1	Nationwide	Car-Rt, Barcoded, 3/5 Digit, Basic	Minneapolis, MN; 8" x 10 5/8"; 48-page magazine
Midnight Velvet	Standard/Catalog	3/4-3/7	1.3	Nationwide	Car-Rt, 3/5 Digit, Barcoded, Basic	Quad Graphics, Lomira, WI; 7 15/16" x 10 1/4"; catalog has a die cut cover and a personalized (address) underwrap.

— Business Service Network Integration,
Service and Market Development, 2-21-02

Domestic Mail

DMM REMINDER

Upcoming Mail Preparation Changes

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

This list is published periodically in the *Postal Bulletin*. Employees with questions about these changes should contact their district manager of business mail entry.

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

Effective Date	Type of Mail	Mail Preparation Change	Reference
January 1, 2002	Media Mail	Discontinued the use of "Special Standard Mail" (or "SPEC STD") marking. All mailers must use "Media Mail."	DMM M012.3.1
January 1, 2002	Library Mail	Discontinued the use of "Library Rate" marking. All mailers must use "Library Mail."	DMM M012.3.1
January 1, 2002	Presorted Bound Printed Matter	Discontinued the use of "Presorted Standard" (or "PRSRT STD") marking. All mailers must use "Presorted" (or "PRSRT").	DMM M012.3.3
March 31, 2002	First-Class Mail flats, Periodicals flats, and Standard Mail flats	Mailers will have the option to combine automation-rate pieces and Presorted-rate pieces in the same package.	Many sections of the DMM; see <i>Postal Bulletin</i> 22064.
March 31, 2002	Periodicals flats and irregular parcels, Standard Mail flats, and Bound Printed Matter flats	Mailers will have the option to prepare 5-digit metro pallets using new labeling list L006. This option is available only for a limited number of sectional center facility (SCF) service areas.	Many sections of the DMM; see <i>Postal Bulletin</i> 22066.
January 10, 2004	Standard Mail and Package Services machinable parcels	Discontinue use of USS Code 128, USS Code I 2/5, and USS Code 39 barcode symbologies. After January 10, 2004, only the UCC/EAN Code 128 barcode symbology may be used.	DMM C850.1.2

— Mail Preparation and Standards, Pricing and Classification, 2-21-02

REMINDER

Administration of the Private Express Statutes (PES)

The Chicago Rates and Classification Service Center (RCSC) is responsible for the national administration of the Private Express Statutes. The district manager, Business Mail Entry, is the district coordinator for administration of the Private Express Statutes.

The Private Express Statutes are a group of federal civil and criminal laws that, for the most part, make it unlawful for any entity other than the Postal Service to send or carry letters over post routes for compensation unless appropriate postage is paid in an amount equaling what would have been paid had the letters been sent through the Postal Service. There are certain suspensions and exceptions under which letters can be privately carried without paying postage.

If you have questions concerning the administration of the Private Express Statutes, please contact your manager, Business Mail Entry, located at your district office, or contact the Chicago RCSC. The contact information for the Chicago RCSC specialist responsible for the administration of the Private Express Statutes is as follows:

CHUCK STEINAU
 RATES AND CLASSIFICATION SERVICE CENTER
 US POSTAL SERVICE
 3900 GABRIELLE LN RM 111
 FOX VALLEY IL 60597-9599

Telephone: 630-978-4312

E-mail: csteinau@email.usps.gov

— Rates and Classification Service Center,
 Pricing and Classification, 2-21-02

(Domestic Mail section continued on page 43.)

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.

005020	015331	023637	061703	068228	077291	089859	098442	109920	117032	136120	187082	221038
005430	015371	023643	064074	068294	077699	089895	098450	109997	117093	139083	191055	221168
005545	015587	025155	064107	068338	077707	089928	098631	110104	117126	142091	191119	221224
005638	015593	026584	064210	068400	077728	089954	098667	110622	117174	142163	191305	221540
005693	015601	026623	064242	068406	077811	089962	098684	110769	117242	142220	191372	221608
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008178	019401	030482	065212	069843	080362	092441	103505	112213	118399	148301	200428	253041
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PULL-OUT SECTION

891853	902549	911090	917027	920427	926186	928786	940166	946503	951246	970057	976018	982447
891883	902566	911147	917069	921067	926225	930002	940392	946512	951734	970062	977056	983083
891892	903111	911165	917184	921234	926230	930006	940439	946543	951880	970168	980050	984164
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891912	903690	913053	917243	921360	926407	931016	940484	948044	951945	970587	980327	984253
891916	903865	913352	917275	921565	926532	931268	940611	948333	951953	970750	980537	985230
891925	904203	914013	917295	921570	926615	931379	940634	948570	951975	970784	980556	989058
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901746	907495	915042	917729	922292	927982	935198	941711	950869	968209	973141	982071	995736
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902451	911012	915586	918914	926014	928491	939012	945850	950977	968852	975034	982424	
902516	911075	915601	920335	926169	928655	939519	946390	951026	970036	975043	982441	

— Express and Priority Mail, Marketing, 2-21-02

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	375 851 9100 to 9199	395 373 3035 to 3099
011 582 1889 to 011 582 1899	027 369 4482 to 027 369 4495	376 196 0911 to 0999	395 396 9649 to 9799
011 588 2900 to 011 588 3099	027 671 8762 to 027 671 8776	378 085 3679 to 3699	395 970 3240 to 3299
012 579 5675 to 012 579 5699	027 787 9886 to 027 787 9899	378 351 1063 to 1099	397 622 4054 to 4099
013 289 6176 to 013 289 6199	027 965 9487 to 027 965 9499	379 843 5100 to 5199	397 819 8902 to 8999
013 610 0014 to 013 610 0099	028 191 1852 to 028 191 1999	380 093 9600 to 9699	398 149 7200 to 7699
014 932 1000 to 014 932 1099	028 850 3000 to 028 850 3199	380 165 1165 to 1199	399 070 0872 to 0899
014 972 0800 to 014 972 0899	029 510 1500 to 029 510 1599	381 325 4500 to 4599	399 156 7119 to 7199
015 363 0007 to 015 363 0099	030 687 0903 to 030 687 0999	381 604 2510 to 2699	399 203 5064 to 5099
017 028 3200 to 017 028 3299	031 077 4507 to 031 077 4799	381 645 9525 to 9599	399 296 9910 to 9999
018 569 5333 to 018 569 5399	032 295 7500 to 032 295 9999	383 314 3968 to 3999	399 396 8935 to 8999
018 986 5264 to 018 986 5299	034 394 1000 to 034 394 1099	383 892 1000 to 1344	399 792 7775 to 7799
019 518 2814 to 019 518 2899	034 943 0400 to 034 943 0799	383 892 1382 to 1399	399 792 8300 to 8399
020 844 7307 to 020 844 7399	210 221 0548 to 210 221 0599	384 925 3641 to 3654	400 427 1051 to 1999
020 972 8948 to 020 972 8999	227 275 9400 to 227 275 9999	385 568 2331 to 2399	401 045 1505 to 1549
022 021 9110 to 022 021 9181	273 070 8059 to 273 070 8099	385 599 7554 to 7575	401 045 1571 to 1599
022 037 1411 to 022 037 1499	273 775 7700 to 273 775 7899	385 774 2024 to 2099	401 294 2700 to 2799
024 380 4100 to 024 380 4199	302 000 0000 to 302 123 9999	386 624 1412 to 1599	401 310 9505 to 9599
024 496 6870 to 024 496 6896	349 746 2056 to 2099	386 883 8936 to 8999	401 382 5312 to 5399
025 092 0987 to 025 092 0999	350 518 7350 to 7374	387 314 5574 to 5599	402 578 7876 to 7899
025 369 5535 to 025 369 5599	360 011 1690 to 1699	387 837 6300 to 6399	403 125 6744 to 6799
025 729 1151 to 025 729 1199	360 168 6008 to 6099	388 828 0656 to 0699	403 260 7000 to 7499
025 729 1643 to 025 729 1799	360 173 8800 to 8899	389 696 2400 to 2799	403 280 6470 to 6499
026 492 3180 to 026 492 3199	360 324 2326 to 2399	389 846 3104 to 3135	403 685 8600 to 8699
	362 861 3064 to 3099	389 846 3145 to 3195	404 003 0300 to 0399
	373 006 2176 to 2199	389 887 9211 to 9230	404 041 8838 to 8899
	374 768 2600 to 2699	389 887 9234 to 9299	404 071 4268 to 4299
	375 169 4400 to 4599	390 001 3182 to 3199	404 347 5356 to 5399
	375 829 3400 to 3499	390 001 3500 to 3699	404 347 5548 to 5599
		390 545 5974 to 5999	404 726 4500 to 4599
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		392 854 8500 to 8899	406 733 3000 to 3999
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		393 650 0074 to 0099	407 594 0412 to 0599
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		393 893 6007 to 6099	407 959 2190 to 2199
		394 126 6907 to 6999	408 265 2275 to 2288
		394 189 0405 to 0599	408 499 7700 to 7799
		394 822 3243 to 3278	408 499 7900 to 7999
		394 990 1810 to 1899	408 682 8484 to 8599
		395 343 3264 to 3299	408 698 7015 to 7099

409 072 3941 to 3999	425 418 4269 to 4299	452 265 0246 to 0299	463 414 4869 to 4899
410 491 2311 to 2399	425 418 4405 to 4499	452 265 0335 to 0999	463 808 3484 to 3499
410 694 8400 to 8599	426 547 4566 to 4599	452 509 1169 to 1199	463 945 7400 to 7899
410 775 1500 to 1599	427 412 6337 to 6499	452 855 6471 to 6499	464 629 9000 to 9399
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	430 150 4401 to 4599	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	470 755 5800 to 5818
417 871 9250 to 9299	434 968 3076 to 3092	455 543 0618 to 0699	471 918 0300 to 0999
417 930 9533 to 9599	435 303 1831 to 1842	456 410 9006 to 9099	471 985 2408 to 2419
418 164 6500 to 6799	435 303 1986 to 1999	456 470 4146 to 4299	472 191 6700 to 6799
418 423 9863 to 9899	435 666 6092 to 6399	456 619 4460 to 4499	472 270 2555 to 2599
418 633 5922 to 5999	436 082 6400 to 6899	457 333 2686 to 2699	472 987 0213 to 0241
418 719 8520 to 8599	436 160 6441 to 6499	457 729 1767 to 1777	472 987 0290 to 0299
418 744 2235 to 2299	437 316 7115 to 7199	457 937 8615 to 8699	473 151 2069 to 2199
418 962 2848 to 2899	437 427 0500 to 3499	458 028 9810 to 9899	473 666 9138 to 9199
419 543 0286 to 0299	439 179 2300 to 2399	458 057 2712 to 2999	473 952 3429 to 3499
419 730 0300 to 0399	439 310 0458 to 0499	458 069 9537 to 9599	474 108 5402 to 5499
420 277 0015 to 0049	440 698 1947 to 1999	458 069 9665 to 9699	474 356 5193 to 5299
420 599 0734 to 0798	440 858 6300 to 6399	458 337 5222 to 5299	474 949 3366 to 3399
420 661 4115 to 4199	440 858 6420 to 7299	458 354 7653 to 7999	475 134 9362 to 9399
420 758 9500 to 9699	441 199 1655 to 1699	458 671 8678 to 8699	475 167 9667 to 9699
420 969 3951 to 3971	443 127 3648 to 3699	458 671 8721 to 8798	475 319 3415 to 3499
420 969 3973 to 3999	443 127 4000 to 4099	458 847 5044 to 5999	475 319 3649 to 3799
421 116 3565 to 3599	443 673 7900 to 7999	459 274 7624 to 7699	475 340 6400 to 6599
421 130 9300 to 9399	443 800 9335 to 9399	459 365 5432 to 5499	475 424 8410 to 8499
421 313 4500 to 4999	444 382 8822 to 8899	459 378 5764 to 5799	475 629 9156 to 9199
421 364 5537 to 5599	444 390 1667 to 1699	459 472 4816 to 4999	475 850 6101 to 6199
421 656 2609 to 2699	444 457 3854 to 3899	460 349 6878 to 6899	475 875 2500 to 2599
421 988 9700 to 9799	450 048 4173 to 4199	460 550 1909 to 1999	476 169 8264 to 8299
422 172 4667 to 4699	450 048 4442 to 4699	460 997 5234 to 5299	476 189 3000 to 3499
422 484 4212 to 4299	450 560 5173 to 5199	461 973 6443 to 6499	476 331 2480 to 2499
422 556 1270 to 1299	450 620 3077 to 3099	462 152 0107 to 0299	477 289 8601 to 8699
422 587 7024 to 7099	450 620 3135 to 3199	462 274 1072 to 1099	477 681 5206 to 5299
422 819 7533 to 7599	450 780 2716 to 2799	462 277 8373 to 8399	478 010 4243 to 4268
422 842 5073 to 5087	450 801 2700 to 2799	462 554 6051 to 6099	478 010 4270 to 4291
422 907 7563 to 7599	451 109 2967 to 2984	463 011 5529 to 5540	478 450 5071 to 5099
424 500 6050 to 6099	451 115 4110 to 4125	463 176 4115 to 4199	478 469 7838 to 7858
424 641 8500 to 8599	451 115 4127 to 4199	463 176 4229 to 4299	478 469 7883 to 7899
424 871 6600 to 6699	451 746 0700 to 0799	463 185 2600 to 2799	479 280 9800 to 9899
425 298 2352 to 2399	452 265 0074 to 0099	463 227 7711 to 7799	479 365 9116 to 9176

479 412 9900 to 9999	494 206 2972 to 2999	610 582 4200 to 4299	632 217 4933 to 4999
479 667 6190 to 6199	494 217 3446 to 3999	611 879 6939 to 6999	632 500 0000 to 599 9999
479 748 9680 to 9699	494 224 0500 to 0599	612 291 8013 to 8099	633 110 4165 to 4199
479 860 7000 to 7199	495 145 0600 to 0699	612 751 5171 to 5199	633 110 4303 to 4499
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	500 064 1858 to 1869	614 645 1800 to 1899	637 150 1200 to 1299
483 632 1521 to 1599	500 070 5725 to 7799	614 832 1100 to 2099	637 562 5828 to 5899
483 632 2600 to 2799	600 645 3223 to 3299	615 017 7505 to 7599	638 042 1647 to 1699
483 849 1615 to 1699	601 339 1200 to 1399	617 711 6609 to 6699	638 049 4984 to 4999
484 174 4803 to 5299	601 653 5884 to 5899	617 760 5266 to 5299	638 318 1115 to 1199
484 323 8900 to 9199	601 661 7700 to 7799	617 813 3601 to 3699	638 318 1453 to 1499
484 680 5000 to 5038	601 682 5343 to 5399	618 840 9200 to 9299	638 885 0000 to 0299
484 680 5040 to 5074	601 928 1600 to 1699	619 551 7229 to 7299	638 903 4362 to 4373
484 680 5077 to 5099	602 512 2972 to 2999	619 859 3000 to 3099	639 415 1929 to 1999
485 029 4913 to 4999	602 555 2400 to 2799	620 073 9400 to 9499	639 415 2019 to 2099
486 176 0600 to 0699	602 829 7061 to 7099	621 614 7907 to 7930	639 420 6200 to 6299
486 559 7555 to 7599	603 483 9572 to 9599	621 614 7932 to 7999	639 469 3517 to 3799
486 696 3023 to 3199	603 490 7200 to 7299	621 648 8021 to 8199	639 605 2143 to 2199
488 173 7900 to 7999	603 678 7100 to 7199	621 648 8500 to 8599	639 657 8600 to 8799
488 206 4100 to 4199	603 678 7662 to 7699	621 904 8351 to 8599	640 289 7500 to 7599
488 226 0200 to 0299	603 678 7902 to 7999	621 916 1978 to 1989	640 289 7700 to 7999
488 709 3906 to 3999	603 678 8418 to 8499	622 989 8032 to 8099	641 170 4420 to 4499
488 855 8359 to 8399	603 678 8700 to 9999	623 076 9300 to 9399	641 318 3133 to 3199
489 181 8963 to 8999	604 086 0880 to 0899	623 819 5006 to 5099	641 378 6500 to 6999
489 223 2000 to 2099	604 349 1414 to 1499	623 895 8200 to 8399	641 383 8739 to 8799
489 311 1930 to 1999	604 503 7776 to 7799	623 917 0000 to 0099	641 877 3187 to 3299
489 318 6200 to 6300	604 503 7776 to 7799	623 917 0200 to 0299	641 877 3310 to 3399
489 384 0027 to 0099	605 520 9037 to 9099	624 468 5288 to 5299	642 355 8094 to 8199
489 427 0658 to 0899	605 685 4010 to 4099	624 665 3162 to 3198	642 355 8308 to 8999
489 997 5252 to 5299	605 988 6467 to 6499	625 088 6735 to 6799	642 900 0018 to 0099
490 669 5850 to 6099	607 689 7951 to 7960	625 916 9500 to 9799	643 030 6254 to 6299
490 717 7080 to 7099	607 728 1276 to 1299	625 968 8956 to 8999	644 066 0882 to 0899
490 721 6000 to 6099	608 727 7100 to 7199	627 005 3938 to 3999	644 069 0600 to 0699
490 793 1500 to 2099	608 727 7273 to 7599	627 384 3907 to 4099	644 077 7506 to 7699
490 886 8171 to 8199	608 813 9950 to 9999	627 496 7549 to 7599	644 085 8157 to 8199
490 977 9221 to 9240	609 067 5325 to 5399	627 708 3605 to 3699	644 112 9839 to 9899
491 258 8100 to 9099	609 067 5488 to 5499	627 776 2500 to 2599	644 373 9083 to 9099
491 567 1376 to 1399	609 067 5600 to 5699	628 226 3100 to 3199	644 380 1460 to 1499
492 254 4800 to 4899	609 289 6123 to 6199	628 814 4702 to 4799	644 733 4715 to 4799
492 283 5100 to 5199	609 438 4400 to 4499	628 851 9689 to 9699	644 900 9712 to 9799
492 610 6813 to 6899	609 493 1100 to 1199	629 510 7200 to 7299	644 901 0109 to 1299
493 394 5568 to 5599	609 766 8091 to 8999	629 964 4200 to 4294	644 901 1325 to 1399
493 470 2562 to 2599	609 825 4100 to 4115	630 389 3056 to 3071	644 923 6800 to 7799
493 473 7700 to 7799	609 884 2981 to 2999	630 463 0588 to 0599	644 932 4655 to 4699
493 716 2153 to 2199	609 893 1000 to 1099	631 459 9117 to 9199	645 318 7240 to 7499
	610 092 3200 to 3299	631 762 9325 to 9399	645 333 1766 to 1799

645 790 8632 to 8699	661 609 9100 to 9199	685 154 7780 to 7789	701 503 2247 to 2299
645 821 0657 to 0699	661 716 9420 to 9499	685 297 7645 to 7699	701 541 2271 to 2299
645 930 7948 to 7999	661 906 6522 to 6599	685 623 5264 to 5299	701 553 6557 to 6599
645 975 0737 to 0762	662 021 8332 to 8399	685 650 9487 to 9499	701 601 3457 to 3499
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	690 291 1361 to 1371	702 713 1800 to 1809
649 100 3989 to 3999	667 032 9300 to 9399	690 788 2877 to 2899	702 821 5730 to 5799
649 647 0370 to 0399	667 729 5529 to 5599	690 893 5344 to 5399	702 821 5805 to 5899
649 647 0522 to 0599	668 383 8400 to 8699	690 893 5512 to 5599	702 878 0114 to 0199
649 647 5237 to 5399	670 368 3400 to 3499	690 904 1300 to 1599	740 002 7710 to 7719
649 647 9100 to 9299	670 369 7336 to 7399	690 941 6000 to 6199	740 241 9049 to 9099
649 666 7800 to 8299	670 750 7169 to 7199	691 313 6383 to 6399	740 255 1718 to 1799
650 114 7707 to 7719	671 046 6200 to 6399	691 313 6600 to 6699	740 523 7432 to 7449
650 130 3400 to 3599	671 251 5448 to 5499	691 582 8003 to 8099	740 705 9790 to 9799
650 213 0406 to 0499	671 926 5600 to 5799	691 664 1800 to 1999	740 726 6400 to 6500
650 555 1749 to 1799	672 444 2000 to 2999	691 664 2400 to 2499	806 087 1100 to 1499
650 564 1900 to 1999	672 828 3410 to 3499	692 727 9362 to 9399	806 268 9275 to 9299
650 627 4212 to 4299	673 167 5776 to 5799	692 798 1800 to 1899	806 534 3400 to 3477
650 736 2043 to 2099	675 464 3700 to 3799	693 249 0779 to 0799	807 342 3283 to 3399
650 739 1540 to 1699	675 464 4000 to 4199	693 249 0877 to 1699	808 086 7100 to 7199
651 741 4415 to 4499	676 365 5958 to 5999	693 445 0566 to 0999	808 090 3440 to 3499
651 882 2800 to 2899	676 669 1024 to 1099	693 448 8500 to 8999	808 325 5161 to 5699
652 754 6317 to 6399	677 126 6734 to 6799	693 645 9583 to 9599	808 784 8000 to 8299
653 131 4945 to 4999	677 333 9979 to 9999	693 965 4200 to 4299	830 125 0672 to 0699
653 426 3300 to 3399	677 466 1088 to 1099	695 741 2906 to 2999	830 602 5800 to 5999
653 455 4874 to 4899	678 071 4500 to 4799	695 947 8518 to 8599	830 610 3700 to 3799
654 238 0000 to 0399	678 096 7531 to 7599	696 662 8247 to 8299	830 983 3500 to 3599
654 404 3065 to 3092	679 909 2578 to 2599	697 447 8285 to 8296	830 983 3635 to 3699
654 962 2900 to 3199	680 112 9565 to 9599	698 042 4816 to 4899	831 354 1387 to 1399
655 103 5081 to 5199	680 244 0903 to 0999	698 131 2138 to 2157	831 815 8240 to 8299
655 523 2600 to 2999	680 412 6046 to 6099	698 227 0000 to 0099	832 525 3810 to 3899
656 305 2448 to 2499	680 761 6800 to 6899	700 065 2570 to 2599	833 159 1884 to 1899
657 347 4438 to 4999	681 677 0540 to 0699	700 065 4800 to 4899	833 456 2567 to 2599
657 710 8100 to 8999	682 070 1029 to 1099	700 190 3350 to 3359	833 566 3015 to 3071
657 780 0985 to 0999	682 956 6280 to 6299	700 228 6048 to 6099	834 316 5444 to 5499
658 586 1400 to 1499	682 956 6490 to 6599	700 650 0452 to 0499	834 354 8747 to 8766
658 877 8000 to 8199	682 956 6700 to 6799	700 666 1323 to 1349	834 354 8824 to 8838
658 880 8000 to 8199	682 965 1178 to 1199	700 786 9106 to 9142	835 269 5700 to 5799
659 398 7300 to 7399	682 965 1201 to 1299	700 859 0744 to 0758	835 496 7303 to 7399
659 706 8113 to 8199	683 118 2389 to 2399	701 028 6780 to 6899	835 539 5200 to 5999
659 846 7837 to 7899	683 378 2000 to 2099	701 213 3900 to 3999	835 813 3015 to 3099
660 510 4100 to 4199	683 378 2117 to 2299	701 267 2000 to 3999	837 672 8967 to 8999
660 673 0400 to 0599	683 415 1200 to 1499	701 335 7312 to 7399	837 784 3282 to 3299
661 488 5000 to 5099	683 444 8159 to 8199	701 369 2005 to 2050	838 176 8377 to 8399

838 518 1257 to	1299	847 374 7055 to	7065	859 190 0600 to	0644	868 514 9000 to	9099
839 718 8257 to	8299	847 636 5304 to	5399	859 811 2888 to	2899	868 566 9200 to	9299
840 323 0600 to	0699	847 700 5447 to	5499	859 855 8873 to	8999	869 387 1150 to	1199
840 875 6235 to	6299	847 723 7500 to	7599	860 240 8520 to	8599	869 800 0000 to	999 9999
840 910 0900 to	0999	849 485 3427 to	3499	860 275 3900 to	3999	870 054 4814 to	4899
841 349 5000 to	5099	849 608 1357 to	1399	860 518 9629 to	9699	870 491 4812 to	4849
841 805 7747 to	7899	849 792 2600 to	2699	860 600 0021 to	0999	870 536 5820 to	5829
841 805 7944 to	8099	850 546 1862 to	1899	861 158 2350 to	2599	870 541 7167 to	7239
842 226 0685 to	0695	851 143 6826 to	6844	861 637 6010 to	6099	870 575 8155 to	8999
842 685 4600 to	4699	851 209 9880 to	9899	861 979 7292 to	7499	870 589 0485 to	0494
842 685 4742 to	4999	851 928 9221 to	9299	862 216 6100 to	6199	870 691 7060 to	7099
842 860 0300 to	0399	852 589 6560 to	6599	863 871 5138 to	5199	872 100 0445 to	0459
842 898 5582 to	5599	853 049 3646 to	3699	863 949 5300 to	5399	900 556 4178 to	4199
843 062 7100 to	7199	854 304 4089 to	4999	864 088 8200 to	8299	900 845 0044 to	0099
843 077 6288 to	6299	854 529 2200 to	2299	864 426 3972 to	3999	900 936 0217 to	0299
843 077 6378 to	6399	855 001 6204 to	6249	864 520 6117 to	6136	900 936 0435 to	0499
843 758 5769 to	5778	855 319 9364 to	9399	865 151 0526 to	0599	901 273 1082 to	1099
843 786 2554 to	2699	855 361 3390 to	3399	865 500 4034 to	4099	901 287 5143 to	5199
845 656 8165 to	8199	856 226 0490 to	0499	865 883 6082 to	6099	901 525 7122 to	7199
845 727 2100 to	2199	856 656 5800 to	5999	866 004 3000 to	3999	902 198 9769 to	9799
845 746 2618 to	2635	856 752 0200 to	0299	866 442 4100 to	4899	902 948 1269 to	1299
846 390 7531 to	7599	857 279 3450 to	3499	867 366 9108 to	9118	904 892 0378 to	0399
846 918 0572 to	0599	857 843 4000 to	4099	867 633 7403 to	7499	904 892 0648 to	1299
847 237 7690 to	7699	858 124 7644 to	7699	867 737 5623 to	5699	905 056 2216 to	2299
847 284 2481 to	2499	858 756 3111 to	3299	868 169 4529 to	4599	905 885 8411 to	8499
847 374 7055 to	7065	859 063 8200 to	8699	868 173 8400 to	8599		

— Postal Inspection Service, 2-21-02

PULL-OUT SECTION

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

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

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

761 688 631 to 8 690	764 650 231 to 0 470	768 011 489 to 1 520	773 208 991 to 9 290
761 805 199 to 5 240	764 984 371 to 4 850	768 177 980 to 7 990	773 231 311 to 1 340
761 826 106 to 6 120	765 003 667 to 3 680	768 391 081 to 1 170	773 348 739 to 8 940
761 881 171 to 1 560	765 042 517 to 2 540	769 000 051 to 0 080	773 575 891 to 5 950
762 304 144 to 4 170	765 194 728 to 4 970	769 034 701 to 4 790	773 892 721 to 3 140
762 324 931 to 4 960	765 387 365 to 7 450	769 737 496 to 7 510	773 958 061 to 8 660
762 439 261 to 9 290	765 541 801 to 2 100	769 778 491 to 8 730	774 177 226 to 7 270
762 524 158 to 4 220	765 638 461 to 8 970	769 827 331 to 7 450	774 279 481 to 9 810
762 584 872 to 4 970	765 647 101 to 7 190	770 216 071 to 6 100	774 408 399 to 8 420
762 593 431 to 3 460	765 813 781 to 4 029	770 723 281 to 3 400	774 431 821 to 2 450
763 155 160 to 5 180	765 879 314 to 9 390	770 915 150 to 5 490	774 510 451 to 0 780
763 178 631 to 8 660	765 954 001 to 4 030	771 455 551 to 5 610	774 652 981 to 3 010
763 506 001 to 6 060	766 120 286 to 0 320	771 609 661 to 9 690	774 778 981 to 9 040
763 522 141 to 2 470	766 125 716 to 5 750	772 057 224 to 7 440	774 863 251 to 3 400
763 717 694 to 7 800	766 158 824 to 8 840	772 162 660 to 3 070	774 867 481 to 7 510
763 826 461 to 6 520	766 388 433 to 8 460	772 208 341 to 8 370	774 867 515 to 7 540
763 900 460 to 0 471	766 509 421 to 9 660	772 718 615 to 8 640	774 934 275 to 4 290
763 900 479 to 0 530	766 572 901 to 3 020	772 970 890 to 0 940	774 961 261 to 1 290
763 917 271 to 7 750	766 748 500 to 8 521	773 009 419 to 9 430	775 106 223 to 6 235
764 125 801 to 5 860	767 024 341 to 4 370	773 112 031 to 2 060	775 106 237 to 6 248
764 284 525 to 4 560	767 326 471 to 6 590	773 125 387 to 5 410	775 331 515 to 1 550
764 526 241 to 6 330	767 332 561 to 2 950	773 179 320 to 9 410	775 444 210 to 4 230
764 601 421 to 1 600	768 009 841 to 9 960	773 202 989 to 3 140	777 561 631 to 2 080

— Postal Inspection Service, 2-21-02

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, 2-21-02

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, 2-21-02

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Domestic Mail (continued)

REVISED FORMS

3883, Firm Delivery Receipt for Accountable and Bulk Delivery Mail, and 3816, COD

With the launch of the signature capture program and the electronic record management system, the Postal Service has virtually eliminated manual filing of delivery records. PS Form 3849, *Delivery Notice/Reminder/Receipt*, now serves as the universal method of signature capture. Once an appropriate signature has been captured on PS Form 3849, the delivery record is stored electronically in a national database.

PS Form 3883

Currently customers receiving articles recorded on PS Form 3883, *Firm Delivery Receipt for Accountable and Bulk Delivery Mail*, must sign and print their name on PS Form 3849 in order to electronically link the signature information to the Firm Delivery Receipt, even though PS Form 3883 has a "Received By" block. In the revised PS Form 3883, the "Received By" block (see Exhibit 1) has been removed in accordance with Handbook PO-610, *Signature Capture and Electronic Record Management: Manager's Guide to Standard Operating Procedures*. Also, standard information on the revised PS Form 3883 has been updated.

PS Form 3816

This process change to solely relying on PS Form 3849 for all signature capture has also resulted in the removal of the "Signature" block from PS Form 3816, *COD* (see Exhibit 2). Standard information on the revised PS Form 3816 has also been updated.

When offices under the manual record management system (refer to *Postal Operations Manual*, POM 619, Mail Claim Check System) use PS Form 3849 to capture a signature, that form must be attached to PS Form 3816 or PS Form 3883 for local filing and retrieval purposes.

Existing stock will be used until depleted. We will supply ordering information in a future *Postal Bulletin*.

— Product Information Requirements, 2-21-02

Exhibit 1

Date Returned	SAVE THIS RECEIPT See reverse side for claims information.		M	COD	Pull for Mailer's Copy
	Check Amount \$	Cash Amount \$			
2nd Notice	<input type="checkbox"/> Registered Mail <input type="checkbox"/> Express Mail® Service <input type="checkbox"/> Form 3849-D Requested				
	Date of Mailing				
1st Notice	From: _____		To: _____		
	Check and Enter Amount (If Applicable) <input type="checkbox"/> Delivery Confirmation™ Service <input type="checkbox"/> Restricted Delivery <input type="checkbox"/> Return Receipt <input type="checkbox"/> Signature Confirmation™ Service <input type="checkbox"/> Special Handling Amt: _____		COD Fee	Postmark	
		Postage			
		PS Form 3816 , February 2002		Copy 3 - Mailer	

Exhibit 2

United States Postal Service®
Firm Delivery Receipt for Accountable and Bulk Delivery Mail

Certified Delivery Confirmation™ Service Express Mail® Service Insured Recorded Delivery Registered Return Receipt for Merchandise Signature Confirmation™ Service Mail for/Bill Number

Article Number	* Code	Office of Origin (International)	Article Number	* Code	Office of Origin (International)
1.			11.		
2.			12.		
3.			13.		
4.			14.		
5.			15.		
6.			16.		
7.			17.		
8.			18.		
9.			19.		
10.			20.		

* CODE: DC = Received in Damaged Condition. R = Return Receipt Requested. RS = Returned to Sender.

Date of Delivery	Number of pieces described above	Recipient signs Form 3849. ERM sites: send Form 3849 to CFS MRM sites: file Form 3849 with Form 3883	Postmark – Delivery Office
Delivered By: (Clerk/Carrier)			
Form 3849 Barcode Number			

PS Form 3883, February 2002
 ◆ Follow proper scanning procedures for all articles.

1- Delivery 2- Office 3-Customer

Exhibit 2 (continued)

General Instructions

General. Enter certified, COD, Delivery Confirmation service, Express Mail, numbered insured, recorded delivery, registered, return receipt for merchandise, and Signature Confirmation service on either the same or separate sheets. Enter the article numbers legibly. Enter codes for any special services requested, such as return receipt. Draw a diagonal line through the unused lines. Do not use this form if the number of articles delivered at one time is consistently five or fewer. For five or fewer articles use Form 3849 (ERM sites only*).

Clearing the Carrier. The carrier must turn in the original Form 3883, any return receipts, and signed Forms 3849. Destroy the chargeout record when the carrier returns these receipts. Check the return receipts for accuracy and completeness (including the name and address of the sender) before returning them to the senders.

Returned Items. Use this form for large numbers of returned articles. Leave COD tags on articles when returned.

Electronic Record Management (ERM*) Site Instructions

Delivery at Post Office. The office clerk completes this form. Select the "Create Firm Sheet" option on the handheld scanner and scan all mailpiece barcodes and link them to this form's barcode. At delivery, scan the barcodes from this form and Form 3849, obtain recipient's signature on Form 3849, and leave the Customer copy of this form with the articles.

Delivery by Carrier. The office clerk or carrier completes this form. Select the "Create Firm Sheet" option on the handheld scanner and scan all mailpiece barcodes and link them to this form's barcode. The carrier keeps the Delivery and Customer copies and the office clerk keeps the Office copy as a charge-out record (if applicable). At delivery, scan the barcodes from this form and Form 3849, obtain the recipient's signature on Form 3849, keep the Delivery copy of this form, and leave the Customer copy with the articles.

NOTE: Record Form 3849 number in lower left corner. Record the Form 3883 number on Form 3849 in "Article Number" area.

Manual Record Management Site (MRM) Instructions**

Delivery at Post Office. The office clerk completes this form. Obtain the recipient's signature on Form 3849 and leave the Customer copy with the articles. **File Form 3849 with Form 3883.**

Delivery by Carrier. The office clerk or carrier completes this form. The carrier keeps the Delivery and Customer copies and the office clerk keeps the Office copy as a charge-out record. The carrier obtains the recipient's signature on Form 3849, keeps the Delivery copy, and leaves the Customer copy with the articles. **File Form 3849 with Form 3883.**

NOTE: Record Form 3849 number in lower left corner. Record the Form 3883 number on Form 3849 in "Article Number" area.

* See POM 619.24a
 ** See POM 619.24b

PS Form 3883, February 2002

APO/FPO Changes

The following changes appear in the APO/FPO table that is also published in its entirety in this *Postal Bulletin* (22070). **Acceptance clerks may contact the Military Postal Service Agency with any questions regarding APO/FPO ZIP Codes, toll free, at 800-810-6098, Monday–Friday, 0730–1630.**

APO/FPO	Action	Effective Date	See Restrictions
09320	Close	Immediately	
09362	Add	Immediately	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1
96545	Close	Immediately	
96580	Close	Immediately	
96594	Close	Immediately	
96596	Close	Immediately	
96597	Close	Immediately	

— *International Network Operations, Network Operations Management, 2-21-02*

Overseas Military Mail

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

Acceptance clerks should use this table with the Integrated Retail Terminal (IRT) or POS ONE terminal to determine whether an APO/FPO ZIP Code is active and

which conditions of mailing apply. **Acceptance clerks may contact the Military Postal Service Agency with any questions regarding APO/FPO ZIP Codes, toll free, at 800-810-6098, Monday–Friday, 0730–1630.**

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

Changes from the current and previous months' listings are in bold type.

Conditions Applied to Mail Addressed to Military Post Offices Overseas

APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions
09001	Not Active	09025	Not Active	09049	Not Active
09002	Not Active	09026	Not Active	09050	B-B1-C-D-U
09003	Not Active	09027	Not Active	09051	Not Active
09004	Not Active	09028	B-B1-C-D-U	09052	Not Active
09005	Not Active	09029	Not Active	09053	B-B1-C-D-U
09006	Not Active	09030	Not Active	09054	B-B1-C-D-U
09007	B-B1-C-D-U	09031	B-B1-C-D-U	09055	Not Active
09008	Not Active	09032	Not Active	09056	B-B1-C-D-U
09009	B-B1-C-D-U	09033	B-B1-C-D-U	09057	Not Active
09010	Not Active	09034	B-B1-C-D-U	09058	B-B1-C-D-U
09011	Not Active	09035	Not Active	09059	B-B1-C-D-U
09012	B-B1-C-D-U	09036	B-B1-C-D-U	09060	B-B1-C-D-U
09013	B-B1-C-D-U-Z1	09037	Not Active	09061	Not Active
09014	B-B1-C-D-U	09038	Not Active	09062	Not Active
09015	Not Active	09039	Not Active	09063	B-B1-C-D-L-U
09016	Not Active	09040	Not Active	09064	Not Active
09017	Not Active	09041	Not Active	09065	Not Active
09018	Not Active	09042	B-B1-C-D-U	09066	Not Active
09019	Not Active	09043	Not Active	09067	B-B1-C-D-U
09020	Not Active	09044	Not Active	09068	Not Active
09021	B-B1-C-D-U	09045	B-B1-C-D-U	09069	B-B1-C-D-U
09022	Not Active	09046	B-B1-C-D-U	09070	Not Active
09023	Not Active	09047	Not Active	09071	Not Active
09024	Not Active	09048	Not Active	09072	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09073	Not Active	09131	B-B1-C-D-U	09189	Not Active
09074	B-B1-C-D-U	09132	Not Active	09190	Not Active
09075	Not Active	09133	Not Active	09191	Not Active
09076	B-B1-C-D-U	09134	Not Active	09192	Not Active
09077	Not Active	09135	Not Active	09193	Not Active
09078	Not Active	09136	B-B1-C-D	09194	Not Active
09079	Not Active	09137	B-B1-C-D-U	09195	Not Active
09080	B-B1-C-D-U	09138	B-B1-C-D-U	09196	Not Active
09081	B-B1-C-D-U	09139	B-B1-C-D	09197	Not Active
09082	Not Active	09140	B-B1-C-D-U	09198	Not Active
09083	Not Active	09141	Not Active	09199	Not Active
09084	Not Active	09142	B-B1-C-D-U	09200	Not Active
09085	Not Active	09143	B-B1-C-D-U	09201	Not Active
09086	B-B1-C-D-U	09144	Not Active	09202	Not Active
09087	Not Active	09145	Not Active	09203	Not Active
09088	Not Active	09146	Not Active	09204	Not Active
09089	B-B1-C-D-U	09147	Not Active	09205	Not Active
09090	B-B1-C-D-U	09148	Not Active	09206	Not Active
09091	Not Active	09149	Not Active	09207	Not Active
09092	Not Active	09150	Not Active	09208	Not Active
09093	Not Active	09151	Not Active	09209	Not Active
09094	B-B1-C-D	09152	Not Active	09210	Not Active
09095	B-B1-C-D-U	09153	Not Active	09211	B-B1-C-D-U
09096	B-B1-C-D-U	09154	B-B1-C-D-U	09212	B-B1-C-D-U
09097	Not Active	09155	Not Active	09213	B-B1-C-D-U
09098	B-B1-C-D-U	09156	Not Active	09214	B-B1-C-D-U
09099	B-B1-C-D-U	09157	Not Active	09215	Not Active
09100	B-B1-C-D-U	09158	Not Active	09216	Not Active
09101	Not Active	09159	Not Active	09217	Not Active
09102	B-B1-C-D-U	09160	Not Active	09218	Not Active
09103	B-B1-D-U	09161	Not Active	09219	Not Active
09104	B-B1-C-D-U	09162	Not Active	09220	Not Active
09105	Not Active	09163	Not Active	09221	Not Active
09106	Not Active	09164	Not Active	09222	Not Active
09107	B-B1-C-D-U	09165	B-B1-C-D-U	09223	Not Active
09108	Not Active	09166	B-B1-C-D-U	09224	Not Active
09109	Not Active	09167	Not Active	09225	B-B1-C-D-U
09110	B-B1-C-D-U	09168	Not Active	09226	B-B1-C-D-U
09111	B-B1-C-D-U	09169	B-B1-C-D-U	09227	B-B1-C-D-U
09112	B-B1-C-D-U	09170	Not Active	09228	Not Active
09113	Not Active	09171	Not Active	09229	B-B1-C-D-U
09114	B-B1-C-D-U	09172	B-B1-C-D-U	09230	Not Active
09115	Not Active	09173	B-B1-C-D-U	09231	Not Active
09116	Not Active	09174	Not Active	09232	Not Active
09117	Not Active	09175	B-B1-C-D-U	09233	Not Active
09118	Not Active	09176	Not Active	09234	Not Active
09119	Not Active	09177	B-B1-C-D-U	09235	Not Active
09120	Not Active	09178	Not Active	09236	Not Active
09121	Not Active	09179	Not Active	09237	B-B1-C-D-U
09122	Not Active	09180	B-B1-C-D-U	09238	Not Active
09123	B-B1-C-D-U	09181	Not Active	09239	Not Active
09124	Not Active	09182	B-B1-C-D-U	09240	Not Active
09125	Not Active	09183	B-B1-C-D-U	09241	Not Active
09126	B-B1-C-D	09184	Not Active	09242	Not Active
09127	Not Active	09185	B-B1-C-D-U	09243	Not Active
09128	B-B1-C-D-U	09186	B-B1-C-D-U	09244	B-B1-C-D-U
09129	Not Active	09187	Not Active	09245	B-B1-C-D-U
09130	Not Active	09188	Not Active	09246	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09247	Not Active	09305	B-B1-E2-F-H1-R-R1-U2-Z1	09353	A-B-B1-C1-E2-F-H1-M-R-R1-Z1
09248	Not Active	09306	Not Active		
09249	Not Active	09307	Not Active	09354	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1
09250	B-B1-C-D-U	09308	Not Active		
09251	Not Active	09309	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09355	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1
09252	B-B1-C-D-U			09356	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1
09253	Not Active	09310	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1		
09254	Not Active	09311	A-B-B1-C1-E2-F-H1-M-R-R1-Z1	09357	Not Active
09255	Not Active			09358	Not Active
09256	Not Active	09312	Not Active	09359	Not Active
09257	Not Active	09313	Not Active	09360	B-B1
09258	Not Active	09314	B-B1-C-F	09361	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1
09259	Not Active	09315	B-B1-C-F		
09260	Not Active	09316	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09362	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1
09261	Not Active			09363	Not Active
09262	B-B1-C-D-U	09317	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09364	Not Active
09263	B-B1-C-D-U			09365	Not Active
09264	B-B1-C-D-U	09318	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09366	Not Active
09265	B-B1-C-D-N-U			09367	Not Active
09266	B-B1-C-D-U	09319	Not Active	09368	Not Active
09267	B-B1-C-D-U	09320	Not Active	09369	Not Active
09268	Not Active	09321	Not Active	09370	Not Active
09269	Not Active	09322	Not Active	09371	Not Active
09270	Not Active	09323	Not Active	09372	Not Active
09271	Not Active	09324	Not Active	09373	Not Active
09272	Not Active	09325	Not Active	09374	Not Active
09273	Not Active	09326	Not Active	09375	Not Active
09274	Not Active	09327	Not Active	09376	Not Active
09275	Not Active	09328	Not Active	09377	Not Active
09276	Not Active	09329	Not Active	09378	Not Active
09277	Not Active	09330	Not Active	09379	Not Active
09278	Not Active	09331	Not Active	09380	Not Active
09279	Not Active	09332	Not Active	09381	Not Active
09280	Not Active	09333	Not Active	09382	Not Active
09281	Not Active	09334	Not Active	09383	Not Active
09282	Not Active	09335	Not Active	09384	Not Active
09283	Not Active	09336	Not Active	09385	Not Active
09284	Not Active	09337	Not Active	09386	Not Active
09285	Not Active	09338	Not Active	09387	Not Active
09286	Not Active	09339	Not Active	09388	Not Active
09287	Not Active	09340	A-B-B1-C1-F-R	09389	Not Active
09288	Not Active	09341	Not Active	09390	Not Active
09289	Not Active	09342	Not Active	09391	Not Active
09290	Not Active	09343	Not Active	09392	Not Active
09291	Not Active	09344	Not Active	09393	Not Active
09292	Not Active	09345	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09394	Not Active
09293	Not Active			09395	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1
09294	Not Active	09346	Not Active		
09295	Not Active	09347	Not Active	09396	A-B-B1-F
09296	Not Active	09348	Not Active	09397	Not Active
09297	Not Active	09349	Not Active	09398	Not Active
09298	Not Active	09350	A-B-B1-C1-E2-F-H1-M-R-R1-Z1	09399	Not Active
09299	Not Active			09400	Not Active
09300	Not Active	09351	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09401	Not Active
09301	Not Active			09402	Not Active
09302	B-B1-E2-F-H1-R-R1-U2-Z1				
09303	B-B1-E2-F-H1-R-R1-U2-Z1	09352	A-B-B1-C1-E2-F-H1-M-R-R1-Z1		
09304	B-B1-E2-F-H1-R-R1-U2-Z1				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09403	Not Active	09461	B-B1-C-C1-U	09519	Not Active
09404	Not Active	09462	Not Active	09520	Not Active
09405	Not Active	09463	B-B1-C-C1-U	09521	B
09406	Not Active	09464	B-B1-C-C1-U	09522	Not Active
09407	Not Active	09465	Not Active	09523	Not Active
09408	Not Active	09466	Not Active	09524	B
09409	B-B1-C-C1-U	09467	Not Active	09525	Not Active
09410	Not Active	09468	B-B1-C-C1-U	09526	Not Active
09411	Not Active	09469	B-B1-C-C1-U	09527	Not Active
09412	Not Active	09470	B-B1-C-C1-U	09528	Not Active
09413	Not Active	09471	Not Active	09529	Not Active
09414	Not Active	09472	Not Active	09530	Not Active
09415	Not Active	09473	Not Active	09531	Not Active
09416	Not Active	09474	Not Active	09532	B
09417	Not Active	09475	Not Active	09533	Not Active
09418	Not Active	09476	Not Active	09534	B
09419	Not Active	09477	Not Active	09535	Not Active
09420	Not Active	09478	Not Active	09536	Not Active
09421	B-B1-C-C1-U	09479	Not Active	09537	Not Active
09422	Not Active	09480	Not Active	09538	Not Active
09423	Not Active	09481	Not Active	09539	Not Active
09424	Not Active	09482	Not Active	09540	Not Active
09425	Not Active	09483	Not Active	09541	Not Active
09426	Not Active	09484	Not Active	09542	Not Active
09427	Not Active	09485	Not Active	09543	B
09428	Not Active	09486	Not Active	09544	Not Active
09429	Not Active	09487	Not Active	09545	B
09430	Not Active	09488	Not Active	09546	Not Active
09431	Not Active	09489	Not Active	09547	Not Active
09432	Not Active	09490	Not Active	09548	Not Active
09433	Not Active	09491	Not Active	09549	B
09434	Not Active	09492	Not Active	09550	B
09435	Not Active	09493	Not Active	09551	Not Active
09436	Not Active	09494	B-B1-C-C1-U	09552	Not Active
09437	Not Active	09495	Not Active	09553	Not Active
09438	Not Active	09496	B-B1-C-C1-U	09554	B-B1
09439	Not Active	09497	Not Active	09555	Not Active
09440	Not Active	09498	B-B1-C-C1-U	09556	B
09441	Not Active	09499	B-B1-C-C1-U	09557	B
09442	Not Active	09500	Not Active	09558	Not Active
09443	Not Active	09501	B	09559	Not Active
09444	Not Active	09502	B	09560	Not Active
09445	Not Active	09503	B	09561	Not Active
09446	Not Active	09504	B	09562	Not Active
09447	B-B1-C-C1-U	09505	B	09563	Not Active
09448	Not Active	09506	B	09564	B
09449	Not Active	09507	B	09565	B
09450	Not Active	09508	B	09566	B
09451	Not Active	09509	B	09567	B
09452	Not Active	09510	B	09568	B
09453	Not Active	09511	B-N-Z	09569	B
09454	B-B1-C-C1-U	09512	Not Active	09570	B
09455	Not Active	09513	Not Active	09571	Not Active
09456	B-B1-C-C1-U	09514	Not Active	09572	Not Active
09457	Not Active	09515	Not Active	09573	B
09458	Not Active	09516	Not Active	09574	B
09459	B-B1-C-C1-U	09517	B	09575	B
09460	Not Active	09518	Not Active	09576	B

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09577	B	09635	Not Active	09693	Not Active
09578	B	09636	B-B1-C-F-U	09694	Not Active
09579	B	09637	Not Active	09695	Not Active
09580	Not Active	09638	B-B1-C-E2-F-U	09696	Not Active
09581	B	09639	Not Active	09697	Not Active
09582	B	09640	Not Active	09698	Not Active
09583	Not Active	09641	Not Active	09699	Not Active
09584	Not Active	09642	B-B1-N-U	09700	Not Active
09585	Not Active	09643	B-B1-U	09701	Not Active
09586	B	09644	B-B1-U	09702	Not Active
09587	B	09645	B,U	09703	B-B1-C-F1
09588	B	09646	Not Active	09704	B-B1-C-D
09589	B-B1	09647	B-B1-N-U	09705	B-B1-U
09590	B	09648	Not Active	09706	B-B1-C-U
09591	B	09649	B-B1-U	09707	B-B1-C-N-U
09592	Not Active	09650	Not Active	09708	B-B1
09593	B	09651	Not Active	09709	B-B1-F1
09594	B	09652	Not Active	09710	B-B1-C-C1-F1-M-R-R1-U
09595	B	09653	Not Active	09711	B-B1-F1-Z1
09596	B	09654	Not Active	09712	Not Active
09597	Not Active	09655	Not Active	09713	B-B1-C-F1
09598	Not Active	09656	Not Active	09714	B-B1-C-C1-F1-M-R-R1-U
09599	B	09657	Not Active	09715	B-B1-F1
09600	Not Active	09658	Not Active	09716	B-B1-C-D-N-U
09601	B-B1-C-F-F1-U	09659	Not Active	09717	B-B1-M-W
09602	Not Active	09660	Not Active	09718	B-B1-F-I-N-U
09603	B-B1-C-F-F1-U	09661	Not Active	09719	Not Active
09604	B-B1-C-F-F1-U	09662	Not Active	09720	B-B1-U
09605	Not Active	09663	Not Active	09721	B-B1-N-U-Z1
09606	Not Active	09664	Not Active	09722	B-B1-C-D-N-U
09607	Not Active	09665	Not Active	09723	B-B1-N-U-Z1
09608	Not Active	09666	Not Active	09724	B-B1-C-C1-F1-M-R-R1-U
09609	B-B1-C-F-U	09667	Not Active	09725	B-C
09610	B-B1-C-F-U	09668	Not Active	09726	B-B1-N-U
09611	Not Active	09669	Not Active	09727	Not Active
09612	B-B1-C-F-U	09670	Not Active	09728	B-C
09613	B-B1-C-F-U	09671	Not Active	09729	Not Active
09614	Not Active	09672	Not Active	09730	Not Active
09615	Not Active	09673	Not Active	09731	Not Active
09616	Not Active	09674	Not Active	09732	B-B1-N-Z1
09617	B-B1-C-F-U	09675	Not Active	09733	B-B1-I
09618	B-B1-C-F-U	09676	Not Active	09734	Not Active
09619	B-B1-C-F-U	09677	Not Active	09735	B-B1-N-Z1
09620	B-B1-C-F-U	09678	Not Active	09736	Not Active
09621	B-B1-C-F-U	09679	Not Active	09737	Not Active
09622	B-B1-C-F-U	09680	Not Active	09738	Not Active
09623	B-B1-C-F-U	09681	Not Active	09739	Not Active
09624	B-B1-C-F-U	09682	Not Active	09740	Not Active
09625	B-B1-C-F-U	09683	Not Active	09741	Not Active
09626	B-B1-C-F-U	09684	Not Active	09742	Not Active
09627	B-B1-C-F-U	09685	Not Active	09743	Not Active
09628	B-B1-C-F-F1-U	09686	Not Active	09744	Not Active
09629	Not Active	09687	Not Active	09745	Not Active
09630	B-B1-C-F-U	09688	Not Active	09746	Not Active
09631	B-B1-C-F-U	09689	Not Active	09747	Not Active
09632	Not Active	09690	Not Active	09748	Not Active
09633	Not Active	09691	Not Active	09749	Not Active
09634	Not Active	09692	Not Active	09750	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09751	Not Active	09808	Not Active	09859	Not Active
09752	Not Active	09809	Not Active	09860	Not Active
09753	Not Active	09810	Not Active	09861	Not Active
09754	Not Active	09811	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09862	Not Active
09755	Not Active			09863	Not Active
09756	Not Active	09812	B-B1-E2-E3-F-F1-I-N-R-U-Z1	09864	Not Active
09757	Not Active			09865	A-B-B1-Z1
09758	Not Active	09813	Not Active	09866	Not Active
09759	Not Active	09814	B-B1-E2-E3-F-F1-I-N-R-U-Z1	09867	A-B-B1-F-R-R1-Z1
09760	Not Active			09868	A-B-B1-U-Z1
09761	Not Active	09815	Not Active	09869	Not Active
09762	Not Active	09816	Not Active	09870	Not Active
09763	Not Active	09817	Not Active	09871	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09764	Not Active	09818	Not Active		
09765	Not Active	09819	A-B-F-P-Z1	09872	Not Active
09766	Not Active	09820	Not Active	09873	Not Active
09767	Not Active	09821	A-B-F-Z1	09874	Not Active
09768	Not Active	09822	A-B-F-Z1	09875	Not Active
09769	Not Active	09823	A-B-F-Z1	09876	B-B1-E2-F-H1-R-R1-U2-Z1
09770	Not Active	09824	A-B-F-Z1	09877	Not Active
09771	Not Active	09825	Not Active	09878	Not Active
09772	Not Active	09826	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09879	Not Active
09773	Not Active			09880	B-B1-E2-F-H1-R-R1-U2-Z1
09774	Not Active	09827	A-B-F-Z1	09881	Not Active
09775	Not Active	09828	B-N-Z1	09882	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09776	Not Active	09829	Not Active		
09777	A-B-B1-C-E1-N	09830	B-B1-C-Z1	09883	Not Active
09778	Not Active	09831	B-B1-F-N-U-Z1	09884	Not Active
09779	A-B-B1-F-R	09832	B-B1-U1-Z1	09885	Not Active
09780	A-B-B1-F-R	09833	B-B1-U1-Z1	09886	Not Active
09781	Not Active	09834	B-B1-Z1	09887	Not Active
09782	Not Active	09835	A-B-B1-Z1	09888	B-B1-E2-F-H1-R-R1-U2-Z1
09783	Not Active	09836	A-B-B1-C-F-M-Z1	09889	B-B1-E2-F-H1-R-R1-U2-Z1
09784	Not Active	09837	B-B1-Z1	09890	B-B1-E2-F-H1-R-R1-U2-Z1
09785	Not Active	09838	B-B1-Z1	09891	Not Active
09786	Not Active	09839	A-B-B1-U-Z1	09892	A-B-B1-F-N-R-R1-Z1
09787	Not Active	09840	Not Active	09893	Not Active
09788	A-B-B1-F-R	09841	A-B-B1-U-Z1	09894	Not Active
09789	A-B-B1-F-R	09842	A-B-B1-Z1	09895	Not Active
09790	A-B-B1-C1-F-R	09843	Not Active	09896	Not Active
09791	A-B-B1-C1-E1-F-M-R	09844	A-B-B1-U-Z1	09897	Not Active
09792	B-B1-C-F-U	09845	Not Active	09898	B-B1-E2-F-H1-I-R-R1-U2-Z1
09793	A-B-B1-F-R	09846	Not Active		
09794	Not Active	09847	Not Active	09899	B-F-N-Z1
09795	Not Active	09848	Not Active	09900	Not Active
09796	Not Active	09849	Not Active	09901	Not Active
09797	B-B1-C-D-P	09850	Not Active	09902	Not Active
09798	Not Active	09851	Not Active	09903	Not Active
09799	Not Active	09852	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09904	Not Active
09800	Not Active			09905	Not Active
09801	Not Active	09853	B-B1-E2-F-H1-R-R1-U2-Z1	09906	Not Active
09802	Not Active	09854	B-B1-E2-F-H1-N-R-R1-U2-Z1	09907	Not Active
09803	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09855	B-B1-E2-F-H1-R-R1-U2-Z1	09908	Not Active
09804	Not Active	09856	Not Active	09909	Not Active
09805	Not Active	09857	Not Active	09910	Not Active
09806	Not Active	09858	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09911	Not Active
09807	Not Active			09912	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09913	Not Active	09971	Not Active	34029	Not Active
09914	Not Active	09972	Not Active	34030	B-B1-M-N-Z1
09915	Not Active	09973	Not Active	34031	B-B1-M-N-Z1
09916	Not Active	09974	Not Active	34032	B-M-N-Z1
09917	Not Active	09975	Not Active	34033	B-C-F-M-N-Z1
09918	Not Active	09976	Not Active	34034	B-B1-M-N-Z1
09919	Not Active	09977	Not Active	34035	B-B1-H-M-N-Z1
09920	Not Active	09978	Not Active	34036	B-M-N-Z1
09921	Not Active	09979	Not Active	34037	B-B1-C-F-H-I-M-N-Z1
09922	Not Active	09980	Not Active	34038	B-B1-M-N-Z1
09923	Not Active	09981	Not Active	34039	B-N-Z1
09924	Not Active	09982	Not Active	34040	B-Z1
09925	Not Active	09983	Not Active	34041	B-B1-M-N-U-Z1
09926	Not Active	09984	Not Active	34042	B-B1-D-F-M-N-Z1
09927	Not Active	09985	Not Active	34043	B-B1-D-F-M-N-Z1
09928	Not Active	09986	Not Active	34044	Not Active
09929	Not Active	09987	Not Active	34045	Not Active
09930	Not Active	09988	Not Active	34046	Not Active
09931	Not Active	09989	Not Active	34047	Not Active
09932	Not Active	09990	Not Active	34048	Not Active
09933	Not Active	09991	Not Active	34049	Not Active
09934	Not Active	09992	Not Active	34050	B
09935	Not Active	09993	Not Active	34051	B-Z1
09936	Not Active	09994	Not Active	34052	Not Active
09937	Not Active	09995	Not Active	34053	B-Z1
09938	Not Active	09996	Not Active	34054	Not Active
09939	Not Active	09997	Not Active	34055	B-N-Z1
09940	Not Active	09998	Not Active	34056	Not Active
09941	Not Active	09999	Not Active	34057	Not Active
09942	Not Active	34000	Not Active	34058	B-B1-Z1
09943	Not Active	34001	Not Active	34059	Not Active
09944	Not Active	34002	B-B1-N-U-Z1	34060	Not Active
09945	Not Active	34003	Not Active	34061	Not Active
09946	Not Active	34004	Not Active	34062	Not Active
09947	Not Active	34005	Not Active	34063	Not Active
09948	Not Active	34006	Not Active	34064	Not Active
09949	Not Active	34007	Not Active	34065	Not Active
09950	Not Active	34008	Not Active	34066	Not Active
09951	Not Active	34009	Not Active	34067	Not Active
09952	Not Active	34010	Not Active	34068	Not Active
09953	Not Active	34011	Not Active	34069	Not Active
09954	Not Active	34012	Not Active	34070	Not Active
09955	Not Active	34013	Not Active	34071	B-I-M-N-Z
09956	Not Active	34014	Not Active	34072	Not Active
09957	Not Active	34015	Not Active	34073	Not Active
09958	Not Active	34016	Not Active	34074	Not Active
09959	Not Active	34017	Not Active	34075	Not Active
09960	Not Active	34018	Not Active	34076	B-B1-F1-N-Z1
09961	Not Active	34019	Not Active	34077	Not Active
09962	Not Active	34020	B-B1-M-N-Z1	34078	B-B1-F1-N-Z1
09963	Not Active	34021	B-M-N-Z1	34079	B-B1-F1-N-Z1
09964	Not Active	34022	B-B1-D-F-M-N-Z1	34080	Not Active
09965	Not Active	34023	B-B1-M-N-Z1	34081	Not Active
09966	Not Active	34024	B-B1-M-N-Z1	34082	Not Active
09967	Not Active	34025	B-B1-F-N-U-Z1	34083	Not Active
09968	Not Active	34026	Not Active	34084	Not Active
09969	Not Active	34027	Not Active	34085	Not Active
09970	Not Active	34028	Not Active	34086	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
34087	Not Active	96245	Not Active	96303	Not Active
34088	Not Active	96246	Not Active	96304	Not Active
34089	Not Active	96247	Not Active	96305	Not Active
34090	B	96248	Not Active	96306	B-B1-F-F1-F2-M-W
34091	B	96249	Not Active	96307	Not Active
34092	B	96250	Not Active	96308	Not Active
34093	B	96251	A-B-B1-U	96309	B-B1-M-W
34094	Not Active	96252	Not Active	96310	B-B1-M-W
34095	B	96253	Not Active	96311	B-B1-M-W
34096	Not Active	96254	Not Active	96312	Not Active
34097	Not Active	96255	Not Active	96313	B-B1-F-F1-F2-M-W
34098	B	96256	Not Active	96314	Not Active
34099	B	96257	A-B-B1-U	96315	Not Active
96200	Not Active	96258	A-B-B1-U	96316	Not Active
96201	A-B	96259	A-B-B1-U	96317	Not Active
96202	A-B1-U	96260	A-B-B1-U	96318	Not Active
96203	A-B	96261	Not Active	96319	B-B1-M-W
96204	A-B-B1	96262	A-B-B1-U	96320	Not Active
96205	A-B-B1-U	96263	Not Active	96321	B-B1-F-F1-F2-M-W
96206	A-B-B1-U	96264	A-B-B1-U	96322	B-B1-F-F1-F2-M-W
96207	A-B-B1	96265	Not Active	96323	B-B1-M-W
96208	A-B-B1-U	96266	A-B-B1-U	96324	Not Active
96209	Not Active	96267	A-B-B1-U	96325	Not Active
96210	Not Active	96268	Not Active	96326	B-B1-M-W
96211	Not Active	96269	A-B-B1-U	96327	Not Active
96212	A-B-B1-U	96270	Not Active	96328	B-B1-M-W
96213	A-B-B1-U	96271	A-B-B1-U	96329	Not Active
96214	A-B-B1-U	96272	Not Active	96330	B-B1-M-W
96215	A-B-B1-U	96273	Not Active	96331	Not Active
96216	Not Active	96274	Not Active	96332	Not Active
96217	A-B-B1-U	96275	A-B-B1	96333	Not Active
96218	A-B-B1-U	96276	A-B-B1	96334	Not Active
96219	A-B-B1-U	96277	Not Active	96335	Not Active
96220	A-B-B1-U	96278	A-B-B1-U	96336	B-B1-M-W
96221	A-B-B1-U	96279	Not Active	96337	B-B1-M-W
96222	Not Active	96280	Not Active	96338	B-B1-M-W
96223	Not Active	96281	Not Active	96339	B-B1-M-W
96224	A-B-B1-U	96282	Not Active	96340	Not Active
96225	Not Active	96283	A-B-B1-U	96341	Not Active
96226	Not Active	96284	A-B-B1-U	96342	Not Active
96227	Not Active	96285	Not Active	96343	B-B1-M-W
96228	Not Active	96286	Not Active	96344	Not Active
96229	Not Active	96287	Not Active	96345	Not Active
96230	Not Active	96288	Not Active	96346	Not Active
96231	Not Active	96289	Not Active	96347	B-B1-F-F1-F2-M-W
96232	Not Active	96290	Not Active	96348	B-B1-F-F1-F2-M-W
96233	Not Active	96291	Not Active	96349	B-B1-F-F1-F2-M-W
96234	Not Active	96292	Not Active	96350	B-B1-F-F1-F2-M-W
96235	Not Active	96293	Not Active	96351	B-B1-F-F1-F2-M-W
96236	Not Active	96294	Not Active	96352	Not Active
96237	Not Active	96295	Not Active	96353	Not Active
96238	Not Active	96296	Not Active	96354	Not Active
96239	Not Active	96297	A-B-B1-U	96355	Not Active
96240	Not Active	96298	Not Active	96356	Not Active
96241	Not Active	96299	Not Active	96357	Not Active
96242	Not Active	96300	Not Active	96358	Not Active
96243	Not Active	96301	Not Active	96359	Not Active
96244	Not Active	96302	Not Active	96360	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96361	Not Active	96419	Not Active	96477	Not Active
96362	B-B1-F-F1-F2-M-W	96420	Not Active	96478	Not Active
96363	Not Active	96421	Not Active	96479	Not Active
96364	Close	96422	Not Active	96480	Not Active
96365	B-B1-M-W	96423	Not Active	96481	Not Active
96366	Not Active	96424	Not Active	96482	Not Active
96367	B-B1-L-M-W	96425	Not Active	96483	Not Active
96368	B-B1-M-W	96426	Not Active	96484	Not Active
96369	Not Active	96427	Not Active	96485	Not Active
96370	B-B1-F-F1-F2-M-W	96428	Not Active	96486	Not Active
96371	Not Active	96429	Not Active	96487	Not Active
96372	B-B1-M-W	96430	Not Active	96488	Not Active
96373	B-B1-M-W	96431	Not Active	96489	Not Active
96374	B-B1-M-W	96432	Not Active	96490	B-B1
96375	B-B1-M-W	96433	Not Active	96491	Not Active
96376	B-B1-M-W	96434	Not Active	96492	Not Active
96377	B-B1-M-W	96435	Not Active	96493	Not Active
96378	B-B1-M-W	96436	Not Active	96494	Not Active
96379	B-B1-M-W	96437	Not Active	96495	Not Active
96380	Not Active	96438	Not Active	96496	Not Active
96381	Not Active	96439	Not Active	96497	Not Active
96382	Not Active	96440	Not Active	96498	Not Active
96383	Not Active	96441	Not Active	96499	Not Active
96384	B-B1-M-W	96442	Not Active	96500	Not Active
96385	Not Active	96443	Not Active	96501	Not Active
96386	B-B1-M-W	96444	Not Active	96502	Not Active
96387	B-B1-M-W	96445	Not Active	96503	Not Active
96388	B-B1-M-W	96446	Not Active	96504	Not Active
96389	Not Active	96447	Not Active	96505	Not Active
96390	Not Active	96448	Not Active	96506	Not Active
96391	Not Active	96449	Not Active	96507	A-B-F
96392	Not Active	96450	Not Active	96508	Not Active
96393	Not Active	96451	Not Active	96509	Not Active
96394	Not Active	96452	Not Active	96510	Not Active
96395	Not Active	96453	Not Active	96511	B-B1-I-N
96396	Not Active	96454	Not Active	96512	Not Active
96397	Not Active	96455	Not Active	96513	Not Active
96398	Not Active	96456	Not Active	96514	Not Active
96399	Not Active	96457	Not Active	96515	B-B1-F
96400	Not Active	96458	Not Active	96516	Not Active
96401	B-B1-F	96459	Not Active	96517	B-B1-F-U3
96402	Not Active	96460	Not Active	96518	B-B1
96403	A-B-B1-M-N-U	96461	Not Active	96519	Not Active
96404	Not Active	96462	Not Active	96520	B-F-U3
96405	Not Active	96463	Not Active	96521	B-F-N
96406	Not Active	96464	Not Active	96522	B-F-N-U
96407	Not Active	96465	Not Active	96523	Not Active
96408	Not Active	96466	Not Active	96524	Not Active
96409	Not Active	96467	Not Active	96525	Not Active
96410	Not Active	96468	Not Active	96526	Not Active
96411	Not Active	96469	Not Active	96527	Not Active
96412	Not Active	96470	Not Active	96528	Not Active
96413	Not Active	96471	Not Active	96529	Not Active
96414	Not Active	96472	Not Active	96530	A-B-B1-H-M-N-U
96415	Not Active	96473	Not Active	96531	B-B1-H-M-U
96416	Not Active	96474	Not Active	96532	Not Active
96417	Not Active	96475	Not Active	96533	Not Active
96418	Not Active	96476	Not Active	96534	A-B-F

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96535	A-B-B1-F	96591	Not Active	96645	Not Active
96536	B-B1	96592	Not Active	96646	Not Active
96537	B-B1	96593	Not Active	96647	Not Active
96538	B-B1	96594	Not Active	96648	Not Active
96539	Not Active	96595	B-B1	96649	Not Active
96540	B-B1	96596	Not Active	96650	Not Active
96541	B-B1	96597	Not Active	96651	Not Active
96542	B-B1	96598	B-B1	96652	Not Active
96543	B-B1-P	96599	B-B1	96653	Not Active
96544	Not Active	96600	Not Active	96654	Not Active
96545	Not Active	96601	B	96655	Not Active
96546	B-F-U3	96602	B	96656	Not Active
96547	Not Active	96603	B	96657	B
96548	A-B-B1-H-M-U	96604	B	96658	Not Active
96549	A-B-B1-H-M-U	96605	B-O	96659	Not Active
96550	Not Active	96606	B	96660	B
96551	A-B-B1-H-M-U	96607	B	96661	B
96552	Not Active	96608	B	96662	B
96553	A-B-B1-H-M-N-U	96609	B	96663	B
96554	A-B-B1-H-M-U	96610	B	96664	B
96555	B-B1-F-M	96611	B	96665	B
96556	Not Active	96612	B	96666	B
96557	B-B1-F-M	96613	B-B1-C1-E2-F-H1-I-R1-U2-Z1	96667	B
96558	B			96668	B
96559	Not Active	96614	B-B1-C1-E2-F-H1-I-R1-U2-Z1	96669	B
96560	Not Active			96670	B
96561	Not Active	96615	B	96671	B
96562	Not Active	96616	Not Active	96672	B
96563	Not Active	96617	B	96673	B
96564	Not Active	96618	Not Active	96674	B
96565	Not Active	96619	B	96675	B
96566	Not Active	96620	B	96676	B
96567	Not Active	96621	B	96677	B
96568	Not Active	96622	B	96678	B
96569	Not Active	96623	B	96679	B
96570	Not Active	96624	B	96680	Not Active
96571	Not Active	96625	Not Active	96681	B
96572	Not Active	96626	Not Active	96682	B
96573	Not Active	96627	Not Active	96683	B
96574	Not Active	96628	B	96684	B
96575	Not Active	96629	B	96685	Not Active
96576	Not Active	96630	Not Active	96686	B
96577	Not Active	96631	Not Active	96687	B
96578	Not Active	96632	Not Active	96688	Not Active
96579	Not Active	96633	Not Active	96689	Not Active
96580	Not Active	96634	B	96690	Not Active
96581	Not Active	96635	B	96691	Not Active
96582	Not Active	96636	Not Active	96692	Not Active
96583	Not Active	96637	Not Active	96693	Not Active
96584	Not Active	96638	Not Active	96694	Not Active
96585	Not Active	96639	Not Active	96695	Not Active
96586	Not Active	96640	Not Active	96696	Not Active
96587	Not Active	96641	Not Active	96697	Not Active
96588	Not Active	96642	Not Active	96698	B
96589	Not Active	96643	B	96699	Not Active
96590	Not Active	96644	Not Active		

RESTRICTIONS

LEGEND

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

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

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

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

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

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

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

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

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

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

H1. Pork or pork by-products are prohibited.

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

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

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

I1. This restriction does not apply to registered mail.

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

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

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

Z. No outside pieces (OSPs).

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

International Mail

NEW EDITION

International Mail Manual Issue 26

Copies of *International Mail Manual* (IMM) Issue 26 (dated January 2002) were recently shipped to all Postal Service installations. All previous issues of the IMM are obsolete, so please recycle them.

If you need additional copies of IMM 26, you may order them by one of the following means:

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

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

The relevant ordering information for IMM 26 is as follows:

PSN:	7610-02-000-9904
PSIN:	IMMISSUE
Unit of Issue:	EA
Quick Pick #:	032
Bulk Pack Quantity:	12
Price:	\$2.003 each
Edition Date:	January 2002

You can access IMM 26 via the USPS Intranet home page at <http://blue.usps.gov/cpim>; click on *Manuals*. We update the online version, on a biweekly basis, to reflect any changes in the most recent issue of the *Postal Bulletin*. Since the online version is always more current than the existing printed version, you should check the online version, if you have Intranet access and if practicable, when responding to customer inquiries about international mail issues.

— Marketing, International Business, 2-21-02

Mail Recovery Centers

CLARIFICATION

Matter That Must Not Be Sent to Mail Recovery Centers

This article clarifies the November 19, 2001, letter we sent to vice presidents, Area Operations; manager, Capital Metro Operations; district managers; and managers, Bulk Mail Centers, titled "Leaking Packages and Refused Mail."

It is important to follow existing policies in *Postal Operations Manual* (POM) 69, Dead Mail, and 139, Nonmailable Matter — Articles and Substances: Special Mailing Rules, regarding the proper treatment of dead mail. Those policies safeguard postal employees and property and promote efficient postal services, including procedures about which types of dead mail matter can be forwarded to Mail Recovery Centers (MRCs). In order to minimize unnecessary handling, workhours, and potentially hazardous situations, **do not send any of the items listed below to the MRCs:**

1. The following types of dead mail (i.e., mail that is or becomes undeliverable and cannot be returned to the sender because of an insufficient return address or because of the class of mail or service requested):
 - a. Undeliverable mailpieces marked as containing medicines, perishables, or cosmetics. Dispose of in accordance with POM 691.522, Noninjurious Items.
 - b. Undeliverable Postal Service mail.
 - c. Undeliverable Standard Mail letters and flats.
 - d. Undeliverable postcards and postal cards **if** the local Post Office can shred or destroy them completely.

2. Undeliverable leaking packages or containers. Follow the procedures in POM 139.117, Referral to Inspection Service, or 139.118, Referral to RCSC, as appropriate. For leaking items believed to contain a hazardous material, also complete PS Form 1770, *Hazardous Materials Incident Report*.
3. Articles considered nonmailable because they are likely to harm employees, damage equipment, or harm other mail matter. Follow the procedures in POM 139.117 or 139.118, as appropriate.
4. Articles likely to attract pests (e.g., ants, roaches, flies, rodents). Follow the procedures in POM 691.521, Injurious Items, as appropriate.
5. Nonmailable matter found on Postal Service property. Follow the procedures in POM 139.117 or 139.118, as appropriate.

— Mail Recovery Program,
Consumer Affairs Operations, 2-21-02

Philately

STAMP ANNOUNCEMENT 02-06

United States Military Academy Commemorative Stamp



Copyright USPS 2001

The Postal Service will issue a 34-cent *United States Military Academy* commemorative stamp (Item 452700) in a self-adhesive pane of 20, in West Point, New York, on March 16, 2002. The stamp, designed by Derry Noyes, Washington, DC, and photographed by Ted Spiegel, Kingston, New York, goes on sale nationwide March 17, 2002. The pane may be split and the stamps may be sold individually.

With the issuance of this stamp, the Postal Service recognizes the bicentennial of the United States Military Academy. Thomas Jefferson signed legislation establishing a military academy at West Point, New York, in 1802. The academy was located at the site of a critical defensive position during the Revolutionary War. Its location prevented the British from gaining control of the vital Hudson River Valley and dividing the colonies. George Washington declared West Point to be the key to the continent.

Issue:	<i>United States Military Academy</i>
Item Number:	452700
Denomination & Type of Issue:	34-cent Commemorative
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	March 16, 2002, West Point, NY 10996
Designer:	Derry Noyes, Washington, DC
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Photographer:	Ted Spiegel, Kingston, NY
Modeler:	Donald H. Woo
Manufacturing Process:	Gravure
Engraver:	Armotek Industries
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomec, 3000
Stamps per Pane:	20
Print Quantity:	55 million stamps
Paper Type:	Pre-phosphored, Type II
Gum Type:	Self-adhesive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Grey, Magenta, Yellow, Cyan, Metallic Gold, Black
Stamp Orientation:	Vertical
Image Area (w x h):	1.075 x 1.41 in./27.30 x 35.81 mm
Overall Size (w x h):	1.225 x 1.56 in./31.11 x 39.62 mm
Pane Size (w x h):	7.26 x 7.125 in./184.40 x 180.97 mm
Plate Size:	180 stamps per revolution
Plate Numbers:	"S" followed by six (6) single digits
Marginal Markings:	"© 2001 USPS" • Price • Plate numbers in four corners • Plate Position Diagram • UPC code on back
Catalog Item Number(s):	452720 Block of 4 — \$1.32 452730 Block of 10 — \$3.40 452740 Full Pane of 20 — \$6.80 452761 First Day Cancellation — \$0.55

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office, by telephone at 1 800 STAMP-24, and at the Postal Store Web site at www.usps.com. They should affix the stamps to envelopes of their choice, address the

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

UNITED STATES MILITARY ACADEMY COMMEMORATIVE
STAMP
POSTMASTER
634 SWIFT RD
WEST POINT NY 10996-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by April 15, 2002.

How to Order the First Day of Issue Covers

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

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

First day covers are available from SFS for at least 1 year after the stamp's issuance.

Philatelic Products

There are no philatelic products for this stamp issue.

Distribution: 34-Cent United States Military Academy, Item 452700

Stamp distribution offices (SDOs) will receive approximately one-third of their standard automatic distribution quantities for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (40,000 stamps).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for one-quarter of their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to Post Offices before March 11, 2002.

Philatelic Requirement

SDOs with authorized philatelic centers will receive an automatic distribution of these stamps in nine positions for subsequent distribution to each philatelic window.

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the <i>United States Military Academy Commemorative Stamp, Item 452700</i>
1	18,000
2	36,000
3	54,000
4	72,000
5	90,000
6	108,000
7	126,000
8	144,000
9	162,000
12	216,000
13	234,000
16	288,000
19	342,000

Additional Supply

Post Offices requiring additional Item 452700 must requisition it from their designated SDO using PS Form 17. SDOs requiring additional Item 452700 must order it from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, APDs will receive the following quantities of additional stamps: San Francisco, 1,000,000; New York, 1,400,000; Chicago, 1,400,000; Memphis 1,320,000; and Denver, 400,000.

Sales Policy

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

— Stamp Services,
Government Relations and Public Policy, 2-21-02

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 postmarked no later than 30 days following the requested pictorial cancellation date.*

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

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

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

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

January 29, 2002


The Long Island Mentoring Partnership



MENTORING A CHILD STATION
POSTMASTER
PO BOX 9998
SMITHTOWN NY 11787-9998

February 6, 2002

Senate of Puerto Rico




STATION
5 DE FEBRERO DE 2002
San Juan PR 00901

Senete of Puerto Rico
50TH ANNIVERSARY OF THE SIGNING OF THE CONSTITUTION OF THE COMMONWEALTH OF PUERTO RICO STATION
POSTMASTER
585 AVE FD ROOSEVELT
SAN JUAN PR 00936-9998

February 2, 2002

BLACK HISTORY MONTH CELEBRATION STATION



CELEBRATION STATION
POSTMASTER
SPECIAL CANCELLATION UNIT
900 BRENTWOOD RD NE
WASHINGTON DC 20066-9998

February 8, 2002

USPS Downtown




TOP SPONSOR STATION
FEB. 8-24, 2002

OLYMPIC PARTNERS TOP SPONSOR STATION
POSTMASTER
PO BOX 31800
SALT LAKE CITY UT
84131-0800

February 2, 2002

Eastern States Exposition



STATION
EASTERN STATES EXPOSITION
WEST SPRINGFIELD, MA 01089

TRAIN SHOW STATION
POSTMASTER
PO BOX 9998
WEST SPRINGFIELD MA
01089-9998

February 9-10, 2002

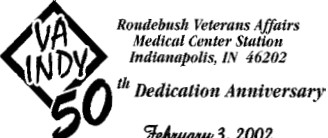
Portland Symphony Orchestra



STATION
PORTLAND SYMPHONY ORCHESTRA
PSO GIANTS OF BROADWAY STATION
POSTMASTER
125 FOREST AVE
PORTLAND ME 04101-9998

February 3, 2002

Roudebush Veterans Affairs Medical Center Station




STATION
ROUDEBUSH VETERANS AFFAIRS MEDICAL CENTER STATION
POSTMASTER
125 WEST SOUTH ST
INDIANAPOLIS IN 46206-9998

February 3, 2002

February 10, 2002

Lunar New Year Station



STATION
Grace & St. Peter's Parish
Chinese Language School
February 10, 2002
Baltimore MD 21201

LUNAR NEW YEAR STATION
CUSTOMER RELATIONS COORDINATOR
900 EAST FAYETTE ST
BALTIMORE MD 21233-9715

Battle on Camp Halloway
 VC bit the helicopter base killing 8 US and Wounding 125 men Feb. 11, 1965

Vietnam Station
 Pawtucket, RI 02860
 Feb. 11, 2002



February 11, 2002

Slater Stamp Club
 VIETNAM STATION
 POSTMASTER
 40 MONTGOMERY ST
 PAWTUCKET RI 02860-9998



February 22, 2002

Unicover Corporation
 OLD GLORY STATION
 POSTMASTER
 201 MAIN ST
 LAKE PLACID NY 12946-9998

Chinese New Year Water Horse Station



February 12, 2002

USPS Downtown Station
 CHINESE NEW YEAR WATER HORSE STATION
 POSTMASTER
 230 WEST 200 S
 SALT LAKE CITY UT 84101-9998



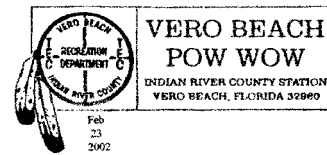
February 22-23, 2002

Greater Grand Rapids Stamp Club
 AQUINAS COLLEGE STATION
 CUSTOMER RELATIONS COORDINATOR
 PO BOX 9998-60
 GRAND RAPIDS MI 49599-9860



February 14-17, 2002

Southern Illinois Stamp Club
 ORCHIDS TRAINS PLANES STAMPS AND QUILTS STATION
 POSTMASTER
 1301 EAST MAIN ST
 CARBONDALE IL 62901-9998



February 23, 2002

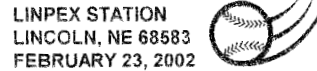
Indian River Teen Escape Council
 INDIAN RIVER COUNTY STATION
 POSTMASTER
 2050 13TH AVE
 VERO BEACH FL 32960-9998



Queens Library Station
 February 15, 2002
 Flushing, NY 11355

February 15, 2002

QUEENS LIBRARY STATION
 POSTMASTER
 PO BOX 9998
 FLUSHING NY 11355-9998



February 23-24, 2002

LINPEX Stamp Club
 LINPEX STATION
 PHILATELIC CLERK
 700 R ST
 LINCOLN NE 68501-9804



February 15-17, 2002

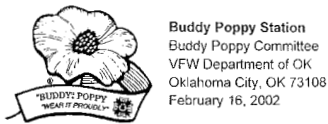
Arizona Federation of Stamp Clubs

ARIPEX 2002 STATION
 WINDOW SUPERVISOR
 135 NORTH CENTER ST
 MESA AZ 85201-6626



February 23-March 23, 2002

USPS
 CASANOVA HUNT STATION
 POSTMASTER
 5137 WESTON RD
 CASANOVA VA 20139-9998



Buddy Poppy Station
 Buddy Poppy Committee
 VFW Department of OK
 Oklahoma City, OK 73108
 February 16, 2002

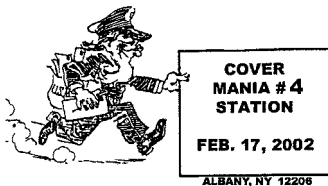
February 16, 2002

VFW Department of Oklahoma
 BUDDY POPPY STATION
 POSTMASTER
 320 SOUTHWEST 5TH ST
 OKLAHOMA CITY OK 73125-9998



February 24, 2002

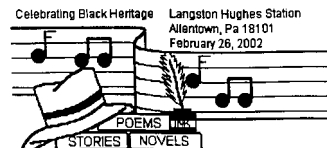
Clinton Stamp Club
 CLINTPEX STATION
 POSTMASTER
 2 WEST MAIN ST
 CLINTON CT 06413-9998



COVER MANIA #4 STATION
FEB. 17, 2002
 ALBANY, NY 12206

February 17, 2002

Capital District Civil War Round Table Association
 COVER MANIA # 4 STATION
 C/O PHILATELIC CLERK
 COLONIE CENTER STATION
 50001 COLONIE CENTER MALL
 ALBANY NY 12205-9998



February 26, 2002

Lehigh Valley Diversity Team
 LANGSTON HUGHES STATION
 POSTMASTER
 442 WEST HAMILTON ST
 ALLENTOWN PA 18101-1611

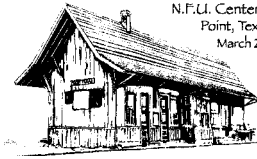


Texas Show 2002 Station

February 27, 2002

San Antonio, TX 78205

February 27–March 1, 2002
THE TEXAS SHOW 2002 STATION
POSTMASTER
10410 PERRIN BEITEL RD
SAN ANTONIO TX 78284-9998



N.F.U. Centennial Station
Point, Texas 75472
March 2, 2002

March 2, 2002
National Farmers Union
NFU CENTENNIAL STATION
POSTMASTER
281 AVENUE C
POINT TX 75472-9998



February 28, 2002
Orange Board of Education
ORANGE POETRY STATION
POSTMASTER
384 MAIN ST
ORANGE NJ 07050-9998



☆ WINTER SPORTS ☆
NOVAPEX Station 2002

March 2–3, 2002
Redding Post Office
NOVAPEX STATION
POSTMASTER
2323 CHURN CREEK RD
REDDING A 96049-9998



February 28–March 10, 2002
STRAWBERRY FESTIVAL STATION
POSTMASTER
PO BOX 9998
PLANT CITY FL 33567-9998



March 6–12, 2002
College Press
DIVISION II MENS BASKETBALL
CHAMPIONSHIP STATION
POSTMASTER
9998 ACADEMIC AVE
POINT LOOKOUT MO
65726-9998



March 1, 2002
SALT LAKE CITY 2002
PARALYMPIC WINTER GAMES
STATION
POSTMASTER
PO BOX 31802
SALT LAKE CITY UT
84131-0802

— Stamp Services,
Government Relations and Public Policy, 2-21-02

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
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
National Salvation Army Week, 4 th 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

Post Offices

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	07-0495	80011	CO	Aurora	Adams	Altura	Classified Station	01/20/2002	Realign ZIP Code boundaries. Use Aurora CO 80018 as last line of address for 36 deliveries previously in ZIP Code 80011.
New	07-0495	80018	CO	Aurora	Adams	Main Office	Post Office	01/20/2002	
Old	15-8125	83809	ID	Sandpoint	Bonner	Careywood	Community Post Office	01/20/2002	This announcement changes the administrative office for this ZIP Code from Sandpoint ID to Sagle ID. Continue to use Careywood ID 83809 as last line for addresses.
New	15-7925	83809	ID	Sagle	Bonner	Careywood	Community Post Office	01/20/2002	
Old	40-7360	97054	OR	Saint Helens	Columbia	Deer Island	Community Post Office	02/19/2002	Community Post Office discontinued. Retain ZIP Code and Place Name. Continue to use Deer Island OR 97054 as last line of address.
New	40-7360	97054	OR	Saint Helens	Columbia	Deer Island	Place Name	02/19/2002	
Old	48-5215	76554	TX	Little River	Bell	Main Office	Post Office	02/05/2002	This announcement changes the name of the Little River TX Post Office to the Little River Academy TX Post Office. Use Little River Academy TX 76554 as last line of address.
New	48-5215	76554	TX	Little River Academy	Bell	Main Office	Post Office	02/05/2002	
Old	48-1815	76033	TX	Cleburne	Johnson	Main Office	Post Office	01/16/2002	This announcement expands the use of ZIP Code 76033 to include delivery.
New	48-1815	76033	TX	Cleburne	Johnson	Main Office	Post Office	01/16/2002	
Old	48-1815	76031	TX	Cleburne	Johnson	Main Office	Post Office	01/16/2002	Realign ZIP Code boundaries. Use Cleburne TX 76033 as last line of address for a portion of the deliveries previously in ZIP Code 76031.
New	48-1815	76033	TX	Cleburne	Johnson	Main Office	Post Office	01/16/2002	
Old	54-0112	99001	WA	Airway Heights	Spokane	Main Office	Post Office	01/20/2002	This announcement expands the use of ZIP Code 99001 to include delivery.
New	54-0112	99001	WA	Airway Heights	Spokane	Main Office	Post Office	01/20/2002	
Old	56-3260	54012	WI	Glenwood City	Saint Croix	Emerald	Community Post Office	12/02/1996	Community Post Office and ZIP Code discontinued. Establish a place name. Emerald WI becomes an acceptable last line for use with ZIP Code 54013.
New	56-3260	54013	WI	Glenwood City	Saint Croix	Emerald	Place Name	12/02/1996	

Postal Employees

NOTICE

New Marketing Campaign

The great strength of the Postal Service is its ability to bring people together. Postal Service products and services connect customers to the important people in their lives — friends, family, and business customers. Each time the Postal Service delivers a piece of mail, it helps to build relationships. This is the foundation for the Postal Service's newest marketing campaign featuring the tagline "Brought to you by the United States Postal Service" (see page 66).

The goal of the new campaign, which launches February 25, is to link the experience of customers using Postal Service products and services to the intangible benefits of

this experience — personal fulfillment, personal connection, and business success. Additionally, the tag line has the flexibility to work across all Postal Service communications. Look for future ads with a product-based focus.

Postal Service employees extend the message of the campaign to their customers, every day, through their commitment to service.

— *Advertising, Marketing, 2-21-02*

The next four years

brought to you by  UNITED STATES
POSTAL SERVICE



Two bills, a skateboarding magazine and one college acceptance letter. Not bad for a Tuesday.

Each mailbox is a registered trademark of the United States Postal Service. ©2002 U.S. Postal Service.

www.usps.com

NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released February 5, 2002, by the Federal Retirement Thrift Investment Board

ANNUAL RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S * Fund	Wilshire 4500 Stock Index	I * Fund	EAFE Stock Index
1989	8.81	13.89	14.53	31.03	31.69	—	23.94	—	10.36
1990	8.90	8.00	8.96	-3.15	-3.10	—	-13.56	—	-23.59
1991	8.15	15.75	16.00	30.77	30.47	—	43.45	—	12.19
1992	7.23	7.20	7.40	7.70	7.62	—	11.87	—	-12.22
1993	6.14	9.52	9.75	10.13	10.08	—	14.57	—	32.68
1994	7.22	-2.96	-2.92	1.33	1.32	—	-2.66	—	7.75
1995	7.03	18.31	18.47	37.41	37.58	—	33.48	—	11.27
1996	6.76	3.66	3.63	22.85	22.96	18.52	17.18	6.27	6.14
1997	6.77	9.60	9.65	33.17	33.36	26.61	25.69	1.46	1.55
1998	5.74	8.70	8.69	28.44	28.58	7.51	8.63	20.46	20.09
1999	5.99	-0.85	-0.82	20.95	21.04	32.70	35.49	26.81	26.72
2000	6.42	11.67	11.63	-9.14	-9.10	-8.76	-15.77	-14.11	-14.17

2001 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Feb.	0.42	0.87	0.87	-9.12	-9.12	—	-12.15	—	-7.50
March	0.45	0.51	0.50	-6.33	-6.34	—	9.18	—	-6.67
April	0.43	-0.42	-0.42	7.78	7.77	—	10.58	—	6.95
May	0.47	0.61	0.60	0.65	0.67	1.42	2.37	-4.13	-3.53
June	0.47	0.39	0.38	-2.42	-2.43	0.66	0.81	-3.99	-4.09
July	0.48	2.22	2.24	-0.98	-0.98	-4.13	-4.56	-1.79	-1.82
Aug.	0.45	1.20	1.15	-6.27	-6.26	-4.32	-4.77	-2.58	-2.53
Sept.	0.43	1.15	1.16	-8.05	-8.08	-12.50	-12.86	-9.95	-10.13
Oct.	0.41	2.12	2.09	1.85	1.91	5.09	5.24	2.47	2.56
Nov.	0.37	-1.37	-1.38	7.62	7.67	7.84	7.77	3.56	3.69
Dec.	0.42	-0.61	-0.64	0.88	0.88	5.31	5.36	0.52	0.54
LAST 12 MONTHS	5.38	7.68	7.56	-16.22	-16.15	—	-15.67	—	-25.58

2002 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Jan.	0.45	0.79	0.81	-1.47	-1.46	-2.02	-1.95	-5.33	-5.31

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

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

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

* Implemented May 2001.

Please post on bulletin boards. Recycle all previous notices.

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Purchasing and Materials

INSTALLATION HEADS AND MAOs

Semiannual Review of Capital Records — Instructions

Installation heads and material accountability officers (MAOs) are reminded of the policy contained in Handbook AS-701, Material Management, Section 541.28, Internal Reviews. That policy requires that either the installation head or MAO conduct a semiannual internal review and evaluation of the status of property records and files. Follow the steps below to complete the review and evaluation process.

1. If you have delegated MAO assistants, meet with them and discuss the material accountability background of the installation.
2. Review the local standard operating procedures.
3. Randomly select and inventory 10 percent of capital items and 10 percent of sensitive items.
4. Review files and records to verify that those required by Handbook AS-701 Chapter 5, Asset Accountability, are being maintained.
5. Review the past six accounting period change lists to ensure that they have been properly verified.

— *Materials,*
Purchasing and Materials, 2-21-02

NEW ONLINE TRAINING COURSES

COR and MAO — From Purchasing and Materials

Effective immediately, the Contracting Officer's Representative (COR) Training Course (#34Q01-08) and Material Accountability Officer (MAO) Training Course (#34Q01-10) are available on the Postal Service Intranet at the Purchasing and Materials home page, <http://blue.usps.gov/purchase/purchase.htm>.

COR

The COR training course replaces the instructor-led classroom Contracting Officer's Representative (COR) Training Course (#34265-00). The Web-based version is self-paced and takes approximately 7 hours to complete. It includes a pretest, 16 lessons, and a final exam.

Refer to MI PM-610-2001-1, *Contracting Officer's Representative Program* (4-3-01), for policy and guidance for the training of CORs. That MI is available at <http://blue.usps.gov/cpim>; click on *MI*s, then *Contracting Officer's Representative Program*.

MAO

The MAO course replaces the instructor-led classroom course, Material Accountability and Control Training Course (#34282-00). The Web-based version is self-paced and takes approximately 8 hours to complete. It consists of 13 lessons and a final exam. The MAO training course is designed for all employees who have material accountability responsibilities. MAOs are directly accountable for capital, expendable, and sensitive property assigned to their finance number(s). Properly trained MAOs reduce the risk of losing, misappropriating, or prematurely disposing of Postal Service property.

— *Purchasing Policies and Programs,*
Purchasing and Materials, 2-21-02

Retail

CLARIFICATION

Continue to Manually Set Electronic Postage Meters

Continue to manually set all electronic postage meters presented at the counter until further notice from the Postage Technology Management (PTM) Office, USPS Headquarters.

PTM is currently working on a method that will allow you to know when to discontinue resetting a given meter, based on the end of the meter's rental. PTM will publish that

information in the *Postal Bulletin* as soon as the details are available. Until then, continue to manually set all electronic postage meters at the counter.

— *Postage Technology Management,
Product Development, 2-21-02*

NEW COURSE

Examining Self Service Vending Credit

Self Service and Access Management has developed Course #40101-05, Examining Self Service Vending Credit, which demonstrates the proper procedures for examining stamp stock and cash held in vending machines, employee safes, and employee offices. The course includes a 19-minute VHS videotape and a 24-page guidebook.

When the video was produced at the beginning of the fiscal year, each district training manager received three copies.

Additional copies of the video and guidebook can be ordered from the Material Distribution Center by one of the following means:

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

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

The relevant ordering information for Examining Self Service Vending Credit is as follows:

Videotape

PSN: 6910-05-000-4592
PSIN: CPG40101-05
Unit of Issue: Each
Price \$8.85

Participant's Guidebook

PSN: 7610-05-000-4785
PSIN: CPG40101-05A
Unit of Issue: Each
Price: \$0.9816

— *Self Service and Access Management,
Delivery and Retail, 2-21-02*

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