

POSTAL BULLETIN

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Repricing the Breast Cancer Research Semipostal Stamp

Effective March 23, 2002, purchase price will be 45 cents.

Publicity kit begins on page 3.

CONTENTS

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.

Publicity Kit: Repricing the *Breast Cancer Research* Semipostal Stamp 3

Administrative Services

ASM Revision: Information Security 10

Customer Relations

Mail Alert 14

Domestic Mail

DMM Revision: Labeling List Changes 15

DMM Revision: Periodicals Accuracy, Grading, and Evaluation (PAGE) Program ... 17

Reminder: Submission of PS Form 3510 for Additional Periodicals Entry 19

DMM Revision: Deposit of Metered Mail 20

DMM Revision: Optional Procedure Mailing System 20

Acceptance of Mail for New APO/FPO ZIP Codes 22

DMM Revision: Semipostal Stamps 23

Correction/Revised Forms: 3883, *Firm Delivery Receipt for Accountable and Bulk Delivery Mail*, and 3816, *COD* 25

Overseas Military Mail 27

Philately

Stamp Announcement 02-07: *Greetings from America* Stamps 38

Pictorial Cancellations Announcement 54

Special Cancellation Die Hubs 61

Fraud Alert

Withholding of Mail Orders 39

Invalid Express Mail Corporate Account Numbers 40

Missing, Lost, or Stolen U.S. Money Order Forms 43

Missing, Lost, or Stolen Canadian Money Order Forms 48

Counterfeit Canadian Money Order Forms 50

800 Number Available to Verify Canadian Money Orders 50

Post Offices

Safety Bulletin: Snowblower Safety 63

Postal Employees

Level 15–18 Post Offices: Safety and Health Inspections 65

Summaries of Recent USPS News Releases 66

Purchasing and Materials

Quick Pick List 67

Retail

Reminder: HAZMAT Information 78

What's in Store 79

Postal Bulletin Distribution 85

Postal Bulletin Index

2001 Annual Index PB 22067 (1-10-02)



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PB 22070: 7690-05-000-4835	PB 22063: 7690-04-000-5670	PB 22056: 7690-04-000-5663	PB 22049: 7690-04-000-5656
PB 22069: 7690-05-000-4834	PB 22062: 7690-04-000-5669	PB 22055: 7690-04-000-5662	PB 22048: 7690-04-000-5655
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	

PUBLICITY KIT

Repricing the Breast Cancer Research Semipostal Stamp

On March 23, 2002, the purchase price for the *Breast Cancer Research* semipostal stamp will be raised to 45 cents. The design of the stamp will not change, and the postage value of the stamp will remain at 34 cents until there is a change in the First-Class Mail® single-piece letter rate. All sales of the *Breast Cancer Research* semipostal stamps are still to be reported in **AIC 084**.

The following information provides historical background on the stamp and the legislation that led to this price change, Q&As to help you with customer inquiries, and instructions on how the revaluing process should take place at all retail units.

Background

The *Breast Cancer Research* semipostal stamp was issued July 29, 1998, as a result of legislation directing the Postal Service to issue a semipostal stamp to raise funds for breast cancer research over a 2-year period.

A semipostal stamp is priced a few cents higher than the First-Class Mail single-piece letter rate, with net proceeds above the cost of postage given to certain executive agencies.

To date, the *Breast Cancer Research* semipostal stamp has raised more than \$23 million for research. Seventy percent of the funds raised through sales of the stamp is given to the National Institutes of Health, and 30 percent is given to the Medical Research Program of the Department of Defense. Both organizations were designated by the legislation to receive the funds and are leaders in breast cancer research.

Legislation enacted in 2000 extended sales of the *Breast Cancer Research* semipostal stamp through July 2002. However, the postal appropriations bill enacted in November 2001 extended the sales period until December 31, 2003, and directed the Postal Service to issue two additional semipostals. The first, *Heroes of 2001* semipostal stamp, is expected to be issued this spring and may be sold through December 31, 2004. The second, *Domestic Violence* semipostal stamp, is expected to be sold beginning January 2004 and may be sold through December 31, 2006.

This legislation also changed the pricing formula for semipostals. In the past, the differential, which consists of the difference between the First-Class Mail single-piece letter rate and the actual price of the semipostal, could not exceed 25 percent of the underlying First-Class Mail rate. The new formula sets a minimum differential of 15 percent, with no cap on the price. The new legislation also provides that the total price must be divisible by 5.

Questions and Answers

Why is the price of the Breast Cancer Research semipostal stamp being increased March 23?

There are two primary reasons: (1) Establishing a price of 45 cents for the *Breast Cancer Research* semipostal stamp will ensure that the Postal Service is in compliance with recent legislation once the next underlying First-Class Mail postage rate change goes into effect, and (2) the change to 45 cents will lessen confusion about the pricing of semipostals because the next one — *Heroes of 2001* — will also be priced at 45 cents.

What if a customer bought the stamp when the First-Class Mail rate was 33 cents and uses the stamp now, when the rate is 34 cents, or even later when rates go up?

The nondenominated *Breast Cancer Research* semipostal stamp's postage value is set at the time of purchase. Customers are welcome to use any *Breast Cancer Research* semipostal stamps they purchased when lower rates were in effect, but if stamps were purchased before the last rate change in January 2001, they should affix additional postage to reach the appropriate rate based on the size and weight of their letters or parcels. There is, however, no easy way for the Postal Service to determine when the stamps were purchased. Consequently, employees must assume the stamps are being used properly and at the current First-Class Mail rate, and they should not treat pieces bearing the *Breast Cancer Research* semipostal stamp as shortpaid.

How long will the Breast Cancer Research semipostal stamp be on sale, and why is it coming off sale?

The *Breast Cancer Research* semipostal stamp will be on sale through December 31, 2003. The end date was established by recent legislation. The Postal Service is very proud of the fact that the stamp has raised more than \$23 million for research.

What ever became of all the proposals for new semipostals that were sent to the Postal Service in accordance with the recently announced Semipostal Stamp Program?

The *Breast Cancer Research* semipostal, and two additional semipostals to be issued in accordance with recent legislation, are not part of the Postal Service's Semipostal Stamp Program. This program was established in accordance with separate legislation that gave the Postal Service discretionary authority to select subjects for future semipostals. Scheduled to last 10 years, this "discretionary" program is on hold and is expected to begin in a few years. Congress also granted the Postal Service the authority to determine the start date of the 10-year period. Since the program has not yet started, there will be no impact on the duration of the program if its start date is postponed.

I have some good ideas for future semipostals, who can I contact?

The period for receipt of proposals for the "discretionary" Semipostal Stamp Program has ended. The causes for the first two discretionary semipostal stamps will be selected from the pool of eligible proposals received during the solicitation period. We anticipate that further solicitations will be issued in the coming years for semipostals to be issued later during the 10-year period. In the meantime, customers are encouraged to submit ideas for the U.S. Commemorative Stamp Program. To submit an idea, simply write to the Citizens' Stamp Advisory Committee at the following address:

CITIZENS STAMP ADVISORY COMMITTEE
C/O STAMP DEVELOPMENT
U S POSTAL SERVICE
475 LENFANT PLZ SW RM 5670
WASHINGTON DC 20260-2437

— Community Relations,
Public Affairs and Communications, 3-7-02

Retail Instructions

To increase the value of these stamps, stock custodians, retail associates, and contractors must count the number of *Breast Cancer Research* semipostal stamps in their stamp credits and multiply the total number of *Breast Cancer Research* semipostal stamps by 5 cents to compute the dollar value of the increase in accountability. The following instructions are being issued to revalue the supply of the *Breast Cancer Research* semipostal stamps.

IRT Offices

Individual Accountabilities. Sales and services associates (SSAs) with *Breast Cancer Research* semipostal stamps in their inventory must increase their accountability using the following instructions:

1. *Stamp Credits.* SSAs and contractors must multiply the number of *Breast Cancer Research* semipostal stamps on hand by 5 cents and record the computation on PS Form 17, *Stamp Requisition*. The total from PS Form 17 must be entered to AIC 844, *Stock Increase-Revaluation*, on the clerk disk.
2. *Closeout Instructions.* When all clerk disks are consolidated, the total revaluation for the unit will be the total amount in AIC 844 on the Unit 1412, *Daily Financial Report*, for standard field accounting procedures (SFAP) units. In main stock non-SFAP offices, the revaluation amount in AIC 844 will roll to AIC 171, *Postage Stock Revaluation-Increase*, on the Daily

Financial Statement and will increase AIC 805, *Postage Stock Inventory*.

Main Stock/Unit Reserve. Offices with *Breast Cancer Research* semipostal stamps in main stock/unit reserve inventory must increase their accountability using the following instructions:

1. Issue to retail clerks all 40-cent *Breast Cancer Research* semipostal stamps in main stock/unit reserve.
2. Clerks receive stock by recording to AIC 841, *Stock Received at \$0.40 per stamp*.
3. Clerks revalue by following the previously stated revaluation instructions.
4. The item number for *Breast Cancer Research* semipostal stamp from stamp stock inventory (at the old price) can be deleted after the next New Day is performed.
5. Add item number for *Breast Cancer Research* semipostal stamp to stamp stock inventory at the new price of 45 cents.
6. Clerks prepare PS Form 17 for returning stock and enter value of *Breast Cancer Research* semipostal stamp to be returned to main stock/unit reserve inventory at the new price of 45 cents.
7. Clerks make entry to AIC 848, *Stamps Return*.
8. Enter to main stock/unit reserve inventory at new price.

Non-IRT/Non-POS ONE Offices

1. *Stamp Credits.* SSAs and contractors must multiply the number of *Breast Cancer Research* semipostal stamps on hand by 5 cents and record the computation on PS Form 17, *Stamp Requisition*. The total from PS Form 17 must be entered to AIC 844, *Stock Increase-Revaluation*, on Clerk 1412.
2. *Main Stock/Unit Reserve Inventory.*
 - a. Multiply the number of *Breast Cancer Research* semipostal stamps on hand by 5 cents and record the computation on PS Form 17.
 - b. Enter amount to PS Form 3958, *Main Stock Transaction Record*, on line 3 (blank) and write in "Revaluation-Stock Increase."

Main Stock Units. Enter the total from all PS Forms 17 (for SSAs and main stock inventory) for revalued *Breast Cancer Research* semipostal stamps to PS Form 3959, *Daily Recap-Stamp Stock Transactions*, on line 3 (blank) and write in "Revaluation-Stock Increase." In the accountbook, make a write-in entry to AIC 171, *Postage Stock Revaluation-Increase*, for the same amount. This is offset by an increase to AIC 805, *Postage Stock Inventory*, in the analysis section of the accountbook.

Reserve Stock Units. Add the total from PS Form 17 (for reserve stock inventory) for revalued *Breast Cancer Research* semipostal stamps to Unit 1412, AIC 844, *Stock Increase-Revaluation*. Add all PS Forms 17 (for SSAs and unit reserve inventory) and verify with Unit 1412, AIC 844. Support entry with PS Forms 17 and copy of PS Form 3958. These increases in accountability must be reported in the accountbook.

IBM POS ONE Offices

A message display will state that the stock unit contains items pending revaluation. The revaluation process must be completed by:

1. The "retail stock unit" for the retail floor stock under segmented inventory accountability.
2. The "stampstock stock unit" for the unit reserve.
3. SSAs with assigned stamp credits (this includes the segments with individual accountability, i.e., Stamps By Mail®, Stamps On Consignment, Mobile Unit, Philatelic, and Vending at SIA sites).

The revaluation process must be completed within 3 calendar days and can be performed only one time. After physically counting the number of revalued items from the floor stock inventory or stamp stock, SSAs and reserve stock custodian must use the following same steps to complete the process:

1. Print a Trial 1412.
2. Select **<Back Office> Till> Stock Unit Revalue> Enter>**.
3. Enter manager override if necessary. Select **<Enter> OK>**d. Message appears: *The revaluation process may be performed only ONE time. Please ensure ALL revaluation items are entered before completing the process<OK>*.
4. Select **<F8>** Touch printer field and select **<F4> Receipt>Enter>F11> F3>**.
5. Enter actual quantities of items on printed count sheet.
6. Enter actual quantity of each revalued item from the count sheet **<F11>**.
7. Enter Verifier Name (manager) and ID (optional). Select **<F11>** Revaluation Summary Report prints.
8. Verify total revaluation amount printed below the header information on the Revaluation Summary Report and verify actual quantities and value. Compare the total revaluation amount to a manual calculation. Message appears again: *The revaluation process may be performed only ONE time. Please ensure ALL revaluation items are entered before completing the process. Select Yes to complete revaluation. Select No to reprint the report. Select Cancel to restart the revaluation.* Select **<Yes>** and then **<Main Tasks>**.
9. Print another Trial 1412. (Revaluation process will flow to GLA 0841*). Compare GLA 0853 and GLA 0841(increased value) to original Trial 1412. Verify that GLA 0841 has been incremented by the total revaluation amount printed below the header information on the Revaluation Summary Report.
10. On PS Form 17, annotate the total amount of revalued items only and submit to closeout person at close of business. The amount on PS Form 17 must equal the amount on GLA 0841, minus any other stock amount if received from SDO/SSC or the unit reserve.
11. The unit will submit to the district accounting office (DAO) a consolidated PS Form 17 of the total amounts revalued at the unit. The amount on PS Form 17 must equal the amount on GLA 0841, minus any other stock amount if received from SDO/SSC or the unit reserve.

* DAO will make the adjustment from GLA 0841 to GLA 0844 for total amounts revalued at each IBM POS ONE office based on the submitted PS Form 17.

NCR POS ONE Offices

A message display will state that the stock unit contains items pending revaluation. The revaluation process must be completed by (1) one of the SSAs assigned to the multi-service role working from the retail floor stock under segmented inventory accountability and (2) SSAs with assigned stamp credits.

After physically counting the number of revalued items from the floor stock inventory or stamp stock, the system user must follow these steps to complete the process:

1. Press **[Clerk Services\Back Office]**.
2. Press **<Money and Accounts>**.
3. Press **<Stock Revaluation>**.
4. Press **<Select All>**. *Note:* Red check marks appear on all the items in the notebook area pick list. The user can also select one item at a time by pressing the select item DynaKey.
5. Press **<Accept>**.
6. Press **<Continue>**. *Note:* The system will print a Stock Revaluation count-sheet for all items that were previously checked. Use this printout to record the physical count.
7. Key in the quantity counted for each item and press **[Enter]**.
8. Press **<Continue>**. If the wrong quantity was entered, press **<Change Quantity>** to return to the item list and make corrections.
9. Press **<Continue>**.
10. Type in the First Name, Last name, and Employee ID.
11. Press **<Continue>**. A summary view will be displayed of the change done to the user's accountability.
12. Press **<Accept>** to finish.

Unit Reserve Stock Custodians:

1. Log on as Stock Custodian.
2. Press **<Non-Retail Roles>**.
3. Press **<Other Activities>**.
4. Press **<Unit Stock Revaluation>**.
5. Press **<Select All>**. *Note:* Red check marks appear on all the items in the notebook area pick list. The user can also select one item at a time by pressing the select item DynaKey.
6. Press **<Accept>**.
7. Press **<Continue>**. *Note:* The system will print a Stock Revaluation count-sheet for all items that were previously checked. Use this printout to record the physical count.
8. Key in the quantity counted for each item and press **[Enter]**.
9. Press **<Continue>**. If the wrong quantity was entered, press **<Change Quantity>** to return to the item list and make corrections.
10. Press **<Continue>**.
11. Type in the First Name, Last name, and Employee ID.
12. Press **<Continue>**. A summary view will be displayed of the change done to the user's accountability.
13. Press **<Accept>** to finish.

— POS ONE, Delivery and Retail, 3-7-02

Procedures for SDOs and SSCs, and users of the STAMPS Program and the SSS

Revaluating *Breast Cancer Research* Semipostal Stamps
— Items Affected (Increase)

Item Number	Description	Old Price	New Price	Amount of Increase
553000	<i>Breast Cancer Research</i> Singles	\$0.40	\$0.45	\$0.05
553015	<i>Breast Cancer Research</i> Pane	\$8.00	\$9.00	\$1.00
367200	<i>Breast Cancer Research</i> 10-Pack	\$4.00	\$4.50	\$0.50

The value of the *Breast Cancer Research* semipostal stamps will increase from a 40-cent to 45-cent selling price effective March 23, 2002. The master inventories of STAMPS and Stamp Services Systems (SSS) will be updated automatically by Stamp Distribution, Headquarters, 9:00 A.M. ET on March 25, 2002, to reflect the new selling price. To facilitate this update, **SDOs and SSCs must not logon to the STAMPS or SSS Programs after close of business on March 22 through March 25, before 9:00 A.M. ET.**

When the inventory system is updated, the closing balance on PS Form 3958 for March 22 will not match the opening balance on March 25. The difference should equal the total revaluation amount.

Stamp Distribution supervisors at all facilities processing the *Breast Cancer Research* semipostal stamps should perform the following on March 25:

- Total the quantities of *Breast Cancer Research* semipostal stamps in inventory.
- Multiply by increase amount (see table on page 6).
- Enter the results on a PS Form 17, *Stamp Requisition*.
- Write the difference on the overage line of PS Form 3958 (outside the postage line) as stock revaluation/increase.
- Forward PS Form 3958 and PS Form 17 to the District Accounting Office.

Procedures for District Accounting Offices

- Call up Option C, Accountable Paper, on the Daily Financial Menu.
- Call up Option 2, Accountable Paper (PS Form 3958), on the accountable paper menu.
- Enter the amount of PS Form 17 on the revaluation line. This will increase AIC 171, and increase AIC 805.

Note: Do not enter the amount of PS Form 17 via the *Advice of Shipment Option*. That would result in a statement of difference.

— Stamp Services,
Government Relations and Public Policy, 3-7-02

Procedures for Self Service Equipment

Handbook Revision: Semipostal Stamp Vending Packets

Effective March 23, 2002, the *Breast Cancer Research* semipostal stamp vending packet, Item 367200, is revalued to \$4.50. In addition, effective March 23, 2002, Handbook PO-102, *Self Service Vending Operational and Marketing Program*, is revised to include the revaluation of the *Breast Cancer Research* semipostal stamp and the policy for vending semipostal stamp packets in self-service equipment.

We will incorporate this revision into the next printed edition of Handbook PO-102 and into the online version of Handbook PO-102 at <http://blue.usps.gov/cpim>; click on HBKs.

Handbook PO-102, Self Service Vending Operational and Marketing Program

	*	*	*	*	*
1	The Self Service Vending Program				
	*	*	*	*	*
14	Services and Products				
	*	*	*	*	*

[Add new 143 as follows:]

143 Semipostal Stamps

143.1 Policy

A “semipostal stamp” is a postage stamp that is issued and sold by the Postal Service at a price that exceeds the postage value of the stamp. The difference between the sales price of a semipostal stamp, and the First-Class Mail

single-piece first-ounce rate in effect at the time of purchase (less the Postal Service’s costs), consists of a contribution to be transferred to a federal executive agency for a specified cause. In accordance with legislation directing the Postal Service to offer semipostal stamps to the public, the Postal Service will sell semipostal stamps at a price above the First-Class Mail first-ounce rate to enable the public to make contributions to designated federal executive agencies.

143.2 Pricing

The *Breast Cancer Research* semipostal stamp vending packet, Item 367200, is priced at \$4.50.

143.3 Equipment

The semipostal stamp packets will be sold through every multi-commodity machine in service. Models PCM-1625A and PCM-1625B will fully stock the *Breast Cancer Research* semipostal stamp in selection C3 (168 vends). Item 367200 is to be continuously sold in these positions until the product is withdrawn from sale on December 31, 2003. Product identifiers for PCM-1625A and PCM-1625B machines have been created and are available for download from the Self Service web site at <http://retail.usps.gov/html/programs/selfservice.html> or http://retail.usps.gov/html/programs/selfserv/prod_id.html#links.

143.4 Responsibilities

143.41 District Retail Office

The district retail office will inform its stamp distribution offices (SDOs) of the location of each multi-commodity machine in its geographic area of responsibility. SDOs will supply the servicing employee with a quantity of vending packets for each multi-commodity machine type to fill the selection until the product is withdrawn from sale.

143.42 Service Employee

The servicing employee must record the location of each commodity machine stocked with these stamp packets and the date on which he or she initially stocked each machine. This vend and the placement of the product are not subject to local discretion. This is a nationally supported effort. The district office must do the following:

- a. Verify that ALL commodity machines installed in the district are stocked.
- b. Forward to the area retail office the dates on which each commodity machine was initially filled with this stamp packet.

Note: The area retail office will retain this information for future audit.

143.5 Financial Reporting

Record sales for semipostal stamp vending packets on PS Form 1421-A, Daily Financial Report, in the appropriate account identifier code (AIC). Sales for these products that are recorded on PS 8130, *Vending Equipment Sales Service Daily Activity Log*, will be included with total machine revenue

* * * * *

— *Self Service and Access Management,
Delivery and Retail, 3-7-02*

Procedures for Postal Store Retail Packaged Stamps

Repricing the Breast Cancer Research semipostal retail packaged stamps (Item 553015)

Postal Stores will receive directly from Minnesota Diversified Industries a roll of 250 yellow "starburst" pricing stickers for the *Breast Cancer Research* semipostal stamp. The sticker contains information on the new price and should be affixed directly over the existing sticker. This must be completed by Saturday, March 23. A supply of stickers will also

be sent to SDOs to reprice *Breast Cancer Research* semipostal stamp stock in inventory. All subsequent *Breast Cancer Research* semipostal stamp shipments from the SDO to Postal Stores must have the new price stickers. It is up to local discretion, as to whether the stickers are affixed to the package at the SDO or at the Postal Store. If Postal Stores require additional stickers, they should contact their local SDO.

— *Retail Marketing,
Service and Market Development, 3-7-02*

Optional Service Talk, Retail Services — Breast Cancer Research Semipostal Stamp

On March 23, 2002, the price of the *Breast Cancer Research* semipostal stamp will be changed from 40 cents to 45 cents. The design of the stamp will not change, and the postage value of the stamp will remain 34 cents. The price increase is prompted by recent legislation establishing a new pricing formula for semipostal stamps and extending the sales period of the *Breast Cancer Research* semipostal stamp until December 31, 2003. To date, more than \$23 million has been raised for research from sales of the *Breast Cancer Research* semipostal stamp.

Detailed step-by-step instructions to increase the value of the *Breast Cancer Research* semipostal stamp are included in the March 7, 2002, *Postal Bulletin*. It is important that you continue to remain diligent in accurately reporting sales of semipostal stamps. As a reminder:

- The Postal Service must track the exact number of stamps sold. To comply with this requirement, the *Breast Cancer Research* semipostal stamp must be sold for 45 cents under **AIC 084**.
- The stamp may be used for postage at the First-Class Mail one-ounce letter rate in effect at the time of purchase (currently 34 cents). Customers should be reminded that the stamp is good for 34 cents postage, not 45 cents.
- The tax-deductible contribution associated with each stamp is 11 cents. The proceeds (net of the Postal Service's reasonable costs) will be transferred to the Medical Research Program of the Department of Defense and the National Institutes of Health for breast cancer research.

- Every Post Office must have *Breast Cancer Research* semipostal stamps available for sale through December 31, 2003. Each person responsible for ordering and maintaining stamp stock must make certain their office has a supply of this stamp and that existing stamp stock is revalued with the current price.
- If customers indicate they want to purchase the *Breast Cancer Research* semipostal stamp but do not want to make a donation to breast cancer research, gently remind them that the Postal Service must, by law, charge the extra amount. Then offer your customer an alternative stamp to purchase.
- Customers interested in donating to breast cancer research without buying the stamp can be told they can do so through local charitable organizations.
- All customers should be given a receipt. POS ONE and IRT receipts identify *Breast Cancer Research* semipostal stamps. Other retail offices should provide PS Form 1096, *Cash Receipt*.
- The self-adhesive *Breast Cancer Research* semipostal stamp can be sold individually. Each pane has been specially die-cut for that purpose.

— *Customer Service Operations,
Delivery and Retail, 3-7-02*

Administrative Services

ASM REVISION

Information Security

Effective March 7, 2002, *Administrative Support Manual* (ASM) 13, subchapter 87, Security Program, is revised. The change reflects a new title and the security policies and organizational responsibilities covering protection of Postal Service information resources.

We will incorporate this revision into the printed version of ASM 14 and into an incremental update of the online ASM 13, accessible through the Postal Service Policy Net page on the Intranet at <http://blue.usps.gov/cpim>; click on *Manuals*.

Administrative Support Manual (ASM)

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8 Information Resources

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[Change the title and replace existing subchapter 87 as follows:]

87 Information Security

871 Introduction

871.1 Purpose

The purpose of information security in the Postal Service is to protect the organization's business interests, personnel, and the public, and to ensure the confidentiality, integrity, and availability of Postal Service information resources. *Confidentiality* is the characteristic that refers to the privacy of information, making sure that unauthorized personnel do not gain access. *Integrity* is the characteristic that refers to the accuracy and completeness of the information. *Availability* is the characteristic that refers to authorized users being able to access the information whenever it is needed.

871.2 Policy

The Postal Service is committed to creating and maintaining an environment that protects its information resources from accidental or intentional unauthorized use, modification, disclosure, destruction, or denial of service resulting from internal failure, human error, attack, or natural catastrophe. To meet this commitment, information security policies and practices will be developed that reflect business and industry prudent practices, support compliance with applicable Federal regulations, and hold executives and managers accountable.

871.3 Guiding Principles

The following principles guide the development and implementation of Postal Service information security policies and practices:

a. Information is:

- (1) A critical asset that must be protected.
- (2) Restricted to authorized personnel for authorized use.

b. Information security is:

- (1) A cornerstone of maintaining public trust.
- (2) A business issue — not a technology issue.
- (3) Risk-based and cost effective.
- (4) Aligned with Postal Service priorities, industry prudent practices, and government requirements.
- (5) Directed by policy but implemented by business owners.
- (6) Everyone's business.

871.4 Scope

871.41 Information Resources

These policies apply to all information, in any form, related to Postal Service business activities, employees, or customers, that has been created, acquired, or disseminated using the Postal Service's resources, brand, or funding. These policies apply to all technologies associated with the creation, collection, processing, storage, transmission, analysis, and disposal of information. These policies also apply to all information systems, applications, products, services, telecommunications networks, computer-controlled mail processing equipment, and related resources, which are sponsored by, operated on behalf of, or developed for the benefit of the Postal Service.

871.42 Organizations and Personnel

These policies apply to all Postal Service functional organizations and personnel, which includes Postal Service employees, contractors, vendors, business partners, and any other authorized users of Postal Service information systems, applications, telecommunication networks, data, and related resources.

871.5 Importance of Compliance

871.51 Maintaining Public Trust

The public entrusts vast amounts of information to the Postal Service every day — information that the Postal Service is required by law and prudent business practice to protect. Compliance with information security policies will help protect information resources and enhance the reputation of the Postal Service as an institution deserving of public trust.

871.52 Continuing Business Operations

The Postal Service is committed to delivering superior customer service in an increasingly competitive marketplace through the effective use of technology, information, and automation. Compliance with information security policies will help ensure the continuous availability and integrity of the technological infrastructure critical to the Postal Service's ability to perform its mission.

871.53 Protecting Postal Service Investment

Postal Service information resources represent a sizable financial investment in technologies and in information that can never be replicated. These information resources are of paramount importance to the mission of the Postal Service and to the country, and must be protected.

871.54 Abiding by Federal Regulations

Postal Service information security policies are designed to ensure compliance with the following government requirements, some of which are not statutorily required but are considered to be prudent business practice:

- a. Title 39, CFR, Section 267, *Protection of Information*, revised July 1, 2000.
- b. Freedom of Information Act of 1966.
- c. Privacy Act of 1974, as amended.
- d. Office of Management and Budget, Circular No. A-130, *Management of Federal Information Resources*, December 1985, as amended.
- e. Public Law 100-235, Computer Security Act of 1987.
- f. Paperwork Reduction Act of 1995.
- g. Information Technology Management Reform Act (Clinger-Cohen Act), February 10, 1996.
- h. Presidential Decision Directive 63, *Protecting America's Critical Infrastructures*, May 22, 1998.
- i. Presidential Decision Directive 67, *Ensuring Constitutional Government and Continuity of Government*, October 21, 1998.
- j. Government Information Security Reform Act, November 29, 2000.

872 Responsibility

The Postal Service security program is divided into several areas of responsibility as described in the following subsections.

872.1 Corporate Information Security Office

The manager, Corporate Information Security Office (CISO), is responsible for setting the overall strategic direction for the Postal Service information security program.

872.11 Information Security Program

The Information security program includes the following subprograms:

- a. *Information Security Policies, Procedures, and Standards*. Creates and evaluates computer security policies, procedures, and standards to support a Postal Service-wide information security program that incorporates prudent practices from industry and government.
- b. *Risk Management*. Provides overall policy and consulting support on the identification and assessment of known security risk factors and their successful mitigation.
- c. *Information Security Awareness*. Provides management and guidance to ensure that all employees are aware of their security responsibilities and the secure use of information resources.
- d. *Information Security Assurance (ISA)*. Provides the business impact assessment (BIA) process by which the sensitivity and criticality of each information resource is determined and the security requirements are identified. For information resources determined to be sensitive, critical, and business-controlled, provides a formal security evaluation and management approval process to ensure the information resource is secure at a level appropriate to its criticality and sensitivity designation. Determines the associated protection mechanisms and controls as well as the plans for their acquisition and implementation. Determines the residual risk before the information resource is put into production and periodically over the life of the information resource. Provides requirements for periodic testing and evaluation of the effectiveness of protection mechanisms.
- e. *Information Security Technology Assessment*. Evaluates and recommends security products for implementation. Makes recommendations for the deployment of new security products in a responsible manner.

- f. *Security Architecture.* Manages and develops the security architecture to ensure the confidentiality, integrity, and availability of Postal Service information resources, including review, evaluation, and recommendation of advanced security technologies.
- g. *Network Security.* Provides overall policy and consulting support for the Postal Service network and penetration testing. Determines criteria for the evaluation of firewalls, recommends encryption solutions, and reviews servers and business partner connectivity.
- h. *Business Continuity and Contingency Planning.* Provides overall policy and consulting support on effective planning for continued business operations under all conditions and situations.
- i. *Information Security Incident Management.* Provides overall policy and consulting support for detecting, responding to, and reporting information security incidents. Receives and tracks information security incident reports through resolution, escalates serious incidents, and incorporates "lessons-learned" into ongoing security awareness and training programs. Provides support to the Office of Inspector General (OIG), OIG Computer Intrusion Team; Inspection Service, Computer Incident Response Team (CIRT); and the Virus Response Team (VRT) as requested in response to any information security incident.
- j. *Compliance.* Provides consulting support on industry and government prudent practices concerning inspections and evaluations, and recommends remedial action to address any significant deficiencies. Conducts administrative investigations for the purpose of maintaining information security.

872.12 Requirements

Information security in the Postal Service will be cost-effective and aligned with postal business goals and objectives. Postal Service functional organizations are responsible for the following:

- a. Identifying their information resources.
- b. Determining the value of the information resource to the organization.
- c. Determining how long the Postal Service can tolerate unavailability of the information resource and how quickly it must be returned to normal operations.
- d. Identifying threats to information resources.
- e. Identifying the business impact of a security incident and appropriate countermeasures commensurate with the value of the resource.

- f. Completing step-by-step methodologies to ensure that security countermeasures identified and implemented will protect resources at the level necessary to continue business operations.

Note: Security requirements defining how the Postal Service protects these resources and assets are defined in Handbook AS-805, *Information Security*.

872.13 Information Security Services

The information security program has defined information security services, consisting of concepts, properties, and processes that guide development of policies and processes needed to protect information resources. Security services function as follows:

- a. *Authorization.* Determines whether, and to what extent, personnel should have access to computer resources.
- b. *Accountability.* Associates each user ID or logon ID with one and only one user or process to enable tracking of all actions of that user or process on the information resource.
- c. *Identification.* Associates a user with an unambiguous identifier (e.g., user ID or logon ID) by which that user is held accountable for the actions and events initiated by that user.
- d. *Authentication.* Verifies the claimed identity of an individual, station, or originator.
- e. *Confidentiality.* Ensures that information is not made available or disclosed to unauthorized individuals, entities, or processes.
- f. *Integrity.* Ensures the correct operation of information resources, consistency of data structures, and accuracy of the stored information.
- g. *Availability.* Ensures information resources will be accessible by authorized personnel or other information resources when required.
- h. *Security administration.* Implements management constraints, operational procedures, and supplemental controls to ensure adequate protection of an information resource.
- i. *Audit logging.* Records operational and security-related events.
- j. *Security compliance reviews.* Reviews operational security compliance of computer systems and/or computer sites. Provides audit and other support to Office of Inspector General (OIG).

872.2 Postal Inspection Service

The Postal Inspection Service is a Federal law enforcement agency within the United States Postal Service. The mission of the Postal Inspection Service is to protect the Postal Service and its employees and customers from criminal attack and protect the nation's mail system from criminal misuse.

The Postal Inspection Service's three operational imperatives, or overall goals, of safety, security, and integrity are based on the mission of the Inspection Service and relate to all aspects of its jurisdiction and responsibilities. Through its criminal, investigative, preventive, and security programs, the Inspection Service strives to ensure the safety of postal customers and employees, increase the security of postal products, services, and assets, and maintain the public trust in the integrity of the postal system.

Today, over 200 federal statutes help define the law enforcement mission of the Postal Inspection Service. The chief postal inspector is designated as the Security Officer for the Postal Service. Complete descriptions of Postal Inspection Service responsibilities relating to security are provided in ASM subchapter 27, Security. These responsibilities include:

- a. *Personnel Security.* Clearance must be obtained for persons in sensitive positions. Management's responsibility is to ensure that data processing-related positions meet the security guidelines established by the Postal Inspection Service, and that all information systems-related positions requiring sensitive clearances are identified and clearances are kept current (see ASM part 272).

- b. *Physical Security.* Computer equipment, data, facilities, and information must be safeguarded at a level appropriate to their value to the Postal Service, or because of statutory requirements. The minimum security requirements are found in Handbook RE-5, *Building and Site Security Requirements*, which is not all-inclusive. The security control officer, who is not to be confused with an information systems security officer (see ASM section 271.3), is responsible for both physical security and personnel security. Due to a potential conflict of interest, an individual cannot be assigned both duties.

872.3 Office of Inspector General

The Office of Inspector General (OIG) is responsible for auditing postal information systems and performs developmental audits of automated systems, audits of operational and financial systems, and environmental audits. The OIG is also responsible for conducting criminal investigations of attacks upon postal networks and computers.

872.4 Chief Privacy Officer (CPO)

The CPO assists executive sponsors and records custodians to determine the sensitivity of their information and to comply with the privacy statute and policies (e.g., legal notice in the *Federal Register*, if required). Security measures must then be developed to protect all information appropriate to its sensitivity designation.

— *Corporate Information Security Office,
Information Technology, 3-7-02*

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 Integration at 703-292-3867 at least 1 month preceding the requested delivery dates. The Postal Service

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

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JC Penney Spring VIP Night	Standard/Letter	3/6-3/8	18.0	Nationwide	Car-Rt	Harte-Hanks
JC Penney Spring Shopping	Standard/Letter	3/11-3/13	25.0	Nationwide	Car-Rt	Harte-Hanks
JC Penney Spring Cat Shopping Spree	Standard/Postcard	3/12-3/14	5.0	Nationwide	Car-Rt	Harte-Hanks
JC Penney Million Dollar Jewelry	Standard/Flat and Letter	3/16-3/19	7.0	Nationwide	Car-Rt	Harte-Hanks
JC Penney Spring Cat Shopping Spree Follow Up	Standard/Postcard	3/16-3/19	6.0	Nationwide	Car-Rt	Harte-Hanks
JC Penney Home Decorating Sale	Standard/Catalog	3/16-3/21	9.5	Nationwide	Car-Rt	RR Donnelley
JC Penney A'02 Invite Follow Up	Standard/Postcard	3/18-3/20	5.5	Nationwide	Car-Rt	Harte-Hanks
The Sportman's Guide March Camping	Standard/Catalog	3/18-3/22	1.0	Nationwide	Car-Rt, 3/5 Digit	Quebecor World, Franklin, KY
Billy Graham Letter	Standard/Letter	3/18-3/29	1.4	Nationwide	3/5 Digit, Basic, Barcode	Minneapolis, MN; 3 4/8" x 7 1/8" envelope,
JC Penney 3 Day Sale	Standard/Flat	3/25-3/27	6.0	Nationwide	Car-Rt	Harte-Hanks
Seventh Avenue	Standard/Flat	3/25-3/28	1.0	Nationwide	Car-Rt, 3/5 Digit, Basic, Barcode	Quad Graphics, Lomira, WI; 9 1/4" x 6 1/2"; catalog has a die cut cover and a personalized (address).
Billy Graham DECISION Magazine	Standard/Flat	3/25-3/30	1.1	Nationwide	Car-Rt, 3/5 Digit, Basic, Barcode	Minneapolis, MN; 8" x 10 5/8"; 48-page magazine.

— Business Service Network Integration,
Service and Market Development, 3-7-02

Domestic Mail

DMM REVISION

Labeling List Changes

Effective March 7, 2002, *Domestic Mail Manual* (DMM) L001, L002, L004, L005, L603, L606, and L801 are revised to reflect changes in mail processing operations. Mailers are *encouraged* to label according to these revised lists immediately, but *must* comply with these changes no later than May 19, 2002.

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

Domestic Mail Manual (DMM)

* * * * *

L Labeling Lists

L000 General Use

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

* * * * *

Column A Destination ZIP Codes	Column B Label Container To
Change From:	
29304, 05, 16, 18, 19	SPARTANBURG SC 29304
29340-42	GAFFNEY SC 29340
29672, 78, 79	SENECA SC 29672
29680, 81	SIMPSONVILLE SC 29680
54061-03	LACROSSE WI 54601
Change To:	
29304, 05, 18, 19	SPARTANBURG SC 29304
29340-42	GAFFNEY SC 29341
29672, 78, 79	SENECA SC 29678
29680, 81	SIMPSONVILLE SC 29681
54601-03	LACROSSE WI 54601
Add:	
20121, 22	CENTREVILLE VA 20121
29302, 03, 06, 07	SPARTANBURG SC 29306
Delete:	
20120, 21	CENTREVILLE VA 20120
29301-03, 06, 07	SPARTANBURG SC 29301
32925, 37	PATRICK AFB FL 32925

* * * * *

L002 3-Digit ZIP Code Prefix Matrix

* * * * *

3-Digit ZIP Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destinations Label To
Change From:			
200	WASHINGTON DC 200 ^U	WASHINGTON DC 200	SCF WASHINGTON DC 200
202	WASHINGTON DC 202	WASHINGTON DC 202 ^S	SCF WASHINGTON DC 200
203	WASHINGTON DC 203	WASHINGTON DC 202 ^S	SCF WASHINGTON DC 200
204	WASHINGTON DC 204	WASHINGTON DC 202 ^S	SCF WASHINGTON DC 200
205	WASHINGTON DC 205	WASHINGTON DC 202 ^S	SCF WASHINGTON DC 200
Change To:			
200	WASHINGTON DC 200 ^U	WASHINGTON DC 200	WASHINGTON DC 200 ^P
202	WASHINGTON DC 202	WASHINGTON DC 202 ^S	SCF WASHINGTON DC 202
203	WASHINGTON DC 203	WASHINGTON DC 202 ^S	SCF WASHINGTON DC 202
204	WASHINGTON DC 204	WASHINGTON DC 202 ^S	SCF WASHINGTON DC 202
205	WASHINGTON DC 205	WASHINGTON DC 202 ^S	SCF WASHINGTON DC 202

* * * * *

L004 3-Digit ZIP Code Prefix Groups — ADC Sortation

* * * * *

Column A 3-Digit ZIP Code Prefix Group	Column B Label To
Change From:	
200, 202-205	ADC WASHINGTON DC 200
Change To:	
202-205	ADC WASHINGTON DC 202
Add:	
200	WASHINGTON DC 200

* * * * *

L005 3-Digit ZIP Code Prefix Groups — SCF Sortation

* * * * *

Column A 3-Digit ZIP Code Prefix Group	Column B Label To
Change From:	
200, 202-205	SCF WASHINGTON DC 200
Change To:	
202-205	SCF WASHINGTON DC 202
Add:	
200	WASHINGTON DC 200 ^S

* * * * *

L600 Standard Mail and Package Services

* * * * *

L603 ADCs — Irregular Standard Mail Parcels

* * * * *

Column A Destination ZIP Codes	Column B Label To
Change From: 200, 202-205	SCF WASHINGTON DC 200
201, 206-212, 214-239, 244, 254, 267, 268	BMC WASHINGTON DC 20499
Change To: 202-205	SCF WASHINGTON DC 202
200, 201, 206-212, 214-239, 244, 254, 267, 268	BMC WASHINGTON DC 20499

* * * * *

L606 5-Digit Scheme — Standard Mail and Package Services Parcels

* * * * *

Column A Destination ZIP Codes	Column B Label Container To
Change From: 29340-42	GAFFNEY SC 29340
Change To: 29340-42	GAFFNEY SC 29341

* * * * *

L800 Automation Rate Mailings

L801 AADCs — Letter-Size Mailings

* * * * *

Column A Destination ZIP Codes	Column B Label To
Change From: 200, 202-205	AADC WASHINGTON DC 200
Change To: 202-205	AADC WASHINGTON DC 202
Add: 200	WASHINGTON DC 200

* * * * *

— Logistics, Network Operations Management, 3-7-02

DMM REVISION

Periodicals Accuracy, Grading, and Evaluation (PAGE) Program

This *Postal Bulletin* article announces the availability of a new optional program for publishers of Periodicals mail and announces appropriate changes to select *Domestic Mail Manual* (DMM) sections.

The program, Periodicals Accuracy, Grading, and Evaluation (PAGE) Program, adds a new method a publisher may use to determine per-copy weights and to substantiate the advertising percentage in each edition of each issue of a Periodicals publication. The PAGE Program eliminates a

publisher's need to submit a manually marked copy showing the percentage of advertising for each edition of each issue at the time of mailing. It also eliminates the requirement for Postal Service acceptance employees to determine per-copy weights by weighing 10 copies of each edition at the time of mailing.

Because of technology innovations made in the publishing industry, the Postal Service developed an evaluation program to test the accuracy of publishing and print plan-

ning (PPP) software to calculate advertising percentages and copy weights. This new optional program, designed in cooperation with the Periodicals industry, allows publishers to submit postage statements completed entirely with electronically generated per-copy weights in a totally automated environment. The Postal Service will sample a limited amount of actual copies to ensure the weights are accurate. If the sampling determines that the publisher's weights are not within tolerance, a postage adjustment will be generated.

Further information about the program can be found in the *Federal Register*, Volume 66, No. 196, page 51617, dated October 10, 2001.

Program Information and Participation

To participate in this program, publishers must successfully complete three stages of authorization:

Stage One — Product Certification for Software Developers.

Developers may have their PPP software PAGE-certified by applying to the National Customer Support Center (NCSC) and paying the appropriate fee. Developers are charged the software analysis fee of \$1,000.00 for testing. One charge will cover up to three certification reviews of a specific software package by a software developer. If a developer requires an on-site analysis, the fee is \$2,500.00. An additional \$1,500.00 will be charged for each subsequent certification review of a specific software package required at a developer's site. A developer's software will be certified for one PAGE cycle only. A PAGE cycle is 1 year beginning March 11, and ending March 10 of the following year. Certification for the next PAGE cycle will require payment of an analysis fee of either \$1,000.00 for NCSC analysis or \$2,500.00 for an on-site analysis. Publishers must use PPP software certified by the Postal Service to generate per-copy weights and advertising percentages to progress to stage two.

The first testing cycle begins March 11, 2002.

Stage Two — User Certification for PPP Software.

A publisher may participate in the PAGE Program only when its employees or agents who use the PPP software have been certified by the Postal Service to use PAGE-certified software. Publishers must apply to the NCSC to be certified for all employees who will input data into their PPP software program. Publishers will be charged \$25.00 for a User Testing Package and Analysis Kit for each employee. There will be a \$25.00 fee for each attempt at user certification. Each user must reapply for certification every 2 years. Any new employees who will use PPP software must be

certified before using the software if a publisher has been authorized to submit Periodicals mailings using the PAGE Program. As an option, a publisher may purchase a reference kit containing mailing standards, Postal Service Customer Support Rulings (and updates), Publication 32, *Glossary of Postal Terms*, and Postal Explorer for \$20.00.

The users testing cycle begins April 11, 2002.

Stage Three — PAGE Program Authorization.

Publishers must complete an application for authorization to submit PAGE-certified calculated copy weights and advertising percentages to participate in the program. The application may be obtained from and must be returned to the New York Rates and Classification Service Center (RCSC), U.S. Postal Service, 1250 Broadway, 14th Floor, New York, NY 10095-9599. A publisher must report all authorized Periodicals publications and print sites that will use PAGE-certified software. There is no charge for this authorization, and the publisher is required to reapply annually.

The following sections of the *Domestic Mail Manual* (DMM) are revised effective March 7, 2002, as noted below.

Domestic Mail Manual (DMM)

	*	*	*	*	*
P	Postage and Payment Methods				
P000	Basic Information				
P010	General Standards				
	*	*	*	*	*
P013	Rate Application and Computation				
	*	*	*	*	*

7.0 COMPUTING POSTAGE — PERIODICALS

7.1 Percentage of Advertising

[Add the following sentence at the end of 7.1:]

***Advertising percentages may also be calculated through the Periodicals Accuracy, Grading, and Evaluation (PAGE) Program using the procedures in P200.4.0.

7.2 Weight Per Copy

[Add the following sentence at the end of 7.2:]

***Per-copy weights may also be calculated through the Periodicals Accuracy, Grading, and Evaluation (PAGE) Program using the procedures in P200.4.0.

*	*	*	*	*
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P200 Periodicals
 * * * * *

1.0 BASIC INFORMATION
 * * * * *

1.2 Marked Copy
[Add the following sentence at the end of 1.2:]
 ***Mailers do not have to submit marked copies if certified by the Postal Service to use the Periodicals Accuracy, Grading, and Evaluation (PAGE) Program in 4.0.
 * * * * *

[Add new 4.0 as follows:]

4.0 PERIODICALS ACCURACY, GRADING, AND EVALUATION (PAGE) PROGRAM

4.1 Basic Information

The Periodicals Accuracy, Grading, and Evaluation (PAGE) Program is a process to evaluate publishing and print planning (PPP) software and to determine its accuracy in computing per-copy weights and calculating advertising percentages for Periodicals mail. Certification of PAGE software is available only to those companies that develop or write PPP software. PAGE certification does not guarantee acceptance of the publisher's per-copy weights and advertising percentages prepared with PAGE-certified software.

4.2 Process

The PAGE Program evaluates and tests PPP software. In addition, the PAGE Program tests and qualifies publishing personnel to submit data to the Postal Service using PAGE-certified PPP software. The Postal Service National Customer Support Center (NCSC) in Memphis, Tennessee, is the Postal Service location for certifying developer's software and a publisher's employees to use certified PPP software to submit Periodicals mailings. The PAGE Program involves the following three elements:

- a. Stage One, Product Certification for Software Developers. NCSC evaluates the accuracy of the calculations of PPP software by processing a test publication file either at the NCSC or at the developer's location (through an on-site visit).
- b. Stage Two, User Certification for PPP Software. NCSC provides test packages to the users and evaluates the results.
- c. Stage Three, PAGE Program Authorization. Only publishers who have PAGE-certified users and use PAGE-certified software to submit per-copy weight and calculated advertising percentages may apply for authorization to the manager, New York Rates and Classification Service Center.

4.3 Participation

For information about charges and the PAGE Program, publishers may request a technical guide (including order forms) from the NCSC by calling 1-800-238-3150. Additional information is also available from the New York Rates and Classification Service Center at 212-613-8676.

— *Marketing Technology and Channel Management, Business Mail Acceptance, 3-7-02*

REMINDER

Submission of PS Form 3510 for Additional Periodicals Entry

When publishers submit PS Form 3510, *Application for Additional Entry, Reentry, or Special Rate Request for Periodicals Publication*, to open and/or close an additional entry for a publication, ask them if any other additional entries are nonactive. If any are nonactive, ask them to close those entries using the same PS Form 3510.

— *Mail Preparation and Standards, Pricing and Classification, 3-7-02*

DMM REVISION

Deposit of Metered Mail

Effective March 7, 2002, *Domestic Mail Manual* (DMM) P030.11.4 is revised to clarify the regulations for depositing metered mail. Previous versions of the DMM placed unnecessary restrictions on depositing full-rate metered mail and were not enforced.

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

Domestic Mail Manual (DMM)

* * * * *

P Postage and Payment Methods

P000 Basic Information

* * * * *

P030 Postage Meters and Meter Stamps

* * * * *

11.4 Where to Deposit

[Revise 11.4 to read as follows:]

Metered mail must be deposited at a postal facility within the jurisdiction of the licensing Post Office (i.e., the ZIP Code shown in the indicia). However, Express Mail, Priority Mail, and single-piece rate First-Class Mail items may be deposited at locations other than the licensing Post Office when necessary. Metered mail may also be drop-shipped under D072.

* * * * *

— *Postage Technology Management,
Product Development, 3-7-02*

DMM REVISION

Optional Procedure Mailing System

Effective March 7, 2002, *Domestic Mail Manual* (DMM) P920, Optional Procedure (OP) Mailing System, is revised to clarify the standards for entry of mails under optional procedures. Changes include reorganization of the standards and clarification of record keeping and quality control requirements as well as procedures for applying to mail under an OP Mailing System.

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

Domestic Mail Manual (DMM)

* * * * *

P Postage and Payment Methods

* * * * *

P900 Special Postage Payment Systems

* * * * *

P920 Optional Procedure (OP) Mailing System

* * * * *

Summary

[Revise Summary as follows:]

P920 describes basic information and authorization requirements for optional procedure mailings.

1.0 BASIC INFORMATION

1.1 Description

[Revise 1.1 as follows:]

An OP Mailing System is a method of verifying and accepting First-Class Mail items, Standard Mail items, and Package Services items paid by permit imprint. Mailings may consist of identical-weight or nonidentical-weight pieces. The OP Mailing System reviews a mailer's financial, production, and other business records in lieu of standard weight verification procedures. Postage verification is normally completed by a Postal Service audit of business records kept by the mailer. A Postal Service audit is designed to detect underpayment of postage. The burden rests with the mailer to prove any overpayment of postage.

1.2 General Qualification

[Revise the first sentence of 1.2 as follows:]

An OP Mailing System is authorized and renewed in 2-year intervals when all of the following conditions are met:

* * * * *

[Add new 1.3 as follows:]

1.3 Quality Control

The mailer must implement a documented quality control (QC) program that ensures integrity of the system, accuracy and proper maintenance of OP records, eligibility of the mailings prepared for the postage rates claimed, and ability to take corrective actions.

[Add new 1.4 as follows:]

1.4 Service Agreement

A service agreement must be signed by the mailer, the postmaster, the district manager, and the Business Mailer Support (BMS) manager before the first OP mailing is presented to the Postal Service. Before the service agreement is finalized the mailer must submit an OP Mailing System application and that application must be approved under the procedures in 2.0. The agreement must set forth, among other things, the mailing information described in 2.3 and 2.4.

2.0 AUTHORIZATION

[Revise heading and text of 2.1 as follows:]

2.1 Application

The mailer must submit an OP Mailing System application to the postmaster at the office of mailing. Publication 407, *Optional Procedure (OP) Mailing System*, available through business mail entry units and www.usps.com, contains an application and detailed information about mailer standards, responsibilities, and qualifying criteria. The mailer must submit, as part of the application, a complete sample job with all records to be part of the audit trail identified and labeled; a detailed explanation of how each record supports the number of pieces and presort level rate of postage claimed on the postage statements; and a detailed description of current internal quality control procedures as they relate to production and presentation of mailing.

[Revise heading and text of 2.2 as follows:]

2.2 Business Mailer Support Action

The Business Mailer Support (BMS) manager approves or denies applications for optional procedure.

2.3 Approval

[Revise 2.3 as follows:]

When the application is approved, a written service agreement is signed between the Postal Service and the mailer to specify the types of mailings that may be mailed under the OP Mailing System (e.g., the classes of mail, processing categories, permit numbers to be used, and whether the mailer is authorized to mail identical-weight and/or nonidentical-weight pieces).

2.4 Denial

[Revise the last sentence of 2.4 as follows:]

***If the manager still finds that the application should be denied, the file is forwarded to the Business Mail Acceptance manager, Postal Service Headquarters, who will issue a final agency decision to the mailer.

[Revise heading and text of 2.5 as follows:]

2.5 Changes

If the mailer proposes to change the method of presenting or documenting mailings from that specified in the agreement, or the mailer is no longer able to comply with the standards that apply to the authorization, the mailer must immediately notify the BMS manager through the postmaster of the administering Post Office. The BMS manager will notify the mailer in writing if the OP agreement should be modified, continued, or canceled.

[Revise heading and text of 2.6 as follows:]

2.6 Additions or Modifications to the Service Agreement

If the mailer requests additional options or modifications to the OP agreement, the mailer must submit a written request to the BMS manager stating the requested change or modification and complete documentation supporting each change or modification. The mailer's request must be submitted before the change or modification is made. Changes to the OP service agreement cannot be made until the BMS manager has notified the mailer in writing that the changes or modifications have been approved and an addendum is added to the OP service agreement.

[Revise heading and text of 2.7 as follows:]

2.7 Postal Service Suspension

The BMS manager may suspend an OP Mailing System at any time, pending review, when there is an indication that postal revenue is not fully protected. The BMS manager will notify the mailer in writing of the decision. The suspension becomes effective upon the mailer's receipt of the notification.

[Revise heading and text of 2.8 as follows:]

2.8 Mailer Cancellation

The mailer may cancel an OP Mailing System authorization at any time by written notice to the administering Post Office.

[Add new 2.9 as follows:]

2.9 Postal Service Cancellation

The Postal Service may cancel an OP Mailing System authorization if:

- a. The mailer provides misleading or incorrect data to avoid paying postage, makes no mailings under the OP agreement during any consecutive 12-month period, or routinely fails to comply with the OP agreement or the standards applicable to the OP Mailing System.
- b. The 2-year renewal audit reveals that the OP agreement should no longer be authorized or the mailer is not complying with the agreement.

[Add new 2.10 as follows:]

2.10 Cancellation Notice and Appeal

The cancellation takes effect 15 days from the mailer's receipt of the notice unless, within that time, the mailer files a written appeal with the BMS manager. The appeal must present additional information explaining why the OP Mailing System authorization should not be cancelled. If the BMS manager does not uphold the appeal, it and the additional information and the complete record underlying the initial decision to cancel the authorization are forwarded to the Business Mail Acceptance manager, Postal Service Headquarters, who issues the final agency decision to the mailer.

3.0 RECORDS

* * * * *

[Revise heading and text of 3.2 as follows:]

3.2 Mailer Running Summary

The mailer must maintain a running summary of mailings made to the Postal Service. The summary must include the permit number, date of mailing, postage statement sequence number, total pieces, weight of a single piece (or weight ranges of nonidentical-weight pieces), and the total weight and total postage for each mailing. For plant-verified drop shipment (PVDS) mailings, the grand totals from the consolidated postage statement are entered on the summary.

[Add new 3.3 as follows:]

3.3 Contents

Each mailing record must contain a sample of the mail-piece, the corresponding postage statement, and source documents required for the audit trail as specified in the mailer's OP agreement.

— *Marketing Technology and Channel Management, Business Mail Acceptance, 3-7-02*

Acceptance of Mail for New APO/FPO ZIP Codes

Unisys Version 48 contained an unintended change in the handling of mail to APO/FPO ZIP Codes beginning with 093 — the ones used for many of the military units activated since September 11. For 093 ZIP Codes not recognized as valid, the integrated retail terminal (IRT) no longer simply warns the user to check the *Postal Bulletin*; it now blocks the mailing transaction, as it does for all other unrecognized APO/FPO ZIP Codes.

The spring software release will roll back this change.

In the meantime, the following workaround can be used to accept mail destined for 093 ZIP Codes:

The postmaster or supervisor should immediately advise all retail associates of the zone to be used for 093 destinations (same zone as for ZIP Codes in the 10001–10099 range) and provide a copy of the parcel post and Priority Mail® rate tables from the DMM with the appropriate zone highlighted. In units with heavy

military mailings, distribution of the First-Class Mail®, Express Mail®, Library Mail, Media Mail, Bound Printed Matter, and special service rate tables may also be desirable.

For each mailing to a 093 ZIP Code, the retail associate should:

1. **Check the latest *Postal Bulletin* and the latest APO/FPO change list** provided by district retail personnel to be sure the ZIP Code is currently valid and to determine the ZIP-specific mailing restrictions. Remember that customers may have **very** current information about the address they are using; be very cautious before concluding that the ZIP Code is inactive.

Contact the Military Postal Service agency at the toll-free number, 1-800-810-6098, Mon – Fri, 7:30 A.M. – 4:30 P.M., EST, with any questions about AFO/FPO addresses.

2. Use the IRT to weigh the article, then press RESET.
3. Look up the postage rate in the printed rate table. Add any applicable special service fees. (Remember: No Delivery Confirmation™, Signature Confirmation™, or COD service to APOs/FPOs.)

4. Print an unbarcoded PVI label for the total postage and fees and affix it to the mailpiece, along with any necessary special service labels and a customs form, if required. **Never place a postage validation imprinter (PVI) label with an incorrect destination ZIP barcode on a mailpiece.**
5. For Express Mail articles only: **Send the Finance Copy of the Express Mail label to the Expedited Service Office** at the district for manual entry.

— International Network Operations,
Network Operations Management, 3-7-02

DMM REVISION

Semipostal Stamps

Effective March 23, 2002, *Domestic Mail Manual* (DMM) P014, P022, and R000 are revised due to changes relating to the pricing of semipostal stamps.

These changes reflect the enactment of the following two acts: the Semipostal Authorization Act, Public Law No. 106–253, 114 Stat. 634 (2000) and the 9/11 Heroes Stamp Act of 2001, Public Law No. 107–67, § 652, 115 Stat. 514 (2001). This revision also adopts DMM standards implementing the decision of the Governors of the United States Postal Service on the prices of the *Breast Cancer Research* semipostal stamp and the *Heroes of 2001* semipostal stamp.

The refund provisions of section P014 of the DMM are amended to apply to all existing and future semipostal stamps. In addition, the provisions of DMM P022 are amended to reflect the price change for the *Breast Cancer Research* semipostal stamp and the introduction of the *Heroes of 2001* semipostal stamp. Certain provisions of DMM P022 are revised to apply to all semipostal stamps. DMM R000 is amended to reflect the prices and postage values of the *Breast Cancer Research* semipostal stamp and the *Heroes of 2001* semipostal stamp.

Domestic Mail Manual (DMM)

*	*	*	*	*
P	Postage and Payment Methods			
P000	Basic Information			
P010	General Standards			
	*	*	*	*
P014	Refunds and Exchanges			
	*	*	*	*

2.0 POSTAGE AND FEES REFUNDS

* * * * *

[Revise the heading and text of 2.10 to read as follows:]

2.10 Semipostal Stamps

Customers may exchange or convert semipostal stamps for their postage value (i.e., the price of the stamps less the contribution amount) to the extent exchange or conversion of postage stamps is permitted under P014. The postage the customer exchanges or converts is equal to the First-Class Mail single-piece rate in effect at the time of exchange. However, if the customer provides a receipt showing the date of purchase, the postage exchanged or converted is equal to the First-Class Mail single-piece rate in effect at the time of purchase. The contribution amount is not refundable and is not included in the exchange or conversion value.

* * * * *

P020 Postage Stamps and Stationery

* * * * *

P022 Postage Stamps

* * * * *

1.0 PURCHASE AND USE

* * * * *

[Revise the heading and text of 1.6 to read as follows:]

1.6 Semipostal Stamps

Semipostal stamps are subject to special limitations and conditions:

- a. Semipostal stamps are stamps that are sold for a price that exceeds the postage value of the stamp.

The difference between the price and postage value of semipostal stamps, also known as the differential, less an offset for the Postal Service's reasonable costs, as determined by the Postal Service, is a contribution for a specific cause. Semipostal stamps provide a means for customers to contribute to specific causes. Semipostal stamps are offered for sale for a limited time as provided by law or by the Postal Service.

b. A brief description of semipostal stamps follows:

1. The price of the *Breast Cancer Research* semipostal stamp (BCRS) is 45 cents. The difference between the purchase price and the First-Class Mail nonautomation single-piece first-ounce letter rate in effect at the time of purchase constitutes a contribution to breast cancer research and cannot be used to pay postage. Funds (net of the Postal Service's reasonable costs) raised in connection with the BCRS are transferred to the Department of Defense and the National Institutes of Health.
2. The price of the *Heroes of 2001* semipostal stamp is 45 cents. The difference between the purchase price and the First-Class Mail nonautomation single-piece first-ounce letter rate in effect at the time of purchase is a contribution to provide assistance to the families of the emergency relief personnel killed or permanently disabled in connection with the terrorist attacks of September 11, 2001, and cannot be used to pay postage. Funds (net of the Postal Service's reasonable costs) raised in connection with the *Heroes of 2001* semipostal stamp are transferred to the Federal Emergency Management Agency.

c. The postage value of each semipostal stamp is the First-Class Mail nonautomation single-piece first-ounce letter rate in R100.1.2 that is in effect at the time of purchase. Additional postage must be affixed to pieces weighing in excess of 1 ounce, pieces subject to the nonstandard surcharge, or pieces for which special services have been elected. The postage value of semipostal stamps is fixed according to the First-Class Mail nonautomation single-piece first-ounce letter rate in effect at the time of purchase; the postage value of semipostal stamps purchased before any subsequent change in the First-Class Mail nonautomation single-piece first-ounce letter rate is unaffected by any subsequent change in that rate.

* * * * *

R Rates and Fees

R000 Stamps and Stationery

* * * * *

4.0 POSTAGE STAMPS

* * * * *

[Revise the table in 4.0 as follows:]

Form Per Purpose * * * * *	Denomination
Breast Cancer Research Panels of up to 20	Purchase price of \$0.45; postage value equivalent to First-Class Mail nonautomation single-piece rate (currently \$0.34); remainder is contribution to fund breast cancer research.
Heroes of 2001 Panels of up to 20	Purchase price of \$0.45; postage value equivalent to First-Class Mail nonautomation single-piece rate (currently \$0.34); remainder is contribution to provide assistance to the families of the emergency relief personnel killed or permanently disabled in connection with the terrorist attacks of September 11, 2001.
* * * * *	

— Stamp Services,
Government Relations and Public Policy, 3-7-02

CORRECTION/REVISED FORMS

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

In the article "Revised Forms: 3883, Firm Delivery Receipt for Accountable and Bulk Delivery Mail, and 3816, COD," in Postal Bulletin 22070 (2-21-02, pages 43-44), the exhibits were shown out of order. **The correct order for the exhibits is shown here.**

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 for both forms will be used until depleted. We will supply ordering information in a future *Postal Bulletin*.

— Product Information Requirements, 3-7-02

Exhibit 1

United States Postal Service®					
Firm Delivery Receipt for Accountable and Bulk Delivery Mail					
<input type="checkbox"/> Certified		<input type="checkbox"/> Delivery Confirmation™ Service		<input type="checkbox"/> Express Mail®	
<input type="checkbox"/> COD		<input type="checkbox"/> Service Insured		<input type="checkbox"/> Registered	
		<input type="checkbox"/> Recorded Delivery		<input type="checkbox"/> Return Receipt for Merchandise	
				<input type="checkbox"/> 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.	Postmark - Delivery Office
Delivered By: (Clerk/Carrier)		ERM sites: send Form 3849 to CFS	
Form 3849 Barcode Number		MRM sites: file Form 3849 with Form 3883	

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

1- Delivery 2- Office 3-Customer

Exhibit 1 (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

Exhibit 2

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

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 previous listing are in bold type.

Conditions Applied to Mail Addressed to Military Post Offices Overseas

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09001	Not Active	09044	Not Active	09087	Not Active
09002	Not Active	09045	B-B1-C-D-U	09088	Not Active
09003	Not Active	09046	B-B1-C-D-U	09089	B-B1-C-D-U
09004	Not Active	09047	Not Active	09090	B-B1-C-D-U
09005	Not Active	09048	Not Active	09091	Not Active
09006	Not Active	09049	Not Active	09092	Not Active
09007	B-B1-C-D-U	09050	B-B1-C-D-U	09093	Not Active
09008	Not Active	09051	Not Active	09094	B-B1-C-D
09009	B-B1-C-D-U	09052	Not Active	09095	B-B1-C-D-U
09010	Not Active	09053	B-B1-C-D-U	09096	B-B1-C-D-U
09011	Not Active	09054	B-B1-C-D-U	09097	Not Active
09012	B-B1-C-D-U	09055	Not Active	09098	B-B1-C-D-U
09013	B-B1-C-D-U-Z1	09056	B-B1-C-D-U	09099	B-B1-C-D-U
09014	B-B1-C-D-U	09057	Not Active	09100	B-B1-C-D-U
09015	Not Active	09058	B-B1-C-D-U	09101	Not Active
09016	Not Active	09059	B-B1-C-D-U	09102	B-B1-C-D-U
09017	Not Active	09060	B-B1-C-D-U	09103	B-B1-D-U
09018	Not Active	09061	Not Active	09104	B-B1-C-D-U
09019	Not Active	09062	Not Active	09105	Not Active
09020	Not Active	09063	B-B1-C-D-L-U	09106	Not Active
09021	B-B1-C-D-U	09064	Not Active	09107	B-B1-C-D-U
09022	Not Active	09065	Not Active	09108	Not Active
09023	Not Active	09066	Not Active	09109	Not Active
09024	Not Active	09067	B-B1-C-D-U	09110	B-B1-C-D-U
09025	Not Active	09068	Not Active	09111	B-B1-C-D-U
09026	Not Active	09069	B-B1-C-D-U	09112	B-B1-C-D-U
09027	Not Active	09070	Not Active	09113	Not Active
09028	B-B1-C-D-U	09071	Not Active	09114	B-B1-C-D-U
09029	Not Active	09072	Not Active	09115	Not Active
09030	Not Active	09073	Not Active	09116	Not Active
09031	B-B1-C-D-U	09074	B-B1-C-D-U	09117	Not Active
09032	Not Active	09075	Not Active	09118	Not Active
09033	B-B1-C-D-U	09076	B-B1-C-D-U	09119	Not Active
09034	B-B1-C-D-U	09077	Not Active	09120	Not Active
09035	Not Active	09078	Not Active	09121	Not Active
09036	B-B1-C-D-U	09079	Not Active	09122	Not Active
09037	Not Active	09080	B-B1-C-D-U	09123	B-B1-C-D-U
09038	Not Active	09081	B-B1-C-D-U	09124	Not Active
09039	Not Active	09082	Not Active	09125	Not Active
09040	Not Active	09083	Not Active	09126	B-B1-C-D
09041	Not Active	09084	Not Active	09127	Not Active
09042	B-B1-C-D-U	09085	Not Active	09128	B-B1-C-D-U
09043	Not Active	09086	B-B1-C-D-U	09129	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09130	Not Active	09188	Not Active	09246	Not Active
09131	B-B1-C-D-U	09189	Not Active	09247	Not Active
09132	Not Active	09190	Not Active	09248	Not Active
09133	Not Active	09191	Not Active	09249	Not Active
09134	Not Active	09192	Not Active	09250	B-B1-C-D-U
09135	Not Active	09193	Not Active	09251	Not Active
09136	B-B1-C-D	09194	Not Active	09252	B-B1-C-D-U
09137	B-B1-C-D-U	09195	Not Active	09253	Not Active
09138	B-B1-C-D-U	09196	Not Active	09254	Not Active
09139	B-B1-C-D	09197	Not Active	09255	Not Active
09140	B-B1-C-D-U	09198	Not Active	09256	Not Active
09141	Not Active	09199	Not Active	09257	Not Active
09142	B-B1-C-D-U	09200	Not Active	09258	Not Active
09143	B-B1-C-D-U	09201	Not Active	09259	Not Active
09144	Not Active	09202	Not Active	09260	Not Active
09145	Not Active	09203	Not Active	09261	Not Active
09146	Not Active	09204	Not Active	09262	B-B1-C-D-U
09147	Not Active	09205	Not Active	09263	B-B1-C-D-U
09148	Not Active	09206	Not Active	09264	B-B1-C-D-U
09149	Not Active	09207	Not Active	09265	B-B1-C-D-N-U
09150	Not Active	09208	Not Active	09266	B-B1-C-D-U
09151	Not Active	09209	Not Active	09267	B-B1-C-D-U
09152	Not Active	09210	Not Active	09268	Not Active
09153	Not Active	09211	B-B1-C-D-U	09269	Not Active
09154	B-B1-C-D-U	09212	B-B1-C-D-U	09270	Not Active
09155	Not Active	09213	B-B1-C-D-U	09271	Not Active
09156	Not Active	09214	B-B1-C-D-U	09272	Not Active
09157	Not Active	09215	Not Active	09273	Not Active
09158	Not Active	09216	Not Active	09274	Not Active
09159	Not Active	09217	Not Active	09275	Not Active
09160	Not Active	09218	Not Active	09276	Not Active
09161	Not Active	09219	Not Active	09277	Not Active
09162	Not Active	09220	Not Active	09278	Not Active
09163	Not Active	09221	Not Active	09279	Not Active
09164	Not Active	09222	Not Active	09280	Not Active
09165	B-B1-C-D-U	09223	Not Active	09281	Not Active
09166	B-B1-C-D-U	09224	Not Active	09282	Not Active
09167	Not Active	09225	B-B1-C-D-U	09283	Not Active
09168	Not Active	09226	B-B1-C-D-U	09284	Not Active
09169	B-B1-C-D-U	09227	B-B1-C-D-U	09285	Not Active
09170	Not Active	09228	Not Active	09286	Not Active
09171	Not Active	09229	B-B1-C-D-U	09287	Not Active
09172	B-B1-C-D-U	09230	Not Active	09288	Not Active
09173	B-B1-C-D-U	09231	Not Active	09289	Not Active
09174	Not Active	09232	Not Active	09290	Not Active
09175	B-B1-C-D-U	09233	Not Active	09291	Not Active
09176	Not Active	09234	Not Active	09292	Not Active
09177	B-B1-C-D-U	09235	Not Active	09293	Not Active
09178	Not Active	09236	Not Active	09294	Not Active
09179	Not Active	09237	B-B1-C-D-U	09295	Not Active
09180	B-B1-C-D-U	09238	Not Active	09296	Not Active
09181	Not Active	09239	Not Active	09297	Not Active
09182	B-B1-C-D-U	09240	Not Active	09298	Not Active
09183	B-B1-C-D-U	09241	Not Active	09299	Not Active
09184	Not Active	09242	Not Active	09300	Not Active
09185	B-B1-C-D-U	09243	Not Active	09301	Not Active
09186	B-B1-C-D-U	09244	B-B1-C-D-U	09302	B-B1-E2-F-H1-R-R1-U2-Z1
09187	Not Active	09245	B-B1-C-D-U	09303	B-B1-E2-F-H1-R-R1-U2-Z1

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09304	B-B1-E2-F-H1-R-R1-U2-Z1	09352	A-B-B1-C1-E2-F-H1-M-R-R1-Z1	09400	Not Active
09305	B-B1-E2-F-H1-R-R1-U2-Z1			09401	Not Active
09306	Not Active	09353	A-B-B1-C1-E2-F-H1-M-R-R1-Z1	09402	Not Active
09307	Not Active			09403	Not Active
09308	Not Active	09354	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09404	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	09405	Not Active
09310	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09356	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09406	Not Active
09311	A-B-B1-C1-E2-F-H1-M-R-R1-Z1	09357	Not Active	09407	Not Active
09312	Not Active	09358	Not Active	09408	Not Active
09313	Not Active	09359	Not Active	09409	B-B1-C-C1-U
09314	B-B1-C-F	09360	B-B1	09410	Not Active
09315	B-B1-C-F	09361	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09411	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	09412	Not Active
09317	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09363	Not Active	09413	Not Active
09318	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09364	Not Active	09414	Not Active
09319	Not Active	09365	Not Active	09415	Not Active
09320	Not Active	09366	Not Active	09416	Not Active
09321	Not Active	09367	Not Active	09417	Not Active
09322	Not Active	09368	Not Active	09418	Not Active
09323	Not Active	09369	Not Active	09419	Not Active
09324	Not Active	09370	Not Active	09420	Not Active
09325	Not Active	09371	Not Active	09421	B-B1-C-C1-U
09326	Not Active	09372	Not Active	09422	Not Active
09327	Not Active	09373	Not Active	09423	Not Active
09328	Not Active	09374	Not Active	09424	Not Active
09329	Not Active	09375	Not Active	09425	Not Active
09330	Not Active	09376	Not Active	09426	Not Active
09331	Not Active	09377	Not Active	09427	Not Active
09332	Not Active	09378	Not Active	09428	Not Active
09333	Not Active	09379	Not Active	09429	Not Active
09334	Not Active	09380	Not Active	09430	Not Active
09335	Not Active	09381	Not Active	09431	Not Active
09336	Not Active	09382	Not Active	09432	Not Active
09337	Not Active	09383	Not Active	09433	Not Active
09338	Not Active	09384	Not Active	09434	Not Active
09339	Not Active	09385	Not Active	09435	Not Active
09340	A-B-B1-C1-F-R	09386	Not Active	09436	Not Active
09341	Not Active	09387	Not Active	09437	Not Active
09342	Not Active	09388	Not Active	09438	Not Active
09343	Not Active	09389	Not Active	09439	Not Active
09344	Not Active	09390	Not Active	09440	Not Active
09345	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09391	Not Active	09441	Not Active
09346	Not Active	09392	Not Active	09442	Not Active
09347	Not Active	09393	Not Active	09443	Not Active
09348	Not Active	09394	Not Active	09444	Not Active
09349	Not Active	09395	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09445	Not Active
09350	A-B-B1-C1-E2-F-H1-M-R-R1-Z1	09396	A-B-B1-F	09446	Not Active
09351	A-B-B1-C1-E2-F-H1-M-N-R-R1-Z1	09397	Not Active	09447	B-B1-C-C1-U
		09398	Not Active	09448	Not Active
		09399	Not Active	09449	Not Active
				09450	Not Active
				09451	Not Active
				09452	Not Active
				09453	Not Active
				09454	B-B1-C-C1-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09455	Not Active	09513	Not Active	09571	Not Active
09456	B-B1-C-C1-U	09514	Not Active	09572	Not Active
09457	Not Active	09515	Not Active	09573	B
09458	Not Active	09516	Not Active	09574	B
09459	B-B1-C-C1-U	09517	B	09575	B
09460	Not Active	09518	Not Active	09576	B
09461	B-B1-C-C1-U	09519	Not Active	09577	B
09462	Not Active	09520	Not Active	09578	B
09463	B-B1-C-C1-U	09521	B	09579	B
09464	B-B1-C-C1-U	09522	Not Active	09580	Not Active
09465	Not Active	09523	Not Active	09581	B
09466	Not Active	09524	B	09582	B
09467	Not Active	09525	Not Active	09583	Not Active
09468	B-B1-C-C1-U	09526	Not Active	09584	Not Active
09469	B-B1-C-C1-U	09527	Not Active	09585	Not Active
09470	B-B1-C-C1-U	09528	Not Active	09586	B
09471	Not Active	09529	Not Active	09587	B
09472	Not Active	09530	Not Active	09588	B
09473	Not Active	09531	Not Active	09589	B-B1
09474	Not Active	09532	B	09590	B
09475	Not Active	09533	Not Active	09591	B
09476	Not Active	09534	B	09592	Not Active
09477	Not Active	09535	Not Active	09593	B
09478	Not Active	09536	Not Active	09594	B
09479	Not Active	09537	Not Active	09595	B
09480	Not Active	09538	Not Active	09596	B
09481	Not Active	09539	Not Active	09597	Not Active
09482	Not Active	09540	Not Active	09598	Not Active
09483	Not Active	09541	Not Active	09599	B
09484	Not Active	09542	Not Active	09600	Not Active
09485	Not Active	09543	B	09601	B-B1-C-F-F1-U
09486	Not Active	09544	Not Active	09602	Not Active
09487	Not Active	09545	B	09603	B-B1-C-F-F1-U
09488	Not Active	09546	Not Active	09604	B-B1-C-F-F1-U
09489	Not Active	09547	Not Active	09605	Not Active
09490	Not Active	09548	Not Active	09606	Not Active
09491	Not Active	09549	B	09607	Not Active
09492	Not Active	09550	B	09608	Not Active
09493	Not Active	09551	Not Active	09609	B-B1-C-F-U
09494	B-B1-C-C1-U	09552	Not Active	09610	B-B1-C-F-U
09495	Not Active	09553	Not Active	09611	Not Active
09496	B-B1-C-C1-U	09554	B-B1	09612	B-B1-C-F-U
09497	Not Active	09555	Not Active	09613	B-B1-C-F-U
09498	B-B1-C-C1-U	09556	B	09614	Not Active
09499	B-B1-C-C1-U	09557	B	09615	Not Active
09500	Not Active	09558	Not Active	09616	Not Active
09501	B	09559	Not Active	09617	B-B1-C-F-U
09502	B	09560	Not Active	09618	B-B1-C-F-U
09503	B	09561	Not Active	09619	B-B1-C-F-U
09504	B	09562	Not Active	09620	B-B1-C-F-U
09505	B	09563	Not Active	09621	B-B1-C-F-U
09506	B	09564	B	09622	B-B1-C-F-U
09507	B	09565	B	09623	B-B1-C-F-U
09508	B	09566	B	09624	B-B1-C-F-U
09509	B	09567	B	09625	B-B1-C-F-U
09510	B	09568	B	09626	B-B1-C-F-U
09511	B-N-Z	09569	B	09627	B-B1-C-F-U
09512	Not Active	09570	B	09628	B-B1-C-F-F1-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09629	Not Active	09687	Not Active	09745	Not Active
09630	B-B1-C-F-U	09688	Not Active	09746	Not Active
09631	B-B1-C-F-U	09689	Not Active	09747	Not Active
09632	Not Active	09690	Not Active	09748	Not Active
09633	Not Active	09691	Not Active	09749	Not Active
09634	Not Active	09692	Not Active	09750	Not Active
09635	Not Active	09693	Not Active	09751	Not Active
09636	B-B1-C-F-U	09694	Not Active	09752	Not Active
09637	Not Active	09695	Not Active	09753	Not Active
09638	B-B1-C-E2-F-U	09696	Not Active	09754	Not Active
09639	Not Active	09697	Not Active	09755	Not Active
09640	Not Active	09698	Not Active	09756	Not Active
09641	Not Active	09699	Not Active	09757	Not Active
09642	B-B1-N-U	09700	Not Active	09758	Not Active
09643	B-B1-U	09701	Not Active	09759	Not Active
09644	B-B1-U	09702	Not Active	09760	Not Active
09645	B,U	09703	B-B1-C-F1	09761	Not Active
09646	Not Active	09704	B-B1-C-D	09762	Not Active
09647	B-B1-N-U	09705	B-B1-U	09763	Not Active
09648	Not Active	09706	B-B1-C-U	09764	Not Active
09649	B-B1-U	09707	B-B1-C-N-U	09765	Not Active
09650	Not Active	09708	B-B1	09766	Not Active
09651	Not Active	09709	B-B1-F1	09767	Not Active
09652	Not Active	09710	B-B1-C-C1-F1-M-R-R1-U	09768	Not Active
09653	Not Active	09711	B-B1-F1-Z1	09769	Not Active
09654	Not Active	09712	Not Active	09770	Not Active
09655	Not Active	09713	B-B1-C-F1	09771	Not Active
09656	Not Active	09714	B-B1-C-C1-F1-M-R-R1-U	09772	Not Active
09657	Not Active	09715	B-B1-F1	09773	Not Active
09658	Not Active	09716	B-B1-C-D-N-U	09774	Not Active
09659	Not Active	09717	B-B1-M-W	09775	Not Active
09660	Not Active	09718	B-B1-F-I-N-U	09776	Not Active
09661	Not Active	09719	Not Active	09777	A-B-B1-C-E1-N
09662	Not Active	09720	B-B1-U	09778	Not Active
09663	Not Active	09721	B-B1-N-U-Z1	09779	A-B-B1-F-R
09664	Not Active	09722	B-B1-C-D-N-U	09780	A-B-B1-F-R
09665	Not Active	09723	B-B1-N-U-Z1	09781	Not Active
09666	Not Active	09724	B-B1-C-C1-F1-M-R-R1-U	09782	Not Active
09667	Not Active	09725	B-C	09783	Not Active
09668	Not Active	09726	B-B1-N-U	09784	Not Active
09669	Not Active	09727	Not Active	09785	Not Active
09670	Not Active	09728	B-C	09786	Not Active
09671	Not Active	09729	Not Active	09787	Not Active
09672	Not Active	09730	Not Active	09788	A-B-B1-F-R
09673	Not Active	09731	Not Active	09789	A-B-B1-F-R
09674	Not Active	09732	B-B1-N-Z1	09790	A-B-B1-C1-F-R
09675	Not Active	09733	B-B1-I	09791	A-B-B1-C1-E1-F-M-R
09676	Not Active	09734	Not Active	09792	B-B1-C-F-U
09677	Not Active	09735	B-B1-N-Z1	09793	A-B-B1-F-R
09678	Not Active	09736	Not Active	09794	Not Active
09679	Not Active	09737	Not Active	09795	Not Active
09680	Not Active	09738	Not Active	09796	Not Active
09681	Not Active	09739	Not Active	09797	B-B1-C-D-P
09682	Not Active	09740	Not Active	09798	Not Active
09683	Not Active	09741	Not Active	09799	Not Active
09684	Not Active	09742	Not Active	09800	Not Active
09685	Not Active	09743	Not Active	09801	Not Active
09686	Not Active	09744	Not Active	09802	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09803	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09854	B-B1-E2-F-H1-N-R-R1-U2-Z1	09905	Not Active
09804	Not Active	09855	B-B1-E2-F-H1-R-R1-U2-Z1	09906	Not Active
09805	Not Active	09856	Not Active	09907	Not Active
09806	Not Active	09857	Not Active	09908	Not Active
09807	Not Active	09858	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09909	Not Active
09808	Not Active	09859	Not Active	09910	Not Active
09809	Not Active	09860	Not Active	09911	Not Active
09810	Not Active	09861	Not Active	09912	Not Active
09811	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09862	Not Active	09913	Not Active
09812	B-B1-E2-E3-F-F1-I-N-R-U-Z1	09863	Not Active	09914	Not Active
09813	Not Active	09864	Not Active	09915	Not Active
09814	B-B1-E2-E3-F-F1-I-N-R-U-Z1	09865	A-B-B1-Z1	09916	Not Active
09815	Not Active	09866	Not Active	09917	Not Active
09816	Not Active	09867	A-B-B1-F-R-R1-Z1	09918	Not Active
09817	Not Active	09868	A-B-B1-U-Z1	09919	Not Active
09818	Not Active	09869	Not Active	09920	Not Active
09819	A-B-F-P-Z1	09870	Not Active	09921	Not Active
09820	Not Active	09871	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09922	Not Active
09821	A-B-F-Z1	09872	Not Active	09923	Not Active
09822	A-B-F-Z1	09873	Not Active	09924	Not Active
09823	A-B-F-Z1	09874	Not Active	09925	Not Active
09824	A-B-F-Z1	09875	Not Active	09926	Not Active
09825	Not Active	09876	B-B1-E2-F-H1-R-R1-U2-Z1	09927	Not Active
09826	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09877	Not Active	09928	Not Active
09827	A-B-F-Z1	09878	Not Active	09929	Not Active
09828	B-N-Z1	09879	Not Active	09930	Not Active
09829	Not Active	09880	B-B1-E2-F-H1-R-R1-U2-Z1	09931	Not Active
09830	B-B1-C-Z1	09881	Not Active	09932	Not Active
09831	B-B1-F-N-U-Z1	09882	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09933	Not Active
09832	B-B1-U1-Z1	09883	Not Active	09934	Not Active
09833	B-B1-U1-Z1	09884	Not Active	09935	Not Active
09834	B-B1-Z1	09885	Not Active	09936	Not Active
09835	A-B-B1-Z1	09886	Not Active	09937	Not Active
09836	A-B-B1-C-F-M-Z1	09887	Not Active	09938	Not Active
09837	B-B1-Z1	09888	B-B1-E2-F-H1-R-R1-U2-Z1	09939	Not Active
09838	B-B1-Z1	09889	B-B1-E2-F-H1-R-R1-U2-Z1	09940	Not Active
09839	A-B-B1-U-Z1	09890	B-B1-E2-F-H1-R-R1-U2-Z1	09941	Not Active
09840	Not Active	09891	Not Active	09942	Not Active
09841	A-B-B1-U-Z1	09892	A-B-B1-F-N-R-R1-Z1	09943	Not Active
09842	A-B-B1-Z1	09893	Not Active	09944	Not Active
09843	Not Active	09894	Not Active	09945	Not Active
09844	A-B-B1-U-Z1	09895	Not Active	09946	Not Active
09845	Not Active	09896	Not Active	09947	Not Active
09846	Not Active	09897	Not Active	09948	Not Active
09847	Not Active	09898	B-B1-E2-F-H1-I-R-R1-U2-Z1	09949	Not Active
09848	Not Active	09899	B-F-N-Z1	09950	Not Active
09849	Not Active	09900	Not Active	09951	Not Active
09850	Not Active	09901	Not Active	09952	Not Active
09851	Not Active	09902	Not Active	09953	Not Active
09852	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09903	Not Active	09954	Not Active
09853	B-B1-E2-F-H1-R-R1-U2-Z1	09904	Not Active	09955	Not Active
				09956	Not Active
				09957	Not Active
				09958	Not Active
				09959	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09960	Not Active	34018	Not Active	34076	B-B1-F1-N-Z1
09961	Not Active	34019	Not Active	34077	Not Active
09962	Not Active	34020	B-B1-M-N-Z1	34078	B-B1-F1-N-Z1
09963	Not Active	34021	B-M-N-Z1	34079	B-B1-F1-N-Z1
09964	Not Active	34022	B-B1-D-F-M-N-Z1	34080	Not Active
09965	Not Active	34023	B-B1-M-N-Z1	34081	Not Active
09966	Not Active	34024	B-B1-M-N-Z1	34082	Not Active
09967	Not Active	34025	B-B1-F-N-U-Z1	34083	Not Active
09968	Not Active	34026	Not Active	34084	Not Active
09969	Not Active	34027	Not Active	34085	Not Active
09970	Not Active	34028	Not Active	34086	Not Active
09971	Not Active	34029	Not Active	34087	Not Active
09972	Not Active	34030	B-B1-M-N-Z1	34088	Not Active
09973	Not Active	34031	B-B1-M-N-Z1	34089	Not Active
09974	Not Active	34032	B-M-N-Z1	34090	B
09975	Not Active	34033	B-C-F-M-N-Z1	34091	B
09976	Not Active	34034	B-B1-M-N-Z1	34092	B
09977	Not Active	34035	B-B1-H-M-N-Z1	34093	B
09978	Not Active	34036	B-M-N-Z1	34094	Not Active
09979	Not Active	34037	B-B1-C-F-H-I-M-N-Z1	34095	B
09980	Not Active	34038	B-B1-M-N-Z1	34096	Not Active
09981	Not Active	34039	B-N-Z1	34097	Not Active
09982	Not Active	34040	B-Z1	34098	B
09983	Not Active	34041	B-B1-M-N-U-Z1	34099	B
09984	Not Active	34042	B-B1-D-F-M-N-Z1	96200	Not Active
09985	Not Active	34043	B-B1-D-F-M-N-Z1	96201	A-B
09986	Not Active	34044	Not Active	96202	A-B1-U
09987	Not Active	34045	Not Active	96203	A-B
09988	Not Active	34046	Not Active	96204	A-B-B1
09989	Not Active	34047	Not Active	96205	A-B-B1-U
09990	Not Active	34048	Not Active	96206	A-B-B1-U
09991	Not Active	34049	Not Active	96207	A-B-B1
09992	Not Active	34050	B	96208	A-B-B1-U
09993	Not Active	34051	B-Z1	96209	Not Active
09994	Not Active	34052	Not Active	96210	Not Active
09995	Not Active	34053	B-Z1	96211	Not Active
09996	Not Active	34054	Not Active	96212	A-B-B1-U
09997	Not Active	34055	B-N-Z1	96213	A-B-B1-U
09998	Not Active	34056	Not Active	96214	A-B-B1-U
09999	Not Active	34057	Not Active	96215	A-B-B1-U
34000	Not Active	34058	B-B1-Z1	96216	Not Active
34001	Not Active	34059	Not Active	96217	A-B-B1-U
34002	B-B1-N-U-Z1	34060	Not Active	96218	A-B-B1-U
34003	Not Active	34061	Not Active	96219	A-B-B1-U
34004	Not Active	34062	Not Active	96220	A-B-B1-U
34005	Not Active	34063	Not Active	96221	A-B-B1-U
34006	Not Active	34064	Not Active	96222	Not Active
34007	Not Active	34065	Not Active	96223	Not Active
34008	Not Active	34066	Not Active	96224	A-B-B1-U
34009	Not Active	34067	Not Active	96225	Not Active
34010	Not Active	34068	Not Active	96226	Not Active
34011	Not Active	34069	Not Active	96227	Not Active
34012	Not Active	34070	Not Active	96228	Not Active
34013	Not Active	34071	B-I-M-N-Z	96229	Not Active
34014	Not Active	34072	Not Active	96230	Not Active
34015	Not Active	34073	Not Active	96231	Not Active
34016	Not Active	34074	Not Active	96232	Not Active
34017	Not Active	34075	Not Active	96233	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96234	Not Active	96292	Not Active	96350	B-B1-F-F1-F2-M-W
96235	Not Active	96293	Not Active	96351	B-B1-F-F1-F2-M-W
96236	Not Active	96294	Not Active	96352	Not Active
96237	Not Active	96295	Not Active	96353	Not Active
96238	Not Active	96296	Not Active	96354	Not Active
96239	Not Active	96297	A-B-B1-U	96355	Not Active
96240	Not Active	96298	Not Active	96356	Not Active
96241	Not Active	96299	Not Active	96357	Not Active
96242	Not Active	96300	Not Active	96358	Not Active
96243	Not Active	96301	Not Active	96359	Not Active
96244	Not Active	96302	Not Active	96360	Not Active
96245	Not Active	96303	Not Active	96361	Not Active
96246	Not Active	96304	Not Active	96362	B-B1-F-F1-F2-M-W
96247	Not Active	96305	Not Active	96363	Not Active
96248	Not Active	96306	B-B1-F-F1-F2-M-W	96364	Close
96249	Not Active	96307	Not Active	96365	B-B1-M-W
96250	Not Active	96308	Not Active	96366	Not Active
96251	A-B-B1-U	96309	B-B1-M-W	96367	B-B1-L-M-W
96252	Not Active	96310	B-B1-M-W	96368	B-B1-M-W
96253	Not Active	96311	B-B1-M-W	96369	Not Active
96254	Not Active	96312	Not Active	96370	B-B1-F-F1-F2-M-W
96255	Not Active	96313	B-B1-F-F1-F2-M-W	96371	Not Active
96256	Not Active	96314	Not Active	96372	B-B1-M-W
96257	A-B-B1-U	96315	Not Active	96373	B-B1-M-W
96258	A-B-B1-U	96316	Not Active	96374	B-B1-M-W
96259	A-B-B1-U	96317	Not Active	96375	B-B1-M-W
96260	A-B-B1-U	96318	Not Active	96376	B-B1-M-W
96261	Not Active	96319	B-B1-M-W	96377	B-B1-M-W
96262	A-B-B1-U	96320	Not Active	96378	B-B1-M-W
96263	Not Active	96321	B-B1-F-F1-F2-M-W	96379	B-B1-M-W
96264	A-B-B1-U	96322	B-B1-F-F1-F2-M-W	96380	Not Active
96265	Not Active	96323	B-B1-M-W	96381	Not Active
96266	A-B-B1-U	96324	Not Active	96382	Not Active
96267	A-B-B1-U	96325	Not Active	96383	Not Active
96268	Not Active	96326	B-B1-M-W	96384	B-B1-M-W
96269	A-B-B1-U	96327	Not Active	96385	Not Active
96270	Not Active	96328	B-B1-M-W	96386	B-B1-M-W
96271	A-B-B1-U	96329	Not Active	96387	B-B1-M-W
96272	Not Active	96330	B-B1-M-W	96388	B-B1-M-W
96273	Not Active	96331	Not Active	96389	Not Active
96274	Not Active	96332	Not Active	96390	Not Active
96275	A-B-B1	96333	Not Active	96391	Not Active
96276	A-B-B1	96334	Not Active	96392	Not Active
96277	Not Active	96335	Not Active	96393	Not Active
96278	A-B-B1-U	96336	B-B1-M-W	96394	Not Active
96279	Not Active	96337	B-B1-M-W	96395	Not Active
96280	Not Active	96338	B-B1-M-W	96396	Not Active
96281	Not Active	96339	B-B1-M-W	96397	Not Active
96282	Not Active	96340	Not Active	96398	Not Active
96283	A-B-B1-U	96341	Not Active	96399	Not Active
96284	A-B-B1-U	96342	Not Active	96400	Not Active
96285	Not Active	96343	B-B1-M-W	96401	B-B1-F
96286	Not Active	96344	Not Active	96402	Not Active
96287	Not Active	96345	Not Active	96403	A-B-B1-M-N-U
96288	Not Active	96346	Not Active	96404	Not Active
96289	Not Active	96347	B-B1-F-F1-F2-M-W	96405	Not Active
96290	Not Active	96348	B-B1-F-F1-F2-M-W	96406	Not Active
96291	Not Active	96349	B-B1-F-F1-F2-M-W	96407	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96408	Not Active	96466	Not Active	96524	Not Active
96409	Not Active	96467	Not Active	96525	Not Active
96410	Not Active	96468	Not Active	96526	Not Active
96411	Not Active	96469	Not Active	96527	Not Active
96412	Not Active	96470	Not Active	96528	Not Active
96413	Not Active	96471	Not Active	96529	Not Active
96414	Not Active	96472	Not Active	96530	A-B-B1-H-M-N-U
96415	Not Active	96473	Not Active	96531	B-B1-H-M-U
96416	Not Active	96474	Not Active	96532	Not Active
96417	Not Active	96475	Not Active	96533	Not Active
96418	Not Active	96476	Not Active	96534	A-B-F
96419	Not Active	96477	Not Active	96535	A-B-B1-F
96420	Not Active	96478	Not Active	96536	B-B1
96421	Not Active	96479	Not Active	96537	B-B1
96422	Not Active	96480	Not Active	96538	B-B1
96423	Not Active	96481	Not Active	96539	Not Active
96424	Not Active	96482	Not Active	96540	B-B1
96425	Not Active	96483	Not Active	96541	B-B1
96426	Not Active	96484	Not Active	96542	B-B1
96427	Not Active	96485	Not Active	96543	B-B1-P
96428	Not Active	96486	Not Active	96544	Not Active
96429	Not Active	96487	Not Active	96545	Not Active
96430	Not Active	96488	Not Active	96546	B-F-U3
96431	Not Active	96489	Not Active	96547	Not Active
96432	Not Active	96490	B-B1	96548	A-B-B1-H-M-U
96433	Not Active	96491	Not Active	96549	A-B-B1-H-M-U
96434	Not Active	96492	Not Active	96550	Not Active
96435	Not Active	96493	Not Active	96551	A-B-B1-H-M-U
96436	Not Active	96494	Not Active	96552	Not Active
96437	Not Active	96495	Not Active	96553	A-B-B1-H-M-N-U
96438	Not Active	96496	Not Active	96554	A-B-B1-H-M-U
96439	Not Active	96497	Not Active	96555	B-B1-F-M
96440	Not Active	96498	Not Active	96556	Not Active
96441	Not Active	96499	Not Active	96557	B-B1-F-M
96442	Not Active	96500	Not Active	96558	B
96443	Not Active	96501	Not Active	96559	Not Active
96444	Not Active	96502	Not Active	96560	Not Active
96445	Not Active	96503	Not Active	96561	Not Active
96446	Not Active	96504	Not Active	96562	Not Active
96447	Not Active	96505	Not Active	96563	Not Active
96448	Not Active	96506	Not Active	96564	Not Active
96449	Not Active	96507	A-B-F	96565	Not Active
96450	Not Active	96508	Not Active	96566	Not Active
96451	Not Active	96509	Not Active	96567	Not Active
96452	Not Active	96510	Not Active	96568	Not Active
96453	Not Active	96511	B-B1-I-N	96569	Not Active
96454	Not Active	96512	Not Active	96570	Not Active
96455	Not Active	96513	Not Active	96571	Not Active
96456	Not Active	96514	Not Active	96572	Not Active
96457	Not Active	96515	B-B1-F	96573	Not Active
96458	Not Active	96516	Not Active	96574	Not Active
96459	Not Active	96517	B-B1-F-U3	96575	Not Active
96460	Not Active	96518	B-B1	96576	Not Active
96461	Not Active	96519	Not Active	96577	Not Active
96462	Not Active	96520	B-F-U3	96578	Not Active
96463	Not Active	96521	B-F-N	96579	Not Active
96464	Not Active	96522	B-F-N-U	96580	Not Active
96465	Not Active	96523	Not Active	96581	Not Active

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

RESTRICTIONS

LEGEND

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

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

- AAFES = Army and Air Force Exchange Service
- APO = Army/Air Force Post Office
- Box R = Retired military personnel
- FPO = Fleet Post Office
- DMM = *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.

Philately

STAMP ANNOUNCEMENT 02-07

Greetings from America Stamps



Copyright USPS 2001

The Postal Service will issue the 34-cent *Greetings from America* (Item 562300) stamps in a self-adhesive pane of 50 individual designs for nationwide sale April 4, 2002. The Postal Service will hold an official ceremony on April 4, 2002, in all 50 states and at the Mega Stamp Show in New York, New York. The stamps, designed by Richard Sheaff, of Scottsdale, Arizona, and illustrated by Lonnie Busch, of Franklin, North Carolina, represent each of the 50 states. **The special issue *Greetings from America* pane may not be split and the stamps may not be sold individually.**

The *Greetings from America* stamps will be the first pane of 50 individually designed stamps issued in 10 years. The artist was inspired by “large letter” postcards used to advertise cities, states, or tourist attractions. The postcards depicted local scenes inside big letters that spelled out the name of the place or attractions during the 1930s and 1940s. The bright colors and creative designs of these stamps hint at the romance of travel and discovery, conveying nostalgia for all aspects of popular American culture. Text on the back of each stamp lists the state’s bird, flower, tree, and capital, as well as the date the state entered the Union.

Philately section continued on page 51.

Fraud Alert

Withholding of Mail Orders

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

State/City/ZIP Code	Names and Addresses Covered
CA, Redondo Beach 90278-2800	Ad Resources And All Other Names, 1525 Aviation Boulevard, PMB 489
PA, Philadelphia 19145-3321	Any And All Various Names Other Than The Surname McDonald, 2213 S. 23rd Street

— Recorder's Office, Judicial Officer, 3-7-02

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.

Table with 13 columns of invalid Express Mail Corporate Account numbers, ranging from 005020 to 018033.

PULL-OUT SECTION

968695	970036	970464	970840	973141	974172	980327	980915	982325	985230	995334	995836
968735	970057	970587	970872	973256	975034	980387	981919	982389	988045	995419	999312
968809	970062	970750	972550	974009	975043	980556	981980	982447	989058	995427	999314
968852	970168	970784	972643	974045	977056	980709	982071	984164	992724	995670	
969080	970190	970830	972930	974114	980280	980872	982315	984253	995194	995736	

— Express and Priority Mail, Marketing, 3-7-02

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	026 492 3180 to 026 492 3199	375 169 4400 to 4599	394 990 1810 to 1899
011 582 1889 to 011 582 1899	027 361 0430 to 027 361 0499	375 829 3400 to 3499	395 343 3264 to 3299
011 588 2900 to 011 588 3099	027 369 4482 to 027 369 4495	375 851 9100 to 9199	395 373 3035 to 3099
012 579 5675 to 012 579 5699	027 671 8762 to 027 671 8776	376 196 0911 to 0999	395 396 9649 to 9799
013 289 6176 to 013 289 6199	027 787 9886 to 027 787 9899	378 085 3679 to 3699	395 970 3240 to 3299
013 610 0014 to 013 610 0099	027 965 9487 to 027 965 9499	378 351 1063 to 1099	397 622 4054 to 4099
014 932 1000 to 014 932 1099	028 191 1852 to 028 191 1999	379 843 5100 to 5199	397 819 8902 to 8999
014 972 0800 to 014 972 0899	028 850 3000 to 028 850 3199	380 093 9600 to 9699	398 149 7200 to 7699
015 363 0007 to 015 363 0099	029 510 1500 to 029 510 1599	380 165 1165 to 1199	399 070 0872 to 0899
017 028 3200 to 017 028 3299	030 687 0903 to 030 687 0999	381 325 4500 to 4599	399 156 7119 to 7199
018 569 5333 to 018 569 5399	031 077 4507 to 031 077 4799	381 604 2510 to 2699	399 203 5064 to 5099
018 986 5264 to 018 986 5299	032 295 7500 to 032 295 9999	381 645 9525 to 9599	399 296 9910 to 9999
019 518 2814 to 019 518 2899	034 394 1000 to 034 394 1099	383 314 3968 to 3999	399 396 8935 to 8999
020 698 5159 to 020 698 5199	034 943 0400 to 034 943 0799	383 892 1000 to 1344	399 792 7775 to 7799
020 844 7307 to 020 844 7399	210 221 0548 to 210 221 0599	383 892 1382 to 1399	399 792 8300 to 8399
020 972 8948 to 020 972 8999	227 275 9400 to 227 275 9999	384 925 3641 to 3654	400 427 1051 to 1999
022 021 9110 to 022 021 9181	273 070 8059 to 273 070 8099	385 568 2331 to 2399	401 045 1505 to 1549
022 037 1411 to 022 037 1499	273 775 7700 to 273 775 7899	385 599 7554 to 7575	401 045 1571 to 1599
024 380 4100 to 024 380 4199	302 000 0000 to 302 123 9999	385 774 2024 to 2099	401 294 2700 to 2799
024 496 6870 to 024 496 6896	349 746 2056 to 2099	386 624 1412 to 1599	401 310 9505 to 9599
025 092 0987 to 025 092 0999	350 518 7350 to 7374	386 883 8936 to 8999	401 382 5312 to 5399
025 369 5535 to 025 369 5599	360 011 1690 to 1699	387 314 5574 to 5599	402 578 7876 to 7899
025 729 1151 to 025 729 1199	360 168 6008 to 6099	387 837 6300 to 6399	403 125 6744 to 6799
025 729 1643 to 025 729 1799	360 173 8800 to 8899	388 828 0656 to 0699	403 260 7000 to 7499
	360 324 2326 to 2399	389 696 2400 to 2799	403 280 6470 to 6499
	362 861 3064 to 3099	389 846 3104 to 3135	403 685 8600 to 8699
	373 006 2176 to 2199	389 846 3145 to 3195	404 003 0300 to 0399
	374 768 2600 to 2699	389 887 9211 to 9230	404 041 8838 to 8899
		389 887 9234 to 9299	404 071 4268 to 4299
		390 001 3182 to 3199	404 347 5356 to 5399
		390 001 3500 to 3699	404 347 5548 to 5599
		390 545 5974 to 5999	404 726 4500 to 4599
		391 104 6146 to 6199	404 961 5001 to 5199
		391 574 1466 to 1499	405 325 0188 to 0198
		391 783 3020 to 3599	406 009 4587 to 4599
		391 792 6100 to 6199	406 260 6830 to 6899
		392 668 2956 to 2999	406 459 6641 to 6999
		392 854 8500 to 8899	406 733 3000 to 3999
		393 584 7566 to 7699	407 545 1557 to 1599
		393 650 0074 to 0099	407 594 0412 to 0599
		393 838 8316 to 8499	407 692 9100 to 9299
		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

408 682 8484 to	8599	424 871 6600 to	6699	451 746 0700 to	0799	463 185 2600 to	2799
408 698 7015 to	7099	425 298 2352 to	2399	452 265 0074 to	0099	463 227 7711 to	7799
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

479 280 9800 to 9899	493 473 7700 to 7799	609 893 1000 to 1099	631 459 9117 to 9199
479 365 9116 to 9176	493 716 2153 to 2199	610 092 3200 to 3299	631 762 9325 to 9399
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	614 832 1100 to 2099	637 562 5828 to 5899
483 632 1521 to 1599	500 070 5725 to 7799	615 017 7505 to 7599	638 042 1647 to 1699
483 632 2600 to 2799	600 645 3223 to 3299	617 711 6609 to 6699	638 049 4984 to 4999
483 849 1615 to 1699	601 339 1200 to 1399	617 760 5266 to 5299	638 318 1115 to 1199
484 174 4803 to 5299	601 653 5884 to 5899	617 813 3601 to 3699	638 318 1453 to 1499
484 323 8900 to 9199	601 661 7700 to 7799	618 840 9200 to 9299	638 885 0000 to 0299
484 680 5000 to 5038	601 682 5343 to 5399	619 551 7229 to 7299	638 903 4362 to 4373
484 680 5040 to 5074	601 928 1600 to 1699	619 859 3000 to 3099	639 415 1929 to 1999
484 680 5077 to 5099	602 512 2972 to 2999	620 073 9400 to 9499	639 415 2019 to 2099
485 029 4913 to 4999	602 555 2400 to 2799	621 614 7907 to 7930	639 420 6200 to 6299
486 176 0600 to 0699	602 829 7061 to 7099	621 614 7932 to 7999	639 469 3517 to 3799
486 559 7555 to 7599	603 483 9572 to 9599	621 648 8021 to 8199	639 605 2143 to 2199
486 696 3023 to 3199	603 490 7200 to 7299	621 648 8500 to 8599	639 657 8600 to 8799
488 173 7900 to 7999	603 678 7100 to 7199	621 904 8351 to 8599	640 289 7500 to 7599
488 206 4100 to 4199	603 678 7662 to 7699	621 916 1978 to 1989	640 289 7700 to 7999
488 226 0200 to 0299	603 678 7902 to 7999	622 989 8032 to 8099	641 170 4420 to 4499
488 709 3906 to 3999	603 678 8418 to 8499	623 076 9300 to 9399	641 318 3133 to 3199
488 855 8359 to 8399	603 678 8700 to 9999	623 819 5006 to 5099	641 378 6500 to 6999
489 181 8963 to 8999	604 086 0880 to 0899	623 895 8200 to 8399	641 383 8739 to 8799
489 223 2000 to 2099	604 349 1414 to 1499	623 917 0000 to 0099	641 877 3187 to 3299
489 311 1930 to 1999	604 503 7776 to 7799	623 917 0200 to 0299	641 877 3310 to 3399
489 318 6200 to 6300	605 520 9037 to 9099	624 468 5288 to 5299	642 355 8094 to 8199
489 384 0027 to 0099	605 685 4010 to 4099	624 665 3162 to 3198	642 355 8308 to 8999
489 427 0658 to 0899	605 988 6467 to 6499	625 088 6735 to 6799	642 900 0018 to 0099
489 997 5252 to 5299	607 689 7951 to 7960	625 916 9500 to 9799	643 030 6254 to 6299
490 669 5850 to 6099	607 728 1276 to 1299	625 968 8956 to 8999	644 066 0882 to 0899
490 717 7080 to 7099	608 727 7100 to 7199	627 005 3938 to 3999	644 069 0600 to 0699
490 721 6000 to 6099	608 727 7273 to 7599	627 384 3907 to 4099	644 077 7506 to 7699
490 793 1500 to 2099	608 813 9950 to 9999	627 496 7549 to 7599	644 085 8157 to 8199
490 886 8171 to 8199	609 067 5325 to 5399	627 708 3605 to 3699	644 112 9839 to 9899
490 977 9221 to 9240	609 067 5488 to 5499	627 776 2500 to 2599	644 373 9083 to 9099
491 258 8100 to 9099	609 067 5600 to 5699	628 226 3100 to 3199	644 380 1460 to 1499
491 567 1376 to 1399	609 289 6123 to 6199	628 814 4702 to 4799	644 733 4715 to 4799
492 254 4800 to 4899	609 438 4400 to 4499	628 851 9689 to 9699	644 900 9712 to 9799
492 283 5100 to 5199	609 493 1100 to 1199	629 510 7200 to 7299	644 901 0109 to 1299
492 610 6813 to 6899	609 766 8091 to 8999	629 964 4200 to 4294	644 901 1325 to 1399
493 394 5568 to 5599	609 825 4100 to 4115	630 389 3056 to 3071	644 923 6800 to 7799
493 470 2562 to 2599	609 884 2981 to 2999	630 463 0588 to 0599	644 932 4655 to 4699

645 318 7240 to	7499	660 673 0400 to	0599	683 415 1200 to	1499	701 335 7312 to	7399
645 333 1766 to	1799	661 488 5000 to	5099	683 444 8159 to	8199	701 369 2005 to	2050
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

837 784 3282 to	3299	847 636 5304 to	5399	860 275 3900 to	3999	869 800 0000 to	999 9999
838 176 8377 to	8399	847 700 5447 to	5499	860 518 9629 to	9699	870 054 4814 to	4899
838 518 1257 to	1299	847 723 7500 to	7599	860 600 0021 to	0999	870 491 4812 to	4849
839 718 8257 to	8299	849 485 3427 to	3499	861 158 2350 to	2599	870 536 5820 to	5829
840 323 0600 to	0699	849 608 1357 to	1399	861 637 6010 to	6099	870 541 7167 to	7239
840 875 6235 to	6299	849 792 2600 to	2699	861 979 7292 to	7499	870 575 8155 to	8999
840 910 0900 to	0999	850 546 1862 to	1899	862 216 6100 to	6199	870 589 0485 to	0494
841 349 5000 to	5099	851 143 6826 to	6844	862 263 9213 to	9299	870 691 7060 to	7099
841 805 7747 to	7899	851 209 9880 to	9899	862 271 0800 to	0999	872 100 0445 to	0459
841 805 7944 to	8099	851 928 9221 to	9299	862 271 5000 to	5099	900 556 4178 to	4199
842 226 0685 to	0695	852 589 6560 to	6599	863 871 5138 to	5199	900 845 0044 to	0099
842 685 4600 to	4699	853 049 3646 to	3699	863 949 5300 to	5399	900 936 0217 to	0299
842 685 4742 to	4999	854 304 4089 to	4999	864 088 8200 to	8299	900 936 0435 to	0499
842 860 0300 to	0399	854 529 2200 to	2299	864 426 3972 to	3999	901 058 5255 to	5280
842 898 5582 to	5599	855 001 6204 to	6249	864 520 6117 to	6136	901 273 1082 to	1099
843 062 7100 to	7199	855 319 9364 to	9399	865 151 0526 to	0599	901 287 5143 to	5199
843 077 6288 to	6299	855 361 3390 to	3399	865 500 4034 to	4099	901 291 2789 to	2799
843 077 6378 to	6399	856 226 0490 to	0499	865 883 6082 to	6099	901 525 7122 to	7199
843 758 5769 to	5778	856 656 5800 to	5999	866 004 3000 to	3999	902 198 9769 to	9799
843 786 2554 to	2699	856 752 0200 to	0299	866 442 4100 to	4899	902 948 1269 to	1299
845 656 8165 to	8199	857 279 3450 to	3499	867 366 9108 to	9118	902 985 0832 to	0899
845 727 2100 to	2199	857 843 4000 to	4099	867 633 7403 to	7499	904 892 0378 to	0399
845 746 2618 to	2635	858 124 7644 to	7699	867 737 5623 to	5699	904 892 0648 to	1299
846 390 7531 to	7599	858 756 3111 to	3299	868 169 4529 to	4599	904 895 5414 to	6100
846 918 0572 to	0599	859 063 8200 to	8699	868 173 8400 to	8599	905 056 2216 to	2299
847 237 7690 to	7699	859 190 0600 to	0644	868 514 9000 to	9099	905 885 8411 to	8499
847 284 2481 to	2499	859 811 2888 to	2899	868 566 9200 to	9299	905 885 8411 to	8499
847 374 7055 to	7065	859 855 8873 to	8999	869 387 1150 to	1199	905 889 7100 to	7199
847 374 7055 to	7065	860 240 8520 to	8599				

— Postal Inspection Service, 3-7-02

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	764 984 371 to 4 850	768 391 081 to 1 170	773 575 891 to 5 950
761 805 199 to 5 240	765 003 667 to 3 680	769 000 051 to 0 080	773 858 011 to 8 100
761 826 106 to 6 120	765 042 517 to 2 540	769 034 701 to 4 790	773 892 721 to 3 140
761 881 171 to 1 560	765 194 728 to 4 970	769 737 496 to 7 510	773 958 061 to 8 660
762 304 144 to 4 170	765 387 365 to 7 450	769 778 491 to 8 730	774 177 226 to 7 270
762 324 931 to 4 960	765 541 801 to 2 100	769 827 331 to 7 450	774 279 481 to 9 810
762 439 261 to 9 290	765 638 461 to 8 970	770 216 071 to 6 100	774 408 399 to 8 420
762 524 158 to 4 220	765 647 101 to 7 190	770 723 281 to 3 400	774 431 821 to 2 450
762 584 872 to 4 970	765 813 781 to 4 029	770 915 150 to 5 490	774 510 451 to 0 780
762 593 431 to 3 460	765 879 314 to 9 390	771 455 551 to 5 610	774 652 981 to 3 010
763 155 160 to 5 180	765 954 001 to 4 030	771 609 661 to 9 690	774 778 981 to 9 040
763 178 631 to 8 660	766 120 286 to 0 320	772 057 224 to 7 440	774 863 251 to 3 400
763 506 001 to 6 060	766 125 716 to 5 750	772 162 660 to 3 070	774 867 481 to 7 510
763 522 141 to 2 470	766 158 824 to 8 840	772 208 341 to 8 370	774 867 515 to 7 540
763 717 694 to 7 800	766 388 433 to 8 460	772 718 615 to 8 640	774 934 275 to 4 290
763 826 461 to 6 520	766 509 421 to 9 660	772 970 890 to 0 940	774 961 261 to 1 290
763 900 460 to 0 471	766 572 901 to 3 020	773 009 419 to 9 430	775 106 223 to 6 235
763 900 479 to 0 530	766 748 500 to 8 521	773 112 031 to 2 060	775 106 237 to 6 248
763 917 271 to 7 750	767 024 341 to 4 370	773 125 387 to 5 410	775 331 515 to 1 550
764 125 801 to 5 860	767 326 471 to 6 590	773 179 320 to 9 410	775 444 210 to 4 230
764 284 525 to 4 560	767 332 561 to 2 950	773 202 989 to 3 140	777 561 631 to 2 080
764 526 241 to 6 330	768 009 841 to 9 960	773 208 991 to 9 290	777 621 721 to 1 750
764 601 421 to 1 600	768 011 489 to 1 520	773 231 311 to 1 340	777 810 305 to 0 330
764 650 231 to 0 470	768 177 980 to 7 990	773 348 739 to 8 940	

— Postal Inspection Service, 3-7-02

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, 3-7-02

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, 3-7-02

Philately (Continued)

Issue:	<i>Greetings from America</i>
Item Number:	562300
Denomination & Type of Issue:	34-cent Special
Format:	Pane of 50 (50 designs)
Series:	N/A
Issue Date & City:	April 4, 2002, New York, NY 10199
Designer:	Richard Sheaff, Scottsdale, AZ
Art Director:	Richard Sheaff, Scottsdale, AZ
Typographer:	Lonnie Busch, Franklin, NC
Artist:	Lonnie Busch, Franklin, NC
Modeler:	Donald H. Woo
Manufacturing Process:	Gravure
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomec, 3000
Engraver:	Southern Graphics
Stamps per Pane:	50
Print Quantity:	200 million stamps
Paper Type:	Pre-phosphored, Type II
Gum Type:	Self-adhesive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Cyan, Yellow, Black
Stamp Orientation:	Horizontal
Image Area (w x h):	1.41 x 0.84 in./35.81 x 21.33 mm
Overall Size (w x h):	1.56 x 0.99 in./39.62 x 25.14 mm
Pane Size (w x h):	8.93 x 11.0 in./226.82 x 279.4 mm
Plate Size:	100 stamps per revolution
Plate Numbers:	"S" followed by four (4) single digits
Marginal Markings:	"© 2001 USPS" • Price • Plate numbers in all four corners • Plate position diagram • Text on reverse side on each stamp with information on state bird, flower, tree, capital, statehood.
Catalog Item Number(s):	562340 Full Pane of 50 w/plate no. — \$17.00 562362 First Day Cancellation Full Pane — \$19.00 562384 Uncut Press Sheet — \$34.00

How to Order the First Day of Issue Postmark

Customers have 60 days to obtain the first day of issue cancellation 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.

Customers requesting first day cancellations from their state should mail their covers to the postmaster address designated below for that state. 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 the city of their choice.

GREETINGS FROM AMERICA STAMP
POSTMASTER
6701 WINTON BLOUNT BLVD
MONTGOMERY AL 36119-9813

GREETINGS FROM AMERICA STAMP
POSTMASTER
9491 VINTAGE BLVD
JUNEAU AK 99501-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
4949 E VAN BUREN ST
PHOENIX AZ 85026-9991

GREETINGS FROM AMERICA STAMP
POSTMASTER
600 E CAPITOL AVE
LITTLE ROCK AR 72202-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
2000 ROYAL OAKS DR
SACRAMENTO CA 95813-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
951 20TH ST
DENVER CO 80202-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
141 WESTON ST
HARTFORD CT 06101-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
55 THE PLAZA
DOVER DE 19901-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
2800 S ADAMS ST
TALLAHASSEE FL 32301-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
3900 CROWN ROAD
ATLANTA GA 30304-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
3600 AOLELE ST
HONOLULU HI 96820-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
770 S 13TH ST
BOISE ID 83708-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
2105 E COOK ST
SPRINGFIELD IL 62703-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
125 W SOUTH ST
INDIANAPOLIS IN 46206-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
1165 2ND AVE
DES MOINES IA 50318-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
424 SOUTH KANSAS AVE
TOPEKA KS 66603-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
1210 WILKINSON BLVD
FRANKFORT KY 40601-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
PO BOX 262100
BATON ROUGE LA 70826-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
40 WESTERN AVE
AUGUSTA ME 04330-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
1 CHURCH CIRCLE
ANNAPOLIS MD 21401-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
25 DORCHESTER AVE RM 4009
BOSTON MA 02205-9998

GREETINGS FROM AMERICA STAMP
USPS MARKETING
PO BOX 999631
GRAND RAPIDS MI 49599-9631

GREETINGS FROM AMERICA STAMP
POSTMASTER
PO BOX 645001
ST PAUL MN 55164-5001

GREETINGS FROM AMERICA STAMP
POSTMASTER
MISSISSIPPI STATION
PO BOX 332
JACKSON MS 39205-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
131 W HIGH ST
JEFFERSON CITY MO 65101-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
2300 N HARRIS ST
HELENA MT 59601-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
700 R ST
LINCOLN NE 68501-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
1111 S ROOP ST
CARSON CITY NV 89701-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
12 LAUDON RD
CONCORD NH 02301-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
20 S MONTGOMERY ST
TRENTON NJ 08608-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
1135 BROADWAY BLVD NE
ALBUQUERQUE NM 87101-9610

GREETINGS FROM AMERICA STAMP
POSTMASTER
PO BOX 739
ALBANY NY 12201-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
311 NEW BERN AVE
RALEIGH NC 27611-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
220 E ROSSER AVE
BISMARCK ND 58501-3867

GREETINGS FROM AMERICA STAMP
POSTMASTER
850 TWIN RIVERS DR
COLUMBUS OH 43216-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
320 SW 5TH ST
OKLAHOMA CITY OK 73125-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
1050 25TH ST
SALEM OR 97301-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
1425 CROOKED HILL ROAD
HARRISBURG PA 17106-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
24 CORLISS ST
PROVIDENCE RI 02904-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
1601 ASSEMBLY ST
COLUMBIA SC 29201-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
225 S PIERRE ST
PIERRE SD 57105-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
525 ROYAL PKWY
NASHVILLE TN 37230-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
510 GUADALUPE ST
AUSTIN TX 78701-9998

GREETINGS FROM AMERICA STAMP
POSTMASTER
1760 W 2100 S
SALT LAKE CITY UT 84199-9991

GREETINGS FROM AMERICA STAMP
POSTMASTER
87 STATE ST
MONTPELIER VT 05602-9998

GREETINGS FROM AMERICA STAMP
 POSTMASTER
 1801 BROOK RD
 RICHMOND VA 23232-9998

GREETINGS FROM AMERICA STAMP
 POSTMASTER
 900 JEFFERSON ST SE
 OLYMPIA WA 98501-9998

GREETINGS FROM AMERICA STAMP
 POSTMASTER
 1002 LEE ST EAST
 CHARLESTON WV 25301-9998

GREETINGS FROM AMERICA STAMP
 POSTMASTER
 PO BOX 7990
 MADISON WI 53707-7990

GREETINGS FROM AMERICA STAMP
 POSTMASTER
 4800 CONVERSE AVE
 CHEYENNE WY 82009-9998

Customers requesting multiple cancellations (two or more first day cancellations for states other than their resident state) should send their request to the postmaster, New York, New York, at the address listed below, with specific instructions as to how they wish their stamps cancelled (i.e., which states). Without specific instructions, the New York, New York, cancellation will be applied.

GREETINGS FROM AMERICA STAMPS
 POSTMASTER
 421 8TH AVE RM 2029B
 NEW YORK NY 10199-9991

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 June 3, 2002.

How to Order the First Day of Issue Covers

Stamp Fulfillment Services 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 Stamp Fulfillment Services for at least 1 year after the stamp's issuance.

Philatelic Products

The Postal Service will issue the 34-cent *Greetings from America* commemorative stamps at the Mega Stamp Show in New York, New York, on April 4, 2002. In addition, uncut press sheets and first day covers featuring *Greetings from America* stamps will be available only through Stamp Fulfillment Services beginning April 4, 2002.

Uncut Press Sheet: Item Number 562384, \$34.00 (*USA Philatelic* catalog).

First Day Cancellation Full Pane: Item Number 562362, \$19.00 (*USA Philatelic* catalog).

The *Greetings from America* uncut press sheets may also be ordered by telephone at 1 800 STAMP-24, by fax at 816-545-1212, and by mail from:

STAMP FULFILLMENT SERVICES
 US POSTAL SERVICE
 PO BOX 7247
 PHILADELPHIA PA 19101-9014

Distribution: 34-Cent Greetings from America, PSA Pane of 50 Stamps, Item 562300

Stamp distribution offices will receive their full automatic distribution quantity for a pressure-sensitive adhesive (PSA) sheet stamp, plus an additional three-fourths of that standard automatic quantity. Distributions are rounded up to the nearest master carton size (40,000 stamps).

Initial Supply to Post Offices

Stamp distribution offices will make a subsequent automatic distribution to Post Offices of their full standard automatic distribution quantity using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. Stamp distribution offices must not distribute stamps to Post Offices before March 29, 2002.

Philatelic Requirement

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

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the <i>Greetings from America</i> Special Issue Stamps, Item 562300...
1	10,000
2	20,000
3	20,000
4	40,000
5	50,000
6	60,000
7	70,000
8	80,000
9	90,000
12	120,000
13	130,000
16	160,000
19	190,000

Additional Supply

Post Offices requiring additional stamps must requisition them from their designated stamp distribution office using PS Form 17. Stamp distribution offices requiring additional stamps must order them from the appropriate accountable paper depository using PS Form 17.

For fulfilling supplemental orders from stamp distribution offices, San Francisco, Chicago, Memphis, and New York accountable paper depositories will each receive 600,000 additional stamps, and the Denver accountable paper depository will receive 300,000 additional stamps.

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. **The special issue Greetings from America pane may not be split and the stamps may not be sold individually.**

— Stamp Services,
Government Relations and Public Policy, 3-7-02

Pictorial Cancellations Announcement

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

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

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

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



The following cancellations have been extended for 30 days.



February 7, 2002


 USPS Downtown
 SALT LAKE CITY 2002 — OLYMPIC
 TORCH STATION
 POSTMASTER
 PO BOX 31793
 SALT LAKE CITY UT 84131-0793

February 8, 2002


 USPS Park City Snyderville
 SKI JUMPING — UTAH OLYMPIC
 PARK STATION
 POSTMASTER
 PO BOX 31780
 SALT LAKE CITY UT 84131-0780

February 8, 2002


 USPS Downtown Station
 FIGURE SKATING — SALT LAKE
 ICE CENTER STATION
 POSTMASTER
 PO BOX 31778
 SALT LAKE CITY UT 84131-0778

February 8, 2002


 USPS Downtown
 SHORT TRACK — SALT LAKE
 ICE CENTER STATION
 POSTMASTER
 PO BOX 31781
 SALT LAKE CITY UT 84131-0781

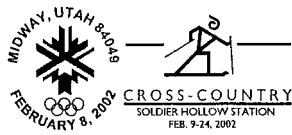
FEBRUARY 8, 2002


 USPS Park City Old Town
 SNOWBOARDING — PARK CITY
 MOUNTAIN RESORT STATION
 POSTMASTER
 PO BOX 31779
 SALT LAKE CITY UT 84131-0779

February 8, 2002


 USPS Park City Snyderville
 LUGE — UTAH OLYMPIC PARK
 STATION
 POSTMASTER
 PO BOX 31782
 SALT LAKE CITY UT 84131-0782

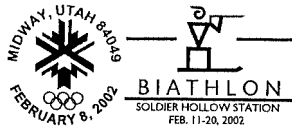
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February 8, 2002
 USPS Midway
 CROSS-COUNTRY — SOLDIER HOLLOW STATION
 POSTMASTER
 PO BOX 31783
 SALT LAKE CITY UT 84131-0783



February 8, 2002
 USPS Kearns
 SPEED SKATING — UTAH OLYMPIC OVAL STATION
 POSTMASTER
 PO BOX 31791
 SALT LAKE CITY UT 84131-0791



February 8, 2002
 USPS Midway
 BIATHLON — SOLDIER HOLLOW STATION
 POSTMASTER
 PO BOX 31784
 SALT LAKE CITY UT 84131-0784



February 8, 2002
 USPS Park City Snyderville
 SKELETON — UTAH OLYMPIC PARK STATION
 POSTMASTER
 PO BOX 31792
 SALT LAKE CITY UT 84131-0792



February 8, 2002
 USPS Park City Snyderville
 BOBSLEIGH — UTAH OLYMPIC PARK STATION
 POSTMASTER
 PO BOX 31785
 SALT LAKE CITY UT 84131-0785



February 8, 2002
 USPS Downtown
 OLYMPLEX 2002 — OLYMPIC FAIR STATION
 POSTMASTER
 PO BOX 31794
 SALT LAKE CITY UT 84131-0794



February 8, 2002
 USPS Ogden — Mt. Ogden
 CURLING — THE ICE SHEET STATION
 POSTMASTER
 PO BOX 31786
 SALT LAKE CITY UT 84131-0786



February 8, 2002
 USPS Downtown
 OLYMPIC FAMILY HOTEL — LITTLE AMERICA STATION
 POSTMASTER
 PO BOX 31795
 SALT LAKE CITY UT 84131-0795



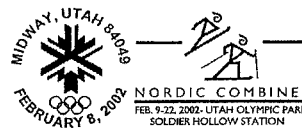
February 8, 2002
 USPS Provo
 ICE HOCKEY — THE PEAKS ICE ARENA E CENTER STATION
 POSTMASTER
 PO BOX 31787
 SALT LAKE CITY UT 84131-0787



February 8, 2002
 USPS Downtown
 ARTS — SALT LAKE 2002 CULTURAL OLYMPIAD STATION
 POSTMASTER
 PO BOX 31796
 SALT LAKE CITY UT 84131-0796



February 8, 2002
 USPS Park City Old Town
 FREESTYLE SKIING — DEER VALLEY RESORT STATION
 POSTMASTER
 PO BOX 31788
 SALT LAKE CITY UT 84131-0788



February 8, 2002
 USPS Midway
 NORDIC COMBINED — UTAH OLYMPIC PARK, SOLDIER HOLLOW STATION
 POSTMASTER
 PO BOX 31797
 SALT LAKE CITY UT 84131-0797



February 8, 2002
 USPS Downtown
 MEDALS CEREMONY — OLYMPIC MEDALS PLAZA STATION
 POSTMASTER
 PO BOX 31789
 SALT LAKE CITY UT 84131-0789



February 8, 2002
 USPS Huntsville
 ALPINE SKIING — SNOWBASIN/DEER VALLEY STATION
 POSTMASTER
 PO BOX 31798
 SALT LAKE CITY UT 84131-0798



February 8, 2002
 USPS Foothill
 OPENING/CLOSING CEREMONIES — OLYMPIC STATION
 POSTMASTER
 PO BOX 31790
 SALT LAKE CITY UT 84131-0790



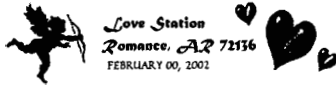
February 8, 2002
 USPS Foothill
 OLYMPIC VILLAGE STATION
 POSTMASTER
 PO BOX 31799
 SALT LAKE CITY UT 84131-0799

Continued from previous page.



February 8, 2002

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



February 1-14, 2002

Romance Volunteer Fire Department
LOVE STATION
POSTMASTER
PO BOX 9998
ROMANCE AR 72136-9998



February 9, 2002

FEBRUARY 9, 2002
BLACK HISTORY MONTH STATION
HARTFORD, CT 06103

BLACK HISTORY MONTH STATION
POSTMASTER
141 WESTON ST
HARTFORD CT 06101-9250



February 1-14, 2002

Loving Post Office
AMERICA LETS ROLL VALENTINE GREETINGS INTO LOVING STATION
POSTMASTER
PO BOX 9998
LOVING TX 76460-9998



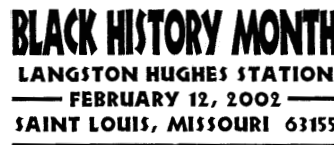
February 12, 2002

International Pancake Day of Liberal Inc
53RD INTERNATIONAL PANCAKE DAY STATION
POSTMASTER
25 EAST 5TH ST
LIBERAL KS 67901-9998



February 1-28, 2002

The Lost Squadron Museum Inc
THE LOST SQUADRON STATION
POSTMASTER
PO BOX 9998
MIDDLESBORO KY 40965-9998



February 12, 2002

Diversity Committee
LANGSTON HUGHES STATION
POSTMASTER
1720 MARKET ST
ST LOUIS MO 63155-9998



February 2-17, 2002

SAN ANTONIO STOCK SHOW & RODEO STATION
POSTMASTER
10410 PERRIN BEITEL RD
SAN ANTONIO TX 78284-9998



February 13, 2002

Robeson County Partnership For Children
BUILDING BRIGHTER FUTURES FOR OUR CHILDREN STATION
POSTMASTER
301 EAST 7TH ST
LUMBERTON NC 28358-9998



February 7, 2002

Black History Month Station
25th Anniversary
Black Heritage Stamp Series
2002 Honoree - Langston Hughes

Philander Snuth College along with the Delta Sigma Theta Sorority
BLACK HISTORY MONTH STATION
POSTMASTER
600 EAST CAPITOL AVE
LITTLE ROCK AR 72202-9998



February 14, 2002

LOVE STATION
POSTMASTER
US HIGHWAY 90
VALENTINE TX 79854-9998



February 7, 2002

Black Heritage Month
Black History Station
"The Black Poet Laureate"
February 7, 2002
Brookneal, VA 24528

USPS
BLACK HISTORY STATION
POSTMASTER
101 TODD ST
BROOKNEAL VA 24528-9998



February 14, 2002

Sent with LOVE Sta.
February 14, 2002
Reeseville WI 53579

SENT WITH LOVE STATION
POSTMASTER
PO BOX 9998
REESEVILLE WI 53579-9998



Mosaic of Texas Culture Sta.
Hardin Simmons University
Abilene, Tx 79698
February 15, 2002

February 15, 2002
Hardin Simmons University
MOSAIC OF TEXAS CULTURE
STATION
POSTMASTER
341 PINE ST
ABILENE TX 79698-9998



February 20, 2002
Unicover Corporation
OLD GLORY STATION
POSTMASTER
8700 ASTRONAUT BLVD
CAPE CANAVERAL FL
32920-4308



15th Annual
Asian New Year Festival
February 16, 2002

The University of Texas
Institute of Texan Cultures at San Antonio Station
San Antonio, Texas 78209

February 16, 2002
INSTITUTE OF TEXAS STATION
POSTMASTER
10410 PERRIN BEITEL RD
SAN ANTONIO TX 78284-9998



February 21, 2002
USPS Black History Committee
AFRICAN AMERICAN YOUNG
ACHIEVERS STATION
POSTMASTER
1335 JEFFERSON RD
ROCHESTER NY 14692-9998

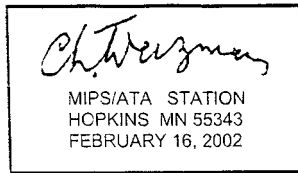


WINTER FESTIVAL STATION
FEBRUARY 16, 2002
BURLINGTON VT 05401

February 16, 2002
Burlington Parks & Recreation
WINTER FESTIVAL STATION
POSTMASTER
PO BOX 9998
BURLINGTON VT 05401-9998



February 22, 2002
Unicover
OLD GLORY STATION
POSTMASTER
201 MAIN ST
LAKE PLACID NY 12946-9998



February 16-17, 2002
MIPS/ATA Stamp Club
MIPS/ATA STATION
POSTMASTER
PO BOX 9998
HOPKINS MN 55343-9998



February 23, 2002
Unicover
OLD GLORY STATION
POSTMASTER
3118 WASHINGTON BLVD
ARLINGTON VA 22210-9998



February 17, 2002
EXHIBITION STATION
POSTMASTER
PO BOX 9998
STEVENS POINT WI
54481-9998



February 23, 2002
THE FEDERATED GARDEN
CLUBS OF CONNECTICUT
FLOWER STATION
POSTMASTER
141 WESTON ST
HARTFORD CT 06101-9998



February 20, 2002
LANGSTON HUGHES STATION
POSTMASTER
PO BOX 9998
MOUNT VERNON NY
10550-9998



February 23-24, 2002
Austin Texas Stamp Club
CAPITAL OF TEXAS STAMP &
POSTCARD 2002 STATION
POSTMASTER
510 GUADALUPE ST
AUSTIN TX 78701-9998



PATHWAYS TO YOUR FUTURE
FEBRUARY 20, 2002
PENDLETON, OR 97801
UMATILLA-MORROW COUNTY
CAREER SHOWCASE '2002' STATION

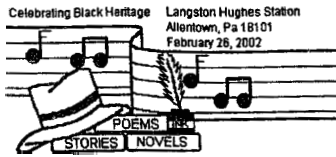
February 20, 2002
Umatilla-Morrow County
Education Service District
CAREER SHOWCASE "2002"
STATION
POSTMASTER/PHILATELIC
SERVICES
PO BOX 9998
PENDLETON OR 97801-9998



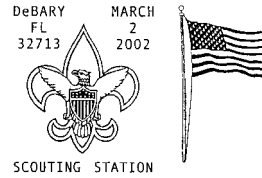
MARTIN LUTHER KING, JR.
LIBRARY STATION
NEGRO BASEBALL LEAGUE



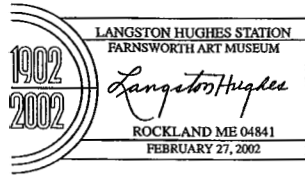
February 25, 2002
MARTIN LUTHER KING, JR.
LIBRARY STATION
POSTMASTER/SPECIAL
CANCELLATION UNIT
909 BRENTWOOD RD NE
WASHINGTON DC 20066-9998



February 26, 2002
Lehigh Valley Diversity Team
LANGSTON HUGHES STATION
POSTMASTER
442 WEST HAMILTON ST
BETHLEHEM PA 18101-1611



March 2, 2002
SCOUTING STATION
POSTMASTER
PO BOX 539998
DEBARY FL 32753-9998



February 27, 2002
Farnsworth Art Museum
LANGSTON HUGHES STATION
POSTMASTER
21 LIMEROCK ST
ROCKLAND ME 04841-9998



March 2-3, 2002
Bux-Mont Stamp Club
BUX-MONT STAMP CLUB
STATION
POSTMASTER
1135 MERNS RD
WARMINSTER PA 18974-9998



February 28, 2002
Unicover Corporation
USS HOUSTON MEMORIAL
STATION
POSTMASTER
4600 ALDINE BENDER
HOUSTON TX 77315-9998



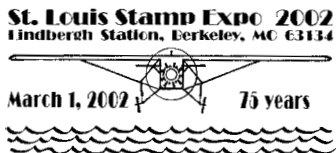
March 4, 2002
BROWN-DORSEY HOME
STATION
POSTMASTER
10000 SLOAN FIELD BLVD
MIDLAND TX 79711-9998



March 1, 2002
MENTORING A CHILD STATION
POSTMASTER
750 4TH ST
SPARKS NV 89431-9998



March 5, 2002
Sunshine Station
POST OFFICE STATION
OIC
PO BOX 9998
FLAT TOP WV 25841-9998



March 1-3, 2002
Regency Stamp Limited
ST LOUIS STAMP EXPO 2002
LINDBERGH STATION
POSTMASTER
1720 MARKET ST
ST LOUIS MO 63155-9998



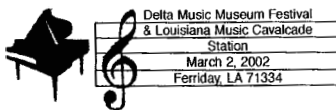
March 7, 2002
Winters Post Office
GENERAL MERCANTILE
STATION
POSTMASTER
221 SOUTH MAIN
WINTERS TX 79567-9998



March 2, 2002
Knoxville Philatelic Society
SNOXPEX STATION
POSTMASTER
1237 EAST WEISGARBER RD
KNOXVILLE TN 37950-9998



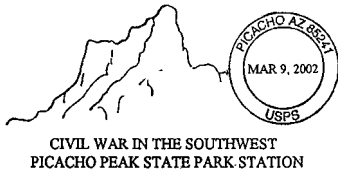
March 8-10, 2002
ROPEX 2002 TEDDY BEAR
STATION
CUSTOMER RELATIONS
COORDINATOR
1335 JEFFERSON RD
ROCHESTER NY 14692-9998



March 2, 2002
Chamber of Commerce
DELTA MUSIC MUSEUM
FESTIVAL & LOUISIANA MUSIC
CAVALCADE STATION
POSTMASTER
999 FIRST ST
FERRIDAY LA 71334-9998



March 9, 2002
Casanova Post Office
CASANOVA HUNT STATION
POSTMASTER
5137 WESTON RD
CASANOVA VA 20139-9998



March 9-10, 2002
 Arizona State Parks
 CIVIL WAR IN THE
 SOUTHWEST PICACHO PEAK
 STATE PARK STATION
 POSTMASTER
 6546 EAST CAMINO ADELANTE
 PICACHO AZ 85241-9998

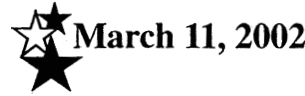


March 11, 2002
 County of Berks
 ANNIVERSARY STATION
 POSTMASTER
 2100 NORTH 13TH ST
 READING PA 19612-9998



March 9-10, 2002
 Rockford Stamp Club
 ROCKFORD STAMP CLUB
 STATION
 POSTMASTER
 5225 HARRISON AVE
 ROCKFORD IL 61125-9998

The Northampton County
Government Center Station
Easton, PA 18042



March 11, 2002
 Northampton County Government
 Center
 THE NORTHAMPTON COUNTY
 GOVERNMENT CENTER
 STATION
 POSTMASTER
 221 FERRY ST
 EASTON PA 18042-9998

Cipex 44 Station
Richmond, In 47374
March 9, 2002



March 9-10, 2002
 Centerville Stamp Club
 CIPEX 44 STATION
 POSTMASTER
 400 NORTH A
 RICHMOND IN 47374-9998



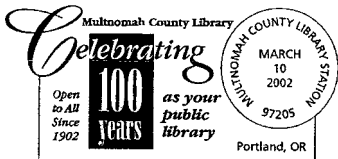
March 11, 2002
 Northampton County Government
 Center
 NORTHAMPTON COUNTY
 GOVERNMENT CENTER
 STATION
 POSTMASTER
 221 FERRY ST
 EASTON PA 18042-9998



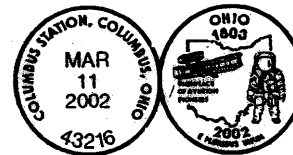
March 9-10, 2002
 FRESPEX STATION
 CUSTOMER RELATIONS
 COORDINATOR
 1900 EAST ST
 FRESNO CA 93706-9998



March 11, 2002
 Thousand Island Girl Scout
 Council
 GIRL SCOUTS 90TH
 ANNIVERSARY STATION
 POSTMASTER
 232 COMMERCE PARK DR
 WATERTOWN NY 13601-9998



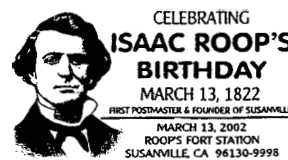
March 10, 2002
 Multnomah County Library
 MULTNOMA COUNTY LIBRARY
 STATION
 POSTMASTER/PHILATELIC
 SERVICES
 PO BOX 3480
 PORTLAND OR 97208-9615



March 11, 2002
 Unicover Corporation
 COLUMBUS STATION
 POSTMASTER
 850 TWIN RIVERS
 COLUMBUS OH 43216-9998



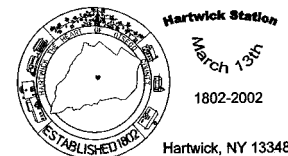
March 10, 2002
 Samuel Osgood Stamp Club
 SOPEX 02
 SOPEX STATION
 POSTMASTER/OIC
 431 COMMON ST
 LAWRENCE MA 01842-9998



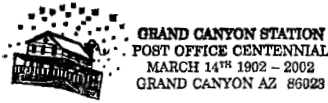
March 13, 2002
 Lassen County Historical Society
 ROOPS FORT STATION
 POSTMASTER
 PO BOX 9998
 SUSANVILLE CA 96130-9998



March 10, 2002
 Joseph LoPeciato
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 EAST BERLIN CT 06023-9998



March 13, 2002
 Hartwick Bicentennial
 Commission
 HARTWICK STATION
 POSTMASTER
 PO BOX 9998
 HARTWICK NY 13348-9998

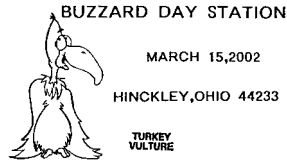


March 14, 2002
 USPS
 GRAND CANYON STATION
 POSTMASTER
 100 MATHER BUS CTR
 GRAND CANYON AZ
 86023-9998



Leprechaun Station
 March 16, 2002
 Emmett, MI 48022

March 16, 2002
 Our Lady of Mt Carmel Parish
 LEPRECHAUN STATION
 POSTMASTER
 3120 MAIN ST
 EMMETT MI 48022-9998



March 15, 2002
 Hinckley PO
 BUZZARD DAY STATION
 POSTMASTER
 PO BOX 9998
 HINCKLEY OH 44233-9998

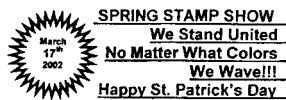
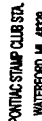


Happy Saint Patrick's Day
 March 17, 2002
 Pompano Beach Post Office
 Postmaster
 2351 W Atlantic Blvd
 Pompano Beach FL 33069-9998

March 17, 2002
 The Ancient Order of Hibernians
 ANCIENT ORDER OF
 HIBERNIANS IN AMERICA
 STATION
 POSTMASTER
 ATTENTION: CUSTOMER
 RELATIONS
 2351 WEST ATLANTIC BLVD
 POMPANO BEACH FL
 33069-9994



March 16, 2002
 Redlands Bicycle Classic
 BIKE RACE STATION
 POSTMASTER
 404 NEW YORK ST
 REDLANDS CA 92373-9998



March 17, 2002
 Pontiac Stamp Club
 PONTIAC STAMP CLUB
 STATION
 POSTMASTER
 5036 DIXIE HWY
 WATERFORD MI 48329-9998



March 16, 2002
 12 hours of Sebring
 50TH ANNIVERSARY 12 HOURS
 OF SEBRING STATION
 POSTMASTER
 518 NORTH RIDGEWOOD DR
 SEBRING FL 33870-9998



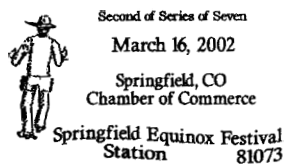
March 17, 2002
 Shamrock CEOS Club
 SHAMROCK STATION
 POSTMASTER
 PO BOX 9998
 IRELAND WV 26376-9998



March 16, 2002
 Newport Chamber of Commerce
 ST PATRICK'S DAYS STATION
 POSTMASTER
 320 THAMES ST
 NEWPORT RI 02840-9998



March 18-22, 2002
 Muncie Public Library
 MUNCIE PUBLIC LIBRARY
 STATION
 POSTMASTER
 501 WEST MEMORIAL DR
 MUNCIE IN 47302-9998



March 16, 2002
 Springfield Chamber of
 Commerce
 SPRINGFIELD EQUINOX
 FESTIVAL STATION
 POSTMASTER
 188 EAST 9TH AVE
 SPRINGFIELD CO 81073-9998



March 19, 2002
 Salina Area Chamber of
 Commerce
 BICENTENNIAL CENTER
 STATION
 POSTMASTER
 211 EAST ASH ST
 SALINA KS 67401-9998



March 16, 2002
 HARLEN RENAISSANCE RENT
 PARTY STATION
 POSTMASTER
 1 CORLISS ST
 PROVIDENCE RI 02907-9998



March 23, 2002
 NJCAA Division I Men's
 Basketball Championship Station
 Hutchinson KS 67501-9998
 March 23, 2002

March 19-23, 2002
 NJCAA Tournament
 NJCAA STATION
 POSTMASTER
 128 EAST 1ST AVE
 HUTCHINSON KS 67501-9998

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
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

— Mail Preparation and Standards,
Pricing and Classification, 3-7-02

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SAFETY BULLETIN

Snowblower Safety

Each year at this time, many people experience injuries involving snowblowers. Accidents sometimes occur when individuals place their hands or feet inside the blower (while the machine is still running) to dislodge packed snow that has jammed the auger. Once cleared, the auger starts up rapidly and the individual's hand, finger, or foot can be mutilated or amputated by the blower or auger device.

Postal managers must provide proper and adequate training for all employees who operate snowblowers or snow removal equipment. Administer the training *before* employees operate that equipment. Instruct employees to follow the manufacturer's maintenance instructions and proper operating procedures.

In addition to training employees, postal managers must also ensure that equipment is properly stored. In the interest of fire prevention, gasoline snowblower engines should be allowed to cool and the gasoline drained if that equipment is stored in any enclosure for extended periods of time.

Note: *Only* trained individuals should maintain and operate that equipment.

— Safety Performance Management,
Employee Resource Management, 3-7-02

PLEASE POST ON ALL BULLETIN BOARDS

CUT ALONG DOTTED LINE



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Postal Employees

LEVEL 15–18 POST OFFICES

Safety and Health Inspections

The *Employee Labor Relations Manual* (ELM) 824.33, PC Installations With Less Than One Hundred Workyears, requires an annual safety and health inspection of main facilities, subordinate stations, and branches. Installation heads (IHs) in facilities without full-time safety personnel, or their management designee, act as the collateral duty facility safety coordinator (FSC) (ELM 813.32, Collateral Duty Facility Safety Coordinator).

In offices with fewer than 100 employees, the FSC should lead the inspection (ELM 824.422, Inspection Rules). In offices with 100 or more employees in the main facility, the servicing safety office should conduct the inspection. However, the IH must ensure that subordinate stations and branches with fewer than 100 employees conduct their inspections.

You can find the inspection checklists and inspection instructions on the Postal Service Intranet at the Safety Toolkit Resources Web page at http://safetytoolkit.usps.gov/hr_dev/tk1_3/home_pg/safety_and_health.htm. Click on *Checklists*. For instructions, click on *Annual Safety and Health Inspection Letter of Instruction*. For the certification letter, click on *Safety and Health Inspection Certification*. Postmasters (PMs) or IHs in Level 15 through 18 offices should contact their servicing safety office for technical or programmatic assistance.

The PMs/IHs, or their designees, must:

1. Complete a safety and health inspection using the checklist within 30 days of the date of this *Postal Bulletin* (3-7-02).
2. Post the inspection.
3. Ensure abatement of all deficiencies in accordance with the instructions.
4. Certify completion of the inspection to the servicing safety office.

— *Safety Performance Management,
Employee Resource Management, 3-7-02*

SUMMARIES OF RECENT USPS NEWS RELEASES

Test Results Are Negative at NJ Facility

02/22/02

No evidence of anthrax was found at the South Jersey Processing and Distribution center in Bellmawr, NJ, last month. The Postal Service conducted additional, precautionary testing for anthrax at Bellmawr on Feb. 14 and 15.

Last year in November, a single trace of anthrax was found at Bellmawr. Since then, no evidence of anthrax has been found at the facility and no worker has been diagnosed with any anthrax-related condition. However, USPS and the APWU agreed that USPS would conduct follow-up testing at Bellmawr.

This round of testing consisted of 60 samples collected throughout the facility using a HEPA vac. HEPA stands for High Efficiency Particulate Air. The vacuumed samples were analyzed by State Public Health Laboratories.

USPS and NPMHU Reach Agreement

02/19/02

The Postal Service and the National Postal Mail Handlers Union announced a tentative four-year contract agreement on Feb. 19, 2002. The agreement, upon ratification by union members, will affect 60,584 mail handlers.

The agreement calls for a general wage increase over four years, which approximates the wage increase in the Goldberg arbitration award for the American Postal Workers Union, announced Dec. 18, 2001. The agreement also provides for a continuation of cost-of-living

adjustments (COLA), but a lump-sum cash payment of \$499 in lieu of a COLA payment for the first year.

The contract covers the period since the expiration of the 1998 national agreement on Nov. 20, 2000, and runs through Nov. 20, 2004. If ratified, it will be the second negotiated labor agreement between USPS and the Mail Handlers since 1987.

New Global Package Discount Program

02/13/02

USPS has implemented a new postage discount and customized mailing program for international packages. The program consists of three parts:

- Postal customers paying for Global Express Mail using an Express Mail Corporate Account (EMCA) will qualify for a 5% discount. Customers also will now be able to open an EMCA by using a credit card.
- Larger discounts are available to customers who use an EMCA to mail at least 600 items or spend at least \$12,000 in Global Express Mail postage annually.
- High-volume customers, or those with special needs, will be able to customize their service for all international packages. Features include labeling, customs pre-advise and customs harmonization, providing a landed price for overseas customers and address correction service.

Purchasing and Materials

Quick Pick List

When accessing the material distribution center (MDC) Touch Tone Order Entry (TTOE) system, sites can use either the 13-digit stock number or the three-digit quick pick number (if one has been assigned). Included in this *Postal Bulletin* are the most recent quick pick list on pages 69-78 and the instructions for using TTOE on page 68. These instructions and the *most current* quick pick list can also be downloaded from the Purchasing and Materials Web site at <http://blue.usps.gov/purchase/material> (click on *Download Files*, then *Other Files*, and then *QuickPick*).

Column heading abbreviations: QP# = quick pick number; PSN = postal stock number; UI = unit of issue; Iss Incr = issue increment; BPQ = bulk pack quantity; DVD = direct vendor delivery.

Unit of issue abbreviations: BK = book; BT = bottle; BX = box; CD = card; CE = cone; CN = can; CT = carton; DZ = dozen; EA = each; FT = foot; GL = gallon; HD = hundred; MX = thousand; PD = pad; PG = package; PR = pair; PT = pint; RL = reel; RM = ream; RO = roll; SE = set; SH = sheet; SL = spool.

Disclaimer notice: The listed prices and bulk pack quantities (BPQs) are subject to change as new inventories are received at the MDCs. Items marked with an asterisk (*) are ordered through the MDC but shipped directly from the vendor. For the latest price information, contact Materials Customer Service at 800-332-0317, option 3 (available 24 hours a day).

**TOUCH TONE ORDER ENTRY**

The advantages of using the Touch Tone Order Entry System include:

- Faster order processing
- Immediate feedback on ordered items
- Improved order accuracy

TOLL FREE ORDER LINES

To place an order, Dial 1-800-332-0317, press option 1, then option 2
System is unavailable between 4:00 am and 6:00 am Central time due to maintenance

Item status such as cost and availability may be obtained 24 hours a day by accessing the automated system at 1-800-332-0317, option 3.

PROCESSING TIMES

Orders placed before 4:45 pm Central Time will be processed that evening for release to the warehouse the next business day

HOW TO REGISTER

Only NEW users must register to use the system. To register, call 1-800-332-0317, option 8, extension 2925. Follow the instructions to leave a message. (Wait 48 hours before placing your first order)

HOW TO ACCESS THE SYSTEM

1. If you have registered previously, call 1-800-332-0317, press **1**, and then press **2** to place an order.
2. Enter the 10 digit Access Code chosen when registering to use the system (usually your office phone number).
3. The System will tell you your FEDSTRIP number (if the FEDSTRIP number the system gives you is not your FEDSTRIP number, do not continue with your order. Press **2** to reenter your Access Code to try again or press **0** for assistance)

Press

- 1** if correct
- 2** to re-enter Access Code
- 0** to transfer to Materials Customer Service for assistance
- #** to end the call

TO PLACE AN ORDER

Press **1** to order by 13 digit NSN

Enter **13 digit NSN** (check **PUB223** or **PUB247** for the correct NSN.)
After the prompt,

Enter Quantity then press the * key.

The System will repeat the **Item number** ordered
The System will repeat the **Quantity** ordered
The System will tell you the **Unit of Issue** ordered

Press

- 1** if correct (places order for item)
- 2** to re-enter order

Or press **#** to return to Main Menu.

Press **2** to order by 3 digit Quick Pick#

Enter **3 digit Quick Pick Number**
After the prompt,

enter **Quantity** then press the * key.

The System will repeat the **Item number** ordered
The System will repeat the **Quantity** ordered
The System will tell you the **Unit of Issue** ordered

Press

- 1** if correct (places order)
- 2** to re-enter order

Or press **#** to return to Main Menu.

ONLY MAINTENANCE CAPABLE OFFICES WILL BE GIVEN THE OPPORTUNITY TO USE THIS OPTION – ORDERS ARE PROCESSED HOURLY

Press **3** to order emergency vending machine parts.

Enter the vending part **13 digit NSN**

After the prompt,

Enter Quantity then press the * key.

The System will repeat the **Item number** ordered
The System will repeat the **Quantity** ordered
The System will tell you the **Unit of Issue** ordered

Press

- 1** if correct (places order for item)
- 2** to re-enter order

Or press **#** to return to Main Menu.

Press **1** for Express Mail, Press **2** for Priority Mail

Press **#** to return to Main Menu

Press **4** to order keys for Mail Equipment Shop (MES) locks

Enter the **4 or 5 digit lock #** then press the * key.

Enter up to a 6 digit box # then press the * key.

If no box #, then press the * key.

Enter up to a 2 digit **Quantity** then press the * key.

After the prompt,

The System will repeat the **lock #** ordered
The System will repeat the **box #** if one was given
The System will repeat the **Quantity** ordered

Press

- 1** if correct (places order for item)
- 2** to re-enter order

Or press **#** to return to Main Menu

CONTACT MES @ 202-281-2620 WITH ANY DISCREPANCIES OR IF ORDER IS NOT RECEIVED IN 3 WEEKS.

TO EXIT THE SYSTEM

Press **#** to return to the Main Menu, then **#** from the Main menu to end the call.

If your order was accepted, you will be given a 9-digit order number consisting of the last four digits of the FEDSTRIP along with 4-digits of the Julian date and ending with an "S". You will also be given the total number of items ordered and total approximate cost. In addition, you will be given a chance to transfer to a customer service representative.

IF YOU HANG UP WITHOUT EXITING PROPERLY, YOUR ORDER WILL BE PLACED, HOWEVER, YOU WILL NOT RECEIVE YOUR ORDER NUMBER.

How To Get Help

For help or problems with the ordering system, call 1-800-332-0317, option **4**.
Materials Customer Service hours of operation are M-F 6 AM – 6 PM Central Time

MATERIAL DISTRIBUTION CENTER
500 SW GARY ORMSBY DR
TOPEKA KS 66624-9998

Quick Pick List — Supply Items (FY2002, revise date 2/22/2002)

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
342	ASMISSUE	7610-02-000-9881	MANUAL, ADMIN SUPPORT	EA	\$5.2283	1	10	
001	CA1	7530-03-000-9308	FORM, NOT INJ/CL COMP	SH	\$0.0210	1	2000	
344	CA16	7530-03-000-9302	FORM, AUTH FOR EXAMINATION AND/OR TREATMENT	SH	\$0.0185	1	2000	
002	CA17	7530-03-000-9116	FORM, DUTY STATUS REPORT	SH	\$0.0232	1		*
345	CA2	7530-03-000-9152	FORM, COMP CLAIM OCCUP DISE	SH	\$0.0300	1	1500	
486	CA7/CA20	7530-03-000-9195	FORM, COMPENSATION CLAIM	SH	\$0.0565	1	1200	
346	D1147	7530-01-364-3429	CARD, CARRIER INFORMATION	EA	\$0.1355	1	500	
347	D1148	7530-01-000-9249	CARD, COLLECTION TEST	EA	\$1.5818	1	300	
348	D1149	8465-02-000-8093	CONTAINER, RUBBER BAND	EA	\$3.2900	1	50	
349	D1168	7110-02-000-8002	LEG, COLLECTION BOX	EA	\$5.9234	1	30	
003	D1200F	8465-01-141-0813	BAG, SACHEL, MAIL CARRIER'S	EA	\$18.1789	1	25	
004	D1211A	5340-01-365-1060	STRAP, LEATHER (40 INCHES LONG)	EA	\$1.8760	1	200	
005	D1211B	5340-02-000-8196	BUCKLE, LG 2.06IN, WD 1.28IN, CAST IRON, NICKLE PLATED	EA	\$0.1795	1	400	
006	D1211C	5340-00-205-5574	SNAP HOOK, SWIVEL	EA	\$0.3990	1	400	
007	D1212	8465-01-365-7843	PAD, SHOULDER STRAP	EA	\$2.0427	1	100	
350	D1216E	5340-02-000-8129	STRAP TIE NYLON MED	EA	\$0.8500	1	500	
008	D1216F	5340-01-365-6143	STRAP, TIE, NYLON, LARGE	EA	\$0.9100	1	300	
351	D1218	5365-01-000-9101	RINGS, KEY	EA	\$0.0239	1	7000	
054	DEC55A	7690-02-000-8286	DECAL, MAIL EMBLEM, EAGLE, LG 10 X WD 10 INCHES	EA	\$1.3067	1	500	
055	DEC55B	7690-03-000-5742	DECAL, COLLECTION SCHEDULE	EA	\$0.2779	1	1500	
056	DEC55C	7690-02-000-8288	DEC, DEPOSIT FOR MAIL COLL	EA	\$0.0845	1	10000	
517	DECDDD1	7690-04-000-6662	DEC, STOP IMPORTANT CUSTOMER INFO	EA	\$0.0447	50	4000	
518	DECDDD3	7690-04-000-6666	DEC, STOP IMPORTANT CUSTOMER INFO	EA	\$0.0795	1	1000	
352	DMMISSUE	7610-03-000-9331	MANUAL, DOMESTIC MAIL	EA	\$6.1321	1	5	
009	DS11	7530-03-000-3540	FORM, PASSPORT APPLICATION	EA	\$	250	2000	
010	DSP82	7530-01-000-9261	FORM, PASSPORT APPLICATION BY MAIL	SH	\$	100	2000	
353	ELMISSUE	7610-02-000-9963	MANUAL, EMPLOYEE LABOR RELATIONS	EA	\$5.3240	1	10	
354	EMO4	7530-01-365-8691	ENV, MONEY ORDER, WINDOW, 3.5" X 6.5"	EA	\$0.0097	100	5000	
011	EP101	7530-01-364-3875	ENV, GEN USE, 11" X 12.5", WHITE	EA	\$0.0384	100	500	
012	EP104	7530-01-365-4677	ENV, GEN USE, 12" X 16" WHITE	EA	\$0.0932	100	500	
355	EP11	7530-01-364-3876	ENV, COMB. REGISTRY BILL CONTAINER	EA	\$0.0606	50	1250	
021	EP186	7530-00-767-5707	ENV, GEN USE, 3.625" X 6.5", WHITE	EA	\$0.0070	500	5000	
022	EP1865D	7530-01-363-9264	ENV, POSTAGE DUE, 3-5/8" X 6.5", WHITE	EA	\$0.0069	500	5000	
459	EP189	7530-01-363-9266	ENV, GEN USE, 3-7/8" X 8-7/8", WHITE	EA	\$0.0086	500	2500	
023	EP194	7530-01-363-9267	ENV, GEN USE, 4.5" X 10.75", WHITE	EA	\$0.0102	500	2500	
356	EP396	7530-01-363-9270	ENV, REGISTRY JACKET, (INTERNATIONAL)	EA	\$0.2183	50	500	
024	EP399	7530-01-363-9559	ENV, REUSEABLE REG MAIL CONTAINER	EA	\$0.1458	100	500	
025	EP433	7530-00-935-6578	ENV, WINDOW, 3.875" X 8.875", WHITE	EA	\$0.0101	500	2500	
026	EP51	7530-01-043-7620	ENV, GEN USE, 6" X 9.5", WHITE	EA	\$0.0135	250	2000	
027	EP875	7530-01-000-9642	ENV, GEN USE, 9.5" X 12.5", WHITE	EA	\$0.0320	100	500	
028	EP9	7530-01-000-9270	ENV, BILL FOR REGISTERED MAIL, 4" X 6"	EA	\$0.1179	50	1250	
029	EP93	7530-00-935-6547	ENV, GEN USE, 10" X 15", WHITE	EA	\$0.0749	1	500	
508	HBKDM901	7610-01-000-9064	HBK, REGISTERED MAIL	EA	\$0.7200	1	80	
357	HBKEL502	7610-01-000-9077	HBK, RETIREMENT GDE	EA	\$0.3599	1	100	
358	HBKEL801	7610-02-000-9938	HBK, SUPERVISOR'S SAFETY HBK	EA	\$0.9096	1	50	
493	HBKEL812	7610-03-000-9190	HBK, HAZARDOUS MATERIALS	EA	\$0.1752	1	320	
359	HBKEL814	7610-01-000-9089	HBK, EMPLOYEE'S GUIDE TO SAFETY	EA	\$0.1049	1	400	
030	HBKEL901	7610-03-000-3827	HBK, AGR PS NALC	EA	\$0.7780	1	50	
484	HBKEL902	7610-01-000-9092	HBK, AGREE USPS/NRLCA	EA	\$0.4467	1	60	

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
362	HBKM39	7610-01-000-9178	HBK, MGMT DELIVERY SERVICES	EA	\$1.2533	1	36	
476	HBKM41	7610-03-000-3553	HBK, CITY DLVY DUTIES	EA	\$1.2130	1	40	
031	HBKPO423	7610-03-000-9081	HBK, REQUISITIONING LABELS	EA	\$4.8048	1	60	
363	HBKPO603	7610-02-000-7023	HBK, CARRIER DUTIES AND RESPONSIBIL	EA	\$0.7845	1	60	
032	IMMISUE	7610-02-000-9904	MANUAL, INTERNATIONAL MAIL	EA	\$2.0030	1	12	
033	KIT8	7530-01-000-9373	KIT, CONSUMER PROTECTION	EA	\$0.2525	1	375	
034	LAB100	7690-03-000-9028	LAB, R T S POSTAGE DUE	SH	\$0.0202	1	6000	
364	LAB101V	7690-03-000-9299	LAB, PENALTY 1ST CLASS	EA	\$0.0130	246	7380	
511	LAB127	7690-05-000-0717	LABEL, SURFACE TRANSPORTATION ONLY (250 PER ROLL)	RO	\$1.6900	1	40	
042	LAB19A	7690-02-000-8745	LAB, AIRMAIL PAR AVION (50 PER PAD)	PD	\$0.1841	5	300	
043	LAB19B	7690-02-000-8746	LAB, AIRMAIL PAR AVION (250 PER PAD)	PD	\$0.4058	1	150	
044	LAB200	7690-03-000-9311	LAB, REGISTERED MAIL (600 PER ROLL)	RO	\$2.6286	1	30	
365	LAB208	7690-02-000-7029	LAB, BARCODED MAIL	EA	\$0.0206	1	5400	
046	LAB21	7690-03-000-9108	LAB, OFFICIALLY SEALED (250 PER PAD)	PD	\$0.3102	1	300	
050	LAB230	7690-02-000-8684	LAB, LOOP MAIL	EA	\$0.0116	2		*
052	LAB3	7690-01-000-9791	LAB, ALL FOR SCF	RO	\$0.3998	1	100	
366	LAB33	7690-01-000-9043	LAB, WARNING PENALTY FOR DAMAGE TO MAILBOXES	EA	\$0.0329	100	8000	
053	LAB41	7690-03-000-9264	LAB, G-10, OPEN RETURN ADDRESS	EA	\$0.0117	252	7560	
057	LAB55D	7690-02-000-8289	LAB, PARCEL LOCKER LABEL	EA	\$0.0685	1	9000	
058	LAB6	7690-03-000-3740	LAB, VENDING EQU OUT OF OREDR	EA	\$0.1095	10	3000	
494	LAB87	7690-02-000-9962	LAB, REGISTERED OUTSIDE	SH	\$0.0112	100	20000	
060	LAB89	7690-03-000-9153	LAB, CLOSING REGIST MAIL CONTAINER (100 PER PAD)	PD	\$0.4950	1	200	
369	LABA	7690-03-000-9313	LAB, ALL FOR ADC	RO	\$0.4373	1	100	
475	LABC	7690-01-000-9001	LAB, ALL FOR MULTICODE CITY	RO	\$0.4336	1	100	
370	LABCR	7690-03-000-9230	LAB, ALL FR CARR RTE	RO	\$0.3362	1	100	
061	LABD	7690-01-000-9003	LAB, 5-DIG ZIP CODE	RO	\$0.4663	1	100	
519	LABDDD2	7690-04-000-6664	LAB, STOP IMPORTANT CUSTOMER INFO (500 LABELS PER ROLL)	RO	\$	1	10	
371	LABF	7690-01-000-9004	LAB, ALL FOR FIRM	RO	\$0.3081	1	100	
062	LABMXD	7690-03-000-8654	LAB, MIXED STATES	RO	\$0.2947		100	
495	MANPM	7610-03-000-9546	MANUAL, PURCHASING	EA	\$26.0389		5	
510	MDCD055	6135-04-000-5092	BATTERY, PACK (FOR THE MDCD)	EA	\$30.0000	1	100	
372	NOT107	7610-01-000-9693	NOT, SOME THINGS WERE NEVER MEANT TO BE MAILED	EA	\$0.0266	1	3000	
373	NOT11	7610-03-000-9146	NOT, TIPS, TAGS, THANKS	EA	\$0.0360	100	1000	
374	NOT123	7610-03-000-9257	NOT, RATEFOLD	EA	\$0.0750	25	300	
375	NOT186	7610-01-000-9712	NOT, ZIP+4 CODES	EA	\$0.0411	1	1800	
496	NOT209	7610-03-000-9145	NOT, MAILBOX IMPROVEMENT WEEK	EA	\$0.0242	1		*
491	NOT32B	7610-03-000-8332	NOT, BX FEE DUE (FIM B) (NON-BAR CODED)	EA	\$0.0201	250	3000	
492	NOT32C	7610-03-000-8333	NOT, BX FEE DUE (FIM C) (BAR CODED)	EA	\$0.0257	250	3000	
507	NOT32N	7610-04-000-5093	NOT, NO-FEE P.O.B. RENEWAL NOTICE	EA	\$0.0171	1		*
066	NOT38	7610-03-000-9147	NOT, APPROACHES TO MAILBOXES	EA	\$0.0110	1		*
378	NOT3A	7610-03-000-9053	NOT, TEMPLATE LETTER SIZE	EA	\$0.4538		200	
380	NOT67	7610-02-000-9906	NOT, AUTOMATION TEMPLATE	EA	\$0.3480	1	500	
070	NOT70	7610-01-000-9670	NOT, USPS PRIVACY ACT NOTICE	EA	\$0.0122	1	3600	
381	O1033I	7240-01-365-4288	INSERT, BASKET W/ROPE LACING	EA	\$17.1509	1	5	
382	O1036	7690-01-365-4698	MARKER, IDENTIFICATION, COLOR-WHITE, PLASTIC	EA	\$1.7200	1	100	
383	O1037A	7110-01-364-3428	DIVIDER, LTR CSE, PLSTC	EA	\$1.5268	1	100	
384	O1037B	7110-01-364-3427	DIVIDER, SEPARATION	EA	\$2.6206	1	50	
073	O1046I	7240-01-365-4289	INSERT, CANVAS HAMPER ASSY	EA	\$31.3400	5		*
385	O1075A	7240-01-365-4291	INSERT, CART, UTILITY, W/LACING	EA	\$15.0700	5		*

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
386	O1100F	7510-02-000-8761	AWARD, CERTIFICATE OF APPRECIATION, 8-1/2" X 11"	EA	\$0.1196	1	1600	
387	O1100H	7510-02-000-8762	AWARD, SERVICE, FOLDER (1 WINDOW)	EA	\$2.3563	1	30	
388	O1100K	7510-02-000-8763	AWARD, SERVICE, FOLDER (2 WINDOWS)	EA	\$3.2656	1	25	
390	O1250A	9905-01-365-4686	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	\$0.2710	25		*
077	O1250B	9905-01-365-4687	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	\$0.2710	25		*
391	O1250C	9905-01-365-4688	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	\$0.2710	25		*
078	O1250D	9905-01-365-4689	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	\$0.2710	25		*
392	O1250E	9905-01-365-4690	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	\$0.2710	25		*
393	O1250F	9905-01-365-8706	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	\$0.2710	25		*
079	O12C	7530-01-364-3029	LETTERHEAD, U.S. POSTAL SERVICE, 11" X 8-1/2" STD BOND	SH	\$0.0140	500	4000	
080	O12D	7530-01-364-3030	LETTERHEAD, BLUE 8 1/2 X 11	SH	\$0.0125	50	4000	
081	O13	7530-01-364-3032	SLIP, ROUTING (100 PER PAD)	PD	\$1.0417	2		*
082	O306B	5340-02-000-8177	KEYLOCK, PO BOX LOCK-1800/2900 SERIES	EA	\$1.9106	1	100	
394	O308	5340-02-000-8179	KEYLOCK, PO BOX LOCK-1500 SERIES	EA	\$2.1679	1	100	
083	O385G	7510-01-368-3495	BAND, RUBBER (50 LBS CT) CONTAINS 10 5-LB BAGS	CT	\$33.3100	1		*
395	O399A	7510-02-000-8125	BINDER, MS HANDBOOK	EA	\$1.8474	1	12	
396	O399B	7510-02-000-8173	BINDER, MS HANDBOOK , (2 INCH BINDER)	EA	\$5.6900	1	12	
084	O53A	7110-02-000-8108	CLOSURE, CORRUGATED, NO.1 P.O. BOX	EA	\$0.0532	50	400	
085	O53B	7110-02-000-8109	CLOSURE, CORRUGATED, NO.2 P.O. BOX	EA	\$0.0667	1	400	
397	O53C	7110-02-000-8110	CLOSURE, CORRUGATED, NO.3 P.O. BOX	EA	\$0.1011	1	400	
398	O570R	7510-03-000-3640	HANDLE, WOOD	EA	\$0.5817	1	200	
086	O625A	5975-00-074-2072	STRAP, TIEDOWN, ELECTRICAL	EA	\$1.2400	100		*
087	O635	7520-02-000-8087	TYPE SET, RUBBER (PICA)	SE	\$1.1500	1	384	
399	O65	7540-02-000-8020	ENV, MESSENGER	EA	\$0.0698	25	250	
400	O66	7530-01-365-3081	FOLDER, FILE	EA	\$0.2386	1	200	
401	O67	7530-01-365-3089	FOLDER, FILE	EA	\$0.2363	1	300	
091	O7509	7520-02-000-8147	STAMP, CANCELING, SELF INKING	EA	\$0.8000	12	384	
503	O7522	7690-04-000-1181	LABEL, POSTAGE VALIDATION IMPRINTER, PVI (12 ROLLS PER BX)	BX	\$44.0300	1		*
473	O7551	7530-03-000-9396	PAPER, THERMAL, FOR STAMP VENDING 2.25 IN WD, 270 FT LG	RO	\$1.8532	1	32	
403	O790D	7510-02-000-8119	INK, CANCELING (GAL.)	GL	\$80.2600	1	4	
404	O790E	7510-02-000-8120	INK, CANCELING (PINT) 12 PINTS PER CARTON	PT	\$11.1952	1	12	
095	O8100R	7510-01-365-3099	RIBBON, MONEY ORDER IMPRINTER	EA	\$15.5682	1	100	
474	O8102	6910-03-000-5813	HOLDER, CARD, CONSUMER	EA	\$3.9600	1	25	
096	O813R	5340-02-000-8875	CLOSURE DEVICE, POUCH, I.D. 0.30 - 0.40 + 0.02IN, GREEN	PG	\$2.8378	1	10	
405	O817A	5340-02-000-8123	SEAL, BAR CODED, CARGO (1,000 /BX)	BX	\$98.5300	1		*
097	O817C	5340-03-000-3520	SEAL, REGISTERED AIR MAIL (1,000/BX)	BX	\$64.3200	1		*
478	O817PM	5340-03-000-7006	SEAL, POSTAGE METER	EA	\$	100	5000	
406	O818A	5340-02-000-8208	SEAL, ANTI-PILFERAGE, INT'L MAIL (100/PG)	PG	\$13.4700	1	20	
407	O831	5340-01-365-4675	PADLOCK	EA	\$19.5297	1	24	
409	O87H	7530-02-000-8806	JACKET, ENVELOPE	EA	\$0.0353	1	1000	
410	O87X	7510-02-000-8754	FOLDER, USPS, WHITE W/BLACK LOGO	EA	\$0.1189		400	
098	O910A	5340-02-000-8190	LOCK, NDCBU, CLOCKWISE (1/PG 10 PER PACKAGE)	PG	\$9.2161	1	20	

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
099	O910B	5340-02-000-8005	LOCK, COUNTER-CLOCK-WISE (10/PG)	PG	\$8.9887	1	20	
411	O911A	7520-02-000-8879	BOX, CASH AND STAMP (SMALL)	EA	\$22.7963	1	1	
412	O911B	7520-02-000-8078	BOX, CASH (LG)	EA	\$14.9700	1	1	
413	O913A	5340-03-000-3608	CAM, LOCK, OFFSET (10 PER PG)	PG	\$2.6898	1	40	
414	O913D	5340-01-000-9378	CAM, LOCK, OFFSET (10 PER PG)	PG	\$2.3524	1	40	
100	O933L	5340-01-000-9418	LOCK & KEYS	EA	\$2.1001	1	100	
415	O947	5340-02-000-8886	HOLDER, LOCK, CANVAS	EA	\$9.1062	1	36	
416	O9930	9905-01-365-2125	HOLDER, LABEL, W/SLIT	EA	\$0.0246	100	8000	
480	POMISSUE	7610-03-000-3558	MANUAL, POSTAL OPERATIONS	EA	\$5.3904	1	10	
463	POS123L	7690-03-000-4150	POS, POSTAL RATES AND FEES	EA	\$0.1488	1	300	
464	POS123S	7690-03-000-4151	POS, POSTAL RATES AND FEES	EA	\$0.0635	1	400	
068	POS158	7610-03-000-3949	POS, POSSESSION OF FIREARMS	EA	\$0.0402	1	2500	
103	POS265	7690-03-000-9031	POS, DRUGS BY MAIL	EA	\$0.0990	1	1500	
071	POS296	7690-03-000-9335	POS, NOTICE OF REWARD	EA	\$0.0457	1	2000	
105	POS51	7610-01-000-9149	POS, INT'L RATES AND FEES	EA	\$0.0639		1000	
106	POS7	7690-03-000-9181	POS, RULES/REGS ON PS PROPERTY	EA	\$0.0586	1	2000	
107	POS74	7690-03-000-9236	POS, PACKAGING POINTERS	EA	\$0.1463	1	700	
108	POS76	7690-03-000-9321	POS, SOMETHINGS AR NEVER MEANT TO BE MAILED	EA	\$0.0583	1	2000	
417	POSOSHA3165	7690-05-000-4387	POSTER, OSHA, JOB SAFETY AND HEALTH PROTECTION ENGLISH	EA	\$	1	500	
109	PS1000	7530-02-000-9931	FORM, DOMESTIC CLAIM/REG IN	EA	\$0.0742	100	1000	
110	PS1012	7530-02-000-7334	FORM, TRAVEL VOUCHER	SH	\$0.0198	1		*
111	PS1091A	7530-02-000-7341	FORM, POST OFFICE BOX FEE REGISTER (CARD)	EA	\$0.0201	2		*
112	PS1093	7530-02-000-7165	FORM, APP FR PO BOX	EA	\$0.0240	125	1000	
113	PS1094	7530-02-000-7345	FORM, APP FR ADD KEY PO	SH	\$0.0099	2		*
114	PS1096	7530-02-000-7346	FORM, CASH RECEIPT (100 PER PAD)	PD	\$0.3338	2		*
115	PS1099	7530-02-000-7347	FORM, NOT RET KEYS	SH	\$0.0072	2		*
116	PS1164	7530-02-000-8335	FORM, CLAIM REIMBURSE EXP	SH	\$0.0198	1		*
277	PS1188	7530-01-000-9016	FORM, CANCEL ORG DUES/PAYROLL WITHHOLDINGS	SE	\$0.0631	1	1500	
117	PS1199A	7530-02-000-7353	FORM, DIRECT DEPOSIT	SE	\$0.0396	100	2000	
118	PS1216	7530-02-000-7354	FORM, EMPLOYEE'S CURRENT MAILING ADDRESS	SE	\$0.0171	1	4000	
278	PS1221	7530-02-000-7356	FORM, ADV SICK LEAVE AUTH (100 PER PAD)	PD	\$0.6059	1	60	
119	PS1230C	7530-00-270-6182	FORM, TIME CARD	EA	\$0.0122	100	5000	
120	PS1234	7530-02-000-7359	FORM, UTILITY CARD	EA	\$0.0285	1		*
121	PS1236A	7530-01-000-9649	FORM, WKLY LOAN TRANS/TRAIN	EA	\$0.0171	1		*
122	PS1260	7530-01-000-9268	FORM, NON-TRANSACTOR CD	EA	\$0.0075	2		*
279	PS1261	7530-01-000-9269	FORM, NONTRANSACTOR REPORT	SH	\$0.0171	1		*
280	PS1270	7530-03-000-9448	FORM, IDEA PROPOSAL	EA	\$0.1308	50	800	
123	PS1314A	7530-01-000-9282	FORM, AUX RURAL CARRIER TIME	EA	\$0.0120	2		*
124	PS1412A	7530-01-000-9295	FORM, DAILY CASH REPORT (100 PER PAD)	PD	\$1.7597	1		*
125	PS1412B	7530-01-000-9296	FORM, DAILY FINANCIAL RPRT (100 PER PAD)	PD	\$1.0417	2		*
481	PS1500	7530-03-000-7374	FORM, APPL FOR LISTING & PROHIBITORY	EA	\$0.0790	25	1600	
126	PS1509	7530-01-000-9334	FORM, SENDER'S APPLICATION FOR RECALL OF MAIL	SH	\$0.0171	1		*
127	PS1510	7530-01-000-9335	FORM, MAIL LOSS/RIFLING REPORT	SE	\$0.0635	100	1000	
504	PS152	7530-04-000-4309	FORM, DELIVERY CONFIRMATION LABEL	EA	\$0.0089	500	10000	
470	PS1527	7530-01-000-9343	FORM, GEN DEL SERVICE APPL	EA	\$0.0078	1		*
512	PS153	7530-05-000-4046	FORM, U.S. POSTAL SERVICE SIGNATURE CONFIRMATION	EA	\$0.0073	500	10000	
281	PS1532	7530-01-000-9345	FORM, SEMIANNUAL CHECK OF OVERFLOW MAIL	SH	\$0.0278	1	2000	

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
128	PS1538	7530-01-000-9346	FORM, RCPT PO BOX/CALLER	BK	\$2.5282	5	30	
129	PS1556	7530-01-000-9356	FORM, SUSP ITEMS-SPRT INFO	SH	\$0.0171	1		*
131	PS1564	7530-01-000-9357	FORM, ADDRESS CHANGE SHEET	SH	\$0.0370	1		*
284	PS1564B	7530-01-000-9358	FORM, SPECIAL ORDERS (CARD)	EA	\$0.0370	1		*
132	PS1567	7530-01-000-9360	FORM, REQ RUBBER/STEEL STP	SH	\$0.0198	1		*
285	PS1571	7530-01-000-9361	FORM, UNDELIVERED MAIL REPORT (100 PER PAD)	PD	\$0.6875	2		*
133	PS1578B	7530-02-000-7171	FORM, REQ NON-STD FACING SLIPS	SE	\$0.0450	100	2000	
134	PS1608	7530-01-000-9371	FORM, EMER SALARY AUTH/REC	SH	\$0.0059	2		*
135	PS1621	7530-01-000-9390	FORM, DELIVERY MGMT REPORT	SE	\$0.0157	1	3000	
136	PS1627	7530-01-000-9394	FORM, GENL PRP RULED FORM	SH	\$0.0171	1		*
137	PS1628	7530-03-000-3661	FORM, IND KEY REC	EA	\$0.0057	1	8000	
286	PS1629	7530-01-000-9396	FORM, BUILDING KEYS INVENTORY	SH	\$0.0171	1		*
138	PS17	7530-03-000-9112	FORM, STAMP REQUISITION (100 PER PAD)	PD	\$1.7597	1		*
139	PS1700	7530-02-000-7362	FORM, VEHICLE ACCIDENT INVEST	SH	\$0.0447	50	2000	
287	PS1717	7530-02-000-7364	FORM, BID PREFERRED ASSIGN	EA	\$0.0039	1		*
140	PS1723	7530-02-000-7366	FORM, ASSIGNMENT ORDER (50 PER PAD)	PD	\$1.2194	2		*
288	PS1766	7530-02-000-7374	FORM, HAZARD WARNING CARD	EA	\$0.0236	1		*
141	PS1767	7530-01-000-9422	FORM, REPORT OF HAZARD	SE	\$0.0625	25	800	
142	PS1769	7530-02-000-7375	FORM, SUPRV RPT OF ACCIDENT	SE	\$0.1742	10	400	
497	PS1770	7530-02-000-7376	FORM, HAZARDOUS MATERIAL RP	SE	\$0.0894	25	2000	
289	PS1778	7530-01-000-9428	FORM, DOG WARNING CARD	EA	\$0.0211	1		*
143	PS1783	7530-01-000-9430	FORM, ON-JOB SAFETY REVIEW	SH	\$0.0198	1		*
290	PS1838	7530-01-000-9461	FORM, CARRIER CT ML/LTR	SE	\$0.0270	1	2400	
291	PS1838C	7530-01-000-9464	FORM, CARR CT MAIL LC WKSH	SE	\$0.0219	1	1800	
292	PS1840	7530-01-000-9466	FORM, SUMMARY COUNT/INSP (50 PER PAD)	PD	\$1.0422	1		*
146	PS1908	7530-01-000-9475	FORM, FINANCIAL ADJ MEMO (100 PER PAD)	PD	\$1.0417	2		*
147	PS2016	7530-01-000-9517	FORM, MAIL THEFT & VANDALISM	SH	\$0.0171	1		*
505	PS2018	7530-04-000-5309	FORM, DUPLICATE KEY, PIN & COMBINATION INVENTORY	EA	\$0.0257		3000	
498	PS2130	7530-02-000-7390	FORM, CLA/LOSS INIT LTR	SE	\$0.0426	1	1000	
148	PS2131	7530-01-000-9711	FORM, UNCOL CHECK REPORT	SE	\$0.0353	1	4500	
149	PS2240	7530-02-000-7406	FORM, PAY LV ADJ REQ	SE	\$0.0402	1	1200	
295	PS2240R	7530-02-000-7407	FORM, RURAL PAY/LEAVE ADJ R	SE	\$0.0445	1	3000	
296	PS2243	7530-02-000-7426	FORM, PSDS HR ADJ RECORD	SH	\$0.0198	1		*
297	PS2485	7530-01-000-9637	FORM, MED EXAM AND ASSESSMENT	SE	\$0.0760	1	700	
150	PS25	7530-01-000-9502	FORM, TRUST FUND ACCOUNT	SH	\$0.0218	1		*
151	PS2591	7530-01-000-9733	FORM, APPLICATION FOR EMPLOYMENT	SE	\$0.0224	1	1600	
152	PS2855	7530-01-000-9771	FORM, CLM FR IND INTL ML	SE	\$0.0331	50	2800	
153	PS2865	7530-01-000-9775	FORM, RETURN RECEIPT FOR INT'L MAIL	EA	\$0.0164	250	4500	
298	PS2866	7530-01-000-9776	FORM, PRESORT VERIFICATION	SH	\$0.0198	1		*
299	PS2942A	7530-01-000-9811	FORM, DELIVERY LST AV 7 MA (800 PER CTN)	CT	\$41.6000	1	1	
300	PS2944	7530-01-000-9814	FORM, RECPT FR CUST ML (100 PER PAD)	PD	\$0.2924	1	200	
301	PS2960	7530-01-000-9821	FORM, INVENTORY RECORDS	EA	\$0.0075	2		*
157	PS2976	7530-01-000-9833	FORM, CUSTOMS (CN22)	EA	\$0.0065	500	10000	
154	PS2976A	7530-01-000-9834	FORM, CUST DECL DISP (CT72) (4-PART SET)	SE	\$0.0270	125	1500	
156	PS2976E	7530-03-000-5174	FORM, PARCEL POST CUST DECL	EA	\$0.0245	125	1500	
158	PS3083	7530-01-000-9850	FORM, TRUST ACCOUNTS RECEIPTS & WITHDRAWALS (100 PER PAD)	PD	\$0.2636	1	120	
159	PS3176	7530-01-000-9870	FORM, BANK TRANSACTION RECORD	SH	\$0.0198	1		*
160	PS3189	7530-01-000-9878	FORM, REQ FOR TEMP SCH CHG (100 PER PAD)	PD	\$0.6485	2		*

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
161	PS3203	7530-01-000-9880	FORM, ORDER PRINTED STAMPD	EA	\$0.0452	50	1000	
162	PS3220	7530-01-000-9883	FORM, STAMP ENV SALE AT DIS	SH	\$0.0171	1		*
164	PS3227R	7530-01-000-9885	FORM, STAMP STOCK PURCHASE	EA	\$0.0298	100	2400	
165	PS3238	7530-01-000-9889	FORM, DESTRUCTION CERTIFICATION	SE	\$0.0690	25	1000	
166	PS3293	7530-02-000-7447	FORM, RETAIL VEND CRED EXAM	SH	\$0.0198	1		*
167	PS3294	7530-01-000-9913	FORM, CASH STAMP STK COUNT	SH	\$0.0400	1		*
168	PS3295	7530-01-000-9914	FORM, DLY REC OF STAMPS	SH	\$0.0218	1		*
169	PS3317A	7530-01-000-9916	FORM, PHILATELIC SALES RCD	SH	\$0.0198	1		*
170	PS3368	7530-01-000-9917	FORM, FXD CREDIT INV REC	EA	\$0.0200	2		*
171	PS3369	7530-01-000-9918	FORM, CONSIGNED CREDIT RECEIPT (50 PER PAD)	PD	\$0.1750	2		*
173	PS3533	7530-01-000-9932	FORM, REFUND POSTAGE & FEES	SH	\$0.0198	1		*
516	PS3541	7530-05-000-4277	FORM, PERIODICALS ONE ISSUE OR ONE EDITION	EA	\$0.0198	1		*
176	PS3544	7530-03-000-3768	FORM, POST OFFICE RECPT	BK	\$1.3603	1	60	
177	PS3546	7530-01-000-9953	FORM, FORWARDING ORDER CHANGE NOTICE (POSTAL CARD)	EA	\$0.0200	1		*
178	PS3547	7530-01-000-9954	FORM, NOT OF CORR IN ADDRESS	EA	\$0.0096	2		*
179	PS3555	7530-01-000-9959	FORM, REPORT OF RETURNED MAIL	SH	\$0.0171	1		*
460	PS3575Z	7530-03-000-4594	FORM, CHANGE OF ADDRESS (INTERNAL POSTAL SERVICE USE ONLY)	EA	\$	250	3000	
181	PS3576	7530-01-000-9963	FORM, NEW ADDRESS VERFI CARD	EA	\$0.0046	250	6000	
182	PS3579	7530-01-000-9965	FORM, UNDELIVERABLE STD & SPEC MAIL	SH	\$0.0126	100	4000	
183	PS3580	7530-01-000-9966	FORM, NOT POSTAGE DUE ADV	EA	\$0.0103	2		*
184	PS3582A	7530-03-000-3832	FORM, POSTAGE DUE BILL	EA	\$0.0099	2		*
520	PS3582P	7530-05-000-4539	FORM, BRM/POSTAGE DUE INVOICE DEC 2000 5 X 8 INCHES	EA	\$0.0099	2		*
185	PS3584	7530-01-000-9970	FORM, POSTAGE DUE LOG	SH	\$0.0171	1		*
513	PS3600EZ	7530-05-000-4270	FORM, 1ST CLASS MAIL EASY NONAUTO LTRS,CARDS, FLATS, PERMIT	EA	\$0.0171	1		*
186	PS3600P	7530-03-000-7026	FORM, STATEMENT — FIRST CLASS MAIL POSTAGE AFFIXED	EA	\$0.0198	1		*
187	PS3600R	7530-02-000-8049	FORM, STATEMENT — FIRST CLASS MAIL PERMIT IMPRINT	SH	\$0.0198	1		*
189	PS3601A	7530-01-000-9972	FORM, APPL FOR METER LIC	SH	\$0.0198	1		*
483	PS3601C	7530-03-000-7523	FORM, POSTAGE METER REPORT	EA	\$0.0421	100	1000	
514	PS3602EZ	7530-05-000-4273	FORM, STD MAIL EASY, NONAUTO, LETTERS OR FLAT PERMIT IMPRINT	EA	\$0.0171	1		*
191	PS3602N	7530-02-000-8047	FORM, STATEMENT NONPROFIT STANDARD MAIL PERMIT IMPRINT	SH	\$0.0198	1		*
302	PS3602NV	7530-03-000-8322	FORM, STATEMENT NONPROFIT STANDARD MAIL PERMIT IMPRINT	EA	\$0.0198	1		*
515	PS3602NZ	7530-05-000-4276	FORM, NONPROFIT STD, MAIL, EZ, NONAUTO, LTRS, FLATS, PERMIT	EA	\$0.0171	1		*
192	PS3602P	7510-05-000-4296	FORM, STATEMENT-STD, MIAL LETTERS AND FLATS POSTAGE AFFIXED	EA	\$0.0198	1		*
477	PS3602PN	7530-03-000-7206	FORM, STATEMENT NONPROFIT STANDARD MAIL POSTAGE AFFIXED	EA	\$0.0198	1		*
193	PS3602PO	7530-01-000-9976	FORM, PTG COLL PO	BK	\$1.8002	1	40	
194	PS3602R	7530-02-000-8053	FORM, POSTAGE STMT-STANDARD MAIL PERMIT IMPRINT	EA	\$0.0198	1		*
303	PS3603	7530-02-000-9495	FORM, RECPT FR POSTAGE	BK	\$1.4305	1	40	
195	PS3604	7530-01-000-9978	FORM, REVOCATION OF MLG PERMIT	SH	\$0.0072	2		*
305	PS3607	7530-02-000-9000	FORM, WGT AND DISP CERT	SH	\$0.0171	1		*
196	PS3609	7530-03-000-3821	FORM, RCD PERMIT IMPRINT MLGS	EA	\$0.0667	1		*
307	PS3609PO	7530-02-000-9003	FORM, CONT FR POST OFF MTR	EA	\$0.0962	1	3000	
197	PS3610	7530-02-000-9005	FORM, REC OF POSTAGE METER	SH	\$0.0025	1	2500	
461	PS3615	7530-03-000-6048	FORM, MAILING PERMIT	EA	\$0.0216	25	2000	

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198	PS3619	7530-02-000-9011	FORM, PERMIT NUMBER RECORD (CARD)	EA	\$0.0100	1	8000	
199	PS3621A	7530-02-000-8210	FORM, RENEWAL NOT ANN FEES	SH	\$0.0171	1		*
462	PS3624	7530-02-000-9014	FORM, APPL TO MAIL AT NONPROFIT STANDARD MAIL RATES	SH	\$0.0601	25	2000	
471	PS3637G	7530-02-000-9022	FORM, OFFICIAL MAIL BATCH HEADER	SE	\$0.0546	25	3500	
309	PS3721	7530-02-000-9042	FORM, PUBL WATCH REP	SE	\$0.0860	100	1400	
310	PS3749	7530-02-000-9044	FORM, IRREGULARITIES IN THE PREP OF MAIL MATTER	SE	\$0.0459	1	2400	
200	PS3800	7530-02-000-9047	FORM, RECEIPT CERTIFIED MAIL (LABEL)	SH	\$0.0058	500	10000	
311	PS3801	7530-02-000-9048	FORM, STANDING DELIVERY ORDER	EA	\$0.0110	1		*
201	PS3804	7530-02-000-9031	FORM, RET RCPT MERCHANDISE	EA	\$0.0060	500	10000	
202	PS3806	7530-02-000-9051	FORM, RECPT FR REG MAIL	SE	\$0.0097	100	4500	
203	PS3811	7530-02-000-9053	FORM, DOMESTIC RETURN RECEIPT	EA	\$0.0067	250	5000	
204	PS3811A	7530-02-000-9054	FORM, REQ. FOR RETURN RECEIPT (AFTER MAILING)	SH	\$0.0480	1		*
205	PS3813	7530-02-000-9056	FORM, RECPT FOR DOM INS PAR (100 SHEETS PER PAD) (GREEN)	PD	\$0.2445	5	140	
206	PS3813P	7530-02-000-9057	FORM, RECPT FOR INS MAIL (WHITE W/BBLUE RECEIPT)	SH	\$0.0053	500	10000	
207	PS3816	7530-02-000-9062	FORM, C.O.D. MAILING AND DEL RECEIPT	SE	\$0.0634	100	1000	
312	PS3816AS	7530-02-000-9063	FORM, C.O.D. CARD-FIRM MAILINGS, CONTINUOUS-1200 PER CTN	CT	\$59.0402	1	1	
208	PS3817	7530-02-000-9065	FORM, CERT OF MAILING	SH	\$0.0032	2		*
209	PS3821	7530-02-000-9068	FORM, CLEARANCE RECEIPT (50 PER PAD)	PD	\$0.1750	2		*
313	PS3822	7530-02-000-9069	FORM, C.O.D. TAG TRANSMITTAL (100 PER PAD)	PD	\$0.3868	2		*
210	PS3830A	7530-02-000-9075	FORM, REGISTRY DISPATCH RCD	SE	\$0.0142	100	5000	
211	PS3849	7530-01-000-9716	FORM, DELIVERY NOTICE/REMINDER/RECEIPT	EA	\$0.0043	500	9000	
212	PS3854	7530-02-000-9084	FORM, OMANIFOLD REG DISPATCH BK	BK	\$1.4201	1	25	
217	PS3867	7530-02-000-9093	FORM, ACCT MAIL REC FOR DEL	SH	\$0.0198	1		*
218	PS3877	7530-02-000-9098	BOOK, MAILING, FIRM	BK	\$1.2850	1	40	
219	PS3883	7530-02-000-9099	FORM, FIRM DELIVERY RECEIPT (75 SETS PER PKG)	PG	\$1.9915	1	40	
220	PS3907	7530-03-000-3749	FORM, MAIL PICKUP NOTICE	EA	\$0.0163	2		*
221	PS3915	7530-02-000-9124	FORM, LOCK BX KEY REQ	SE	\$0.0657	50	2000	
222	PS3921	7530-02-000-9125	FORM, DAILY DELIVERY UNIT V	SH	\$0.0198	1		*
223	PS3922	7530-02-000-9126	FORM, DELIVERY UNIT VOL REC	SH	\$0.0198	1		*
224	PS3930	7530-02-000-9035	FORM, OPERATIONS ANALYSIS	SH	\$0.0198	1		*
225	PS3958	7530-02-000-9132	FORM, MAIN STAMP STOCK DAILY	SH	\$0.0171	1		*
226	PS3959	7530-02-000-9133	FORM, STAMP STK DLY RECAP	SH	\$0.0171	1		*
227	PS3971	7530-02-000-9136	FORM, REQ OR NOTIF OF ABSEN (100 PER PAD)	PD	\$1.2194	2		*
228	PS3972	7530-02-000-9137	FORM, ABSENCE ANALYSIS	EA	\$0.0350	1		*
229	PS3977	7530-02-000-9140	FORM, DUPL KEY REC	EA	\$0.0187	1	3000	
230	PS3982	7530-02-000-9148	FORM, CHANGE OF ADDRESS	EA	\$0.0242	1		*
231	PS3996	7530-02-000-9151	FORM, CARRIER AUX CONT (100 PER PAD)	PD	\$2.0337	1		*
315	PS3999	7530-02-000-9154	FORM, INSP OF LTR CARR ROUTE	SH	\$0.0198	1		*
232	PS4003	7530-02-000-9157	FORM, RURAL ROUTE DESCRIPTION	SE	\$0.0965	1	600	
233	PS4027	7530-02-000-9167	FORM, CHANGE IN RURAL DELIVERY	SH	\$0.0198	1		*
234	PS4052	7530-02-000-9168	FORM, NOT TO RU PAT	SH	\$0.0171	1		*
235	PS4056	7530-02-000-9169	FORM, YOUR MAILBOX NEEDS ATTN (100 PER PAD)	PD	\$1.2194	2		*
236	PS4232	7530-03-000-9022	FORM, RURAL CUSTOMER DELIVERY INST	EA	\$0.0201	2		*

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316	PS4239	7530-02-000-9205	FORM, RURAL ROUTE COUNT OF MAIL	SE	\$0.0223	25	2000	
237	PS4240	7530-02-000-9206	FORM, RURAL CARRIER TRIP REPORT	SH	\$0.0198	1		*
317	PS4241	7530-02-000-9207	FORM, RURAL DEL STATISTICS REPORT	SE	\$0.0697	25	2000	
499	PS4241X	7530-03-000-0936	FORM, RURAL DEL STATISTICS SUMMARY REPORT	EA	\$0.0454	25	2000	
238	PS4245	7530-02-000-9211	FORM, CARRIER'S STATEMENT	EA	\$0.0084	500	5000	
318	PS4248	7530-02-000-9212	FORM, RURAL ROUTE INSPECTION REPORT	SE	\$0.0607	1	1200	
239	PS4314C	7530-02-000-9215	FORM, CONSUMER SERVICE CARD	SE	\$0.0595	100	1200	
319	PS4326	7530-02-000-9217	FORM, USPS NAT ZIP CODE DIR	SE	\$0.2725	1	3000	
320	PS4541	7530-02-000-9246	FORM, WORK ORDER VEH REPAIR	SE	\$0.0798	50	700	
321	PS4543	7530-02-000-9247	FORM, VEH MAINT WORK ORDER	EA	\$0.0181	100	2800	
240	PS4565	7530-02-000-9250	FORM, VEHICLE REPAIR TAG	SE	\$0.0279	200	2400	
322	PS4567	7530-02-000-9252	FORM, COMM SERV STA PROC RE	SH	\$0.0141	100	3000	
241	PS4570	7530-02-000-9272	FORM, VEHICLE TIME RECORD	EA	\$0.0244	1		*
323	PS4572	7530-02-000-9273	FORM, TRACTOR LOG	EA	\$0.0109	1	3000	
324	PS4582	7530-02-000-9280	FORM, OPERATOR'S RECORD (CARD)	EA	\$0.0902	1	800	
325	PS4583	7530-02-000-9281	FORM, PHY FIT INQ/MTR VEH	SE	\$0.0456	1	3500	
242	PS4584	7530-02-000-9282	FORM, OBSERVATION OF DRIVING PRACTICES	SE	\$0.0422	100	1000	
326	PS4585	7530-02-000-9283	FORM, POSTAL DRIVER ACCD INFO	EA	\$0.0064	2		*
327	PS4586	7530-02-000-9284	FORM, ACCIDENT INFORMATION	EA	\$0.0120	2		*
243	PS4705	7530-02-000-9300	FORM, FIRE INSP TAG	EA	\$0.0739	50		*
244	PS4707	7530-02-000-9301	FORM, OUT OF ORDER TAG	EA	\$0.0286	50		*
245	PS4805	7530-02-000-9330	FORM, WORK RECORD SHEET	EA	\$0.0226	100	1200	
246	PS4841	7530-03-000-9265	FORM, FUEL AND UTILITIES RE	EA	\$0.0198	1		*
328	PS4983	7530-02-000-9402	FORM, KEY AND LOCK REQUISITION	SH	\$0.0936	1	1600	
329	PS5111R	7530-02-000-9437	FORM, REVENUE PROTECTION PL	EA	\$0.1182	100	1600	
487	PS5397	7530-02-000-9458	FORM, CONTRACT ROUTE EXTRA TRIP AUTHORIZATION	SE	\$0.0512	1	1000	
247	PS5398A	7530-02-000-9198	FORM, STAR ROUTE VEH RECORD	SE	\$0.0146	100	4000	
248	PS5399	7530-02-000-9199	FORM, CONTRACT ROUTES PERFORMANCE RECORD	SH	\$0.0238	1		*
249	PS542	7530-02-000-7216	FORM, FOREIGN REG ARTICLE	SE	\$0.0803	25	1000	
330	PS5429	7530-02-000-9467	FORM, CERT OF EXCEPTIONAL CONTRACT SERVICE	SE	\$0.1551	1	800	
331	PS5466	7530-02-000-9472	FORM, LATE SLIP	BK	\$0.9905	1	75	
332	PS5500	7530-02-000-9476	FORM, REP OF CONTRACT RTE	SE	\$0.1017	1	1000	
333	PS5659	7530-02-000-9490	FORM, PASSPORT APPL TRANS	SE	\$0.0194	1	1200	
251	PS571	7530-02-000-7223	FORM, DISCREPANCY OF \$100	SE	\$0.0590	50	2000	
252	PS6387	7530-02-000-9535	FORM, APP RURAL MO TRANS	SH	\$0.0270	2		*
253	PS6401	7530-02-000-9536	FORM, DOMESTIC MONEY TO	EA	\$0.0159	2		*
334	PS7020	7530-02-000-9539	FORM, AUTH ABSENCE FM WKRM FLOOR (100 PER PAD)	PD	\$0.2098	1	90	
254	PS7380	7530-02-000-9635	FORM, M.D.C. SUPPLY REQUISITION	SH	\$0.0171	1		*
255	PS7381	7530-02-000-9636	FORM, REQ FOR SUPPLIES,EQUIP	SH	\$0.0198	1		*
335	PS8040	7530-01-000-9906	FORM, BULK MAIL ACCPT WRKSHT (100 PER PAD)	PD	\$1.7597	1		*
256	PS8076	7530-02-000-8028	FORM, AUTH TO HOLD MAIL	EA	\$0.0135	100		*
509	PS8099	7530-02-000-7238	FORM, RECEIPT FOR REC DEL	EA	\$0.0081	100	10000	
500	PS8105A	7530-04-000-0302	FORM, FUNDS TRANS/TRANSFER REPORT	SH	\$0.0198	1		*
501	PS8105B	7530-04-000-0303	FORM, SUSPICIOUS TRANSACTION REPORT	SH	\$0.0171	1		*
336	PS8125	7530-02-000-7255	FORM, DROP SHIPMENT CLEARANCE DOCUMENT	EA	\$0.0319	200	2400	
338	PS8127	7530-02-000-8685	FORM, RURAL CARRIER SUPP PAYMENT	SH	\$0.0171	1		*
339	PS8130	7530-02-000-9839	FORM, VEND EQUIP LOG	EA	\$0.0198	1		*

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
340	PS8152	7530-03-000-9249	FORM, EMPLOYEE DAILY ACTIVITY CARD	EA	\$0.0112	250		*
506	PS8165	7530-03-000-9387	FORM, MAIL FRAUD REPORT	EA	\$0.0338	50	2000	
468	PS8191	7610-03-000-6538	FORM, STEP 1 GRIEVANCE	EA	\$0.0198	1		*
257	PS835	7530-02-000-9461	FORM, QTRLY REPORT OF ORIGINATING REG	SH	\$0.0171	1		*
341	PS969	7530-02-000-7258	FORM, MATERIAL RECYCLING AND DISPOSAL	SE	\$0.0628	1	700	
258	PS991	7530-02-000-9547	FORM, APPL FOR PROM OR ASSIGN	EA	\$0.0887	50	500	
260	PUB122	7610-03-000-9059	PUB, CUST GUIDE INDEM CLAIM	EA	\$0.1024	1	600	
069	PUB123	7610-03-000-5306	PUB, CONSUMER'S GUIDE TO POSTAL RATES AND FEES	EA	\$0.0598	50	1350	
419	PUB129	7610-02-000-7088	PUB, SAFETY TALKS	EA	\$3.3691	1	14	
521	PUB194	7610-05-000-4021	PUB, 2000 STAMP IMAGES 8-1/2 X 11, 4 COLOR BOOKLET	EA	\$0.0743		600	
421	PUB2	7610-01-000-9774	PUB, PACKAGING FOR MAILING	EA	\$0.3299	25	100	
423	PUB208	7610-03-000-9402	PUB, SERV.AVAIL FR.RURAL CARR	EA	\$0.0131	1	3000	
377	PUB221	7610-03-000-9513	PUB, ADDRESSING FOR SUCCESS	EA	\$0.0436	100	1000	
457	PUB223	7610-03-000-9087	PUB, DIRECTIVES/FORMS CATALOG	EA	\$1.6460	1	24	
264	PUB225	7610-02-000-7089	PUB, INTRO TO STAMP COLLECTING	EA	\$	25	500	
265	PUB227	7610-02-000-7905	PUB, PREPARING PKGS FOR MAILING	EA	\$0.0486	100	2000	
266	PUB247	7610-02-000-7982	PUB, 247 - SUPPLY AND EQUIPMENT CATALOG	EA	\$4.5500	1	18	
267	PUB25	7610-03-000-9119	PUB, GUIDE TO DESIGNING LETTER MAIL	EA	\$1.3789	1	60	
268	PUB28	7610-03-000-3688	PUB, POSTAL ADDRESSING STANDARDS	EA	\$0.6650	1	50	
426	PUB300A	7610-04-000-6949	PUB, CONSUMER & BUSINESS GUIDE TO PREVENTING MAIL FRAUD	EA	\$0.1938		300	
429	PUB32	7610-03-000-9296	PUB, GLOSSARY OF POSTAL TERMS	EA	\$0.5453	1	72	
433	PUB355	7610-03-000-9452	PUB, IDEAS PROG SUPERVISOR'S GUIDE	EA	\$0.1027	1	500	
434	PUB356	7610-03-000-9453	PUB, IDEAS PROG EMP GUIDE	EA	\$0.1516	1	1400	
269	PUB39	7610-03-000-9154	PUB, US POSTAGE COLORING BOOK	EA	\$0.1655	50	200	
435	PUB417	7610-02-000-9159	PUB, NONPROFIT STANDARD MAIL ELIGIBILITY	EA	\$0.3853	1	80	
270	PUB49	7610-02-000-9901	PUB, GETTING STARTED WITH STANDARD MAIL	EA	\$0.6249		50	
437	PUB51	7610-01-000-9815	PUB, INTERNATIONAL MAIL	EA	\$0.1314	25	400	
438	PUB52	7610-03-000-9109	PUB, ACCEPTANCE OF HAZARDOUS, RESTR, PERISH MATTER	EA	\$1.5205	1	24	
465	PUB546	7610-03-000-4600	PUB, SWEEPSTAKES ADVERTISING	EA	\$0.1356	50	1000	
488	PUB552	7610-03-000-7591	PUB, UNDERSTANDING SEXUAL HARASSMENT	EA	\$0.6120	1	100	
440	PUB71	7610-03-000-9441	PUB, EMP REQ LV FOR COND	EA	\$0.0249	50	2000	
441	PUB75	7610-03-000-4795	PUB, MOVER'S GUIDE, (INCLUDES PS 3575 FORM)	EA	\$	1	125	
502	PUB95	7610-04-000-1197	PUB, QUICK SERVICE GUIDE	EA	\$1.2099	1	24	
442	S2005D	8415-01-347-1461	GLOVES, WOMEN'S MED.	PR	\$0.5779	1	72	
443	S2005E	8415-01-347-1462	GLOVES, WOMEN'S, LARGE	PR	\$0.4900	1	72	
444	S2005J	8415-01-347-4509	GLOVES, MEN'S MEDIUM, CLOTH, KNITTED WRISLET, LEATHER PALM	PR	\$1.0590	1	72	
445	S2005K	8415-01-347-4510	GLOVES, MEN'S, SMALL	PR	\$0.9724	1	72	
489	S2005L	8415-01-347-4511	GLOVES, MEN'S, X-LARGE, CLOTH KNITTED WRISTLET, LEATHER PALM	PR	\$1.0930	1	72	
272	S2025	6840-01-357-0744	DOG REPELLENT, BACK OFF	CN	\$2.4292	12		*
273	SGN145	7690-03-000-9110	SGN, PAYMENT POLICY	EA	\$0.3877	1	300	
274	SSS1M	7530-04-000-5367	FORM, (UPO), REGISTRATION MAIL-BACK	EA	\$	50	1250	
485	SSS2	7530-03-000-3658	FORM, SSS INFORMATION CHANGE	EA	\$	25	2500	
447	SSSBOX45	7690-03-000-3813	FORM, DISPENSER BOX/DISPLAY	EA	\$	1	4	

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
449	SSSPOS46	7690-03-000-3746	POS, REGISTRATION POSTER	EA	\$	1	1300	
450	TAG13	7690-03-000-9014	TAG, SCHEDULED MAIL	EA	\$0.0212	500	4000	
451	TAG15	7690-02-000-9907	TAG, DO NOT DELAY-TIME VALUE DATA-EXPEDITE	EA	\$0.0160	100		*
452	TAG155	7690-03-000-9238	TAG, SURFACE AIRLIFT	EA	\$0.0304	100	2000	
453	TAG158	7690-03-000-9135	TAG, S.A.M. M-BAG ADDRESS TAG	EA	\$0.0591	100		*
275	TAG2	7690-01-000-9229	TAG, PRIORITY MAIL	EA	\$0.0126	100	4000	
454	TAG57	7690-02-000-9965	TAG, POL CAMP MAILING	EA	\$0.0197	100		*
455	TAG6	7690-03-000-9237	TAG, FIRST CLASS - DO NOT DELAY	EA	\$0.0162	50		*
469	TAG8	7690-03-000-9498	TAG, GLOBAL PRIORITY MAIL	EA	\$0.0260	25		*
456	TSP20	7530-01-000-9449	TSP, LOAN APPLICATION	EA	\$	1	3600	
479	TSP3	7530-01-000-9647	TSP, DESIGN BENEFICIA	EA	\$	1	1600	

— *Materials, Purchasing and Materials, 3-7-02*

Retail

REMINDER

HAZMAT Information

Retail Acceptance — Asking the HAZMAT Question

Be sure to follow HAZMAT procedures and ask customers the mandatory question, "Does the parcel (item, article) contain anything liquid, fragile, perishable, or potentially hazardous?" You must ask customers this question for all parcels and mailpieces that you suspect may contain HAZMAT materials. Don't forget to check addresses, conduct visual inspections (look for HAZMAT labels and markings), look for stains and leaks, and be aware of odors.

Training — HAZMAT Retail Acceptance First Line of Defense

Complete the mandatory 1-hour training course for retail employees, HAZMAT Retail Acceptance First Line of Defense, Course Number 54292-01. Afterwards, record it and all training in the National Training Database.

PS Form 4000-B, Retail Employee Observations

PS Form 4000-B, *Retail Employee Observations*, is the tool for management to conduct employee observations ensuring standard procedures are consistently followed when asking the HAZMAT question. You can find PS Form 4000-B on the Postal Service intranet at <http://blue.usps.gov/cpim>; click on *Postal Forms*.

— *Delivery and Retail,
Networks Operations Management, 3-7-02*

What's in Store

Check your mailbox

March 8

Look for your new "The Employee Mailbox" elements to arrive beginning March 8. Remember, those posters feature important Spring retail drive period information and must be displayed side-by-side below The Employee Mailbox header.

If you need another header, call the Retail Merchandise and Point-of-Purchase Center (RMPC) at 1-800-711-0428 and follow the voice prompts (press #4, then #2) to place your order (PSN #7690-05-000-4590).

Refer to the *Ready, Set, Retail* manager's guide for an overview of the upcoming drive period. The Employee Mailbox is the retail associate's home for retail info, so post it where employees can see it!

POP goes Spring

March 11

Beginning March 11, look for Spring Point-of-Purchase (POP) kits to arrive. Retail employees at all POS ONE locations must open the box, find the top page of the planogram, and scan the UPC barcode to confirm delivery.

Please remove all New Year/Small Business POP and replace it with the new Spring elements by March 23. Do not remove Continuity POP. Use the planogram for guidance on where to properly display your POP. It's a good idea to keep the planogram for reference until the next drive period.

It's a fact: Properly placed POP boosts our bottom line!

What's in Store

Brought to you by...

Must See

The Postal Service has launched its new marketing campaign, which features the tag line, "Brought to you by the United States Postal Service." For more information about the campaign, turn to www.usps.com. The direct URL is www.usps.com/nextfouryears/welcome.htm. You'll find print ads there, and the latest TV spot is available for viewing from a non-postal Internet connection.

Feedback

Send comments and questions to:

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

What's in Store



Retail Coaches Corner

Welcome to the March Corner!

This month's edition has information regarding Signature Confirmation™ vs. signature capture, the retail calendar, and question of the month: *Let's Talk Retail*.

What is the difference between Signature Confirmation service and the signature capture process?

Signature Confirmation service, which launched in February 2001, is a special service a customer may purchase for a Priority Mail® or Package Services article. It provides the customer with information about the date and time an article was delivered and, if delivery was attempted but not successful, the date and time of the delivery attempt. A delivery record, including the recipient's signature, will be faxed or mailed to the customer upon request. Retail rate customers track their delivery information via *Track/Confirm* on www.usps.com or by calling 1-800-222-1811.

The signature capture process was implemented in July 2000 and is the foundation for the Postal Service's electronic record management system. It includes these simple steps:

- Scan the barcode on Express Mail® items, special services articles, and international accountable mail with a handheld scanner or POS ONE scanner.
- Capture the printed name, address, and signature of the recipient for all signature items on PS Form 3849, *Sorry We Missed You*.
- Scan the barcode on PS Form 3849.
- Turn in the completed PS Forms 3849 to the authorized employee for routing to the Computerized Forward System (CFS) site for optical scanning.

The optical scanner in CFS scans the "Delivery Section" of the PS Form 3849 and the delivery information is electronically stored for instant access. Electronic record keeping has replaced the manual filing of PS Form 3849 and has made access to delivery records quick, easy, and convenient.

Retail Calendar:

Is "The Employee Mailbox" posted in your facility? Review the information with retail associates.

Question of the Month:

1. Would you like to know an excellent communication tool to assist managers and supervisors?

Answer:

Let's Talk Retail. Any office with access to the USPS Intranet "blue" page can access the weekly file. Files can be downloaded in an MS Word file format. Go to <http://retail.usps.gov>; click on *Departments*, then *Retail Workforce Strategies*, then *Retail Talks*. The direct URL is <http://retail.usps.gov/html/programs/retailtalk.cfm>.

Our new website location is coming soon!

Retail Coaches Website:

- What topics would you like to read about in Coaches Corner?
- Share your success stories and assist other retail units. Send us a message.

The site can be found at <http://rpsweb.usps.gov/coaches/home.asp>

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

What's in Store

THE EMPLOYEE MAILBOX

SPRING DRIVE PERIOD 03/23/02–06/15/02

This Drive Period we are focusing on the residential customer.

We are reminding customers that our variety of products and services help them keep in touch with family and friends.

Greetings From America

We have partnered with the Travel Industry Association of America (TIA) to promote the uniqueness of every state in our country.

What You Can Do

- Tell customers about these great stamps that represent each of the 50 states (see page 51).
- Let customers know they can win 1 of 50 American dream vacations by visiting TIA's *www.SeeAmerica.org* Web site
- Inform customers there's a link to that site at *www.usps.com*[®].
- Look for the Greetings From America poster at your location.

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

What's in Store

THE EMPLOYEE MAILBOX

FIRSTCLASS PHONECARD® PROMOTION

From **March 3, 2002, until June 14, 2002**, customers who buy a 120-minute FIRSTCLASS PHONECARD will receive \$5 off the regular retail price.

DID YOU KNOW? If every FIRSTCLASS PHONECARD location sells just a single 120-minute card per week for this promotion, it will generate \$3.4 million in revenue.












What You Can Do

- **Tell customers about this great promotion, especially those who request "Vacation Hold" forms.**
- Properly display all FIRSTCLASS PHONECARD POP.
- Make sure your FIRSTCLASS PHONECARD display is fully stocked.
- Process the sale of the 120-minute cards as a \$22 sale on the IRT. (It will automatically scan for \$22 at POS ONE locations.)

DID YOU KNOW? This offer is also good on www.postmarkamerica.com

What's in Store

THE EMPLOYEE MAILBOX

					FRI	SAT
MARCH					1	2
					 payday	
SUN	MON	TUE	WED	THU		
3	4	5	6	7	8	9
						
					BOOST WEEK This icon means look for opportunities to educate the customer about that week's featured product/ service. You'll help your office meet its revenue goals!	
						
					BOOST: Priority Mail® With Signature Confirmation™ Lets customers know who signed for their mailings.	
10	11	12	13	14	15	16
						
					BOOST: Certified Mail With Return Receipt Tells customers when their mail was delivered.	
					 payday	
17	18	19	20	21	22	23
						
					BOOST: Priority Mail With Signature Confirmation Gives customers a quick signature approval online.	Spring Drive Period begins
ST. PATRICK'S DAY		Look for Spring Drive Period POP			AP 8 begins	
24	25	26	27	28	29	30
						
					BOOST: FIRSTCLASS PHONECARD® For a limited time, customers can get \$5 off a 120-minute card.	 payday
31						
EASTER	Refer to "The Employee Mailbox" hanging in the Employee Zone for additional information. Access the Retail Intranet Site at http://retail.usps.gov					

Postal Bulletin Distribution

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

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

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

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

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

Either way you send it, please include the "PO0" subscription number from your address label.

Postal Service Orders for Postal Bulletin

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

Attention Line _____

Postal Facility Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____

Person to Contact
 (_____) _____

Daytime Telephone _____

Current Quantity _____ New Quantity _____

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

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

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

All other facilities should contact their administrative post office.

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

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

Public Orders for Postal Bulletin

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

Attention Line _____

Company Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____



Daytime Telephone _____

Subscription: Domestic - \$155.00 per year; International - \$193.75 per year

Subscription Orders: 202-512-1800

Subscription Inquiries: 202-512-1806 Fax: 202-512-2250

Single Copies (back to 16 issues): Domestic - \$12.00; International - \$15.00

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