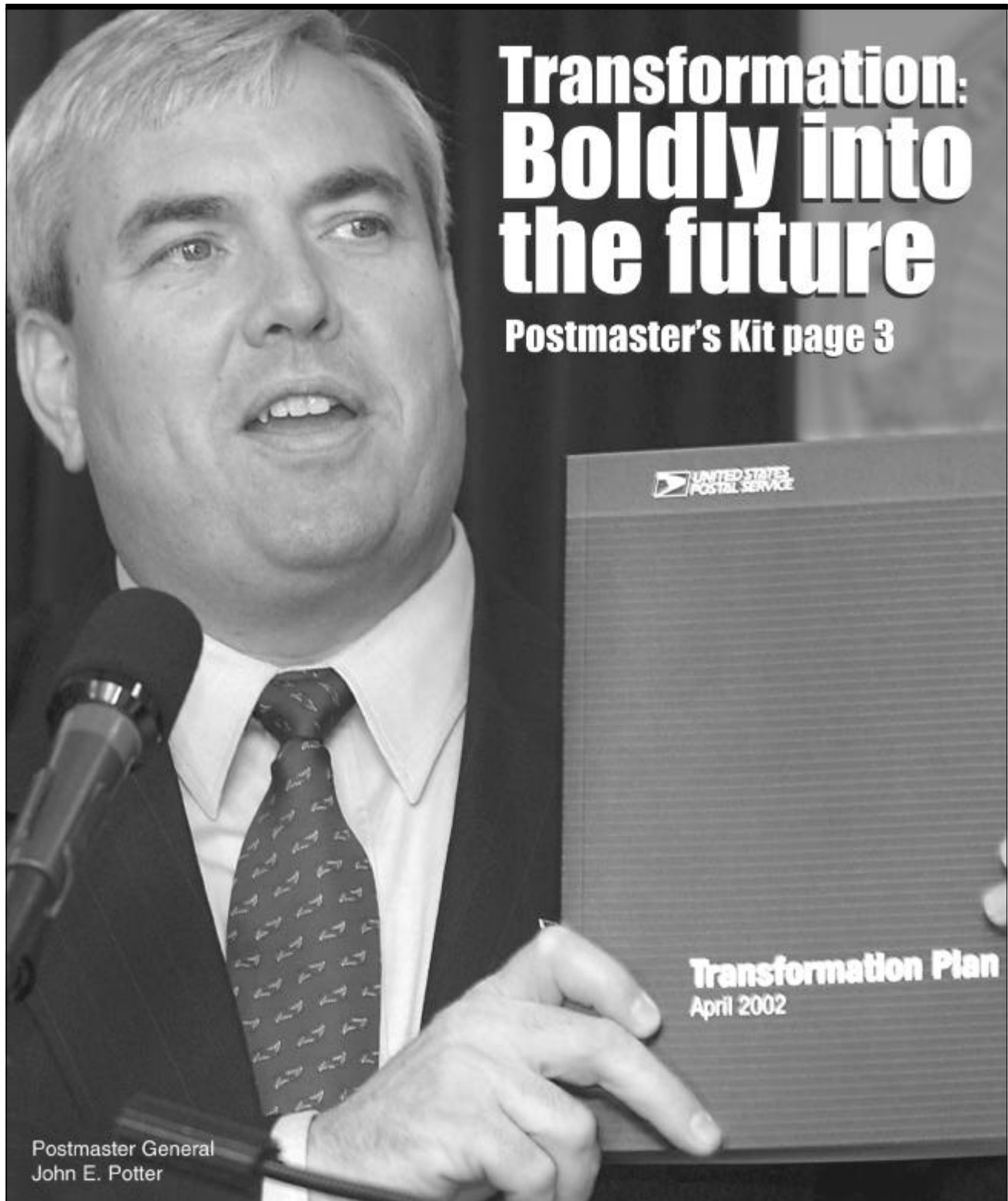


POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22074, APRIL 18, 2002



Transformation: Boldly into the future

Postmaster's Kit page 3

Postmaster General
John E. Potter

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.

Letter From Vice President 3

Executive Summary: Transformation Plan 4

Publicity Kit: Transformation Plan 15

Administrative Services

Ordering Instructions: POW-MIA Flags 28

Reminder: Display U.S. Flags at Half-Staff on May 15, Peace Officers Memorial Day 28

Child Alert Program

Missing Children Posters 29

Customer Relations

Mail Alert 33

Domestic Mail

DMM Revision: Restricted Delivery and Collect on Delivery 33

DMM Revision: Name Change for Authorized Postage Meter (Postage Evidencing System) Provider 34

DMM Revision: Mixed Forms of Postage Evidencing 34

Overseas Military Mail 35

Finance

All Employees: Enhancement of Relocation Benefits — Outsourcing 46

Memorial Day Posters 47

Fraud Alert

Withholding of Mail Orders 51

Invalid Express Mail Corporate Account Numbers 52

Missing, Lost, or Stolen U.S. Money Order Forms 55

Missing, Lost, or Stolen Canadian Money Order Forms 60

Counterfeit Canadian Money Order Forms 62

800 Number Available to Verify Canadian Money Orders 62

International Mail

ICM Updates: International Customized Mail 63

Philately

Pictorial Cancellations Announcement 68

Correction: Stamp Announcement 02-07 — *Greetings from America* Stamps 73

Special Cancellation Die Hubs 73

Post Offices

Post Office Changes 74

Postal Employees

Level 20–26 Offices: Safety and Health Inspections 84

National Dog Bite Prevention Week — Coming Soon 84

Announcement: Hazardous Material Storage Spill Containment 85

Announcement: Documentation of Underground Storage Tanks 87

Announcement: Storing and Labeling Used Oil 89

Announcement: Implementing a Facility Storm Water Pollution Prevention Plan and/or Spill Prevention Control and Countermeasures Plan ... 91

Announcement: Old, Unused, or Excessive Materials On-Site 93

Announcement: Disposing of Hazardous Waste ... 95

Announcement: Managing Hazardous Waste Documentation 97

Announcement: Labeling Hazardous Waste Containers 99

Announcement: Disposing of Fluorescent Lamps and Ballasts 101

Announcement: Maintaining Refrigerant Management Records 103

Thrift Savings Plan Fact Sheet 105

Purchasing and Materials

PM Revision: Noncompetitive Purchases 107

Ordering Instructions: CFS Ergonomic Chairs 107

Retail

Reminder: Placement of Certified Mail Labels 109

Reminder: Setting Electronic Manually Reset Meters After April 30, 2002 110

Postal Bulletin Distribution 111

Postal Bulletin Index

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



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



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

PB 22074 7690-05-000-4839	PB 22067: 7690-04-000-5674	PB 22060: 7690-04-000-5667	PB 22053: 7690-04-000-5660
PB 22073 7690-05-000-4838	PB 22066: 7690-04-000-5673	PB 22059: 7690-04-000-5666	PB 22052: 7690-04-000-5659
PB 22072: 7690-05-000-4837	PB 22065: 7690-04-000-5672	PB 22058: 7690-04-000-5665	PB 22051: 7690-04-000-5658
PB 22071: 7690-05-000-4836	PB 22064: 7690-04-000-5671	PB 22057: 7690-04-000-5664	PB 22050: 7690-04-000-5657
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	

PUBLIC AFFAIRS AND COMMUNICATIONS



April 2002

POSTMASTERS
MANAGERS

SUBJECT: U.S. Postal Service Transformation Plan

On April 4, we delivered our long-awaited Transformation Plan to Congress. This historic document is a blueprint for the future of the Postal Service.

The Plan outlines steps we will take to improve efficiency, reduce costs, and protect service. It also contains the Postal Service's recommendation for transforming our organization into a Commercial Government Enterprise, to provide the management and market flexibility we need to preserve the fundamental right of all Americans to affordable, universal mail service.

As postmasters and managers, you see first-hand the challenges we face every day. Our delivery network is growing by 1.7 million addresses each year, but mail volume is slowing and has actually declined this year. We need transformation. We need the flexibility to introduce new products, develop new pricing strategies, and generate new revenue.

Your leadership has been invaluable. It is needed now more than ever as the discussion about transformation takes place throughout our communities and the entire nation.

The enclosed Community Relations publicity kit, which includes the Executive Summary of the Transformation Plan, will help you explain why postal transformation is absolutely necessary to protect Americans' right of universal mail service. The Plan, along with other support materials, is on www.usps.com and the Blue page.

I thank you for your support in communicating this critical activity to your employees and customers.

Azeezah S. Jaffer
Vice President, Public Affairs and Communications

PS. You're the vital link to our employees & our customers. I truly appreciate your efforts
A.

Executive Summary

I. Introduction

We live in challenging times. Long-term technological and commercial trends, often termed the Second Industrial Revolution, are fundamentally reshaping national and international services for collection, transport, and delivery of all types of postal products. These trends will compel a fundamental transformation in our national approach toward the Postal Service as an institution and the delivery services sector as a whole.

At stake is the future of what has been, since this nation's founding, the right of every American to send and receive mail. The Postal Service exists as a governmental entity whose mission is universal service to all. That mission is a direct reflection of the values on which this country was founded, and it is those values of equality of opportunity that drive Postal Service management today just as they drove the managers of the Post Office Department.

In this *Transformation Plan*, the Postal Service respectfully submits to Congress and to the American people our views on the steps that must be taken now and the long-term options that appear feasible. With the valuable assistance of our stakeholders,¹ we have prepared this report as a decisive response to the challenges posed, a response that postal leadership embraces and commits to execute fully and effectively.

Today, a commercially and financially viable Postal Service remains vital to the American economy. The Postal Service delivers more than 200 billion pieces of mail each year (over 40 percent of the world's mail). It collects nearly \$66 billion in revenue annually and is the eleventh largest enterprise in the nation based on revenue. The Postal Service anchors a \$900 billion domestic mailing industry that employs roughly one in fifteen American workers. The Postal Service employs nearly 770,000 career employees, which makes it the second largest civilian employer in the nation. More than seven million Americans visit post offices each day. Additionally, more than 1.7 million new delivery points are added to the postal network each year.

The future role of the Postal Service, however, is uncertain. For any organization to remain viable and flourish, it must change. As technology, commerce, and society evolve, so too must government and corporate business models. This is no less true for the U.S. Postal Service than for any other enterprise.

The Postal Reorganization Act of 1970 (PRA) succeeded. It created an independent governmental entity well designed to deliver postal services in a more businesslike manner. The Act created a structure that enabled the Postal Service to function effectively over the last 30 years. With effectiveness came dramatic growth for the mailing industry, which contributed to economic growth and increased satisfaction for postal customers.

"The Postal Service has been a reliable, trusted provider of communications for more than two centuries. It is a basic and fundamental service provided to the people of America by their government. It helps keep Americans in touch, and it is the hub of a \$900 billion mailing industry. We are working to keep this critical national asset strong and vibrant, today and far into the future."

—Joint statement by the
Postmaster General and the
Chairman, Board of Governors

¹ This plan incorporates the comprehensive feedback received on the *Outline for Discussion: Concepts for Postal Transformation*, September 30, 2001.

The institutional model adopted in 1970 was not, however, designed to cope with the fundamental changes that are today reshaping the delivery services marketplace. These trends include the following:

Changing customer needs. With access to more information and more options than ever before, customers have a broad range of choices for delivery of messages, money, and merchandise—our three businesses. A single, basic, universal service, the premise of the PRA, is no longer sufficient to meet increasingly varied customer requirements.

Eroding mail volumes. Electronic alternatives to mail, particularly electronic bill presentment and payment, pose a definite and substantial risk to First-Class Mail® service within the next five to ten years.

Rising costs. Despite major gains in efficiency and productivity through automation of letter mail, the costs of maintaining an ever-expanding postal network are rising faster than revenue, especially costs outside the direct control of the Postal Service, such as retirement and health benefit liabilities.

Fixed costs. Universal service requires a significant infrastructure to deliver postal services.² Almost one-half of current postal costs are spent on these resources and that level does not increase or decrease when volume changes or when productivity increases. This creates a challenge for cost containment.

Merging of public and private operators into global networks. Former national foreign postal services, some privatized, have entered the U.S. domestic market; giant private firms that now dominate global parcel and express markets are entering an increasing portion of the postal value chain.

Increasing security concerns. Rising security concerns will require expensive and sophisticated countermeasures.

Consideration of these trends leaves no doubt that the time has come to address fundamental long-term questions. We at the Postal Service do not presume to have all of the answers. We do, however, in this report, offer our approach to transforming the Postal Service into an enterprise suited to the 21st century.

In the near term, we have concluded that substantial improvements in the efficiency of the Postal Service can be accomplished without major revisions to current law, provided our customers, our employees, and policymakers fully recognize and embrace the fundamental long-term transformation we are beginning. In this report, we describe our specific plans and seek support from Congress where incremental statutory changes are needed.

In the long term, we believe that fundamental restructuring of the legislative and regulatory framework for postal services is required. The public debate about postal modernization led by Congress over the last five years has illuminated important issues, many of which raise implications that stretch beyond legislative remedies presently contemplated. We need to address these larger issues and reach a national decision on the future of the Postal Service.

² Examples include more than 38 thousand post offices, stations, and branches, 240 thousand delivery routes to service over 137 million delivery addresses, 215 thousand vehicles, and significant annuitant retirement costs.

Over the next two to three years, it is vital that significant progress be made toward defining the long-term structure and role of the Postal Service. In support of that process, this report outlines three alternative models for the future role of the Postal Service. These range from a Government Agency, offering subsidized residual services not provided by the private sector, to a Privatized Corporation, a competitive company owned by private citizens. From among the conceptual models identified, we offer our own preliminary conclusion that a middle ground is the most appropriate: a Commercial Government Enterprise, owned by the government but structured and operated in a much more businesslike manner, with attributes appropriate to the unique role this institution plays in the nation.

In developing this report, we gratefully acknowledge the assistance of the full range of stakeholders in the postal industry. At the outset, therefore, we would like to articulate a firm commitment to all of these stakeholders, and especially to our customers. During this crucial transformation period, in order to maintain our financial viability and fulfill our universal service mission, we commit that we will:

- Foster growth by increasing the value of postal products and services to our customers;
- Improve operational efficiency; and,
- Enhance the performance-based culture.

This report describes how we will honor these commitments while remaining faithful to the vision that has inspired the post office for more than two centuries: that the Postal Service should bind the nation together by providing all Americans with vital communication and delivery service.

II. Meeting the Challenge

In order to address the challenges we face today and to prepare for transformation, we must push business effectiveness and operational efficiency to the limits permitted by current postal laws. With the support of customers, employees, and policymakers, there is much we can do, and are doing now. Building upon current efforts, we will implement the following specific strategies to support our commitments:

Growth through Added Value to Customers

Flexibility and growth will be essential for the Postal Service to transform successfully. To fulfill its universal service mission, the Postal Service must offer affordable products and services that serve the entire spectrum of its customer base, from large corporations to individual consumers. The Postal Service must also find ways to use existing resources to generate new revenues to offset anticipated losses from electronic diversion. Our products and services must also be flexible enough to adapt to 21st century technological advances.

With these requirements in mind, we will implement a number of specific growth strategies to increase value to our customers. We will:

- Work with the Postal Rate Commission (PRC) to create more streamlined processes for introducing targeted pricing initiatives, such as negotiated service agreements, and more regular and predictable price changes, such as phased rates.
- Expand access to postal services by doing business when and where our customers prefer.
- Move simple transactions to less expensive channels, improving customer service and increasing retail contribution.
- Develop “intelligent mail” products that not only track and trace from origin to delivery but also integrate information throughout the entire cycle of multiple business transactions.
- Work with customers to make sure databases are updated frequently and accurately, and explore the use of publicly available databases to improve the overall accuracy of address information.
- Make it easier to use postal services by aligning mail preparation and prices to customer needs and capabilities.
- Explore more innovative payment options for our customers through third party credit.
- Enhance revenue opportunities by leveraging existing assets and infrastructure, including postal-owned vehicles and facilities.
- Work with all package mailers to create a package offering that is simple, easy-to-access, information-rich, and takes advantage of our vast retail and delivery presence.
- Work with customers to add features that enhance the value of traditional products.
- Continue to seek opportunities to leverage our brand and assets to create new products and services with minimal investment.
- Strive to protect postal employees and customers from exposure to biohazardous material and to safeguard the mail system from future attacks.

Operational Efficiency

Cost containment is the most important customer-focused strategy, especially for large business mailers who rely most heavily on the postal infrastructure. In any network business, however, it is difficult to control costs when volume declines while the network itself continues to grow. This is the challenge faced by the Postal Service: increasing costs may have to be spread across a declining volume base.

In this difficult environment, we will achieve cost savings by implementing a number of specific measures designed to improve operational efficiency over the next five years. We will:

- Reduce operating cost by automating the flat mailstream and mail forwarding operations.
- Continue improving annual productivity through techniques such as benchmarking, standardization of best practices, and complement planning and scheduling.

- Explore new workshare and mail preparation opportunities to eliminate handlings in the presort-to-delivery supply chain.
- Experiment with new methods of reducing the time letter carriers spend in the office, for example, sorting flats into delivery sequence.
- Reduce transportation costs and improve transportation management by implementing network planning, routing, and tracking programs.
- Redesign the postal logistics network so that the number and location of processing centers, processing strategies for mail, and transportation modes and routes are optimized to meet customer service requirements at minimal total system costs.
- Revise purchasing regulations to allow for acquisition of goods and services in a manner similar to that followed by businesses.
- Explore alternative purchasing strategies for automation equipment and information technology to include leases and fees for services contracts.
- Optimize the retail network by lifting the self-imposed moratorium on post office closures and working with the PRC to significantly streamline the process for closing post offices.
- Pursue regulatory and legislative reform to provide the Postal Service the latitude to adjust service levels and delivery frequency to standards commensurate with the affordable universal service obligation.

Performance-Based Culture

Breakthrough productivity initiatives will be achievable only if we are able to make significant progress in our third commitment: enhancing our performance-based culture. For this, we must maintain an effective, diverse, and motivated workforce whose members know what is expected of them and who are recognized for individual and team accomplishments. The challenge to assure continuity of leadership has never been more important than it is today. Approximately 55 percent of Postal Service officers and senior executives and 36 percent of managers will become eligible to retire over the next five years. To address these challenges, we will:

- Enhance retention and recruitment strategies. Flexible and responsive retention tools and recruiting practices are necessary to address the attrition challenge.
- Strengthen succession planning to identify, to develop, and to select current and future leaders.
- Maximize the potential of available training and development programs in order to have a pool of potential successors at all levels of the organization.
- Change the culture of the Postal Service by improving our management of employee performance with data. This will be achieved by better defining expectations and measuring performance against those expectations. Accountability will be enhanced through greater use of performance-based pay to recognize individual and team efforts.
- Build a highly effective and motivated workforce by reinforcing management responsibility for a safe, secure, satisfying, and diverse workplace.

United States Postal Service Transformation Plan

- Continue working with the labor unions to improve relationships, to reduce grievance costs, and to jointly examine modifications to the impasse resolution process we are recommending to Congress. The spirit of cooperation that resulted from the anthrax crisis set a solid foundation for future relationships.
- Optimize the ability to reposition the workforce by implementing data-driven assessment tools that will assist in determining skill needs and availability by location.
- Move repetitive transactional work to a shared services environment and explore outsourcing to reduce costs and increase efficiency.
- Improve the collective bargaining interest arbitration process to include a period of mediation. This would enhance the opportunity for the parties to reach mutual agreement on contractual issues.
- Reduce workers' compensation costs by implementing programs and developing employment opportunities for injured workers within and outside the Postal Service and by working with the Department of Labor on new initiatives and regulatory changes.

Enabling Functions

Enabling functions support attainment of the commitments described above. Focused financial management will enable the Postal Service to reduce outstanding debt, using it in the future for capital improvements where the value added by the investment exceeds the cost of debt. Enhanced financial management will also increase reporting transparency. Adopting business-driven purchasing and materials management procedures will enhance supply chain management. Applying information technology with universal connectivity will enable us to enhance security, add valuable product features, and manage operations in real-time. A continuing commitment to mail security will deny use of the mail to criminals while protecting the public and the Postal Service against external attacks and workplace disruptions.

Regulatory and Legislative Reform

Successful transformation of the Postal Service also depends in part on adoption of moderate regulatory and legislative reforms. These reforms will allow us to test new opportunities, to prepare for long-term structural transformation, and to prove our ability to deliver mail in a less constricted environment. Only in this manner will stakeholders have an opportunity to evaluate the extent to which such reforms add value. We will therefore seek expeditious implementation of the following regulatory, legislative and administrative changes:

Prices and Financing. Within the framework of the current rate-making process, the Postal Service will request several reforms to respond to customer pricing needs and restore postal finances to a more sound footing. We will seek approval for negotiated service agreements and other targeted pricing initiatives, reforms in procedures for introducing experimental mail classifications, phased rates, and inclusion of costs in the revenue requirement to finance the expansion of the delivery network on a current basis. The Postal Service believes that some of these reforms can be implemented administratively with the assistance of the PRC. In the event that efforts to achieve

these changes identify hurdles that cannot be cleared within the scope of our existing statute, we will ask Congress to enact legislation to remove those hurdles.

Facilities. The Postal Service will lift the self-imposed moratorium on post office closings and consolidations. The ultimate goal is to better serve our customers. A combination of rural delivery and alternative retail strategies may provide the most convenient access for the customer. To optimize facility networks, the Postal Service will also seek relief from legislative restrictions on post office closings and consolidations. Currently applicable administrative procedures should be streamlined or repealed, and appropriations riders referring to post office closings and 1983 service levels should be discontinued.

Flexible, Business-Driven Purchasing Procedures. Consistent with the way businesses purchase goods and services, the Postal Service will revise its purchasing regulations to the extent allowed by present law.

Labor and Employment Reforms. The Postal Service will seek more effective mediation procedures, including appointment of a neutral mediator by the Secretary of Labor, to help resolve bargaining impasses. In addition, repeal of the statutory salary cap is needed.

Our Commitment

In total, these near-term, customer-focused, operational, and performance-based strategies will generate \$5 billion in savings and cost avoidance through 2006, of which \$1 billion will be in post office operations. These savings will enable us to achieve some debt repayment and to hold rates steady from mid-2002 until calendar year 2004. If a rate increase is needed at that time, a moderate, negotiated increase will be pursued.

III. Preparing for the Future

The ultimate goal of Postal Service transformation should be to promote an efficient, reliable, and innovative delivery services sector that meets the diverse economic and social needs of the nation and all its citizens. It is becoming increasingly clear that the current structure of the Postal Service may soon be unable to support the achievement of that goal. Therefore, it is imperative to explore alternative business models to determine how best to structure the organization for future success.

Alternative Models

Fundamental structural transformation of an institution as large as the Postal Service will take many years to implement completely. Peering a decade or more into the future, therefore, this *Transformation Plan* reviews the full range of roles the Postal Service might be called upon to assume. While there are a number of potential paradigms for addressing the nation's postal policy objectives, this *Plan* describes three conceptual alternatives to the current model. Each would require structural legislative reform. The three alternatives are:

- **Government Agency.** An entity focused on providing essential services not adequately provided in the market and supported by government subsidies.

- **Privatized Corporation.** A business entity with private shareholders.
- **Commercial Government Enterprise.** A government-owned enterprise that would operate more commercially in the market to provide postal and related services.

In the Government Agency model, the nation would abandon the businesslike experiment begun by the PRA and retreat to a more standard government model. The Postal Service would concentrate more on its role in providing essential universal services and less on markets where customer requirements can be met by the private sector. The Postal Service might offer a stripped-down menu of products and services, eliminating a number of services currently offered and adjusting the workforce to the modified offerings and attendant lost volume. Significant declines in mail volume, especially First-Class Mail, would likely accelerate this process, shifting the center of gravity of the Postal Service toward delivery and retail services. It appears certain that, as before the PRA, the Government Agency created by this approach would be unable to fund public services entirely through postal revenues. The government would need to directly underwrite this shortfall. Over time, as revenues lag while the network continues to grow, the subsidy burden on the taxpayer could be expected to intensify under this model, a trend which would increase the pressure on traditional levels of service and access.

The second model, Privatized Corporation, would represent a complete conversion of the Postal Service into a privately-owned company dedicated to maximizing shareholder value. Postal Service managers would be subject to the supervision of a Board of Directors representing private shareholders with their own money at stake. There would be no expectation that the government would protect shareholders from commercial failure. Employees would no longer be under any form of civil service, and private sector labor and employment laws would apply. To address universal service coverage by the delivery sector as a whole, new regulatory safeguards may be needed. Other postal providers might be allowed to compete for delivery of universal services under contract with the government.

The third option, commercialization, carries the businesslike transition initiated by the PRA to the next level, but stops short of private ownership. Under this model the Postal Service would be a Commercial Government Enterprise wholly owned by the federal government. Postal Service managers would operate under more businesslike conditions. The Postal Service would offer both traditional and nontraditional products and implement market-based pricing, discounts and incentives, and business-based financing. The universal service obligation might be met under contract between the government and the Postal Service. A new labor model would be probable.

Recommendations

The near-term regulatory and legislative reforms described earlier will help to stabilize the postal system's financial base until more permanent legislative solutions are developed.

Long-term solutions have been the subject of ongoing debate and continuing disagreement within the postal community. The ultimate decision regarding the appropriate legislative framework is not the Postal Service's to make. Our experience

with the current system, however, leads us to certain conclusions about the changes that seem necessary. Therefore, we have included in this plan recommendations for transformational reform, recognizing that these matters will need to be debated further and resolved within the public policy arena.

In our view, of the three alternative models identified, the Commercial Government Enterprise is the option that will best allow integration of the postal system into the modern economy while preserving the ability of the Postal Service to fulfill its mission of universal service. While a conceptual model leaves many important details to be filled in, it appears that in principle, reorganization of the Postal Service as a Commercial Government Enterprise should permit major improvements in operational efficiency. Greater efficiency, in turn, should enable a financially viable Postal Service to maintain necessary universal services without direct government subsidies.

Transformation of the Postal Service into a Commercial Government Enterprise will likely require an extraordinary level of commitment from postal stakeholders. In the current political environment, postal reform legislation has faltered due in large part to an absence of consensus among affected parties. Basic economics will inexorably introduce tradeoffs between financial self-sufficiency and affordability, on the one hand, and the costs of underwriting an ever-expanding universal service network and other governmental obligations, on the other hand. We believe that a modern, self-sufficient postal system can be structured to continue providing universal service for all, at affordable prices. To do so, however, requires new flexibility to adjust networks and services to modern conditions and to minimize entrenched governmental rules and expectations that carry with them costs and inefficiencies. If the postal community is not able to achieve this break with the past, then it appears to us that the remaining options will be still more unpalatable to most stakeholders. We have not found much support for a Privatized Corporation that would reduce universal service, or a Government Agency that would require renewed federal subsidies. More likely, a continued stalemate would force the Postal Service to operate under its present, increasingly outmoded business model until enough customers abandon the system to make financial failure unavoidable.

A commercialized structure has been favored by liberalized national posts, either as a final operating model or as a transition to a fully privatized entity. Foreign policymakers have also generally concluded that restructuring the post office as a government-owned, commercial enterprise offers the best chance of achieving national policy goals in increasingly competitive markets.

The following are some of the changes that would be necessary to achieve a workable Commercial Government Enterprise:

Net Income and Retained Earnings. Production of net income and accumulated retained earnings are necessary to finance the expanding delivery network, decrease outstanding debt, and fund investments in technology.

Markets. The Postal Service should be free to make use of its assets and explore service offerings in related markets in order to help fund continuing universal service responsibilities.

Purchasing. Under a more effective, modern business model, legislative restrictions on the way the Postal Service acquires goods and services, including transportation, should be removed so that it can operate in a more businesslike manner.

Regulation. The Postal Service should have broad flexibility to set prices within overall parameters managed by the PRC and the Board of Governors, so that it could offer more moderate and predictable rate changes and so that users of monopoly services are not overcharged. Review of pricing and classification should be conducted through a complaint process. Outside the scope of the monopoly, pricing should be regulated under the antitrust and fair competition laws applicable to other businesses.

The Postal Service's universal service mission should continue, with the goal of preserving access to mail services for Americans nationwide on an economically sound basis. The standard for the number of delivery days and service levels should be flexible to accommodate changing conditions. The Postal Service should be able to make changes, subject to review for compliance, with broad criteria under a complaint system.

Labor and Employment. In order to increase the accountability of the organization with respect to overall performance, the Postal Service should negotiate with its employees' bargaining representatives about all employee benefits, along with wages and other working conditions. In labor impasses, the parties should be encouraged to resolve their differences themselves, through a compulsory mediation process similar to essential-service bargaining under the Railway Labor Act, which assures consideration of the public interest.

Consistent with other organizations in the mailing community, the Postal Service should follow private sector employment laws including those governing workers' compensation, equal employment opportunity, and alternatives to traditional employee dispute resolution processes. The Postal Service and its employees should not have costly, multiple avenues for complaints about workplace disputes.

IV. Conclusion

By any reasonable measure, transformation of the Post Office Department by the Postal Reorganization Act into a more businesslike Postal Service has been a success. After three decades of progress, however, pressing issues have been uncovered by a changing economy. The organization's structure and business focus are not aligned with the challenges of today's commercial environment. The Postal Service does not have the flexibility essential for successful management of a modern business. Postal laws create a tension between a public policy mission and structure and the businesslike necessity to deliver what customers want and will pay for in the marketplace. Until transformation is accomplished, the ability of the Postal Service to finance a continually growing universal service obligation without a government subsidy will be in serious doubt.

Today, all stakeholders face the need to reexamine the mission and structure of the nation's Postal Service. Alternative organizational models described in our plan represent possible future pathways for reform. No model comes with an assurance of success, and none accomplishes all possible goals. Each model offers benefits and

risks. The postal community spans a wide range of interests, with a diversity of perspectives on these issues. Resolution of differences has already proven difficult, but a consensus for change is necessary to equip the national postal system to perform its mission for the country in the decades ahead.

After careful consideration and consultation with stakeholders, the Postal Service believes that transformation requires action both in the near term and in the longer term. Both courses must be pursued concurrently. Near-term strategies include those steps we are taking now to improve value to our customers, enhance operational efficiency, and foster a more performance-driven culture. These strategies require only modest legislative and regulatory changes. Legislative reform for the longer term is needed to define a legal framework for the postal system over the next 30 years that remains consistent with the shared vision of the United States as a place where all citizens, in every part of the country, can participate equally and easily in the life of the nation.

Leadership Commitment

Successful transformation will require strong and committed leadership. Working together, the leadership of the Postal Service will forge a fundamentally new business model for the institution grounded in a business culture of performance and accountability. We recognize our responsibility to take definitive action and to offer our stakeholders a clear and compelling view of what we are doing and where we are going. We accept and welcome the role of Congress, our customers, our labor and management associations, and other stakeholders in this endeavor.

*PUBLICITY KIT***Transformation Plan****Overview**

In April of 2001, the General Accounting Office (GAO) placed the U.S. Postal Service on its high-risk list. In its report, the GAO stated that the Postal Service's basic business model, in which rising mail volume is intended to cover rising costs and lessen rate increases, is increasingly problematic as mail volume declines. The report goes on to say that the current framework of legal requirements and practical constraints hinders the Postal Service's ability to guarantee its own financial viability.

The GAO called on the Postal Service to develop a comprehensive Transformation Plan, in conjunction with Congress and other stakeholders, that would identify actions needed to address its financial, operational, and human capital challenges. The Postal Service submitted just such a plan on April 4, 2002.

Financial Situation

The Postal Service lost \$1.68 billion in fiscal year 2001 and could lose that much again in 2002. We lack income to fund increased expenses for safety, maintenance, expansion, and modernization. Our ability to fund present and future debts is also at risk, and our statutory debt limit of \$15 billion could soon be reached.

Near-Term Solutions

We will focus on financial, operational, and human capital challenges that can be done quickly, through changes in our own way of doing things. Such actions would require little or no regulatory changes. Examples would include reducing operating costs, moving repetitive administrative work to shared services, working with the Postal Rate Commission (PRC) to enhance pricing flexibility, and refining our retail network. We plan to cut \$5 billion in costs (on an annualized basis) over the next 5 years.

Long-Term Solutions

In the Transformation Plan, we recommend changing our business model. The new model is called a Commercial Government Enterprise (CGE) and would require legislative changes from Congress. A CGE is owned by the government but structured and operated in a much more businesslike manner with attributes appropriate to the unique role the Postal Service plays in the nation. The CGE model offers the potential for greater flexibility in pricing, operations, and human resources while still maintaining our universal service obligation and public service commitment.

Commitment to Follow-Through

Congress will hold hearings on the Transformation Plan this spring. Several members of Congress have already expressed their desire to see the Postal Service operate under a new business model. The importance of the mail to our nation's economy was never more evident than during the events after September 11. Congress, the mailing industry, and our own leadership all agree that the time to act is now. We have never had a better opportunity to realize postal reform. This Transformation Plan will begin that process.

Facts*Postal Service Vital Statistics*

- H The Postal Service is the second largest civilian employer in the United States (Wal-Mart is first) with more than 750,000 employees.
- H In 2001, the Postal Service delivered 207 billion pieces of letter mail, periodicals, advertising mail, and packages to 138 million addresses 6 days a week.
- H The Postal Service delivers 46 percent of the world's mail volume.
- H In 1 week, the Postal Service delivers the same volume as United Parcel Service delivers in 1 year. In 2 days the Postal Service delivers the equivalent of Federal Express' annual volume.

Plan Background

Current Postal Service System:

The 1970 Postal Reorganization Act (PRA) changed the Post Office Department to the current Postal Service. For the past 30 years, that legislation has served the nation well. It has allowed the Postal Service to maintain universal mail service, improve service quality, and keep rate increases level with inflation. All while delivering 207 billion pieces of letter mail, periodicals, advertising mail, and packages to 138 million addresses per year.

Changing Environment:

However, sweeping changes in technology and business practices have caused a vastly different commercial environment from 1970. Growth in mail volume has declined every year since 1997. In fact, total volume of mail *decreased* in 2001. And the Postal Service saw its largest mail volume decline in the first half of fiscal year 2002 since the Great Depression.

Next Steps for the Future:

In April 2001, the GAO placed the Postal Service's transformation efforts on its high-risk list to focus attention on challenges facing the organization. In June 2001, Congress asked the postmaster general to prepare a plan that would address the structural reform of the organization. The Postal Service published the *Outline for Discussion: Concepts for Postal Transformation* on September 30, 2001, which established the framework for a comprehensive discussion among Postal Service stakeholders.

Transformation Goals

Near-term regulatory and legislative reforms will help to stabilize the Postal Service's financial base until more permanent legislative solutions are developed.

Long-term solutions include changing business models and becoming a CGE. The CGE model will give the Postal Service the flexibility to survive in the modern marketplace and fulfill its mission of universal service.

Financial Situation

The Postal Service lacks income to meet increased expenses for safety, maintenance, expansion, and modernization as well as to fund its present and future debts. The statutory debt limit of \$15 billion will soon be reached without extensive changes. To focus on these financial challenges, the Postal Service will feature both near- and long-term changes.

Near term:

- Some near-term changes outlined in the plan include
- H Reducing Post Office costs by consolidating and outsourcing administrative work and introducing new techniques.
- H Enhancing pricing flexibility by working with the PRC to create predictable price changes.
- H Lifting the moratorium on Post Office closings.

Some other changes include

- H New postal laws for pricing flexibility and funding.
- H A new regulatory model that replaces the 1970 model and redefines the nature of the Postal Service for the next 20 to 30 years.

To read the full Transformation Plan, go to www.usps.com.

The Economic Impact of the Postal Service on the Nation

Category	Economic Impact
Employees	883,645*
Wages	\$35,838,293,258*
Federal Taxes	\$4,784,160,048*
State Taxes	\$1,179,748,882*
Facilities	44,571**
Owned	10,791**
Leased	33,780**
Annual USPS Lease Payments	\$984,765,303**
Supply and Services	
2001 Contracts Awarded	9,446***
Value (2001 Contracts)	\$2,113,972,908***
Ongoing Contracts	25,360
Value (Ongoing Contracts)	\$15,729,802,130
Highway Contractor Route Segments	
Number of Segments	17,534***
Cumulative Annual Rate	\$2,127,985,250***
IMPAC (Visa) Card Charges	
FY 2001 Cumulative Expenditures	\$313,825,739***

* Dec 2001 Calendar Figures: Include all career and noncareer employees.
 ** As of 01/2002.
 *** 2001 Fiscal Year Figures: Sept 00–Sept 01.

More Facts and Perspectives

- H The volume of mail received per person has risen nearly 80 percent since the Postal Service was created in 1970. In 1971, the Postal Service delivered 87 billion pieces of mail and in 2001 delivered 207 billion pieces of mail.
- H The hub of a \$900 billion mailing industry, the Postal Service faces fierce and growing competition in almost every category of mail.
- H Each day the Postal Service delivers nearly 700 million pieces of mail to 138 million business and residential addresses, including 19 million Post Office boxes.
- H Each day the Postal Service serves 7 million customers at 38,000 postal retail outlets across the country and collects mail from more than 344,000 street mail-collection boxes.
- H Each mail carrier delivers an average of 2,300 pieces of mail per day on routes that average over 500 addresses.
- H The Postal Service carries 46 percent of the world's card and letter mail volume — more mail than any other country in the world.
- H Every year the Postal Service adds nearly 1.7 million new homes and businesses to its delivery network and processes more than 44 million change-of-address forms.

- H The Postal Service is the second largest civilian employer in the nation (second only to Wal-Mart), employing more than 750,000 workers.
- H With annual revenues exceeding \$66 billion, the Postal Service would rank 11th in the Fortune 500 if it were a private company.
- H The Postal Service helped develop and subsidize every new mode of transportation in this country for the last 2 centuries and now operates a transport and delivery fleet of 215,000 vehicles, covering 1.1 billion miles per year.

Postmaster Publicity Tips

Postmaster General Jack Potter delivered the Transformation Plan to Congress on April 4. The next day he unveiled the plan at the National Press Club. Here are some tips to publicize the Transformation Plan locally:

- H Contact key media representatives and discuss the Postal Service's impact on the local market. Explain why transformation is necessary to preserve universal mail service. Work with local Public Affairs and Communications personnel. See contact list on page 26.
- H Submit follow-up letters to the editor to newspapers that run unfavorable stories. Work with local Public Affairs and Communications personnel.
- H Schedule meetings with local rotary clubs, civic groups, etc. to discuss the Transformation Plan.
- H Identify speaking opportunities where the Postal Service's transformation message can be presented to local markets. Use speech on page 18.

As we move along with our Transformation Plan communications rollout, we have identified two additional platforms that each postmaster can use to keep the message alive. They are the first day of issue for our *Heroes of 2001* semipostal stamp and the kick-off of the 2002 Tour de France.

The *Heroes of 2001* semipostal stamp will go on sale sometime later this spring. The issuance of this stamp will be a highly visible event in Post Offices across the country. We will publish a publicity kit in the *Postal Bulletin* several weeks prior to the stamp's going on sale to help you plan and execute meaningful events. Although the main message will be our salute to heroes, the events will afford you an opportunity to talk about transformation with civic and legislative leaders who will be in attendance.

In June, each district will once again be asked to host a USPS Pro Cycling Team flag-raising ceremony to draw attention to Lance Armstrong's attempt to win his fourth straight Tour de France. We will send event-planning packages to each district in May. The package will include publicity ideas, a flag autographed by the entire team, 200 USPS Pro Cycling Team lapel pins, and an official team jersey. The jersey will be presented to an important customer or civic leader as you declare them an "honorary" member of the USPS Pro Cycling Team. The flag-raising event will serve as a platform for talking about our Transformation Plan.

SPEECH TO LOCAL ORGANIZATION

Remarks by [POSTMASTER NAME] [LOCATION]
[DATE], 2002

Thank you, [NAME], for that kind introduction.

And thank you for inviting me to speak with you today. It is always a pleasure to talk with friends and neighbors about something I have committed so much time to — the U.S. Postal Service.

Specifically, what I'd like to talk to you about is the transformation of our Postal Service, from the top to the bottom. We have a proud 225-year tradition of serving America, at America's front door — no matter where that front door may be. We want to keep delivering in that tradition.

But these are not traditional times. Let's face facts. The 32-year-old law that created today's Postal Service no longer gives us the ability to effectively adapt to today's rapidly evolving, hi-tech marketplace.

That is what the Transformation Plan we presented to Congress on April 4 is all about. It's a blueprint for modernizing every aspect of the way we do business.

It will help us secure the future of universal mail service at affordable rates and give us the tools to protect regular mail and ensure a sound national system for years to come.

If we don't accomplish transformation now, the universal mail service our nation depends on *will be in jeopardy*. If we fail to transform ourselves, if we are unable to make the changes needed to compete successfully, the only Post Offices our children's children will know will be the ones they'll see in museums.

(PAUSE)

The fact is, the Postal Service of 2002 — and hard-copy mail in general — is still relevant, even in this technological age. We have worked very hard to make sure that this remains the case. Thanks to the dedication of neighborhood Postal Service employees here and across the nation, we remain a vital link among individuals, families, and friends, and we remain a key driver of American commerce.

Of course, we face some obstacles — big ones. Right now, for instance, we're locked into an inflexible pricing system that doesn't allow us to do things like negotiate prices with major mailers or control our own wages. Too often, those decisions are left to a third party to decide. That is no way to run a business — and as a business is how we want to be seen.

But the way the rules are set up now, we don't have the flexibility to grow our business or find new sources of revenue. Every time we try to add, improve, or redesign products and services, some special interest group somewhere jumps out to stop us. Think about trying to run your own business under those circumstances! In the end, the public is not served, our local Post Offices can't adapt, and our customers suffer as a result.

Some of these things we can fix. But, we can't do it alone. We need the help of Congress and policymakers. They need to agree on the right business model for the Postal Service, or else a national asset will fail.

Who will be hurt? Every single person in this great nation. Americans stand to lose a basic government service: universal mail delivery. That's what our 300,000 letter carriers provide to almost 140 million addresses, 6 days a week. This service is the envy of every other postal organization in the world — because it is the best service in the world.

Just as important, the loss of universal mail delivery would hurt the economy. Nine million people in America work in the mailing industry — that's a \$900 billion industry — many of them right here in [CITY] would be affected as well.

We can't let that happen. We must transform ourselves to meet the challenges of the 21st century marketplace.

That is why the postmaster general is recommending that the U.S. Postal Service become a Commercial Government Enterprise. This change would allow the Postal Service to run more like a business, while protecting our core mission of delivering the mail to every address in every community in America. But it is also a model that is very different from what we have today.

For example, instead of breaking even, our financial goal would be to generate "reasonable returns." Earnings would pay for new buildings, equipment, and capital projects instead of our having to resort to running up our debt. Retained earnings — a rainy day account, essentially — would carry us through tough economic times, so we wouldn't have to raise the price of stamps all the time.

We'd also be able to use our vast retail and delivery assets to generate new revenue. Think about it — we have more than 30,000 retail offices and a national door-to-door delivery network. If we could offer that sort of local access to private companies as a joint profit-making venture, it would be a win-win situation for everyone — local postal outlets would be able to generate additional revenue and customers, and our private sector partners would have a stronger presence in the community.

And, we could introduce flexible pricing. Prices for postal products would still be subject to regulatory review. But we would have the flexibility to adjust prices based on demand — like businesses do every day.

Next, as a labor intensive organization, with 75 percent of our operating expenses going to labor, it is important that we find ways to manage this part of our budget. Well, this business model would allow us to find more progressive ways to make collective bargaining work for all parties. Let's face it, our current system is expensive and time-consuming — neither side wins.

Finally and most importantly, this model would give us the flexibility to increase access and convenience to our customers — our whole reason for being. We would be able to add more locations with longer hours, invest in new facilities and services, and enter into alliances and ventures with related private sector companies, and we'll make sure these are the right alliances, done the right way.

But we would be run like a business, so if necessary, management would have the flexibility to close nonperforming retail outlets, while we look at better ways to make our services accessible to everyone in America.

Essentially, this “commercialized Postal Service” would give us the management tools that are available to private corporations to improve service to our customers, manage costs more efficiently, and leverage our assets to generate new revenue opportunities.

To that point, the postmaster general has said that he is willing to tackle the difficult issues head-on, by lifting self-imposed restraints and setting the stage for making this transformation a success.

We have already started this process. First, the postmaster general announced in early April that we are lifting the moratorium that management put in place 4 years ago on closing small Post Offices.

Does that mean there will be wholesale closings? No. It does mean we will restart the process to close those Post Offices that have been “suspended” or effectively closed — in some cases for 10 years or more. In most of those places we have already provided alternative services that have actually improved customer access to postal products.

Let me reassure you, we remain committed to increasing customer access for underserved cities and towns across the country. After all, improved access is what our customers want, and it is what they deserve.

(PAUSE)

There are a number of things we are doing right now to start the transformation process.

For example, we are taking a long, hard look at our processing network. With our automated environment and changes in our mail mix, we no longer need some of the 400 processing centers we have nationwide. We can save money through consolidation and we can strengthen the network — and, more importantly, we can improve service.

We also intend to get even more aggressive in taking advantage of our size and buying ability to lower our costs for office supplies, equipment, and fuel.

We must find a way to reduce the \$300 million a year we spend on labor–management disagreements. By reducing workplace disputes and finding better ways to resolve them, we can focus better on serving our customers more efficiently.

Industry leaders around the country have already told us that they recognize our need to transform ourselves and have pledged to continue to work closely with us. We want to build on this good will.

And, as you may have heard, the postmaster general has already committed to maintain the new postage rates approved by the Board of Governors until at least calendar year 2004. Remember, we hadn’t planned on these increases. The last year was a particularly difficult one for us — and all Americans. We were not immune to the economic changes that hit every American industry, and we experienced the additional double-hit of September 11th and the anthrax attacks on top of an already weak economy. The result: We needed additional revenue, and we needed it quickly, to keep our systems up and running.

Even before the attacks, we had already tightened our fiscal belt. We are completing 3 straight years of productivity gains, despite a softening of our revenue base.

Internally, we have been sharing best practices and deploying uniform standards throughout the country. And we will continue to invest in equipment to improve productivity.

Over the past 2 years, our productivity efforts have saved \$2.5 billion, and we have ambitious plans to save an additional \$5 billion between now and 2006. Has it ever been done? No! Does it have to be done? Yes.

We pledge to do our part. We pledge to continue our strong performance focus. We pledge to make those sensible changes that are possible within the framework of existing legislation, and we pledge to work with the Administration and Congress to bring about legislative reform to achieve this transformation.

And most of all, we pledge to continue working closely with you, with our employees at every level, and with the entire nation to ensure that our transformation best meets your needs, and the needs of the American people.

We are part of an industry that contributes \$900 billion dollars to our economy each year. It's an industry that employs 9 million people. And, it's an industry that represents 9 percent of our gross domestic product.

It's an industry that works hard to build prosperity — community by community. It's an industry whose backbone is the thousands and thousands of local mailers in cities and towns all across America.

Ultimately, it's an industry that understands that its success is also based on the ability of the Postal Service to take each of 38,000 individual, community-based Post Offices — and knit them into a seamless network — and a real business, with the ability to reach everyone, everywhere, virtually every day — and to do it affordably.

We understand the value of universal service and — now more than ever — the special trust the American people place in the sanctity of the mail. This plan for transformation is a key step in moving past our limitations, to secure the future of universal mail service for our children and their children.

Working together, we can continue to connect our people, our neighborhoods — indeed the whole nation as no one else can — just as we have for more than 225 years. I look forward to working with each and every one of you to achieve this goal.

Thank you.

- end -



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

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

Postal Service Transformation Plan Will Protect Universal Service: [POST OFFICE NAME] Residents to Benefit From New Plan

[CITY, STATE] — Faced with decreasing mail volume and a sluggish economy, the Postal Service announced details of a forward-looking Transformation Plan, proposing a new business model that would protect the fundamental right of every American to affordable, universal mail service.

“In the short term, it will give us the flexibility to keep costs down and to better serve customers in the [NAME] Post Office,” said [POSTMASTER’S NAME]. In the long term, we are working to secure a new business model to continue fulfilling our mandate to bind the nation together.”

The new model, called a Commercial Government Enterprise (CGE), would create a government-owned entity, but one that enjoys some of the operational and financial flexibility found in the private sector. As a CGE, the Postal Service would set rates more predictably, be able to use earnings to strengthen the nation’s mail system, work under private sector labor laws, and, depending on future legislation, could even pay taxes or dividends to the government.

The CGE model would be a structural transformation requiring legislative acts of Congress. The proposed legislative changes would be the most extensive since the Postal Reorganization Act of 1970, which enabled the Postal Service to function effectively until the end of the 20th Century.

The plan also outlined short-term, cost-cutting measures. The Postal Service has already cut 30,000 jobs nationwide and reduced costs by \$2.5 billion over the past 2 years. Over the next 5 years, costs will be cut by \$5 billion more nationwide through job attrition, outsourcing, plant consolidation, lifting the moratorium on Post Office closings, and other measures. In addition, the Postal Service will focus on developing new “intelligent” mail products to attract new business and better serve existing customers.

LOCAL OP-ED TO BE RELEASED UNDER POSTMASTER'S SIGNATURE**Transforming the Postal Service**

The Postal Service recently delivered its Transformation Plan to Congress. The plan is a blueprint for the future of the Postal Service in the face of a changing mail industry, technological advances in communications, and the current recession. Since its founding more than 225 years ago, the Postal Service has been committed to providing every American with the fundamental right to have mail service at affordable rates. The Transformation Plan protects that right in the 21st century.

The plan offers solutions to the current financial problems the Postal Service now faces and in the long-term calls for a new business model to replace our 30-year-old operating structure. A new business model will require legislative changes, essentially rewriting the 1970 Postal Reorganization Act that formed the current Postal Service.

The Postal Service gets most of its revenue from First-Class Mail[®] – the kind of mail used to pay bills, and send greeting cards and letters. Any decline in this type of mail has huge consequences, since two-thirds of our costs are covered by the revenue it brings in. For the first time since the Great Depression, mail volume is down. Add to that equation the **[NUMBER]** new addresses created every year in the **[POST OFFICE NAME]** Post Office and you can see the crisis we face. Trends like that threaten our ability to deliver the mail.

But we have solutions. For the long term, the Postal Service will ask Congress to adopt a new business model, called a Commercial Government Enterprise (CGE). Changing to a CGE would be a big step toward placing the Postal Service on a more business-like footing. We would be expected to provide traditional and nontraditional products and services and implement market-based pricing. Universal mail delivery would be maintained by giving the Postal Service the flexibility and modern management tools to survive in a new economy.

The Postal Service delivers 46% of the world's mail. No postal system does what the U.S. Postal Service does today. But what organization can keep the same business model for 30 years and hope to survive?

No business could. Any organization must be able to change in order to survive. No one 30 years ago could have predicted the rise of the Internet, electronic bill payment, and competition from global mail providers. To meet these challenges, the Postal Service needs a new regulatory framework. The Transformation Plan will provide that.

As postmaster for **[POST OFFICE NAME]**, I'm excited to be a part of this Transformation Plan. Delivering the mail is a public trust, and the Postal Service is committed to guaranteeing mail delivery well into the future. This plan is the first step in that process and sparks a public policy dialogue with the American people.

#

LETTER TO LOCAL BUSINESS LEADERS**[INSERT DATE]****[INSERT NAME]****[INSERT TITLE]****[INSERT STREET ADDRESS]****[INSERT CITY, STATE, ZIP+4]**Dear **[INSERT TITLE AND NAME]:**

For more than 225 years, the U.S. Postal Service has served every person and every community in this nation. The simple fact is that affordable, accessible mail service is a fundamental right for every American.

Today, however, the Postal Service's ability to deliver on its historic mission of "binding the nation together," is being challenged as never before. We are operating within a dramatically changing communications marketplace, but we are limited by a 32-year-old legislative charter that could not anticipate the nature and pace of these changes.

To successfully continue providing universal service to everyone — no matter who, no matter where — the Postal Service must undergo transformation. To help us do that, we have just completed and provided Congress with a Transformation Plan. This historic document is a blueprint for the future of America's mail service. This is an important subject and one I would like to discuss with you and the members of your organization.

The Postal Service delivers money, messages, and merchandise to 138 million homes and businesses 6 days a week. In providing its services, the Postal Service also serves as a cornerstone of a \$900 billion mailing industry that employs 9 million people and represents 9 percent of the gross domestic product.

Locally, the **[NUMBER]** employees of the **[POST OFFICE NAME]** Post Office collected, transported, processed, and delivered **[NUMBER]** pieces of mail to **[NUMBER]** local addresses last year. The local economy benefited by the **[TOTAL AMOUNT]** in postal employee salaries and benefits.

I look forward to hearing from you so I can share more information about what the Postal Service is doing to preserve the right of affordable, universal mail service for every American. Thank you for your consideration.

Sincerely,

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

Postmaster

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

Stand-Up Talk — The Transformation Plan

Part I

On April 4, 2002, Postmaster General Jack Potter presented Congress a Transformation Plan for the Postal Service. The plan is a blueprint for the future of the Postal Service.

How did this plan come about?

The General Accounting Office (GAO) — the investigative arm of Congress — placed the Postal Service on its list of high-risk government agencies in September 2001.

The GAO requested that the Postal Service, in conjunction with Congress and other stakeholders, present a Transformation Plan that would address the issues raised by the report. These included human capital challenges, financial challenges, and limitations on our ability to transform the organization by ourselves.

The plan was originally due by the end of last year, but the Postal Service was granted an extension due to the September 11 attacks and the anthrax crisis.

What did the GAO report say about the Postal Service?

The report said that the Postal Service could be in danger financially unless something was done.

What kind of financial shape is the Postal Service in?

Last fiscal year, the Postal Service lost \$1.7 billion. And that's with two rate increases!

The combination of declining mail volume, terrorist attacks, and the recession have all contributed to loss of revenue this year.

Rate increases will help in the short term, but that is not a strategy for long-term success. Our future security depends on transforming. That's why this plan is so important.

What other challenges does the Postal Service face now?

First-Class Mail[®], our most profitable product, is a mature product. Volume is expected to decline significantly in the next 5 to 10 years, as electronic alternatives such as e-mail and Internet banking become more popular.

Our delivery infrastructure increases by 1.7 million addresses a year. That's like adding the city of Chicago to our delivery network every year. The costs of necessary network expansion are not being offset by a corresponding increase in revenue.

Competition is increasing. Many foreign Post Offices have been privatized and now compete on a global level right here in the United States. And our domestic competitors continue to expand and grow their businesses.

Part II

How will the Transformation Plan help the Postal Service?

You've heard the bad news, so let me tell you the good news. We have solutions to these challenges.

And we have the backing of the American people. You've all experienced it after the anthrax attacks. People coming up to you on your routes or in your neighborhood, telling you how much they appreciate the job you do.

You know the numbers: 207 billion pieces a year go through this system — 680 million pieces a day. No postal system in the world does what the U.S. Postal Service can do.

This Transformation Plan will let us do our job even better. And it will protect universal service.

We will also be able to set more predictable rates and even offer creative discount pricing to help drive mail volume growth. We can't do that now.

It's absolutely amazing the things postal employees do every day, even with all the restrictions that are put on us.

This plan will make us more efficient and allow us to do what we do best — deliver the mail to everyone, everywhere, at affordable prices.

Affordable, accessible mail service is a fundamental right of all Americans. We want to protect that right — as we have for the last 225 years.

Will there be employee layoffs?

I know what you're thinking. When they say "more efficient," and talk about closing Post Offices and consolidating plants, they mean cutting jobs. That's not what this plan is about.

It's true that if we continue down the same path that we're on today, especially with the declining growth of mail volume, there could be layoffs. But, one of the greatest concerns we have at the Postal Service is losing employees to retirement — and to other government agencies. And we're committed to recruiting and retaining the best people.

We're working to build a performance-based culture — one that rewards you for your accomplishments.

This plan is about giving people the tools to do their job better.

*Part III***Why does the Postal Service need Congress' help to do any of these things?**

There are some things we can do on our own, right now. But if we really want to change, the law must also change to give us the tools we need to succeed in a new business environment.

The basic legislation that governs the Postal Service was enacted in 1970. A lot has changed in 32 years.

We have the Internet, electronic banking, e-mail, and who knows what else coming down the road. Each of those threatens our mail volume and our revenue.

We need a business model that will let us succeed today and build a stronger future.

The good news is that many members of Congress understand our financial condition and the challenges we are facing. And they know how important the mail is to this nation.

What can employees do to help the Postal Service transform itself?

The best thing you can do to help is continue providing the best service possible to our customers.

Continue to sell Postal Service products and services.

Share information with your family, friends, neighbors, and communities about why we need to change.

Discuss transformation with your coworkers, and learn all you can about it.

If you want more information, read the Transformation Plan. It's on the intranet at <http://blue.usps.gov> and on the web at www.usps.com.

Area Public Affairs and Communications Managers

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

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

Diane Todd
Manager, Public Affairs and Communications
NY Metro Area/U.S. Postal Service
421 Eighth Ave., Rm. 5114
New York, NY 10199-9681
212-330-3118

Debra Hawkins
Manager, Public Affairs and Communications
Northeast Area/U.S. Postal Service
6 Griffin Rd N
Windsor, CT 06006-9876
860-285-7265

Earl C. Artis, Jr.
Manager, Public Affairs and Communications
Southeast Area/U.S. Postal Service
225 North Humphrey Blvd
Memphis, TN 38166-0832
901-747-7544

Jim Mruk
Manager, Public Affairs and Communications
Great Lakes Area/U.S. Postal Service
244 Knollwood Dr, 4th Floor
Bloomington, IL 60117-2208
630-539-6565

Dan De Miglio
Manager, Public Affairs and Communications
Pacific Area/U.S. Postal Service
390 Main Street, Ste 200
San Francisco, CA 94105-8000
415-536-6490

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

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

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

Government Relations Managers and Representatives

State	Abbr.	Manager	Telephone	Representative	Telephone
Alabama	AL	Thomas Sharkey	202-268-3746	Laurie Solnik	202-268-3743
Alaska	AK	Mary Ann Simpson	202-268-3741	Jennifer Alvarez	202-268-7839
American Samoa	AS	Mary Ann Simpson	202-268-3741	Jennifer Alvarez	202-268-7839
Arizona	AZ	Cathy Pagano	202-268-3427	Renee Gadson	202-268-7217
Arkansas	AR	Cathy Pagano	202-268-3427	Faith Beamon	202-268-3754
California	CA	Mary Ann Simpson	202-268-3741	Bill Weagley	202-268-3745
Connecticut	CT	Ken Currier	202-268-3616	Jo Waterman	202-268-6748
Colorado	CO	Cathy Pagano	202-268-3427	Renee Gadson	202-268-7217
Delaware	DE	Ken Currier	202-268-3616	Jo Waterman	202-268-6748
District of Columbia	DC	Mitch King	202-268-3740	Rebecca Sumner	202-268-3755
Florida	FL	Thomas Sharkey	202-268-3746	Laurie Solnik	202-268-3743
Georgia	GA	Thomas Sharkey	202-268-3746	Jim Quirk	202-268-8468
Guam	GU	Mary Ann Simpson	202-268-3741	Jennifer Alvarez	202-268-7839
Hawaii	HI	Mary Ann Simpson	202-268-3741	Jennifer Alvarez	202-268-7839
Idaho	ID	Mary Ann Simpson	202-268-3741	Jennifer Alvarez	202-268-7839
Illinois	IL	Kim Weaver	202-268-3429	Cynthia Puryear	202-268-3750
Indiana	IN	Mitch King	202-268-3740	Rebecca Sumner	202-268-3755
Iowa	IA	Kim Weaver	202-268-3429	Sheila Meyers	202-268-7505
Kansas	KS	Cathy Pagano	202-268-3427	Renee Gadson	202-268-7217
Kentucky	KY	Mitch King	202-268-3740	Pat Irons	202-268-3744
Louisiana	LA	Cathy Pagano	202-268-3427	Faith Beamon	202-268-3754
Maine	ME	Ken Currier	202-268-3616	Kathy Sitterle	202-268-6027
Maryland	MD	Mitch King	202-268-3740	Rebecca Sumner	202-268-3755
Massachusetts	MA	Ken Currier	202-268-3616	Jo Waterman	202-268-6748
Michigan	MI	Kim Weaver	202-268-3429	Cynthia Puryear	202-268-3750
Minnesota	MN	Kim Weaver	202-268-3429	Sheila Meyers	202-268-7505
Mississippi	MS	Thomas Sharkey	202-268-3746	Laurie Solnik	202-268-3743
Missouri	MO	Kim Weaver	202-268-3429	Sheila Meyers	202-268-7505
Montana	MT	Mary Ann Simpson	202-268-3741	Jennifer Alvarez	202-268-7839
Nebraska	NE	Kim Weaver	202-268-3429	Sheila Meyers	202-268-7505
Nevada	NV	Mary Ann Simpson	202-268-3741	Jennifer Alvarez	202-268-7839
New Hampshire	NH	Ken Currier	202-268-3616	Jo Waterman	202-268-6748
New Jersey	NJ	Ken Currier	202-268-3616	Jo Waterman	202-268-6748
New Mexico	NM	Cathy Pagano	202-268-3427	Renee Gadson	202-268-7217
New York	NY	Ken Currier	202-268-3616	Kathy Sitterle	202-268-6027
North Carolina	NC	Thomas Sharkey	202-268-3746	Jim Quirk	202-268-8468
North Dakota	ND	Kim Weaver	202-268-3429	Sheila Meyers	202-268-7505
Ohio	OH	Mitch King	202-268-3740	Pat Irons	202-268-3744
Oklahoma	OK	Cathy Pagano	202-268-3427	Faith Beamon	202-268-3754
Oregon	OR	Mary Ann Simpson	202-268-3741	Jennifer Alvarez	202-268-7839
Pennsylvania	PA	Mitch King	202-268-3740	Rebecca Sumner	202-268-3755
Puerto Rico	PR	Ken Currier	202-268-3616	Kathy Sitterle	202-268-6027
Rhode Island	RI	Ken Currier	202-268-3616	Jo Waterman	202-268-6748
South Carolina	SC	Thomas Sharkey	202-268-3746	Jim Quirk	202-268-8468
South Dakota	SD	Kim Weaver	202-268-3429	Sheila Meyers	202-268-7505
Tennessee	TN	Thomas Sharkey	202-268-3746	Jim Quirk	202-268-8468
Texas	TX	Cathy Pagano	202-268-3427	Faith Beamon	202-268-3754
Utah	UT	Cathy Pagano	202-268-3427	Renee Gadson	202-268-7217
Vermont	VT	Ken Currier	202-268-3616	Kathy Sitterle	202-268-6027
Virgin Islands	VI	Ken Currier	202-268-3616	Kathy Sitterle	202-268-6027
Virginia	VA	Mitch King	202-268-3740	Pat Irons	202-268-3744
Washington	WA	Mary Ann Simpson	202-268-3741	Jennifer Alvarez	202-268-7839
West Virginia	WV	Mitch King	202-268-3740	Pat Irons	202-268-3744
Wisconsin	WI	Kim Weaver	202-268-3429	Cynthia Puryear	202-268-3750
Wyoming	WY	Cathy Pagano	202-268-3427	Renee Gadson	202-268-7217

Administrative Services

ORDERING INSTRUCTIONS

POW-MIA Flags



We're about to begin the annual cycle of displaying the POW-MIA flag at Postal Service facilities on 6 specific days. The flag and its display at our facilities honor the sacrifices made by members of the armed forces held as prisoners of war or missing in action. Use the information below to order POW-MIA.

Ordering Instructions

In compliance with the law requiring the display of POW-MIA flags, the Material Distribution Center offers the following sizes of flags, which it orders from the General Services Administration.

Order a POW-MIA flag based on the size of your United States flag.

If using this size U.S. flag...	Order this size POW-MIA flag...	Use this POW-MIA flag NSN...
U.S.: 5' x 9' 6" or larger	POW-MIA: 4' x 6'	8345-01-452-6283
U.S.: 3' 6" x 6' 7-3/4"	POW-MIA: 3' x 5'	8345-01-452-8114
U.S.: 2' 4-7/16" x 4' 6"	POW-MIA: 2' x 3'	8345-01-452-8111

You can order the POW-MIA flag by one of the following means:

H Touch Tone Order Entry: Call 800-332-0317, option 1, then option 2.

H cc:Mail: Send an F3Fill-completed PS Form 7380, *MDC Supply Requisition*, to MDC Customer Service at TOKS001L.

H Mail: Mail a completed PS Form 7380 to the MDC at the following address:

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

Special Ordering Instructions for Other Sizes and Headings

If you need a different size flag (e.g., 5' x 8') or heading type (distance line with ring and snap-hook), call:

GSA FORT WORTH ORDER DESK
817-978-2051
FAX: 817-978-2605

Or mail your order to:

GSA/FSS/7FXMR
819 TAYLOR ST
FORT WORTH TX 76102

— *Materials,
Purchasing and Materials, 4-18-02*

REMINDER

Display U.S. Flags at Half-Staff on May 15, Peace Officers Memorial Day

As stated in *Administrative Support Manual*, Issue 13, section 472.23, Postal Service facilities must display the flag at half-staff on May 15 of each year, Peace Officers Memorial Day.

In 1994, former President Clinton signed into law Public Law 103-322, requiring all government agencies, police organizations, businesses, and private citizens to lower the American flag to half-staff on May 15 as a special tribute to the more than 15,000 law enforcement officers who have

died in the line of duty. A memorial to these men and women, the National Law Enforcement Officers Memorial, was dedicated in 1991 by former President George Bush.

The names of seven employees of the Postal Inspection Service are inscribed on the memorial's marble walls.

— *Office of Investigations,
Postal Inspection Service, 4-18-02*

Child Alert Program

April 2002

Have You Seen Any of These Missing Children?

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



Erika Limon
 Born: 3-25-83
 Date Missing: 7-22-99
 Missing From: Long Beach, CA



Sylvia Maldonado
 Born: 6-22-87
 Date Missing: 5-30-92
 Missing From: Evanston, IL



Jonathan Mora
 Born: 12-14-95
 Date Missing: 10-1-98
 Missing From: Santa Fe, TX



Ariel Ghee
 Born: 1-28-91
 Date Missing: 1-8-01
 Missing From: Baltimore, MD



Daniela Salgado
 Born: 11-21-93
 Date Missing: 12-22-00
 Missing From: Far Rockaway, NY



Olivia Salisbury
 Born: 1-19-96
 Date Missing: 1-3-02
 Missing From: Sarasota, FL

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

Missing Children Poster Display Instructions

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

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

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

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

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

April 2002

Have You Seen Any of These Missing Children?

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



Sofia Hernandez
Age progression to 6 years.
Born: 8-6-94
Date Missing: 7-17-97
Missing From: Seattle, WA



Zachary Ramsay
Age progression to 15 years.
Born: 12-18-85
Date Missing: 2-6-96
Missing From: Great Falls, MT



Jared Yetzer
Age progression to 13 years.
Born: 11-19-86
Date Missing: 8-11-97
Missing From: Kutztown, PA



Jolene Dechert
Age progression to 14 years.
Born: 10-30-87
Date Missing: 6-8-92
Missing From: Seattle, WA



Jessica Cannon
Born: 1-31-84
Date Missing: 3-10-00
Missing From: Holden, MA



Pearl Perez
Born: 1-22-86
Date Missing: 7-20-00
Missing From: North Highlands, CA

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

Missing Children Poster Display Instructions

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

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

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

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

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

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
Sally Beauty Supply	Standard/Letter	4/27-4/30	1.1	National	3/5 Car-Rt	Time sensitive
JC Penney Summer Sale Catalog	Standard/Postcard	4/29-5/01	10.3	National	Car-Rt	Harte-Hanks
Sportsman's Guide	Standard/Catalog	4/29-5/02	1.1	National	3/5 Digit, Car-Rt	Quebecor, Franklin, KY
JC Penney May Men's	Standard/Flat	5/01-5/03	5.0	National	Car-Rt	Harte-Hanks

— Business Service Network Integration, Service and Market Development, 4-18-02

Domestic Mail

DMM REVISION

Restricted Delivery and Collect on Delivery

Effective April 18, 2002, *Domestic Mail Manual* (DMM) S916.3.3 is revised to add new language for the completion of PS Form 3849, *Delivery Notice/Reminder/Receipt*.

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

Domestic Mail Manual (DMM)

	*	*	*	*	*
S	Special Services				
	*	*	*	*	*
S900	Special Postal Services				
S910	Security and Accountability				
	*	*	*	*	*
S916	Restricted Delivery				
	*	*	*	*	*

3.0 DELIVERY

* * * * *

3.3 Agent Authorization

[Revise the last two sentences of the paragraph to read as follows:]

***The addressee may enter the name of the person designated on the back of PS Form 3849 in the space provided at the top of the form and sign in box 2, "Sign Here," to authorize the agent. The agent must sign for receipt of the article in the normal manner on the back of the form in the "Delivery Section."

* * * * *

— Product Information Requirements, Product Development, 4-18-02

DMM REVISION

Name Change for Authorized Postage Meter (Postage Evidencing System) Provider

Effective April 18, 2002, *Domestic Mail Manual* (DMM) P030.1.3 is revised to change the name of one authorized postage meter (postage evidencing system) provider. The company previously known as "Ascom Hasler Mailing Systems, Inc.," will now be known as "Hasler, Inc." The address and telephone number have not changed, but there is a new Internet address.

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

Domestic Mail Manual (DMM)

* * * * *

P Postage and Payment Methods

P000 Basic Information

* * * * *

P030 Postage Meters and Meter Stamps

1.0 BASIC INFORMATION

* * * * *

1.3 Authorized Providers

[Revise the entry for Ascom Hasler to read as follows:]

* * * * *

HASLER INC
19 FOREST PKWY
SHELTON CT 06484-6140
800-243-6275
www.haslerinc.com

* * * * *

— *Postage Technology Management,
Product Development, 4-18-02*

DMM REVISION

Mixed Forms of Postage Evidencing

Effective May 2, 2002, *Domestic Mail Manual* (DMM) P030, Postage Meters and Meter Stamps, is revised to delete 8.3, Mixed Forms of Postage Evidencing.

By restricting the use of mixed forms of postage evidencing on letter-size, single-piece rate mailpieces, 8.3 was intended to prevent mail processing delays that might have been caused by using a combination of postage stamps, meter indicia using fluorescence, and meter indicia using a facing identification mark (FIM) on the same envelope. Since no such delays have been reported, the restriction is unnecessary and we are deleting section 8.3.

We meant for the restriction on mixed forms of indicia to apply only to users of PC Postager systems. However, retail associates sometimes interpreted it as prohibiting the addition of a postage validation imprinter (PVI) to an envelope that already had another form of postage on it. Retail associates may place a PVI on any mailpiece when necessary, regardless of the type of postage already on the mailpiece.

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

Domestic Mail Manual (DMM)

* * * * *

P Postage and Payment Methods

P000 Basic Information

* * * * *

P030 Postage Meters and Meter Stamps

* * * * *

8.0 INDICIA—GENERAL INFORMATION

* * * * *

[Delete 8.3. Renumber existing 8.4 as new 8.3.]

* * * * *

— *Postage Technology Management,
Product Development, 4-18-02*

Overseas Military Mail

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

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

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

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

Changes from 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-V	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-V	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-V- Z1
09187	Not Active	09245	B-B1-C-D-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09303	B-B1-E2-F-H1-R-R1-U2-V-Z1	09351	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09400	Not Active
09304	B-B1-E2-F-H1-R-R1-U2-V-Z1	09352	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09401	Not Active
09305	B-B1-E2-F-H1-R-R1-U2-V-Z1	09353	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09402	Not Active
09306	Not Active	09354	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09403	Not Active
09307	Not Active	09355	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09404	Not Active
09308	Not Active	09356	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09405	Not Active
09309	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09357	Not Active	09406	Not Active
09310	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09358	Not Active	09407	Not Active
09311	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09359	Not Active	09408	Not Active
09312	Not Active	09360	B-B1-V	09409	B-B1-C-C1-U-V
09313	Not Active	09361	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09410	Not Active
09314	B-B1-C-F-V	09362	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09411	Not Active
09315	Not Active	09363	Not Active	09412	Not Active
09316	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09364	Not Active	09413	Not Active
09317	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09365	Not Active	09414	Not Active
09318	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09366	Not Active	09415	Not Active
09319	Not Active	09367	Not Active	09416	Not Active
09320	Not Active	09368	Not Active	09417	Not Active
09321	Not Active	09369	Not Active	09418	Not Active
09322	Not Active	09370	Not Active	09419	Not Active
09323	Not Active	09371	Not Active	09420	Not Active
09324	Not Active	09372	Not Active	09421	B-B1-C-C1-U
09325	Not Active	09373	Not Active	09422	Not Active
09326	Not Active	09374	Not Active	09423	Not Active
09327	Not Active	09375	Not Active	09424	Not Active
09328	Not Active	09376	Not Active	09425	Not Active
09329	Not Active	09377	Not Active	09426	Not Active
09330	Not Active	09378	Not Active	09427	Not Active
09331	Not Active	09379	Not Active	09428	Not Active
09332	Not Active	09380	Not Active	09429	Not Active
09333	Not Active	09381	Not Active	09430	Not Active
09334	Not Active	09382	Not Active	09431	Not Active
09335	Not Active	09383	Not Active	09432	Not Active
09336	Not Active	09384	Not Active	09433	Not Active
09337	Not Active	09385	Not Active	09434	Not Active
09338	Not Active	09386	Not Active	09435	Not Active
09339	Not Active	09387	Not Active	09436	Not Active
09340	A-B-B1-C1-F-R-V	09388	Not Active	09437	Not Active
09341	Not Active	09389	Not Active	09438	Not Active
09342	Not Active	09390	Not Active	09439	Not Active
09343	Not Active	09391	Not Active	09440	Not Active
09344	Not Active	09392	Not Active	09441	Not Active
09345	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09393	Not Active	09442	Not Active
09346	Not Active	09394	Not Active	09443	Not Active
09347	Not Active	09395	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09444	Not Active
09348	Not Active	09396	A-B-B1-F-V	09445	Not Active
09349	Not Active	09397	Not Active	09446	Not Active
09350	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09398	Not Active	09447	B-B1-C-C1-U-V
		09399	Not Active	09448	Not Active
				09449	Not Active
				09450	Not Active
				09451	Not Active
				09452	Not Active
				09453	Not Active
				09454	B-B1-C-C1-U
				09455	Not Active
				09456	B-B1-C-C1-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09457	Not Active	09515	Not Active	09573	B-V
09458	Not Active	09516	Not Active	09574	B-V
09459	B-B1-C-C1-U	09517	B-V	09575	B-V
09460	Not Active	09518	Not Active	09576	B-V
09461	B-B1-C-C1-U	09519	Not Active	09577	B-V
09462	Not Active	09520	Not Active	09578	B-V
09463	B-B1-C-C1-U	09521	B-V	09579	B-V
09464	B-B1-C-C1-U	09522	Not Active	09580	Not Active
09465	Not Active	09523	Not Active	09581	B-V
09466	Not Active	09524	B-V	09582	B-V
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-V
09471	Not Active	09529	Not Active	09587	B-V
09472	Not Active	09530	Not Active	09588	B-V
09473	Not Active	09531	Not Active	09589	B-B1-V
09474	Not Active	09532	B-V	09590	B-V
09475	Not Active	09533	Not Active	09591	B-V
09476	Not Active	09534	B-V	09592	Not Active
09477	Not Active	09535	Not Active	09593	B-V
09478	Not Active	09536	Not Active	09594	B-V
09479	Not Active	09537	Not Active	09595	B-V
09480	Not Active	09538	Not Active	09596	B-V
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-V
09484	Not Active	09542	Not Active	09600	Not Active
09485	Not Active	09543	B-V	09601	B-B1-C-F-F1-U
09486	Not Active	09544	Not Active	09602	Not Active
09487	Not Active	09545	B-V	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-V	09607	Not Active
09492	Not Active	09550	B-V	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-V	09554	B-B1-V	09612	B-B1-C-F-U
09497	Not Active	09555	Not Active	09613	B-B1-C-F-U-V
09498	B-B1-C-C1-U	09556	B-V	09614	Not Active
09499	B-B1-C-C1-U	09557	B-V	09615	Not Active
09500	Not Active	09558	Not Active	09616	Not Active
09501	B-V	09559	Not Active	09617	B-B1-C-F-U
09502	B-V	09560	Not Active	09618	B-B1-C-F-U
09503	B-V	09561	Not Active	09619	B-B1-C-F-U
09504	B-V	09562	Not Active	09620	B-B1-C-F-U
09505	B-V	09563	Not Active	09621	B-B1-C-F-U
09506	B-V	09564	B-V	09622	B-B1-C-F-U
09507	B-V	09565	B-V	09623	B-B1-C-F-U
09508	B-V	09566	B-V	09624	B-B1-C-F-U
09509	B-V	09567	B-V	09625	B-B1-C-F-U
09510	B-V	09568	B-V	09626	B-B1-C-F-U
09511	B-N-V-Z	09569	B-V	09627	B-B1-C-F-U
09512	Not Active	09570	B-V	09628	B-B1-C-F-F1-U-V
09513	Not Active	09571	Not Active	09629	Not Active
09514	Not Active	09572	Not Active	09630	B-B1-C-F-U-V

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
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-V	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-V	09762	Not Active
09647	B-B1-N-U	09705	B-B1-U	09763	Not Active
09648	Not Active	09706	B-B1-C-U-V	09764	Not Active
09649	B-B1-U	09707	B-B1-C-N-U-V	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-V	09774	Not Active
09659	Not Active	09717	B-B1-M-W	09775	Not Active
09660	Not Active	09718	B-B1-F-I-N-U-V	09776	Not Active
09661	Not Active	09719	Not Active	09777	A-B-B1-C-E1-N
09662	Not Active	09720	B-B1-U-V	09778	Not Active
09663	Not Active	09721	B-B1-N-U-Z1	09779	A-B-B1-F-R-V
09664	Not Active	09722	B-B1-C-D-N-U-V	09780	A-B-B1-F-R-V
09665	Not Active	09723	B-B1-N-U-V-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-V
09673	Not Active	09731	Not Active	09789	A-B-B1-F-R-V
09674	Not Active	09732	B-B1-N-V-Z1	09790	A-B-B1-C1-F-R-V
09675	Not Active	09733	B-B1-I-V	09791	A-B-B1-C1-E1-F-M-R-V
09676	Not Active	09734	Not Active	09792	Not Active
09677	Not Active	09735	B-B1-N-V-Z1	09793	A-B-B1-F-R-V
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-V
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
09687	Not Active	09745	Not Active	09803	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09688	Not Active	09746	Not Active		

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

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09959	Not Active	34017	Not Active	34075	Not Active
09960	Not Active	34018	Not Active	34076	B-B1-F1-N-V-Z1
09961	Not Active	34019	Not Active	34077	Not Active
09962	Not Active	34020	B-B1-M-N-V-Z1	34078	B-B1-F1-N-V-Z1
09963	Not Active	34021	B-M-N-V-Z1	34079	B-B1-F1-N-V-Z1
09964	Not Active	34022	B-B1-D-F-M-N-V-Z1	34080	Not Active
09965	Not Active	34023	B-B1-M-N-V-Z1	34081	Not Active
09966	Not Active	34024	B-B1-M-N-V-Z1	34082	Not Active
09967	Not Active	34025	B-B1-F-N-U-V-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-V-Z1	34088	Not Active
09973	Not Active	34031	B-B1-M-N-V-Z1	34089	Not Active
09974	Not Active	34032	B-M-N-V-Z1	34090	B-V
09975	Not Active	34033	B-C-F-M-N-V-Z1	34091	B-V
09976	Not Active	34034	B-B1-M-N-V-Z1	34092	B-V
09977	Not Active	34035	B-B1-H-M-N-V-Z1	34093	B-V
09978	Not Active	34036	B-M-N-V-Z1	34094	Not Active
09979	Not Active	34037	B-B1-C-F-H-I-M-N-V-Z1	34095	B-V
09980	Not Active	34038	B-B1-M-N-V-Z1	34096	Not Active
09981	Not Active	34039	B-N-V-Z1	34097	Not Active
09982	Not Active	34040	B-V-Z1	34098	B-V
09983	Not Active	34041	B-B1-M-N-U-V-Z1	34099	B-V
09984	Not Active	34042	B-B1-D-F-M-N-V-Z1	96200	Not Active
09985	Not Active	34043	B-B1-D-F-M-N-V-Z1	96201	A-B
09986	Not Active	34044	Not Active	96202	A-B1-U-V
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-V
09992	Not Active	34050	B-V	96208	A-B-B1-U
09993	Not Active	34051	B-V-Z1	96209	Not Active
09994	Not Active	34052	Not Active	96210	Not Active
09995	Not Active	34053	B-V-Z1	96211	Not Active
09996	Not Active	34054	Not Active	96212	A-B-B1-U
09997	Not Active	34055	B-N-V-Z1	96213	A-B-B1-U-V
09998	Not Active	34056	Not Active	96214	A-B-B1-U
09999	Not Active	34057	Not Active	96215	A-B-B1-U-V
34000	Not Active	34058	B-B1-V-Z1	96216	Not Active
34001	Not Active	34059	Not Active	96217	A-B-B1-U-V
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-V
34004	Not Active	34062	Not Active	96220	A-B-B1-U-V
34005	Not Active	34063	Not Active	96221	A-B-B1-U-V
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-V-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

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96233	Not Active	96291	Not Active	96349	B-B1-F-F1-F2-M-W
96234	Not Active	96292	Not Active	96350	B-B1-F-F1-F2-M-W
96235	Not Active	96293	Not Active	96351	B-B1-F-F1-F2-M-W
96236	Not Active	96294	Not Active	96352	Not Active
96237	Not Active	96295	Not Active	96353	Not Active
96238	Not Active	96296	Not Active	96354	Not Active
96239	Not Active	96297	A-B-B1-U	96355	Not Active
96240	Not Active	96298	Not Active	96356	Not Active
96241	Not Active	96299	Not Active	96357	Not Active
96242	Not Active	96300	Not Active	96358	Not Active
96243	Not Active	96301	Not Active	96359	Not Active
96244	Not Active	96302	Not Active	96360	Not Active
96245	Not Active	96303	Not Active	96361	Not Active
96246	Not Active	96304	Not Active	96362	B-B1-F-F1-F2-M-W
96247	Not Active	96305	Not Active	96363	Not Active
96248	Not Active	96306	B-B1-F-F1-F2-M-W	96364	Not Active
96249	Not Active	96307	Not Active	96365	B-B1-M-V-W
96250	Not Active	96308	Not Active	96366	Not Active
96251	A-B-B1-U	96309	B-B1-M-V-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-V-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-V	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-V-W	96381	Not Active
96266	A-B-B1-U	96324	Not Active	96382	Not Active
96267	A-B-B1-U-V	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-V	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-V-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-V-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-V	96342	Not Active	96400	Not Active
96285	Not Active	96343	B-B1-M-W	96401	B-B1-F-V
96286	Not Active	96344	Not Active	96402	B-B1-F-V
96287	Not Active	96345	Not Active	96403	A-B-B1-M-N-U-V
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

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96407	Not Active	96465	Not Active	96523	Not Active
96408	Not Active	96466	Not Active	96524	Not Active
96409	Not Active	96467	Not Active	96525	Not Active
96410	Not Active	96468	Not Active	96526	Not Active
96411	Not Active	96469	Not Active	96527	Not Active
96412	Not Active	96470	Not Active	96528	Not Active
96413	Not Active	96471	Not Active	96529	Not Active
96414	Not Active	96472	Not Active	96530	A-B-B1-H-M-N-U-V
96415	Not Active	96473	Not Active	96531	B-B1-H-M-U-V
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-V
96420	Not Active	96478	Not Active	96536	B-B1-V
96421	Not Active	96479	Not Active	96537	B-B1-V
96422	Not Active	96480	Not Active	96538	B-B1-V
96423	Not Active	96481	Not Active	96539	Not Active
96424	Not Active	96482	Not Active	96540	B-B1-V
96425	Not Active	96483	Not Active	96541	B-B1-V
96426	Not Active	96484	Not Active	96542	B-B1-V
96427	Not Active	96485	Not Active	96543	B-B1-P-V
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	B-F-U3-V
96432	Not Active	96490	B-B1-V	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-V
96438	Not Active	96496	Not Active	96554	A-B-B1-H-M-U
96439	Not Active	96497	Not Active	96555	B-B1-F-M-V
96440	Not Active	96498	Not Active	96556	Not Active
96441	Not Active	96499	Not Active	96557	B-B1-F-M-V
96442	Not Active	96500	Not Active	96558	B-V
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-V	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-V	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-V	96575	Not Active
96460	Not Active	96518	B-B1-V	96576	Not Active
96461	Not Active	96519	Not Active	96577	Not Active
96462	Not Active	96520	B-F-U3-V	96578	Not Active
96463	Not Active	96521	B-F-N	96579	Not Active
96464	Not Active	96522	B-F-N-U	96580	Not Active

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

RESTRICTIONS

LEGEND

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

PS 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. PS 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 nondutiable mail that weighs 16 ounces or more:

- H** 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.)
- H** 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.
- H** Prepaid mail from military contractors is exempt, providing the mailpiece is endorsed "Contents for Official Use — Exempt from Customs Requirements."

B1. PS 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 handheld 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 Mail letters, Periodicals, and Standard Mail items 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	
421	721 length and girth combined
over 421 to 441	241 girth
over 441 to 461	201 girth
over 461 to 481	161 girth
Maximum length 481	

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 items 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 mailable 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 Mail letters only when addressed to Box R.

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

V. Express Mail Military Service (EMMS) not available from any origin.

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 hooved 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 items (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 items only. All Periodicals, Standard Mail items, and Package Services items (including SAM and PAL) are not authorized. This restriction also applies to official mail.

Z. No outside pieces (OSPs).

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

Finance

ALL EMPLOYEES

Enhancement of Relocation Benefits — Outsourcing

The Postal Service's current contract with the relocation management firm (RMF) provides the following services:

- H Home marketing assistance.
- H Home finding assistance.
- H Movement and storage of household goods.
- H Home purchase (EAS-19 and above).
- H Mortgage assistance.

Employees whose PS Form 178, *Specific Travel Order — Relocation & Relocation Agreement*, and PS Form 8059, *Request for Relocation Management Firm (RMF) Service*, are received and processed by the San Mateo Accounting Service Center (SMASC) on or after April 29, 2002, will receive the following additional services from the RMF:

- H Relocation policy counseling.
- H Relocation accounting, including processing and payment of vouchers.
- H Assistance in locating temporary quarters.
- H Buyer Value Option Home Purchase, a program through which nonbargaining unit employees (EAS-18 and below) can present outside offers they have obtained to the RMF to be treated as "amended" sales. This program will allow employees

to obtain equity as soon as the RMF receives all financial data and to avoid being present at the actual property closing.

Outsourcing of policy counseling will ensure that all employees receive uniform information on authorized relocation benefits, and it will relieve the area and district offices of their responsibility for this function. Employees also will be able to file relocation claims electronically, with the assistance of RMF accounting personnel, resulting in prompter payment of benefits.

Note: These changes apply only to employees beginning the relocation process who are initiated into the program on or after April 29, 2002. Employees who are currently in the process of relocating will continue to receive policy guidance from the area and district offices and must file vouchers for reimbursement through the SMASC.

To initiate relocation benefits, continue using PS Forms 178 and 8059. Your immediate PCES manager should complete and approve these forms and send them to the SMASC, where they will be processed and forwarded to the RMF electronically. The RMF will contact you within 24 hours of receiving the forms.

— Accounting, Finance, 4-18-02



This office
will be closed
Monday,
May 27, 2002,
to observe
Memorial Day.



This office
will be closed
Monday,
May 27, 2002,
to observe
Memorial Day.



This office
will be closed
Monday,
May 27, 2002,
to observe
Memorial Day.



This office
will be closed
Monday,
May 27, 2002,
to observe
Memorial Day.

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
MI, Port Huron 48060-6113	Surnames Other Than White, 1527 Oak Street
NJ, Vauxhall 07083-0221	Any And All Names, P.O. Box 221
NJ, Wildwood 08260-4548	Charles Law, 217 E. Leaming Avenue

— Recorder's Office, Judicial Officer, 4-18-02

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.

005020	019425	049026	068338	071641	079058	095895	103368	112216	118541	154046	210727	282625
005812	019543	049300	068347	071744	079061	096241	103523	112226	118718	156097	210731	282652
005930	020609	050053	068363	075517	079121	096590	103524	112233	118947	159009	210733	282828
006110	021229	051018	068400	075763	079612	096768	103540	112319	118995	159053	210737	282877
006314	021404	054151	068403	075980	079788	096769	103582	112380	119033	165050	210738	283382
006987	021450	054212	068406	076125	079964	097016	103590	112432	119037	165051	210739	283427
007052	021537	054252	068419	076144	080261	097066	103594	112482	119521	165220	210740	284024
007109	021764	055081	068438	076178	080362	097159	103625	112580	120289	170334	210741	285029
007327	021788	055232	068439	076213	080397	097207	103712	112685	120304	177037	210749	287069
007387	021846	057067	068452	076216	080433	097222	103744	112702	123125	180063	210754	292235
008160	021897	060060	068474	076217	080531	097225	103779	112726	125178	182013	212909	292263
008421	022085	060100	068518	076369	080604	097348	103796	112757	129936	183017	212957	292632
008594	022508	060105	068545	076378	080726	097513	103845	112778	132024	184052	220017	292637
008726	022518	060267	068616	076785	085015	097536	103893	112812	132175	187082	220039	294147
008823	022580	060281	069008	076913	085112	097896	103930	112818	135239	191289	220075	294566
008837	022645	060413	069080	076962	085161	098199	103947	112838	138014	192145	220088	295077
009078	022705	060417	069104	077119	085190	098377	103993	112875	138015	192349	220110	300124
009136	022886	060520	069134	077208	085209	098442	103997	112935	142022	192528	220143	300503
009145	022960	060826	069160	077219	085315	098497	104552	112956	142091	192738	220155	300673
009388	023484	060838	069200	077254	085455	098564	105003	112993	142101	193144	220165	300738
009450	023572	060938	069212	077289	085506	098631	105152	113058	142199	193280	220342	300767
009585	023646	061038	069234	077292	085785	098721	105502	113141	142357	193282	221016	301003
009603	023650	061494	069419	077343	088011	098752	105647	113232	142627	195094	221086	301023
009916	027941	061609	069571	077424	088122	098773	105668	113306	142640	196136	221145	301288
010367	028301	061627	069603	077432	088201	098792	105913	113331	142644	197139	221175	301332
010395	028700	061703	069622	077455	088372	098813	106504	113433	142831	198220	221426	301366
012239	028840	063155	069633	077474	088405	098850	108025	113716	146029	198246	222022	302772
014150	029148	064242	069636	077485	088482	098898	108249	114469	146031	199069	222093	302952
014287	029154	064261	069766	077497	088730	098922	108479	115037	146037	200158	222276	305004
014340	029736	064356	069781	077513	089680	098923	108585	115051	146051	200265	222280	305032
014653	030067	064471	069795	077527	089789	098924	108924	115067	146379	200428	222305	305439
015090	030074	064524	069826	077593	089867	100146	109590	115121	146468	200430	223026	305803
015249	030543	064664	069828	077616	089965	100294	109976	115132	146534	200548	223320	306199
015371	031028	064788	069843	077699	090183	100409	110595	115169	148251	207624	232352	306366
015565	034003	064810	069950	077707	090318	101763	110769	115439	150254	207894	232353	307030
015587	034615	065034	070037	077724	091206	102015	110862	115496	151217	207938	232366	307042
015601	037132	065284	070122	077767	091512	102033	110867	115507	152063	208207	235271	308005
015620	038168	065384	070304	077778	091518	102131	111071	115578	152108	208219	235503	309015
015687	038181	065750	070328	077789	092191	102672	111076	115706	152128	208328	235084	312200
016210	038473	065953	070336	077879	092192	102716	111205	115800	152148	208405	270071	312346
016644	038634	066105	070485	077895	092255	102773	111246	115982	152313	208411	272069	312393
016716	039003	066210	070541	077907	092290	103014	111247	117009	152436	208669	272091	312485
018029	040015	066267	070554	077939	092552	103016	111249	117093	152488	208893	272107	312530
018033	040088	067040	070592	078047	092824	103019	111533	117228	152501	208909	273069	314216
018143	041138	067047	071023	078144	093278	103058	111637	117238	152508	210212	273119	314385
018175	042099	067287	071098	078153	093503	103072	111643	117505	152584	210239	273140	314388
018341	043001	068002	071114	078159	093603	103120	111712	117575	152630	210422	274113	314819
018504	043013	068008	071146	078174	093746	103188	111913	117582	152700	210501	274274	314847
018540	045017	068029	071188	078231	093828	103222	111935	117644	152703	210535	274372	317114
018599	045019	068108	071336	078232	093882	103225	111945	117660	152712	210536	278006	320005
018657	045020	068172	071362	078860	094093	103235	111969	117826	152881	210615	278021	320007
018797	045021	068208	071371	078875	094193	103245	112004	118082	152987	210641	280062	320010
018853	045029	068228	071514	078881	095696	103302	112006	118096	153047	210643	282255	320032
019412	046071	068294	071611	078900	095870	103362	112180	118314	154045	210710	282304	320070

921077	921752	925198	931648	946217	954472	970896	982071	995173	995428	995674	995998	998154
921123	921774	926080	931689	946368	958963	970898	982325	995175	995439	995677	997052	998157
921201	921805	926186	931739	946390	960079	970904	982378	995180	995442	995678	997057	998177
921301	921820	926198	931853	946449	967146	970928	982389	995185	995447	995685	997089	998201
921314	921840	926252	933169	946512	967245	970929	984249	995214	995454	995688	997098	998217
921324	921869	926662	933477	946543	967288	972081	984253	995215	995457	995714	997106	998218
921347	921870	926744	934224	946572	968209	972550	985100	995217	995492	995737	997167	998317
921350	921877	926765	935247	947059	968276	972716	988045	995221	995504	995748	997168	998319
921363	921902	926810	935254	948325	968311	972781	992229	995232	995520	995749	997216	998325
921369	921904	926831	936103	948479	968343	972930	992724	995235	995521	995834	997229	998326
921386	921911	926912	939012	948491	968488	973256	992750	995248	995523	995841	997244	998327
921402	921946	927024	939594	948670	968517	974045	995004	995253	995532	995843	997247	998331
921458	921969	927947	939610	948672	968695	974172	995007	995263	995537	995848	997248	998341
921512	921972	928160	940151	948696	968809	977058	995027	995301	995538	995890	997262	998350
921565	921985	928431	940891	949588	968823	980162	995037	995311	995543	995903	997278	998400
921569	921986	928491	940948	950384	969080	980226	995044	995314	995559	995931	997293	998450
921582	921999	928715	941454	950976	970036	980268	995050	995357	995563	995942	997303	999210
921585	922359	930217	941655	950977	970168	980387	995056	995360	995575	995946	997315	999302
921586	922363	930374	941659	951372	970464	980709	995079	995388	995605	995956	998009	999312
921611	922378	930392	941660	951917	970510	980797	995087	995404	995607	995958	998011	999314
921616	924095	931016	941701	951975	970587	980900	995118	995410	995627	995970	998017	999318
921634	924639	931247	941810	951988	970750	981919	995156	995414	995636	995973	998027	
921716	925033	931268	945631	953357	970804	981929	995159	995415	995661	995977	998041	
921725	925137	931379	945850	954470	970840	981996	995164	995427	995668	995986	998132	

— Express and Priority Mail, Marketing, 4-18-02

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	360 324 2326 to 2399	393 893 6007 to 6099
011 582 1889 to 011 582 1899	027 361 0430 to 027 361 0499	362 861 3064 to 3099	394 126 6907 to 6999
011 588 2900 to 011 588 3099	027 369 4482 to 027 369 4495	373 006 2176 to 2199	394 189 0405 to 0599
012 579 5675 to 012 579 5699	027 671 8762 to 027 671 8776	374 768 2600 to 2699	394 822 3243 to 3278
013 289 6176 to 013 289 6199	027 787 9886 to 027 787 9899	375 169 4400 to 4599	394 990 1810 to 1899
013 610 0014 to 013 610 0099	027 965 9487 to 027 965 9499	375 829 3400 to 3499	395 343 3264 to 3299
014 932 1000 to 014 932 1099	028 191 1852 to 028 191 1999	375 851 9100 to 9199	395 373 3035 to 3099
014 972 0800 to 014 972 0899	028 850 3000 to 028 850 3199	376 196 0911 to 0999	395 396 9649 to 9799
015 363 0007 to 015 363 0099	029 510 1500 to 029 510 1599	378 085 3679 to 3699	395 970 3240 to 3299
017 028 3200 to 017 028 3299	030 687 0903 to 030 687 0999	378 351 1063 to 1099	397 622 4054 to 4099
018 569 5333 to 018 569 5399	030 701 3442 to 030 701 3499	379 843 5100 to 5199	397 819 8902 to 8999
018 986 5264 to 018 986 5299	031 077 4507 to 031 077 4799	380 093 9600 to 9699	398 149 7200 to 7699
019 518 2814 to 019 518 2899	032 295 7500 to 032 295 9999	380 165 1165 to 1199	399 070 0872 to 0899
020 698 5159 to 020 698 5199	034 394 1000 to 034 394 1099	381 325 4500 to 4599	399 156 7119 to 7199
020 844 7307 to 020 844 7399	034 943 0400 to 034 943 0799	381 604 2510 to 2699	399 203 5064 to 5099
020 972 8948 to 020 972 8999	040 024 3901 to 040 024 3999	381 645 9525 to 9599	399 296 9910 to 9999
022 021 9110 to 022 021 9181	210 221 0548 to 210 221 0599	383 314 3968 to 3999	399 396 8935 to 8999
022 037 1411 to 022 037 1499	227 275 9400 to 227 275 9999	383 892 1000 to 1344	399 792 7775 to 7799
024 380 4100 to 024 380 4199	273 070 8059 to 273 070 8099	383 892 1382 to 1399	399 792 8300 to 8399
024 496 6870 to 024 496 6896	273 775 7700 to 273 775 7899	384 925 3641 to 3654	400 427 1051 to 1999
025 092 0987 to 025 092 0999	302 000 0000 to 302 123 9999	385 568 2331 to 2399	401 045 1505 to 1549
025 369 5535 to 025 369 5599	349 746 2056 to 2099	385 599 7554 to 7575	401 045 1571 to 1599
025 729 1151 to 025 729 1199	350 518 7350 to 7374	385 774 2024 to 2099	401 294 2700 to 2799
025 729 1643 to 025 729 1799	360 011 1690 to 1699	386 624 1412 to 1599	401 310 9505 to 9599
	360 168 6008 to 6099	386 883 8936 to 8999	401 382 5312 to 5399
	360 173 8800 to 8899	387 314 5574 to 5599	402 578 7876 to 7899
		387 837 6300 to 6399	403 125 6744 to 6799
		388 828 0656 to 0699	403 260 7000 to 7499
		389 696 2400 to 2799	403 280 6470 to 6499
		389 846 3104 to 3135	403 685 8600 to 8699
		389 846 3145 to 3195	404 003 0300 to 0399
		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

407 959 2190	to	2199	422 842 5073	to	5087	450 801 2700	to	2799	462 554 6051	to	6099
408 265 2275	to	2288	422 907 7563	to	7599	451 109 2967	to	2984	463 011 5529	to	5540
408 499 7700	to	7799	424 500 6050	to	6099	451 115 4110	to	4125	463 176 4115	to	4199
408 499 7900	to	7999	424 641 8500	to	8599	451 115 4127	to	4199	463 176 4229	to	4299
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

478 010 4270	to	4291	492 283 5100	to	5199	609 493 1100	to	1199	629 510 7200	to	7299
478 450 5071	to	5099	492 610 6813	to	6899	609 766 8091	to	8999	629 964 4200	to	4294
478 469 7838	to	7858	493 394 5568	to	5599	609 825 4100	to	4115	630 389 3056	to	3071
478 469 7883	to	7899	493 470 2562	to	2599	609 884 2981	to	2999	630 463 0588	to	0599
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

644 901 0109	to	1299	659 398 7300	to	7399	682 965 1201	to	1299	700 859 0744	to	0758
644 901 1325	to	1399	659 706 8113	to	8199	683 118 2389	to	2399	701 028 6780	to	6899
644 923 6800	to	7799	659 846 7837	to	7899	683 378 2000	to	2099	701 213 3900	to	3999
644 932 4655	to	4699	660 510 4100	to	4199	683 378 2117	to	2299	701 267 2000	to	3999
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	740 765 3306	to	3399
650 564 1900	to	1999	672 828 3410	to	3499	692 727 9362	to	9399	806 087 1100	to	1499
650 627 4212	to	4299	673 167 5776	to	5799	692 798 1800	to	1899	806 268 9275	to	9299
650 736 2043	to	2099	675 464 3700	to	3799	693 249 0779	to	0799	806 534 3400	to	3477
650 739 1540	to	1699	675 464 4000	to	4199	693 249 0877	to	1699	807 342 3283	to	3399
651 741 4415	to	4499	676 365 5958	to	5999	693 445 0566	to	0999	808 086 7100	to	7199
651 882 2800	to	2899	676 669 1024	to	1099	693 448 8500	to	8999	808 090 3440	to	3499
652 754 6317	to	6399	677 126 6734	to	6799	693 645 9583	to	9599	808 325 5161	to	5699
653 131 4945	to	4999	677 333 9979	to	9999	693 965 4200	to	4299	808 784 8000	to	8299
653 426 3300	to	3399	677 466 1088	to	1099	695 741 2906	to	2999	830 125 0672	to	0699
653 455 4874	to	4899	678 071 4500	to	4799	695 947 8518	to	8599	830 602 5800	to	5999
654 238 0000	to	0399	678 096 7531	to	7599	696 662 8247	to	8299	830 610 3700	to	3799
654 404 3065	to	3092	679 909 2578	to	2599	697 447 8285	to	8296	830 983 3500	to	3599
654 962 2900	to	3199	680 112 9565	to	9599	698 042 4816	to	4899	830 983 3635	to	3699
655 103 5081	to	5199	680 244 0903	to	0999	698 131 2138	to	2157	831 354 1387	to	1399
655 523 2600	to	2999	680 412 6046	to	6099	698 227 0000	to	0099	831 815 8240	to	8299
656 305 2448	to	2499	680 761 6800	to	6899	700 065 2570	to	2599	832 525 3810	to	3899
657 347 4438	to	4999	681 677 0540	to	0699	700 065 4800	to	4899	833 159 1884	to	1899
657 710 8100	to	8999	682 070 1029	to	1099	700 190 3350	to	3359	833 456 2567	to	2599
657 780 0985	to	0999	682 956 6280	to	6299	700 228 6048	to	6099	833 566 3015	to	3071
658 586 1400	to	1499	682 956 6490	to	6599	700 650 0452	to	0499	834 316 5444	to	5499
658 877 8000	to	8199	682 956 6700	to	6799	700 666 1323	to	1349	834 354 8747	to	8766
658 880 8000	to	8199	682 965 1178	to	1199	700 786 9106	to	9142	834 354 8824	to	8838

835 269 5700	to	5799	847 284 2481	to	2499	859 855 8873	to	8999	869 800 0000	to	999 9999
835 496 7303	to	7399	847 374 7055	to	7065	860 240 8520	to	8599	870 054 4814	to	4899
835 539 5200	to	5999	847 374 7055	to	7065	860 275 3900	to	3999	870 491 4812	to	4849
835 813 3015	to	3099	847 636 5304	to	5399	860 518 9629	to	9699	870 536 5820	to	5829
837 672 8967	to	8999	847 700 5447	to	5499	860 600 0021	to	0999	870 541 7167	to	7239
837 784 3282	to	3299	847 723 7500	to	7599	861 158 2350	to	2599	870 575 8155	to	8999
838 176 8377	to	8399	849 485 3427	to	3499	861 637 6010	to	6099	870 589 0485	to	0494
838 518 1257	to	1299	849 608 1357	to	1399	861 979 7292	to	7499	870 691 7060	to	7099
839 718 8257	to	8299	849 792 2600	to	2699	862 216 6100	to	6199	872 100 0445	to	0459
840 323 0600	to	0699	850 546 1862	to	1899	862 263 9213	to	9299	900 556 4178	to	4199
840 875 6235	to	6299	851 143 6826	to	6844	862 271 0800	to	0999	900 845 0044	to	0099
840 910 0900	to	0999	851 209 9880	to	9899	862 271 5000	to	5099	900 936 0217	to	0299
841 349 5000	to	5099	851 928 9221	to	9299	863 871 5138	to	5199	900 936 0435	to	0499
841 805 7747	to	7899	852 589 6560	to	6599	863 949 5300	to	5399	901 058 5255	to	5280
841 805 7944	to	8099	853 049 3646	to	3699	864 088 8200	to	8299	901 273 1082	to	1099
842 226 0685	to	0695	854 304 4089	to	4999	864 426 3972	to	3999	901 287 5143	to	5199
842 685 4600	to	4699	854 529 2200	to	2299	864 520 6117	to	6136	901 291 2789	to	2799
842 685 4742	to	4999	854 532 0000	to	2999	865 151 0526	to	0599	901 525 7122	to	7199
842 860 0300	to	0399	855 001 6204	to	6249	865 500 4034	to	4099	902 198 9769	to	9799
842 898 5582	to	5599	855 319 9364	to	9399	865 883 6082	to	6099	902 948 1269	to	1299
843 062 7100	to	7199	855 361 3390	to	3399	866 004 3000	to	3999	902 985 0833	to	0899
843 077 6288	to	6299	856 226 0490	to	0499	866 442 4100	to	4899	904 600 6523	to	6599
843 077 6378	to	6399	856 656 5800	to	5999	867 366 9108	to	9118	904 892 0378	to	0399
843 758 5769	to	5778	856 752 0200	to	0299	867 633 7403	to	7499	904 892 0648	to	1299
843 786 2554	to	2699	857 279 3450	to	3499	867 737 5623	to	5699	904 895 5414	to	5499
845 656 8165	to	8199	857 843 4000	to	4099	868 169 4529	to	4599	905 056 2216	to	2299
845 727 2100	to	2199	858 124 7644	to	7699	868 173 8400	to	8599	905 880 8900	to	8999
845 746 2618	to	2635	858 756 3111	to	3299	868 514 9000	to	9099	905 885 8411	to	8499
846 390 7531	to	7599	859 063 8200	to	8699	868 566 9200	to	9299	905 885 8411	to	8499
846 918 0572	to	0599	859 190 0600	to	0644	869 387 1150	to	1199	905 885 8411	to	8499
847 237 7690	to	7699	859 811 2888	to	2899	869 505 3500	to	3599	905 889 7100	to	7199

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 9 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	760 692 722	to	2 749
732 201 241	to	1 390	740 265 811	to	6 290	751 757 641	to	7 700	761 055 460	to	5 480
732 220 431	to	0 440	740 299 111	to	9 170	751 936 951	to	7 010	761 169 781	to	9 810
732 355 201	to	5 380	740 299 231	to	9 260	751 951 861	to	1 890	761 504 941	to	5 120
732 472 320	to	2 560	740 329 266	to	9 320	751 999 021	to	9 110	761 516 836	to	6 910

761 613 588	to	3 600	765 003 667	to	3 680	769 159 081	to	9 178	774 177 226	to	7 270
761 688 631	to	8 690	765 042 517	to	2 540	769 737 496	to	7 510	774 279 481	to	9 810
761 805 199	to	5 240	765 194 728	to	4 970	769 778 491	to	8 730	774 408 399	to	8 420
761 826 106	to	6 120	765 387 365	to	7 450	769 827 331	to	7 450	774 431 821	to	2 450
761 881 171	to	1 560	765 541 801	to	2 100	770 216 071	to	6 100	774 510 451	to	0 780
762 304 144	to	4 170	765 638 461	to	8 970	770 723 281	to	3 400	774 652 981	to	3 010
762 324 931	to	4 960	765 647 101	to	7 190	770 915 150	to	5 490	774 778 981	to	9 040
762 439 261	to	9 290	765 813 781	to	4 029	771 455 551	to	5 610	774 867 481	to	7 510
762 524 158	to	4 220	765 879 314	to	9 390	771 609 661	to	9 690	774 867 515	to	7 540
762 584 872	to	4 970	765 954 001	to	4 030	772 057 224	to	7 440	774 934 275	to	4 290
762 593 431	to	3 460	766 120 286	to	0 320	772 162 660	to	3 070	774 961 261	to	1 290
763 155 160	to	5 180	766 125 716	to	5 750	772 718 615	to	8 640	775 106 223	to	6 235
763 178 631	to	8 660	766 158 824	to	8 840	772 970 890	to	0 940	775 106 237	to	6 248
763 506 001	to	6 060	766 388 433	to	8 460	773 009 419	to	9 430	775 331 515	to	1 550
763 522 141	to	2 470	766 509 421	to	9 660	773 112 031	to	2 060	775 444 210	to	4 230
763 717 694	to	7 800	766 572 901	to	3 020	773 125 387	to	5 410	775 579 301	to	9 320
763 826 461	to	6 520	766 748 500	to	8 521	773 179 320	to	9 410	775 622 683	to	2 760
763 900 460	to	0 471	767 024 341	to	4 370	773 202 989	to	3 140	776 144 621	to	4 670
763 900 479	to	0 530	767 326 471	to	6 590	773 208 991	to	9 290	776 154 001	to	4 060
763 917 271	to	7 750	767 332 561	to	2 950	773 231 311	to	1 340	776 561 041	to	1 100
764 125 801	to	5 860	768 009 841	to	9 960	773 348 739	to	8 940	777 561 631	to	2 080
764 284 525	to	4 560	768 011 489	to	1 520	773 575 891	to	5 950	776 657 371	to	7 490
764 526 241	to	6 330	768 177 980	to	7 990	773 858 011	to	8 100	777 621 721	to	1 750
764 601 421	to	1 600	768 391 081	to	1 170	773 892 721	to	7 190	777 810 309	to	0 330
764 650 231	to	0 470	768 661 569	to	1 650	773 958 061	to	8 660	778 049 651	to	9 670
764 984 371	to	4 850	769 000 051	to	0 080	774 107 161	to	7 190	778 286 911	to	6 940

— Postal Inspection Service, 4-18-02

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, 4-18-02

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 800-563-0444.

This 800 number is printed on the back of the Canadian Postal Money Orders.

— Postal Inspection Service, 4-18-02

International Mail

ICM UPDATES

International Customized Mail

We have combined ICM updates into one *Postal Bulletin* article to save space and paper. Seven ICM updates appear on the following pages.

On January 31, 2002, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated December 9, 1999. The Agreement was published in *Postal Bulletin* 22019 (3-9-00, page 40). The Amendment modifies the Agreement to extend the term and modify language and rates for Qualifying Mail. In accordance with *International Mail Manual* (IMM) 294.4, the Postal Service previously announced entering into an ICM Service Agreement with this qualifying mailer and now makes public the following information regarding this Amendment:

- a. **Term:** December 13, 1999, through January 31, 2004.
- b. **Type of mail:** International Priority Airmail™ (IPA®), International Surface Air Lift™ (ISAL®), and Global Direct — Canada Lettermail. Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. **Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. **Service provided by the U. S. Postal Service:** *All other provisions of the Agreement shall remain in force.*

On February 15, 2002, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** February 19, 2002, through February 28, 2003.
- b. **Type of mail:** Global Express Mail™ service (EMS). Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. **Destination countries:** Japan and Barbados.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to:
 1. Furnish Mailer, or Mailing Agent(s), with the postal equipment and postal supplies required for the use of Qualifying Mail.

- e. **Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. **Rates:** The rates for IPA in Exhibit 1 published in *Postal Bulletin* 22063 (11-15-01, page 11) are deleted. The Mailer will pay postage for IPA at a twenty-three (23) percent discount off the nondiscounted published rates for full service in effect on the date of mailing. The rates for ISAL in Exhibit 1 published in *Postal Bulletin* 22063 (11-15-01, page 11) are deleted. The Mailer will pay postage for ISAL at a twenty-six (26) percent discount off the nondiscounted published rates for full service in effect on the date of mailing. The rates for Global Direct — Canada Lettermail in Exhibit 1 published in *Postal Bulletin* 22063 (11-15-01, page 11) are deleted. The Mailer will pay postage for Global Direct — Canada Lettermail at a rate of \$0.34 per piece and for the return of undeliverable Global Direct — Canada Lettermail at a rate of \$0.05 per piece.

2. Provide Mailer, or Mailing Agent(s), with the training necessary to prepare mail shipments in conformity with the requirement for Qualifying Mail.
3. Perform on-demand and scheduled pickup service at the request of the Mailer at the published rate for this service in accordance with IMM 220.
4. Arrange with carriers to transport Qualifying Mail to Japan and Barbados for delivery by the appropriate authority.
5. Provide Mailer with a system that produces manifests, labels, customs documentation, and customized reports and maintains the system equipment.
6. Provide Mailer a Corporate Account Mailing Statement at the end of each postal accounting period showing a beginning balance, deposits, a listing of

each shipment mailed including the date, label numbers, office of mailing, number of shipments, postage and fees, and the ending balance in the account.

- e. Minimum volume commitments:** The Mailer has agreed to tender Qualifying Mail that generates at least \$1 million in actual postage on an annualized basis.

On February 22, 2002, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** February 23, 2002, through February 28, 2003.
- b. Type of mail:** Global Express Mail service (EMS), Airmail Parcel Post (APP), and International Priority Airmail (IPA). Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. Destination countries:** EMS to Japan. APP to Europe and Japan. IPA worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to:
1. Furnish Mailer, or Mailing Agent(s), with the postal equipment and postal supplies required for the use of Qualifying Mail.
 2. Provide Mailer, or Mailing Agent(s), with and the training necessary to prepare mail shipments in conformity with the requirement for Qualifying Mail.
 3. Arrange with carriers to transport Qualifying Mail to international destinations for delivery by the appropriate authority.
 4. Pick up mailings at the Mailer's plant.
 5. Provide Mailer with technical assistance to prepare the necessary information linkages, electronic data files, and data exchanges.
 6. Return EMS items refused by an addressee and undeliverable items to the Mailer via Express Mail service at no charge, provided that the return rate is no more than four (4) percent of the total volume.
 7. Return APP items according to the provisions of IMM 771.
 8. Furnish the Mailer with tracking reports, if applicable to the service, and delivery performance reports on a regular basis for EMS and APP items.

- f. Worksharing:** The Mailer has agreed to:

Pay postage for all Qualifying Mail by use of an Express Mail Corporate Account.

- g. Rates:** The Mailer has agreed to pay postage:

For EMS to Japan and Barbados at a discount of fourteen (14) percent off the published rate.

9. Apply a Postal Service shipping label and Customs documentation to each package intended for delivery in Japan and Europe.

- e. Minimum volume commitments:** The Mailer has agreed to tender an annual minimum of 100,000 combined EMS and APP packages.

- f. Worksharing:** The Mailer has agreed to:

1. Establish the necessary linkages with the Postal Service so that the Mailer and the Postal Service can exchange data transmissions concerning the Mailer's packages, and the Postal Service can extract information by scanning the Mailer-provided barcode on each package.
2. Exchange electronic information with the Postal Service in accordance with instructions the Postal Service provides.
3. Pay postage either directly or through a mailing agent for all Qualifying Mail by use of a permit imprint subject to the conditions stated in IMM 152.3 and DMM P040, with the exception that DMM P040.1.1 shall not apply.
4. Provide the Postal Service with notification of new permit numbers used for Qualifying Mail, 1 week in advance of using the new permit numbers.
5. Provide the appropriate Postal Service acceptance sites with a schedule of mailings to include the intended date of mailing, weight, and volume of the mailings, and location where the mail will originate.
6. Present the mailings to the Postal Service for acceptance at the Mailer's plant.
7. Pay an administrative fee of \$7.00 for each consignment of APP items intended for delivery in Europe. A consignment being defined as the total number of items sent to each country, each day.

- g. Rates:** The Mailer has agreed to pay postage:

1. For EMS to Japan according to the rates contained in Exhibit 1.

2. For APP to Europe and Japan according to the rates contained in Exhibit 1.
3. For APP to all countries except Europe and Japan at a rate of two (2) percent off the published rate at the time of mailing.
4. For IPA at a rate of five (5) percent off the published rate at the time of mailing.

Exhibit 1
Rates for Airmail Parcel Post to Europe

Rates			
Weight Not Over (lbs.)	Great Britain	Group 6	Group 7
1	\$14.22	\$12.63	\$14.61
2	\$17.40	\$13.82	\$16.60
3	\$20.57	\$15.41	\$18.79
4	\$23.75	\$17.59	\$20.97
5	\$26.93	\$19.58	\$23.16
6	\$29.32	\$21.89	\$25.54
7	\$31.70	\$24.19	\$27.93
8	\$34.08	\$26.49	\$30.31
9	\$36.47	\$28.80	\$32.69
10	\$38.85	\$31.10	\$35.08
11	\$41.24	\$33.41	\$37.46
12	\$43.62	\$35.71	\$39.85
13	\$46.01	\$38.02	\$42.23
14	\$48.39	\$40.32	\$44.62
15	\$50.77	\$42.63	\$47.00
16	\$53.16	\$44.93	\$49.38
17	\$55.54	\$47.24	\$51.77
18	\$57.93	\$49.54	\$54.15
19	\$60.31	\$51.85	\$56.54
20	\$62.70	\$54.15	\$58.92
21	\$65.08	\$56.46	\$61.30
22	\$67.46	\$58.76	\$63.69
23	\$69.85	\$61.07	\$66.07
24	\$72.23	\$63.37	\$68.46
25	\$74.62	\$65.68	\$70.84
26	\$77.00	\$67.98	\$73.23
27	\$79.39	\$70.29	\$75.61
28	\$81.77	\$72.59	\$77.99
29	\$84.15	\$74.90	\$80.38
30	\$86.54	\$77.20	\$82.76
31	\$88.92	\$79.50	\$85.15
32	\$91.31	\$81.81	\$87.53
33	\$93.69	\$84.11	\$89.92
34	\$96.08	\$86.42	\$92.30
35	\$98.46	\$88.72	\$94.68
36	\$100.84	\$91.03	\$97.07
37	\$103.23	\$93.33	\$99.45
38	\$105.61	\$95.64	\$101.84
39	\$108.00	\$97.94	\$104.22
40	\$110.38	\$100.25	\$106.61
41	\$112.77	\$102.55	\$108.99
42	\$115.15	\$104.86	\$111.37
43	\$117.53	\$107.16	\$113.76
44	\$119.92	\$109.47	\$116.14
45	\$122.30	\$111.77	\$118.53
46	\$124.69	\$114.08	\$120.91
47	\$127.07	\$116.38	\$123.30
48	\$129.45	\$118.69	\$125.68
49	\$131.84	\$120.99	\$128.06
50	\$134.22	\$123.30	\$130.45

Rates			
Weight Not Over (lbs.)	Great Britain	Group 6	Group 7
51	\$136.61	\$125.60	\$132.83
52	\$138.99	\$127.90	\$135.22
53	\$141.38	\$130.21	\$137.60
54	\$143.76	\$132.51	\$139.99
55	\$146.14	\$134.82	\$142.37
56	\$148.53	\$137.12	\$144.75
57	\$150.91	\$139.43	\$147.14
58	\$153.30	\$141.73	\$149.52
59	\$155.68	\$144.04	\$151.91
60	\$158.07	\$146.34	\$154.29
61	\$160.45	\$148.65	\$156.67
62	\$162.83	\$150.95	\$159.06
63	\$165.22	\$153.26	\$161.44
64	\$167.60	\$155.56	\$163.83
65	\$169.99	\$157.87	\$166.21
66	\$172.37	\$160.17	\$168.60

Exhibit 1
Rates for Global Express Mail (EMS) and Air-mail Parcel Post (APP) to Japan

Japan		
Weight Not Over (lbs.)	EMS	APP
0.5	\$13.10	\$5.85
1	\$15.65	\$5.85
2	\$18.20	\$10.01
3	\$20.75	\$14.17
4	\$23.31	\$18.34
5	\$25.70	-
6	\$27.81	-
7	\$29.91	-
8	\$32.02	-
9	\$34.12	-
10	\$36.23	-
11	\$38.33	-
12	\$40.44	-
13	\$42.55	-
14	\$44.65	-
15	\$46.76	-
16	\$48.86	-
17	\$50.97	-
18	\$53.07	-
19	\$55.18	-
20	\$57.29	-
21	\$59.39	-
22	\$61.50	-
23	\$63.60	-
24	\$65.71	-
25	\$67.81	-
26	\$69.92	-
27	\$72.03	-
28	\$74.13	-
29	\$76.24	-
30	\$78.34	-
31	\$80.45	-
32	\$82.55	-
33	\$84.66	-
34	\$86.77	-
35	\$88.87	-

Japan		
Weight Not Over (lbs.)	EMS	APP
36	\$90.98	-
37	\$93.08	-
38	\$95.19	-
39	\$97.29	-
40	\$99.40	-
41	\$101.51	-
42	\$103.61	-
43	\$105.72	-
44	\$107.82	-
45	\$109.93	-
46	\$112.04	-
47	\$114.14	-
48	\$116.25	-
49	\$118.35	-
50	\$120.46	-
51	\$122.56	-

Japan		
Weight Not Over (in lbs.)	EMS	APP
52	\$124.67	-
53	\$126.78	-
54	\$128.88	-
55	\$130.99	-
56	\$133.09	-
57	\$135.20	-
58	\$137.30	-
59	\$139.41	-
60	\$141.52	-
61	\$143.62	-
62	\$145.73	-
63	\$147.83	-
64	\$149.94	-
65	\$152.04	-
66	\$154.15	-

On March 5, 2002, the Postal Service amended an International Customized Mail (ICM) Service Agreement that became effective May 1, 2001. The Agreement was published in *Postal Bulletin* 22057 (8-23-01, page 40). The Amendment terminates the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an ICM Service Agreement with this qualifying mailer and now makes public the following information regarding this Amendment:

- a. **Term:** May 1, 2001, through February 16, 2002.
- b. **Type of mail:** Global Express Mail service (EMS) and Airmail Parcel Post (APP). Every item must

On March 27, 2002, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** April 10, 2002, through April 9, 2003.
- b. **Type of mail:** Global Express Mail service (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 600 pieces of EMS or \$12,000 in annual postage for EMS.

conform to the mailing requirements set forth in the IMM for Qualifying Mail.

- c. **Destination country:** Japan.
- d. **Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. **Rates:** *All other provisions of the Agreement shall remain in force.*

f. **Worksharing:** The Mailer has agreed to:

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off of nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume (piece) or Annualized Postage (\$)	Discount Applied (%)
600 – 999 or 12,000 – 19,999	8
1,000 – 2,999 or 20,000 – 59,999	10
3,000 – or more or 60,000 – or more	12

On March 27, 2002, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a qualifying mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** April 10, 2002, through April 9, 2003.
- b. **Type of mail:** Global Express Mail service (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- d. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 600 pieces of EMS or \$12,000 in annual postage for EMS.

On March 27, 2002, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a qualifying mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** April 10, 2002, through April 9, 2003.
- b. **Type of mail:** Global Express Mail service (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 600 pieces of EMS or \$12,000 in annual postage for EMS.

e. **Worksharing:** The Mailer has agreed to:

- 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
- 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual (DMM)*.

f. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off of nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume (piece) or Annualized Postage (\$)	Discount Applied (%)
600 – 999 or 12,000 – 19,999	8
1,000 – 2,999 or 20,000 – 59,999	10
3,000 – or more or 60,000 – or more	12

f. **Worksharing:** The Mailer has agreed to:

- 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
- 2. Pay postage for EMS by means of a dedicated Express Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual (DMM)*.

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off of nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume (piece) or Annualized Postage (\$)	Discount Applied (%)
600 – 999 or 12,000 – 19,999	8
1,000 – 2,999 or 20,000 – 59,999	10
3,000 – or more or 60,000 – or more	12

Philately

Pictorial Cancellations Announcement

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

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

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

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

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

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

The following pictorial cancellations have been extended for 60 days.



OATLANDS

STATION ★ APRIL 6, 2002
LEESBURG, VA ★ 20175

A NATIONAL TRUST HISTORIC SITE

April 6, 2002

Oatlands Plantation — Karen Eldridge

OATLANDS STATION
POSTMASTER
25 CATOCTIN CIRCLE
LEESBURG VA 20175-9998



April 15, 2002

GREETINGS FROM AMERICA STATION
POSTMASTER
PO BOX 9998
GRAND RAPIDS MI 49599-9860

GREETINGS FROM AMERICA STATION
POSTMASTER
PO BOX 9998
KALAMAZOO MI 49001-9998

GREETINGS FROM AMERICA STATION
POSTMASTER
PO BOX 9998
SAGINAW MI 48605-9998



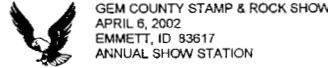
March 23, 2002
 Ft McKavett Post Office
 150TH ANNIVERSARY FORT
 MCKAVETT STATION
 POSTMASTER
 6576 HWY 864
 FT MCKAVETT TX 76841-9998



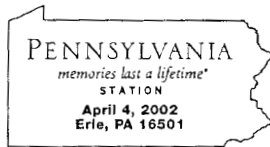
April 5, 2002
 St Louis Convention & Visitors
 Commission
 REDISCOVER YOUR MISSOURI
 STATION
 POSTMASTER
 1720 MARKET ST
 ST LOUIS MO 63155-9998



April 2, 2002
 USPS
 FAIRLAWN POLICE — DARE
 STATION
 POSTMASTER
 14-24 ABBOTT RD
 FAIR LAWN NJ 07410-9998



April 6, 2002
 Stallnecht — Morgan Museum
 SHOW STATION
 POSTMASTER
 PO BOX 9998
 EMMET ID 83617-9998



April 4, 2002
 Erie Post Office
 PENNSYLVANIA MEMORIES
 LAST A LIFETIME STATION
 POSTMASTER
 2108 EAST 38TH ST
 ERIE PA 16515-9998



April 6, 2002
 GREETINGS FROM AMERICA
 STATION
 POSTMASTER
 PO BOX 9998
 WINGDALE NY 12594-9998



April 4, 2002
 Des Moines — Post Office
 GREETINGS FORM AMERICA
 STATION
 PHILATELIC CLERK
 1165 2ND AVE
 DES MOINES IA 50318-9830



April 11, 2002
 GREETINGS FROM AMERICA
 STATION
 POSTMASTER
 PO BOX 9998
 THOMPSONVILLE NY
 12784-9998



April 4, 2002
 Missouri Division of Tourism
 REDISCOVER YOUR MISSOURI
 STATION
 POSTMASTER
 131 WEST HIGH ST
 JEFFERSON CITY MO
 65101-9998

Annual
 Worm Gruntin Festival Station



April 13, 2002
 The Sopchoppy Preservation &
 Improvement Association
 WORM GRUNTIN FESTIVAL
 STATION
 POSTMASTER
 2284 SOPCHOPPY HWY
 SOPCHOPPY FL 32358-9998



April 4, 2002
 USPS
 GREETINGS FROM AMERICA
 STATION
 POSTMASTER
 800 COLUMBIA CENTER
 COLUMBIA IL 62236-9998



April 13, 2002
 Historic Melrose Inc
 BONNIE MELROSE FESTIVAL
 STATION
 POSTMASTER
 859 SR21 NORTH
 MELROSE FL 32666-9998



April 5, 2002
 Bedford Post Office
 GREETINGS FROM AMERICA
 STATION
 POSTMASTER
 1300 HARWOOD RD
 BEDFORD TX 76021-9989



April 13, 2002
 AFRICAN AMERICAN
 CULTURAL STATION
 POSTMASTER
 PO BOX 9998
 FRESNO CA 93706-9998



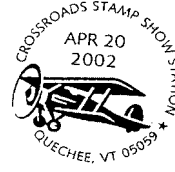
April 13-14, 2002
 WESTPHILIA CELEBRATING
 20TH ANNIVERSARY STATION
 POSTMASTER
 PHILATELIC OFFICE
 DOWNTOWN STATION
 DENVER CO 80202-9998



April 20, 2002
 Permian Basin Stamp Club
 STAMP SHOW STATION
 POSTMASTER
 10000 SLOAN FIELD BLVD
 MIDLAND TX 79711-9998



April 14, 2002
 Oregon Zoo
 WASHINGTON PARK & ZOO
 RAILWAY STATION
 POSTMASTER/PHILATELIC
 SERVICES
 PO BOX 3480
 PORTLAND OR 97208-9615



April 20, 2002
 Crossroads Stamp Products
 Company
 CROSSROADS STAMP SHOW
 STATION
 POSTMASTER
 PO BOX 9998
 QUECHEE, VT 05059-9998



April 16, 2002
 Town of Elbridge
 GREETINGS STATION
 POSTMASTER
 106 SOUTH ST
 ELBRIDGE NY 13060-9998



April 20, 2002
 Carmen Centennial Committee
 CARMEN OKLAHOMA
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 CARMEN OK 73726-9998



April 17, 2002
 USPS
 GREETINGS FROM AMERICA
 STATION
 POSTMASTER
 202 EAST TRAVIS
 MARSHALL TX 75670-9998



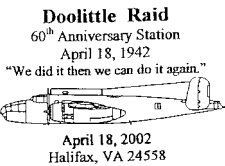
April 20, 2002
 Texas Parks & Wildlife/San
 Jacinto Monument & Museum
 SAN JACINTO DAY STATION
 POSTMASTER
 801 WEST FAIRMONT PKWY
 LA PORTE TX 77571-9998



April 18, 2002
 TOWER ON THE GREEN
 STATION
 POSTMASTER
 10441 STANFORD AVE
 GARDEN GROVE CA
 92842-9998



April 20, 2002
 Norman 89er Day Committee
 Parade & Festival
 113TH — 89ER DAY STATION
 POSTMASTER
 129 WEST GRAY ST
 NORMAN OK 73069-9998



April 18, 2002
 DOOLITTLE RAID 60TH
 ANNIVERSARY STATION
 POSTMASTER
 231 SOUTH MAIN
 HALIFAX VA 24558-9998



April 20-21, 2002
 SAZA STATION
 POSTMASTER
 10410 PERRIN BEITEL RD
 SAN ANTONIO TX 78284-9998



April 19, 2002
 McKinley Museum and National
 Memorial
 MCKINLEY MUSEUM STATION
 POSTMASTER
 2650 CLEVELAND AVE NW
 CANTON OH 44711-9998



April 21-24, 2002
 USPS San Diego District
 NATIONAL POSTAL FORUM
 STATION
 POSTMASTER
 2535 MIDWAY DR
 SAN DIEGO CA 92186-9998

Organ Donor Awareness Station
New Brunswick, NJ 08901
April 22, 2002



April 22, 2002
 ORGAN DONOR STATION
 POSTMASTER
 86 BAYARD ST
 NEW BRUNSWICK NJ
 08901-9998



April 25, 2002
 Monitor Citizen Group Committee
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 MONITOR WA 98836-9998



April 22, 2002
 USPS
 GREETINGS FROM AMERICA
 STATION
 POSTMASTER
 PO BOX 9998
 GRAND RAPIDS MN
 55744-9998

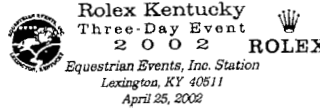


April 25, 2002
 Students of Clagett Middle School
 NATIONALITIES NIGHT STATION
 POSTMASTER
 PO BOX 9998
 CHIPPEWA LAKE OH
 44215-9998

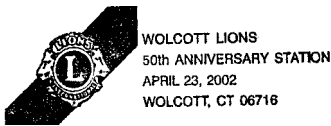


Okemah, OK 74859
 April 22, 2002

April 22, 2002
 Chamber of Commerce
 OKEMAH CENTENNIAL
 STATION
 POSTMASTER
 418 WEST BROADWAY ST
 OKEMAH OK 74859-9998



April 25-28, 2002
 Equestrian Events Inc
 EQUESTRIAN EVENTS INC
 STATION
 POSTMASTER
 PO BOX 9998
 LEXINGTON KY 40511-9998



April 23, 2002
 USPS
 50TH ANNIVERSARY STATION
 POSTMASTER
 135 GRAND ST
 WATERBURY CT 06701-9998



April 26, 2002
 Turkey Post Office
 31TH ANNUAL BOB WILLS DAY
 CELEBRATION STATION
 POSTMASTER
 PO BOX 9998
 TURKEY TX 79261-9998



April 23-26, 2002
 Texas Library Association
 CENTENNIAL STATION
 POSTMASTER
 401 TOM LANDRY FRWY
 DALLAS TX 75260-9998



April 26, 2002
 Audubon Public Library and
 Cultural Center
 JOHN JAMES AUDUBON
 CULTURAL CENTER STATION
 POSTMASTER
 428 TRACY ST
 AUDUBON IA 50025-9998



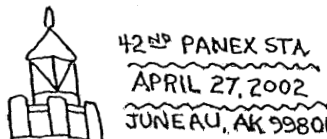
April 24, 2002
 White Mountain Sheriffs Posse
 PONY EXPRESS STATION
 POSTMASTER
 1815 WEST JACKSON LN
 LAKESIDE AZ 85929-9998



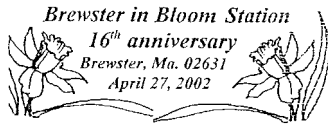
April 26-28, 2002
 Florida Vietnam Veterans
 WICKHAM PARK STATION
 POSTMASTER
 PO BOX 141
 MELBOURNE FL 32902-0141



April 24-27, 2002
 USPS
 QUILT CITY USA STATION
 POSTMASTER
 300 SOUTH 4TH ST
 PADUCAH KY 42003-9998



April 27, 2002
 Juneau Philatelic Society
 APEX STATION
 POSTMASTER
 PO BOX 39998
 JUNEAU AK 99801-9998



April 27, 2002
 Brewster in Bloom Festival
 BREWSTER IN BLOOM STATION
 POSTMASTER
 260 UNDERPASS RD
 BREWSTER MA 02631-9998



April 27, 2002
 Racine z00
 CONSERVATION STATION
 POSTMASTER
 PO BOX 9998
 2635 4 MI RD
 RACINE WI 53404-9998



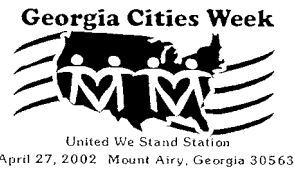
April 27, 2002
 EARTH DAY STATION
 POSTMASTER
 125 WEST SOUTH ST
 INDIANAPOLIS IN 46206-9998



April 27, 2002
 NATCHEZ TRACE FESTIVAL
 STATION
 POSTMASTER
 65 VETERANS MEMORIAL DR
 KOSCIUSKO MS 39090-9998



April 27, 2002
 Friends for the Preservation of the
 Rose Post Office
 ROSE STATION
 POSTMASTER
 10660 WOLCOTT ST
 ROSE NY 14542-9998



April 27, 2002
 Town of Mount Airy and US Postal
 Service
 UNITED WE STAND STATION
 877 DICKS HILL PKWY
 MOUNT AIRY GA 30563-9998



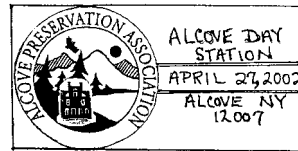
April 27, 2002
 Coryells Ferry Stamp Club
 SHAD FEST STATION
 POSTMASTER
 10 YORK ST
 LAMBERTVILLE NJ 08530-9998



April 27, 2002
 Kern Valley Audubon
 BIO FEST STATION
 PO BOX 9998
 WELDON CA 93283-9998



April 27, 2002
 McCormick-Deering
 OLD IRON DAYS STATION
 POSTMASTER
 100 NORTH MAIN ST
 OTIS KS 67565-9998



April 27, 2002
 Alcove Preservation Association
 ALCOVE DAY STATION
 POSTMASTER
 PO BOX 9998
 ALCOVE NY 12007-9998



April 27, 2002
 Waterville KS Chamber of
 Commerce
 WEAVER HOTEL STATION
 POSTMASTER
 102 SOUTH NEBRASKA ST
 PO BOX 9998
 WATERVILLE KS 66548-9998



April 27-28, 2002
 McKinley Stamp Club
 MCKINLEY STATION
 POSTMASTER/STATION
 MANAGER
 4420 DRESSLER RD NW
 CANTON OH 44718-9998



April 27, 2002
 Grants Birthplace
 GRANTS BIRTHPLACE STATION
 POSTMASTER
 PO BOX 9998
 MOSCOW OH 45153-9998



April 27-28, 2002
 Lancaster County Philatelic
 Society
 LANCOPEX 02 STATION
 POSTMASTER
 48 WEST CHESNUT ST
 LANCASTER PA 17603-9998



WalkAmerica 2002
 MARCH OF DIMES
 STATION
 APRIL 28, 2002
 LEWISTON, MAINE 04240

April 28, 2002
 March of Dimes
 MARCH OF DIMES STATION
 POSTMASTER
 49 ASH ST
 LEWISTON ME 04240-9998



April 30, 2002
 Warren Stamp Club
 STATEHOOD ENABLING ACT
 STATION
 POSTMASTER
 PO BOX 9998
 WARREN OH 44481-9998

— Stamp Services,
 Government Relations and Public Policy, 4-18-02

CORRECTION

Stamp Announcement 02-07 — Greetings from America Stamps

In the *Greetings from America* stamp announcement in *Postal Bulletin* 22071 (3-7-02, page 52) we listed an incorrect address for the postmaster in Concord, New Hampshire. The correct address is:

GREETING FROM AMERICA STAMP
 POSTMASTER
 12 LOUDON RD
 CONCORD NH 03301-9998

— Stamp Services,
 Government Relations and Public Policy, 4-18-02

Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die

hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

Cancellation	Period of Use
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

Cancellation	Period of Use
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, 4-18-02

Post Offices

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	02-2964	99585	AK	Fortuna Ledge	Akal	Main Office	Post Office	08/01/1985	This announcement changes the name of the Fortuna Ledge AK Post Office to the Marshall AK Post Office. Use Marshall AK 99585 as last line of address.
New	02-2964	99585	AK	Marshall	Akal	Main Office	Post Office	08/01/1985	
Old	05-8238	94596	CA	Walnut Creek	Contra Costa	Main Office	Post Office	07/01/2002	This announcement expands the use of ZIP Code 94597 to include 9,444 deliveries.
New	05-8238	94597	CA	Walnut Creek	Contra Costa	Main Office	Post Office	07/01/2002	
Old	07-4086	81237	CO	Parlin	Gunnison	Ohio City	Community Post Office	02/09/2002	Community Post Office discontinued. Retain ZIP Code and place name. Ohio City CO remains an acceptable last line of address for use with ZIP Code 81237.
New	07-4086	81237	CO	Parlin	Gunnison	Ohio City	Place Name	02/09/2002	
Old	08-2550	06430	CT	Fairfield	Fairfield	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Fairfield CT 06824 as last line of address for 13,360 deliveries previously in ZIP Code 06430.
New	08-2550	06824	CT	Fairfield	Fairfield	Main Office	Post Office	07/01/2002	
Old	08-2550	06432	CT	Fairfield	Fairfield	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Fairfield CT 06825 as last line of address for 8,162 deliveries previously in ZIP Code 06432.
New	08-2550	06825	CT	Fairfield	Fairfield	Main Office	Post Office	07/01/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	08-3026	06436	CT	Green Farms	Fairfield	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Green Farms CT 06838 as last line of address for 618 deliveries previously in ZIP Code 06436.
New	08-3026	06838	CT	Green Farms	Fairfield	Main Office	Post Office	07/01/2002	
Old	08-7412	06490	CT	Southport	Fairfield	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Southport CT 06890 as last line of address for a portion of the 1,847 deliveries previously in ZIP Code 06490.
New	08-7412	06890	CT	Southport	Fairfield	Main Office	Post Office	07/01/2002	
Old	11-7410	32573	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	Post Office Box ZIP Code discontinued. Use Pensacola FL 32591 as last line of address for all deliveries previously in ZIP Code 32573.
New	11-7410	32591	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	
Old	11-7410	32574	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	Post Office Box ZIP Code discontinued. Use Pensacola FL 32591 as last line of address for all deliveries previously in ZIP Code 32573.
New	11-7410	32591	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	
Old	11-7410	32575	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	Post Office Box ZIP Code discontinued. Use Pensacola FL 32591 as last line of address for all deliveries previously in ZIP Code 32573.
New	11-7410	32591	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	
Old	11-7410	32576	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	Post Office Box ZIP Code discontinued. Use Pensacola FL 32591 as last line of address for all deliveries previously in ZIP Code 32573.
New	11-7410	32591	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	
Old	11-7410	32581	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	Post Office Box ZIP Code discontinued. Use Pensacola FL 32591 as last line of address for all deliveries previously in ZIP Code 32573.
New	11-7410	32591	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	
Old	11-7410	32582	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	Post Office Box ZIP Code discontinued. Use Pensacola FL 32591 as last line of address for all deliveries previously in ZIP Code 32573.
New	11-7410	32591	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	
Old	11-7410	32589	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	Post Office Box ZIP Code discontinued. Use Pensacola FL 32591 as last line of address for all deliveries previously in ZIP Code 32573.
New	11-7410	32591	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	11-7410	32590	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	Post Office Box ZIP Code discontinued. Use Pensacola FL 32591 as last line of address for all deliveries previously in ZIP Code 32573.
New	11-7410	32591	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	
Old	11-7410	32592	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	Post Office Box ZIP Code discontinued. Use Pensacola FL 32591 as last line of address for all deliveries previously in ZIP Code 32573.
New	11-7410	32591	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	
Old	11-7410	32593	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	Post Office Box ZIP Code discontinued. Use Pensacola FL 32591 as last line of address for all deliveries previously in ZIP Code 32573.
New	11-7410	32591	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	
Old	11-7410	32594	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	Post Office Box ZIP Code discontinued. Use Pensacola FL 32591 as last line of address for all deliveries previously in ZIP Code 32573.
New	11-7410	32591	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	
Old	11-7410	32595	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	Post Office Box ZIP Code discontinued. Use Pensacola FL 32591 as last line of address for all deliveries previously in ZIP Code 32573.
New	11-7410	32591	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	
Old	11-7410	32596	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	Post Office Box ZIP Code discontinued. Use Pensacola FL 32591 as last line of address for all deliveries previously in ZIP Code 32573.
New	11-7410	32591	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	
Old	11-7410	32597	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	Post Office Box ZIP Code discontinued. Use Pensacola FL 32591 as last line of address for all deliveries previously in ZIP Code 32573.
New	11-7410	32591	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	
Old	11-7410	32598	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	Post Office Box ZIP Code discontinued. Use Pensacola FL 32591 as last line of address for all deliveries previously in ZIP Code 32573.
New	11-7410	32591	FL	Pensacola	Escambia	Main Office	Post Office	07/01/2002	
Old	11-3105	34948	FL	Fort Pierce	Saint Lucie	Downtown	Classified Station	03/23/2002	Classified Station discontinued. Fort Pierce FL remains an acceptable last line for use with ZIP Code 34948.
New	11-3105	34948	FL	Fort Pierce	Saint Lucie	Orange Ave	Classified Station	03/23/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	11-5925	32030	FL	Middleburg	Clay	Doctors Inlet	Community Post Office	09/01/2001	This announcement changes the administrative office for this ZIP Code from Middleburg FL to Orange Park FL . Continue to use Doctors Inlet FL 32030 as last line for addresses.
New	11-6885	32030	FL	Orange Park	Clay	Doctors Inlet	Community Post Office	09/01/2001	
Old	12-7678	31646	GA	Saint George	Charleton	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Saint George GA 31562 as last line of address for 863 deliveries previously in ZIP Code 31646.
New	12-7678	31562	GA	Saint George	Charleton	Main Office	Post Office	07/01/2002	
Old	12-0341	31713	GA	Arlington	Calhoun	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Arlington GA 39813 as last line of address for all 1,003 deliveries previously in ZIP Code 31713.
New	12-0341	39813	GA	Arlington	Calhoun	Main Office	Post Office	07/01/2002	
Old	12-0451	31715	GA	Attapulgus	Decatur	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Attapulgus GA 39815 as last line of address for all 841 deliveries previously in ZIP Code 31715.
New	12-0451	39815	GA	Attapulgus	Decatur	Main Office	Post Office	07/01/2002	
Old	12-0572	31717	GA	Bainbridge	Decatur	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Bainbridge GA 39817 as last line of address for 5,060 deliveries previously in ZIP Code 31717.
New	12-0572	39817	GA	Bainbridge	Decatur	Main Office	Post Office	07/01/2002	
Old	12-0572	31717	GA	Bainbridge	Decatur	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Bainbridge GA 39819 as last line of address for 5,002 deliveries previously in ZIP Code 31717.
New	12-0572	39819	GA	Bainbridge	Decatur	Main Office	Post Office	07/01/2002	
Old	12-0572	31718	GA	Bainbridge	Decatur	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for Post Office Boxes. Use Bainbridge GA 39818 as last line of address for 1,410 Post Office Boxes previously in ZIP Code 31718.
New	12-0572	39818	GA	Bainbridge	Decatur	Main Office	Post Office	07/01/2002	
Old	12-0825	31723	GA	Blakely	Early	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Blakely GA 39823 as last line of address for all 4,425 deliveries previously in ZIP Code 31723.
New	12-0825	39823	GA	Blakely	Early	Main Office	Post Office	07/01/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	12-0869	31724	GA	Bluffton	Clay	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Bluffton GA 39824 as last line of address for all 212 deliveries previously in ZIP Code 31724.
New	12-0869	39824	GA	Bluffton	Clay	Main Office	Post Office	07/01/2002	
Old	12-1089	31725	GA	Brinson	Decatur	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Brinson GA 39825 as last line of address for all 669 deliveries previously in ZIP Code 31725.
New	12-1089	39825	GA	Brinson	Decatur	Main Office	Post Office	07/01/2002	
Old	12-1111	31726	GA	Bronwood	Terrell	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Bronwood GA 39826 as last line of address for all 363 deliveries previously in ZIP Code 31726.
New	12-1111	39826	GA	Bronwood	Terrell	Main Office	Post Office	07/01/2002	
Old	12-1298	31728	GA	Cairo	Grady	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Cairo GA 39828 as last line of address for 3,731 deliveries previously in ZIP Code 31728.
New	12-1298	39828	GA	Cairo	Grady	Main Office	Post Office	07/01/2002	
Old	12-1298	31728	GA	Cairo	Grady	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Cairo GA 39827 as last line of address for 1,367 deliveries previously in ZIP Code 31728.
New	12-1298	39827	GA	Cairo	Grady	Main Office	Post Office	07/01/2002	
Old	12-1320	31729	GA	Calvary	Grady	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a Post Office Boxes. Use Calvary GA 39829 as last line of address for all 241 Post Office Boxes previously in ZIP Code 31729.
New	12-1320	39829	GA	Calvary	Grady	Main Office	Post Office	07/01/2002	
Old	12-1551	31732	GA	Cedar Springs	Early	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for Post Office Boxes. Use Cedar Springs 39832 as last line of address for all 233 Post Office Boxes previously in ZIP Code 31732.
New	12-1551	39832	GA	Cedar Springs	Early	Main Office	Post Office	07/01/2002	
Old	12-1804	31734	GA	Climax	Decatur	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Climax GA 39834 as last line of address for all 1,076 deliveries previously in ZIP Code 31734.
New	12-1804	39834	GA	Climax	Decatur	Main Office	Post Office	07/01/2002	
Old	12-1936	31736	GA	Coleman	Randolph	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Coleman GA 39836 as last line of address for all 285 deliveries previously in ZIP Code 31736.
New	12-1936	39836	GA	Coleman	Randolph	Main Office	Post Office	07/01/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	12-1980	31737	GA	Colquitt	Miller	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Colquitt GA 39837 as last line of address for all 3,293 deliveries previously in ZIP Code 31737.
New	12-1980	39837	GA	Colquitt	Miller	Main Office	Post Office	07/01/2002	
Old	12-2266	31740	GA	Cuthbert	Randolph	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Cuthbert GA 39840 as last line of address for all 2,794 deliveries previously in ZIP Code 31740.
New	12-2266	39840	GA	Cuthbert	Randolph	Main Office	Post Office	07/01/2002	
Old	12-2332	31741	GA	Damascus	Early	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Damascus GA 39841 as last line of address for all 514 deliveries previously in ZIP Code 31741.
New	12-2332	39841	GA	Damascus	Early	Main Office	Post Office	07/01/2002	
Old	12-2409	31742	GA	Dawson	Terrell	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Dawson GA 39842 as last line of address for all 4,256 deliveries previously in ZIP Code 31742.
New	12-2409	39842	GA	Dawson	Terrell	Main Office	Post Office	07/01/2002	
Old	12-2607	31745	GA	Donalsonville	Seminole	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Donalsonville GA 39845 as last line of address for all 4,198 deliveries previously in ZIP Code 31745.
New	12-2607	39845	GA	Donalsonville	Seminole	Main Office	Post Office	07/01/2002	
Old	12-2860	31746	GA	Edison	Calhoun	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Edison GA 39846 as last line of address for all 1,031 deliveries previously in ZIP Code 31746.
New	12-2860	39846	GA	Edison	Calhoun	Main Office	Post Office	07/01/2002	
Old	12-3355	31751	GA	Fort Gaines	Clay	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Fort Gaines GA 39851 as last line of address for all 1,103 deliveries previously in ZIP Code 31751.
New	12-3355	39851	GA	Fort Gaines	Clay	Main Office	Post Office	07/01/2002	
Old	12-3399	31752	GA	Fowlstown	Decatur	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for Post Office Boxes. Use Fowlstown GA 39852 as last line of address for all 237 Post Office Boxes previously in ZIP Code 31752.
New	12-3399	39852	GA	Fowlstown	Decatur	Main Office	Post Office	07/01/2002	
Old	12-3564	31754	GA	Georgetown	Quitman	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Georgetown GA 39854 as last line of address for all 1,357 deliveries previously in ZIP Code 31754.
New	12-3564	39854	GA	Georgetown	Quitman	Main Office	Post Office	07/01/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	12-4543	31759	GA	Iron City	Seminole	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Iron City GA 39859 as last line of address for all 679 deliveries previously in ZIP Code 31759.
New	12-4543	39859	GA	Iron City	Seminole	Main Office	Post Office	07/01/2002	
Old	12-4598	31761	GA	Jakin	Early	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Jakin GA 39861 as last line of address for all 548 deliveries previously in ZIP Code 31761.
New	12-4598	39861	GA	Jakin	Early	Main Office	Post Office	07/01/2002	
Old	12-4983	31762	GA	Leary	Calhoun	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Leary GA 39862 as last line of address for all 673 deliveries previously in ZIP Code 31762.
New	12-4983	39862	GA	Leary	Calhoun	Main Office	Post Office	07/01/2002	
Old	12-6072	31766	GA	Morgan	Calhoun	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Morgan GA 39866 as last line of address for all 334 deliveries previously in ZIP Code 31766.
New	12-6072	39866	GA	Morgan	Calhoun	Main Office	Post Office	07/01/2002	
Old	12-6094	31767	GA	Morris	Quitman	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Morris GA 39867 as last line of address for all 265 deliveries previously in ZIP Code 31767.
New	12-6094	39867	GA	Morris	Quitman	Main Office	Post Office	07/01/2002	
Old	12-6358	31770	GA	Newton	Baker	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Newton GA 39870 as last line of address for all 1,202 deliveries previously in ZIP Code 31770.
New	12-6358	39870	GA	Newton	Baker	Main Office	Post Office	07/01/2002	
Old	12-6688	31777	GA	Parrott	Terrell	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Parrott GA 39877 as last line of address for all 290 deliveries previously in ZIP Code 31777.
New	12-6688	39877	GA	Parrott	Terrell	Main Office	Post Office	07/01/2002	
Old	12-7777	31785	GA	Sasser	Terrell	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for Post Office Boxes. Use Sasser GA 39885 as last line of address for all 308 Post Office Boxes previously in ZIP Code 31785.
New	12-7777	39885	GA	Sasser	Terrell	Main Office	Post Office	07/01/2002	
Old	12-7953	31786	GA	Shellman	Randolph	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Shellman GA 39886 as last line of address for all 812 deliveries previously in ZIP Code 31786.
New	12-7953	39886	GA	Shellman	Randolph	Main Office	Post Office	07/01/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	12-9383	31797	GA	Whigman	Grady	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Whigman GA 39897 as last line of address for all 1,700 deliveries previously in ZIP Code 31797.
New	12-9383	39897	GA	Whigman	Grady	Main Office	Post Office	07/01/2002	
Old	12-0242	31709	GA	Americus	Sumter	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Americus GA 31719 as last line of address for 3,951 deliveries previously in ZIP Code 31709.
New	12-0242	31719	GA	Americus	Sumter	Main Office	Post Office	07/01/2002	
Old	12-0132	31707	GA	Albany	Dougherty	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Albany GA 31721 as last line of address for 7,259 deliveries previously in ZIP Code 31707.
New	12-0132	31721	GA	Albany	Dougherty	Main Office	Post Office	07/01/2002	
Old	12-6127	31768	GA	Moultrie	Colquitt	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Moultrie GA 31788 as last line of address for 3,101 deliveries previously in ZIP Code 31768.
New	12-6127	31788	GA	Moultrie	Colquitt	Main Office	Post Office	07/01/2002	
Old	12-8745	31794	GA	Tifton	Tift	Main Office	Post Office	07/01/2002	This announcement expands the use of ZIP Code 31793 to include 3,420 deliveries.
New	12-8745	31793	GA	Tifton	Tift	Main Office	Post Office	07/01/2002	
Old	12-0132	31707	GA	Albany	Dougherty	Main Office	Post Office	07/01/2002	Realign ZIP Code boundaries. Albany GA 31701 as last line of address for 323 deliveries previously in ZIP Code 31707.
New	12-0132	31701	GA	Albany	Dougherty	Main Office	Post Office	07/01/2002	
Old	18-5058	51017	IA	LeMars	Plymouth	Craig	Community Post Office	02/09/2002	Community Post Office and ZIP Code discontinued. Establish a place name. Craig IA becomes an acceptable last line for use with ZIP Code 51031.
New	18-5058	51031	IA	LeMars	Plymouth	Craig	Place Name	02/09/2002	
Old	15-2525	83422	ID	Driggs	Teton	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Alta WY 83414 as last line of address for 116 the deliveries previously in ZIP Code 83422.
New	15-2525	83414	ID	Driggs	Teton	Main Office	Post Office	07/01/2002	
Old	19-2541	67843	KS	Fort Dodge	Ford	Main Office	Post Office	11/23/1996	Post Office discontinued. Retain ZIP Code and place name. Fort Dodge KS remains an acceptable last line of address for use with ZIP Code 67843. This amends Postal Bulletin 21939.
New	19-2541	67843	KS	Dodge City	Ford	Fort Dodge	Place Name	11/23/1996	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	25-4540	48843	MI	Howell	Livingston	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Howell MI 48855 as last line of address 6,139 deliveries previously in ZIP Code 48843.
New	25-4540	48855	MI	Howell	Livingston	Main Office	Post Office	07/01/2002	
Old	36-0208	27502	NC	Apex	Wake	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Apex NC 27523 as last line of address for 7,093 deliveries previously in ZIP Code 27502.
New	36-0208	27523	NC	Apex	Wake	Main Office	Post Office	07/01/2002	
Old	36-0208	27502	NC	Apex	Wake	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Apex NC 27539 as last line of address for 5,746 deliveries previously in ZIP Code 27502.
New	36-0208	27539	NC	Apex	Wake	Main Office	Post Office	07/01/2002	
Old	36-6720	27573	NC	Roxboro	Person	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Roxboro NC 27574 as last line of address for 5,270 deliveries previously in ZIP Code 27573.
New	36-6720	27574	NC	Roxboro	Person	Main Office	Post Office	07/01/2002	
Old	36-0208	27502	NC	Apex	Wake	Main Office	Post Office	07/01/2002	This announcement expands the use of ZIP Code 27519 include delivery.
New	36-1232	27519	NC	Cary	Wake	Main Office	Post Office	07/01/2002	
Old	36-3512	28739	NC	Hendersonville	Henderson	Main Office	Post Office	04/06/2002	Realign ZIP Code boundaries. Use Hendersonville NC 28791 as last line of address for 122 deliveries previously in ZIP Code 28739.
New	36-3512	28791	NC	Hendersonville	Henderson	Main Office	Post Office	04/06/2002	
Old	37-6304	58213	ND	Minto	Walsh	Ardoch	Community Post Office	06/09/2001	Community Post Office and ZIP Code discontinued. Establish a place name. Ardoch ND becomes an acceptable last line for use with ZIP Code 58261.
New	37-6304	58261	ND	Minto	Walsh	Ardoch	Place Name	06/09/2001	
Old	34-0315	88021	NM	Anthony	Dona Ana	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Chaparral NM 88081 as last line of address for a 2,963 deliveries previously in ZIP Code 88021.
New	34-0315	88081	NM	Anthony	Dona Ana	Main Office	Post Office	07/01/2002	
Old	31-7280	89511	NV	Reno	Washoe	Steamboat	Classified Station	07/01/2002	Establish a new ZIP Code for a delivery area. Use Reno NV 89521 as last line of address for 5,173 deliveries previously in ZIP Code 89511.
New	31-7280	89521	NV	Reno	Washoe	Steamboat	Classified Station	07/01/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	31-3200	89410	NV	Gardnerville	Douglas	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Gardnerville NV 89460 as last line of address for 4,523 deliveries previously in ZIP Code 89410.
New	31-3200	89460	NV	Gardnerville	Douglas	Gardnerville Ranchos	Classified station	07/01/2002	
Old	38-1603	45210	OH	Cincinnati	Hamilton	Mid City Cincinnati	Classified Station	07/01/2002	ZIP Code discontinued for city deliveries. Use Cincinnati OH 45202 as last line of address for the 6,159 city deliveries previously in ZIP Code 45210.
New	38-1603	45202	OH	Cincinnati	Hamilton	Mid City Cincinnati	Classified Station	07/01/2002	
Old	40-6787	97201	OR	Portland	Multnomah	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Portland OR 97239 as last line of address for 6,859 deliveries previously in ZIP Code 97201.
New	40-6787	97239	OR	Portland	Multnomah	Multnomah	Classified Station	07/01/2002	
Old	40-0144	97321	OR	Albany	Linn/Benton	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Albany OR 97322 as last line of address for 10,144 deliveries previously in ZIP Code 97321.
New	40-0144	97322	OR	Albany	Linn/Benton	Main Office	Post Office	07/01/2002	
Old	46-6300	57365	SD	Oacoma	Lyman	Main Office	Post Office	01/11/2002	This announcement expands the use of ZIP Code 57365 to include 27 deliveries.
New	46-6300	57365	SD	Oacoma	Lyman	Main Office	Post Office	01/11/2002	
Old	48-7980	78247	TX	San Antonio	Bexar	Wetmore	Community Post Office	07/17/2001	Community Post Office discontinued. Retain ZIP Code and place name. Wetmore TX remains an acceptable last line for use with ZIP Code 78247.
New	48-7980	78247	TX	San Antonio	Bexar	Thousand Oaks	Classified Station	07/17/2001	
Old	54-4060	98031	WA	Kent	King	Main Office	Post Office	07/01/2002	Establish a new ZIP Code for a delivery area. Use Kent WA 98030 as last line of address for 11,488 deliveries previously in ZIP Code 98031.
New	54-4060	98030	WA	Kent	King	Main Office	Post Office	07/01/2002	
Old	54-0616	98226	WA	Bellingham	Whatcom	Mount Baker	Classified Station	07/01/2002	Establish a new ZIP Code for a delivery area. Use Bellingham WA 98229 as last line of address for 11,679 deliveries previously in ZIP Code 98226.
New	54-0616	98229	WA	Bellingham	Whatcom	Mount Baker	Classified Station	07/01/2002	

Postal Employees

LEVEL 20–26 OFFICES

Safety and Health Inspections

The *Employee Labor Relations Manual* (ELM) 824.32, PC Installations With One Hundred Workyears or More, requires a semiannual safety and health inspection of all postal installations with 100 or more workyears of employment in the regular workforce.

In offices with more than 100 employees in the main facility, the servicing safety office should conduct the inspection. In subordinate stations and branches with fewer than 100 employees, the installation head (IH) must ensure that these offices conduct their own inspections.

You can find the inspection checklists and inspection instructions on the Postal Service Intranet. Go to <http://blue.usps.gov> and click on:

1. *Headquarters*,
2. *Human Resources*,
3. *Safety & Health*,
4. *Safety Performance Management*,
5. *Safety Toolkit Resources Page*, and then
6. *Safety Checklists*.

Add the *Safety Checklists* page under your favorites for quick access. **Note:** Because the inspection checklists and instructions are available online, Headquarters does not provide these documents by mail.

The postmasters/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*.
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, 4-18-02*

National Dog Bite Prevention Week — Coming Soon

This year, National Dog Bite Prevention Week is May 19–25, and it begins the Postal Service's summer-long campaign to reduce the high cost and painful suffering that result from animal attacks. Dog bite injuries were up more than 15% in FY 2001, making it the first year in more than a decade that these injuries exceeded 3,000 in a single year. That's approximately 10 dog bite injuries each delivery day.

A National Dog Bite Prevention Week kit for postmasters will be available on Tuesday, April 23, on the intranet at <http://blue.usps.gov>; click on *References*, then *Postmaster Toolkits*. We will also publish the kit in an upcoming issue of the *Postal Bulletin*. Use the kit to start planning to educate employees and customers about this important safety issue.

— *Community Relations,
Public Affairs and Communications, 4-18-02*

ANNOUNCEMENT

Hazardous Material Storage Spill Containment

The proper storage of hazardous materials at Postal Service facilities helps ensure an environmentally compliant and safe workplace. Keep hazardous material storage areas neat and orderly with adequate aisle space for access.

Storage areas are required to have secondary containment to help prevent spills of hazardous materials from causing harm to the environment. Secondary containment devices can include: double-walled tanks with spill and overflow protection, dikes, berms, retaining walls, curbing, spill diversion ponds, and sumps. These devices must be large enough to hold 10 percent of the total volume of all containers or 110 percent of the volume of the largest container. If more than one substance is stored within a single containment area, the substances must be compatible with each other in the event of a leak.

Trained personnel must promptly control and clean up any hazardous material or chemical spillage that may occur, following your facility-specific hazardous material spill SOP. To provide Postal Service facilities with information on hazardous material spill containment, Environmental Management Policy (EMP) has developed an **Environmental—Quick Information Page (E-QUIP)** entitled *Do You Have Hazardous Material Storage Spill Containment?* (See page 86.) Postal Service facilities with environmental requirements are not being charged for the posters.

Employees may order quality color versions (poster size 24 in. x 36 in. and 8.5 in. x 11 in.) of the E-QUIP, Poster 166, *Do You Have Hazardous Material Storage Spill Containment?* by one of the following means:

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

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

The relevant ordering information is as follows:

PSN: 7690-05-000-4607
PSIN: POS166
Unit of Issue: EA
Quick Pick #: N/A
Bulk Pack Quantity: 200
Price: \$1.72
Edition Date: 11/01

In addition, the E-QUIP may be downloaded from the Postal Service environmental Web page at <http://blue.usps.gov/environmental>.

— *Environmental Management Policy,
Engineering, 4-18-02*



E-QUIP Environmental Management Policy Quick Information Page

Do You Have Hazardous Material Storage Spill Containment?

Here is what you need to do...



- Make sure outdoor hazardous waste storage areas have secondary containment
- Make sure above ground storage tanks storing products and wastes have secondary containment
- Provide secondary containment to prevent any spill of hazardous materials from causing harm to the environment
 - secondary containment devices include double-walled tanks with spill and overflow protection, dikes, berms, retaining walls, curbing, spill diversion ponds and sumps
- Make sure secondary containment is large enough to hold 10% of the total volume of all containers, or 110% of the volume of the largest container,

Any hazardous material or chemical spillage that may occur must be promptly controlled and cleaned up by following your facility specific hazardous material spill SOP and by trained personnel.

For additional information, contact your immediate supervisor or visit the environmental web page (blue.usps.gov/environmental).
For assistance with training, contact NCED environmental support team at 405-366-4890.

ANNOUNCEMENT

Documentation of Underground Storage Tanks

Proper management of underground storage tanks (USTs) is an important environmental goal of the Postal Service. Environmental regulations require owners and operators of USTs to maintain records of their UST systems for the life of the system. As such, the Postal Service is committed to ensuring that all USTs are maintained and operated within applicable environmental regulations.

While all UST management activities must be conducted in accordance with postal, federal, state, and local regulations, many of the required activities are similar.

Following are some actions that postal facilities should take to ensure compliance with the environmental regulations:

- Comply with tank registration and permit requirements.
- Perform tank integrity system testing and other UST monitoring activities.
- Perform daily tank product inventories and associated recordkeeping.
- Retain tank records and perform recordkeeping functions.
- Implement employee-training requirements.

Owners and operators of USTs are required to maintain records of their UST systems for the life of the system. To provide Postal Service facilities with information on the proper management of UST records, Environmental Management Policy (EMP) has developed an **Environmental—Quick Information Page** (E-QUIP) entitled *Are You Maintaining Proper Documentation of Your Underground Storage Tank(s)?* (See page 88.) Postal Service facilities with environmental requirements are not being charged for the posters.

Employees may order quality color versions (poster size 24 in. x 36 in. and 8.5 in. x 11 in.) of the E-QUIP, Poster 160, *Are You Maintaining Proper Documentation of Your Underground Storage Tank(s)?* by one of the following means:

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

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

The relevant ordering information is as follows:

PSN: 7690-05-000-4601
PSIN: POS160
Unit of Issue: EA
Quick Pick #: N/A
Bulk Pack Quantity: 200
Price: \$1.72
Edition Date: 11/01

In addition, the E-QUIP may be downloaded from the Postal Service environmental Web page at <http://blue.usps.gov/environmental>.

— *Environmental Management Policy,
Engineering, 4-18-02*



E-QUIP Environmental Management Policy Quick Information Page

Are You Maintaining Proper Documentation of Your Underground Storage Tank(s)?



Here is what you need to do...

- Maintain "as-built" drawings showing tank and piping locations, and materials of construction
- Maintain corrosion detection and leak detection inspection records
- Maintain system warranty records
- Maintain system certification records

Owners and operators of underground storage tanks are required to maintain records of their UST systems for the life of the system.

For additional information, contact your immediate supervisor or visit the environmental web page (blue.usps.gov/environmental).
For assistance with training, contact NCED environmental support team at 405 386-4890.

ANNOUNCEMENT

Storing and Labeling Used Oil

The federal regulations for the proper management of used oil can be found in 40 CFR part 279. It is important to follow the regulations and properly handle your facility's used oil. The potential impact from not properly handling used oil can be far reaching. Used oil does not easily dissolve, is difficult to clean up, and can contain toxic chemicals and heavy metals. It is very slow to degrade and can stick to everything from beach sand to bird feathers.

Used oil from a single oil change can ruin a million gallons of fresh water — a year's supply for 50 people. It is estimated that in the United States, 200 million gallons of used oil are improperly disposed of by dumping, disposing in the trash, and pouring down storm sewers or drains. Used oil is a major source of oil pollution in our nation's waterways.

Following are some actions that you should take to ensure that used oil is properly handled at your facility:

- Properly label collection containers as "Used Oil" or as specified by state or local regulations. Do this to prevent mixing used oil with hazardous wastes or other materials.
- Maintain used oil containers in good condition by ensuring that they are not leaking and have no structural damage or deterioration.
- Used oil containers should be sealed unless filling or emptying.
- Recycle or dispose of used oil through a permitted vendor.
- Keep used oil contaminated with refrigerants or any other liquid separate from other used oil.
- Determine if your state regulates used oil as a hazardous waste (you must follow all applicable regulations for hazardous waste management).
- Handle as hazardous waste, used oil that you do not recycle.

Used oil that is not recycled must be handled as a hazardous waste. To provide Postal Service facilities with information on the proper storage and labeling of used oil, Environmental Management Policy (EMP) has developed an **Environmental—Quick Information Page (E-QUIP)** entitled *Are You Properly Storing and Labeling Your Used Oil?* (See page 90.) Postal Service facilities with environmental requirements are not being charged for the posters.

Employees may order quality color versions (poster size 24 in. x 36 in. and 8.5 in. x 11 in.) of the E-QUIP, Poster 161, *Are You Properly Storing and Labeling Your Used Oil?* by one of the following means:

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

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

The relevant ordering information is as follows:

PSN: 7690-05-000-4602
PSIN: POS161
Unit of Issue: EA
Quick Pick #: N/A
Bulk Pack Quantity: 200
Price: \$1.72
Edition Date: 11/01

In addition, the E-QUIP may be downloaded from the Postal Service environmental Web page at <http://blue.usps.gov/environmental>.

— *Environmental Management Policy,
Engineering, 4-18-02*



E-QUIP Environmental Management Policy Quick Information Page

Are You Properly Storing and Labeling Your Used Oil?



Here is what you need to do...

- Properly label collection containers "USED OIL" or as specified by state or local regulation
- Maintain your used oil containers in good condition and ensure that they are not leaking
- Keep used oil containers closed
- Properly recycle or dispose of used oil through a permitted vendor
- Keep used oil contaminated with refrigerants or any other liquid separate from other used oil
- Determine if your state regulates used oil as a hazardous waste (you must follow all applicable regulations for hazardous waste management)

Used oil that is not recycled must be handled as a hazardous waste.

For additional information, contact your immediate supervisor or visit the environmental web page (blue.usps.gov/environmental).
For assistance with training, contact NCED environmental support team at 405 366-4890.

ANNOUNCEMENT

Implementing a Facility Storm Water Pollution Prevention Plan and/or Spill Prevention Control and Countermeasures Plan

The federal government enacted the Clean Water Act (CWA) to protect our nation's waters. Prior to the implementation of the CWA in 1972, only one-third of our nation's waterways (lakes, ponds, rivers, etc.) were safe for fishing and swimming. Since the implementation of the CWA, approximately two-thirds of the nation's waterways have become safe for fishing and swimming.

Two important components of the CWA are Storm Water Pollution Prevention Plans (SWPPPs) and Spill Prevention Control and Countermeasures (SPCC) Plans. SWPPPs are designed to prevent storm water pollution, and SPCC Plans are designed to reduce water pollution from petroleum products (oil, grease, lubricants, etc.).

The Postal Service is committed to preventing water pollution from facility operations through fertilizer application during landscaping, vehicle and equipment maintenance, facility and equipment painting operations, and fuel storage. Your facility may require an SWPPP and/or an SPCC Plan if the facility:

- Operates wastewater treatment equipment.
- Discharges wastewater into public sewers.
- Stores more than 660 gallons of petroleum products in a single above-ground storage tank or a total of more than 1,320 gallons above ground.
- Stores more than 42,000 gallons of petroleum products in underground storage tanks.

To provide Postal Service facilities with information on the proper implementation of the SWPPP and/or SPCC Plan, Environmental Management Policy (EMP) has developed an **Environmental—Quick Information Page** (E-QUIP) entitled *Are You Properly Implementing Your Facility SWPPP and/or SPCC Plan?* (See page 92.) Postal Service facilities with environmental requirements are not being charged for the posters.

Employees may order quality color versions (poster sizes 24 in. x 36 in. and 8.5 in. x 11 in.) of the E-QUIP, Poster 162, *Are You Properly Implementing Your Facility SWPPP and/or SPCC Plan?* by one of the following means:

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

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

The relevant ordering information is as follows:

PSN: 7690-05-000-4603
PSIN: POS162
Unit of Issue: EA
Quick Pick #: N/A
Bulk Pack Quantity: 200
Price: \$1.72
Edition Date: 11/01

In addition, the E-QUIP may be downloaded from the Postal Service environmental Web page at <http://blue.usps.gov/environmental>.

— *Environmental Management Policy,
Engineering, 4-18-02*



E-QUIP: Environmental Management Policy Quick Information Page

Are You Properly Implementing Your Facility SWPPP and/or SPCC Plan?



Here is what is required of a Storm Water Pollution Prevention Plan (SWPPP) or a Spill Prevention Control and Countermeasures (SPCC) Plan:



- Perform inspections and leak tests on your underground and aboveground storage tanks
- Perform inspections on containment systems, fuel transfer operations, and spill response equipment and supplies
- Maintain adequate spill control supplies and equipment as required in your plan(s)
- Maintain spill reports in accordance with your plan(s)
- Know who to contact when a hazardous or regulated substance has been released in reportable quantities to the environment

Your facility may require an SWPPP or an SPCC Plan if the facility: operates wastewater treatment equipment; discharges wastewater into public sewers; stores more than 660 gallons of petroleum products in a single above ground storage tank, or more than 1,320 gallons in total capacity in all above ground storage tanks; stores more than 42,000 gallons of petroleum products in underground storage tanks; handles domestic sewage sludge.

For additional information, contact your immediate supervisor or visit the environmental web page (blue.usps.gov/environmental).
For assistance with training, contact NCED environmental support team at 405 365-4890.

Poster 142, November 2001

ANNOUNCEMENT

Old, Unused, or Excessive Materials On-Site

Excessive inventory of paint, cleaning supplies, spray cans, etc., can create a liability for your facility due to the potential for mismanagement of waste or accidental releases of hazardous materials.

The Environmental Protection Agency (EPA) regulates the disposal of hazardous and nonhazardous materials. Federal hazardous waste regulations can require some generators to certify that they have a waste reduction program, while others must certify that they have "made a good faith effort to minimize (reduce)" their waste generation.

A well-defined waste reduction program should include procedures to evaluate current material usage, product inventory, and storage practices. In addition, the program should include the evaluation of environmentally preferred products and a method of tracking the facility's progress towards waste reduction.

Old, unused, or excessive products stored on-site can present an environmental liability for the facility. To provide Postal Service facilities with information on the proper management of old, unused, or excessive equipment, Environmental Management Policy (EMP) has developed an **Environmental—Quick Information Page (E-QUIP)** entitled *Do You Have Any Old, Unused or Excessive Materials (equipment, paint, cleaning supplies, spray cans, etc.) On-Site?* (See page 94.) Postal Service facilities with environmental requirements are not being charged for the posters.

Employees may order quality color versions (poster size 24 in. x 36 in. and 8.5 in. x 11 in.) of the E-QUIP, Poster 164, *Do You Have Any Old, Unused or Excessive Materials (equipment, paint, cleaning supplies, spray cans, etc.) On-Site?* by one of the following means:

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

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

The relevant ordering information is as follows:

PSN: 7690-05-000-4605
PSIN: POS164
Unit of Issue: EA
Quick Pick #: N/A
Bulk Pack Quantity: 200
Price: \$1.72
Edition Date: 11/01

In addition, the E-QUIP may be downloaded from the Postal Service environmental Web page at <http://blue.usps.gov/environmental>.

— *Environmental Management Policy,
Engineering, 4-18-02*



E-QUIP Environmental Management Policy Quick Information Page

Do You Have Any Old, Unused or Excessive Materials (equipment, paint cleaning supplies, spray cans, etc.) On-Site?



Here is what you need to do...

- Develop a facility-specific waste reduction plan that covers both hazardous and non-hazardous waste
 - hazardous wastes are discarded materials regulated by the Environmental Protection Agency because of public health and safety concerns.
 - nonhazardous wastes are discarded materials not regulated by the EPA
- Control material inventory by:
 - ordering only the amount of material needed to perform the activity
 - storing materials in neat, orderly, segregated areas
- Cover outdoor storage areas to avoid material contact with the elements

Old, unused or excessive products stored on-site can present an environmental liability for the facility.

For additional information, contact your immediate supervisor or visit the environmental web page (blue.usps.gov/environmental).
For assistance with training, contact NCED environmental support team at 405 366-4890.

ANNOUNCEMENT

Disposing of Hazardous Waste

Some products that the Postal Service uses may contain materials that make them hazardous. When these products have been used or have reached their useful life, they must be handled, controlled, and disposed of properly. When a hazardous material is no longer useful, it is considered a hazardous waste.

Common wastes at Postal Service facilities that may be hazardous can include used oils, some solvents, cracked or leaking batteries, pesticides and herbicides, inks, used paint thinner, degreasers, and old paint. Hazardous waste is regulated from the point of origin to the ultimate disposal point. Each facility must determine which materials are considered hazardous.

Never dispose of hazardous wastes on Postal Service property. The wastes must be delivered to an off-site facility that is authorized and permitted by the Environmental Protection Agency (EPA) or the state. Certain wastes, such as used oil, used paints, used batteries, used tires, etc., have very specific disposal procedures.

Prior to shipping hazardous waste to a disposal point, each facility is responsible for its safe management. Safe management includes safe handling, preventing accidents, and responding to emergencies. Storage containers must be properly labeled, and storage areas must be inspected weekly and properly secured.

When handing hazardous waste to a disposal facility or waste hauler, each facility must fill out a *Uniform Hazardous Waste Manifest*. This manifest must accompany the waste to its final destination. Upon arrival, a copy of the manifest will be signed and returned to the facility. Keep these manifests on file for a minimum of 3 years.

Proper material management can eliminate or reduce the generation of hazardous waste. This reduction in waste means fewer compliance requirements. To provide Postal Service facilities with information on the proper disposal of hazardous waste, Environmental Management Policy (EMP) has developed an **Environmental—Quick Information Page (E-QUIP)** entitled *Are You Properly Disposing of Your Hazardous Waste?* (See page 96.) Postal Service facilities with environmental requirements are not being charged for the posters.

Employees may order quality color versions (poster size 24 in. x 36 in. and 8.5 in. x 11 in.) of the E-QUIP, Poster 167, *Are You Properly Disposing of Your Hazardous Waste?* by one of the following means:

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

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

The relevant ordering information is as follows:

PSN: 7690-05-000-4608
PSIN: POS167
Unit of Issue: EA
Quick Pick #: N/A
Bulk Pack Quantity: 200
Price: \$1.72
Edition Date: 11/01

In addition, the E-QUIP may be downloaded from the Postal Service environmental Web page at <http://blue.usps.gov/environmental>.

— *Environmental Management Policy,
Engineering, 4-18-02*



E-QUIP Environmental Management Policy [Click Information Page](#)

Are You Properly Disposing of Your Hazardous Waste?



Here is what you need to do...

- Determine the type of waste streams that are generated by your facility (common hazardous wastes found at postal facilities include: oils, solvents, batteries, pesticides, inks, degreasers, old paint and thinners, etc.)
- Manage your hazardous waste accumulation and storage areas (storage areas and containers must be properly identified, labeled and controlled, inspected weekly, and secured)
- Maintain the proper documents or reports for your hazardous waste (a copy of hazardous waste disposal records must be maintained for three years)
- Use only permitted recycling or disposal facilities and waste haulers

Proper material management can eliminate or reduce the generation of hazardous waste, which can reduce the requirements for hazardous waste compliance.

For additional information, contact your immediate supervisor or visit the environmental web page (blue.usps.gov/environmental).
For assistance with training, contact NCED environmental support team at 405 366-4890.

ANNOUNCEMENT

Managing Hazardous Waste Documentation

The Environmental Protection Agency (EPA) requires that hazardous waste be tracked in a “cradle-to-grave” approach. This approach follows the movement of hazardous materials from their point of generation to their ultimate disposal location (landfill, recycler, etc.). To ensure compliance with environmental regulations, the Postal Service requires any facility generating hazardous waste to maintain copies of the *Uniform Hazardous Waste Manifest* or the invoices for transportation and disposal.

A *Uniform Hazardous Waste Manifest* contains the following minimum required information:

- Name, address, and EPA ID number of the hazardous waste generator, transporter, and designated facility.
- Department of Transportation (DOT) description of the waste’s hazards.
- Quantities of the wastes transported and container type.

Any Postal Service employee filling out a *Uniform Hazardous Waste Manifest* must be properly trained to ensure compliance with various federal and state laws and regulations. In addition, the disposal facility must send a copy of the manifest back to the generating facility to document that the waste arrived at the ultimate destination.

Training is required by law for anyone completing *Uniform Hazardous Waste Manifests*. *Uniform Hazardous Waste Manifests* must be properly filled out and retained. To provide Postal Service facilities with information on the proper management of hazardous waste documentation, Environmental Management Policy (EMP) has developed an **Environmental—Quick Information Page** (E-QUIP) entitled *Are You Managing Your Hazardous Waste Documentation Correctly?* (See page 98.) Postal Service facilities with environmental requirements are not being charged for the posters.

Employees may order quality color versions (poster size 24 in. x 36 in. and 8.5 in. x 11 in.) of the E-QUIP, Poster 163, *Are You Managing Your Hazardous Waste Documentation Correctly?* by one of the following means:

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

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

The relevant ordering information is as follows:

PSN: 7690-05-000-4604
PSIN: POS163
Unit of Issue: EA
Quick Pick #: N/A
Bulk Pack Quantity: 200
Price: \$1.72
Edition Date: 11/01

In addition, the E-QUIP may be downloaded from the Postal Service environmental Web page at <http://blue.usps.gov/environmental>.

— *Environmental Management Policy,
Engineering, 4-18-02*



E-QUIP Environmental Management Policy **QUICK** Information Page

Are You Managing Your Hazardous Waste Documentation Correctly?



Here is what you need to do...

- **Maintain copies of all manifests or vendor's invoice** (with the exception of conditionally exempt facilities, a Uniform Hazardous Waste Manifest must be used when hazardous waste is transported off-site)
- **Make sure that all copies are properly signed and legible, and the person filling out the manifest has received adequate training**
- **Verify that all information on each copy is uniform**
- **Send a copy of the manifest to the State**
- **Maintain the return copy of the manifest from the Treatment Storage and Disposal Facility (TSDF)**
- **File exception reports whenever you do not receive a copy of the manifest from TSDF within the required time limit as specified by regulation**

Training is required by law for anyone completing hazardous waste manifests. Hazardous waste manifests must be properly filled out and retained.

*For additional information, contact your immediate supervisor or visit the environmental web page (blue.usps.gov/environmental).
For assistance with training, contact NCEC environmental support team at 405 396-4890.*

ANNOUNCEMENT

Labeling Hazardous Waste Containers

Some products that the Postal Service uses may contain materials that make them hazardous. When these products have been used or have reached their useful life, they must be handled, controlled, and disposed of properly. When a hazardous material is no longer useful, it is considered a hazardous waste.

Common wastes at Postal Service facilities that may be hazardous can include used oils, some solvents, cracked or leaking batteries, pesticides and herbicides, inks, used paint thinner, degreasers, and old paint. Hazardous waste is regulated from the point of origin to the ultimate disposal point.

Hazardous waste that is stored in drums, tanks, etc., must be properly labeled to warn employees of the possible hazards. Labeling also helps to ensure that unauthorized mixing does not occur. The labels on the containers must clearly state "Hazardous Waste," the name of the waste, the type of hazard (i.e., flammable, corrosive, reactive, toxic, etc.), and the date on which the accumulation of that waste began. Hazardous wastes must be stored in a tightly closed container that will not corrode, rupture, or become damaged.

Hazardous waste is regulated from the point of origin to the ultimate disposal point. Containers of hazardous waste must be properly labeled. To provide Postal Service facilities with information on the proper labeling of hazardous waste containers, Environmental Management Policy (EMP) has developed an **Environmental—Quick Information Page** (E-QUIP) entitled *Do You Properly Label Hazardous Waste Containers?* (See page 100.) Postal Service facilities with environmental requirements are not being charged for the posters.

Employees may order quality color versions (poster size 24 in. x 36 in. and 8.5 in. x 11 in.) of the E-QUIP, Poster 165, *Do You Properly Label Hazardous Waste Containers?* by one of the following means:

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

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

The relevant ordering information is as follows:

PSN: 7690-05-000-4606
PSIN: POS165
Unit of Issue: EA
Quick Pick #: N/A
Bulk Pack Quantity: 200
Price: \$1.72
Edition Date: 11/01

In addition, the E-QUIP may be downloaded from the Postal Service environmental Web page at <http://blue.usps.gov/environmental>.

— *Environmental Management Policy,
Engineering, 4-18-02*



E-QUIP Environmental Management Policy Quick Information Page

Do You Properly Label Hazardous Waste Containers?



Here is what you need to do...

- Label all hazardous waste containers "Hazardous Waste"
- Use a label such as this:
- Mark each hazardous waste container with the date you started filling the container with waste material
- Mark each container with the following:
 Contents Hazardous Property
 (i.e., flammable, corrosive, reactive, toxic, etc.)

Hazardous waste is regulated from the point of origin to the ultimate disposal point. Containers of hazardous waste must be properly labeled.

For additional information, contact your immediate supervisor or visit the environmental web page (blue.usps.gov/environmental).
 For assistance with training, contact NCED environmental support team at 405 368-4890.

ANNOUNCEMENT

Disposing of Fluorescent Lamps and Ballasts

The proper disposal of fluorescent light bulbs and fixtures is important to maintain a clean environment. Postal Service policy requires that facilities properly handle and dispose of fluorescent light bulbs and fixtures.

Fluorescent lamps are widely used in businesses because they provide an energy-efficient source of lighting. However, they may contain mercury, which is regulated by the Environmental Protection Agency (EPA). Due to the risks associated with mercury contamination, fluorescent light bulbs should never be crushed. Crushing fluorescent bulbs could result in the release of mercury liquid or vapor.

The Postal Service requires the proper disposal of ballast and encourages the recycling of all fluorescent light fixture ballasts. Lamp ballasts may contain polychlorinated biphenyls (PCBs), which are regulated by the EPA. Light ballasts should be considered to contain PCBs unless they were manufactured after 1978 or are stamped "NO PCBs."

Even though fluorescent light bulbs could potentially contain mercury and ballasts could potentially contain PCBs, fluorescent light fixtures do not pose a risk to people or the environment until they are damaged or improperly disposed. Therefore, it is necessary to determine the fluorescent bulb and ballast recycling or disposal requirements for each facility.

To provide Postal Service facilities with information on the proper disposal of fluorescent lamps and ballasts, Environmental Management Policy (EMP) has developed an **Environmental—Quick Information Page (E-QUIP)** entitled *How Would You Dispose of Fluorescent Lamps and Ballasts?* (See page 102.) Postal Service facilities with environmental requirements are not being charged for the posters.

Employees may order quality color versions (poster size 24 in. x 36 in. and 8.5 in. x 11 in.) of the E-QUIP, Poster 169, *How Would You Dispose of Fluorescent Lamps and Ballasts?* by one of the following means:

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

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

The relevant ordering information is as follows:

PSN: 7690-05-000-4610
PSIN: POS169
Unit of Issue: EA
Quick Pick #: N/A
Bulk Pack Quantity: 200
Price: \$1.72
Edition Date: 11/01

In addition, the E-QUIP may be downloaded from the Postal Service environmental Web page at <http://blue.usps.gov/environmental>.

— *Environmental Management Policy,
Engineering, 4-18-02*



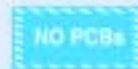
E-EQUIP Environmental Management Policy [Click Information Page](#)

How Would You Dispose of Fluorescent Lamps and Ballasts?

Here is what you need to know...



- Fluorescent bulbs may contain mercury vapor
- Bulbs must be disposed of properly in permitted landfill or sent to permitted light recycling company, where required by state and local laws
- Recycling recovers 99% of the mercury from fluorescent bulbs
- Do not crush fluorescent light bulbs
- If the ballast is NOT labeled



or



assume it DOES contain PCBs

- USPS encourages the recycling of all ballasts
- A leaking ballast may spill PCBs into the environment
- Ballasts should not be disposed of in landfills

Determine the fluorescent bulb recycling or disposal requirements for your facility.

For additional information, contact your immediate supervisor or visit the environmental web page (blue.usps.gov/environmental).
For assistance with training, contact NCED environmental support team at 405 366-4890.

ANNOUNCEMENT

Maintaining Refrigerant Management Records

It is important to properly maintain facility refrigerant management records to help ensure environmental compliance. The Clean Air Act (CAA) requires the recycling of refrigerants such as chlorofluorocarbons (CFCs) and hydrochlorofluorocarbons (HCFCs) and bans the release of refrigerants during the service, maintenance, and disposal of air-conditioning and refrigeration equipment. Under the CAA, Postal Service facilities must maintain all records of refrigerant purchases, returns, buy backs, off-site reclamation, and disposal.

Maintain the following records or documents relating to refrigerant use:

- Records showing amount of refrigerant purchased, used, recovered, recycled, and stored per calendar year.
- Maintenance records.
- Training records.
- Permits and records of repair or modifications.

Proper management of refrigerants is an important contribution to a safe and healthy environment. To provide Postal Service facilities with information on the proper management of refrigerant records, Environmental Management Policy (EMP) has developed an **Environmental—Quick Information Page** (E-QUIP) entitled *Are You Maintaining Your Refrigerant Management Records Correctly?* (See page 104.) Postal Service facilities with environmental requirements are not being charged for the posters.

Employees may order quality color versions (poster size 24 in. x 36 in. and 8.5 in. x 11 in.) of the E-QUIP, Poster 168, *Are You Maintaining Your Refrigerant Management Records Correctly?* by one of the following means:

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

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

The relevant ordering information is as follows:

PSN: 7690-05-000-4609
PSIN: POS168
Unit of Issue: EA
Quick Pick #: N/A
Bulk Pack Quantity: 200
Price: \$1.72
Edition Date: 11/01

In addition, the E-QUIP may be downloaded from the Postal Service environmental Web page at <http://blue.usps.gov/environmental>.

— *Environmental Management Policy,
Engineering, 4-18-02*



E-QUIP Environmental Management Policy Quick Information Page

Are You Maintaining Your Refrigerant Management Records Correctly?

Here is what you need to do...



- Maintain records of the following for at least three years:
 - pounds of refrigerant purchased, used, recovered, recycled and stored per calendar year;
 - training of personnel performing or supervising refrigerant recovery, recycling or recharging; and
 - documentation for refrigerant that has been recycled or recharged offsite
- Maintain all permits and records of repairs or modifications
- Maintain service records for each piece of equipment with 50 or more pounds of refrigerant charge

Proper management of refrigerants is an important contribution to a safe and healthy environment.

For additional information, contact your immediate supervisor or visit the environmental web page (blue.usps.gov/environmental).
For assistance with training, contact NCED environmental support team at 405-366-4890.

NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

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

ANNUAL RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S * Fund	Wilshire 4500 Stock Index	I * Fund	EAFE Stock Index
1992	7.23	7.20	7.40	7.70	7.62	—	11.87	—	-12.22
1993	6.14	9.52	9.75	10.13	10.08	—	14.57	—	32.68
1994	7.22	-2.96	-2.92	1.33	1.32	—	-2.66	—	7.75
1995	7.03	18.31	18.47	37.41	37.58	—	33.48	—	11.27
1996	6.76	3.66	3.63	22.85	22.96	18.52	17.18	6.27	6.14
1997	6.77	9.60	9.65	33.17	33.36	26.61	25.69	1.46	1.55
1998	5.74	8.70	8.69	28.44	28.58	7.51	8.63	20.46	20.09
1999	5.99	-0.85	-0.82	20.95	21.04	32.70	35.49	26.81	26.72
2000	6.42	11.67	11.63	-9.14	-9.10	-8.76	-15.77	-14.11	-14.17
2001	5.39	8.61	8.44	-11.94	-11.89	-2.22*	-2.52*	-15.42*	-14.88*

*Rates of return for May (inception of S and I Funds) through December 2001.

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

2002 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Jan.	0.45	0.79	0.81	-1.47	-1.46	-2.02	-1.95	-5.33	-5.31
Feb.	0.40	0.98	0.97	-1.92	-1.93	-2.64	-2.83	0.66	0.70
March	0.44	-1.66	-1.66	3.73	3.76	6.83	6.78	5.82	5.41
LAST 12 MONTHS	5.35	5.45	5.64	0.12	0.24	—	9.72	—	-8.50
LAST 11 MONTHS	—	—	—	—	—	-0.36	-0.77	-14.71	-14.45

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

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

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

* Implemented May 2001.

Please post on bulletin boards. Recycle all previous notices.

**“Mom, why didn’t you wear
your work shoes?”**



**ALWAYS
WEAR PROPER
FOOTWEAR.**



Purchasing and Materials

PM REVISION

Noncompetitive Purchases

Effective April 18, 2002, *Purchasing Manual* (PM) 2.1.6.c, Noncompetitive Purchase Method, is revised to change the discussion of required review and approval of noncompetitive purchases.

Management Instruction (MI) PM-2.1.6-2002-1, *Non-competitive Purchases*, is also revised to change the discussion of review and approval of noncompetitive purchases. Also, we are replacing the MI with MI PM-2.1.6-2002-2. The title remains the same.

We will incorporate these revisions into the next printed version of the PM and into the online version available on the Postal Service Intranet at <http://blue.usps.gov/cpim>.

Purchasing Manual (PM)

	*	*	*	*	*
2	Purchase Planning				
2.1	Policy				
	*	*	*	*	*
2.1.6	Purchase Method				
	*	*	*	*	*
2.1.6.c	Noncompetitive Purchase Method				
	*	*	*	*	*

[Revise item 4 to read as follows:]

4. Reviews and Approvals

- (a) The VP, P&M, has delegated noncompetitive review and approval authority for contracts up to and including \$10 million, by letter of delegation, to the managers, Headquarters Purchasing, Field Customer Support, Major Facilities Purchasing, and National Mail Transportation Purchasing, who may, consistent with those delegations, redelegate, by letter of delegation, some of that authority to subordinate managers and contracting officers.
- (b) If the estimated value of the noncompetitive purchase is expected to exceed \$10 million, the VP, P&M, must give prior review and approval of either the purchase plan or proposed contract award.

* * * * *

— *Purchasing Policies and Procedures, Purchasing and Materials, 4-18-02*

ORDERING INSTRUCTIONS

CFS Ergonomic Chairs

The Material Distribution Center has available a limited supply of computer forwarding system (CFS) ergonomic chairs. The price has just been lowered from \$278.00 to \$100.00 each.

To order the CFS ergonomic chair, send a completed PS Form 7381, *Requisition for Supplies, Services, or Equipment*, to your district material management specialist using the following relevant ordering information:

PSN: 7110-02-000-8176
 PSIN: 56B
 Unit of Issue: EA
 Price: \$100.00

Your district material management specialist will then obtain the chairs for you.

— *Materials, Purchasing and Materials, 4-18-02*



"Dad, all you had to do was wear the seat belt"



He's right.

**SAFETY
DEPENDS
ON ME!**



Retail

REMINDER

Placement of Certified Mail Labels

Retail acceptance employees are reminded to place the barcoded portion of PS Form 3800, *Certified Mail Receipt*, above the delivery address and to the right of the return address on letters, or to the left of the delivery address on parcels. Additionally, acceptance employees should ensure that postage validation imprinter (PVI) labels, postage, or customer meter strips do not interfere with the barcode or the taggant — the beige square located to the right of the barcode of the label (see Example #1). Our equipment cannot read the barcode and taggant if they are covered. If there is insufficient room on the envelope for both the certified mail label and the PVI label, you may wrap the PVI label around the side of the envelope, as long as the barcode portion of the PVI label is on the front of the mailpiece (see Example #2).

Example #1



See sample below if there is insufficient room for PVI label.

Example #2



REMINDER

Setting Electronic Manually Reset Meters After April 30, 2002

Retail unit employees are instructed to stop resetting *all* meters after April 30, 2002, unless the customer presents a valid authorization letter that allows them to have their postage meter reset. The Postal Service sent an authorization letter to each of the approximately 24,000 known users of manually reset electronic postage meters. The authorization letter allows resetting the meter until a stated "last reset date." The authorization letter gives both the retail unit employees and the meter customer accurate information about the last date that a given meter can be reset.

In *Postal Bulletin 22072* (3-21-02, page 108), the article "Announcement: Setting Electronic Manually Reset Meters After April 30, 2002," contained more information on this new process and on how to recognize the special security paper so you can be sure the authorization is an original. If customers have not received the letter, or if they have questions about the last reset date or other issues, ask them to contact their meter manufacturer immediately. Since the meter manufacturers provided the information in the letter to the Postal Service, the manufacturers are the primary points of contact for solving any problems involving the "last reset date." Any communication with the Postal Service on this subject should be initiated through the manufacturer.

The meter manufacturer contacts for users of electronic manually reset meters are as follows:

Francotyp-Postalia, Inc.

Phone: 630-827-5761

e-mail: tsokley@fp-usa.com

Hasler, Inc. (formerly, Ascom Hasler)

Phone: 800-237-9157

e-mail: mc@ahmail.com

Neopost, Inc.

Phone: 800-NEOPOST, ext. 3717 or selection 3

e-mail: meterinventory@neopostinc.com

Fax: 510-489-7205

Pitney Bowes, Inc.

Phone: 800-MRBOWES

e-mail: mrbowes@pb.com

Fax: 800-688-2728

**DON'T FORGET:
AFTER APRIL 30, 2002
NO RESET WITHOUT A VALID
AUTHORIZATION LETTER**

— *Postage Technology Management,
Product Development, 4-18-02*

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

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

Credit Card Number _____ Expiration Date _____

Signature _____

Mail Completed Form and Payment To:

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



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

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

Global economies

brought to you by **UNITED STATES POSTAL SERVICE**

Hamburg Cowboy Haus

1975

Global Delivery Services: With some of the most affordable shipping choices in the business, we go to the ends of the earth to help you manage your overseas delivery budget.

©2013 United States Postal Service. All rights reserved. USPS, United States Postal Service

www.uspsglobal.com