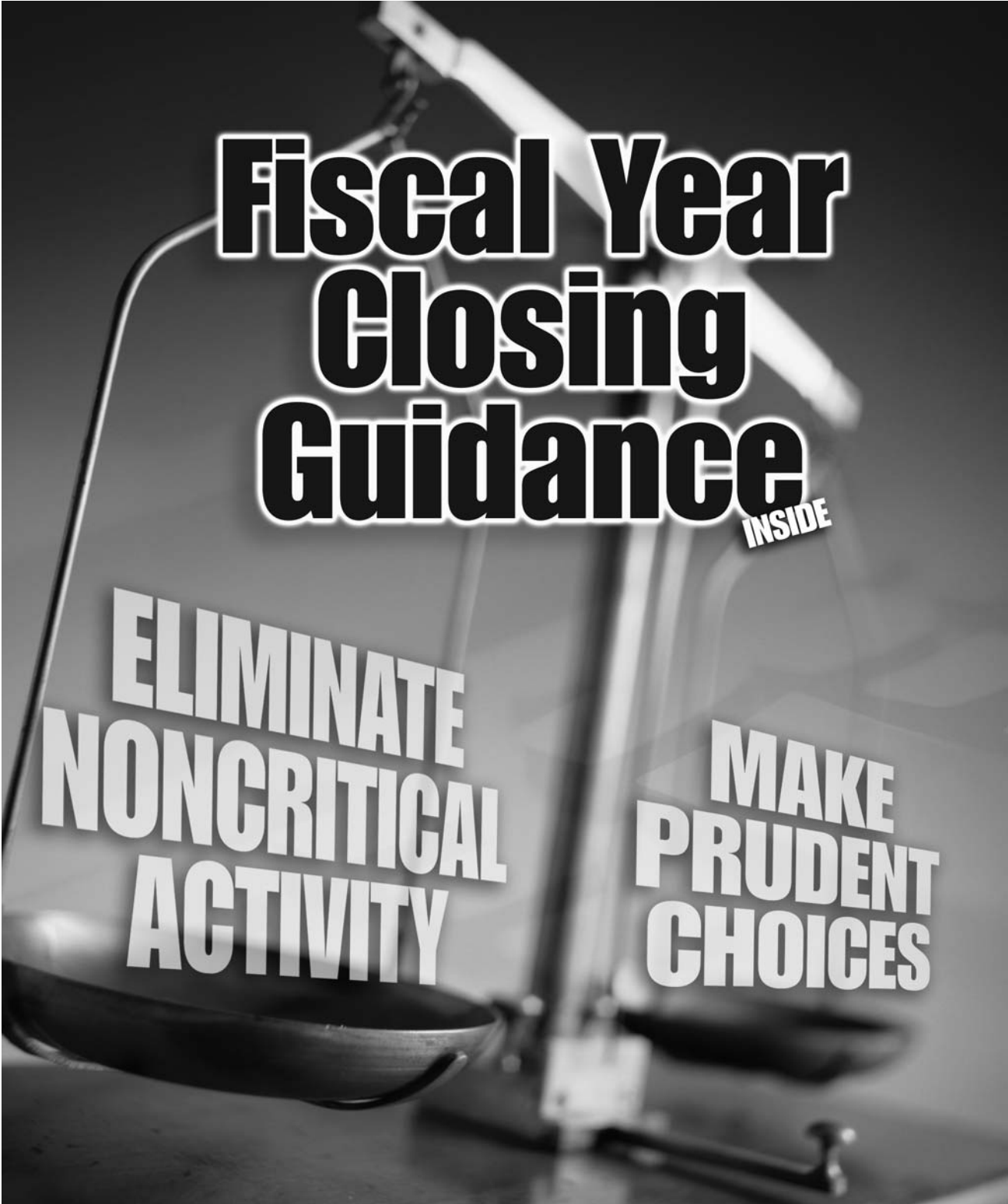


POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22081, JULY 25, 2002



Fiscal Year Closing Guidance

INSIDE

ELIMINATE
NONCRITICAL
ACTIVITY

MAKE
PRUDENT
CHOICES

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



Recycled Paper

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

PB 22081: 7690-05-000-4846	PB 22075: 7690-05-000-4840	PB 22068: 7690-04-000-5675	PB 22061: 7690-04-000-5668
PB 22080: 7690-05-000-4845	PB 22074: 7690-05-000-4839	PB 22067: 7690-04-000-5674	PB 22060: 7690-04-000-5667
PB 22079: 7690-05-000-4844	PB 22073: 7690-05-000-4838	PB 22066: 7690-04-000-5673	PB 22059: 7690-04-000-5666
PB 22078: 7690-05-000-4843	PB 22072: 7690-05-000-4837	PB 22065: 7690-04-000-5672	PB 22058: 7690-04-000-5665
PB 22077: 7690-05-000-4842	PB 22071: 7690-05-000-4836	PB 22064: 7690-04-000-5671	PB 22057: 7690-04-000-5664
PB 22076: 7690-05-000-4841	PB 22070: 7690-05-000-4835	PB 22063: 7690-04-000-5670	PB 22056: 7690-04-000-5663
PB22075A: 7690-05-000-5051	PB 22069: 7690-05-000-4834	PB 22062: 7690-04-000-5669	PB 22055: 7690-04-000-5662

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
JCP Back to School Sale	Standard/Catalog	07/12–07/15	5.5	National	Car-Rt	RR Donnelly
JCP Uniforms — Fall	Standard/Catalog	07/12–07/15	1.8	National	Car-Rt	Quebecorworld
JCP Home Sale	Standard/Catalog	07/13–07/18	9.1	National	Car-Rt	RR Donnelly
JCP Super Saturday	Standard/Flat	07/15–07/17	17.4	National	Car-Rt	Harte-Hanks
July Hunting	Standard/Catalog	07/15–07/19	1.3	National	3/5 Digit, Basic, Car-Rt	
Billy Graham Letter	Standard/Letter	07/15–07/26	1.2	National	Barcode, 3/5 Digit, Basic	
JCP Jewelry Spectacular	Standard/Flat	07/20–07/23	3.4	National	Car-Rt	Harte-Hanks
Midnight Velvet	Standard Catalog	07/22–07/25	1.3	National	3/5 Digit, Car-Rt	
August Main — Sportsmans Guide	Standard/Catalog	07/22–07/26	1.2	National	Car-Rt, 3/5 Digit, Basic	
JCP VIP Night	Standard/Letter	07/24–07/26	17.4	National	Car-Rt	Harte-Hanks
JCP Customer File/Testing	Standard/Letter	07/26–07/29	5.6	National	Car-RT	Quebecorworld
JCP Buy More Save More (BMSM)	Standard/Postcard	07/29–07/31	13.3	National	Car-Rt	Harte-Hanks
Sally Beauty Supply	Standard/Letter	07/29–07/31	1.1	National	Car-Rt, 3/5 Digit, Basic, Barcoded	
JCP All Sizes	Standard/Catalog	08/02–08/06	7.3	National	Car-RT	Quebecorworld
Midnight Velvet	Standard/Catalog	08/05–08/08	2.2	National	Car-Rt, 3/5 Digit, Basic, Barcoded	
Seventh Avenue	Standard/Catalog	08/05–08/08	1.3	National	Car-Rt, 3/5 Digit, Basic, Barcoded	
JCP Customer Appreciation	Standard/Postcard	08/08–08/10	9.0	National	Car-Rt	Harte-Hanks
JCP Hottest Sale of the All	Standard/Letter	08/08–08/10	23.5	National	Car-Rt	Harte-Hanks
JCP “Just 4 Me” Plus — Fall	Standard/Catalog	08/09–08/13	2.3	National	Car-Rt	Quebecorworld

MINI PUBLICITY KIT

Teddy Bears Stamps**Events and Publicity**

On August 16, 2002, the Postal Service will issue the *Teddy Bears* stamps in Atlantic City, New Jersey, at the American Philatelic Society Stamp Show. Four lovable, cuddly teddy bears are featured on the pane of 20 stamps. These *Teddy Bears* stamps were prompted by the popularity of the *Teddy Bear* stamp issued in 1998 as 1 of 15 stamps honoring the 1900s in the *Celebrate the Century* series.

2002 marks the 100th anniversary of the teddy bear and provides an excellent opportunity to promote the *Teddy Bears* stamps. There are many ways to generate local interest in these special stamps. Following are some methods to capture customer and media attention.

Stage a Kick-off Event

Host an unveiling of the *Teddy Bears* stamps, with the participation of local teddy bear collectors, toy store owners, artists, or authors of teddy bear books. *Remember: When planning events, make sure sufficient stamps are available.*

Other Event Ideas

- Set up a teddy bear display in your lobby featuring artists and manufacturers from your state or local community. Ask teddy bear collectors as well as artists to lend their bears for this exhibit.
- Plan a "gifting" of teddy bears for the residents of your local hospitals (especially the children's wing), nursing homes, and abused shelters or for the victims of emergency situations. Ask the community to get involved by donating almost new or new teddy bears for the event.
- Host a Teddy Bear Reading Hour at your local library or bookstore or in your Post Office lobby, if space permits. You could ask a local personality to read from "bear" books.
- Give free teddy bear stickers to the first 100 customers purchasing the *Teddy Bears* stamps.
- Ask children and adults in your community to write letters about their special teddy bear. Share these letters with others during your gift-giving event.
- Fill a jar with Gummi Bears and invite customers to guess the quantity. The winner receives a framed sheet of *Teddy Bears* stamps or some other *Teddy Bears* stamp product.

Stamp Artwork

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

DAN TRACY
DODGE COLOR
4827 RUGBY AVE STE 100
BETHESDA MD 20814-3028
E-mail: dant@dodgecolor.com
Telephone: 301-656-0025

Products

Description	Item Number	Price
Uncut press sheet (USA Philatelic catalog)	453584	\$44.40
Commemorative panel	453597	8.50
Stamped cards (Post Offices) (5 sheets of 4)	881700	9.25
Stamped cards (Postal retail stores) (5 sheets of 4)	881701	9.25
Stamped cards (USA Philatelic catalog) (5 sheets of 4)	881766	9.25

Licensed Products

For licensing inquiries and use of the *Teddy Bears* stamps images call licensing at 202-268-6745 or send an e-mail message to licensing@usps.com.

Implement any of these ideas, combine them, or brainstorm with your employees to come up with ideas of your own. Be sure to publicize each and every event to your local newspaper and radio and television stations. Send a letter or press release, and then follow up with a phone call.

— Community Relations,
Public Affairs and Communications, 7-25-02

Domestic Mail

DMM REVISION

Free Matter for the Blind and Other Physically Handicapped Persons

Effective August 8, 2002, *Domestic Mail Manual* (DMM) E040 is revised to clarify and simplify the eligibility standards for free matter for the blind and other physically handicapped persons.

Postmasters are reminded that all recipients of free matter must provide evidence of eligibility. Postmasters must establish and maintain a list of eligible recipients under their jurisdiction (see ASM USPS 010.060, Privacy Act Systems of Records Appendix).

We will incorporate these revisions into the printed version of DMM 58 and into the monthly update of the online DMM available via Postal Explorer at *pe.usps.gov*.

Domestic Mail Manual (DMM)

* * * * *

E Eligibility

E000 Special Eligibility Standards

* * * * *

[Revise E040 to insert the word “physically” before the word “handicapped” in each instance where it appears.]

E040 Free Matter for the Blind and Other Physically Handicapped Persons

1.0 BASIC INFORMATION

1.1 General

[Revise 1.1 to read as follows:]

Subject to the standards below, matter may be entered free of postage if mailed by or for the use of blind or other persons who cannot read or use conventionally printed materials due to a physical handicap. The provisions of E040 apply to domestic mail only.

* * * * *

[Revise title and text of 1.3 to read as follows:]

1.3 Eligibility

The following persons are considered to be blind or unable to read or use conventionally printed material due to a physical handicap for purposes of this section:

- a. Certified participants in the Library of Congress National Library Service for the Blind and Physically Handicapped (NLS).

- b. Blind persons whose visual acuity, as determined by competent authority, is 20/200 or less in the better eye with correcting lenses, or whose widest diameter of visual field subtends angular distance no greater than 20 degrees.
- c. Other physically handicapped persons certified by competent authority as meeting one or more of the following conditions:
 - (1) Having a visual disability, with correction and regardless of optical measurement, that prevents the reading of standard printed material.
 - (2) Being unable to read or unable to use standard printed material as a result of physical limitations.
 - (3) Having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading printed material in a normal manner.
 - (4) Meeting the requirements of eligibility resulting from a degenerative, variable disease that renders them unable to read or use conventional printed material because of impaired eyesight or other physical factors. These persons are eligible during the time in which they are certified by a competent authority as unable to read or use conventional materials.
- d. Eligible participants must be residents of the United States, including the several states, territories, insular possessions, and the District of Columbia, or American citizens domiciled abroad.

[Revise title and text of 1.4 to read as follows:]

1.4 Certifying Authority

For purposes of this standard:

- a. The postmaster may extend the free matter privilege to an individual recipient based on personal knowledge of the individual’s eligibility.
- b. In cases of blindness, visual impairment, or physical limitations, “competent authority” is defined to include doctors of medicine; doctors of osteopathy; ophthalmologists; optometrists; registered nurses; therapists; and professional staff of hospitals, institutions, and public or private welfare agencies (e.g., social

workers, caseworkers, counselors, rehabilitation teachers, and superintendents). In the absence of any of these, certification may be made by professional librarians or by any person whose competence under specific circumstances is acceptable to the Library of Congress (see 36 CFR 701.10(b)(2)(i)).

- c. In the case of reading disability from organic dysfunction, "competent authority" is defined as doctors of medicine and doctors of osteopathy.

[Add new 1.5 to read as follows:]

1.5 Qualifying Individuals

The USPS may require individuals claiming entitlement to the free matter privilege to furnish evidence of eligibility consistent with the standards in 1.3 and 1.4, or verify by other means that the recipients are eligible to receive free matter.

2.0 MATTER SENT TO BLIND OR OTHER PHYSICALLY HANDICAPPED PERSONS

2.1 Acceptable Matter

Subject to 2.2, this matter may be mailed free:

[Revise item a to read as follows:]

- a. Reading matter in braille or 14-point or larger sight-saving type and musical scores.

* * * * *

2.2 Conditions

The matter listed in 2.1 must meet these conditions:

* * * * *

[Revise item d by adding the definition of advertising to read as follows:]

- d. The matter contains no advertising. Advertising is defined as:

- (1) All material of which a valuable consideration is paid, accepted, or promised, that calls attention to something to get people to buy it, sell it, seek it, or support it.
- (2) Reading matter or other material of which an advertising rate is charged.
- (3) Articles, items, and notices in the form of reading matter inserted by custom or understanding that textual matter is to be inserted for the advertiser or the advertiser's products in which a display advertisement appears.
- (4) An organization's advertisement of its own services or issues, or any other business of the publisher, whether in display advertising or reading matter.

* * * * *

3.0 MATTER SENT BY BLIND OR OTHER PHYSICALLY HANDICAPPED PERSONS

3.1 Acceptable Letters

[Revise 3.1 to read as follows:]

Only letters in braille or in 14-point or larger sightsaving type or in the form of sound recordings, and containing no advertising, may be mailed free, and only if unsealed and sent by a blind or other physically handicapped person as described in 1.3.

* * * * *

— Mail Preparation and Standards, Pricing and Classification, 7-25-02

DMM REVISION

Palletized Automation Flats With Nonautomation Pieces

Effective August 8, 2002, *Domestic Mail Manual* (DMM) M610.1.4 and M620.1.3 are removed and DMM M820.1.7 is revised to eliminate the mandatory tray and other letter-size preparation requirements for nonautomation rate Standard Mail mailpieces in a mailing job that includes a palletized automation rate mailing of flat-size pieces when the nonautomation rate portion exceeds 10 percent of the mailing job. The dimensions of the pieces in such a mailing job meet the physical dimensions and characteristics of letter-size mail under DMM C050 and, at the same time, automation flat-size mail under DMM C820.

DMM M820.1.7 is also revised to extend this same preparation exception for palletized mail to Periodicals mailpieces that meet the physical dimensions and characteristics of both letter-size mail and automation flat-size mail. DMM M820.1.9 is revised to indicate that mail qualifying for the exception under DMM M820.1.7 is not required to be prepared under DMM M820.1.9.

The revision to this long-standing exception allows mailers to prepare Standard Mail or Periodicals mailings with one production process that generates a single mailstream of flats prepared on pallets. Prior to this revision, mailers

exceeding the 10 percent maximum permitted for the non-automation portion in such a mailing job had to use two production processes that resulted in two separate mail-streams — one consisting of packaged flat-size mail, the other consisting of trayed letter-size mail.

Qualified mailers, usually using PAVE-certified or MAC-certified software, may prefer the preparation standards in DMM M900 for creating merged pallets, and specifically DMM M950 for creating co-packaged pieces to achieve even greater production efficiencies. Mailers sacking such jobs must use DMM M910.

As a point of reference, Standard Mail jobs of Presorted and automation flat-size mailpieces reported on the same postage statement must be co-sacked under DMM M910 (see *Postal Bulletin* 22052, 6-14-01). For co-packaging, the Presorted pieces require 5-digit barcodes (see *Postal Bulletin* 22064, 11-29-01). Pieces without a 5-digit barcode must continue to be prepared as separate mailings, or they may be co-sacked under DMM M910. Co-sacking under this option does not require PAVE-certified or MAC-certified software.

We will incorporate these revisions into the printed version of DMM 58 and into the monthly update of the online DMM, available via Postal Explorer at *pe.usps.gov*.

Domestic Mail Manual (DMM)

* * * * *

M Mail Preparation and Sortation

* * * * *

M600 Standard Mail (Nonautomation)

M610 Presorted Standard Mail

1.0 BASIC STANDARDS

* * * * *

[Remove 1.4 and redesignate 1.5 through 1.8 as 1.4 through 1.7, respectively.]

M620 Enhanced Carrier Route Standard Mail

1.0 BASIC STANDARDS

* * * * *

[Remove 1.3 and redesignate 1.4 through 1.6 as 1.3 through 1.5, respectively.]

M800 All Automation Mail

* * * * *

M820 Flat-Size Mail

1.0 BASIC STANDARDS

* * * * *

[Revise 1.7 to read as follows:]

1.7 Exception for Palletized Automation and Nonautomation Pieces

When the physical dimensions of mailpieces in a Periodicals or Standard Mail mailing job meet the definition of both a letter-size piece under C050 and an automation flat-size piece under C820, the entire job may be prepared, merged, and palletized under M900 if the applicable standards are met. The nonautomation portion is all paid at the appropriate nonautomation rates for Periodicals items and at non-automation nonletter rates for Standard Mail items. Mailing jobs prepared entirely in sacks and claiming this exception must be co-packaged under M950. As an alternative to M900, if a portion of the job is prepared as palletized automation flats, the nonautomation portion may be prepared as follows:

- a. For Periodicals items, as palletized flats at Presorted rates and at carrier route rates. The nonautomation rate pieces that cannot be placed on ADC or finer level pallets may be prepared as flats in sacks and paid at the appropriate nonautomation rates.
- b. For Standard Mail items, as palletized flats at Presorted nonletter rates and at Enhanced Carrier Route nonletter rates. The nonautomation rate pieces that cannot be placed on BMC or finer level pallets may be prepared as flats in sacks and paid at the appropriate nonautomation nonletter rates. As provided in E620, the following minimum volumes for Standard Mail items must be met for this alternative to M900:
 - (1) For the portion claimed at automation nonletter rates, a separate 200-piece minimum must be met. For any portion of the job claimed at Presorted rates, no separate minimum is required.
 - (2) For any portion claimed at Enhanced Carrier Route nonletter rates, a separate 200-piece minimum must be met.

* * * * *

1.9 Co-Traying, Co-Sacking, and Co-Packaging With Presorted Rate Mail

The following standards apply:

* * * * *

[Revise the introductory text in item b to read as follows:]

- b. Periodicals, except as provided in 1.7:

* * * * *

[Revise the introductory text in item c to read as follows:]

- c. Standard Mail, except as provided in 1.7:

* * * * *

Business Mail Acceptance

Handbook DM-109, *Business Mail Acceptance*, provides information about mail verification and acceptance policy for mailings deposited by customers in business mail entry units (BMEUs) and detached mail units (DMUs).

The revisions in Handbook DM-109, Transmittal Letter 3 (July 2002), set forth in this article, clarify certain policies and procedures involving Postal Service staff training, annual frequency requirements for BMEU Integrated Operating Plans, and the completion of supervisor quality mail reviews (QMRs). The revisions also include information about DMUs, the Mailing Evaluation, Readability, Lookup INstrument (MERLIN)™, and verification of mailings presented by customers having authorized special postage payment system agreements. Appendix C, "ZIP Code Target Wedge," is deleted and is reserved for future use. Appendices D and E are updated to include changes to postage rate structures and products in international mail.

Handbook DM-109, Transmittal Letter 3 (July 2002), obsoletes all previous editions of Handbook DM-109 — Transmittal Letter 1 (August 1999) and Transmittal Letter 2 (January 2000).

We will incorporate these revisions into the online version of Handbook DM-109, which is available on the corporate intranet at *blue.usps.gov* — click on *Information*, then *Policies & Procedures*, then *HBKs*, and then the title of the handbook. Printed copies of Handbook DM-109, Transmittal Letter 3 (July 2002), are *not* available from the Material Distribution Center (MDC) at this time. Managers, Business Mail Entry (MBMEs) and other acceptance personnel are encouraged to print a copy of Handbook DM-109 from the Postal Service Intranet to keep as a reference at their work sites.

Handbook DM-109, *Business Mail Acceptance*

Transmittal Letter 3, July 2002

[For the revised Transmittal Letter, see the online version.]

* * * * *

Chapter 1 — BMEU Operating Profile

Introduction

* * * * *

[At the end of the introduction, add text to read as follows:]

Detached Mail Unit Requirements

A detached mail unit (DMU) is an office or work area located in a mailer's plant or office where Postal Service acceptance staff can efficiently and safely perform all required

mail verification. DMUs are usually established under plant load authorization procedures through which the Postal Service picks up and transports mailings directly from the mailer's plant in Postal Service trucks. Mailers that want to establish plant load authorizations must complete and submit PS Form 3815, *Plant Load Authorization Application, Worksheet, and Agreement*, to the Post Office serving the mailer's plant. Information about plant loads may be found in the *Domestic Mail Manual* (DMM) and in the *Postal Operations Manual* (POM) 327.

The district manager also may authorize the verification of mail at a mailer's plant in a DMU for mail if the mail will be transported by the mailer to a destination entry Post Office under the Plant Verified Drop Shipment (PVDS) procedures described in DMM P950. The manager must agree to and be able to adequately staff the DMU to ensure revenue is protected. The verification procedures in this handbook apply to mailings accepted at DMUs. Before mailings may be accepted at the mailer's plant or office, the mailer must agree to all specified conditions, including the following:

- Mailers must provide a safe working environment as required by the Postal Service.
- Mailers must provide a locked and secure office or locked work area (for example, a lockable office or a lockable wire cage) in which Postal Service staff can secure postal equipment and records, and can verify mailings.
- As specified by the Postal Service, mailers must provide sufficient space and equipment, such as a telephone, desk, filing cabinets, chairs, and floor scales needed to verify mailings. The mailer is responsible for scale maintenance and annual calibrations as required by Appendix B in this handbook. The Postal Service acceptance staff is responsible for daily testing. The manager, Business Mail Entry, must ensure that any scales (whether provided by the Postal Service or the mailer) used to verify mailings in DMUs are properly maintained and calibrated.
- Mailers must provide sufficient DMU space to accommodate all equipment provided by the Postal Service.
- Mailers must provide space that allows Postal Service staff to observe the loading of mail into Postal Service trailers or trucks.

If any of the specified conditions are not met, the district manager may discontinue the verification of mail at a DMU.

[For the revised Exhibit 1-1, see the online version.]

* * * * *

Chapter 3 — Training

* * * * *

[In the section entitled "Standard Mail Classification Training Program (SMCTP)," delete the third paragraph and insert text to read as follows:]

Clerks who have the specific job titles noted in Management Instruction EL-720-2000-6 (dated September 18, 2000) are required to successfully complete the 2-week SMCTP training program before verifying and accepting mail in business mail entry units (BMEUs) and detached mail units (DMUs). Clerks who accept mailings full-time but who do not have the specific job titles noted in the Management Instruction are also required to take the 2-week SMCTP training program. An employee identified as the senior qualified bidder or a senior bidder for relief assignment for a business mail entry position or a mailing requirements position can be excused from taking the SMCTP training program if the employee has already successfully completed the training program within the past 5 years.

Clerks who do not have the specific job titles noted in the Management Instruction but who verify mailings on a part-time basis may complete the 2-week SMCTP training program. Additional training programs are being developed and should be available beginning Fiscal Year 2003. Information about the programs will be provided as the programs become available.

Managers, Business Mail Entry, must check the Human Resources Information System (HRIS) National Training Database file quarterly to ensure that all newly appointed employees with the specific job titles noted in the Management Instruction and those who accept mailings full-time have attended the SMCTP training program. Managers, Business Mail Entry, should be certain that all training given to acceptance staff is recorded.

Additional information about the academy training program can be found in the Management Instruction.

* * * * *

Chapter 4 — Verification Procedures

* * * * *

[Before "One Pass' (Fewer than 10,000 Pieces)," add text to read as follows:]

Mailing Evaluation, Readability and Lookup Instrument (MERLIN)

Beginning in 2001, the Postal Service began the national deployment of the Mailing Evaluation, Readability, Lookup Instrument (MERLIN)™. MERLIN automates select verification processes. As the equipment is deployed to each BMEU and DMU, Business Mail Acceptance at Headquarters will provide additional training for Postal Service verification and acceptance staff at these sites.

Special Postage Payment Systems

For mailers who have been authorized to present mailings using a Manifest Mailing System (DMM P910), Optional Procedure (DMM P920), Alternate Mailing System (DMM P930), Value-Added Refunds (DMM P014.4), First-Class or Standard Mailings with Different Postage Payment Methods (DMM P960), pilot test, or other temporary special postage payment system authorized by Headquarters, BMEU and DMU staff must refer to the mailer's written agreement and any associated standard operating procedure for that agreement to determine if there are additional or special verification procedures required before accepting mail from the customer. Special postage payment systems are authorized by the manager, Business Mail Acceptance, Postal Service Headquarters. Through its Business Mailer Support group. Questions about the verification of the mail using the agreement procedures should be referred to the district manager, Business Mail Entry.

* * * * *

Chapter 5 — Quality Control

* * * * *

Quality Mail Review

* * * * *

[Delete the last paragraph and insert text to read as follows:]

QMRs are not required at BMEUs and DMUs where Mailing Evaluation, Readability, Lookup Instrument (MERLIN) equipment is installed. Supervisors at non-MERLIN BMEUs must conduct a minimum of one QMR per month for each employee. Supervisors responsible for DMUs without MERLIN machines must conduct a minimum of one QMR per month for each employee.

Completion of QMRs requires the supervisor to be proficient in mail verification and acceptance procedures. At non-MERLIN offices or Post Offices where there is not a full-time BMEU or DMU supervisor, a district office supervisor or other qualified EAS employee, such as the associate office postmaster or designee, must conduct at least one QMR every year for each employee who verifies and accepts mailings. This includes employees who are not required to take the SMCTP training course.

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Chapter 7 — Non-ABE

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[Delete pages 7-14 through 7-17; insert new pages 7-14 through 7-18. To see those pages (which have updates resulting from the June 30, 2002, R2001-1 rate case), see the online version. Renumber former pages 7-18 through 7-22 as pages 7-19 through 7-23, respectively.]

* * * * *

Appendix C, ZIP Code Target Wedge

[Delete Appendix C and reserve the appendix for future use. (Target Wedge information is no longer needed for verification of mailings.)]

Appendix D, International Priority Mail

[For the revised Appendix D (which has updates reflecting postage rate structures and product changes in international mail), see the online version.]

Appendix E, International Surface Airlift

[For the revised Appendix E (which has updates reflecting postage rate structures and product changes in international mail), see the online version.]

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— Marketing Technology and Channel Management,
Business Mail Acceptance, 7-25-02

PS FORM 5640

Online Express Mail Daily Log

PS Form 5640, *Online Express Mail® Daily Log*, has been developed for manual offices (those without POS ONE or IRT terminals) that are required to use a daily log to record Online Express Mail label acceptance information (for domestic or Global Express Mail service). Complete one record for each Online Express Mail label you receive or your office receives. You may record two transactions per sheet. Send each completed PS Form 5640 to your Expedited Service Office for data entry on a daily basis.

You may copy PS Form 5640 (see page 11) from this *Postal Bulletin* or access the online version from the corporate intranet at blue.usps.gov/cpim (in the blue bar, click on "Postal Forms," and then select the form either by title or number). You may also requisition copies of PS Form 5640 as follows:

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

Note: You must be registered to use TTOE. To register, call 800-332-0317, choose option 8, extension 2925, and follow the prompts to leave a message (wait 48 hours after registering before you place your first order).

- **e-mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or using F3Fill), and send it as an attachment to the e-mail address *MDC Customer Service* or to mcustome@email.usps.gov.
- **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

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

The relevant ordering information for PS Form 5640 is as follows:

PSIN:	PS5640
NSN:	7530-05-000-5063
Unit of Issue:	each
Price:	\$.0161
Edition Date:	June 2002
Quick Pick Number:	N/A

See *Postal Bulletin* 22053 (6-28-01, pages 23–24) for additional information on the Online Express Mail Label program and standard operating procedures for acceptance and handling.

— Product Management,
Package Services, 7-25-02

E United States Postal Service®
Online Express Mail® Daily Log

For Manual Offices Only:

Use this form to record information about online domestic Express Mail labels beginning with "EO" or for Global Express Mail™ labels beginning with "EC".

Instructions:

1. Complete one record for each online Express Mail or Global Express Mail label received. Follow the existing SOP for recording Global Express Mail information.
2. Submit this form *daily* with your Express Mail label Finance copy for data entry.
3. Direct any questions about this form to your District Expedited Services Office.

You may record two transactions per sheet.

1. Online Express Mail Acceptance Record

Origin ZIP Code <input style="width: 100%; height: 20px;" type="text"/>	Day of Delivery <input type="checkbox"/> Next <input type="checkbox"/> Second	Flat Rate Envelope <input type="checkbox"/>
Date In Mo. Day Yr.	<input type="checkbox"/> 12 Noon <input type="checkbox"/> 3 PM	Postage \$
Time In <input type="checkbox"/> AM <input type="checkbox"/> PM	Addressed to PO Box <input type="checkbox"/>	Return Receipt Fee
Weight Lbs. Oz.	International Alpha Country Code	COD Fee Insurance Fee
No Delivery Requested <input type="checkbox"/> Weekend <input type="checkbox"/> Holiday	Acceptance Clerk's Initials	Total Postage & Fees \$
Express Mail Tracking Number <div style="display: flex; align-items: center; gap: 10px;"> E <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> US </div>		Destination ZIP + 4 <input style="width: 40px; height: 20px;" type="text"/> - <input style="width: 40px; height: 20px;" type="text"/>

2. Online Express Mail Acceptance Record

Origin ZIP Code <input style="width: 100%; height: 20px;" type="text"/>	Day of Delivery <input type="checkbox"/> Next <input type="checkbox"/> Second	Flat Rate Envelope <input type="checkbox"/>
Date In Mo. Day Yr.	<input type="checkbox"/> 12 Noon <input type="checkbox"/> 3 PM	Postage \$
Time In <input type="checkbox"/> AM <input type="checkbox"/> PM	Addressed to PO Box <input type="checkbox"/>	Return Receipt Fee
Weight Lbs. Oz.	International Alpha Country Code	COD Fee Insurance Fee
No Delivery Requested <input type="checkbox"/> Weekend <input type="checkbox"/> Holiday	Acceptance Clerk's Initials	Total Postage & Fees \$
Express Mail Tracking Number <div style="display: flex; align-items: center; gap: 10px;"> E <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> US </div>		Destination ZIP + 4 <input style="width: 40px; height: 20px;" type="text"/> - <input style="width: 40px; height: 20px;" type="text"/>

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 APO/FPO table below outlines these conditions by APO/FPO ZIP Codes through the use of footnoted mailing restrictions codes (the Restrictions page appears on the page following the table).

Acceptance clerks should use the table with the integrated retail terminal (IRT) or POS ONE terminal to determine which APO/FPO ZIP Codes are 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.

The following changes appear in the APO/FPO table in bold.

Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09364	Add B-C1-E2-H1-M-R-V	Immediately	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
APO AE 09365	Activate	Immediately	A-B1-F-N-R1-V-Z1
FPO AE 09420	Activate	Immediately	B-B1-C-C1-U-V
APO AE 09602	Activate	Immediately	B-B1-C-F-F1-U-V
APO AE 09791	Add N	Immediately	A-B-B1-C1-E1-F-M-N-R-V
APO AE 09830	Add N	Immediately	B-B1-C-N-Z1

We have eliminated "Not Active" entries from the table below to save space and paper.

APO/FPO Table

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09007	B-B1-C-D-U	09086	B-B1-C-D-U	09154	B-B1-C-D-U	09264	B-B1-C-D-U
09009	B-B1-C-D-U	09089	B-B1-C-D-U	09165	B-B1-C-D-U	09265	B-B1-C-D-N-U
09012	B-B1-C-D-U	09090	B-B1-C-D-U	09166	B-B1-C-D-U	09266	B-B1-C-D-U
09013	B-B1-C-D-U-Z1	09094	B-B1-C-D	09169	B-B1-C-D-U	09267	B-B1-C-D-U
09014	B-B1-C-D-U	09095	B-B1-C-D-U	09172	B-B1-C-D-U	09302	B-B1-E2-F-H1-R-R1-U2-V-Z1
09021	B-B1-C-D-U	09096	B-B1-C-D-U	09173	B-B1-C-D-U	09303	B-B1-E2-F-H1-R-R1-U2-V-Z1
09028	B-B1-C-D-U	09098	B-B1-C-D-U	09175	B-B1-C-D-U	09304	B-B1-E2-F-H1-R-R1-U2-V-Z1
09031	B-B1-C-D-U	09099	B-B1-C-D-U	09177	B-B1-C-D-U	09305	B-B1-E2-F-H1-R-R1-U2-V-Z1
09033	B-B1-C-D-U	09100	B-B1-C-D-U	09180	B-B1-C-D-U	09309	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09034	B-B1-C-D-U	09102	B-B1-C-D-U	09182	B-B1-C-D-U	09310	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09036	B-B1-C-D-U	09103	B-B1-D-U	09183	B-B1-C-D-U	09311	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09042	B-B1-C-D-U	09104	B-B1-C-D-U	09185	B-B1-C-D-U	09314	B-B1-C-F-V
09045	B-B1-C-D-U	09107	B-B1-C-D-U	09186	B-B1-C-D-U	09316	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09046	B-B1-C-D-U	09110	B-B1-C-D-U	09211	B-B1-C-D-U	09317	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09050	B-B1-C-D-U	09111	B-B1-C-D-U	09212	B-B1-C-D-U-V	09318	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09053	B-B1-C-D-U	09112	B-B1-C-D-U	09213	B-B1-C-D-U	09321	A-B-B1-C1-E3-F-H1-M-N-R-R1-V-Z1
09054	B-B1-C-D-U	09114	B-B1-C-D-U	09214	B-B1-C-D-U	09340	A-B-B1-C1-F-R-V
09056	B-B1-C-D-U	09123	B-B1-C-D-U	09225	B-B1-C-D-U		
09058	B-B1-C-D-U	09126	B-B1-C-D	09226	B-B1-C-D-U		
09059	B-B1-C-D-U	09128	B-B1-C-D-U	09227	B-B1-C-D-U		
09060	B-B1-C-D-U	09131	B-B1-C-D-U	09229	B-B1-C-D-U		
09063	B-B1-C-D-L-U	09136	B-B1-C-D	09237	B-B1-C-D-U-V		
09067	B-B1-C-D-U	09137	B-B1-C-D-U	09244	B-B1-C-D-U		
09069	B-B1-C-D-U	09138	B-B1-C-D-U	09245	B-B1-C-D-U		
09074	B-B1-C-D-U	09139	B-B1-C-D	09250	B-B1-C-D-U		
09076	B-B1-C-D-U	09140	B-B1-C-D-U	09252	B-B1-C-D-U		
09080	B-B1-C-D-U	09142	B-B1-C-D-U	09262	B-B1-C-D-U		
09081	B-B1-C-D-U	09143	B-B1-C-D-U	09263	B-B1-C-D-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09345	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09511	B-N-V-Z	09627	B-B1-C-F-U	09814	B-B1-E2-E3-F-F1-I-N-R-U-V-Z1
09349	A-B-B1-C-C1-D-E2-F-F1-H-I-M-N-R-R1-V-Z-Z1	09517	B-V	09628	B-B1-C-F-F1-U-V	09819	A-B-F-P-V-Z1
09350	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09521	B-V	09630	B-B1-C-F-U-V	09821	A-B-F-V-Z1
09351	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09524	B-V	09631	B-B1-C-F-U	09822	A-B-F-V-Z1
09352	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09532	B-V	09636	B-B1-C-F-U	09823	A-B-F-V-Z1
09353	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09534	B-V	09638	B-B1-C-E2-F-U-V	09824	A-B-F-V-Z1
09354	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09543	B-V	09642	B-B1-N-U	09826	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09355	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09545	B-V	09643	B-B1-U	09827	A-B-F-Z1
09356	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09549	B-V	09644	B-B1-U	09828	B-N-V-Z1
09360	B-B1-V	09550	B-V	09645	B,U	09830	B-B1-C-N-Z1
09361	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09554	B-B1-V	09647	B-B1-N-U	09831	B-B1-F-N-U-V-Z1
09362	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09556	B-V	09648	B-B1-N-U-V-Z1	09832	B-B1-U1-V-Z1
09363	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09557	B-V	09649	B-B1-U	09833	B-B1-U1-V-Z1
09364	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09564	B-V	09703	B-B1-C-F1	09834	B-B1-V-Z1
09365	A-B1-F-N-R1-V-Z1	09565	B-V	09704	B-B1-C-D-V	09835	A-B-B1-V-Z1
09395	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09566	B-V	09705	B-B1-U	09836	A-B-B1-C-F-M-V-Z1
09396	A-B-B1-F-V	09567	B-V	09706	B-B1-C-U-V	09837	B-B1-V-Z1
09409	B-B1-C-C1-U-V	09568	B-V	09707	B-B1-C-N-U-V	09838	B-B1-V-Z1
09420	B-B1-C-C1-U-V	09569	B-V	09708	B-B1	09839	A-B-B1-U-V-Z1
09421	B-B1-C-C1-U	09570	B-V	09709	B-B1-F1	09841	A-B-B1-U-Z1
09447	B-B1-C-C1-U-V	09573	B-V	09710	B-B1-C-C1-F1-M-R-R1-U	09842	A-B-B1-U-V-Z1
09454	B-B1-C-C1-U	09574	B-V	09711	B-B1-F1-Z1	09844	A-B-B1-U-V-Z1
09456	B-B1-C-C1-U	09575	B-V	09713	B-B1-C-F1	09852	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09459	B-B1-C-C1-U	09576	B-V	09714	B-B1-C-C1-F1-M-R-R1-U	09853	B-B1-E2-F-H1-R-R1-U2-V-Z1
09461	B-B1-C-C1-U	09577	B-V	09715	B-B1-F1	09855	B-B1-E2-F-H1-R-R1-U2-V-Z1
09463	B-B1-C-C1-U	09578	B-V	09716	B-B1-C-D-N-U-V	09858	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09464	B-B1-C-C1-U	09579	B-V	09717	B-B1-M-W	09865	A-B-B1-V-Z1
09468	B-B1-C-C1-U	09581	B-V	09718	B-B1-F-I-N-U-V	09868	A-B-B1-U-V-Z1
09469	B-B1-C-C1-U	09582	B-V	09720	B-B1-U-V	09871	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09470	B-B1-C-C1-U	09587	B-V	09721	B-B1-N-U-Z1	09880	B-B1-E2-F-H1-R-R1-U2-V-Z1
09494	B-B1-C-C1-U	09588	B-V	09722	B-B1-C-D-N-U-V	09882	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09496	B-B1-C-C1-U-V	09589	B-B1-V	09723	B-B1-N-U-V-Z1	09888	B-B1-E2-F-H1-R-R1-U2-V-Z1
09498	B-B1-C-C1-U	09590	B-V	09724	B-B1-C-C1-F1-M-R-R1-U	09889	B-B1-E2-F-H1-R-R1-U2-V-Z1
09499	B-B1-C-C1-U	09591	B-V	09725	B-B1-C	09890	B-B1-E2-F-H1-R-R1-U2-V-Z1
09501	B-V	09593	B-V	09726	B-B1-N-U	09892	A-B-B1-F-N-R-R1-V-Z1
09502	B-V	09594	B-V	09728	B-B1-C	09898	B-B1-E2-F-H1-I-R-R1-U2-V-Z1
09503	B-V	09595	B-V	09732	B-B1-N-V-Z1	34002	B-B1-N-U-Z1
09504	B-V	09596	B-V	09733	B-B1-I-V	34020	B-B1-M-N-V-Z1
09505	B-V	09599	B-V	09735	B-B1-N-V-Z1	34021	B-M-N-V-Z1
09506	B-V	09601	B-B1-C-F-F1-U	09777	A-B-B1-C-E1-N	34022	B-B1-D-F-M-N-V-Z1
09507	B-V	09602	B-B1-C-F-F1-U-V	09779	A-B-B1-F-R-V	34023	B-B1-M-N-V-Z1
09508	B-V	09603	B-B1-C-F-F1-U	09780	A-B-B1-F-R-V	34024	B-B1-M-N-V-Z1
09509	B-V	09604	B-B1-C-F-F1-U	09788	A-B-B1-F-R-V	34025	B-B1-F-N-U-V-Z1
09510	B-V	09609	B-B1-C-F-U	09789	A-B-B1-F-R-V	34030	B-B1-M-N-V-Z1
		09610	B-B1-C-F-U	09790	A-B-B1-C1-F-R-V	34031	B-B1-M-N-V-Z1
		09612	B-B1-C-F-U	09791	A-B-B1-C1-E1-F-M-N-R-V		
		09613	B-B1-C-F-U-V	09793	A-B-B1-F-R-V		
		09617	B-B1-C-F-U	09797	B-B1-C-D-P-V		
		09618	B-B1-C-F-U	09803	B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1		
		09619	B-B1-C-F-U	09811	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1		
		09620	B-B1-C-F-U	09812	B-B1-E2-E3-F-F1-I-N-R-U-V-Z1		
		09621	B-B1-C-F-U				
		09622	B-B1-C-F-U				
		09623	B-B1-C-F-U				
		09624	B-B1-C-F-U				
		09625	B-B1-C-F-U				
		09626	B-B1-C-F-U				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
34032	B-M-N-V-Z1	96258	A-B-B1-U	96384	B-B1-M-W	96608	B-V
34033	B-C-F-M-N-V-Z1	96259	A-B-B1-U	96386	B-B1-M-W	96609	B-V
34034	B-B1-M-N-V-Z1	96260	A-B-B1-U	96387	B-B1-M-W	96610	B-V
34035	B-B1-H-M-N-V-Z1	96264	A-B-B1-U	96388	B-B1-M-W	96611	B-V
34036	B-M-N-V-Z1	96266	A-B-B1-U	96401	B-B1-F-V	96612	B-V
34037	B-B1-C-F-H-I-M-N-V-Z1	96267	A-B-B1-U-V	96402	B-B1-F-V	96613	B-B1-C1-E2-F-H1-I-R1-U2-V-Z1
34038	B-B1-M-N-V-Z1	96269	A-B-B1-U	96403	A-B-B1-M-N-U-V	96614	B-B1-C1-E2-F-H1-I-R1-U2-V-Z1
34039	B-N-V-Z1	96271	A-B-B1-U	96405	B-B1-F-V-Z1		
34040	B-V-Z1	96275	A-B-B1-V	96490	B-B1-V	96615	B-V
34041	B-B1-M-N-U-V-Z1	96276	A-B-B1	96507	A-B-F-V	96617	B-V
34042	B-B1-D-F-M-N-V-Z1	96278	A-B-B1-U	96511	B-B1-I-N-V	96619	B-V
34043	B-B1-D-F-M-N-V-Z1	96283	A-B-B1-U	96515	B-B1-F	96620	B-V
34050	B-V	96284	A-B-B1-U-V	96517	B-B1-F-U3-V	96621	B-V
34051	B-V-Z1	96297	A-B-B1-U	96518	B-B1-V	96622	B-V
34053	B-V-Z1	96306	B-B1-F-F1-F2-M-W	96520	B-F-U3-V	96623	B-V
34055	B-N-V-Z1	96309	B-B1-M-V-W	96521	B-F-N	96624	B-V
34058	B-B1-V-Z1	96310	B-B1-M-W	96522	B-F-N-U	96628	B-V
34071	B-I-M-N-V-Z	96311	B-B1-M-V-W	96530	A-B-B1-H-M-N-U-V	96629	B-V
34076	B-B1-F1-N-V-Z1	96313	B-B1-F-F1-F2-M-W	96531	B-B1-H-M-U-V	96634	B-V
34078	B-B1-F1-N-V-Z1	96319	B-B1-M-W	96534	A-B-F	96635	B-V
34079	B-B1-F1-N-V-Z1	96321	B-B1-F-F1-F2-M-W	96535	A-B-B1-F-V	96643	B-V
34090	B-V	96322	B-B1-F-F1-F2-M-W	96536	B-B1-V	96657	B-V
34091	B-V	96323	B-B1-M-V-W	96537	B-B1-V	96660	B-V
34092	B-V	96326	B-B1-M-W	96538	B-B1-V	96661	B-V
34093	B-V	96328	B-B1-M-W	96540	B-B1-V	96662	B-V
34095	B-V	96330	B-B1-M-W	96541	B-B1-V	96663	B-V
34098	B-V	96336	B-B1-M-V-W	96542	B-B1-V	96664	B-V
34099	B-V	96337	B-B1-M-W	96543	B-B1-P-V	96665	B-V
96201	A-B	96338	B-B1-M-W	96546	B-F-U3	96666	B-V
96202	A-B1-U-V	96339	B-B1-M-V-W	96547	B-F-U3-V	96667	B-V
96203	A-B	96343	B-B1-M-W	96548	A-B-B1-H-M-U	96668	B-V
96204	A-B-B1	96344	B-B1-F-F1-F2-M-W	96549	A-B-B1-H-M-U	96669	B-V
96205	A-B-B1-U	96348	B-B1-F-F1-F2-M-W	96550	Not Active	96670	B-V
96206	A-B-B1-U	96349	B-B1-F-F1-F2-M-W	96551	A-B-B1-H-M-U	96671	B-V
96207	A-B-B1-V	96350	B-B1-F-F1-F2-M-W	96553	A-B-B1-H-M-N-U-V	96672	B-V
96208	A-B-B1-U	96351	B-B1-F-F1-F2-M-W	96554	A-B-B1-H-M-U	96673	B-V
96212	A-B-B1-U	96362	B-B1-F-F1-F2-M-W	96555	B-B1-F-M-V	96674	B-V
96213	A-B-B1-U-V	96365	B-B1-M-V-W	96557	B-B1-F-M-V	96675	B-V
96214	A-B-B1-U	96367	B-B1-L-M-W	96558	B-V	96676	B-V
96215	A-B-B1-U-V	96368	B-B1-M-W	96595	B-B1-V	96677	B-V
96217	A-B-B1-U-V	96370	B-B1-F-F1-F2-M-W	96598	B-B1-V	96678	B-V
96218	A-B-B1-U	96372	B-B1-M-W	96599	B-B1-V	96679	B-V
96219	A-B-B1-U-V	96373	B-B1-M-W	96601	B-V	96681	B-V
96220	A-B-B1-U-V	96374	B-B1-M-W	96602	B-V	96682	B-V
96221	A-B-B1-U-V	96375	B-B1-M-W	96603	B-V	96683	B-V
96224	A-B-B1-U	96376	B-B1-M-W	96604	B-V	96684	B-V
96251	A-B-B1-U	96377	B-B1-M-W	96605	B-O-V	96686	B-V
96257	A-B-B1-U	96378	B-B1-M-W	96606	B-V	96687	B-V
		96379	B-B1-M-W	96607	B-V	96698	B-V

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:

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

B1. 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	
42"	72" length and girth combined
over 42" to 44"	24" girth
over 44" to 46"	20" girth
over 46" to 48"	16" girth
Maximum length 48"	

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

I1. This restriction does not apply to registered mail.

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

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

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

O. Personal mail addressed to vessels using this number is limited to unregistered First-Class Mail 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 available under DMM C021, are prohibited.

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

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

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

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

U2. Mail is limited to First-Class 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 hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.

X. Personal mail is limited to First-Class Mail 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.



**The Postal Service brand is
the essence of who we are.**



Employees

ELM REVISION

Work Clothes and Uniforms

Some information provided in the article “ELM Revision: Work Clothes and Uniforms” in Postal Bulletin 22080 (7-11-02, pages 22–24) was incorrect. The corrections are given below in bold text.

We will incorporate these corrections into the next printed version of the ELM and also into the next update of the online version accessible on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *Manuals*.

Employee and Labor Relations Manual

	*	*	*	*	*
9	Labor Relations				
	*	*	*	*	*
930	Work Clothes and Uniforms				
	*	*	*	*	*
933	Authorized Uniform Items and Combinations				
	*	*	*	*	*

933.2 Type 2 Uniforms

933.21 Type 2 Items

[Revise the table to read as follows:]

Type 2 uniforms are worn by employees assigned to retail operations.

Items for Men	
Shirt	Long- or short-sleeve, dress style. Blue-gray stripe button-down collar. Reinforced name badge eyelets on right side.
Trousers	Dress style, all-season-weight fabric in postal navy blue and heather gray.
Tie	Two patterns available with choice of four in-hand or clip-on style and regular or extra-long lengths; USPS logo in navy with red pin-dot style or red, white, and blue stripes.
Sweater	Cardigan, buttoned, unisex V-neck design with reverse jersey logo on front, solid blue, uncut buttonhole eyelets for name badge; sleeveless unisex V-neck pullover vest, reverse jersey logo on front, solid blue, uncut buttonhole eyelets for name badge.
Accessories	Leather belt, black with gold buckle; leather belt, black with silver logo buckle; name badge; silver logo tie bar.

Items for Men	
Optional items	Butcher-style apron, with vertical corporate emblem, navy blue; ¹ regulation shoes bearing SR/USA tag, black. ²

¹ The apron is nonreimbursable, although some offices may choose to provide retail service employees with aprons to protect their uniforms when working away from the retail counter. These aprons are not to be worn while working at the retail counter or in the lobby.

² Footwear is reimbursable after the employee has completed at least 2 years of eligibility in the retail uniform program.

Items for Women	
Blouse	Long- or short-sleeve, dress style. Blue/gray stripe hidden placket button-down blouse with sports collar. Reinforced name badge eyelets on right side. Also available in maternity style.
Skirt, skort, slacks	Dress style, all-season-weight fabric in postal navy blue and heather gray. Skirts and slacks also available in maternity style. ¹
Jumper	V-neck, all-season-weight fabric, with vertical corporate emblem, worn with or without coordinated fabric belt with gold buckle, postal navy blue. Also available in maternity style.
Tie	Knotted loop patterns with extender piece. USPS logo in navy with red pin-dot style or red, white, and blue stars and stripes.
Sweater	Cardigan, buttoned, unisex V-neck design with reverse jersey logo on front, solid blue, uncut buttonhole eyelets for name badge; sleeveless unisex V-neck pullover vest, reverse jersey logo on front, solid blue, uncut buttonhole eyelets for name badge.
Accessories	Leather belt, black with gold buckle; leather belt, black with silver logo buckle; fabric belt, fabric coordinated for wear with jumper, skirt, or slacks, navy blue with gold buckle; and name badge; silver logo button cover. ²
Optional items	Butcher-style apron, with vertical corporate emblem, navy blue; ³ regulation shoes bearing SR/USA tag, black. ⁴

¹ Skirts are to be no shorter than top of knee cap.

² Silver logo button cover is worn in lieu of other ladies' neckware.

³ The apron is nonreimbursable, although some offices may choose to provide retail service employees with aprons to protect their uniforms when working away from the retail counter. These aprons are not to be worn while working at the retail counter or in the lobby.

⁴ Footwear is reimbursable after the employee has completed at least 2 years of eligibility in the retail uniform program.

* * * * *

HANDBOOK EL-307 AND PUBLICATION 317 REVISIONS

Reasonable Accommodation

The Office of Selection, Evaluation, and Recognition, Employee Resource Management, Headquarters, announces that interim versions of the following two documents are now available electronically on the Postal Service Intranet:

- Handbook EL-307, *Reasonable Accommodation, An Interactive Process* (July 2002), contains interim revisions to procedures and guidance on reasonable accommodation in employment and placement matters. All previous issues of Handbook EL-307 are obsolete. Handbook EL-307 is available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on HBKs.

- Publication 317, *Manager's Guide to Reasonable Accommodation* (July 2002), contains interim revisions to processes to assist managers and supervisors in making reasonable accommodation decisions. All previous versions of Publication 317 are obsolete. Publication 317 is available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on PUBs.

These are interim versions and are not available at the Material Distribution Center. We anticipate that the hard copies of these documents will be published in the near future. We will announce those publications in an upcoming issue of the *Postal Bulletin*.

— Selection, Evaluation, and Recognition,
Employee Resource Management, 7-25-02

USPS-NPMHU AGREEMENT

Changes to Uniform and Work Clothes Program Allowances 2000–2004

Employees covered by the 2000–2004 USPS–NPMHU National Agreement who are eligible to receive annual clothing allowances, as specified in *Employee and Labor Relations Manual* (ELM) 932, Uniform Requirements, are entitled to an annual clothing allowance increase, effective on allowance anniversary dates occurring on or after November 21, 2001, as follows:

- **Contract Uniforms:** The annual allowance for all eligible employees increases from \$113 to \$118. See ELM 932.12, Contract Uniforms, for additional information.
- **Work Clothes Program:** The annual allowance for all eligible employees increases from \$56 to \$59. See ELM 932.13, Work Clothes, for additional information.

Employee accounts have been retroactively updated to November 21, 2001, and will continue to be updated as individual employee anniversary dates occur. The next scheduled increase, in accordance with the agreement, will be on November 21, 2002. Applicable allowance increases will be detailed in a future *Postal Bulletin* article.

— Labor Relations Policies and Programs,
Labor Relations, 7-25-02

CORRECTION

RIF Competitive Areas for the Postal Service

An entry in the “Competitive Area” column in the article “Notice: RIF Competitive Areas for the Postal Service” in Postal Bulletin 22080 (7-11-02, pages 27–28) was incorrect. The correction is given below in bold text.

Office of Personnel Management requires agencies covered by reduction-in-force (RIF) procedures to establish Competitive Areas and to publish them for their employees. Competitive Areas are organizational units under separate management authority within which preference-eligible employees compete during a RIF. Listed below are the Competitive Areas for the Postal Service as of July 11, 2002.

Organization	Office	Competitive Area
Headquarters	Office of the Postmaster General/Chief Executive Officer	Separate
	Office of the Chief Operating Officer/Executive Vice President	Separate
	Office of the Deputy Postmaster General	Separate
	Office of the Chief Postal Inspector	Separate
	Office of the General Counsel/vice president	Separate
	Offices of Senior Vice Presidents	Separate
	Each vice president’s organization	Separate
Headquarters-Related Organization — Organizational Type	Each accounting service center	Separate
	Each communications service center ¹	Separate
	Each facilities service office	Separate
	Each field counsel unit ¹	Separate
	Each forensic lab ¹	Separate
	Each information technology site	Separate
	Each Inspection Service division	Separate
	Each Inspection Service operation support unit	Separate
	Each mail recovery center	Separate
	Each purchasing service office	Separate
	Each rates and classification service center	Separate
	Each statistical programs service center ¹	Separate
	Unique Organization — Separate Competitive Area	Address management, Memphis, TN
Capitol Metro Area Operations, Gaithersburg, MD		Separate
Center for Employee Development, Norman, OK		Separate
Engineering, Merrifield, VA		Separate
Facilities, Arlington, VA		Separate
Indianapolis HASP, Indianapolis, IN		Separate
International Business Information Technology, Jamaica, NY		Separate
Kansas Stamp Services Center, Kansas City, MO		Separate
Maintenance Technical Support Center, Norman, OK		Separate
Nonprofit Service Center, Memphis, TN		Separate
Sales, Arlington, VA		Separate
Topeka Purchasing and Material Center, Topeka, KS		Separate
Unique Organization — Part of Another Competitive Area		Automation Purchasing, Merrifield, VA
	Career Development (Inspection Service), Potomac, MD	Inspection Service, National HQ, Washington, DC
	Dulles Stamp Distribution Network, Dulles, VA	Government Relations and Public Policy, National HQ, Washington, DC
	Field Counsel — Capital Metro, Washington, DC	General Counsel, National HQ, Washington, DC
	HQ Facilities Services, HQ, Washington, DC	Facilities, Arlington, VA
	IP Delivery and Retail, Merrifield, VA	Chief Technology Officer, National HQ, Washington, DC

Organization	Office	Competitive Area
Unique Organization — Part of Another Competitive Area (continued)	IP Network Operations, Merrifield, VA	Supply Management, National HQ, Washington, DC
	Mail Equipment Shop, Washington, DC	Chief Technology Officer, National HQ, Washington, DC
	Major Facilities Purchasing, Arlington, VA	Supply Management, National HQ, Washington, DC
	Mid-Atlantic Communications Service Center, Columbia, MD	Public Affairs and Communications, National HQ, Washington, DC
	National Test Administration Center, Merrifield, VA	Employee Resource Management, National HQ, Washington, DC
	Technical service and electronic evidence units	Inspection Service, National HQ, Washington, DC
	William F. Bolger Center for Leadership Development, Potomac, MD	Employee Resource Management, National HQ, Washington, DC
	Each air mail center	Separate
	Each air mail facility	Separate
	Each area office	Separate
	Each bulk mail center	Separate
	Each district office (including its vehicle maintenance facilities)	Separate
	Each independent delivery distribution center	Separate
	Each independent mail transfer center	Separate
	Each international satellite facility	Separate
	Each international service center	Separate
	Each mail equipment facility	Separate
	Each Post Office	Separate
	Each priority mail center	Separate
	Each processing and distribution center	Separate
	Each processing and distribution facility	Separate
	Each remote encoding center	Separate
	Each senior processing and distribution center	Separate

¹ The units located in the Washington, DC, commute area are part of the parent national Headquarters organization Competitive Area.

— Selection, Evaluation, and Recognition,
Employee Resource Management, 7-25-02



See why the Federal Long Term Care Insurance Program can be a smart choice for your future!



WHAT is long term care?

Long term care is *ongoing* care for people who become unable to care for themselves and need help doing everyday things like dressing, eating, and bathing. The need for long term care can arise from an illness, injury, or a severe cognitive impairment, such as Alzheimer's disease. As its name implies, long term care is about needing care for a lengthy period of time, either in your home or in a facility that provides long term care services.

Six out of ten Americans who reach age 65 will need long term care services.¹ And the longer you live, the higher your odds. But, the fact is that you could need long term care at any age. That's because accidents and sudden illnesses can occur at any time, to anyone, regardless of how healthy you are today.

¹ Long-Term Care Insurance, Baby Boom or Bust?, Conning & Company, 1999, p. 13.

WILL your finances be at risk?

Without long term care insurance, chances are good that you'll be responsible for paying a substantial amount of money out of your own pocket should you need long term care. Consider these facts:

- Most health care programs, including the FEHB Program, TRICARE, and TRICARE For Life, cover very few long term care expenses, if any! While Medicare covers some care in nursing homes and at home, it does so only for a limited time, subject to restrictions. The Department of Veterans Affairs provides limited long term care services with restrictions on who can receive them.
- Most long term care is provided at home or in a setting other than a nursing home.² The national average annual cost of

home health care is well over \$20,000 (that's \$18/hour³, five hours per day, five days a week for a home health aide). It's also expected to climb to \$68,000 by 2030.⁴

- Long term care is also provided in nursing homes — where the average length of stay is 2.6 years.⁵ The average stay today costs over \$130,000⁶ — and it's expected to climb to \$495,560 by 2030.⁷

² The Gerontologist, February 2001.

³ MetLife Market Survey of Nursing Home and Home Care Costs, April 2002.

⁴ "Can Aging Baby Boomers Avoid the Nursing Home?", Stucki, B. and Mulvey, J. American Council of Life Insurers, March 2000, page 15.

⁵ Long-Term Care Insurance, Baby Boom or Bust?, Conning & Company, 1999, page 15.

⁶ "Can Aging Baby Boomers Avoid the Nursing Home?", Stucki, B. and Mulvey, J. American Council of Life Insurers, March 2000, page 15.

⁷ Ibid

WHY do many financial advisors recommend long term care insurance?

Whatever your age, long term care insurance can be one of the best and most economical ways to help pay for long term care, should you ever require it.

If you are under age 45:

Younger individuals should consider purchasing long term care insurance because premiums are the most affordable at younger ages. At age 40, the biweekly premium for a plan that covers home and facilities care and keeps pace with inflation is \$30.05.* And unlike investments which can take years to grow, long term care insurance can provide support shortly after your coverage becomes effective. That could be very important to your financial health should a sudden illness or injury strike.

If you are between the ages of 45 and 59:

Securing long term care insurance today can help ensure that

you won't need to rely on your children or other family members should you need long term care. And you can still take advantage of low premiums. At age 50, the biweekly premium for a plan that covers home and facilities care and keeps pace with inflation is \$43.06.* Plus, if you are in good health now, you could avoid the risk of being turned down later if your health deteriorates.

If you are age 60 and over:

Because your odds of needing long term care are higher now, there is no better time to consider purchasing long term care insurance. Doing so can help protect the nest egg you worked so hard to build, should you need care. You'll have a greater ability to make your own decisions about long term care.

* Comprehensive Plan with \$150 daily benefit amount, 3-year benefit period, 90-day waiting period and automatic compound inflation option.

4 GREAT REASONS to request information on the Federal Long Term Care Insurance Program

No matter what your age, it pays to consider the advantages of having long term care insurance. As a member of the Federal Family, you'll be pleased to know that there is now high quality long term care insurance available to the Federal Family during Open Season. It gives you a number of advantages you may not find in other plans:

1 The Program Is Sponsored by the U.S. Office of Personnel Management (OPM) and Backed by Two Leading Insurers!

OPM has listened carefully to members of the Federal Family — and worked carefully with John Hancock and MetLife — to offer the kind of benefits and features that would be most valuable to you. John Hancock and MetLife have been offering long term care insurance for almost 15 years and have a strong history of rate stability.

2 You Can Save with Group Premiums!

Thanks to the combined buying power of the Federal Family and negotiations by OPM, you can take advantage of group premiums that could save you money over other plans.

3 Care Provided by Family and Friends Is Covered!

Known as "informal care," this feature can give you extra control in determining where you receive care and from whom. It can broaden your choice of caregivers. Care is covered from family, friends and other non-licensed caregivers who don't normally live with you at the time you become eligible for benefits. Care provided by family members is covered for up to 365 days in your lifetime.



4 You're Covered in the U.S. and Abroad!

Because this Program was designed for members of the Federal Family, it addresses the needs of those who may require care in a country outside the U.S.

Act Smart! Get a FREE Open Season Information Kit and application. Call 1-800-LTC-FEDS (1-800-582-3337) (TDD 1-800-843-3557) or visit www.LTCFEDS.com.

Please Note: You have to request an Open Season Information Kit and application even if you have previously requested other information on the Program. Also, the application for Open Season is different from Early Enrollment. Even if you still have an Early Enrollment application and want to apply, you will need to request an Open Season Information Kit for a new application.

Be sure to read all of the information provided in your Open Season Information Kit so that you understand the terms of the coverage before you decide to apply.



Act Smart

The Federal Long Term Care Insurance Program



Sponsored by the U.S. Office of Personnel Management and Offered by John Hancock and MetLife

The Federal Long Term Care Insurance Program is administered by Long Term Care Partners, LLC, and offered by: John Hancock Life Insurance Company, Boston, MA 02117 Metropolitan Life Insurance Company, New York, NY 10010



Group Policy Numbers: 900-001, 900-002

NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released July 3, 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
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
April	0.46	1.89	1.94	-6.06	-6.06	-1.06	-0.98	0.25	0.66
May	0.45	0.88	0.85	-0.75	-0.74	-2.39	-2.21	1.29	1.27
June	0.43	0.97	0.87	-7.10	-7.12	-6.67	-6.84	-3.87	-3.98
LAST 12 MONTHS	5.33	8.82	8.63	-18.07	-17.99	-12.03	-13.26	-9.55	-9.49

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.

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This office will be

CLOSED

Monday,

September 2, 2002,

to celebrate

Labor Day.

CUT ALONG DOTTED LINE





This office will be

CLOSED

Monday,

September 2, 2002,

to celebrate

Labor Day.

Finance

Fiscal Year Closing Guidance

Message From the Controller

I encourage each of you to continue your efforts to control expenses. It is important that we carry this effort through to the end of the fiscal year.

We must also control discretionary activity. This does not mean curtailing business; but it does mean making prudent choices, deferring or eliminating noncritical activity, and purchasing goods or services throughout the year rather than at year-end simply because we have available budget funds.

We need to encourage our contractors to bill us in a timely manner for goods received and services rendered so we can recognize the expense prior to the close of accounting period 13. Additionally, we must

process accruals for goods received and services rendered but not invoiced. Please note the minimum expense accrual is \$10,000.

The following instructions will assist you, when appropriate, in helping the Postal Service close its financial books in a timely and efficient manner.



DONNA M. PEAK
VICE PRESIDENT, FINANCE, CONTROLLER

I. Instructions for Fiscal Year Closing

All organizations are requested to limit their expenditures to essential spending. Accordingly, all vice presidents should review discretionary spending to ensure the Postal Service attains its financial target for this fiscal year (FY).

The government FY comprises 365 days (366 in leap years) always ending on September 30. However, for internal reporting purposes, the Postal Service reporting cycle comprises 13 accounting periods (APs) of 28 days each, totaling 364 days. This year the Postal Service reporting cycle for internal reporting ends on September 6, 2002. AP 14 is an estimation period used to convert the Postal Service's internal reporting cycle to the government fiscal year.

The instructions and reporting dates in this *Postal Bulletin* supplement procedures followed during the normal AP or quarterly reporting schedule.

II. Capital and Expense Commitment

Supply Management will accept capital and expense requisitions and request for contract modifications through August 16 unless work is currently under way on advance requirements or the buying manager grants an exception. Capital commitments, particularly Postal Service support

equipment, should also be limited to essential needs. Below is a schedule for Supply Management processing:

- Requisitions received August 16 or before, Supply Management will attempt to issue the required contract/modification in time for the San Mateo Accounting Service Center (ASC) to process against FY 2002 funds.
- Requisitions received August 17 and prior to September 6 requiring issuance of a solicitation or negotiation with vendors/modification *might* be issued in time for processing against FY 2002 funds depending on workload etc.
- Requisitions received September 7 and after will be processed against FY 2003 funds.

Note: Review existing contracts to ensure sufficient funds are available for invoice, receiving report and accrual processing. If necessary, process requisitions to increase contract funding.

Supply Management will process all requisitions for the issuance of contracts against FY 2002 funds according to the following priorities:

- Priority 1 — Capital commitment requisitions.
- Priority 2 — Expense commitment requisitions.

Commitment documents with award dates prior to and including September 6 must be forwarded to reach the San Mateo ASC no later than September 9.

III. Invoice and Receiving Report and Accrual Activities

A. Invoice and Receiving Report

Appropriate certified invoices or receiving reports for goods and services received by *September 6* must be forwarded to the San Mateo ASC for receipt *no later than September 9*. Please expedite processing of receiving reports and certified invoices as these documents are used to charge costs to the proper FY. Certified invoices for services rendered after September 6 will be processed in FY 2003.

B. Accrual Activities

The expense accrual limit for FY 2002 is \$10,000 for unpaid expenses or services received September 6 and prior. If it is impossible to furnish a certified invoice in time to reach the San Mateo ASC by September 9, a minimum of \$10,000 may be accrued per contract sequence number or miscellaneous (noncommitment) purchase or service.

Complete PS Form 8163, *Request for Fiscal Year 2002 Expense Accrual*, a copy of which is found on page 31 of this *Postal Bulletin*. Documentation supporting accruals must be attached (see PS Form 8163 for examples of proper vendor documentation). Processing of all FY 2002 documents ends on September 13. Documents received at the San Mateo ASC pertaining to activity occurring September 7 and later will be recorded in FY 2003.

Note: Only certified invoices will be processed for payment. Certified estimated invoices/supporting documentation for accruals will not be accepted for payment.

IV. Submission Schedules

Please use the following schedules relating to FY 2002 closing:

Schedule I — Accrual Processing Information
(see item A below)

**Schedule II — Submission Processing —
September 6 and Prior** (see item B on page 29)

**Schedule III — Submission Processing —
September 7 and Later** (see item C on page 29)

A. Schedule I — Accrual Processing Information

The following are examples of items that *may* be accrued using PS Form 8163 if goods or services have been received September 6 and prior; no receiving report has been sent; the dollar amount of service rendered exceeds \$10,000; and you will not get an invoice to certify for payment by *September 6*.

Service Maintenance Contract — Copier

Review the last invoice processed to determine the amount to accrue from the service ending date through September 6.

To estimate the accrual amount, perform the following calculation:

- Calculate number of days to accrue.

Billing period last invoice = 7/25 – 8/23

Number of days to accrue = **14** (8/24 – 9/6)

- Calculate the daily rate.

Divide the last invoice amount by the number of days in the billing period to determine a daily rate.

Invoice amount = \$30,000

Billing period = 30 days (7/25 – 8/23)

Daily rate = **\$1,000** (\$30,000 / 30 days)

- Calculate the accrual amount.

Multiply the daily rate calculated by the number of days that will be accrued.

Accrual amount = \$1,000 x 14 = **\$14,000**

Utility Billing Accrual — Natural Gas

- Use the accrual amount calculation for service maintenance as shown above.

Other Goods or Services Accrual — Consultant Contract

- Calculate the accrual amount.

Check with the vendor to validate the cost of goods or services received during the period 8/13 – 9/6 and obtain the necessary supporting documentation.

Note: Accrue only if the amount is \$10,000 or greater.

The following items may **not** be accrued on PS Form 8163:

Basic Pricing Agreements (BPA)

Bulk fuel deliveries, oil purchases, and vehicle parts

Capital

Carrier drive-outs

Credit card purchases *

Direct Vendor Delivery (DVD) and eBuy purchases

FEDSTRIPs *

Gasoline credit card (fleet card) purchases *

Government Printing Office (GPO) printings *

Government Travel Accounts (GTAs) *

Imprest funds

Incentive awards

Inventory

Nonpostal training

Nonmetered fuel

Telecommunications (Raleigh) *

Relocation Management Firm (RMF) services *

Tort claims
 Travel
 Uniform allowances
 Vehicle repairs on PS Form 4541, *Order-Invoice for Vehicle Repair (Commercial Work Order)*

** Items that will be accrued by National Accounting or the San Mateo ASC.*

B. Schedule II — Submission Processing — September 6 and Prior²

Form #	Item	Submit by	Submit to	Submit date
	Back pay awards	All offices	Eagan ASC	1-Aug
7381	Requisition for Supplies, Services, or Equipment (Capital)	All offices	Supply Management	16-Aug
17	Stamp Requisition	Field offices	SDN/SDO	30-Aug
2130	Claim for Loss — Initial Letter	Field offices	DAO	30-Aug
3238	Stamps and Stamped Paper Destruction Certificate	Field offices	DAO	30-Aug
1727	Award Recommendation/Authorization	All offices	Eagan ASC	30-Aug
1270	Idea Proposal	All offices	Eagan ASC	30-Aug
8124-X	Contest Award Report (Postal Service waiver for purchase of right-hand drive vehicles)	All offices	Eagan ASC	30-Aug
8167	PCES Recognition Authorization or Vice President Award Authorization for PCES in EAS Positions	All offices	Eagan ASC	30-Aug
8168	Individual EAS Recognition/Awards Program Authorization	All offices	Eagan ASC	30-Aug
8169	EAS Team Recognition Authorization	All offices	Eagan ASC	30-Aug
	Right-hand Drive Vehicle Incentive Award	All offices	Eagan ASC	30-Aug
	E Awards	All offices	Eagan ASC	30-Aug
1839	Payment Record for Carrier Drive-Out Agreements	Field offices	DAO	4-Sep
1164-A	Claim for Reimbursement for Postal Supervisors	Field offices	DAO	4-Sep

C. Schedule III — Submission Processing — September 7 and Later³

Form #	Item	Submit by	Submit to	Submit date
	Bank reconciliations	All offices	All offices	9-Sep
	BPA cover sheets	All offices	San Mateo ASC	9-Sep
	Capital and expense receiving report	All offices	San Mateo ASC	9-Sep
	Certified invoices — supplies and services, bulk fuel and oil purchases, motor vehicle parts, nonmetered heating fuel	All offices	San Mateo ASC	9-Sep
1782	Training Request and Authorization	All offices	San Mateo ASC	9-Sep
8163	Request for FY 2002 Expense Accrual	All offices	San Mateo ASC	9-Sep
	Tort claims	All offices	San Mateo ASC	9-Sep
	E Travel (Approving Official)	All offices	San Mateo ASC	9-Sep
	E Travel (Receipts)	All offices	Back Office	9-Sep
1012	Travel Voucher (for relocation also)	All offices	San Mateo ASC	9-Sep
1129	Cashier Reimbursement Voucher and/or Accountability Report (imprest funds)	All offices (imprest)	San Mateo ASC	9-Sep
	Project facility system	Facilities	Facilities	9-Sep
	Money order vouchers	Field offices	St. Louis ASC	9-Sep
	OMAS	Field offices	DAO	9-Sep
4541	Order-Invoice for Vehicle Repair (Commercial Work Order)	Field offices	Support VMF	9-Sep
835	Quarterly Report of Originating Registered and C.O.D. Transactions	Field offices	DAO	9-Sep
7370	Request for Non-Fund Cost Transfer	Field offices	DAO	9-Sep
	Statement of Account (SFAS)	Field offices	Eagan ASC	9-Sep
1555	Statement of Account for CAGs H-L (SFAS)	Field offices	DAO	9-Sep
	Stamp stock inventory	Field offices	Field activities	9-Sep
8049	Vehicle Hire Pay Adjustment	Field offices	St. Louis ASC	9-Sep
	Vehicle hire payment certification reports	Field offices	Support VMF	9-Sep
SF 97	The U.S. Government Certificate of Release of a Motor Vehicle	Field offices	San Mateo ASC	9-Sep
	Government bills of lading	National Traffic Service	San Mateo ASC	9-Sep
	Capital contracts	Supply Management	San Mateo ASC	9-Sep
	Government Printing Office	Supply Management — Headquarters	San Mateo ASC	9-Sep
	Telecommunications	Raleigh Network Operations	San Mateo ASC	9-Sep

Form #	Item	Submit by	Submit to	Submit date
	Government travel account (GTA)	San Mateo ASC	San Mateo ASC	9-Sep
	Gasoline Credit Card (Voyager Fleet Card) payment and accrual	U.S. Bank	San Mateo ASC	9-Sep
	Direct Vendor Delivery (DVD) and eBuy**	Topeka MDC	San Mateo ASC	9-Sep
	U.S. Bank VISA accrual tape	U.S. Bank	San Mateo ASC	9-Sep
	Relocation Management Firm (RMF) accruals	Accounting — Headquarters	San Mateo ASC	9-Sep

** No orders should be placed for DVD or eBuy purchases during September 7 through September 13, 2002, except for critical needs.

IV. Liquidating Accruals

When submitting an actual certified invoice to liquidate an accrual, include the statement "Accrued to FY 2002" on the face of the certified invoice.

Liquidate accruals as soon as possible. Offices must monitor their accruals and payments to ensure that the accruals are properly liquidated. All FY 2002 accruals processed by the San Mateo ASC that remain unliquidated at the end of AP 06, FY 2003, will be reversed automatically

as a prior year credit. Subsequent payments will be charged to the appropriate budget finance number as a FY 2003 expense.

Address questions concerning these instructions to the appropriate servicing finance office.

— National Accounting,
Finance, 7-25-02



Request for Fiscal Year 2002 Expense Accrual

Office Name

The following information is for processing fiscal year end accruals. These goods and/or services *have been received* during the period ending September 6, 2002, and a *certified invoice or receiving report has not been submitted for payment*. All required vendor documentation to substantiate the accrual is attached. **Vendor documentation may include a letter from the vendor indicating unbilled charges, a copy of a previous bill where the billing amount is consistent, or a signature by a vendor representative in the vendor concurrence block.**

Offices should review their contracts to ensure sufficient funds are available for their access.

Vendor Information

Vendor Name

Contract/Task Order Number
(If applicable)

Complete the Information Below

Field Accrual (Check if payment for accrual will be processed by District Accounting Office.)

Sequence Number (If applicable)			
Amount (Per sequence, if applicable)			
Budgetary Finance Number			
General Ledger Account Number			

Direct Questions Regarding This Accrual to the Following Postal Contact:

Name

Telephone Number (Include Area Code)

Authorization

Authorizing Postal Official's Name

Title

Authorizing Postal Official's Signature

Date

Office Name

Telephone Number (Include Area Code)

Vendor Concurrence Signature

Date

Send To:

MANAGER
ACCOUNTING SERVICE CENTER
2700 CAMPUS DR
SAN MATEO CA 94497-9401

ASC USE ONLY

Vendor Number

Input By

Batch Number



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HANDBOOK F-1 REVISION

Credit Card Acceptance Program

Postal Bulletin 22060 (10-4-01, page 26) announced a change in policy to allow credit card payments for purchases of postal products and services and to cover fees, with certain exceptions. Effective July 25, 2002, Handbook F-1, *Post Office Accounting Procedures*, section 317, is revised to clarify and expand the list of exceptions to include travelers checks and employee debt.

We will incorporate this revision into the next printed version of Handbook F-1 and into the next update of the on-line version accessible on the Postal Service PolicyNet Web site at blue.usps.gov/cpim; click on HBKs.

Handbook F-1, Post Office Accounting Procedures

	*	*	*	*	*
3					
	*	*	*	*	*
31					
	*	*	*	*	*
317					
	*	*	*	*	*

Credit Cards

* * * * *

[Revise the credit card exception list to read as follows:]

- Trust fund deposits (including but not limited to Express Mail corporate accounts, advance deposit accounts, business reply/postage due accounts, etc.).
- Bulk mailing deposits.
- Periodicals postage.
- Permit imprint revenue.
- Postage meter settings and on-site meter setting fees, both initial and subsequent.
- Pre-canceled stamps.
- Money orders (principal amount).
- COD funds.
- Money-by-wire (principal amount).
- Passport fees.
- Travelers checks.
- Employee debt.

* * * * *

— Revenue and Field Accounting, Finance, 7-25-02

HANDBOOK F-1 REVISION

Local Money Order Payments

Effective July 25, 2002, Handbook F-1, *Post Office Accounting Procedures*, is revised to limit local money order payments to the maximum allowed amount for a single money order. Currently, the maximum allowed amount is \$1,000. Payments for amounts greater than \$1,000 must be submitted to the district accounting offices for processing through the Accounts Payable Accounting and Reporting System (APARS).

We will incorporate this revision into the next printed version of Handbook F-1 and into the next update of the on-line version accessible on the Postal Service PolicyNet Web site at blue.usps.gov/cpim; click on HBKs.

Handbook F-1, Post Office Accounting Procedures

	*	*	*	*	*
6					
	*	*	*	*	*

62					
	*	*	*	*	*
622					
	*	*	*	*	*

[Revise bullet 1 as follows:]

- 1> Use a single money order up to the maximum allowed amount when it is impractical to pay in cash or necessary to pay by mail. For amounts greater than one money order, see sections 623 and 624 below. When practical, maintain separation of duties between the preparer and the issuer of the money order.

* * * * *

— Revenue and Field Accounting, Finance, 7-25-02

HANDBOOK F-1 REVISION

Lobby Service Collection

Effective AP-1, FY2003, Post Offices will no longer use trust accounts AIC 079, Lobby Service Collection, and AIC 479, Lobby Services Collection Withdraw, to manage lobby machine (copier) fees. These accounts will be deactivated and placed on the reserve list. Instead, vendors that service these lobby machines will collect the money and send a check for the amount due to the Post Office. Upon receipt of the check from the vendor, the Post Office will record the check amount into AIC 123, Lobby Services Revenue.

Note: District finance offices must make every effort to resolve or have their reporting units resolve and clear any amounts currently listed in AIC 079 in the Standard Field Accounting System (SFAS) prior to AP-1, FY2003.

We will incorporate this revision into the next printed version of Handbook F-1 and into the next update of the online version accessible on the Postal Service PolicyNet Web site at blue.usps.gov/cpim; click on HBKs.

Handbook F-1, Post Office Accounting Procedures

* * * * *

Appendix A Account Identifier Code and General Ledger Account Crosswalk

* * * * *

[Revise AICs 079 and 479 as follows:]

AIC	GLA	PSFR	Title	Description
079	25311	N/A	Reserved	Reserved
479	25311	N/A	Reserved	Reserved
* * * * *				

— Revenue and Field Accounting, Finance, 7-25-02

HANDBOOK F-1 REVISION

Permit Customer Payment at Time of Mailing for Nonpermit Sites

Effective AP-1, FY2003, the following policy and procedural change will occur for nonpermit system sites related to permit imprint mailings from customers without advance deposit trust accounts and/or permit customers who submit exact payments for a mailing statement at the time of mailing. Offices will not maintain an advance deposit trust account for customers who pay the exact amount when they mail; therefore, no accounting entries will be recorded into any advance deposit trust account AICs on the office's PS Form 1412, *Daily Financial Report*.

At the time of mailing, the office will record mailing in the appropriate subsidiary ledger PS Form 3609-SP, *Record of Permit Imprint Mailings*, or PS Form 3543, *Record of Periodicals Postage*. The office will verify the mailing statement(s) and ensure the amount is reported into the revenue account number (AIC) corresponding to the type of mailing on PS Form 1412. The office will file a copy of the mailing statement(s) locally.

We will incorporate this revision into the next printed version of Handbook F-1 and into the next update of the online version accessible on the Postal Service PolicyNet Web site at blue.usps.gov/cpim; click on HBKs.

[Revise the title of chapter 5 to read as follows:]

5 Trust, Suspense and Expenses, and Audit Differences

* * * * *

51 Trust Funds

* * * * *

512 Controlling Advance Deposits

* * * * *

512.1 Accepting Fund Deposits

* * * * *

[Revise bullet #3 as follows:]

- 3> Enter each deposit or usage made by a periodicals mail customer or permit imprint on PS Form 3609 or PS Form 3543 and calculate a balance.

[Add the following note to bullet #3:]

Note: If a customer pays the exact amount at the time of mailing, do not record any accounting entries into any advance deposit trust account or, at nonpermit sites, on PS Form 25, *Trust Fund Account*.

* * * * *

— Revenue and Field Accounting, Finance, 7-25-02

Handbook F-1, Post Office Accounting Procedures

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HANDBOOK F-1 AND POM REVISION

No-Fee Replacement Postal Money Orders Issued

Effective AP-1, FY2003, Post Offices will no longer use AIC 760, Spoiled Money Order Issued, and AIC 360, Spoiled Money Order Cleared, for issuing replacement money orders.

Instead, when a customer presents a damaged postal money order and the matching postal money order receipt, Post Offices will ask the customer to complete and sign a PS Form 6401, *Money Order Inquiry*. The Post Office will issue a replacement no-fee postal money order for the amount claimed. The Post Office will write "No-Fee Money Order Issued" and the no-fee money order serial number on the PS Form 6401 and postmark it. The Post Office will then destroy and dispose of the damaged postal money order and submit the PS Form 6401 to:

MONEY ORDER BRANCH
 ACCOUNTING SERVICE CENTER
 US POSTAL SERVICE
 PO BOX 82453
 ST LOUIS MO 63182-9453

The Post Office will use the newly assigned AIC 641, Replacement Money Order Issued, to offset the amount of the money order and AIC 586, Fee Offset — No-Fee Money Order, to offset the fee of the replacement money order.

Note: If the customer does not have the matching postal money order receipt for the damaged postal money order, the customer will initiate a PS Form 6401 with all the required information and submit it with the damaged money order to the Money Order Branch for expedited replacement processing and mailing to the customer.

District Finance Offices

District finance offices must make every effort to resolve or have their reporting units resolve and clear any amounts currently listed in AIC 760 in the Standard Field Accounting System (SFAS) prior to AP-1, FY2003.

We will incorporate this revision into the next printed versions of Handbook F-1 and the *Postal Operations Manual* (POM) and into the next update of the online versions accessible on the Postal Service PolicyNet Web site at blue.usps.gov/cpim; click on *HBKs*.

Handbook F-1, Post Office Accounting Procedures

* * * * *

Appendix A Account Identifier Code and General Ledger Account Crosswalk

* * * * *

[Revise AICs 360 and 760 as follows:]

AIC	GLA	PSFR	Title	Description
360	13412	N/A	Spoiled Money Order Cleared	Reserved
760	13412	N/A	Spoiled Money Order Issued	Reserved

* * * * *

[Add new AIC 641 as follows:]

AIC	GLA	PSFR	Title	Description
641	21111	N/A	Replacement Money Order Issued	Account used to record replacement postal money order issued at the Post Office with a PS 6401, <i>Money Order Inquiry</i> , submitted to STLASC.

* * * * *

Postal Operations Manual

* * * * *

8 Special Services

* * * * *

83 Money Orders

831 Issuance

* * * * *

831.3 Spoiled or Incorrectly Prepared Money Orders

* * * * *

831.32 Procedures

* * * * *

[Revise item c to read as follows:]

c. *If Refused by Bank or Damaged:* If a bank refuses to accept an incorrectly prepared money order for deposit, the Post Office initiates a PS Form 6401, *Money Order Inquiry*, and sends it to:

MONEY ORDER BRANCH
 ACCOUNTING SERVICE CENTER
 US POSTAL SERVICE
 PO BOX 82453
 ST LOUIS MO 63182-9453

[Replace the last paragraph of 831.32 with the following:]

When a customer presents a damaged postal money order, the Post Office asks the customer for the matching postal money order receipt and requests that the customer

complete and sign a PS Form 6401, *Money Order Inquiry* (see Note below for customers who do not have a matching money order receipt). The Post Office issues a replacement no-fee postal money order for the amount claimed on PS Form 6401, writes “No-Fee Money Order Issued” and the no-fee serial number on the form, and postmarks it. The Post Office destroys and disposes of the damaged money order and submits the PS Form 6401 to the address in item c above.

After issuing a replacement no-fee postal money order, the Post Office uses AIC 641, Replacement Money Order Issued, to offset the amount claimed and AIC 586, Fee Offset — No-Fee Money Order, to offset the fee of the replacement money order.

Note: If a customer does not have the matching postal money order receipt for a damaged money order, the Post Office asks the customer to (1) complete and sign a PS Form 6401 and to (2) submit it with the damaged money order to the Money Order Branch (see address above) for expedited replacement processing and mailing to the customer.

* * * * *

— Revenue and Field Accounting,
Finance, 7-25-02

HANDBOOK F-1 REVISION

Elimination of PS Form 3613 and Establishment of New Refund Threshold

Effective AP-1, FY2003, automated permit and non-permit system Post Offices will no longer use PS Form 3613, *Refund from Advance Deposit Accounts*, for refunds of customer advance deposit trust accounts.

Instead, all automated permit and nonpermit system Post Offices will use the revised PS Form 3533, *Application and Voucher for Refund of Postage, Fees and Services* (June 2002). PS Form 3533 has been revised to incorporate “Refund from Advance Deposit Account” as an option for refund. A letter from the account holder must accompany the form.

SFAP Units

Offices under Standard Field Accounting Procedures (SFAP) may disburse funds from the customer’s advance deposit account up to the amount of \$1,000 and file the PS Form 3533 and the customer letter locally. For amounts greater than \$1,000, the office will enter the refund amount into AIC 075, Advance Deposit Awaiting Refunds, submit the original PS Form 3533 to the district accounting office, and file a copy and the customer letter locally.

SAFR Units

Offices under Standard Accounting for Retail (SAFR) may disburse funds from the customer’s advance deposit account up to the amount of \$500 and file the PS Form 3533 with the customer letter locally. For amounts greater than \$500, the office will enter the refund amount into the newly assigned AIC 280, Disbursements Sent to SS/A, and submit the original PS Form 3533 to the Shared Services/Accounting (SS/A) at the San Mateo ASC for processing through APARS. The office will also file a copy of PS Form 3533 and the customer letter locally.

We will incorporate this revision into the next printed version of Handbook F-1 and into the next update of the online version accessible on the Postal Service PolicyNet Web site at blue.usps.gov/cpim; click on HBKs.

Handbook F-1, Post Office Accounting Procedures

* * * * *

6 Disbursing Postal Funds

* * * * *

63 Refund Disbursement

631 Advance Deposit Accounts

631.1 Handling a Customer Claim

[Revise the heading and text of 631.11 to read as follows:]

631.11 Automated Permit and Nonpermit System Offices

SFAP Permit Offices

- 1> When a business mail entry unit (BMEU) receives a written request for a refund of all or part of the unused balance of a customer advance deposit account, the office must ask the customer to complete a PS Form 3533, *Application and Voucher for Refund of Postage, Fees and Services*.
- 2> The BMEU submits PS Form 3533 with the customer’s letter to the retail office or DAO.
- 3> The retail office disburses funds from the customer’s advance deposit account issuing a no-fee money order and offset to AIC 475, Advance Deposit Refunds

Paid, up to the amount of \$1,000 and files the PS Form 3533 and the customer letter locally.

- 4> If the amount is for more than \$1,000, the retail office submits the original PS Form 3533 to the DAO and maintains a copy with the customer's letter locally.

SFAP Nonpermit Offices

- 1> When a retail office receives a written request for a refund of all or part of the unused balance of a customer advance deposit account, the office must ask the customer to complete a PS Form 3533, *Application and Voucher for Refund of Postage, Fees and Services*.
- 2> After verification of available funds, the retail office disburses funds from the customer's advance deposit account issuing a no-fee money order and offset to the corresponding trust account withdrawal AIC (i.e., AIC 451, 452, 453, or 460), up to the amount of \$1,000. The office files the original PS Form 3533 with the customer's letter locally.
- 3> If the refund amount is for more than \$1,000, the office enters the refund amount into the corresponding trust account withdrawal AIC (i.e., AIC 451, 452, 453, or 460) and the offset amount into AIC 075, Advance Deposit Awaiting Refunds. The office submits the original PS Form 3533 to the DAO and maintains a copy with the customer's letter locally.

SAFR Permit Offices

- 1> When a business mail entry unit (BMEU) receives a written request for a refund of all or part of the unused balance of a customer advance deposit account, the office must ask the customer to complete a PS Form 3533, *Application and Voucher for Refund of Postage, Fees and Services*.
- 2> The BMEU submits the original PS Form 3533 to the Shared Services/Accounting (SS/A) at the San Mateo ASC for processing through APARS. The office files a copy of the form and customer letter locally.

SAFR Nonpermit Offices

- 1> When a retail office receives a written request for a refund of all or part of the unused balance of a customer advance deposit account, the office must ask the customer to complete a PS Form 3533, *Application and Voucher for Refund of Postage, Fees and Services*.
- 2> After verification of available funds, the retail office disburses funds from the customer's advance deposit account issuing a no-fee money order and offset to the corresponding trust account withdrawal AIC (i.e., AIC 451, 452, 453, or 460), up to the amount of \$500. The office files the PS Form 3533 and customer letter locally.

- 3> If the refund amount is for more than \$500, the office enters the refund amount into the corresponding trust account withdrawal AIC (i.e., AIC 451, 452, 453, or 460) and the offset amount into AIC 280, Disbursements Sent to SS/A. The office submits the original PS Form 3533 to the SS/A at the San Mateo ASC for processing through APARS. The office files a copy of the form and the customer letter locally.

[Delete 631.1.]

631.2 Closing an Account for Customer Inactivity

* * * * *

[Revise 631.2, bullet #2 as follows:]

- 2> If a customer responds to the cancellation notice with a current address, process the refund as follows:

If...	Then...
The balance exceeds \$25	Follow the refund process in section 631.11.
The balance is \$25 or less	Enter the amount into AIC 126, <i>Miscellaneous Non-Postal Revenue</i> , until the customer claims it.
The refund is undeliverable	Enter the amount into AIC 126 until the customer claims it.

[Delete bullets #3 and #4 (including the if-then table).]

* * * * *

Appendix A Account Identifier Code and General Ledger Account Crosswalk

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[Add new AIC 280:]

AIC	GLA	PSFR	Title	Description
280	25312.280	N/A	Disbursements Sent to SS/A	Disbursements Sent to SS/A

* * * * *

— Revenue and Field Accounting,
Finance, 7-25-02

HANDBOOK F-1 REVISION

Postal Business Center Advance Deposit

Effective AP-1, FY2003, postal business centers (PBCs) will no longer use trust accounts AIC 056 and 456 to record and withdraw fees for seminars for customers. These accounts will be removed from the active AIC list and placed on the reserved list.

Instead, PBCs will request authorization from their district finance manager to establish a bank account for PBC seminars. The PBC will be responsible for banking fees related to the bank account. The custodian of the account will be responsible for reconciling deposits and withdrawals for seminar expenses and payment of banking fees. The custodian will also deposit residual amounts after payment of expenses and bank fees into the Postal Service local bank account and record residual amounts to the miscellaneous revenue account AIC 126, Miscellaneous Non-Postal Revenue. The PBC will maintain supporting documentation for transactions of the PBC seminar account locally. The district finance manager will review the PBC bank account at least once a year.

Note: District finance offices must make every effort to resolve or have their reporting units resolve and clear any amounts currently listed in AIC 056 in the Standard Field Accounting System (SFAS) prior to AP-1, FY2003.

We will incorporate this revision into the next printed version of Handbook F-1 and into the next update of the online version accessible on the Postal Service PolicyNet Web site at blue.usps.gov/cpim; click on *HBKs*.

Handbook F-1, Post Office Accounting Procedures

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Appendix A Account Identifier Code and General Ledger Account Crosswalk

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[Revise AICs 056 and 456 as follows:]

AIC	GLA	PSFR	Title	Description
056	25311	N/A	PBC Advance Deposit	Reserved
456	25311	N/A	PBC Advance Deposit Withdrawal	Reserved

* * * * *

— Revenue and Field Accounting,
Finance, 7-25-02

HANDBOOK F-1 REVISION

Trust Account for Military Post Office Overage

Effective AP-1, FY2003, military post offices will no longer use AIC 063, Military Post Office Overage, and AIC 463, Military Post Office Overage Withdrawal. These accounts will be deactivated and placed on the reserve list.

Instead, military post offices will report overages and shortages on their daily financial reports to the district finance office as follows: Use AIC 061, Miscellaneous Trust, for overages and AIC 761, Miscellaneous Suspense Issued, for shortages.

Note: District finance offices must make every effort to resolve or have their reporting units resolve and clear any amounts currently listed in AIC 063 in the Standard Field Accounting System (SFAS) prior to AP-1, FY2003.

We will incorporate this revision into the next printed version of Handbook F-1 and into the next update of the online version accessible on the Postal Service PolicyNet Web site at blue.usps.gov/cpim; click on *HBKs*.

Handbook F-1, Post Office Accounting Procedures

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Appendix A Account Identifier Code and General Ledger Account Crosswalk

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[Revise AICs 063 and 463 as follows:]

AIC	GLA	PSFR	Title	Description
063	25311	N/A	Military Post Office Overage	Reserved
463	25311	N/A	Military Post Office Overage Withdrawal	Reserved

* * * * *

— Revenue and Field Accounting,
Finance, 7-25-02

HANDBOOK F-1 REVISION

International Reply Coupons

Effective AP-1, FY2003, all stations/branches and Post Offices will submit exchanged foreign-issued and U.S.-issued refunded IRCs to their servicing Stamp Distribution Office (SDO) or Stamp Service Center (SSC). SDOs and SSCs will receive the returned IRCs at the value certified on PS Form 17, *Stamp Requisition/Stamp Return*. After consolidating the IRCs, SDOs and SSCs will ship the IRC coupons to the Eagan ASC for verification.

We will incorporate these revisions into the next printed version of Handbook F-1 and into the next update of the on-line version accessible on the Postal Service PolicyNet Web site at blue.usps.gov/cpim; click on *HBKs*.

Handbook F-1, Post Office Accounting Procedures

	*	*	*	*	*
4	Managing Accountable Paper				
	*	*	*	*	*
42	Managing Accountable Paper at Stations, Branches, and Post Offices With Stamp Accountability				
	*	*	*	*	*
426	Handling Stamp Credits				
	*	*	*	*	*
426.9	Handling International Reply Coupons				
	*	*	*	*	*

[Revise the heading and text of 426.95 to read as follows:]

426.95 Annual Submission to the SDO/SSC

All stations, branches, and Post Offices must submit exchanged foreign-issued and U.S.-issued refunded IRCs accepted through December 31 each year to their servicing SDO/SSC before the close of AP 6 or PQ II. Follow the steps below.

- 1> Bind exchanged foreign-issued IRCs in packages of 100.
- 2> Bind U.S.-issued refunded IRCs in packages of 100 (separately from exchanged foreign-issued IRCs).
- 3> Prepare a memorandum, in duplicate, containing the following information:
 - Total number and value of exchanged foreign-issued IRCs.
 - The signatures of the employee and a witness verifying the count and dispatch.

Submit the original with the stock; file the duplicate with supporting documentation locally.

- 4> Prepare a memorandum, in duplicate, containing the following information:
 - Total number and value of U.S.-issued refunded IRCs.
 - The signatures of the employee and a witness verifying the count and dispatch.

Submit the original with the stock; file the duplicate with supporting documentation locally.

- 5> Prepare PS Form 17 in triplicate and annotate "Exchanged/Refunded IRCs." Submit copies 1 and 2 with the stock. File copy 3 with supporting documentation locally.
- 6> Non-SFAP offices record shipped IRCs to AIC 501, Postage Stock Shipped. Make this entry when you ship the IRCs to the SDO/SSC.
- 7> SAFR/SFAP units record shipped IRCs to AIC 848, Stock Returned. Make this entry when you ship the IRCs to the SDO/SSC.
- 8> Ship exchanged foreign-issued and U.S.-issued refunded IRCs, original memorandums, and PS Forms 17 to the SDO/SSC.

[Delete 426.96, 426.97, and 426.98.]

	*	*	*	*	*
43	Managing Accountable Paper at a Stamp Distribution Office				
	*	*	*	*	*
437	Handling Accountable Paper Returns				
	*	*	*	*	*
437.3	Receiving International Reply Coupons				
	*	*	*	*	*

437.34 Accounting for Returned IRCs at the SDO

[Revise 437.34 to read as follows:]

The SDO sends exchanged foreign-issued and U.S.-issued refunded IRCs accepted in U.S. Post Offices through December 31 of each year to the ASC at the end of AP 6. The SDO supervisor must do the following:

- 1> Issue a notice, before the close of AP 4, to all units and offices with instructions to internally recall all exchanged foreign-issued and U.S.-issued refunded IRCs into the unit reserve or main stamp stock. The notice must include batching instructions (PS Form 17

is required for exchanged foreign-issued and U.S.-issued refunded IRCs, sorted by denominations) and a time period for unit reserve or main stock custodians to return the IRCs to the SDO.

- 2> Enter returned IRCs, exchanged foreign-issued and U.S.-issued refunded, into the STAMPS system at the value reported on PS Form 17.
- 3> Batch exchanged foreign-issued and U.S.-issued refunded IRCs separately and submit them to the ASC at the end of AP 6.

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44 Managing Accountable Paper at a Stamp Distribution Network

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447 Handling Accountable Paper Returns

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447.3 Receiving International Reply Coupons

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[Revise the title and text of 447.34 to read as follows:]

447.34 Accounting for Returned IRCs at the SSC

The SSC sends exchanged foreign-issued and U.S.-issued refunded IRCs accepted in U.S. Post Offices through December 31 of each year to the ASC at the end of AP 6. The SSC manager must do the following:

- 1> Issue a notice, before the close of AP 4, to all units and offices with instructions to internally recall all exchanged foreign-issued and U.S.-issued refunded IRCs into the unit reserve or main stamp stock. The notice must include batching instructions (PS Form 17 is required for exchanged foreign-issued and U.S.-issued refunded IRCs, sorted by denominations) and

a time period for unit reserve or main stock custodians to return the IRCs to the SSC.

- 2> Enter the total amount of exchanged foreign-issued and U.S.-issued refunded IRCs into the SSS program at the value reported on PS Form 17. Record the amount into AIC 625, International Reply Coupons Exchanged.
- 3> Batch exchanged foreign-issued and U.S.-issued refunded IRCs separately and submit them to the ASC at the close of AP 6.

* * * * *

46 Managing Accountable Paper at the District Accounting Office

462 International Reply Coupons

462.1 DAO Under an SDO

[Revise 462.1 to read as follows:]

Upon receipt of PS Form 3958, *Main Stock (or Unit Reserve Stock) Transaction Record*, make appropriate entry into SFAS AIC 625 for the amount of International Reply Coupons redeemed.

Note: See section 437.34 for SDO instructions.

[Revise the heading and text of 462.2 to read as follows:]

462.2 DAO Under an SSC

Upon receipt of a station summary report from the SSC, enter the total in the advice of shipment screen to AIC 501.

Note: See section 447.34 for SSC instructions.

* * * * *

— Revenue and Field Accounting, Finance, 7-25-02

HANDBOOK F-1 REVISION

Money Order Vouchers Submission

Effective AP-1, FY2003, Post Offices using an electronic financial reporting system to transmit daily money order sales do not need to submit vouchers to the St. Louis ASC. Vouchers must be stored locally. Because POS ONE money orders do not involve vouchers, Post Offices should continue to retain POS ONE money order reports locally for the required retention period.

Post Offices without electronic financial reporting systems must prepare and ship money order vouchers every Monday to the St. Louis ASC.

We will incorporate this revision into the next printed version of Handbook F-1 and into the next update of the online

version accessible on the Postal Service PolicyNet Web site at blue.usps.gov/cpim; click on HBKs.

Handbook F-1, Post Office Accounting Procedures

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7 Accounting for Nonstamp Revenue

* * * * *

74 Money Orders

* * * * *

744 Submitting Vouchers

[Revise 744 as follows:]

744.1 IRT Offices

Offices using an IRT or transmitting money order sales daily do not need to submit vouchers to the St. Louis ASC. Vouchers must be stored locally. Store in date order by issue ID. Retain vouchers until the money order reconciliation for the period is completed. If an IRT transmission fails and data cannot be retransmitted, coordinate with the district finance office before sending the vouchers to the St. Louis ASC.

744.2 CAG H-L Manual Reporting Offices

After daily verification, store the vouchers and prepare them for shipment weekly in the following manner:

- 1 > Pack vouchers in box(es). You may use envelopes instead of boxes where volume warrants.
- 2 > Place any facsimile vouchers in the front of the box. Do not include spoiled vouchers.
- 3 > Seal the box and place the gummed label on the box showing the finance number and box number (e.g., 1 of 10, 2 of 10, etc.).
- 4 > Do not include extraneous materials such as adding machine tapes, rubber bands, or paper clips.

- 5 > Send money order vouchers, and PS Forms 8105-A, *Funds Transaction/Transfer Report*, and 8105-B, *Suspicious Transaction Report*, to the St. Louis ASC each Monday. If Monday is a holiday, send them the next working day. Send to:

MONEY ORDER BRANCH
 ST LOUIS ASC
 PO BOX 82443
 ST LOUIS MO 63182-2443

744.3 POS ONE Office

- > POS ONE money orders do not have a voucher copy. Retain unit and associate money order reports for the required retention period. If a POS ONE transmission fails and cannot be retransmitted, coordinate with the district finance office before sending money order reports to the St. Louis ASC. Send to:

MONEY ORDER BRANCH
 ST LOUIS ASC
 PO BOX 82443
 ST LOUIS MO 63182-2443

* * * * *

— Revenue and Field Accounting,
 Finance, 7-25-02

HANDBOOK F-1 REVISION

Elimination of PS Form 3036

Effective 7-25-02, district finance offices are no longer required to use PS Form 3036, *Record of Stamp Requisitions*, to record stamp stock, envelopes, and postal cards requested by the stamp distribution office (SDO) or Stamp Service Center (SSC). The Eagan Accounting Service Center (ASC) will track in-transit stock shipments from vendors to Postal Service stamp warehouses.

We will incorporate this revision into the next printed version of Handbook F-1 and into the next update of the online version accessible on the Postal Service PolicyNet Web site at blue.usps.gov/cpim; click on HBKs.

Handbook F-1, Post Office Accounting Procedures

	*	*	*	*	*
2	Financial Reporting Procedures	*	*	*	*
22	Financial Reporting Procedures	*	*	*	*

224 Preparing the Statement of Account

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224.2 Postmaster — Non-SFAP Units

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224.23 Completing the Reverse of the Statement of Account

[Delete note after bullet #2.]

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4 Managing Accountable Paper

* * * * *

42 Managing Accountability Paper at Stations, Branches, and Post Offices with Stamp Accountability

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423 Handling Main Stamp Stock — Offices Served by a Stamp Distribution Office

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423.4 Ordering Stock in Bulk Quantities
* * * * *

[Delete bullet #4 and renumber existing 5–6 as new 4–5.]
* * * * *

423.41 Ordering Stamp Stock
[Delete bullet #5 and renumber existing 6–7 as new 5–6.]

[Delete 423.5.]
* * * * *

423.42 Ordering Postal Cards
[Delete bullet #6 and renumber existing 7 as new 6.]

— Revenue and Field Accounting,
Finance, 7-25-02

423.43 Ordering Stamped Envelopes

HANDBOOK F-1 REVISION

Telephone Charges Payment Process

Effective AP-1, FY2003, Post Offices will no longer use trust accounts AIC 058, Telephone Tax, and AIC 458, Telephone Tax Withdrawn, to manage payments to the Postal Service for personal telephone calls and telephone-related taxes. These accounts will be removed from the active AIC list and placed on the reserved list.

[Revise AICs 058 and 458 as follows:]

AIC	GLA	PSFR	Title	Description
058	25311	N/A	Telephone Tax	Reserved
458	25311	N/A	Telephone Tax Withdrawn	Reserved

* * * * *

[Revise the description of AIC 126 to read as follows:]

AIC	GLA	PSFR	Title	Description
126	44030	07	Miscellaneous Non-Postal Revenue	Weighted-average BRM monthly fee, collections made for loss of postal property, lost badges, money found loose in the mail, jury fees, unclaimed money from dead letter mail, fines and penalties, fees received for jury service or as a witness while on court leave, telephone pay station commission.

* * * * *

— Revenue and Field Accounting,
Finance, 7-25-02

Instead, Post Offices will use AIC 126, Miscellaneous Revenue, to record reimbursements to the Postal Service for personal telephone calls and telephone-related taxes. Process payments to vendors for the full billing amount of the telephone service as usual.

Note: District finance offices must make every effort to resolve or have their reporting units resolve and clear any amounts currently listed in AIC 058 in the Standard Field Accounting System (SFAS) prior to AP-1, FY2003.

We will incorporate this revision into the next printed version of Handbook F-1 and into the next update of the online version accessible on the Postal Service PolicyNet Web site at blue.usps.gov/cpim; click on HBKs.

Handbook F-1, Post Office Accounting Procedures
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Appendix A Account Identifier Code and General Ledger Account Crosswalk
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Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 464

Keep all foreign order notices for use as reference.

Tentative Orders

Tentative Lottery Orders have been issued against the following:

Australia

AUSTRALIAN INTERNATIONAL WINNERS GROUP
(A.I.W.G.)
EXPRESS SERVICE CENTRE
GPO BOX 4656
SYDNEY NSW 2001
AUSTRALIA
AND
PO BOX 1013
SPRING HILL QLD 4004
AUSTRALIA

England

INTERNATIONAL AWARDS CORPORATION
(IAC)
DEPT. 9 95 WILTON ROAD
LONDON SW1V 1BZ
ENGLAND

Do not dispatch any mail to the above. Place the mail pieces in a pouch endorsed "Foreign Order Mail" and send it to:

POSTMASTER
CLAIMS AND INQUIRY
JAMES A FARLEY BUILDING RM 2029A
NEW YORK NY 10199-9652

Do not place any endorsement on the mail pieces themselves.

Personnel may post this notice at the outgoing primary. They must post it on the Foreign Order Board at all Processing and Distribution plants, designated international exchange offices, and Customer Service plants.

— *Judicial Officer, 7-25-02*

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.

005005	009106	019391	022551	029865	064170	066401	077328	085716	096685	112834	138016	208633
005010	009132	019408	022577	029913	064211	066470	077456	085918	096793	113092	146175	208837
005070	009150	019598	022615	029957	064223	067190	077495	088015	096834	113206	146731	209303
005136	009159	019618	022700	029998	064234	067260	077584	088017	097417	113217	146788	210010
005181	009215	019765	022704	031134	064361	067357	077586	088039	097422	113254	150190	210112
005360	009217	019870	022712	032038	064382	068058	077752	088041	097486	113549	150263	210306
005366	009541	019962	022772	033001	064444	068481	077871	088063	097799	113852	150279	210339
005389	009767	020233	022805	034000	064476	068546	077890	088188	098235	114347	150289	210399
005498	009898	020441	022806	036008	064488	069018	078020	088291	098501	114351	151020	210410
006027	009901	020581	022843	037120	064505	069853	078040	088294	098503	114512	151162	210444
006036	009903	020608	022910	038093	064509	070216	078165	088367	098758	115026	152131	210445
006039	009911	021021	022912	038147	064572	070225	078169	088406	098870	115433	152162	210505
006277	009923	021028	023557	040330	064574	070799	078243	088514	100016	115434	152327	210582
006308	009953	021063	023653	040340	064654	070941	078244	088524	100095	115478	152388	210592
006340	009967	021082	026347	041161	064683	071087	078250	088528	100135	115491	152537	210600
006732	009984	021187	026556	042070	064690	071166	078422	088547	100551	117058	152547	210602
006745	010155	021272	027038	044002	064703	071171	078438	088575	101177	117104	152575	210603
006881	010491	021335	027120	044004	064715	071436	078869	088624	102465	117117	152825	210672
006941	010655	021348	027123	044055	064719	071624	078886	088662	103610	117142	159044	210750
007043	011180	021358	027292	044120	064729	075072	078898	088717	103886	117151	159087	210763
007077	011276	021371	027407	046010	064751	075123	079076	088719	104123	117251	159091	212902
007111	011315	021384	027480	046304	064768	075140	079128	089180	104140	117290	165102	220014
007225	014646	021518	027529	047305	064832	075165	079152	089207	104459	117296	165108	220125
007313	015039	021530	027556	048303	064895	075303	079153	089218	104462	117339	165173	220163
007322	015233	021580	027584	049032	064921	075383	079757	089336	104501	117370	165282	220180
007346	015465	021590	027698	049089	064922	075388	079775	089353	104557	117417	165331	220184
007357	015538	021605	027893	050057	064929	075615	079951	089359	105007	117529	170283	220187
007399	015554	021624	027917	054288	064933	075649	079953	089383	105118	117535	171304	220196
008034	015567	021641	027995	055019	064941	075713	079981	089471	105333	117555	175084	220669
008065	015589	021642	028028	055026	064944	075751	080127	089527	105720	117603	176078	220846
008147	015659	021686	028053	055068	064955	075794	080219	089535	106362	117866	178062	221022
008180	016106	021704	028066	055159	065022	075891	080326	089845	106450	118502	181025	221225
008229	016472	021712	028214	060143	065026	075974	080340	089855	106485	118792	183029	221673
008250	016683	021725	028498	060320	065372	076003	080475	089907	106570	118798	184040	222218
008322	016808	021827	028519	060331	065406	076009	080567	089933	107231	118843	186041	222339
008371	018005	021861	028759	060391	065591	076192	080573	090177	108188	119138	187084	223156
008374	018055	021904	028876	060408	065690	076245	080588	090312	108412	119316	191182	224004
008450	018098	021906	028938	060460	065700	076313	085017	090394	108583	119412	191723	229031
008496	018176	021925	028945	060901	065701	076404	085021	091033	108604	119586	192669	229105
008538	018214	021971	028971	061546	065722	076649	085022	091235	108781	119599	192790	232136
008588	018284	021995	029004	061564	065724	076816	085050	091488	108854	120247	192864	232320
008649	018409	022007	029025	061655	065772	076821	085165	091714	108954	124053	193180	235512
008723	018425	022054	029052	063312	065902	076953	085204	091882	109025	124089	193403	235525
008750	018438	022098	029095	063319	065911	077069	085248	092340	109359	125345	196066	235526
008767	018450	022106	029161	063431	065912	077091	085263	092408	109530	125362	197053	235536
008778	018465	022127	029246	063494	065931	077207	085290	092521	109641	125375	198222	236036
008826	018597	022235	029354	064018	066013	077222	085310	092883	109981	125401	200057	253063
008832	018600	022251	029515	064044	066057	077237	085333	093018	110084	125421	200234	253197
008871	018633	022269	029651	064055	066093	077274	085400	093073	110329	126084	200275	254051
008884	018802	022299	029718	064057	066099	077288	085600	093323	110598	129926	200376	260028
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— Express and Priority Mail, Marketing, 7-25-02

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	227 275 9400 to 227 275 9999	390 001 3182 to 390 001 3500 to	3199 3699
011 582 1889 to 011 582 1899	027 361 0430 to 027 361 0499	273 070 8059 to 273 070 8099	390 545 5974 to 391 104 6146 to	5999 6199
011 588 2900 to 011 588 3099	027 369 4482 to 027 369 4495	273 775 7700 to 273 775 7899	391 574 1466 to 391 783 3020 to	1499 3599
012 579 5675 to 012 579 5699	027 671 8762 to 027 671 8776	302 000 0000 to 302 123 9999	391 792 6100 to 392 668 2956 to	6199 2999
013 289 6176 to 013 289 6199	027 787 9886 to 027 787 9899	349 746 2056 to 350 518 7350 to	392 854 8500 to 393 584 7566 to	8899 7699
013 610 0014 to 013 610 0099	027 965 9487 to 027 965 9499	360 011 1690 to 360 168 6008 to	393 650 0074 to 393 838 8316 to	0099 8499
014 932 1000 to 014 932 1099	028 191 1852 to 028 191 1999	360 173 8800 to 360 324 2326 to	393 893 6007 to 394 126 6907 to	6099 6999
014 972 0800 to 014 972 0899	028 850 3000 to 028 850 3199	362 861 3064 to 373 006 2176 to	394 189 0405 to 394 822 3243 to	0599 3278
015 363 0007 to 015 363 0099	029 510 1500 to 029 510 1599	374 768 2600 to 375 169 4400 to	394 990 1810 to 395 343 3264 to	1899 3299
017 028 3200 to 017 028 3299	030 687 0903 to 030 687 0999	375 829 3400 to 375 851 9100 to	395 373 3035 to 395 396 9649 to	3099 9799
018 569 5333 to 018 569 5399	030 701 3442 to 030 701 3499	376 196 0911 to 378 085 3679 to	395 970 3240 to 397 622 4054 to	3299 4099
018 986 5264 to 018 986 5299	031 077 4507 to 031 077 4799	378 351 1063 to 379 843 5100 to	397 819 8902 to 398 149 7200 to	8999 7699
019 518 2814 to 019 518 2899	032 295 7500 to 032 295 9999	380 093 9600 to 380 165 1165 to	399 070 0872 to 399 156 7119 to	0899 7199
020 698 5159 to 020 698 5199	034 394 1000 to 034 394 1099	381 325 4500 to 381 604 2510 to	399 203 5064 to 399 296 9910 to	5099 9999
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022 021 9110 to 022 021 9181	040 024 3901 to 040 024 3999	384 925 3641 to 385 568 2331 to	401 045 1505 to 401 045 1571 to	1549 1599
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024 380 4100 to 024 380 4199	040 688 8816 to 040 688 8899	386 624 1412 to 386 883 8936 to	401 382 5312 to 402 578 7876 to	5399 7899
024 496 6870 to 024 496 6896	041 803 6565 to 041 803 6599	387 314 5574 to 387 837 6300 to	403 125 6744 to 403 260 7000 to	6799 7499
025 092 0987 to 025 092 0999	044 087 3457 to 044 087 3499	388 828 0656 to 389 696 2400 to	403 280 6470 to 403 685 8600 to	6499 8699
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025 729 1151 to 025 729 1199	045 524 4121 to 045 524 4298	389 887 9211 to 389 887 9234 to	404 071 4268 to 4299	8899 4299
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404 347 5356 to	5399	420 969 3973 to	3999	443 127 4000 to	4099	458 847 5044 to	5999
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408 499 7700 to	7799	424 500 6050 to	6099	451 115 4110 to	4125	463 176 4115 to	4199
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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

475 319 3649 to	3799	489 384 0027 to	0099	605 685 4010 to	4099	624 665 3162 to	3198
475 340 6400 to	6599	489 427 0658 to	0899	605 988 6467 to	6499	625 088 6735 to	6799
475 424 8410 to	8499	489 997 5252 to	5299	607 689 7951 to	7960	625 916 9500 to	9799
475 629 9156 to	9199	490 669 5850 to	6099	607 728 1276 to	1299	625 968 8956 to	8999
475 850 6101 to	6199	490 717 7080 to	7099	608 727 7100 to	7199	627 005 3938 to	3999
475 875 2500 to	2599	490 721 6000 to	6099	608 727 7273 to	7599	627 384 3907 to	4099
476 169 8264 to	8299	490 793 1500 to	2099	608 813 9950 to	9999	627 496 7549 to	7599
476 189 3000 to	3499	490 886 8171 to	8199	609 067 5325 to	5399	627 708 3605 to	3699
476 331 2480 to	2499	490 977 9221 to	9240	609 067 5488 to	5499	627 776 2500 to	2599
477 289 8601 to	8699	491 258 8100 to	9099	609 067 5600 to	5699	628 226 3100 to	3199
477 681 5206 to	5299	491 567 1376 to	1399	609 289 6123 to	6199	628 814 4702 to	4799
478 010 4243 to	4268	492 254 4800 to	4899	609 438 4400 to	4499	628 851 9689 to	9699
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

642 355 8308 to	8999	654 238 0000 to	0399	678 096 7531 to	7599	696 662 8247 to	8299
642 900 0018 to	0099	654 404 3065 to	3092	679 909 2578 to	2599	697 447 8285 to	8296
643 030 6254 to	6299	654 962 2900 to	3199	680 112 9565 to	9599	698 042 4816 to	4899
644 066 0882 to	0899	655 103 5081 to	5199	680 244 0903 to	0999	698 131 2138 to	2157
644 069 0600 to	0699	655 523 2600 to	2999	680 412 6046 to	6099	698 227 0000 to	0099
644 077 7506 to	7699	656 305 2448 to	2499	680 761 6800 to	6899	700 065 2570 to	2599
644 085 8157 to	8199	657 347 4438 to	4999	681 677 0540 to	0699	700 065 4800 to	4899
644 112 9839 to	9899	657 710 8100 to	8999	682 070 1029 to	1099	700 190 3350 to	3359
644 373 9083 to	9099	657 780 0985 to	0999	682 956 6280 to	6299	700 228 6048 to	6099
644 380 1460 to	1499	658 586 1400 to	1499	682 956 6490 to	6599	700 650 0452 to	0499
644 733 4715 to	4799	658 877 8000 to	8199	682 956 6700 to	6799	700 666 1323 to	1349
644 900 9712 to	9799	658 880 8000 to	8199	682 965 1178 to	1199	700 786 9106 to	9142
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
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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	740 470 2420 to	2443
650 130 3400 to	3599	671 251 5448 to	5499	691 582 8003 to	8099	740 523 7432 to	7449
650 213 0406 to	0499	671 926 5600 to	5799	691 664 1800 to	1999	740 535 1555 to	1580
650 555 1749 to	1799	672 444 2000 to	2999	691 664 2400 to	2499	740 705 9790 to	9799
650 564 1900 to	1999	672 828 3410 to	3499	692 727 9362 to	9399	740 726 6400 to	6500
650 627 4212 to	4299	673 167 5776 to	5799	692 798 1800 to	1899	740 765 3306 to	3399
650 736 2043 to	2099	675 464 3700 to	3799	693 249 0779 to	0799	805 885 8411 to	8499
650 739 1540 to	1699	675 464 4000 to	4199	693 249 0877 to	1699	806 087 1100 to	1499
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652 754 6317 to	6399	677 126 6734 to	6799	693 645 9583 to	9599	807 342 3283 to	3399
653 131 4945 to	4999	677 333 9979 to	9999	693 965 4200 to	4299	808 086 7100 to	7199
653 426 3300 to	3399	677 466 1088 to	1099	695 741 2906 to	2999	808 090 3440 to	3499
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808 784 8000 to	8299	843 077 6288 to	6299	858 124 7644 to	7699	869 505 3500 to	3599
830 125 0672 to	0699	843 077 6378 to	6399	858 756 3111 to	3299	869 800 0000 to	999 9999
830 602 5800 to	5999	843 758 5769 to	5778	859 063 8200 to	8699	870 054 4814 to	4899
830 610 3700 to	3799	843 786 2554 to	2699	859 190 0600 to	0644	870 491 4812 to	4849
830 983 3500 to	3599	845 656 8165 to	8199	859 811 2888 to	2899	870 536 5820 to	5829
830 983 3635 to	3699	845 727 2100 to	2199	859 855 8873 to	8999	870 541 7167 to	7239
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832 525 3810 to	3899	846 918 0572 to	0599	860 518 9629 to	9699	870 691 7060 to	7099
833 159 1884 to	1899	847 237 7690 to	7699	860 600 0021 to	0999	872 100 0445 to	0459
833 456 2567 to	2599	847 284 2481 to	2499	861 158 2350 to	2599	900 556 4178 to	4199
833 566 3015 to	3071	847 374 7055 to	7065	861 637 6010 to	6099	900 845 0044 to	0099
834 316 5444 to	5499	847 374 7055 to	7065	861 979 7292 to	7499	900 936 0217 to	0299
834 354 8747 to	8766	847 636 5304 to	5399	862 216 6100 to	6199	900 936 0435 to	0499
834 354 8824 to	8838	847 700 5447 to	5499	862 263 9213 to	9299	901 058 5255 to	5280
835 269 5700 to	5799	847 723 7500 to	7599	862 271 0800 to	0999	901 273 1082 to	1099
835 496 7303 to	7399	849 485 3427 to	3499	862 271 5000 to	5099	901 287 5143 to	5199
835 539 5200 to	5999	849 608 1357 to	1399	863 871 5138 to	5199	901 291 2789 to	2799
835 813 3015 to	3099	849 792 2600 to	2699	863 949 5300 to	5399	901 525 7122 to	7199
837 672 8967 to	8999	850 546 1862 to	1899	864 088 8200 to	8299	902 198 9769 to	9799
837 784 3282 to	3299	851 143 6826 to	6844	864 426 3972 to	3999	902 948 1269 to	1299
838 176 8377 to	8399	851 209 9880 to	9899	864 520 6117 to	6136	902 985 0833 to	0899
838 518 1257 to	1299	851 928 9221 to	9299	865 151 0526 to	0599	903 370 6934 to	6999
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840 323 0600 to	0699	853 049 3646 to	3699	865 883 6082 to	6099	904 892 0378 to	0399
840 875 6235 to	6299	854 304 4089 to	4999	866 004 3000 to	3999	904 892 0648 to	1299
840 910 0900 to	0999	854 529 2200 to	2299	866 442 4100 to	4899	905 056 2216 to	2299
841 349 5000 to	5099	854 532 0000 to	2999	867 366 9108 to	9118	905 794 0000 to	0199
841 805 7747 to	7899	855 001 6204 to	6249	867 633 7403 to	7499	905 794 0288 to	0299
841 805 7944 to	8099	855 319 9364 to	9399	867 737 5623 to	5699	905 873 6900 to	6999
842 226 0685 to	0695	855 361 3390 to	3399	868 169 4529 to	4599	905 873 7100 to	7299
842 685 4600 to	4699	856 226 0490 to	0499	868 173 8400 to	8599	905 880 8900 to	8999
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842 860 0300 to	0399	856 752 0200 to	0299	868 566 9200 to	9299	908 936 9254 to	9299
842 898 5582 to	5599	857 279 3450 to	3499	869 387 1150 to	1199	910 536 2505 to	2599
843 062 7100 to	7199	857 843 4000 to	4099				

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	702 051 501 to 1 750	708 116 251 to 6 310	718 466 370 to 6 420
692 720 871 to 0 900	702 053 601 to 3 800	708 138 301 to 8 480	718 568 451 to 8 479
692 876 955 to 7 050	702 104 368 to 4 900	709 222 591 to 2 920	718 590 741 to 0 770
693 290 380 to 0 400	702 128 306 to 8 400	709 243 479 to 3 500	718 714 210 to 4 370
693 290 426 to 0 450	702 179 891 to 9 900	709 411 171 to 1 320	718 795 881 to 6 000
694 063 700 to 3 897	702 260 751 to 0 850	709 649 804 to 9 820	718 961 721 to 1 780
694 063 900 to 4 000	702 410 595 to 1 050	709 733 281 to 3 580	718 982 001 to 2 300
694 550 501 to 0 530	702 660 151 to 0 540	710 046 813 to 6 840	719 869 731 to 9 760
694 595 031 to 5 050	702 723 429 to 3 450	710 358 093 to 8 166	720 227 871 to 7 930
694 595 087 to 5 300	703 004 401 to 4 820	710 358 257 to 8 270	720 227 949 to 7 960
694 698 551 to 8 650	703 083 819 to 4 020	711 021 501 to 1 510	720 368 543 to 8 570
694 745 458 to 5 600	703 432 131 to 2 230	711 049 411 to 9 560	720 392 151 to 2 570
695 105 313 to 5 350	703 626 061 to 6 090	711 408 045 to 8 090	720 556 491 to 6 640
695 142 809 to 3 050	703 863 121 to 3 240	712 003 381 to 3 650	720 558 621 to 8 650
695 144 666 to 4 700	703 863 477 to 3 540	712 104 220 to 4 230	720 575 361 to 5 570
695 272 601 to 2 750	703 867 801 to 7 980	712 327 861 to 7 890	720 590 152 to 0 179
695 277 576 to 7 650	704 030 628 to 0 640	712 327 952 to 7 980	721 638 331 to 9 170
695 530 761 to 0 800	704 154 024 to 4 120	712 647 061 to 7 090	721 815 391 to 5 420
696 487 701 to 7 800	704 227 561 to 7 829	713 284 171 to 4 260	721 969 713 to 9 740
696 784 101 to 4 550	704 227 831 to 8 069	713 292 871 to 2 990	722 072 137 to 2 160
696 870 601 to 0 650	704 228 071 to 8 100	714 035 101 to 5 160	722 378 265 to 8 280
697 047 501 to 7 600	704 420 344 to 0 490	714 155 011 to 5 400	722 413 990 to 4 004
697 052 101 to 2 350	704 568 751 to 8 990	714 328 231 to 8 440	722 764 948 to 4 980
697 217 251 to 7 400	704 965 301 to 5 770	714 442 952 to 2 980	722 825 840 to 5 889
697 249 952 to 50 050	705 116 780 to 6 790	714 562 843 to 2 860	723 153 841 to 3 850
697 414 886 to 4 900	705 280 801 to 0 980	714 590 391 to 0 430	723 237 616 to 7 630
697 469 606 to 9 700	705 475 651 to 6 040	714 609 811 to 9 930	723 331 081 to 1 110
697 850 401 to 0 750	705 566 127 to 6 280	714 609 961 to 9 990	723 496 443 to 6 470
698 098 446 to 8 550	705 740 581 to 0 730	714 807 181 to 7 240	723 967 291 to 7 320
698 300 251 to 0 300	705 782 796 to 2 820	714 871 321 to 1 500	724 655 196 to 5 340
698 504 383 to 4 650	705 822 271 to 2 480	714 928 529 to 8 590	724 711 441 to 1 500
698 533 927 to 4 200	706 180 148 to 0 290	715 128 183 to 8 330	724 711 538 to 1 560
698 562 268 to 2 400	706 184 041 to 4 220	715 144 171 to 4 470	724 793 221 to 3 250
699 090 686 to 0 750	706 357 861 to 8 190	715 197 211 to 7 570	724 908 109 to 8 120
699 752 699 to 2 850	706 382 419 to 2 430	715 595 910 to 6 180	724 937 461 to 7 670
700 068 473 to 8 500	706 628 735 to 8 820	715 941 781 to 1 810	725 163 118 to 3 151
700 161 501 to 1 650	706 638 211 to 8 420	715 962 421 to 2 480	725 202 735 to 2 750
700 202 522 to 2 700	706 817 959 to 8 000	716 477 396 to 7 430	725 398 591 to 8 800
700 290 275 to 0 300	707 034 391 to 4 450	716 556 635 to 6 660	725 464 591 to 4 920
700 465 730 to 5 750	707 292 636 to 2 660	717 191 648 to 1 690	725 475 321 to 5 330
700 561 444 to 1 550	707 441 401 to 1 687	717 193 161 to 3 490	725 711 057 to 1 070
701 423 101 to 3 150	707 441 836 to 1 940	717 228 591 to 8 680	725 738 581 to 8 730
701 625 469 to 5 550	707 958 541 to 8 570	717 333 902 to 3 950	725 981 311 to 1 430
701 643 829 to 3 850	707 960 107 to 0 160	717 739 745 to 9 910	725 987 835 to 7 880
701 945 451 to 5 500	708 059 941 to 60 000	717 884 991 to 5 050	726 060 811 to 0 900
702 033 701 to 4 050	708 115 830 to 5 860	718 026 171 to 6 290	726 391 970 to 2 520

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
732 541 605	to	1 620	740 889 081	to	9 090	752 139 516	to	9 570	761 613 588	to	3 600
732 572 221	to	2 490	741 010 421	to	0 530	752 182 892	to	2 950	761 688 631	to	8 690
732 586 479	to	6 710	741 113 041	to	3 370	752 206 861	to	7 100	761 805 199	to	5 240
732 994 037	to	4 080	741 373 891	to	4 340	752 295 241	to	5 600	761 826 106	to	6 120
733 163 449	to	3 460	741 452 369	to	2 490	752 731 351	to	1 410	761 881 171	to	1 560
733 297 171	to	7 290	741 492 991	to	3 140	752 767 441	to	7 470	762 304 144	to	4 170
733 446 631	to	7 110	741 553 460	to	3 470	753 008 941	to	9 030	762 324 931	to	4 960
733 474 665	to	4 770	741 764 431	to	4 520	753 194 311	to	4 370	762 439 261	to	9 290

762 524 158 to 4 220	766 120 286 to 0 320	772 718 615 to 8 640	775 331 515 to 1 550
762 584 872 to 4 970	766 125 716 to 5 750	772 970 890 to 0 940	775 444 210 to 4 230
762 593 431 to 3 460	766 158 824 to 8 840	773 009 419 to 9 430	775 579 301 to 9 320
763 155 160 to 5 180	766 388 433 to 8 460	773 112 031 to 2 060	775 622 683 to 2 760
763 178 631 to 8 660	766 509 421 to 9 660	773 125 387 to 5 410	776 144 621 to 4 670
763 506 001 to 6 060	766 572 901 to 3 020	773 179 320 to 9 410	776 154 001 to 4 060
763 522 141 to 2 470	766 748 500 to 8 521	773 202 989 to 3 140	776 561 041 to 1 100
763 717 694 to 7 800	767 024 341 to 4 370	773 208 991 to 9 290	777 561 631 to 2 080
763 826 461 to 6 520	767 326 471 to 6 590	773 231 311 to 1 340	776 657 371 to 7 490
763 900 460 to 0 471	767 332 561 to 2 950	773 348 739 to 8 940	776 817 421 to 7 450
763 900 479 to 0 530	768 009 841 to 9 960	773 575 891 to 5 950	776 951 225 to 1 250
763 917 271 to 7 750	768 011 489 to 1 520	773 858 011 to 8 100	777 297 421 to 7 510
764 125 801 to 5 860	768 177 980 to 7 990	773 892 721 to 7 190	777 621 721 to 1 750
764 284 525 to 4 560	768 391 081 to 1 170	773 958 061 to 8 660	777 810 309 to 0 330
764 526 241 to 6 330	768 661 569 to 1 650	774 107 161 to 7 190	778 049 651 to 9 670
764 601 421 to 1 600	769 000 051 to 0 080	774 177 226 to 7 270	778 106 225 to 6 310
764 650 231 to 0 470	769 050 841 to 0 900	774 279 481 to 9 810	778 218 730 to 8 780
764 984 371 to 4 850	769 159 081 to 9 178	774 408 399 to 8 420	778 251 871 to 1 930
765 003 667 to 3 680	769 737 496 to 7 510	774 431 821 to 2 450	778 286 911 to 6 940
765 042 517 to 2 540	769 778 491 to 8 730	774 510 451 to 0 780	778 328 699 to 8 730
765 194 728 to 4 970	769 827 331 to 7 450	774 652 981 to 3 010	778 567 471 to 7 860
765 387 365 to 7 450	770 216 071 to 6 100	774 778 981 to 9 040	778 570 771 to 0 830
765 541 801 to 2 100	770 723 281 to 3 400	774 867 481 to 7 510	778 699 096 to 9 110
765 638 461 to 8 970	770 915 150 to 5 490	774 867 515 to 7 540	779 233 681 to 3 710
765 647 101 to 7 190	771 455 551 to 5 610	774 934 275 to 4 290	779 316 961 to 7 200
765 813 781 to 4 029	771 609 661 to 9 690	774 961 261 to 1 290	780 644 131 to 4 220
765 879 314 to 9 390	772 057 224 to 7 440	775 106 223 to 6 235	780 711 345 to 1 540
765 954 001 to 4 030	772 162 660 to 3 070	775 106 237 to 6 248	781 503 151 to 3 180

— Postal Inspection Service, 7-25-02

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	687,287,582
684,683,610	694,063,898
686,619,878	694,063,899
686,619,886	694,063,980
686,619,887	701,321,725

— Postal Inspection Service, 7-25-02

Toll-Free Number Available to Verify Canadian Money Orders

The Canada Post Corporation is now providing a toll-free number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 800-563-0444.

This toll-free number is printed on the back of the Canadian Postal Money Orders.

— Postal Inspection Service, 7-25-02

Finance (continued)

SAFR OFFICES ONLY

SAFR–SS/A Implementation Overview

The *Postal Bulletin* articles that appear on the following pages apply *only* to offices that areas and district accounting offices have authorized as part of the implementation of the Standard Accounting for Retail (SAFR) system and the Shared Services/Accounting (SS/A) initiative.

The SAFR system will replace the current Standard Field Accounting System (SFAS). The new system will improve cash and inventory controls and effectively use point-of-service sales information. The SAFR technology will improve and automate the way retail data is captured and analyzed.

The SS/A initiative will streamline processes and enhance efficiencies within the accounting process. This new SS/A will be shared by the areas, districts, and corporate organizations and will be part of the St. Louis, Eagan, and San Mateo accounting service centers (ASCs). District accounting processes will migrate to the ASCs.

The SAFR and SS/A implementation will start in accounting period 2 of fiscal year 2003 and will continue as indicated in the SAFR–SS/A Implementation Schedule (subject to change), which is available on the SAFR Web site at blue.usps.gov/sharedservices/accounting/; click on *Migration Schedule* at the top of the screen.

— Revenue and Field Accounting,
Finance, 7-25-02

SAFR OFFICES ONLY — F-1 REVISION

Refunds From Advance Deposit Accounts

Effective with implementation of standard accounting for retail (SAFR), the following procedural change will occur related to refunds of customer advance trust deposit accounts. AIC 075, Advance Deposit Refunds Awaiting Payment, will no longer be used for refunds of advance deposit accounts at SAFR offices. Customers requiring a refund of their advance trust deposit account will submit a written request together with a completed PS Form 3533, *Application and Voucher for Refund of Postage, Fees and Services* (June 2002 version), to the Post Office. The office will verify the customer's trust account, withdraw the amount from the customer's trust account, if available, and enter the amount into the newly assigned liability account AIC 280, Disbursements Sent to SS/A (GLA 25312.280), to offset the trust withdrawal account.

The office will submit the completed PS Form 3533 to the SS/A to process payment to the customer. SS/A will debit liability account AIC 280 (GLA 25312.280) for the amount of the refund.

We will incorporate these revisions into the next printed version of Handbook F-1 and into the next update of the on-line version accessible on the Postal Service PolicyNet Web site at blue.usps.gov/cpim; click on *HBKs*.

Handbook F-1, Post Office Accounting Procedures

	*	*	*	*	*
6	Disbursing Postal Funds				
	*	*	*	*	*
63	Refund Disbursement				
631	Advance Deposit Accounts				
631.3	Handling a Customer Claim				
	<i>[Revise the heading and text of 631.11 to read as follows:]</i>				
631.12	Automated Permit and Nonpermit System Offices				

SFAP Permit Offices

- 5> When a business mail entry unit (BMEU) receives a written request for a refund of all or part of the unused balance of a customer advance deposit account, the office must ask the customer to complete a PS Form 3533, *Application and Voucher for Refund of Postage, Fees and Services*.

- 6> The BMEU submits PS Form 3533 with the customer's letter to the retail office or DAO.
- 7> The retail office disburses funds from the customer's advance deposit account issuing a no-fee money order and offset to AIC 475, Advance Deposit Refunds Paid, up to the amount of \$1,000 and files the PS Form 3533 and the customer letter locally.
- 8> If the amount is for more than \$1,000, the retail office submits the original PS Form 3533 to the DAO and maintains a copy with the customer's letter locally.

SFAP Nonpermit Offices

- 4> When a retail office receives a written request for a refund of all or part of the unused balance of a customer advance deposit account, the office must ask the customer to complete a PS Form 3533, *Application and Voucher for Refund of Postage, Fees and Services*.
- 5> After verification of available funds, the retail office disburses funds from the customer's advance deposit account issuing a no-fee money order and offset to the corresponding trust account withdrawal AIC (i.e., AIC 451, 452, 453, or 460), up to the amount of \$1,000. The office files the original PS Form 3533 with the customer's letter locally.
- 6> If the refund amount is for more than \$1,000, the office enters the refund amount into the corresponding trust account withdrawal AIC (i.e., AIC 451, 452, 453, or 460) and the offset amount into AIC 075, Advance Deposit Awaiting Refunds. The office submits the original PS Form 3533 to the DAO and maintains a copy with the customer's letter locally.

SAFR Permit Offices

- 3> When a business mail entry unit (BMEU) receives a written request for a refund of all or part of the unused balance of a customer advance deposit account, the office must ask the customer to complete a PS Form 3533, *Application and Voucher for Refund of Postage, Fees and Services*.
- 4> The BMEU submits the original PS Form 3533 to the Shared Services/Accounting (SS/A) at the San Mateo ASC for processing through APARS. The office files a copy of the form and customer letter locally.

SAFR Nonpermit Offices

- 4> When a retail office receives a written request for a refund of all or part of the unused balance of a customer advance deposit account, the office must ask the cus-

tomers to complete a PS Form 3533, *Application and Voucher for Refund of Postage, Fees and Services*.

- 5> After verification of available funds, the retail office disburses funds from the customer's advance deposit account issuing a no-fee money order and offset to the corresponding trust account withdrawal AIC (i.e., AIC 451, 452, 453, or 460), up to the amount of \$500. The office files the PS Form 3533 and customer letter locally.
- 6> If the refund amount is for more than \$500, the office enters the refund amount into the corresponding trust account withdrawal AIC (i.e., AIC 451, 452, 453, or 460) and the offset amount into AIC 280, Disbursements Sent to SS/A. The office submits the original PS Form 3533 to the SS/A at the San Mateo ASC for processing through APARS. The office files a copy of the form and the customer letter locally.

[Delete 631.12.]

631.2 Closing an Account for Customer Inactivity

* * * * *

[Revise 631.2, bullet #2 as follows:]

- 3> If a customer responds to the cancellation notice with a current address, process the refund as follows:

If...	Then...
The balance exceeds \$25	Follow the refund process in section 631.11.
The balance is \$25 or less	Enter the amount into AIC 126, <i>Miscellaneous Non-Postal Revenue</i> , until the customer claims it.
The refund is undeliverable	Enter the amount into AIC 126 until the customer claims it.

[Delete bullets #3 and #4 (including the if-then table).]

* * * * *

Appendix A Account Identifier Code and General Ledger Account Crosswalk

[Add new AIC 280:]

AIC	GLA	PSFR	Title	Description
280	25312.280	N/A	Disbursements Sent to SS/A	Disbursements Sent to SS/A

* * * * *

SAFR OFFICES ONLY — F-1 REVISION

SSPC and Vending Stamp Stock Credit Financial Reporting

Effective with the implementation of the Standard Accounting for Retail (SAFR) system, policy and procedural changes will occur for reporting financial activities of self service postal center (SSPC) technicians. Employees who are designated as SSPC technicians will be assigned an individual unit ID. SSPC technicians will report their financial activity via an electronic financial reporting system, which will be provided. SDO/SSC will replenish SSPC stamp stock credit using the SSPC technician’s assigned unit ID.

Employees who are not SSPC technicians at a SAFR office and who are assigned stamp vending credits will not be assigned a unit ID. Vending credit clerks will be assigned a *vending clerk* role at their Post Office. The vending financial activity will be reported and consolidated with the office’s financial report. The Post Office unit reserve custodian will replenish vending stamp stock credit.

The SSPC technician or vending clerk supervisor will have the responsibility of the SSPC technician and vending stock credit examination in compliance with Handbook PO-102, *Self Service Vending Operational and Marketing Program*, section 612.

We will incorporate this revision into the next printed version of Handbook F-1, *Post Office Accounting Procedures*, and into the next update of the online version accessible on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *HBKs*.

Handbook F-1, Post Office Accounting Procedures

	*	*	*	*	*
2	Financial Reporting Procedures				
21	Policies and Background Information				
	*	*	*	*	*
212	Responsibilities				
212.1	Post Office				

[Revise the text of 212.1 to read as follows:]

Retail Units

Individual retail sales and service associates (SSAs) must prepare PS Form 1412, *Daily Financial Report*, whenever financial transactions are performed at the window service. Financial activity will be reported to the host Post Office to be consolidated with the unit’s financial report. Retail units

will report financial transactions electronically, provided that a Postal Service–approved electronic financial reporting system is available; otherwise, retail units will report financial transactions manually.

Contract Stations

Designated employees at contract stations must prepare a consolidated PS Form 1412 for the unit each day and forward the form to their host Post Office with the required supporting documentation.

Designated Employees

Employees who are designated as self service postal center (SSPC) technicians will report their vending financial activity via Postal Service–approved electronic financial reporting system.

Postmasters

SFAP Offices — Offices that use the Standard Field Accounting Procedure (SFAP) must report the retail unit’s daily financial activity via an integrated retail terminal (IRT) unit, a point of sale (POS) ONE system, or the Money Order Voucher Electronic System (MOVES) to the DAO.

Non-SFAP Offices — In non-SFAP offices preparing accountbook and statement of account, the following conditions apply:

- In CAG H–J offices, the postmaster, or an employee who works under the postmaster’s immediate supervision, will prepare the accountbook and statement of account. At these offices, to the extent possible within available resources, this task must not be assigned to personnel who also handle cash or accountable paper.
- In CAG K and L offices, the postmaster must prepare the accountbook and statement of account, except during periods of leave when this task may be reassigned.

SAFR Offices — Offices that use the Standard Accounting for Retail (SAFR) system must report the retail unit’s daily financial activity via a Postal Service–approved electronic financial reporting system to the Shared Services/Accounting system at the Eagan Accounting Service Center.

* * * * *

— Revenue and Field Accounting,
Finance, 7-25-02

Bank Charges

Effective with the implementation of the Standard Accounting for Retail (SAFR) system, policy and procedural changes will occur for paying bank charges. SAFR offices will not use AIC 592, Commercial Bank Fees, for paying bank charges. Instead, the depository bank will debit the Postal Service bank account for the amount of bank charges, which will be transmitted via the Bank Account Information (BAI) file to Shared Services/Accounting (SS/A). The bank charges will be reconciled automatically and expensed to the district finance number. SS/A will generate the bank analysis and exception reports and forward them to district finance offices, which will monitor bank fees paid.

We will incorporate these revisions into the next printed version of Handbook F-1, *Post Office Accounting Procedures*, and into the next update of the online version accessible on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *HBKs*.

Handbook F-1, *Post Office Accounting Procedures*

	*	*	*	*	*
3	Managing Postal Funds				
	*	*	*	*	*
33	Funds Received				
	*	*	*	*	*
332	Bank Account Relationships				
	*	*	*	*	*

332.3 Processing Bank Service Charges

[Revise the text of 332.3 to read as follows:]

SFAP Offices

The district Finance manager authorizes payment of bank service charges.

- 1> Where charges are authorized and assessed, make payment and enter the amount in AIC 592, Commercial Bank Fees.
- 2> Where charges are not authorized but are assessed against the bank account, report the particulars to the district Finance manager. Do not make entries to AIC 592 without district Finance manager authorization.
- 3> Keep a copy of paid invoices.
- 4> File these by AP in support of entries on the statement of account.

SAFR Offices

- 1> The depository bank will debit the Postal Service bank account for the amount of bank charges, which will be transmitted via the Bank Account Information (BAI) file to Shared Services/Accounting (SS/A).
- 2> The SAFR system automatically reconciles bank charges and expenses them to the district finance number.
- 3> SS/A will generate the bank analysis and exception reports and will forward the reports to the district finance office.
- 4> The district finance office will use the bank analysis and exception reports to monitor bank fees paid.

* * * * *

— Revenue and Field Accounting,
Finance, 7-25-02

Customs Transactions

Effective with the implementation of Standard Accounting for Retail (SAFR), the following policy and procedural change will occur that relates to Customs collection. POS ONE and IRT system offices under SAFR will no longer use AIC 454, Customs Collection Withdraw, for payment of customs collected. Offices will continue to use AIC 054, Customs Collection, to report customs fees collected from delivery of Customs packages, as recorded on Form CF 3419-A, *Customs*.

At the time of delivery of Customs packages at the retail offices, SAFR offices with POS ONE and IRTs will scan the Customs Label Number of each customs Form CF 3419-A and enter the customs fees collected into AIC 054, Customs Collection. At the close of business every day, each office will reconcile PS Form 2944, *Receipt for Customs Duty Mail*, or system generated "Unit Customs Report" with Customs label forms. All Customs forms and reports will be maintained locally.

Shared Services/Accounting (SS/A) will reconcile mail entry numbers (Customs Label Numbers on Form CF 3419-A) and amounts reported into AIC 054 and process an electronic funds transfer (EFT) payment to Customs. Discrepancies in the reconciliation process will be forwarded to the appropriate office for resolution. If a discrepancy is not resolved within 30 days, the office will be charged with the expense.

Non-IRT and non-POS ONE offices under SAFR will continue with the current process outlined in Handbook F-1 section 781.21, *Remitting by Money Order*.

We will incorporate this revision into the next printed version of Handbook F-1, *Post Office Accounting Procedures*, and into the next update of the online version accessible on the Postal Service PolicyNet Web site at blue.usps.gov/cpim; click on HBKs.

Handbook F-1, Post Office Accounting Procedures

* * * * *

[Revise the title of chapter 5 to read as follows:]

5 Trust, Suspense and Expense, and Audit Differences

51 Trust Funds

* * * * *

513 Other Trust Account Control

513.1 Controlling Accumulated Funds

* * * * *

[Insert the following subtitle and paragraph after existing text:]

SAFR Offices with IRT and POS ONE Systems

AIC 054, Customs Collection, allows for the recording of customs fees collected and the scanning of the Customs Label Number from each Form CF 3419-A. At the close of business every day, each office must reconcile PS Form 2944, *Receipt for Customs Duty Mail*, or system generated "Unit Customs Report" with customs label forms. Offices must maintain all customs forms and reports locally.

Shared Services/Accounting (SS/A) reconciles mail entry numbers (Customs Label Numbers on Form CF 3419) and

amounts reported into AIC 054 and processes an electronic funds transfer (EFT) payment to Customs. Discrepancies in the reconciliation process are forwarded to the appropriate office for resolution. If a discrepancy is not resolved within 30 days, the office is charged with the expense.

* * * * *

7 Accounting for Nonstamp Revenue

* * * * *

78 Customs Collection and Collect on Delivery

781 Collecting Customs Duty

* * * * *

[Insert the following section:]

781.4 SAFR Offices With IRT and POS ONE Systems

SAFR offices must use AIC 054, Customs Collection, to report customs fees collected from delivery of customs packages, as recorded on Form CF 3419-A, *Customs*. The process is as follows:

- 1> Record amounts collected into AIC 054, Customs Collected.
- 2> Scan the Customs Label Number from each Form CF 3419-A.
- 3> At the close of each business day, reconcile PS Form 2944, *Receipt for Customs Duty Mail*, or system generated "Unit Customs Report" with customs label forms.
- 4> Maintain all customs forms and reports locally.

Shared Services/Accounting (SS/A) reconciles mail entry numbers (Customs Label Numbers on Form CF3419-A) and amounts reported into AIC 054 and processes an electronic funds transfer (EFT) payment to Customs. Discrepancies in the reconciliation process are forwarded to the appropriate office for resolution. If a discrepancy is not resolved within 30 days, the office is charged with the expense.

* * * * *

— Revenue and Field Accounting,
Finance, 7-25-02

SAFR OFFICES ONLY — F-1 REVISION

Change Funds Payment

Effective with the implementation of the Standard Accounting for Retail (SAFR) system, the following policy and procedural change will occur relating to the payment of change funds received. To meet operational needs at retail

units, vending equipment offices and self service postal centers (SSPCs) may arrange with local relationship banks to obtain coin funds, (i.e., Susan B. Anthony or gold coin

dollars). Only vending equipment offices may arrange with local nonrelationship banks to obtain coin funds.

Local relationship banks are local branches of the district depository bank. Local nonrelationship banks are local branches of banks other than the district depository bank.

Arrangements With Local Relationship Banks

SAFR offices may request authorization from the district Finance manager to arrange for the local relationship bank to provide cash and coin funds needed by the office. Once the district Finance manager approves the request and the arrangement is established, the following procedures apply:

- The SAFR office will request the amounts required, up to the authorized amount of cash reserved, in coins and dollar bills, from the local relationship bank.
- The local relationship bank will issue the requested change funds with an invoice.
- The postal unit will verify the amount received and record the amount in the newly established AIC 293, Cash Remitted Change Funds, on the unit's PS Form 1412, *Daily Financial Report*.
- The local relationship bank will debit the Postal Service bank account for the amount of the change funds and related fees.
- The amount in AIC 293 will be exported for auto-bank reconciliation process with debits from the relationship bank.
- Any discrepancy amounts will be charged to the unit ID.

Shared Services/Accounting (SS/A) will generate the bank analysis and exception reports and will forward the reports to the district finance office, which will monitor bank fees paid.

Arrangements With Local Nonrelationship Banks

To meet operational needs at retail units, vending equipment offices may arrange for local nonrelationship banks to provide coin funds (coins and dollar bills).

The following procedures apply for arrangements with local nonrelationship banks:

- Upon receipt of a bank invoice for surcharges and fees, the Post Office will initiate a PS Form 7381, *Requisition for Supplies, Services, or Equipment*, which unit management will approve for local payment.
- Record the amount paid in AIC 587, Miscellaneous Services, on the unit 1412.
- Locally maintain bank invoices for surcharges and fees and PS Forms 7381 as supporting documentation.

We will incorporate this revision into the next printed version of Handbook F-1, *Post Office Accounting Procedures*, and into the next update of the online version accessible on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *HBKs*.

Handbook F-1, Post Office Accounting Procedures

* * * * *

Appendix A Account Identifier Code and General Ledger Account Crosswalk

* * * * *

[Revise the entry for AIC 250–305 and add entry for AIC 293 to read as follows:]

* * * * *

AIC	GLA	PSFR	Title	Description
250–292			Unassigned	
293	11211.293	N/A	Cash Remitted Change Funds	This account will be used by SAFR offices authorized to receive change funds from relationship banks.
294–305			Unassigned	

* * * * *

— Revenue and Field Accounting,
Finance, 7-25-02

SAFR OFFICES ONLY — F-1 REVISION

New AICs for Overages and Shortages

Effective with the implementation of the Standard Accounting for Retail (SAFR) system, the following policy and procedural changes will occur with adjustments related to banking and miscellaneous items. SAFR offices will use

two new account identifier codes (AICs), AIC 247, Financial Differences — Overage, and AIC 647, Financial Differences — Shortage, to report adjustments related to banking and miscellaneous items. Do not use trust or suspense

accounts to report these items. Adjustments will be credited or debited to the office's expense account by the corresponding office's finance number and unit ID. Shared Services/Accounting (SS/A) will forward an exception report to the unit management and send a copy to the district finance staff.

SAFR offices will not use the following AICs:

AIC	Title
061	Miscellaneous Trust
461	Miscellaneous Trust Withdraw
761	Miscellaneous Suspense
361	Miscellaneous Suspense Clear
069	Bank Deposit Overage
469	Bank Deposit Overage Withdraw
763	Bank Deposit Shortage Issued
363	Bank Deposit Shortage Cleared

New Processes for Overages and Shortages

The following new processes for reporting overages and shortages apply to SAFR offices:

- AIC 247, Financial Differences — Overage: use to record overages.
- AIC 647, Financial Differences — Shortage: use to record shortages.
- Adjustments in banking and miscellaneous items will be automatically expensed to the corresponding unit's finance number and unit ID.
- SS/A will generate reports and forward them to the unit management with a copy to the District Finance staff.
- Units will research differences (overages/shortages) and correct entries.
- If adjustments are required at the unit level, the unit must have supporting documentation on file and perform the required adjustment using AIC 247 or AIC 647.
- SS/A will monitor and district finance staff will analyze the activities in AIC 247 and AIC 647.

The following table shows the general ledger account and the Postal Service financial report number for the new AICs:

AIC	GLA	PSFR	Description
247	56203.247	44	Financial Differences — Overage
647	56203.647	44	Financial Differences — Shortage

Note: District finance offices must make every effort to resolve, or have their reporting units resolve, and clear any outstanding adjustment currently listed in the Standard Field Accounting System (SFAS) before the implementation of SAFR. Any outstanding banking and miscellaneous items not cleared or resolved by the accounting

period prior to the implementation of the SAFR system, will be processed as follows:

- Overages will be moved to AIC 247, Financial Differences — Overage.
- Shortages will be moved to AIC 647, Financial Differences — Shortage, and required supporting documentation with the detailed information will be maintained locally.

These amounts will be charged as a credit or debit to the unit's expense account by the corresponding unit's finance number and unit ID. All offices, CAG A through L, must make every effort to resolve and clear any outstanding banking and miscellaneous adjustments prior to the implementation of the SAFR system.

We will incorporate these revisions into the next printed version of Handbook F-1, *Post Office Accounting Procedures*, and into the next update of the online version accessible on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *HBKs*.

Handbook F-1, Post Office Accounting Procedures

* * * * *

[Revise the title of chapter 5 as follows:]

5 Trust, Suspense and Expense, and Audit Differences

* * * * *

[Revise the title and introductory text of subchapter 52 to read as follows:]

52 Suspense and Expense Items

Suspense and expense items are defined as stamp credits, money orders, cash and banking shortages, travel and salary advances, external/internal audit discrepancies, Form 1412 differences, and revenue deficiencies. Standard Field Accounting (SFAS) and Statement of Account (SOA) offices will identify these as suspense items. Standard Accounting for Retail (SAFR) offices will identify these as expense items.

Each office must report totals of suspense and expense items in the corresponding AIC account at the accountbook or the unit 1412. The required detailed documentation will be maintained locally.

* * * * *

[Revise the title of 523 to read as follows:]

523 Controlling Suspense/Expense Items Internally

* * * * *

[Add new section 523.3 to read as follows:]

523.3 For SAFR Offices

Each SAFR office will maintain the individual detailed record for each expense item reported into AIC 247, Financial Differences — Overage, and AIC 647, Financial Differences — Shortage. The office will also maintain the individual detailed record for each employee shortages, travel, and salary advances.

* * * * *

[Revise the title of 524 to read as follows:]

524 Clearing Suspense and Offsetting Expense Items

* * * * *

525 Clearing Suspense Items

[Add section number and title for current text in 525 to read as follows:]

525.1 SFAP Units

* * * * *

[Add new section 525.2 at the end of existing 525 to read as follows:]

525.2 SAFR Offices

>> Shared Services/Accounting (SS/A) will report adjustments relating to banking and miscellaneous items in AIC 247, Financial Differences — Overage, or AIC 647, Financial Differences — Shortage, for the office. These adjustments will be automatically expensed to the corresponding unit's finance number and unit ID. SS/A will forward a report to the unit management.

>> If adjustments are needed for an item previously expensed, the unit must have documentation on file and

perform the reversing adjustment using AIC 247 or AIC 647 on the next unit 1412.

>> SS/A will monitor and district finance staff will analyze the activities in AICs 247 and 647.

* * * * *

Appendix A Account Identifier Code and General Ledger Account Crosswalk

* * * * *

[Add AIC 247 and AIC 647 to Appendix A as follows:]

AIC	GLA	PSFR	Title	Description
247	56203.247	44	Financial Differences — Overage	Account used in Standard Accounting for Retail (SAFR) offices to record overages related to banking and other miscellaneous items.
647	56203.647	44	Financial Differences — Shortage	Account used in Standard Accounting for Retail (SAFR) offices to record shortages related to banking and other miscellaneous items.

* * * * *

— Revenue and Field Accounting, Finance, 7-25-02

SAFR OFFICES ONLY — F-1 REVISION

Financial Reporting for Nontransmitting Contract Postal Units

Effective with implementation of standard accounting for retail (SAFR), contract postal units (CPUs) will no longer submit PS Form 1412, *Daily Financial Report*, to the district accounting office. CPUs will submit PS Form 1412 to the host Post Office along with issued money order vouchers, spoiled money orders, bank deposit receipts, and all supporting documents. Any discrepancies (over/short) discovered in the CPU PS Form 1412 will be expensed to the host Post Office finance number, and the host Post Office will make the adjusting entries in the subsequent CPU PS Form 1412 report.

The host Post Office will coordinate with the district finance office to ensure that each individual CPU has a unique Unit ID. The host Post Office will be provided with the electronic reporting system to enter all CPU financial reports daily. Implementation of the electronic reporting system hardware, software, and training will be coordinated through the district finance office. The host Post Office supervisor will have the responsibility of examining CPU financial reports in compliance with Handbook F-1, *Post Office Accounting Procedures*, section 429.3.

— Revenue and Field Accounting, Finance, 7-25-02

Philately

STAMP ANNOUNCEMENT 02-32

Duke Kahanamoku Commemorative Stamp



Copyright USPS 2001

The Postal Service will issue a 37-cent *Duke Kahanamoku* commemorative stamp (Item 453400) in a pressure-sensitive adhesive (PSA) pane of 20 on August 24, 2002, in Honolulu, Hawaii. The stamp, designed by Carl T. Herrman, Carlsbad, California, and illustrated by Michael J. Deas, New Orleans, Louisiana, goes on sale nationwide August 26, 2002. The pane may be split, and the stamps may be sold individually.

The Postal Service honors Duke Kahanamoku, Hawaiian swimmer and surfer, who is credited with popularizing the Polynesian sport by surfing throughout the world. In 1999, *Surfer* magazine named him "Surfer of the Century." For most of his career, Kahanamoku was generally seen as Hawaii's unofficial goodwill ambassador to the rest of the world. In 1934 he was elected sheriff of the city and county of Honolulu and was subsequently reelected until the position itself was discontinued in 1960. Thereafter, from 1961 until his death on January 22, 1968, Kahanamoku served as Honolulu's official greeter.

Issue:	<i>Duke Kahanamoku</i>
Item Number:	453400
Denomination & Type of Issue:	37-cent Commemorative Semi-Jumbo
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	August 24, 2002, Honolulu, HI 96820
Designer:	Carl T. Herrman, Carlsbad, CA
Engraver:	Southern Graphics System, Inc.
Art Director:	Carl T. Herrman, Carlsbad, CA
Illustrator:	Michael J. Deas, New Orleans, LA
Modeler:	Avery Dennison, Security Printing Division
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Pane:	20
Print Quantity:	62.8 million stamps
Paper Type:	Nonphosphored, Type III
Gum Type:	Pressure Sensitive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Magenta, Cyan, Black
Stamp Orientation:	Vertical
Image Area (w x h):	1.075 x 1.410 in./27.305 x 35.814 mm
Overall Size (w x h):	1.225 x 1.560 in./31.115 x 39.624 mm
Full Pane Size (w x h):	6.25 x 7.25 in./158.75 x 184.15 mm
Plate Size:	200 stamps per revolution
Plate Numbers:	"V" followed by four (4) single digits
Marginal Markings:	"© 2001 USPS" • Price • Plate position diagram • Plate numbers in all four corners • 2 barcodes
Catalog Item Number(s):	453440 Pane of 20 w/plate no. — \$7.40 453430 Block of 10 — \$3.70 453420 Block of 4 — \$1.48 453461 First Day Cover — \$0.75 453493 Pane of 20 & First Day Cover — \$8.15

How to Order the First Day of Issue Postmark

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

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

DUKE KAHANAMOKU COMMEMORATIVE STAMP
POSTMASTER
3600 AOLELE ST
HONOLULU HI 96820-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by September 23, 2002.

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

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

First day covers remain on sale for at least 1 year after the stamp's issuance.

Philatelic Products

There are no philatelic products for this stamp issue.

Distribution: Item 453400, 37-Cent Duke Kahanamoku Commemorative Stamp, Pane of 20 (PSA)

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

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for one-half of their standard automatic distribution quantity using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to Post Offices before August 19, 2002.

Philatelic Requirement

SDOs with authorized philatelic centers will receive an automatic distribution of these stamps in 10 positions for subsequent distribution to each philatelic window.

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the <i>Duke Kahanamoku</i> Commemorative Stamp, Item 453400...
1	20,000
2	20,000
3	40,000
4	40,000
5	60,000
6	60,000
7	80,000
8	80,000
9	100,000
12	120,000
13	140,000
16	160,000
19	200,000

Additional Supply

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

For fulfilling supplemental orders from SDOs, the San Francisco APD will receive 800,000 additional stamps; the Chicago, Memphis, and New York APDs will each receive 760,000 stamps; and the Denver APD will receive 240,000 additional stamps.

Sales Policy

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

— Stamp Services,
Government Relations and Public Policy, 7-25-02

ADDITIONAL INFORMATION

Stamp Announcement 02-29, Teddy Bears Stamps

The *Teddy Bears* stamp announcement in *Postal Bulletin* 22080 (7-11-02, pages 55–56) omitted the following technical details for Item 881700, the 23-cent stamped card set.

Issue:	<i>Teddy Bears</i>
Item Number:	881700
Denomination & Type of Issue:	23-cent Postal Stamped Card
Format:	\$9.25 Postal Stamped Card Set
Series:	N/A
Issue Date & City:	August 15, 2002, Atlantic City, NJ 08401
Designer:	Margaret Bauer, Washington, DC
Art Director:	Derry Noyes, Washington, DC
Existing Photos:	Dorling Kindersley Ltd.
Typographer:	Margaret Bauer, Washington, DC
Engraver:	N/A
Modeler:	Banknote Corporation of America, Inc. (BCA)
Manufacturing Process:	Offset
Printer:	Banknote Corporation of America, Inc. (BCA)
Printed at:	BCA, Browns Summit, NC
Press Type:	Komori, Lithrone
Cards per Set:	20
Print Quantity:	71,000 sets (1,420,000 cards)
Paper Type:	Phosphor tagged
Gum Type:	N/A
Processed at:	BCA, Greensboro, NC
Colors:	Yellow, Magenta, Cyan, Black
Stamp Orientation:	Vertical
Stamp Image Area (w x h):	1.25 x 1.25 in./31.75 x 31.75 mm
Card Size (w x h):	4.25 x 5.50 in./107.95 x 139.70 mm
Plate Size:	36 cards per revolution
Plate Numbers:	N/A
Marginal Markings:	N/A
Catalog Item Number(s)	453566 Stamped Card (5 Sheets of 4) — \$9.25

— Stamp Services,
Government Relations and Public Policy, 7-25-02

Pictorial Cancellations Announcement

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



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

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

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

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

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

 <p>Madison Old Home Week Station Madison, NH 03849 <i>100th Anniversary Celebration 1902 - 2002</i> August 3, 2002</p>	<p>August 3, 2002 <i>Old Home Week Committee</i> OLD HOME WEEK STATION POSTMASTER 43 ROUTE 113 WEST MADISON NH 03849-9998</p>	 <p>Silver Lake Old Home Week Station Silver Lake, NH 03875 <i>100th Anniversary Celebration 1902 - 2002</i> August 3, 2002</p>	<p><i>Old Home Week Committee</i> OLD HOME WEEK STATION POSTMASTER 84 ROUTE 113 WEST SILVER LAKE NH 03875-9998</p>
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June 29, 2002
HEROES STATION
POSTMASTER
25 DORCHESTER AVE RM 4009
BOSTON MA 02205-9600



July 4, 2002
Chamber of Commerce
4TH OF JULY STATION
POSTMASTER
507 MAIN ST
SEWARD NE 68434-9998



Town of Wadesville
150th Year
Celebration Station
Wadesville In 47638

June 29-30, 2002
*Wadesville Sesquicentennial
Committee*
150TH YEAR CELEBRATION
STATION
POSTMASTER
PO BOX 9998
WADESVILLE KY 47638-9998

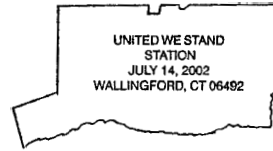


July 4, 2002
Vinton Va Post Office
INDEPENDENCE DAY STATION
POSTMASTER
PO BOX 9998
VINTON VA 24179-9998



JULY 5, 2002
CENTENNIAL
Clifton Station
CLIFTON, VA 20124

July 5, 2002
Town of Clifton "The 100th Anniversary Celebration" Committee
CENTENNIAL CLIFTON STATION
POSTMASTER
12644 CHAPEL RD
CLIFTON VA 20124-9998



July 14, 2002
USPS
UNITED WE STAND STATION
POSTMASTER
135 GRAND ST
WATERBURY CT 06701-9998



Taylor Station
2002 GCAA Award Winner
July 12, 2002 Taylor, TX 76574

July 12, 2002
Keep Taylor Beautiful Board
TAYLOR STATION
POSTMASTER
PO BOX 9998
TAYLOR TX 78621-9998



July 17, 2002
HEROES STATION
POSTMASTER
25 DORCHESTER AVE RM 4009
BOSTON MA 02205-9600



July 12, 2002
Galata Boosters
JULY 12 STATION
POSTMASTER
PO BOX 9998
GALATA MT 59444-9998



July 19, 2002
Totowa NJ Borough
HEROES OF 2001 STATION
POSTMASTER
194 WARD ST
PATERSON NJ 07510-9998



July 13, 2002
Friendship Fire Company
STREET FAIR STATION
POSTMASTER
55 WEST JACKSON ST
SPRING GROVE PA 17362-9998



July 19, 2002
250th Anniversary Committee
DUBLINS 250TH ANNIVERSARY STATION
POSTMASTER
MAIN ST
PO BOX 9998
DUBLIN NH 03444-9998

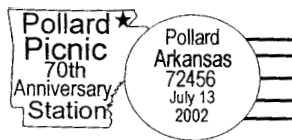


July 13, 2002
Village of Equality II
TOUR DE DONUT STATION
POSTMASTER
113 SOUTH EDWARDSVILLE ST
STAUNTON IL 62088-9998



BLUE RIDGE SUMMIT LIBRARY STATION
80 YEARS OF SERVICE
July 20, 2002
Blue Ridge Summit
Pennsylvania 17214

July 20, 2002
Blue Ridge Library Board
BLUE RIDGE SUMMIT LIBRARY STATION
POSTMASTER
PO BOX 9998
BLUE RIDGE SUMMIT PA 17214-9998

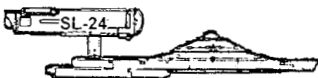


July 13, 2002
New Hope Cemetery Association
POLLARD PICNIC STATION
POSTMASTER
311 FRONT ST
POLLARD AR 72456-9998



July 20, 2002
Town of Hallowell
OLD HALLOWELL DAY STATION
POSTMASTER
95 SECOND ST
HALLOWELL ME 04347-9998

WELCOME "ENTERPRISE NX-01" STATION



JULY 12 2002 HUNT VALLEY MD 21031

July 12-14, 2002
Shore Leave 24
COCKEYSVILLE HUNT VALLEY POST OFFICE STATION
POSTMASTER
115 WIGHT AVE
COCKEYSVILLE MD 21030-9998



July 20, 2002
Josephine Pierce/Town of South Fork
SOUTH FORK STATION
POSTMASTER
PO BOX 9998
SOUTH FORK CO 81154-9998



Celebrate Seagraves Station
July 20 2002
Seagraves TX 79359

July 20, 2002
Seagraves Post Office
CELEBRATE SEAGRAVES
STATION
POSTMASTER
105 MAIN ST
SEAGRAVES TX 79359-9998



Fillmore County Fair
Fairgrounds Station
July 22, 2002
Geneva, NE 68361

July 22, 2002
Fillmore County Fair 4H Station
FILMORE COUNTY FAIR
FAIRGROUNDS STATION
POSTMASTER
PO BOX 9998
OHIOWA NE 68416-9998



OLD GLORY STATION, WAPAKONETA, OH
JUL 20 2002
45895
Astronauts Salute Flag on the Moon • 1969

July 20, 2002
Uncover Corporation
OLD GLORY STATION
POSTMASTER
10 WILLIPIE ST
WAPAKONETA OH 45895-9998



IKEA® river days
RENTON station
RENTON, WA 98058
July 24, 2002

July 24, 2002
IKEA
RENTON MAIN OFFICE
STATION
POSTMASTER
17200 116 AVE SOUTHEAST
RENTON WA 98058-9998



ANNUAL ST. FRANCIS
PICNIC
HALL & GRAVEL HILL CEMETERY ASSOCIATION
July 20, 2002
ST FRANCIS AR 72464

July 20, 2002
Hall and Gravel Hill Cemetery
Association
ST FRANCIS PICNIC STATION
POSTMASTER
PO BOX 9998
ST FRANCIS AR 72464-9998



Heroes Station
July 25 2002
Newton MA 02460

July 25, 2002
HEROES STATION
POSTMASTER
25 DORCHESTER AVE RM 4009
BOSTON MA 02205-9600



175th Anniversary
Station
July 20, 2002
Equality, Illinois 62934

July 20, 2002
Village of Equality IL
175 ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
EQUALITY IL 62934-9998



ROCHESTER, NY
JULY 26 2002
74607-9998
Antique Toy Station

July 26, 2002
Rochester Philatelic Association
ANTIQUE TOY STATION
POSTMASTER
1335 JEFFERSON RD
ROCHESTER NY 14692-9998



Riding with Pride Through Alton
ALTON STATION
July 21, 2002
ALTON IOWA 51003

July 21, 2002
City of Alton
RIDING WITH PRIDE THROUGH
ALTON STATION
POSTMASTER
PO BOX 9998
ALTON IA 51003-9998



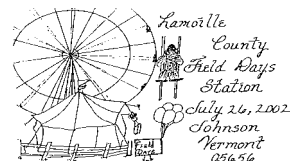
Williams, Arizona
RELAY for the CURE
STATION
July 26 2002

July 26, 2002
USPS
RELAY FOR THE CURE
STATION
POSTMASTER
PO BOX 9998
WILLIAMS AZ 86046-9998



91st Anniversary
STATION
1911-2002
WOODRIDGE, NEW YORK - 12789 - JULY 21, 2002

July 21, 2002
91ST ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
WOODRIDGE NY 12789-9998



Lamoille
County
Fair
Field Days
Station
July 26, 2002
Johnson
Vermont
05656

July 26, 2002
USPS
LAMOILLE COUNTY FAIR
STATION
POSTMASTER
PO BOX 9998
JOHNSON VT 05656-9998



Splendid Splinter Station
July 22, 2002
Boston MA 02115

July 22, 2002
SPLENDID SPLINTER STATION
POSTMASTER
25 DORCHESTER AVE RM 4009
BOSTON MA 02205-9600



PORT OF OGDENSBURG
U.S.A.
July 26, 2002
History of Transportation
Port of Ogdensburg
Station
Ogdensburg NY 13669

July 26, 2002
City of Ogdensburg
PORT OF OGDENSBURG
STATION
POSTMASTER
431 STATE ST
OGDENSBURG NY 13669-9998



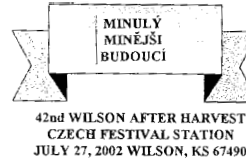
July 26-27, 2002
 Lowell Folk Festival
 LOWELL FOLK FESTIVAL
 STATION
 POSTMASTER
 155 FATHER MORRISSETT
 BLVD
 LOWELL MA 01852-9998



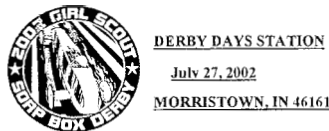
July 27, 2002
 Kerkhoven Town and County
 Board
 TOWN AND COUNTRY STATION
 POSTMASTER
 PO BOX 9998
 KERKHOVEN MN 56252-9998



July 26-28, 2002
 Golden Buffalo Bill Days
 Celebration Inc
 BUFFALO BILL STATION
 POSTMASTER
 1100 Johnson Road
 GOLDEN CO 80401-9998



July 27, 2002
 Czech Festival
 42ND WILSON AFTER
 HARVEST CZECH FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 WILSON KS 67490-9998



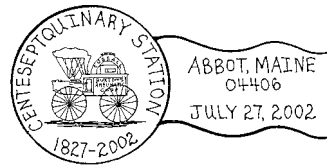
July 27, 2002
 DERBY DAYS STATION
 July 27, 2002
 MORRISTOWN, IN 46161
 DERBY DAYS STATION
 POSTMASTER
 105 EAST MAIN ST
 MORRISTOWN IN 46161-9998



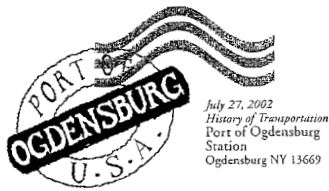
July 27, 2002
 Hamden Historical Association
 HAMDEN OLD HOME DAYS
 STATION
 POSTMASTER
 PO BOX 9998
 HAMDEN NY 13782-9998



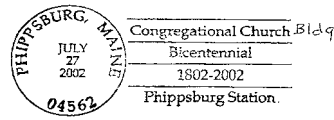
July 27, 2002
 Warren Stamp Club
 PACKARD MUSEUM STATION
 POSTMASTER
 PO BOX 9998
 WARREN OH 44481-9998



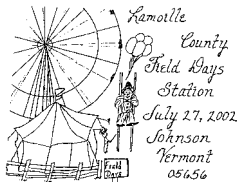
July 27, 2002
 Town of Abbot
 CENTESEPTUINARY STATION
 POSTMASTER
 96 MAIN RD
 ABBOT ME 04406-9998



July 27, 2002
 The City of Ogdensburg
 PORT OF OGDENSBURG
 STATION
 POSTMASTER
 431 STATE ST
 OGDENSBURG NY 13669-9998



July 27, 2002
 Phippsburg Congregational
 Church
 CONGREGATIONAL CHURCH
 BUILDING BICENTENNIAL
 STATION
 POSTMASTER
 520 MAIN RD
 PHIPPSBURG ME 04562-9998



July 27, 2002
 USPS
 LAMOILLE COUNTY FIELD
 DAYS STATION
 POSTMASTER
 PO BOX 9998
 JOHNSON VT 05656-9998



July 27, 2002
 HERITAGE STATION
 POSTMASTER
 215 MAIN ST
 SIERRA CITY CA 96125-9998



July 27, 2002
 Town of Tupper Lake
 NIFTY FIFTIES STATION
 POSTMASTER
 9 CLIFF AVE
 TUPPER LAKE NY 12986-9998



July 27, 2002
 Central Maine Egg Festival
 CENTRAL MAINE EGG
 FESTIVAL STATION
 POSTMASTER
 21 CENTRAL ST
 PITTSFIELD ME 04967-9998



NORTON
KS
67654



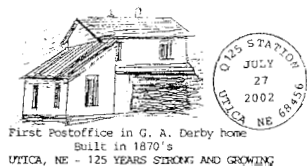
July 27, 2002
Norton County Fair
NORTON COUNTY FAIR
STATION
POSTMASTER
302 EAST WASHINGTON
NORTON KS 67654-9998



July 27, 2002
Galveston Sesquicentennial
Executive Committee
SESQUICENTENNIAL STATION
POSTMASTER
102 WEST WASHINGTON ST
GALVESTON IN 46932-9998



July 27, 2002
Ely Chamber of Commerce
BLUEBERRY ARTS FESTIVAL
STATION
POSTMASTER
PO BOX 9998
ELY MN 55731-9998



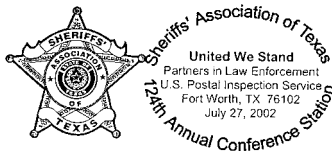
July 27, 2002
Utica 125th Anniversary
Committee
Q125 STATION
POSTMASTER
PO BOX 9998
UTICA NE 68456-9998



July 27, 2002
City of Sierra City
SIERRA CITY CELEBRATION
STATION
POSTMASTER
215 MAIN ST
SIERRA CITY CA 96125-9998



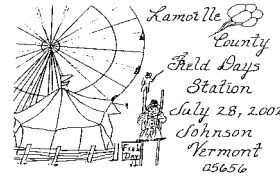
July 27, 2002
Girl Scout Council of Wyoming
WYOMING GIRL SCOUT
STATION
POSTMASTER
PO BOX 9998
GROVER WY 83122-9998



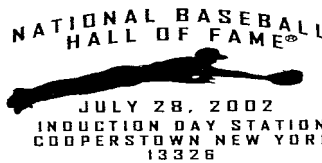
July 27, 2002
US Postal Inspection Service
SHERIFFS ASSOCIATION OF
TEXAS 124TH ANNUAL
CONFERENCE STATION
POSTMASTER
251 WEST LANCASTER
FORT WORTH TX 76102-9998



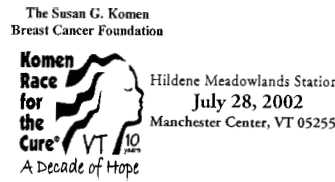
July 28, 2002
The Mount Washington Hotel
(1902-2002)
BRETTON WOODS STATION
CONTRACT POSTAL UNIT
ROUTE 302
PO BOX 2
BRETTON WOODS NH
03575-0002



July 28, 2002
USPS
LAMOILLE COUNTY FIELD
DAYS STATION
POSTMASTER
PO BOX 9998
JOHNSON VT 05656-9998



July 28, 2002
National Baseball Hall of Fame
INDUCTION DAY STATION
POSTMASTER
40 MAIN ST
COOPERSTOWN NY
13326-9998



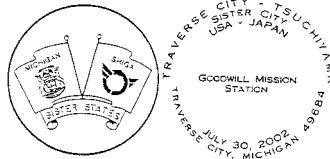
July 28, 2002
VT Race for the Cure
HILDENE MEADOWLANDS
STATION
POSTMASTER
PO BOX 9998
MANCHESTER CENTER VT
05255-9998



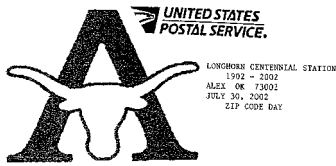
July 28-August 2, 2002
Clinch Valley QWL-EI
TAZEWELL COUNTY FAIR
STATION
POSTMASTER
PO BOX 9998
TAZEWELL VA 24651-9998



July 29, 2002
Capital District Civil War Round
Table
GAME DAY STATION
POSTMASTER
40 MAIN ST
COOPERSTOWN NY
13326-9998



July 30-August 30, 2002
Michigan Sister State Program
GOODWILL MISSION
STATEMENT STATION
POSTMASTER
PO BOX 9998
TRAVERSE CITY MI 49685-9998



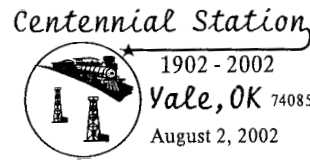
July 30, 2002
 Chamber of Commerce and First State Bank
 LONGHORN CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 ALEX OK 73002-9998



August 2, 2002
 Ray Centennial Committee
 CENTENNIAL CELEBRATION STATION
 POSTMASTER
 PO BOX 9998
 RAY ND 58849-9998



July 31, 2002
 Lisle Post Office
 BICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 LISLE NY 13797-9998



August 2, 2002
 Chamber of Commerce
 CENTENNIAL STATION
 POSTMASTER
 209 WEST BROADWAY
 YALE OK 74085-9998



August 01, 2002
 50th Anniversary Station
 "Flambeau Rama"
 Park Falls, WI 54552

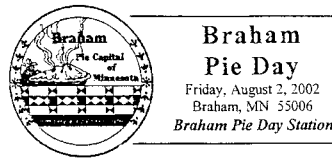
August 1, 2002
 USPS
 50TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 PARK FALLS WI 54552-9998



August 2, 2002
 Knoxville Community Association
 STAMP CAMP USA STATION
 POSTMASTER
 PO BOX 9998
 KNOXVILLE PA 16928-9998



August 1, 2002
 Belleville Midget Nationals 25th Anniversary
 BELLEVILLE MIDGET NATIONALS 25TH ANNIVERSARY STATION
 POSTMASTER
 1119 18TH ST
 BELLEVILLE KS 66935-9998



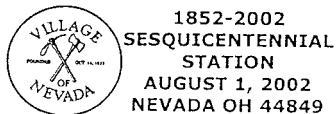
August 2, 2002
 Braham Pie Day Committee
 BRAHAM PIE DAY STATION
 POSTMASTER
 PO BOX 9998
 BRAHAM MN 55006-9998



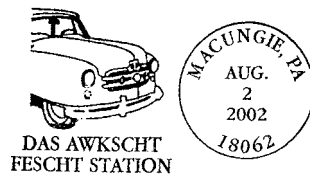
August 1, 2002
 West Central Technical College
 MURPHY CAMPUS GRAND OPENING STATION
 POSTMASTER
 86 ATLANTIC AVE
 WACO GA 30182-9998



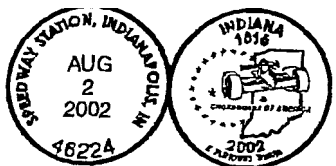
August 2, 2002
 Milroy Post Office
 MILROY CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 MILROY MN 56263-9998



August 1, 2002
 Village of Nevada
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 NEVADA OH 44849-9998



August 2-4, 2002
 USPS
 DAS AWKSCHT FESCHT STATION
 POSTMASTER
 PO BOX 9998
 MACUNGIE PA 18062-9998



August 2, 2002
 INDIANAPOLIS STATION
 POSTMASTER
 125 WEST SOUTH ST
 INDIANAPOLIS IN 46206-9998



August 2-10, 2002
 National Balloon Classic
 NATIONAL BALLOON STATION
 POSTMASTER
 201 WEST FIRST
 INDIANOLA IA 50125-9998

**Cokeburg Centennial Station
1902-2002**

Cokeburg, PA 15324
August 3, 2002

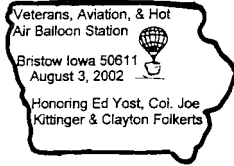


August 3, 2002
Borough of Cokeburg
COKEBURG CENTENNIAL
STATION
POSTMASTER
PO BOX 9998
COKEBURG PA 15324-9998

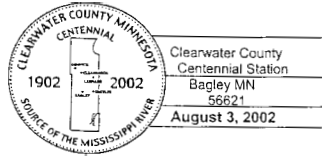
BOOM DAYS 2002



August 3, 2002
BOOM DAYS STATION
POSTMASTER
130 WEST 5TH ST
LEADVILLE CO 80461-9998



August 3, 2002
Bristow Betterment Club and
Bristow Fire Department
VETERANS AVIATION AND HOT
AIR BALLOON STATION
POSTMASTER
716 WEST ST
BRISTOW IA 50611-9998



August 3, 2002
Clearwater County Centennial
Committee
CLEARWATER COUNTY
CENTENNIAL STATION
POSTMASTER
PO BOX 9998
BAGLEY MN 56621-9998



August 3, 2002
Fort Stanwix Stamp Club
FORT STANWIX STATION
POSTMASTER
110 EAST GARDEN ST
ROME NY 13440-9998



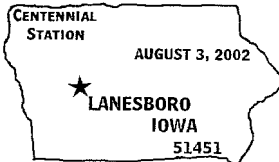
August 3, 2002
Unicover Corporation
OLD GLORY STATION
POSTMASTER
SPECIAL CANCELLATION UNIT
900 BRENTWOOD AVENUE NE
WASHINGTON DC 20066-9998



August 3, 2002
HERITAGE GATHERING AND
ENCAMPMENT STATION
POSTMASTER
PO BOX 9998
WINDHAM NY 12496-9998



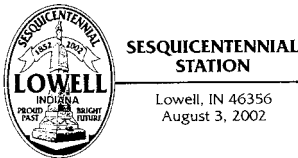
August 4, 2002
Joyce Daze Committee
JOYCE STATION
POSTMASTER
PO BOX 9998
JOYCE WA 98343-9998



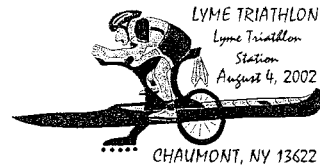
August 3, 2002
Lanesboro Centennial Committee
CENTENNIAL STATION
POSTMASTER
117 MAIN ST
LANESBORO IA 51451-9998



August 4, 2002
BRICKYARD STATION
POSTMASTER
125 WEST SOUTH ST
INDIANAPOLIS IN 46206-9998



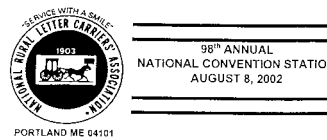
August 3, 2002
SESQUICENTENNIAL STATION
POSTMASTER
202 WASHINGTON ST
LOWELL IN 46356-9998



August 4, 2002
Lyme Triathlon Committee
LYME TRIATHLON STATION
POSTMASTER
PO BOX 9998
CHAUMONT NY 13622-9998



August 3, 2002
Western Illinois Threshers
35TH ANNUAL SHOW
WESTERN ILLINOIS
THRESHERS STATION
POSTMASTER
1160 BROADWAY ST
HAMILTON IL 62341-9998



August 6-9, 2002
National Rural Letter Carriers
Association
98TH ANNUAL NATIONAL
CONVENTION STATION
PRESIDENT NRLCA
33 COLLEGE AVE
WATERVILLE ME 04901-9998



August 7, 2002
 MAGIC STATION
 POSTMASTER
 PO BOX 9998
 COLON MI 49040-9998

— Stamp Services,
 Government Relations and Public Policy, 7-25-02

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
Only You Can Prevent Forest Fires	April 1–Oct. 31
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— Mail Preparation and Standards,
 Pricing and Classification, 7-25-02

CORRECTION

Stamp Announcement 02-30, Ogden Nash Commemorative Stamp

The *Ogden Nash* stamp announcement in *Postal Bulletin* 22080 (7-11-02, pages 57–58) listed incorrect prices in the Catalog Item Number(s) section of the technical details table. The correct prices are as follows:

- 452440 Pane of 20 w/plate no. — \$7.40
- 452430 Block of 10 — \$3.70
- 452420 Block of 4 — \$1.48
- 452461 First Day Cover — \$0.75
- 452493 Pane of 20 & First Day Cover (Set) — \$8.15

— Stamp Services,
 Government Relations and Public Policy, 7-25-02

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	07-2358	80248	CO	Denver	Denver	TA Finance Station	Classified Station	08/03/2002	Classified station discontinued. Continue to use Denver CO 80248 as last line of address.
New	07-2358	80248	CO	Denver	Denver	Downtown Station	Classified Station	08/03/2002	
Old	18-6696	51330	IA	Ocheyedan	Osceola	Allendorf	Community Post Office	01/27/2001	Community Post Office and ZIP Code discontinued. Establish a place name. Allendorf IA becomes an acceptable last line for use with ZIP Code 51354.
New	18-6696	51354	IA	Ocheyedan	Osceola	Allendorf	Place Name	01/27/2001	
Old	16-1806	60112	IL	Cortland	De Kalb	Main Office	Post Office	08/10/2002	This announcement expands the use of ZIP Code 60112 to include delivery.
New	16-1806	60112	IL	Cortland	De Kalb	Main Office	Post Office	08/10/2002	
Old	19-6809	66551	KS	Onaga	Pottawattomie	Wheaton	Community Post Office	01/22/2001	Community Post Office and ZIP Code discontinued. Establish a place name. Wheaton KS becomes an acceptable last line for use with ZIP Code 66521.
New	19-6809	66521	KS	Onaga	Pottawattomie	Wheaton	Place Name	01/22/2001	
Old	29-5796	59867	MT	Saint Regis	Mineral	Saltese	Community Post Office	07/06/2002	Community Post Office discontinued. Retain ZIP Code and place name. Continue to use Saltese MT 59867 as last line of address.
New	29-5796	59867	MT	Saint Regis	Mineral	Saltese	Place Name	07/06/2002	
Old	40-1216	97740	OR	Burns	Harney	Lawen	Community Post Office	07/31/2002	Community Post Office and ZIP Code discontinued. Establish a place name. Lawen OR becomes an acceptable last line for use with ZIP Code 97720.
New	40-1216	97720	OR	Burns	Harney	Lawen	Place Name	07/31/2002	
Old	46-7146	57778	SD	Hill City	Pennington	Rochford	Community Post Office	02/04/2002	Community Post Office and ZIP Code discontinued. Establish a place name. Hill City SD becomes an acceptable last line for use with ZIP Code 57745.
New	46-7146	57745	SD	Hill City	Pennington	Rochford	Place Name	02/04/2002	
Old	46-4806	57357	SD	Lake Andes	Charles Mix	Ravinia	Community Post Office	07/20/2002	Community Post Office and ZIP Code discontinued. Establish a place name. Ravinia SD becomes an acceptable last line for use with ZIP Code 57356.
New	46-4806	57356	SD	Lake Andes	Charles Mix	Ravinia	Place Name	07/20/2002	

*ORDERING INSTRUCTIONS/REMINDER***Miscellaneous Cardboard Boxes**

If your local supply of Mail Transport Equipment (MTE) rolling stock is insufficient, you may consult with your Area Mail Transport Equipment specialist (AMTES) to order miscellaneous cardboard boxes as a substitute for the rolling stock.

If the AMTES can validate that your local supply of MTE rolling stock is insufficient, he or she will check on the local availability of reusable miscellaneous cardboard boxes.

Finally, if the AMTES finds that no MTE rolling stock and no reusable miscellaneous cardboard are available, your AMTES may place an order for miscellaneous cardboard boxes through one of the two (2) national contracts. Those contracts are the mandated sources.

— *Mail Transport Equipment,
Network Operations Management, 7-25-02*

*MANAGERS, P&DCs AND BMCs***Mail Transport Equipment Procedures**

The Postal Service created the Mail Transport Equipment Service Center (MTEESC) Network to process, repair, store, and distribute mail transport equipment in a timely and efficient manner. Before this innovative equipment management program was established, customers and employees regularly complained about the inadequacy of the supply and the poor condition of the equipment.

Now that we have realized benefits from having established this network, we must be efficient and improve the bottom line of the Postal Service.

Postal Service managers at processing and distribution centers (P&DCs) and bulk mail centers (BMCs) must follow appropriate operating procedures when returning equipment to MTEESCs for consolidation, repair, and storage.

P&DC and BMC managers returning equipment must ensure that:

- An adequate stock of equipment is retained on site before dispatching any excess.
- No mail is in any piece of equipment.
- All equipment is free of trash, including labels on trays, tubs, and sacks.
- Trailers are as full as possible, and the rolling stock within the trailers is as full as possible.

Equipment should not be shipped to the MTEESC solely to free up space at a plant. Some plants have been returning equipment and then reordering it shortly thereafter. Plan ahead by setting aside some equipment for fulfilling in-house needs as well as customer needs.

By taking steps to maintain adequate equipment stocks at plants, capture misdirected mail, remove labels, and maximize cube space in trailers, we can better implement the Postal Service's Transformation Plan strategy. If you have any questions, please contact Regina Wesson at 202-268-4376.

— *Mail Transport Equipment,
Network Operations Management, 7-25-02*

Retail

CORRECTION

Online Shipping Labels With PC Postage Service

In Postal Bulletin 22078 (6-13-02, page 71), the article "Notice: Online Shipping Labels With PC Postage Service" contained incorrect information in the next-to-last paragraph. The corrected text appears in bold below.

The convenience of PC Postage™ service for online shipping labels is now available on www.usps.com. Customers can print shipping labels with PC Postage service on their personal computers and charge the postage to their credit card. Customers choosing the PC Postage service or address book options must register on the Web site. Customers will also have the option of printing a shipping label without postage, an online feature that has been available since August 2001.

Online shipping labels are available *with or without* postage for the following services:

- Express Mail® service.
- Global Express Guaranteed™ service.
- Global Express Mail™ service.
- Priority Mail® with electronic option Delivery Confirmation™ service.
- Priority Mail with electronic option Signature Confirmation™ service.

Each barcoded label printed is assigned a unique Track and Confirm number. Delivery status for all of these articles can be checked on the Track and Confirm Web site at www.usps.com; click on *Track/Confirm*. Information on the use of single-ply online Express Mail labels was previously provided in *Postal Bulletin 22053* (6-28-01, page 23).

Detailed information for all these products and services is available at www.usps.com; click *Shipping*, then *Ship*. Frequently asked questions (FAQs) and details for ordering supplies and scheduling on-call pickup are also available on the Web site.

Customers printing online shipping labels with PC Postage service must follow all existing aviation mail security procedures for depositing mailpieces 16 ounces and over.

Refunds for unused PC Postage service for online shipping labels can be requested only on the Shipping center Web site at www.usps.com; click *Shipping*, then *Ship*.

— *Product Information Requirements,
Product Development, 7-25-02*

New Form of PC Postage

Shown with this article is an example of a new version of PC Postage® that Postage Technology Management (PTM) recently authorized stamps.com™ to offer. *Stamps.com* markets it as NetStamps™. The new feature allows customers to print sheets of individual NetStamps.

Customers can use this new form of PC Postage just like adhesive stamps, but with the opportunity to print it from home or office. It will also allow customers to print variable rates for their particular needs at the time. Just like other forms of PC Postage, NetStamps may be used to pay for all mail classes and special services most widely used by small businesses and households. It may also be used in combination with other forms of postage such as original PC Postage products, meter strips, and traditional postage stamps. You may see packages or letters with mixed forms of postage. Process those items in the same manner as any other mail bearing authorized postage.

This postage is printed on Postal Service–approved stock that bears a fluorescent strip on the right hand border and a pale blue watermark of an American flag at the top.



— *Postage Technology Management,
Product Development, 7-25-02*

NOTICE

New FIRSTCLASS PHONECARD Vending Rate Implementation

Beginning the week of August 12, 2002, all FIRSTCLASS PHONECARD® vending locations will receive instructions to change their vending stock to reflect the new FIRSTCLASS PHONECARD (FCPC) lower rates. Those locations will receive instructions to place stickers on their entire *existing* product and replace the facsimile in their machines (all future orders will arrive with stickers affixed). The stickers advertise that 30 minutes has been added to the vending product for a new total of 70 minutes. This brings the retail price point down to a very competitive \$.14 per minute.

This initiative must be completed immediately upon receipt of shipment to allow customers to receive the same rate savings in vending machines as in the retail offices.

Below is a copy of the letter that all vending locations will receive with their shipment of stickers and facsimiles.

New FIRSTCLASS PHONECARD Vending Rates*Vending Servicing Employee:*

FIRSTCLASS PHONECARDS® (FCPCs) with new lower rates (\$.10, \$.15, \$.16 per minute) went on sale in retail units June 15, 2002. To keep the vending FCPC competitive, 30 minutes have been added to the vending product. This brings the retail price point down to a very competitive \$.14 per minute.

There is a significant amount of existing, vending inventory remaining, which needs to be sold before a new vending phone card is produced. By adding the 30 minutes to your current product, we will save program costs and make use of the high volume of remaining inventory. Your current inventory has already been loaded with the extra 30 minutes. Each card now has a new value of 70 minutes for the same purchase price of \$10. To enable you to communicate the new rate to your customers, this shipment provides you with:

- “NOW with 70 MINUTES!” stickers to place on phone card inventory.
- Replacement facsimiles to advertise a total of “70 minutes” on each card.

Upon receipt of this shipment, do the following IMMEDIATELY:

- Remove all phone cards from your machine(s).
- Place a “NOW with 70 MINUTES!” sticker on each phone card package, below the stamp image on the right-hand side above 40 minutes.
- Place the phone cards back in the machine.
- Insert the new FCPC facsimile into the C1 product identifier.

Note: You will sticker *only* the inventory that is presently in your machines and storage. All future orders will arrive with the stickers already affixed.

Complete this process by August 30, 2002.

When the current, national, vending inventory is sufficiently depleted, a shipment of the “new” vending 70-minute FIRSTCLASS PHONECARD will be sent with instructions for destroying the remaining *Flag Over Farm* inventory.

— Retail Marketing, Marketing, and
Self Service and Access Management,
Delivery and Retail, 7-25-02

Inclusion of PS Form 8185 as Exhibit in Handbook PO-102

Effective July 25, 2002, Handbook PO-102, *Self Service Vending Operational and Marketing Program*, is revised to include an exhibit of PS Form 8185, *Vending Equipment License Agreement*, to better assist vending operations activities.

We will incorporate these revisions into the next printed version of Handbook PO-102 and into the next update of the online version available on the Postal Service PolicyNet Web site at blue.usps.gov/cpim; click on HBKs.

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

1 The Self Service Vending Program
* * * * *

16 Organizational Function and Responsibility

161 Headquarters
* * * * *

161.3 Facilities

[Revise text to read as follows:]

Coordinating vending equipment agreements does not require coordination with the Facilities Department.

[Delete the "Note".]

* * * * *

2 Establishing Self Service Vending Locations
* * * * *

22 Determining Locations
* * * * *

222 Nonpostal Sites
* * * * *

222.5 Preferred Terms of Vending Equipment Agreement

[Revise text to read as follows:]

PS Form 8185, *Vending Equipment License Agreement*, shown in Exhibit 222.5, is used to establish and install self service vending equipment at nonpostal locations. Following are some of the terms:

* * * * *

[Add new Exhibit 222.5 as follows (on next page):]

Terms and Conditions

1. Gratuities.

- a. The Postal Service may terminate this contract for default if, after notice and a hearing, the Postal Service Board of Contract Appeals determines that the contractor or the contractor's agent or other representative:
1. Offered or gave gratuity (such as a gift or entertainment) to an officer or employee of the Postal Service; and
 2. Intended by the gratuity to obtain a contract or favorable treatment under this contract.

2. Contingent Fees.

- a. The offer warrants that no person or selling agency has been employed or retained to solicit or obtain this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide, established commercial or selling agencies maintained by the lessor for the purpose of obtaining business.
- b. For breach or violation of this warranty, the Postal Service has the right to annul this contract without liability, or at its sole discretion, to deduct from the contract price or consideration, or otherwise recover from the offer the full amount of the commission, percentage, brokerage fee, or contingent fee.
- c. Licensed real estate agents or brokers having listings on property for rent, in accordance with general business practice, and should have not obtained such licenses for the sole purpose of effecting this lease, may be considered as bona fide employees or agencies with the exception contained in this clause.

3. Claims and Disputes.

This contract is subject to the Contract Disputes Act of 1978 (41 U.S.C. 601-13), (the Act). Except as provided for in the Act, all disputes arising under or relating to this contract must be resolved under the provisions of the Act and implementing regulations of the Postal Service.

4. Bankruptcy.

In the event the contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the contractor will furnish, by certified mail, written notification of the bankruptcy to the contracting officer responsible for the administering of the contract. The notification must be furnished within five days of the initiation of the bankruptcy proceedings. The notification must include the date on which the petition was filed, and a list of Postal Service Contracts for which final payment has not yet been made. This obligation remains in effect until final payment under this contract.

* * * * *

[Add new item g to read as follows:]

- g. Below the signature block insert at the time of signature, "**Note:** This agreement is for machine type____, which has a minimum sales requirement of \$_____ per accounting period."

* * * * *

— *Self Service and Access Management,
Delivery and Retail, 7-25-02*

Supply Management

CORRECTION

Heroes of 2001 Merchandise for Sale

Corrected telephone number is shown in bold in the revised article below.

Use of the *Heroes of 2001* stamp image remains highly restricted. The Postal Service has been granted the right to use the image on limited merchandise, such as mugs, key chains, pins, framed art, that has undergone product review by the Postal Service and the other rights holders: North Jersey Media Group and the firefighters.

These products may be used as giveaway items for employees and customers and for resale at Postal Service events. Until further notice, *Heroes of 2001* products are *not* for resale in retail lobbies.

You can order *Heroes of 2001* products using authorized Postal Service purchasing methods from the following list of official licensees. Only the companies listed below have been authorized to use this restricted image within their grant of rights; therefore, purchase products *only* from the list of licensed vendors below.

If you have questions on pricing, quantity, or any other purchasing information, please contact the vendors listed below.

Company	Contact	Address	City, State, ZIP Code	Telephone	Fax	Products
Creative Framing	David Hankins	525-M East Market Street	Leesburg, VA 20176	703-771-6354	703-771-6398	Framed, matted, and open photo reproductions of the <i>Heroes of 2001</i> stamp with an actual stamp.
Financial Innovations	Mark Weiner	1 Weingeroff Boulevard	Cranston, RI 02910	401-467-3178	401-467-3570	Lapel pins, key chains, holiday ornaments, money clips, t-shirts, mugs, mousepads, magnets, collectors plate, commemorative cachets, and jewelry items.
Ipromoteu.com	Pat Caccamo	8 Strathmore Road	Natick, MA 01760	877-470-1436	905-542-9454	Lapel pins.
Jonathan Grey and Assoc.	Mario Rodriguez, Michelle Hagerty	920 Calle Negocio, Suite B	San Clemente, CA 92673	949-498-2515	949-298-2830	Lapel pins.
March Co.	Doug March	3815 Academy Parkway, N/NE	Albuquerque, NM 87109-4408	505-345-2521	505-345-0407	Lapel pins.
Sonoma Pins	Bernard Friedman	677 First Street W	Sonoma, CA 95467-7003	707-996-9956	707-996-9957	Lapel pins, dog tags, key chains, and magnets.
US Allegiance	Steve Crawford, Jennifer Houston	63007 Layton Avenue	Bend, OR 97701-3735	541-330-6282	541-330-6268	Lapel pins, key chains, postcard sets, ceramic mugs, magnets, and bookmarks.
Winco	Andy Boston Bryan Fougner	9019 Oso Avenue, Suite F	Chatsworth, CA 01311-4117	818-718-1191	818-700-9778	Lapel pins, magnets, and key chains.

Postal Bulletin Semiannual Index

January – July 13, 2002

PB 22067 – PB 22080

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