

POSTAL BULLETIN

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PB 22086, October 3, 2002

IT'S ABOUT ALL OF US

National
Postal Forum
2002

focus on
LEADERSHIP

"It's about managing the business. It's about service.
And it is about our transformation. It's about preparing
the United States Postal Service for the future."

-PMG Jack Potter addressing mailers at the National Postal Forum in Boston

CONTENTS

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

Express Mail Service: International and Domestic Express Mail Pieces Receive the Same Level of Service 3

Administrative Services

Directives and Forms Update 5

ASM Revision: Maintenance Operating Plan Requirements 7

New Handbook AS-508: *Section 508* 9

Domestic Mail

DMM Revision: Additional Placement Option for Address Change Service Participant Code 11

DMM Revision: "Change Service Requested" Endorsement With Delivery Confirmation or Signature Confirmation 12

DMM Revision: Cards Claimed at the First-Class Mail Card Rates 19

DMM Revision: Mixed ADC Packages, Sacks, and Trays on ASF and BMC Pallets 21

Overseas Military Mail 28

Employees

USPS–NPPN National Agreement: Changes to Uniform Program Allowance, 1999–2004 32

Notice: 2002 U.S. Savings Bonds Campaign Results 32

New Examination: New Automotive Mechanic, PS-6, Examination 943 32

Health Benefits Open Season 33

2002 Combined Federal Campaign Guidelines 34

Thrift Savings Plan Policy Changes, TSP Open Season, and *PostalEASE* 36

Poster: Thrift Savings Plan Policy Changes, TSP Open Season, and *PostalEASE* 39

Columbus Day Posters 41

USPSNEWS @ WORK 43

Fraud Alert

All Personnel Processing Mail for Dispatch Abroad: Foreign Order No. 469 49

Withholding of Mail Orders 50

Invalid Express Mail Corporate Account Numbers 51

Missing, Lost, or Stolen U.S. Money Order Forms 54

Missing, Lost, or Stolen Canadian Money Order Forms 59

Counterfeit Canadian Money Order Forms 61

Toll-Free Number Available to Verify Canadian Money Orders 61

SUMMARIES OF RECENT USPS NEWS RELEASES ... 62

Finance

SAFR Offices Only — Handbook F-1 Revision: Postage Meter Refunds 63

Handbook F-1 Revision: Eliminate Change Funds Issued 63

SAFR Offices Only — Handbook F-1 Revision: Employees Accountability Overages and Shortages 64

SAFR Offices Only — Handbook F-1 Revision: In-Transit Stock Shipments 66

Local Tax Code Information 70

Federal Taxation Percentages for Supplemental Wages 71

International Mail

ICM Updates: International Customized Mail 72

Notice: International Mail — Introduction of New Canada Post Corporation Mailing Service 74

Philately

Stamp Announcement 02-47: *Greetings from America* Stamps 75

2002 Commemorative Stamp Yearbook 77

The Postal Service Guide to U.S. Stamps, 29th Edition 78

Pictorial Cancellations Announcement 79

Special Cancellation Die Hubs 88

American Commemorative Collectibles 89

Post Offices

Mail Transport Equipment Round-Up — Fall and Holiday Mailing Seasons 90

Post Office Changes 92

Veterans Day Posters 95

Retail

What's in Store 97

Correction: Click-N-Ship 102

Supply Management

Reminder: Disposal of Unserviceable and/or Obsolete Post Office Box Units 102

Update: USPS Official Licensed Product Manufacturers and Distributors 103

2003 Year Type for Hand Stamp and Cancelling Machines 110

Postal Bulletin Distribution 111

Postal Bulletin Index

Semiannual Index PB 22081 (7-25-02)



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

PB 22086: 7690-05-000-4851	PB 22078: 7690-05-000-4843	PB 22072: 7690-05-000-4837	PB 22065: 7690-04-000-5672
PB 22085: 7690-05-000-4850	PB 22077: 7690-05-000-4842	PB 22071: 7690-05-000-4836	PB 22064: 7690-04-000-5671
PB 22084: 7690-05-000-4849	PB 22076: 7690-05-000-4841	PB 22070: 7690-05-000-4835	PB 22063: 7690-04-000-5670
PB 22083: 7690-05-000-4848	PB22075A: 7690-05-000-5051	PB 22069: 7690-05-000-4834	PB 22062: 7690-04-000-5669
PB 22082: 7690-05-000-4847	PB 22075: 7690-05-000-4840	PB 22068: 7690-04-000-5675	PB 22061: 7690-04-000-5668
PB 22081: 7690-05-000-4846	PB 22074: 7690-05-000-4839	PB 22067: 7690-04-000-5674	PB 22060: 7690-04-000-5667
PB 22080: 7690-05-000-4845	PB 22073: 7690-05-000-4838	PB 22066: 7690-04-000-5673	PB 22059: 7690-04-000-5666
PB 22079: 7690-05-000-4844			

*EXPRESS MAIL SERVICE***International and Domestic Express Mail Pieces Receive the Same Level of Service**

International Express Mail® pieces receive the same level of service as Domestic Express Mail pieces.

Foreign countries sending mail via Express Mail service use a variety of label styles for Express Mail; however, they all use the same logo. To easily identify the mail that is to receive Express Mail service initiated in the foreign countries, the Postal Service has developed a standard label — PS Form 5626, *Global Express Mail Service—Delivery Receipt for Inbound EMS Service* — that has similar features to the Domestic label (Label 11-B, *Express Mail Post Office to Addressee*). The Postal Service employee places a PS Form 5626 on each International Express Mail piece the first time it is entered into the U.S. Postal Service processing environment.

One difference between the two labels is that the Domestic Label 11-B *does* indicate the scheduled delivery date and time, whereas PS Form 5626 applied to international Express Mail *does not* indicate the scheduled delivery date and time. However, PS Form 5626 does indicate the date and time of the *arrival* of the Express Mail piece into the U.S. Postal Service processing environment. This information is not to be used as the determining factor as to whether or not the International Express Mail piece has

failed its commitment. There are other scanning events that are not noted on the label, such as out-of-Customs scans, that determine the date and time of delivery. This is why it is very important that the delivery unit delivers an International Express Mail piece the day it arrives in the delivery unit, just like a Domestic Express Mail piece.

On page 4, there is a visual aid showing both PS Form 5626 and Label 11-B and indicating that both use the Express Mail logo and receive the same level of service. In addition to the two labels, there is a picture of the logo used by foreign countries on their Express Mail pieces. It is the same logo as the domestic logo, except it has different colors — orange is used for the lines in the logo, and the lettering is blue.

In an effort to provide employee awareness, please remove page 4 (or make a copy of it) and post it in any area of your facility where Express Mail is processed. All supervisors and carriers should be made aware of the service commitment to deliver International Express Mail.

— *International Network Operations,
Network Operations Management, 10-3-02*

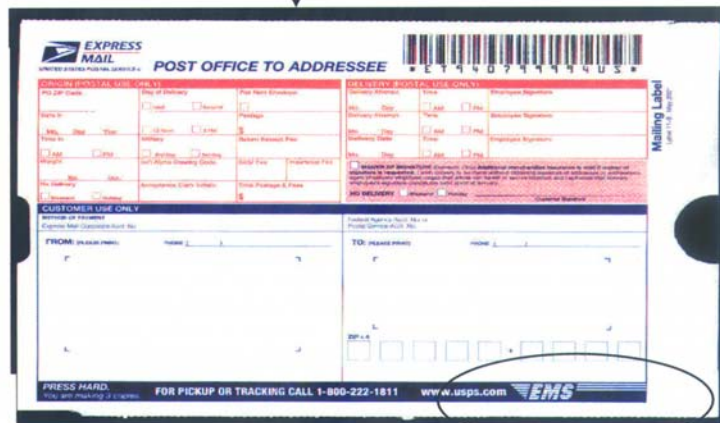
International and Domestic Express Mail Service

**BOTH RECEIVE
THE SAME
LEVEL OF SERVICE**

**PS Form 5626
(International)**

= equals =

**Label 11-B
(Domestic)**



International countries use the same logo as the domestic customers (different colors – orange lines and blue lettering):



Providing the same reliable service is an opportunity to grow the business.

Administrative Services

Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog* (June 1999), is revised. The tables below contain the document ID, edition date, title, national stock number (NSN), and the postal and public supply source for all new, revised, and obsolete directives and forms. Use this article to keep Publication 223 current. Information on how to order directives and forms can be found in chapter 1 of Publication 223.

IWEB = Intranet = <http://blue.usps.gov>; click on *Information*, then *Policies and Procedures*.

WWW = USPS Web page = www.usps.com.

PE = Postal Explorer = <http://pe.usps.gov>.

F3 = F3 Fill Software.

New Directives

Posters

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
POS 501	4/2002	Hotline: Working to Build an Efficient and Effective Postal Service	16x20	7690-05-000-5084	EA	IG	MDC	N/A
POS Q631	6/2002	Standard Mail Presorted Letters — Machinable	14x21	7690-05-000-5108	EA	P&PD	MDC	PBC

Publications

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 78		10/2002	eTravel Helpful Hints	N/A	FMM	FIN	HQO	N/A

Notices

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
NOT 131	9/2002	MPTQM	3 x 5/8	N/A	EA	S&M	HQO	P/F

Revised Directives

Handbooks

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK EL-902		8/30/02	Agreement between USPS and NLRCA, 2000-2004	7610-01-000-9092	ELM	LR	MDC	N/A
HBK EL-912		7/30/02	Agreement between USPS and APWU, AFL-CIO, 2000-2003	7610-04-000-0364	ELM	LR	MDC	MDC
HBK PO-250		7/2002	Consumer Answer Book	7610-03-000-9188	POM	CA	MDC	N/A

Labels

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
LAB 100	7/2002	Nonstandard Size Surcharge	7x4 1/2	7690-03-000-9028	EA	P&PD	MDC	N/A

Manuals

PSIN	Issue	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
ELMISSUE	17	7/2002	Employee and Labor Relations Manual	7610-02-000-9963	ELM	ERM	MDC IWEB	MDC WWW

Posters

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
POS 123-L	6/2002	Postal Rates and Fees	24x36	7690-03-000-4150	EA	P&PD	MDC	PBC
POS 123-S	6/2002	Postal Rates and Fees	14x21	7690-03-000-4151	EA	P&PD	MDC	PBC
POS Q015	6/2002	Ancillary Service Endorsements	14x21	7690-05-000-4045	EA	P&PD	MDC	PBC
POS Q130	6/2002	First-Class Mail — Presorted Letters and Cards	14x21	7690-03-000-8911	EA	P&PD	MDC	PBC
POS Q132	6/2002	First-Class Mail — Presorted Flats	14x21	7690-03-000-8912	EA	P&PD	MDC	PBC
POS Q140	6/2002	First-Class Mail — Automation Letters and Cards	14x21	7690-03-000-8913	EA	P&PD	MDC	PBC
POS Q141	6/2002	First-Class Mail — Automation Flats	14x21	7690-03-000-8914	EA	P&PD	MDC	PBC
POS Q230	6/2002	Periodicals — Nonautomation Letters	14x21	7690-04-000-5227	EA	P&PD	MDC	PBC
POS Q231	6/2002	Periodicals — Nonautomation Flats	14x21	7690-04-000-5228	EA	P&PD	MDC	PBC
POS Q632	6/2002	Standard Mail (A) — Nonautomation Flats	14x21	7690-03-000-8916	EA	P&PD	MDC	PBC
POS Q640	6/2002	Standard Mail (A) Automation Letters	14x21	7690-03-000-8917	EA	P&PD	MDC	PBC
POS Q641	6/2002	Standard Mail (A) — Automation Flats	14x21	7690-03-000-8918	EA	P&PD	MDC	PBC
POS Q810	6/2002	Designing Letters and Cards for Automated Processing	14x21	7690-03-000-8922	EA	P&PD	MDC	PBC
POS Q820	6/2002	Designing Flats for Automated Processing	14x21	7690-03-000-8923	EA	P&PD	MDC	PBC

Publications

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 95		6/2002	Quick Service Guide	7610-04-000-1197	DMM	P&P	MDC	PBC
PUB 133		5/7/2002	What You Need to Know About EEO	7690-03-000-4279	ELM	ER&M	MDC	MDC
PUB 166		9/2002	Mail Center Security Guide	7690-05-000-4890	ISM	IS	MDC	MDC
PUB 168		9/2002	Postal Inspector Application	7610-05-000-5042	ISM	IS	MDC	MDC
PUB 197		9/2002	Confirm Service Customer Service Guide	7610-05-000-5495	POM	CBM	MDC	N/A
PUB 227		7/2002	Preparing Parcels for Mailing	7610-02-000-7905	DMM	P&PD	MDC	P/F
PUB 295		9/2002	Hispanic People and Events on U.S. Postage Stamps	7610-03-000-9507	ELM	DD	MDC	MDC

Obsolete Directives*Memorandums of Policy*

PSIN	Edition Date	Title	Org.	USPS Source
MOP IT-03-16-20021	3/16/2001	Section 508 Web Accessibility Guidelines	IT	IWEB

Revised Forms (revised forms appear on the Web before they are stocked at the MDC)

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 2181	9/1988	9/1988	Authorization and Release	7530-02-000-7400	PS	SH	IS	MDC/IWEB	N/A
PS 3203	6/2002	6/2002	Personalized Stamped Envelopes Order Form	7530-01-000-9880	PU	EA	GR & PP	MDC	P/F
PS 3240	9/2002	9/2002	Uniform Allowance Inquiry	7530-01-000-9892	PS	SH	LR	MDC/IWEB	N/A
PS 3655	08/2002	8/2002	International Surface Airlift (ISAL) Direct Shipment Option Advisement & Confirmation of Transaction	N/A	AE	SH	IB	FF	N/A
PS 5051	09/2002	9/2002	Confirmation Services — Electronic Option Application	N/A	PU	SH	PD	IWEB	WWW
PS 5640	8/2002	8/2002	Online Express Mail Daily Log	7530-05-000-5063	PU	EA	D&R	MDC/IWEB	WWW
PS 6805	7/2002	7/2002	Qualified Business Reply Mail (OBRM) Application and Approval	7530-04-000-6400	PU	EA	P&C	MDC/IWEB	WWW
PS 8006	9/2002	9/2002	Uniform Allowance Code Sheet (for Regular, Contract, or Work Clothes Program)	7530-02-000-9225	PS	SH	LR	MDC/IWEB	N/A
PS 8017	6/2002	6/2002	Expedited Plant Load Shipment Record	7530-02-000-9297	PS	SH	NO	IWEB	N/A
PS 8124	8/2002	8/2002	Award Report	N/A	PS	SH	FIN	IWEB	N/A
PS 8190	8/2002	8/2002	USPS-NALC Joint Step A Grievance Form	7510-05-000-4168	PS	EA	LR	MDC/IWEB	N/A

Obsolete Forms

Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 4314-C	01/1995	07/1989	Consumer Service Card	7530-02-000-9215	PS	SE	LR	F3	MDC

— Policies and Procedures Information, Public Affairs and Communications, 10-3-02

ASM REVISION

Maintenance Operating Plan Requirements

Effective October 3, 2002, *Administrative Support Manual (ASM)* 13 is revised to add section 531.24, which includes sections 531.241 through 531.247. We added the new section to include policy and procedures for establishing, updating, and using the maintenance operating plan. The maintenance operating plan is a database of information that contains details about operating processes and procedures that are integral to the Maintenance organization.

We will incorporate this revision into the printed version of ASM 14 and into an incremental update of the online ASM 13, which is accessible through the Postal Service

PolicyNet Web site on the intranet at <http://blue.usps.gov/cpim>; click on *Manuals*.

Administrative Support Manual (ASM)

	*	*	*	*	*
5	Facilities and Equipment				
	*	*	*	*	*
53	Maintenance				
531	General				
	*	*	*	*	*

[Add section 531.24, which includes sections 531.241 through 531.247, to read as follows:]

531.24 Maintenance Operating Plan

531.241 Definition

The *maintenance operating plan* is a structured database of information that provides details about operating processes and procedures integral to the maintenance organization. The Maintenance Technical Support Center (MTSC) provides the software tool that enables each site to build and maintain the database. Each locally identified process and procedure is developed by the Maintenance staff to provide information on the tasks, responsible parties, methods, best practices, standard operating procedures, suppliers, customers, associated contracts, critical contacts, supporting documentation, frequency, goals, and results.

531.242 Purpose of the Maintenance Operating Plan

The primary objectives of the maintenance operating plan are to:

- a. Identify and define tasks that Maintenance organizations at the local level use.
- b. Assign responsibilities for the identified process and its attendant procedures.
- c. Assess each process to determine the appropriate procedures and methods needed to accomplish each task and define its relationship to supporting the local facility.
- d. Incorporate and share best practices and standard operating procedures from other facilities and locations.
- e. Make available and share accumulated data from the plan with the entire maintenance workforce in the facility.

531.243 Requirements for Developing the Plan

Maintenance managers or senior Maintenance officials are responsible for developing the maintenance operating plan and must develop the plan as follows:

- a. Use the format and tool (i.e., software application), which MTSC provides, to develop the maintenance operating plan.
- b. Consider including in the plan, all tasks that personnel or contractors perform for the site.
- c. Develop a plan that includes at least the processes and procedures that MTSC has identified and included in the plan template, which is available on the MTSC Web site.

- d. Identify other processes and procedures that are local or specific to a site and use the plan to continue to develop and improve those processes and procedures.

531.244 Requirements to Update the Plan

Once established, the maintenance operating plan must be kept current by the local maintenance manager. When procedures, tasks, or personnel change, the responsible manager must:

- a. Update the plan to keep it current.
- b. Make the changes available to everyone on the Maintenance staff.

531.245 Use of Information in the Plan

Information (in print or soft form) in the maintenance operating plan defines and quantifies the maintenance function on a local facility level. This information must be up-to-date and readily available to the management (within and outside of the Maintenance organization) and Maintenance staff in the facility to facilitate actions covered by the plan.

The report features of the maintenance operating plan allow review of tasks assigned to individuals for accountability, workload balancing, and transition when responsible parties leave the department. New members of the Maintenance staff or Facility Management can use the information to develop an understanding of the tasks performed by maintenance and the processes and procedures used to accomplish those tasks.

531.246 Types of Reports

The reports available in the plan include:

- a. *Alert report*. A list of scheduled tasks in advance of the required time or tasks that are due.
- b. *Contract report*. Specific information about contracts that support tasks within the plan.
- c. *Customer report*. A list of customers (individuals and groups) that are defined by the user.
- d. *Detailed report*. One-page summaries of all information entered about a specific task.
- e. *Task report*. One-line listings covering all tasks defined in the plan.
- f. *Responsibility report*. A list of tasks by primary responsibility assignments.
- g. *Trigger report*. A list of every task performed or required as the result of some activity (e.g., new manuals, subcontractor on site, or relocation).

531.247 References

For more information about the maintenance operating plan, refer to the current Master Index Maintenance Management Order (MMO) on the subject *Maintenance Operating Plan*.

* * * * *

— *Maintenance Policies and Programs,
Engineering, 10-3-02*

NEW HANDBOOK AS-508

Section 508

The Postal Service published Handbook AS-508, *Section 508*, to help you understand Section 508 of the Rehabilitation Act. Use the new handbook to:

- Learn about Section 508.
- Learn how Section 508 affects you.
- Learn what you must do to comply with this law.

In general, Section 508 requires that federal agencies, including the Postal Service, purchase, develop, or maintain electronic and information technology (EIT) systems that are accessible to people with disabilities. For example, Web pages, computers, software, hardware, telephone systems, and electronic forms are technologies covered by this law.

The new handbook makes the following obsolete:

- MI AS-860-2002-1, *Section 508 and USPS Information Technology Accessibility (February 2002)*.
- MOP IT-03-16-2001, *Section 508 Web Accessibility Guidelines (March 2001)*.

Compliance with Section 508 removes EIT barriers and thereby helps to ensure that every employee and customer can conduct business for and with the Postal Service.

The new handbook is available online at the:

- Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *HBKs*.
- USPS Section 508 Accessibility Resources Web site at <http://blue.usps.gov/508web>.

— *Technology and Standards,
Information Technology, 10-3-02*



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



Domestic Mail

DMM REVISION

Additional Placement Option for Address Change Service Participant Code

Effective October 3, 2002, *Domestic Mail Manual* (DMM) M013 is revised to allow placement of an Address Change Service (ACS) participant code on the mailpiece directly above the address and below the ancillary service endorsement when the endorsement is located directly above the address block. This new optional location is limited to letter-size machinable pieces (see DMM C050) with or without a barcode. The ACS participant code and ancillary service endorsement must be printed in a non-narrow variant of Helvetica or Arial sans serif font in the range of 10 to 12 points.

This additional location allows the mail to become eligible for the new Postal Automation Redirection System (PARS). PARS is a pilot program designed to improve the processing of undeliverable-as-addressed mail, as well as the address notification process. It may also permit additional mailers to participate in the ACS program.

Mailers are reminded that the only ancillary service endorsements permitted with ACS are "Address Service Requested" and "Change Service Requested."

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 <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

	*	*	*	*	*
M	Mail Preparation and Sortation				
M000	General Preparation Standards				
M010	Mailpieces				
	*	*	*	*	*
M013	Optional Endorsement Lines				
	*	*	*	*	*
2.0	FORMAT				
	*	*	*	*	*

[Revise headings and text of 2.3 and 2.4 to read as follows:]

2.3 ACS Code in OEL

If an Address Change Service (ACS) participant code (see 3.0) is used in an OEL on a label or in an address block, the delimiter symbol (#) must be in the first position at the left margin of the OEL, followed by the

seven-character USPS-assigned ACS participant code, then one blank space. The remaining blank spaces between the left-justified delimiter and ACS participant code and the first character of the right-justified mail sortation information of the OEL must be filled with asterisks.

2.4 No ACS Code in OEL

If an ACS participant code is not placed in the OEL as permitted by 3.2 or is not used at all, the OEL must be filled with asterisks from the left margin of the label or address block (as defined by the position of the first character printed at the left margin in the label or address block) up to the first character in the OEL.

* * * * *

[Add new 3.0 to read as follows:]

3.0 ADDRESS CHANGE SERVICE

3.1 Participant Code




The Address Change Service (ACS) participant code is provided to authorized mailers by the National Customer Support Center (NCSC) (see G043 for address). The participant code consists of seven alpha characters, aligned left, and must be preceded by a single pound sign (#) delimiter.

3.2 Placement

The ACS participant code may be placed in one of two positions:

- a. In the optional endorsement line. The participant code must occupy the first eight positions on the left side of the OEL and be formatted as provided in 2.3.
- b. On the mailpiece or an address label directly below the ancillary service endorsement, left-justified, when the endorsement is placed directly above the address block, if these additional standards are met:
 - (1) The mailpiece must be letter-size and machinable (see C050), with or without a barcode, or letter-size and automation-compatible (see C810).
 - (2) If mailer keyline information is used, it must be the top line of the address block. For automation-rate letters, the delivery point barcode may not be placed above a mailer keyline.

- (3) If a window envelope is used, the clearance between the top line (mailer keyline) of the address block and the top edge of the address window must be at least 1/25 inch. This clearance must be maintained during the range of movement of the insert in the envelope.
- (4) If an address label is used, the clearance between the top line (mailer keyline) of the address block and the top edge of the address label must be at least 1/25 inch.
- (5) The ACS participant code and ancillary service endorsement must be printed in a non-narrow variant of Helvetica or Arial sans serif font in the range of 10 to 12 points.

6060 PRIMACY PKWY STE 201 MEMPHIS TN 38188-0001	□						
ADDRESS SERVICE REQUESTED #BXBJDCK							
<table border="1"> <tr> <td>#JNS0069TWK2874#</td> <td>EXP JUN 04</td> </tr> <tr> <td colspan="2" style="text-align: center;">  </td> </tr> <tr> <td colspan="2">JESSICA H JONES 69 TWO OAKS DR FLETCHER NC 28732-9499</td> </tr> </table>		#JNS0069TWK2874#	EXP JUN 04			JESSICA H JONES 69 TWO OAKS DR FLETCHER NC 28732-9499	
#JNS0069TWK2874#	EXP JUN 04						
							
JESSICA H JONES 69 TWO OAKS DR FLETCHER NC 28732-9499							

— National Customer Support Center,
Address Management, 10-3-02

DMM REVISION

“Change Service Requested” Endorsement With Delivery Confirmation or Signature Confirmation

Effective October 3, 2002, *Domestic Mail Manual* (DMM) E610.9.0, F010.5.1, F010.5.3, and F010.5.4 are revised to allow mailers the option to use the “Change Service Requested” ancillary service endorsement with either Delivery Confirmation™ service or, where available, Signature Confirmation™ service. This revision still prohibits the use of any other special service or the mailing of live animals with “Change Service Requested.” DMM F010.5.2, F010.5.5, and F030.5.3 are also revised for editorial consistency and improved presentation.

This revision to the standards for “Change Service Requested” removes a restriction that conflicts with the needs of many mailers and, in particular, the needs of shippers of perishable merchandise such as fruits and other edible products that are likely to spoil within a short period. In many cases it is impractical to redirect undeliverable-as-addressed (UAA) mail containing such merchandise — either by forwarding it to an intended recipient who has moved and filed a change-of-address order or by returning it to the sender when the mail cannot be forwarded.

In addition to requiring a notification of address correction or other reason for nondelivery, along with the disposal of an undeliverable item, these shippers also require information about the date and time of attempted delivery, which Delivery Confirmation service or Signature Confirmation service can provide.

Postal Service Handling

The use of Delivery Confirmation service or Signature Confirmation service with the “Change Service Requested” endorsement does not affect how delivery units and Computerized Forwarding System (CFS) sites handle UAA parcels. Carriers and clerks will continue to scan these endorsed parcels with the same scan events as they now use for Delivery Confirmation or Signature Confirmation parcels that do not bear the “Change Service Requested” endorsement.

Processing of address correction notifications and mail-piece disposal will be handled in the same manner as any

other undeliverable mailpiece bearing the "Change Service Requested" endorsement.

In keeping with the current process, UAA Delivery Confirmation or Signature Confirmation pieces that contain an Address Change Service (ACS) participant code will be sent to the appropriate CFS site for processing. The CFS site will process the address correction notifications and then dispose of the pieces according to the approved treatment in DMM F010.5.0 for pieces endorsed "Change Service Requested." The Delivery Confirmation or Signature Confirmation barcode will not affect the disposal of such pieces.

Address Change Service

Except for Periodicals mail, authorized ACS participants must use either "Address Service Requested" or "Change Service Requested" with an ACS participant code. For Periodicals mail, an ACS participant code may be used either with mail endorsed "Address Service Requested" or without any ancillary service endorsement.

Employees are reminded that *all* undeliverable mail bearing both an ACS participant code in the address block and an ancillary service endorsement must be sent to the appropriate CFS site. Some employees mistakenly assume that the only UAA ACS mail that is to be sent to a CFS site is mail for which addressees have filed a change-of-address order. This assumption is not correct.

In addition to those situations where an addressee moves and files a change-of-address order, there can be other reasons for UAA ACS mail as shown in DMM Exhibit F010.4.1. Some of those reasons include cases where the addressee has moved and has not filed a change-of-address order ("Moved, Left No Address") or the mail shows an insufficient address or contains a house number or street name that does not exist. Mailers using ACS as a cost-effective means to maintain address lists expect to receive information electronically for all UAA mail from offices that utilize CFS sites.

Scanning Reminder

Employees are also reminded of the extreme importance in properly scanning every piece of mail that bears a Delivery Confirmation service or Signature Confirmation service barcode. Mailers and parcel shippers wanting to use "Change Service Requested" with Delivery Confirmation or Signature Confirmation have cited the critical need of obtaining a Delivery Confirmation or Signature Confirmation scan from a delivery unit to learn when the mail was not deliverable as addressed.

Limitations on Endorsement Use

Mailers and shippers of perishable items planning to use the "Change Service Requested" ancillary service

endorsement with Delivery Confirmation service or, where available, Signature Confirmation service, are reminded of the following:

- **First-Class Mail Items.** The endorsement is available for First-Class Mail items only with participation in ACS. For First-Class Mail items, Delivery Confirmation service or Signature Confirmation service is available only for parcels or parcel-shaped mail as defined in DMM C100.5.0.
- **Priority Mail Items.** The endorsement is available for Priority Mail items only with participation in ACS. For Priority Mail items, only perishable matter may bear the "Change Service Requested" endorsement.
- **Standard Mail Items.** The endorsement is available for Standard Mail items with or without participation in ACS. For Standard Mail items, Delivery Confirmation service is the only special service available with "Change Service Requested." Any Standard Mail item using a special service must be subject to the residual shape surcharge.
- **Package Services Items.** The endorsement is available for Package Services items with or without participation in ACS. For Package Services mail, Delivery Confirmation service and Signature Confirmation service are limited to parcels and may not be used on flat-size mail.

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 <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

	*	*	*	*	*
E	Eligibility	*	*	*	*
E600	Standard Mail				
E610	Basic Standards	*	*	*	*

9.0 SPECIAL SERVICES

[Renumber old 9.1 through 9.3 as new 9.2 through 9.4.]

[Add new 9.1 to read as follows:]

9.1 Available Services

Only the following special services may be used with Standard Mail that is eligible under 9.2:

- a. Bulk insurance.
- b. Return receipt for merchandise.
- c. Delivery Confirmation (electronic option only).

9.2 Eligible Matter

[Revise new 9.2 to read as follows:]

Special services available for Standard Mail may be used only with Standard Mail subject to the residual shape surcharge under 5.5.

9.3 Ineligible Matter

[Revise new 9.3 to read as follows:]

Special services may not be used for any of the following types of Standard Mail:

- a. Pieces not subject to the residual shape surcharge.
- b. Machinable parcels mailed using Bulk Parcel Return Service.
- c. Pieces mailed with detached address labels under A060.
- d. Pieces mailed at Enhanced Carrier Route rates.

9.4 Additional Preparation Requirements

[Revise new 9.4 to read as follows:]

Any eligible mailpiece with a special service must bear a return address under A010 and an ancillary service endorsement under F010 as follows:

- a. Pieces with bulk insurance or return receipt for merchandise must bear an endorsement that returns any undeliverable-as-addressed piece to the sender. Required endorsements are "Address Service Requested," "Forwarding Service Requested," or "Return Service Requested."
- b. Pieces with Delivery Confirmation must bear one of the required endorsements in 9.4a or "Change Service Requested."

* * * * *

F Forwarding and Related Services

F000 Basic Services

F010 Basic Information

* * * * *

5.0 CLASS TREATMENT FOR ANCILLARY SERVICES

[Revise heading and text to read as follows:]

5.1 First-Class Mail and Priority Mail

Undeliverable-as-addressed (UAA) First-Class Mail (including stamped cards and postcards) and Priority Mail are treated as described in Exhibit 5.1, with these additional conditions:

- a. First-Class Mail and Priority Mail cards and unregistered letters that do not appear to contain merchandise and do not bear "Return Service

Requested" or "Change Service Requested" may be forwarded to international addresses.

- b. The exceptional address format under A040 may not be used on mail with any ancillary service endorsement or mail with any special service. Forwarding service is not provided for such mail. Undeliverable First-Class Mail with this address format is returned with the reason for nondelivery attached only if the address is incorrect or incomplete or the mail is undeliverable for another reason as shown in Exhibit 4.1.
- c. The Priority Mail portion of a Priority Mail drop shipment receives the forwarding, return, and address correction services described in Exhibit 5.1. The mail enclosed within the drop shipment receives the services appropriate for its class.
- d. First-Class Mail or Priority Mail bearing Standard Mail markings and endorsements permitted by E600 and P100 receives forwarding, return, and address correction services for Standard Mail under 5.3.
- e. First-Class Mail or Priority Mail bearing "Change Service Requested" must include the appropriate Address Change Service (ACS) participant code from an authorized ACS participant. "Change Service Requested" is not permitted for the following:
 - (1) Priority Mail other than Priority Mail containing perishable matter.
 - (2) First-Class Mail or Priority Mail containing live animals.
 - (3) First-Class Mail or Priority Mail with a special service other than Delivery Confirmation or Signature Confirmation.

Exhibit 5.1 Treatment of Undeliverable First-Class Mail and Priority Mail

Mailer Endorsement	USPS Treatment of UAA Pieces
No endorsement	In all cases: Same treatment as "Forwarding Service Requested."
"Address Service Requested"¹	If no change-of-address order on file: Piece returned with reason for nondelivery attached (no charge). If change-of-address order on file: Months 1 through 12: Piece forwarded (no charge); separate notice of new address provided (address correction fee charged). Months 13 through 18: Piece returned with new address attached (no charge). After Month 18: Piece returned with reason for nondelivery attached (no charge).

Mailer Endorsement	USPS Treatment of UAA Pieces
“Forwarding Service Requested”	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (no charge).</p> <p>If change-of-address order on file: Months 1 through 12: Piece forwarded (no charge). Months 13 through 18: Piece returned with new address attached (no charge). After Month 18: Piece returned with reason for nondelivery attached (no charge).</p>
“Return Service Requested”	<p>In all cases: Piece returned with new address or reason for nondelivery attached (in either case, no charge).</p>
“Change Service Requested” ²	<p>In all cases: Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS.</p> <p>Restrictions: This endorsement may be used only by mailers authorized to participate in Address Change Service (ACS) and only for: (1) First-Class Mail (excluding live animals) bearing a proper ACS participant code. (2) Priority Mail containing perishable matter (excluding live animals) and bearing a proper ACS participant code and the marking “Perishable.”</p> <p>Delivery Confirmation and Signature Confirmation are the only special services permitted with this endorsement.</p>
“Temp — Return Service Requested”	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (no charge).</p> <p>If permanent change-of-address order on file: Piece returned with new address or reason for nondelivery attached (in either case, no charge).</p> <p>If temporary change-of-address order on file: Piece forwarded to temporary address (no charge); no separate notice of temporary address provided.</p>

1. Valid for all pieces, including Address Change Service (ACS) participating pieces.

2. Valid only for ACS participating pieces.

5.2 Periodicals

[Revise introductory text to read as follows:]

Undeliverable-as-addressed (UAA) Periodicals publications (including publications pending Periodicals authorization) are treated as described in Exhibit 5.2, with these additional conditions:

[Renumber current 5.2g as 5.2a, current 5.2d as 5.2b, current 5.2a through 5.2c as 5.2c through 5.2e, and current 2.5e and 2.5f, as 2.5f and 2.5g.]

* * * * *

[Rename chart as Exhibit 5.2 and revise text as follows:]

Exhibit 5.2 Treatment of Undeliverable Periodicals

Mailer Endorsement	USPS Treatment of UAA Pieces
No endorsement ¹	<p>If no change-of-address order on file: Separate notice of reason for nondelivery provided (address correction fee charged); piece disposed of by USPS.</p> <p>If change-of-address order on file: First 60 days: Piece forwarded (no charge). After 60-day period: Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS.</p>
“Address Service Requested” ¹	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (only return postage charged at First-Class Mail single-piece rate or Priority Mail single-piece rate, as appropriate for weight of piece).</p> <p>If change-of-address order on file: First 60 days: Piece forwarded (no charge). After 60-day period: Piece returned with new address or reason for nondelivery attached (in either case, only return postage charged at First-Class Mail single-piece rate or Priority Mail single-piece rate, as appropriate for weight of piece).</p>
“Forwarding Service Requested”	Not available for Periodicals.
“Return Service Requested”	Not available for Periodicals.
“Change Service Requested”	Not available for Periodicals.

1. Valid for all pieces, including Address Change Service (ACS) participating pieces.

5.3 Standard Mail

[Revise text to read as follows:]

Undeliverable-as-addressed (UAA) Standard Mail is treated as described in Exhibit 5.3a and Exhibit 5.3b, with these additional conditions:

- a. Standard Mail is forwarded only to domestic addresses.
- b. The exceptional address format under A040 may not be used on mail with any ancillary service endorsement or mail with any special service. Forwarding service and address correction service are not provided for undeliverable Standard Mail with this address format.
- c. Standard Mail can be forwarded or returned at the appropriate Media Mail or Library Mail rate, if the content of the mail can qualify as Media Mail under E713 or Library Mail under E714 and the mail is marked

- “Media Mail” or “Library Mail” directly below the ancillary service endorsement.
- d. Mail that can qualify for Shipper Paid Forwarding under the applicable standards in F020 is forwarded or returned at the First-Class Mail single-piece rate or Priority Mail single-piece rate applicable for the weight of the piece.
- e. If a Standard Mail piece and any attachment to that piece are not opened by the addressee and the sender has guaranteed forwarding and return postage, the addressee may refuse delivery of the piece and have it returned to the sender without affixing postage. If a Standard Mail piece or any attachment to that piece is opened by the addressee, the addressee must affix the required postage to return the piece to the sender.
- f. Standard Mail with insurance or return receipt for merchandise must be endorsed “Address Service Requested,” “Forwarding Service Requested,” or “Return Service Requested.” Standard Mail with Delivery Confirmation must be endorsed “Address Service Requested,” “Forwarding Service Requested,” “Return Service Requested,” or “Change Service Requested.”
- g. When a large volume of identical-weight pieces originates from a single mailer and is endorsed “Return Service Requested,” the USPS may weigh a sample of at least 25 pieces and divide that weight by the number of pieces to determine the weight of a single piece. After the per piece weight is determined, all the pieces are weighed in bulk and divided by the per piece weight to determine the total number of pieces. The return postage is calculated using these numbers. Pieces of identical weight counted in this manner are returned to the sender with the new address or the reason for nondelivery endorsed on the piece.
- h. A weighted fee is charged when an unforwardable or undeliverable piece is returned to the sender and the piece is endorsed “Address Service Requested” or “Forwarding Service Requested.” The weighted fee is the First-Class Mail single-piece rate or Priority Mail single-piece rate applicable for the weight of the piece and, if applicable, the nonmachinable surcharge (see E130), multiplied by 2.472 and rounded up to the next whole cent (if the computation yields a fraction of a cent). The weighted fee is computed (and rounded if necessary) for each piece individually. Using “Address Service Requested” or “Forwarding Service Requested” obligates the sender to pay the weighted fee on all returned pieces.

- i. Returned pieces endorsed “Return Service Requested” are charged the First-Class Mail single-piece rate or Priority Mail single-piece rate applicable for the weight of the piece and, if applicable, the nonmachinable surcharge (see E130).
- j. Mail sent as Bulk Parcel Return Service (BPRS) under S924 is returned at the BPRS per piece fee if one of the endorsements includes “ — BPRS” as shown in Exhibit 5.3b.

**Exhibit 5.3a
Treatment of Undeliverable Standard Mail**

Mailer Endorsement	USPS Treatment of UAA Pieces
No endorsement	In all cases: Piece disposed of by USPS.
“Address Service Requested”¹	If no change-of-address order on file: Piece returned with reason for nondelivery attached (only weighted fee charged). If change-of-address order on file: Months 1 through 12: Piece forwarded (no charge); separate notice of new address provided (address correction fee charged). Months 13 through 18: Piece returned with new address attached (only weighted fee charged). After Month 18: Piece returned with reason for nondelivery attached (only weighted fee charged).
“Forwarding Service Requested”	If no change-of-address order on file: Piece returned with reason for nondelivery attached (only weighted fee charged). If change-of-address order on file: Months 1 through 12: Piece forwarded (no charge). Months 13 through 18: Piece returned with new address attached (only weighted fee charged). After Month 18: Piece returned with reason for nondelivery attached (only weighted fee charged).
“Return Service Requested”	In all cases: Piece returned with new address or reason for nondelivery attached (in either case, only return postage charged at First-Class Mail single-piece rate or Priority Mail single-piece rate, as appropriate for weight of piece).
“Change Service Requested”¹	In all cases: Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS. Restriction: Delivery Confirmation is the only special service permitted with this endorsement.

1. Valid for all pieces, including Address Change Service (ACS) participating pieces.

**Exhibit 5.3b
Treatment of Undeliverable BPRS Standard Mail**

Mailer Endorsement	USPS Treatment of UAA Pieces
“Return Service Requested — BPRS”	In all cases: Piece returned with new address or reason for nondelivery attached (in either case, only Bulk Parcel Return Service fee charged).
“Address Service Requested — BPRS”	If no change-of-address order on file: Piece returned with reason for nondelivery attached (only Bulk Parcel Return Service fee charged). If change-of-address order on file: Months 1 through 12: Piece forwarded (no charge to addressee); separate ACS notice of new address provided (ACS address correction fee and forwarding postage charged at First-Class Mail single-piece rate or Priority Mail single-piece rate, as appropriate for weight of piece, via ACS participant code). Months 13 through 18: Piece returned with new address attached (only Bulk Parcel Return Service fee charged). After Month 18: Piece returned with reason for nondelivery attached (only Bulk Parcel Return Service fee charged).

5.4 Package Services

[Revise text to read as follows:]

Undeliverable-as-addressed (UAA) Package Services mail is treated as described in Exhibit 5.4, with these additional conditions:

- a. Package Services mail is forwarded only to domestic addresses.
- b. The exceptional address format under A040 may not be used on mail with any ancillary service endorsement or mail with any special service. Forwarding service is not provided for such mail. Undeliverable Parcel Post, Media Mail, and Library Mail with this address format are returned with the reason for nondelivery attached only if the address is incorrect or incomplete or the mail is undeliverable for another reason as shown in Exhibit 4.1. Undeliverable Bound Printed Matter with this address format is disposed of by the USPS.
- c. If a Package Services piece and any attachment to that piece are not opened by the addressee and the sender has guaranteed forwarding and return postage, the addressee may refuse delivery of the piece and have it returned to the sender without affixing postage and still have other Package Services pieces forwarded to the addressee. If a Package Services piece or any attachment to that piece is opened by the addressee, the addressee must affix the required postage to return the piece to the sender. If the addressee does not want to pay forwarding postage

for all Package Services mail, the postmaster of the new address must use PS Form 3546, *Forwarding Order Change Notice*, to notify the postmaster of the old address to discontinue the forwarding of Package Services mail.

- d. Package Services mail bearing a postage meter indicia from a customer meter that is unaddressed and without a return address (undeliverable) is returned to the post office of mailing. The reason for nondelivery is attached without charging the address correction fee. The piece is returned to the meter licensee on payment of the return postage.
- e. Bound Printed Matter with no ancillary service endorsement and:
 - (1) With Delivery Confirmation, with Signature Confirmation, or with no other special service, is disposed of by USPS.
 - (2) With a special service other than Delivery Confirmation or Signature Confirmation is treated as though endorsed “Forwarding Service Requested.”

**Exhibit 5.4
Treatment of Undeliverable Package Services Mail**

Mailer Endorsement	USPS Treatment of UAA Pieces
No endorsement	In all cases: Same treatment as “Forwarding Service Requested.” Exception: Bound Printed Matter with Delivery Confirmation, with Signature Confirmation, or with no other special service is disposed of by USPS.
“Address Service Requested” ¹	If no change-of-address order on file: Piece returned with reason for nondelivery attached (only return postage charged at appropriate Package Services single-piece rate). If change-of-address order on file: Months 1 through 12: Piece forwarded locally (no charge); forwarded out of town (as postage due for addressee at appropriate Package Services single-piece rate); separate notice of new address provided (address correction fee charged). If addressee refuses to pay postage due, piece returned with reason for nondelivery attached (only forwarding postage, where attempted, and return postage charged at appropriate Package Services single-piece rate). Months 13 through 18: Piece returned with new address attached (only return postage charged at appropriate Package Services single-piece rate). After Month 18: Piece returned with reason for nondelivery attached (only return postage charged at appropriate Package Services single-piece rate).

Mailer Endorsement	USPS Treatment of UAA Pieces
“Forwarding Service Requested”	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (only return postage charged at appropriate Package Services single-piece rate).</p> <p>If change-of-address order on file: Months 1 through 12: Piece forwarded locally (no charge); forwarded out of town (as postage due for addressee at appropriate Package Services single-piece rate). If addressee refuses to pay postage due, piece returned with reason for nondelivery attached (only forwarding postage, where attempted, and return postage charged at appropriate Package Services single-piece rate). Months 13 through 18: Piece returned with new address attached (only return postage charged at appropriate Package Services single-piece rate). After Month 18: Piece returned with reason for nondelivery attached (only return postage charged at appropriate Package Services single-piece rate).</p>
“Return Service Requested”	<p>In all cases: Piece returned with new address or reason for nondelivery attached (in either case, only return postage charged at appropriate Package Services single-piece rate).</p>
“Change Service Requested” ¹	<p>In all cases: Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS.</p> <p>Restriction: Delivery Confirmation and Signature Confirmation are the only special services permitted with this endorsement.</p>

1. Valid for all pieces, including Address Change Service (ACS) participating pieces.

5.5 Express Mail

[Revise text to read as follows:]

Undeliverable-as-addressed (UAA) Express Mail is treated as described in Exhibit 5.5, with these additional conditions:

- a. Express Mail is forwarded only to domestic addresses.
- b. Directory service is provided for Express Mail that cannot be delivered because of an incorrect or incomplete address.
- c. The Express Mail portion of an Express Mail drop shipment receives the forwarding, return, and address correction services described in Exhibit 5.5. The mail enclosed within the drop shipment receives the services appropriate for its class.

d. Undeliverable or unclaimed Express Mail is held by the USPS for 5 workdays before it is returned to the sender at no additional postage, unless either of the following applies:

- (1) The mail is refused before the end of the 5 workdays.
- (2) The mail is not refused and the sender has specified in the return address a longer holding period (not to exceed 30 days). The sender may also place an instruction above the return address, subject to M012.4.0, directing the return of undeliverable mail after fewer than 5 workdays.

Exhibit 5.5 Treatment of Undeliverable Express Mail

Mailer Endorsement	USPS Treatment of UAA Pieces
No endorsement	In all cases: Same as USPS treatment for “Forwarding Service Requested.”
“Address Service Requested”	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (no charge).</p> <p>If change-of-address order on file: Months 1 through 12: Piece forwarded (no charge); separate notice of new address provided (address correction fee charged). Months 13 through 18: Piece returned with new address attached (no charge). After Month 18: Piece returned with reason for nondelivery attached (no charge).</p>
“Forwarding Service Requested”	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (no charge).</p> <p>If change-of-address order on file: Months 1 through 12: Piece forwarded (no charge). Months 13 through 18: Piece returned with new address attached (no charge). After Month 18: Piece returned with reason for nondelivery attached (no charge).</p>
“Return Service Requested”	In all cases: Piece returned with new address or reason for nondelivery attached (in either case, no charge).
“Change Service Requested”	Not available for Express Mail.

* * * * *

F030 Address Correction, Address Change, FASTforward, and Return Services

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5.0 RETURNING MAIL

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5.3 Express Mail, Priority Mail, First-Class Mail

[Revise 5.3 to read as follows:]

Mailpieces sent as Express Mail, Priority Mail, or First-Class Mail that cannot be delivered as addressed or forwarded to a new address, unless otherwise requested by the sender, are returned when possible to the sender at no additional charge. Excluding pieces containing live animals, the following are disposed of by the USPS:

- a. Priority Mail bearing the appropriate Address Change Service (ACS) participant code and marked "Perishable" and endorsed "Change Service Requested."

- b. First-Class Mail bearing the appropriate ACS participant code and endorsed "Change Service Requested."

* * * * *

— Package Services,
Product Development, 10-3-02

DMM REVISION

Cards Claimed at the First-Class Mail Card Rates

Effective October 3, 2002, *Domestic Mail Manual* (DMM) C100 and E110 are revised to clarify and expand the standards that apply to the use of the First-Class Mail® card rates. The additional format standards in C100 for displaying a message area on the address side of a card are clarified to specify that they apply only to pieces claimed at the Presorted and automation First-Class Mail card rates. Additionally, C100 is expanded to provide format requirements for cards that are divided horizontally on the address side. To be eligible for the card rate, all cards claimed at a card rate must continue to meet the physical size standards in C100.

The address side of a card rate mailpiece is the side bearing the delivery address and postage. At the mailer's option, the address side may also contain a message area. Cards that do not contain a message area on the address side are subject to the applicable format standards for the card rate claimed. Miscellaneous graphics or printing, such as symbols, logos, or characters, that appear on the address side of cards not containing a message area are generally acceptable provided the items are not intended to convey a message.

Cards claimed at the Presorted or automation card rates that have a message area on the address side must be divided either vertically or horizontally to separate the message area from the address area. Such cards must also meet the standards for the rate claimed and, as applicable, the additional format requirements in C100.2.6.

Cards that are divided horizontally on the address side must be separated into an upper portion and a lower portion. When divided horizontally, the address area may appear in either the upper or the lower portion of the card. The portion containing the address area must be at least 1-1/2

inches in height. (**Note:** Refer to Quick Service Guide 102 in the DMM to view an example of a card that is horizontally divided on the address side.)

Cards claimed at the single-piece card rate that contain a message area on the address side are not subject to the additional format requirements in C100.2.6. However, the additional mail preparation requirements in C100.2.8 do apply to cards claimed at the single-piece rate if the pieces contain a message area on the address side, are part of a mailing of 200 or more identical pieces, and contain non-delivery address information above the address block.

We will include these revisions into the next printed version of DMM Issue 58 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

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C Characteristics and Content

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C100 First-Class Mail

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2.0 CARDS CLAIMED AT CARD RATES

* * * * *

2.3 Stock

[Revise 2.3 to read as follows:]

A card must be of uniform thickness and made of unfolded and uncreased paper or cardstock of approximately the quality and weight of a stamped card (i.e., a card available

from the Postal Service). A card must be formed either of one piece of paper or cardstock or of two pieces of paper permanently and uniformly bonded together. The stock used for a card may be of any color or surface that permits the legible printing of the address, postmark, and any required markings.

2.4 Acceptable Attachment

[Revise 2.4 to read as follows:]

A card may bear an attachment that is:

- a. A paper label, such as a wafer seal or decal affixed with permanent adhesive to the back side of the card, or within the message area on the address side (see 2.6), or to the left of the address block.
- b. A label affixed with permanent adhesive for showing the delivery or return address.
- c. A small reusable seal or decal prepared with pressure-sensitive and nonremovable adhesive, that is intended to be removed from the first half of a double card and applied to the reply half.

* * * * *

[Revise the heading and text of 2.6 to read as follows:]

2.6 Address Side

The address side of a card is the side bearing the delivery address and postage. The address side may be formatted to contain a message area. Cards that do not contain a message area on the address side are subject to the applicable standards for the rate claimed. For the purposes of 2.0, miscellaneous graphics or printing, such as symbols, logos, or characters, that appear on the address side of cards not containing a message area are generally acceptable provided the items are not intended to convey a message. Cards claimed at the Presorted or automation card rates that contain a message area on the address side must be divided vertically or horizontally and meet the following additional standards, as applicable:

- a. Vertically divided cards.
 - (1) The address side of the card must be divided into a right portion and a left portion, with or without a vertical rule. The left portion is the message area.
 - (2) The delivery address, postage, and any Postal Service marking or endorsement must appear in the right portion. The right portion must be at least 2-1/8 inches wide (measured from the right edge of the card, top to bottom inclusive).

- (3) For cards claimed at the Presorted rate, nondelivery address information may extend into the right portion only above the address block and if the information is shaded or surrounded by a border that has at least 1/8 inch clearance between the delivery address block and the border. Mailers may choose not to shade or border the nondelivery address information if there is at least 1/8 inch of clear space around the delivery address block.

- (4) For cards claimed at the automation rate, the standards for automation-compatible mail in C810 and C840 must be met.

b. Horizontally divided cards.

- (1) The address side of the card must be divided into an upper portion and a lower portion, with or without a horizontal rule. The portion of the address side that does not contain the delivery address is the message area.

- (2) The delivery address, postage, and any Postal Service marking or endorsement must appear completely within the portion containing the delivery address. The portion bearing the delivery address must be at least 1-1/2 inches high (measured from the top or bottom edge of the card, as applicable, right edge to left edge inclusive).

- (3) For cards claimed at the Presorted rate, nondelivery address information may extend into the portion containing the delivery address only if it appears above the address block and if the information is shaded or surrounded by a border that has at least 1/8-inch clearance between the delivery address block and the border. Mailers may choose not to shade or border the nondelivery address information if there is at least 1/8 inch of clear space around the delivery address block.

- (4) For cards claimed at the automation rate, the standards for automation-compatible mail in C810 and C840 must be met.

[Revise the heading and text of 2.7 to read as follows:]

2.7 Special Rules for Single-Piece Rate Cards

Cards claimed at the single-piece card rate that have the format characteristics in 2.6a(3) or 2.6b(3) and are part of a mailing of 200 or more identical pieces must:

- a. Have addresses that include the correct ZIP Code or ZIP+4 code.
- b. Have postage paid with permit imprints, meter stamps, or precanceled stamps.
- c. Be prepared under E130.

[Revise the heading and text of 2.8 to read as follows:]

2.8 Tearing Guides

A card may have perforations or tearing guides if they do not eliminate or interfere with any address element, postage, marking, or endorsement and do not impair the physical integrity of the card.

[Revise the heading of 2.9 and revise the text to incorporate the content from 2.10 and 2.11 to read as follows:]

2.9 Double Cards

A double card (i.e., a double stamped card or double postcard) consists of two attached cards, one of which is designed to be detached by the recipient and returned by mail as a single card. Double cards are subject to these standards:

- a. The reply half of a double card must be used for reply only and may not be used to convey a message to the original addressee or to send statements of account. The reply half may be formatted for response purposes (e.g., contain blocks for completion by the addressee).
- b. A double card must be folded before mailing and prepared so that the address on the reply half is on the inside when the double card is originally mailed. The address side of the reply half may be prepared as business reply mail, courtesy reply mail, meter reply mail, or as a merchandise return service label.
- c. Plain stickers, seals, or a single wire stitch (staple) may be used to fasten the open edges of a double card if affixed so that the inner surfaces of the cards can be readily examined. Fasteners must be affixed according to the applicable preparation requirements for the rate claimed.
- d. The first half of a double card must be detached when the reply half is mailed for return.

[Delete 2.10 and 2.11.]

3.0 ENCLOSURES

[Revise the first sentence of 3.0 to read as follows (the remainder of 3.0 is unchanged):]

Enclosures in double postcards prepared under 2.0 are prohibited at the card rates.***

* * * * *

E Eligibility

* * * * *

E100 First-Class Mail

E110 Basic Standards

* * * * *

3.0 CARD RATE

[Revise 3.0 to read as follows:]

A card may be a single or double (reply) stamped card or a single or double postcard. Stamped cards are available from the Postal Service with postage imprinted on them. Postcards are commercially available or privately printed mailing cards. To be eligible for a card rate, a card and each half of a double card, must meet the physical standards in C100 and the applicable eligibility and preparation standards for the rate claimed. Ineligible cards are subject to the applicable letter-size rates. Cards may be prepared and mailed at the First-Class Mail single-piece card rate, Presorted card rate, or automation card rates, subject to the applicable standards.

* * * * *

— Mail Preparation and Standards, Pricing and Classification, 10-3-02

DMM REVISION

Mixed ADC Packages, Sacks, and Trays on ASF and BMC Pallets

Effective October 3, 2002, *Domestic Mail Manual* (DMM) E650.5.4, M013.2.5, M045.3.2, M610.2.2, M610.3.3, M610.4.7, M810.2.2, and M820.5.3 are revised to allow mailers the option of placing onto bulk mail center (BMC) pallets and auxiliary service facility (ASF) pallets the following specially sorted packages, sacks, and trays of mixed area distribution center (ADC) Standard Mail items:

- Packages of flat-size pieces.
- Sacks of flat-size pieces.
- Trays of letter-size pieces.

For editorial consistency and clarity, DMM M610.3.1, M610.4.3, M610.5.2, M820.2.1, M820.4.1, M820.4.2, and M820.5.1 are revised to correct the order of presentation for the preparation sequence, the package or container minimums, and the package or container labeling. Each revised section also combines into one section Line 1 and Line 2 labeling information to facilitate reference.

Mixed ADC packages, sacks, and trays contain mailpieces that remain after all required 5-digit, 3-digit, and ADC packages, sacks, or trays have been prepared. Under the optional preparation introduced with this revision, such packages, sacks, and trays are placed on ASF and BMC

pallets and labeled to the ADC shown in labeling list DMM L802 that serves the location of the destination ASF or BMC. This option also requires that the packages, sacks, and trays contain only pieces addressed to destinations within the applicable ASF or BMC service area as specified in DMM Exhibit E650.5.1. All other current preparation standards still apply to such mail.

Delivery performance for mail in mixed ADC packages, sacks, or trays is generally not as favorable as that for such mail when transported closer to final destination. This option should improve the delivery consistency for mixed ADC Standard Mail pieces placed on ASF and BMC pallets and should reduce postage if destination entry discounts are taken.

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 <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

	*	*	*	*	*
E	Eligibility	*	*	*	*
E600	Standard Mail	*	*	*	*
E650	Destination Entry	*	*	*	*
5.0	DBMC DISCOUNT	*	*	*	*

[Revise heading and text of 5.4 to read as follows:]

5.4 Eligibility in Mixed ADC Packages, Sacks, or Trays or Mixed AADC Trays

Mailpieces either in a mixed ADC package, sack, or tray or in a mixed AADC tray can qualify for the DBMC rates if the following standards are met:

- a. All pieces in the package, sack, or tray must destinate within the ASF or BMC service area shown in Exhibit 5.1.
- b. The package, sack, or tray containing such pieces must be labeled to the ADC serving the destination ASF or BMC as specified in L802.
- c. Pieces claiming DBMC rates and any mixed ADC or mixed AADC pieces not claiming DBMC rates must

be prepared in separate mixed ADC packages, sacks, or trays or in separate mixed AADC trays.

- d. Otherwise applicable restrictions (e.g., minimum volume, number of less-than-full trays) are excepted when necessary to meet the standards in 5.4.

* * * * *

M Mail Preparation and Sortation

M000 General Preparation Standards

M010 Mailpieces

* * * * *

M013 Optional Endorsement Lines

* * * * *

2.0 FORMAT

* * * * *

[Revise heading and text of 2.5 and add Exhibit 2.5 to read as follows:]

2.5 ZIP Code Information

Except for carrier route packages, the OEL must include the ZIP Code information (5-digit ZIP Code or 3-digit ZIP Code prefix) determined by the sortation level and, when applicable, by the labeling list designated in Exhibit 2.5 for ADC, mixed ADC, AADC, or mixed AADC sortation levels. Carrier route OELs must show carrier route information as specified in M014.

OEL Labeling List Reference

Exhibit 2.5

Mail Class	Processing Category and Presort Type	ADC/AADC	Mixed ADC/Mixed AADC
First-Class Mail	Letters, nonmachinable	L004	L002, Column C
	Letters, machinable	L801	L002, Column C
	Letters, automation	L801	L002, Column C
	Flats, nonautomation	L004	L002, Column C
	Flats, automation	L004	L002, Column C
	Parcels	L004	L002, Column C
Periodicals	Letters, nonautomation	L004	L004
	Letters, automation	L801	L803 ¹
	Flats, nonautomation	L004	L004
	Flats, automation	L004	L803 ¹
	Irregular parcels	L004	L004

Mail Class	Processing Category and Presort Type	ADC/AADC	Mixed ADC/Mixed AADC
Standard Mail	Letters, nonmachinable	L004	L004 ²
	Letters, machinable	L801	L803 ²
	Letters, automation	L801	L803 ²
	Flats, nonautomation	L004	L004 ²
	Flats, automation	L004	L803 ²
Bound Printed Matter	Irregular parcels	L603	L604
	Flats, nonbarcoded	L004	L004
	Flats, barcoded	L004	L803 ¹
Media Mail	Irregular parcels	L004	L004
	Flats, nonautomation	L004	L004
Library Mail	Irregular parcels	L004	L004
	Flats, nonautomation	L004	L004

1 L802 if mail entered by mailer at a destination ASF or BMC.
 2 L802 if mail prepared for a destination ASF or BMC pallet under option in M045.3.2.

* * * * *

M040 Pallets

* * * * *

M045 Palletized Mailings

* * * * *

3.0 PALLET PRESORT AND LABELING

* * * * *

3.2 Standard Mail Packages, Sacks, Irregular Parcels, or Trays on Pallets

* * * * *

[Revise items h and i to read as follows:]

- h. ASF. Required, except that an ASF sort may not be required if using package reallocation for flats to protect the BMC pallet under 5.0. May contain carrier route rate, automation rate, and/or Presorted rate mail. Sort ADC packages, sacks, or trays to ASF pallets based on the "label to" ZIP Code for the ADC destination of the package, sack, or tray in L004 (letters or flats) or in L603 (irregular parcels). Sort AADC trays to ASF pallets based on the "label to" ZIP Code for the AADC destination of the tray in L801. At the mailer's option, sort appropriate mixed ADC packages, sacks, or trays and mixed AADC trays to ASF pallets based on the "label to" ZIP Code for the ADC or AADC destination of the package, sack, or tray in L802. All optional mixed ADC packages, sacks, and trays and mixed AADC trays on ASF pallets must contain only pieces destinating within the ASF as shown in Exhibit E650.5.1. See E650.5.0 for additional requirements for DBMC rate eligibility.***

[Items (1) and (2) are unchanged.]

- i. BMC. Required. May contain carrier route rate, automation rate, and/or Presorted rate mail. Sort ADC packages, sacks, or trays to BMC pallets based on the "label to" ZIP Code for the ADC destination of the package, sack, or tray in L004 (letters or flats) or in L603 (irregular parcels). Sort AADC trays to BMC pallets based on the "label to" ZIP Code for the AADC destination of the tray in L801. At the mailer's option, sort appropriate mixed ADC packages, sacks, or trays and mixed AADC trays to BMC pallets based on the "label to" ZIP Code for the ADC or AADC destination of the package, sack, or tray in L802. All optional mixed ADC packages, sacks, and trays and mixed AADC trays on BMC pallets must contain only pieces destinating within the BMC as shown in Exhibit E650.5.1. See E650.5.0 for additional requirements for DBMC rate eligibility.***

[Items (1) and (2) are unchanged.]

* * * * *

M600 Standard Mail (Nonautomation)

M610 Presorted Standard Mail

* * * * *

2.0 PREPARATION — MACHINABLE LETTER-SIZE PIECES

* * * * *

[Revise heading and text of 2.2 to read as follows:]

2.2 Traying and Labeling

Only mail eligible for the 3/5 rate (i.e., 150 or more pieces for the 3-digit area) may be prepared in 5-digit and 3-digit trays. Preparation sequence, tray size, and labeling:

- a. 5-digit (optional); full trays (no overflow); labeling:
 - (1) Line 1: city, state, and 5-digit ZIP Code on mail, preceded for military mail by correct prefix under M031.
 - (2) Line 2: "STD LTR 5D MACH."
- b. 3-digit (required); no minimum; labeling:
 - (1) Line 1: L002, Column A.
 - (2) Line 2: "STD LTR 3D MACH."
- c. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); no minimum; labeling:
 - (1) Line 1: L002, Column A.
 - (2) Line 2: "STD LTR 3D MACH."

- d. AADC (required); full trays (no overflow), with pieces grouped by 3-digit ZIP Code prefix; labeling:
 - (1) Line 1: L801.
 - (2) Line 2: "STD LTR AADC MACH."
- e. Mixed AADC (required); no minimum, with pieces grouped by AADC; labeling:
 - (1) Line 1: L803. If placed on an ASF or BMC pallet under option in M045.3.2, L802.
 - (2) Line 2: "STD LTR MACH WKG."

3.0 PREPARATION — NONMACHINABLE LETTER-SIZE PIECES

3.1 Packaging

[Revise text of 3.1 to read as follows:]

Packaging is required. Mailers who prefer that the USPS not automate their pieces must identify each package with a facing slip marked "MANUAL ONLY" or use a "MANUAL ONLY" optional endorsement line (see M013). Preparation sequence, package size, and labeling:

- a. 5-digit (required); 10-piece minimum; red Label D or optional endorsement line (OEL); labeling not required for pieces in full 5-digit trays.
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label MXD or OEL.

* * * * *

[Revise heading and text of 3.3 to read as follows:]

3.3 Traying and Labeling

Only mail eligible for the 3/5 rate (i.e., 150 or more pieces for the 3-digit area) may be prepared in 5-digit and 3-digit trays. Preparation sequence, tray size, and labeling:

- a. 5-digit (required); full trays (no overflow); labeling:
 - (1) Line 1: city, state, and 5-digit ZIP Code on mail, preceded for military mail by correct prefix under M031.
 - (2) Line 2: "STD LTR 5D MANUAL."
- b. 3-digit (required); no minimum; labeling:
 - (1) Line 1: L002, Column A.
 - (2) Line 2: "STD LTR 3D MANUAL."
- c. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); 1-package minimum (for origin) and no minimum (for entry); labeling:
 - (1) Line 1: L002, Column A.
 - (2) Line 2: "STD LTR 3D MANUAL."

- d. ADC (required); full trays (no overflow); labeling:
 - (1) Line 1: L004.
 - (2) Line 2: "STD LTR ADC MANUAL."
- e. Mixed ADC (required); no minimum; labeling:
 - (1) Line 1: "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry post office, as shown in L004. If placed on an ASF or BMC pallet under option in M045.3.2, L802.
 - (2) Line 2: "STD LTR MANUAL WKG."

[Revise heading of 4.0 to read as follows:]

4.0 PREPARATION — FLAT-SIZE PIECES AND IRREGULAR PARCELS

* * * * *

[Revise heading of 4.3 to read as follows:]

4.3 Packaging

Preparation sequence, package size, and labeling:

- a. 5-digit (required):
 - (1) Flats: 17-piece minimum, optional 10- to 16-piece minimum (one consistent minimum required for a mailing job); red Label D or optional endorsement line (OEL).
 - (2) Irregular Parcels: 10-piece minimum; red Label D or OEL.
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label MXD or OEL.

* * * * *

[Revise heading and text of 4.7 to read as follows:]

4.7 Sacking

Preparation sequence, sack size (subject to 4.4, 4.5, and 4.6), and labeling:

- a. 5-digit scheme (optional), as applicable:
 - (1) Irregular parcels: 125-piece/15-pound minimum; labeling:
 - (a) Line 1: L606.
 - (b) Line 2: "STD IRREG 5D SCHEME" or "STD IRREG 5D SCH."
 - (2) Commingled machinable and irregular parcels: no minimum; labeling:
 - (a) Line 1: L606.
 - (b) Line 2: "STD MACH-IRREG 5D SCH."

- b. 5-digit (required), as applicable:
 - (1) Flats or irregular parcels: 125-piece/15-pound minimum; labeling:
 - (a) Line 1: city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by correct prefix under M031.
 - (b) Line 2: "STD FLTS 5D NON BC" or "STD IRREG 5D," as applicable.
 - (2) Commingled machinable and irregular parcels: required at 10 pounds, smaller volume permitted; labeling:
 - (a) Line 1: city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by correct prefix under M031.
 - (b) Line 2: "STD MACH & IRREG 5D."
- c. 3-digit (required); 125-piece/15-pound minimum; labeling:
 - (1) Line 1: L002, Column A.
 - (2) Line 2: "STD FLTS 3D NON BC" or "STD IRREG 3D," as applicable.
- d. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); 1-package minimum (for origin and entry); labeling:
 - (1) Line 1: L002, Column A.
 - (2) Line 2: "STD FLTS 3D NON BC" or "STD IRREG 3D," as applicable.
- e. ADC (required); 125-piece/15-pound minimum; labeling:
 - (1) Line 1: L004 (for flats) or L603 (for irregular parcels).
 - (2) Line 2: "STD FLTS ADC NON BC" or "STD IRREG ADC," as applicable.
- f. Mixed ADC (required); no minimum; labeling:
 - (1) Line 1: "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry post office, as shown in L004 (for flats) or in L604 (for irregular parcels). If placed on an ASF or BMC pallet under option in M045.3.2, L802 (for flats only).
 - (2) Line 2: "STD FLTS NON BC WKG" or "STD IRREG WKG," as applicable.

[Delete 4.8.]

[Revise heading of 5.0 to read as follows:]

5.0 PREPARATION — MACHINABLE PARCELS

* * * * *

[Revise heading and text of 5.2 to read as follows:]

5.2 Sacking

Preparation sequence, sack size, and labeling:

- a. 5-digit scheme (optional); 10-pound minimum except under 5.1; labeling:
 - (1) Line 1: L606.
 - (2) Line 2: "STD MACH 5D SCHEME" or "STD MACH 5D SCH."
- b. 5-digit (optional); 10-pound minimum except under 5.1; labeling:
 - (1) Line 1: city, state, and 5-digit ZIP Code destination of pieces, preceded for military mail by correct prefix under M031.
 - (2) Line 2: "STD MACH 5D."
- c. ASF (optional), allowed only for mail deposited at an ASF to claim DBMC rate; 10-pound minimum; labeling:
 - (1) Line 1: L602. DBMC rate eligibility determined by Exhibit E650.5.1.
 - (2) Line 2: "STD MACH ASF."
- d. BMC (required); 10-pound minimum; labeling:
 - (1) Line 1: L601. DBMC rate eligibility determined by Exhibit E650.5.1.
 - (2) Line 2: "STD MACH BMC."
- e. Mixed BMC (required); no minimum; labeling:
 - (1) Line 1: "MXD" followed by Column B information in L601 for BMC serving 3-digit ZIP Code prefix of entry post office.
 - (2) Line 2: "STD MACH WKG."

[Delete 5.3.]

* * * * *

M800 All Automation Mail

M810 Letter-Size Mail

* * * * *

2.0 FIRST-CLASS MAIL AND STANDARD MAIL

* * * * *

2.2 Tray Preparation

[Revise introductory sentence and item g to read as follows:]

Preparation sequence, tray size, and Line 1 labeling:

* * * * *

g. Mixed AADC: required (no minimum); group pieces by AADC; for Line 1 labeling:

- (1) For First-Class Mail, use "MXD" followed by city, state, and ZIP Code of facility serving 3-digit ZIP Code prefix of entry post office, as shown in L002, Column C.
- (2) For Standard Mail, use L803. If placed on an ASF or BMC pallet under option in M045.3.2, use L802.

* * * * *

M820 Flat-Size Mail

* * * * *

2.0 FIRST-CLASS MAIL — REQUIRED PACKAGE-BASED PREPARATION

[Revise heading and text of 2.1 to read as follows:]

2.1 Packaging

Preparation sequence, package size, and labeling:

- a. 5-digit (optional, but required for 5-digit rate eligibility); 10-piece minimum; red Label D or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label MXD or OEL.

[Revise heading and text of 2.2 to read as follows:]

2.2 Traying

Preparation sequence, tray size, and labeling:

- a. 5-digit (optional, but required for 5-digit rate eligibility); full trays (no overflow); labeling:
 - (1) Line 1: city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by correct prefix under M031.
 - (2) Line 2: "FCM FLTS 5D BC."
- b. 3-digit (required); full trays (no overflow); labeling:
 - (1) Line 1: L002, Column A.
 - (2) Line 2: "FCM FLTS 3D BC."

c. Origin 3-digit(s) (required); no minimum; labeling:

- (1) Line 1: L002, Column A.
- (2) Line 2: "FCM FLTS 3D BC."

d. ADC (required); full trays (no overflow); labeling:

- (1) Line 1: L004.
- (2) Line 2: "FCM FLTS ADC BC."

e. Mixed ADC (required); no minimum; labeling:

- (1) Line 1: "MXD" followed by city, state, and ZIP of facility serving 3-digit ZIP Code prefix of entry post office, as shown in L002, Column C.
- (2) Line 2: "FCM FLTS BC WKG."

[Delete 2.3.]

* * * * *

4.0 PERIODICALS

[Revise heading and text of 4.1 to read as follows:]

4.1 Packaging

Preparation sequence, package size, and labeling:

- a. 5-digit (required); 6-piece minimum (fewer permitted under 1.8); red Label D or optional endorsement line (OEL).
- b. 3-digit (required); 6-piece minimum (fewer permitted under 1.8); green Label 3 or OEL.
- c. ADC (required); 6-piece minimum (fewer permitted under 1.8); pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label MXD or OEL.

[Revise heading and text of 4.2 to read as follows:]

4.2 Sacking

For mailing jobs that also contain a Presorted rate mailing, see 1.9 and M910. Other mailing jobs are sacked and labeled under 4.2. Preparation sequence, sack size, and labeling:

- a. 5-digit (required at 24 pieces, optional with one 6-piece package minimum except under 1.8); labeling:
 - (1) Line 1: city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by correct prefix under M031.
 - (2) Line 2: "PER FLTS 5D BC" or "NEWS FLTS 5D BC," as applicable.
- b. 3-digit (required at 24 pieces, optional with one 6-piece package minimum except under 1.8); labeling:
 - (1) Line 1: L002, Column A.
 - (2) Line 2: "PER FLTS 3D BC" or "NEWS FLTS 3D BC," as applicable.

- c. SCF (required at 24 pieces, optional with one 6-piece package minimum except under 1.8); labeling:
 - (1) Line 1: L002, Column C.
 - (2) Line 2: "PER FLTS SCF BC" or "NEWS FLTS SCF BC," as applicable.
- d. Origin SCF (required) and entry SCF(s) (optional); no minimum; labeling:
 - (1) Line 1: L002, Column C.
 - (2) Line 2: "PER FLTS SCF BC" or "NEWS FLTS SCF BC," as applicable.
- e. ADC (required at 24 pieces, optional with one 6-piece package minimum); labeling:
 - (1) Line 1: L004.
 - (2) Line 2: "PER FLTS ADC BC" or "NEWS FLTS ADC BC," as applicable.
- f. Mixed ADC (required); no minimum; labeling:
 - (1) Line 1: L803. If entered by mailer at an ASF or BMC, L802.
 - (2) Line 2: "PER FLTS BC WKG" or "NEWS FLTS BC WKG," as applicable.

[Delete 4.3.]

5.0 STANDARD MAIL

[Revise heading and text of 5.1 to read as follows:]

5.1 Packaging

Preparation sequence, package size, and labeling:

- a. 5-digit (required):
 - (1) Packages containing pieces 3/4-inch thick or less only: 17-piece minimum, optional 10- to 16-piece minimum (one consistent minimum required for a mailing job); red Label D or optional endorsement line (OEL).
 - (2) Packages containing pieces more than 3/4-inch thick: 10-piece minimum; red Label D or OEL.
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label MXD or OEL.

* * * * *

[Revise heading and text of 5.3 to read as follows:]

5.3 Sacking

Preparation sequence, sack size, and labeling:

- a. 5-digit (required); 125-piece/15-pound minimum; labeling:
 - (1) Line 1: city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by correct prefix under M031.
 - (2) Line 2: "STD FLTS 5D BC."
- b. 3-digit (required); 125-piece/15-pound minimum; labeling:
 - (1) Line 1: L002, Column A.
 - (2) Line 2: "STD FLTS 3D BC."
- c. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); 1-package minimum (for origin and entry); labeling:
 - (1) Line 1: L002, Column A.
 - (2) Line 2: "STD FLTS 3D BC."
- d. ADC (required); 125-piece/15-pound minimum; labeling:
 - (1) Line 1: L004.
 - (2) Line 2: "STD FLTS ADC BC."
- e. Mixed ADC (required); no minimum; labeling:
 - (1) Line 1: L803. If placed on an ASF or BMC pallet under option in M045.3.2, L802.
 - (2) Line 2: "STD FLTS BC WKG."

[Delete 5.4.]

* * * * *

— Mail Preparation and Standards,
Pricing and Classification, 10-3-02

Overseas Military Mail

Mail addressed to or from military post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The 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.

Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09365	Add B-C1-E2-H1-M-R Remove N	Immediately	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
FPO AE 09420	Remove V	Immediately	B-B1-C-C1-U
APO AE 09602	Remove V	Immediately	B-B1-C-F-F1-U
APO AP 96213	Remove V	Immediately	A-B-B1-U
FPO AP 96311	Remove V	Immediately	B-B1-M-W

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	09089	B-B1-C-D-U	09166	B-B1-C-D-U	09267	B-B1-C-D-U
09009	B-B1-C-D-U	09090	B-B1-C-D-U	09169	B-B1-C-D-U	09302	B-B1-E2-F-H1-R-R1-U2-V-Z1
09012	B-B1-C-D-U	09094	B-B1-C-D	09172	B-B1-C-D-U	09303	B-B1-E2-F-H1-R-R1-U2-V-Z1
09013	B-B1-C-D-U-Z1	09095	B-B1-C-D-U	09173	B-B1-C-D-U	09304	B-B1-E2-F-H1-R-R1-U2-V-Z1
09014	B-B1-C-D-U	09096	B-B1-C-D-U	09175	B-B1-C-D-U	09305	B-B1-E2-F-H1-R-R1-U2-V-Z1
09021	B-B1-C-D-U	09098	B-B1-C-D-U	09177	B-B1-C-D-U	09309	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09028	B-B1-C-D-U	09099	B-B1-C-D-U	09180	B-B1-C-D-U	09310	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09031	B-B1-C-D-U	09100	B-B1-C-D-U	09182	B-B1-C-D-U	09311	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09033	B-B1-C-D-U	09102	B-B1-C-D-U	09183	B-B1-C-D-U	09314	B-B1-C-F-V
09034	B-B1-C-D-U	09103	B-B1-D-U	09185	B-B1-C-D-U	09316	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09036	B-B1-C-D-U	09104	B-B1-C-D-U	09186	B-B1-C-D-U	09317	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09042	B-B1-C-D-U	09107	B-B1-C-D-U	09211	B-B1-C-D-U	09318	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09045	B-B1-C-D-U	09110	B-B1-C-D-U	09212	B-B1-C-D-U-V	09321	A-B-B1-C1-E3-F-H1-M-N-R-R1-V-Z1
09046	B-B1-C-D-U	09111	B-B1-C-D-U	09213	B-B1-C-D-U	09340	A-B-B1-C1-F-R-V
09050	B-B1-C-D-U	09112	B-B1-C-D-U	09214	B-B1-C-D-U	09345	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09053	B-B1-C-D-U	09114	B-B1-C-D-U	09225	B-B1-C-D-U	09349	A-B-B1-C-C1-D-E2-F-F1-H1-M-N-R-R1-V-Z1
09054	B-B1-C-D-U	09123	B-B1-C-D-U	09226	B-B1-C-D-U		
09056	B-B1-C-D-U	09126	B-B1-C-D	09227	B-B1-C-D-U		
09058	B-B1-C-D-U	09128	B-B1-C-D-U	09229	B-B1-C-D-U		
09059	B-B1-C-D-U	09131	B-B1-C-D-U	09237	B-B1-C-D-U-V		
09060	B-B1-C-D-U	09136	B-B1-C-D	09244	B-B1-C-D-U		
09063	B-B1-C-D-L-U	09137	B-B1-C-D-U	09245	B-B1-C-D-U		
09067	B-B1-C-D-U	09138	B-B1-C-D-U	09250	B-B1-C-D-U		
09069	B-B1-C-D-U	09139	B-B1-C-D	09252	B-B1-C-D-U		
09074	B-B1-C-D-U	09140	B-B1-C-D-U	09262	B-B1-C-D-U		
09076	B-B1-C-D-U	09142	B-B1-C-D-U	09263	B-B1-C-D-U		
09080	B-B1-C-D-U	09143	B-B1-C-D-U	09264	B-B1-C-D-U		
09081	B-B1-C-D-U	09154	B-B1-C-D-U	09265	B-B1-C-D-N-U		
09086	B-B1-C-D-U	09165	B-B1-C-D-U	09266	B-B1-C-D-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09350	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09532	B-V	09636	B-B1-C-F-U	09822	A-B-F-V-Z1
09351	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09534	B-V	09638	B-B1-C-E2-F-U-V	09823	A-B-F-V-Z1
09352	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09543	B-V	09642	B-B1-N-U	09824	A-B-F-V-Z1
09353	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09545	B-V	09643	B-B1-U	09826	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09354	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09549	B-V	09644	B-B1-U	09827	A-B-F-Z1
09355	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09550	B-V	09645	B,U	09828	B-N-V-Z1
09356	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09554	B-B1-V	09647	B-B1-N-U	09830	B-B1-C-N-Z1
09360	B-B1-V	09556	B-V	09648	B-B1-N-U-V-Z1	09831	B-B1-F-N-U-V-Z1
09361	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09557	B-V	09649	B-B1-U	09832	B-B1-U1-V-Z1
09362	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09564	B-V	09703	B-B1-C-F1	09833	B-B1-U1-V-Z1
09363	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09565	B-V	09704	B-B1-C-D-V	09834	B-B1-V-Z1
09364	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09566	B-V	09705	B-B1-U	09835	A-B-B1-V-Z1
09365	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09567	B-V	09706	B-B1-C-U-V	09836	A-B-B1-C-F-M-V-Z1
09395	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09568	B-V	09707	B-B1-C-N-U-V	09837	B-B1-V-Z1
09396	A-B-B1-F-V	09569	B-V	09708	B-B1	09838	B-B1-V-Z1
09409	B-B1-C-C1-U-V	09570	B-V	09709	B-B1-F1	09839	A-B-B1-U-V-Z1
09420	B-B1-C-C1-U	09573	B-V	09710	B-B1-C-C1-F1-M-R-R1-U	09841	A-B-B1-U-Z1
09421	B-B1-C-C1-U	09574	B-V	09711	B-B1-F1-Z1	09842	A-B-B1-Z1
09447	B-B1-C-C1-U-V	09575	B-V	09713	B-B1-C-F1	09844	A-B-B1-U-V-Z1
09454	B-B1-C-C1-U	09576	B-V	09714	B-B1-C-C1-F1-M-R-R1-U	09852	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09456	B-B1-C-C1-U	09577	B-V	09715	B-B1-F1	09853	B-B1-E2-F-H1-R-R1-U2-V-Z1
09459	B-B1-C-C1-U	09578	B-V	09716	B-B1-C-D-N-U-V	09855	B-B1-E2-F-H1-R-R1-U2-V-Z1
09461	B-B1-C-C1-U	09581	B-V	09717	B-B1-M-W	09858	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09463	B-B1-C-C1-U	09582	B-V	09718	B-B1-F-I-N-U-V	09865	A-B-B1-V-Z1
09464	B-B1-C-C1-U	09587	B-V	09720	B-B1-U-V	09868	A-B-B1-U-V-Z1
09468	B-B1-C-C1-U	09588	B-V	09721	B-B1-N-U-Z1	09871	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09469	B-B1-C-C1-U	09589	B-B1-V	09722	B-B1-C-D-N-U-V	09880	B-B1-E2-F-H1-R-R1-U2-V-Z1
09470	B-B1-C-C1-U	09590	B-V	09723	B-B1-N-U-V-Z1	09882	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09494	B-B1-C-C1-U	09591	B-V	09724	B-B1-C-C1-F1-M-R-R1-U	09888	B-B1-E2-F-H1-R-R1-U2-V-Z1
09496	B-B1-C-C1-U-V	09593	B-V	09725	B-B1-C	09889	B-B1-E2-F-H1-R-R1-U2-V-Z1
09498	B-B1-C-C1-U	09594	B-V	09726	B-B1-N-U	09890	B-B1-E2-F-H1-R-R1-U2-V-Z1
09499	B-B1-C-C1-U	09595	B-V	09728	B-B1-C	09892	A-B-B1-F-N-R-R1-V-Z1
09501	B-V	09596	B-V	09732	B-B1-N-V-Z1	09898	B-B1-E2-F-H1-I-R-R1-U2-V-Z1
09502	B-V	09599	B-V	09733	B-B1-I-V	34002	B-B1-N-U-Z1
09503	B-V	09601	B-B1-C-F-F1-U	09735	B-B1-N-V-Z1	34020	B-B1-M-N-V-Z1
09504	B-V	09602	B-B1-C-F-F1-U	09737	A-B-B1-C-E1-N	34021	B-M-N-V-Z1
09505	B-V	09603	B-B1-C-F-F1-U	09777	A-B-B1-F-R-V	34022	B-B1-D-F-M-N-V-Z1
09506	B-V	09604	B-B1-C-F-F1-U	09779	A-B-B1-F-R-V	34023	B-B1-M-N-V-Z1
09507	B-V	09609	B-B1-C-F-U	09780	A-B-B1-F-R-V	34024	B-B1-M-N-V-Z1
09508	B-V	09610	B-B1-C-F-U	09788	A-B-B1-F-R-V	34025	B-B1-F-N-U-V-Z1
09509	B-V	09612	B-B1-C-F-U	09789	A-B-B1-F-R-V	34030	B-B1-M-N-V-Z1
09510	B-V	09613	B-B1-C-F-U-V	09790	A-B-B1-C1-F-R-V	34031	B-B1-M-N-V-Z1
09511	B-N-V-Z	09617	B-B1-C-F-U	09791	A-B-B1-C1-E1-F-M-N-R-V	34032	B-M-N-V-Z1
09517	B-V	09618	B-B1-C-F-U	09793	A-B-B1-F-R-V	34033	B-C-F-M-N-V-Z1
09521	B-V	09619	B-B1-C-F-U	09797	B-B1-C-D-P-V	34034	B-B1-M-N-V-Z1
09524	B-V	09620	B-B1-C-F-U	09803	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34035	B-B1-H-M-N-V-Z1
		09621	B-B1-C-F-U	09811	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1		
		09622	B-B1-C-F-U	09812	B-B1-E2-E3-F-F1-I-N-R-U-V-Z1		
		09623	B-B1-C-F-U	09814	B-B1-E2-E3-F-F1-I-N-R-U-V-Z1		
		09624	B-B1-C-F-U	09819	A-B-F-P-V-Z1		
		09625	B-B1-C-F-U	09821	A-B-F-V-Z1		
		09626	B-B1-C-F-U				
		09627	B-B1-C-F-U				
		09628	B-B1-C-F-F1-U-V				
		09630	B-B1-C-F-U-V				
		09631	B-B1-C-F-U				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
34036	B-M-N-V-Z1	96264	A-B-B1-U	96387	B-B1-M-W	96611	B-V
34037	B-B1-C-F-H-I-M-N-V-Z1	96266	A-B-B1-U	96388	B-B1-M-W	96612	B-V
		96267	A-B-B1-U-V	96401	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		
34039	B-N-V-Z1	96271	A-B-B1-U	96405	B-B1-F-V-Z1	96614	B-B1-C1-E2-F-H1-I-R1-U2-V-Z1
34040	B-V-Z1	96275	A-B-B1-V	96490	B-B1-V		
34041	B-B1-M-N-U-V-Z1	96276	A-B-B1	96507	A-B-F-V	96615	B-V
34042	B-B1-D-F-M-N-V-Z1	96278	A-B-B1-U	96511	B-B1-I-N-V	96617	B-V
34043	B-B1-D-F-M-N-V-Z1	96283	A-B-B1-U	96515	B-B1-F	96619	B-V
34050	B-V	96284	A-B-B1-U-V	96517	B-B1-F-U3-V	96620	B-V
34051	B-V-Z1	96297	A-B-B1-U	96518	B-B1-V	96621	B-V
34053	B-V-Z1	96306	B-B1-F-F1-F2-M-W	96520	B-F-U3-V	96622	B-V
34055	B-N-V-Z1	96309	B-B1-M-V-W	96521	B-F-N	96623	B-V
34058	B-B1-V-Z1	96310	B-B1-M-W	96522	B-F-N-U	96624	B-V
34071	B-I-M-N-V-Z	96311	B-B1-M-W	96530	A-B-B1-H-M-N-U-V	96628	B-V
34076	B-B1-F1-N-V-Z1	96313	B-B1-F-F1-F2-M-W	96531	B-B1-H-M-U-V	96629	B-V
34078	B-B1-F1-N-V-Z1	96319	B-B1-M-W	96534	A-B-F	96634	B-V
34079	B-B1-F1-N-V-Z1	96321	B-B1-F-F1-F2-M-W	96535	A-B-B1-F-V	96635	B-V
34090	B-V	96322	B-B1-F-F1-F2-M-W	96536	B-B1-V	96643	B-V
34091	B-V	96323	B-B1-M-V-W	96537	B-B1-V	96657	B-V
34092	B-V	96326	B-B1-M-W	96538	B-B1-V	96660	B-V
34093	B-V	96328	B-B1-M-W	96540	B-B1-V	96661	B-V
34095	B-V	96330	B-B1-M-W	96541	B-B1-V	96662	B-V
34098	B-V	96336	B-B1-M-V-W	96542	B-B1-V	96663	B-V
34099	B-V	96337	B-B1-M-W	96543	B-B1-P-V	96664	B-V
96201	A-B	96338	B-B1-M-W	96546	B-F-U3	96665	B-V
96202	A-B1-U-V	96339	B-B1-M-V-W	96548	A-B-B1-H-M-U	96666	B-V
96203	A-B	96343	B-B1-M-W	96549	A-B-B1-H-M-U	96667	B-V
96204	A-B-B1	96347	B-B1-F-F1-F2-M-W	96550	Not Active	96668	B-V
96205	A-B-B1-U	96348	B-B1-F-F1-F2-M-W	96551	A-B-B1-H-M-U	96669	B-V
96206	A-B-B1-U	96349	B-B1-F-F1-F2-M-W	96553	A-B-B1-H-M-N-U-V	96670	B-V
96207	A-B-B1-V	96350	B-B1-F-F1-F2-M-W	96554	A-B-B1-H-M-U	96671	B-V
96208	A-B-B1-U	96351	B-B1-F-F1-F2-M-W	96555	B-B1-F-M-V	96672	B-V
96212	A-B-B1-U	96362	B-B1-F-F1-F2-M-W	96557	B-B1-F-M-V	96673	B-V
96213	A-B-B1-U	96365	B-B1-M-V-W	96558	B-V	96674	B-V
96214	A-B-B1-U	96367	B-B1-L-M-W	96595	B-B1-V	96675	B-V
96215	A-B-B1-U-V	96368	B-B1-M-W	96598	B-B1-V	96676	B-V
96217	A-B-B1-U-V	96370	B-B1-F-F1-F2-M-W	96599	B-B1-V	96677	B-V
96218	A-B-B1-U	96372	B-B1-M-W	96601	B-V	96678	B-V
96219	A-B-B1-U-V	96373	B-B1-M-W	96602	B-V	96679	B-V
96220	A-B-B1-U-V	96374	B-B1-M-W	96603	B-V	96681	B-V
96221	A-B-B1-U-V	96375	B-B1-M-W	96604	B-V	96682	B-V
96224	A-B-B1-U	96376	B-B1-M-W	96605	B-O-V	96683	B-V
96251	A-B-B1-U	96377	B-B1-M-W	96606	B-V	96684	B-V
96257	A-B-B1-U	96378	B-B1-M-W	96607	B-V	96686	B-V
96258	A-B-B1-U	96379	B-B1-M-W	96608	B-V	96687	B-V
96259	A-B-B1-U	96384	B-B1-M-W	96609	B-V	96698	B-V
96260	A-B-B1-U	96386	B-B1-M-W	96610	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 mailable under DMM C021, are prohibited.

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

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

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

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

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

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

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

W. Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of 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.

Employees

USPS–NPPN NATIONAL AGREEMENT

Changes to Uniform Program Allowance, 1999–2004

Bargaining unit occupational health nurse employees covered by the 1999–2004 USPS–NPPN National Agreement who are eligible to receive annual clothing allowances (as specified in *Employee and Labor Relations Manual* 932.11, Regular Uniforms, items j and k) are entitled to an increase in their annual uniform allowance.

Effective April 11, 2002, the annual reimbursement for uniforms for full-time employees is \$300 per annum. (See Article 26.03(a), Full-Time Employees, USPS–NPPN National Agreement.)

Employee accounts have been retroactively updated to April 11, 2002, and will continue to be updated as individual employee anniversary dates occur.

— *Labor Relations Policies and Programs, Labor Relations, 10-3-02*

NOTICE

2002 U.S. Savings Bonds Campaign Results

The 2002 U.S. Savings Bonds Campaign broke the record!

With a total of 13,701 new or increased savers, this year's campaign total exceeds last year's total of 10,130 new or increased savers. In addition to the standard Series EE Bonds, we offered the Series I Bonds. We started 4,994 new allotments for the Series I Bonds. These new **Series I Bond allotments will become effective in Pay Period 24-02, which starts November 2, 2002, and will be reflected in your pay check on November 22.**

Thank you for supporting the 2002 U.S. Savings Bonds Campaign.

— *Information Technology Value, Chief Technology Organization, 10-3-02*

NEW EXAMINATION

New Automotive Mechanic, PS-6, Examination 943

Effective October 1, 2002, a new automotive mechanic, PS-6, exam (examination 943) will be activated. This exam will enhance the selection quality of our future automotive mechanic employees who play a critical role in maintaining and repairing our fleet. Offices will have a six-month window (until April 30, 2003) to transition and open/establish new automotive mechanic, PS-6, registers.

Offices should continue to use examination 940 when recruiting and selecting candidates for automotive technician. Employees currently in the Motor Vehicle Craft with examination 940 eligibility do not have to requalify.

Ordering Materials

Examiners can order the new examination 943 from the National Test Administration Center (NTAC) by e-mail as

follows: Complete PS Form 2487, *Requisition for Test Material* (manually or using F3Fill), and send it as an attachment to NTAC's e-mail address, *NTAC Supply*.

Note: The new examination announcement, scheduling package, sample questions, and directions for conducting examination 943 are available to examiners from the NTAC's Web site at <http://blue.usps.gov/hrisp/ser/ntac.htm>.

— *Selection, Evaluation, and Recognition, Employee Resource Management, 10-3-02*

Health Benefits Open Season

The 2002 Federal Employees Health Benefits Open Season is scheduled for November 11 through December 9, 2002. During this open season, eligible employees may make any one, or a combination of, the following changes:

- Enroll if not enrolled.
- Change from one plan to another plan.
- Change from one option to another option.
- Change from Self Only to Self and Family.
- Change from Self and Family to Self Only.
- Cancel enrollment.
- Change from pre-tax to post-tax payment of health insurance premiums, or vice versa.

Enrollment changes and new enrollments made during the 2002 open season will be effective January 11, 2003 (Pay Period 03-03).

Distribution of Open Season Materials

Employees

Prior to the start of open season, the *2003 Guides to Federal Employees Health Benefits (FEHB) Plans* for (1) career employees (RI 70-2); (2) Postal Inspection Service and Office of Inspector General (OIG) employees (RI 70-2IN); and (3) certain temporary noncareer employees (RI 70-8PS) will be mailed from the national level to each employee's address of record. Each 2003 Guide includes:

- An overview of FEHB Program eligibility requirements and election choices during open season.
- A comparison of biweekly premium costs of participating plans.
- An explanation of the pre-tax payment feature, including a revised listing of qualified life status changes.
- Enrollee survey results provided by the individual health plans.
- Information about accreditation of the key systems and processes that managed care organizations use.

Installations

Distribution will be made to the same list used for Thrift Savings Plan (TSP) and Flexible Spending Account (FSA) materials distribution. This distribution is to all customer service district offices, processing and distribution centers, airport mail centers, bulk mail centers, remote encoding centers, the OIG and selected Postal Inspection Service Divisions, and selected Headquarters field units.

Personnel offices will receive through automatic distribution:

- RI 70-2, *2003 Guide to FEHB Plans* (postal career employees) — NSN 7690-03-000-3774.

- RI 70-2IN, *2003 Guide to FEHB Plans* (United States Postal Service (USPS) Inspectors and Office of Inspector General employees).
- RI 70-5, *2003 Guide to FEHB Plans* (temporary continuation of coverage and former spouses) — NSN 7690-03-000-3772.
- Most fee-for-service plan brochures.

Personnel offices must requisition RI 70-8 PS, *2003 Guide to FEHB Plans* (certain temporary/non-career employees) from the Material Distribution Center (MDC) as follows:

- **Touch Tone Order Entry (TTOE):** Call 800-332-0317, 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 placing 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 RI 70-8 PS, *2003 Guide to FEHB Plans*, is as follows:

PSN: 7690-03-000-3754
PSIN: RI 70-8 PS
Unit of Issue: Each
Bulk Pack Qty: 100
Price: No cost
Edition Date: November 2002

Automatic distribution of the *Rural Carrier Benefit Plan* will be made to District and Area Human Resources offices (not to the TSP/FSA installation distribution list). Offices may also requisition additional copies of RI 72-5, *Rural Carrier Benefit Plan*, from the MDC. The relevant ordering information is as follows:

PSN: 7690-03-000-3809
PSIN: RI 72-5
Unit of Issue: Each
Bulk Pack Qty: 100
Price: No cost
Edition Date: January 2003

Order directly from General Services Administration (GSA) Supply Centers using normal FEDSTRIP/MILSTRIP procedures. Contact your local procurement or material management staff for specific instructions:

- SF 2809, *Health Benefits Registration Form* (July 1999 edition only) — NSN 7540-01-231-6227.

Order from Headquarters Compensation Insurance Officer, if needed (limited supply):

- PS Form 8201, *Pre-Tax Health Insurance Premium Waiver/Restoration Form for Career Employees*.
- PS Form 8202, *Pre-Tax Health Insurance Premium Waiver/Restoration Form for Non-career Employees*.

Order directly from plan sponsors:

- Brochures for health maintenance organizations (HMOs) and Point-of-Service (POS) Plans.

Additional Information

Publication 12, *Health Benefits Open Season Administrative and Processing Information* (November 2002), addresses FEHB open season administrative issues in more detail than the various guides. It contains information on:

- Open season materials, including details of when and how to requisition a residual supply of materials.
- Eligibility requirements for coverage.
- A list of FEHB health plan withdrawals and other changes.
- Comprehensive medical plan (HMO) contact information.
- Personnel processing information.
- Open season publicity material.

Publication 12 may be found on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *PUBs*.

*Compensation,
Employee Resource Management, 10-3-02*

2002 Combined Federal Campaign Guidelines

Schedule and Responsibilities

Each fall, the Postal Service joins other federal agencies in the Combined Federal Campaign drive. In accordance with Office of Personnel Management (OPM) regulations, the campaign runs for a 6-week period between September 1 and December 15, as established by the Local Federal Coordinating Committee.

Vice presidents of Area Operations have campaign responsibility. Area offices must ensure that campaign information is disseminated to all offices in their jurisdiction.

Guidelines Online

Publication 530, *Combined Federal Campaign Operational Guidelines*, May 1994, explains how to carry out a successful campaign. The November 1998 update of Publication 530 (available only on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *PUBs*) revised position titles, facility locations, and dates of campaign. The OPM Web site (www.opm.gov) offers additional information on the Combined Federal Campaign, including geographic boundaries. If you do not have access to the Intranet, call the CFC national coordinator at Headquarters at 202-268-3654.

Pledge Form Management Instructions

1. Make sure local campaign staff check pledge forms for completeness.
2. Distribute pledge forms as follows:
 - a. Central Receipt and Accounting copy — submit to appropriate CFC official.
 - b. Employee copy — return to employee.

c. Payroll Office copy —

<i>If the employee has chosen to...</i>	<i>Then...</i>
Give a one-time contribution (cash, check, or money order),	Destroy the Payroll Office copy.
Make a contribution via payroll deduction,	<p>Make sure:</p> <ul style="list-style-type: none"> - The Social Security Number is legible. - The deduction per pay period is indicated. - The amount per pay period is at least \$1.00. - The amount of the contribution is to be made via payroll deduction. <p>Before January 1, 2003</p> <p>Mail the Payroll Office copy to the following address, making sure a full <i>return address for the CFC coordinator</i> is included with each batch of forms:</p> <p>EAGAN INFORMATION SERVICE CENTER USPS COMBINED FEDERAL CAMPAIGN POST OFFICE BOX 21777 EAGAN MN 55121-0777</p> <p>The Eagan Information Services Center (ISC) retains the payroll deduction portions of the pledge cards for 6 months.</p> <p>After January 1, 2003</p> <p>Submit to the local DDE/DR site for entry.</p> <p>Note: All cards dated or sent after January 1, 2003, will be returned to the CFC coordinator for entry by the local DDE/DR site.</p>

3. Submit corrections to the local Distributed Data Entry/Distributed Reporting (DDE/DR) site, *not* to the Eagan ISC.

Note: All cards that are illegible or incomplete will be returned to the local CFC coordinator for local processing in pay period 03/03 or later.

Local DDE/DR sites are to be notified by broadcast message of their ability to access D20M, SDI-09 in pay period 03/03 for local entry, changes, or corrections. DDE/DR sites are not allowed access to D20M for CFC charity entries before that time.

Final Report

At the end of each campaign, the Eagan ISC prepares a report from the Postal Payroll System of CFC contributions through payroll deduction (as of pay period 03) as the annual report of national CFC contributions. Each performance cluster manager receives a copy.

— Personnel Operations Support,
Employee Resource Management, 10-3-02

Thrift Savings Plan Policy Changes, TSP Open Season, and *PostalEASE*

The next Thrift Savings Plan (TSP) open season is October 15, 2002, through December 31, 2002. This TSP open season ends December 31, 2002, at 5:00 P.M. Central Time (CT). The following information is provided to assist personnel offices in conducting this open season.

The booklet TSPBK08, *Summary of the Thrift Savings Plan for Federal Employees*, provides a good overview of TSP. Newly eligible career employees receive a copy of TSPBK08 from the national level through a direct mailing. Offices can order additional copies of TSPBK08 from the Material Distribution Center (MDC) as follows:

- **Touch Tone Order Entry (TTOE):** Call 800-332-0317, 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 placing 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 TSPBK08 is as follows:

PSN: 7530-03-000-9364
Unit of Issue: EA
Bulk Pack Qty: 150
Price: No cost
Edition Date: 05/01

TSP Policy Changes

Based on changes in underlying law, substantial TSP policy changes have become effective (see *Postal Bulletin* 22050, 5-17-01, pages 59–63, “Thrift Savings Plan Policy Changes, TSP Open Season, and *PostalEASE*.”). That article explains some of the changes. Additional explanation is provided in booklet TSPBK08 and in TSP bulletins available on the TSP Web site at www.tsp.gov.

TSP Open Season Dates

The dates of TSP open seasons are October 15 through December 31 and April 15 through June 30 (see TSP bulletin 02-12, dated May 2, 2002). The corresponding election periods are December and June. The “election period” is the earliest period during which a contribution election to

start or to change the amount of contributions made during a TSP open season can become effective (see TSP bulletin 01-4, dated February 2, 2001).

You may change your fund investment choice (contribution allocations) both during and outside of the TSP open season. To make a fund investment choice, you must contact TSP directly, not *PostalEASE*. If you do not contact TSP, your existing fund investment choice continues. The earnings statement (paycheck stub) continues to show the TSP contribution percentage or dollar amount, but the statement no longer shows the TSP fund investment detail.

Because the TSP has moved the open season election period to December, the increases in the TSP employee contribution limits become effective each December (see TSP bulletin 01-3, dated January 23, 2001). Consequently, during the October 15 through December 31, 2002, open season, employees covered by the Federal Employees Retirement System (FERS) may contribute up to 13 percent of basic pay in 2003 (the maximum was 12 percent for 2002). Eligible FERS employees still receive the Agency Automatic (1 percent) Contribution and the Agency Matching Contribution of up to 4 percent from the Postal Service — these amounts have not changed. Employees covered by the Civil Service Retirement System (CSRS) and CSRS Offset employees may contribute up to 8 percent of basic pay in 2003 (the maximum was 7 percent for 2002).

The limits for FERS, CSRS, and CSRS Offset employees will continue to increase by 1 percentage point per year through 2005. Then, in 2006, all participants will be eligible to contribute up to the Internal Revenue Service (IRS) code’s annual deferral limit without any percentage limit. The IRS annual deferral limit for 2003 is \$12,000. This amount is scheduled to increase by \$1,000 each year through 2006 to \$15,000. A newly hired career employee may elect to participate in TSP until the 61st day after the date of hire and in every subsequent open season. The waiting period of one to two open seasons continues to apply to the Agency Automatic (1 percent) Contribution and the Agency Matching Contribution for FERS employees.

Using *PostalEASE* for Enrollment

Employees who wish to make contribution elections must make them during the TSP open season. Employees must use the *PostalEASE* telephone system or the *PostalEASE* employee Web site to make contribution elections and cancellations. *PostalEASE*’s toll-free number is 877-4PS-EASE (877-477-3273). For web access through the Postal Service intranet, go to <http://blue.usps.gov>, click on *Employee Self-Service*, and then click on *PostalEASE*. You must have your USPS personal identification number

(PIN) to use *PostalEASE* (for information on PINs, see USPS PIN and TSP PIN below).

Note: Personnel and employing offices must not distribute Form TSP-1, *Thrift Savings Plan Election Form*, to employees for making TSP open season elections. TSP-1 is no longer stocked at the MDC.

Contacting TSP to Make a Fund Investment Election

Employees have three methods to make a fund investment election as follows:

- **Web site:** Go to the TSP Web site at *www.tsp.gov*.
- **Phone:** Call the TSP ThriftLine at 504-255-8777.
- **Mail:** Mail form TSP-50, *Investment Allocation*, to the TSP service office in New Orleans.

Note: Personnel offices must not accept and cannot process completed forms TSP-50. Form TSP-50 is not available from the TSP Web site. Form TSP-50 is available from the MDC. The relevant ordering information for form TSP-50 is as follows:

PSN: 7530-05-000-4305
Unit of Issue: EA
Bulk Pack Qty: 3800
Price: No cost
Edition Date: 08/02

The TSP Web site and ThriftLine are convenient methods for making fund investment elections and elections will take effect more quickly than using form TSP-50. To use the TSP Web site or TSP ThriftLine, use your TSP PIN.

Using Pins to Make TSP Elections

To make TSP elections, use two PINs: USPS PIN and TSP PIN.

USPS PIN

The Postal Service maintains the USPS PIN. Use your USPS PIN to (1) begin a contribution percentage or a dollar amount election, or (2) change your current TSP contribution percentage or dollar amount, or (3) cancel TSP participation via *PostalEASE*. If you do not know your USPS PIN, you must call *PostalEASE* and do the following steps when prompted: (1) press 1 for *PostalEASE*; (2) enter your Social Security number; (3) enter your PIN, pause, and then press 2. Your USPS PIN will be mailed to your address of record, usually by the next business day.

Note: When you request your USPS PIN, your USPS PIN does not change (unlike the TSP PIN). Your old USPS PIN remains valid. (The USPS PIN is the same PIN employees use for telephone bidding and computerized bidding.)

TSP PIN

The TSP PIN is maintained by TSP. You must use your TSP PIN to make fund investment choices via the TSP Web site or the TSP ThriftLine. If you are a TSP participant and you do not know your TSP PIN, you have three methods for having a new TSP PIN mailed to your address of record:

1. Go to the TSP Web site at *www.tsp.gov* and select *Account Access*, or
2. Call the TSP ThriftLine at 504-255-8777, choose 2, enter your Social Security number, and then follow the instructions, or
3. Call the TSP service office at 504-255-6000.

Once TSP has received your TSP PIN request, your former TSP PIN is no longer valid.

Direct Mailings to Employees

Career employees receive from the national level a direct mailing of leaflet TSP1002, *TSP Open Season*, and *PostalEASE* instructions at their mailing addresses of record during *October*.

In addition to receiving TSP1002, newly eligible career employees receive from the national level a direct mailing of TSPBK08, *Summary of the Thrift Savings Plan for Federal Employees*, as well as a cover letter and *PostalEASE* instructions at their mailing addresses of record soon after their accession PS Form 50, *Notification of Personnel Action*, is processed.

The return address for undeliverable TSP enrollment instructions for newly eligible employees is the employing office of record. The disposition of returned items is at the discretion of the district office or other administering office. Forwarding a returned enrollment package to an employee offers that employee an opportunity to submit a correct PS Form 1216, *Employee's Current Mailing Address*, available at the MDC. Ordering information for PS Form 1216 is as follows:

PSN: 7530-02-000-7354
Quick Pick Number: 118
Unit of Issue: SE
Bulk Pack Qty: 4,000
Price: 0.0171
Edition Date: 06/93

Eligibility

All career employees are eligible to make employee contribution elections this open season (subject to financial hardship withdrawal and cancellation exclusions). FERS employees hired before July 1, 2002, receive Agency Automatic (1 percent) Contributions and Agency Matching Contributions (as appropriate) beginning in December 2002.

All employees who participated in TSP and cancelled their TSP contributions after July 31, 2002, are not eligible to participate in this TSP open season. They must wait for the TSP open season beginning April 15, 2003.

Effective Dates

The windows of opportunity for employees to make TSP open season elections via *PostalEASE*, which automates the processing of TSP elections and the resulting effective dates, are as follows:

If you enter TSP open season election via <i>PostalEASE</i> from ...	Then effective date will be...
10-15-2002 00:01 A.M. through 12-24-2002 12:00 noon Central Time (CT)	12-14-2002 (pay period [PP] 01-2003)
12-24-2002 12:01 P.M. through 12-31-2002 5:00 P.M. CT	12-28-2002 (PP 02-2003)

Because *PostalEASE* provides employees the ability to complete a TSP open season election without contacting the local personnel office and automates the processing of such elections, use of *PostalEASE* should minimize the use of PS Form 6886, *Thrift Savings Plan — Request for Retroactive Contributions*. PS Form 6886 is used to correct administrative errors for TSP open season elections.

Personnel offices have the authority to determine whether an administrative error has occurred. If an error has delayed a TSP open season election past the appropriate effective date, personnel offices and the employee must complete PS Form 6886 and submit it to the Eagan Accounting Service Center (ASC). The effective dates for the employees' elections delayed due to an administrative error must be made retroactive to December 14 or December 28, 2002, depending on the date the employee would have otherwise entered his or her open season election via *PostalEASE*.

Note: PS Form 6886, published in *Postal Bulletin* 21665 (3-31-88), must be reproduced locally as needed.

Personnel offices also have the authority to determine whether a belated open season election opportunity exists. In such instances, personnel must submit the employee's election to the Eagan ASC for processing, in accordance with administrative instructions provided to personnel offices regarding *PostalEASE*. Belated open season elections are not retroactive in most circumstances.

Note: Processing deadlines and the closing date of this TSP open season require using only two pay periods as indicated above.

Open Season Materials

In addition to the direct mailing of TSP information to employees, the MDC will automatically distribute residual supplies of the open season leaflet TSP1002, *TSP Open*

Season, to Human Resources at district offices, area offices, processing and distribution centers/facilities (PDC/Fs), bulk mail centers (BMCs), airport mail centers/facilities (AMC/Fs), remote encoding centers, Office of Inspector General, Postal Inspection Service divisions, Headquarters, and selected Headquarters field units.

Non-Open Season Materials

Most of the current TSP publications and forms will be revised for the new TSP record keeping system. Until notified, all offices must continue to use the current forms. We will publish an article in the *Postal Bulletin* giving information about new or revised forms when the new record keeping system is implemented.

Upon receipt of the newly printed forms, the MDC will complete its automatic distribution of all non-open season items to Human Resources at district offices, area offices, PDC/Fs, BMCs, AMC/Fs, remote encoding centers, Office of Inspector General, Postal Inspection Service divisions, Headquarters, and selected Headquarters field units.

Ordering TSP Items

Offices may place orders for new or revised TSP items with the MDC on an as-needed basis. It is not necessary to maintain a large stock of forms and/or publications because these materials are mailed to each newly hired career employee from the national level. In all cases where the MDC will stock the new or revised TSP item, the MDC will make an initial distribution to Human Resources at installations as noted earlier. Offices may check the TSP Web site for new or revised items. **Note:** the TSP-50 will not be available from the TSP Web site.

Participant Statements

Employees with a TSP account will receive a participant statement from the TSP service office in October 2002.

Publicity

Human Resources at district offices, area offices, PDC/Fs, BMCs, AMC/Fs, remote encoding centers, Office of Inspector General, Postal Inspection Service divisions, Headquarters, and selected Headquarters field units receive a supply of posters this open season from the MDC. Installations that receive the posters must widely distribute them and post them on bulletin boards.

To assist in publicizing the TSP open season, all offices must post (1) the open season notice provided on page 39 of this *Postal Bulletin* through December 31, 2002, and (2) the current TSP fact sheet on bulletin boards.

— Compensation,
Employee Resource Management, 10-3-02



Thrift Savings Plan Policy Changes, TSP Open Season, and *PostalEASE*

TSP Policy Changes	Include higher contribution maximums and Internal Revenue Service code's annual deferral limit. Change open season dates.
TSP Contribution Elections and Cancellations (USPS PIN)	<p>Use <i>PostalEASE</i> telephone system during TSP open season to begin contributing, to change contribution amount or percentage, or to cancel TSP contributions.</p> <p>To use <i>PostalEASE</i>, you will need your Social Security number (SSN) and USPS personal identification number (PIN); available only from <i>PostalEASE</i>. Call toll free: 877-4PS-EASE (877-477-3273).</p> <p>Don't know your USPS PIN? Call <i>PostalEASE</i>; press 1; enter SSN; when prompted to enter PIN, pause, then press 2. Your USPS PIN will be mailed to your address of record, usually by the next business day.</p> <p>Career employees who have trouble using <i>PostalEASE</i>, or who are unable to use a telephone, may contact local personnel office for help.</p>
TSP Fund Investment Elections (TSP PIN)	<p>Contact TSP directly during or outside TSP open season, to change investment of future TSP contributions or money already in account.</p> <p>Go to TSP Web site at www.tsp.gov, or call the TSP ThriftLine at 504-255-8777. Or mail TSP-50, <i>Investment Allocation</i>, to TSP; available from your local personnel office (election not effective as quickly).</p> <p>To use the TSP Web site or TSP ThriftLine, you must know your TSP PIN, available only from TSP.</p> <p>Don't know your TSP PIN? Request it from www.tsp.gov — choose <i>Account Access</i>. Or via TSP ThriftLine at 504-255-8777 — press 2, enter SSN, follow instructions. Or call TSP Service Office at 504-255-6000 and speak to a representative. Your new TSP PIN will be mailed to your address of record.</p> <p>Reminder: You must dial 1 before placing a long-distance telephone call.</p>
When and Who	October 15, 2002, through December 31, 2002 — all career employees.
<i>PostalEASE</i> and TSP Information Mailed to Career Employees	A TSP leaflet with <i>PostalEASE</i> instructions is mailed to all career employees. If you do not receive the mailing by mid-November, contact your local personnel office. In addition, a TSP Summary, cover letter, and <i>PostalEASE</i> instructions are mailed to all newly hired career employees soon after their accession PS Form 50 action is processed.
Closing Date and Time	<i>PostalEASE</i> closes 5:00 P.M. Central Time on December 31, 2002, for TSP open season elections.

Please post on all bulletin boards through December 31, 2002.





**The Postal Service brand is
a customer's perception.**





This office will be

CLOSED

Monday,

October 14, 2002,

to observe

Columbus Day.





This office will be

CLOSED

Monday,

October 14, 2002,

to observe

Columbus Day.



Transform? Yeah, we can do this



Resolve. Flexibility. Hard work. Put it all together and what do you get? A transforming United States Postal Service. Look around you. Service performance is at record high levels. Productivity is on the upswing. And the new financial year is beginning on a note of optimism. You should be impressed, especially considering what a year it's been. "What brought about the quick turnaround? In a word: focus!" says PMG Jack Potter. "In every area of the country, we focused on the core business and

USPSNEWS @WORK

developed innovative solutions to move the mail." What a difference a Transformation Plan makes.

A year ago, events changed the world. And they changed the USPS. Business as usual? Not possible. But even before the terrorism of Sept. 11, anthrax attacks and mailbox-pipe bombings, it was clear changes were

needed if the USPS was going to survive well into the new century. A squishy economy in 2001 had bared fundamental flaws in the USPS business model. With little marketplace recourse, mail volumes were declining while delivery points were increasing. Time for some sweeping organizational changes.

USPS started at the top — reducing the number of officers by 20 percent. Eight hundred headquarters positions were eliminated. The field management structure was realigned and 20 percent of area offices were eliminated. USPS reduced administrative staffing by 10 percent — another 2,000 positions in districts and plants across the country. And, with volumes declining by some 6 billion pieces, USPS focused on balancing the appropriate workhours against workload. It worked. Costs were reduced by more than \$2.5 billion. USPS is now operating with about the same number of career employees it had in 1995, yet it will be delivering 21 billion more pieces of mail to 12 million more addresses.

Know what? It's not over yet. "There is much, much more to be done," says Potter. It's called transformation. And, yeah, we can do it.

Read it again

A summary is a glass half full. Read the entire Transformation Plan yourself. It's online on Blue and www.usps.com.

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**IT'S
IN THE
PLAN**

SHOW ME THE PLAN

Think of this as the postal version of the Blue Plate Special. Whenever you hear about a new USPS product or service, or headquarters initiative, or new procedure, or change in policy, ask yourself, "What does this have to do with transformation?" And you'll find the answer is: everything. If it's not in the plan, it's not on anybody's plate.

WHERE'S TRANSFORMATION? SHOW ME THE PLAN!

THE CONFIRM TRACKING SERVICE

lets customers know when their letters or flats have traveled through various stages of the automated mailstream and provides USPS with useful operations data. It's available now by subscription.

IT'S IN THE PLAN: USE TECHNOLOGY TO ENHANCE VALUE.

THE POSTAL AUTOMATED REDIRECTION SYSTEM (PARS) is a next-generation automated system expected to reduce the handling and processing time associated with redirected mail.

IT'S IN THE PLAN: ENHANCE ALREADY EFFICIENT LETTER PROCESSING.

USPS IS UPGRADING AND MODERNIZING ITS INTRANET INFRASTRUCTURE THROUGH THE ADVANCED COMPUTING ENVIRONMENT (ACE). The initiative will save USPS up to \$200 million over five years by centralizing and reducing support functions for 130,000 computer users among some 28,000 postal facilities nationwide.

IT'S IN THE PLAN: DESIGN ENHANCED TECHNOLOGY INFRASTRUCTURE.

REDRESS is a voluntary program that uses mediation to resolve EEO (Equal Employment Opportunity) disputes in the workplace.

IT'S IN THE PLAN: IMPROVE LABOR/MANAGEMENT RELATIONS.

THE ADVANCED LEADERSHIP PROGRAM (ALP)

is developing a pool of top-notch potential postal managers for the future through training and advanced education opportunities.

IT'S IN THE PLAN: ENSURE TRAINING AND DEVELOPMENT.

THE FINAL AUTOMATED FLAT SORTING MACHINE (AFSM) 100 was dedicated in San Antonio, TX — the 534th. The AFSM 100 program has enabled USPS to significantly improve productivity and control processing costs for flat mail.

IT'S IN THE PLAN: COMPLETE AUTOMATION OF FLATS PROCESSING.

DIVERSITY DEVELOPMENT in partnership with Retail will release a bilingual translation toolkit to selected markets nationwide. These will include translation cards featuring special service forms and receipts offered by USPS. Cards will be translated in both Chinese and Spanish.

IT'S IN THE PLAN: DEVELOP NEW RETAIL SERVICES THAT INCREASE CUSTOMER VALUE AND POSTAL REVENUE.

Welcome to the next generation of the *Domestic Mail Manual* — the DMM. It's being transformed into a series of books that focus on the different needs of USPS customers — household and retail, small- and medium-size businesses and large business mailers.

IT'S IN THE PLAN: DESIGN RATES AND MAIL PREPARATION TO MATCH CUSTOMER CAPABILITIES AND NEEDS.

IT'S NEVER BEEN EASIER OR MORE CONVENIENT TO GET STAMPS. They're available from The Postal Store at www.usps.com or by calling 800-STAMP-24. Stamps also are available at thousands of ATMs, supermarkets, convenience stores and other retail outlets.

IT'S IN THE PLAN: MOVE SIMPLE TRANSACTIONS OUT OF POST OFFICES.

PURCHASING AND MATERIALS HAS BEEN RESTRUCTURED. IT'S NOW CALLED SUPPLY MANAGEMENT, reflecting the success of supply chain management as a business strategy. With an eye on the bottom line, the new organization integrates supply and purchasing functions into a single process. It's saved us hundreds of millions of dollars already.

IT'S IN THE PLAN: EXPAND USE OF SUPPLY CHAIN MANAGEMENT

WE COULD GO ON, BECAUSE TRANSFORMATION INITIATIVES ARE EVERYWHERE. BUT WE THINK YOU GET THE PICTURE. DON'T YOU?

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REMARKS BY POSTMASTER GENERAL JOHN E. POTTER

NATIONAL POSTAL FORUM BOSTON, MASSACHUSETTS

SEPTEMBER 23, 2002

Twice a year, you, the leaders of the nation's mailing industry, and the leadership of the Postal Service come from across the country to learn, discuss new ideas, build relationships and share expectations for the future.

Each of us has a stake in the success of this industry. We have a commitment to provide the most efficient service possible to our clients and customers — the American people.

Together, we all have built a foundation of trust and confidence in the nation's mail system. That system has become — and make no mistake about this — an increasingly integrated, interdependent national network of 99 million men and women.

From entrepreneurs operating out of home offices, to some of the largest corporations in America — that's our industry.

Together, we all have a responsibility to strengthen and maintain the public trust and confidence that has been

invested in our industry by the American people.

In the past year, we in the Postal Service have worked to do our part. We have kept our eye on our core mission: to provide dependable, universal mail service to every American, regardless of where they live, where they do business and regardless of their economic status.

I'd like to publicly thank the Governors of the Postal Service, our leadership team, our managers, our postmasters and supervisors, and all our clerks, carriers and mailhandlers, for their resolve, their flexibility, and for their hard work. It was a year like we have never seen before.

I also want to thank you, our customers, for your support, for your ideas, and most of all, for your business.

Together, we focused on new ways to use the mail and control costs. We brought about an unprecedented negotiated rate settlement.

And together, despite the horror of September 11 and the bioterrorism attacks, we helped keep this nation united and connected as never before.

Thirteen months ago, I laid out a business plan to refocus the Postal Service on our core business. Six months ago, when we last met in San Diego, I made two pledges to you.

First, I said we would continue our strong focus on improving service performance.

And second, I promised we would do our part to make the Transformation Plan a reality by beginning to make changes that are possible now under the current legislation.

In essence, our management team committed to managing the business like never before.

Today, I want to give you a progress report on those commitments.

First, even before the tragic events of September 11th and the anthrax attacks, we foresaw declining mail volumes, even as the universal mail delivery network continued to expand at some 1.7 million new deliveries a year.

We knew we had to take some strong steps. And we did. They included sweeping organizational changes that started at the top when we reduced the number of officers by 20

percent. We eliminated 800 Headquarters positions.

We realigned our field management structure, eliminating 20 percent of our area offices. We reduced administrative staffing by 10 percent — some 2,000 positions in districts and plants across the country.

And, after the terrorist attacks, it became apparent that volumes would decline faster than our forecast for 2002. We focused on balancing our use of resources against the lower workload. The strategy worked.

I am pleased to report that we have pulled \$2.9 billion out of our bottom line this fiscal year by reducing workhours by more than 77 million and reducing career employees by more than 23,000. Our total complement today is similar to what it was in 1995. Since then, mail volume has risen 21 billion pieces and our delivery network has added 12 million new addresses.

Our operating group destroyed the myth that they couldn't react quickly and decisively in declining mail volume periods.

Employees and managers rose to the challenge and delivered a

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USPSNEWS @WORK

positive total factor productivity for the year — as well as a 1.9 percent increase in labor productivity.

Moreover, we promised we would continue our focus on service, and we did just that. Indeed, there were service issues earlier in the year — and I appreciated your patience while we reacted.

Last fall's attacks on America required major realignments in our transportation system and major adjustments to our national processing networks.

Service performance across the country rebounded in quarter three. By the fourth quarter, we reached record levels of performance for overnight, 2-day and 3-day First-Class Mail and Priority Mail. Express Mail scores are the highest they've been in 4 years.

What brought about the quick turnaround? All our employees rose to the challenge and focused on service. We made strategic decisions.

We made better use of our transportation partnership with FedEx to move mail by air. And we made adjustments to our processing windows in plants throughout America to extend the reach of our surface transportation.

We made better use of our automated equipment

— in particular, the use of 530 new automated flats sorting machines. Today, only 10 percent of flats mail in our plants is processed manually.

Do you know what this is all about?

It's about managing the business. It's about service. And it is about our Transformation. It's about preparing the United States Postal Service for the future.

Our Transformation Plan didn't begin last April when we delivered this book to the Congress. It began in September 2001 when we started making hard decisions.

We moved away from the distractions of e-commerce; we concluded the debate on whether we were a delivery company, a communications company, or a logistics company.

We refocused on the core business: processing and delivering America's mail and doing it affordably with top notch service.

We set transformational targets for ourselves — and we are well on our way to achieving them.

And, make no mistake about it, this Transformation Plan is not the "plan du jour." It will not gather dust in the L'Enfant Plaza Library. As long as I am Postmaster General, we will use the Plan to advance universal service and America's mail.

When people ask me where is the Postal

Service headed, I tell them it's all in the broad context and detail of the Transformation Plan. When they ask me what's next, it's obvious they haven't read the Plan.

It's all right there.

But we do face a continuing challenge — a communications challenge. It is a challenge to keep our customers, our employees, and all our stakeholders up-to-date on the progress we are making.

Look what has happened in the past year. We have worked with stakeholders to gain broad understanding of our long-term goals. We leveraged that understanding to open a dialogue with our customers that led to an historic rates settlement.

We joined with the Postal Rate Commission and customer groups to discuss proposals to improve and streamline ratemaking for the future.

Last Thursday, we filed with the PRC a negotiated service agreement with our largest end-user of First-Class Mail to give them an incentive to grow their business and ours.

This week, we will file another proposal with the Rate Commission that would offer small-circulation periodicals a way of achieving work-sharing discounts so common with larger, mass-circulation periodical mailers.

We listened to customers and took

advantage of what we can do under the existing laws by increasing the size of presorted flats bundles.

We also worked hard with the Congress on a bi-partisan bill earlier this year. Although it did not move from the House Committee, it did draw more and more lawmakers into the debate about the future of the Postal Service.

A year ago, interest in modernizing postal legislation was focused in the House. Today, members of the U.S. Senate are actively involved in our future. And senior members of the Bush Administration are now engaged in discussions about the Postal Service.

The Executive and Legislative branches came to our aid and appropriated \$750 million for costs related to the anthrax attacks to help reduce the risk to our national mail system from biohazardous materials.

My thanks to all who made it happen: The Congress, the Administration, our customers, postal managers, and our union and association leadership. That commonality of purpose served our nation and the entire mailing industry well.

Speaking of our unions, we reached a negotiated agreement with the National Association of Letter Carriers this year. We did

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it by achieving a common understanding that for the Postal Service to move forward, each party had to look anew at the issues.

Moreover, we signed an historic agreement recently with the NALC to work together to advance Transformation, and to explore workplace flexibility to enable the Postal Service, our letter carriers, and our customers to be successful in the long-term.

Looking ahead, there are many things we can do in 2003. We are going on the offensive to accomplish four objectives:

- First, we will continue our commitment to improve service performance. As part of that commitment, we will continue to focus on making improvements to reduce the risk our systems face against another bio-terrorism attack.
- Second, I am committed to exploring with the Postal Rate Commission, alternatives to the ratemaking process within the current legislation. Those alternatives include negotiated service agreements and phased rates.

- Third, we will use our Transformation strategy to grow our business by enhancing existing products and services — and expanding access and convenience to postal services.

- Finally, we will continue to manage our finances and reduce costs. Fiscal Year 2003 will be the second year in our five-year commitment to take \$5 billion out of our costs by 2006.

Last year, as the economy worsened, and we dealt with the terrorist attacks, the employees of the Postal Service realized that we needed to take dramatic steps to manage our finances.

Six weeks ago, we updated our financial forecast and announced that we expected an operating deficit for FY 2002 in the neighborhood of \$1.2 billion. We were headed into our final 7 weeks of the fiscal year.

And what an amazing six weeks it has been.

Our employees and managers held the line on costs. They bettered our budget forecast by some 400 million dollars. You, our customers, brought us strong revenue. We bettered our 8 billion dollar revenue forecast during this period by over 100 million dollars.

I'm very pleased to tell you that as a result of the increased volume from you, our customers, and cost reductions on our

end, it now appears that we will finish the year with a loss well below \$1 billion.

What does that mean to you, our customer? Besides a lower deficit in FY 2002, it means we will have a net income for Fiscal Year 2003. And that projection reinforces the pledge I made to you in San Diego that there will be no general rate hike until well into 2004.

My expectations are high for us, for the nation's economy, and for the entire mailing industry over the next couple of years.

Keeping our rates affordable and improving service for you are at the heart of the Transformation Plan. The need to execute the entire Transformation Plan remains as critical today as it was 12 months ago when we faced dire circumstances.

We must not lose sight of the fact that the Postal Service continues to operate with an outdated business model. The current model needs adjustment.

The Governors of the Postal Service are committed to advancing the need for legislative change in the coming years.

Tomorrow morning, you'll hear more about our Transformation Plan. And later this morning, I would encourage you to attend the business builder session on universal service chaired by Ralph Moden, our vice

president for Strategic Planning.

Ralph will be joined by Governor Ernesta Ballard.

She will discuss universal service and what it means for business mailers today and in the future.

Before moving on this morning, I also want to recognize another Governor of the Postal Service who is with us — Einar Dyhrkopp. This will be Einar's last National Postal Forum as governor.

During his 9 years as a Governor, including two years as Chairman of the Board, Einar has helped lead the Postal Service through new and challenging times, and he has done so with vigor and strength. He has been a constant champion of our employees and our customers.

Einar, I'd like to personally thank you for everything you have done. Would you stand and be recognized.

Earlier I mentioned that we had filed our first Negotiated Service Agreement last week. It was clearly something we had designed to benefit both parties by offering volume discount pricing for growing First-Class volume. I know many of you are interested in this idea.

This NSA is really a landmark initiative in the Transformation Plan to help us grow the business and share the benefits with our customers.

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USPSNEWS @WORK

Turning now to another Transformation goal — to enhance our products — I am delighted that Confirm has been implemented on a subscription basis.

Confirm uses web-based data technology to enable users of the mail to know the status of their mailings as they go through our processing systems. You've told us that this service adds real value and integrity for everyone. Moreover, I am convinced customers will find a number of new and dynamic uses we haven't even thought about.

Just as important for you, postal operations managers use Confirm as a diagnostic tool to isolate operational problems and take corrective action to improve service and delivery predictability.

I might add that since our meeting in San Diego, we've enhanced our Parcel Select service by including electronic delivery confirmation in the basic rate.

In terms of our Transformation goal to expand customer access and convenience, I want to announce that starting in January, Priority Mail and other postal products will be available in select Hallmark Gold Crown stores across the country.

Over the years, we've talked about modernizing the ratemaking process and enhancing our products and services. These three initiatives — NSAs, Confirm and retail alliances to increase access — are just the beginning.

But we must not stop there.

We are committed to refocusing all 750,000 postal employees on growing the business in 2003. And I want your ideas and your solutions.

Use these next few days to help us add new relevance and new value to the mail.

I am excited about the progress we've made this past year. I remain excited and proud that this partnership of ours — the 9 million of us who are part of this nation's mailing industry — continues to meet the communications needs of the nation and keep over 280 Americans connected.

Ours is a partnership that works — and together, we will continue to build on our past successes and achieve new successes in the future.

I've said it before and I'll keep on saying it: the Transformation Plan is not just about the Postal Service. It's about all of us. We all have a stake in securing the future of universal mail service in America.

I want to thank all our partners in the audience

and everyone in the mailing industry who helped us keep our commitment to provide universal service to our customers this past year.

Together, we've accomplished a great deal this past year. We've begun to chart the course for the future of the mailing industry.

Together, we have made dramatic improvements in service performance. We've introduced new product enhancements, launched new service initiatives and we're well on the way to making it easier to do business.

Together, we will not only transform the Postal Service in the year ahead, we will also transform the mailing industry. Thank you for your support.

And thank you for helping us stay the course this year. That's what partnership is all about.

Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 469

Keep all foreign order notices for use as reference.

Final Orders

The Tentative Decision and Order issued against the following has become final:

Australia

AUSTRALIAN INTERNATIONAL WINNERS GROUP
(A.I.W.G.)
EXPRESS SERVICE CENTREJ
GPO BOX 4656
SYDNEY NSW 2001
AUSTRALIA

AND

BOX 1467
GPO SYDNEY NSW 2001
AUSTRALIA

AUSTRALIAN PRIZE AGENTS (APA)
PO BOX 694
BROADWAY NSW 2007
AUSTRALIA

OZ LOTTO

AND

DCT, INC.
G.P.O. BOX 2602
SYDNEY 4001
AUSTRALIA

AND

240 NEW SOUTH HEAD ROAD
EDGECLIFF SYDNEY NSW 2027
AUSTRALIA

Canada

OZ LOTTO

AND

DCT, INC.
4003 - 708 COLUMBIA ST
NEW WESTMINSTER BC V3M 1A9
CANADA

P.M SERVICE
DEPARTMENT OF ASTROLOGY
THE SECRETARY
PO BOX 62057
VICTORIA TERRACE PO
NORTH YORK
ONTARIO M4A 2W1
CANADA

PROPERTY SETTLEMENT BUREAU (PSB)
UNDISBURSED PAYMENTS DIVISION
CENTRAL OFFICE
202 BROWNLOW AVENUE
PO BOX 38090 BURNSIDE PARK
DARTMOUTH NS B3B 2A1
CANADA

TRANSNATIONAL TRADE CONSORTIUM
(TTC)
CONSUMER SETTLEMENTS DIVISION
MANOR ANNEX
53 QUEEN STREET, PO BOX 18
DARTMOUTH NS B2Y 4T6
CANADA

The Netherlands

WORLD EXPERT FUND (WEF)

AND

DOORNE' & ASSOCIATES

AND

EURO AMERICAN
PO BOX 75642
1070 AP AMSTERDAM
THE NETHERLANDS

Ireland

EURO AMERICAN

AND

THE SHAMROCK AGENCY

AND

NEW IRISH SWEEPSTAKES
MEDICAL INSURANCE TRUST
PROCESSING CENTRE
12C SMITHSTOWN INDUSTRIAL ESTATE
SHANNON
CO CLARE
IRELAND

AND

C12 SMITHSTOWN INDUSTRIAL
ESTATE SHANNON CO CLARE
REP OF IRELAND

AND

43 CILL CHAIS
SHANNON
COUNTY CLARE
IRELAND

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, 10-3-02*

Withholding of Mail Orders

Withholding of Mail Orders are enforced by the postmasters at the cities listed below.

State/City/ZIP Code	Names and Addresses Covered
CA, Huntington Park 90225-2014	Dennis Sattler And All Other Names, P.O. Box 3114
CA, Long Beach 90805-2933	Any And All Names Except Mitrena Hobson, Shontell Hobson, Oliver Maiben, Betty Hobson, Devaun Marbury and Bradley Maiben, 370 E. Poppy Street
GA, Atlanta 30315-5926	Rockman, Farley & Associates, 2023 D Metropolitan Parkway SW, PMB 68

— *Judicial Officer, 10-3-02*

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.

005010	018525	050063	069737	085545	096772	105311	114347	119426	142422	159051	196135	232109
005098	018715	051001	069883	085609	096834	105326	114512	119614	142466	159258	196137	235301
005136	019018	053052	069974	085610	096858	105496	115026	119653	142655	159261	196156	235411
005181	019031	053084	070259	085708	096866	105509	115087	120271	142680	159270	197149	235454
005394	019076	054032	070507	085716	097065	105518	115318	120322	142686	165052	198232	240520
005474	019123	054083	070559	085739	097136	105633	115433	121129	142807	165054	200486	244007
005653	019211	055086	070690	085770	097195	105719	115448	121225	142851	170144	200754	254022
005882	019367	055246	071063	085905	097335	105728	115465	121226	142869	170238	200833	271118
006412	019656	056061	071086	085909	097409	105783	115527	121272	142885	170288	200836	271152
006815	019809	060004	071109	088017	097480	105822	115541	121288	142918	173069	200985	271153
006964	019986	060196	071276	088076	097592	105865	115603	122257	142981	174061	206081	272100
007023	020105	060396	071454	088160	097700	105894	115709	122335	146005	174062	208538	272104
007074	020161	060409	071624	088218	097788	105908	115784	122338	146008	174066	210432	272221
007128	020556	060746	071748	088227	097991	105939	115822	122384	146009	175055	210743	274217
007148	021204	061155	072316	088239	098198	105940	115904	123110	146010	175059	210753	274292
007226	021419	061333	075040	088244	098266	106248	117005	123118	146043	175086	210771	274298
007280	021597	061355	075379	088246	098352	106322	117006	123122	146074	175087	210772	275019
007342	021776	062017	075539	088273	098549	106470	117058	123140	146129	175091	210773	275154
007356	021970	063316	075728	088313	098562	108122	117112	124014	146135	176052	210781	276023
008031	021996	064273	075969	088346	098635	108188	117118	125074	146225	176054	210784	276024
008074	022466	064452	076073	088505	098745	108258	117165	125142	146262	176056	212265	280045
008082	022920	064483	076154	088657	098853	108290	117209	125286	146296	176059	212275	280157
008335	023358	064940	076191	089091	098857	108299	117222	125329	146429	176063	212726	281128
008371	023607	065298	076195	089243	098902	108393	117229	125423	146436	176076	212891	281135
008639	023653	065886	076236	089346	098966	108488	117239	128134	146547	176084	212902	282215
008722	025053	066057	076337	089370	100008	108612	117331	128144	146623	176088	220180	282343
009030	025327	066189	076634	089520	100011	108747	117339	129804	146626	176120	220223	282592
009064	025440	066294	076647	089969	100028	108774	117375	130667	146659	176122	220266	282782
009235	026166	066297	076651	090188	100031	108779	117417	130683	146688	179062	220310	282824
009557	026365	066456	076733	090406	100055	108870	117535	131289	146754	181031	220736	282838
009801	026530	067305	076745	091062	100119	109004	117537	132012	146779	182014	220760	282848
009850	027650	068014	076931	091113	100122	109314	117555	132212	146783	183025	220766	282850
009981	027821	068081	076993	091218	100128	109588	117556	132405	146792	184016	220835	282856
010281	027962	068089	077007	091429	100191	109599	117560	134040	146808	185048	220854	282868
011239	029313	068286	077031	091879	100295	109829	117587	135248	146822	186041	221050	282870
011303	029551	068350	077098	092486	100301	110084	117609	135251	146831	192330	221093	282874
013182	030456	068440	077210	092565	100356	110428	117629	136022	148245	192418	221121	282924
014993	030485	068455	077314	092757	100363	110611	117652	136031	148266	192552	221169	283167
015213	031245	068473	077461	092894	101049	111101	117682	139118	148281	192605	221236	283373
015225	032016	068495	077583	092987	101227	111385	117691	139253	148289	192671	221374	283585
015523	033232	068509	078032	093387	102516	111399	117710	139401	148400	192682	221425	283588
015615	034004	068517	078413	093461	103076	111408	117776	142023	150133	192749	221474	284002
015662	034025	068608	079044	093705	103207	111641	117827	142025	150228	193100	221489	284008
015676	037022	069053	079072	093757	103254	111755	117866	142065	150263	193150	221671	284013
015683	038056	069070	079969	093785	103259	111760	118063	142072	150285	193346	221695	284014
016563	038099	069177	080045	094125	103295	111957	118128	142104	151300	193412	222006	284023
016656	038625	069179	080222	094439	103795	112210	118466	142126	152325	195068	222028	284029
016666	041051	069193	080265	094462	103850	112355	118502	142127	152376	195070	222205	285017
016824	041121	069219	080385	094756	103878	112768	118548	142137	152454	195072	222254	286024
018064	042040	069241	080467	095164	104643	112772	118590	142190	152539	195077	223024	286140
018065	042316	069281	085021	095267	105010	112847	118644	142195	152563	195079	223051	286199
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— Express and Priority Mail,
Marketing, 10-3-02

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	045 524 4121 to 045 524 4298	388 828 0656 to 389 696 2400 to	0699 2799
011 582 1889 to 011 582 1899	027 361 0430 to 027 361 0499	077 999 4001 to 077 999 4090	389 846 3104 to 389 846 3145 to	3135 3195
011 588 2900 to 011 588 3099	027 369 4482 to 027 369 4495	210 221 0548 to 210 221 0599	389 887 9211 to 389 887 9234 to	9230 9299
012 579 5675 to 012 579 5699	027 671 8762 to 027 671 8776	227 275 9400 to 227 275 9999	389 887 9234 to 390 001 3182 to	9299 3199
013 289 6176 to 013 289 6199	027 787 9886 to 027 787 9899	273 070 8059 to 273 070 8099	390 001 3500 to 390 545 5974 to	3699 5999
013 610 0014 to 013 610 0099	027 965 9487 to 027 965 9499	273 775 7700 to 273 775 7899	391 104 6146 to 391 574 1466 to	6199 1499
014 932 1000 to 014 932 1099	028 191 1852 to 028 191 1999	302 000 0000 to 302 123 9999	391 783 3020 to 391 792 6100 to	3599 6199
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015 363 0007 to 015 363 0099	029 510 1500 to 029 510 1599	360 011 1690 to 360 168 6008 to	393 584 7566 to 393 650 0074 to	7699 0099
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019 518 2814 to 019 518 2899	032 295 7500 to 032 295 9999	375 829 3400 to 375 851 9100 to	395 343 3264 to 395 373 3035 to	3299 3099
020 698 5159 to 020 698 5199	034 394 1000 to 034 394 1099	376 196 0911 to 378 085 3679 to	395 396 9649 to 395 970 3240 to	9799 3299
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404 003 0300 to	0399	420 661 4115 to	4199	440 858 6420 to	7299	458 354 7653 to	7999
404 041 8838 to	8899	420 758 9500 to	9699	441 199 1655 to	1699	458 671 8678 to	8699
404 071 4268 to	4299	420 969 3951 to	3971	443 127 3648 to	3699	458 671 8721 to	8798
404 347 5356 to	5399	420 969 3973 to	3999	443 127 4000 to	4099	458 847 5044 to	5999
404 347 5548 to	5599	421 116 3565 to	3599	443 673 7900 to	7999	459 274 7624 to	7699
404 726 4500 to	4599	421 130 9300 to	9399	443 800 9335 to	9399	459 365 5432 to	5499
404 961 5001 to	5199	421 313 4500 to	4999	444 382 8822 to	8899	459 378 5764 to	5799
405 325 0188 to	0198	421 364 5537 to	5599	444 390 1667 to	1699	459 472 4816 to	4999
406 009 4587 to	4599	421 656 2609 to	2699	444 457 3854 to	3899	460 349 6878 to	6899
406 260 6830 to	6899	421 988 9700 to	9799	450 048 4173 to	4199	460 550 1909 to	1999
406 459 6641 to	6999	422 172 4667 to	4699	450 048 4442 to	4699	460 997 5234 to	5299
406 733 3000 to	3999	422 484 4212 to	4299	450 560 5173 to	5199	461 973 6443 to	6499
407 545 1557 to	1599	422 556 1270 to	1299	450 620 3077 to	3099	462 152 0107 to	0299
407 594 0412 to	0599	422 587 7024 to	7099	450 620 3135 to	3199	462 274 1072 to	1099
407 692 9100 to	9299	422 819 7533 to	7599	450 780 2716 to	2799	462 277 8373 to	8399
407 959 2190 to	2199	422 842 5073 to	5087	450 801 2700 to	2799	462 554 6051 to	6099
408 265 2275 to	2288	422 907 7563 to	7599	451 109 2967 to	2984	463 011 5529 to	5540
408 499 7700 to	7799	424 500 6050 to	6099	451 115 4110 to	4125	463 176 4115 to	4199
408 499 7900 to	7999	424 641 8500 to	8599	451 115 4127 to	4199	463 176 4229 to	4299
408 682 8484 to	8599	424 871 6600 to	6699	451 746 0700 to	0799	463 185 2600 to	2799
408 698 7015 to	7099	425 298 2352 to	2399	452 265 0074 to	0099	463 227 7711 to	7799
409 072 3941 to	3999	425 418 4269 to	4299	452 265 0246 to	0299	463 414 4869 to	4899
410 491 2311 to	2399	425 418 4405 to	4499	452 265 0335 to	0999	463 808 3484 to	3499
410 694 8400 to	8599	426 547 4566 to	4599	452 509 1169 to	1199	463 945 7400 to	7899
410 775 1500 to	1599	427 412 6337 to	6499	452 855 6471 to	6499	464 629 9000 to	9399
410 795 7927 to	7999	427 481 0900 to	0999	452 890 4679 to	4799	464 711 4332 to	4399
410 867 0917 to	0966	428 027 2742 to	2752	452 900 8215 to	8238	465 692 3963 to	3999
410 867 0970 to	0999	429 474 4172 to	4199	453 117 9146 to	9199	465 698 8300 to	8599
411 868 1023 to	1199	429 889 2900 to	2999	453 334 3631 to	3699	465 743 7745 to	7799
411 922 2322 to	2399	430 150 4401 to	4599	453 603 7841 to	7891	466 798 6056 to	6067
412 193 0900 to	0999	430 172 9800 to	9899	453 650 1140 to	1199	467 147 4300 to	4399
412 395 8599 to	8699	430 177 1900 to	2099	453 741 1300 to	1399	468 079 5782 to	5799
412 485 6500 to	6599	430 444 9500 to	9699	454 013 2919 to	2999	469 067 2817 to	2899
412 485 6610 to	6699	430 664 4070 to	4099	454 186 2411 to	2499	469 127 8000 to	8199
412 885 5953 to	5999	432 168 8419 to	8499	454 268 4883 to	4899	469 213 0359 to	0399
414 193 3608 to	3674	432 708 6800 to	6999	454 302 5400 to	5499	469 213 0500 to	0599
414 193 3677 to	3699	432 744 1544 to	1599	454 490 8300 to	8399	469 561 8011 to	8099
414 411 7348 to	7399	432 995 9775 to	9799	454 547 7434 to	7499	469 658 1961 to	1999
414 640 0757 to	0799	433 003 5800 to	5899	454 922 4867 to	4895	469 666 9900 to	9999
414 965 1727 to	1799	433 757 3047 to	3099	455 221 1348 to	1499	469 678 1900 to	1999
417 302 8104 to	8199	433 765 4003 to	4099	455 364 2147 to	2199	469 781 4900 to	4999
417 387 6532 to	6599	434 482 7060 to	7199	455 399 5400 to	5499	469 947 6960 to	6999
417 496 6800 to	6999	434 513 2386 to	2399	455 476 0676 to	0699	470 755 5800 to	5818
417 871 9250 to	9299	434 968 3076 to	3092	455 543 0618 to	0699	471 918 0300 to	0999
417 930 9533 to	9599	435 303 1831 to	1842	456 410 9006 to	9099	471 985 2408 to	2419
418 164 6500 to	6799	435 303 1986 to	1999	456 470 4146 to	4299	472 191 6700 to	6799
418 423 9863 to	9899	435 666 6092 to	6399	456 619 4460 to	4499	472 270 2555 to	2599
418 633 5922 to	5999	436 082 6400 to	6899	457 333 2686 to	2699	472 987 0213 to	0241
418 719 8520 to	8599	436 160 6441 to	6499	457 729 1767 to	1777	472 987 0290 to	0299
418 744 2235 to	2299	437 316 7115 to	7199	457 937 8615 to	8699	473 151 2069 to	2199
418 962 2848 to	2899	437 427 0500 to	3499	458 028 9810 to	9899	473 666 9138 to	9199
419 543 0286 to	0299	439 179 2300 to	2399	458 057 2712 to	2999	473 952 3429 to	3499

474 108 5402 to	5499	488 709 3906 to	3999	603 678 8418 to	8499	623 076 9300 to	9399
474 356 5193 to	5299	488 855 8359 to	8399	603 678 8700 to	9999	623 819 5006 to	5099
474 949 3366 to	3399	489 181 8963 to	8999	604 086 0880 to	0899	623 895 8200 to	8399
475 134 9362 to	9399	489 223 2000 to	2099	604 349 1414 to	1499	623 917 0000 to	0099
475 167 9667 to	9699	489 311 1930 to	1999	604 503 7776 to	7799	623 917 0200 to	0299
475 319 3415 to	3499	489 318 6200 to	6300	605 520 9037 to	9099	624 468 5288 to	5299
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

641 318 3133 to	3199	651 741 4415 to	4499	676 365 5958 to	5999	693 445 0566 to	0999
641 378 6500 to	6999	651 882 2800 to	2899	676 669 1024 to	1099	693 448 8500 to	8999
641 383 8739 to	8799	652 754 6317 to	6399	677 126 6734 to	6799	693 645 9583 to	9599
641 877 3187 to	3299	653 131 4945 to	4999	677 333 9979 to	9999	693 965 4200 to	4299
641 877 3310 to	3399	653 426 3300 to	3399	677 466 1088 to	1099	695 741 2906 to	2999
642 355 8094 to	8199	653 455 4874 to	4899	678 071 4500 to	4799	695 947 8518 to	8599
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
645 930 7948 to	7999	661 906 6522 to	6599	685 623 5264 to	5299	701 553 6557 to	6599
645 975 0737 to	0762	662 021 8332 to	8399	685 650 9487 to	9499	701 601 3457 to	3499
646 242 6200 to	6299	662 068 0700 to	0899	685 669 4200 to	4299	701 605 5913 to	5999
646 270 7639 to	7799	662 553 0774 to	0799	685 757 8452 to	8499	701 695 3982 to	3999
646 798 4000 to	4999	663 078 7034 to	7099	686 071 2694 to	2799	701 695 4148 to	4199
647 048 7035 to	7099	663 763 5300 to	5399	686 176 3333 to	3354	701 695 4227 to	4299
647 049 2900 to	2999	663 883 7039 to	7499	686 372 3200 to	3299	701 708 1741 to	1799
647 398 8300 to	8399	664 253 8000 to	8499	686 644 5879 to	5899	701 736 3966 to	3999
647 398 8481 to	8499	664 656 3055 to	3099	686 899 1371 to	1399	701 838 2800 to	2899
647 437 3000 to	4999	665 174 6400 to	6499	686 931 7636 to	7699	701 941 0600 to	0699
647 811 2188 to	2199	665 274 8208 to	8299	687 601 0973 to	0999	702 171 1603 to	1699
648 009 6057 to	6099	665 669 5400 to	5499	687 614 6774 to	6799	702 195 5109 to	5199
648 163 5300 to	5499	666 132 8226 to	8299	688 120 9000 to	9999	702 254 9300 to	9399
648 722 5283 to	5299	666 696 2209 to	2299	688 314 3107 to	3191	702 264 7569 to	7599
648 892 3164 to	3199	666 696 2309 to	2399	690 291 1361 to	1371	702 713 1800 to	1809
649 100 3989 to	3999	667 032 9300 to	9399	690 788 2877 to	2899	702 821 5730 to	5799
649 647 0370 to	0399	667 729 5529 to	5599	690 893 5344 to	5399	702 821 5805 to	5899
649 647 0522 to	0599	668 383 8400 to	8699	690 893 5512 to	5599	702 878 0114 to	0199
649 647 5237 to	5399	670 368 3400 to	3499	690 904 1300 to	1599	740 002 7710 to	7719
649 647 9100 to	9299	670 369 7336 to	7399	690 941 6000 to	6199	740 241 9049 to	9099
649 666 7800 to	8299	670 750 7169 to	7199	691 313 6383 to	6399	740 255 1718 to	1799
650 114 7707 to	7719	671 046 6200 to	6399	691 313 6600 to	6699	740 470 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

806 268 9275 to	9299	842 860 0300 to	0399	858 124 7644 to	7699	870 491 4812 to	4849
806 534 3400 to	3477	842 898 5582 to	5599	858 756 3111 to	3299	870 536 5820 to	5829
807 342 3283 to	3399	843 062 7100 to	7199	859 063 8200 to	8699	870 541 7167 to	7239
808 086 7100 to	7199	843 077 6288 to	6299	859 190 0600 to	0644	870 575 8155 to	8999
808 090 3440 to	3499	843 077 6378 to	6399	859 811 2888 to	2899	870 589 0485 to	0494
808 325 5161 to	5699	843 758 5769 to	5778	859 855 8873 to	8999	870 691 7060 to	7099
808 784 8000 to	8299	843 786 2554 to	2699	860 240 8520 to	8599	872 100 0445 to	0459
830 125 0672 to	0699	845 656 8165 to	8199	860 275 3900 to	3999	900 556 4178 to	4199
830 602 5800 to	5999	845 727 2100 to	2199	860 518 9629 to	9699	900 845 0044 to	0099
830 610 3700 to	3799	845 746 2618 to	2635	860 600 0021 to	0999	900 936 0217 to	0299
830 983 3500 to	3599	846 390 7531 to	7599	861 158 2350 to	2599	900 936 0435 to	0499
830 983 3635 to	3699	846 918 0572 to	0599	861 637 6010 to	6099	901 058 5255 to	5280
831 354 1387 to	1399	847 237 7690 to	7699	861 979 7292 to	7499	901 273 1082 to	1099
831 815 8240 to	8299	847 284 2481 to	2499	862 216 6100 to	6199	901 287 5143 to	5199
832 525 3810 to	3899	847 374 7055 to	7065	862 263 9213 to	9299	901 291 2789 to	2799
833 159 1884 to	1899	847 374 7055 to	7065	862 271 0800 to	0999	901 525 7122 to	7199
833 456 2567 to	2599	847 636 5304 to	5399	862 271 5000 to	5099	902 198 9769 to	9799
833 566 3015 to	3071	847 700 5447 to	5499	863 871 5138 to	5199	902 948 1269 to	1299
834 316 5444 to	5499	847 723 7500 to	7599	863 949 5300 to	5399	902 985 0833 to	0899
834 354 8747 to	8766	849 485 3427 to	3499	864 088 8200 to	8299	903 370 6934 to	6999
834 354 8824 to	8838	849 608 1357 to	1399	864 426 3972 to	3999	904 600 6523 to	6599
835 269 5700 to	5799	849 792 2600 to	2699	864 520 6117 to	6136	904 892 0378 to	0399
835 496 7303 to	7399	850 546 1862 to	1899	865 151 0526 to	0599	904 892 0648 to	1299
835 539 5200 to	5999	851 143 6826 to	6844	865 500 4034 to	4099	905 056 2216 to	2299
835 813 3015 to	3099	851 209 9880 to	9899	865 883 6082 to	6099	905 794 0000 to	0199
837 672 8967 to	8999	851 928 9221 to	9299	866 004 3000 to	3999	905 794 0288 to	0299
837 784 3282 to	3299	852 589 6560 to	6599	866 442 4100 to	4899	905 873 6900 to	6999
838 176 8377 to	8399	853 049 3646 to	3699	867 366 9108 to	9118	905 873 7100 to	7299
838 518 1257 to	1299	854 304 4089 to	4999	867 633 7403 to	7499	905 880 8900 to	8999
839 718 8257 to	8299	854 529 2200 to	2299	867 737 5623 to	5699	905 889 7100 to	7199
840 323 0600 to	0699	854 532 0000 to	2999	868 169 4529 to	4599	906 158 1508 to	1599
840 875 6235 to	6299	855 001 6204 to	6249	868 173 8400 to	8599	907 725 8500 to	8599
840 910 0900 to	0999	855 319 9364 to	9399	868 514 9000 to	9099	908 622 4225 to	4235
841 349 5000 to	5099	855 361 3390 to	3399	868 566 9200 to	9299	908 936 9254 to	9299
841 805 7747 to	7899	856 226 0490 to	0499	869 387 1150 to	1199	909 725 7307 to	7399
841 805 7944 to	8099	856 656 5800 to	5999	869 505 3500 to	3599	910 219 8631 to	8699
842 226 0685 to	0695	856 752 0200 to	0299	869 800 0000 to	999 9999	910 536 2505 to	2599
842 685 4600 to	4699	857 279 3450 to	3499	870 054 4814 to	4899	911 523 3000 to	3999
842 685 4742 to	4999	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	702 053 601 to 3 800	709 243 479 to 3 500	718 961 721 to 1 780
692 720 871 to 0 900	702 104 368 to 4 900	709 411 171 to 1 320	718 982 001 to 2 300
692 876 955 to 7 050	702 128 306 to 8 400	709 649 804 to 9 820	719 869 731 to 9 760
693 290 380 to 0 400	702 179 891 to 9 900	709 733 281 to 3 580	720 227 871 to 7 930
693 290 426 to 0 450	702 260 751 to 0 850	710 046 813 to 6 840	720 227 949 to 7 900
694 063 700 to 3 897	702 410 595 to 1 050	710 358 093 to 8 166	720 368 543 to 8 570
694 063 900 to 4 000	702 660 151 to 0 540	710 358 257 to 8 270	720 392 151 to 2 570
694 550 501 to 0 530	702 723 429 to 3 450	711 021 501 to 1 510	720 556 491 to 6 640
694 595 031 to 5 050	703 004 401 to 4 820	711 049 411 to 9 560	720 558 621 to 8 650
694 595 087 to 5 300	703 083 819 to 4 020	711 408 045 to 8 090	720 575 361 to 5 570
694 698 551 to 8 650	703 432 131 to 2 230	712 003 381 to 3 650	720 590 152 to 0 179
694 745 458 to 5 600	703 626 061 to 6 090	712 104 220 to 4 230	721 638 331 to 9 170
695 105 313 to 5 350	703 863 121 to 3 240	712 327 861 to 7 890	721 815 391 to 5 420
695 142 809 to 3 050	703 863 477 to 3 540	712 327 952 to 7 980	721 969 713 to 9 740
695 144 666 to 4 700	703 867 801 to 7 980	712 647 061 to 7 090	722 072 137 to 2 160
695 272 601 to 2 750	704 030 628 to 0 640	713 284 171 to 4 260	722 378 265 to 8 280
695 277 576 to 7 650	704 154 024 to 4 120	713 292 871 to 2 990	722 413 990 to 4 004
695 530 761 to 0 800	704 227 561 to 7 829	714 035 101 to 5 160	722 764 948 to 4 980
696 487 701 to 7 800	704 227 831 to 8 069	714 155 011 to 5 400	722 825 840 to 5 889
696 784 101 to 4 550	704 228 071 to 8 100	714 328 231 to 8 440	723 153 841 to 3 850
696 870 601 to 0 650	704 420 344 to 0 490	714 442 952 to 2 980	723 237 616 to 7 630
697 047 501 to 7 600	704 568 751 to 8 990	714 562 843 to 2 860	723 331 081 to 1 110
697 052 101 to 2 350	704 965 301 to 5 770	714 590 391 to 0 430	723 496 443 to 6 470
697 217 251 to 7 400	705 116 780 to 6 790	714 609 811 to 9 930	723 967 291 to 7 320
697 249 952 to 50 050	705 280 801 to 0 980	714 609 961 to 9 990	724 655 196 to 5 340
697 414 886 to 4 900	705 475 651 to 6 040	714 807 181 to 7 240	724 711 441 to 1 500
697 469 606 to 9 700	705 566 127 to 6 280	714 871 321 to 1 500	724 711 538 to 1 560
697 850 401 to 0 750	705 740 581 to 0 730	714 928 529 to 8 590	724 793 221 to 3 250
698 098 446 to 8 550	705 782 796 to 2 820	715 128 183 to 8 330	724 908 109 to 8 120
698 300 251 to 0 300	705 822 271 to 2 480	715 144 171 to 4 470	724 937 461 to 7 670
698 504 383 to 4 650	705 822 271 to 2 480	715 197 211 to 7 570	725 163 118 to 3 151
698 533 927 to 4 200	706 180 148 to 0 290	715 595 910 to 6 180	725 202 735 to 2 750
698 562 268 to 2 400	706 184 041 to 4 220	715 941 781 to 1 810	725 398 591 to 8 800
699 090 686 to 0 750	706 357 861 to 8 190	715 962 421 to 2 480	725 464 591 to 4 920
699 752 699 to 2 850	706 382 419 to 2 430	716 477 396 to 7 430	725 475 321 to 5 330
700 068 473 to 8 500	706 628 735 to 8 820	716 556 635 to 6 660	725 711 057 to 1 070
700 161 501 to 1 650	706 638 211 to 8 420	717 191 648 to 1 690	725 738 581 to 8 730
700 202 522 to 2 700	706 817 959 to 8 000	717 193 161 to 3 490	725 981 311 to 1 430
700 290 275 to 0 300	707 034 391 to 4 450	717 228 591 to 8 680	725 987 835 to 7 880
700 465 730 to 5 750	707 292 636 to 2 660	717 333 902 to 3 950	726 060 811 to 0 900
700 561 444 to 1 550	707 441 401 to 1 687	717 739 745 to 9 910	726 391 970 to 2 520
701 423 101 to 3 150	707 441 836 to 1 940	717 884 991 to 5 050	726 484 771 to 4 800
701 625 469 to 5 550	707 958 541 to 8 570	718 026 171 to 6 290	726 493 351 to 5 300
701 643 829 to 3 850	707 960 107 to 0 160	718 466 370 to 6 420	726 504 031 to 4 063
701 945 451 to 5 500	708 059 941 to 60 000	718 466 370 to 6 420	726 504 070 to 4 090
702 033 701 to 4 050	708 115 830 to 5 860	718 568 451 to 8 479	726 504 331 to 4 390
702 051 501 to 1 750	708 116 251 to 6 310	718 590 741 to 0 770	726 563 701 to 4 060
	708 138 301 to 8 480	718 714 210 to 4 370	
	709 222 591 to 2 920	718 795 881 to 6 000	

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
733 704 482 to 4 570	742 178 834 to 8 880	753 620 378 to 0 400	762 524 158 to 4 220
733 751 041 to 1 130	742 325 500 to 5 520	754 013 917 to 3 940	762 584 872 to 4 970
734 009 101 to 9 130	742 325 668 to 5 700	754 161 061 to 1 120	762 593 431 to 3 460
734 290 759 to 0 770	742 408 771 to 8 830	754 358 445 to 8 610	763 155 160 to 5 180
734 389 273 to 9 290	742 512 120 to 2 150	754 410 451 to 0 660	763 178 631 to 8 660
734 440 031 to 0 111	742 684 849 to 4 890	754 438 393 to 8 410	763 506 001 to 6 060

763 522 141 to 2 470	767 326 471 to 6 590	773 575 891 to 5 950	777 297 421 to 7 510
763 717 694 to 7 800	767 332 561 to 2 950	773 852 971 to 3 030	777 621 721 to 1 750
763 826 461 to 6 520	768 009 841 to 9 960	773 858 011 to 8 100	777 810 309 to 0 330
763 900 460 to 0 471	768 011 489 to 1 520	773 892 721 to 7 190	778 049 651 to 9 670
763 900 479 to 0 530	768 177 980 to 7 990	773 958 061 to 8 660	778 106 225 to 6 310
763 917 271 to 7 750	768 391 081 to 1 170	774 107 161 to 7 190	778 218 730 to 8 780
764 125 801 to 5 860	768 661 569 to 1 650	774 177 226 to 7 270	778 251 871 to 1 930
764 284 525 to 4 560	769 000 051 to 0 080	774 279 481 to 9 810	778 286 911 to 6 940
764 526 241 to 6 330	769 050 841 to 0 900	774 408 399 to 8 420	778 328 699 to 8 730
764 601 421 to 1 600	769 159 081 to 9 178	774 431 821 to 2 450	778 567 471 to 7 860
764 650 231 to 0 470	769 737 496 to 7 510	774 510 451 to 0 780	778 570 771 to 0 830
764 984 371 to 4 850	769 778 491 to 8 730	774 652 981 to 3 010	778 699 096 to 9 110
765 003 667 to 3 680	769 827 331 to 7 450	774 778 981 to 9 040	778 779 471 to 9 480
765 042 517 to 2 540	770 216 071 to 6 100	774 867 481 to 7 510	779 146 205 to 6 230
765 194 728 to 4 970	770 723 281 to 3 400	774 867 515 to 7 540	779 233 681 to 3 710
765 387 365 to 7 450	770 915 150 to 5 490	774 934 275 to 4 290	779 316 961 to 7 200
765 541 801 to 2 100	771 455 551 to 5 610	774 961 261 to 1 290	779 339 221 to 9 400
765 638 461 to 8 970	771 609 661 to 9 690	775 106 223 to 6 235	779 994 001 to 4 090
765 647 101 to 7 190	772 057 224 to 7 440	775 106 237 to 6 248	780 103 591 to 3 650
765 813 781 to 4 029	772 162 660 to 3 070	775 331 515 to 1 550	780 144 964 to 4 990
765 879 314 to 9 390	772 718 615 to 8 640	775 444 210 to 4 230	780 625 208 to 5 920
765 954 001 to 4 030	772 970 890 to 0 940	775 579 301 to 9 320	780 644 131 to 4 220
766 120 286 to 0 320	773 009 419 to 9 430	775 622 683 to 2 760	780 711 345 to 1 540
766 125 716 to 5 750	773 112 031 to 2 060	776 144 621 to 4 670	780 865 851 to 5 920
766 158 824 to 8 840	773 125 387 to 5 410	776 154 001 to 4 060	780 873 421 to 3 450
766 388 433 to 8 460	773 179 320 to 9 410	776 561 041 to 1 100	781 503 151 to 3 180
766 509 421 to 9 660	773 202 989 to 3 140	777 561 631 to 2 080	781 679 221 to 9 340
766 572 901 to 3 020	773 208 991 to 9 290	776 657 371 to 7 490	781 723 771 to 3 890
766 748 500 to 8 521	773 231 311 to 1 340	776 817 421 to 7 450	783 663 991 to 4 050
767 024 341 to 4 370	773 348 739 to 8 940	776 951 225 to 1 250	

— Postal Inspection Service, 10-3-02

Counterfeit Canadian Money Order Forms

Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*.

671,819,086	686,794,382
676,612,640	686,794,426
677,891,039	686,794,427
678,282,493	686,794,431
678,916,031	687,262,502
679,552,215	687,262,503
679,694,334	687,262,525
679,751,983	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

— Postal Inspection Service, 10-3-02

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, 10-3-02

SUMMARIES OF RECENT USPS NEWS RELEASES

Transformation Initiatives Reap Results During Past Year

September 6

In a fiscal year-end report to the Board of Governors, PMG Jack Potter detailed the "sweeping organizational changes" USPS has made since last September and outlined the challenges and opportunities he sees ahead.

"Our transformation plan began last September," Potter told the Board. "We are well on our way to achieving the operational targets we set for ourselves." Even before the events of Sept. 11, Potter said, the softening economy had "bared fundamental flaws in our business model." Mail volumes were declining, while the universal delivery network expanded by 1.7 million new deliveries a year.

"We realized that for change to be meaningful," Potter told the Governors, "we had to start at the top. We reduced the number of officers by 20%. And we eliminated over 800 Headquarters positions." He went on to list other transformational changes: eliminating area offices, reducing administrative staff, balancing workhours against workload.

"I also said we would manage costs. I am pleased to report that we have pulled \$2.5 billion out of our costs this fiscal year," Potter said. "We did it partly by reducing workhours by more than 77 million. The net effect – we have 23,000 fewer employees. Our total complement is similar to what it was in 1995."

USPS Planning \$600 Million Net Income in Fiscal Year 2003

September 6

The USPS financial plan for FY 2003 calls for a net income of \$600 million for the year and the first reduction in outstanding debt since 1997. Chief Financial Officer Richard Strasser presented the plan at today's Board of Governors meeting.

For FY 2003, revenue is projected to grow to \$70.4 billion. That is \$3.9 billion, or 5.9%, above FY 2002's estimated revenue of \$66.5 billion. Mail volume is projected to grow a modest 1.9% to 205.7 billion pieces, but will still be below FY 2000 levels.

Expenses are budgeted at \$69.8 billion, a 3.2% growth over estimated expenses for FY 2002 of \$67.7 billion. "We plan to reduce workhours by 30 million and reduce complement by another 12,000 employees, while at the same time adding 1.65 million daily deliveries," Strasser said.

New Pricing Initiatives Reinforce Transformation

September 6

The USPS Board of Governors has approved the Postal Rate Commission filing of two pricing initiatives designed to encourage greater efficiency and take advantage of USPS's existing pricing flexibility.

The first is a new classification for Periodicals. The other supports a negotiated service agreement (NSA) between USPS and Capital One, USPS's fourth largest customer and the largest single producer of First-Class Mail. Both will be filed as experiments, tentatively in mid-September.

As outlined in the Transformation Plan, NSAs are pricing initiatives designed to improve USPS efficiency, reduce costs and increase revenue. NSAs are one way to accommodate customers wanting pricing and services that meet their specific needs.

Finance

SAFR OFFICES ONLY — HANDBOOK F-1 REVISION

Postage Meter Refunds

Effective with the implementation of Shared Services Accounting (SS/A), the following procedural change will occur related to refunding postage balances from customer postage meters withdrawn from service. AIC 558, Refund Customer Meter Withdrawn, will no longer be used for refunds of customer postage meter withdrawn from service.

Refunds for Computerized Meter Resetting System (CMRS) meters will be processed through the Meter Movement Report (MMR), and refunds will be processed by the accounting service center.

Refunds for manually set customer postage meters will be handled as follows:

- Postage meter vendors will present the customer meter with a completed PS Form 3601-C, *Postage Meter Activity Report*, to the Post Office for verification and close out.
- After verification and close out of the postage meter, the Postal Service employee will sign PS Form 3601-C and submit it to the SS/A for payment.

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 Policy Net at <http://blue.usps.gov/cpim>; click on *HBKs*.

Handbook F-1, Post Office Accounting Procedures

7 Accounting for Nonstamp Revenue

71 Postage Meters

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713 Handling Meter Malfunction

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713.2 Determining the Amount Due to Customer

[Add the following subtitle before the existing text:]

SFAS and Non-SFAS Offices

* * * * *

[Add the following subtitle and text after existing text:]

SAFR Offices

- 1> Calculate the amount due to the customer as the control number minus the current ascending number.
- 2> Use PS Form 3601-C, *Postage Meter Activity Report*, to withdraw a postage meter from service.
- 3> SAFR offices will submit PS Form 3601-C to the shared services/accounting (SS/A) for payment, and a copy will be filed at the unit.

— Revenue and Field Accounting,
Finance, 10-3-02

HANDBOOK F-1 REVISION

Eliminate Change Funds Issued

Effective AP-3, FY 2003, Post Offices will no longer use AIC 766, Change Funds Issued, and AIC 366, Change Funds Cleared, to record change funds activities. Change funds may be shipped to a station or branch to be used for change, or funds may be required for establishing a new employee stamp or cash credit. Post Offices will use the authorized *unit cash reserve* or will authorize an employee with stamp or cash credit at the office to issue the amount

of cash required. The amount of cash issued must be reported as follows:

For SFAP Offices

- Post Office management uses the authorized *unit cash reserve* or authorizes an employee with stamp or cash credit to issue amount of cash required. Record the amount issued in AIC 761, Miscellaneous Suspense Issued, in the unit's PS Form 1412.

- The recipient (station, branch, or employee) must enter the amount received into AIC 361, Miscellaneous Suspense Cleared, in the unit's PS Form 1412 to offset the original amount recorded in AIC 761.

For SAFR Offices

- Post Office management uses the authorized *unit cash reserve* or authorizes an employee with stamp or cash credit to issue amount of cash required. Record the amount issued in AIC 647, Financial Differences — Shortage, in the unit's PS Form 1412.
- The recipient (station, branch, or employee) must enter the amount received into AIC 247, Financial Differences — Overage, in the unit's PS Form 1412 to offset the original amount recorded in AIC 647.

Note: District finance offices must make every effort to resolve or have their reporting units resolve and clear any amounts currently listed in AIC 766 in the Standard Field Accounting System prior to AP-3, FY 2003.

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

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A Account Identifier Code and General Ledger Account Crosswalk

* * * * *

[Revise AICs 366 and 766 to read as follows:]

AIC	GLA	PSFR	Previous Title	New Description
366	13412	N/A	Change Funds Cleared	Reserved
766	13412	N/A	Change Funds Issued	Reserved
	*	*	*	*

— *Revenue and Field Accounting, Finance, 10-3-02*

SAFR OFFICES ONLY — HANDBOOK F-1 REVISION

Employees Accountability Overages and Shortages

With the implementation of Shared Services/Accounting (SS/A), Post Offices continue to report employee accountability overages or shortages in the corresponding AIC accounts.

Overage in Stamp Stock Accountability

For an employee stamp stock accountability overage that exceeds the established tolerance, the full amount of overage continues to be recorded into AIC 057, Employee Stamp Credit Overage, on the employee's PS Form 1412, *Daily Financial Report*. The local unit management must maintain supporting documentation (PS Form 3294-P, *Cash and Stamp Stock Count and Summary*; PS Form 3368-P, *Accountability Examination Record*; etc.). A master control, either a system-generated report or a summary ledger PS Form 25, *Trust Fund Account*, is maintained for each category of employee overages by the postmaster, manager, supervisor, or designated employee at each office.

If within 1 year a relationship is established to a subsequent shortage, use AIC 457, Employee Stamp Credit Overage Withdrawal, to offset part or all of the shortage. Managers should exercise judgment when determining the existence of a relationship that may warrant offsetting shortages and maintain appropriate documentation locally. At the expiration of 1 year, any unresolved stamp stock ac-

countability overage amounts are moved into AIC 123, Lobby Services Revenue.

Shortage in Stamp Stock Accountability

For an employee accountability shortage that exceeds the established tolerance, the full amount of shortage continues to be recorded into AIC 767, Employee Stamp Credit Shortage, on the employee's PS Form 1412. The local unit management must maintain supporting documentation (PS Form 3294-P, PS Form 3368, etc.) for stamp stock accountability shortages. A master control, either a system-generated report or a summary ledger PS Form 25, is maintained for each category of unresolved employee shortages by the postmaster, manager, supervisor, or designated employee at each office.

It is the responsibility of the unit supervisor, manager, or installation head designee to monitor and pursue collection of the debt while adhering to the National Agreement and the Debt Collection Act. Shortage amounts resolved are cleared using AIC 367, Employee Stamp Credit Shortage Cleared.

On PS Form 1412, amounts reported in AIC 057 and AIC 767 offset to a revenue account and thereby adjust AIC 853, Stamp Accountability Closing Balance, to the actual amount counted.

Overage in Cash Credit Accountability

For an employee cash credit overage that exceeds the established tolerance, the full amount of overage continues to be recorded into AIC 068, Employee Cash Credit Overage, on the employee’s PS Form 1412. The local unit management must maintain supporting documentation (PS Form 3294-C, PS Form 3368, etc.). A master control, either a system-generated report or a summary ledger PS Form 25, is maintained for each category of employee overages by the postmaster, manager, supervisor, or designated employee at each office.

If within 90 days a relationship is established to a subsequent shortage, use AIC 468, Employee Cash Credit Overage Withdrawal, to offset part or all of the shortage. Managers should exercise judgment when determining the existence of a relationship that may warrant offsetting shortages and maintain appropriate documentation locally. After 90 days, any unresolved cash credit accountability overage amounts are moved into AIC 123, Lobby Services Revenue.

Shortage in Cash Credit Accountability

For an employee cash credit shortage that exceeds the established tolerance, the full amount of shortage continues to be recorded into AIC 764, Employee Cash Credit Shortage, on the employee’s PS Form 1412. The local unit management must maintain supporting documentation, (PS Form 3294-C, PS Form 3368, etc.) for cash credit shortages. A master control, either a system-generated report or summary ledger PS Form 25, is maintained for each category of unresolved employee shortages by the postmaster, manager, supervisor, or designated employee at each office.

It is the responsibility of the unit supervisor, manager, or installation head designee to monitor and pursue collection of the debt while adhering to the National Agreement and the Debt Collection Act. Shortage amounts resolved are cleared using AIC 364, Employee Cash Credit Shortage Cleared.

On PS Form 1412, amounts reported in AIC 068 and AIC 764 offset (increase or decrease) to AIC 752, Cash Remitted.

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

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[Revise title of Chapter 5 to read as follows:]

5 Trust, Suspense, and Financial Differences

* * * * *

[Add new subchapter 54 to read as follows:]

54 Employee Items and Financial Differences at SAFR Offices

Employee items are defined as any unresolved employee advance salary issued, advance travel issued, and employee accountability overages or shortages. Each office maintains a master control, either a system-generated report or a summary ledger PS Form 25, *Trust Fund Account*, by category of employee items with the total amounts. Verify the office master control balance against the “ending balance report” that Shared Services/Accounting (SS/A) provides to you every reporting period. *Financial differences* are defined as discrepancies in money orders, cash deposits, banking discrepancies; discrepancies in an individual or a unit’s PS Form 1412; and stamp stock inventory and retail floor stock differences. SS/A charges overage or shortage differences as a credit or debit to the office expense account.

541 Reporting Employee Items

- 1> Use the following AIC accounts to report unresolved employee items by categories:
 - Use AIC 754, Salary Advance Issued, for issuing advance to employees if they did not receive a payroll check by scheduled pay date or if they received an erroneous salary check that must be returned for a replacement check.
 - Use AIC 755, Emergency Travel Advance Issued, for issuing an advance “emergency” one-time nonrecurring payment locally to a bargaining unit employee, and do not exceed \$500.
 - Use AIC 764, Employee Cash Credit Shortage, for reporting cash credit shortage amount that results from a cash credit count; if the amount exceeds the tolerance, report the full amount of shortage.
 - Use AIC 767, Employee Stamp Credit Shortage, for reporting stamp credit shortage amount that results from a stamp credit count; if the amount exceeds the tolerance, report the full amount of shortage.

- Use AIC 057, Employee Stamp Credit Overage, for reporting stamp credit overage amount that results from a stamp credit count; if the amount exceeds the tolerance, report the full amount of overage.
 - Use AIC 068, Employee Cash Credit Overage, to report cash credit overage amount that results from a cash credit count; if the amount exceeds the tolerance, report the full amount of overage.
- 2> Use the following AIC accounts to report employee items resolved by categories:
- Use AIC 354, Salary Advance Cleared, for repaying a salary advance issued.
 - Use AIC 355, Travel Advance Cleared, for repaying a travel advance issued.
 - Use AIC 364, Employee Cash Credit Shortage Cleared, for settling a cash credit shortage issued.
 - Use AIC 367, Employee Stamp Credit Shortage Cleared, for settling a stamp credit shortage issued.
 - Use AIC 457, Employee Stamp Credit Overage Withdrawal, to offset part or all of a previously related shortage (managers should exercise judgment when determining the existence of a relationship that may warrant offsetting shortages and maintain appropriate documentation locally). At the expiration of 1 year, any unresolved stamp stock accountability overage amounts are moved into AIC 123, Lobby Services Revenue.
- Use AIC 468, Employee Cash Credit Overage Withdrawal, to offset part or all of a previously related shortage (managers should exercise judgment when determining the existence of a relationship that may warrant offsetting shortages and maintain appropriate documentation locally). At the expiration of 90 days, any unresolved cash credit accountability overage amounts are moved into AIC 123, Lobby Services Revenue.
- 3> Each office maintains a ledger sheet and master control, either a system-generated report or a summary ledger PS Form 25, *Trust Fund Account*, by category of employee items with the total amounts.
- 4> Verify the totals by categories with a system-generated ending balance report that Shared Services/Accounting (SS/A) will provide to you every reporting period.
- * * * * *
- Revenue and Field Accounting,
Finance, 10-3-02

SAFR OFFICES ONLY — HANDBOOK F-1 REVISION

In-Transit Stock Shipments

Stock shipped from a stamp distribution office (SDO) or stamp services center (SSC) to the retail units are entered into the STAMPS system, which creates an item in the In-Transit Shipped Report System. Stock returned from retail units to the SDO or SSC will also create an item in the In-Transit Shipped Report System. When the retail unit or the SDO or SSC receives the shipment, the item is cleared off the report.

Effective with the implementation of Shared Services/Accounting (SS/A), the following policy and procedural change will occur related to stock shipped from the SDO or SSC to Post Offices or stock shipped from Post Offices to the SDO or SSC not cleared from the In-Transit Shipped Report System by the receiving office. SS/A will notify the receiving office of any pending items not cleared from the In-Transit Shipped Report System. For amounts pending after 30 days, SS/A will debit the expense account of the receiving office finance number.

Stamp stock discrepancy amounts shipped from the SDO or SSC or returned from the retail units will be charged to the receiving office finance number, after applying the overage/shortage tolerance guidelines.

For items not cleared from the In-Transit Shipped Report System, SS/A will do the following.

From SDO or SSC to the Post Offices

- Within 7 days, SS/A sends an e-mail notification to the office.
- After 14 days, SS/A sends a second e-mail notification to the office and the district finance manager.
- After 30 days, any amount still pending in the In-Transit Shipped Report System, SS/A debits the expense account of the receiving office finance number.
- SS/A charges discrepancy amounts to the finance number of the receiving office, following the overage and shortage tolerance guidelines.

From the Units to the SDO or SSC

- Within 7 days, SS/A sends an e-mail notification to the SDO or SSC.
- After 14 days, SS/A sends a second e-mail notification to the SDO or SSC and the district finance manager.
- After 30 day, for any amount still pending in the In-Transit Shipped Report System, SS/A debits the expense account of the SDO or SSC finance number.
- SS/A charges discrepancy amounts to the finance number of the receiving office following the overage and shortage tolerance guidelines.

Note: Discrepancy for factory packaged items will also follow the current PS Form 8144, *Stamp Discrepancy Report*, process.

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 Policy Net Web site at <http://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				
	*	*	*	*	*

[Revise the title of 423 to read as follows:]

423	Handling Main Stamp Stock and Unit Reserve Stamp Stock from SDO				
	*	*	*	*	*

423.5 Receiving and Accounting for Stamp Stock Received

[Revise the title of 423.51 to read as follows:]

423.51	Accountbook Offices and SFAP Units				
	*	*	*	*	*

[Insert the following subhead and text after existing text:]

SAFR Offices

The SDO ships stamp stock to the Post Office and enters stamp stock details into the STAMPS system, which creates an item in the In-Transit Shipped Report System. The Post Office receives the stock and clears the stamp stock item from the In-Transit Shipped Report System. For

items not cleared from the In-Transit Shipped Report System, the following actions occur:

- Within 7 days, SS/A sends an e-mail notification to the office.
- After 14 days, SS/A sends a second e-mail notification to the office and the district finance manager.
- After 30 days, for any amount still pending in the In-Transit Shipped Report System, SS/A debits the expense account of the receiving office finance number.

* * * * *

[Insert 423.75 to read as follows:]

423.75 Shortages in Incoming Stock Shipments at SAFR offices

SS/A charges discrepancies in incoming stock shipments to the finance number of the receiving office, following the overage and shortage tolerance guidelines.

Note: Discrepancy for factory packaged items also follows the current PS Form 8144 process.

423.8 Handling Overages in Stamp Stock

[Add new 423.81 to read as follows:]

423.81 Overages in Incoming Shipments at SAFR Offices

SS/A charges discrepancies in incoming stock shipments to the finance number of the receiving office, following the overage and shortage tolerance guidelines.

Note: Discrepancy for factory packaged items also follows the current PS Form 8144 process.

* * * * *

[Revise the title of 424 to read as follows:]

424 Handling Unit Reserve Stamp Stock from SSC (formerly SDN)

* * * * *

[Add the following subhead and text after existing text:]

SAFR Offices

The SSC ships stamp stock to the Post Office and enters stamp stock details into the STAMPS system, which creates an item in the In-Transit Shipped Report System. The Post Office receives the stock and clears the stamp stock item from the In-Transit Shipped Report System. For items not cleared from the In-Transit Shipped Report System, the following actions occur:

- Within 7 days, SS/A sends an e-mail notification to the office.
- After 14 days, SS/A sends a second e-mail notification to the office and the district finance manager.

- After 30 days, for any amount still pending in the In-Transit Shipped Report System, SS/A debits the expense account of the receiving office finance number.

* * * * *

424.6 Handling Shortages and Damaged Stock

* * * * *

[Add new 424.65 to read as follows:]

424.65 Shortages in Incoming Stock Shipments at SAFR Offices

SS/A charges discrepancies in incoming stock shipments to the finance number of the receiving office, following the overage and shortage tolerance guidelines.

Note: Discrepancy for factory packaged items also follows the current PS Form 8144 process.

* * * * *

[Add the following subhead and text after existing text:]

Overages in Incoming Shipments at SAFR Offices

SS/A charges discrepancies in incoming stock shipments to the finance number of the receiving office, following the overage and shortage tolerance guidelines.

Note: Discrepancy for factory packaged items also follows the current PS Form 8144 process.

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428 Maintaining Total Stamp Accountability

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428.5 Handling Returned Stamp Stock

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[Revise the title of 428.52 to read as follows:]

428.52 Accounting for Stock Returned to the SDO or SSC

* * * * *

[Add new subhead and text after existing text to read as follows:]

SAFR Offices

The Post Office returns stamp stock to the SDO or SSC, enters the information as Stock Returned on Form 17, and makes the entry into AIC 848, Stock Returned, of the unit's PS Form 1412, which creates an item in the In-Transit Returned Report System. The SDO or SSC receives the stock and clears the stamp stock item from the In-Transit Shipped Report System. For items not cleared from the In-Transit Shipped Report System, the following actions occur:

- Within 7 days, SS/A sends an e-mail notification to the SDO or SSC.

- After 14 days, SS/A sends a second e-mail notification to the SDO or SSC and the district finance manager.
- After 30 days, for any amount still pending in the In-Transit Shipped Report System, SS/A debits the expense account of the SDO or SSC finance number.

SS/A charges discrepancies in incoming stock shipments to the finance number of the receiving office, following the overage and shortage tolerance guidelines.

Note: Discrepancy for factory packaged items also follows the current PS Form 8144 process.

* * * * *

43 Managing Accountable Paper at a Stamp Distribution Office

* * * * *

434 Filling Requisitions

* * * * *

434.3 Separating the Requisitions

* * * * *

[Add new 434.37 to read as follows:]

434.37 Shipments to SAFR Offices

The SDO ships stamp stock to the Post Office and enters the information into the STAMPS system, which creates an item in the In-Transit Shipped Report System. The Post Office receives the stock and clears the stamp stock item from the In-Transit Shipped Report System. For items not cleared from the In-Transit Shipped Report System, the following actions occur:

- Within 7 days, SS/A sends an e-mail notification to the office.
- After 14 days, SS/A sends a second e-mail notification to the office and the district finance manager.
- After 30 days, for any amount still pending in the In-Transit Shipped Report System, SS/A debits the expense account of the receiving office finance number.

437 Handling Accountable Paper Returns

437.1 Receiving Salable Stock

* * * * *

[Add new subhead and text after existing text to read as follows:]

SAFR Offices

The Post Office returns stamp stock to the SDO or SSC, enters the information as Stock Returned on PS Form 17, and makes the entry into AIC 848, Stock Returned, of the

unit's PS Form 1412, which creates an item in the In-Transit Returned Report System. The SDO or SSC receives the stock and clears the stamp stock item from the In-Transit Shipped Report System. For items not cleared from the In-Transit Shipped Report System, the following actions occur:

- Within 7 days, SS/A sends an e-mail notification to the SDO or SSC.
- After 14 days, SS/A sends a second e-mail notification to the SDO or SSC and the district finance manager.
- After 30 days, for any amount still pending in the In-Transit Shipped Report System, SS/A debits the expense account of the SDO or SSC finance number.

SS/A charges discrepancies in incoming stock shipments to the finance number of the receiving office, following the overage and shortage tolerance guidelines.

Note: Discrepancy for factory packaged items also follows the current PS Form 8144 process.

* * * * *

[Revise the title of 44 to read as follows:]

44 Managing Accountable Paper at a Stamp Service Center

* * * * *

443 Receiving and Recording Shipments

* * * * *

[Add new 434.5 to read as follows:]

443.5 Receiving Stock from SAFR Offices

The Post Office returns stamp stock to the SDO or SSC, enters the information as Stock Returned on PS Form 17, and makes the entry into AIC 848, Stock Returned, of the unit's PS Form 1412, which creates an item in the In-Transit Returned Report System. The SDO or SSC receives the stock and clears the stamp stock item from the In-Transit Shipped Report System. For items not cleared from the In-Transit Shipped Report System, the following actions occur:

- Within 7 days, SS/A sends an e-mail notification to the SDO or SSC.
- After 14 days, SS/A sends a second e-mail notification to the SDO or SSC and the district finance manager.
- After 30 days, for any amount still pending in the In-Transit Shipped Report System, SS/A debits the expense account of the SDO or SSC finance number.

SS/A charges discrepancies in incoming stock shipments to the finance number of the receiving office, following the overage and shortage tolerance guidelines.

Note: Discrepancy for factory packaged items also follows the current PS Form 8144 process.

444 Filling Requisitions

* * * * *

[Add new 444.9 to read as follows and renumber existing 444.9 as new 444.10:]

444.9 Shipments to SAFR Offices

The SSC ships stamp stock to the Post Office and enters the information into the STAMPS system, creating an item in the In-Transit Shipped Report System. The Post Office receives the stock and clears the stamp stock item from the In-Transit Shipped Report System. For items not cleared from the In-Transit Shipped Report System, the following actions occur:

- Within 7 days, SS/A sends an e-mail notification to the office.
- After 14 days, SS/A sends a second e-mail notification to the office and the district finance manager.
- After 30 days, for any amount still pending in the In-Transit Shipped Report System, SS/A debits the expense account of the receiving office finance number.

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446 Handling Discrepancies in Stock Received

* * * * *

[Revise the title of 446.12 to read as follows:]

446.12 Handling Stock Received Shortages — SAFR, Non-SAFR, and SAFR Offices

* * * * *

[Add new subhead and text after existing text to read as follows:]

SAFR Offices

SS/A charges discrepancies in incoming stock shipments to the finance number of the receiving office, following the overage and shortage tolerance guidelines.

Note: Discrepancy for factory packaged items also follows the current PS Form 8144 process.

447 Handling Accountable Paper Returns

447.1 Receiving Salable Stock

* * * * *

[Add new subhead and text after existing text to read as follows:]

Receiving Stock from SAFR Offices

The Post Office returns stamp stock to the SDO or SSC, enters the information as Stock Returned on PS Form 17,

and makes the entry into AIC 848, Stock Returned, of the unit's PS Form 1412, which creates an item in the In-Transit Returned Report System. The SDO or SSC receives the stock and clears the stamp stock item from the In-Transit Shipped Report System. For items not cleared from the In-Transit Shipped Report System, the following actions occur:

- Within 7 days, SS/A sends an e-mail notification to the SDO or SSC.
- After 14 days, SS/A sends a second e-mail notification to the SDO or SSC and the district finance manager.

- After 30 days, for any amount still pending in the In-Transit Shipped Report System, SS/A debits the expense account of the SDO or SSC finance number.

SS/A charges discrepancies to the finance number of the receiving office, following the overage and shortage tolerance guidelines.

Note: Discrepancy for factory packaged items also follows the current PS Form 8144 process.

* * * * *

— Revenue and Field Accounting,
Finance, 10-3-02

Local Tax Code Information

The Postal Service collects appropriate federal, state, and local taxes from the pay of our employees who are subject to these deductions. Based on agreements between local taxation authorities and the U.S. Department of the Treasury, the Postal Service collects occupational license taxes, city and/or county income taxes, revenue taxes, senior citizen taxes, mental health taxes, or, in some locations, two of these taxes.

Shown below is an updated local tax code listing that adds or adjusts a number of additional tax collection locations, and indicates the type(s) of taxes collected directly from our employees.

Some of the taxes shown below are automatically deducted from the salaries of Postal Service employees who live or work within the geographic boundaries of specific taxing authorities. However, most of these taxes have *not* been established as automatic deductions. If you are subject to these local taxes, you must be proactive and complete and submit the proper taxation paperwork. You are ultimately responsible for ensuring that the correct local taxes are deducted from your pay.

If you live or work in a locality that is subject to one of the taxes listed below, and the correct deduction is not being assessed from your pay, you should immediately complete a PS Form 4, *Employee's City or County Withholding Certificate*. After completing this form, forward it to the appropriate Personnel office for entry into your master file.

State and City or County	Type of Tax	Local Tax Code
Alabama		
Bessemer	Occupational Tax	081
Birmingham	Occupational Tax	084
Gasden	Occupational Tax	094
Jefferson County	Occupational Tax	085
Macon County	Occupational Tax	096

State and City or County	Type of Tax	Local Tax Code
Colorado		
Aurora	Occupational Tax	495
Denver	Occupational Tax	294
Delaware		
Wilmington	City Income Tax	903
Indiana		
Allen County	County Income Tax	007
Kentucky		
Bowling Green	City Income Tax	215
Boone County	1. Occupational Tax 2. Senior Citizen and Mental Health Tax	015 016
Covington	City Income Tax	252
Florence	City Income Tax	836
Frankfort	City Income Tax	292
Jefferson County	Occupational Tax	989
Kenton County	Occupational Tax	435
Lexington City/ Fayette County	City/County Income Tax	525
Louisville	Occupational Tax	546
Madison County	County Income Tax	547
Owensboro	City Income Tax	201
Richmond	City Income Tax	735
Michigan		
Battle Creek	City Income Tax	063
Detroit	City Income Tax	315
Flint	City Income Tax	357
Grand Rapids	City Income Tax	378
Lansing	City Income Tax	483
Pontiac	City Income Tax	693
Saginaw	City Income Tax	756
Missouri		
Kansas City	City Income Tax	420
St. Louis	City Income Tax	819
New York		
New York City	City Income Tax	588

State and City or County	Type of Tax	Local Tax Code
Ohio		
Akron	City Income Tax	021
Brecksville	City Income Tax	105
Brook Park	City Income Tax	106
Canton	City Income Tax	126
Cincinnati	City Income Tax	168
Cleveland	City Income Tax	189
Columbus	City Income Tax	231
Dayton	City Income Tax	273
Fairview Park	City Income Tax	274
Heath	City Income Tax	399
(Currently Inactive)		
Kettering	City Income Tax	441
Mansfield	City Income Tax	567
Newark	City Income Tax	698
Oberlin	City Income Tax	609
Sharonville	City Income Tax	785
Springfield	City Income Tax	798
Toledo	City Income Tax	840
Whitehall	City Income Tax	861
Youngstown	City Income Tax	924

State and City or County	Type of Tax	Local Tax Code
Pennsylvania		
Bethlehem	City Income Tax	335
Erie	1. City Income Tax 2. Occupational Tax	336 337
Greene Township	City Income Tax	375
Hanover Township	1. City Income Tax 2. Occupational Tax	342 343
Harrisburg	1. City Income Tax 2. Occupational Tax	385 386
Horsham Township	City Income Tax	352
Lancaster	City Income Tax	462
Marshall Township	Occupational Tax	555
Middletown	City Income Tax	388
Philadelphia	City Income Tax	651
Pittsburgh	1. City Income Tax 2. Occupational Tax	672 673
Reading	1. City Income Tax 2. Occupational Tax	714 715
Scranton	1. City Income Tax 2. Occupational Tax	777 778
Warminster Township	1. City Income Tax 2. Occupational Tax	856 855
Wilkes-Barre	1. City Income Tax 2. Occupational Tax	882 883
York	City Income Tax	492

— Payroll Accounting, Finance, 10-3-02

Federal Taxation Percentages for Supplemental Wages

Supplemental wages — which include, but are not limited to prizes, awards, back-pay awards, severance pay, and reimbursements for moving expenses — are taxed at a rate different from normal income. Recent changes to federal taxation laws permit periodic changes to the percentage used for computing the tax to be withheld on supplemental

wages. For 2003, the rate is 27 percent. The rate is scheduled to change again in 2004.

— Payroll Accounting, Finance, 10-3-02

International Mail

ICM UPDATES

International Customized Mail

We have combined ICM updates into one *Postal Bulletin* article to save space and paper. Four ICM updates appear here.

On June 13, 2002, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated May 7, 2001. The Agreement was published in *Postal Bulletin* 22057 (8-23-01, page 62). The Amendment modifies the Agreement to provide an extension to the existing Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and hereby makes public the following information regarding this Amendment:

- a. **Term:** May 14, 2001, through June 14, 2002.
- b. **Type of Mail:** *Other provisions of the Agreement shall remain in force.*

On September 9, 2002, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** September 23, 2002, through September 22, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 600 pieces of EMS.

- c. **Destination Countries:** *Other provisions of the Agreement shall remain in force.*
- d. **Service Provided by the Postal Service:** *Other provisions of the Agreement shall remain in force.*
- e. **Minimum Volume Commitments:** *Other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *Other provisions of the Agreement shall remain in force.*
- g. **Rates:** *Other provisions of the Agreement shall remain in force.*

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

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

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

Exhibit 1

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

On September 12, 2002, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** September 26, 2002, through September 25, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 600 pieces of EMS or \$12,000 in postage for EMS.

On September 16, 2002, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** September 30, 2002, through September 29, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 1,000 pieces of EMS or \$20,000 in postage for EMS.

- f. **Worksharing:** The Mailer has agreed to:
 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual (DMM)*.
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

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

- f. **Worksharing:** The Mailer has agreed to:
 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual (DMM)*.
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at ten (10) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

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

NOTICE

International Mail — Introduction of New Canada Post Corporation Mailing Service

On October 7, 2002, Canada Post Corporation (CPC) will launch a new southbound international mail service, Expedited Parcel — USA. CPC will offer this service in Canada initially to retail mailers and will phase it in as an offering for CPC's commercial customers.

CPC will dispatch Expedited Parcel — USA from Montreal, Toronto, and Vancouver, through U.S. Customs, to one of four Postal Service ground parcel receiving facilities in New Jersey, Buffalo, Detroit, and Seattle. Mailpieces will arrive in appropriate containers accompanied by a completed CN37 Parcel Surface Delivery Bill. The Postal Service will induct Expedited Parcel — USA mailpieces into the ground parcel mail processing stream for a 7-to-10-day service standard, like domestic Parcel Post® service. We do not expect any special envelopes or packaging materials at this time.

Expedited Parcel — USA will include Delivery Confirmation™ service. The address side of an Expedited Parcel — USA package will show the Expedited Parcel — USA shipping label, as shown in Exhibit 1. Please follow standard scanning procedures for international surface parcels.

Return Undeliverable-As-Addressed Expedited Parcel — USA mailpieces to the Canadian sender in accordance with the provisions of *International Mail Manual* (IMM) 772.

We expect that the first southbound Expedited Parcel — USA mailpieces will arrive about October 7, 2002. Those of you who process or deliver international mail must be aware of this service, must process these items in the domestic Parcel Post mailstream, and must scan the items as described in this article.

Exhibit 1 Expedited Parcel — USA Shipping Label

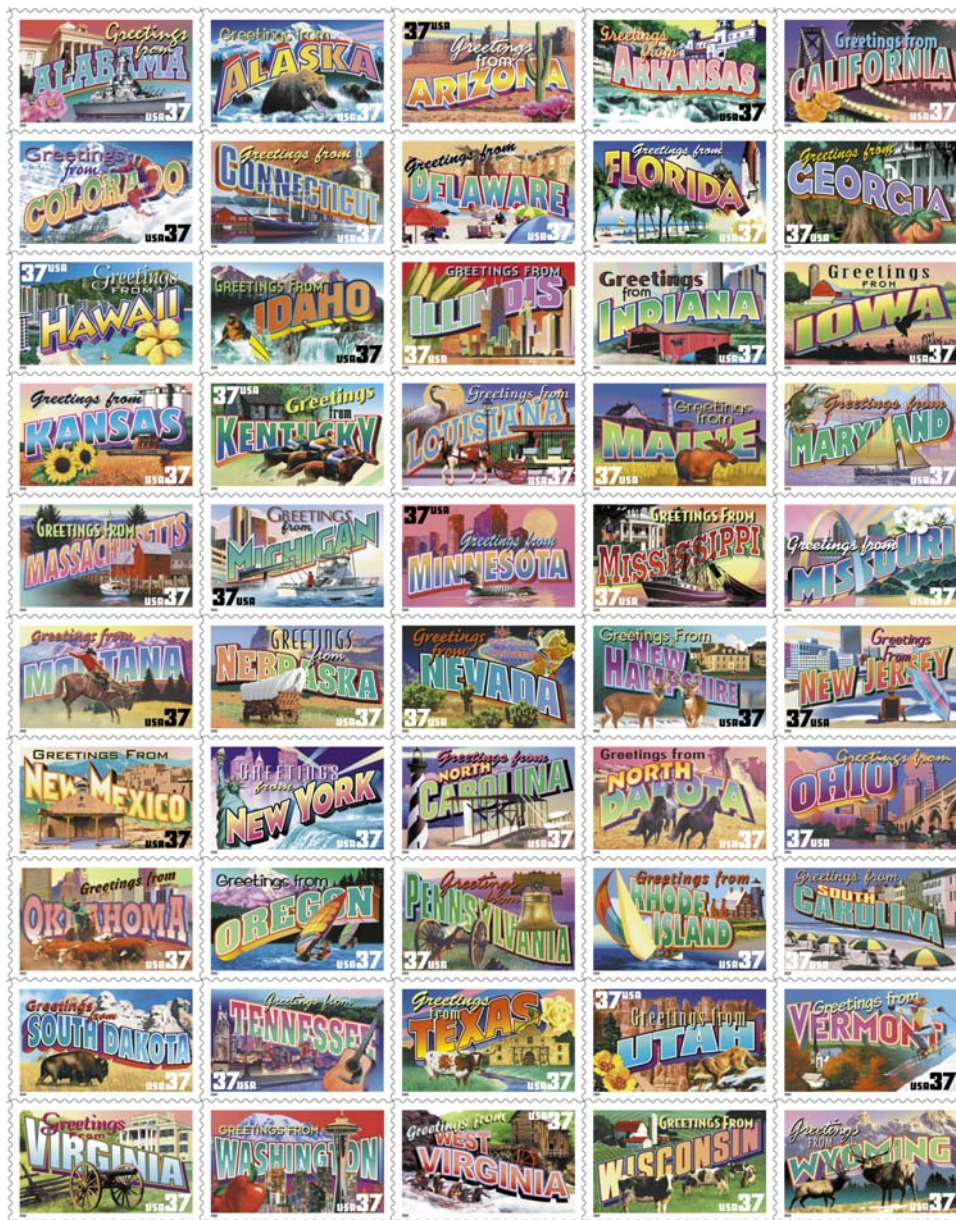
The image shows a shipping label form for 'Expedited Parcel - USA' and 'Colis accélérés É.-U.'. The form is divided into sections for 'CANADA' and 'UNITED STATES'. It includes fields for 'Sender' and 'Recipient' information, a large blue box with the number '2', and a 'USPS DELIVERY CONFIRMATION' barcode. The form also features the Canada Post logo and a small '1' in a blue box at the bottom right.

— Global Package Services,
International Business, 10-3-02

Philately

STAMP ANNOUNCEMENT 02-47

Greetings from America Stamps



Copyright USPS 2001

The Postal Service will issue the 37-cent *Greetings from America* (Item 564300) stamps in a pressure-sensitive adhesive (PSA) pane of 50 individual designs on October 25, 2002, at the Mega Stamp Show in New York, New York. The stamps, designed by Richard Sheaff, Scottsdale, Ari-

zona, and illustrated by Lonnie Busch, Franklin, North Carolina, represent each of the 50 states and will be available for nationwide sale on October 26, 2002. **The special issue *Greetings from America* pane may not be split, and the stamps may not be sold individually.**

The stamps, which are being reissued with the 37-cent denomination, were first issued April 4, 2002, and were the first pane of 50 individually designed stamps issued in 10 years.

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue cancellation 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.

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

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by November 25, 2002.

How to Order the First Day of Issue Covers

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

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

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

Philatelic Products

There are no philatelic products for this stamp issue.

Distribution: \$18.50 Greetings from America, PSA Pane of 50 Stamps, Item 564300

Stamp distribution offices (SDOs) will receive their full automatic distribution quantity for a PSA sheet stamp, plus an additional one-fourth of that standard automatic quantity. Distributions are rounded up to the nearest master carton size (800 panes).

Issue:	<i>Greetings from America</i>
Item Number:	564300
Denomination & Type of Issue:	37-cent Special
Format:	Pane of 50 (50 designs)
Series:	N/A
Issue Date & City:	October 25, 2002, New York, NY 10199
Designer:	Richard Sheaff, Scottsdale, AZ
Art Director:	Richard Sheaff, Scottsdale, AZ
Typographer:	Lonnie Busch, Franklin, NC
Artist:	Lonnie Busch, Franklin, NC
Modeler:	Donald H. Woo
Manufacturing Process:	Gravure
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomec, 3000
Engraver:	Southern Graphics
Stamps per Pane:	50
Print Quantity:	200 million stamps
Paper Type:	Prephosphored, Type II
Gum Type:	Pressure Sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Cyan, Yellow, Black
Stamp Orientation:	Horizontal
Image Area (w x h):	1.41 x 0.84 in./35.81 x 21.33 mm
Overall Size (w x h):	1.56 x 0.99 in./39.62 x 25.14 mm
Pane Size (w x h):	8.93 x 11.0 in./226.82 x 279.4 mm
Plate Size:	200 stamps per revolution
Plate Numbers:	"S" followed by four (4) single digits
Marginal Markings:	"© 2001 USPS" • price • plate numbers in all four corners • plate position diagram • text on reverse side on each stamp with information on state bird, flower, tree, capital, statehood.
Catalog Item Number(s):	564340 Full pane of 50 — \$18.50 564362 First day cover full pane — \$20.50 564364 Canceled full pane — \$20.50

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of their full standard automatic distribution quantity using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before October 21, 2002.

Philatelic Requirement

SDOs with authorized philatelic centers will receive an automatic distribution of these souvenir sheets in 2 positions for subsequent distribution to each philatelic window.

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the <i>Greetings from America</i> Souvenir Sheets, Item 564300...
1	200
2	400
3	600
4	800
5	1,000
6	1,200
7	1,400
8	1,600
9	1,800
12	2,400
13	2,600
16	3,200
19	3,800

Additional Supply

Post Offices requiring additional stamps must requisition them from their designated SDO using PS Form 17. There will be no backup at the accountable paper depositories for fulfilling supplemental orders from SDOs.

Sales Policy

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures. **The special issue *Greetings from America* pane may not be split, and the stamps may not be sold individually.**

— Stamp Services,
Government Relations and Public Policy, 10-3-02

2002 Commemorative Stamp Yearbook

The *2002 Commemorative Stamp Yearbook*, Item 992200, will be available soon for sale at all Post Offices, philatelic centers, and by mail, telephone, and internet order from Stamp Fulfillment Services.

To obtain an initial supply of the *2002 Commemorative Stamp Yearbook*, Post Offices must immediately order Item 992200 from their designated stamp distribution office (SDO) using a separate PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute the 2002 yearbook to Post Offices before October 28, 2002. All locations may place the *2002 Commemorative Stamp Yearbook* on sale October 31, 2002, or as soon thereafter as initial quantities are received.

This item is a 64-page hardbound book that includes 70 commemorative stamps, with mounts, and sells for \$49.95. The beautifully illustrated book contains colorful pictures and text featuring stamp subjects such as *Langston Hughes*, *Greetings from America*, *Mentoring a Child*, *American Bats*, *Andy Warhol*, *Neuter or Spay*, and 17 other subjects celebrated on 2002 commemorative stamps. The 70 commemorative stamps have a combined postage value of \$25.30.

Note: Due to the June rate change and customers requesting *Love* stamps for various special occasions, the decision to issue the new *Love* stamps was made after the 2002 Commemorative Stamp Yearbook went on press. For this reason the new *Love* stamps are not included in the *2002 Commemorative Stamp Yearbook* or stamp packet; however, they will be included in next year's *2003 Commemorative Stamp Yearbook*.

The yearbooks and stamp packets are being shipped to SDOs separately from different suppliers.

The printing contractor for the yearbook has already completed its shipments to SDOs. Shipments are in master cartons of 15 books.

The stamp packets will be banded in bundles of 15 and shipped to SDOs in master cartons of 150 packets. Partial cartons will be used for shipments not in multiples of 150.

Minnesota Diversified Industries will ship the stamp packets to SDOs in two waves. Wave 1, consisting of approximately one-half the SDO's designated quantity, is scheduled to begin shipment October 3, and will be completed October 17, 2002. The remaining stamp packets will be shipped in Wave 2 beginning October 21, and will be completed November 15, 2002. All SDOs must verify receipt of the quantities of stamp packets, as recorded on their PS Form 3309, *Advice of Shipment/Stamp Invoice*, and those actually received. SDOs should also verify that they have received equal quantities of books and stamp packets.

Offices must report all sales of Item 992200, 2002 Commemorative Stamp Yearbook, in AIC 092, Philatelic Product Sales.

For the third year, in partnership with HarperCollins Publishers, this book as well as the 29th edition of *The Postal Service Guide to U.S. Stamps* will be available in bookstores and other retail outlets where books are purchased.

— Stamp Services,
Government Relations and Public Policy, 10-3-02

The Postal Service Guide to U.S. Stamps, 29th Edition

The new 29th edition of *The Postal Service Guide to U.S. Stamps*, Item 880200, is available for sale at all Post Offices, philatelic centers, and by mail, telephone, and Internet order from Stamp Fulfillment Services.

To obtain the initial supply for your Post Office, immediately order Item 880200 from your designated stamp distribution office (SDO) using a separate PS Form 17, *Stamp Requisition*. All locations may place the new edition of the guide on sale as soon as initial quantities are received.

The new 29th edition features more than 100 new illustrations, hundreds of new listings and prices, plus new features and stamp-related facts. Priced at \$18.95, the 592-page guide includes lists of market-based values for all U.S. used and unused stamps and for many valuable stamp errors. In addition, the guide contains more than 2,000 full-color stamp illustrations; extensive lists of philatelic organizations, publications, and resources; and a wealth of basic stamp collecting information. These features make it a valuable tool for beginning, intermediate, and advanced collectors, and it is still one of the best bargains in the hobby.

The printing contractor for the guide shipped the books (which are accountable items) in cartons of 20 to SDOs and stamp service centers (SSCs). Installations should report any discrepancies between the quantities shown on the Advice of Shipment and those actually received by using the procedure outlined in Handbook (HBK) F-1, *Post Office Accounting Procedures*, sections 436 or 446, Handling Discrepancies in Stock Received.

Promotional copies of the guide *will not* be distributed. You can now display the guide in your Post Office by simply removing a copy from your inventory for promotional use. Follow the procedures outlined in HBK F-1 section 428.8, Obtaining Stock for Promotions or Presentations.

Offices must report all sales of Item 880200, 29th Edition, *The Postal Service Guide to U.S. Stamps*, in AIC 092, Philatelic Product Sales.

For the third year, in partnership with HarperCollins Publishers, this book as well as the *2002 Commemorative Stamp Yearbook* will be available in bookstores and other retail outlets where books are purchased.

The Postal Service Guide to U.S. Stamps, 28th Edition

As the 29th edition of *The Postal Service Guide to U.S. Stamps* becomes available, Post Offices must withhold all remaining copies of the 28th edition (Item 890100) from sale and take the following actions:

1. Retail Outlets. Collect any copies of the 28th edition of the guide from stamp credits. Immediately return

them to main stock using PS Form 17, *Stamp Requisition/Stamp Return*. Post Offices. Consolidate all remaining copies of the 28th edition of the guide, if any, into the unit reserve stock. **Prepare all 28th editions of the guide in accordance with procedures established for disposing of obsolete and redeemed stock, and submit according to local district quarterly stamp destruction or return schedules.**

2. Local Office Philatelic Programs. Submit PS Form 17 to the local SDO and SSC for the number of 28th editions of the guide (Item 890100) needed for philatelic/promotional programs. You may give one or more copies to local schools, libraries, student groups, stamp clubs, and retirement homes.
3. Stamp Distribution Offices. Stamp all copies of the guide used in promoting philatelic programs **"NOT FOR RESALE."** The SDO custodian of accountable paper must attest that each item is so stamped and prepare PS Form 3238, *Stamps and Stamped Paper Destruction Certificate*, endorsed **"PHILATELIC PRODUCTS GIVEN TO PHILATELIC PROGRAMS."** Program coordinators must acknowledge receipt of Item 890100 and be responsible for its control.

Note: The instructions for providing obsolete editions of the guide for philatelic and promotional purposes are an exception to general guidelines for destruction of accountable items, especially regarding obsolete (withdrawn from sale) items. In this instance, it is Postal Service policy not to destroy copies of the previous year's edition of the guide when they can be used for valid promotional and/or educational purposes.

Disposition of Excess Guides

Dispose of all remaining copies of the 28th edition of *The Postal Service Guide to U.S. Stamps* (Item 890100) in accordance with Handbook F-1, section 45, Destroying Stamp Stock. Because disposition instructions are issued annually for past issues of guide, **your office should have only the new 29th edition in inventory after completing the above procedures.** If previous editions are on hand, discard/recycle them immediately, in accordance with Handbook F-1, section 45.

— Stamp Services,
Government Relations and Public Policy, 10-3-02

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.

	September 20, 2002	SPAY OR NEUTER STATION POSTMASTER 100 SOUTH BELCHER RD CLEARWATER FL 33758-9998	SPAY OR NEUTER STATION POSTMASTER 50 8TH AVE SW LARGO FL 33770-9998
	FOR SPAY/NEUTER INFORMATION 1-888-pets911 www.pets911.com	SPAY OR NEUTER STATION POSTMASTER PO BOX 1991 LAKELAND FL 33802-1991	SPAY OR NEUTER STATION POSTMASTER 5201 WEST SPRUCE ST TAMPA FL 33630-9831

	September 20, 2002	Postal Service NEUTER OR SPAY STATION POSTMASTER PO BOX 9998 HARRISBURG PA 17112-9998		September 21, 2002	Postal Service NEUTER OR SPAY STATION POSTMASTER PO BOX 9998 MILL HALL PA 17751-9998
	Neuter or Spay Station Harrisburg, PA 17112 September 20, 2002	Neuter or Spay Station Mill Hall, PA 17751 September 21, 2002			

	October 12, 2002	CRUISIN THE COAST STATION POSTMASTER 135 MAIN ST BILOXI MS 39530-9998	CRUISIN THE COAST STATION POSTMASTER 11110 HWY 49 GULFPORT MS 39503-9998
	Cruisin' The Coast Station Biloxi, MS 39530 October 12, 2002		



September 6-8, 2002
Norwalk (CT) Stamp Club
OYSTER FESTIVAL STATION
POSTMASTER
16 WASHINGTON ST
NORWALK CT 06856-9998

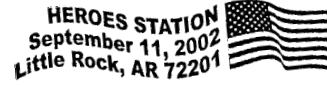


We Will Never Forget
9/11/01
World Trade Center Station
September 11, 2002
New York, NY 10048

September 11, 2002
Postal Service
WORLD TRADE CENTER
STATION
POSTMASTER
SPECIAL EVENTS
421 EIGHTH AVE RM 2029B
NEW YORK NY 10199-9998



September 7, 2002
Muldraugh Elementary
COMMUNITY DAYS 50TH
ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
MULDRAUGH KY 40155-9998



September 11, 2002
State of Arkansas
HEROES STATION
POSTMASTER
600 EAST CAPITOL AVE
LITTLE ROCK AR 72202-9998



September 8, 2002
Postal Service
ZIP MEETS DATE STATION
POSTMASTER
PO BOX 140
LONG BEACH CA 90801-0140



September 11, 2002
Postal Service
HEROES OF 2001 STATION
POSTMASTER
525 8TH ST
AUGUSTA GA 30901-9998



September 11, 2002
Peaster Post Office
HEROES OF 2001 STATION
POSTMASTER
8816 FM RD 920
PEASTER TX 76485-9998



Battle of Antietam
140th Anniversary Station

September 17, 2002
Sharpsburg, MD 21782

September 17, 2002
Postal Service and Maryland of
Business and Economic
Development
BATTLE OF ANTIETAM 140TH
ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
SHARPSBURG MD 21782-9998



September 11, 2002
San Jose Post Office
HEROES OF 2001 CITY HALL
STATION
PHILATELIC WINDOW
1750 MERIDIAN AVE
SAN JOSE CA 95101-9998



30th Annual Convention
Sickle Cell Disease Association
of America Station

September 13, 2002
Washington, DC 20066

September 18, 2002
SICKLE CELL DISEASE
ASSOCIATION OF AMERICA
STATION
SPECIAL CANCELLATION UNIT
3300 V ST NE
WASHINGTON DC 20018-9998



September 11, 2002
Postal Service
HEROES OF 2001 STATION
POSTMASTER
5702 GEORGE WASHINGTON
MEMORIAL HWY
YORKTOWN VA 23692-9998



ASM
HEALTH &
TRANSPLANT
STATION
SEPT. 19, 2002
BHAM. AL 35203

September 19, 2002
ASM HEALTH AND
TRANSPLANT STATION
CUSTOMER RELATIONS
COORDINATOR
351 24TH ST NORTH
BIRMINGHAM AL 35203-9998



FEDERAL PLAZA STATION
SEPTEMBER 11, 2002
NEW YORK, NY 10278

September 11, 2002
Postal Service
FEDERAL PLAZA STATION
POSTMASTER
SPECIAL EVENTS
421 EIGHTH AVE RM 2029 B
NEW YORK NY 10199-9998



CAPITAL AREA MOBILE
SPAY/NEUTER
CLINIC STATION

September 20, 2002
CAPITAL AREA MOBILE SPAY
NEUTER CLINIC STATION
SPECIAL CANCELLATION UNIT
3300 V ST NE
WASHINGTON DC 20018-9998

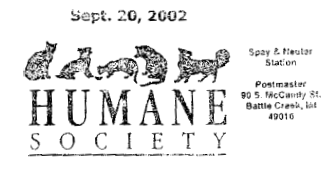


September 20, 2002
UNITED COALITION FOR ANIMALS
for the Southwest Ohio Area
 Cincinnati OH 45202

September 20, 2002
United Coalition for Animals for the Southwest Ohio Area
 UCAN STATION
 POSTMASTER
 PO BOX 9998
 CINCINNATI OH 45202-9998



September 21, 2002
Covered Bridge Society of Oregon
 STAYTON JORDAN COVERED BRIDGE FESTIVAL STATION
 POSTMASTER PHILATELIC SERVICES
 PO BOX 9998
 STAYTON OR 97383-9998



September 20, 2002
Humane Society
 SPAY NEUTER STATION
 POSTMASTER
 PO BOX 9998
 BATTLE CREEK MI 49016-9998

September 20, 2002
Humane Society
 SPAY NEUTER STATION
 POSTMASTER
 PO BOX 9998
 BATTLE CREEK MI 49016-9998



September 21, 2002
Postal Service
 EDINBURG OLE TIME FESTIVAL STATION
 POSTMASTER
 205 NORTH MAIN ST
 EDINBURG VA 22824-9998



September 20, 2002
SPCA
 LONG BEACH CA STATION
 POSTMASTER
 PO BOX 140
 LONG BEACH CA 90801-0140



September 21, 2002
Postal Service
 PANAMA CITY FL STATION
 POSTMASTER
 1336 SHERMAN AVE
 PANAMA CITY FL 32401-9998



September 20, 2002
 SPAY NEUTER STATION
 MANAGER MAIN OFFICE
 WINDOW SERVICES
 900 EAST FAYETTE ST
 BALTIMORE MD 21233-9715



September 22, 2002
 DOG JOG STATION
 POSTMASTER
 PO BOX 9998
 MADISON WI 53714-9998



September 20, 2002
Humane Society of Missouri
 HUMANE SOCIETY OF MISSOURI STATION
 POSTMASTER
 1720 MARKET ST
 ST LOUIS MO 63155-9998



September 23, 2002
 NATIONAL DOG WEEK STATION
 POSTMASTER
 65 NORTH MAIN ST
 CRANBURY NJ 08512-9998



September 20-21, 2002
City of Collinsville
 ITALIAN FEST STATION
 POSTMASTER
 130 SOUTH CENTER
 COLLINSVILLE IL 62234-9998



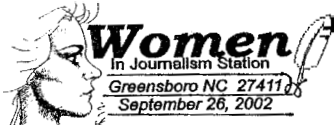
September 23, 2002
Napa Post Office
 NAPA CA STATION
 POSTMASTER
 1625 TRANCAS ST
 NAPA CA 94558-9998



September 20-21, 2002
No More Homeless Pets Inc Coalition
 NO MORE HOMELESS PETS INC STATION
 POSTMASTER
 4600 SOUTHWEST 34TH ST
 GAINESVILLE FL 32608-9998



September 24, 2002
Lakes Region Humane Society
 WOLFEBORO FALLS STATION
 POSTMASTER
 35 CENTER ST 13
 WOLFEBORO FALLS NH 03896-9998



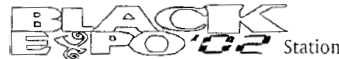
September 26, 2002
 Postal Service
 WOMEN IN JOURNALISM
 STATION
 POSTMASTER
 PO BOX 9998
 GREENSBORO NC 27427-9998



September 28, 2002
 Postal Service
 BURKE FALL FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 EAST BURKE VT 05832-9998



September 26, 2002
 Memphis Humane Society
 CHILDRENS MUSEUM OF
 MEMPHIS STATION
 POSTMASTER
 PO BOX 3503
 MEMPHIS TN 38173-0503

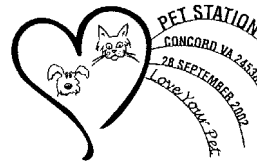


September 28, 2002
 Jacksonville FL 32203

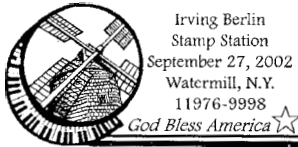
September 28, 2002
 Postal Service
 BLACK EXPO 02 STATION
 POSTMASTER
 1100 KINGS RD
 JACKSONVILLE FL 32203-9998



September 26-29, 2002
 Postal Service
 LOBEX III 2002 STATION
 POSTMASTER
 PO BOX 140
 LONG BEACH CA 90801-0140



September 28, 2002
 Concord Veterinary Clinic
 PET STATION
 POSTMASTER
 PO BOX 9998
 CONCORD VA 24538-9998



September 27, 2002
 Postal Service
 IRVING BERLIN STATION
 POSTMASTER
 PO BOX 9998
 WATER MILL NY 11976-9998



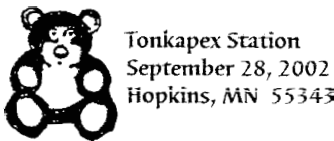
September 29, 2002
 HEROES OF 2001 STATION
 POSTMASTER
 89 RIVER ST
 HOBOKEN NJ 07030-9998



September 27-28, 2002
 Albany Township Historical
 Society
 250TH ANNIVERSARY STATION
 POSTMASTER
 3759 RTE 737
 KEMPTON PA 19529-9998



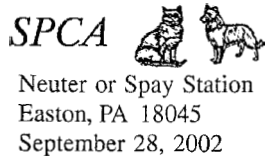
September 29, 2002
 Harts Pumpkin Farm
 HARTS PUMPKIN FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 BEAR CREEK NC 27207-9998



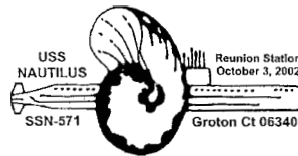
September 28, 2002
 Lake Minnetonka Stamp Club
 TONKAPEX STATION
 POSTMASTER
 PO BOX 9998
 HOPKINS MN 55343-9998



October 1-31, 2002
 Lake City Community College
 ANNIVERSARY STATION
 POSTMASTER
 320 NORTH 1ST ST
 LAKE CITY FL 32055-9998



September 28, 2002
 Northampton SPCA
 SPCA NEUTER OR SPAY
 STATION
 POSTMASTER
 PO BOX 9998
 EASTON PA 18045-9998



October 3, 2002
 USS NAUTILUS SSN 571
 REUNION STATION
 POSTMASTER
 100 PLAZA COURT
 GROTON CT 06340-9998



October 3, 2002
 Postal Service
 PEACHAM FALL FOLIAGE STATION
 POSTMASTER
 79 CHURCH ST
 PEACHAM VT 05862-9998



October 4, 2002
 Postal Service
 BARNET FALL FOLIAGE STATION
 POSTMASTER
 30 MONUMENT CIRCLE
 BARNET VT 05821-9998



OCTOBER 3, 2002 • GRAHAM, TX 76450

October 3, 2002
 Texas Cattle Raisers Association
 TSCRA 125TH ANNIVERSARY STATION
 POSTMASTER
 100 TENNESSEE ST
 GRAHAM TX 76450-9998



October 4-5, 2002
 Kentucky Apple Festival
 40TH ANNUAL KENTUCKY APPLE FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 PAINTSVILLE KY 41240-9998



OCTOBER 3, 2002 GRAHAM, TEXAS 76450

October 3, 2002
 Graham Post Office
 OLD POST OFFICE MUSEUM AND ART CENTER STATION
 POSTMASTER
 100 TENNESSEE ST
 GRAHAM TX 76450-9998



DISTRICT 11 ALUMNI ASSOCIATION STATION
 OCT 4 & 5, 2002
 SHIDLER, OK 74652

October 4-5, 2002
 District II Alumni Association
 DISTRICT II ALUMNI ASSOCIATION STATION
 POSTMASTER
 PO BOX 9998
 SHIDLER OK 74652-9998



October 3, 2002
 HEROES OF 2001 STATION
 POSTMASTER
 325 EAST FIRST AVE
 HIALEAH FL 33010-9998



October 4-5, 2002
 Franklin Area Chamber of Commerce
 APPLEFEST STATION
 POSTMASTER
 1202 ELK ST
 FRANKLIN PA 16323-9998



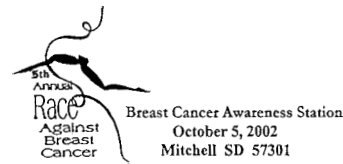
October 3-5, 2002
 Blue Grass Festival
 6TH ANNUAL STATION
 POSTMASTER
 201 WEST OKLAHOMA ST
 GUTHRIE OK 73044-9998



October 4-6, 2002
 Wickett Bluegrass Festival
 WICKETT BLUEGRASS FESTIVAL STATION
 POSTMASTER
 300 OBRIEN
 WICKETT TX 79788-9998



October 4, 2002
 Village of Ilion Sesquicentennial Committee
 SESQUICENTENNIAL STATION
 POSTMASTER
 48 FIRST ST
 ILION NY 13357-9998



October 5, 2002
 Postal Service
 BREAST CANCER AWARENESS STATION
 POSTMASTER
 PO BOX 9998
 MITCHELL SD 57301-9998

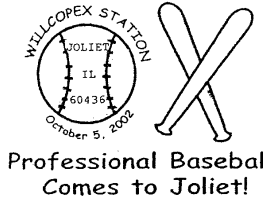
Worcester celebrates World Smile Day October 4th, 2002
 SMILEY FACE STATION WORCESTER, MA 01609



October 4, 2002
 Worcester Museum
 SMILEY FACE STATION
 POSTMASTER
 4 EAST CENTRAL ST
 WORCESTER MA 01613-9998



October 5, 2002
 Greyhound Friends of North Carolina
 NINTH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 OAK RIDGE NC 27310-9998



October 5, 2002
 Philatelic Club of Will County
 WILCOPEX STATION
 POSTMASTER
 2000 MCDONOUGH ST
 JOLIET IL 60436-9998



October 5, 2002
 Social Circle Post Office
 8TH ANNUAL FRIENDSHIP
 FESTIVAL STATION
 POSTMASTER
 125 WEST HIGHTOWER TRAIL
 SW
 SOCIAL CIRCLE GA 30025-9998



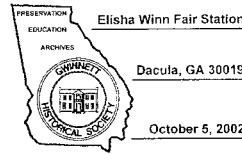
October 5, 2002
 Starke County Humane Society
 SCHS STATION
 POSTMASTER
 PO BOX 9998
 ORA IN 46968-9998



October 5, 2002
 Amarillo Post Office
 AMARILLO TX STATION
 POSTMASTER
 2301 ROSS ST
 AMARILLO TX 79120-9998



October 5, 2002
 Autumn of Parade Committee
 CELEBRATE THE RED WHITE
 BLUE STATION
 POSTMASTER
 500 WASHINGTON ST
 OREGON IL 61061-9998



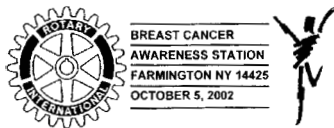
October 5-6, 2002
 Gwinnett Historical Society Inc
 ELISHA WINN FAIR STATION
 POSTMASTER
 ELISHA WINN HOUSE
 DACULA GA 30019-9998



October 5, 2002
 Olean Stamp Club
 SENFIELD STATION
 POSTMASTER
 102 SOUTH UNION ST
 OLEAN NY 14760-9998



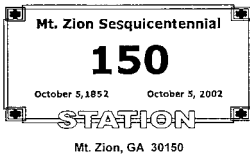
October 5-6, 2002
 FORT ROWDY GATERING
 STATION
 POSTMASTER
 8 EAST SPRING ST
 CONINGTON OH 45318-9998



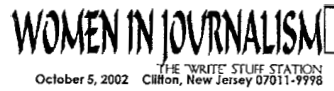
October 5, 2002
 Victor Farmington Rotary
 BREAST CANCER AWARENESS
 STATION
 POSTMASTER
 1560 STATE ROUTE 332
 FARMINGTON NY 14425-9998



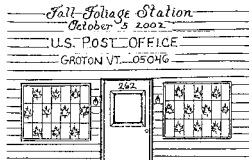
October 5-6, 2002
 Umpqua Valley Stamp Club
 DOUGLAS COUNTY OREGON
 SESQUICENTENNIAL STATION
 POSTMASTER/PHILATELIC
 SERVICES
 6451 FORT MCKAY RD
 UMPQUA OR 97486-9998



October 5, 2002
 Optimist Club — Mount Zion
 MT ZION SESQUICENTENNIAL
 150 STATION
 POSTMASTER
 11 MARTIN ST
 MOUNT ZION GA 30150-9998



October 5-6, 2002
 Clifton Stamp Show Society
 THE WRITE STUFF STATION
 SCS SUPERVISOR
 811 PAULISON AVE
 CLIFTON NJ 07011-9998



October 5, 2002
 Postal Service
 FALL FOLIAGE STATION
 POSTMASTER
 262 SCOTT HWY
 GROTON VT 05046-9998



October 5-6, 2002
 Rekindle the Spirit Association
 APPLE 'N CHEESE FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 CANTON PA 17724-9998

**STUCK ON STAMPS STA.
HARBERT, MI 49115
OCT 5 2002**



October 5-6, 2002
**STUCK ON STAMPS STATION
POSTMASTER
PO BOX 9998
HARBERT MI 49115-9998**



**FRIENDS for
responsible
PET CARE.**
www.FRPC.org

October 9, 2002
Friends of Responsible Pet Care
**RESPONSIBLE PET CARE
STATION
POSTMASTER
401 OGLETOWN RD
NEWARK DE 19711-9998**

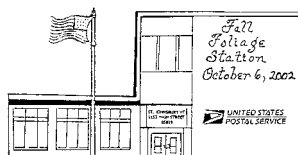


October 5-6, 2002
Florida Park Service
**INDIAN KEY STATION
POSTMASTER
82801 OVERSEAS HIGHWAY
ISLAMORADA FL 33036-9998**



**Outer Banks Stamp Club Station
Kitty Hawk, N.C. 27949
October 9, 2002
Wright Brothers test and refine their
glider in the windy Outer Banks**

October 9, 2002
Outer Banks Stamp Club
**KITTY HAWK POST OFFICE
STATION
POSTMASTER
PO BOX 9998
KITTY HAWK NC 27949-9998**



October 6, 2002
Postal Service
**ST JOHNSBURY FALL FOLIAGE
STATION
POSTMASTER
1153 MAIN ST
ST JOHNSBURY VT 05819-9998**



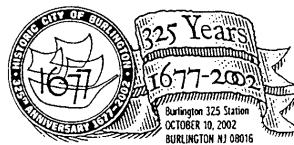
**DEA/Special Agent
Enrique Camarona-Salazar**
Red Ribbon Celebration STA
October 10, 2002
El Paso, TX 79908

October 10, 2002
US Department of Justice DEA El Paso Intelligence Center
**RED RIBBON CELEBRATION
STATION
POSTMASTER
8401 BOEING DR
EL PASO TX 79910-9995**



**50th Reunion
ATCHISON HIGH SCHOOL
Class of '52 Station
October 5, 2002
Atchison Ks 66022**

October 6, 2002
Alma Murray
**ATCHISON HIGH SCHOOL
CLASS OF 52 STATION
POSTMASTER
621 KANSAS AVE
ATCHISON KS 66022-9998**



October 10, 2002
City of Burlington
**BURLINGTON 325 STATION
POSTMASTER
427 HIGH ST
BURLINGTON NJ 08016-9998**

**Emergency Refugee Shelter
Museum Dedication Station**



October 6 2002
Fort Ontario Oswego N Y 13126

October 6, 2002
City of Oswego
**MUSEUM DEDICATION STATION
POSTMASTER
391 WEST FIRST ST
OSWEGO NY 13126-9998**



October 10, 2002
Great Falls Stamp Club
**CELEBRATE STAMP
COLLECTING MONTH STATION
POSTMASTER
PO BOX 9998
GREAT FALLS MT 59401-9998**



**Fort Montgomery Battle Site Association
Town of Highlands, Orange County
Station
Dedicated to Preserving Local History
Chartered 1997
Fort Montgomery, NY 10922
October 6, 2002**

October 6, 2002
**TOWN OF HIGHLANDS
ORANGE COUNTY STATION
POSTMASTER
PO BOX 9998
FORT MONTGOMERY NY
10922-9998**

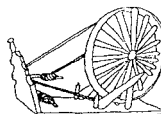


October 11, 2002
City of Olney
**OLNEY ALBINO SQUIRREL
CENTENNIAL STATION
POSTMASTER
330 SOUTH WHITTLE AVENUE
OLNEY IL 62450-9998**



**In Memory of our
Fallen Heroes
October 8, 2002
Albany NY 12220
Firefighters Memorial Station**

October 8, 2002
NYS Fallen Firefighters Memorial Committee
**FIREFIGHTERS MEMORIAL
STATION
POSTMASTER
PHILATELIC CLERK
ALBANY NY 12205-9998**



**5th Annual
9 mile Pond
Folk Festival Station
October 11, 2002
Belleview FL 34420**

October 11-12, 2002
Belleview/South Marion Chamber of Commerce
**FOLK FESTIVAL STATION
POSTMASTER
4800 SOUTHEAST 110TH ST
BELLEVIEW FL 34420-9998**



GREATER MARTIN COUNTY
KIWANIS HARVEST FESTIVAL STATION
INEZ KY 41224
OCTOBER 11, 2002
October 11-13, 2002
Kiwanis Harvest Festival
KIWANIS HARVEST FESTIVAL
STATION
POSTMASTER
PO BOX 9998
INEZ KY 41224-9998



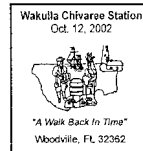
Washington In Towamencin
225th Anniversary Station
October 12, 2002
Kulpsville, Pa 19443

October 12, 2002
Towamencin Historical Society
225TH ANNIVERSARY STATION
POSTMASTER
1401 FORTY FOOT RD
KULPSVILLE PA 19443-9998



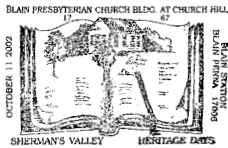
Philadelphia National
Stamp Exhibition Station
King of Prussia, PA 19406
October 11, 2002

October 11-13, 2002
Philadelphia National Stamp
Exhibition Club
PHILADELPHIA NATIONAL
STAMP EXHIBITION STATION
POSTMASTER
28 EAST AIRY ST
NORRISTOWN PA 19401-9998



Wakulla Chivaree Station
Oct. 12, 2002
"A Walk Back In Time"
Woodville, Fl. 32362

October 12, 2002
Guinn Haskins and Associates
WAKULA CHIVAREE STATION
POSTMASTER
8219 WOODVILLE HWY
WOODVILLE FL 32362-9998



October 11-13, 2002
Heritage Days Committee
BLAIN STATION
POSTMASTER
PO BOX 9998
BLAIN PA 17006-9998



University of Indianapolis
Centennial Station
Indianapolis, Indiana 46227
October 12, 2002

October 12, 2002
UNIVERSITY OF INDIANAPOLIS
CENTENNIAL STATION
POSTMASTER
125 WEST SOUTH ST
INDIANAPOLIS IN 46206-9998



October 11-20, 2002
Friends of Fort Worden
FORT WORDEN CENTENNIAL
STATION
POSTMASTER
1322 WASHINGTON ST
PORT TOWNSEND WA
98368-9998



SAMANTHA & KIRBY AGREE
NEUTER & SPAY IS THE WAY
Barktober Fest
100 PET WALK
Humane Society of
Lollypop Farm
Barktober Fest Station
FAIRPORT, NY 14450
October 12, 2002

October 12, 2002
Humane Society
BARKTOBER FEST STATION
POSTMASTER
6740 PITTSFORD-PALMYRA RD
FAIRPORT NY 14450-9997



NASCAR DAY STATION
(14TH ANNUAL)
RANDLEMAN, NC 27317

October 12, 2002
"Honoring our National & Local Heroes"

October 12, 2002
NASCAR Association
NASCAR DAY STATION
POSTMASTER
611 WEST ACADEMY ST
RANDLEMAN NC 27317-9998



ARANSAS
NATIONAL WILDLIFE REFUGE
STATION
3rd ANNUAL REFUGE DAY CELEBRATION
AUSTWELL, TX 77950
OCTOBER 12, 2002
CELEBRATING A CENTURY OF CONSERVATION 1903-2003

October 12, 2002
US Dept of Interior Fish and
Wildlife Service
ARANSAS NATIONAL WILDLIFE
REFUGE STATION
POSTMASTER
611 VANDENBURG ST
AUSTWELL TX 77950-9998



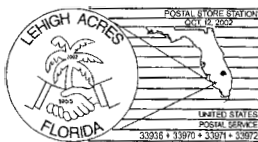
SPENCERVILLE
COVERED BRIDGE FESTIVAL
STATION
OCTOBER 12, 2002
SPENCERVILLE, IN 46788

October 12, 2002
Spencerville Covered Bridge
Festival Committee
SPENCERVILLE COVERED
BRIDGE FESTIVAL STATION
POSTMASTER
6909 STATE ROAD 1
SPENCERVILLE IN 46788-9998



EXHIBITION STATION
OCT
12
2002
DALLAS, TEXAS
75207
DALLAS
STAMP DAY
OCT. 12, 2002
SUPPORT PARKINSON RESEARCH

October 12, 2002
Postal Service
DALLAS STAMP DAY
EXHIBITION STATION
POSTMASTER
401 DFW TURNPIKE
DALLAS TX 75260-9998



October 12, 2002
POSTAL STORE STATION
POSTMASTER
1201 BUSINESS WAY
LEHIGH ACRES FL 33936-9998

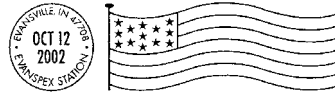


STAMP SHOW STATION
CSS of
Alabama
MOBILE, AL 36601
OCT. 12
2002
STAMP CLUB OF MOBILE

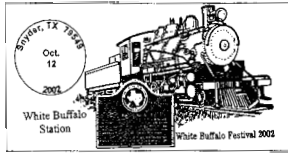
October 12, 2002
STAMP SHOW STATION
POSTMASTER
250 ST JOSEPH ST
MOBILE AL 36601-9813



October 12, 2002
 Postal Service
 BENSON TO DRAGON AZ
 STATION
 POSTMASTER
 PO BOX 9998
 DRAGON AZ 85609-9998



October 12-13, 2002
 Evansville Stamp Club
 EVANSPEX STATION
 POSTMASTER
 PO BOX 9998
 EVANSVILLE IN 47708-9998



October 12, 2002
 Snyder Post Office
 WHITE BUFFALO STATION
 POSTMASTER
 2610 36TH ST
 SNYDER TX 79549-9998



October 12-13, 2002
 The Utica and Fort Stanwix Stamp Clubs
 ONEIDA NATION STATION
 POSTMASTER
 133 FARRIER AVE
 ONEIDA NY 13421-9998



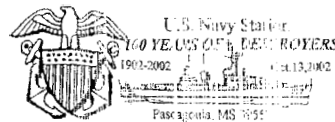
October 12, 2002
 MONROE EXHIBITION STATION
 POSTMASTER
 PO BOX 9998
 MONROE WI 53566-9998



October 13, 2002
 Town of Bath
 US NAVY STATION
 POSTMASTER
 750 WASHINGTON ST
 BATH ME 04037-9998



October 12, 2002
 ARTS AND CRAFTS SHOW
 STATION
 POSTMASTER
 PO BOX 9998
 CASTLE NY 14427-9998



October 13, 2002
 US NAVY STATION 100 YEARS
 OF DESTROYERS
 POSTMASTER
 911 JACKSON AVE
 PASCAGOULA MS 39567-9998



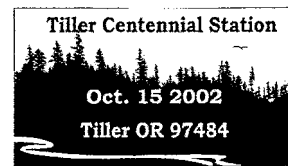
October 12, 2002
 Appalachia Day Homecoming
 APPALACHIA DAY STATION
 POSTMASTER
 PO BOX 9998
 PIPPA PASSES KY 41844-9998



October 13, 2002
 Universal Ship Cancellation
 Society
 NAVY DAY STATION 100 YEARS
 OF DESTROYERS
 POSTMASTER
 PO BOX 85530
 SAN DIEGO CA 92186-9998



October 12-13, 2002
 CUY LORPEX 2002 STATION
 MARKETING SPECIAL
 CANCELS
 2200 ORANGE AVE #206
 CLEVELAND OH 44101-9996



October 15, 2002
 Telequa Community Center
 TILLER CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 TILLER OR 97484-9998



October 12-13, 2002
 Philadelphia National Stamp
 Exhibition Club
 PHILADELPHIA NATIONAL
 STAMP EXHIBITION STATION
 POSTMASTER
 28 EAST AIRY ST
 NORRISTOWN PA 19401-9998



October 15, 2002
 MAGNOLIA STATION
 POSTMASTER
 PO BOX 9998
 MAGNOLIA MS 39652-9998



FRANKLINTON POST OFFICE
900 MAIN STREET
FRANKLINTON LA 70438-9998

October 16, 2002
MILE BRANCH SETTLEMENT
STATION
POSTMASTER
900 MAIN ST
FRANKLINTON LA 70438-9998



October 16, 2002
City of North Platte NE
TEDDY BEARS STATION
POSTMASTER
PO BOX 9998
NORTH PLATTE NE 69101-9998

— Stamp Services,
Government Relations and Public Policy, 10-3-02

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
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, 10-3-02

American Commemorative Collectibles



Get your 50 *Greetings from America* stamps and a beautifully designed American Commemorative Collectible panel for only \$21.95.

American Commemorative Collectibles make wonderful gifts for yourself and others and are a wonderful way to enhance your stamp collection.

To order the *Greetings from America* panel (Item 562397) or to subscribe to or get more information about any of the American Commemorative Collectibles listed below, call 800-STAMP-24. Customers may order *Greetings from America* panels and other items online by visiting the Postal Service Web site at www.usps.com; click on *Buy Stamps & More*, and then *Shop the Postal Store*.

American Commemorative Collectibles are an easy and affordable way to acquire all of your stamp collectibles! Choose any or all of the following official American Commemorative Collectibles to enhance your display of stamps.

American Commemorative Panels

Obtain photo or steel engravings, mint condition stamps, and subject-related text presented on a beautifully designed page. These are only \$6.00* each, depending on the value of the stamps.



American Commemorative Collection

This collection is an easy and uniform way to collect and learn about commemorative issues. Just mount the stamps on the specially designed sheet and place them in a three-ring binder. These are just \$3.25* each, depending on the value of the stamps.

American Commemorative Cancellations

Get first day cancellations and stamp(s) that have been affixed to colorful, specially tinted sheets to enhance your display. These are about \$2.00* each, depending on the value of the stamps.



First Day of Issue Ceremony Programs

Receive detailed information about each first day of issue ceremony held for all new stamps and stationery issuances. Collect these valuable programs for only \$4.95 each.

Standing Order Service

Buy the commemoratives, definitives, and special stamps of your choice in the format(s) that you choose. Prices vary depending on selection.



*Prices subject to change without notice.

Order now. Establish your American Commemorative Collectibles account(s).

— Stamp Services,
Government Relations and Public Policy, 10-3-02

Post Offices

Mail Transport Equipment Round-Up — Fall and Holiday Mailing Seasons

To make the upcoming Fall and Holiday mailing seasons successful, we need your assistance to ensure that we meet our customers' needs. Please see poster on page 91.

During the upcoming mailing seasons, conduct an ongoing mail transport equipment (MTE) round-up to locate unprocessed, forgotten, and misused MTE. Return all such MTE to circulation, and report it to your area mail transport equipment specialist (AMTES).

Specifically, we currently have a critical shortage of flat tubs and trays, so please focus on finding those during the round-up. **Canvas your facilities and round up all flat tubs and trays that are being used for any purpose other than mail processing.**

Mailers' MTE stock also must be kept at the appropriate levels. When some mailers overstock on MTE, they prevent other mailers from completing their mailings. They should maintain no more than a 7-day supply of MTE. If you find that any mailer's supply exceeds that level, contact your AMTES, who will correct the problem by arranging for redeployment.

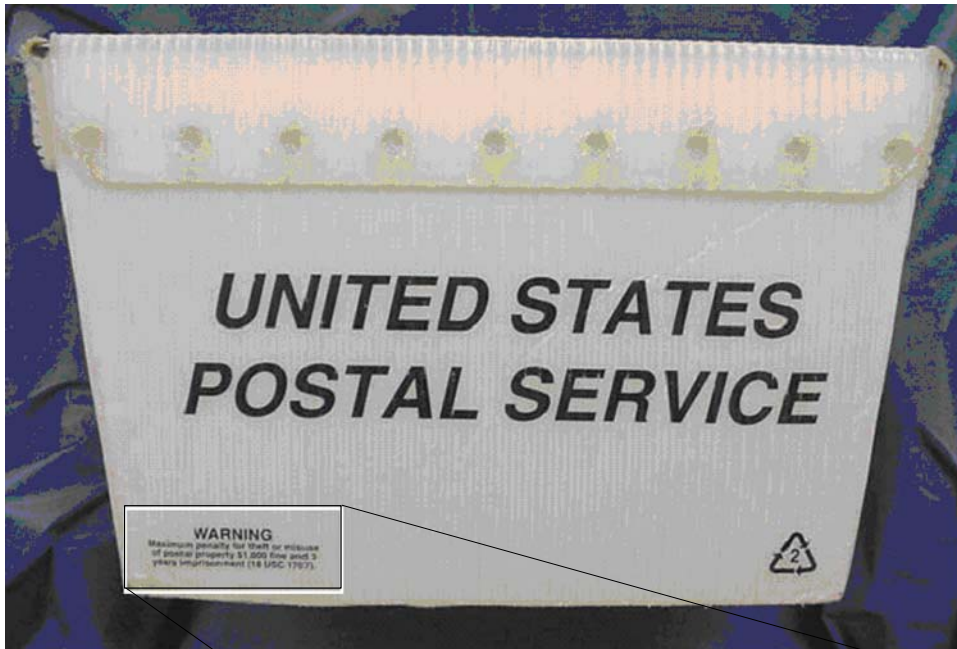
Following is a list of AMTESs and their contact information.

Area	AMTES	Telephone Number
Capital Metro	Martin, Eddie	301-618-4402
Eastern	Hunt, Darla	412-494-2871
	Ward, Delonda	412-494-2879
Great Lakes	Cebulski, Bob	630-539-4739
	Moreland, Ray	630-539-4449
New York Metro	Ascone, Ben	646-473-3729
Northeast	Croce, Diane	860-285-7163
	Marker, Linda	860-285-7130
Pacific	Jackson, J.C.	510-292-2468
Southeast	Bailey, Paul J.	901-747-7275
Southwest	Coffey, Earl	214-819-8825
Western	Allen, Buddy	303-313-5241
	Creason, Dale	303-313-5824

— Mail Transport Equipment,
Network Operations Management, 10-3-02



ROUND-UP NOTICE



WARNING
Maximum penalty for theft or misuse of postal property \$1,000 fine and 3 years imprisonment (18 USC 1707).

WARNING
Maximum penalty for theft or misuse of postal property \$1,000 fine and 3 years imprisonment (18 USC 1707).

The Postal Service needs your unused equipment back, especially flat tubs and trays.

Please help us control cost by returning these items to circulation.

CUT ALONG DOTTED LINE



Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	12-2992	30137	GA	Emerson	Bartow	Main Office	Post Office	07/13/2002	This announcement expands the use of ZIP Code 30137 to include delivery.
New	12-2992	30137	GA	Emerson	Bartow	Main Office	Post Office	09/03/2002	
Old	17-5962	47262	IN	Nebraska	Jennings	Main Office	Post Office	01/04/1994	Post Office and ZIP Code discontinued. Establish a place name. Nebraska IN becomes an acceptable last line for use with ZIP Code 47223.
New	17-1144	47223	IN	Butlerville	Jennings	Nebraska	Place Name	10/19/2002	
Old	17-3828	46046	IN	Hillisburg	Clinton	Main Office	Post Office	07/01/1992	Post Office and ZIP Code discontinued. Establish a place name. Hillisburg IN becomes an acceptable last line for use with ZIP Code 46041.
New	17-2992	46041	IN	Frankfort	Clinton	Hillisburg	Place Name	10/12/2002	
Old	21-6149	70376	LA	Modeste	Ascension	Main Office	Post Office	10/02/1992	Post Office and ZIP Code discontinued. Establish a place name. Modeste LA becomes an acceptable last line for use with ZIP Code 70346.
New	21-2353	70346	LA	Donaldsonville	Ascension	Modeste	Place Name	10/12/2002	
Old	22-9660	04552	ME	Southport	Lincoln	Newagen	Community Post Office	05/11/1998	Community Post Office and ZIP Code discontinued. Establish a place name. Newagen ME becomes an acceptable last line for use with ZIP Code 04576.
New	22-9660	04576	ME	Southport	Lincoln	Newagen	Place Name	06/19/1999	
Old	22-7335	04278	ME	Rumford Center	Oxford	Main Office	Post Office	09/30/1995	Post Office discontinued. Retain ZIP Code. Establish a community Post Office. Use Rumford Center ME 04278 as last line of address.
New	22-2085	04278	ME	Dixfield	Oxford	Rumford Center	Community Post Office	09/28/2002	
Old	35-2485	13758	NY	East Pharsalia	Chenango	Main Office	Post Office	04/30/1997	Post Office discontinued. Retain ZIP Code. Establish a community Post Office. Use East Pharsalia NY 13758 as last line of address.
New	35-4915	13758	NY	McDonough	Chenango	East Pharsalia	Community Post Office	09/28/2002	
Old	35-1070	12028	NY	Buskirk	Rensselaer	Main Office	Post Office	05/15/1997	Post Office discontinued. Retain ZIP Code. Establish a place name. Buskirk NY becomes an acceptable last line of address for use with ZIP Code 12028.
New	35-2330	1202	NY	Eagle Bridge	Rensselaer	Buskirk	Place Name	10/23/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	38-0854	43805	OH	Blissfield	Coshocton	Main Office	Post Office	09/19/1998	Post Office discontinued. Retain ZIP Code. Establish a community Post Office. Use Blissfield OH 43805 as last line of address.
New	38-8645	43805	OH	Warsaw	Coshocton	Blissfield	Community Post Office	09/28/2002	
Old	38-0413	43803	OH	Bakersville	Coshocton	Main Office	Post Office	12/19/1991	Post Office discontinued. Retain ZIP Code. Establish a community Post Office. Use Bakersville OH 43803 as last line of address.
New	38-7952	43803	OH	Stone Creek	Tuscarawas	Bakersville	Community Post Office	09/28/2002	
Old	38-7399	43778	OH	Salesville	Guernsey	Main Office	Post Office	01/02/1999	Post Office discontinued. Retain ZIP Code. Establish a community Post Office. Use Salesville OH 43778 as last line of address.
New	38-6874	43778	OH	Quaker City	Guernsey	Salesville	Community Post Office	09/28/2002	
Old	38-7889	43786	OH	Stafford	Monroe	Main Office	Post Office	08/30/1997	Post Office discontinued. Retain ZIP Code. Establish a community Post Office. Use Stafford OH 43786 as last line of address.
New	38-4452	43786	OH	Lewisville	Monroe	Stafford	Community Post Office	09/28/2002	
Old	40-6176	97460	OR	Norway	Coos	Main Office	Post Office	11/01/1991	Post Office and ZIP Code discontinued. Establish a place name. Norway OR becomes an acceptable last line for use with ZIP Code 97458.
New	40-5936	97458	OR	Myrtle Point	Coos	Norway	Place Name	09/28/2002	
Old	41-5488	19452	PA	Miquon	Montgomery	Main Office	Post Office	10/13/1995	Post Office and ZIP Code discontinued. Establish a place name. Miquon PA becomes an acceptable last line for use with ZIP Code 19444.
New	41-4340	19444	PA	Lafayette Hill	Montgomery	Miquon	Place Name	09/28/2002	
Old	41-7280	18839	PA	Rushville	Susquehanna	Main Office	Post Office	05/18/1995	Post Office and ZIP Code discontinued. Establish a place name. Rushville PA becomes an acceptable last line for use with ZIP Code 18828.
New	41-4532	18828	PA	Lawton	Susquehanna	Rushville	Place Name	10/05/2002	
Old	41-3332	17031	PA	Green Park	Perry	Main Office	Post Office	08/31/1996	Post Office and ZIP Code discontinued. Establish a place name. Green Park PA becomes an acceptable last line for use with ZIP Code 17024.
New	41-2432	17024	PA	Elliottsburg	Perry	Green Park	Place Name	10/19/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	41-8460	16685	PA	Todd	Huntingdon	Main Office	Post Office	01/26/1986	Post Office discontinued. Retain ZIP Code. Establish a place name. Todd PA becomes an acceptable last line of address for use with ZIP Code 16685.
New	41-0920	16685	PA	Broad Top	Huntingdon	Todd	Place Name	09/28/2002	
Old	41-5740	16860	PA	Munson	Clearfield	Main Office	Post Office	10/26/1984	Post Office discontinued. Retain ZIP Code. Establish a place name. Munson PA becomes an acceptable last line of address for use with ZIP Code 16860.
New	41-6548	16860	PA	Philipsburg	Clearfield	Munson	Place Name	09/28/2002	
Old	41-2532	16638	PA	Entriiken	Huntingdon	Main Office	Post Office	09/18/1992	Post Office discontinued. Retain ZIP Code. Establish a place name. Entriiken PA becomes an acceptable last line of address for use with ZIP Code 16638.
New	41-4000	16638	PA	James Creek	Huntingdon	Entriiken	Place Name	09/28/2002	
Old	41-7568	16253	PA	Seminole	Armstrong	Main Office	Post Office	07/05/1994	Post Office discontinued. Retain ZIP Code. Establish a place name. Seminole PA becomes an acceptable last line of address for use with ZIP Code 16253.
New	41-5860	16253	PA	New Bethlehem	Armstrong	Seminole	Place Name	09/28/2002	
Old	41-0360	15713	PA	Aultman	Indiana	Main Office	Post Office	12/30/1988	Post Office discontinued. Retain ZIP Code. Establish a place name. Aultman PA becomes an acceptable last line of address for use with ZIP Code 15713.
New	41-3744	15713	PA	Homer City	Indiana	Aultman	Place Name	09/28/2002	
Old	41-4736	15549	PA	Listie	Somerset	Main Office	Post Office	12/31/1992	Post Office discontinued. Retain ZIP Code. Establish a community Post Office. Use Listie PA 15549 as last line of address.
New	41-2940	15549	PA	Friedens	Somerset	Listie	Community Post Office	09/28/2002	
Old	46-2502	57625	SD	Eagle Butte	Dewey	Main Office	Post Office		This announcement expands the use of ZIP Code 57625 to include delivery.
New	46-2502	57625	SD	Eagle Butte	Dewey	Main Office	Post Office	09/19/2002	
Old	47-9012	37395	TN	Watts Bar Dam	Rhea	Main Office	Post Office	10/01/1992	Post Office and ZIP Code discontinued. Establish a place name. Watts Bar Dam TN becomes an acceptable last line for use with ZIP Code 37381.
New	47-8100	37381	TN	Spring City	Rhea	Watts Bar Dam	Place Name	10/12/2002	



This office will be

CLOSED

Monday,

November 11, 2002,

to observe

Veterans Day.

CUT ALONG DOTTED LINE





This office will be

CLOSED

Monday,

November 11, 2002,

to observe

Veterans Day.

Retail

What's in Store

Buy stamps here

*Bread, milk,
and stamps*

The Postal Service is introducing its new "Buy Stamps Here" decal. It will help customers easily identify non-Postal Service locations coast-to-coast where stamps are sold. Look for the decal at participating supermarkets, drug stores, and ATMs, on vending machines, and at contract postal stations.

It's about providing affordable, universal service — when and where people need them.

"Tape Stamps" market test

*Dispenses
like tape!*

A new 100-stamp coil is being market tested in POS Post Offices this fall. The *Holiday Snowmen* stamps, Item 781200, will be issued as a special linerless, pressure-sensitive adhesive stamp coil. Employee and customer focus group testing revealed that potential customers like this new coil format because it can be placed into a 1-inch tape dispenser and used like tape. They're called Tape Stamps. They're cost-effective, environmentally friendly, and easy to use. There's no stamp backer lining to throw away.

The first day of issue for this new stamp coil is October 28, 2002, with nationwide sales beginning on October 29, 2002. The results of this market test will determine if the Postal Service will pursue further development and production of this new coil format. Educating consumers about this new coil and how to use it properly is a critical element in accurately gauging the success of this new product.

Only POS Post Offices will receive the test coils to track sales data. Three million coils of 100 stamps (300 million stamps) will be produced for this test; therefore, stamp distribution offices (SDOs) will not be receiving an additional quantity for reorders for traditional stores. Postal Stores will receive the Tape Stamps in two packaging formats; both formats will be packaged in "clamshell" packs for slat walls. One format includes a single coil of 100 stamps, Item 781201, selling for \$37; the other format is a single coil of 100 stamps with a reusable stamp dispenser, Item 781202, selling for \$38. Both packages will contain a customer opinion survey card to obtain customer feedback on this new product. Instructions on how to use this new coil will also be printed on the backer card. All packaging will carry security tags so additional security tagging is not needed.

What's in Store

Because the packaged coils for Postal Stores are bulky and could cause storage problems for stores and SDOs, Postal Stores will get two direct shipments of coils — one shipment before the first day of issue and the other shipment just after first day of issue. Both shipments will equal one-half of the expected sales needs. SDOs will need to order additional packaged coil stock based on their available storage space and the available storage space in their Postal Stores. The Tape Stamps will be sent through the SDOs for proper accountability transferring. However, they will be boxed and identified for specific Post Office locations. The distribution quantities going to offices are based on an individual Post Office's prior sales history of coil stamps.

POS offices other than Postal Stores (traditional Post Offices) will receive their coils in "sticks" of five, which can be broken off into single coil units. This format takes up less drawer space. Traditional offices also will receive a shipment of Tape Stamp dispensers. These dispensers are made especially for Tape Stamp coils and will sell for \$1. The dispensers will be packaged for slat wall display.

Sales associates are encouraged to explain to customers how to use the new Tape Stamps and stamp dispenser. As an option, sales associates should explain that the coil can be used on standard 1-inch tape dispensers. It's important to note that Tape Stamps will not dispense properly using standard stamp coil dispensers — the dispenser will gum up, making it difficult to dispense the stamps. Tape Stamp coils can also be used without a dispenser. The customer should simply replace the starter tab on the first stamp after using the desired amount of stamps. This tab makes the coil easier to use and prevents the stamps from sticking to the roll. Storage: Avoid exposing Tape Stamp coils to hot temperatures. If exposed to hot temperatures, cool to room temperature before using.

The holidays are coming

*New drive
period*

The Holiday retail drive period begins October 19. Research tells us that during this period folks who don't regularly frequent Post Offices will be coming in more often to buy stamps for cards and to send gifts. The goal of the drive period is to look for opportunities to educate residential customers on Postal Service products and services that best fit their mailing needs. In particular, spread the word about Express Mail® and Priority Mail® services, along with extra services like Insurance and Delivery Confirmation™ services.

What's in Store

The Holiday point-of-purchase (POP) kits and employee communications elements will start arriving in all offices this week. Make sure to change the signs on October 19 so customers are aware of the services they need. It'll make their holidays brighter — and help our bottom line.

Ring in the holidays

A great deal!

There's a new FIRSTCLASS PHONECARD® holiday 4-pack available this season that offers customers a great deal. It features four 50-minute phone cards for only \$24. If sold separately at the current retail price, customers would pay \$32 for the four cards. At the new low price, it's like getting one 50-minute FIRSTCLASS PHONECARD free! The holiday 4-packs make great stocking stuffers and are perfect gifts for teachers, the barber, the newspaper delivery person, the dog walker — everyone on the holiday gift-giving list. This promotion is bound to raise FIRSTCLASS PHONECARD revenue during the holiday season.

ReadyPost video

*All about
ReadyPost*

The Postal Service, in partnership with Hallmark, has produced a 14-minute video on the ReadyPost™ shipping supplies program. Topics include commentary by Postal Service Retail Marketing on the national program and its success, testimonials from Postal Service employees around the country, and principles of successful ReadyPost retailing efforts. These principles include anticipating customer needs, ordering the right product mix and making it available, and clean and well-organized merchandising. Copies of the video were sent to each district. Offices interested in obtaining a copy should contact their retail specialist.

One of Hallmark's responsibilities is to provide unit-level support to help ensure Post Offices are getting the fullest benefit from ReadyPost. Hallmark representatives will be available to attend Postal Service retail meetings to provide an educational PowerPoint overview on the ReadyPost shipping supplies program. This 45-minute presentation includes a showing of the video. Hallmark representatives also will be able to answer any questions concerning the program. If you're interested, please contact Susan Thomas, Hallmark representative, at 816-216-3214 or e-mail her at stthomas5@hallmark.com.

What's in Store

Real People, Real Success

*Ending
soon*

Reminder: The Postal Service's small business contest, *Real People, Real Success*, ends October 19. The contest Web site is www.usps.com/realsuccess.

Feedback

Send comments and questions to:

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

What's in Store

A black rectangular graphic with a white border, containing the text "Retail Coaches Corner" in a white, bold, sans-serif font.

Retail Coaches Corner

Welcome to the October Corner!

This month's edition has information regarding *Let's Talk Retail* and the new website location.

Let's Talk Retail

Get FY 2003 off to a great start by regularly turning to this excellent communications tool. *Let's Talk Retail* is a valuable resource for all retail employees.

The purpose of these retail talks is to assist managers and supervisors in promoting an interactive dialogue with their retail employees on a weekly basis. The talks include:

- Product knowledge information
- Sales skills
- New products
- New services
- Retail policy and procedures

Distribution of these talks is a district decision. Any office with access to the Postal Service "blue" page can access this retail information. Now, files also can be downloaded via the Delivery and Retail website at its new location, <http://blue.usps.gov/delivery>; click on *Customer Service*, then *Let's Talk Retail*. Or you can go directly to this URL: http://blue.usps.gov/delivery/cs_retail_lets_talk_retail.htm.

CORRECTION

Click-N-Ship

The Stand-Up Talk in *Postal Bulletin* 22085 (9-19-02, page 4) included incorrect information regarding why the weight requirements for pieces dropped into a collection box are not applicable in this case.

The fifth paragraph of the Stand-Up Talk should now read as follows (changed text is bolded):

For added convenience, customers may drop pieces with domestic Express Mail and Priority Mail online shipping labels with PC Postage, regardless of weight, into a collection box. **This is because PC Postage customers are required to register with www.usps.com and pay with a credit card.**

— *Product Information Requirements,
Product Development, 10-3-02*

Supply Management

REMINDER

Disposal of Unserviceable and/or Obsolete Post Office Box Units

When disposing of Post Office box units with key type locks that are unserviceable and/or obsolete, you must follow the disposal procedures provided in Handbook AS-701, *Material Management*, Section 646.5, Post Office Boxes.

That section specifies that you must

- Remove (punch out) the keys and locks on unserviceable/obsolete Post Office box units, or
- Remove those keys and render those locks inoperable (drilled with a quarter-inch bit), before disposing the units.

- Forward the removed locks and keys to the following address:

MAIL EQUIPMENT SHOPS
UNITED STATES POSTAL SERVICE
2135 5TH STREET NE
WASHINGTON DC 20260-6224

Telephone: 202-281-2620

— *Material Production and Distribution,
Supply Management, 10-3-02*

UPDATE

USPS Official Licensed Product Manufacturers and Distributors

The following list contains all current USPS Official Licensed Product manufacturers and distributors. Changes and additions appear in bold.

You may use this information to purchase products for personal use or as premiums and giveaway items. **These products are not for resale.**

Products for resale will be made available through the Official Licensed Retail Product (OLRP) program, which will be launched for the 2002 Holiday period in participating Post Offices. Please contact your Area Retail manager for more information — or send an e-mail to licensing@usps.com.

USPS Promotional Products

Licensee	Products	Where Can I Buy These?	Other Sources
Bradford Exchange 9333 North Milwaukee Avenue Niles IL 60714	Plates, plaques, and/or plate-like objects made out of cold-cast resin or porcelain	Telephone: 847-966-2770 Fax: 847-966-3121	
Century Promotional Products Inc 457 Farnsworth Circle Barrington IL 60010-1078	Promotional products, t-shirts, golf shirts, caps, recognition and safety awards	Telephone: 847-639-4259 Fax: 847-639-4260	For USPS promotional use only
Concord Industries 19 Willard Road Norwalk CT 06851-4414	Key chains, lapel pins, laser engraved glass, belt buckles, Americana products	Online: www.uspsproducts.com Telephone: 800-553-9824 Fax: 203-750-6057	Specialty stores
CWS Awards 4709 23rd Avenue SW Seattle WA 98109	Awards including jeweled pins, standard pins, medallions, lapel pins, rings, plaques, and trophies	Telephone: 206-270-0923 Fax: 206-933-9608	For USPS promotional use only
Data Solutions and Technology Inc 3300 75th Ave Suite 110 Landover MD 20785-1501	EID note cards, pins, key rings, mugs, magnets, t-shirts and canvas prints of stamps	Online: www.dstincorporated.com Telephone: 301-583-3500 Fax: 301-583-3512	
FIF Marketing 41 E Main Street Suite 112 Lake Zurich IL 60047	Corporate gifts and promotional products	Online: www.fifmarketing.com Telephone: 847-540-0611 Fax: 847-540-0613	
Financial Innovations Inc 1 Weingeroff Boulevard Cranston RI 02910-4019	Corporate gifts, promotional products, lapel pins, mugs, key rings, caps	Telephone: 401-467-3178 Fax: 401-467-3570	CVS, K-Mart, Kroger
Gary Mandel Promotional Products 1202 West Olympic Boulevard Santa Monica CA 90404-3722	Promotional products	Telephone: 310-392-4070 Fax: 310-392-4467	
Giftpreneurs 640 South Grand Avenue Suite 106 Santa Ana CA 92705	Logo watches, corporate gifts, promotional products	Telephone: 800-500-5574 Fax: 714-542-1896 *Call for catalog	For USPS promotional use only
Heritage Promotions 3760 North Ponce de Leon Boulevard Saint Augustine FL 32084	Premium and promotional items	Telephone: 904-827-9747 Fax: 904-827-9707	For USPS promotional use only
Highland Glen Manufacturing Inc PO Box 294 Buffalo NY 14213-2028	Key rings and key accessories	Telephone: 716-883-1110 Fax: 716-885-0243	
Highlander Logo Products 1072 Jacoby Road Akron OH 44321-1799	Drivers, iron sets, putter, head covers, golf bags, golf travel bags, golf towels, golf gloves, golf balls, golf tees, tool packets, divot repair tools, golf shoe brush, and golf umbrella	Telephone: 330-666-7390 Fax: 330-666-4525	Ask for color catalog
Hy-Ko Products 7370 Northfield Road Walton OH 44146-6106	Key chains, key rings, key fobs, key accessories, and bottle openers	Telephone: 440-232-8227 Fax: 440-232-8227	
iPROMOTEU 8 Strathmore Road Natick MA 01760-2419	Bookmarks, pins, key chains, mugs	Online: www.ipromoteu.com Telephone: 877-470-1436 Fax: 905-542-9454	

Licensee	Products	Where Can I Buy These?	Other Sources
Jonathan Grey & Associates 920 Calle Negocio Suite B San Clemente CA 92673-6207	Corporate gifts, promotional products, pins, bears, frames	Online: www.jgrey.com Telephone: 949-498-2515 Fax: 949-298-2830 e-mail: raquel@jgrey.com	
March Company 3815 Academy Pkwy NE Albuquerque NM 87109-4408	Stamp design lapel pins, key chains, money clips, <i>Heroes of 2001</i> product	Online: www.marchco.com Telephone: 800-336-2724 Fax: 505-345-0407	
Nancy Sales Company Inc 22 Willow Street Chelsea MA 02150	Mugs, shot glasses, key chains	Telephone: 617-884-1700 Fax: 617-889-2789	
Postal Products Unlimited 500 W Oklahoma Ave Milwaukee WI 53207-2649	Commemorative rings, employee recognition gifts, collectibles, give-aways, and marketing items	Telephone: 800-229-4500 e-mail: tomr@postalproducts.com	Mainly for USPS promotional use only, with the exception of the commemorative rings
Royal Marketing 50 Park Place Suite 810 Newark NJ 07012	Assorted ad specialties, apparel, employee incentives, awards and promotional products	Telephone: 973-624-5599 Fax: 973-624-6664	
Sonoma Pins 677 1st Street W Sonoma CA 95467-7003	Stamp lapel pins, key chains, dog tags, <i>Heroes of 2001</i> product	Online: www.favoriteline.com/heroes Telephone: 800-996-8655 Fax: 707-996-9957	
U S Allegiance Inc 63004 Layton Ave Bend OR 97701-3735	<i>Greetings from America</i> mugs, key chains, tote bags, stationery	Online: www.ipledge.com Telephone: 541-330-6282 Fax: 541-330-6268	
Wei Kee Plastic Industrial Ltd 92 Pokfulam Road Flat B-1 La Clare Mansion Hong Kong	Miniature plastic mailboxes	Telephone: 852-2881-7708 Fax: 852-2895-0695 (Hong Kong)	
Winco International 9019 Oso Ave Suite F Chatsworth CA 01311-4117	Lapel pins, key chains, magnets, pen stands, first day covers, and bookmarks with or without attached emblems	Telephone: 818-718-1191 Fax: 818-700-9778	
Wonderland Marketing 1718 Sherman Ave Suite 311 Evanston IL 60201	Corporate gifts: watches, mugs, clocks, pens	Online: www.shopwonderland.com Telephone: 847-526-1500 Fax: 847-425-1551	

Apparel and Jewelry

Licensee	Products	Where Can I Buy These?	Other Sources
American Needle 1275 Busch Pkwy Buffalo Grove IL 60089-4504	Postal Service logo caps, postal <i>Classic Collections</i> caps	Telephone: 847-215-0011 Fax: 847-215-0013	
Cizna Inc 45 E 25th Street Apt 11D New York NY 10010-2941	Mr. Zip t-shirts	Currently available in Japan only	
Corning Museum of Glass 1 Museum Way Corning NY 14830-2253	T-shirts	Online: www.cmog.com Telephone: 607-974-8835 Fax: 607-974-7365	Corning Museum Gift Shop
Data Solutions and Technology Inc 3300 75th Ave Suite 110 Landover MD 20785-1501	<i>EID</i> polo shirts and t-shirts	Online: www.dstincorporated.com Telephone: 301-583-3500 Fax: 301-583-3512	
FiF Marketing 41 E Main Street Suite 112 Lake Zurich IL 60047	Corporate gifts, promotional products, logo apparel	Online: www.fifmarketing.com Telephone: 847-540-0611 Fax: 847-540-0613	
Financial Innovations Inc 1 Weingeroff Boulevard Cranston RI 02910-4019	Corporate gifts, promotional products, logo apparel, t-shirts, sweatshirts, and caps	Telephone: 401-467-3178 Fax: 401-467-3570	CVS, K-Mart, Kroger
5-Star Marketing 4005 W Green Tree Road Milwaukee WI 53209	Polo shirts, long-sleeved shirts, jackets, hats, and bags	Telephone: 414-351-6212 Fax: 414-351-1336	For USPS promotional use only
Freedman & Company 77 Street John's Road Camp Hill PA 17011-3056	T-shirts, sweatshirts, and tote bags	Telephone: 800-392-1066 Fax: 717-761-5276	

Licensee	Products	Where Can I Buy These?	Other Sources
Giftpreneurs 640 South Grand Avenue Suite 106 Santa Ana CA 92705	Embroidered apparel	Telephone: 1-800-500-5574 Fax: 714-542-1896 *Call for catalog	For USPS promotional use only
JER Sports 1604 A Street West Babylon NY 11704-5074	Men's, women's, and children's slippers; sandals; canvas, synthetic, and leather footwear, and boots	Telephone: 631-587-1705 Fax: 631-422-4119	
Jonathan Grey & Associates 920 Calle Negocio Suite B San Clemente CA 92673-6207	Corporate gifts, promotional products, logo apparel, clothing, and hats	Online: www.jgrey.com Telephone: 949-498-2515 Fax: 949-298-2830 e-mail: raquel@jgrey.com	
Kahala 424 Summer St Honolulu HI 96817-5607	Hawaiian shirts with stamp images	Telephone: 808-523-7873 Fax: 808-521-6413	Retail stores in Hawaii
Lands' End 6 Lands' End Ln Dodgeville WI 53595	Corporate logo apparel, embroidered apparel	Telephone: 800-535-3060 Fax: 800-297-2606	Catalog sales
Logotel 9005 Red Branch Road Columbia MD 21045-2110	100% cotton screen print t-shirts	Telephone: 410-772-5623 Fax: 410-740-8978	
Malama Pono Ltd 1401 Maulhardt Avenue Oxnard CA 93030-7966	100% cotton t-shirts featuring the <i>Duke Kahanamoku</i> stamp	Telephone: 310-576-2444 Fax: 310-576-2440	
Museum Company 695 Route 46 W Suite 400 Fairfield NJ 07004-1592	Women's sleep shirt with <i>Love</i> stamp image	Telephone: 973-244-4300 Fax: 973-244-4281	
Postal Products Unlimited 500 W Oklahoma Ave Milwaukee WI 53207-2649	Commemorative rings, sportswear, assorted gear, employee recognition gifts, collectibles, give-aways and misc. marketing items	Telephone: 800-229-4500 e-mail: tomr@postalproducts.com	Mainly for USPS promotional use only, with the exception of the commemorative rings
Royal Marketing 50 Park Place Suite 810 Newark NJ 07012	Men and women's apparel	Telephone: 973-624-5599 Fax: 973-624-6664	
Third Street Sportswear PO Box 145 Ozark MO 65721-0145	Snoopy "Flying Ace" t-shirts	Telephone: 800-538-1059 Fax: 417-485-8995	
Veer Right 3705 Airport Circle NW Suite I Wilson NC 27896	Men and women's apparel (Cutter & Buck), accessories, and gifts	Telephone: 252-237-5900 Fax: 252-237-8004	For USPS promotional use only
Winco International 9019 Oso Ave Ste F Chatsworth CA 01311-4117	Earrings and necklaces	Telephone: 818-718-1191 Fax: 818-700-9778	
Wonderland Marketing 1718 Sherman Ave Suite 311 Evanston IL 60201	Corporate apparel: jackets, shirts, sweaters; corporate gifts: Watches, mugs, clocks, pens	Online: www.shopwonderland.com Telephone: 847-526-1500 Fax: 847-425-1551	

Posters and Enlargements

Licensee	Products	Where Can I Buy These?	Other Sources
American Stamp Collectibles Inc RR 12 Box 180 Donohoe Road Greensburg PA 15601-9812	Matted and/or framed elements consisting of some or all of the following: Actual U.S. semi-postal <i>Heroes of 2001</i>, U.S. semi-postal <i>Heroes of 2001</i>, and other printed images	Telephone: 724-396-4562 Fax: 724-837-0444	
Chimera Publishing 719 Arena Drive Hamilton NJ 08610	Open edition, 4-color process, photo-mechanical lithographic, 18" x 26" posters	Telephone: 800-448-0295 Fax: 609-888-1802	

Licensee	Products	Where Can I Buy These?	Other Sources
Classic Editions dba Timeframed Penobscot Building Suite 3700 645 Griswold Street Detroit MI 48226-4219	Two-dimensional reproductions of USPS stamp and historic/nostalgic items, including photographs, letters, manuscripts, notes, sketches, diaries, maps, plans, legal documents, news clippings, advertisements, and operating manuals	Telephone: 313-963-2242 Fax: 313-963-2252	
Creative Framing 525-M E Market St Leesburg VA 20176-4171	Framed and matted stamps and reproductions of stamps, enlarged reproductions of stamp art	Online: www.usps.com/shop Telephone: 703-771-6354 Fax: 703-771-6398	
D & P Creations Inc 2177 B North Batavia Orange CA 92665	Framed and matted stamps and reproductions of stamps, enlarged reproductions of stamp art	Online: www.dpcreations.com Telephone: 714-974-0905 Fax: 714-974-1147 e-mail: dpcreations@earthlink.net	
Dodge Color 4827 Rugby Avenue Bethesda MD 20814-3040	Transparencies, negatives, reproductions, and reprints of framed and unframed stamp designs. Products can only be sold to (1) USPS personnel for corporate use and (2) USPS licensees	Online: www.dodgecolor.com Telephone: 301.656.0025 Fax: 301-656-0025	
Kennedy Mint Inc 12102 Pearl Road Strongsville OH 44136-3398	Framed collections of stamps and coins	Online: www.kennedymint.com Telephone: 440-572-3222 Fax: 440-572-3692	Direct mail
Paper Tiger 335 Jefferson Ave Cresskill NJ 07262	33 cent <i>Ayn Rand</i> stamp poster	Online: www.papertig.com Telephone: 201-567-5620 Fax: 201-541-9529	
Western Metal Decorating 8875 Industrial Lane Cucamonga CA 91730-4529	Posters and clips made of metal materials in all sizes	Telephone: 909-987-2506 Fax: 909-483-6096	
Winco International 9019 Oso Ave Ste F Chatsworth CA 01311-4117	Framed stamp pins/emoles with stamp art reproductions	Telephone: 818-718-1191 Fax: 818-700-9778	

Toys and Games

Licensee	Products	Where Can I Buy These?	Other Sources
Athearn Inc 19010 Laurel Park Road Compton CA 92064-6091	Model railroad rolling stock, locomotives, passenger cars, flat cars featuring tractor-trailer trucks, billboards, mailboxes, buildings, and other accessories common to the category and in keeping with Licensor's trademark equities subject to Licensor's prior written approval	Telephone: 310-631-3400 Fax: 310-885-5296	
Build-a-Bear Workshop Inc 1954 Innerbelt Business Center Drive St Louis MO 63114	T-shirt featuring <i>Teddy Bear</i> stamps on plush animals	Telephone: 314-423-8000 Fax: 314-423-8188	
First Gear Inc 8668 Kapp Dr Peosta IA 52068-9568	Die-cast model '37 Chevrolet U.S. Mail delivery truck	Telephone: 888-771-5576 Fax: 319-582-2415 e-mail: consumerservices@1st-gear.com	Tradeshows
Golden Wheel Die Casting Unit 408-409 62 Mody Road Tsimshatsi East Kowloon HK	Vehicle and airplane die-cast replicas	Telephone: 852-2412-2339 Fax: 852-2412-7986 (Hong Kong)	Request catalog
KJ Classic Metal Designs PO Box 663 Winder GA 30680-0663	1:15 scale replica Postal Service delivery van	Telephone: 770-867-4452 Fax: 770-586-0163	Dealers

Licensee	Products	Where Can I Buy These?	Other Sources
Liberty Classics 235 Peterson Road Libertyville IL 60048-1005	Free-wheeling die-cast vehicles in 1:24 and 1:64 scale with plastic and rubber components	Telephone: 847-367-1288 Fax: 847-367-1295	
Lionel LLC 50625 Richard W Boulevard Chesterfield MI 48051-2493	Priority Mail railroad boxcar	Telephone: 810-949-4100 x1 Fax: 810-949-1013	Dealers
Mattel Inc 333 Continental Boulevard El Segundo CA 90245	Matchbox collectibles mail van	Telephone: 856-234-7400 Fax: 856-722-9342	Sears, FAO Schwarz, JC Penny, Target, Ames, K-Mart, ShopKo, Wal-Mart, Meijer, Bradlees, Kay Bee Toys, Toys R Us
May Cheong Toy Products Fty Ltd dba Maisto International Inc. 7751 Cherry Avenue Fontana CA 92336-4002	Die-cast vehicle replicas in 1:64, 1:43, 1:32, and 1:100 scales and die-cast airplane replicas in 7-inch scale	Telephone: 909-357-7988 Fax: 909-357-2020	
MBI Inc 47 Richards Ave Norwalk CT 06857	Die-cast metal vehicles	Telephone: 203-853-2000 Fax: 203-853-0647	Direct mail with Danbury Mint and Postal Commemoratives Society
MTH Electric Trains Inc 7020 Columbia Gateway Dr Columbia MD 21046	Model railroad boxcars	Telephone: 410-381-2580 Fax: 410-381-6122	
My Surf Studio 607 Huber Drive Saint Paul MN 55120-1916	Educational and edutainment software utilizing USPS corporate signature, USPS Post Office, and Mr. Zip	Telephone: 651-687-0028 Fax: 651-688-7863	
National Geographic Society 1145 17th Street NW Washington DC 20036	Book titled <i>Graveyards of the Pacific</i>	Online: www.nationalgeographic.com Telephone: 202-828-8093	National Geographic Bookstore 1145 17th St NW Washington DC 20036
Peter Parker Puzzles 363 Westland Avenue Columbus OH 43209	Stamp art jigsaw puzzles	Telephone: 614-258-3575 Fax: 614-258-3588	Direct mail catalog, toy stores, novelty gift shops
Playing Mantis 3618 Grape Road Mishawaka IN 46545	Die-cast trucks with mounted stamps in truck bed	Online: www.playingmantis.com Telephone: 219-252-0300 Fax: 219-252-0500	
Spec-Cast 428 6th Avenue Dyersville IA 52040	Die-cast model trucks and planes	see distributor directory Online at www.speccast.com Telephone: 563-875-8706 Fax: 563-875-8056	
Wei Kee Plastic Industrial Ltd 92 Pokfulam Road Flat B-1 La Clare Mansion Hong Kong	Miniature plastic mailboxes	Telephone: 852-2881-7708 Fax: 852-2895-0695 (Hong Kong)	

Commercial Novelty

Licensee	Products	Where Can I Buy These?	Other Sources
Action Tapes d/b/a Great Notions 2751 Electronic Lane Dallas TX 75220-1217	Computer embroidery systems	Telephone: 214-352-6940 Fax: 214-352-7249	
B & K Specialties 1030 North State Street Suite 39-H Chicago IL 60610	Collectibles, give-aways, employee recognition gifts	Telephone: 312-664-5010 Fax: 312-664-0873	For USPS promotional use only
Bradford Exchange 9333 North Milwaukee Avenue Niles IL 60714	Plates, plaques and/or plate-like objects made out of cold-cast resin or porcelain	Telephone: 847-966-2770 Fax: 847-966-3121	
Case Stationery Co Inc 179 Saw Mill River Road Yonkers NY 10701-6616	Looney Tune stamp characters metal box	Telephone: 800-431-2422 Fax: 914-965-2362	Request full-color catalog

Licensee	Products	Where Can I Buy These?	Other Sources
Changing Seasons Software LTD 5881 Roanoke Drive Madison WI 53719-1629	Philatelic software/catalog	Online: www.stampbase.com Telephone: 609-273-2739 Fax: 609-273-1965	
Cinegram Media Inc 1 Springfield Avenue Summit NJ 07901-4055	<i>Celebrate the Century</i> CD-ROMs, Screensavers	Telephone: 908-598-4755 Fax: 908-598-4756	
Concord Industries 19 Willard Road Norwalk CT 06851-4414	Key chains, lapel pins, laser engraved glass, belt buckles, americana products	Online: www.uspsproducts.com Telephone: 800-553-9824 Fax: 203-750-6057	Specialty stores
Corning Museum of Glass 1 Museum Way Corning NY 14830-2253	Note cards, puzzles and wall art	Online: www.cmog.com Telephone: 607-974-8835 Fax: 607-974-7365	Corning Museum Gift Shop
Cranston Consumer Products Co 469 7th Avenue New York NY 10018-7605	<i>Celebrate the Century</i> fabric	sells only to retailers (Wal-Mart, JoAnn Fabrics, etc.)	
Desperate Enterprises Inc 728 E Smith Road Medina OH 44256-2423	<i>I Love Lucy</i> stamp tin sign	Online: www.desperate.com Telephone: 800-732-4859 x10 Fax: 330-725-0150	Direct mail
Direct Checks Unlimited LLC 8245 North Union Boulevard Colorado Springs CO 80920-4470	Bank checks, return address labels, and checkbook covers	Telephone: 719-531-3954 Fax: 719-548-9604	Call to get order forms.
Gimbels of Maine PO Box 57 Boothbay Harbor ME 04538-0057	Collectible porcelain thimbles	Online: www.gimbelsdepartmentstore.com Telephone: 207-633-5088 Fax: 207-633-5128	Retail location in Maine, direct mail
Godinger Silver Art Co Ltd 6315 Traffic Avenue Ridgewood NY 11385-2629	Silver-plated lead crystal giftware	Telephone: 212-685-5843 x201 Fax: 212-545-0793	Gift stores
HE Harris & Company Inc 3101 Clairmont Road NE Atlanta GA 30329-1015	Stamp collecting albums and kits	Online: www.heharris.com Telephone: 404-214-4300 Fax: 404-214-4390	eBay store
Heritage Collections Ltd 6647 Kerns Road Falls Church VA 22042	Holiday ornaments made with live stamps	Telephone: 703-533-7800 Fax: 703-533-7801	
Highlander Logo Products Corp 1072 Jacoby Road Akron OH 44321-1799	Drivers, iron sets, putter, head covers, golf bags, golf travel bags, golf towels, golf gloves, golf balls, golf tees, tool packets, divot repair tools, golf shoe brush, and golf umbrella	Telephone: 330-666-7390 Fax: 330-666-4525	Ask for color catalog
Hy-Ko Products 7370 Northfield Road Walton OH 44146-6106	Key chains, key rings, key fobs, key accessories, and bottle openers	Telephone: 440-232-8227 Fax: 440-232-8227	
iPROMOTEu 8 Strathmore Road Natick MA 01760-2419	Bookmarks, pins, key chains, mugs	Online: www.ipromoteu.com Telephone: 877-470-1436 Fax: 905-542-9454	
Kennedy Mint Inc 12102 Pearl Road Strongsville OH 44136-3398	Framed collections of stamps and coins	Online: www.kennedymint.com Telephone: 440-572-3222 Fax: 440-572-3692	Direct mail
Kurt S Adler Inc 1107 Broadway New York NY 10010-2872	Holiday ornaments	Telephone: 212-924-0900 Fax: 212-807-0575	
Nancy Sales Company Inc 22 Willow St Chelsea MA 02150	Mugs, shot glasses, key chains	Telephone: 617-884-1700 Fax: 617-889-2789	
Pro Pacific Corporation 300 North Continental Boulevard Suite 120 El Segundo CA 90245	Custom collectible mint tins. Mints available in various shapes and sizes	Telephone: 310-765-4533 Fax: 310-662-1615 e-mail: dave@propacific.com	For USPS promotional use only
Sonoma Pins 677 1st Street W Sonoma CA 95467-7003	Stamp lapel pins, key chains, dog tags, <i>Heroes of 2001</i> product	Online: www.favoriteline.com/heroes Telephone: 800-996-8655 Fax: 707-996-9957	
Summerfield Foods Inc 1305 North Dutton Avenue Suite 100 Santa Rosa CA 95401-7103	Butter cookies	Telephone: 707-579-3938 Fax: 707-579-8442	

Licensee	Products	Where Can I Buy These?	Other Sources
Te Neues Publishing Company 16 W 22nd Street 11th Flr New York NY 10010-5803	Wall calendars featuring various stamp designs	Telephone: 212-627-9090 Fax: 212-627-9534	Stationery stores, gift retailers, book stores, postmark america store
Technicraft Industries Inc 11 Iron Forge Road Paxton MA 01612-1523	<i>Heroes of 2001</i> cotton and acrylic throw blankets, pillows, and tote bags	Telephone: 508-792-9065	
U S Allegiance Inc 63004 Layton Avenue Bend OR 97701-3735	<i>Greetings from America</i> mugs, key chains, tote bags, stationery	Online: www.ipledge.com Telephone: 541-330-6282 Fax: 541-330-6268	
Vanmark Inc 2551 E Philadelphia St Ontario CA 91761	Figurines, frames, clocks, bookends	Telephone: 909-923-6789 Fax: 909-673-9699	
Wei Kee Plastic Industrial Ltd 92 Pokfulam Road Flat B-1 La Clare Mansion Hong Kong	Miniature plastic mailboxes	Telephone: 852-2881-7708 Fax: 852-2895-0695 (Hong Kong)	
Winco International 9019 Oso Ave Ste F Chatsworth CA 01311-4117	Lapel pins, key chains, magnets, ornaments, earrings, necklaces, pen stands, paperweights, framed stamp pins/embles with stamp art reproductions, stamps and/or first day covers, and bookmarks, with or without attached emblems	Telephone: 818-718-1191 Fax: 818-700-9778	

2003 Year Type for Hand Stamp and Cancelling Machines

The 2003 year type for hand stamp and cancelling machines will be automatically distributed to all Postal Service facilities that received 2002 year type for hand stamps and cancelling machines. The Material Distribution Center (MDC) mailed a postcard notification on September 27, 2002, to each Postal Service facility that received 2002 year type. If your facility needs a different quantity or a different 2003 year type, make changes on the preaddressed postcard and drop it in the mail. *If no changes are needed, do not mail the postcard.* Complete instructions are on the postcard.

If your facility needs 2003 year type for hand stamp or cancelling machines but has not received a postcard notification by October 18, 2002, contact Materials Customer Service no later than October 25, 2002. Please be ready to give the customer service representative the PSIN number for the item needed, the quantity, and the FEDSTRIP number for the ordering facility.

The MDC will ship the year type no later than December 18, 2002. Allow 10 to 14 days for delivery.

To determine the proper year type for cancelling machines, check the model number on the machine nameplate. Use Exhibit 15 in Publication 247, *Supply and Equipment Catalog*, as a guide for ordering the correct type.

1. PSIN O76E for Models D, K, and G new style cancelling machines using 77, 225, and 218-A die hubs (7520-01-363-9283).
2. PSIN O103HD2 for Models HD-2 canceling machines (7490-00-920-9277).

3. PSIN O133E for Model Flier and M machines using 1207 die hubs (7490-00-996-3084).
4. PSIN O217E for Model G canceling machines using 218 die hubs (7520-01-363-9279).
5. PSIN O691G for Model Flier and M machines using 1207-G die hubs (7520-01-363-9280).
6. PSIN O702A for steel post marked, hammer type (7520-01-363-9281).
7. PSIN O718A for steel post marker, rotary type (7520-01-363-9282).
8. PSIN O642 rubber, for use on Nos. 550, 570, and 552 (7520-01-000-9100).
9. PSIN O744, steel, for use with No. 700 without flange (7520-01-364-1911).
10. PSIN O747, steel, for use with No. 700 with flange (7520-01-364-3887).

The 2003 year type for Mark II Facer-Cancelers (7490-04-000-2003) will be distributed automatically to all plant maintenance facilities who received the 2002 year type. This year type is also used on the MRC small canceling machine, Models 3601/3602, and the AFCS machine, both lead and trail. Only plant maintenance facilities may order this year type. Plant maintenance facilities are responsible for supplying this year type to all offices they service.

— National Supply Management Programs,
Supply Management, 10-3-02

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