

U.S. ARMED FORCES FREE MAIL PROGRAM ■ NEW ELM EDITION

POSTAL BULLETIN

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PB 22087, October 17, 2002

announcing the

CHIEF MARKETING OFFICER'S GROWTH AWARD

A new incentive program to encourage postmasters, managers,
and supervisors to participate in the
revenue generation challenge.

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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	PB 22075A: 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
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PB 22080: 7690-05-000-4845			

The Chief Marketing Officer’s Growth Award

Introduction

When Postmaster General (PMG) Jack Potter unveiled the Transformation Plan he called on all Postal Service employees to help secure the future of universal mail service at affordable prices. Meeting that challenge largely depends on the organization’s ability to grow the business.

In the coming weeks and months, the Marketing department will introduce a number of new programs aimed at generating revenue, promoting products and services, and keeping customers informed about the Postal Service.

Along with the rollout of these new programs comes a commitment from Chief Marketing Officer (CMO) Anita Bizzotto to ensure that postmasters, managers, and supervisors have the right information and tools at the right time to achieve success.

As results of all Marketing activities are measured, Chief Operating Officer (COO) Pat Donahoe and CMO Anita Bizzotto also have committed themselves to recognizing postmasters, managers, and supervisors who have contributed the most toward growing the business. That recognition will come in the form of Marketing’s highest honor — the CMO’s Growth Award. The guidelines for participating in this award program follow.

Guidelines

What: The Growth Award, sponsored by the CMO, is nonmonetary recognition in the form of a specially designed trophy to honor outstanding marketing efforts. It is the highest marketing honor for postmasters, managers, and supervisors who are most successful in marketing activities.

Who: The program is open to postmasters and executive and administrative schedule (EAS) managers/supervisors (nonpostmasters) in performance clusters. Account representatives, customer relations coordinators, and Marketing staff members, either in the field or at Headquarters, are not eligible. Exceptions are those who are officially detailed into postmaster or customer service assignments, for example, an officer in charge or an acting station manager. Postmasters who employ customer relations coordinators (CRCs) may, by marking the submission forms, submit their CRC as a Growth Partner. Winning postmasters who have made the designation will receive a crystal Growth Partnership Award to present to the CRC.

When: The calendar year for the Growth Award begins the first day of AP 01 and ends the last day of AP 13. Participants must obtain all revenue numbers from official financial records. Revenue numbers will be compared to the previous fiscal year. Participants must submit all other supporting documentation, such as published outreach

articles and seminar participation, to Headquarters within 3 weeks of occurrence.

Where: Marketing will announce the Growth Award winners at the legislative conferences sponsored by the National Association of Postmasters of the United States (NAPUS) and the National League of Postmasters of the United States (the League). Postmasters attending the legislative meetings will receive their awards at those events. Area Marketing managers will arrange appropriate ceremonies for postmasters not attending and for EAS managers/supervisors who win in their categories.

Why: The Postal Service, as outlined in the Transformation Plan, is committed to building on current efforts to achieve growth through added value to customers, improved operational efficiency, and an enhanced performance-based culture. Postmasters and other field supervisors are the Postal Service’s link to the Preferred (20 million small businesses around the nation) and Household segments. Postmasters’ and supervisors’ efforts are vital to our success, and this award recognizes their outstanding results.

How: There are five levels of competition within each area, and Marketing determines winners using a cumulative point system within three growth categories — Revenue Generation, Marketing Initiatives, and Marketing Outreach. Points will be given for documented activities important to the Postal Service’s growth strategies. Marketing will describe additional marketing initiatives throughout the year in official Postal Service and Marketing publications, and will provide participation ideas and instructions on how to document. Headquarters Marketing will monitor and verify documented points, which are subject to the rules outlined by Marketing. To qualify for consideration, *participants must meet minimum-point requirements and have at least one point in each growth category.* After the program ends each year and all points are tallied, Marketing will inform area vice presidents and district managers of the participants with the highest number of points. After district managers approve individual winners, Marketing will notify those winners. Marketing will evaluate the program each year, and any updates or changes to the program will be outlined in the *Postal Bulletin*.

Competitive Levels Within Each Area

Level	Minimum Requirements (points)
EAS managers/supervisors, nonpostmaster	20
Postmasters, EAS-15 and below	20
Postmasters, EAS-18 – EAS-20	30
Postmasters, EAS-21 – EAS-22	40
Postmasters, EAS-24 and above	50

Customer relations coordinators are not eligible to win a CMO Growth Award. However, any winning postmaster with a customer relations coordinator (CRC) on staff can request and receive a special Growth Partnership Award for that CRC by including the CRC's name in the space provided on the submission form.

Growth Categories

The three growth categories are Revenue Generation, Marketing Initiatives, and Marketing Outreach. To be eligible, participants must have at least one point in each of these three broad categories.

Revenue Generation

- Maintain revenue level of the past Fiscal Year = 1 point.
- Percentage of increased revenue (each percent of increase = 1 point).
- Increase in walk-in revenue (WIR) over same period last year (SPLY); (WIR per transaction, each percent of increase over last year's total = 1 point).
- WIR divided by LDC45 workhours improvement over previous year. If base is below 75%, each percentage of improvement = 1/2 point. If performance to goal is 75–85%, each percentage of improvement = 1 point. If performance to goal is 86–99%, each 1/2 percentage of improvement = 1 point. If performance to goal is 100%, 10 points are given for maintaining 100%.
- Sale of Express Mail Corporate Account (Express Mail and Global Express). Each account = 1 point.

Revenue points will be based on numbers shown on the FY printout. Participants must send a copy of last year's (FY02) and current year's (FY03) printouts together with one submission sheet.

Marketing Initiatives

- Promotion of Stamps by Phone and Stamps By Mail®. One point for each percentage of increase in revenue through these channels.
- Increase in sales of packaging materials. One point for each percentage of increase over previous year.
- One point for revenue generated through the Inside Sales program. For levels 21 and below, and for the

nonpostmaster category, each \$100 of revenue generated = 1 point. For levels 22 and above, each \$500 of revenue generated = 1 point.

- Participate in other Marketing initiatives throughout the year, as described in *Grow!*, *Postal Bulletin*, or other official Postal Service publication.
- Maintain at least the national average in Mystery Shopper = 1 point.

Marketing Outreach

- Newspaper articles (these articles are generated through the Marketing Outreach articles published by Marketing for local use). Participants must submit the form with a copy of the article, along with publication name, location, and date. Each published article = 1 point.
- Marketing-approved presentations made to the local business community. Each presentation = 1 point.
- Promotion resulting in participation of local business in larger Marketing seminar or event, such as Small Business Seminars, Direct Mail Seminars, Postal Customer Council meetings, and National Postal Forum. One point for each customer participating.
- Postmaster/manager participation in Postal Customer Council (PCC) meeting. One point for each meeting attended.
- Tip of the Month published in *Grow!* Each tip published = 1 point for person submitting.
- Participation in local revenue-generating activities as described in *Grow!*. Watch the publication throughout the year for activities and points.

Growth

- G — goals
- R — revenue
- O — outreach and opportunity
- W — win
- T — teamwork
- H — homeruns and base hits to help win the game

— *Implementation and Outreach, Pricing and Classification, 10-17-02*

**GROWTH AWARD
SUBMISSION FORM**

Area/District _____

Name _____

Title _____ EAS-_____

Work Address _____

City, State, ZIP Code _____

Telephone _____ Fax _____

E-Mail Address

Customer Relations Coordinator (Growth Partnership Award)

I submit the following description and attached documentation for points toward the Chief Marketing Officer's annual Growth Award in the following category:

REVENUE GENERATION

MARKETING INITIATIVES

MARKETING OUTREACH

(signature)

**Submit to: MARKETING OUTREACH COORDINATOR
USPS ROOM 3028
1735 N LYNN STREET
ARLINGTON VA 22209-6039**

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Wherever you find this symbol you'll find stamps. Stamps at supermarkets, stamps by phone, stamps online and stamps at ATMs.

Administrative Services

HANDBOOK REVISION

Handbook AS-701, Material Management

Effective October 17, 2002, Handbook AS-701, *Material Management*, is revised to reflect a new telephone number for the Mail Equipment Shop.

We will incorporate the revision into the next printed edition of Handbook AS-701 and into the online version of Handbook AS-701, available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>: click on *HBKs*.

Handbook AS-701, *Material Management*

* * * * *

6 Asset Recovery: Redistribution, Recycling, and Disposal

* * * * *

64 Recycling and Disposal

* * * * *

646 Proprietary Items Requiring Special Processing

* * * * *

646.5 Post Office Boxes

* * * * *

646.52 Unserviceable/Obsolete Items

* * * * *

[Revise telephone number for the Mail Equipment Shop to read as follows:]

Telephone: 202-281-2620

* * * * *

— *Material Production and Distribution, Supply Management, 10-17-02*

NEW MANAGEMENT INSTRUCTION

AS-810-2002-12, Restructuring IT Governance

Information Technology (IT) has published a new management instruction, MI AS-810-2002-12, *Restructuring IT Governance*. The MI describes the committee structure, roles, and responsibilities that govern introducing, using, and replacing information technology within the Postal Service. The committee and forums described in the MI replace the IT Management Steering Committee (MSC) and Infrastructure Toolkit Requirements Committee (ITRC),

which were disbanded in October 2001. In this instruction, except where noted, IT refers to the function, not the organization.

MI AS-810-2002-12 is available only online through the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *MI*s.

We will not print hard copies of this MI.

— *Enterprise Architecture and Standards, Information Technology, 10-17-02*

NEW MANAGEMENT INSTRUCTION

AS-610-2002-14, Maintaining a Contact Center Support Agreement

Effective October 17, 2002, each business unit requiring customer service support for a Postal Service product or service must have a signed Contact Center Support Agreement (CCSA) in effect. New Management Instruction (MI) AS-610-2002-14, *Maintaining a Contact Center Support Agreement*, provides the policy on CCSAs. The policy applies to all Postal Service business units that use or plan to use the Consumer Affairs customer contact centers to provide customer service for any of their organization's products or services.

Please direct any questions about CCSAs or the new MI to the manager, Corporate Contact Management (CCM), via e-mail to cmmgr@email.usps.gov.

MI AS-610-2002-14 is available only online through the Postal Service PolicyNet Web site on the Intranet at <http://blue.usps.gov/cpim>; click on *MI*s.

We will not print hard copies of this MI.

— *Corporate Contact Management,
Vice President and Consumer Advocate, 10-17-02*

Customer Relations

Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Integration at 703-292-4041 at least 1 month preceding the requested delivery dates. The Postal Service

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

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
November Early Drop	Standard/Catalog	10/15–10/19	1.1	Nationwide	3/5 Digit, Car-Rt	Quad, Lomira, WI
Billy Graham Letter	Standard	10/16–10/31	1.7	Nationwide	Barcode, 3/5 Digit, Basic, Barcoded	3 7/8 x 7 1/8 envelope, Minneapolis, MN
The Swiss Colony	Standard	10/23–10/26	2.5	Nationwide	3/5 Digit, Car-Rt, 3/5 Digit, Basic, Barcoded	9 1/4 x 6 1/2 catalog; catalog has die cut cover and personalized (address) underwrap.
November Main	Standard/Catalog	10/28–11/1	4.6	Nationwide	3/5 Digit, Car-Rt	Quad, Lomira, WI
Decision Magazine	Standard/Flat	10/28–11/2	1.1	Nationwide	Car-Rt 3/5 Digit, Basic, Barcoded	48-page magazine, Minneapolis, MN
Sally Beauty Supply	Standard	10/29–10/31	1.1	Nationwide	Car-Rt, 3/5 Digit, Basic, Barcoded	Time-dated promotion, which is time sensitive
The Swiss Colony	Standard	10/30–11/02	1.1	Nationwide	Car-Rt, 3/5 Digit, Basic, Barcoded	9 1/4 x 6 1/2 catalog; catalog has die cut cover and a personalized (address) underwrap.

— *Business Service Network Integration,
Service and Market Development, 10-17-02*

2002 International and Military Mail Christmas Dates

In response to customers' requests for this year's Christmas mailing dates, we are publishing the following recommended mailing dates. To ensure delivery of Christmas cards and packages to military APO/FPO addresses overseas and to international addresses, we suggest that mail be entered by the recommended mailing dates listed below.

Military Mail Addressed To	First-Class Mail Letters/Cards	Priority Mail	Parcel Airlift Mail (PAL) ^{1/}	Space Available Mail (SAM) ^{2/}	Parcel Post
APO/FPO AE ZIPs 090–098	Dec 11	Dec 11	Dec 4	Nov 27	Nov 6
APO/FPO AA ZIPs 340	Dec 11	Dec 11	Dec 4	Nov 27	Nov 6
APO/FPO AP ZIPs 962–966	Dec 11	Dec 11	Dec 4	Nov 27	Nov 6

^{1/} PAL: A special service that provides air transportation for parcels on a space-available basis. PAL is available for Parcel Post not exceeding 30 pounds or 60 inches in length and girth combined. The applicable PAL fee must be paid in addition to the regular surface rate of postage for each addressed piece sent by PAL service.

^{2/} SAM: Parcels paid at Parcel Post postage rates are first transported domestically by surface and then to overseas destinations by air on a space-available basis. The maximum weight and size limits are 15 pounds and 60 inches in length and girth combined.

International Mail Addressed to	Air Letters and Cards	Air Parcel Post	Surface
Africa	Dec 9	Dec 9	Nov 1
Asia/Pacific Rim	Dec 16	Dec 16	Nov 6
Australia/New Zealand	Dec 16	Dec 16	Nov 6
Canada	Dec 16	Dec 16	Nov 23
Caribbean	Dec 16	Dec 16	Nov 20
Central and South America	Dec 9	Dec 9	Nov 6
Mexico	Dec 16	Dec 16	Nov 23
Europe	Dec 16	Dec 16	Nov 13
Middle East	Dec 16	Dec 16	Nov 1

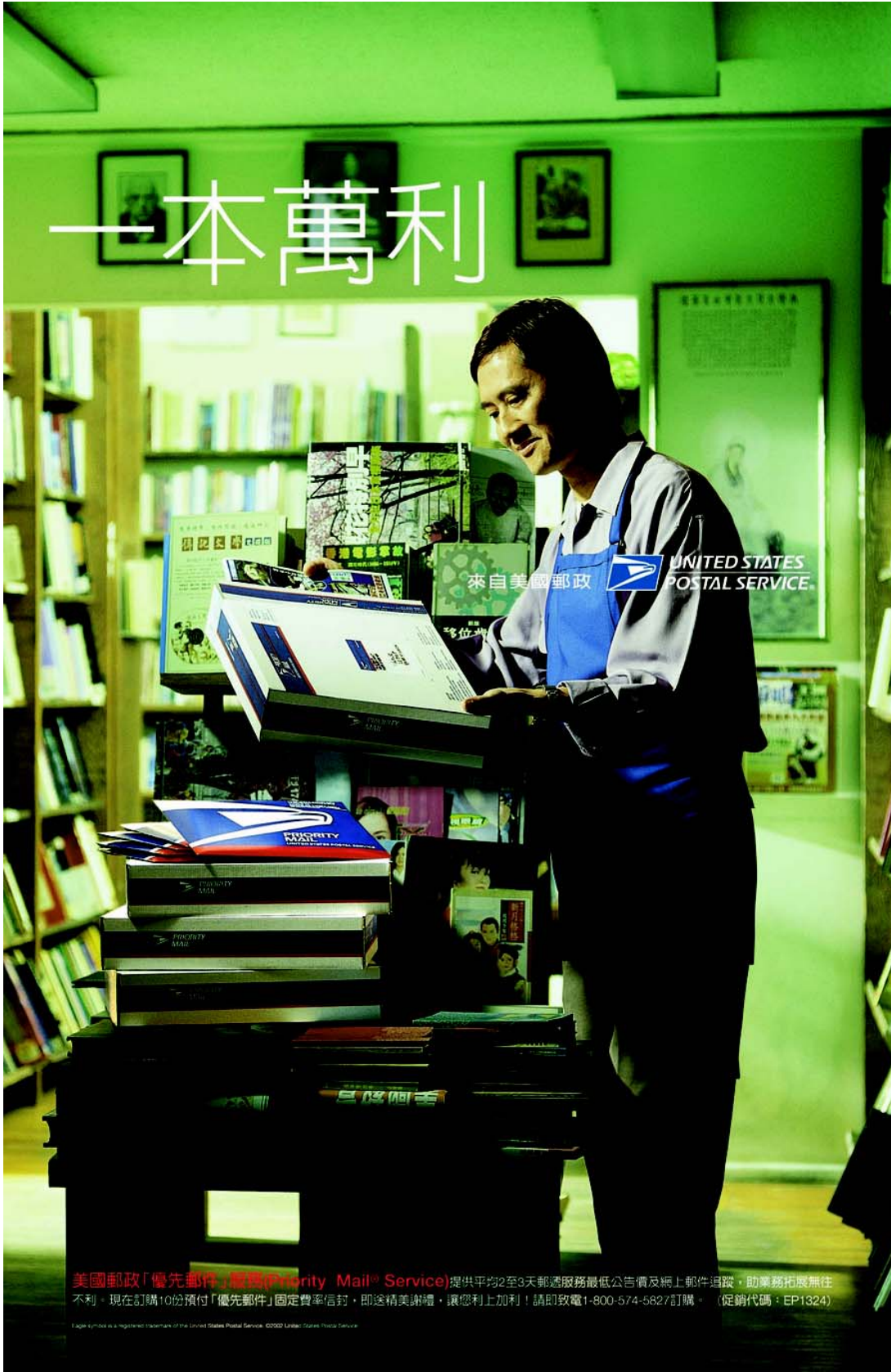
Please Post on All Bulletin Boards.

— International Network Operations,
Network Operations Management, 10-17-02

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Domestic Mail

DMM REVISION

Five Percent Error Limit for Sequenced Mailings

Effective November 14, 2002, *Domestic Mail Manual* (DMM) M050 is revised to clarify how additional postage is assessed for Standard Mail Enhanced Carrier Route (ECR) and Periodicals carrier route mailings found to be out of sequence. Concurrent with this amendment, the Postal Service will implement new policies and guidelines for assessing additional postage for Standard Mail and Periodicals carrier route mailings found to be out of sequence. Under the revised policies, for all mail required to be sequenced, no more than 5 percent of the total pieces in the entire carrier route portion of the mailing may be out of sequence.

Current standards state that, for each carrier route receiving mail, no more than 5 percent of the total pieces for each carrier route may be out of sequence or sorted to the wrong carrier route. The standard establishing a 5 percent limit for missequenced or missorted mail to an individual carrier route may cause confusion because it appears that the Postal Service has established a separate standard of compliance for sequencing as compared to other eligibility requirements for ECR or carrier route rates. Actually, the Postal Service routinely uses tolerances when evaluating discounted mailings to ensure compliance with eligibility standards. This policy change will standardize the procedures for determining eligibility for carrier route rates with the procedures for determining eligibility for other work-share discounts.

Under the new guidelines, for mail that meets all other requirements for high-density or saturation rates, if the pieces are found to exceed the 5 percent sequencing error limit (including being found in reverse walk sequence), the number of pieces that are out of sequence will be determined by multiplying the error percentage by the total pieces in the mailing claimed at the carrier route rates. That portion of the mailing will be charged either the basic carrier route rate or an automation rate for which the mail qualifies (whichever is lower). This rate is available only when the mailer can demonstrate that an approved sequencing product was used in preparing the mail.

For basic carrier route rate mailings only, reverse sequencing will not disqualify a mailing from the basic rates, as long as the mailer used an approved sequencing product in preparing the mail. Therefore, no additional postage is assessed for basic carrier route mailings found to be in reverse sequence. If the 5 percent sequencing error limit is exceeded for other reasons, the percentage of error will be assessed against the carrier route portion of the mailing. That percentage of the carrier route portion of the mailing will be charged the next higher rate for which the mail qualifies. For example, if 30 percent of a basic carrier route mailing is found to be out of sequence, those pieces are charged the next higher rate for which the pieces qualify. The remaining 70 percent of the basic carrier route rate pieces are not considered out of sequence and are charged the basic carrier route rate.

Under this new policy, sortation and sequencing are evaluated separately and each has a 5 percent tolerance level for errors.

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				
	*	*	*	*	*
M050	Delivery Sequence				
	*	*	*	*	*
	<i>[Delete 2.0 in its entirety; renumber existing 3.0 and 4.0 as new 2.0 and 3.0, respectively.]</i>				
	*	*	*	*	*

— Mail Preparation and Standards,
Pricing and Classification;
Business Mail Acceptance,
Service and Market Development, 10-17-02

*U.S. ARMED FORCES***Free Mail Program**

Effective October 17, 2002, under the provisions of Section 3401 (a)(1) of Title 39, U.S.C., and pursuant to Executive Order 12556, dated April 16, 1986, the Secretary of Defense has authorized free mail privileges for members of the U.S. Armed Forces and designated civilians directly supporting "Operation Enduring Freedom" in the following location:

- Ethiopia

In addition, free mail privileges remain in effect for the following military operations/locations:

Operation Enduring Freedom

- Afghanistan
- Bahrain
- Diego Garcia
- Djibouti
- Jordan
- Kazakhstan
- Kuwait
- Kyrgyzstan
- Oman
- Pakistan
- Qatar
- Saudi Arabia
- Tajikistan
- United Arab Emirates
- Uzbekistan
- Yemen
- Aboard ships in the Gulf of Aden
- Aboard ships in the Gulf of Oman
- Aboard ships in the North Arabian Sea (that portion of the Arabian sea that lies north of 10 degrees north latitude and west of 68 degrees east longitude)
- Aboard ships in the Persian Gulf
- Aboard ships in the Red Sea

Operation Freedom Eagle

- All of the islands of the Republic of Philippines south of the island of Luzon within the following described limits: 08-00N/116-30E; 04-45N/119-30E; 05-00N/128-00E; 13-00N/129-00E; 12-30N/116-00E.

Other

- Albania
- Hungary
- Kabal, Kuwait
- Zakho, Iraq
- Former Republic of Yugoslavia
 - Bosnia-Herzegovina
 - Croatia (including Zagreb)
 - Macedonia
 - Serbia-Montenegro (including Kosovo and Vojvodina)
 - Slovenia
- Aboard ships in the Adriatic Sea
- Aboard ships in the Ionian sea north of the 39th parallel

In accordance with 39 U.S.C. 3401(a)(1)(B), free mail privileges will also be extended to individuals hospitalized for disease or injury in a facility under the jurisdiction of the Armed Forces as a result of service in these designated areas.

Personnel authorized this privilege may mail, without postage, letters, postcards, and sound recordings (audio and videotapes) having the character of personal correspondence to any place in the United States, its possessions or territories, or to any military post office (APO/FPO).

Free mail must have a complete APO or FPO return address, the word "Free" in the upper right corner with an APO or FPO postmark, and a complete delivery address. Free mail may not be registered, insured, or certified.

All employees who handle and deliver mail should be made aware of this free mail privilege. Do not collect postage upon delivery, or return this mail to the sender for postage. Mail having the appearance of free mail under this program should never be returned to sender. Address questions regarding the legitimacy of users of this program to:

MILITARY POSTAL SERVICE AGENCY
2461 EISENHOWER AVENUE
ALEXANDRIA VA 22331-0006

Toll free: 800-810-6098

Monday–Friday, 7:30 A.M.–4:30 P.M.

FAX: 703-325-9534

DSN prefix: 221

E-mail: mpsawebcontacts@hqda.army.mil

— *International Network Operations,
Network Operations Management, 10-17-02*



Do **NOT** send Over the Road (OTR) containers, full or empty, to the Mail Transport Equipment Service Centers (MTESCs).*



OTRs are for Bulk Mail Center **USE ONLY.**

*The only exception is red tagged Over the Road (OTR) containers needing repair.

EIRS 69/69H

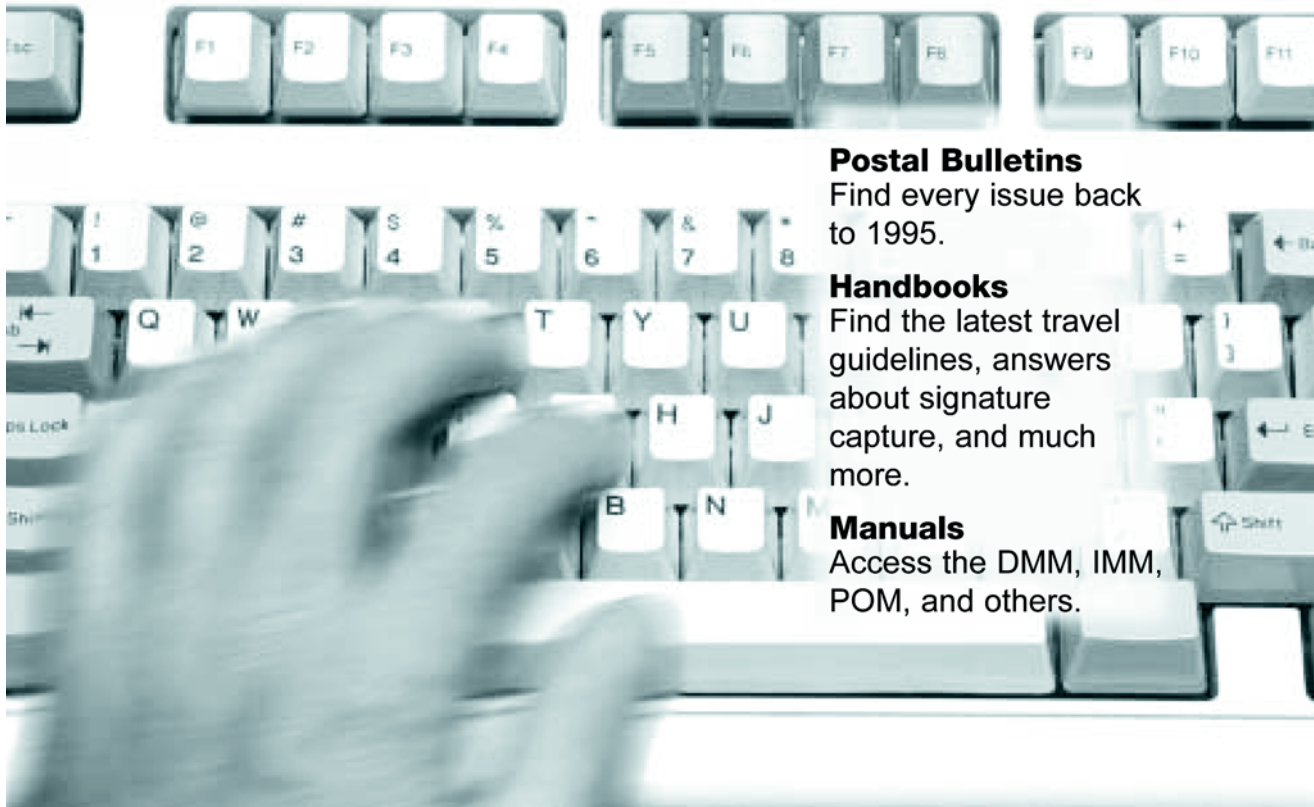
— Mail Transport Equipment, Network Operations Management, 10-17-02

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<http://blue.usps.gov/cpim>

**Postal Bulletins**

Find every issue back to 1995.

Handbooks

Find the latest travel guidelines, answers about signature capture, and much more.

Manuals

Access the DMM, IMM, POM, and others.

Next time you need a Postal Service publication, check the Postal Service PolicyNet Web site first.

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 (see the Restrictions page following the table).

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

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

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

The entries under “Changes” appear in bold in the APO/FPO table below.

Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09366	Activate	Immediately	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09602	Add N	Immediately	B-B1-C-F-F1-N-U

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	09100	B-B1-C-D-U	09214	B-B1-C-D-U	09318	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09009	B-B1-C-D-U	09102	B-B1-C-D-U	09225	B-B1-C-D-U	09321	A-B-B1-C1-E3-F-H1-M-N-R-R1-V-Z1
09012	B-B1-C-D-U	09103	B-B1-D-U	09226	B-B1-C-D-U	09340	A-B-B1-C1-F-R-V
09013	B-B1-C-D-U-Z1	09104	B-B1-C-D-U	09227	B-B1-C-D-U	09345	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09014	B-B1-C-D-U	09107	B-B1-C-D-U	09229	B-B1-C-D-U	09349	A-B-B1-C-C1-D-E2-F-F1-H-I-M-N-R-R1-V-Z-Z1
09021	B-B1-C-D-U	09110	B-B1-C-D-U	09237	B-B1-C-D-U-V	09350	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09028	B-B1-C-D-U	09111	B-B1-C-D-U	09244	B-B1-C-D-U	09351	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09031	B-B1-C-D-U	09112	B-B1-C-D-U	09245	B-B1-C-D-U	09352	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09033	B-B1-C-D-U	09114	B-B1-C-D-U	09250	B-B1-C-D-U	09353	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09034	B-B1-C-D-U	09123	B-B1-C-D-U	09252	B-B1-C-D-U	09354	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09036	B-B1-C-D-U	09126	B-B1-C-D	09262	B-B1-C-D-U	09355	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09042	B-B1-C-D-U	09128	B-B1-C-D-U	09263	B-B1-C-D-U	09356	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09045	B-B1-C-D-U	09131	B-B1-C-D-U	09264	B-B1-C-D-U	09360	B-B1-V
09046	B-B1-C-D-U	09136	B-B1-C-D	09265	B-B1-C-D-N-U	09361	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09050	B-B1-C-D-U	09137	B-B1-C-D-U	09266	B-B1-C-D-U	09362	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09053	B-B1-C-D-U	09138	B-B1-C-D-U	09267	B-B1-C-D-U	09363	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09054	B-B1-C-D-U	09139	B-B1-C-D	09302	B-B1-E2-F-H1-R-R1-U2-V-Z1	09364	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09056	B-B1-C-D-U	09140	B-B1-C-D-U	09303	B-B1-E2-F-H1-R-R1-U2-V-Z1	09365	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09058	B-B1-C-D-U	09142	B-B1-C-D-U	09304	B-B1-E2-F-H1-R-R1-U2-V-Z1	09366	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09059	B-B1-C-D-U	09143	B-B1-C-D-U	09305	B-B1-E2-F-H1-R-R1-U2-V-Z1		
09060	B-B1-C-D-U	09154	B-B1-C-D-U	09309	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1		
09063	B-B1-C-D-L-U	09165	B-B1-C-D-U	09310	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1		
09067	B-B1-C-D-U	09166	B-B1-C-D-U	09311	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		
09069	B-B1-C-D-U	09169	B-B1-C-D-U	09314	B-B1-C-F-V		
09074	B-B1-C-D-U	09172	B-B1-C-D-U	09316	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1		
09076	B-B1-C-D-U	09173	B-B1-C-D-U	09317	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1		
09080	B-B1-C-D-U	09175	B-B1-C-D-U				
09081	B-B1-C-D-U	09177	B-B1-C-D-U				
09086	B-B1-C-D-U	09180	B-B1-C-D-U				
09089	B-B1-C-D-U	09182	B-B1-C-D-U				
09090	B-B1-C-D-U	09183	B-B1-C-D-U				
09094	B-B1-C-D	09185	B-B1-C-D-U				
09095	B-B1-C-D-U	09186	B-B1-C-D-U				
09096	B-B1-C-D-U	09211	B-B1-C-D-U				
09098	B-B1-C-D-U	09212	B-B1-C-D-U-V				
09099	B-B1-C-D-U	09213	B-B1-C-D-U				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09395	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09590	B-V	09728	B-B1-C	09890	B-B1-E2-F-H1-R-R1-U2-V-Z1
09396	A-B-B1-F-V	09591	B-V	09732	B-B1-N-V-Z1	09892	A-B-B1-F-N-R-R1-V-Z1
09409	B-B1-C-C1-U-V	09593	B-V	09733	B-B1-I-V	09898	B-B1-E2-F-H1-I-R-R1-U2-V-Z1
09420	B-B1-C-C1-U	09594	B-V	09735	B-B1-N-V-Z1	34002	B-B1-N-U-Z1
09421	B-B1-C-C1-U	09595	B-V	09777	A-B-B1-C-E1-N	34020	B-B1-M-N-V-Z1
09447	B-B1-C-C1-U-V	09596	B-V	09779	A-B-B1-F-R-V	34021	B-M-N-V-Z1
09454	B-B1-C-C1-U	09599	B-V	09780	A-B-B1-F-R-V	34022	B-B1-D-F-M-N-V-Z1
09456	B-B1-C-C1-U	09601	B-B1-C-F-F1-U	09788	A-B-B1-F-R-V	34023	B-B1-M-N-V-Z1
09459	B-B1-C-C1-U	09602	B-B1-C-F-F1-N-U	09789	A-B-B1-F-R-V	34024	B-B1-M-N-V-Z1
09461	B-B1-C-C1-U	09603	B-B1-C-F-F1-U	09790	A-B-B1-C1-F-R-V	34025	B-B1-F-N-U-V-Z1
09463	B-B1-C-C1-U	09604	B-B1-C-F-F1-U	09791	A-B-B1-C1-E1-F-M-N-R-V	34030	B-B1-M-N-V-Z1
09464	B-B1-C-C1-U	09609	B-B1-C-F-U	09793	A-B-B1-F-R-V	34031	B-B1-M-N-V-Z1
09468	B-B1-C-C1-U	09610	B-B1-C-F-U	09797	B-B1-C-D-P-V	34032	B-M-N-V-Z1
09469	B-B1-C-C1-U	09612	B-B1-C-F-U	09803	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34033	B-C-F-M-N-V-Z1
09470	B-B1-C-C1-U	09613	B-B1-C-F-U-V	09811	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34034	B-B1-M-N-V-Z1
09494	B-B1-C-C1-U	09617	B-B1-C-F-U	09812	B-B1-E2-E3-F-F1-I-N-R-U-V-Z1	34035	B-B1-H-M-N-V-Z1
09496	B-B1-C-C1-U-V	09618	B-B1-C-F-U	09814	B-B1-E2-E3-F-F1-I-N-R-U-V-Z1	34036	B-M-N-V-Z1
09498	B-B1-C-C1-U	09619	B-B1-C-F-U	09819	A-B-F-P-V-Z1	34037	B-B1-C-F-H-I-M-N-V-Z1
09499	B-B1-C-C1-U	09620	B-B1-C-F-U	09821	A-B-F-V-Z1	34038	B-B1-M-N-V-Z1
09501	B-V	09621	B-B1-C-F-U	09822	A-B-F-V-Z1	34039	B-N-V-Z1
09502	B-V	09622	B-B1-C-F-U	09823	A-B-F-V-Z1	34040	B-V-Z1
09503	B-V	09623	B-B1-C-F-U	09824	A-B-F-V-Z1	34041	B-B1-M-N-U-V-Z1
09504	B-V	09624	B-B1-C-F-U	09826	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34042	B-B1-D-F-M-N-V-Z1
09505	B-V	09625	B-B1-C-F-U	09827	A-B-F-Z1	34043	B-B1-D-F-M-N-V-Z1
09506	B-V	09626	B-B1-C-F-U	09828	B-N-V-Z1	34050	B-V
09507	B-V	09627	B-B1-C-F-U	09830	B-B1-C-N-Z1	34051	B-V-Z1
09508	B-V	09628	B-B1-C-F-F1-U-V	09831	B-B1-F-N-U-V-Z1	34053	B-V-Z1
09509	B-V	09630	B-B1-C-F-U-V	09832	B-B1-U1-V-Z1	34055	B-N-V-Z1
09510	B-V	09631	B-B1-C-F-U	09833	B-B1-U1-V-Z1	34058	B-B1-V-Z1
09511	B-N-V-Z	09636	B-B1-C-F-U	09834	B-B1-V-Z1	34071	B-I-M-N-V-Z
09517	B-V	09638	B-B1-C-E2-F-U-V	09835	A-B-B1-V-Z1	34076	B-B1-F1-N-V-Z1
09521	B-V	09642	B-B1-N-U	09836	A-B-B1-C-F-M-V-Z1	34078	B-B1-F1-N-V-Z1
09524	B-V	09643	B-B1-U	09837	B-B1-V-Z1	34079	B-B1-F1-N-V-Z1
09532	B-V	09644	B-B1-U	09838	B-B1-V-Z1	34090	B-V
09534	B-V	09645	B,U	09839	A-B-B1-U-V-Z1	34091	B-V
09543	B-V	09647	B-B1-N-U	09841	A-B-B1-U-Z1	34092	B-V
09545	B-V	09648	B-B1-N-U-V-Z1	09842	A-B-B1-Z1	34093	B-V
09549	B-V	09649	B-B1-U	09844	A-B-B1-U-V-Z1	34095	B-V
09550	B-V	09703	B-B1-C-F1	09852	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34098	B-V
09554	B-B1-V	09704	B-B1-C-D-V	09853	B-B1-E2-F-H1-R-R1-U2-V-Z1	34099	B-V
09556	B-V	09705	B-B1-U	09855	B-B1-E2-F-H1-R-R1-U2-V-Z1	96201	A-B
09557	B-V	09706	B-B1-C-U-V	09858	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	96202	A-B1-U-V
09564	B-V	09707	B-B1-C-N-U-V	09865	A-B-B1-V-Z1	96203	A-B
09565	B-V	09708	B-B1	09868	A-B-B1-U-V-Z1	96204	A-B-B1
09566	B-V	09709	B-B1-F1	09871	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	96205	A-B-B1-U
09567	B-V	09710	B-B1-C-C1-F1-M-R-R1-U	09880	B-B1-E2-F-H1-R-R1-U2-V-Z1	96206	A-B-B1-U
09568	B-V	09711	B-B1-F1-Z1	09882	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	96207	A-B-B1-V
09569	B-V	09713	B-B1-C-F1	09888	B-B1-E2-F-H1-R-R1-U2-V-Z1	96208	A-B-B1-U
09570	B-V	09714	B-B1-C-C1-F1-M-R-R1-U	09889	B-B1-E2-F-H1-R-R1-U2-V-Z1	96212	A-B-B1-U
09573	B-V	09715	B-B1-F1			96213	A-B-B1-U
09574	B-V	09716	B-B1-C-D-N-U-V			96214	A-B-B1-U
09575	B-V	09717	B-B1-M-W			96215	A-B-B1-U-V
09576	B-V	09718	B-B1-F-I-N-U-V			96217	A-B-B1-U-V
09577	B-V	09720	B-B1-U-V			96218	A-B-B1-U
09578	B-V	09721	B-B1-N-U-Z1			96219	A-B-B1-U-V
09579	B-V	09722	B-B1-C-D-N-U-V			96220	A-B-B1-U-V
09581	B-V	09723	B-B1-N-U-V-Z1			96221	A-B-B1-U-V
09582	B-V	09724	B-B1-C-C1-F1-M-R-R1-U			96224	A-B-B1-U
09586	B-V	09725	B-B1-C			96251	A-B-B1-U
09587	B-V	09726	B-B1-N-U				
09588	B-V						
09589	B-B1-V						

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96257	A-B-B1-U	96362	B-B1-F-F1-F2-M-W	96541	B-B1-V	96622	B-V
96258	A-B-B1-U	96365	B-B1-M-V-W	96542	B-B1-V	96623	B-V
96259	A-B-B1-U	96367	B-B1-L-M-W	96543	B-B1-P-V	96624	B-V
96260	A-B-B1-U	96368	B-B1-M-W	96546	B-F-U3	96628	B-V
96264	A-B-B1-U	96370	B-B1-F-F1-F2-M-W	96548	A-B-B1-H-M-U	96629	B-V
96266	A-B-B1-U	96372	B-B1-M-W	96549	A-B-B1-H-M-U	96634	B-V
96267	A-B-B1-U-V	96373	B-B1-M-W	96550	Not Active	96635	B-V
96269	A-B-B1-U	96374	B-B1-M-W	96551	A-B-B1-H-M-U	96643	B-V
96271	A-B-B1-U	96375	B-B1-M-W	96553	A-B-B1-H-M-N-U-V	96657	B-V
96275	A-B-B1-V	96376	B-B1-M-W	96554	A-B-B1-H-M-U	96660	B-V
96276	A-B-B1	96377	B-B1-M-W	96555	B-B1-F-M-V	96661	B-V
96278	A-B-B1-U	96378	B-B1-M-W	96557	B-B1-F-M-V	96662	B-V
96283	A-B-B1-U	96379	B-B1-M-W	96558	B-V	96663	B-V
96284	A-B-B1-U-V	96384	B-B1-M-W	96595	B-B1-V	96664	B-V
96297	A-B-B1-U	96386	B-B1-M-W	96598	B-B1-V	96665	B-V
96306	B-B1-F-F1-F2-M-W	96387	B-B1-M-W	96599	B-B1-V	96666	B-V
96309	B-B1-M-V-W	96388	B-B1-M-W	96601	B-V	96667	B-V
96310	B-B1-M-W	96401	B-B1-F-V	96602	B-V	96668	B-V
96311	B-B1-M-W	96403	A-B-B1-M-N-U-V	96603	B-V	96669	B-V
96313	B-B1-F-F1-F2-M-W	96405	B-B1-F-V-Z1	96604	B-V	96670	B-V
96319	B-B1-M-W	96490	B-B1-V	96605	B-O-V	96671	B-V
96321	B-B1-F-F1-F2-M-W	96507	A-B-F-V	96606	B-V	96672	B-V
96322	B-B1-F-F1-F2-M-W	96511	B-B1-I-N-V	96607	B-V	96673	B-V
96323	B-B1-M-V-W	96515	B-B1-F	96608	B-V	96674	B-V
96326	B-B1-M-W	96517	B-B1-F-U3-V	96609	B-V	96675	B-V
96328	B-B1-M-W	96518	B-B1-V	96610	B-V	96676	B-V
96330	B-B1-M-W	96520	B-F-U3-V	96611	B-V	96677	B-V
96336	B-B1-M-V-W	96521	B-F-N	96612	B-V	96678	B-V
96337	B-B1-M-W	96522	B-F-N-U	96613	B-B1-C1-E2-F-H1-I- R1-U2-V-Z1	96679	B-V
96338	B-B1-M-W	96530	A-B-B1-H-M-N-U-V			96681	B-V
96339	B-B1-M-V-W	96531	B-B1-H-M-U-V	96614	B-B1-C1-E2-F-H1-I- R1-U2-V-Z1	96682	B-V
96343	B-B1-M-W	96534	A-B-F			96683	B-V
96347	B-B1-F-F1-F2-M-W	96535	A-B-B1-F-V	96615	B-V	96684	B-V
96348	B-B1-F-F1-F2-M-W	96536	B-B1-V	96617	B-V	96686	B-V
96349	B-B1-F-F1-F2-M-W	96537	B-B1-V	96619	B-V	96687	B-V
96350	B-B1-F-F1-F2-M-W	96538	B-B1-V	96620	B-V	96698	B-V
96351	B-B1-F-F1-F2-M-W	96540	B-B1-V	96621	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	= <i>Domestic Mail Manual</i>
MOM	= Military Ordinary Mail
MPO	= Military Post Office
PAL	= Parcel Airlift
PSC	= Postal Service Center
SAM	= Space Available Mail
USDA	= United States Department of Agriculture

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

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

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

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

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

G. Only First-Class Mail letters, Periodicals, and Standard Mail items are authorized.

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

H1. Pork or pork by-products are prohibited.

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

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

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

I1. This restriction does not apply to registered mail.

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

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

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Z. No outside pieces (OSPs).

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

SUMMARIES OF RECENT USPS NEWS RELEASES

“Early-bird” Hours for Parcel Select Customers

Sept. 24

Chief Operating Officer Patrick Donahoe, speaking at the National Postal Forum, announced a two-phased approach that will help Parcel Select customers get their mailings into the system earlier in the day.

“We believe we can increase our market share of the package business via the Parcel Select products while our consolidator and package shipping customers enjoy better service,” said Donahoe.

Phase One begins Oct. 19 when the 1,000 largest destination delivery units (DDUs) — with some exceptions — offer expanded Parcel Select drop-ship hours: 5 a.m. to 7 a.m. and 10 a.m. to 4 p.m. Phase Two will roll-out to an additional 7,800 offices in the near future, based on staffing, scheduling and facility capacity.

Excerpted Remarks by PMG at National Postal Forum

Sept. 23

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.

USPS Releases “A Customer’s Guide to Mailing”

Sept. 23

Promoting greater ease of use for postal customers, USPS released the sharper, leaner, easy-to-use DMM 100, *A Customer’s Guide to Mailing*. The 24-page booklet provides customers clear, concise mailing information, including illustrations, tips and real-life examples.

Advance copies were sent to retail facilities in early September. Bulk quantities of the guide and lobby display materials are now being shipped to Post Offices.

Mailing Industry Task Force: Moving Quickly from Concept to Reality

Sept. 23

The Mailing Industry Task Force is making great strides to meet its objectives to better respond to customer needs, make mail more competitive and help unify the industry, according to a progress report issued at the National Postal Forum in Boston.

“The mailing industry shares the understanding that a vital Postal Service providing universal communication and delivery service to the American people is critically important,” said Deputy PMG John Nolan, co-chair of the task force.

The task force highlighted its achievements in several areas, including address quality, intelligent mail, consumer gateway services, network optimization, enhanced payment systems and commercial credit options, and competitive pricing strategy.

Transformation in action: USPS, Capital One sign NSA

Sept. 19

USPS continues to push forward its Transformation Plan. The latest initiative is the Negotiated Service Agreement (NSA) with Capital One. It’s a three-year deal pending approval by the Postal Rate Commission.

“Many postal customers want access to prices and services targeted to their specific needs. One way to accommodate these needs, under current law, is through the pricing flexibility afforded to us with NSAs,” said Anita Bizzotto, Chief Marketing Officer for the Postal Service.

The NSA with Capital One includes discounts for First-Class Mail when annual volume reaches 1.225 billion pieces. USPS also will return undeliverable mail electronically to Capital One, eliminating nearly 200 million physical returns — a significant reduction in costs for the Postal Service and increased efficiency for Capital One.

NSAs can cover every aspect of mailing from preparation to delivery. They can specify a particular rate, classification or service condition. They also can include restrictions that go beyond those required of other mailers.

Employees

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, 10-17-02

NEW EDITION

Employee and Labor Relations Manual Issue 17

Copies of *Employee and Labor Relations Manual* (ELM) Issue 17 (dated July 2002) were recently shipped to Postal Service facilities. All previous issues of the ELM are obsolete, so please discard/recycle them immediately.

If you need additional copies of ELM 17, you may order them from the Material Distribution Center (MDC) by one of the following means:

- **Touch Tone Order Entry:** Call 800-320-317, choose option 1, then option 2.

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

- **E-mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or by using F3Fill), and send it as an attachment to the email 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 DER
TOPEKA KS 66624-0702

The relevant ordering information of ELM 17 is as follows:

PSN:	7610-02-000-9963
PSIN:	ELMISSUE
Unit of Issue:	EA
Quick Pick No.:	353
Bulk Rate Quantity:	10
Price:	\$2.6614
Edition Date:	07/02

ELM 17 is available on the Web at two different locations: the Internet and the corporate intranet.

- **Internet:** *www.usps.com*; click on *Info*, then *Postal Periodicals and Publications*, then *Manuals*, and then *Employee and Labor Relations Manual*.
- **Corporate intranet:** the Postal Service PolicyNet Web site at *http://blue.usps.gov/cpim*; click on *Manuals*.

We will update the ELM online version to reflect any changes in recent issues of the *Postal Bulletin*. The online version is always more current than the existing printed version, so if you have web access and if practical, you should check the online version when inquiring about policies.

— Field Polices and Programs,
Employee Resource Management, 10-17-02

NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released October 4, 2002, by the Federal Retirement Thrift Investment Board

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

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

2001 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Oct.	0.41	2.12	2.09	1.85	1.91	5.09	5.24	2.47	2.56
Nov.	0.37	-1.37	-1.38	7.62	7.67	7.84	7.77	3.56	3.69
Dec.	0.42	-0.61	-0.64	0.88	0.88	5.31	5.36	0.52	0.54

2002 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Jan.	0.45	0.79	0.81	-1.47	-1.46	-2.802	-1.95	-5.33	-5.31
Feb.	0.40	0.98	0.97	-1.92	-1.93	-2.64	-2.83	0.66	0.70
March	0.44	-1.66	-1.66	3.73	3.76	6.83	6.78	5.82	5.41
April	0.46	1.89	1.94	-6.06	-6.06	-1.06	-0.98	0.25	0.66
May	0.45	0.88	0.85	-0.75	-0.74	-2.39	-2.21	1.29	1.27
June	0.43	0.97	0.87	-7.10	-7.12	-6.67	-6.84	-3.87	-3.98
July	0.43	1.19	1.21	-7.70	-7.80	-9.93	-9.73	-9.99	-9.87
Aug.	0.40	1.58	1.69	0.67	0.66	0.58	0.58	-0.26	-0.23
Sept.	0.37	1.63	1.62	-10.87	-10.87	-6.84	-6.74	-10.75	-10.74
LAST 12 MONTHS	5.16	8.63	8.60	-20.50	-20.49	-7.49	-7.09	-15.89	-15.53

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

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

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

* Implemented May 2001.

Please post on bulletin boards. Discard/recycle all previous notices.

CUT ALONG DOTTED LINE





Time is Running Out!

Don't let another minute go by without requesting an Open Season Information Kit and application for the Federal Long Term Care Insurance Program! The sooner you complete and mail your application, the closer you'll come to protecting your assets and securing your future independence.

"I urge you to apply for the Federal Long Term Care Insurance Program, and enjoy the peace of mind it can bring to you and your family."

Kay Coles James
Director, U.S. Office of Personnel Management

Act smart and don't delay! It's easy to request your **FREE Open Season Kit and application.** Call toll-free: **1-800-LTC-FEDS (1-800-582-3337)** (TDD for the hearing impaired: **1-800-843-3557**) or visit **www.LTCFEDS.com**

The Federal Long Term Care Insurance Program



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

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

John Hancock

MetLife

Act Smart



FED0008400021

Finance

HANDBOOK F-1 REVISION

Refunds From Advance Deposit Accounts

This article clarifies the article "SAFR Offices — F-1 Revision: Refunds From Advance Deposit Accounts" published in *Postal Bulletin* 22081 (7-25-02, pages 55–56). Standard Field Accounting System (SFAS) business mail entry unit (BMEU) offices record amounts withdrawn from the customer's trust account into AIC 075, Advance Deposit Refunds Awaiting Payment, and submit PS Form 3533, *Application and Voucher for Refund of Postage, Fees, and Services*, to the Post Office or District Finance Office (DFO) for payment. Standard Accounting for Retail (SAFR) BMEU offices record amounts withdrawn from the customer's trust account into the Permit System and submit PS Form 3533 to Shared Services/Accounting (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 PolicyNet at <http://blue.usps.gov/cpim>; click on *HBKs*.

Handbook F-1, *Post Office Accounting Procedures*

	*	*	*	*	*
6	Disbursing Postal Funds				
	*	*	*	*	*
63	Refund Disbursements				
631	Advance Deposit Accounts				
631.1	Handling a Customer Claim				
631.11	Automated Permit and Nonpermit System Offices				

[Revise 631.11 to read as follows:]

SFAP Permit Offices

Permit offices are business mail entry units (BMEU that use the automated PERMIT system or Post Offices that accept deposits or permit activities from customers that maintain a permit account at the BMEU).

- 1> When a BMEU receives a written request for a refund of all or part of the unused balance of a customer's advance deposit account, the office must ask the customer to complete a PS Form 3533, *Application and Voucher for Refund of Postage, Fees, and Services*.

- 2> After verification of available funds, the BMEU withdraws the amount from the customer's trust account and reports the refund amount into the PERMIT system.
- 3> The BMEU submits PS Form 3533 with the customer's letter to the Post Office or district finance office (DFO).
- 4> The Post Office disburses funds from the customer's advance deposit account issuing a no-fee money order and offset to AIC 475, Advance Deposit Refunds Paid, up to the amount of \$1,000 and files the PS Form 3533 and the customer letter locally.
- 5> If the amount is for more than \$1,000, the Post Office submits the original PS Form 3533 to the DFO and maintains a copy with the customer's letter at the local unit.

SFAP Nonpermit Offices

Nonpermit offices are Post Offices that accept deposits and process all permit activities from customers who maintain a permit account locally. Post Offices may use an approved automated program not attached to a BMEU PERMIT system.

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

SAFR Permit Offices

Permit offices are BMEU offices using the automated PERMIT system or Post Offices that accept deposits or permit activities from customers who maintain a permit account at the BMEU.

- 1> When a BMEU receives a written request for a refund of all or part of the unused balance of a customer advance deposit account, the office must ask the customer to complete a PS Form 3533, *Application and Voucher for Refund of Postage, Fees, and Services*.
- 2> After verification of available funds, the BMEU withdraws the amount from the customer's trust account and reports the refund amount into the PERMIT system.
- 3> The BMEU submits the original PS Form 3533 to Shared Services/Accounting (SS/A) at the San Mateo ASC for payment. The office files a copy of the form and customer letter locally.
- 4> Post Offices under a permit system will not disburse local payments for refunds from the customer's advance deposit account.

SAFR Nonpermit Units

Nonpermit offices are Post Offices that accept deposits and process all permit activities from customers who maintain a permit account locally. Post Offices may use an approved automated program not attached to the BMEU PERMIT system.

- 1> When a Post Office receives a written request for a refund of all or part of the unused balance of a customer advance deposit account, the office must ask the customer to complete a PS Form 3533, *Application and Voucher for Refund of Postage, Fees, and Services*.
- 2> After verification of available funds, the Post Office disburses funds from the customer's advance deposit account issuing a no-fee money order and offset to the corresponding trust account withdrawal AIC (i.e., AIC 451, 452, 453 or 460), up to the amount of \$500. The office files the original PS Form 3533 with the customer's letter locally.
- 3> If the refund amount is for more than \$500, the office enters the refund amount into the corresponding trust account withdrawal AIC (i.e., AIC 451, 452, 453 or 460), and offset amount to AIC 280, Disbursements Sent to SS/A. The office submits the original PS Form 3533 to SS/A at the San Mateo ASC for payment. The office files a copy of PS Form 3533 with the customer's letter locally.

* * * * *

— Revenue and Field Accounting,
Finance, 10-17-02

NOTICE

Use of the Invoice Certification Stamp

Effective with the implementation of Shared Services/Accounting (SS/A), the procedures for paying telecommunications and utility bills and for certifying invoices will change. SS/A offices will no longer submit telecommunication bills, utility bills, and invoices to the district finance office for payments, so the invoice certification stamp will no longer be required.

Post Offices that report to SS/A must use the International Merchant Purchase Authorization Card (I.M.P.A.C.) credit card as a form of payment for utility bills and invoices. After the payment process is completed, file the utility bills and invoices locally. If an I.M.P.A.C. credit card is not available, then SS/A offices must complete a PS Form 8230-X, *Authorization for Payment*, for each utility bill or invoice and

submit both the form and the utility bill or invoice to SS/A for payment. PS Form 8230-X provides for all the required information currently on the certification stamp, so the invoice certification stamp is not required. File copies of utility bills, invoices, and PS Form 8230-X locally.

The new PS Form 8230-X will be available for the offices upon migration to SS/A and will be available through the Material Distribution Center upon request using PS Form 7380, *MDC Supply Requisition*.

— Revenue and Field Accounting,
Finance, 10-17-02

Vending Machine Commission (Randolph-Sheppard Act)

Effective AP-3, FY 2003, trust accounts AIC 082, 482, and 483 will no longer be used for vending machine commission transactions. The contracting officer representative (COR) at installations with contracted commercially operated snack vending machines must follow the guidelines outlined in Handbook EL-602, *Food Service Operations*, parts 421 and 422. The installation head will be responsible for collecting and distributing income from vending machines and ensuring that activity reports of vending machines are prepared.

Upon receiving the operating fee check and the commission check from the vendor, the installation head submits the checks to the Post Office and provides a break down of the commission checks. The Post Office (1) reports the operating fee check amount into AIC 176, Reimbursement for Miscellaneous Services, and provides a "receipt for money" and (2) the commission check amount is exchanged for no-fee postal money order(s), one amount payable to the social and recreational committee and the other amount payable to the state licensing agency, if applicable.

The district finance manager must review vending machine commission records at least once a year.

Checks Processed Locally

Post Offices that currently handle locally the commission checks received from vendors with snack vending machines at the facilities will continue to process these locally. The Post Office deposits the operating fee check into AIC 176 and exchanges the commission check for a no-fee postal money order for the amount payable to the social and recreational committee and the state licensing agency, if applicable. Ensure the receipt for money for AIC 176 and the money order receipt(s) are filed locally.

Note: An exception to Handbook F-1, *Post Office Accounting Procedures*, part 312, "accept checks for all postal products except money orders" will be applied to this process.

We will incorporate these revisions into the next printed versions of Handbooks F-1 and EL-602 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 EL-602, *Food Service Operations*

*	*	*	*	*
4	Income Sharing	*	*	*

42	Installations With Statements of Account	*	*	*	*	*
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422	Disbursing Procedures	*	*	*	*	*
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[Revise item b under Payments to read as follows:]

- b. The commission checks for vending machine sales is submitted to the Post Office and exchanged for "no-fee postal money order(s)" payable to the social and recreational committee and/or state licensing agency.

*	*	*	*	*
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423	No Obligation to Share
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[Revise 423 to read as follows:]

If these instructions do not obligate an installation to share commissions with the state licensing agency, the no-fee postal money order is sent to the social and recreational committee. The installation head ensures that the amounts received and disbursed are accounted for in the vending machine activity report.

424	Obligation to Share
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[Revise 424 to read as follows:]

If these instructions obligate an installation to share commissions with the state licensing agency, the installation head will submit the checks to the Post Office and provide a break down of the commission checks. The Post Office (1) reports the operating fee check amount into AIC 176, Reimbursement for Miscellaneous Services, and provides a "receipt for money" and (2) the commission check amount is exchanged for no-fee postal money order(s), one amount payable to the social and recreational committee and the other amount payable to the state licensing agency, if applicable. The installation head ensures that the amounts received and disbursed are accounted for in the vending machine activity report.

425	Undetermined Obligation to Share	*	*	*	*	*
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425.2 Payments

[Revise 425.2 to read as follows:]

Determine percentage due the state licensing agency if the total fiscal year commission will exceed \$3,000 (see 412.4). This percentage is applied to all commissions received to determine possible obligations and disbursed by no-fee postal money order. Retain original report to support disbursement.

425.3 Records

[Revise 425.3 to read as follows:]

A special vending activity report is prepared locally for the entire fiscal year. Vending machine activity report must include dates and amounts of the operating fee received, amount disbursed to the social recreational committee, and amount disbursed to state licensing agency, if applicable. The installation head is responsible for collecting and distributing income from vending machines and ensuring that activity reports of vending machines are prepared.

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Handbook F-1, Post Office Accounting Procedures

* * * * *

3 Managing Postal Funds

31 Acceptable Payment for Postal Goods and Services

* * * * *

312 Personal Checks

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[Revise Note read as follows:]

Note: You may accept a check for payment of a collection on delivery (COD) provided that the check is made payable to the sender. Designated Post Offices may accept commission checks received from contracted vendors with commercially operated snack vending machines under the guidelines in Handbook EL-602, *Food Service Operations*, and exchange the check for no-fee postal money order(s) payable to the social and recreational committee and/or the state licensing agency, if applicable.

* * * * *

A Account Identifier Code and General Ledger Account Crosswalk

* * * * *

[Revise AICs 082, 482, and 483 to read as follows:]

AIC	GLA	PSFR	Previous Title	New Description
082	23851	N/A	Vending Machine Commission Received	Reserved
482	23852	N/A	Vending Machine Commission — Social & Recreational Committee	Reserved
483	23853	N/A	Vending Machine Commission — State Licensing Agency	Reserved

* * * * *

— Revenue and Field Accounting, Finance, 10-17-02

HANDBOOK F-1 REVISION

Payments to Utility Companies

Effective immediately, the procedure for paying utility bills is changed. Post Offices will use one of the following processes for utility payments.

Standard Field Accounting Procedure (SFAP) and Statement of Account (SOA) Offices

- The utility company sends an electronic data interchange (EDI) file to the San Mateo Accounting Service Center for payment. Post Offices may perform a post-payment certification via the Web site provided.
- The Post Office or utility company may consolidate and forward utility bills to the district maintenance or designated installation head for verification and payment using the expense International Merchant Purchase Authorization Card (I.M.P.A.C.) credit card.

- The Post Office verifies individual utility bills and processes the payment locally using the expense I.M.P.A.C. credit card.
- If the expense I.M.P.A.C. credit card is not accepted current procedures apply.

Note: If the amount exceeds the \$10,000 threshold, the Post Office must submit the utility bill to the district finance office for payment.

Standard Accounting for Retail (SAFR) Offices

- The utility company sends an EDI file to Shared Services/Accounting (SS/A) for payment. Post Offices may perform a post-payment certification via the Web site provided.

- The Post Office or utility company may consolidate and forward utility bills to the district maintenance or designated installation head for verification and payment using the expense I.M.P.A.C. credit card. If the amount exceeds the \$10,000 threshold, the Post Office submits the bill to SS/A with a completed PS Form 8230-X, *Authorization for Payment*.
- The Post Office verifies individual utility bills and processes the payment locally using the expense I.M.P.A.C. credit card. If the amount exceeds \$10,000, the Post Office submits the bill to SS/A with a completed PS Form 8230-X for payment.
- If an I.M.P.A.C. credit card is not available, the Post Office completes PS Form 8230-X and submits the form with the utility bill to SS/A for payment.

The Post Office will make no accounting entries into the unit's PS Form 1412, *Daily Financial Report*. Documentation for payment by I.M.P.A.C. credit card or PS Form 8230-X to SS/A will be filed locally.

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

Handbook F-1, Post Office Accounting Procedures

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6 Disbursing Postal Funds

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66 Disbursements to Pay Utilities

[Revise the introductory paragraph of subchapter 66 to read as follows:]

Post Offices will use one of the following processes for telecommunications and utility bill payments.

[Revise title and text of part 661 to read as follows:]

661 Utility Payments Standard Field Accounting Procedure (SFAP) and Statement of Account (SOA) Offices

Telecommunications

- The telecommunications company sends an electronic data interchange file to the San Mateo Accounting Service Center for payment.
- The Post Office forwards consolidated telecommunication bills to the district telecommunication specialist or installation head designee for verification and payment using the I.M.P.A.C. credit card. If the amount exceeds the \$10,000 threshold, the Post

Office submits the bill to district finance office for payment.

- The Post Office verifies individual telecommunications bills and processes the payment locally using the expense I.M.P.A.C. credit card. If the amount exceeds the \$10,000 threshold, the Post Office submits the bill to the district finance office for payment.
- If the expense I.M.P.A.C. credit card is not accepted current procedures authorized by the district finance office apply.

Utilities

- The utility company sends an electronic data interchange file to the San Mateo Accounting Service Center for payment. Post Offices may perform a post-payment certification via the Web site provided.
- The Post Office may consolidate and forward utility bills to the district maintenance or designated installation head for verification and payment using the expense I.M.P.A.C. credit card.
- The Post Office verifies individual utility bills and processes the payment locally using the expense I.M.P.A.C. credit card.
- If the expense I.M.P.A.C. credit card is not accepted local procedures authorized by the district finance office apply.

Note: If the amount exceeds the \$10,000 threshold, the Post Office submits the utility bill to the district finance office for payment.

[Revise title and text of part 662 to read as follows:]

662 Utility Payments at Standard Accounting for Retail (SAFR) Offices

Telecommunications

- The telecommunications company sends an electronic data interchange file to SS/A for payment. Post Offices may perform a post-payment certification via the Web site provided.
- Forward consolidated telecommunication bills to the district telecommunication specialist or installation head designee for verification and payment using the I.M.P.A.C. credit card. If the amount exceeds the \$10,000 threshold, the Post Office submits the bill to the district finance office for payment.
- The Post Office verifies individual telecommunications bills and processes the payment locally using the expense I.M.P.A.C. credit card. If the amount exceeds the \$10,000 threshold, the Post Office submits the bill to SS/A with a completed PS Form 8230-X, *Authorization for Payment*.

- If an I.M.P.A.C. credit card is not available, the Post Office completes PS Form 8230-X and submits the form with the telecommunications bill to SS/A for payment.

Utilities

- The utility company sends an electronic data interchange file to SS/A for payment. Post Offices may perform a post-payment certification via the Web site provided.
- The Post Office may consolidate and forward utility bills to the district maintenance or designated installation head for verification and payment using the expense I.M.P.A.C. credit card. If the amount exceeds the \$10,000 threshold, the Post Office submits the bills to SS/A with a completed PS Form 8230-X.

- The Post Office verifies individual utility bills and processes the payment locally using the expense I.M.P.A.C. credit card. If the amount exceeds \$10,000, the Post Office submits the bill to SS/A with a completed PS Form 8230-X for payment.
- If an I.M.P.A.C. credit card is not available, the Post Office completes a PS Form 8230-X and submits the form with the utility bill to SS/A for payment.

The Post Office does not make any accounting entries into the unit's PS Form 1412, *Daily Financial Report*. Documentation for payment by I.M.P.A.C. credit card or PS Form 8230-X to SS/A will be filed locally.

* * * * *

— Revenue and Field Accounting,
Finance, 10-17-02

HANDBOOK F-1 REVISION — SAFR OFFICES ONLY

Payments to Telecommunications Companies

Currently telecommunication bills are certified at the unit and sent to the District Accounting Office (DAO) for input into the Accounts Payable Accounting and Reporting System (APARS) or paid locally with a no-fee postal money order.

Effective with the implementation of Shared Services/Accounting (SS/A), the procedure for paying telecommunication bills will change. Offices that report under the SAFR system will no longer send telecommunications bills to the DAO or process payment locally using a no-fee postal money order. One of the following processes will be implemented for telecommunication payments:

- Telecommunications companies will send an electronic file to SS/A for payment processing.
- Local management will verify individual telecommunication bills for payment. Post Offices will pay using the International Merchant Purchase Authorization Card (I.M.P.A.C.) credit card. If the amount exceeds the \$10,000 threshold, the Post Office submits the bill to SS/A with completed PS Form 8230-X, *Authorization for Payment*.
- The Post Office sends consolidated telecommunication bills to the district telecommunication specialist or installation head designee for verification and payment using the I.M.P.A.C. credit card. The Post Office submits bills for amounts that exceed the \$10,000 threshold to SS/A with a completed PS Form 8230-X.

- If an I.M.P.A.C. credit card is not available, the Post Office completes PS Form 8230-X and submits it with the telecommunications bill to SS/A for payment.

The office will make no accounting entries into the unit's PS Form 1412, *Daily Financial Report*. File locally documentation for payment by I.M.P.A.C. credit card or PS Form 8230-X to SS/A.

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

Handbook F-1, Post Office Accounting Procedures

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6 Disbursing Postal Funds

* * * * *

66 Disbursements to Pay Utilities

* * * * *

[Add new 665 to read as follows:]

665 Telecommunications and Utility Payments at SAFR Offices

Offices that report under the SAFR system will no longer send telecommunication and utility bills to the District Finance Office or process payment locally using a no-fee postal money order. One of the following processes will be implemented for telecommunication and utility payments.

Telecommunications

- Telecommunications companies send an electronic file to SS/A for payment processing.
- Local management verifies individual telecommunication bills for payment. Post Offices use the I.M.P.A.C. credit card to pay bills. If the amount exceeds the \$10,000 threshold, the Post Office submits the bill to SS/A with a completed PS Form 8230-X, *Authorization for Payment*.

- Send consolidated telecommunications bills to the district telecommunication specialist or installation head designee for verification and payment using the I.M.P.A.C. credit card. The Post Office submits bills for amounts that exceed the \$10,000 threshold to SS/A with a completed PS Form 8230-X.
- If an I.M.P.A.C. credit card is not available, the Post Office completes PS Form 8230-X and submits it with the telecommunications bill to SS/A for payment.

The office will make no accounting entries into the unit 's PS Form 1412. File locally documentation for payment by I.M.P.A.C. or PS Form 8230-X to SS/A.

— *Revenue and Field Accounting,
Finance, 10-17-02*

NOTICE

Using I.M.P.A.C. Credit Cards for Payments

Effective with the implementation of Shared Services/Accounting (SS/A), the policies and procedures for using the International Merchant Purchase Authorization Card (I.M.P.A.C.) credit card will change as follows. Standard Accounting for Retail (SAFR) offices will now be allowed to use the I.M.P.A.C. credit card for the following:

- Local purchase of supplies.
- Payment of services.
- Payment of utility bills.

Post Offices that report to SS/A will no longer make local payments for local purchase of supplies, services, or utility bills using no-fee postal money orders. The SS/A offices will use the I.M.P.A.C. credit cards as a form of payment for local purchase of supplies, payment of services and utility bills. After the payment process, the invoices or utility bills will be filed locally.

If an I.M.P.A.C. credit card is not available, then SS/A offices will complete PS Form 8230-X, *Authorization for Payment*, for each utility bill or invoice and submit both the form and the utility bill or invoice to SS/A for payment. Copies of invoices, utility bills, and PS Form 8230-X will be filed locally.

The new PS Form 8230-X will be available for the offices upon migration into SAFR and will be available through the Material Distribution Center upon request using PS Form 7380, *MDC Supply Requisition*.

For more information, see "Handbook F-1 Revision — SAFR Offices Only: Payments to Telecommunications Companies" on page 28 and "Handbook F-1 Revision: Payments to Utility Companies" on page 26 of this *Postal Bulletin*.

— *Revenue and Field Accounting,
Finance, 10-17-02*

Closing Express Mail Corporate Accounts

Effective AP-3, FY 2003, the procedure for issuing refunds to a customer after closing an Express Mail Corporate Account (EMCA) will change. A customer who requires a refund after closing an EMCA must submit a written request together with a completed PS Form 3533, *Application and Voucher for Refund of Postage, Fees, and Services*, to the district Expedited Services office. The expedited services specialist (ESS) immediately invalidates the customer's account in Electronic Marketing Reporting System (EMRS). The balance of the EMCA is refunded to the customer 30 days after the date the account is closed in EMRS. The ESS forwards PS Form 3533 to the Shared Services/Accounting (SS/A) to process payment due to customer.

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*

	*	*	*	*	*
7	Accounting for Nonstamp Revenue				
	*	*	*	*	*
72	Mail Without Postage Affixed				
	*	*	*	*	*

724 Handling Closed Express Mail Corporate Accounts

[Revise 724 to read as follows:]

The district expedited services specialist (ESS) initiates the closing of Express Mail Corporate Accounts (EMCA) following the established procedures for the closing of EMCA accounts.

If...	Then...
The balance in the account is positive,	The district ESS confirms the customer's request to close the account in writing and that the customer has completed PS Form 3533, <i>Application and Voucher for Refund of Postage, Fees, and Services</i> . The district ESS invalidates the customer's account in the EMRS system. After 30 days, ESS forwards PS Form 3533 to the Shared Services/Accounting to process the payment.
The balance in the account is negative,	The district ESS notifies the customer that the balance is due within 14 days from the date of the letter, and if not paid by that date, the debt will be forwarded to a collection agency. The district ESS advises the customer that once the debt is turned to a collection agency, the Postal Service will not accept any payment. The customer will deal directly with the collection agency for payment of debt.

The district finance manager or designee must review the EMCA activity report at least twice a year to ensure that Expedited Services is handling negative balance account in compliance with established collection procedures.

[Delete 724.1 and 724.2]

* * * * *

NOTICE

IRS Form 1099 — Reporting for Local Payments

Currently, Post Offices maintain an IRS Form 1099 vendor payment log and forward a copy each quarter to the district accounting office (DAO) for input into the San Mateo Accounting Service Center.

Effective with the implementation of Shared Services/Accounting (SS/A), the procedures for local payments that fall under the IRS Form 1099 reporting criteria will change. Post Offices that report to SS/A are no longer required to keep a log for IRS Form 1099 vendor payments or submit them to the DAO. Payment for services that fall under the IRS Form 1099 reporting criteria may be paid using the International Merchant Purchase Authorization Card (I.M.P.A.C.) credit card or may be submitted to SS/A for payment process.

SS/A offices must process payments that fall under the IRS Form 1099 reporting criteria, using one of the following workflows:

- The units verify the invoices and use the I.M.P.A.C. credit card as a form of payment and file the invoices per instructions in Handbook AS-709, *Credit Card Policies and Procedures for Local Buying*.
 - If an I.M.P.A.C. credit card is not available or a vendor does not accept the I.M.P.A.C. credit card, then the unit completes a PS Form 8230-X, *Authorization for Payment*, and submits the form with the invoice to SS/A for payment. File a copy of the invoice and PS Form 8230-X locally.
- If a payment is required immediately, an “emergency” one-time nonrecurring payment is processed locally and is limited to \$500. Cash disbursement for local payment is limited to \$100. The office must do the following:
 - Prepare a PS Form 1099-X, *Internal Revenue Service Reporting Vendor Payment Form*, and submit it to SS/A.
 - Report the payment into the unit’s PS Form 1412, *Daily Financial Report*, in the corresponding disbursing account.
 - Issue a no-fee postal money order for the payment amount.

Note: Offices must follow the guidelines outlined in the *Administrative Support Manual*, Chapter 7, Purchasing and Materials, for authorization of local purchases.

— *Revenue and Field Accounting, Finance, 10-17-02*

International Mail

IMM REVISION

Foreign Customs Information — Customs Clearance and Delivery Fee

Effective October 17, 2002, the *International Mail Manual* (IMM) is revised to clarify issues concerning the fees collected by foreign postal administrations and other foreign delivery services when they deliver to the addressee mail on which customs duties or taxes have been assessed.

Postal Service employees are reminded that duties and taxes assessed in a foreign country are based on the customs laws and regulations of that country. The Postal Service does not maintain information concerning the items that may be dutiable in foreign countries or the rate of duties or taxes that might be assessed. Postal Service employees must not attempt to inform customers whether articles (gifts or commercial shipments) will be subject to customs duties or taxes.

If customs duties or taxes are assessed in a foreign country, the delivery service generally will collect from the recipient a customs clearance and delivery fee in addition to the duties and taxes. This fee is authorized by international postal agreements and reimburses the delivery service for the costs it incurs in clearing the item through customs, collecting the duty and/or taxes from the addressee, and remitting the funds to customs. The duties, taxes, and fee are not included in the postage paid by the mailer.

We will incorporate these revisions into the printed version of IMM 28 and also into the online version of the IMM, which can be accessed via Postal Explorer at <http://pe.usps.gov>.

International Mail Manual (IMM)

1	International Mail Services	*	*	*	*	*
130	Mailability					
131	General	*	*	*	*	*
131.3	Individual Country Prohibitions and Restrictions	*	*	*	*	*
131.34	Foreign Customs Information	*	*	*	*	*

[Add a paragraph at the end of the section to read as follows:]

If duties or taxes are assessed, most countries will collect from the recipient a customs clearance and delivery fee, in addition to the duties and taxes. This fee is authorized by international postal agreements to reimburse the delivery service for the costs it incurs in clearing the items through customs and collecting duties at the time of delivery. The duties, taxes, and fee, if applicable, are not included in the postage paid by the mailer.

*	*	*	*	*
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— *International Marketing,
International Business, 10-17-02*

ICM UPDATES

International Customized Mail

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

On September 24, 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:** October 1, 2002, through September 30, 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 3,000 pieces of 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 twelve (12) 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 25, 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:** October 9, 2002, through October 8, 2005.
- 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.

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

On September 26, 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:** October 10, 2002, through October 9, 2005.
- 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 3,000 pieces of EMS.

On September 30, 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:** October 14, 2002, through October 13, 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.

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 twelve (12) 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 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 30, 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:** October 14, 2002, through October 13, 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.

On October 1, 2002, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated May 30, 2002. The Agreement was published on page 16 of *Postal Bulletin* 22079 (6-27-02). The Amendment modifies the Agreement to add Airmail and Economy M-bags as Qualifying Mail. 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 now makes public the following information regarding this Amendment:

- a. **Term:** *All other provisions of the Agreement shall remain in force.*
- b. **Type of mail:** Airmail and Economy M-bags. Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. **Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. **Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *All other provisions of the Agreement shall remain in force.*

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

g. **Rates:**

- 1. The Mailer has agreed to pay postage at a rate of sixteen (16) percent off nondiscounted published rates in effect on the date of mailing for Airmail and Economy M-bags.
- 2. Exhibit 2 in the original Agreement is modified to read as follows:

Modified Exhibit 2

Total Annual IPA, ISAL, GBE, and Airmail and Economy M-bag Revenue (After Discount Is Taken) (\$)	Percentage Discount (%)
2,000,000 – 4,999,999	5.00
5,000,000 – 5,999,999	10.00
6,000,000 – 6,999,999	11.00
7,000,000 – 7,999,999	12.00
8,000,000 – 8,999,999	13.00
9,000,000 – 9,999,999	14.00
10,000,000 – 14,999,999	15.25
15,000,000 – 19,999,999	15.50
20,000,000 – 24,999,999	15.75
25,000,000 and over	16.00



**The Postal Service brand is
a promise.**



Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 470

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.)
BOX 1467
GPO SYDNEY NSW 2001
AUSTRALIA

AUSTRALIAN LOTTERY MILLIONAIRES
CLUB
(A.L.M.C.)
OFFICE OF QUALIFICATION REGISTRY
P.O. BOX 728
TULLAMARINE VIC 3043
AUSTRALIA

INTERNATIONAL AWARDS (IA)
P.O. BOX 464
AUBURN NSW 1835
AUSTRALIA

Canada

INTERNATIONAL SETTLEMENTS
AUTHORITY
PROPERTY TRANSFER DEPARTMENT
P.O. BOX 8800, STATION B
699 SHEPPARD AVE. E
WILLOWDALE ON M2K 3A9
CANADA

TRADE SETTLEMENTS ADMINISTRATION
(TSA)
PAYMENT NOTIFICATION OFFICE
P.O. BOX 2464
CRO, HALIFAX NS B3J 3C8
CANADA

Denmark

BASILIIUS JR KG (BASILIUS)
P.O. BOX 708
DK-1532 COPENHAGEN V
DENMARK

England

FRENCH LOTTERY PAYOUT OFFICE
(FLPO)
SUITE 21
34 BUCKINGHAM PALACE RD.
BELGRAVIA LONDON
SW1W 0RH ENGLAND

Germany

WORLD EXPERT MUTUAL FUND LOTTO
AND

EURO AMERICAN
POST 3
BERLIN, GERMANY
L.A. MEIEREBERT
(LOTTERY AGENCY MEIEREBERT)
ORDER CENTER
POSTFACH 5151
32055 HERFORD
GERMANY

BASILIIUS JR KG (BASILIUS)
C-B DIRECT SERVICE
LEIPZIGER STR. 184
D-38124 BRAUNSCHWEIG
GERMANY

Great Britain

EUROPEAN WINNERS GROUP (E.W.G.)
HOL00034H
P.O. BOX 80456
GREAT BRITAIN EC50 3NL

Hong Kong

OVERSEAS SUBSCRIBERS AGENTS (OSA)
1/F, WING YEE COMMERCIAL BUILDING
5 WING KUT STREET
HONG KONG

The Netherlands

WORLD EXPERT FUND
PROCESSING CENTRE
P.O. BOX 3725
1001 AM, AMSTERDAM
THE NETHERLANDS

WORLD EXPERT MUTUAL FUND LOTTO
AND

EURO AMERICAN
PROCESS CENTER
P.O. BOX 75602
1070 AP, AMSTERDAM THE NETHERLANDS

OVERSEAS SUBSCRIBERS AGENTS (OSA)
EL GORDO PROCESSING CENTER
NIEUWEZIJDS VOORBURGWAL 86
1012 SE AMSTERDAM
THE NETHERLANDS

EUROPEAN WINNERS GROUP (E.W.G.)
P.O. BOX 790 - 5700 AT HELMOND
THE NETHERLANDS

EUROPEAN WINNERS GROUP (E.W.G.)
I.B.R.S./C.C.R.I. NUMERO 1017
5700 WB HELMOND
PAYS-BAS THE NETHERLANDS

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, 10-17-02*

Domestic Orders

False Representation. Enforced by postmasters at the cities listed below:

State/City/ZIP Code	Names and Addresses Covered	Product
CA, Santa Clara 95054-2420	STEALTH INTERNATIONAL 590 Laurelwood Road	A false billing scheme.
TN, Nashville 37215-2802	ALEJANDRO QUESADA and RUSHMORE ENTERPRISES, both d/b/a G.C.P. CONSULTING LTD., 2010 Richard Jones Road, PMB 302	An illegal sweepstakes scheme.

— *Judicial Officer, 10-17-02*

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.

005098	019367	022542	062017	075040	088298	100008	108122	115527	122410	142195	152325	195079
005474	019656	022574	064273	075379	088313	100011	108290	115541	123045	142196	152376	195090
005653	019809	022634	064452	075539	088346	100031	108299	115603	123109	142210	152454	196060
005882	019986	022698	064483	075969	088474	100119	108376	115709	123110	142211	152539	196061
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629015	701729	752214	787852	805513	853284	901429	914523	920352	931021	952339	982393	992754
631161	705180	752339	787968	805559	853433	901529	914738	921029	931067	953030	983090	992757
631319	705209	752345	790008	805590	853476	901536	914945	921061	931557	953207	984230	992760
631478	705222	752401	790024	805604	853530	901560	914982	921146	931859	953214	992081	995114
631593	706134	752551	791247	806040	853652	901572	915003	921273	931880	953253	992087	999311
631624	706160	752562	791256	806104	853674	901575	915023	921289	931901	953318	992124	
631633	706179	752573	791269	806132	853706	901590	915212	921343	932689	953330	992156	
631681	708291	752638	791302	806195	856053	901651	915329	921404	933396	953363	992165	
631764	708453	752645	793030	806199	860127	901687	915336	921505	933529	954172	992166	
631976	708502	752679	794003	809054	860140	901788	915389	921620	933550	958512	992178	
631988	708534	752683	794010	809059	871479	901803	915416	921661	934009	958525	992184	
641097	708587	752688	794012	809093	871497	901835	915419	921738	934261	958711	992208	
641134	708626	752731	794015	809130	871652	901854	915459	921851	935182	958740	992216	
641149	708638	752735	794095	809185	882126	901894	915464	921882	935224	958875	992222	

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	389 696 2400 to 389 846 3104 to	2799 3135
011 582 1889 to 011 582 1899	027 361 0430 to 027 361 0499	077 999 4001 to 077 999 4090	389 846 3145 to 389 887 9211 to	3195 9230
011 588 2900 to 011 588 3099	027 369 4482 to 027 369 4495	210 221 0548 to 210 221 0599	389 887 9234 to 390 001 3182 to	9299 3199
012 579 5675 to 012 579 5699	027 671 8762 to 027 671 8776	227 275 9400 to 227 275 9999	390 001 3500 to 390 545 5974 to	3699 5999
013 289 6176 to 013 289 6199	027 787 9886 to 027 787 9899	273 070 8059 to 273 070 8099	391 104 6146 to 391 574 1466 to	6199 1499
013 610 0014 to 013 610 0099	027 965 9487 to 027 965 9499	273 775 7700 to 273 775 7899	391 783 3020 to 391 792 6100 to	3599 6199
014 932 1000 to 014 932 1099	028 191 1852 to 028 191 1999	302 000 0000 to 302 123 9999	392 668 2956 to 392 854 8500 to	2999 8899
014 972 0800 to 014 972 0899	028 850 3000 to 028 850 3199	349 746 2056 to 350 518 7350 to	393 584 7566 to 393 650 0074 to	7699 0099
015 363 0007 to 015 363 0099	029 510 1500 to 029 510 1599	360 011 1690 to 360 168 6008 to	393 838 8316 to 393 893 6007 to	8499 6099
017 028 3200 to 017 028 3299	030 687 0903 to 030 687 0999	360 173 8800 to 360 324 2326 to	394 126 6907 to 394 189 0405 to	6999 0599
018 569 5333 to 018 569 5399	030 701 3442 to 030 701 3499	362 861 3064 to 373 006 2176 to	394 822 3243 to 394 990 1810 to	3278 1899
018 986 5264 to 018 986 5299	031 077 4507 to 031 077 4799	374 768 2600 to 375 169 4400 to	395 343 3264 to 395 373 3035 to	3299 3099
019 518 2814 to 019 518 2899	032 295 7500 to 032 295 9999	375 829 3400 to 375 851 9100 to	395 396 9649 to 395 970 3240 to	9799 3299
020 698 5159 to 020 698 5199	034 394 1000 to 034 394 1099	376 196 0911 to 378 085 3679 to	397 622 4054 to 397 819 8902 to	4099 8999
020 844 7307 to 020 844 7399	034 943 0400 to 034 943 0799	378 351 1063 to 379 843 5100 to	398 149 7200 to 399 070 0872 to	7699 0899
020 972 8948 to 020 972 8999	037 706 9578 to 037 706 9599	380 093 9600 to 380 165 1165 to	399 156 7119 to 399 203 5064 to	9699 7199
022 021 9110 to 022 021 9181	037 909 5490 to 037 909 5499	381 325 4500 to 381 604 2510 to	399 296 9910 to 399 396 8935 to	5099 9999
022 037 1411 to 022 037 1499	040 024 3901 to 040 024 3999	381 645 9525 to 383 314 3968 to	399 396 8935 to 399 792 7775 to	8999 7799
024 380 4100 to 024 380 4199	040 674 7100 to 040 674 7199	383 892 1000 to 383 892 1382 to	399 792 8300 to 400 427 1051 to	8399 1999
024 496 6870 to 024 496 6896	040 688 8816 to 040 688 8899	384 925 3641 to 385 568 2331 to	401 045 1505 to 401 045 1571 to	1549 1599
025 092 0987 to 025 092 0999	041 623 8889 to 041 623 8899	385 599 7554 to 385 774 2024 to	401 294 2700 to 401 310 9505 to	2799 9599
025 369 5535 to 025 369 5599	041 803 6565 to 041 803 6599	386 624 1412 to 386 883 8936 to	401 382 5312 to 402 578 7876 to	5399 7899
025 729 1151 to 025 729 1199	044 087 3457 to 044 087 3499	387 314 5574 to 387 837 6300 to	403 125 6744 to 403 260 7000 to	6799 7499
025 729 1643 to 025 729 1799	044 087 4000 to 044 087 4099	388 828 0656 to	403 280 6470 to	6499

403 685 8600 to 8699	420 758 9500 to 9699	443 127 4000 to 4099	459 365 5432 to 5499
404 003 0300 to 0399	420 969 3951 to 3971	443 673 7900 to 7999	459 378 5764 to 5799
404 041 8838 to 8899	420 969 3973 to 3999	443 800 9335 to 9399	459 472 4816 to 4999
404 071 4268 to 4299	421 116 3565 to 3599	444 382 8822 to 8899	460 349 6878 to 6899
404 347 5356 to 5399	421 130 9300 to 9399	444 390 1667 to 1699	460 550 1909 to 1999
404 347 5548 to 5599	421 313 4500 to 4999	444 457 3854 to 3899	460 997 5234 to 5299
404 726 4500 to 4599	421 364 5537 to 5599	450 048 4173 to 4199	461 973 6443 to 6499
404 961 5001 to 5199	421 656 2609 to 2699	450 048 4442 to 4699	462 152 0107 to 0299
405 325 0188 to 0198	421 988 9700 to 9799	450 560 5173 to 5199	462 274 1072 to 1099
406 009 4587 to 4599	422 172 4667 to 4699	450 620 3077 to 3099	462 277 8373 to 8399
406 260 6830 to 6899	422 484 4212 to 4299	450 620 3135 to 3199	462 554 6051 to 6099
406 459 6641 to 6999	422 556 1270 to 1299	450 780 2716 to 2799	463 011 5529 to 5540
406 733 3000 to 3999	422 587 7024 to 7099	450 801 2700 to 2799	463 176 4115 to 4199
407 545 1557 to 1599	422 819 7533 to 7599	451 109 2967 to 2984	463 176 4229 to 4299
407 594 0412 to 0599	422 842 5073 to 5087	451 115 4110 to 4125	463 185 2600 to 2799
407 692 9100 to 9299	422 907 7563 to 7599	451 115 4127 to 4199	463 227 7711 to 7799
407 959 2190 to 2199	424 500 6050 to 6099	451 746 0700 to 0799	463 414 4869 to 4899
408 265 2275 to 2288	424 641 8500 to 8599	452 265 0074 to 0099	463 808 3484 to 3499
408 499 7700 to 7799	424 871 6600 to 6699	452 265 0246 to 0299	463 945 7400 to 7899
408 499 7900 to 7999	425 298 2352 to 2399	452 265 0335 to 0999	464 629 9000 to 9399
408 682 8484 to 8599	425 418 4269 to 4299	452 509 1169 to 1199	464 711 4332 to 4399
408 698 7015 to 7099	425 418 4405 to 4499	452 855 6471 to 6499	465 692 3963 to 3999
409 072 3941 to 3999	426 547 4566 to 4599	452 890 4679 to 4799	465 698 8300 to 8599
410 491 2311 to 2399	427 412 6337 to 6499	452 900 8215 to 8238	465 743 7745 to 7799
410 694 8400 to 8599	427 481 0900 to 0999	453 117 9146 to 9199	466 798 6056 to 6067
410 775 1500 to 1599	428 027 2742 to 2752	453 334 3631 to 3699	467 147 4300 to 4399
410 795 7927 to 7999	429 474 4172 to 4199	453 603 7841 to 7891	468 079 5782 to 5799
410 867 0917 to 0966	429 889 2900 to 2999	453 650 1140 to 1199	469 067 2817 to 2899
410 867 0970 to 0999	430 150 4401 to 4599	453 741 1300 to 1399	469 127 8000 to 8199
411 868 1023 to 1199	430 172 9800 to 9899	454 013 2919 to 2999	469 213 0359 to 0399
411 922 2322 to 2399	430 177 1900 to 2099	454 186 2411 to 2499	469 213 0500 to 0599
412 193 0900 to 0999	430 444 9500 to 9699	454 268 4883 to 4899	469 561 8011 to 8099
412 395 8599 to 8699	430 664 4070 to 4099	454 302 5400 to 5499	469 658 1961 to 1999
412 485 6500 to 6599	432 168 8419 to 8499	454 490 8300 to 8399	469 666 9900 to 9999
412 485 6610 to 6699	432 708 6800 to 6999	454 547 7434 to 7499	469 678 1900 to 1999
412 885 5953 to 5999	432 744 1544 to 1599	454 922 4867 to 4895	469 781 4900 to 4999
414 193 3608 to 3674	432 995 9775 to 9799	455 221 1348 to 1499	469 947 6960 to 6999
414 193 3677 to 3699	433 003 5800 to 5899	455 364 2147 to 2199	470 755 5800 to 5818
414 411 7348 to 7399	433 757 3047 to 3099	455 399 5400 to 5499	471 918 0300 to 0999
414 640 0757 to 0799	433 765 4003 to 4099	455 476 0676 to 0699	471 985 2408 to 2419
414 965 1727 to 1799	434 482 7060 to 7199	455 543 0618 to 0699	472 191 6700 to 6799
417 302 8104 to 8199	434 513 2386 to 2399	456 410 9006 to 9099	472 270 2555 to 2599
417 387 6532 to 6599	434 968 3076 to 3092	456 470 4146 to 4299	472 987 0213 to 0241
417 496 6800 to 6999	435 303 1831 to 1842	456 619 4460 to 4499	472 987 0290 to 0299
417 871 9250 to 9299	435 303 1986 to 1999	457 333 2686 to 2699	473 151 2069 to 2199
417 930 9533 to 9599	435 666 6092 to 6399	457 729 1767 to 1777	473 666 9138 to 9199
418 164 6500 to 6799	436 082 6400 to 6899	457 937 8615 to 8699	473 952 3429 to 3499
418 423 9863 to 9899	436 160 6441 to 6499	458 028 9810 to 9899	474 108 5402 to 5499
418 633 5922 to 5999	437 316 7115 to 7199	458 057 2712 to 2999	474 356 5193 to 5299
418 719 8520 to 8599	437 427 0500 to 3499	458 069 9537 to 9599	474 949 3366 to 3399
418 744 2235 to 2299	439 179 2300 to 2399	458 069 9665 to 9699	475 134 9362 to 9399
418 962 2848 to 2899	439 310 0458 to 0499	458 337 5222 to 5299	475 167 9667 to 9699
419 543 0286 to 0299	440 698 1947 to 1999	458 354 7653 to 7999	475 319 3415 to 3499
419 730 0300 to 0399	440 858 6300 to 6399	458 671 8678 to 8699	475 319 3649 to 3799
420 277 0015 to 0049	440 858 6420 to 7299	458 671 8721 to 8798	475 340 6400 to 6599
420 599 0734 to 0798	441 199 1655 to 1699	458 847 5044 to 5999	475 424 8410 to 8499
420 661 4115 to 4199	443 127 3648 to 3699	459 274 7624 to 7699	475 629 9156 to 9199

475 850 6101 to	6199	490 793 1500 to	2099	609 067 5488 to	5499	628 814 4702 to	4799
475 875 2500 to	2599	490 886 8171 to	8199	609 067 5600 to	5699	628 851 9689 to	9699
476 169 8264 to	8299	490 977 9221 to	9240	609 289 6123 to	6199	629 510 7200 to	7299
476 189 3000 to	3499	491 258 8100 to	9099	609 438 4400 to	4499	629 964 4200 to	4294
476 331 2480 to	2499	491 567 1376 to	1399	609 493 1100 to	1199	630 389 3056 to	3071
477 289 8601 to	8699	492 254 4800 to	4899	609 766 8091 to	8999	630 463 0588 to	0599
477 681 5206 to	5299	492 283 5100 to	5199	609 825 4100 to	4115	631 459 9117 to	9199
478 010 4243 to	4268	492 610 6813 to	6899	609 884 2981 to	2999	631 762 9325 to	9399
478 010 4270 to	4291	493 394 5568 to	5599	609 893 1000 to	1099	632 217 4933 to	4999
478 450 5071 to	5099	493 470 2562 to	2599	610 092 3200 to	3299	632 500 0000 to	599 9999
478 469 7838 to	7858	493 473 7700 to	7799	610 582 4200 to	4299	633 110 4165 to	4199
478 469 7883 to	7899	493 716 2153 to	2199	611 879 6939 to	6999	633 110 4303 to	4499
479 280 9800 to	9899	494 206 2972 to	2999	612 291 8013 to	8099	633 438 6429 to	6599
479 365 9116 to	9176	494 217 3446 to	3999	612 751 5171 to	5199	633 588 7173 to	7182
479 412 9900 to	9999	494 224 0500 to	0599	612 751 5226 to	5299	634 725 0700 to	0799
479 667 6190 to	6199	495 145 0600 to	0699	612 751 6083 to	6099	634 803 3239 to	3299
479 748 9680 to	9699	496 209 7425 to	7499	612 751 6268 to	6299	634 807 2474 to	2499
479 860 7000 to	7199	496 213 8728 to	8799	612 751 6572 to	6599	634 827 5900 to	5999
480 526 2000 to	2099	496 474 5226 to	5248	612 774 2111 to	2199	634 886 3428 to	3499
480 640 6330 to	6399	497 053 8517 to	8699	612 774 2254 to	2299	635 559 3449 to	3499
480 658 0568 to	0599	497 854 8673 to	8699	612 774 2500 to	2599	636 289 6214 to	6299
480 689 5100 to	5199	498 449 8888 to	8899	614 469 0979 to	0999	636 634 8007 to	8042
481 072 9463 to	9499	498 929 8285 to	8499	614 474 3000 to	3099	637 150 1200 to	1299
481 673 0074 to	0095	498 936 5310 to	5399	614 521 3490 to	3499	637 562 5828 to	5899
482 527 1500 to	1599	499 016 5425 to	5499	614 645 1800 to	1899	638 042 1647 to	1699
482 541 5255 to	5299	499 440 8575 to	8899	614 832 1100 to	2099	638 049 4984 to	4999
482 729 6800 to	6899	499 731 6717 to	6799	615 017 7505 to	7599	638 318 1115 to	1199
483 363 7207 to	7299	500 064 1858 to	1869	617 711 6609 to	6699	638 318 1453 to	1499
483 402 2356 to	2399	500 070 5725 to	7799	617 760 5266 to	5299	638 885 0000 to	0299
483 486 5100 to	5199	600 645 3223 to	3299	617 813 3601 to	3699	638 903 4362 to	4373
483 632 1521 to	1599	601 339 1200 to	1399	618 840 9200 to	9299	639 415 1929 to	1999
483 632 2600 to	2799	601 653 5884 to	5899	619 551 7229 to	7299	639 415 2019 to	2099
483 849 1615 to	1699	601 661 7700 to	7799	619 859 3000 to	3099	639 420 6200 to	6299
484 174 4803 to	5299	601 682 5343 to	5399	620 073 9400 to	9499	639 469 3517 to	3799
484 323 8900 to	9199	601 928 1600 to	1699	621 614 7907 to	7930	639 605 2143 to	2199
484 680 5000 to	5038	602 512 2972 to	2999	621 614 7932 to	7999	639 657 8600 to	8799
484 680 5040 to	5074	602 555 2400 to	2799	621 648 8021 to	8199	640 289 7500 to	7599
484 680 5077 to	5099	602 829 7061 to	7099	621 648 8500 to	8599	640 289 7700 to	7999
485 029 4913 to	4999	603 483 9572 to	9599	621 904 8351 to	8599	641 170 4420 to	4499
486 176 0600 to	0699	603 490 7200 to	7299	621 916 1978 to	1989	641 318 3133 to	3199
486 559 7555 to	7599	603 678 7100 to	7199	622 989 8032 to	8099	641 378 6500 to	6999
486 696 3023 to	3199	603 678 7662 to	7699	623 076 9300 to	9399	641 383 8739 to	8799
488 173 7900 to	7999	603 678 7902 to	7999	623 819 5006 to	5099	641 877 3187 to	3299
488 206 4100 to	4199	603 678 8418 to	8499	623 895 8200 to	8399	641 877 3310 to	3399
488 226 0200 to	0299	603 678 8700 to	9999	623 917 0000 to	0099	642 355 8094 to	8199
488 709 3906 to	3999	604 086 0880 to	0899	623 917 0200 to	0299	642 355 8308 to	8999
488 855 8359 to	8399	604 349 1414 to	1499	624 468 5288 to	5299	642 900 0018 to	0099
489 181 8963 to	8999	604 503 7776 to	7799	624 665 3162 to	3198	643 030 6254 to	6299
489 223 2000 to	2099	605 520 9037 to	9099	625 088 6735 to	6799	644 066 0882 to	0899
489 311 1930 to	1999	605 685 4010 to	4099	625 916 9500 to	9799	644 069 0600 to	0699
489 318 6200 to	6300	605 988 6467 to	6499	625 968 8956 to	8999	644 077 7506 to	7699
489 384 0027 to	0099	607 689 7951 to	7960	627 005 3938 to	3999	644 085 8157 to	8199
489 427 0658 to	0899	607 728 1276 to	1299	627 384 3907 to	4099	644 112 9839 to	9899
489 997 5252 to	5299	608 727 7100 to	7199	627 496 7549 to	7599	644 373 9083 to	9099
490 669 5850 to	6099	608 727 7273 to	7599	627 708 3605 to	3699	644 380 1460 to	1499
490 717 7080 to	7099	608 813 9950 to	9999	627 776 2500 to	2599	644 733 4715 to	4799
490 721 6000 to	6099	609 067 5325 to	5399	628 226 3100 to	3199	644 900 9712 to	9799

644 901 0109	to	1299	659 846 7837	to	7899	683 415 1200	to	1499	701 503 2247	to	2299
644 901 1325	to	1399	660 510 4100	to	4199	683 444 8159	to	8199	701 541 2271	to	2299
644 923 6800	to	7799	660 673 0400	to	0599	685 154 7780	to	7789	701 553 6557	to	6599
644 932 4655	to	4699	661 488 5000	to	5099	685 297 7645	to	7699	701 601 3457	to	3499
645 318 7240	to	7499	661 609 9100	to	9199	685 623 5264	to	5299	701 605 5913	to	5999
645 333 1766	to	1799	661 716 9420	to	9499	685 650 9487	to	9499	701 695 3982	to	3999
645 790 8632	to	8699	661 906 6522	to	6599	685 669 4200	to	4299	701 695 4148	to	4199
645 821 0657	to	0699	662 021 8332	to	8399	685 757 8452	to	8499	701 695 4227	to	4299
645 930 7948	to	7999	662 068 0700	to	0899	686 071 2694	to	2799	701 708 1741	to	1799
645 975 0737	to	0762	662 553 0774	to	0799	686 176 3333	to	3354	701 736 3966	to	3999
646 242 6200	to	6299	663 078 7034	to	7099	686 372 3200	to	3299	701 838 2800	to	2899
646 270 7639	to	7799	663 763 5300	to	5399	686 644 5879	to	5899	701 941 0600	to	0699
646 798 4000	to	4999	663 883 7039	to	7499	686 899 1371	to	1399	702 171 1603	to	1699
647 048 7035	to	7099	664 253 8000	to	8499	686 931 7636	to	7699	702 195 5109	to	5199
647 049 2900	to	2999	664 656 3055	to	3099	687 601 0973	to	0999	702 254 9300	to	9399
647 398 8300	to	8399	665 174 6400	to	6499	687 614 6774	to	6799	702 264 7569	to	7599
647 398 8481	to	8499	665 274 8208	to	8299	688 120 9000	to	9999	702 713 1800	to	1809
647 437 3000	to	4999	665 669 5400	to	5499	688 314 3107	to	3191	702 821 5730	to	5799
647 811 2188	to	2199	666 132 8226	to	8299	690 291 1361	to	1371	702 821 5805	to	5899
648 009 6057	to	6099	666 696 2209	to	2299	690 788 2877	to	2899	702 878 0114	to	0199
648 163 5300	to	5499	666 696 2309	to	2399	690 893 5344	to	5399	740 002 7710	to	7719
648 722 5283	to	5299	667 032 9300	to	9399	690 893 5512	to	5599	740 241 9049	to	9099
648 892 3164	to	3199	667 729 5529	to	5599	690 904 1300	to	1599	740 255 1718	to	1799
649 100 3989	to	3999	668 383 8400	to	8699	690 941 6000	to	6199	740 470 2420	to	2443
649 647 0370	to	0399	670 368 3400	to	3499	691 313 6383	to	6399	740 523 7432	to	7449
649 647 0522	to	0599	670 369 7336	to	7399	691 313 6600	to	6699	740 535 1555	to	1580
649 647 5237	to	5399	670 750 7169	to	7199	691 582 8003	to	8099	740 705 9790	to	9799
649 647 9100	to	9299	671 046 6200	to	6399	691 664 1800	to	1999	740 726 6400	to	6500
649 666 7800	to	8299	671 251 5448	to	5499	691 664 2400	to	2499	740 765 3306	to	3399
650 114 7707	to	7719	671 926 5600	to	5799	692 727 9362	to	9399	805 885 8411	to	8499
650 130 3400	to	3599	672 444 2000	to	2999	692 798 1800	to	1899	806 087 1100	to	1499
650 213 0406	to	0499	672 828 3410	to	3499	693 249 0779	to	0799	806 268 9275	to	9299
650 555 1749	to	1799	673 167 5776	to	5799	693 249 0877	to	1699	806 534 3400	to	3477
650 564 1900	to	1999	675 464 3700	to	3799	693 445 0566	to	0999	807 342 3283	to	3399
650 627 4212	to	4299	675 464 4000	to	4199	693 448 8500	to	8999	808 086 7100	to	7199
650 736 2043	to	2099	676 365 5958	to	5999	693 645 9583	to	9599	808 090 3440	to	3499
650 739 1540	to	1699	676 669 1024	to	1099	693 965 4200	to	4299	808 325 5161	to	5699
651 741 4415	to	4499	677 126 6734	to	6799	695 741 2906	to	2999	808 784 8000	to	8299
651 882 2800	to	2899	677 333 9979	to	9999	695 947 8518	to	8599	830 125 0672	to	0699
652 754 6317	to	6399	677 466 1088	to	1099	696 662 8247	to	8299	830 602 5800	to	5999
653 131 4945	to	4999	678 071 4500	to	4799	697 447 8285	to	8296	830 610 3700	to	3799
653 426 3300	to	3399	678 096 7531	to	7599	698 042 4816	to	4899	830 983 3500	to	3599
653 455 4874	to	4899	679 909 2578	to	2599	698 131 2138	to	2157	830 983 3635	to	3699
654 238 0000	to	0399	680 112 9565	to	9599	698 227 0000	to	0099	831 354 1387	to	1399
654 404 3065	to	3092	680 244 0903	to	0999	700 065 2570	to	2599	831 815 8240	to	8299
654 962 2900	to	3199	680 412 6046	to	6099	700 065 4800	to	4899	832 525 3810	to	3899
655 103 5081	to	5199	680 761 6800	to	6899	700 190 3350	to	3359	833 159 1884	to	1899
655 523 2600	to	2999	681 677 0540	to	0699	700 228 6048	to	6099	833 456 2567	to	2599
656 305 2448	to	2499	682 070 1029	to	1099	700 650 0452	to	0499	833 566 3015	to	3071
657 347 4438	to	4999	682 956 6280	to	6299	700 666 1323	to	1349	834 316 5444	to	5499
657 710 8100	to	8999	682 956 6490	to	6599	700 786 9106	to	9142	834 354 8747	to	8766
657 780 0985	to	0999	682 956 6700	to	6799	700 859 0744	to	0758	834 354 8824	to	8838
658 586 1400	to	1499	682 965 1178	to	1199	701 028 6780	to	6899	835 269 5700	to	5799
658 877 8000	to	8199	682 965 1201	to	1299	701 213 3900	to	3999	835 496 7303	to	7399
658 880 8000	to	8199	683 118 2389	to	2399	701 267 2000	to	3999	835 539 5200	to	5999
659 398 7300	to	7399	683 378 2000	to	2099	701 335 7312	to	7399	835 813 3015	to	3099
659 706 8113	to	8199	683 378 2117	to	2299	701 369 2005	to	2050	837 672 8967	to	8999

837 784 3282 to	3299	849 608 1357 to	1399	862 263 9213 to	9299	900 845 0044 to	0099
838 176 8377 to	8399	849 792 2600 to	2699	862 271 0800 to	0999	900 936 0217 to	0299
838 518 1257 to	1299	850 546 1862 to	1899	862 271 5000 to	5099	900 936 0435 to	0499
839 718 8257 to	8299	851 143 6826 to	6844	863 871 5138 to	5199	901 058 5255 to	5280
840 323 0600 to	0699	851 209 9880 to	9899	863 949 5300 to	5399	901 273 1082 to	1099
840 875 6235 to	6299	851 928 9221 to	9299	864 088 8200 to	8299	901 287 5143 to	5199
840 910 0900 to	0999	852 589 6560 to	6599	864 426 3972 to	3999	901 291 2789 to	2799
841 349 5000 to	5099	853 049 3646 to	3699	864 520 6117 to	6136	901 525 7122 to	7199
841 805 7747 to	7899	854 304 4089 to	4999	865 151 0526 to	0599	902 198 9769 to	9799
841 805 7944 to	8099	854 529 2200 to	2299	865 500 4034 to	4099	902 948 1269 to	1299
842 226 0685 to	0695	854 532 0000 to	2999	865 883 6082 to	6099	902 985 0833 to	0899
842 685 4600 to	4699	855 001 6204 to	6249	866 004 3000 to	3999	903 370 6934 to	6999
842 685 4742 to	4999	855 319 9364 to	9399	866 442 4100 to	4899	904 600 6523 to	6599
842 860 0300 to	0399	855 361 3390 to	3399	867 366 9108 to	9118	904 892 0378 to	0399
842 898 5582 to	5599	856 226 0490 to	0499	867 633 7403 to	7499	904 892 0648 to	1299
843 062 7100 to	7199	856 656 5800 to	5999	867 737 5623 to	5699	905 056 2216 to	2299
843 077 6288 to	6299	856 752 0200 to	0299	868 169 4529 to	4599	905 794 0000 to	0199
843 077 6378 to	6399	857 279 3450 to	3499	868 173 8400 to	8599	905 794 0288 to	0299
843 758 5769 to	5778	857 843 4000 to	4099	868 514 9000 to	9099	905 873 6900 to	6999
843 786 2554 to	2699	858 124 7644 to	7699	868 566 9200 to	9299	905 873 7100 to	7299
845 656 8165 to	8199	858 756 3111 to	3299	869 387 1150 to	1199	905 880 8900 to	8999
845 727 2100 to	2199	859 063 8200 to	8699	869 505 3500 to	3599	905 889 7100 to	7199
845 746 2618 to	2635	859 190 0600 to	0644	869 800 0000 to	999 9999	906 158 1508 to	1599
846 390 7531 to	7599	859 811 2888 to	2899	870 054 4814 to	4899	907 725 8500 to	8599
846 918 0572 to	0599	859 855 8873 to	8999	870 491 4812 to	4849	908 622 4225 to	4235
847 237 7690 to	7699	860 240 8520 to	8599	870 536 5820 to	5829	908 936 9254 to	9299
847 284 2481 to	2499	860 275 3900 to	3999	870 541 7167 to	7239	909 100 1787 to	1799
847 374 7055 to	7065	860 518 9629 to	9699	870 541 7167 to	7239	909 100 1900 to	2099
847 374 7055 to	7065	860 600 0021 to	0999	870 575 8155 to	8999	909 725 7307 to	7399
847 636 5304 to	5399	861 158 2350 to	2599	870 589 0485 to	0494	910 219 8631 to	8699
847 700 5447 to	5499	861 637 6010 to	6099	870 691 7060 to	7099	910 536 2505 to	2599
847 723 7500 to	7599	861 979 7292 to	7499	872 100 0445 to	0459	911 523 3000 to	3999
849 485 3427 to	3499	862 216 6100 to	6199	900 556 4178 to	4199		

— Postal Inspection Service, 10-17-02

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first 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 7 960
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	704 228 344 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	767 332 561 to 2 950	773 858 011 to 8 100	777 810 309 to 0 330
763 717 694 to 7 800	768 009 841 to 9 960	773 892 721 to 7 190	778 049 651 to 9 670
763 826 461 to 6 520	768 011 489 to 1 520	773 958 061 to 8 660	778 106 225 to 6 310
763 900 460 to 0 471	768 177 980 to 7 990	774 101 148 to 1 190	778 218 730 to 8 780
763 900 479 to 0 530	768 391 081 to 1 170	774 107 161 to 7 190	778 251 871 to 1 930
763 917 271 to 7 750	768 661 569 to 1 650	774 177 226 to 7 270	778 286 911 to 6 940
764 125 801 to 5 860	769 000 051 to 0 080	774 279 481 to 9 810	778 328 699 to 8 730
764 284 525 to 4 560	769 050 841 to 0 900	774 408 399 to 8 420	778 567 471 to 7 860
764 526 241 to 6 330	769 159 081 to 9 178	774 431 821 to 2 450	778 570 771 to 0 830
764 601 421 to 1 600	769 737 496 to 7 510	774 510 451 to 0 780	778 699 096 to 9 110
764 650 231 to 0 470	769 778 491 to 8 730	774 652 981 to 3 010	778 779 471 to 9 480
764 984 371 to 4 850	769 827 331 to 7 450	774 778 981 to 9 040	779 146 205 to 6 230
765 003 667 to 3 680	770 216 071 to 6 100	774 867 481 to 7 510	779 233 681 to 3 710
765 042 517 to 2 540	770 723 281 to 3 400	774 867 515 to 7 540	779 316 961 to 7 200
765 194 728 to 4 970	770 915 150 to 5 490	774 934 275 to 4 290	779 339 221 to 9 400
765 387 365 to 7 450	771 455 551 to 5 610	774 961 261 to 1 290	779 702 191 to 2 250
765 541 801 to 2 100	771 609 661 to 9 690	775 106 223 to 6 235	779 994 001 to 4 090
765 638 461 to 8 970	772 057 224 to 7 440	775 106 237 to 6 248	780 103 591 to 3 650
765 647 101 to 7 190	772 162 660 to 3 070	775 331 515 to 1 550	780 625 208 to 5 920
765 813 781 to 4 029	772 718 615 to 8 640	775 444 210 to 4 230	780 711 345 to 1 540
765 879 314 to 9 390	772 970 886 to 0 940	775 579 301 to 9 320	780 865 851 to 5 920
765 954 001 to 4 030	773 009 419 to 9 430	775 622 683 to 2 760	780 873 421 to 3 450
766 120 286 to 0 320	773 112 031 to 2 060	776 144 621 to 4 670	781 141 891 to 1 980
766 125 716 to 5 750	773 125 387 to 5 410	776 154 010 to 4 060	781 238 697 to 8 730
766 158 824 to 8 840	773 179 320 to 9 410	777 561 631 to 2 080	781 503 151 to 3 180
766 388 433 to 8 460	773 202 989 to 3 140	776 657 371 to 7 490	781 624 126 to 4 200
766 509 421 to 9 660	773 208 991 to 9 290	776 817 421 to 7 450	781 679 221 to 9 340
766 572 901 to 3 020	773 231 311 to 1 340	776 951 225 to 1 250	781 723 771 to 3 890
766 748 500 to 8 521	773 348 739 to 8 940	777 141 601 to 2 140	781 723 964 to 3 990
767 024 341 to 4 370	773 575 891 to 5 950	777 297 421 to 7 510	783 663 991 to 4 050
767 326 471 to 6 590	773 852 971 to 3 030	777 621 721 to 1 750	

— Postal Inspection Service, 10-17-02

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, 10-17-02

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, 10-17-02



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



USPS NEWS @WORK

Transformation Plan: Four objectives will anchor USPS success

WASHINGTON — The Transformation Plan is already paying dividends, said PMG Jack Potter at the recent Board of Governors meeting in Memphis, TN.

- We believe we have turned the corner on many of the initiatives in the Transformation Plan," said Potter. "We not only reduced costs by \$2.9 billion, but we also provided record levels of service to our customers, the American people."
- Potter outlined four objectives that will keep the Postal Service moving forward with its Transformation Plan.
- Improve service. "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

bioterrorism attack," the PMG said.

- Ratemaking alternatives. "We are committed to exploring with the Postal Rate Commission alternatives to the ratemaking process within the current law. Those alternatives include negotiated service agreements and phased rates," Potter said.
- Grow the business. Potter said we will grow our core business by enhancing our products and services and by expanding access to postal services.
- Manage costs. "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," Potter said.

SEASON OF GIVING:

CFC now underway

WASHINGTON — It's that giving time again — Combined Federal Campaign (CFC) season. Each year, USPS joins other federal agencies to participate in CFC — the only authorized solicitation of employees in the federal workplace on behalf of charitable organizations.

- Now through Dec. 15, Postal Service employees will be involved in up to 400 individual CFC fundraising efforts across the country.
- To find out more about this year's program, or CFC in general, visit the USPS intranet, Blue, at <http://blue.usps.gov>.

EXPANDED HOURS

Parcel Select sites open to serve "early-birds."

BOSTON — Chief Operating Officer Patrick Donahoe, speaking at the National Postal Forum, announced a two-phased approach that will help Parcel Select customers get their mailings into the system earlier in the day.

- "We believe we can increase our market share of the package business via the Parcel Select products while our consolidator and package shipping customers enjoy better service," said Donahoe.
- Phase One begins Oct. 19 when the 1,000 largest destination delivery units (DDUs) — with some exceptions — offer expanded Parcel Select drop-ship hours: 5 a.m. to 7 a.m. and 10 a.m. to 4 p.m.
- Phase Two will roll-out to an additional 7,800 offices, based on current staffing, scheduling and facility capacity. Implementation is expected in the near future.
- Parcel Select is directed toward high-volume shippers who serve residential customers. It is directly associated with a series of cost-saving service offerings now available at the Postal Service, such as workshare discounts.
- USPS will continue to support current local initiatives to expand Parcel Select drop-ship hours based on mailers' requests and current staffing.

USPS NEWS @WORK

Got stamps?

Look for the eagle at 60,000 non-postal locations nationwide.

Washington – Isn't it great being able to buy a book of stamps at the grocery store check-out? The new "Buy Stamps Here" decal helps consumers identify non-postal locations coast to coast where postage stamps are sold.

- Postage stamps are now available at nearly 60,000 convenient locations — like grocery stores — across the U.S., in addition to the 38,000 Post Offices, contract stations and www.usps.com. Widespread availability lets consumers buy stamps when and where they need them.
- And getting your cereal and stamps in one stop means busy consumers have more time for important stuff ... like picnics and stargazing.
- Look for the familiar eagle decal at participating grocery stores, drug stores and ATMs, on vending machines and at contract postal stations.

ENVIRONMENTAL OVER-ACHIEVER:

USPS unveils nation's largest fleet of electric vehicles.

WASHINGTON — When Benjamin Franklin, the nation's first Postmaster General, discovered electricity in 1750 he probably didn't envision it would one day power vehicles that deliver the mail. Ol' Ben should've been in Los Angeles last month when USPS rolled out the nation's largest fleet of nearly 400 electric vehicles.

- The battery-powered electric vehicles, or "EVs," can be driven 50 miles before recharging and can accelerate from 0 to 50 mph in 12.5 seconds, similar to gasoline-powered vehicles.
- Unlike standard gasoline-engine vehicles, EVs aren't equipped with exhaust pipes. There's no need since they don't emit exhaust fumes. And they're quiet, too. How's that for environmentally friendly?
- Battery-powered EVs also don't waste energy while idling — making them ideal vehicles for mail carriers' constant stop-and-go routine. In Los Angeles, gasoline-powered cars waste roughly 72 million gallons of fuel annually sitting in traffic.
- The gas-saving EVs were purchased through a unique money-saving partnership. The State of California, Mobile Source Air Pollution Reduction Committee and Los Angeles Department of Water and Power all chipped in to help defray the costs of the electric vehicles.
- Let's do the math: a postal EV costs \$42,000 — twice as much as a standard gasoline-powered delivery vehicle — but thanks to funding provided by each partner, USPS was able to purchase each EV for about \$22,000 — just shy of half price.

Greater flexibility:

New workshare discounts would benefit smaller Periodicals mailers

WASHINGTON — Small circulation Periodicals mailers may soon be able to take advantage of the same workshare discounts offered to large mailers. The Postal Service has filed a case with the Postal Rate Commission (PRC) seeking a two-year experimental mail classification for Periodicals co-palletization drop-ship discounts.

- The discounts are designed to provide an additional incentive for publishers,

printers and consolidators to combine different publications or print runs on pallets, avoiding the need for sacks, a benefit to mailers and USPS.

- USPS also has filed a case with the PRC seeking a three-year experimental mail classification based on a negotiated service agreement (NSA) between the Postal Service and Capital One Services, Inc.
- One objective of the

Transformation Plan seeks greater service enhancements — ease-of-use and pricing initiatives that add customer value to postal products and services.

- Both the recently filed NSA and the Periodicals experiment move toward greater pricing flexibility and reductions in costs for USPS, contributing to the long-term viability of the Postal Service system.

**USPSNEWS
@WORK**

**Batty about stamps?
October is National Stamp Collecting
Month.**



WASHINGTON — Crazy about commemoratives? Daffy over definitives? Or just freaky about philately? Whatever the case, October is your month — National Stamp Collecting Month.

- And if you're batty about stamps, USPS has you covered. The recently issued *American Bats* stamps will be the focus of next month's celebration.
- "With the issuance of the *American Bats* stamps, we have a wonderful opportunity to help educate the public about something we feel is very important — our ecosystem," said Robert Rider, chairman of the USPS Board of Governors, in dedicating the stamps.
- To promote the *American Bats* stamps and National Stamp Collecting Month, USPS has support from the National Wildlife Federation and Bat Conservation International.
- Both groups provide educational guides to help children learn about the crucial role bats play in helping to preserve the environment. For more information, visit their websites at www.nwf.org and www.batcon.org.
- The Postal Store has all the latest stamps, including *Irving Berlin*, *Ogden Nash*, *Spay or Neuter*, *Women in Journalism*, *Teddy Bears*, and *Heroes of 2001*.

**Travel made
PostalEASEy**

**Have you tried
eTravel
net-to-bank yet?**

WASHINGTON — PostalEase keeps growing, adding features and functions. The latest addition is eTravel net-to-bank. Now instead of going to their eTravel coordinator, employees can make changes themselves through PostalEase, using the same method they use for their payroll net-to-bank.

- To make changes to their eTravel net to bank by phone, employees can call the toll-free PostalEASE number, 877-477-3273.

- Employees with access to Blue, at <http://blue.usps.gov>, can also access PostalEASE at <https://ewss.usps.gov/esymain.htm> (be sure to include the "s" in "https"). The eTravel net to bank link is located under the *Payroll* tab.
- eTravel net-to-bank — brought to you by USPS Human Resources, Information Technology and Finance.

Philately

UPDATED ANNOUNCEMENT 02-F

2002 Stamps and Postal Stationery

"2002 Stamps and Postal Stationery" (Announcement 02-F, October 2002), which appears on page 55, is intended to replace the quarterly announcement of the same name, previously printed and sent to customers on request through Stamp Fulfillment Services in Kansas City. The announcement is a listing of stamps and postal stationery items scheduled for issuance during calendar year 2002. Post Offices may wish to post this schedule on their bulletin boards.

Customers may also be directed to access the *Postal Bulletin* through the Postal Service Web site at www.usps.com, then by clicking on *Info*, and then *Postal Periodicals and Publications*.

This announcement will be updated every 2 to 3 months, as changes warrant.

How to Order First Day of Issue Cancellations and Covers

Customers may purchase new stamps or postal stationery items at their Post Office, from the *USA Philatelic* catalog, by calling 1 800 STAMP-24, or online at www.usps.com by clicking on *Buy Stamps & More*. Then they should prepare their own covers by affixing new stamps to the upper right corner of envelopes or postcards of their choice, and address those envelopes, postcards, or postal stationery items to themselves or others. (Postage must equal the

current First-Class Mail rate.) For sturdiness, include a card of postcard thickness in each cover (envelopes only) submitted, and tuck in the flap. Place the cover in a larger envelope addressed to: NAME OF ISSUE, POSTMASTER, CITY, STATE, and ZIP CODE (followed by -9991). Covers submitted for first day of issue cancellations may include additional uncanceled stamps only if the uncanceled stamps were issued before the first day of issue of the new stamps or postal stationery items. All orders must be postmarked on or before the deadline indicated in the "2002 Stamps and Postal Stationery" announcement that follows.

The U.S. Postal Service offers uncanceled first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has its own catalog number in *USA Philatelic*, issued quarterly. Customers may request a free catalog by calling 800-STAMP-24, by sending an e-mail to sfs@email.usps.gov, or by writing to:

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

— Stamp Services,
Government Relations and Public Policy, 10-17-02



2002 STAMPS AND POSTAL STATIONERY

This schedule is subject to change.

Announcement 02-F (October 2002)

This is a periodic announcement of new stamps and postal stationery items being issued during the calendar year. For additional information on stamps and stamp products visit our Postal Store Web site at www.usps.com.

NOTE	ISSUE	FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
P	34¢ Winter Sports	Jan 8	Park City, UT 84060	PSA pane of 20 with header, 4 designs	Feb 7
	34¢ Mentoring a Child	Jan 10	Annapolis, MD 21401	PSA pane of 20 with selvage	Feb 9
	34¢ Langston Hughes (Black Heritage)	Feb 1	New York, NY 10199	PSA pane of 20	Mar 4
	34¢ Happy Birthday	Feb 8	Riverside, CA 92507	PSA pane of 20	Mar 11
	34¢ Year of the Horse (Lunar New Year)	Feb 11	New York, NY 10199	PSA pane of 20	Mar 13
	34¢ U.S. Military Academy (Bicentennial)	Mar 16	West Point, NY 10996	PSA pane of 20	Apr 15
P	34¢ Greetings from America	Apr 4 (nationwide)	New York, NY 10199 (simultaneously issued in all 50 state capitals and New York City)	PSA pane of 50, special issue, 50 designs	Jun 3
	34¢ Longleaf Pine Forest (Nature of America)	Apr 26	Tallahassee, FL 32301	PSA souvenir sheet of 10, 10 designs	May 28
+	5¢ American Toleware (American Design)	May 31	McLean, VA 22101 (NAPEX Show)	Gummed coil of 10,000	Jul 1
	45¢ Heroes of 2001 (Semipostal)	Jun 7 (nationwide)	New York, NY 10199	PSA pane of 20 with selvage	Jul 8
	U.S. Flag (non-denominated, 37¢ First-Class, 1 oz.)	Jun 7 (nationwide)	Washington, DC 20066 (no ceremony)	PSA pane of 20; PSA convertible booklet of 20; PSA doublesided book of 20; PSA vending book of 20; PSA ATM sheetlet of 18; gummed pane of 100; PSA coil of 100	Jul 8
	37¢ U.S. Flag	Jun 7 (nationwide)	Washington, DC 20066 (no ceremony)	PSA pane of 20*; PSA convertible booklets of 10* and 20*; PSA doublesided book of 20*; PSA vending book of 20*; PSA coils of 100*, 3,000*, and 10,000; gummed coils of 100*, 3,000, and 10,000* *available at a later date	Sep 5
	Antique Toys (non-denominated, 37¢ First-Class, 1 oz.)	Jun 7 (nationwide)	Washington, DC 20066 (no ceremony)	PSA convertible booklet of 20; PSA vending book of 20, 4 designs	Jul 8
	37¢ Ribbon Star Stamped Envelope	Jun 7 (nationwide)	Washington, DC 20066 (no ceremony)	Stamped envelopes--#6 3/4, #9, and #10	Jul 8
+	3¢ Star (make-up rate)	Jun 7 (nationwide)	Washington, DC 20066 (no ceremony)	PSA pane of 50; gummed coil of 10,000* *available at a later date	Jul 8
+	23¢ George Washington (2nd oz.)	Jun 7 (nationwide)	Washington, DC 20066 (no ceremony)	Gummed pane of 100; PSA vending book of 10*; PSA convertible booklet of 10* *available at a later date	Jul 8
+	23¢ Carlsbad Caverns Stamped Card	Jun 7 (nationwide)	Carlsbad, NM 88220	Stamped card; reply card	Jul 8
	37¢ Masters of American Photography (Classic Collection)	Jun 13	San Diego, CA 92199	PSA pane of 20 with selvage, 20 designs	Jul 13
	37¢ John James Audubon (American Treasures)	Jun 27	Santa Clara, CA 95050	PSA pane of 20 with header	Jul 27

CUT ALONG DOTTED LINE



NOTE	ISSUE	FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
	37¢ Harry Houdini	Jul 3	New York, NY 10199	PSA pane of 20	Aug 2
	60¢ Coverlet Eagle (2 oz.)	Jul 12	Oak Brook, IL 60523 (Americover Show)	PSA pane of 20	Aug 12
	37¢ Antique Toys	Jul 26	Rochester, NY 14692	PSA convertible booklet of 20; PSA vending book of 20; PSA coil of 100, 4 designs	Aug 26
	83¢ Edna Ferber (3 oz.)	Jul 29	Appleton, WI 54911	PSA pane of 20	Aug 28
	\$3.85 Jefferson Memorial (Priority Mail)	Jul 30 (nationwide)	Washington, DC 20066	PSA pane of 20	Aug 29
	\$13.65 U.S. Capitol at Dusk (Express Mail)	Jul 30 (nationwide)	Washington, DC 20066	PSA pane of 20	Aug 29
	37¢ Official Mail	Aug 2 (nationwide)	Washington, DC 20066 (no ceremony)	Gummed coil of 100; #10 stamped envelope	Sep 2
+	Graphic Eagle Envelope (non-denominated USA Presorted Standard, 10¢ value)	Aug 8	Washington, DC 20066 (no ceremony)	#10 stamped envelope	Sep 7
P	37¢ Andy Warhol	Aug 9	Pittsburgh, PA 15290	PSA pane of 20 with selvage	Sep 9
	37¢ Teddy Bears	Aug 15	Atlantic City, NJ 08401 (American Philatelic Society STAMPSHOW 2002)	PSA pane of 20 with header, 4 designs	Sep 14
	37¢ Love (1 oz.)	Aug 16	Atlantic City, NJ 08401 (American Philatelic Society STAMPSHOW 2002)	PSA convertible booklet of 20	Sep 16
	60¢ Love (2 oz.)	Aug 16	Atlantic City, NJ 08401 (American Philatelic Society STAMPSHOW 2002)	PSA pane of 20	Sep 16
	37¢ Ogden Nash	Aug 19	Baltimore, MD 21233	PSA pane of 20	Sep 18
	37¢ Duke Kahanamoku	Aug 24	Honolulu, HI 96820	PSA pane of 20	Sep 23
	37¢ American Bats	Sep 13	Austin, TX 78710	PSA pane of 20 with header, 4 designs	Oct 15
	37¢ Women in Journalism	Sep 14	Fort Worth, TX 76161	PSA pane of 20 with header, 4 designs	Oct 15
	37¢ Irving Berlin	Sep 15	New York, NY 10199	PSA pane of 20	Oct 15
	37¢ Neuter or Spay	Sep 20 (nationwide)	Denver, CO 80202	PSA pane of 20 with header, 2 designs	Oct 21
	37¢ Christmas: Gossaert	Oct 10	Chicago, IL 60607	PSA convertible booklet of 20	Nov 9
	37¢ Holiday: Kwanzaa (re-issue, new rate)	Oct 10	Washington, DC 20066 (no ceremony)	PSA pane of 20	Nov 9
	37¢ Holiday: Hanukkah (re-issue, new rate)	Oct 10	Washington, DC 20066 (no ceremony)	PSA pane of 20	Nov 9
	37¢ Holiday: Eid (re-issue, new rate)	Oct 10	Washington, DC 20066 (no ceremony)	PSA pane of 20	Nov 9
	37¢ Cary Grant (Legends of Hollywood)	Oct 15	Los Angeles, CA 90001	PSA pane of 20 with selvage	Nov 14
C +	Sea Coast (non-denominated, nonprofit, 5¢ value)	Oct 21	Washington, DC 20066 (no ceremony)	PSA coil of 10,000	Jan 21
	37¢ Hawaiian Missionaries	Oct 24	New York, NY 10199 (American Stamp Dealers Association Stamp Show)	Gummed souvenir sheet of 4, 4 designs	Nov 23
C	37¢ Happy Birthday (re-issue, new rate)	Oct 25	New York, NY 10199 (American Stamp Dealers Association Stamp Show) (no ceremony)	PSA pane of 20	Nov 25
P C	37¢ Greetings from America (re-issue, new rate)	Oct 25	New York, NY 10199 (American Stamp Dealers Association Stamp Show) (no ceremony)	PSA pane of 50, 50 designs	Nov 25
	37¢ Holiday: Snowmen	Oct 28	Houghton, MI 49931	PSA pane of 20; PSA vending booklet of 20; PSA doublesided book of 20; PSA linerless coil of 100, 4 designs	Nov 27

Note Descriptions

C: Change in previously announced date, site, and/or rate

N: New issue

P: Pictorial first day postmark

+ Customers must affix additional postage to bring total postage to at least the minimum First-Class Mail rate for an envelope or stamped card, depending on which is used. Also, the cost for a stamped envelope is the value of the postage plus 8 cents, and the cost for a stamped card is the value of the postage plus 2 cents.



Pictorial Cancellations Announcement

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

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

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

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

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

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

The following cancellations have been extended for 30 days.



September 12, 2002
Postal Service
 15TH ANNIVERSARY STATION
 POSTMASTER
 2600 ELTHAM AVE
 NORFOLK VA 23513-9998



September 13, 2002
Postal Service
 DECOMMISSIONING STATION
 POSTMASTER
 2600 ELTHAM AVE
 NORFOLK VA 23513-9998



September 14, 2002
Larry Kishanuk, Postmaster
 POOLESVILLE DAY STATION
 POSTMASTER
 19820 FISCHER AVE
 POOLESVILLE MD 20837-9998



September 20, 2002
Postal Service
 SPAY NEUTER STATION
 POSTMASTER
 20512 TODD AVE
 BATTERY PARK VA 23304-9998

Postal Service
 SPAY NEUTER STATION
 POSTMASTER
 PO BOX 9998
 PENN LAIRD VA 22846-9998

Postal Service
 SPAY NEUTER STATION
 POSTMASTER
 16 LICHFIELD BLVD
 FREDERICKSBURG VA 22406-9998

Postal Service
 SPAY NEUTER STATION
 POSTMASTER
 PO BOX 2156
 VIRGINIA BEACH VA 23450-9998



September 21, 2002

Postal Service
SPAY NEUTER STATION
POSTMASTER
2600 ELTHAM AVE
NORFOLK VA 23513-9998

Postal Service
SPAY NEUTER STATION
POSTMASTER
5219 MONTICELLO AVE
WILLIAMSBURG VA 23188-9998

The following cancellation, which appeared in *Postal Bulletin* 22086 (10-3-02, page 82), is corrected as follows:



September 28, 2002
Jacksonville FL 32203

September 28, 2002

Postal Service
BLACK EXPO 02 STATION
POSTMASTER
1100 KINGS RD
JACKSONVILLE FL 32203-9998

Super Adoption Station
Salt Lake City UT 84115
Sept 20, 2002



September 20, 2002

Postal Service
SUPER ADOPTION STATION
POSTMASTER
1760 WEST 2100 SOUTH
SALT LAKE CITY UT 84115-9998



Humane Society
OF WASHINGTON COUNTY
Helping to Make A Better World
for the Animals In Our Community

September 21, 2002

Postmaster
NEUTER OR SPAY STATION
POSTMASTER
44 WEST FRANKLIN ST
HAGERSTOWN MD 21740-9998



September 20-22, 2002

Postal Service
FIELD DAY OF THE PAST
STATION
POSTMASTER
16590 POUNCEY TRACT RD
ROCKVILLE VA 23146-9998



Watertown Humane Society Station
September 21, 2002
Watertown, Wisconsin 53094

"Love them enough to Neuter or Spay!"

September 21, 2002

Postal Service
WATERTOWN HUMANE
SOCIETY STATION
POSTMASTER
411 DODGE ST
WATERTOWN WI 53094-9998



CLINTON COUNTY S.P.C.A.

September 21, 2002

SPCA
NEUTER OR SPAY STATION
POSTMASTER
PO BOX 9998
LOCK HAVEN PA 17745-9998



Chamber of Commerce

Springfield, Colorado
September 21, 2002

Springfield Equinox Festival
Station 81073

Think of Scales of Seven - "Spartan"

September 21, 2002

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



CELEBRATING THE
CLINTON COUNTY S.P.C.A.

September 21, 2002

SPCA
NEUTER OR SPAY STATION
POSTMASTER
PO BOX 9998
LOCK HAVEN PA 17745-9998



September 25, 2002

Postal Service
20TH ANNIVERSARY STATION
POSTMASTER
2600 ELTHAM AVE
NORFOLK VA 23513-9998



The
Denbigh
Lions
Present:

DENBIGH DAY STATION
September 21, 2002
NEWPORT NEWS, VA 23602

September 21, 2002

Postal Service
DENBIGH DAY STATION
POSTMASTER
14346 WARWICK BLVD STE 470
NEWPORT NEWS VA
23602-9998



September 26, 2002

Postal Service
SPAY NEUTER STATION
POSTMASTER
100 COURT HOUSE SQUARE
HEATHSVILLE VA 22473-9998



September 28, 2002
Postal Service
 SPAY NEUTER STATION
 POSTMASTER
 360 EAST ST
 ST STEPHENS CHURCH VA
 23148-9998

**WOOFSTOCK STATION
 WICHITA KS 67203**



October 5, 2002
Neuter or Spay
 WOOFSTOCK STATION
 POSTMASTER
 330 WEST 2ND ST NORTH
 WICHITA KS 67202-9998

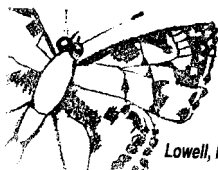


September 28, 2002
Postal Service
 CELEBRATION STATION
 POSTMASTER
 234 MAIN ST
 SMITHFIELD VA 23430-9998



'Bainbridge Day 2002'
 October 5, 2002
 Bainbridge Day Station
 Port Deposit, MD
 21904

October 5, 2002
Bainbridge Naval Training Center Historical Association Inc
 BAINBRIDGE DAY STATION
 POSTMASTER
 11 SOUTH MAIN ST
 PORT DEPOSIT MD 21904-9998



September 28–29, 2002
 FALLASBURG FALL FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 LOWELL MI 49331-9998



Battle of Saratoga
 225th Anniversary Station
 ★★★★★★★★★★
 October 7, 2002
 Stillwater, NY 12170

October 7, 2002
Postal Service
 BATTLE OF SARATOGA
 225TH ANNIVERSARY STATION
 POSTMASTER
 124 HUDSON AVENUE
 STILLWATER NY 12170-9998



SEPT 29 2002
 FARM HERITAGE DAYS
 STATION
 POSTMASTER
 PO BOX 9998
 WOODSTOCK, MD 21163-9998

September 28–29, 2002
Howard County Antique Farm Machinery Club
 FARM HERITAGE DAYS
 STATION
 POSTMASTER
 PO BOX 9998
 WOODSTOCK MD 21163-9998



October 10, 2002
Johnson Space Center Stamp Club
 WORLD SPACE CONGRESS
 STATION
 POSTMASTER
 WINDOW UNIT 401 FRANKLIN
 ST
 HOUSTON TX 77201-9998

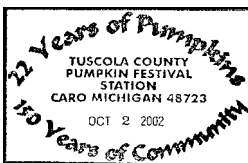


October 1, 2002
Department of the Navy
 60TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 MECHANICSBURG PA
 17055-9998



Neuter or Spay Station
 Dillsburg, PA 17019
 October 10, 2002

October 10, 2002
Helen Krause Animal Shelter
 NEUTER OR SPAY STATION
 POSTMASTER
 PO BOX 9998
 DILLSBURG PA 17019-9998



October 2–5, 2002
 PUMPKIN FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 CARO MI 48723-9998



October 10–12, 2002
King Biscuit Blues Festival
 KING BISCUIT BLUES FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 HELENA AR 72342-9998



Battle of Germantown
 225th Anniversary Station
 ★★★★★★★★★★
 October 4, 2002
 Philadelphia, PA 19144

October 4, 2002
Postal Service
 BATTLE OF GERMANTOWN
 225TH ANNIVERSARY STATION
 FINANCE SUPERVISOR
 5209 GREENE STREET
 PHILADELPHIA PA 19144-9998

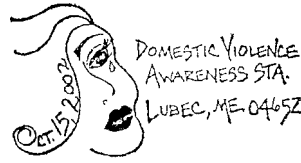


Hispanic Heritage Station
 October 11, 2002
 Zellwood FL 32798

October 11, 2002
Postal Service — Zellwood Post Office
 HISPANIC HERITAGE STATION
 POSTMASTER
 3125 NORTH WASHINGTON ST
 ZELLWOOD FL 32798-9998



October 12, 2002
 Postal Service
 FRIENDS OF EAGLE SQUARE STATION
 POSTMASTER
 PO BOX 9998
 SHAFTSBURY VT 05262-9998



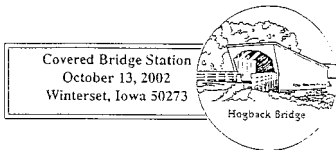
October 15, 2002
 Town of Lubec
 DOMESTIC VIOLENCE AWARENESS STATION
 POSTMASTER
 9 WASHINGTON ST
 LUBEC ME 04652-9998



October 12, 2002
 Ruritan Club of Coker Creek TN
 33RD RURITAN CLUB ANNUAL AUTUMN GOLD FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 COKER CREEK TN 37314-9998



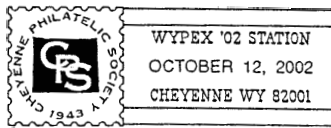
October 16, 2002
 HAUNTED HOUSE STATION
 POSTMASTER
 125 WEST SOUTH ST
 INDIANAPOLIS IN 46206-9998



October 12-13, 2002
 Madison County Covered Bridge Festival Comm
 COVERED BRIDGE STATION
 POSTMASTER
 120 NORTH 2ND AVE
 WINTerset IA 50273-9998



October 16, 2002
 Village of Hermon
 HERMON VILLAGE STATION
 POSTMASTER
 PO BOX 9998
 HERMON NY 13652-9998



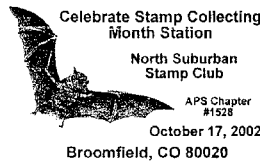
October 12-13, 2002
 Cheyenne WY 82001
 WYPEX 02 STATION
 POSTMASTER
 4800 CONVERSE AVE
 CHEYENNE WY 82009-4977



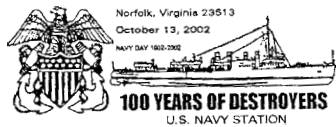
October 16-17, 2002
 Postal Service
 HAUNTED FARM STATION
 POSTMASTER
 PO BOX 9998
 MOORHEAD MN 56560-9998



October 13, 2002
 Tri-State Stamp Club
 STAMP SHOW STATION
 POSTMASTER
 350 WEST 6TH ST
 DUBUQUE IA 52001-9998



October 17, 2002
 North Suburban Stamp Club in Broomfield CO
 CELEBRATE STAMP COLLECTING MONTH STATION
 POSTMASTER
 280 EAST 1ST AVE
 BROOMFIELD CO 80020-9998



October 13, 2002
 Postal Service
 US NAVY STATION
 POSTMASTER
 2600 ELTHAM AVE
 NORFOLK VA 23513-9998



October 17-19, 2002
 Girl Scout National Council
 GIRL SCOUT STATION
 POSTMASTER
 PO BOX 140
 LONG BEACH CA 90801-0140



October 14, 2002
 Postal Service
 ANNIVERSARY STATION
 POSTMASTER
 RT 33 E
 HARDYVILLE VA 23070-9998



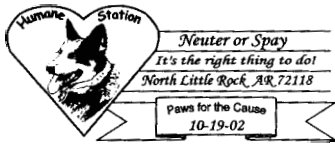
October 18-19, 2002
 Elmira Stamp Club
 STEPEX STATION
 POSTMASTER
 1 INDUSTRIAL PARK BLVD
 ELMIRA NY 14901-9998



October 19, 2002
 Postal Service
 SPAY NEUTER STATION
 RETAIL MANAGER
 1801 BROOK RD
 RICHMOND VA 23232-9640



October 19, 2002
 Helldorado Incorporated
 HELLDORADO STATION
 POSTMASTER
 100 NORTH HUSKELL
 TOMBSTONE AZ 85638-9998



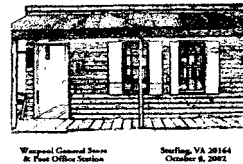
October 19, 2002
 Helping Hands for Little Paws
 HUMANE STATION
 POSTMASTER
 PO BOX 9998
 NORTH LITTLE ROCK AR
 72114-9998



October 19, 2002
 The Netherland Inn
 THE NETHERLAND INN
 STATION
 POSTMASTER
 320 WEST CENTER ST
 KINGSFORT TN 37662-9998



October 19, 2002
 Postal Service
 PAWLET PUBLIC LIBRARY
 STATION
 POSTMASTER
 PO BOX 9998
 PAWLET VT 05761-9998



October 19, 2002
 Loudoun Heritage Farm Museum
 WAXPOOL GENERAL STORE
 AND POST OFFICE STATION
 POSTMASTER
 150 SOUTH STERLING BLVD
 STERLING VA 20164-9998



October 19, 2002
 SYRUP SOPPING DAY AT
 LOACHAPOKA STATION
 POSTMASTER
 6520 STAGE RD
 LOACHAPOKA AL 36865-9998



October 19, 2002
 Town of South Portland
 BREAST CANCER RESEARCH
 STATION
 POSTMASTER
 15 COTTAGE RD
 SOUTH PORTLAND ME
 04106-9998



October 19, 2002
 Unicolor Corporation
 OLD GLORY STATION
 POSTMASTER
 1801 BROOK RD
 RICHMOND VA 23232-9640



October 19, 2002
 Crossroads Stamp Products
 Company
 CROSSROADS STAMP SHOW
 STATION
 POSTMASTER
 PO BOX 9998
 QUECHEE VT 05059-9998



October 19, 2002
 Spur High School Ex Student
 Association
 SPUR STATION
 POSTMASTER
 210 WEST HARRIS ST
 SPUR TX 79370-9998



October 19, 2002
 Olympic Philatelic Society
 OLYMPIC PHILATELIC SOCIETY
 STATION
 POSTMASTER
 10855 SILVERDALE WAY NW
 SILVERDALE WA 98383-9998



October 19, 2002
 GREAT DELTA BEAR AFFAIR
 STATION
 POSTMASTER
 138 WALNUT ST
 ROLLING FORK MS 39159-9998

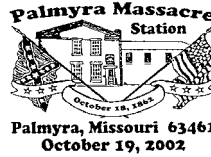


October 19, 2002
 Whitesboro Post Office
 ANNUAL PEANUT FESTIVAL
 STATION
 POSTMASTER
 110 WEST MAIN ST
 WHITESBORO TX 76273-9998



Glaxep XVIII Station
October 19, 2002
Kaispell, MT 59901

October 19, 2002
Glacier Stamp Club
GLAPEX XVIII STATION
STATION MANAGER
PO BOX 9998
KAPLISPELL MT 59903-9998



Palmyra, Missouri 63461
October 19, 2002

October 19-20, 2002
Landmarks of Northeast Missouri
PALMYRA MASSACRE STATION
POSTMASTER
PO BOX 9998
PALMYRA MO 63461-9998



Louisiana Country Colorfest
Station
October 19, 2002
Louisiana, MO 63353

October 19, 2002
Louisiana Chamber of Commerce
LOUISIANA COUNTRY
COLORFEST STATION
POSTMASTER
522 GEORGIA ST
LOUISIANA MO 63353-9998



SOCOPEX '02 STATION
October 19, 2002
AMERICAN BIRDS
Colo Sprgs CO 80907

October 19-20, 2002
Colorado Springs Stamp Club
SOCOPEX 02 STATION
POSTMASTER
201 EAST AKES PEAK AVE
NO 205
COLORADO SPRINGS CO
80903-9996



Victory at Saratoga
The Turning Point of the Revolutionary War
Monument Station
Victory Mills, New York 12884
225th Anniversary - October 19, 2002
1777-2002

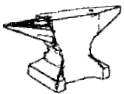
October 19, 2002
The Friends of Saratoga
Battlefield
MONUMENT STATION
POSTMASTER
PO BOX 9998
VICTORY MILLS NY 12884-9998



METROPEX STATION
OCTOBER 20 2002
ST. PAUL MN. 55106

October 20, 2002
Maplewood Stamp Club
METROPEX STATION
POSTMASTER
PO BOX 645014
ST. PAUL MN 55164-5014

Pioneer Days



October 19th-20th, 2002



October 19, 2002
PIONEER STATION
POSTMASTER
RAILROAD ST
CAIRO WV 26337-9998



2nd Grand Reopening
Celebration
1812 - 2002
October 20, 2002
The Rose Hotel Station
Elizabethtown, Illinois 62931

October 20, 2002
Rose Hotel Committee
THE ROSE HOTEL STATION
POSTMASTER
PO BOX 9998
ELIZABETHTOWN IL
62931-9998



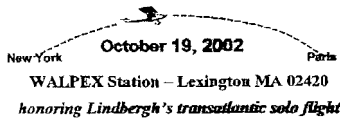
OysterFest Station
October 19, 2002
Oyster Bay NY 11771

October 19-20, 2002
Postal Service
OYSTERFEST STATION
POSTMASTER
PO BOX 9998
OYSTER BAY NY 11771-9998



AUTUMN ON THE RIVER
Bethlehem Station Indiana 47104
OCTOBER 20, 2002

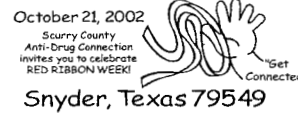
October 20, 2002
Autumn of the River Festival
BETHLEHEM STATION
POSTMASTER
PO BOX 9998
BETHLEHEM IN 47104-9998



New York October 19, 2002 Paris
WALPEX Station - Lexington MA 02420
honoring Lindbergh's transatlantic solo flight

October 19-20, 2002
Waltham Stamp Club
WALPEX STATION
POSTMASTER
25 DORCHESTER AVE RM 4009
BOSTON MA 02205-9998

Red Ribbon Week Station



October 21, 2002
Scurry County
Anti-Drug Connection
invites you to celebrate
RED RIBBON WEEK!
Snyder, Texas 79549

October 21, 2002
Scurry County Anti-Drug
Connection
RED RIBBON WEEK STATION
POSTMASTER
1701 24TH ST
SNYDER TX 79549-9998



4th Annual Lake Champlain Train
RC Racing & Collectables Show
PCS STATION PERU NEW YORK
OCT 19, 2002
12972

October 19-20, 2002
Clinton County Fire Police
Association
PCS STATION
POSTMASTER
742 BEAR SWAMP RD
PERU NY 12972-9998

BOY SCOUT STAMPOREE 2002
CACOOSING DISTRICT
STAMPOREE STATION
ROBESONIA PA 19551
OCTOBER 22, 2002



October 22, 2002
Boy Scouts of America
STAMPOREE STATION
POSTMASTER
37 EAST PENN AVE
ROBESONIA PA 19551-9998



OCT. 23 rd
 ST. ANTHONY of PADUA CHURCH
 1927----Building----2002
 FAIRFIELD, CT. 06824

October 23, 2002
 75 ANNIVERSARY STATION
 POSTMASTER
 357 COMMERCE DR
 FAIRFIELD CT 06825-9998



October 26, 2002
 Warren Stamp Club
 HOUDINI STATION
 POSTMASTER
 201 HIGH ST NORTH EAST
 WARREN OH 44481-9998

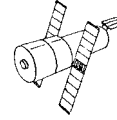
WORKSHOP 2002 STATION



2002—Workshop Jubilee
 October 23, 2002
 The Atlantic City Convention Center

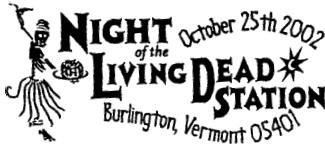
ATLANTIC CITY, NEW JERSEY 08401
 NJSBA • NJASA • NJASBO

October 23–25, 2002
 New Jersey School Boards
 Association
 New Jersey Association of
 School Admin
 New Jersey Association of School
 Bus. Officials
 WORKSHOP 2002 STATION
 POSTMASTER
 1701 PACIFIC AVE
 ATLANTIC CITY NJ 08401-9998



AWPEX 2002 Station Commemorates
 "Deep Space"
 Oct. 26, 2002 Fort Wayne, IN. 46805

October 26, 2002
 Anthony Wayne Stamp Society
 AWPEX 2002 STATION
 POSTMASTER
 1501 SOUTH CLINTON ST
 FORT WAYNE IN 46802-9998



October 25, 2002
 City of Burlington
 NIGHT OF THE LIVING DEAD
 STATION
 POSTMASTER
 PO BOX 9998
 BURLINGTON VT 05401-9998



October 26, 2002
 Verde Historical Society
 CLEMENCEAU HERITAGE
 MUSEUM STATION
 POSTMASTER
 PO BOX 9998
 COTTONWOOD AZ 86326-9998

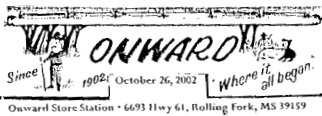


October 26, 2002
 9th Annual
 World in Potsdam
 Diversity Festival
 DIVERSITY STATION
 POTSDAM, NY 13676

October 26, 2002
 Village of Potsdam NY
 DIVERSITY STATION
 POSTMASTER
 21 ELM ST
 POTSDAM NY 13676-9998



October 26, 2002
 University of Texas at Dallas
 EXHIBITION STATION ROCKET
 POWER
 POSTMASTER
 401 DFW TURNPIKE
 DALLAS TX 75260-9998



October 26, 2002
 ONWARD STORE STATION
 POSTMASTER
 138 WALNUT ST
 ROLLING FORK MS 39159-9998



October 26, 2002
 Champlain Valley Stamp Club
 CHAMPEX STATION
 POSTMASTER
 PO BOX 9998
 BURLINGTON VT 05401-9998



Heritage Day Station
 Among the Oaks
 October 26, 2002

October 26, 2002
 Postal Service
 HERITAGE DAY STATION
 POSTMASTER
 210 CM PETE TUCKER CIR
 OAKLAND FL 34760-9998



October 26, 2002
 City of Lexington
 BARBECUE FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 LEXINGTON NC 27292-9998



Celebrating
 110 Years of Service
 Liberty Bell Chapter
 Daughters of the
 American Revolution

October 26, 2002
 Liberty Bell Chapter National
 Society
 ALLENTOWN PA STATION
 POSTMASTER
 PO BOX 9998
 ALLENTOWN PA 18101-1611



October 26–27, 2002
 Wooster Stamp Club
 WOOPEX STATION
 POSTMASTER
 PO BOX 9998
 WOOSTER OH 44691-9998

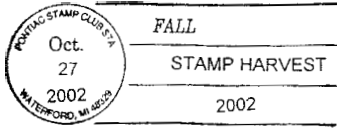


Natural beauty in an urban setting...
Phinizy Swamp Nature Park

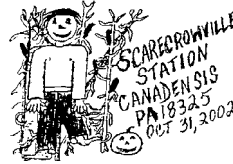
October 26-27, 2002
Greater Augusta Stamp Club
GAPEX STATION
POSTMASTER
525 8TH ST
AUGUSTA GA 30901-9998



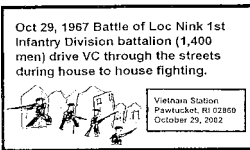
October 31, 2002
Humane Society of the High Plains
HUMANE SOCIETY OF THE HIGH PLAINS STATION
POSTMASTER
706 FORT ST
HAYS KS 67601-9998



October 27, 2002
Pontiac Stamp Club
PONTIAC STAMP CLUB STATION
POSTMASTER
5036 DIXIE HWY
WATERFORD MI 48330-9998



October 31, 2002
Scarecrowville
SCARECROWVILLE STATION
POSTMASTER
ROUTE 447
CANADENSIS PA 18325-9998



October 29, 2002
Slater Mill Stamp Club
VIETNAM STATION
POSTMASTER
40 MONTGOMERY ST
PAWTUCKET RI 02860-9998



October 31, 2002
Halloween Station
Twilight, WV 25204
October 31, 2002
HALLOWEEN STATION
POSTMASTER
71 POST OFFICE RD
TWILIGHT WV 25204-9998

— Stamp Services,
Government Relations and Public Policy, 10-17-02

Stamp Stock Items Withdrawn From Regular Sale and From Sale at Philatelic Centers

Effective close-of-business October 31, 2002, all Post Offices, stations, branches, postal stores, vending outlets, and authorized philatelic centers must (1) withdraw the stamp stock items and products listed below and their related vending and store-prepared stamp items from sale and (2) prepare them for destruction. Submit items to destruction sites according to local established procedures, under the guidelines in Handbook F-1, *Post Office Accounting Procedures*, Subchapter 45, Destroying Stamp Stock.

Do not permit sales of the stamp stock items, products, and their related vending and store-prepared stamp items listed below at retail counters and outlets after October 31, 2002. Items listed are also withdrawn from sale at Stamp Fulfillment Services (SFS) after December 31, 2002.

Item numbers listed with an asterisk (*) were advertised as off sale March 31 or May 31, 2002, for field offices.

Item Number	Description
Stamped Cards	
220100*	22-cent Yale University stamped card
220200*	22-cent University South Carolina stamped card
220300	23-cent White Barn stamped card
220400	46-cent White Barn Reply stamped card
220600*	22-cent Northwestern University stamped card
220700*	22-cent University of Portland stamped card

Item Number	Description
Stamped Envelopes	
213800	42-cent Federal Eagle Security envelope
213900	42-cent Federal Eagle Security Window envelope
217600	42-cent Federal Eagle envelope
217700	42-cent Lovebirds envelope
217800	42-cent Community Colleges envelope
217900	42-cent Community Colleges Window envelope
218100	42-cent Federal Eagle Window envelope
268100	42-cent 6 3/4 Federal Eagle envelope
268200	42-cent 6 3/4 Lovebirds envelope
268300	42-cent 6 3/4 Community Colleges envelope
268400	42-cent 6 3/4 Federal Eagle Window envelope
268500	42-cent 6 3/4 Community Colleges Window envelope
Stamp Issues	
111900	\$3.50 U.S. Capitol (Priority Mail) stamp
112000	\$12.25 Washington Monument (Express Mail) stamp
109100	\$1 Surrender General Burgoyne stamp
313400	\$1 Vending Pack Stamped Card rate
450300*	34-cent Year of the Snake stamp
450800	34-cent Baseball's Legendary Playing Fields stamp
450900	\$3.40 Great Plains Prairie stamp pane
451000	34-cent Carnivorous plants stamp
451100*	34-cent The Nobel Prize stamp
451200	34-cent Frido Kahlo stamp

Item Number	Description
Stamp Issues (cont'd)	
451300	34-cent Lucille Ball stamp
451400	34-cent Amish Quilts stamp
451500	34-cent Enrico Fermi stamp
451600	34-cent Leonard Bernstein stamp
451700	34-cent James Madison stamp
551000*	34-cent Thanksgiving stamp
551500*	34-cent Holiday Santas stamp
560700	\$3.27 The Pan-American Inverts
560900	\$6.12 Farm Flag ATM sheetlet
561000	34-cent Farm Flag stamp
561800*	34-cent Kwanzaa stamp
561900*	34-cent Hanukkah stamp
562100*	34-cent Eid stamp
565700	57-cent Love-Letters stamp
Stamp Booklets	
661200	\$6.80 United We Stand booklet
661900*	\$2 Ring-necked Pheasant booklet
662800	\$2.10 Bison booklet
664100	\$6.80 Love-Letters booklet
665000*	\$6.80 Holiday Santas Vending booklet
665100*	\$6.80 Holiday Santas booklet
665200*	\$6.80 Christmas Virgin and Child booklet
666100*	\$6.80 Love-Letters Vending booklet
666700*	\$2 George Washington booklet
666900*	\$2 George Washington Vending booklet
669000	\$6.80 Statue of Liberty Vending booklet
669200	\$6.80 Flowers booklet
669400	\$6.80 Flowers Vending booklet
669500	\$3.40 Statue of Liberty booklet
669600	\$6.80 Apple and Orange booklet
669700	\$6.80 Apple and Orange booklet
669800	\$6.80 Statue of Liberty booklet

Item Number	Description
Stamp Coils	
771300	\$34 Statue of Liberty coil
772300	\$22 Uncle Sam coil
774700	\$21 Bison coil
776100	\$20 Ring-necked Pheasant coil
776900	\$34 Flowers coil
779000	\$34 Statue of Liberty coil
779100	\$34 United We Stand coil

The following stamp items are withdrawn from sale at Stamp Fulfillment Services (SFS) on December 31, 2002. However, they remain on sale at regular retail counters until depleted.

Item Number	Description
101100	21-cent Bison PSA stamp
101400	76-cent Hattie W. Caraway stamp
101800	20-cent Virginia Apgar
102100	21-cent Bison Gum stamp
105800	57-cent Art Deco Eagle stamp
107100	22-cent Uncle Sam stamp
552500	40-cent Rio Grande stamp
553400	45-cent Universal Postal Union
553500	55-cent Billy Mitchell stamp
771500	\$3,400 Statue of Liberty PSA coil
771600	\$1,020 Statue of Liberty PSA coil
772400	\$660 Uncle Sam Gum coil
773700	\$1,020 Statue of Liberty Gum coil
773800	\$3,400 Statue of Liberty Gum coil
779200	\$3,400 United We Stand PSA coil

— Stamp Services,
Government Relations and Public Policy, 10-17-02

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, 10-17-02

Post Offices

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	04-8748	72381	AR	Tomato	Mississippi	Main Office	Post Office	07/31/1992	Post Office and ZIP Code discontinued.
New	04-5310	72358	AR	Luxora	Mississippi	Main Office	Post Office	11/02/2002	Use Luxora AR 72358 as last line of address.
Old	04-5841	72557	AR	Moko	Fulton	Main Office	Post Office	05/14/1993	Post Office and ZIP Code discontinued.
New	04-7839	72576	AR	Salem	Fulton	Moko	Place name	11/02/2002	Establish a place name. Moko AR becomes an acceptable last line for use with ZIP Code 72576.
Old	04-4554	71649	AR	Jennie	Chicot	Main Office	Post Office	11/02/1991	Post Office and ZIP Code discontinued.
New	04-4896	71653	AR	Lake Village	Chicot	Jennie	Place name	11/02/2002	Establish a place name. Jennie AR becomes an acceptable last line for use with ZIP Code 71653.
Old	07-3240	81038	CO	Fort Lyons	Bent	Main Office	Post Office	09/29/2001	Post Office discontinued. Retain ZIP Code.
New	07-5418	81038	CO	Las Animas	Bent	Fort Lyons	Place name	09/20/2002	Establish a place name. Continue to use Fort Lyons CO 81038 as last line of address.

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	08-7106	06487	CT	South Britain	New Haven	Main Office	Post Office	02/03/1994	Post Office discontinued. Retain Post Office Box ZIP Code. Establish a Place name. Continue to use South Britain CT 06487 as last line of address for Post Office Boxes.
New	08-7140	06487	CT	Southbury	New Haven	South Britain	Place name	11/09/2002	
Old	11-9495	32449	FL	Wewahitchka	Calhoun	Kinard	Community Post Office	10/14/2002	Community Post Office discontinued. Retain ZIP Code and Place name. Use Wewahitchka FL 32449 as last line of address.
New	11-9495	32449	FL	Wewahitchka	Calhoun	Kinard	Place name	08/02/2002	
Old	16-7416	62718	IL	Springfield	Sangamon	Main Office	Post Office	07/01/2002	ZIP Code discontinued. Use Springfield IL 62703 as last line of address for all deliveries previously in ZIP Code 62718.
New	16-7416	62703	IL	Springfield	Sangamon	Main Office	Post Office	10/08/2002	
Old	16-7416	62718	IL	Springfield	Sangamon	Main Office	Post Office	07/01/2002	Realign ZIP Code boundaries. Use Springfield IL 62703 as last line of address for the deliveries previously in ZIP Code 62718.
New	16-7416	62703	IL	Springfield	Sangamon	Main Office	Post Office		
Old	16-2472	62833	IL	Ellery	Edwards	Main Office	Post Office	11/30/1985	Post Office discontinued. Retain ZIP Code. Establish a Place name. Continue to use Ellery IL 62833 as last line of address.
New	16-0066	62833	IL	Albion	Edwards	Ellery	Place name	10/05/2002	
Old	20-4480	41228	KY	Leander	Johnson	Main Office	Post Office	01/02/1998	Post Office and ZIP Code discontinued. Establish a place name. Leander KY becomes an acceptable last line for use with ZIP Code 41222.
New	20-3448	41222	KY	Hagerhill	Johnson	Leander	Place name	10/26/2002	
Old	20-2120	41215	KY	Denver	Johnson	Main Office	Post Office	01/02/1998	Post Office and ZIP Code discontinued. Establish a place name. Denver KY becomes an acceptable last line for use with ZIP Code 41222.
New	20-3448	41222	KY	Hagerhill	Johnson	Denver	Place name	10/26/2002	
Old	20-6780	41170	KY	Saint Paul	Lewis	Main Office	Post Office	09/30/1994	Post Office and ZIP Code discontinued. Establish a place name. Saint Paul KY becomes an acceptable last line for use with ZIP Code 41166.
New	20-6388	41166	KY	Quincy	Lewis	Saint Paul	Place name	10/26/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	20-1220	41127	KY	Camp Dix	Lewis	Main Office	Post Office	11/29/1995	Post Office and ZIP Code discontinued. Establish a place name. Camp Dix KY becomes an acceptable last line for use with ZIP Code 41179.
New	20-7932	41179	KY	Vanceburg	Lewis	Camp Dix	Place name	10/26/2002	
Old	21-4797	70066	LA	Killona	Saint Charles	Main Office	Post Office	11/01/1989	Post Office and ZIP Code discontinued. Establish a place name. Killona LA becomes an acceptable last line for use with ZIP Code 70057.
New	21-3926	70057	LA	Hahnville	Saint Charles	Killona	Place name	10/12/2002	
Old	21-0104	70421	LA	Akers	Tangipahoa	Main Office	Post Office	08/01/1991	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Akers LA 70421 as last line of address.
New	21-7189	70421	LA	Ponchatoula	Tangipahoa	Akers	Place name	10/12/2002	
Old	21-0962	70717	LA	Blanks	Pointe Coupee	Main Office	Post Office	03/24/1995	Post Office and ZIP Code discontinued. Establish a place name. Blanks LA becomes an acceptable last line for use with ZIP Code 70756.
New	21-5590	70756	LA	Lottie	Pointe Coupee	Blanks	Place name	09/28/2002	
Old	21-4927	70751	LA	Labarre	Pointe Coupee	Main Office	Post Office	08/27/1993	Post Office and ZIP Code discontinued. Establish a place name. Labarre LA becomes an acceptable last line for use with ZIP Code 70759.
New	21-6305	70759	LA	Morganza	Pointe Coupee	Labarre	Place name	10/12/2002	
Old	21-2171	70046	LA	Davant	Plaquemines	Main Office	Post Office	03/31/1989	Post Office and ZIP Code discontinued. Use Pointe a la Hache LA 70082 as last line of address for Post Office Boxes previously in ZIP Code 70046.
New	21-7163	70082	LA	Pointe a la Hache	Plaquemines	Main Office	Post Office	10/12/2002	
Old	21-2171	70046	LA	Davant	Plaquemines	Main Office	Post Office	03/31/1989	Post Office and ZIP Code discontinued. Establish a place name. Davant LA becomes an acceptable last line for use with ZIP Code 70040.
New	21-1118	70040	LA	Braithwaite	Plaquemines	Main Office	Post Office	10/12/2002	
Old	24-6868	01369	MA	Shattuckville	Franklin	Main Office	Post Office	05/03/1988	Post Office and ZIP Code discontinued. Establish a place name. Shattuckville MA becomes an acceptable last line for use with ZIP Code 01340.
New	24-1530	01340	MA	Colrain	Franklin	Shattuckville	Place name	10/12/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	24-8755	01084	MA	West Chesterfield	Hampshire	Main Office	Post Office	12/31/1992	Post Office discontinued. Retain ZIP Code. Establish a Community Post Office. Continue to use West Chesterfield MA 01084 as last line of address.
New	24-1360	01084	MA	Chesterfield	Hampshire	West Chesterfield	Community Post Office	10/12/2002	
Old	23-5264	21764	MD	Linwood	Carroll	Main Office	Post Office	10/02/1992	Post Office and ZIP Code discontinued. Establish a place name. Linwood MD becomes an acceptable last line for use with ZIP Code 21791.
New	23-9126	21791	MD	Union Bridge	Carroll	Linwood	Place name	07/06/2002	
Old	23-4266	21080	MD	Henryton	Carroll	Main Office	Post Office	03/02/1982	Post Office and ZIP Code discontinued. Use Woodstock MD 21163 as last line of address.
New	23-9864	21163	MD	Woodstock	Carroll	Main Office	Post Office	09/28/2002	
Old	22-9705	04690	ME	West Tremont	Hancock	Main Office	Post Office	10/03/1997	Post Office and ZIP Code discontinued. Establish a place name. West Tremont ME becomes an acceptable last line for use with ZIP Code 04612.
New	22-0555	04612	ME	Bernard	Hancock	West Tremont	Place name	10/19/2002	
Old	22-6405	04665	ME	Otter Creek	Hancock	Main Office	Post Office	07/11/1997	Post Office and ZIP Code discontinued. Establish a place name. Otter Creek ME becomes an acceptable last line for use with ZIP Code 04660.
New	22-5355	04660	ME	Mount Desert	Hancock	Otter Creek	Place name	10/19/2002	
Old	22-8310	04081	ME	South Waterford	Oxford	Main Office	Post Office	09/30/1995	Post Office and ZIP Code discontinued. Use Waterford ME 04088 as last line of address.
New	22-9105	04088	ME	Waterford	Oxford	Main Office	Post Office	09/28/2002	
Old	26-9350	55791	MN	Twig	Saint Louis	Main Office	Post Office	07/01/1998	Post Office discontinued. Retain ZIP Code. Establish a Place name. Continue to use Twig MN 55791 as last line of address.
New	26-8240	55791	MN	Saginaw	Saint Louis	Twig	Place name	10/05/2002	
Old	28-4878	63061	MO	Luebbering	Franklin	Main Office	Post Office	03/01/1996	Post Office discontinued. Retain ZIP Code. Establish a Place name. Continue to use Luebbering MO 63061 as last line of address.
New	28-4794	63061	MO	Lonedell	Franklin	Luebbering	Place name	09/28/2002	
Old	29-5364	59245	MT	McCabe	Roosevelt	Main Office	Post Office	06/19/1998	Post Office and ZIP Code discontinued. Establish a place name. McCabe MT becomes an acceptable last line for use with ZIP Code 59218.
New	29-2070	59218	MT	Culbertson	Roosevelt	McCabe	Place name	11/02/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	38-0070	44801	OH	Adrian	Seneca	Main Office	Post Office	09/11/1998	Post Office and ZIP Code discontinued. Establish a place name. Adrian OH becomes an acceptable last line for use with ZIP Code 43316.
New	38-1351	43316	OH	Carey	Wyandot	Adrian	Place name	10/05/2002	
Old	38-0182	43002	OH	Amlin	Franklin	Main Office	Post Office	10/03/2002	Realign ZIP Code boundaries. Use Amlin OH 43016 as last line of address for 383 deliveries previously in ZIP Code 43002.
New	38-2289	43016	OH	Dublin	Franklin	Main Office	Post Office		
Old	41-2352	15630	PA	Edmon	Armstrong	Main Office	Post Office	10/31/1994	Post Office and ZIP Code discontinued. Establish a place name. Edmon PA becomes an acceptable last line for use with ZIP Code 15618.
New	41-0384	15618	PA	Avonmore	Westmoreland	Edmon	Place name	10/05/2002	
Old	41-4120	15751	PA	Juneau	Indiana	Main Office	Post Office	03/31/1998	Post Office and ZIP Code discontinued. Establish a place name. Juneau PA becomes an acceptable last line for use with ZIP Code 15767.
New	41-6840	15767	PA	Punxsutawney	Jefferson	Juneau	Place name	09/28/2002	
Old	47-8040	37171	TN	Southside	Montgomery	Main Office	Post Office	12/05/1991	Post Office discontinued. Retain ZIP Code. Establish a Community Post Office. Continue to use Southside TN 37171 as last line of address.
New	47-1692	37171	TN	Clarksville	Montgomery	Southside	Community Post Office	10/12/2002	
Old	47-6900	37147	TN	Pleasantville	Hickman	Main Office	Post Office	05/30/1986	Post Office and ZIP Code discontinued. Establish a place name. Pleasantville TN becomes an acceptable last line for use with ZIP Code 37033.
New	47-1464	37033	TN	Centerville	Hickman	Pleasantville	Place name	09/21/2002	
Old	48-7835	79779	TX	Royalty	Ward	Main Office	Post Office	11/30/1988	Post Office and ZIP Code discontinued. Use Grandfalls TX 79742 as last line of address.
New	48-3690	79742	TX	Grandfalls	Ward	Royalty	Place name	09/28/2002	
Old	48-0615	78603	TX	Bebe	Gonzales	Main Office	Post Office	06/01/1996	Post Office and ZIP Code discontinued. Establish a place name. Bebe TX becomes an acceptable last line for use with ZIP Code 78614.
New	48-2050	78614	TX	Cost	Gonzales	Bebe	Place name	09/28/2002	
Old	48-5110	76552	TX	Leon Junction	Coryell	Main Office	Post Office	10/02/1992	Post Office and ZIP Code discontinued. Establish a place name. Leon Junction TX becomes an acceptable last line for use with ZIP Code 76528.
New	48-3440	76528	TX	Gatesville	Coryell	Leon Junction	Place name	09/28/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	48-8265	79850	TX	Shafter	Presidio	Main Office	Post Office	02/05/1999	Post Office and ZIP Code discontinued. Establish a place name. Shafter TX becomes an acceptable last line for use with ZIP Code 79843.
New	48-5630	79843	TX	Marfa	Presidio	Shafter	Place name	09/28/2002	
Old	48-1610	79224	TX	Chalk	Cottle	Main Office	Post Office	06/28/1995	Post Office ZIP Code and Place name discontinued. Use Paducah TX 79248 as last line of address.
New	48-6740	79248	TX	Paducah	Cottle	Main Office	Post Office	11/02/2002	
Old	48-4745	79238	TX	Kirkland	Childress	Main Office	Post Office	09/02/1983	Post Office, ZIP Code, and place name discontinued. Use Childress TX 79201 as last line of address.
New	48-1690	79201	TX	Childress	Childress	Main Office	Post Office	11/02/2002	
Old	48-1435	79222	TX	Carey	Childress	Main Office	Post Office	04/28/1989	Post Office, ZIP Code and place name discontinued. Use Childress TX 79201 as last line of address.
New	48-1690	79201	TX	Childress	Childress	Main Office	Post Office	11/02/2002	
Old	51-3198	23054	VA	Fife	Goochland	Main Office	Post Office	07/27/1990	Post Office and ZIP Code discontinued. Establish a place name. Fife VA becomes an acceptable last line for use with ZIP Code 23063.
New	51-3660	23063	VA	Goochland	Goochland	Fife	Place name	11/02/2002	
Old	50-4956	05662	VT	Moscow	Lamoille	Main Office	Post Office	12/01/1990	Post Office discontinued. Retain ZIP Code. Establish a Community Post Office. Continue to use Moscow VT 05662 as last line of address.
New	50-7644	05662	VT	Stowe	Lamoille	Moscow	Community Post Office	10/12/2002	
Old	55-3144	24942	WV	Glance	Monroe	Main Office	Post Office	10/02/1992	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Glance WV 24983 as last line of address.
New	55-8202	24983	WV	Union	Monroe	Glance	Place name	11/02/2002	
Old	55-5700	26152	WV	Munday	Wirt	Main Office	Post Office	06/26/1992	Post Office discontinued. Retain ZIP Code. Establish a Place name. Continue to use Munday WV 26152 as last line of address.
New	55-5064	26152	WV	MacFarlan	Ritchie	Munday	Place name	10/26/2002	
Old	55-4620	25122	WV	Leewood	Kanawha	Main Office	Post Office	05/17/1991	Post Office and ZIP Code discontinued. Establish a place name. Leewood WV becomes an acceptable last line for use with ZIP Code 25075.
New	55-2622	25075	WV	Eskdale	Kanawha	Leewood	Place name	11/02/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	55-2532	26618	WV	Elmira	Braxton	Main Office	Post Office	04/19/1991	Post Office and ZIP Code discontinued. Establish a place name. Elmira WV becomes an acceptable last line for use with ZIP Code 25063.
New	55-2286	25063	WV	Duck	Clay	Elmira	Place name	11/02/2002	
Old	55-4758	25256	WV	Linden	Roane	Main Office	Post Office	03/16/1990	Post Office and ZIP Code discontinued. Establish a place name. Linden WV becomes an acceptable last line for use with ZIP Code 25259.
New	55-4890	25259	WV	Looneyville	Roane	Main Office	Post Office	11/02/2002	

— Office of Address Management, Chief Technology Officer, 10-17-02



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.



This office will be

CLOSED

Thursday,

November 28, 2002,

to celebrate

Thanksgiving Day.

CUT ALONG DOTTED LINE





This office will be

CLOSED

Thursday,

November 28, 2002,

to celebrate

Thanksgiving Day.

Salvavidas

para ti del  UNITED STATES
POSTAL SERVICE®



Correo Directo: Pon tu publicidad en la mano de nuevos clientes cuando más la necesitan, para que tus ganancias fluyan y fluyan. Para una oferta especial llama al: 1 800-THE-USPS, ext. AD4027.

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www.usps.com/correo

Retail

REVISED FORM

PS Form 1091-A, Post Office Box Fee Register

PS Form 1091-A, *Post Office Box Fee Register* (see below), has been revised to reflect the June 30, 2002, group fee changes. A new Post Office box fee category will be introduced for Post Office box service in the lowest cost cities and highest cost rural areas. This new fee group will provide a bridge to eventually move high-cost and low-cost ZIP Codes toward more appropriate fee assignments.

Supplies are available at the Material Distribution Center (MDC). You can order the revised PS Form 1091-A by one of the following means:

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

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

- **E-Mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or using F3 Fill), 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

Here's the information that you'll need to order PS Form 1091-A:

PSIN: PS1091A
NSN: 7530-02-000-7341
Unit of Issue: EA
Bulk Pack Quantity: 0
Quick Pick No.: 111
Price: \$0.0201
Edition Date: 09/02

Recycle/discard old forms (version September 1993) and replace them with the revised PS Form 1091-A (version September 2002).

— Retail Operations,
 Delivery and Retail, 10-17-02

Post Office Box Fee Register							
1. Customer Name(s)						11. Box Number	
2. Address (Cross out old address & list changes of address on reverse)				12. Fee Paid			
				Receipt No.	Amount	Date	Periods
6 Mo.	12 Mo.						
3. Agent (if applicable)							
4. Fee Group for This Box <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7		5. Size of Box Held by Customer <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5					
6. Date First Period Effective		7. Date Box Surrendered					
8. Remarks							
9. Current Semi-Annual Fee for This Box							
10. Current Combination or Serial No. of Key(s)							
PS Form 1091-A, September 2002							

ALL POST OFFICES WITH RURAL DELIVERY SERVICE

Rural Carrier Guarantee Period

Postal Service managers must effectively manage rural carriers who work under the provisions of the Fair Labor Standards Act (FLSA) section 7(b)(2). Those carriers are paid overtime for all hours actually worked in excess of 2,080, up to 2,240, within the 52-consecutive-week guarantee period.

If a carrier works more than 2,240 hours within the guarantee period, the agreement under FLSA, section 7(b)(2), is considered void, and the carrier must be compensated for all hours worked during the guarantee period in accordance with FLSA, section 7(a).

It is important that we make every effort to minimize the number of hours carriers work over 2,080 and strictly monitor these carriers to ensure that no carrier works in excess of 2,240 actual work hours.

Last year's guarantee period was from Saturday, November 3, 2001, through Friday, November 1, 2002. The guarantee period for this year runs from Saturday, November 2, 2002, through Friday, October 31, 2003.

— *Delivery Support,
Delivery and Retail, 10-17-02*

REVISED FORMS

PS Forms 5139, Non Postal Service Temporary Employee, and 5140, Non Postal Service Contractor Employee

Two forms, PS Form 5139, *Non Postal Service Temporary Employee*, and PS Form 5140, *Non Postal Service Contractor Employee* (see page 80), have been revised and are available from the Material Distribution Center.

We have modified these forms to incorporate the changes in *Administrative Support Manual (ASM) 13* as defined in the article "ASM Revision: Photo Identification Requirements" in *Postal Bulletin 22076 (5-16-02, page 19)*. That article states that every Postal Service employee; Postal Service contractor; and temporary employee, including casual employees, must have a photo identification card. We have revised PS Form 5139 to include space for a photo.

Employees may order copies of PS Forms 5139 and 5140 by one of the following means:

- **Touch Tone Order Entry:** 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 you place your first order).

- **E-Mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or using F3 Fill), and send it as an attachment to the e-mail address *MDC Customer Service* or to *mcustom@email.usps.gov*.
- **Mail:** Send a completed PS Form 7380, *MDC Supply Requisition*, to the MDC at the following address:

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

The relevant ordering information is as follows:

PS Form 5139	PS Form 5140
PSN: 7530-01-000-9721	PSN: 7530-01-000-9722
PSIN: PS5139	PSIN: PS 5140
Unit of Issue: EA	Unit of Issue: EA
Quick Pick #: N/A	Quick Pick #: N/A
Bulk Pack Quantity: N/A	Bulk Pack Quantity: N/A
Price: \$0.034	Price: \$0.017
Edition Date: 6/2002	Edition Date: 6/2002

— *Surface Operations,
Network Operations Management, 10-17-02*

PS Form 5139 (front)

Attach photo here	United States Postal Service Non Postal Service Temporary Employee
	Name _____
	Contractor _____
	Assigned to Post Office _____
Expiration Date _____	Employee Signature _____

PS Form 5139 (back)

<p>This card is the property of the United States Postal Service. Altering or counterfeiting of this card, or its use by other than the person to whom issued, is prohibited.</p> <p>Issued By:</p> <p>_____</p> <p style="text-align: center;"><i>(PO Administrative Officer's Signature)</i> Date</p> <p>_____</p> <p style="text-align: center;"><i>(PO Facility Address)</i></p> <p>Postmaster: Forward to issuing office. If found, drop in any U.S. Mail Box. PS Form 5139, June 2002</p>	
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PS Form 5140 (front)

Attach photo here	United States Postal Service Non Postal Service Contractor Employee
	Name _____
	Contractor _____
	Assigned to Post Office _____
* Expiration Date _____	Employee Signature _____
* Should coincide with expiration date of contract	

PS Form 5140 (back)

<p>This card is the property of the United States Postal Service. Altering or counterfeiting of this card, or its use by other than the person to whom issued, is prohibited.</p> <p>Issued By:</p> <p>_____</p> <p style="text-align: center;"><i>(PO Administrative Officer's Signature)</i> Date</p> <p>_____</p> <p style="text-align: center;"><i>(PO Facility Address)</i></p> <p>Postmaster: Forward to issuing office. If found, drop in any U.S. Mail Box. PS Form 5140, June 2002</p>	
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ALL IRT AND DEBIT/CREDIT CARD OFFICES

Setting Clocks for Standard Time

Managers must ensure that before opening for business on Monday, October 28, 2002, the clocks in all integrated retail terminals (IRTs) and debit/credit card terminals under their control are set *back* (in most locations) 1 hour to reflect the change to Standard Time. Facilities with Saturday night operations should reset the time as soon as possible after the 2 A.M. start time, Sunday, October 27, 2002.

The correct system time in IRTs is critical since their internal clocks are used to verify Express Mail® and Global Express Guaranteed™ acceptance times and service commitments. The IRT system time is also printed on customer receipts and employee reports. It is very important that the debit/credit card terminal clocks be set to the correct day, date, and time as this will help reduce the possibility of accepting an expired debit/credit card.

Integrated Retail Terminals (IRTs)

On the UNISYS III Supervisor Disk, select item 11, Set System Date and Time, from the Control Menu, and perform the following steps:

1. Observe that the date appears.
2. Press the ENTER key to accept the current date. The time appears.
3. Press the CE key to clear the time.
4. Enter correct Standard Time in military format (e.g., 8 A.M. = 0800, 1:30 P.M. = 1330).
5. Press the ENTER key to save the corrected time. The Control Menu appears.
6. Observe that the corrected time is displayed in the upper right-hand corner of the screen.

Debit/Credit Card Terminals

For debit/credit card terminals, follow these steps:

Display	Action
U.S. Postal Service	Press the (*) key and the (3) key at the same time. (If you are having trouble, simply hold the (*) key and tap the (3) key.)
Diagnostics	Press the ALPHA key.
Year	Key in the current year (4 digits). Press the ENTER key.
Month	Key in a number (1–12) for the current month. Press the ENTER key.
Date	Key in a number (1–31) for the current date. Press the ENTER key.
Hour	Key in a number (1–24) for the current hour. Press the ENTER key.
Minutes	Key in number of minutes (0–59). Press the ENTER key.
Seconds	Key in number of seconds or press the ENTER key to bypass.

You must make an entry for each selection, even if the display is correct.

Note: The date and time of Tranz 380s located in Europe should be set to Eastern (New York) time. The date and time of Tranz 380s located in the Pacific should be set to Pacific (San Francisco) time.

To verify the existing date and time, follow these steps:

Display	Action
U.S. Postal Service	Press the ENTER key.
Function	Press the (4) key.
Day, Date, Time	
Exit	Press the CLEAR key.
<US Postal Service>	

Retail Consolidation Unit (RCU)

The time for the RCU/CONA will be updated automatically by the Raleigh Distributed Systems Service Center, Operations and Support Services.

Mobile Data Collection Devices (MDCDs)

The Delivery Confirmation™ handheld scanners will automatically change to Standard Time. No manual changes are necessary.

IBM and NCR POS ONE Terminals

The IBM and NCR POS ONE terminals will automatically change to Standard Time. No manual changes are necessary.

— Customer Service Systems Support,
Delivery and Retail, 10-17-02

What's in Store

THE EMPLOYEE MAILBOX

HOLIDAY 10/19/02 — 12/28/02

Holiday Convenience

You can help shorten lines this holiday season.

- Direct customers to vending for stamp-only purchases.
- Encourage customers to look for the new symbol displayed at local grocery stores, select card stores, and ATMs.

This symbol alerts customers to convenient locations where they can find our stamp and mailing services.



Your Holiday Magic

You are essential in creating magical holidays for our customers by making transactions quick, easy, and informative. Thanks for your hard work!

Look to the calendar for important dates and information about services that your customers find useful this time of year.

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

What's in Store

THE EMPLOYEE MAILBOX

Stamp News

The holiday stamps are here! Help reduce holiday lines by reminding customers they can order stamps online at www.usps.com or by calling 1-800-STAMP24.



Snowmen



Gossaert



Eid



Hanukkah



Kwanzaa

October Stamp Releases:

Gossaert, Kwanzaa, Hanukkah, Eid, Cary Grant, Sea Coast, Hawaiian Missionaries, Greetings from America, Happy Birthday, and Snowmen








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

What's in Store

THE EMPLOYEE MAILBOX

October

National Stamp Collecting Month

SUN	MON	TUE	WED	THUR	FRI	SAT	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
		Locations displaying the <i>Stamps Mailing/Shipping</i> symbol will offer a variety of Postal Service products and services – in addition to selling stamps.					
Daylight Saving Time ends this weekend		Make sure signs supporting the retail access program are properly displayed in your location.			payday 		
				31			
						Halloween	

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

What's in Store

THE EMPLOYEE MAILBOX

November



FOCUS

Look for opportunities to educate customers about the featured product/service for each AP. You'll improve customer satisfaction and help your office meet its revenue goals!

SUN	MON	TUE	WED	THUR	FRI	SAT
					1	2
						AP 3 begins
3	4	5	6	7	8	9
	<p>FOCUS: Express Mail® Service Guarantee: Let customers know this service delivers to most locations next day by noon – or they get their money back.</p>	Election Day			<p>payday</p>	
10	11	12	13	14	15	16
	Veterans Day Fly your POW/MIA flag	<p>Tell customers that Express Mail service can now be tracked online.</p>			Last day for Districts to input VESS Data for FY '03 AP 2	
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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



**The Postal Service brand is
a promise.**



Postal Bulletin Distribution

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

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

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

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

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

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

Postal Service Orders for Postal Bulletin

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

Attention Line _____

Postal Facility Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____

Person to Contact
 (_____) _____

Daytime Telephone _____

Current Quantity _____ New Quantity _____

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

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

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

All other facilities should contact their administrative post office.

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

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

Public Orders for Postal Bulletin

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

Attention Line _____

Company Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____



Daytime Telephone _____

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

Subscription Orders: 202-512-1800

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

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

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

Credit Card Number _____ Expiration Date _____

Signature _____

Mail Completed Form and Payment To:

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

CUT ALONG DOTTED LINE





UNITED STATES
POSTAL SERVICE

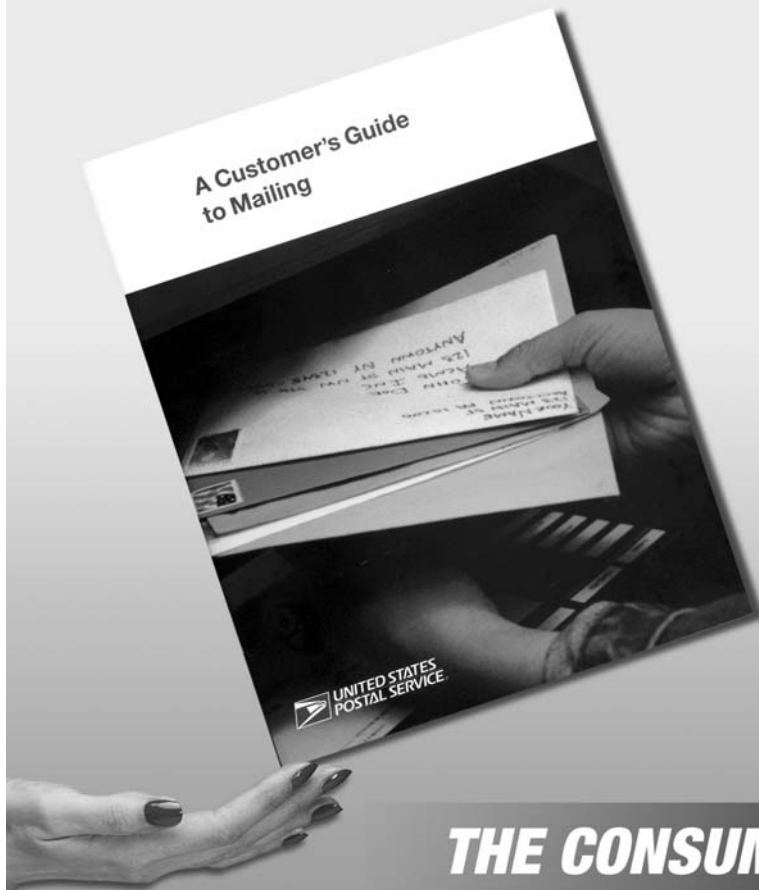
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