

# **POSTAL BULLETIN**

PUBLISHED SINCE MARCH 4, 1880

PB 22088, October 31, 2002

## **STAMPS EVERYWHERE**



**Wherever you find this symbol you'll find stamps.**

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

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



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

PB 22088: 7690-05-000-4853	PB 22080: 7690-05-000-4845	PB 22074: 7690-05-000-4839	PB 22067: 7690-04-000-5674
PB 22087: 7690-05-000-4852	PB 22079: 7690-05-000-4844	PB 22073: 7690-05-000-4838	PB 22066: 7690-04-000-5673
PB 22086: 7690-05-000-4851	PB 22078: 7690-05-000-4843	PB 22072: 7690-05-000-4837	PB 22065: 7690-04-000-5672
PB 22085: 7690-05-000-4850	PB 22077: 7690-05-000-4842	PB 22071: 7690-05-000-4836	PB 22064: 7690-04-000-5671
PB 22084: 7690-05-000-4849	PB 22076: 7690-05-000-4841	PB 22070: 7690-05-000-4835	PB 22063: 7690-04-000-5670
PB 22083: 7690-05-000-4848	PB22075A: 7690-05-000-5051	PB 22069: 7690-05-000-4834	PB 22062: 7690-04-000-5669
PB 22082: 7690-05-000-4847	PB 22075: 7690-05-000-4840	PB 22068: 7690-04-000-5675	PB 22061: 7690-04-000-5668

## USPSNEWS@WORK

### Stamps Everywhere! USPS ad campaign spotlights expanded access

**WASHINGTON** — USPS has launched a new advertising campaign to spread the word that postage stamps are available when and where people need them — at supermarkets, drug stores, ATMs — wherever they see the "Buy Stamps Here" decal.

- How many locations are we talking? Only about 60,000 nationwide! And, they're available online, too, at [www.usps.com](http://www.usps.com).
- A USPS transformation goal is to expand access to postal services, making them more convenient. The new print and television advertising supports this strategy.
- A 30-second TV commercial will appear nationally during morning and afternoon news programs, cable programs and network sports shows. The ad will run now through Nov. 24. A full-page print ad will run in consumer, business and news magazines, and *USA Today*, during October and November.
- The TV spot will get heavier play in the Detroit and Dallas/Fort Worth markets. USPS wants to compare whether the increased media exposure in those markets results in increased sales through expanded access channels.
- Plus, two supermarket chains in Detroit and Washington, DC, will display decals on aisle floors adjacent to checkout counters, on call-out cards in the greeting card section and on shopping carts.
- This messaging will appear Nov. 5 through Dec. 2 in Safeway and A&P-owned locations in the Washington, DC, metro area, and A&P-owned stores in the Detroit metro area.

### The envelope please: 14 take home USPS Diversity awards

**WASHINGTON** — It's highly competitive. Over 1,200 nominations were received. It's highly selective. Only 140 make it to final review phase. And it's finally been decided. There are 14 winners of the 2002 National Diversity Awards.

- One employee team and 13 individuals were chosen as this year's award honorees.

- "The number and quality of nominees — and winners — is a tribute to the level of commitment to diversity that can be seen throughout this organization," said Diversity Development VP Ben Ocasio.
- Greensboro, NC, Postmaster Enola Mixon won the "Dot Sharpe" Lifetime Achievement Award, while Lakeland District Manager Murry Weatherall won the Leadership Award.
- The team award went to the Madison Area Diversity Team of Mildred Albino, Becky Butson, Sharon Dahlberg, Betty Knapp, Richard Kozelka, Dana Ostrowski, Nels Petersen, Michael Pigusch and Rose Schulte.
- Individual awards went to Roger Nienaber, Bernadette Johnson and Benji Spears in the Great Lakes Area; Elma Ramirez, Peter Chang, Lorraine Avitia and Rebecca Bernard in the Pacific Area; Jaime Elizondo Jr. and Gerald Hohfeld in the Southwest Area; Kerry Kowaiski in the Western Area; and Sean Lacey in the Eastern Area.

### Year of Firsts: 2003's commemoratives

**WASHINGTON** — The 100th anniversary of the first controlled, powered airplane flight, the first African-American U.S. Supreme Court Justice and the first national wildlife refuge are some of the historic subjects to be honored on commemorative stamps in 2003.

- The "Year of Firsts" begins in January with the 11th stamp in the *Lunar New Year* series, followed by stamps honoring Supreme Court Justice Thurgood Marshall and novelist Zora Neale Hurston.
- In March, Ohio is saluted with a stamp marking its bicentennial. Also expected in March is a stamp commemorating the Pelican Island National Wildlife Refuge and the creation of the National Wildlife Refuge System.
- Expected in April are a stamp paying tribute to Cesar Chavez, the influential civil rights and farm labor leader, and single stamps celebrating the 100th anniversary of the first controlled, powered airplane flight and the bicentennial of the Louisiana Purchase.
- Actress Audrey Hepburn receives top billing in May with the issuance of the ninth stamp in the *Legends of Hollywood* series. In June, five southeastern lighthouses represent the third installment in a series of stamps depicting the silent sentries of the U.S. shoreline and the Great Lakes.

## USPSNEWS@WORK

Other stamp subjects include country music singer Roy Acuff, reptiles and amphibians, the Korean War Veterans Memorial and early football heroes. Go to [http://www.usps.com/news/2002/philatelic/sr02\\_074.htm](http://www.usps.com/news/2002/philatelic/sr02_074.htm) for a complete a list of stamps.

### They're easy to use ... and they don't melt: Tape Stamps feature Holiday Snowmen

WASHINGTON — They're cost effective, environmentally friendly and easy to use. They're Tape Stamps. And in a literal sense they unroll just like tape for easy application to customers' envelopes and packages. And now, just in time for the holidays, USPS has upped the convenience factor of Tape Stamps times 10.

- The new 37-cent *Holiday Snowmen* stamps to be issued Oct. 28 will be offered in linerless, self-adhesive coils of 100 stamps, and a limited quantity will be packaged with a newly developed easy-glide dispenser.
- "The Postal Service is always looking for ways to make life a bit easier for our customers," says Stamp Services Manager Cathy Caggiano. "We've worked closely with the printer to ensure that these stamps are easy to use, yet meet our quality control standards."
- Three million coils of Tape Stamps will be distributed to larger Post Offices starting Oct. 29. Quantities available at each Post Office will be determined by their prior sales history of coil stamps. Some Post Offices will offer the new dispensers, too.
- Postal stores will offer Tape Stamps in two packaging formats — single coils of 100 stamps and single coils of 100 stamps with a reusable dispenser. Tape stamps can fit into standard 1-inch tape dispensers, too. Now that's flexibility.
- Packaging for both products includes a customer opinion survey that will help gauge interest in the products and determine future production.



## Stamps A to Z: Your official guide is here

WASHINGTON — It's back. It's better than ever. And it's your best bet for stamp information. It's the 29th edition of *The Postal Service Guide to U.S. Stamps*.

- The 600-page guide contains more than 2,000 full-color stamp illustrations, along with market-based values for all U.S. stamps in both used and unused condition.
- It's a great read for beginning stamp collectors, history buffs and hardcore philatelists. And just about anybody else. It's coffee table compatible. It gives friends something to browse through while they wait for that extra cup of joe.
- The guide contains dozens of special features and articles, plus details of U.S. stamp and stationery items through this year. The price is \$18.95. It's available at Post Offices, The Postal Store and through 800-STAMP-24.

## Getting reacquainted: Publication 78 updates users on eTravel's features

WASHINGTON — Traveling on business can sometimes be a discombobulating experience, especially when you're not reimbursed promptly for work-related expenses. Since it started two years ago, eTravel has been making faster payments to USPS users.

- To reacquaint travelers with eTravel's features, USPS Accounting has created Publication 78, *eTravel: Helpful Hints for Getting Prompt Payment*. The publication was mailed to all eTravel users. It serves as a handy reference companion to the online *eTravel Quickstart Guide*. To access Publication 78 online, go to the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *PUBs*.
- The publication is divided into five easy-to-use sections, starting with — what else — "The Basics." This section describes how to access the eTravel Web site through <http://blue.usps.gov> using Concur Central, the eTravel home page. Other sections include:
  - "Keep Information Current": It's important for travelers to keep their information current in the "My Profile" section on the Web site.
  - "Create Your Expense Report": The publication offers important hints about preparing an expense report, tracking use of a government travel card and other specific data-entry options.
  - "Mail Your Receipt Report": While the eTravel system handles nearly everything online, some reports, bills and receipts are required by mail.

## USPSNEWS@WORK

- "New Options for Fall 2002": Finally, some new changes to the Web site are described in this section. Everything in the publication is designed to make it easier for USPS employees to prepare their electronic expense reports for official travel.

### Residential Delivery Indicator: Cutting through the smoke and mirrors

**WASHINGTON** — Residence or business? The new Residential Delivery Indicator (RDI) developed by the National Customer Support Center helps mailers tell which is which so they can avoid paying residential surcharges by shipping with USPS.

- Competitors charge residential surcharges for package deliveries. USPS does not. Customers have long complained that these surcharges are complex and often hidden.
- They wanted a tool that would help them determine if a delivery address is a residence or business so they could choose the best shipping value for their packages.

- RDI is a data product containing all business delivery addresses identified in the USPS database of more than 135 million addresses in the U.S. and Puerto Rico.
- RDI is available for an annual licensing fee and includes monthly updates.

### Farley Building being sold: Post Office will stay

The Postal Service has agreed to sell the historic Farley Post Office building in New York City to the Pennsylvania Station Redevelopment Corp.

- USPS will retain approximately 250,000 square feet in the two-block-long building, which bears the famous inscription: "Neither snow nor rain nor heat nor gloom of night stays these couriers from the swift completion of their appointed rounds."
- For the complete story, go to [www.usps.com/news/2002/press/pr02\\_076.htm](http://www.usps.com/news/2002/press/pr02_076.htm).

# Administrative Services

## Hatch Act and Other Requirements Related to Election Campaigns

### Campaigning on Postal Premises

Because 2002 is an election year, candidates may seek to use Postal Service premises for campaign purposes. Postal Service regulations (*Postal Operations Manual* 124.54 as amended in *Postal Bulletin* 21991 (2-11-99); 39 CFR 232.1; and Poster 7, *Rules and Regulations Governing Conduct on Postal Property*) prohibit campaigning for election to public office on leased or owned Postal Service property. Advise individuals inquiring about the availability of Postal Service property for such purposes of the prohibition, and give them a copy of the regulations. The following points will help you interpret and apply the regulations:

- The focus of the regulations is to identify activities that are “prohibited.” Activities that are not prohibited by any of the regulations are permitted. For example, in the context of political campaigning, information leafletting would be permitted, so long as the information in the leaflet itself is not political campaigning and the leafletting was carried out in a way that did not disrupt Postal Service business.
- Campaigning for election to public office is prohibited on Postal Service property, even if the candidate is independent of any political party.
- The regulations do not prohibit all activities related to political issues. For example, distributing literature pertaining to a referendum or ballot measure is permitted. The regulations do prohibit, however, the solicitation of signatures on petitions, polls, and surveys.
- The regulations prohibit depositing posters or literature on Postal Service property, obstructing entrances, any activity that tends to impede or disturb the public in transacting Postal Service business, the sale of goods, and the solicitation of contributions on Postal Service property.
- The regulations cover activity only on Postal Service premises. Activity outside postal property, even if it affects our premises, is not governed by our regulations.

Local managers should pose questions about the Postal Service’s conduct regulations to their district or plant manager or designee, who should contact counsel in the appropriate area legal office. When necessary, counsel will coordinate with the Postal Inspection Service to enforce the regulations.

### Hatch Act Considerations

A related issue for Postal Service employees is the extent to which their political activity, including off-duty activity, is consistent with the Hatch Act. The Office of Special Counsel, which investigates possible Hatch Act violations, has prepared the following examples of permitted and prohibited activities for federal, including Postal Service employees:

Postal Service employees —

- **May** be candidates for public office in nonpartisan elections.
- **May** register and vote as they choose.
- **May** assist in voter registration drives.
- **May** express opinions about candidates and issues.
- **May** contribute money to political organizations.
- **May** attend political fundraising functions.
- **May** attend and be active at political rallies and meetings.
- **May** join and be an active member of a political party or club.
- **May** sign nominating petitions.
- **May** campaign for or against referendum questions, constitutional amendments, and municipal ordinances.
- **May** campaign for or against candidates in partisan elections.
- **May** make campaign speeches for candidates in partisan elections.
- **May** distribute campaign literature in partisan elections.
- **May** hold office in political clubs or parties.

But, Postal Service employees —

- **May not** use their official authority or influence to interfere with an election.
- **May not** collect political contributions unless both individuals are members of the same federal labor organization or employee organization and the one solicited is not a subordinate employee.
- **May not** knowingly solicit or discourage the political activity of any person who has business before the agency.

- **May not** engage in political activity while on duty.
- **May not** engage in political activity in any government office.
- **May not** engage in political activity while wearing an official uniform.
- **May not** engage in political activity while using a government vehicle.
- **May not** solicit political contributions from the general public.
- **May not** be candidates for public office in partisan elections.
- **May not** wear political buttons on duty. Please contact your ethics advisor for further information about the Hatch Act.

— *Public Affairs and Communications,  
Government Relations and Public Policy, 10-31-02*



# Súper potencia

para ti del  UNITED STATES POSTAL SERVICE



Los Servicios Express Mail® y Priority Mail®: Te ofrecen bajas tarifas y la dosis de rapidez que necesitas para que tu negocio crezca sano y fuerte.

El logotipo del Apple es una marca registrada del Servicio Postal de los EE. UU. © 2002 United States Postal Service

[www.usps.com/correo](http://www.usps.com/correo)



# Child Alert Program

October 2002

## Have You Seen Any of These Children?

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



**Sabrina Allen**  
 Born: 5-30-97  
 Date Missing: 4-21-02  
 Missing From: Austin, TX



**Jacqueline Adams**  
 Born: 7-20-86  
 Date Missing: 8-26-02  
 Missing From: Hueytown, AL



**Vanesa Brancheau**  
 Age Progression to 10 years.  
 Born: 10-21-90  
 Date Missing: 12-18-95  
 Missing From: Woodland Hills, CA



**Reuben Blackwell**  
 Age progression to 8 years.  
 Born: 12-29-92  
 Date Missing: 5-6-96  
 Missing From: Clinton, MD



**Zafar Bozorgi**  
 Born: 8-13-97  
 Date Missing: 5-27-99  
 Missing From: Pasadena, TX



**Reina Barrera**  
 Born: 7-8-85  
 Date Missing: 5-24-01  
 Missing From: Aurora, CO

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

CUT ALONG DOTTED LINE



### **Missing Children Poster Display Instructions**

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

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

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

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

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

October 2002

## Have You Seen Any of These Children?

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



**Marvin Calidonio**  
 Born: 3-22-86  
 Date Missing: 5-13-01  
 Missing From: New Brunswick, NJ



**Christopher Barton**  
 Born: 12-28-94  
 Date Missing: 5-14-01  
 Missing From: St. Thomas, Virgin Islands



**Patrick Barton**  
 Born: 6-27-96  
 Date Missing: 5-14-01  
 Missing From: St. Thomas, Virgin Islands



**Ryan Bailey**  
 Born: 5-2-84  
 Date Missing: 7-31-01  
 Missing From: Chattanooga, TN



**James Beasley**  
 Born: 12-24-85  
 Date Missing: 12-26-01  
 Missing From: Lauderhill, FL



**Yolanda Beard**  
 Born: 4-25-87  
 Date Missing: 1-16-02  
 Missing From: Washington, DC

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**Taija Anderson**  
Born: 3-18-88  
Date Missing: 5-29-02  
Missing From: Pompano Beach, FL



**Pamela Brown**  
Born: 6-7-85  
Date Missing: 9-21-02  
Missing From: Winter Park, FL

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

CUT ALONG DOTTED LINE





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## 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
The Swiss Colony	Standard	11/04–11/07	1.8	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.
Billy Graham Letter	Standard	11/11–11/26	2.2	Nationwide	Barcode, 3/5 Digit, Basic	3 7/8 x 7 1/8 envelope, from Minneapolis, MN
The Swiss Colony	Standard	11/13–11/26	1	Nationwide	CarRt, 3/5 Digit, Basic, Barcoded	9 1/4 x 6 1/2 catalog; catalog has die cut cover and personalized (address) underwrap.

— *Business Service Network Integration, Service and Market Development, 10-31-02*

# Domestic Mail

## DMM REVISION

### Labeling List Changes

Effective October 31, 2002, *Domestic Mail Manual* (DMM) L001 and L606 are revised to reflect changes in mail processing operations. Mailers are encouraged to label according to these revised lists immediately, but *must* comply with these changes no later than January 12, 2003.

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

#### Domestic Mail Manual (DMM)

\* \* \* \* \*

#### L Labeling Lists

##### L000 General Use

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

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b> 84015, 75, 89	CLEARFIELD UT 84015
<b>Change To:</b> 84015, 89	CLEARFIELD UT 84015
<b>Add:</b> 84016, 75	SYRACUSE UT 84075
<b>Delete:</b> 97501, 04	MEDFORD OR 97501

\* \* \* \* \*

##### L600 Standard Mail and Package Services

\* \* \* \* \*

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

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b> 03301, 03, 04	CONCORD NH 03301
<b>Change To:</b> 03301, 03, 04, 07	CONCORD NH 03301

\* \* \* \* \*

DMM TRANSFORMATION

**Ordering Information for DMM 100**

The new DMM 100, *A Customer's Guide to Mailing*, is available for ordering from the Material Distribution Center (MDC). An initial shipment of DMM 100s, along with a cardboard display holder, was sent to each Post Office for display in retail lobbies.

The DMM 100 is an easy-to-understand guide for retail customers and employees. It answers the questions customers are most likely to ask in our lobbies and helps them identify the best products and services for their mail. It includes information about changing an address, putting mail on hold, and choosing extra services like insurance.

The MDC is filling backorders first, so if you have already placed an order for DMM 100, please do not order again. You can order DMM 100 by one of the following means:

- **Touch Tone Order Entry (TOE):** 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 DMM 100:

**PSIN:** DMM100  
**NSN:** 7610-05-00-5072  
**Unit of Issue:** EA  
**Bulk Pack Quantity:** 200  
**Quick Pick Number:** N/A  
**Price:** \$0.186  
**Edition Date:** 07/02

— *Mail Preparation and Standards, Pricing and Classification, 10-31-02*

POM REVISION

**Dead Mail**

Effective October 31, 2002, the *Postal Operations Manual* (POM) is revised to allow the Postal Service to be a better environmental neighbor and to reduce waste disposal costs.

We will incorporate these revisions into the printed version of POM Issue 10 and into an incremental update of the online version available via the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *Manuals*.

**Postal Operations Manual (POM)**

	*	*	*	*	*
<b>6</b>	<b>Delivery Services</b>				
	*	*	*	*	*
<b>69</b>	<b>Dead Mail</b>				
<b>691</b>	<b>General</b>				
	*	*	*	*	*
<b>691.4</b>	<b>Items Loose in the Mail</b>				
	*	*	*	*	*

**691.45 Unidentified Items**

[Revise 691.45 to read as follows (items c and d are unchanged):]

Treat unidentified items of value (\$10 or more) as dead mail. Except for money (see 691.41) and uncanceled stamps (see 691.42), reuse for business purposes only, donate, recycle, or, as a last resort, dispose of as waste all unidentified items without value as follows:

- a. Recycle unendorsed Standard Mail if cost-effective.
- b. Donate (see 691.532) or recycle periodicals (such as printed matter, newspapers, magazines, and other publications).

\* \* \* \* \*

**691.5 Disposal**

\* \* \* \* \*

**691.52 Perishable Items, Drugs, and Cosmetics**

\* \* \* \* \*

**691.522 Noninjurious Items**

*[Revise 691.522 to read as follows.]*

Dispose of other perishable mail, drugs, and cosmetics as follows:

- a. *Perishable Items.* The postmaster must sell immediately all salable perishable matter that cannot be forwarded or returned before spoiling, day-old poultry that cannot be delivered or returned within 72 hours after hatching, and other animals that cannot be returned to the sender alive. The addressee and postal employees may not purchase any such item from the postmaster. The postmaster must send the proceeds of the sale, less a 25 percent commission (but not less than 1 dollar) and the proper money order fee and postage to the mailer by postal money order, with an explanation on PS Form 3820, *Sale or Destruction of Perishable Mail*, of the action taken. Deliver all perishable articles or animals that cannot be sold to any public or charitable organization that will accept them. Also try delivering live animals to a local humane society or animal shelter that will take them.
- b. *Drugs.* Destroy packages that contain prescription drugs undeliverable to either the addressee or sender. Donate over-the-counter drugs that are sealed in their original packaging or container to public and charitable organizations, local food banks, shelters, or other nonprofit organizations that will accept them or destroy them if you cannot donate them. Turn over illegal drugs to the Postal Inspection Service.
- c. *Cosmetics.* Donate undeliverable cosmetics that are sealed and unopened, including face and hand creams, soaps, perfumes, powders, lotions, and after-shave lotions, impartially and equitably to public and charitable organizations, local food banks, shelters, or other nonprofit organizations that agree to distribute them for free. If they are not donatable, treat them as dead parcels. Destroy undeliverable lipsticks and cosmetics that might jeopardize health.

*[Revise the heading of 691.53 to read as follows.]*

**691.53 Eligible Organizations****691.531 Food**

*[Revise 691.531 to read as follows.]*

Donate usable food items treated as dead mail impartially and equitably to public or charitable organizations, food banks, shelters, or other nonprofit organizations. Follow these guidelines:

- a. Do not donate homemade items. Dispose of them as waste. If unsure whether an item is homemade or usable, destroy it.

- b. Make sure that the receiving organization signs a release stating that it takes full responsibility for the handling and use of the food items. Keep releases on file for 2 years. The receiving organization must accept the food items available and pick them up in a timely manner.
- c. Destroy food items that cannot be donated by disposing of them as waste.

*[Revise the heading and text of 691.532 to read as follows.]*

**691.532 Periodicals and Publications**

Follow these guidelines for disposing of periodicals and publications:

- a. Donate copies of undeliverable magazines, newspapers, and other periodicals impartially and equitably to public and charitable organizations, shelters, hospitals, prisons, schools, and libraries. If requested, furnish copies of undeliverable publications to a court officer for persons called for or assigned to jury duty.
- b. Provide publications to qualifying organizations under the condition that: (1) the recipients do not select the character, quality, or type of publication, and (2) the recipient calls for the copies promptly when notified or on a schedule. This privilege is at the option of the Postal Service and may be discontinued at any time without notice. Postal employees should inform the recipients of these conditions.
- c. If periodicals cannot be donated, recycle them if cost-effective.
- d. If they cannot be donated or recycled, dispose of them as waste.

*[Revise the heading and text of 691.533 to read as follows.]*

**691.533 Merchandise and Product Samples**

Dispose of undeliverable merchandise and product samples, such as toiletries, toothpastes, diapers, and detergents, that are not endorsed "Return Service Requested" as follows:

- a. Donate undeliverable merchandise and product samples impartially and equitably to public and charitable organizations, food banks, shelters, or other nonprofit organizations that agree to distribute them for free.
- b. Dispose of as waste all samples not able to be donated.

\* \* \* \* \*

— *Environmental Management Policy,  
Engineering, 10-31-02*



### Overseas Military Mail

Mail addressed to or from military post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The APO/FPO table below outlines these conditions by APO/FPO ZIP Codes through the use of footnoted mailing restrictions codes (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
FPO AE 09542	Activate	Immediately	B-V

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	09098	B-B1-C-D-U	09186	B-B1-C-D-U	09316	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09009	B-B1-C-D-U	09099	B-B1-C-D-U	09211	B-B1-C-D-U	09317	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09012	B-B1-C-D-U	09100	B-B1-C-D-U	09212	B-B1-C-D-U-V	09318	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09013	B-B1-C-D-U-Z1	09102	B-B1-C-D-U	09213	B-B1-C-D-U	09321	A-B-B1-C1-E3-F-H1-M-N-R-R1-V-Z1
09014	B-B1-C-D-U	09103	B-B1-D-U	09214	B-B1-C-D-U	09322	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09021	B-B1-C-D-U	09104	B-B1-C-D-U	09225	B-B1-C-D-U	09327	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09028	B-B1-C-D-U	09107	B-B1-C-D-U	09226	B-B1-C-D-U	09340	A-B-B1-C1-F-R-V
09031	B-B1-C-D-U	09110	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
09033	B-B1-C-D-U	09111	B-B1-C-D-U	09229	B-B1-C-D-U	09349	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09034	B-B1-C-D-U	09112	B-B1-C-D-U	09237	B-B1-C-D-U-V	09351	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09036	B-B1-C-D-U	09114	B-B1-C-D-U	09244	B-B1-C-D-U	09352	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09042	B-B1-C-D-U	09123	B-B1-C-D-U	09245	B-B1-C-D-U	09353	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09045	B-B1-C-D-U	09126	B-B1-C-D	09250	B-B1-C-D-U	09354	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09046	B-B1-C-D-U	09128	B-B1-C-D-U	09252	B-B1-C-D-U	09355	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09050	B-B1-C-D-U	09131	B-B1-C-D-U	09262	B-B1-C-D-U	09356	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09053	B-B1-C-D-U	09136	B-B1-C-D	09263	B-B1-C-D-U	09360	B-B1-V
09054	B-B1-C-D-U	09137	B-B1-C-D-U	09264	B-B1-C-D-U	09361	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09056	B-B1-C-D-U	09138	B-B1-C-D-U	09265	B-B1-C-D-N-U	09362	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09058	B-B1-C-D-U	09139	B-B1-C-D	09266	B-B1-C-D-U	09363	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09059	B-B1-C-D-U	09140	B-B1-C-D-U	09267	B-B1-C-D-U		
09060	B-B1-C-D-U	09142	B-B1-C-D-U	09302	B-B1-E2-F-H1-R-R1-U2-V-Z1		
09063	B-B1-C-D-L-U	09143	B-B1-C-D-U	09303	B-B1-E2-F-H1-R-R1-U2-V-Z1		
09067	B-B1-C-D-U	09154	B-B1-C-D-U	09304	B-B1-E2-F-H1-R-R1-U2-V-Z1		
09069	B-B1-C-D-U	09165	B-B1-C-D-U	09305	B-B1-E2-F-H1-R-R1-U2-V-Z1		
09074	B-B1-C-D-U	09166	B-B1-C-D-U	09309	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1		
09076	B-B1-C-D-U	09169	B-B1-C-D-U	09310	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1		
09080	B-B1-C-D-U	09172	B-B1-C-D-U	09311	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		
09081	B-B1-C-D-U	09173	B-B1-C-D-U	09314	B-B1-C-F-V		
09086	B-B1-C-D-U	09175	B-B1-C-D-U				
09089	B-B1-C-D-U	09177	B-B1-C-D-U				
09090	B-B1-C-D-U	09180	B-B1-C-D-U				
09094	B-B1-C-D	09182	B-B1-C-D-U				
09095	B-B1-C-D-U	09183	B-B1-C-D-U				
09096	B-B1-C-D-U	09185	B-B1-C-D-U				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09364	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09574	B-V	09710	B-B1-C-C1-F1-M-R-R1-U	09841	A-B-B1-U-Z1
09365	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09575	B-V	09711	B-B1-F1-Z1	09842	A-B-B1-Z1
09366	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09576	B-V	09713	B-B1-C-F1	09844	A-B-B1-U-V-Z1
09395	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09577	B-V	09714	B-B1-C-C1-F1-M-R-R1-U	09852	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09396	A-B-B1-F-V	09578	B-V	09715	B-B1-F1	09853	B-B1-E2-F-H1-R-R1-U2-V-Z1
09409	B-B1-C-C1-U-V	09581	B-V	09716	B-B1-C-D-N-U-V	09855	B-B1-E2-F-H1-R-R1-U2-V-Z1
09420	B-B1-C-C1-U	09582	B-V	09717	B-B1-M-W	09858	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09421	B-B1-C-C1-U	09586	B-V	09718	B-B1-F-I-N-U-V	09865	A-B-B1-V-Z1
09447	B-B1-C-C1-U-V	09587	B-V	09720	B-B1-U-V	09868	A-B-B1-U-V-Z1
09454	B-B1-C-C1-U	09588	B-V	09721	B-B1-N-U-Z1	09871	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09456	B-B1-C-C1-U	09589	B-B1-V	09722	B-B1-C-D-N-U-V	09880	B-B1-E2-F-H1-R-R1-U2-V-Z1
09459	B-B1-C-C1-U	09590	B-V	09723	B-B1-N-U-V-Z1	09882	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09461	B-B1-C-C1-U	09591	B-V	09724	B-B1-C-C1-F1-M-R-R1-U	09888	B-B1-E2-F-H1-R-R1-U2-V-Z1
09463	B-B1-C-C1-U	09593	B-V	09725	B-B1-C	09889	B-B1-E2-F-H1-R-R1-U2-V-Z1
09464	B-B1-C-C1-U	09594	B-V	09726	B-B1-N-U	09890	B-B1-E2-F-H1-R-R1-U2-V-Z1
09468	B-B1-C-C1-U	09595	B-V	09728	B-B1-C	09892	A-B-B1-F-N-R-R1-V-Z1
09469	B-B1-C-C1-U	09596	B-V	09732	B-B1-N-V-Z1	09898	B-B1-E2-F-H1-I-R-R1-U2-V-Z1
09470	B-B1-C-C1-U	09599	B-V	09733	B-B1-I-V	34002	B-B1-N-U-Z1
09494	B-B1-C-C1-U	09601	B-B1-C-F-F1-U	09735	B-B1-N-V-Z1	34020	B-B1-M-N-V-Z1
09496	B-B1-C-C1-U-V	09602	B-B1-C-F-F1-N-U	09777	A-B-B1-C-E1-N	34021	B-M-N-V-Z1
09498	B-B1-C-C1-U	09603	B-B1-C-F-F1-U	09779	A-B-B1-F-R-V	34022	B-B1-D-F-M-N-V-Z1
09499	B-B1-C-C1-U	09604	B-B1-C-F-F1-U	09780	A-B-B1-F-R-V	34023	B-B1-M-N-V-Z1
09501	B-V	09609	B-B1-C-F-U	09788	A-B-B1-F-R-V	34024	B-B1-M-N-V-Z1
09502	B-V	09610	B-B1-C-F-U	09789	A-B-B1-F-R-V	34025	B-B1-F-N-U-V-Z1
09503	B-V	09612	B-B1-C-F-U	09790	A-B-B1-C1-F-R-V	34030	B-B1-M-N-V-Z1
09504	B-V	09613	B-B1-C-F-U-V	09791	A-B-B1-C1-E1-F-M-N-R-V	34031	B-B1-M-N-V-Z1
09505	B-V	09617	B-B1-C-F-U	09793	A-B-B1-F-R-V	34032	B-M-N-V-Z1
09506	B-V	09618	B-B1-C-F-U	09797	B-B1-C-D-P-V	34033	B-C-F-M-N-V-Z1
09507	B-V	09619	B-B1-C-F-U	09803	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34034	B-B1-M-N-V-Z1
09508	B-V	09620	B-B1-C-F-U	09811	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34035	B-B1-H-M-N-V-Z1
09509	B-V	09621	B-B1-C-F-U	09812	B-B1-E2-E3-F-F1-I-N-R-U-V-Z1	34036	B-M-N-V-Z1
09510	B-V	09622	B-B1-C-F-U	09814	B-B1-E2-E3-F-F1-I-N-R-U-V-Z1	34037	B-B1-C-F-H-I-M-N-V-Z1
09511	B-N-V-Z	09623	B-B1-C-F-U	09819	A-B-F-P-V-Z1	34038	B-B1-M-N-V-Z1
09517	B-V	09624	B-B1-C-F-U	09821	A-B-F-V-Z1	34039	B-N-V-Z1
09521	B-V	09625	B-B1-C-F-U	09822	A-B-F-V-Z1	34040	B-V-Z1
09524	B-V	09626	B-B1-C-F-U	09823	A-B-F-V-Z1	34041	B-B1-M-N-U-V-Z1
09532	B-V	09627	B-B1-C-F-U	09824	A-B-F-V-Z1	34042	B-B1-D-F-M-N-V-Z1
09533	B-V	09628	B-B1-C-F-F1-U-V	09826	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34043	B-B1-D-F-M-N-V-Z1
09534	B-V	09630	B-B1-C-F-U-V	09827	A-B-F-Z1	34050	B-V
<b>09542</b>	<b>B-V</b>	09631	B-B1-C-F-U	09828	B-N-V-Z1	34051	B-V-Z1
09543	B-V	09636	B-B1-C-F-U	09830	B-B1-C-N-Z1	34053	B-V-Z1
09545	B-V	09638	B-B1-C-E2-F-U-V	09831	B-B1-F-N-U-V-Z1	34055	B-N-V-Z1
09549	B-V	09642	B-B1-N-U	09832	B-B1-U1-V-Z1	34058	B-B1-V-Z1
09550	B-V	09644	B-B1-U	09833	B-B1-U1-V-Z1	34071	B-I-M-N-V-Z
09554	B-B1-V	09645	B,U	09834	B-B1-V-Z1	34076	B-B1-F1-N-V-Z1
09556	B-V	09647	B-B1-N-U	09835	A-B-B1-V-Z1	34078	B-B1-F1-N-V-Z1
09557	B-V	09648	B-B1-N-U-V-Z1	09836	A-B-B1-C-F-M-V-Z1		
09564	B-V	09649	B-B1-U	09837	B-B1-V-Z1		
09565	B-V	09703	B-B1-C-F1	09838	B-B1-V-Z1		
09566	B-V	09704	B-B1-C-D-V	09839	A-B-B1-U-V-Z1		
09567	B-V	09705	B-B1-U				
09568	B-V	09706	B-B1-C-U-V				
09569	B-V	09707	B-B1-C-N-U-V				
09570	B-V	09708	B-B1				
09573	B-V	09709	B-B1-F1				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
34079	B-B1-F1-N-V-Z1	96310	B-B1-M-W	96515	B-B1-F	96614	B-B1-C1-E2-F-H1-I- R1-U2-V-Z1
34090	B-V	96311	B-B1-M-W	96517	B-B1-F-U3-V		
34091	B-V	96313	B-B1-F-F1-F2-M-W	96518	B-B1-V	96615	B-V
34092	B-V	96319	B-B1-M-W	96520	B-F-U3-V	96617	B-V
34093	B-V	96321	B-B1-F-F1-F2-M-W	96521	B-F-N	96619	B-V
34095	B-V	96322	B-B1-F-F1-F2-M-W	96522	B-F-N-U	96620	B-V
34098	B-V	96323	B-B1-M-V-W	96530	A-B-B1-H-M-N-U-V	96621	B-V
34099	B-V	96326	B-B1-M-W	96531	B-B1-H-M-U-V	96622	B-V
96201	A-B	96328	B-B1-M-W	96534	A-B-F	96623	B-V
96202	A-B1-U-V	96330	B-B1-M-W	96535	A-B-B1-F-V	96624	B-V
96203	A-B	96336	B-B1-M-V-W	96536	B-B1-V	96628	B-V
96204	A-B-B1	96337	B-B1-M-W	96537	B-B1-V	96629	B-V
96205	A-B-B1-U	96338	B-B1-M-W	96538	B-B1-V	96634	B-V
96206	A-B-B1-U	96339	B-B1-M-V-W	96540	B-B1-V	96635	B-V
96207	A-B-B1-V	96343	B-B1-M-W	96541	B-B1-V	96643	B-V
96208	A-B-B1-U	96347	B-B1-F-F1-F2-M-W	96542	B-B1-V	96657	B-V
96212	A-B-B1-U	96348	B-B1-F-F1-F2-M-W	96543	B-B1-P-V	96660	B-V
96213	A-B-B1-U	96349	B-B1-F-F1-F2-M-W	96546	B-F-U3	96661	B-V
96214	A-B-B1-U	96350	B-B1-F-F1-F2-M-W	96548	A-B-B1-H-M-U	96662	B-V
96215	A-B-B1-U-V	96351	B-B1-F-F1-F2-M-W	96549	A-B-B1-H-M-U	96663	B-V
96217	A-B-B1-U-V	96362	B-B1-F-F1-F2-M-W	96550	Not Active	96664	B-V
96218	A-B-B1-U	96365	B-B1-M-V-W	96551	A-B-B1-H-M-U	96665	B-V
96219	A-B-B1-U-V	96367	B-B1-L-M-W	96553	A-B-B1-H-M-N-U-V	96666	B-V
96220	A-B-B1-U-V	96368	B-B1-M-W	96554	A-B-B1-H-M-U	96667	B-V
96221	A-B-B1-U-V	96370	B-B1-F-F1-F2-M-W	96555	B-B1-F-M-V	96668	B-V
96224	A-B-B1-U	96372	B-B1-M-W	96557	B-B1-F-M-V	96669	B-V
96251	A-B-B1-U	96373	B-B1-M-W	96558	B-V	96670	B-V
96257	A-B-B1-U	96374	B-B1-M-W	96595	B-B1-V	96671	B-V
96258	A-B-B1-U	96375	B-B1-M-W	96598	B-B1-V	96672	B-V
96259	A-B-B1-U	96376	B-B1-M-W	96599	B-B1-V	96673	B-V
96260	A-B-B1-U	96377	B-B1-M-W	96601	B-V	96674	B-V
96264	A-B-B1-U	96378	B-B1-M-W	96602	B-V	96675	B-V
96266	A-B-B1-U	96379	B-B1-M-W	96603	B-V	96676	B-V
96267	A-B-B1-U-V	96384	B-B1-M-W	96604	B-V	96677	B-V
96269	A-B-B1-U	96386	B-B1-M-W	96605	B-O-V	96678	B-V
96271	A-B-B1-U	96387	B-B1-M-W	96606	B-V	96679	B-V
96275	A-B-B1-V	96388	B-B1-M-W	96607	B-V	96681	B-V
96276	A-B-B1	96388	B-B1-M-W	96608	B-V	96682	B-V
96278	A-B-B1-U	96401	B-B1-F-V	96609	B-V	96683	B-V
96283	A-B-B1-U	96403	A-B-B1-M-N-U-V	96610	B-V	96684	B-V
96284	A-B-B1-U-V	96405	B-B1-F-V-Z1	96611	B-V	96686	B-V
96297	A-B-B1-U	96490	B-B1-V	96612	B-V	96687	B-V
96306	B-B1-F-F1-F2-M-W	96507	A-B-F-V	96613	B-B1-C1-E2-F-H1-I- R1-U2-V-Z1	96698	B-V
96309	B-B1-M-V-W	96511	B-B1-I-N-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 mailable under DMM C021, are prohibited.

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

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

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

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

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

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

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

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

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

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

**Z.** No outside pieces (OSPs).

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

## Employees

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### 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, 10-31-02*

### NOTICE

#### Receipt of U.S. Savings Bonds

Effective Pay Period 24, all U.S. savings bonds will be printed and mailed to Postal Service employees from a different location. Due to this change, the bonds initially will be printed and mailed one week later than usual, and every two weeks thereafter. This change will not affect the bond issue date or the interest the employee earns. All bonds will be mailed to employees in a security window envelope

bearing the G-10 penalty indicia with the following Postal Service return address:

EAGAN IT ASC  
DISBURSING BRANCH  
2825 LONE OAK PKWY  
EAGAN MN 55121-9640

Any undeliverable bonds will continue to be returned to Eagan for processing.

— *Corporate Accounting,  
Finance, 10-31-02*

### POSTMASTERS/INSTALLATION HEADS AT LEVEL 13 AND BELOW POST OFFICES

#### Conducting Annual Safety and Health Inspections

Within the next 30 days, Safety Performance Management at Headquarters is mailing a package to Level 13 and below Post Offices that contains safety and health inspection checklists and instructions for completing an inspection. Instructions are provided in the cover letter included in the package. Postmasters/installation heads (PMs/IHs) at those offices, or their designees, must complete a safety and health inspection using the checklist within 30 days of receiving the package. These annual safety and health inspections are required by the *Employee and Labor Relations Manual*, part 824.

PMs/IHs must provide a copy of the inspection report to the employee representative(s), post a copy for employee review (ELM 824.426), and ensure abatement of all deficiencies in accordance with the instructions. PMs/IHs must also certify completion of the inspection to their servicing safety office. PMs/IHs in Level 13 or below Post Offices should contact their servicing safety office if they need technical or program assistance or if they do not receive the package that includes the inspection checklists and instructions.

— *Safety Performance Management,  
Employee Resource Management, 10-31-02*



## Flexible Spending Accounts Open Season

The 2002 open season for the Flexible Spending Account (FSA) program for career employees is scheduled for November 11 through December 22, 2002, 5:00 P.M. Central Time (CT). Enrollments made during this open season are effective January 1, 2003, for the 2003 plan year (January 1 through December 31, 2003).

FSAs allow employees to set aside a portion of their pre-tax earnings for certain types of out-of-pocket health care and dependent care expenses. The money withheld for FSAs is not subject to income, Medicare, or Social Security taxes. United Health Care administers the FSA program for the Postal Service.

The booklet FSA BK1, *Flexible Spending Accounts* (November 2002), provides a good overview of FSAs. The following information should assist local personnel offices in conducting this open season.

### Use *PostalEase* to Enroll

To enroll in FSA during open season, employees have two options: (1) the *PostalEase* telephone system or (2) the *PostalEase* employee Web site.

**To enroll by telephone:** Call the *PostalEase* toll-free number at: 877-4PS-EASE (877-477-3273).

**To enroll via the Intranet:** Go to <http://blue.usps.gov>, click on *Employee Self-Service*, and then on *PostalEase*.

**Note:** PS Form 8200, *Flexible Spending Account Enrollment Form*, is obsolete. Discard PS Forms 8200 by recycling them.

### Publicity

To publicize FSA open season, all offices must post the open season notice provided on page 27 on bulletin boards through December 22, 2002.

### Direct Mailings to Employees

Headquarters (HQ) Compensation is coordinating FSA open season mailings to career employees at their mailing addresses of record. Employees receive a leaflet, three postcards, and an enrollment kit with an FSA brochure, a *PostalEase* FSA worksheet, and a withdrawal request form.

Undeliverable mailed kits are returned to the employing office of record. When an office receives a returned kit, the office should encourage the employee to update his or her mailing address. Employees with access to the Intranet Web job bidding may update their own mailing address. All other employees must submit an updated PS Form 1216, *Employee's Current Mailing Address*. PS Form 1216

may be ordered from the Material Distribution Center (MDC) as follows:

- **Touch Tone Order Entry:** Call 800-332-0317, choose option 1, then 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 e-mail address *MDC Customer Service* or to [mcustome@email.usps.gov](mailto: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 for PS Form 1216, *Employee's Current Mailing Address*, is as follows:

**PSN:** 7530-02-000-7354  
**PSIN:** PS 1216  
**Unit of Issue:** EA  
**Quick Pick #:** 118  
**Bulk Pack Quantity:** 4,000  
**Price:** \$0.0171  
**Edition Date:** 06/93

### Eligibility

Participation in the FSA program is limited to career employees. To enroll, a career employee must have completed at least 26 full pay periods of postal career service during the current appointment by the end of pay period (PP) 26-2002 (December 13, 2002). A career employee who is in a leave without pay (LWOP) status that has lasted for more than eight consecutive full pay periods as of December 13, 2002, is *not* eligible to participate in the FSA program. However, an employee who is returning from uniformed military service may enroll even if he or she has exceeded the eight consecutive pay periods of LWOP.

### Election Opportunities

#### *Health Care FSA and Dependent Care FSA*

Eligible career employees may elect to participate in one, or both, of two FSAs — the Health Care FSA and the Dependent Care FSA. Each FSA covers eligible expenses for services that are received during the employee's period of participation during 2003 plan year (January 1 through December 31, 2003). Employees who elect to participate must enroll via *PostalEase* no later than 5:00 P.M. CT on

December 22, 2002. The brochure FSA BK1, *Flexible Spending Accounts*, that employees receive in the mail describes eligible and ineligible expenses and guidelines for estimating 2003 expenses.

*FSA Open Season Contribution Levels*

For the 2003 plan year, eligible career bargaining unit employees may elect to contribute up to \$2,600 to the Health Care FSA. Career nonbargaining unit employees may elect to contribute up to \$5,000 to the Health Care FSA. All eligible career employees may elect to contribute up to \$5,000 to the Dependent Care FSA. Contributions are withheld in equal amounts through payroll deductions covering 26 pay periods (PP 01-2003 through PP 26-2003). The minimum annual contribution employees may make to either FSA is \$130 (\$5 per pay period).

**Election Changes and Enrollment Processing**

Participants may neither cancel enrollments nor change contribution levels during the plan year except following qualified life status changes, as explained in the brochure FSA BK1, *Flexible Spending Accounts*.

**Open Season Materials**

*Direct Mailings to Career Employees*

Each career employee receives the following items at his or her mailing address of record:

- Three publicity postcards:
  - A postcard with instructions on how to obtain a *PostalEase* Personal Identification Number (PIN) (mailed in early November).
  - A postcard with examples of typical FSA cost savings (mailed in late November).
  - A postcard with a reminder of the closing date (mailed in mid-December).
- FSA LF1, *Flexible Spending Accounts Overview and Tax Savings Estimator* (September 2002). This leaflet outlines how FSAs work in a simple question-and-answer format and provides a tax-savings estimator.
- Enrollment kit that includes the following items:
  - FSA BK1, *Flexible Spending Accounts* (November 2002), a brochure explaining plan policies and provisions.
  - The FSA *PostalEase* worksheet.
  - FSA1, *Flexible Spending Accounts (FSA) Withdrawal Request* (September 2002). This form is used to request to withdraw funds from an FSA for payment of eligible expenses for services received during the period of participation.

*Extra Supplies of Materials*

By the beginning of the open season, HQ Compensation coordinates the distribution of extra supplies of the leaflet, enrollment kit, and copies of the worksheet and withdrawal request form to Human Resources at district offices, area offices, processing and distribution centers, bulk mail centers, airport mail centers, remote encoding centers, the Office of Inspector General, Inspection Service divisions, Headquarters, and selected Headquarters field units.

Additional copies of the following FSA items will be available from the MDC but *not* until the distribution of extra supplies has been completed. The relevant ordering information follows.

*Flexible Spending Accounts Overview and Tax Savings Estimator*

**PSN:** FSA LF1  
**PSN:** 7610-04-000-5138  
**Unit of Issue:** Each  
**Quick Pick #:** None  
**Bulk Pack Quantity:** 1,800  
**Price:** No cost  
**Edition Date:** 11/02

*Flexible Spending Accounts*

**PSN:** FSA BK1  
**PSIN:** 7530-02-000-9910  
**Unit of Issue:** Each  
**Quick Pick #:** None  
**Bulk Pack Quantity:** 300  
**Price:** No cost  
**Edition Date:** 11/02

*Flexible Spending Accounts (FSA) Withdrawal Request*

**PSN:** FSA1  
**PSIN:** 7530-02-000-9911  
**Unit of Issue:** Each  
**Quick Pick #:** None  
**Bulk Pack Quantity:** 2,275  
**Price:** No cost  
**Edition Date:** 09/02

**Responsibilities of Personnel Offices**

Personnel offices are responsible for the following tasks:

- Respond to employee inquiries about eligibility.
- Determine the participant's eligibility to enroll or to change contribution levels during the plan year based on the participant's qualified life status changes.

Offices are reminded of the following points:

- Offices may refer to *PostalEase* Update 2001-03 (June 4, 2001) for instructions on processing FSA elections in cases of belated election or administrative error; these instructions are found at <http://blue.usps.gov/hrisp/hrisp/updates/postalease/2001/>.
- PostalEase reminds employees to include health care expenses for dependents in the Health Care FSA contribution amount, and not in the Dependent Care FSA. Although the brochure and worksheet advise employees of this provision, some employees did not properly follow this distinction in past open seasons.
- *PostalEase* also reminds employees of the Internal Revenue Service (IRS) annual limits on the Dependent Care FSA contribution — \$5,000 for a family and \$2,500 for a married employee filing a separate return. These limits are explained fully in the brochure FSA BK1, *Flexible Spending Accounts*.
- Offices do not process Form FSA1, *Flexible Spending Accounts (FSA) Withdrawal Request*. Participants are responsible for mailing Form FSA1 directly to the FSA Customer Service Center at its Duluth, Minnesota, address given on FSA 1.

- Offices must not provide tax advice. Offices must refer employees with tax questions to their tax advisors or to the IRS toll-free information line at 800-TAX-1040 (800-829-1040). In addition, a section of the brochure FSA BK1, *Flexible Spending Accounts*, presents certain tax information related to FSAs.
- Refer employees with questions about the FSA program to the FSA toll-free hotline given below.

### **FSA Customer Service Center Toll-Free Hotline**

For inquiries about FSAs, employees should call the FSA Customer Service Center's toll-free hotline at 800-842-2026. Following enrollment, participants may use the hotline to:

- Make account inquiries.
- Discuss expenses that are eligible for payment through the FSA program.
- Obtain other plan information.

The FSA Customer Service Center also provides a Telecommunications Device for the Deaf (TDD) line at 866-649-4869. The FSA Customer Service Center encourages employees using the TDD line to place an advance call to the toll-free hotline.

— Compensation,  
Employee Resource Management, 10-31-02

# Flexible Spending Accounts (FSA) Open Season

**FSA Policy Changes**

Additional 3 months for FSA Customer Service Center to receive claims — deadline is September 30, 2004, for 2003 plan year.

FSA Customer Service Center now located in Duluth, Minnesota.

See all changes described on page 12 of the FSA brochure FSA BK1, *Flexible Spending Accounts*.

**Enrollment**

Career employees must use the *PostalEASE* enrollment system if they wish to enroll in FSAs for 2003 during the FSA open season.

Call toll free: **877-4PS-EASE** (877-477-3273).

Should you have any trouble using *PostalEASE*, or if you are unable to use the telephone because you are deaf, hard of hearing, or have another medical reason, contact your local personnel office.

**USPS Personal Identification Number (PIN)**

To use *PostalEASE*, enter your Social Security Number and USPS Personal Identification Number (PIN). If you don't know your USPS PIN, call *PostalEASE* and, when prompted to enter your PIN, simply pause, and the system provides an option to have your PIN mailed to your address of record the next business day.

**When**

November 11 through 5:00 P.M. Central Time on December 22, 2002.

**Eligibility**

Career employees only — noncareer employees are not eligible.

**Plan Information**

Leaflet and brochure with *PostalEASE* FSA worksheet included mailed to all career employees.

If material is not received by November 29, 2002, contact local personnel office.

**Effective Date**

FSA open season enrollments become effective January 1, 2003.

**Questions**

Hotline for FSA questions: 800-842-2026.

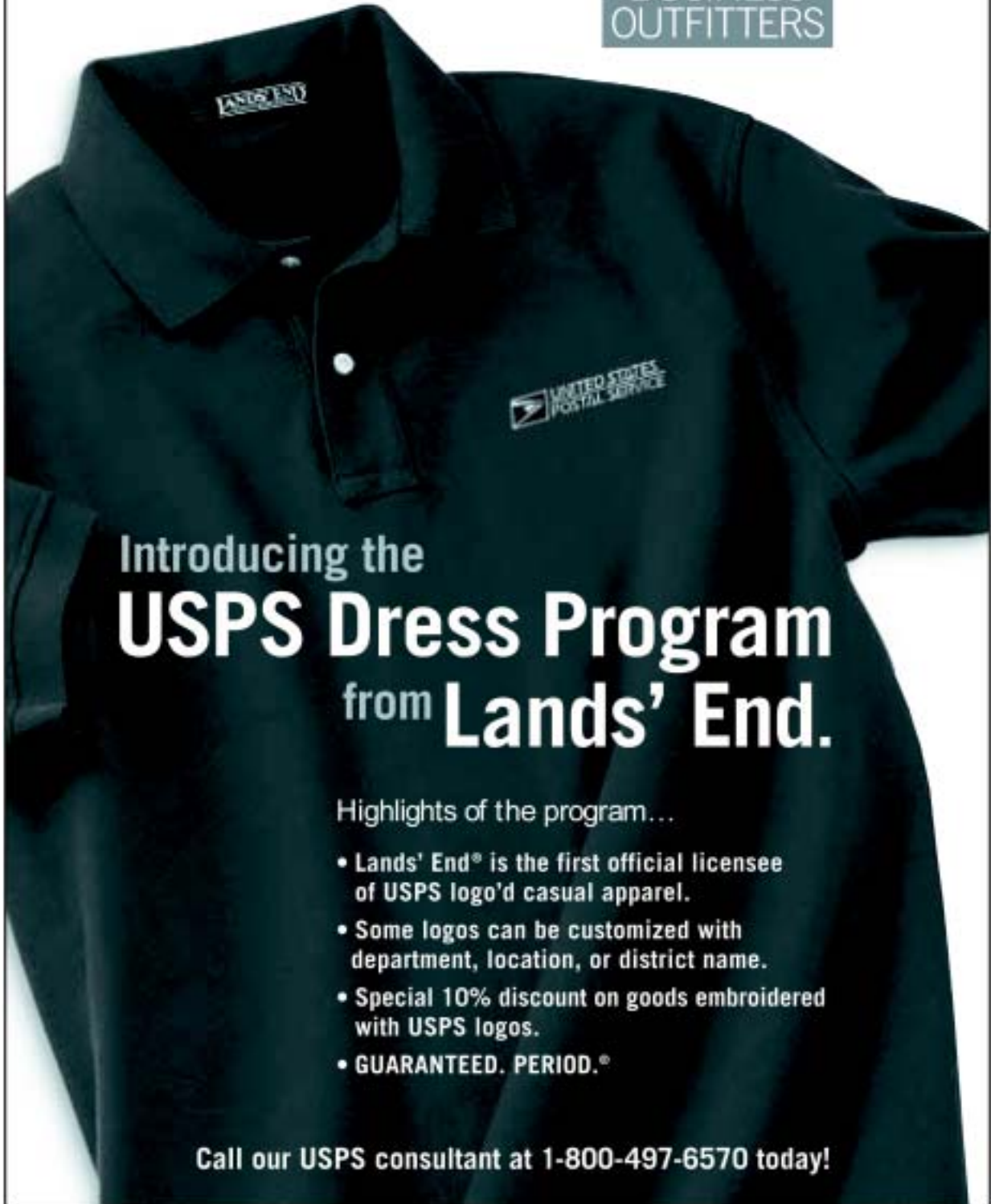
TDD line for hearing impaired: 866-649-4869. Advance call to hotline encouraged.

**PLEASE POST ON ALL BULLETIN BOARDS THROUGH DECEMBER 22, 2002.**

CUT ALONG DOTTED LINE



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**BUSINESS  
OUTFITTERS**



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# Annual Leave Exchange Option

The Annual Leave Exchange Program provides an option for eligible employees to receive a lump sum payment in exchange for a portion of the annual leave that would otherwise be advanced at the beginning of the 2003 leave year.

**Note:** Annual leave earned and accumulated through the 2002 leave year, which ends January 10, 2003, cannot be exchanged for cash.

## Eligible Employees

Employees eligible for the Annual Leave Exchange Program include the following:

- Career nonbargaining employees from Rate Schedule Codes (RSCs) E, F, J, S, and U who have an annual leave balance of at least 160 hours at the end of the leave year.
- Bargaining employees from the following RSCs who have an annual leave balance of at least 440 hours at the end of the leave year and have used less than 75 hours of sick leave during the leave year:
  - National Postal Mail Handlers Union — RSC M.
  - International Association of Machinists — RSC T.
  - American Postal Workers Union, AFL-CIO — RSCs C, N, and P.
  - Operating Services Division Agreement — RSC K.
  - Fraternal Order of Police, National Labor Council, USPS No. 2 — RSC Y.

## Letter Soon Mailed to Eligible Employees

The Egan Accounting Service Center will mail a letter providing details of the eligibility criteria and instructions for using *PostalEase* to make annual leave exchange elections to eligible employees at their address of record during November 2002. Undeliverable letters will be returned to the personnel office, which should ensure that they are forwarded to the employee's work location along with PS Form 1216, *Employee's Current Mailing Address*. (Employees with access to Web job bidding on the Intranet should make address changes via the Web. Other employees should return completed PS Form 1216 to the local personnel office.)

## PostalEase Elections

Employees who meet the eligibility criteria and want to exercise this option must use *PostalEase* to make elections. Employees must complete their entries to *PostalEase* by midnight, Central Time, December 15, 2002, for the election to be considered timely.

Employees who are unable to use *PostalEase* to complete their elections should contact their local personnel office prior to December 15, 2002, for assistance.

We will not distribute forms for this election period.

## Payment by Lump Sum

Payment under the Annual Leave Exchange Program will be a lump sum calculated on the employee's base salary as of the first day of the 2003 leave year (January 11, 2003). Paychecks dated January 31, 2003, will include the 2003 lump sum payment.

— *Compensation, Employee Resource Management, 10-31-02*

**PLEASE POST ON ALL BULLETIN BOARDS THROUGH DECEMBER 15, 2002.**





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



# Fraud Alert

## 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.

005474	015453	021790	041001	068530	077647	092565	103850	108779	115904	125142	142211	151300
005653	015523	021852	041051	069030	078032	092669	103878	108788	117118	125249	142213	152287
005882	015615	021886	041121	069177	078413	092681	104643	108790	117160	125286	142222	152325
005894	015662	021911	041358	069178	079044	092721	105019	108796	117165	125297	142358	152376
006041	015667	021940	042316	069179	079072	092757	105026	108836	117209	125329	142389	152454
006284	015676	021942	044010	069193	079969	092894	105036	108870	117239	125407	142406	152539
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007115	018405	022216	054142	069883	085302	095359	105496	109277	117537	128998	142705	156223
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007137	019367	022539	060339	070559	085610	097136	105671	109472	117938	130683	142885	170238
007139	019656	022542	060375	070570	085651	097176	105719	109588	118466	131289	142918	170288
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652365	741751	760016	787828	805497	850500	901190	910365	921620	933568	958711	992124	999311

## 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 <b>390 001 3182 to</b>	9299 <b>3199</b>
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 <b>400 427 1051 to</b>	8399 <b>1999</b>
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 389 696 2400 to	403 280 6470 to 389 846 3104 to	6499 3135

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	<b>460 349 6878</b>	<b>to</b>	<b>6899</b>
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	<b>450 048 4173</b>	<b>to</b>	<b>4199</b>	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
<b>410 491 2311</b>	<b>to</b>	<b>2399</b>	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	<b>430 150 4401</b>	<b>to</b>	<b>4599</b>	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	<b>470 755 5800</b>	<b>to</b>	<b>5818</b>
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	<b>440 698 1947</b>	<b>to</b>	<b>1999</b>	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
<b>420 277 0015</b>	<b>to</b>	<b>0049</b>	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	<b>630 389 3056 to</b>	<b>3071</b>
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	<b>610 092 3200 to</b>	<b>3299</b>	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
<b>480 526 2000 to</b>	<b>2099</b>	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	<b>500 064 1858 to</b>	<b>1869</b>	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	<b>600 645 3223 to</b>	<b>3299</b>	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	<b>620 073 9400 to</b>	<b>9499</b>	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	<b>640 289 7500 to</b>	<b>7599</b>
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
<b>490 669 5850 to</b>	<b>6099</b>	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	<b>660 510 4100 to</b>	<b>4199</b>	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	<b>690 291 1361 to</b>	<b>1371</b>	702 821 5805 to	5899
648 009 6057 to	6099	666 696 2209 to	2299	690 788 2877 to	2899	702 846 6331 to	6399
648 163 5300 to	5499	666 696 2309 to	2399	690 893 5344 to	5399	702 848 3900 to	3999
648 722 5283 to	5299	667 032 9300 to	9399	690 893 5512 to	5599	702 878 0114 to	0199
648 892 3164 to	3199	667 729 5529 to	5599	690 904 1300 to	1599	<b>740 002 7710 to</b>	<b>7719</b>
649 100 3989 to	3999	668 383 8400 to	8699	690 941 6000 to	6199	740 241 9049 to	9099
649 647 0370 to	0399	<b>670 368 3400 to</b>	<b>3499</b>	691 313 6383 to	6399	740 255 1718 to	1799
649 647 0522 to	0599	670 369 7336 to	7399	691 313 6600 to	6699	740 470 2420 to	2443
649 647 5237 to	5399	670 750 7169 to	7199	691 582 8003 to	8099	740 523 7432 to	7449
649 647 9100 to	9299	671 046 6200 to	6399	691 664 1800 to	1999	740 535 1555 to	1580
649 666 7800 to	8299	671 251 5448 to	5499	691 664 2400 to	2499	740 701 6105 to	6114
<b>650 114 7707 to</b>	<b>7719</b>	671 926 5600 to	5799	692 727 9362 to	9399	740 705 9790 to	9799
650 130 3400 to	3599	672 444 2000 to	2999	692 798 1800 to	1899	740 726 6400 to	6500
650 213 0406 to	0499	672 828 3410 to	3499	693 249 0779 to	0799	740 765 3306 to	3399
650 555 1749 to	1799	673 167 5776 to	5799	693 249 0877 to	1699	<b>805 885 8411 to</b>	<b>8499</b>
650 564 1900 to	1999	675 464 3700 to	3799	693 445 0566 to	0999	806 087 1100 to	1499
650 627 4212 to	4299	675 464 4000 to	4199	693 448 8500 to	8999	806 268 9275 to	9299
650 736 2043 to	2099	676 365 5958 to	5999	693 645 9583 to	9599	806 534 3400 to	3477
650 739 1540 to	1699	676 669 1024 to	1099	693 965 4200 to	4299	807 342 3283 to	3399
651 741 4415 to	4499	677 126 6734 to	6799	695 741 2906 to	2999	808 086 7100 to	7199
651 882 2800 to	2899	677 333 9979 to	9999	695 947 8518 to	8599	808 090 3440 to	3499
652 754 6317 to	6399	677 466 1088 to	1099	696 662 8247 to	8299	808 325 5161 to	5699
653 131 4945 to	4999	678 071 4500 to	4799	697 447 8285 to	8296	808 784 8000 to	8299
653 426 3300 to	3399	678 096 7531 to	7599	698 042 4816 to	4899	<b>830 125 0672 to</b>	<b>0699</b>
653 455 4874 to	4899	679 909 2578 to	2599	698 131 2138 to	2157	830 602 5800 to	5999
654 238 0000 to	0399	<b>680 112 9565 to</b>	<b>9599</b>	698 227 0000 to	0099	830 610 3700 to	3799
654 404 3065 to	3092	680 244 0903 to	0999	<b>700 065 2570 to</b>	<b>2599</b>	830 983 3500 to	3599
654 962 2900 to	3199	680 412 6046 to	6099	700 065 4800 to	4899	830 983 3635 to	3699
655 103 5081 to	5199	680 761 6800 to	6899	700 190 3350 to	3359	831 354 1387 to	1399
655 523 2600 to	2999	681 677 0540 to	0699	700 228 6048 to	6099	831 815 8240 to	8299
656 305 2448 to	2499	682 070 1029 to	1099	700 650 0452 to	0499	832 525 3810 to	3899
657 347 4438 to	4999	682 956 6280 to	6299	700 666 1323 to	1349	833 159 1884 to	1899
657 710 8100 to	8999	682 956 6490 to	6599	700 786 9106 to	9142	833 456 2567 to	2599
657 780 0985 to	0999	682 956 6700 to	6799	700 859 0744 to	0758	833 566 3015 to	3071
658 586 1400 to	1499	682 965 1178 to	1199	701 028 6780 to	6899	834 316 5444 to	5499
658 877 8000 to	8199	682 965 1201 to	1299	701 213 3900 to	3999	834 354 8747 to	8766
658 880 8000 to	8199	683 118 2389 to	2399	701 267 2000 to	3999	834 354 8824 to	8838
659 398 7300 to	7399	683 378 2000 to	2099	701 335 7312 to	7399	835 269 5700 to	5799
659 706 8113 to	8199	683 378 2117 to	2299	701 369 2005 to	2050	835 496 7303 to	7399

835 539 5200 to	5999	849 485 3427 to	3499	862 271 0800 to	0999	901 273 1082 to	1099
835 813 3015 to	3099	849 608 1357 to	1399	862 271 5000 to	5099	901 287 5143 to	5199
837 672 8967 to	8999	849 792 2600 to	2699	863 871 5138 to	5199	901 291 2789 to	2799
837 784 3282 to	3299	<b>850 546 1862 to</b>	<b>1899</b>	863 949 5300 to	5399	901 525 7122 to	7199
838 176 8377 to	8399	851 143 6826 to	6844	864 088 8200 to	8299	902 198 9769 to	9799
838 518 1257 to	1299	851 209 9880 to	9899	864 426 3972 to	3999	902 948 1269 to	1299
839 718 8257 to	8299	851 928 9221 to	9299	864 520 6117 to	6136	902 985 0833 to	0899
<b>840 323 0600 to</b>	<b>0699</b>	852 589 6560 to	6599	865 151 0526 to	0599	903 370 6934 to	6999
840 875 6235 to	6299	853 049 3646 to	3699	865 500 4034 to	4099	904 600 6523 to	6599
840 910 0900 to	0999	854 304 4089 to	4999	865 883 6082 to	6099	904 892 0378 to	0399
841 349 5000 to	5099	854 529 2200 to	2299	866 004 3000 to	3999	904 892 0648 to	1299
841 805 7747 to	7899	854 532 0000 to	2999	866 442 4100 to	4899	905 056 2216 to	2299
841 805 7944 to	8099	855 001 6204 to	6249	867 366 9108 to	9118	905 794 0000 to	0199
842 226 0685 to	0695	855 319 9364 to	9399	867 633 7403 to	7499	905 794 0288 to	0299
842 685 4600 to	4699	855 361 3390 to	3399	867 737 5623 to	5699	905 873 6900 to	6999
842 685 4742 to	4999	856 226 0490 to	0499	868 169 4529 to	4599	905 873 7100 to	7299
842 860 0300 to	0399	856 656 5800 to	5999	868 173 8400 to	8599	905 880 8900 to	8999
842 898 5582 to	5599	856 752 0200 to	0299	868 514 9000 to	9099	905 889 7100 to	7199
843 062 7100 to	7199	857 279 3450 to	3499	868 566 9200 to	9299	906 158 1508 to	1599
843 077 6288 to	6299	857 843 4000 to	4099	869 387 1150 to	1199	906 558 8812 to	8899
843 077 6378 to	6399	858 124 7644 to	7699	869 505 3500 to	3599	907 725 8500 to	8599
843 758 5769 to	5778	858 756 3111 to	3299	869 800 0000 to	999 9999	908 622 4225 to	4235
843 786 2554 to	2699	859 063 8200 to	8699	<b>870 054 4814 to</b>	<b>4899</b>	908 936 9254 to	9299
845 656 8165 to	8199	859 190 0600 to	0644	870 491 4812 to	4849	909 100 1787 to	1799
845 727 2100 to	2199	859 811 2888 to	2899	870 536 5820 to	5829	909 100 1900 to	2099
845 746 2618 to	2635	859 855 8873 to	8999	870 541 7167 to	7239	909 725 7307 to	7399
846 390 7531 to	7599	<b>860 240 8520 to</b>	<b>8599</b>	870 575 8155 to	8999	910 219 8631 to	8699
846 918 0572 to	0599	860 275 3900 to	3999	870 589 0485 to	0494	910 265 1100 to	1199
847 237 7690 to	7699	860 518 9629 to	9699	870 691 7060 to	7099	910 471 7273 to	7299
847 284 2481 to	2499	860 600 0021 to	0999	872 100 0445 to	0459	910 536 2505 to	2599
847 374 7055 to	7065	861 158 2350 to	2599	<b>900 556 4178 to</b>	<b>4199</b>	911 268 9077 to	9099
847 374 7055 to	7065	861 637 6010 to	6099	900 845 0044 to	0099	911 400 8948 to	8999
847 636 5304 to	5399	861 979 7292 to	7499	900 936 0217 to	0299	911 508 1620 to	1799
847 700 5447 to	5499	862 216 6100 to	6199	900 936 0435 to	0499	911 523 3000 to	3999
847 723 7500 to	7599	862 263 9213 to	9299	901 058 5255 to	5280		

## 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.

<b>000 000 001 to 692 600 000</b>	702 053 601 to 3 800	709 243 479 to 3 500	718 961 721 to 1 780
<b>692 720 871 to 0 900</b>	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	<b>720 227 871 to 7 930</b>
693 290 426 to 0 450	702 260 751 to 0 850	<b>710 046 813 to 6 840</b>	720 227 949 to 7 900
694 063 700 to 3 897	702 410 595 to 1 050	710 358 093 to 8 166	720 368 543 to 8 570
694 063 900 to 4 000	702 660 151 to 0 540	710 358 257 to 8 270	720 392 151 to 2 570
694 550 501 to 0 530	702 723 429 to 3 450	711 021 501 to 1 510	720 556 491 to 6 640
694 595 031 to 5 050	703 004 401 to 4 820	711 049 411 to 9 560	720 558 621 to 8 650
694 595 087 to 5 300	703 083 819 to 4 020	711 408 045 to 8 090	720 575 361 to 5 570
694 698 551 to 8 650	703 432 131 to 2 230	712 003 381 to 3 650	720 590 152 to 0 179
694 745 458 to 5 600	703 626 061 to 6 090	712 104 220 to 4 230	721 638 331 to 9 170
695 105 313 to 5 350	703 863 121 to 3 240	712 327 861 to 7 890	721 815 391 to 5 420
695 142 809 to 3 050	703 863 477 to 3 540	712 327 952 to 7 980	721 969 713 to 9 740
695 144 666 to 4 700	703 867 801 to 7 980	712 647 061 to 7 090	722 072 137 to 2 160
695 272 601 to 2 750	704 030 628 to 0 640	713 284 171 to 4 260	722 378 265 to 8 280
695 277 576 to 7 650	704 154 024 to 4 120	713 292 871 to 2 990	722 413 990 to 4 004
695 530 761 to 0 800	704 227 561 to 7 829	714 035 101 to 5 160	722 764 948 to 4 980
696 487 701 to 7 800	704 227 831 to 8 069	714 155 011 to 5 400	722 825 840 to 5 889
696 784 101 to 4 550	704 228 071 to 8 100	714 328 231 to 8 440	723 153 841 to 3 850
696 870 601 to 0 650	704 420 344 to 0 490	714 442 952 to 2 980	723 237 616 to 7 630
697 047 501 to 7 600	704 568 751 to 8 990	714 562 843 to 2 860	723 331 081 to 1 110
697 052 101 to 2 350	704 965 301 to 5 770	714 590 391 to 0 430	723 496 443 to 6 470
697 217 251 to 7 400	705 116 780 to 6 790	714 609 811 to 9 930	723 967 291 to 7 320
697 249 952 to 50 050	705 280 801 to 0 980	714 609 961 to 9 990	724 655 196 to 5 340
697 414 886 to 4 900	705 475 651 to 6 040	714 807 181 to 7 240	724 711 441 to 1 500
697 469 606 to 9 700	705 566 127 to 6 280	714 871 321 to 1 500	724 711 538 to 1 560
697 850 401 to 0 750	705 740 581 to 0 730	714 928 529 to 8 590	724 793 221 to 3 250
698 098 446 to 8 550	705 782 796 to 2 820	715 128 183 to 8 330	724 908 109 to 8 120
698 300 251 to 0 300	705 822 271 to 2 480	715 144 171 to 4 470	724 937 461 to 7 670
698 504 383 to 4 650	705 822 271 to 2 480	715 197 211 to 7 570	725 163 118 to 3 151
698 533 927 to 4 200	706 180 148 to 0 290	715 595 910 to 6 180	725 202 735 to 2 750
698 562 268 to 2 400	706 184 041 to 4 220	715 941 781 to 1 810	725 398 591 to 8 800
699 090 686 to 0 750	706 357 861 to 8 190	715 962 421 to 2 480	725 464 591 to 4 920
699 752 699 to 2 850	706 382 419 to 2 430	716 477 396 to 7 430	725 475 321 to 5 330
<b>700 068 473 to 8 500</b>	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
<b>730 077 683</b>	<b>to</b>	<b>7 840</b>	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	<b>750 071 587</b>	<b>to</b>	<b>1 610</b>	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	<b>760 004 596</b>	<b>to</b>	<b>4 610</b>
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	<b>740 011 517</b>	<b>to</b>	<b>1 530</b>	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	768 009 841 to 9 960	773 958 061 to 8 660	778 218 730 to 8 780
763 717 694 to 7 800	768 011 489 to 1 520	774 101 148 to 1 190	778 251 871 to 1 930
763 826 461 to 6 520	768 177 980 to 7 990	774 107 161 to 7 190	778 286 911 to 6 940
763 900 460 to 0 471	768 391 081 to 1 170	774 177 226 to 7 270	778 328 699 to 8 730
763 900 479 to 0 530	768 661 569 to 1 650	774 279 481 to 9 810	778 567 471 to 7 860
763 917 271 to 7 750	769 000 051 to 0 080	774 408 399 to 8 420	778 570 771 to 0 830
764 125 801 to 5 860	769 050 841 to 0 900	774 431 821 to 2 450	778 699 096 to 9 110
764 284 525 to 4 560	769 159 081 to 9 178	774 510 451 to 0 780	778 779 471 to 9 480
764 526 241 to 6 330	769 737 496 to 7 510	774 652 981 to 3 010	779 146 205 to 6 230
764 601 421 to 1 600	769 778 491 to 8 730	774 778 981 to 9 040	779 233 681 to 3 710
764 650 231 to 0 470	769 827 331 to 7 450	774 867 481 to 7 510	779 316 961 to 7 200
764 984 371 to 4 850	<b>770 216 071 to 6 100</b>	774 867 515 to 7 540	779 339 221 to 9 400
765 003 667 to 3 680	770 723 281 to 3 400	774 934 275 to 4 290	779 702 191 to 2 250
765 042 517 to 2 540	770 915 150 to 5 490	774 961 261 to 1 290	779 994 001 to 4 090
765 194 728 to 4 970	771 455 551 to 5 610	775 106 223 to 6 235	<b>780 103 591 to 3 650</b>
765 387 365 to 7 450	771 609 661 to 9 690	775 106 237 to 6 248	780 625 208 to 5 920
765 541 801 to 2 100	772 057 224 to 7 440	775 331 515 to 1 550	780 711 345 to 1 540
765 638 461 to 8 970	772 162 660 to 3 070	775 444 210 to 4 230	780 865 851 to 5 920
765 647 101 to 7 190	772 718 615 to 8 640	775 579 301 to 9 320	780 873 421 to 3 450
765 813 781 to 4 029	772 970 886 to 0 940	775 622 683 to 2 760	781 141 891 to 1 980
765 879 314 to 9 390	773 009 419 to 9 430	776 144 621 to 4 670	781 238 697 to 8 730
765 954 001 to 4 030	773 112 031 to 2 060	776 154 010 to 4 060	781 503 151 to 3 180
766 120 286 to 0 320	773 125 387 to 5 410	777 561 631 to 2 080	781 518 818 to 8 840
766 125 716 to 5 750	773 179 320 to 9 410	776 657 371 to 7 490	781 624 126 to 4 200
766 158 824 to 8 840	773 202 989 to 3 140	776 817 421 to 7 450	781 679 221 to 9 340
766 388 433 to 8 460	773 208 991 to 9 290	776 951 225 to 1 250	781 723 771 to 3 890
766 509 421 to 9 660	773 231 311 to 1 340	777 141 601 to 2 140	781 723 964 to 3 990
766 572 901 to 3 020	773 348 739 to 8 940	777 297 421 to 7 510	781 761 391 to 1 720
766 748 500 to 8 521	773 575 891 to 5 950	777 621 721 to 1 750	781 878 721 to 9 020
767 024 341 to 4 370	773 852 971 to 3 030	777 810 309 to 0 330	783 663 991 to 4 050
767 326 471 to 6 590	773 858 011 to 8 100	778 049 651 to 9 670	783 739 838 to 0 280
767 332 561 to 2 950	773 892 721 to 7 190	778 106 225 to 6 310	

— Postal Inspection Service, 10-31-02

### 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, 10-31-02

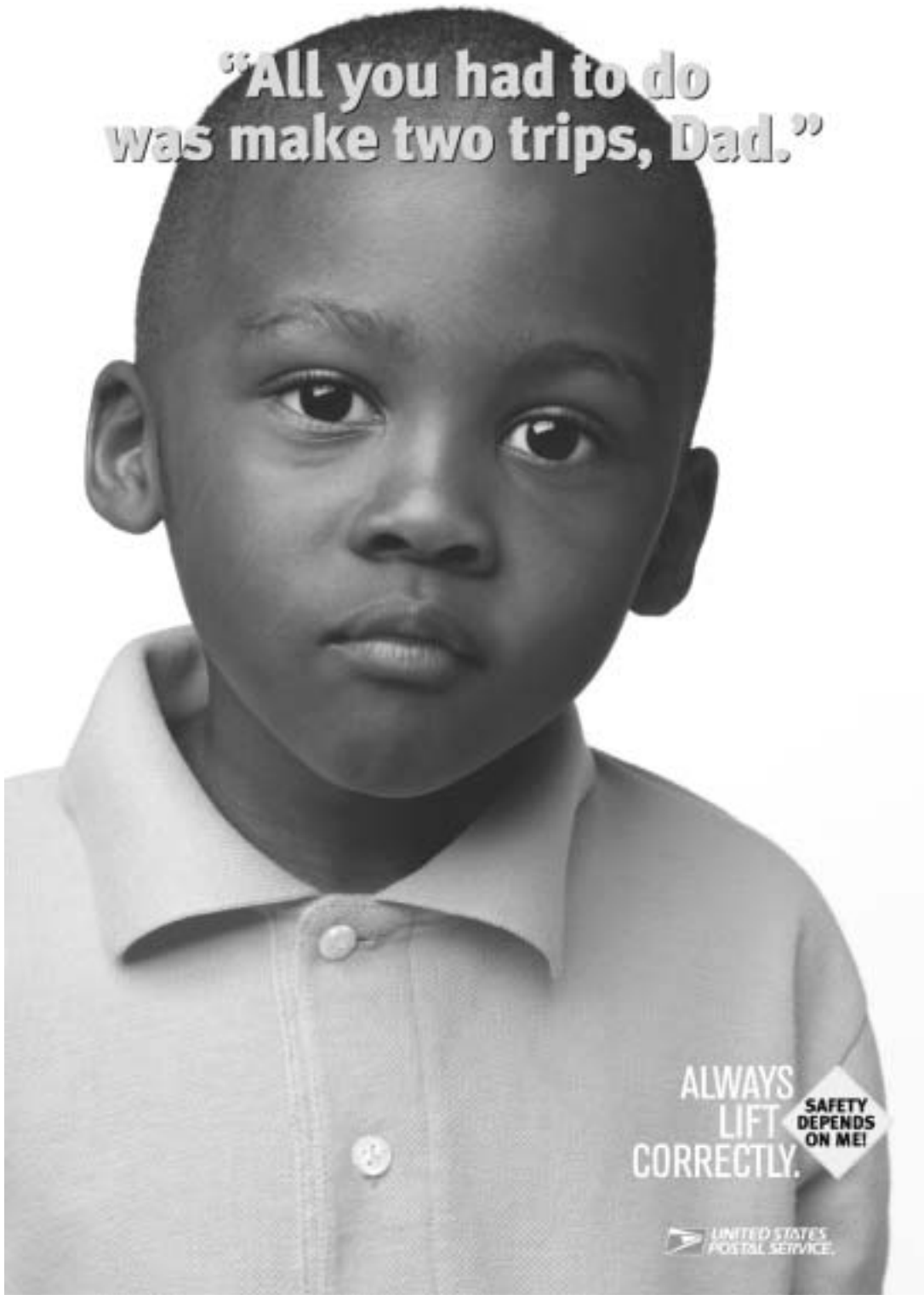
### Toll-Free Number Available to Verify Canadian Money Orders

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, 10-31-02

**“All you had to do  
was make two trips, Dad.”**



**ALWAYS  
LIFT  
CORRECTLY.**



 UNITED STATES  
POSTAL SERVICE.

# Finance

HANDBOOK F-1 REVISION

## Closing Express Mail Corporate Accounts

This article clarifies the article “Handbook F-1 Revision: Closing Express Mail Corporate Accounts” published in *Postal Bulletin 22087* (10-17-02, page 30). Standard Field Accounting System (SFAS) offices follow the procedures for issuing refunds to a customer after closing an Express Mail Corporate Account (EMCA). The customer 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 district finance office 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 at <http://blue.usps.gov/cpim>; click on *HBKs*.

### Handbook F-1, *Post Office Accounting Procedures*

	*	*	*	*	*
<b>7</b>	<b>Accounting for Nonstamp Revenue</b>				
	*	*	*	*	*
<b>72</b>	<b>Mail Without Postage Affixed</b>				
	*	*	*	*	*

## 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 closing EMCA accounts.

If...	Then...
The balance in the account is positive,	<p>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 Electronic Marketing Reporting System.</p> <p><b>SFAS Offices</b> After 30 days, ESS forwards PS Form 3533 to the district finance office to process payment.</p> <p><b>SAFR Offices</b> After 30 days, ESS forwards PS Form 3533 to Shared Services/Accounting to process payment.</p> <p><b>SS/A address:</b> USPS SCANNING AND IMAGING CENTER PO BOX 9000 SIOUX FALLS SD 57117-9000</p>
The balance in the account is negative,	<p>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.</p>

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]

\* \* \* \* \*

— Revenue and Field Accounting,  
Finance, 10-31-02

## Automated Salary Advance Collection System

Effective at the time of conversion to Shared Services/Accounting (SS/A), a new procedure, Automated Salary Advance Collection System (ASACS), will be implemented to process salary advances that you issue to employees awaiting a *payroll adjustment for nongrievance work hours*. Salary advances issued will be automatically offset in the pay period that the payroll adjustment, or PS Form 50, *Notification of Personnel Action*, is processed.

Under normal conditions, no debt or accounts receivable is created under this new automated collection process. Articles 15 and 28 of the National Agreements, and Chapters 450, Collection of Postal Debts From Nonbargaining Unit Employees, and 460, Collection of Postal Debts From Bargaining Unit Employees, of the *Employee and Labor Relations Manual (ELM)*, are not applicable unless there is a discrepancy between the salary advance and the adjustment. If such a discrepancy exists, offices collect according to the mentioned provisions of the National Agreement and the ELM.

Nonrural employees: Complete PS Form 2240, *Pay, Leave, or Other Hours Adjustment Request*, whenever a salary advance is issued pending the processing of a payroll adjustment for work hours for nonrural employees. The latest edition of PS Form 2240, April 2001, has incorporated PS Form 1608. All prior editions of PS Form 2240 are obsolete and should be recycled/discarded.

Rural carriers: For rural carrier payroll adjustments, complete PS Form 2240-R, *Rural Pay or Leave Adjustment Request*, and PS Form 1608, *Emergency Salary Authorization and Receipt*.

Complete PS Form 1608 whenever you issue a salary advance:

- Because an employee has not received a salary check.
- Because an employee receives an erroneous salary check.
- Because of a processing error with PS Form 50.
- In conjunction with PS Form 2240-R.
- For grievances according to the National Agreements.

A new account identifier code (AIC) has been activated to process salary advances issued pending the processing of a payroll adjustment for work hours under the process for automated collection.

AIC	GLA	Title	Description
554	13411.554	Work Hours Adjustment Salary Advance Issued	Salary advance payments that will be automatically offset in the pay period that the related payroll adjustment is processed.

Keep salary advances that you hold in local suspense at the time of conversion to the automated process, regardless of the basis for the payment, in AIC 754, and clear them following the procedures for locally settling salary advance payments in section 822.722 of Handbook F-1, *Post Office Accounting Procedures*.

Record salary advances that you issue to employees awaiting a payroll adjustment for nongrievance work hours in AIC 554, Work Hours Adjustment Salary Advance Issued.

In AIC 754, Salary Advance Issued, record salary advances issued to employees because they have not received a payroll check by scheduled pay date, because they receive an erroneous salary check that you must return for a replacement check (see 822.71), and for grievances in accordance with the National Agreements. Prepare PS Form 1608 and authorize, as applicable, the net amount listed in the payroll journal for the pay period or no more than the estimated net amount due. File PS Form 1608 locally as supporting documentation. The new accounting system, Standard Accounting for Retail (SAFR), maps salary advances that you report in AIC 754 to a master asset account (GLA 13412.754) that will provide a reporting period ending balance of outstanding employee items for each office. The postmaster, manager, supervisor, or designated employee will maintain a master control summary ledger using PS Form 25, *Trust Fund Account*, for each category of outstanding employee receivable items.

It is your responsibility to ensure that when the employee receives the payroll check or replacement check, the employee settles immediately and that the offset for the salary advance is recorded in AIC 354, Salary Advance Cleared (GLA 13412.754). You must promptly settle outstanding salary advances (recorded in AIC 754) locally.

You can order the latest edition of PS Forms 1608, 2240, and 2240-R from the Material Distribution Center (MDC) as follows:

- **Touch Tone Order Entry (TTOE):** Call 800-332-0317, option 1, then option 2.  
**Note:** You must be registered to use TTOE. To register, call 800-332-0317, choose option 8, extension 2925, and follow the prompts to leave a message (wait 48 hours after registering before you place your first order).
- **E-Mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or using F3Fill), and send it as an attachment to the e-mail address *MDC Customer Service* or to *mcustome@email.usps.gov*.
- **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:  
 SUPPLY REQUISITIONS  
 MATERIAL DISTRIBUTION CENTER  
 500 SW GARY ORMSBY DR  
 TOPEKA KS 66624-9702

The relevant ordering information is as follows:

	PS Form 1608	PS Form 2240	PS Form 2240-R
<b>PSIN:</b>	PS 1608	PS 2240	PS 2240-R
<b>PSN:</b>	7530-01-000-9371	7530-02-000-7406	7530-02-000-7407
<b>Unit of Issue:</b>	SH	SE	SE
<b>Edition Date:</b>	02/87	04/01	08/98
<b>Quick Pick Number:</b>	134	149	295
<b>Unit Price:</b>	\$0.0059	\$0.0299	\$0.0445
<b>Bulk Pack Quantity:</b>	N/A	1,000	3,000

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

**Handbook F-1, Post Office Accounting Procedures**

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**5 Trust, Suspense, and Financial Differences**

\* \* \* \* \*

[Add new section 54 as follows:]

**54 Employee Items and Financial Differences at SAFR Offices**

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

**541 Reporting Employee Items**

- 1> Use the following AIC accounts to report unresolved employee items by categories:
  - AIC 754, Salary Advance Issued — use for issuing advance to employees if they did not receive a payroll check by scheduled pay date or if they received an erroneous salary check that must be returned for a replacement check.
  - AIC 755, Emergency Travel Advance Issued — use for issuing an advance "emergency" one time nonrecurring payment locally to a bargaining unit employee, and do not exceed \$500.
  - AIC 764, Employee Cash Credit Shortage — use for reporting cash credit shortage amount that results from a cash credit count; if the amount exceeds the tolerance, report the full amount of shortage.
  - AIC 767, Employee Stamp Credit Shortage — use for reporting stamp credit shortage amount that results from a stamp credit count; if the amount exceeds the tolerance, report the full amount of shortage.
  - AIC 057, Employee Stamp Credit Overage — use for reporting stamp credit overage amount that results from a stamp credit count; if the amount exceeds the tolerance, report the full amount of overage.

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

\*       \*       \*       \*       \*

## 8       **Accounting Service Center Activities**

\*       \*       \*       \*       \*

## 82       **Postal Service Employees**

\*       \*       \*       \*       \*

## 822       **Employee Compensation**

\*       \*       \*       \*       \*

## 822.7       **Resolving Salary Check Problems**

\*       \*       \*       \*       \*

### 822.72       **Interim Salary Payments**

*[Revise 822.72 to read as follows:]*

#### 822.721       **Payroll Work Hours Adjustment (Nongrievance)**

- 1> Arrange for an interim salary payment to the employee of not more than the net amount due when an employee is underpaid because of an error in the number of work hours paid.
- 2> Make an interim salary payment upon request of an employee when a full day's pay is missing and the employee's net pay is incorrect. The employee's scheduled workday is considered a full day's pay. A scheduled workday may consist of 2, 4, 6, or 8 work hours.
- 3> Do not authorize salary payments of less than a full day's pay.
- 4> Do not make salary advances to terminated employees.
- 5> Before estimating interim salary payments to an employee, review payroll records for amounts due the Postal Service, Internal Revenue Service, or a garnishment order.
- 6> Have the postmaster or appropriate supervisor prepare PS Form 2240, *Pay, Leave, or Other Hours Adjustment Request*, in duplicate and have the employee sign both copies. Make certain that the salary advance portion is completed. For rural payroll adjustments, prepare PS Form 2240-R, *Rural Pay or Leave Adjustment Request*, in duplicate; and PS Form 1608, *Emergency Salary Authorization and Receipt*, in duplicate; and have the employee sign all copies.
- 7> Make payment from Postal Service funds and record the amount in AIC 554.

- 8> Submit one copy of PS Form 2240, or PS Form 2240-R with PS Form 1608, to support the PS Form 1412.
- 9> Submit the second copy of PS Form 2240, or PS Form 2240-R with PS Form 1608, to the Shared Services/Accounting (SS/A) Center for processing into the payroll adjustment processing system (APS).
- 10> Reconciliation will occur automatically when the related payroll adjustment is processed.
- 11> Prohibit salary advances to employees under any conditions other than those stated in this section.
- 12> The district finance manager may authorize interim payments by postmasters at cost ascertainment grouping (CAG) A–G offices to employees of other offices.
- 13> Keep the authorized names and titles of supervisors on file with the postmaster.
- 14> Units that have access to the Adjustpay module in the Time and Attendance Collection System (TACS) do not have to complete PS Form 2240; both the salary advance and the adjustment can be authorized online. Complete PS Form 2240-R and send to the SS/A Center.

**822.722 Erroneous or Nonreceipt by Scheduled Date of Salary Check, and Grievances in Accordance With the National Agreements**

- 1> Arrange an interim salary payment to the employee of not more than the net amount due when the check does not arrive by the scheduled date (check payroll journal for the pay period to determine), is returned to the ASC for the reasons stated above in section 822.71, and for grievances in accordance with the National Agreement.
- 2> Do not make salary advances to terminated employees.
- 3> Have the postmaster or appropriate supervisor prepare PS Form 1608, *Emergency Salary Authorization and Receipt*, in duplicate and have the employee sign the original.
- 4> Make payment from Postal Service funds and record the amount in AIC 754.
- 5> Submit the original PS Form 1608 to support the PS Form 1412.
- 6> Save the duplicate PS Form 1608 as a collection reminder.
- 7> When the employee receives the late-arriving or corrected salary check, the employee must immediately settle.
- 8> Record the employee's settlement in AIC 354.
- 9> Prohibit salary advances to employees under any conditions other than those stated in this section.
- 10> The district finance manager may authorize interim payments by postmasters at cost ascertainment grouping (CAG) A–G offices to employees of other offices.
- 11> Keep the authorized names and titles of supervisors on file with the postmaster.

**To issue interim salary payments, follow these guidelines:**

If...	Use this form(s)...
<p><b>Salary advance is issued for nonreceipt of salary check for distribution, erroneous check, and for grievances in accordance with the National Agreements.</b></p> <ol style="list-style-type: none"> <li>1. Have appropriate official prepare PS Form 1608 in duplicate and have the employee sign the original.</li> <li>2. Make payment from Postal Service funds and record in AIC 754.</li> <li>3. Submit original PS Form 1608 to support the PS Form 1412.</li> <li>4. Retain the duplicate PS Form 1608 as a collection reminder.</li> <li>5. Upon receipt of paycheck or replacement check, the employee must immediately settle.</li> <li>6. Record the employee's settlement in AIC 354.</li> </ol>	<p><b>PS Form 1608, <i>Emergency Salary Authorization and Receipt</i>.</b></p>
<p><b>Salary advance is issued pending the processing of a payroll adjustment for nongrievance work hours.</b></p> <ol style="list-style-type: none"> <li>1. Have appropriate official prepare PS Form 2240 in duplicate completing both the salary advance and payroll adjustment segments, and have employee sign <i>both</i> segments <i>and</i> copies.</li> <li>2. Make payment from Postal Service funds and record in AIC 554.</li> <li>3. Submit one copy of PS Form 2240 to support the PS Form 1412.</li> <li>4. Submit second copy of PS Form 2240 to SS/A Center for processing into APS.</li> <li>5. Reconciliation will occur automatically when the related payroll adjustment is processed.</li> <li>6. If applicable, attach explanation for cause of PS Form 50 processing error as support.</li> </ol>	<p><b>PS Form 2240, <i>Pay, Leave, or Other Hours Adjustment Request</i>.</b></p>



If...	Use this form(s)...
<p><b>Salary advance is issued pending the processing of a rural payroll adjustment.</b></p> <ol style="list-style-type: none"> <li>1. Have appropriate official prepare PS Form 2240-R, and PS Form 1608 in duplicate, and have employee sign all forms.</li> <li>2. Make payment from Postal Service funds and record in AIC 554.</li> <li>3. Submit original PS Form 1608 to support the PS Form 1412.</li> <li>4. Submit PS Form 2240-R and duplicate PS Form 1608 to SS/A Center for processing into APS.</li> <li>5. Reconciliation will occur automatically when the related payroll adjustment is processed.</li> <li>6. If applicable, attach explanation for cause of PS Form 50 processing error as support.</li> </ol>	<p><b>PS Form 2240-R, Rural Pay or Leave Adjustment Request;</b> <b>PS Form 1608, Emergency Salary Authorization and Receipt.</b></p>

[Renumber existing 822.73 through 822.77 as new 822.74 through 822.78; add new 822.73 to read as follows:]

**822.73 Automated Salary Advance Collection System**

Salary advance payments will be automatically offset in the pay period that the related payroll adjustment is processed. *This automated process applies only to salary advances issued pending processing of a related nongrievance work hour adjustment.*

This process is merely reconciliation between the salary check containing the adjustment and the original salary advance issued. Under normal conditions, there is no debt or account receivable created. Therefore, Articles 15 and 28 of the National Agreements, and Chapters 450, Collection of Postal Debts From Nonbargaining Unit Employees, and 460, Collection of Postal Debts From Bargaining Unit Employees, of the *Employee and Labor Relations Manual* (ELM) are not applicable unless there is a discrepancy between the salary advance and the adjustment. If such a discrepancy exists, offices collect according to the mentioned provisions of the National Agreement and the ELM.

For salary advances that you issue pending the receipt of a replacement check, nonreceipt of a salary check for distribution to the employee on the scheduled pay date, and for grievances according to the National Agreements, the *automated process does not apply* and employees must settle when they receive the late-arriving salary check or corrected salary check.

\* \* \* \* \*

**822.78 Payroll Disaster Contingency Plan**

[In renumbered 822.78, replace the reference to section "822.76" with "822.77."]

[Replace the reference to "822.73(1)" with "822.74(1)."]

[Replace the reference to "822.73(2)" with "822.74(2)."]

\* \* \* \* \*

**Appendix A**

**Account Identifier Code and General Ledger Account Crosswalk**

[Insert AIC 554 into AIC list to read as follows:]

AIC	GLA	PSFR	Title	Description
554	13411.554	N/A	Work Hours Adjustment Salary Advance Issued	Salary advance payments that will be automatically offset in the pay period that the related payroll adjustment is processed.

\* \* \* \* \*

HANDBOOK F-1 REVISION

**Sale of Postal Service-Owned Motor Vehicles**

Effective October 31, 2002, we will change procedures for handling the sale of Postal Service-owned motor vehicles.

**Note:** The Motor Vehicle Facility (MVF) is no longer required to forward a copy of Standard Form 97 to the district finance office.

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

**Handbook F-1, Post Office Accounting Procedures**

*	*	*	*	*
<b>7</b>	<b>Accounting for Nonstamp Revenue</b>			
*	*	*	*	*
<b>79</b>	<b>Miscellaneous Receipts</b>			
<b>791</b>	<b>Sale of Equipment, Supplies, Scrap, and Waste</b>			
*	*	*	*	*

**791.3 Handling Motor Vehicle Sales**

[Revise the text of 791.3 to read as follows:]

- The purchaser makes the required payment at the Post Office with the copy of PS Form 4595, *Sale-Purchase Agreement (Vehicles)*, prepared by the manager of Vehicle Maintenance or the manager of Motor Vehicle Facility (MVF).

- The sales and service associate records the amount into AIC 154, Sale of Motor Vehicle, in the unit's PS Form 1412 and provides the purchaser a PS Form 3544, *Post Office Receipt for Money*.
- The purchaser brings the PS Form 3544 to the MVF manager or designee.
- The MVF manager completes Standard Form (SF) 97, *The United States Government Certificate of Release of a Motor Vehicle*, gives the original to the purchaser, retains a copy at the MVF, and forwards a copy to the San Mateo Vehicle Accounting Section (SMVAS).
- The MVF is no longer required to forward a copy of SF 97 to the district finance office.

\* \* \* \* \*

— Revenue and Field Accounting,  
Finance, 10-31-02

## POM REVISION

## Processing Refunds for Postage

Effective October 31, 2002, all Post Offices may process refunds of postage stamps on business reply envelopes, postage meter stamps, permit imprints, and rejected personalized envelopes. *Postal Operations Manual* (POM) sections 146.1 and 146.2 will be revised to allow all Post Offices to process refunds for postage requested. Management personnel and a witness will review, verify, destroy, and authorize refunds for postage stamps on business reply envelopes, postage meter stamps, permit imprints, and rejected personalized envelopes.

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

Refunds up to \$1,000 may be issued locally. If the refund amount is more than \$1,000, the Post Office enters the amount into the corresponding disbursement AIC account number and enters the offset amount into AIC 075, Advance Deposit Refunds Awaiting Payment. The Post Office submits the original PS Form 3533, *Application and Voucher for Refund of Postage, Fees, and Services*, to the district finance office for payment.

### Standard Accounting for Retail (SAFR) Offices

Refunds up to \$500 may be issued locally. If the refund amount is more than \$500, the Post Office enters the amount into the corresponding disbursement AIC account number and enters the offset amount into AIC 280, Disbursements Sent to SS/A. The Post Office submits the original PS Form 3533 to Shared Services/Accounting (SS/A) for payment to the following address.

USPS SCANNING AND IMAGING CENTER  
PO BOX 9000  
SIOUX FALLS SD 57117-9000

### Postal Operations Manual (POM)

<b>1</b>	<b>Retail Management</b>	*	*	*	*	*
<b>14</b>	<b>Other Retail Services Management</b>	*	*	*	*	*
<b>146</b>	<b>Exchanges and Refunds for Payment of Excess Postage</b>					

[Revise the title and text of 146.1 to read as follows:]

#### 146.1 Processing Refunds for Postage Stamps on Business Reply Mail, Postage Meter Stamps, Meter Impressions, Permit Imprints or Rejected Personalized Envelopes

#### 146.11 Authorizing Refunds

1. The requester submits a completed PS Form 3533, *Application and Voucher for Refund of Postage, Fees, and Services*, with postage stamps on business reply envelopes, postage meter stamps, envelopes, or other evidence requested for refund to the Post Office.
2. A Post Office employee reviews the application and supporting papers.
3. A Post Office employee and a witness destroy the postage stamps on business reply envelopes, postage meter stamps, envelopes, or other evidence submitted.
4. The Post Office employee calculates the amount to be refunded on Part 3, Postage or Meter Stamps, of PS Form 3533 (for postage meter stamps, follow instructions outlined in Part 3, of PS Form 3533).
5. A Post Office supervisor and a witness must certify the destruction and sign on PS Form 3533, Part 3.
6. If no witness is available (CAG H-L offices only), the postmaster follows steps 2, 3, and 4 and signs PS Form 3533, Part 3.
7. The postmaster or a supervisor authorizes the amount to be refunded, ensures that the approved amount is entered in PS Form 3533, Part 2, Verification of Refund, and signs.
8. If the refund amount exceeds the authorized limit for local payments, the Post Office employee check marks PS Form 3533, Part 6, Refund not Processed at Local Post Office, and forwards it to the designated location (see Disbursements).
9. For local payments, if paid in cash (limited to \$10), the payee signs PS Form 3533, Part 5, Receipt for Refund; if paid with a no-fee money order, enter the serial number and the date issued.
10. The Post Office checks off the type of refund in PS Form 3533, Part 1, Refund Requested For, and ensures the amount of refund is reported into the appropriate AIC account number in the unit's PS Form 1412.

#### 146.12 Disbursements

##### 146.121 Standard Field Accounting Procedures (SFAP) and Statement of Account (SOA) Offices

Refunds up to \$1,000 may be issued locally. If the refund amount is more than \$1,000, the Post Office enters the amount into the corresponding disbursement AIC account number and enters the offset amount into AIC 075,

Advance Deposit Refunds Awaiting Payment. The Post Office submits the original PS Form 3533 to the district finance office for payment.

**146.122 Standard Accounting for Retail (SAFR) Offices**

Refunds up to \$500 may be issued locally. If the refund amount is more than \$500, the Post Office enters the amount into the corresponding disbursement AIC account number and enters the offset amount to AIC 280, Disbursements Sent to SS/A. The Post Office submits the original PS Form 3533 to Shared Services/Accounting (SS/A) for payment to the following address:

USPS SCANNING AND IMAGING CENTER  
 PO BOX 9000  
 SIOUX FALLS SD 57117-9000

**146.2 Processing Refunds for Metered Postage**

\* \* \* \* \*

[Delete section 146.22.]

\* \* \* \* \*

— Revenue and Field Accounting,  
 Finance, 10-31-02

*HANDBOOK DM-103 REVISION — SAFR OFFICES*

**Official Mail Accounting System Changes**

Effective with the implementation of Shared Services/Accounting (SS/A), the policies and procedures for processing transactions for the Official Mail Accounting System (OMAS) will change.

Post Offices that report under the Standard Accounting for Retail (SAFR) system must submit OMAS report forms in batches to SS/A at Eagan for data entry and retain a copy until revenue verification is completed. SS/A and Post Office personnel resolve any discrepancies in OMAS transactions.

SS/A provides accounting period OMAS revenue reports to the district finance office for distribution and to the local Post Offices for verification. SS/A also provides a quarterly and annual OMAS exception and negative report to the district finance office, which forwards the report to the Post Office to correct and resolve discrepancies in OMAS activities.

All Post Offices that report business reply mail (BRM), merchandise return service, and postage due activities must close out their accounting period reports on the Friday of week 3 to ensure that SS/A receives documents in a timely manner. The following reporting period starts with week 4 of the current accounting period and ends on week 3 of the subsequent accounting period. Post Offices submit BRM activity reports whenever there is activity in the 4-week period; negative reports are not required. Ensure that permit numbers are accurate and valid when reporting activities for multiple permit numbers. Post Offices that are not supported by the PERMIT system must group manual meter and permit imprint transactions and submit them to SS/A daily.

**Handbook DM-103, Official Mail**

**1 Introduction**

\* \* \* \* \*

**18 Official Mail Accounting System Responsibilities**

\* \* \* \* \*

**182 District Responsibilities**

**182.1 District OMAS Coordinators**

\* \* \* \* \*

[Add note after existing text of 182.1 to read as follows:]

**Note:** Shared Services/Accounting at the Eagan ASC monitors OMAS activities for Post Offices that report under the Standard Accounting for Retail (SAFR) system.

\* \* \* \* \*

**5 OMAS Reporting and Verification Procedures**

**51 Overview**

[Revise the note in 51 to read as follows:]

**Note:** Post Offices that report under Standard Accounting for Retail (SAFR) must group official mail activity reports in batches and submit them to Shared Services/Accounting (SS/A).

\* \* \* \* \*

**53 Preparing Batches**

**531 General**

[Add new 531.1 before existing text to read as follows:]

**531.1 Standard Accounting for Retail (SAFR) Post Offices**

- Post Offices submit official mail activity report batches to the Shared Services/Accounting (SS/A) on the Friday of week 3 of the current accounting period to ensure that SS/A receives documents in a timely manner.
- The following reporting period starts with week 4 of the current accounting period and ends on week 3 of the subsequent accounting period.
- Post Offices that are not supported by the PERMIT system must group manual meter and permit imprint transactions in batches and submit them to SS/A daily.

[Add number and title before existing text in 531 to read as follows:]

**531.2 Other Post Offices**

\* \* \* \* \*

**533 Preparing the Batch Header**

[Add new 533.1 before existing text to read as follows:]

**533.1 Standard Accounting for Retail (SAFR) Post Offices**

Post Offices that report under the SAFR system must include PS Form 3637-G, *Batch Header for Official Mail*, in each batch of forms submitted to Shared Services/Accounting (SS/A).

[Add number and title before existing text in 533 to read as follows:]

**533.2 Other Post Offices**

\* \* \* \* \*

**534 Submitting a Batch to the District**

[Add new 534.1 before existing text to read as follows:]

**534.1 Standard Accounting for Retail (SAFR) Post Offices**

- Post Offices submit official mail activity report batches to the Shared Services/Accounting (SS/A) on the Friday of week 3 of the current accounting period, to ensure that documents are received timely at the SS/A.
- The following reporting period starts with week 4 of current accounting period and ends on week 3 of the subsequent accounting period.

- Post Offices that are not supported by the PERMIT system must group manual meter and permit imprint transactions in batches and submit them to SS/A daily.

[Add number and title before existing text in 534 to read as follows:]

**534.2 Other Post Offices**

\* \* \* \* \*

**54 Verifying and Correcting Processed Batches**

**541 Batch Transaction Reports**

\* \* \* \* \*

[Add paragraph after existing text to read as follows:]

Post Offices that report under the SAFR system submit OMAS report forms in batches to SS/A at Eagan for data entry and retain a copy until revenue verification is completed. SS/A and Post Office personnel resolve discrepancies in OMAS transactions.

**542 Verifying Batches**

[Add note after existing text to read as follows:]

**Note:** Post Offices under SAFR submit OMAS report forms in batches to SS/A at Eagan for data entry and retain a copy until revenue verification is completed. SS/A and Post Office personnel resolve any discrepancies in OMAS transactions.

**543 Maintaining a Batch Cleared File**

\* \* \* \* \*

[Add paragraph after existing text to read as follows:]

Post Offices that report under the SAFR system submit OMAS report forms in batches to SS/A at Eagan for data entry and retain a copy until revenue verification is completed. SS/A and Post Office personnel resolve any discrepancies in OMAS transactions.

**544 Correcting Errors in Rejected Transactions**

[Add paragraph after existing text and note to read as follows:]

Post Offices that report under the SAFR system submit OMAS report forms in batches to SS/A at Eagan for data entry and retain a copy until revenue verification is completed. SS/A and Post Office personnel resolve any discrepancies in OMAS transactions.

**6 Monitoring OMAS Activities**

**61 General**

\* \* \* \* \*

[Add note after existing text to read as follows:]

**Note:** Shared Services/Accounting (SS/A) at the Eagan Accounting Service Center (ASC) monitors OMAS activities for Post Offices that report under the Standard Accounting for Retail (SAFR) system.

**62 Monitoring OMAS Revenues**

\* \* \* \* \*

[Add note after existing text to read as follows:]

**Note:** Post Offices that report under the SAFR system submit OMAS report forms in batches to SS/A at Eagan for data entry and retain a copy until revenue verification is completed. SS/A and Post Office personnel resolve any discrepancies in OMAS transactions. SS/A at the Eagan ASC monitors OMAS activities.

**63 Monitoring Suspended Transactions**

\* \* \* \* \*

[Add note after existing text to read as follows:]

**Note:** Shared Services/Accounting at the Eagan ASC monitors OMAS activities and suspended transactions.

**64 Monitoring Open Batches**

[Add sentence to end of existing paragraph to read as follows:]

\* \* \*SS/A at the Eagan ASC monitors OMAS activities.

\* \* \* \* \*

— Revenue and Field Accounting,  
Finance, 10-31-02

# International Mail

## ICM UPDATES

### International Customized Mail

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

On October 4, 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 18, 2002, through October 17, 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 \$12,000 in postage for EMS.

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

**Exhibit 1**

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

On October 4, 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 18, 2002, through October 17, 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.

On October 4, 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 18, 2002, through October 17, 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 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

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 October 8, 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 22, 2002, through October 21, 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 commitment of 1,000 pieces of EMS or \$20,000 in postage for EMS.

On October 17, 2002, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated October 12, 2001. The Agreement was published on page 14 of *Postal Bulletin* 22063 (11-15-01). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an ICM Service Agreement with this Qualifying Mailer and now makes public the following information regarding this Amendment:

- a. **Term:** October 17, 2001, through October 16, 2005.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*
- c. **Destination countries:** *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 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

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

— *International Business, 10-31-02*



# SUMMARIES OF RECENT USPS NEWS RELEASES

## **PMG Asks for Industry Commitment**

*Oct. 22*

Addressing the Direct Marketing Association Annual Conference, PMG Jack Potter asked for the mailing industry's continued commitment to work with Congress to modernize the Postal Service. He told leaders of the mailing industry that USPS is maintaining a firm handle on finances as it continues to perform at record service levels, but he said the future of the mailing industry and the people it employs depends on industry members keeping their focus on long-term solutions.

Potter said his short-term vision for Postal Service success hinges on four key goals: reducing costs, improving service, changing the rate-making process and enhancing products and service to grow the business. Although optimistic for the short term, Potter stressed that long-term changes are needed for the Postal Service to continue to serve as an affordable conduit of commerce. "We in the Postal Service must modernize," he said.

## **Contract Awarded to Union Bank of California**

*Oct. 21*

A USPS agreement with Union Bank of California provides depository services for 2,059 California Post Offices with annual deposits of approximately \$6 billion. The contract takes effect in November.

The contract is part of the overall USPS treasury management strategy to ensure efficiency in its cash management, helping Americans get the best value for the postage they pay. As part of that strategy, USPS has reduced the number of banks it uses for cash management from more than 5,000 to fewer than 30 over the past five years.

## **Service Reaches Record Levels; Costs Cut by Billions**

*Oct. 8*

PMG Jack Potter reported that USPS is well on its way to reducing costs by \$5 billion by 2006 while keeping service at high levels. "We not only reduced costs by \$2.9 billion, but we also provided record levels of service to our customers, the American people," Potter told the Board of Governors.

Potter noted that today's Postal Service has the same number of career employees it had in 1995 while delivering 21 billion additional pieces of mail to 12 million more addresses. Employee positions were reduced by about 23,000 in Fiscal Year 2002. Plans for the current fiscal year, which started in September, are to reduce another 12,000 through attrition. The FY 2003 budget includes approximately \$1 billion in cost reductions.

## **Historic New York Post Office Transfer Proceeds**

*Oct. 8*

The historic Farley Post Office building in New York City will be changing ownership in the near future. The Postal service will transfer ownership of the building to the Pennsylvania Station Redevelopment Corp. The change will be transparent to Postal Service customers, since the retail lobby and other services will be retained. The Postal Service will keep approximately 250,000 square feet of the 1.5-million-square-foot building, which covers two full blocks in downtown New York City.

"We are proud to be part of Manhattan's revitalization," said PMG Jack Potter, a native New Yorker. "We will continue to serve our customers at this building as we have since 1912."

## **USPS to Reduce Debt \$200 Million**

*Sept. 26*

USPS will pay down its debt by \$200 million this fiscal year, PMG Jack Potter told the Senate Government Affairs subcommittee. The fiscal turnaround was remarkable because, as Potter noted, "Last year we were talking about increasing our debt by \$1.6 billion."

Potter told the committee that the improved financial outlook meant there would not be a general rate increase until well into 2004. He credited employees and managers for holding the line on costs. "Their efforts enabled the Postal Service to reduce our projected negative net income to significantly less than \$1 billion," he said. Net loss projections earlier in the year ranged as high as \$4.5 billion.

## **Workshare Discounts for Periodicals**

*Sept. 26*

Better mail preparation means bigger discounts. Smaller mailers don't always have the volume to qualify for the big discounts. But to provide mailers of small circulation periodicals a way to achieve worksharing discounts enjoyed by large mailers, the Postal Service has filed a case with the Postal Rate Commission.

The case seeks a two-year experimental mail classification for "co-palletization dropship discounts" for periodicals. 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, benefiting both mailers and the Postal Service.

## Philately

### Pictorial Cancellations Announcement

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

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

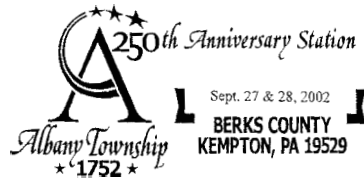
All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for cancellation may not include

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

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

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

The following cancellations have been extended for 30 days.



September 27–28, 2002

*Albany Township Historical Society*  
250TH ANNIVERSARY STATION  
POSTMASTER  
3759 RTE 737  
KEMPTON PA 19529-9998

The following cancellations have been extended for 60 days.



September 6, 2002

Battle of Washington  
140<sup>th</sup> Anniversary  
Station  
Washington, NC 27889

September 6, 2002

BATTLE OF WASHINGTON 140TH ANNIVERSARY STATION  
POSTMASTER  
PO BOX 9998  
WASHINGTON NC 27889-9998



September 11, 2002

*Postal Service*  
HEROES OF 2001 STATION  
POSTMASTER  
PO BOX 9998  
MINOT ND 58701-9998



September 20, 2002

HARTFORD CT STATION  
CUSTOMER RELATIONS COORDINATOR  
141 WESTON ST  
HARTFORD CT 06101-9998

**Professional Baseball Comes to Joliet!**

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

OCTOBER 13 2002  
**Making Strides**  
 AGAINST CANCER  
 STATION  
 POSTMASTER  
 675 WOLF LEDGES PKWY  
 AKRON OH 44309-9998

October 13, 2002  
 American Cancer Society  
 MAKING STRIDES AGAINST  
 BREAST CANCER STATION  
 POSTMASTER  
 675 WOLF LEDGES PKWY  
 AKRON OH 44309-9998

**WOOFSTOCK STATION  
 WICHITA KS 67203**

October 5, 2002

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

**Spay and Neuter  
 Pet Station**  
 October 16, 2002  
 Brookneal, VA 24528

October 16, 2002  
 Postal Service  
 SPAY NEUTER PET STATION  
 POSTMASTER  
 101 TODD ST  
 BROOKNEAL VA 24528-9998

CHEYENNE, WY STATION  
 OCT 09 2002  
 #2009  
 FOR SPAY/NEUTER INFORMATION  
 1-888-pets911  
 www.pets911.com

October 9, 2002  
 Dr. Mary Kate Lawler  
 CHEYENNE WYOMING  
 STATION  
 POSTMASTER  
 4800 CONVERSE AVE  
 CHEYENNE WY 82009-9998

**BORPEX STATION  
 BORGER, TX 79007  
 OCTOBER 17, 2002**

October 17, 2002  
 Borger Stamp Club  
 BORPEX STATION  
 POSTMASTER  
 500 SOUTH MCGEE ST  
 BORGER TX 79007-9998

**Norsk Høstfest  
 Station**  
 Minot, ND U.S.A.  
 58701  
 October 9, 2002

October 9-12, 2002  
 Postal Service  
 NORSK HøSTFEST STATION  
 POSTMASTER  
 PO BOX 9998  
 MINOT ND 58701-9998

**UNITED  
 WE STAND**  
**BURNT CABINS  
 STATION  
 FALL FOLK  
 FESTIVAL  
 OCT. 18, 2002  
 BURNT CABINS PA  
 17215**

October 18-19, 2002  
 Burnt Cabins Civics Association  
 BURNT CABINS STATION  
 POSTMASTER  
 PO BOX 9998  
 BURNT CABINS PA 17215-9998

140TH ANNIVERSARY STATION  
 J.E.B. STUART'S RAID  
**MERCERSBURG**  
 OCTOBER 11TH, 2002  
 1862-2002  
 MERCERSBURG, PA 17236

October 11, 2002  
 Mercersburg Chamber of  
 Commerce  
 140TH ANNIVERSARY STATION  
 POSTMASTER  
 PO BOX 9998  
 MERCERSBURG PA  
 17236-9998

**Stadium Station**  
 Anaheim CA 92825  
 October 19, 2002  
 Anaheim vs. San Francisco

October 19, 2002  
 STADIUM STATION  
 POSTMASTER  
 701 NORTH LOARA ST  
 ANAHEIM CA 92803-9998

Burleson: A City Of Character  
 Hometown Idol  
 Kelly Clarkson Station  
 October 12, 2002  
 Burleson Texas 76028-9998  
 For The Good Life

October 12, 2002  
 Burleson Post Office  
 HOMETOWN IDOL KELLY  
 CLARKSON STATION  
 POSTMASTER  
 232 SOUTHWEST JOHNSON  
 AVE  
 BURLESON TX 76028-9998

Learning from the past.  
 Living the present.  
 Looking to the future.  
 Home of Bicentennial  
 Bicentennial Station  
 October 19, 2002  
 Brookneal, Va. 24528

October 19, 2002  
 BICENTENNIAL STATION  
 POSTMASTER  
 PO BOX 9998  
 BROOKNEAL VA 24528-9998

**APPLE CIDERFEST  
 LEVITZ PARK STATION  
 GRANTVILLE, PA 17028  
 OCTOBER 13, 2002**

October 13, 2002  
 Levitz Memorial Park  
 LEVITZ PARK STATION  
 POSTMASTER  
 PO BOX 9998  
 GRANTVILLE PA 17028-9998

**Paws on Parade Station**  
 Humane Society of Baltimore County  
 October 20, 2002  
 Reisterstown, MD 21136  
 3rd Annual Pet Walk

October 20, 2002  
 PAWS ON PARADE STATION  
 POSTMASTER  
 5 GLYNDON AVE  
 REISTERSTOWN MD  
 21136-9998

Country Living Fair Station  
Batsto, NJ 08037

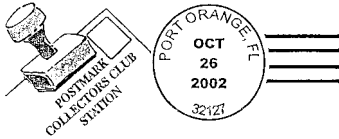


October 20, 2002

October 20, 2002  
Batsto Citizens Committee  
COUNTRY LIVING FAIR  
STATION  
POSTMASTER  
114 SOUTH 3RD ST  
HAMMONTON NJ 08037-9998



November 1, 2002  
Thurber Historical Association Inc  
THURBER STATION  
POSTMASTER  
109 GORDON RD  
MINGUS TX 76463-9998



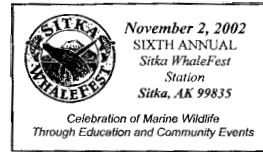
October 26, 2002  
Postmark Collectors Club  
POSTMARK COLLECTORS  
CLUB STATION  
POSTMASTER  
725 DUNLAWTON AVE  
PORT ORANGE FL 32127-9998



November 1, 2002  
Louisa Elementary School Family  
Resource Center  
FRC STATION  
POSTMASTER  
PO BOX 9998  
LOUISA KY 41230-9998



October 26 2002  
Animal Welfare Association  
AWA SPAY/NEUTER STATION  
POSTMASTER  
123 EAST MAIN ST  
MARLTON NJ 08053-9998



November 1-3, 2002  
Sitka WhaleFest  
SITKA WHALEFEST STATION  
POSTMASTER  
PO BOX 9998  
SITKA AK 99835-9998



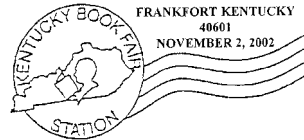
October 27, 2002  
Batsto Citizens Committee  
JERSEY DEVIL STATION  
POSTMASTER  
114 SOUTH THIRD ST  
HAMMONTON NJ 08037-9998



November 1-30, 2002  
Lake City Community College  
ANNIVERSARY STATION  
POSTMASTER  
320 NORTH 1ST ST  
LAKE CITY FL 32055-9998



October 29, 2002  
CENTRAL VALLEY COALITON  
FOR ANIMALS STATION  
POSTMASTER  
PO BOX 9998  
FRESNO CA 93710-9998



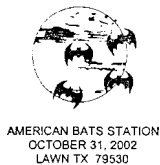
November 2, 2002  
Kentucky Book Fair  
KENTUCKY BOOK FAIR  
STATION  
POSTMASTER  
PO BOX 9998  
FRANKFORT KY 40601-9998



October 31, 2002  
HALLOWEEN STATION  
POSTMASTER  
PO BOX 9998  
NATIONAL CITY CA 91950-9998



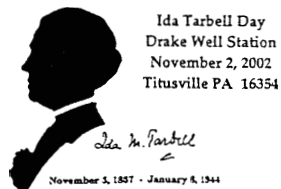
November 2, 2002  
Sylvester Post Office  
SYLVESTER HOMECOMING  
STATION  
POSTMASTER  
399 FM 57 SOUTH  
SYLVESTER TX 79560-9998



October 31, 2002  
Lawn Post Office  
AMERICAN BATS STATION  
POSTMASTER  
PO BOX 9998  
LAWN TX 79530-9998



November 2, 2002  
Cumberland Valley Philatelic  
Society  
EXPO STATION  
POSTMASTER  
PO BOX 9998  
CHAMBERSBURG PA  
17201-9998



November 2, 2002  
 Pennsylvania Historical and  
 Museum Commission  
 DRAKE WELL STATION  
 POSTMASTER  
 135 WEST SPRING ST  
 TITUSVILLE PA 16354-9998



18th Annual Re-enactment  
 Ocklawaha River  
 Raids Station  
 November 2, 2002  
 Ocklawaha, FL 32179

November 2-3, 2002  
 Lake Weir Chamber of Commerce  
 OCKLAWAHA RIVER RAIDS  
 STATION  
 POSTMASTER  
 13470 EAST HWY 25  
 OCKLAWAHA FL 32179-9998



November 2, 2002  
 THE AUTUMN FESTIVAL  
 STATION  
 POSTMASTER  
 260 NORTH INDUSTRIAL DR  
 ORANGE CITY FL 32763-9998



INCORPORATION  
 CENTENNIAL  
 STATION  
 November 4, 2002  
 Hancock, Wisconsin  
 54943

November 4, 2002  
 INCORPORATION CENTENNIAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 HANCOCK WI 54943-9998



November 2, 2002  
 Philatelic Society of Pittsburgh  
 FROSTY'S PITTPEX STATION  
 MANAGER  
 1001 CALIFORNIA AVE  
 PITTSBURGH PA 15233-9998



ASCE  
 150th Anniversary Station  
 1852 - 2002

November 5, 2002  
 ASCE 150TH ANNIVERSARY  
 STATION  
 POSTMASTER  
 SPECIAL CANCELLATION UNIT  
 3300 V ST NORTHEAST  
 WASHINGTON DC 20018-9998



RHODE ISLAND  
 WOMEN VETERANS MEMORIAL STATION  
 NOV. 2, 2002  
 EXETER, RI 02822

November 2, 2002  
 RI Women Veterans Memorial  
 Project  
 RHODE ISLAND WOMEN  
 VETERANS MEMORIAL  
 STATION  
 POSTMASTER  
 260 SOUTH COUNTY TRAIL  
 EXETER RI 02822-9998



OAEA REUNION STATION  
 NOVEMBER 6, 2002  
 PENSACOLA FL 32504

November 6-8, 2002  
 Old Antarctic Explorers  
 Association  
 OAEA REUNION STATION  
 POSTMASTER  
 1400 WEST JORDAN ST  
 PENSACOLA FL 32501-9998



Children's Book Fest  
 Station  
 Syracuse, NY 13205  
 November 2, 2002

November 2, 2002  
 Success by Six / United Way  
 CHILDRENS BOOK FEST  
 STATION  
 POSTMASTER  
 C O PHILATELIC CLERK  
 5640 EAST TAFT RD  
 SYRACUSE NY 13220-9998



silent hills speak  
 A History of Council Bluffs, Iowa

November 7, 2002  
 Silent Hills Station  
 Council Bluffs IA 51501

November 7-8, 2002  
 Council Bluffs Public Library  
 Foundation  
 SILENT HILLS STATION  
 POSTMASTER  
 8 SOUTH 6TH ST  
 COUNCIL BLUFF IA 51501-9998

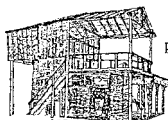


November 2, 2002  
 Johnstowns Historical Society  
 FOUNDERS DAY STATION  
 POSTMASTER  
 121 CASTLE PINES AVE  
 JOHNSTOWN CO 80534-9072



Hiking Station  
 November 8, 2002  
 Pikeville, TN 37367

November 8, 2002  
 HIKING STATION  
 POSTMASTER  
 PO BOX 9998  
 PIKEVILLE TN 37367-9998



Fall Country Jamboree Station  
 Pioneer Settlement for the Creative Arts  
 "Turpentine Still"  
 November 2, 2002  
 Barberville, FL 32165

November 2-3, 2002  
 Pioneer Settlement for the  
 Creative Arts  
 FALL COUNTRY JAMBOREE  
 STATION  
 POSTMASTER  
 1680 RAILROAD AVE  
 BARBERVILLE FL 32105-9998



8TH ANNUAL  
 Nov. 8  
 2002  
 HAINES, AK  
 STATION  
 99827

November 8, 2002  
 Alaska Bald Eagle Festival  
 HAINES AK STATION  
 POSTMASTER  
 PO BOX 9998  
 HAINES AK 99827-9998



**Waterfowl Festival Station**  
Easton, Maryland 21601  
November 8, 2002

November 8-10, 2002  
*Tidewater Stamp Club*  
WATERFOWL FESTIVAL  
STATION  
POSTMASTER  
116 EAST DOVER ST  
EASTON MD 21601-9998



**SHIP HOTEL STATION**  
NOV. 9, 2002  
JOHNSTOWN, PA 15901

November 9, 2002  
*Johnstown Stamp Club*  
SHIP HOTEL STATION  
POSTMASTER  
111 FRANKLIN ST  
JOHNSTOWN PA 15901-9998



**ALLEN COUNTY WAR  
MEMORIAL  
COLISEUM**  
**REDEDICATION**  
NOVEMBER 9, 2002 • VETERAN'S DAY STATION  
FORT WAYNE, IN 46805

November 9, 2002  
*Allen County War Memorial  
Coliseum*  
VETERANS DAY  
REDEDICATION STATION  
POSTMASTER  
1501 SOUTH CLINTON ST  
FORT WAYNE IN 46802-9998

**21st Annual  
Downtown Festival & Art Show Station**  
Gainesville, FL 32608 November 9, 2002

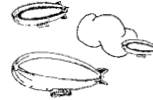
November 9-10, 2002  
*City of Gainesville*  
DOWNTOWN FESTIVAL AND  
ART SHOW STATION  
POSTMASTER  
4600 SW 34TH ST  
GAINESVILLE FL 32608-9998



**100 Years Serving the  
Community of Canton  
1902-2002**  
St. Casimir Station  
Baltimore, MD 21224  
November 9, 2002

November 9, 2002  
ST CASIMIR STATION  
MANAGER MOWS  
900 EAST FAYETTE ST  
BALTIMORE MD 21233-9715

R.C.S.C. EXHIBITION STA.  
Nov. 9, 2002



AKRON, OH 44309

November 9-10, 2002  
*Rubber City Stamp Club*  
RCSC EXHIBITION STATION  
POSTMASTER  
675 WOLF LEDGES PKWY  
AKRON OH 44309-9998



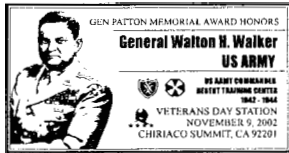
**100 Years Serving the  
Community of Canton  
1902-2002**  
St. Casimir Station  
Baltimore, MD 21224  
November 9, 2002

November 9, 2002  
ST CASIMIR STATION  
MANAGER MOWS  
900 EAST FAYETTE ST  
BALTIMORE MD 21233-9715



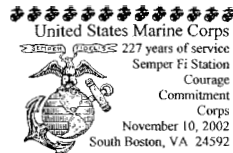
**Missionary Mail**  
Mid-Cities Stamp Expo  
Grapevine, Texas 76051

November 9-10, 2002  
*Mid Cities Stamp Club*  
EXHIBITION STATION  
POSTMASTER  
1251 WILLIAM D TATE AVE  
GRAPEVINE TX 76051-9998



**GEN PATTON MEMORIAL AWARD HONORS**  
**General Walton H. Walker**  
**US ARMY**  
20 YEARS OF HONORABLE  
RETIRED TRAINING CENTER  
MAY - 1982  
VETERANS DAY STATION  
NOVEMBER 9, 2002  
CHIRIACO SUMMIT, CA 92201

November 9, 2002  
*General Patton Memorial Museum*  
VETERANS DAY STATION  
POSTMASTER  
45805 FARGO ST  
INDIO CA 92201-9998

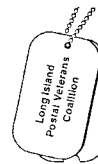


**United States Marine Corps**  
227 years of service  
Semper Paratus  
Semper Fi Station  
Courage  
Commitment  
Corps  
November 10, 2002  
South Boston, VA 24592

November 10, 2002  
US MARINE CORPS 227 YEARS  
OF SERVICE SEMPER FI  
STATION  
POSTMASTER  
PO BOX 9998  
SO BOSTON VA 24592-9998



November 9, 2002  
*National Board for Professional  
Teaching Standards*  
NBPTS STATION  
POSTMASTER  
PO BOX 85530  
SAN DIEGO CA 92186-9998



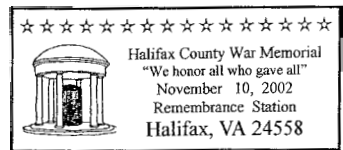
Long Island Postal Veterans  
Memorial Park Station  
Melville NY 11747  
November 10, 2002

November 10, 2002  
*Long Island Postal Veterans  
Coalition*  
MEMORIAL PARK STATION  
BRANCH MANAGER  
PO BOX 9998  
MELVILLE NY 11747-9998



**VETERAN'S DAY  
RECOGNITION**  
November 9, 2002  
Parade Route Station  
Clemmons, NC 27012

November 9, 2002  
*Village of Clemmons*  
PARADE ROUTE STATION  
POSTMASTER  
3630 CLEMMONS RD  
CLEMMONS NC 27012-9998



**Halifax County War Memorial**  
"We honor all who gave all"  
November 10, 2002  
Remembrance Station  
Halifax, VA 24558

November 10, 2002  
REMEMBRANCE STATION  
POSTMASTER  
231 SOUTH MAIN ST  
HALIFAX VA 24558-9998

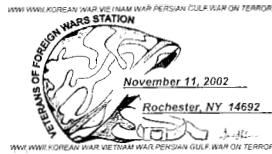


November 11, 2002  
 VETERANS DAY STATION  
 POSTMASTER  
 260 NORTH INDUSTRIAL DR  
 ORANGE CITY FL 32763-9998



TEXAS PRISON MUSEUM STATION  
 NOVEMBER 13, 2002  
 HUNTSVILLE TX 77340-9998

November 13, 2002  
 Texas Prison Museum  
 TEXAS PRISON MUSEUM  
 STATION  
 POSTMASTER  
 3190 HIGHWAY 30 WEST  
 HUNTSVILLE TX 77340-9998



November 11, 2002  
 VETERANS OF FOREIGN WARS  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 1335 JEFFERSON RD  
 ROCHESTER NY 14692-9998

— Stamp Services,  
 Government Relations and Public Policy, 10-31-02

### 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, 10-31-02



PUBLICATION 192 REVISION

## Stamp Cool-Lecting 1-2-3 — Coming Soon

Publication 192, *Stamp Cool-Lecting 1-2-3*, has been revised as a brochure. Publication 192 is a promotional tool for use in attracting young people to the hobby of stamp collecting. The selection of stamps in Publication 192 is a duplication of the 2002 National Stamp Collecting Month booklet contained in a package distributed to schools, libraries, youth organizations, and Post Offices across the country. Publication 192 is simple, contains easy-to-understand instructions on how to begin a stamp collection, and is illustrated with appealing, fun images. A copy of the cover of the revised publication appears below.

The online version of Publication 192 will be available soon on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on PUBs.

In mid-November, you will be able to order PUB 192 from the Material Distribution Center. We will publish detailed ordering information for the revised Publication 192 in a future issue of the *Postal Bulletin*.

— Stamp Services,  
Government Relations and Public Policy, 10-31-02

# STAMP COOL-LECTING 1-2-3!

## Become a Stamp COOL-Lector! It's as Easy as 1-2-3!

### TIPS FOR COLLECTING STAMPS

**#1 Get some stamps!** You can get new stamps at any Post Office. Most Post Offices will have some of the cool stamps. You can also order stamps from the United States Postal Service Web site at [www.usps.com](http://www.usps.com) by clicking on "BUY STAMPS," or call their toll-free phone number at **1 800 STAMP 24** (that's 1-800-782-6724).

Another cool way to get stamps is to trade with your friends. For older stamps, ask your parents, grandparents, or neighbors for old letters, postcards, or unused stamps. Or go to a stamp dealer or check stamp collecting sites on the Internet. There are even stamp shows where people come from all over the country to add to their collections.

**#2 Get organized and display your collection.** Now that you've got stamps, what do you do with them? Put them on **StamperSaver Cards™**. And keep them in a cool album where you can show them off. For individual stamps or stamp panes, you can buy a stamp album or make your own, using a three-ring binder. But don't tape or glue your stamps — that destroys their value. Instead, slip them into specially designed plastic pages with pockets. Or if your album has paper pages, use hinges or mounts.

**#3 Get excited!** Like what you collect and collect what you like! Your stamp collection should express your own unique personality. You can collect stamps from all over the world or from just one country. Pick several topics like animal stamps, sport stamps, or stamps about history.

You can create a stamp collection about almost anything. Let the stamps be your guide!





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.

# Supply Management

NOTICE

## Vehicle Maintenance Agreements

For vehicle maintenance that you cannot purchase using local purchase procedures, submit electronic requests to the Philadelphia Vehicles Category Management Center (CMC) at the following address:

VEHICLES CATEGORY MANAGEMENT CENTER  
 PO BOX 40592  
 PHILADELPHIA PA 19197-0592

The following table shows which buying office purchases vehicle maintenance, the types of payment accepted, and whether a vehicle maintenance agreement is required.

Value of Requirement	Buying Office	Payment Type	Procedure
Less than \$2,500 per year	Local purchase	Local payment (U.S. Bank Voyager Fleet Card, money order, etc.)	No written agreement required
More than \$2,500 per year with one supplier	Vehicles CMC	U.S. Bank Voyager Fleet Card or San Mateo Accounting Service Center from the Vehicle Management Accounting System	Vehicle maintenance agreement

The Department of Labor has advised the Postal Service that the Service Contract Act applies only to service agreements that require performance from a single supplier on a scheduled or as-needed basis and the aggregated amount spent exceeds \$2,500. The Philadelphia Vehicles CMC is the contracting office for vehicle maintenance agreements.

— *Supply Chain Management Strategies, Supply Management, 10-31-02*

INSTALLATION HEADS, DMMSs, AND MAOs

## Semiannual Review of Capital Records — Instructions

Installation heads and material accountability officers (MAOs) are reminded of the policy contained in Handbook AS-701, Material Management, Section 541.28, Internal Reviews. That policy requires that under the guidance of the district material management specialist (DMMS), either the installation head or MAO conduct a semiannual internal review and evaluation of the status of property records and files. Follow the steps below to complete the review and evaluation process.

1. If you have delegated MAO assistants, meet with them and discuss the material accountability background of the installation.
2. Review the local standard operating procedures.

3. Randomly select and inventory 10 percent of capital items and 10 percent of sensitive items.
4. Review files and records to verify that those required by Handbook AS-701 Chapter 5, Asset Accountability, are being maintained.
5. Review the past six accounting period change lists to ensure that they have been properly verified.

— *National Supply Management Programs, Supply Management, 10-31-02*



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



### 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](mailto:pbulleti@email.usps.gov).

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

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

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

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(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.

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

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 500 SW GARY ORMSBY DR  
 TOPEKA KS 66624-9702

#### Public Orders for Postal Bulletin

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(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

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- 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

475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-5540

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

CONVENIENT, EASY-TO-FOLLOW INFORMATION...

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***A self-help book for the consumer that takes the mystery out of the mail!***



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Postmaster  
Wyarno, WY*

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