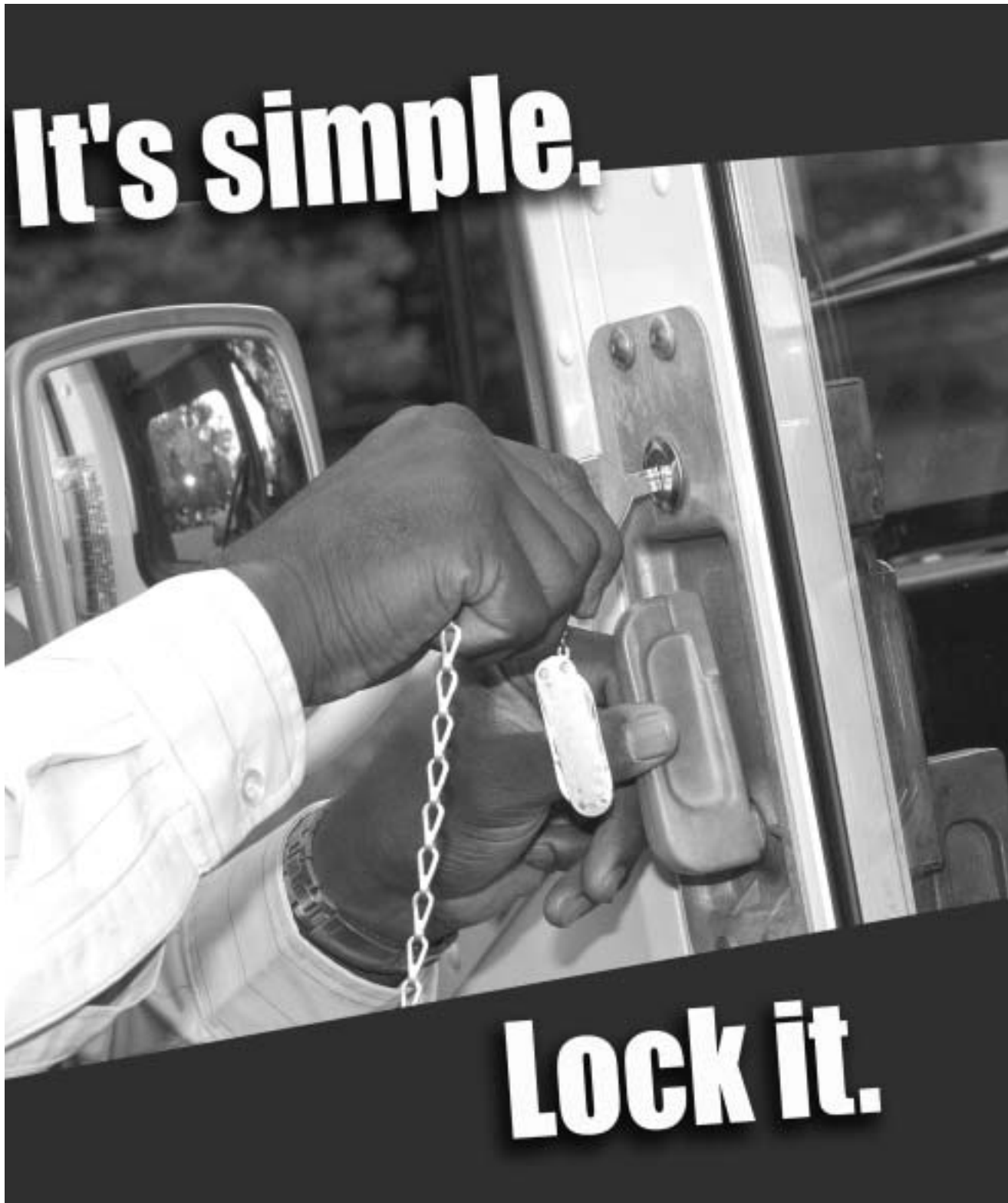


SEE PAGE 8 FOR INFORMATION ON IMPROVING SECURITY EFFORTS

# **POSTAL BULLETIN**

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PB 22089, November 14, 2002



**CONTENTS**

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

**USPSNEWS@WORK** ..... 3

**Administrative Services**  
 Directives and Forms Update ..... 5  
 Door, Keys, and LLVs — Postal Service Security Efforts  
 Need Improvement ..... 8

**Customer Relations**  
 Mail Alert ..... 11  
 Publicity Kit: Holiday 2002 Publicity Kit for  
 Postmasters ..... 11

**Domestic Mail**  
 Correction/DMM Transformation: Ordering Information for  
 DMM 100 ..... 30  
 DMM Revision: Simplified Address Format for Letter-Size  
 and Flat-Size Standard Mail and Periodicals ..... 30  
 DMM Revision: Metal Strapping Materials on Pallets ..... 32  
 DMM Revision: Realignment of Buffalo and Pittsburgh  
 Postal Service Facilities for Deposit of DBMC Rate  
 Standard Mail and Package Services Machinable  
 Parcels ..... 33  
 DMM Revision: Uniform Thickness for Automation  
 Flats ..... 35  
 DMM Revision: Standard Mail Flats in Letter Trays ..... 35  
 Clarification: Periodicals Mail Entered at a Destination  
 Area Distribution Center ..... 41  
 Holiday HAZMAT ..... 41  
 2002 International and Military Mail Recommended  
 Christmas Mailing Dates Poster ..... 43  
 Overseas Military Mail ..... 45

**Employees**  
 ELM Revision: Employee Assistance Program ..... 49  
 Notice: 2002 U.S. Savings Bonds Campaign Results ..... 52

**Thanksgiving Day Posters** ..... 53  
**Christmas Day Posters** ..... 55

**Fraud Alert**  
 All Personnel Processing Mail for Dispatch Abroad:  
 Foreign Order No. 471 ..... 59  
 Withholding of Mail Orders ..... 59  
 Invalid Express Mail Corporate Account Numbers ..... 60  
 Missing, Lost, or Stolen U.S. Money Order Forms ..... 63  
 Missing, Lost, or Stolen Canadian Money Order  
 Forms ..... 68  
 Counterfeit Canadian Money Order Forms ..... 70  
 Toll-Free Number Available to Verify Canadian Money  
 Orders ..... 70

**Employees (continued)**  
 2003 Social Security and Medicare Tax Withholding ..... 71  
 Form W-5 Renewal ..... 71  
 Penalty Overtime Exclusion ..... 71  
 Christmas Pay Procedures for Rural Carriers ..... 72  
 2002 to 2003 Leave Year — Annual Leave Carryover ..... 89  
 Notice to all Employees: Thrift Savings Plan  
 Fact Sheet ..... 91

**Finance**  
 Districts Migrating From SFAS to SAFR: SAFR Unit  
 Maintenance Application ..... 93  
 Notice Available Online: Notice 25, *Postal Accounting  
 Period Planning Schedule, Postal Fiscal Year 2003* ..... 93  
 Annual Vending Machine Income Report Due Soon ..... 94

**International Mail**  
 ICM Updates: International Customized Mail ..... 97

**Philately**  
 Pictorial Cancellations Announcement ..... 99  
 Special Cancellation Die Hubs ..... 101

**Summaries of Recent USPS News Releases** ..... 102

**Post Offices**  
 Reminder: Retrieval of Plastic Label Holders ..... 104  
 Round-Up Notice ..... 105

**Retail**  
 What's in Store ..... 107

**Supply Management**  
 Update: USPS Official Licensed Product Manufacturers  
 and Distributors ..... 113  
 Notice: Heroes of 2001 Merchandise for Sale ..... 120  
 Advertisement: Postal Service Official Licensed  
 Products ..... 122  
 New Excess Item Catalog Available to eBay Users ..... 126  
 I.M.P.A.C. Credit Card Holders: I.M.P.A.C. VISA  
 Payment Process ..... 126

**Postal Bulletin Distribution** ..... 127

**Postal Bulletin Index**  
 Semiannual Index ..... PB 22081 (7-25-02)



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



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

PB 22089: 7690-05-000-4854	PB 22081: 7690-05-000-4846	PB 22075: 7690-05-000-4840	PB 22068: 7690-04-000-5675
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	PB 22075A: 7690-05-000-5051	PB 22069: 7690-05-000-4834	PB 22062: 7690-04-000-5669

## USPSNEWS@WORK

### Almost there: With CSRS almost fully funded, rates could hold steady...for years

A little change can be a big improvement in your financial condition, right? The same holds true for a change of the legislative kind. The Postal Service would be able to hold postage rates steady until at least 2006 if Congress passes legislation changing how USPS funds the Civil Service Retirement System (CSRS).

- A new financial analysis by the Office of Personnel Management (OPM) shows USPS has almost fully funded its obligations to the CSRS fund. The finding is good news that considerably narrows the gap between the USPS retirement obligation and the amount already funded — from \$32 billion to \$5 billion.
- How'd it happen? An oversight or mistake, maybe? Nope. For the first time, OPM's analysis looked at USPS apart from the rest of the federal government. That analysis revealed higher than expected yields on pension investments. Sweet!
- The Postal Service's payments into the fund have been made as required by current law. And so far, USPS hasn't overpaid into the CSRS fund, but without a change to the law, it could happen.
- PMG Jack Potter has said that a change in the payment schedule would allow USPS to fully fund CSRS the same way the Federal Employees Retirement System (FERS) is funded — with no further deferred liabilities.
- OPM has drafted legislation and sent it to OMB, and believes the administration will support the change. It would increase the amount available to USPS to reduce its debt by more than \$3 billion in FY 2003, compared to its current planned reduction of \$800 million.
- OPM says the changes being proposed to the payment schedule will not affect any Postal Service employee's CSRS retirement benefits. Nor will there be any change in their level of contribution to the CSRS retirement plan.
- The positive Postal Service financial news doesn't change the fact that there are fundamental flaws in the Postal Service's current business model.
- "No one should be lulled into a sense of complacency that all is right with the nation's postal system," Potter said. "That's simply not true."
- "The nation still faces a long-term challenge to continue postal services to everyone, everywhere while financing the costs of our growing nationwide delivery network," he said.
- Potter said he would maintain management's focus on providing excellent service, increasing productivity, continuing smart cost cutting activities and streamlining Postal Service operations using existing technologies.
- "I remain committed to the Postal Service's Transformation Plan, taking \$5 billion out of our operating expenses through 2006, over and above the savings we expect to realize by implementing the legislative changes connected with our CSRS funding," he said.

### Delivering on time for America: USPS continues record-breaking EXFC scores

USPS employees came through for Postal Service customers again, delivering 94% of First-Class Mail service on time during Quarter IV. It's the second consecutive quarter that USPS achieved 94% EXFC (External First-Class) score nationwide.

- Vice President and Consumer Advocate Francia Smith reported the good news at the USPS Board of Governors meeting in Washington., Nov. 5.
- First-Class Mail delivery performance is measured externally and independently by PricewaterhouseCoopers.
- EXFC service performance scores are measured by testing 463 ZIP Code areas selected on the basis of geography and volume density, from which 90% of First-Class Mail volume originates and 80% destines. EXFC is not a system-wide measurement of all First-Class Mail performance.
- Three performance clusters — Central Plains, San Jose, CA, and the Dakotas — each achieved on-time delivery performance scores of 96%. An additional 28 clusters had on-time delivery scores of 95%.

## USPSNEWS@WORK

### POS ONE expansion: Transforming the retail environment

It's already in more than 10,000 high-revenue Post Offices. By mid-2005, it will be in another 5,000 of our busiest locations. What's it? It's POS ONE (point-of-sale) technology.

- The Board of Governors today approved funding to complete installation of POS ONE retail terminals at Post Offices that generate more than 90% of retail revenue.
- "POS ONE plays a major role in reaching our goals of improving customer service and ensuring that our employees have the tools they need to efficiently and easily provide postal services to our customers," said Delivery and Retail Vice President Henry Pankey.
- POS ONE cuts transaction time nearly 10% by enabling retail associates to instantly access options and costs to help customers make quick, informed decisions. It eliminates the need for a separate machine to process credit and debit card authorizations. It also serves as an effective communications vehicle.
- "Retail associates receive consistent, daily information to keep them updated on corporate direction, promotions and new product and service offerings," Pankey said.
- POS ONE replaces Integrated Retail Terminals (IRTs) with state-of-the-art hardware and software and a fully networked system. It extends many of the benefits of information technology to Post Office counters. POS ONE began replacing outdated IRTs in 1998. Today, more than 10,000 Post Offices use POS ONE technology to account for 74% of walk-in revenue.

### Holiday magic: Create your own cards at [www.usps.com](http://www.usps.com)

Make your holidays even more special. Create your own holiday cards at [www.usps.com/netpost/cardstore/pconnect.htm](http://www.usps.com/netpost/cardstore/pconnect.htm).

- Now through Dec. 7, USPS employees receive a discount on 5 x 7 folded greeting cards. The discounted price of \$1.50 per card includes First-Class Mail postage.
- Mail the greeting cards directly to recipients, or have the cards boxed and shipped to you with the envelopes preaddressed and stamped.
- Choose from thousands of images online or upload a personal image and create your own personalized greeting card. To receive the discount, use the promotion code "EMPLOYEE" at checkout.

### Don't touch that dial! Cool USPS holiday ads

Look for the debut of the USPS holiday television ads while you're watching the Thanksgiving Day parade. This year's holiday messaging focuses on sending and receiving mail during the holidays, and how USPS helps people to connect.

- Three 15-second TV spots will either run alone or be paired in a 30-second time slot. In the ads, Postal Service products and services are featured as they relate to the sending and receiving storyline.
- "Home" features a young mother sending photos of her son by Priority Mail service to her husband in the military.
- "Jingle" features a woman meeting her carrier at the door of her home and handing him a stack of greeting cards.
- "Winter Wonderland" shows a grandmother in a Post Office in a cold-weather location, packing holiday gifts for her grandson. Holiday print advertising will feature Priority Mail and Express Mail service.
- The three spots will help us sell, sell, sell!

# Administrative Services

## Directives and Forms Update

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

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

WWW = USPS Web page = [www.usps.com](http://www.usps.com).

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

F3 = F3 Fill Software.

## New Directives

### Management Instructions

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
MI AS-550-2002-8	7/2002	Procedures for Selecting an Appropriate Vehicle Washing Technology	N/A	ENG	IWEB	N/A
MI AS-550-2002-7	6/2002	Stormwater/Wastewater Management	N/A	ENG	IWEB	N/A
MI AS-810-2002-12	10/2002	Restructuring IT Governance	N/A	IT	IWEB	N/A
MI AS-610-2002-14	10/2002	Maintaining a Contact Center Support Agreement	N/A	CA	IWEB	N/A

### Memorandums of Policy

PSIN	Edition Date	Title	Org.	USPS Source
MOP FI-10-02-2002	10/2/2002	Policy Memo — Statistical Programs, Letter #2, FY 2003	FIN	IWEB

### Posters

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
POS 37	1/3/1999	Keep the Mail Safe	24x36	7690-05-000-4804	EA	SMD	MDC	N/A
POS 501	4/2002	Hotline: Working to Build an Efficient and Effective Postal Service	16x20	7690-05-000-5084	EA	IG	MDC	N/A
POS 644	9/2002	Buy Stamps Fast	24x36	7690-05-000-4216	EA	SMD	MDC	N/A
POS 4266	9/2002	Buy Stamps Here	24x36	7690-05-000-4266	EA	SMD	MDC	N/A

### Publications

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 78		10/2002	eTravel Helpful Hints	N/A	FMM	FIN	HQO	N/A
PUB 805-B		10/2002	Information Security Bookmark	7610-05-000-5516	ASM	IT	MDC	N/A

## Revised Directives

### Handbooks

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK EL-901		7/30/02	Agreement between USPS and NALC, AFLCIO 2001-2006	7610-03-000-3827	ELM	LR	MDC	MDC

*Publications*

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 91		9/2002	Confirmation Services Technical Guide	7610-04-000-5003	POM	PD	MDC	WWW

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

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 17-G	8/2002	8/2002	Penalty Mail Stamp Requisition (3-part set)	7530-01-000-9499	PS	SE	FIN	MDC	P/F
PS 1091-A	9/2002	9/2002	Post Office Box Fee Register	7530-02-000-7341	PO	EA	D&R	MDC/ IWEB	P/F
PS 1094	9/2002	9/2002	Request for Post Office Box Key or Lock Service	7530-02-000-7345	PS	SH	D&R	MDC/ IWEB	N/A
PS 1360	9/2002	9/2002	Information Systems Security Incident Report	7530-03-000-3622	PS	EA	IT	IWEB/ MDC	N/A
PS 3816	2/2002	2/2002	COD Mailing and Delivery Receipt	7530-02-000-9062	PU	SE	D&R	MDC	P/F
PS 5051	9/2002	9/2002	Confirmation Services — Electronic Option Application	N/A	PU	SH	PD	IWEB	WWW
PS 3111	10/2002	10/2002	Federal Employees Health Benefits (FEHB) Coverage or Termination while in Leave Without Pay (LWOP) Status	7530-01-000-9851	PS	EA	ERM	MDC/ IWEB	N/A
PS 3972	10/2002	10/2002	Absence Analysis	7530-02-000-9137	PS	EA	LR	MDC/ IWEB	N/A

**Obsolete Directives***Labels*

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
LAB 54	3/1/1976	Special Delivery	8 1/2 x 8 1/8	7690-01-000-9051	SH	D&R	MDC	P/F

*Management Instructions*

PSIN	TL	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
MI AS-550-92-7		3/1992	Stormwater Management	7610-02-000-9850	ENG	MDC	N/A

*Publications*

PSIN	TL	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
PUB 209-A		5/2000	Headquarters Telephone Directory Individual Listing	N/A	PA&C	HQO	HQO

## Obsolete Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 549-NY	9/1992	9/1992	Acknowledgement of Inquiry from Foreign Administration — NY	7530-03-000-0517	XO	EA	IB	ICO	N/A
PS 668	2/1992	2/1992	Request for Delivery Data (New York)	7530-03-000-0542	IC	SH	IB	ICO	N/A
PS 668-A	2/1992	2/1992	Second Request for Delivery Data	7530-03-000-0543	ICO	SH	IB	ICO	N/A
PS 668-SF	2/1992	2/1992	Request for Delivery Data (San Francisco)	7530-03-000-0544	IC	SH	IB	ICO	N/A
PS 669-NY	9/1992	9/1992	Notice of Forwarded International Mail — NY	7530-03-000-0546	XO	SH	IB	ICO	N/A
PS 670	6/1981	6/1981	International Mail Reverse Trace Ordinary	7530-03-000-0547	XO	SH	IB	HQO	N/A
PS 677	2/1992	2/1992	Follow-up on International Mail Inquiry	N/A	IC	SH	IB	ICO	N/A
PS 677-SF	2/1992	2/1992	Follow-up on International Mail Inquiry (San Francisco)	7530-03-000-0549	IC	SH	IB	ICO	N/A
PS 2968-K	6/1980	6/1980	Air Parcel Post	N/A	AM	SE	IB	HQO	N/A
PS 3731	1/1988	1/1988	BMC Report of Returned Books and Recordings	7530-03-000-0917	BC	SH	P&C	HQO	N/A
PS 549-NY	9/1992	9/1992	Acknowledgement of Inquiry from Foreign Administration — NY	7530-03-000-0517	XO	EA	IB	ICO	N/A
PS 549	7/1981	7/1981	Acknowledgement of Inquiry from Foreign Administration	7530-03-000-0516	XO	EA	IB	HQO	N/A
PS 548-NY	9/1992	9/1992	No Dispatch Particulars — NY	7530-03-000-0525	XO	EA	IB	ICO	N/A
PS 548	6/1981	6/1981	No Dispatch Particulars	7530-03-000-0514	XO	EA	IB	HQO	N/A
PS 543-NY	1/1994	9/1992	Acknowledgement of Inquiry on International Mail — NY	7530-03-000-0513	XO	EA	IB	ICO	N/A
PS 607	2/1992	1/1981	Suspense File Worksheet — NYICIO	7530-03-000-0526	XO	EA	IB	ICO	N/A
PS 607-SF	2/1992	2/1992	Suspense File Worksheet — San Francisco	7530-03-000-0527	IC	SH	IB	ICO	N/A
PS 609	6/1980	6/1980	Word Processing Request Worksheet	7530-03-000-0528	XO	SH	IB	HQO	N/A
PS 609-NY	9/1992	10/1992	Word Processing Request Worksheet — New York	7530-03-000-0529	XO	SH	IB	ICO	N/A
PS 663	2/1992	2/1992	Instructions Concerning International Mail	7530-03-000-0532	IC	SH	IB	ICO	N/A
PS 663-SF	2/1992	2/1992	Instructions Concerning International Mail	7530-03-000-0533	IC	SH	IB	ICO	N/A
PS 664	2/1992	2/1992	Request for Dispatch/Receipt Data	7530-03-000-0534	IC	SH	IB	ICO	N/A
PS 664-A	8/1987	8/1987	Second Request for Dispatch/Receipt Data	7530-03-000-0535	XO	SH	IB	HQO	N/A
PS 665-A-NY	9/1992	9/1992	Reply to Inquiry Concerning International Mail	7530-03-000-0537	IC	SH	IB	ICO	N/A
PS 1572	11/1991	6/1987	Inquiry About Receipt of International Mail	7530-01-000-9362	PS	SH	IB	MDC	N/A
PS 2835-I	6/1980	6/1980	No Reply form Foreign Administration	7530-03-000-1196	XO	SH	IB	HQO	N/A
PS 2926	1/1986	1/1986	Sender's Request for Recall or Change of Address for International Mail	7530-03-000-3586	PO	SH	IB	MDC	N/A

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 666-NY	9/1992	9/1992	Return of Form Concerning International Mail	7530-03-000-0539	IO	SH	IB	ICO	N/A
PS 666-C-NY	10/1992	10/1992	Return of Form Concerning Canadian Mail (NY)	7530-03-000-0541	IO	SH	IB	ICO	N/A
PS 666	03/1982	3/1982	Return of Form Concerning International Mail	7530-03-000-0538	XO	SH	IB	HQO	N/A
PS 540	7/1971	7/1971	Inquiry — Registered Article Notice	7530-03-000-0511	PS	EA	IB	HQO	N/A
PS 665	1/1985	1/1985	Reply to Inquiry Concerning International Mail	7530-03-000-0536	XO	SH	IB	HQO	N/A

— *Policies and Procedures Information, Public Affairs and Communications, 11-14-02*

## Door, Keys, and LLVs — Postal Service Security Efforts Need Improvement

**WASHINGTON** — Security: It's everybody's business. Sure, postal inspectors and security officers are sworn to protect Postal Service employees, facilities, and the mail. It's their job — and they do it well. But every employee has a role in ensuring security. Are you doing your part?

- Recent security reviews have found unlocked, unattended Postal Service vehicles, inadequate facility access controls, and incomplete key inventories — tiny holes in the system that can compromise security ... in a big way.
- We can fix these problems with a few simple, corrective measures.
- First, keep Postal Service trucks, cars, and other vehicles with government license plates (GSA) under close watch. When vehicles are not in use, remove the keys, close the windows, and lock the doors.
- Second, one open door can compromise the security of an entire building. Keep exterior facility doors locked to prevent unauthorized, undetected entry into Postal Service facilities.
- The sole exception: opening doors to allow occasional entry and exit of employees and the mail. But bear in mind that each time a door is used, a hole is opened in the facility's outer security perimeter, creating an opportunity for unauthorized entry.
- And third, keep track of your keys. Maintain a complete, accurate, and up-to-date inventory of all building and arrow lock keys.
- Get serious about security. For further guidance on Postal Service security procedures, refer to the *Postal Operations Manual (POM)* and *Administrative Support Manual (ASM)*.

— *Public Affairs and Communications, 11-14-02*





October 18, 2002

OFFICERS

SUBJECT: Information Security Awareness

Over the past year, we have all become more sensitive to security. From the routine activities we engage in every day to the movement of mail throughout our system, we have a heightened sense of awareness. As we continue to work hard to protect the safety and security of our employees, our customers, and the nation's mail, our emphasis must also include information security.

The Postal Service, like many private and government institutions, observes *Computer Security Day* each year in November. This *Computer Security Day* on November 21, Information Technology will provide important information in several forms — awareness telecasts on USPS-TV, brochures, posters, and articles in our national publications — to help reinforce the need for good security practices both at work and at home. These practices are as applicable to portable devices (laptops, handhelds, and wireless text messaging products) as they are to desktop computers. Please give your full support and encourage your managers to create the greatest awareness impact on November 21.

To emphasize the importance the Postal Service places on information security, we have made viewing of the awareness video, Course 32201-05, *mandatory* training for all employees. While we encourage you to show the video in your organization in observance of Computer Security Day, please take necessary steps to ensure your employees view it during the year as part of their mandatory training. This training is creditable towards their Voice of Employee (VOE) requirements. The video will be telecast frequently on USPS-TV beginning November 21. The videocassette and a brief instruction sheet of talking points for facilitators will be stocked under PSN 6910-05-000-5513 (PSIN CPG32201-05V).

A workforce that is aware of information security is our first line of defense. Threats to our information come in a greater variety and appear faster than ever before. Your employees' eyes and ears assist us to respond quickly to incidents. Thank you for your continued vigilance in securing Postal Service information assets.

Handwritten signature of Suzanne F. Medvidovich in cursive.

Suzanne F. Medvidovich  
Senior Vice President  
Human Resources

Handwritten signature of Robert L. Otto in cursive.

Robert L. Otto  
Vice President  
Information Technology



# COMPUTER SECURITY AWARENESS ...



- Follow the Postal Service policy on limited personal use of your computer
- Protect your password and choose one that is hard to guess
- Don't leave your computer unattended when you are logged on
- Treat unsolicited email messages with extreme caution
- Scan floppies to detect computer viruses
- Back up your work on your computer
- Report suspected computer security incidents to USPS GIRT at 1-866-877-7247

## ... IS EVERYBODY'S BUSINESS

## Customer Relations

### Mail Alert

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

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

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
November surplus	Standard	11/18–11/22	1.2	Nationwide	Car-Rt, 3/5 Digit, Basic, Barcoded	Quebecor World, Franklin, KY
November Main Remaill	Standard	11/25–11/29	2.5	Nationwide	Car-Rt, Barcode, 3/5 Digit, Basic	Quebecor World, Franklin, KY
Decision Magazine	Standard	11/25–11/30	1.1	Nationwide	Car-Rt, 3/5 Digit, Basic, Barcoded	8 x 10 5/8; 48-page magazine from Minneapolis, MN
Late Holiday Postcard	Standard	11/25–12/16	6	Nationwide	Car-Rt, 3/5 Digit, Basic	Vertis, Chalfont, PA

— *Business Service Network Integration, Service and Market Development, 11-14-02*

### PUBLICITY KIT

#### Holiday 2002 Publicity Kit for Postmasters

In this year's publicity kit you will find important mailing information that you can share with our customers. The kit emphasizes the convenience that the Postal Service provides as a one-stop shop for all the delivery needs of hurried holiday shoppers. We have provided fill-in news releases on mailing tips, extended hours, correct addressing, alternative locations to buy stamps, and a complete list of features available at our Post Office that never closes — [www.usps.com](http://www.usps.com).

#### Mail's Importance to America

The Postal Service is a critical element of the nation's infrastructure. It is the lynchpin of the \$900 billion mailing industry that employs 9 million people and is responsible for 8 percent of the gross domestic product. It is the one element of our national government that has a daily presence in virtually every community in the nation — from the smallest towns to our largest cities.

#### 2002 Holiday Volume Projections

We believe that this year's holiday season will mirror that of last year. We anticipate that Americans will mail nearly 20 billion cards, letters, and packages this holiday season. The Postal Service's total average daily mail

volume for all classes of mail exceeds 650 million pieces. Of that average, roughly 100 million are postmarked cards and letters. Between Thanksgiving and Christmas, cancellations increase to about 150 million daily.

Americans typically address their greeting cards the weekend before Christmas. As such, the Postal Service expects Monday, December 16, to be the busiest mailing day of the year for cards and letters with more than 280 million cards and letters being cancelled. Two days later, Wednesday, December 18, is estimated to be the busiest delivery day of the year.

#### Letters to Santa

While there is no national Letters to Santa program, some Post Offices make Santa letters available to individuals upon request, while other Post Offices provide Santa letters to volunteer organizations. New York City is typically recognized as hosting the largest Letters to Santa campaign. The Postal Service is committed to keeping this important holiday tradition alive. After all, it was in 1912 that Postmaster General Frank H. Hitchcock authorized local postmasters to allow individuals or institutions to use letters addressed to Santa Claus for philanthropic purposes.

Volunteers who read Santa letters appreciate it if children include their return address on Santa letters. It is also appreciated that the contents of letters be limited to letter-sized paper only. We recommend against placing cookies, candy canes, or other bulky items in the letters because it could damage sorting equipment.

### Operation Dear Abby Suspended

The Operation Dear Abby program, founded by the newspaper advice columnist, has delivered mail to U.S. service members overseas during the holiday season for 18 years.

However, the Department of Defense suspended the Operation Dear Abby program for the 2002 holiday season because of concerns about the risk of cards and letters being introduced into the mail system from unknown sources.

Although Operation Dear Abby will be missed this year, the safety of the men and women of the Armed Forces and the employees of the U.S. Postal Service is paramount.

### Helping You Leverage the Holidays

Postal Service retail units offer residential customers many advantages during the busy holiday period. Spread the news: Your Post Office provides more than stamps. Availability of packaging materials makes mailing easy, convenient, and affordable for customers.

This kit will help you share important holiday mailing information through your local news media and generate positive publicity for your office's activities. Included are fill-in news releases on product and service promotions, extended hours, options for buying stamps, stocking-stuffer gifts, and helpful tips on package wrapping and correct addressing.

Take advantage of the opportunity to talk with news reporters. This is the one time of year that the news media are eager to come to you to discuss mailing options and deadlines, Santa letters, and other caring activities that involve your employees.

For additional information and advice on publicity, contact your Area Public Affairs and Communications Office and the communications program specialist who covers your performance cluster (see contact information on page 16).

### Holiday 2002 Promotional Materials

Every postmaster was mailed a 90-Day Calendar and a Communications Kit that included Holiday 2002 retail lobby signs.

You should now have those promotional materials on display in your Post Office. Postmasters who need additional promotional materials may call the Holiday 2002 Hotline at 888-999-6623.

### Holiday 2002 Advertising Campaign

This year's holiday theme is Holiday Magic! Messaging focuses on sending and receiving mail during the holidays, and how the Postal Service helps people to connect.

Look for the debut of the Postal Service's holiday television ads while you're watching the Thanksgiving Day parade. There are three 15-second TV spots that will either run alone or be paired in a 30-second time slot. In the ads, Postal Service products and services are featured as they relate to the sending and receiving storyline. "Home" features a young mother sending photos of her son via Priority Mail® service to her husband in the military. "Jingle" features a woman meeting her letter carrier at the door of her home and handing him a stack of greeting cards.

"Winter Wonderland" shows a grandmother in a Post Office in a cold-weather location, packing holiday gifts for her grandson. Holiday print advertising will feature Priority Mail and Express Mail® services. The three spots will help us sell, sell, sell!

### The Postal Store at [www.usps.com/shop](http://www.usps.com/shop)

The new Postal Store is online at [www.usps.com/shop](http://www.usps.com/shop). The Postal Store offers customers the speed and convenience of secure online shopping for Postal Service products 24 hours a day to purchase stamps and philatelic items.

The Postal Store can help reduce lobby lines. By promoting the shop-at-home convenience of the Postal Store, you will enhance customer satisfaction and improve operational efficiency, while still getting credit for sales. Online sales are credited back to Post Offices based on the 5-digit ZIP Code of the customer's billing address.

Stationery and apparel items are offered for the same price as at Postal Service retail stores, plus a charge for shipping and handling. Stamp orders are handled through the Stamp Fulfillment Services center.

From the home page of [www.usps.com](http://www.usps.com), click the *Mail/Ship* link to access mailing and shipping options, the postage calculator, and options for costs for mailing letters and packages.

### Key Holiday Season Messages

- We are providing ease-of-use for our customers this holiday season, making their hectic shopping season simpler with convenient services and gifts.
- Reduce long lines by promoting alternative outlets for stamp purchases. In addition to Post Office lobbies, stamps are available through our Web site, [www.usps.com](http://www.usps.com), and at more than 60,000 locations where other shopping is conducted, such as drug

stores and supermarkets, and at more than 17,000 ATMs.

- With the growth in Internet shopping, remind customers of the value of Priority Mail shipping and suggest they request it from their e-tailer for their online gift purchases.

**Holiday 2002 Stamps**

In October 2002, the U.S. Postal Service issued its 2002 *Holiday* series and *Christmas* series stamps:

- The *Christmas — Madonna and Child* stamp was issued on October 10.

Reissued this year as part of the *Holiday Celebrations* series, and also at the 37-cent rate, are the *Eid*, *Kwanzaa*, and *Hanukkah* stamps.

- The First-Class Mail *Holiday — Snowmen* stamps were issued on October 28.

The following inventory of 2002 holiday stamps will be available for this holiday season.

Stamp	Stamp Type
<i>Christmas — Madonna and Child</i>	Convertible Booklet of 20 (1 design).
<i>Holiday — Snowmen</i>	Self-adhesive pane of 20. Double-sided booklet of 20. Folded vending booklet of 20. Fourth format, called <i>Tape Stamps</i> or linerless coil stamps, will have limited distribution in coils of 100 at larger Post Offices and Postal Service stores.





### Holiday 2002 Publicity Tips

1. Use the sample news releases included in this kit or develop your own. Send the completed releases to local newspapers, and radio and television stations. Several days after mailing your release, follow up with a phone call to the local reporter, editor, or news director.
  2. Plan special events to get media attention. Special events could include:
    - Hosting a wrapping demonstration in the Post Office lobby.
    - Holding a Happy Holidays customer appreciation event to kick off the holiday mailing season. Feature gift ideas at the Post Office as well as mailing tips to avoid holiday glitches.
  3. Call local radio and television news and talk show producers. Offer to be a guest on programs airing before Christmas to discuss mailing deadlines, proper addressing and packaging, and the holiday gifts available at your Post Office and the new Postal Store online at [www.usps.com/shop](http://www.usps.com/shop).
  4. Invite radio and television to:
    - Conduct a "live remote" broadcast on December 16, the busiest mailing day.
    - Deliver mail with a carrier on December 18, the busiest delivery day of the year.
- Accompany employees on their routes, dressed as "Santa's helpers," delivering Express Mail items on Christmas Eve or Christmas Day (if applicable).
5. Provide reporters and editors with the handy Holiday 2002 Mailing Tips information in this kit (see page 15). Consider making copies of the Holiday 2002 Mailing Tips available to your Post Office lobby customers, as well.

### Holiday 2002 Season Outlook

- The domestic Christmas holiday mailing season begins after Thanksgiving and ends on December 31. We expect Americans to mail the same amount of cards, letters, and packages this year as last year, approximately 20 billion pieces.
- On an average day from October through December, the Postal Service receives about 100 million letters and cards nationwide. This number is expected to increase to 150 million a day from November 29 through December 31.
- The busiest mail day will be Monday, December 16. We expect to cancel more than 280 million cards and letters on that day. The busiest delivery day will be Wednesday, December 18.
- We don't have any suggested holiday mail deadlines for domestic mail. Our goal this holiday is to deliver holiday mail volumes at our normal year-round service levels.
- We want to encourage our customers to keep mailing — even at the last minute! However, we ask the general public to mail early to prevent a backup of mail during Christmas week.
- Again, to ensure delivery in time for the holidays, you might suggest that customers switch from Parcel Post® service to Priority Mail service on Saturday, December 14, and then switch to Express Mail service beginning Saturday, December 21.
- To move the large volumes of mail during the holiday season, we will add the following: a Holiday Network Hub with more than 40 supplemental airplanes dedicated entirely to moving the mail, as well as hundreds of added truck connections. We will also put more than 55 million more mail sacks and trays into service. Due to advances in mail processing technology, the number of holiday hires is expected to be minimal. The decision to hire holiday help is made locally.

## Holiday 2002 Mailing Tips

*Advice for customers on how to avoid glitches affecting delivery of their holiday mailings.*

### Addressing Tips

- Write, type, or print the complete address neatly.
- Always use a complete return address.
- Always provide complete address information, such as AVE, BLVD, and ST. Always use the apartment or suite number as well as the correct directional, such as N, W, and SW.
- Don't let an incorrect ZIP Code create a glitch in timely delivery of cards and letters. Local Post Offices and the Postal Service Web site — [www.usps.com](http://www.usps.com) — offer ZIP Code information. (For Post Offices covered by the National Call Centers, you can also publicize the toll-free number.)

### Packaging Tips

- Select a box that's strong enough to protect the contents. Leave space for cushioning inside the carton.
- Cushion the contents of the package with shredded or rolled newspaper, bubble wrap, or Styrofoam peanuts. Plain air-popped popcorn is also good for cushioning: it's inexpensive and environmentally friendly, and you can string leftover popcorn for holiday decoration.
- Always use tape that is designed for shipping, such as pressure-sensitive tape, nylon-reinforced craft paper tape, or glass-reinforced pressure-sensitive tape. Never use string or twine to secure a package.
- The only addresses on packages for mailing should be the delivery and return addresses.  
**Tip:** Place a return address label inside the package.
- Carefully pack glass and fragile hollow items, like vases, with newspaper or packing material to avoid damage due to shock. When mailing framed photographs, take the glass out of the frame and wrap it separately.
- Remove batteries from toys. Wrap and place them next to the toys in the mailing box.
- Packages that weigh at least 1 pound must be taken into the Post Office for mailing.

### Holiday 2002 Special Tips

- Save time by purchasing packaging materials, including boxes and padding materials at your local Post Office. Express Mail and Priority Mail boxes, envelopes, and tubes are free.
- Remove all former package markings and labels before reusing a box for mailing. The Post Office will not accept parcels if markings visibly indicate that the

box was used for shipping hazardous material. Wrapping boxes to cover markings is not sufficient. If the wrapping is damaged and markings become visible, the package will be returned to the mailer.

- Access the Postal Service's Web site — [www.usps.com](http://www.usps.com) — for postage calculations, Post Office locations, ZIP Code lookup, plus stamps and unique gifts at the Postal Store. (For Post Offices covered by the National Call Centers, you can also publicize the toll-free number.)
- Avoid waiting in line to purchase holiday stamps by using Stamps by Phone (800-STAMP-24), Stamps by Mail, postal vending machines, or go online to the Postal Store at [www.usps.com/shop](http://www.usps.com/shop).
- Express Mail service offers guaranteed delivery service 365 days a year, including all weekends and holidays. The overnight delivery money-back guarantee typically applies to local area delivery and for delivery to major metropolitan areas where timely air transportation connections are available. Express Mail service to all other areas is offered with a 2-day guarantee. While the Postal Service will accept items for Express Mail delivery on Christmas Day, customers are asked to check with their local Post Office for details. (Indicate Christmas Eve day hours or location of closest open office).
- For those traditional domestic procrastinators, we offer Priority Mail service, which gets packages to their destinations on average in 2–3 days. It's a great buy starting at \$3.85 for up to 1 pound. For \$13.65 for up to 8 ounces, we also have Express Mail service that gets mail to most major cities overnight.
- Want to know when your package was delivered? Delivery Confirmation™ service is available for Priority Mail and Parcel Post shipments. For a 45-cent fee, customers receive a tracking number and can retrieve delivery information through the Postal Service Internet address or a toll-free telephone number.
- Shopping online? Don't forget to request the best-value shipping solution, Priority Mail service, from your online retailer for all of your holiday gifts.

We offer 5 international service options based on speed and price. Delivery times are based on the number of business days specified for each service depending on origin and destination. For example, a package mailed from New York to Beijing will take longer than a package from New York to London.

- **2–3 days: Global Express Guaranteed™ service.** Customers who need guaranteed day-certain delivery, generally within 2–3 days, and need to track an item should take advantage of Global Express Guaranteed service. It's delivered to more than 200

countries with rates for documents starting at \$24.00 for 1/2 pound, with package rates starting at \$36.00 for 1 pound.

- **3–5 Days: Global Express Mail™ service.** For perfect balance between speed and price without having a need for a guaranteed delivery date, Global Express Mail service is the answer. Designed for delivery within 3–5 days to more than 190 countries, depending on distance, Global Express Mail service also has on-line tracking to more than 60 countries with prices starting at \$15.50 for 1/2 pound.
- **4–6 Days: Global Priority Mail® service.** For the look and feel of Global Express Mail service at a lower cost, Global Priority Mail service is designed to be delivered within 4–6 days to 51 major countries. The service is available in two attractive sized envelopes. Small envelope prices start at \$4.00 with large envelopes priced at \$7.00. Customers can also use their own packaging by adding the Global Priority Mail sticker. This service, restricted to items up to 4 pounds, receives priority handling.
- **4–7 Days: Global Airmail™ service.** Global Airmail service mails a standard letter or package and is delivered to virtually every country in the world and is designed to be delivered within 4–7 days for letters, and up to 10 days for parcels. Items travel by air and are delivered as First-Class Mail type mail. Special services that can be purchased include a return receipt for letter-post items, and insurance for Parcel Post items. Each item must be marked Airmail/Par Avion. Prices start at 60 cents for a 1-ounce letter and \$13.00 for a 1-pound parcel.
- **4–6 Weeks: Global Economy™ service.** And finally, for customers for whom cost is the issue rather than delivery time, Global Economy service is most economical. To most of the world that means transport by boat from the U.S. to the destination country. Once in the destination country, the item is moved by truck, rail, or other mode of surface transportation to the recipient. This service is designed to be delivered within 4–6 weeks. There is a 1-pound minimum weight rate for letters starting at \$2.70, and a 5-pound minimum weight rate for packages starting at \$15.25.

## Holiday 2002 News Releases

Type news releases (shown on pages 17–29) on Postal Service letterhead and double-space the text. The City/State on the first line should be from the site where the release originates.

## Area Public Affairs and Communications Managers

DEBRA HAWKINS  
MANAGER NORTHEAST AREA PAC  
6 GRIFFIN RD N  
WINDSOR CT 06006-9876

EARL ARTIS  
MANAGER SOUTHEAST AREA PAC  
225 NORTH HUMPHREY BLVD  
MEMPHIS TN 38166-0832

DAVID MAZER  
MANAGER PACIFIC AREA PAC  
7001 SOUTH CENTRAL AVE RM 364A  
LOS ANGELES CA 90052-9641

DAN DE MIGLIO  
MANAGER PACIFIC AREA PAC  
390 MAIN ST STE 200,  
SAN FRANCISCO CA 94105-8000

PAUL F. SMITH  
MANAGER (A) EASTERN AREA PAC  
615 CHESTNUT ST 15TH FLR  
PO BOX 40593  
PHILADELPHIA PA 19197-0593

DIANE TODD  
MANAGER NEW YORK METRO AREA PAC  
421 8TH AVE RM 5114  
NEW YORK NY 10199-9681

JIM MRUK  
MANAGER GREAT LAKES AREA PAC  
244 KNOLLWOOD DR 4TH FL  
BLOOMINGDALE IL 60117-2208

CESTA AYERS  
MANAGER (A) SOUTHWEST AREA PAC  
7800 N STEMMONS FREEWAY STE 450  
DALLAS TX 75247-4220

SCOTT BUDNY  
MANAGER WESTERN AREA PAC  
1745 STOUT ST STE 1075  
DENVER CO 80299-7500





# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## POST OFFICE READY TO MAKE THE HOLIDAYS MAGICAL

**[CITY, STATE]** — The **[CITY]** Post Office has prepared for your holidays and is ready to take care of the mailing needs of **[CITY]**'s residents this season.

"About 20 billion cards, letters and packages will be mailed nationwide between November 29 and December 31. This translates to about 150 million cards and letters a day, compared to 100 million on an average day," said Postmaster **[FULL NAME]**. "Here in **[CITY]**, we anticipate delivering an additional **[NUMBER]** pieces of cards, letters and packages during this time."

To move these large volumes of mail nationwide, the U. S. Postal Service has added more transportation, more equipment and, where needed, more temporary holiday employees **[IF APPLICABLE]**. With upgrades to mail processing technology, more handwritten cards and letters will be "read" and sorted by automation than ever before.

###



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## [CITY] POST OFFICE OFFERS TIPS TO ACCOMMODATE MAILERS

[CITY, STATE] — This year the [CITY] Post Office offers extended hours and new services designed to enhance the ease-of-use of Post Offices for customers mailing holiday items.

“We have a number of new options that will make the mailing experience at our Post Office fast and convenient for customers,” says [CITY] Postmaster [FULL NAME]. Illustrating the point, Postmaster [LAST NAME] offers the following list of “Holiday Helpfuls”:

### Special Hours, Deliveries and Conveniences

- To help customers this holiday season, we have earlier and later hours. **[List extended hours and any Sunday office hours. (For Post Offices covered by the National Call Centers, you can also publicize the toll-free number.)]**
- We accept all major debit and credit cards.

### Stamps Offer Selection With Ease

- We have a wide variety of self-adhesive *Holiday Celebrations* stamps, including the following:

<i>Eid</i>	Self-Adhesive pane of 20 (1 design)
<i>Kwanzaa</i>	Self-Adhesive pane of 20 (1 design)
<i>Hanukkah</i>	Self-Adhesive pane of 20 (1 design)

- The Gossaert *Madonna and Child* stamp from the *Christmas* series, and the *Snowmen* stamps (4 designs) from the *Holiday* series are available at Post Offices and other selected locations.
- Most holiday stamps are available at selected grocery stores, banks and various other locations. There is also a toll-free number, 800-STAMP-24, for ordering stamps. Stamps can also be ordered online from the Postal Store at [www.usps.com/shop](http://www.usps.com/shop).
- Priority Mail and Express Mail stamps are available for last-minute mailings.
- Forms to receive Stamps by Mail are available from letter carriers, and rural carriers can sell stamps on their route.

- more -

### Holiday Help

- Call the Post Office [**Provide number. For offices under the call center system, give the toll-free number**] or the holiday mail information [**if applicable**] for answers to questions about mailing options, best dates to mail and packaging pointers.
- The Postal Service's Web site — *www.usps.com* — is a Post Office that never closes. There, you can obtain advice, buy stamps, calculate postage, look up ZIP codes and perform virtually any transaction as a regular Post Office. From the home page, click *Shipping* to answer all your letter and package mailing needs.

“As these reminders illustrate,” Postmaster [**LAST NAME**] said, “the Postal Service has many options to help customers complete their holiday mailings with ease and greater convenience.”

# # #



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## POST OFFICE ASKS CUSTOMERS TO MAIL EARLY; MAKE YOUR HOLIDAYS MAGICAL

[CITY, STATE] — With the volumes of cards, letters and packages expected to mushroom with the countdown to the holidays, [CITY] Postmaster [NAME] advises customers to mail early. “Our goal is to deliver increased holiday mail volumes at our normal year-round service levels to make your holidays magical,” says [NAME]. “Although we have taken extra measures to handle the added volume, we are asking customers to mail early to avoid a backup of mail the last days before Christmas.”

U.S. Postal Service customers will bring nearly 20 billion mailpieces to Post Offices during the holiday season, which lasts from November 29 to December 31.

Postmaster [LAST NAME] said that customers can help speed Post Office transactions by providing retail clerks with full information on packages, such as requirements for insurance, delivery confirmation, and desired time for package arrival. Other helpful mailing tips to avoid glitches include:

- Write, type or print the delivery address neatly.
- Always use a return address.
- Always use complete address information, such as AVE, BLVD and ST. Use the apartment or suite number as well as correct directionals, such as N, W and SW.
- Don't let an incorrect ZIP Code delay delivery of cards and letters. Local Post Offices and the Postal Service Web site — [www.usps.com](http://www.usps.com) — offer ZIP Code information. **[For Post Offices covered by the National Call Centers, you can also publicize the toll-free number.]**
- Select a container that's strong enough to protect the contents. Leave space for cushioning inside the carton.
- Always use tape that is designed for shipping, such as pressure-sensitive tape, nylon-reinforced craft paper tape or glass-reinforced pressure-sensitive tape.
- Plain air-popped popcorn, shredded or rolled newspaper, bubble wrap or Styrofoam peanuts work well for cushioning package contents.
- The only addresses on packages for mailing should be the delivery and return addresses.

**Tip:** Place a return address label inside the package.

- more -

- Carefully pack glass and fragile hollow items, like vases, with newspaper or packing material to avoid damage due to shock. When mailing framed photographs, take the glass out of the frame and wrap it separately.
- Packages that weigh at least one pound must be taken into the Post Office for mailing.
- Access the Postal Service's Web site — *www.usps.com* — for postage calculations, the latest address information and unique gifts at the Postal Store.
- When writing to Santa, be sure to use a return address. Santa may write back. Also, when writing Santa, please don't place any cookies for Santa or hay for his reindeer as this can gum up our mail sorting equipment and delay delivery.

"The Holidays are here, and we want to make sure your mail flies like an eagle and is delivered on time. Just help us by mailing early," **[LAST NAME]** said.

# # #



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## CHILDREN TO SEND “WHOLE, WHOLE, WHOLE” LOTTA LETTERS TO SANTA Postal Service Offers Mailing Tips to Get Letters to the North Pole

[CITY, STATE] — Santa Claus has a lot in common with the United States Postal Service. Neither rain nor snow nor gloom of night keeps Santa from his appointed rounds at the homes of millions of children the world over. Of course, Santa’s been doing it a bit longer than we have. But since 1775, he’s relied almost exclusively on the Postal Service to bring him letters from girls and boys all across America.

This holiday season will be no different. The Postal Service is gearing up for a huge mail delivery to the North Pole to help Santa and his elves get ready for the big day.

### Getting Mail to Santa — Quickly and Safely

Santa’s asked us to share these easy tips with children and families to help their letters get to him as quickly and safely as possible:

- Children should ask their parents for help addressing and putting stamps on their letters. This can avoid misspellings, which can slow down letters, or using too much or too little postage.
- Like all mail, it’s important that letters to Santa include a complete return address.
- Santa enjoys candy canes and cookies and his reindeer enjoy fresh hay. But because these treats can be damaged or crushed when sent in a regular envelope, Santa says it’s better to leave them out on Christmas Eve than to mail them.
- No extra packaging material, such as string or tape, is needed on a letter to Santa. The glue on the envelope flap is all that’s needed.
- Letters to Santa — and other holiday mail — can be given to your letter carrier at your door, rather than placing it in a collection box or making a special trip to the Post Office. And, as always, families with curbside mailboxes can put their mail in their mailbox for pickup.

Following these helpful hints can keep letters to Santa moving as quickly as possible and avoid any delays.

- more -

### **Helping Santa Help Those in Need**

While Santa himself receives most of the letters addressed to him, some are sent to certified organizations and individuals who help those in need. This tradition began in 1912, when Postmaster General Frank H. Hitchcock authorized postmasters to share letters to Santa with local charities and others.

Many Santa letters will be answered by a variety of Santa's helpers — charitable organizations, employees of local Post Offices, and volunteers who simply want to help a child's holiday wishes come true.

Letters to Santa Claus are handled by local Post Offices, so policies may vary from city to city. Your local Post Office can tell you how your child's letter to Santa will be handled.

### **An American Tradition . . . for More Than Two Centuries**

That's the United States Postal Service. It's provided the people of America with trusted, secure and universal mail service since 1775. Delivering more than 207 billion pieces of mail each year to 135 million homes and businesses, the men and women of the United States Postal Service handle 46 percent of the world's mail volume. We deliver for you — and for Santa.

# # #



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## [NAME] POST OFFICE EXTENDS HOURS FOR THE HOLIDAY SEASON

[CITY, STATE] — The [CITY] Post Office, [ADDRESS], will extend its business hours for the 2002 holiday mailing season, says [CITY] Postmaster [FULL NAME].

The new hours will be from [LIST NEW HOURS] beginning [DATE] and continue through [DATE], [HE/SHE] said.

[IF APPLICABLE] "We will also be open on Sundays beginning [DATE] between the hours of [LIST TIMES]," Postmaster [LAST NAME] added.

Postmaster [LAST NAME] also reminds customers of other convenient service options such as Stamps by Mail, Stamps by Phone (800-STAMP-24) and the Postal Store on the Postal Service Web site at [www.usps.com/shop](http://www.usps.com/shop).

###





# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## MANY [CITY] POST OFFICES OPEN SUNDAY(S) THIS HOLIDAY SEASON

[CITY, STATE] — Time keeps on slipping for procrastinators who have not yet sent off holiday cards, letters and packages. “To help ease the last-minute holiday rush, a number of [CITY] area Post Offices will be open on Sunday(s), December [DATE(S)],” said [CITY] Postmaster [FULL NAME].

[IF APPLICABLE] “[CITY] Post Office(s) will be also be open on Sunday, Christmas Eve day, December 24, for regular customer service hours, and parcel pick up,” added Postmaster [LAST NAME]. (See attached list.) [If applicable, include information pertaining to other holiday celebrations, such as Hanukkah and Kwanzaa.]

To have last-minute holiday gifts and cards arrive on time, Postmaster [LAST NAME] advises customers to use guaranteed, overnight Express Mail service, which is delivered every day of the year — even Christmas Day.

Express Mail service offers guaranteed delivery service 365 days a year, including all weekends and holidays. The overnight delivery money-back guarantee typically applies to local area delivery, and for delivery to major metropolitan areas where timely air transportation connections are available. Express Mail service to all other areas is offered with a two-day guarantee.

While the Postal Service will accept items for Express Mail delivery on Christmas Day, customers are asked to check with their local Post Office for details.

### [List local plans for mail collection or processing on Christmas Eve]

[IF APPLICABLE] As a reminder, the [OFFICE NAME], [ADDRESS], is open every day of the year, including Christmas [LIST HOURS].

“Post Offices will be closed on Christmas Day,” [LAST NAME] added.

###

[The page attached to your press release should list the full schedule including operating hours of Post Offices open Sunday, and other special holiday hour information.]



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## BRING PACKAGES INTO LOCAL POST OFFICE FOR WEIGHING

[CITY, STATE] — The U.S. Postal Service remains an important part of a government service that strives to ensure the safety of the public and its employees, especially during the holidays, said [CITY] Postmaster [FULL NAME].

In order to avoid delays, as a reminder to [CITY] residents, special security rules put in place by the FAA still apply when mailing stamped packages that weigh one pound or more.

“Even if you’ve carefully calculated and applied the correct amount of postage, you must bring these packages to the Post Office for mailing,” [LAST NAME] said.

“Packages found in mail collection boxes, because of security guidelines, may be returned to the sender,” Postmaster [LAST NAME] explained. “The only exceptions are business packages and letters that use metered postage,” [HE/SHE] added.

“Packages for international destinations, including military APO and FPO addresses, have special Customs requirements and must also be mailed personally at the Post Office,” [LAST NAME] added.

In addition, [LAST NAME] reminds customers that all former package markings and labels must be removed before a box can be reused for mailing. Parcels cannot be accepted if markings visibly indicate that the box was used for shipping hazardous material. Wrapping boxes to cover markings is not sufficient. If the wrapping is damaged and markings become visible, the package will be returned to the mailer.

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# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## NEED GIFT IDEAS FOR THE HOLIDAYS? POST OFFICE IS A GREAT PLACE FOR "STOCKING" UP

[CITY, STATE] — We've all been through it. You have to buy a gift for the office grab bag. Your Uncle Ray unexpectedly sends you a gift, now you have to get one for him. You forgot to get something for the newspaper boy. And, it's that time of year again.

"Come to the Post Office," says Postmaster [FULL NAME]. "We have a variety of gift items for your holiday giving." A sampling of gift items available at the [CITY] Post Office include the following:

- **STAMPS** — a practical gift because everyone needs and uses them. Plus, with the variety of stamps, customers are sure to find a subject to fit the interests of the gift recipient.
- **MONEY ORDERS** — better than a gift certificate. They are safe and secure. Purchase any amount up to \$1,000. Fees are 90 cents for money orders up to \$500, and \$1.25 for up to \$1,000.
- **PREPAID FIRSTCLASS PHONECARDS** — make ideal gifts for college students, grandparents and small business owners.

Busy shoppers can go to the Postal Store online at [www.usps.com/shop](http://www.usps.com/shop) anytime to buy stamps and philatelic collectibles.

###



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## NEED POSTAGE STAMPS? TRY THESE ALTERNATIVES

[CITY, STATE] — Without a doubt, the holidays are the busiest time of the year for the Post Office. Customers are not only mailing their usual correspondence, they are often sending several packages, adding special services like insurance and asking clerks about different ways to mail. “Like any retailer this time of year, we have more customers with larger and more complex transactions,” says [CITY] Postmaster [FULL NAME]. For customers simply buying stamps, [LAST NAME] recommends several approaches to avoid the holiday lines.

- 60,000 Additional Stamp Locations. Beyond shopping on the web or visiting the nation’s 38,000 Post Offices, there are now 60,000 more locations to purchase stamps. Customers can obtain postage where they see “Buy Stamps Here” signs among 17,000 ATMs, and more than 40,000 supermarkets, drug stores and banks.
- Purchase from vending machines in Post Office lobbies. Many Post Offices provide 24-hour access to vending machines and offer stamps in different quantities and denominations. Plus, many areas have Postal Service vending machines in public areas like business parks, malls and grocery stores.
- Call 800-STAMP-24. Customers can place orders by phone, use a credit card and get stamps delivered to their door.
- Visit [www.usps.com](http://www.usps.com). Not only can customers order stamps at the Postal Store, they can look up ZIP Codes, calculate postage and get details on mailing options and special services.
- Order Stamps by Mail with forms available in Post Offices or from letter carriers.

“Getting everything you need to get done for the holidays can be a hassle. By providing alternate means to purchase stamps, the Post Office hopes to help customers avoid holiday hassles and glitches,” says [LAST NAME].

###



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## *Photo Opportunity*

### LETTER CARRIER "SANTAS" DELIVER ON CHRISTMAS DAY

[CITY, STATE] — Last-minute gifts shipped via Express Mail service will be delivered personally by a "Santa's Helper" on Christmas Eve (and/or) Christmas Day [IF APPLICABLE] again this year to customers living in [CITY], said [CITY] Postmaster [FULL NAME].

The tradition began 17 years ago when several U.S. Postal Service delivery employees decided to make working on the holiday more fun by donning Santa outfits and becoming "Santa-for-a-Day."

#### [TALK ABOUT LOCAL PROGRAM]

Express Mail service offers guaranteed delivery service 365 days a year, including all weekends and holidays. The overnight delivery money-back guarantee typically applies to local area delivery, and for delivery to major metropolitan areas where timely air transportation connections are available. Express Mail service to all other areas is offered with a two-day guarantee.

While the Postal Service will accept items for Express Mail delivery on Christmas Day, customers are asked to check with their local Post Office for details.

###

# Domestic Mail

## CORRECTION/DMM TRANSFORMATION

### Ordering Information for DMM 100

The article "DMM Transformation: Ordering Information for DMM 100" in Postal Bulletin 22088 (10-31-02, page 17), contained the incorrect NSN. The corrected NSN appears here in bold.

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 card-board 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 (TTOE):** 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](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 DR  
TOPEKA KS 66624-9702

Here's the information that you'll need to order DMM 100:

**PSIN:** DMM100  
**NSN:** **7610-05-000-5072**  
**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, 11-14-02*

## DMM REVISION

### Simplified Address Format for Letter-Size and Flat-Size Standard Mail and Periodicals

Effective November 14, 2002, *Domestic Mail Manual* (DMM) A040.1.0, A040.4.3, E230.3.3, M220.1.1, and M220.3.0 are revised to clarify the preparation requirements for letters and flats that use the simplified address format. Additionally, all congressional mailings using the simplified address format will use PS Tag 11, *Congressional Mail*, with the words "Postmaster — Open and Distribute" written on all containers to ensure appropriate handling through downstream Postal Service processes.

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

#### **Domestic Mail Manual (DMM)**

#### **A Addressing**

#### **A000 Basic Addressing**

\* \* \* \* \*

**A040 Alternative Addressing Formats**

**1.0 SIMPLIFIED ADDRESS**

\* \* \* \* \*

**1.2 Use—City Routes, P.O. Boxholders**

*[Revise 1.2 by deleting the last sentence in the first paragraph and replacing it with the following sentence:]*

\*\*\*The following also applies:

\* \* \* \* \*

**1.3 Mail Preparation**

*[Revise 1.3 to read as follows:]*

All pieces must be prepared in carrier route or 5-digit carrier route or carrier routes containers; 3-digit carrier route or carrier routes containers are not allowed. All flat-size pieces must be prepared in carrier route or 5-digit carrier sacks. All pieces for the same carrier route must be tied in packages of 50, so far as practicable, and each package must bear a facing slip showing desired distribution (e.g., 5-digit ZIP Code and route number). If the pieces are tied in quantities other than 50 each, the actual number must be shown on the facing slip. Delivery statistics for routes may be obtained as described in A930. Pieces in such mailings must also meet the following standards:

- a. All pieces must be in the same processing category.
- b. Pieces must be marked according to M012.
- c. Letter-size pieces must be prepared in trays, and flat-size pieces must be prepared in sacks under M220 or M620, as applicable.
- d. If selective distribution is desired, enough pieces must be presented to cover the route or routes selected.

*[Delete 1.4. Renumber current 1.5, 1.6, and 1.7 as new 1.4, 1.5 and 1.6, respectively.]*

\* \* \* \* \*

**4.0 CONGRESSIONAL FRANK**

\* \* \* \* \*

*[Renumber current 4.3 and 4.4 as new 4.4 and 4.5. Add new 4.3 to read as follows:]*

**4.3 Mail Preparation**

Mailers must prepare containers of mail using the simplified address format in the manner listed below:

- a. Containers of congressional frank mailpieces using the simplified address format must be prepared under A040.
- b. PS Tag 11, *Congressional Mail*, must be securely affixed to, and the words “Postmaster — Open and Distribute” must be written on, each sack or tray of

congressional mail to ensure adequate identification of the mail. On trays, the tag must be affixed to the end that bears the tray label.

\* \* \* \* \*

**E Eligibility**

\* \* \* \* \*

**E200 Periodicals**

**E230 Carrier Route Rates**

\* \* \* \* \*

**3.0 WALK-SEQUENCE DISCOUNTS**

\* \* \* \* \*

**3.3 Addressing Standards**

*[Revise item b to read as follows:]*

- b. Official matter, whether mailed under congressional frank or by certain government entities for delivery on a city route, may use the appropriate simplified address format described in A040.

\* \* \* \* \*

**M Mail Preparation and Sortation**

\* \* \* \* \*

**M200 Periodicals (Nonautomation)**

\* \* \* \* \*

**M220 Carrier Route Rates**

**1.0 BASIC INFORMATION**

**1.1 General Preparation Standards**

*[Add new item h to read as follows:]*

\* \* \* \* \*

- h. Pieces with a simplified address must meet the corresponding preparation standards in A040 and the eligibility standards in E215.

\* \* \* \* \*

**3.0 TRAY PREPARATION (LETTER-SIZE PIECES)**

*[Add text at end of section to read as follows:]*

\* \* \* \* \*

For trays that contain letter-size pieces with a simplified address prepared under A040, use “MAN” on Line 2 in place of “BC.”

\* \* \* \* \*

DMM REVISION

**Metal Strapping Materials on Pallets**

Effective November 14, 2002, the standards for securing pallets of mail, in *Domestic Mail Manual (DMM) M041*, whether an individual pallet of mail, a pallet composed of several individual pallets stacked to form a single unit, or a pallet with a pallet box containing mail, are revised by excluding the use of metal strapping or metal banding material. These revisions will also exclude metal buckles, seals, or other devices used to secure the ends of nonmetal strapping material used on pallets of mail. These revisions will not change current approved methods or other materials for securing the mail to pallets.

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

**Domestic Mail Manual (DMM)**

\* \* \* \* \*

**M Mail Preparation and Sortation**

**M000 General Preparation Standards**

\* \* \* \* \*

**M040 Pallets**

**M041 General Standards**

**1.0 PHYSICAL CHARACTERISTICS**

\* \* \* \* \*

**1.3 Securing Pallets**

*[Revise 1.3 to read as follows:]*

Except for stacked pallets under 3.1 and pallet boxes under 4.3, each loaded pallet of mail must be prepared to maintain the integrity of the mail and the entire pallet load during transport and handling using one of the following methods:

- a. Securing with at least two straps or bands of appropriate material. Wire or metal bands, straps, buckles, seals, and similar metal fastening devices may not be used.
- b. Wrapping with stretchable or shrinkable plastic.
- c. Securing with at least two straps or bands of appropriate material and wrapping with stretchable or shrinkable plastic. Wire and metal bands and straps, metal buckles, metal seals, and similar metal fastening devices may not be used.

\* \* \* \* \*

**3.0 STACKING PALLETS**

*[Revise the heading of 3.1 and the text of item d to read as follows:]*

**3.1 Physical Characteristics**

Pallets may be stacked two, three, or four tiers high if:

\* \* \* \* \*

- d. The stack of pallets is secured with at least two straps or bands of appropriate material to maintain the integrity of the stacked pallets during transport and handling. Wire or metal bands, straps, buckles, seals, and similar metal fastening devices may not be used. The stack of pallets may not be secured together with stretchable or shrinkable plastic.

\* \* \* \* \*

**4.0 PALLET BOXES**

\* \* \* \* \*

**4.3 Securing**

*[Revise the introductory text of 4.3 to read as follows:]*

Pallet boxes must be secured to the pallet with strapping, banding, stretchable or shrinkable plastic, or other material (wire or metal bands, straps, buckles, seals, and similar metal fastening devices may not be used) that ensures that the pallet can be safely unloaded from vehicles, transported, and processed as a single unit to the point where the contents are distributed with the load intact if:

\* \* \* \* \*

— *Mail Preparation and Standards, Pricing and Classification, 11-14-02*



DMM REVISION

**Realignment of Buffalo and Pittsburgh Postal Service Facilities for Deposit of DBMC Rate Standard Mail and Package Services Machinable Parcels**

Effective November 14, 2002, *Domestic Mail Manual* (DMM) E751.1.3, E752.2.3, L601, L602, and Exhibits E650.5.1 and E751.1.3 are revised to include changes to the standards governing the deposit of DBMC rate Standard Mail and Package Services machinable parcels at the Buffalo ASF and the Pittsburgh BMC.

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)**

\* \* \* \* \*

**E Eligibility**

\* \* \* \* \*

**E600 Standard Mail**

\* \* \* \* \*

**E650 Destination Entry**

\* \* \* \* \*

**5.0 DBMC DISCOUNT**

**Exhibit 5.1 BMC/ASF DBMC Rates**

*[Revise entries for the Buffalo ASF and Pittsburgh BMC entry facilities to read as follows:]*

\* \* \* \* \*

Eligible Destination ZIP Codes	Entry Facility
* * * * *	* * * * *
130–136, 140–149 [Except machinable parcels]	ASF BUFFALO NY 140
150–168, 260–266, 439–447 [Except machinable parcels]	BMC PITTSBURGH PA 15195
130–136, 140–168, 260–266, 439–447 [Machinable parcels only or machinable parcels combined with bedloaded nonmachinable parcels]	BMC PITTSBURGH PA 15195
* * * * *	* * * * *

\* \* \* \* \*

**5.5 Additional Standards for Machinable Parcels**

Additional standards for machinable parcels are as follows:

*[Revise item a by adding the phrase “except as shown in Exhibit 5.1” to the third sentence to explain when sortation of parcels to ASFs is optional to read as follows:]*

\* \* \* \* \*

- a. Destination BMC/ASF Containers. Machinable parcels palletized under M045 or sacked under M610 may be sorted to destination BMCs under L601 or to destination BMCs and ASFs under L601 and L602. When machinable parcels are sorted to both destination BMCs and ASFs under L601 and L602, they qualify for DBMC rates under 5.2. Except as shown in Exhibit 5.1, sortation of machinable parcels to ASFs is optional but is required for the ASF mail to be eligible for DBMC rates.\*\*\*

\* \* \* \* \*

**E700 Package Services**

\* \* \* \* \*

**E750 Destination Entry**

**E751 Parcel Select**

\* \* \* \* \*

**1.0 BASIC STANDARDS**

\* \* \* \* \*

**1.3 Definition**

For DBMC rates, pieces must meet the applicable standards in 1.0 through 6.0 and the following:

\* \* \* \* \*

*[Revise item b to read as follows:]*

- b. Except as provided in Exhibit 1.3, pieces deposited at each BMC or ASF must be addressed for delivery within the ZIP Code range of that facility.

\* \* \* \* \*

**Exhibit 1.3 BMC/ASF—PBBMC Rate Eligibility**

*[Revise entries for Buffalo ASF and Pittsburgh BMC entry facilities to read as follows:]*

Eligible Destination ZIP Codes	Entry Facility
* * * * *	* * * * *
130–136, 140–149 [Except machinable parcels]	ASF BUFFALO NY 140
150–168, 260–266, 439–447 [Except machinable parcels]	BMC PITTSBURGH PA 15195

Eligible Destination ZIP Codes	Entry Facility
130–136, 140–168, 260–266, 439–447 [Machinable parcels only or machinable parcels combined with bedloaded nonmachinable parcels]	BMC PITTSBURGH PA 15195
* * * * *	* * * * *

\* \* \* \* \*

**E752 Bound Printed Matter**

\* \* \* \* \*

**2.0 DESTINATION BULK MAIL CENTER (DBMC) RATES**

\* \* \* \* \*

**2.3 Presorted Machinable Parcels**

[Revise introductory text by adding the phrase “except as shown in Exhibit E751.1.3” to the third sentence to read as follows:]

Presorted machinable parcels in sacks or on pallets at all sort levels may claim DBMC rates. Machinable parcels palletized under M045 or sacked under M722 may be sorted to destination BMCs under L601 or to destination BMCs and ASFs under L601 and L602. Except as shown in Exhibit E751.1.3, sortation of machinable parcels to ASFs is optional but is required for the ASF mail to be eligible for DBMC rates.\*\*\*

\* \* \* \* \*

**L Labeling Lists**

\* \* \* \* \*

**L600 Standard Mail and Package Services**

**L601 BMCs**

\* \* \* \* \*

Use this list for:

[Revise items a, c, and e to read as follows:]

- a. Standard Mail machinable parcels except ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC.

\* \* \* \* \*

- c. Bound Printed Matter machinable parcels except ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC.

\* \* \* \* \*

- e. Parcel Post except for ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates and nonmachinable BMC Presort or OBMC Presort rate mail. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC. Nonmachinable parcels for the Buffalo ASF service area claimed at DBMC rates may be sorted to the Pittsburgh BMC if bedloaded and presented with machinable parcels.

\* \* \* \* \*

**L602 ASFs**

\* \* \* \* \*

Use this list for:

[Revise items a, c, and e to read as follows:]

- a. Standard Mail machinable parcels if ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC under L601.

\* \* \* \* \*

- c. Bound Printed Matter machinable parcels if ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC under L601.

\* \* \* \* \*

- e. Parcel Post machinable parcels if ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC under L601. Nonmachinable parcels for the Buffalo ASF service area claimed at DBMC rates may be sorted to the Pittsburgh BMC under L601 if bedloaded and presented with machinable parcels.

DMM REVISION

**Uniform Thickness for Automation Flats**

Effective November 14, 2002, *Domestic Mail Manual* (DMM) C200.3.0 and C820.7.0 are revised to reorganize and clarify the existing standards that apply to the uniformity of automation flats.

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)**

\* \* \* \* \*

**C Characteristics and Content**

\* \* \* \* \*

**C200 Periodicals**

\* \* \* \* \*

**3.0 MAILPIECE CONSTRUCTION**

\* \* \* \* \*

*[Renumber current 3.3 through 3.7 as new 3.4 through 3.8 and add new 3.3 to read as follows:]*

**3.3 Uniformity**

Automation compatible pieces must remain uniformly thick. Cover attachments, tabbed or glued half covers, flat surfaced ride-a-long enclosures, loose subscription materials, and flat surfaced enclosures of other classes may be included as long as the overall uniform thickness of the flat is maintained.

\* \* \* \* \*

**C800 Automation-Compatible and Machinable Mail**

\* \* \* \* \*

**C820 Flats**

\* \* \* \* \*

*[Revise the title of 7.0 to read as follows:]*

**7.0 UNIFORMITY AND EXTERIOR FORMAT**

*[Revise the title and text of 7.1 to read as follows:]*

**7.1 General Requirements**

A flat-size mailpiece prepared and claimed at automation rates must be uniformly thick. Each flat-size mailpiece must have a smooth and regular shape and be free of creases, folds, tears, or other irregularities not compatible with automated equipment. The exterior surface must not have protruberances caused by prohibited closures; attachments (except as provided below); irregularly shaped or distributed contents; or untrimmed excess material from the envelope, wrapper, or sleeve.

\* \* \* \* \*

**7.3 Contents**

*[Revise text of 7.3 to read as follows:]*

The contents of a flat-size mailpiece must remain uniformly thick so that the dimensions of the envelope, wrapper, or sleeve remain constant. If the contents are of irregular thickness or significantly smaller than the envelope, wrapper, or sleeve, those contents must be secured in place to prevent shifting within the wrapping during processing, and surrounded with loose packing material or padding to ensure that the mailpiece remains uniformly thick.

\* \* \* \* \*

*[Delete 7.4.]*

*[Renumber current 7.5 as new 7.4.]*

\* \* \* \* \*

— *Mail Preparation and Standards, Pricing and Classification, 11-14-02*

DMM REVISION

**Standard Mail Flats in Letter Trays**

Effective November 14, 2002, *Domestic Mail Manual* (DMM) M032.1.1, M032.2.4b, M033.1.2, M033.2.0, M130.1.0, M210, M210.1.1, M220, M220.1.1, M610.1.1, M610.4.5, M620.1.1, and M820.5.2 are revised to allow mailers to use letter trays rather than sacks when preparing and palletizing certain sizes of Standard Mail flat-size pieces. This option applies to Standard Mail flat-size pieces claimed at automation rates, as well as flat-size pieces

claimed at Enhanced Carrier Route rates. No more than 10 percent of a mailing job prepared under this option may be claimed at Presorted rates.

DMM M033.1.2 consolidates the long-standing local exception allowing nonpostal containers for small-volume presorted mailings from DMM M130.1.3, M210.1.1, M220.1.1, M610.1.1, and M620.1.1. Such mailings consist primarily of presort destination packages for local ZIP

Codes, weigh no more than 20 pounds in total, and require no Postal Service transportation for processing.

DMM M610.1.1 and M620.1.1 are also reorganized to present information in a logical sequence of eligibility, general mail preparation, specific mail preparation, and rate application.

### Purpose for Option

The length, height, and thickness of some Standard Mail flat-size pieces make packaging and sacking cumbersome for production systems used by many mailers and inefficient for automated mail processing systems used by the Postal Service. Small and thin flat-size pieces such as compact discs (CDs), especially when secured into packages and then sacked, are often subject to damage if the packages containing those pieces break apart in the sacks during transit. Similarly, extremely thick pieces — which can also be difficult to secure into proper presort destination packages — are prone to break apart in sacks.

Broken packages and damaged pieces occur with certain small automation rate flat-size pieces. Pieces meeting the physical dimensions and characteristics of both letter-size mail and automation flat-size mail, such as CDs or pieces exceeding letter-size dimensions only in thickness (i.e., more than 1/4-inch thick), can be damaged if prepared in sacks and the packages break during handling. These small flat-size pieces generally fit within the dimensional criteria for the flat sorting machine (FSM) 1000 or the newer automated flat sorting machine (AFSM) 100.

Packages of pieces that do not maintain their integrity during transportation to Postal Service plants and during certain mail processing operations can lower Postal Service productivity and increase handling costs. The Postal Service must redirect the broken packages, or, in some cases, the loose mail in sacks, to Manual Operations for additional processing. If packages lose their integrity while being processed on small parcel and bundle sorters (SPBSs), machine slowdowns and stoppages occur, and these packages must also be manually processed. This option should reduce the number of packages that might be subject to breakage.

### Tray Labeling

- As part of this preparation option, all current labeling standards for letter trays must be met for Standard Mail flat-size pieces placed in letter trays. These standards include the following:
- Tray labels must meet the standards in DMM M032.2.0 for paper stock, size, and color as well as all specifications for the label barcode and, for automation rate mail only, the zebra code. Sack labels and sack label barcodes may not be used on letter trays.
- The content line (Line 2) for the label must show “FLTS” as well as the other information appropriate for the content identifier number (CIN) shown in DMM Exhibit M032.1.3a. For example, the Line 2 information for CIN 572 for 5-digit automation rate Standard Mail flat-size pieces (normally packaged and placed in 5-digit sacks) remains “STD FLTS 5D BC.”
- The required barcode for the letter tray labels must contain the three elements specified in DMM M032.2.4, including the appropriate two-digit USPS processing code. This processing code must be used for Standard Mail flat-size pieces prepared in letter trays, regardless of the rate claimed for those pieces.
- Tray Dimensions
- Based on the wide range of sizes qualifying as automation rate flat-size mail — particularly at the lower end of the dimensions permitted for FSM 1000 automation compatibility — many of these pieces can easily fit within the interior bottom dimensions of a managed mail (MM) letter tray or, more frequently, an extended managed mail (EMM) letter tray as shown in the following table and in DMM M033.1.3:

Tray Type	Length (bottom) (inches)	Width (bottom) (inches)	Height (inches)
MM (1-foot)	10-1/4	10	4-5/8
MM (2-foot)	21	10	4-5/8
EMM (2-foot)	21-3/4	11-1/2	6-1/8

The preparation of Standard Mail flat-size pieces in letter trays, like sacks, must follow the sortation requirements and minimum required quantities in a container in order to minimize the impact on the number of containers handled by the Postal Service as well as to maintain presort and rate integrity. Each tray must be prepared under the same standards used for sacking and, in general, must contain at least 125 pieces or 15 pounds of pieces. Mailers must use as few trays as possible without jeopardizing rate eligibility.

### Current Authorized Mailers

To determine the feasibility of allowing flat-size Standard Mail in letter trays, particularly EMM trays, the Postal Service has, on a case-by-case basis, authorized mailers to prepare automation rate Standard Mail flat-size pieces in letter trays. The authorizations have generally been for 6-month periods and have been granted by the serving rates and classification service centers (RCSCs).

The preliminary use of this preparation method has given the Postal Service an opportunity to study how this change affects mail processing operations and how it provides any potential cost savings and service improvements to mailers.

In view of the long-term planning that most mailers use when setting up production lines and developing software programming to support their production lines, the Postal Service will allow mailers who currently are authorized to prepare Standard Mail flat-size pieces in letter trays to continue following the terms of their authorization letter issued by the serving RCSC. Those terms reflect the optional preparation standards presented in this DMM revision except for the tray labeling standards in revised DMM M032.2.4b.

The new labeling standards require not only the 5-digit ZIP Code destination of the tray (or the 3-digit ZIP Code prefix followed by two zeros) and the applicable 3-digit CIN, but also the applicable two-digit Postal Service processing code "01" or "07" after the ZIP Code and the CIN. The "01" code is generally used to indicate machinable and automation-compatible mail. The "07" code is generally used to indicate manual and nonmachinable mail.

Many of the currently authorized mailers are applying only the first eight digits (the destination ZIP Code and the CIN), not the full 10 digits required for the larger label used on letter trays. The 8-digit barcode, which was designed for the smaller sack label, creates additional handling for Postal Service plants that have deployed Tray Management Systems. The intelligent material handling equipment that makes up these systems relies on correct 10-digit barcodes for optimal automated tray processing. The Postal Service must therefore require the 10-digit barcode on all letter trays used for Standard Mail flat-size pieces.

Once a mailer's authorization expires, that mailer is expected to meet all the standards in this notice, including proper use of the 10-digit tray label barcode. If authorized mailers have concerns about the status of their authorizations, they should contact the supporting RCSC. Currently authorized mailers should begin planning to make any needed software changes to meet the standards for barcoded tray labels before the expiration of their authorizations.

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

**Domestic Mail Manual (DMM)**

	*	*	*	*	*
<b>M</b>	<b>Mail Preparation and Sortation</b>				
<b>M000</b>	<b>General Preparation Standards</b>				
	*	*	*	*	*
<b>M030</b>	<b>Containers</b>				
	*	*	*	*	*

**M032 Barcoded Labels**

**1.0 BASIC STANDARDS—TRAY AND SACK LABELS**

**1.1 Use**

*[Revise 1.1 to read as follows:]*

Exhibit 1.1 shows the types of mail requiring barcoded tray or sack labels.

Barcoded labels must meet these general standards:

- a. Barcoded tray labels and sack labels must not be interchanged. Tray labels must be used only for trays, and sack labels must be used only for sacks.
- b. Mailer-produced barcoded labels must meet the standards in M032.
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray or sack to prevent their loss during transport and processing.

*[Add new Exhibit 1.1 to read as follows:]*

**Required Barcoded Container Labels**

Exhibit 1.1

<b>Class of Mail</b>	<b>Rate or Type</b>	<b>Processing Category</b>
First-Class Mail	Automation rate	Letter-size, flat-size
	Co-packaged and co-trayed under M900	Flat-size
Periodicals	Automation rate	Letter-size, flat-size
	Co-packaged and co-sacked under M900	Flat-size
Standard Mail	Automation rate	Letter-size, flat-size
	Enhanced Carrier Route high-density and saturation letter rates	Letter-size (barcoded labels not required for letter-size pieces at nonletter rates)
	Co-packaged and co-sacked under M900	Flat-size
	Automation, Presorted, and Enhanced Carrier Route in letter trays under M033	Flat-size
Bound Printed Matter	Barcoded	Flat-size

\* \* \* \* \*

**2.0 ADDITIONAL STANDARDS—BARCODED TRAY LABELS**

\* \* \* \* \*

**2.4 Barcode**

The label barcode must meet these specifications:

\* \* \* \* \*

[Revise item b to read as follows:]

b. *Information.* The barcode must represent these three numeric elements:

- (1) The 5-digit ZIP Code destination of the tray. For a 3-digit tray destination, the 3-digit ZIP Code prefix is followed with two zeros.
- (2) The applicable 3-digit content identifier number (CIN) for the tray as shown in Exhibit 1.3a.
- (3) The applicable 2-digit USPS processing code:
  - (a) Code “01” is used for all automation rate and machinable letter-size pieces, for First-Class Mail automation rate flat-size pieces, and for First-Class Mail co-trayed automation rate and Presorted rate flat-size pieces. Code “01” is also used for certain Standard Mail flat-size pieces prepared in letter trays under M033: Standard Mail automation rate flat-size pieces and, if prepared in letter trays, co-packaged and co-sacked Standard Mail automation rate and Presorted rate flat-size pieces under M900.
  - (b) Code “07” is used for all other mail (e.g., manual and nonmachinable letter-size pieces). Code “07” is also used for certain Standard Mail flat-size pieces prepared in letter trays under M033: Enhanced Carrier Route Standard Mail nonautomation rate; Standard Mail Presorted rate; and Standard Mail merged carrier route, automation, and Presorted rates.

\* \* \* \* \*

**M033 Sacks and Trays**

**1.0 BASIC STANDARDS**

[Revise heading and text of 1.2 to read as follows:]

**1.2 Standard Containers**

Depending on the class of mail and processing category, mailings must be prepared in trays or sacks as shown in Exhibit 1.2 and under other applicable standards in this section. Containers for Package Services mail are

specified under the appropriate standards in M700. The following additional standards apply to Exhibit 1.2:

- a. Letter-size mail for other classes of mail not shown in Exhibit 1.2 may be prepared in letter trays, subject to applicable preparation standards.
- b. Palletized mail is also subject to M040.
- c. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or packages of mail for local ZIP Codes, and requires no USPS transportation for processing.

**Standard Containers**

Exhibit 1.2

Mail Class	Processing Category	USPS Container
First-Class Mail	Letter-size	Letter tray (with sleeve)
	Flat-size	Flat tray (with green lid)
	Parcel	Sack (green)
Priority Mail	Letter-size, flat-size, parcel	Sack (orange)
Periodicals	Letter-size	Letter tray (with sleeve)
	Flat-size, parcel (machinable and irregular), and letter-size not required in trays	Sack (brown)
Standard Mail	Letter-size	Letter tray (with sleeve)
	Flat-size under M033	Letter tray (with sleeve)
	Flat-size except under M033, parcel (machinable and irregular)	Sack (white)

\* \* \* \* \*

**2.0 FIRST-CLASS MAIL, PERIODICALS, AND STANDARD MAIL**

\* \* \* \* \*

[Re-number current 2.2 and 2.3 as new 2.3 and 2.4, respectively; add new 2.2 to read as follows:]

**2.2 Letter Tray Preparation—Standard Mail Flat-Size Pieces**

Standard Mail flat-size pieces may be prepared in letter trays instead of sacks only if the following standards are met:

- a. At least 90% of the mailing job must be claimed at automation rates or Enhanced Carrier Route rates. No more than 10% of the mailing job may be claimed at Presorted rates.

- b. Automation rate pieces must meet the applicable flat-size dimensions in C820. Presorted and Enhanced Carrier Route pieces must meet the flat-size dimensions in C050.
- c. The pieces must fit completely within the dimensions for height and the bottom dimensions for length and width specified in 1.3 for an MM letter tray or an EMM letter tray. The pieces must be upright and perpendicular to the length of the tray. Other applicable standards in 2.1 must also be met.
- d. Trays must bear tray-size labels that meet all applicable physical and barcode standards under M032, with Line 1 and Line 2 information as required for flat-size mail in sacks. Each label must contain a barcode as specified in M032.2.4 and the content identifier number required in Exhibit M032.1.3a for the same type of flat-size mail prepared in sacks.
- e. Trays must be palletized under M045.3.2, with pallet labels that identify the mail as flat-size pieces. Trays of letter-size pieces must not be placed onto pallets with trays of flat-size pieces.
- f. All other applicable standards in M610, M620, or M820 must be met, including required preparation sequence and the use of the sack minimums as tray minimums. The exception to packaging in M020 may be used.

\* \* \* \* \*

**M100 First-Class Mail (Nonautomation)**

\* \* \* \* \*

**M130 Presorted First-Class Mail**

**1.0 BASIC STANDARDS**

\* \* \* \* \*

*[Delete current 1.3. Renumber current 1.4 through 1.8 as new 1.3 through 1.7, respectively.]*

\* \* \* \* \*

**M200 Periodicals (Nonautomation)**

*[Revise heading of M210 to read as follows:]*

**M210 Presorted Periodicals**

**1.0 BASIC STANDARDS**

*[Revise heading of 1.1 to read as follows:]*

**1.1 General Preparation Standards**

*[Delete item 1.1. Renumber current 1.2 through 1.6 as new 1.1 through 1.5.]*

\* \* \* \* \*

*[Revise heading of M220 to read as follows:]*

**M220 Carrier Route Periodicals**

**1.0 BASIC INFORMATION**

**1.1 General Preparation Standards**

*[Delete item 1.1. Renumber current 1.2 through 1.6 as new 1.1 through 1.5.]*

\* \* \* \* \*

**M600 Standard Mail (Nonautomation)**

**M610 Presorted Standard Mail**

**1.0 BASIC STANDARDS**

**1.1 All Mailings**

*[Revise text to read as follows:]*

All mailings and all pieces in each mailing at Regular Standard Mail and Nonprofit Standard Mail nonautomation rates are subject to specific preparation standards in 2.0 through 5.0 and to these general standards (automation rate mailings must be prepared under M810 or M820):

- a. All pieces must meet the standards for basic eligibility in E610 and specific eligibility in E620. Nonprofit Standard Mail must meet the additional eligibility standards in E670.
- b. All pieces in each mailing must be in the same processing category as defined in C050, unless excepted by standard.
- c. All pieces must meet the applicable general preparation standards in M010, M020, and M030 and the following:
  - (1) Subject to the marking standards in M012, Regular Standard Mail pieces must be marked "Presorted Standard" (or "PRSRT STD") and Nonprofit Standard Mail pieces must be marked "Nonprofit Organization" (or "Nonprofit Org." or "Nonprofit"). Regular and Nonprofit Standard Mail pieces must not be marked "ECRLOT," "ECRWSH," "ECRWSS," "AUTO," "AUTOCR," or "Single-Piece" (or "SNGLP").
  - (2) Unless excepted by standard, letter-size pieces must be prepared in letter trays and flat-size pieces must be prepared in sacks or on pallets. Certain flat-size pieces may be prepared in letter trays under M033.
- d. All pieces in the mailing must meet the specific sortation and preparation standards in M610 or the palletization standards in M045. Flat-size pieces may be prepared under M900.

e. Sortation determines rate eligibility as specified in E620.

\* \* \* \* \*

**4.0 PREPARATION—FLAT-SIZE PIECES AND IRREGULAR PARCELS**

\* \* \* \* \*

**4.5 Required Sacking**

*[Revise introductory text to read as follows:]*

A sack, or a letter tray under M033, must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:\*\*\*

\* \* \* \* \*

**M620 Enhanced Carrier Route Standard Mail**

**1.0 BASIC STANDARDS**

**1.1 All Mailings**

*[Revise text to read as follows:]*

All mailings and all pieces in each mailing at Enhanced Carrier Route Standard Mail and Nonprofit Enhanced Carrier Route Standard Mail nonautomation rates are subject to specific preparation standards in 2.0 through 5.0 and to these general standards (Enhanced Carrier Route automation rate mailings must be prepared under M810.):

- a. All pieces must meet the standards for basic eligibility in E610 and specific eligibility in E630. Nonprofit Enhanced Carrier Route Standard Mail must meet the additional eligibility standards in E670.
- b. All pieces in each mailing must be in the same processing category as defined in C050, unless excepted by standard.
- c. All pieces must meet the applicable general preparation standards in M010, M020, and M030 and the following:
  - (1) Subject to the marking standards in M012, Enhanced Carrier Route Standard Mail pieces must be marked "Presorted Standard" (or "PRSRT STD"), and Nonprofit Enhanced Carrier Route Standard Mail pieces must be marked "Nonprofit Organization" (or "Nonprofit Org." or "Nonprofit"). All pieces must also be marked "ECRLOT" for basic rate, "ECRWSH" for high density rate, or "ECRWSS" for saturation rate.

(2) Unless excepted by standard, letter-size pieces must be prepared in letter trays and flat-size pieces must be prepared in sacks or on pallets. Certain flat-size pieces may be prepared in letter trays under M033.

(3) Pieces must be sequenced according to M050.

(4) Pieces with a simplified address format must meet the standards in A040.

d. All pieces in the mailing must meet the specific sortation and preparation standards in M620 or the palletization standards in M045. Flat-size pieces may be prepared under M900.

e. Sortation determines rate eligibility as specified in E630.

\* \* \* \* \*

**M800 All Automation Mail**

\* \* \* \* \*

**M820 Flat-Size Mail**

\* \* \* \* \*

**5.0 STANDARD MAIL**

\* \* \* \* \*

**5.2 Required Sacking**

*[Revise introductory text to read as follows:]*

A sack, or a letter tray under M033, must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:\*\*\*

\* \* \* \* \*

— Mail Preparation and Standards, Pricing and Classification, 11-14-02



## CLARIFICATION

**Periodicals Mail Entered at a Destination Area Distribution Center**

Periodicals Mail entered at a destination area distribution center (DADC) qualifies for the DADC rate and discount. The DADC rate and discount is limited to mail entered at the actual ADC (destination entry facility) as listed in L004 unless designated otherwise by the Postal Service. The addressed pieces must be for delivery to one of the 3-digit ZIP Codes served by the ADC facility where the mail is deposited. The DADC rate is applicable to the advertising pound portion, and the DADC discount is taken in the per-piece portion for each Outside-County addressed piece. Only one destination discount may be claimed for each addressed piece.

The DADC rate and discount do not apply in the following circumstances:

- Mail deposited at other than the actual ADC facility.
- Pieces not addressed to one of the 3-digit ZIP Codes served by the ADC.
- Pieces claimed at In-County rates.
- Mail entered at AMF/AMC facilities.

— *Mail Preparation and Standards, Pricing and Classification, 11-14-02*

**Holiday HAZMAT**

'Tis the season... to make this the safest and most successful holiday season ever for the Postal Service.

With the busy holiday season upon us, it is important to take a moment to reinforce some important points regarding hazardous materials that can be found in the mail, especially at this time.

Customers rely heavily on the Postal Service to safely and efficiently deliver their gifts to friends, business associates, and loved ones during this season and also to return packages after the holidays. It is important that every Postal Service employee take steps to ensure that holiday parcels known to or suspected to contain a hazardous material are properly handled.

Acceptance employees are required to ask the question "Does your parcel contain anything liquid, fragile, perishable, or potentially hazardous?"

During this festive and giving period the Postal Service handles an additional 20 billion pieces of parcels. While the vast majority of these packages contain nondangerous items, there is a small amount that has the potential to contain a material that has the ability to cause harm to employees and disrupt operations. When a parcel contains a hazardous material that is unacceptable for mailing or is improperly packaged, it is a concern to everyone.

At this time of year it is important to remember that hazardous materials can be found in a wide variety of common household and consumer products. *Holiday HAZMAT* can be found in:

- Shipments of liquor/wine/beer (nonmailable).
- Electronic equipment containing batteries.
- Cosmetics (perfumes, hair products, body and bath oils, etc.).

- Consumer products containing petroleum products such as, but not limited to, chain saws and string trimmers.
- Parcels bearing an ORM-D/ORM-D-Air marking. See examples on page 42.
- Food shipments preserved with dry ice.
- Parcels bearing a DOT hazard class 9 label. See example at the end of this article.
- Fireworks and sparklers (nonmailable).

Some items are not outwardly hazardous, but when packaged improperly can be mistaken for a dangerous item. Electronic toys/games, for instance, when shipped with the batteries in place can create an electromagnetic hazard that has the ability to interfere with airplane navigation equipment.

It is also common to encounter parcels that have been mailed in reused packaging that formerly contained hazardous materials. Postal Service employees are required to assume that markings or labels present on parcels indicate the actual contents of the parcel. It is acceptable to reuse boxes for mail shipments provided that the mailer has removed or completely obliterated all former HAZMAT package markings and labels. Merely crossing out a label or marking or writing the current contents on a box is insufficient to allow mailing. If any evidence of the former contents is visible, do not accept the parcel. The former markings and labels must be blotted out even if the parcel will be wrapped in paper for mailing, because if the wrapping becomes damaged during shipment, these markings will cause the package to be returned.

While it is not possible to list every type of hazardous material that could be reasonably expected to be found in

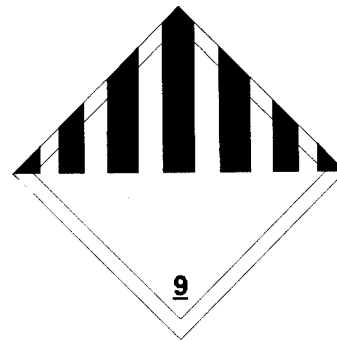
the mail, recognizing those parcels that are known to or suspected to contain a *Holiday HAZMAT* is crucial to safe operations.

If you suspect a parcel contains an identified/undeclared *Holiday HAZMAT*, immediately notify your supervisor. Under no circumstances should a parcel containing an undeclared HAZMAT be allowed to continue through processing. Process for delivery only *Holiday HAZMAT* parcels that meet the packaging and labeling requirements of the *Domestic Mail Manual* and Publication 52, *Hazardous, Restricted, and Perishable Mail*.

Responsibility for properly packaging and labeling a *Holiday HAZMAT* ultimately rests with the mailer. However, by being alert and able to recognize HAZMAT parcels, we can all do our part to make this a successful holiday season for the Postal Service.

If you have any questions regarding the mailability of any material, contact your local Business Mail Acceptance Unit (BMEU) or Rates and Classification Service Center (RCSC). Packaging and labeling requirements for HAZMAT can be found in the following Postal Service documents:

- *Domestic Mail Manual C023.*
- *Publication 52, Hazardous, Restricted, and Perishable Mail.*
- *International Mail Manual (IMM).*



# 2002 International and Military Mail Recommended Christmas Mailing Dates

To ensure delivery of Christmas cards and packages to military APO/FPO addresses overseas and to international addresses, we suggest that mail be entered by the recommended mailing dates listed below. Why not beat the last-minute rush and bring your mail to your U.S. Post Office by these suggested dates!

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

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

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

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

**Please Post on All Bulletin Boards.**

— International Network Operations,  
Network Operations Management, 11-14-02

CUT ALONG DOTTED LINE





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### Overseas Military Mail

Mail addressed to or from military post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The APO/FPO table below outlines these conditions by APO/FPO ZIP Codes through the use of footnoted mailing restrictions codes (see the Restrictions page following the table).

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

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

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

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

### Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09111	Close	Immediately	B-B1-C-D-U
APO AE 09454	Add V	Immediately	B-B1-C-C1-U-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	09096	B-B1-C-D-U	09185	B-B1-C-D-U	09311	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09009	B-B1-C-D-U	09098	B-B1-C-D-U	09186	B-B1-C-D-U	09314	B-B1-C-F-V
09012	B-B1-C-D-U	09099	B-B1-C-D-U	09211	B-B1-C-D-U	09316	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09013	B-B1-C-D-U-Z1	09100	B-B1-C-D-U	09212	B-B1-C-D-U-V	09317	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09014	B-B1-C-D-U	09102	B-B1-C-D-U	09213	B-B1-C-D-U	09318	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09021	B-B1-C-D-U	09103	B-B1-D-U	09214	B-B1-C-D-U	09321	A-B-B1-C1-E3-F-H1-M-N-R-R1-V-Z1
09028	B-B1-C-D-U	09104	B-B1-C-D-U	09225	B-B1-C-D-U	09340	A-B-B1-C1-F-R-V
09031	B-B1-C-D-U	09107	B-B1-C-D-U	09226	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	09110	B-B1-C-D-U	09227	B-B1-C-D-U	09349	A-B-B1-C-C1-D-E2-F-F1-H-I-M-N-R-R1-V-Z-Z1
09034	B-B1-C-D-U	09112	B-B1-C-D-U	09229	B-B1-C-D-U	09350	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09036	B-B1-C-D-U	09114	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
09042	B-B1-C-D-U	09123	B-B1-C-D-U	09244	B-B1-C-D-U	09352	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09045	B-B1-C-D-U	09126	B-B1-C-D	09245	B-B1-C-D-U	09353	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09046	B-B1-C-D-U	09128	B-B1-C-D-U	09250	B-B1-C-D-U	09354	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09050	B-B1-C-D-U	09131	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
09053	B-B1-C-D-U	09136	B-B1-C-D	09262	B-B1-C-D-U	09356	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09054	B-B1-C-D-U	09137	B-B1-C-D-U	09263	B-B1-C-D-U	09360	B-B1-V
09056	B-B1-C-D-U	09138	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
09058	B-B1-C-D-U	09139	B-B1-C-D	09265	B-B1-C-D-N-U		
09059	B-B1-C-D-U	09140	B-B1-C-D-U	09266	B-B1-C-D-U		
09060	B-B1-C-D-U	09142	B-B1-C-D-U	09267	B-B1-C-D-U		
09063	B-B1-C-D-L-U	09143	B-B1-C-D-U	09302	B-B1-E2-F-H1-R-R1-U2-V-Z1		
09067	B-B1-C-D-U	09154	B-B1-C-D-U	09303	B-B1-E2-F-H1-R-R1-U2-V-Z1		
09069	B-B1-C-D-U	09165	B-B1-C-D-U	09304	B-B1-E2-F-H1-R-R1-U2-V-Z1		
09074	B-B1-C-D-U	09166	B-B1-C-D-U	09305	B-B1-E2-F-H1-R-R1-U2-V-Z1		
09076	B-B1-C-D-U	09169	B-B1-C-D-U	09309	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	09310	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1		
09081	B-B1-C-D-U	09173	B-B1-C-D-U				
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				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09362	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09568	B-V	09707	B-B1-C-N-U-V	09836	A-B-B1-C-F-M-V-Z1
09363	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09569	B-V	09708	B-B1	09837	B-B1-V-Z1
09364	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09570	B-V	09709	B-B1-F1	09838	B-B1-V-Z1
09365	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09573	B-V	09710	B-B1-C-C1-F1-M-R-R1-U	09839	A-B-B1-U-V-Z1
09366	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09574	B-V	09711	B-B1-F1-Z1	09841	A-B-B1-U-Z1
09395	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09575	B-V	09713	B-B1-C-F1	09842	A-B-B1-Z1
09396	A-B-B1-F-V	09576	B-V	09714	B-B1-C-C1-F1-M-R-R1-U	09844	A-B-B1-U-V-Z1
09409	B-B1-C-C1-U-V	09577	B-V	09715	B-B1-F1	09852	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09420	B-B1-C-C1-U	09578	B-V	09716	B-B1-C-D-N-U-V	09853	B-B1-E2-F-H1-R-R1-U2-V-Z1
09421	B-B1-C-C1-U	09579	B-V	09717	B-B1-M-W	09855	B-B1-E2-F-H1-R-R1-U2-V-Z1
09447	B-B1-C-C1-U-V	09581	B-V	09718	B-B1-F-I-N-U-V	09858	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
<b>09454</b>	<b>B-B1-C-C1-U-V</b>	09582	B-V	09720	B-B1-U-V	09865	A-B-B1-V-Z1
09456	B-B1-C-C1-U	09586	B-V	09721	B-B1-N-U-Z1	09868	A-B-B1-U-V-Z1
09459	B-B1-C-C1-U	09587	B-V	09722	B-B1-C-D-N-U-V	09871	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09461	B-B1-C-C1-U	09588	B-V	09723	B-B1-N-U-V-Z1	09880	B-B1-E2-F-H1-R-R1-U2-V-Z1
09463	B-B1-C-C1-U	09589	B-B1-V	09724	B-B1-C-C1-F1-M-R-R1-U	09882	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09464	B-B1-C-C1-U	09590	B-V	09725	B-B1-C	09888	B-B1-E2-F-H1-R-R1-U2-V-Z1
09466	B-B1-C-C1-U	09591	B-V	09726	B-B1-N-U	09889	B-B1-E2-F-H1-R-R1-U2-V-Z1
09468	B-B1-C-C1-U	09593	B-V	09728	B-B1-C	09890	B-B1-E2-F-H1-R-R1-U2-V-Z1
09469	B-B1-C-C1-U	09594	B-V	09732	B-B1-N-V-Z1	09892	A-B-B1-F-N-R-R1-V-Z1
09470	B-B1-C-C1-U	09595	B-V	09733	B-B1-I-V	09898	B-B1-E2-F-H1-I-R-R1-U2-V-Z1
09494	B-B1-C-C1-U	09596	B-V	09735	B-B1-N-V-Z1	34002	B-B1-N-U-Z1
09496	B-B1-C-C1-U-V	09599	B-V	09737	A-B-B1-C-E1-N	34020	B-B1-M-N-V-Z1
09498	B-B1-C-C1-U	09601	B-B1-C-F-F1-U	09777	A-B-B1-C-E1-N	34021	B-M-N-V-Z1
09499	B-B1-C-C1-U	09602	B-B1-C-F-F1-N-U	09779	A-B-B1-F-R-V	34022	B-B1-D-F-M-N-V-Z1
09501	B-V	09603	B-B1-C-F-F1-U	09780	A-B-B1-F-R-V	34023	B-B1-M-N-V-Z1
09502	B-V	09604	B-B1-C-F-F1-U	09788	A-B-B1-F-R-V	34024	B-B1-M-N-V-Z1
09503	B-V	09609	B-B1-C-F-U	09789	A-B-B1-F-R-V	34025	B-B1-F-N-U-V-Z1
09504	B-V	09610	B-B1-C-F-U	09790	A-B-B1-C1-F-R-V	34030	B-B1-M-N-V-Z1
09505	B-V	09611	B-B1-C-F-U	09791	A-B-B1-C1-E1-F-M-N-R-V	34031	B-B1-M-N-V-Z1
09506	B-V	09612	B-B1-C-F-U	09793	A-B-B1-F-R-V	34032	B-M-N-V-Z1
09507	B-V	09613	B-B1-C-F-U-V	09797	B-B1-C-D-P-V	34033	B-C-F-M-N-V-Z1
09508	B-V	09617	B-B1-C-F-U	09803	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34034	B-B1-M-N-V-Z1
09509	B-V	09618	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
09510	B-V	09619	B-B1-C-F-U	09812	B-B1-E2-E3-F-F1-I-N-R-U-V-Z1	34036	B-M-N-V-Z1
09511	B-N-V-Z	09620	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
09517	B-V	09621	B-B1-C-F-U	09819	A-B-F-P-V-Z1	34038	B-B1-M-N-V-Z1
09521	B-V	09622	B-B1-C-F-U	09821	A-B-F-V-Z1	34039	B-N-V-Z1
09524	B-V	09623	B-B1-C-F-U	09822	A-B-F-V-Z1	34040	B-V-Z1
09532	B-V	09624	B-B1-C-F-U	09823	A-B-F-V-Z1	34041	B-B1-M-N-U-V-Z1
09534	B-V	09625	B-B1-C-F-U	09824	A-B-F-V-Z1	34042	B-B1-D-F-M-N-V-Z1
09542	B-V	09626	B-B1-C-F-U	09826	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34043	B-B1-D-F-M-N-V-Z1
09543	B-V	09627	B-B1-C-F-U	09827	A-B-F-Z1	34050	B-V
09545	B-V	09628	B-B1-C-F-F1-U-V	09828	B-N-V-Z1	34051	B-V-Z1
09549	B-V	09630	B-B1-C-F-U-V	09830	B-B1-C-N-Z1	34053	B-V-Z1
09550	B-V	09631	B-B1-C-F-U	09831	B-B1-F-N-U-V-Z1	34055	B-N-V-Z1
09554	B-B1-V	09633	B-B1-C-F-U	09832	B-B1-U1-V-Z1		
09556	B-V	09636	B-B1-C-F-U	09833	B-B1-U1-V-Z1		
09557	B-V	09638	B-B1-C-E2-F-U-V	09834	B-B1-V-Z1		
09564	B-V	09642	B-B1-N-U	09835	A-B-B1-V-Z1		
09565	B-V	09643	B-B1-U				
09566	B-V	09644	B-B1-U				
09567	B-V	09645	B,U				
		09647	B-B1-N-U				
		09648	B-B1-N-U-V-Z1				
		09649	B-B1-U				
		09703	B-B1-C-F1				
		09704	B-B1-C-D-V				
		09705	B-B1-U				
		09706	B-B1-C-U-V				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
34058	B-B1-V-Z1	96297	A-B-B1-U	96507	A-B-F-V	96613	B-B1-C1-E2-F-H1-I-R1-U2-V-Z1
34071	B-I-M-N-V-Z	96306	B-B1-F-F1-F2-M-W	96511	B-B1-I-N-V		
34076	B-B1-F1-N-V-Z1	96309	B-B1-M-V-W	96515	B-B1-F	96614	B-B1-C1-E2-F-H1-I-R1-U2-V-Z1
34078	B-B1-F1-N-V-Z1	96310	B-B1-M-W	96517	B-B1-F-U3-V		
34079	B-B1-F1-N-V-Z1	96311	B-B1-M-W	96518	B-B1-V	96615	B-V
34090	B-V	96313	B-B1-F-F1-F2-M-W	96520	B-F-U3-V	96617	B-V
34091	B-V	96319	B-B1-M-W	96521	B-F-N	96619	B-V
34092	B-V	96321	B-B1-F-F1-F2-M-W	96522	B-F-N-U	96620	B-V
34093	B-V	96322	B-B1-F-F1-F2-M-W	96530	A-B-B1-H-M-N-U-V	96621	B-V
34095	B-V	96323	B-B1-M-V-W	96531	B-B1-H-M-U-V	96622	B-V
34098	B-V	96326	B-B1-M-W	96534	A-B-F	96623	B-V
34099	B-V	96328	B-B1-M-W	96535	A-B-B1-F-V	96624	B-V
96201	A-B	96330	B-B1-M-W	96536	B-B1-V	96628	B-V
96202	A-B1-U-V	96336	B-B1-M-V-W	96537	B-B1-V	96629	B-V
96203	A-B	96337	B-B1-M-W	96538	B-B1-V	96634	B-V
96204	A-B-B1	96338	B-B1-M-W	96540	B-B1-V	96635	B-V
96205	A-B-B1-U	96339	B-B1-M-V-W	96541	B-B1-V	96643	B-V
96206	A-B-B1-U	96343	B-B1-M-W	96542	B-B1-V	96657	B-V
96207	A-B-B1-V	96347	B-B1-F-F1-F2-M-W	96543	B-B1-P-V	96660	B-V
96208	A-B-B1-U	96348	B-B1-F-F1-F2-M-W	96544	B-F-U3	96661	B-V
96212	A-B-B1-U	96349	B-B1-F-F1-F2-M-W	96546	B-F-U3	96662	B-V
96213	A-B-B1-U	96350	B-B1-F-F1-F2-M-W	96548	A-B-B1-H-M-U	96663	B-V
96214	A-B-B1-U	96351	B-B1-F-F1-F2-M-W	96549	A-B-B1-H-M-U	96664	B-V
96215	A-B-B1-U-V	96362	B-B1-F-F1-F2-M-W	96550	Not Active	96665	B-V
96217	A-B-B1-U-V	96365	B-B1-M-V-W	96551	A-B-B1-H-M-U	96666	B-V
96218	A-B-B1-U	96366	B-B1-L-M-W	96553	A-B-B1-H-M-N-U-V	96667	B-V
96219	A-B-B1-U-V	96367	B-B1-M-W	96554	A-B-B1-H-M-U	96668	B-V
96220	A-B-B1-U-V	96368	B-B1-M-W	96555	B-B1-F-M-V	96669	B-V
96221	A-B-B1-U-V	96370	B-B1-F-F1-F2-M-W	96557	B-B1-F-M-V	96670	B-V
96224	A-B-B1-U	96372	B-B1-M-W	96558	B-V	96671	B-V
96251	A-B-B1-U	96373	B-B1-M-W	96559	B-B1-V	96672	B-V
96257	A-B-B1-U	96374	B-B1-M-W	96598	B-B1-V	96673	B-V
96258	A-B-B1-U	96375	B-B1-M-W	96599	B-B1-V	96674	B-V
96259	A-B-B1-U	96376	B-B1-M-W	96601	B-V	96675	B-V
96260	A-B-B1-U	96377	B-B1-M-W	96602	B-V	96676	B-V
96264	A-B-B1-U	96378	B-B1-M-W	96603	B-V	96677	B-V
96266	A-B-B1-U	96379	B-B1-M-W	96604	B-V	96678	B-V
96267	A-B-B1-U-V	96384	B-B1-M-W	96605	B-O-V	96679	B-V
96269	A-B-B1-U	96386	B-B1-M-W	96606	B-V	96681	B-V
96271	A-B-B1-U	96387	B-B1-M-W	96607	B-V	96682	B-V
96275	A-B-B1-V	96388	B-B1-M-W	96608	B-V	96683	B-V
96276	A-B-B1	96401	B-B1-F-V	96609	B-V	96684	B-V
96278	A-B-B1-U	96403	A-B-B1-M-N-U-V	96610	B-V	96686	B-V
96283	A-B-B1-U	96405	B-B1-F-V-Z1	96611	B-V	96687	B-V
96284	A-B-B1-U-V	96490	B-B1-V	96612	B-V	96698	B-V

## RESTRICTIONS

### LEGEND

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

PS Form 2976-A, *Customs Declaration and Dispatch Note*

AAFES	= Army and Air Force Exchange Service
APO	= Army/Air Force Post Office
Box R	= Retired military personnel
FPO	= Fleet Post Office
DMM	= <i>Domestic Mail Manual</i>
MOM	= Military Ordinary Mail
MPO	= Military Post Office
PAL	= Parcel Airlift
PSC	= Postal Service Center
SAM	= Space Available Mail
USDA	= United States Department of Agriculture

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

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

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

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

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

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

**C.** Cigarettes and other tobacco products are prohibited.

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

**D.** Coffee is prohibited.

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

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

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

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

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

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

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

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

**H1.** Pork or pork by-products are prohibited.

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

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

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

**I1.** This restriction does not apply to registered mail.

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

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

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

**L.** All official mail is prohibited.

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

**N.** Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



# Employees

*ELM REVISION*

## Employee Assistance Program

Effective November 14, 2002, *Employee and Labor Relations Manual* (ELM) is revised to reflect policy changes to the Employee Assistance Program.

We will incorporate these revisions into the printed version of ELM Issue 18 and into the online ELM available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim/>; click on *Manuals*.

### **Employee and Labor Relations Manual (ELM)**

\* \* \* \* \*

#### **8 Safety and Health**

\* \* \* \* \*

#### **870 Employee Assistance Program**

#### **871 Introduction**

#### **871.1 Purpose**

\* \* \* \* \*

#### **871.12 Alcohol or Drug Abuse**

\* \* \* \* \*

*[Revise the last sentence of 871.12 by changing the "the program" to "EAP," to read as follows:]*

\*\*\*EAP is not intended to alter or amend any of the rights or responsibilities of postal employees or of the Postal Service itself.

#### **871.2 Definitions**

\* \* \* \* \*

*[Delete item c and reletter existing items d through i as new items c through h.]*

\* \* \* \* \*

*[Add the following sentence to the end of relettered item g:]*

g. \*\*\*If a reasonable period of time has elapsed since a previously disclosed self-referral, the manager or supervisor may, at his or her discretion, approve an additional on-the-clock session.

\* \* \* \* \*

#### **871.3 Policy**

\* \* \* \* \*

#### **871.33 Confidentiality**

*[Add the following sentence to the end of 871.33:]*

\*\*\*EAP records may not be placed in an employee's official personnel file (OPF).

#### **871.34 Reasonable Access**

*[Revise 871.34 to read as follows:]*

The contractor providing counseling must endeavor to provide confidential counseling facilities within a reasonable driving distance from the employee's work site or home. While it is desirable to provide ready accessibility to face-to-face EAP counseling, areas exist where it is not possible to do so. Counselors may offer telephone counseling or request that the employee travel to the counselor's office. Reasonable hours and days, including coverage of all three tours will be set as mutually agreed to between the EAP consultant and the HR manager. Counselors may adjust their schedules to respond to crisis situations and to meet other needs including, but not limited to, the provision of education sessions, and facility visits.

#### **871.35 Scheduling**

*[Revise 871.35 to read as follows:]*

An employee's first visit to EAP is on the clock, whether the visit is initiated by management, the union representative, or the employee, unless the employee prefers to visit the EAP unit on his or her own time. Subsequent consultations are on the employee's own time. If a reasonable period of time has elapsed since a management referral or a previously disclosed self-referral, the manager or supervisor may, at his or her discretion, approve an additional on-the-clock session.

### **872 Program Elements**

#### **872.1 Education**

*[Revise 872.1 by replacing the word "seminar" with "information" in the first sentence and by deleting the last sentence, to read as follows:]*

EAP counselors and/or subcontract counselors must provide information periodically for all Postal Service employees so that they may become aware of the EAP services as well as the various personal problems that can affect job performance or conduct.

**872.2 Problem Identification, Referrals, and Evaluation**

**872.21 Patterns of Behavior and Work Performance Problems**

*[Revise 872.21 to read as follows:]*

Certain patterns of behavior and/or work performance can be indicative of problems affecting the employee. Deterioration in attendance, appearance, conduct, ability, or any combination of these factors may signal that the employee is experiencing a personal problem that may affect his or her job performance. These problems may include gambling, substance abuse, emotional stress, or marital problems.

**872.22 Referrals to EAP**

**872.221 Management Referrals**

*[Revise 872.221 to read as follows:]*

If a supervisor or manager observes the characteristics listed in 872.21, or has some other reason to believe that the EAP could provide needed assistance to an employee, he or she may refer the employee to the EAP. The referral must be in writing and addressed to the EAP. The supervisor or manager should not attempt to diagnose the perceived problem. The employee has the option to refuse the referral, and the employee cannot be disciplined for non-compliance. The counselor should contact the supervisor in the event the employee did not appear for an on-the-clock-scheduled appointment.

**Exception:** In instances when there is a Last Chance Agreement, or when the employee has signed a settlement agreement requiring EAP participation, the employee can be disciplined for noncompliance within the terms of the agreement.

**872.222 Referrals From Others**

*[Revise 872.222 to read as follows:]*

Fellow employees, union representatives, management association representatives, medical personnel, family members, or judicial and social service agencies may refer employees to the EAP.

**872.223 Self-Referrals**

*[Delete the words "service provider responsible for their installation" from 872.223 to read as follows:]*

Employees who desire assistance with a substance abuse or other personal problem are encouraged to seek such assistance directly by personally contacting the EAP.

\* \* \* \* \*

**872.23 Problem Evaluation**

*[Revise 872.23 to read as follows:]*

EAP counseling staff provide assessment services and arrange counseling for employees or family members or refer them to appropriate treatment resources.

**872.3 Recovery Counseling and Resources**

**872.31 EAP Counseling Units**

*[Revise 872.31 to read as follows:]*

EAP units are staffed by EAP professionals trained to counsel and provide referral services to individuals who seek their assistance. Postal EAP units are not equipped to provide detoxification or drug rehabilitation assistance, but they do make use of referral programs and other treatment facilities for these problems. To provide convenient, ready access to EAP counseling services for all Postal Service employees and their family members, a network of similarly qualified and capable affiliate counselors also provide EAP counseling services at other locations.

**872.32 Residential and Community Resources**

*[Delete the word "wide" from the first sentence in 872.32 to read as follows:]*

A variety of other outside programs and treatment facilities are available to be recommended to employees and family members.\*\*\*

**872.4 Follow-Up**

\* \* \* \* \*

**872.42 Discontinuance of Participation**

*[Delete the word "the" in 872.42 to read as follows:]*

Whether an employee opts to continue or discontinue participation in EAP counseling, he or she is still responsible for maintaining prescribed job performance standards.

**872.43 Return to Work**

*[Revise the last two sentences of 872.43 to read as follows:]*

\*\*\*After participating in the rehabilitative program, Postal Service medical personnel or a contract physician must examine the employee and make a recommendation to management about his or her ability to return to work. The installation head determines whether to return the employee to duty.

**872.5 Program Evaluation**

*[Delete sections 872.52 and 872.53.]*

**873 Reinstatement of Recovered Employees**

**873.1 Policy**

**873.11 Consideration of Request**

*[Revise 873.11 to read as follows:]*

Requests for reinstatement from recovered employees should be given serious consideration, because the experience gained during postal employment might be a valuable asset.

**873.12 Consideration of Other Factors**

*[Revise 873.12 to read as follows:]*

In reviewing reinstatement requests, local management must consider the former employee's postal work history and the nature of the charges that led to removal or resignation, as well as the eligibility factors set forth in ELM 873.2 and in Handbook EL-312, *Employment and Placement*. Exceptions to reinstatement consideration are made whenever the former employee's record reflects either a criminal conviction or pending criminal charges. In the latter instance, circumstances outlined in Handbook EL-312 must be followed. In addition, exceptions to reinstatement consideration are made when an employee has been removed from the Postal Service for theft of mail or postal property, possession and/or sale of drugs while on duty, fraud against the Postal Service, and/or assaults or threats against postal personnel.

**873.2 Eligibility**

**873.21 Procedures**

Reinstatement of an individual, whose removal or resignation from the Postal Service is related to alcoholism, dependency on drugs, or other problems, may be considered when the individual:

\* \* \* \* \*

*[Revise item b to read as follows:]*

- b. Is willing to accept reinstatement on the basis of continuing to successfully participate in a course of care and/or activity based upon the recommendations of the EAP counselor.

\* \* \* \* \*

**874 EAP Counseling Records**

**874.1 Policy**

*[Revise 874.1 to read as follows:]*

Information about EAP counseling participants must be held in confidence. As restricted information, the information may be disclosed only as described in ELM 874.4.

**874.2 Definition of Restricted Information**

*[Revise 874.2 to read as follows:]*

Restricted information is information with limitations on its access within the Postal Service and its disclosure outside the Postal Service consistent with the Privacy Act and Public Health Service Act.

**874.3 Custodians of Records**

\* \* \* \* \*

**874.32 Private Providers**

*[Revise 874.32 to read as follows:]*

When EAP services are provided through an interagency agreement or a private vendor, each EAP counseling service provider is responsible for maintaining records on participants. These counseling records are the property of the primary provider and maintained in a system of records. The primary provider must maintain policies and procedures for safeguarding the confidentiality of client data and files and may be liable under the law for improper release of such information. The primary provider agrees to assert any privilege allowed by law and to defend vigorously postal and employee rights to confidentiality.

**874.4 Disclosure**

**874.41 General**

**874.411 Usual Recipients**

Information identifying program participants, whether or not such information is recorded, may be disclosed as follows:

*[Revise item a to read as follows:]*

- a. To medical personnel to the extent necessary to meet a bona fide medical emergency involving the EAP participant.

*[Delete item b and reletter existing items c through g as new items b through f. Revise new items b through f to read as follows:]*

- b. To qualified personnel with the express written authorization of the vice president of Employee Resource Management, for purposes of conducting scientific research or program audits or evaluation. However, under no circumstances may any identifying information be disclosed in the resulting evaluation, research, or audit reports.
- c. To a court, when authorized by a court order upon showing of good cause, such as when necessary to protect against an existing threat to life or of bodily injury, or in connection with investigating or prosecuting a crime. In addition, in litigation or an administrative proceeding when authorized by the trier of fact, when the EAP participant offers testimony or other evidence pertaining to the content of his or her EAP

participation. Counsel should be contacted for assistance in both evaluating the order and in determining the extent to which information must be released.

- d. To any person when the EAP participant gives prior written consent to disclose information. This consent to the release of information is specific indicating the nature and scope of topics to be released, to whom information is to be released, the purpose of the disclosure, and the date on which the consent terminates.
- e. To a person in any situation in which the EAP counselor has a duty to warn.
- f. To an expert, consultant, or other individual who is under contract to the Postal Service to fulfill an agency function, but only to the extent necessary to fulfill that function, and in accordance with the Privacy Act restrictions as listed under 39 CFR 266.6.

\* \* \* \* \*

**874.42 Criminal Activity**

**874.421 EAP Records**

[Replace the words "a program" with the words "an EAP" to read as follows:]

No EAP counseling records or personnel may be used to initiate or substantiate any criminal charges against an EAP participant or to conduct any investigation of a participant, except as authorized by a court order for good cause.

**874.422 Limitation of Confidentiality**

[Add the words "employee who is an" to the first sentence to read as follows:]

If an employee who is an EAP counseling participant reveals the commission or intended commission of serious criminal activity, the EAP counselor is not prohibited from disclosing that information so long as the employee is not identified as an EAP counseling program participant. Confidentiality does not apply in any of the following cases:

\* \* \* \* \*

[Revise items b and c to read as follows:]

- b. Incidents when information must be reported as required by state law, for example, mandatory reporting of child abuse and/or neglect (elder/spouse abuse in some states) occurs.
- c. Disclosure that may be required to elements of the criminal justice system that have referred employees who are EAP participants.

[Delete part 875, Employee and Workplace Intervention Analysts.]

\* \* \* \* \*

— Employee Assistance Program/  
Workplace Environment Improvement,  
Employee Resource Management, 11-14-02

NOTICE

**2002 U.S. Savings Bonds Campaign Results**

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

With a total of 13,701 new or increased savers, this year's campaign total exceeds last year's total of 10,130 new or increased savers. In addition to the standard Series EE Bonds, we offered the Series I Bonds. We started 4,994 new allotments for the Series I Bonds. These new **Series I Bond allotments will become effective in Pay Period 24-02, which began 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, 11-14-02



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.



This office will be

**CLOSED**

Wednesday,

**December 25, 2002,**

to celebrate

Christmas Day.

CUT ALONG DOTTED LINE





This office will be

**CLOSED**

Wednesday,

**December 25, 2002,**

to celebrate

Christmas Day.





This office will be

**CLOSED**

Wednesday,

**December 25, 2002,**

to celebrate

Christmas Day.

CUT ALONG DOTTED LINE





This office will be

**CLOSED**

Wednesday,

**December 25, 2002,**

to celebrate

Christmas Day.

# Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

## Foreign Order No. 471

Keep all foreign order notices for use as reference.

### Final Orders

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

#### Australia

AUSTRALIAN INTERNATIONAL WINNERS GROUP (A.I.W.G.)  
TNT  
BOX 1467  
GPO SYDNEY NSW 2001  
AUSTRALIA

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

AND  
BOX 1467  
GPO SYDNEY NSW 2001  
AUSTRALIA

AUSTRALIAN LOTTERY MILLIONAIRES CLUB (A.L.M.C.)  
P.O. BOX 482  
TULLAMARINE  
VIC 3043  
AUSTRALIA

AND  
P.O. BOX 590  
TULLAMARINE BUSINESS CENTRE  
VIC 3043  
AUSTRALIA

#### Canada

WORLDWIDE VERIFICATION SERVICE (WVS)  
W.V.S. PROCESSING CENTER  
P.O. BOX 89099  
991 KING STREET WEST  
HAMILTON, ONTARIO  
CANADA L8S 4R5

MAPLE LEAF LOTTERY CONSORTIUM (M.L.L.C.)  
DEPT. OF DISBURSEMENTS  
P.O. BOX 400 STATION B  
2110 KIPLING AVENUE  
ETOBICOKE ON M9W 5L4  
CANADA

#### Holland

GLOBAL SEARCH NETWORK (G.S.N.)  
PROCESSING CENTER  
AND  
EURO AMERICAN  
SUITE NR B 2  
NIEUWEZIJDS VOORBURGWAL 86  
1012 SE AMSTERDAM  
HOLLAND

#### United Kingdom

AUSTRALIAN INTERNATIONAL WINNERS GROUP (A.I.W.G.)  
TNT  
SYD/LHR/132434/002  
EXPRESS SERVICE CENTRE  
P.O. BOX 66  
HOUNSLOW TW5 9RT  
UNITED KINGDOM

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

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

Do not place any endorsement on the mail pieces themselves.

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

— Judicial Officer, 11-14-02

## Withholding of Mail Orders

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

State/City/ZIP Code	Names and Addresses Covered
VA, McLean 22103-5155	US Immigration Services and/or US Services, P.O. Box 5155

— Judicial Officer, 11-14-02

## Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be recycled. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the “customer

number” or “agreement number” section of the label or form.

**Note:** The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

005474	016170	022503	061355	075969	089370	103259	108884	118644	136104	146659	185047	212265
005653	018065	022510	061363	076073	089520	103299	108903	118875	139118	146688	185048	212275
005882	018189	022539	061390	076154	089823	103304	108930	119142	139158	146741	191798	212578
005894	018278	022542	061477	076221	090188	103795	108938	119157	139253	146754	191946	212726
006041	018405	022574	061506	076337	090288	103850	109004	119171	139401	146779	191949	212891
006284	018470	022698	062003	076617	091218	103878	109134	119310	142023	146783	192033	220223
006287	018600	022752	062017	076647	091641	104643	109136	120322	142025	146792	192308	220266
006289	018715	022759	062097	076733	091879	105019	109277	121129	142036	146808	192330	220656
006376	018768	022840	063164	076745	092499	105026	109282	121225	142065	146822	192418	220736
006412	019211	022856	064273	076993	092539	105036	109313	121226	142069	146831	192568	221050
006791	019367	022902	064402	077031	092565	105176	109314	122257	142072	148266	192605	221087
006815	019656	022942	064483	077124	092669	105188	109330	122335	142104	148281	192667	221169
007023	019808	022984	064816	077454	092681	105218	109472	122338	142122	148289	192749	221213
007115	019809	022997	064865	077461	092721	105307	109588	122373	142126	148400	192990	221489
007120	020033	023358	065101	077647	092757	105311	109599	122384	142130	150283	193150	222028
007127	020034	023652	065841	078032	092813	105396	109646	122399	142137	150285	193200	222035
007130	020092	025009	065886	078413	092894	105496	109758	122401	142143	151018	195068	222064
007137	020132	025249	065982	079044	093497	105518	109765	122410	142190	152287	195070	222254
007139	020135	025327	066294	079072	093705	105585	109829	123045	142195	152376	195072	223024
007140	020161	026530	066297	079969	093785	105633	109844	123103	142196	152454	195077	223051
007226	020292	028505	066331	080222	094008	105671	110611	123109	142210	152539	195079	223254
007280	020349	028860	067049	080400	094125	105719	111379	123110	142211	152653	195090	223265
007305	020409	028977	067102	080418	094462	105728	111385	123118	142213	152662	196060	223397
007342	020424	029313	068014	080592	094706	105822	111399	123122	142222	152687	196061	224034
007356	020452	030456	068089	085064	095359	105871	111755	124014	142358	152743	196094	227112
008306	020462	031031	068099	085164	095404	105894	111760	124099	142389	152906	196133	229110
008440	020556	031237	068153	085267	095715	105908	111873	124119	142406	153081	196135	232109
008463	020557	031245	068184	085302	096124	105939	112019	125142	142422	156223	196137	232182
008507	020571	032016	068473	085308	096772	105940	112210	125249	142466	159008	196156	232272
008639	021009	033232	068495	085343	096866	106317	112654	125286	142549	159011	<b>200201</b>	232338
008722	021112	034025	068506	085476	097176	106448	112768	125297	142601	165052	200754	235301
009235	021117	037022	068517	085545	097401	106459	112772	125329	142655	165054	200790	235411
009318	021130	037050	068530	085610	097409	106462	112847	125407	142680	170238	200833	240520
009531	021139	038056	069177	085651	097700	106470	113067	125423	142686	172064	200836	254009
009555	021204	040303	069178	085708	097735	106492	113358	125437	142705	173069	200847	254022
009801	021236	041001	069179	085739	097742	106550	113919	125478	142742	174061	200859	255081
009847	021241	041121	069193	085770	097838	106563	115011	127069	142774	174062	200893	271152
009850	021345	041358	069356	085905	098266	107162	115155	128134	142807	174066	200985	271153
009954	021417	042316	069463	085909	098352	107310	115281	128144	142869	175055	210041	272221
009955	021498	044010	069474	085930	098544	108122	115318	128151	142885	175059	210113	273129
009957	021533	046057	069714	085935	098561	108376	115392	128953	142918	175086	210132	274097
009965	021561	048039	069835	088035	098635	108393	115465	128998	142922	175087	210230	274098
009980	021782	048307	069883	088135	098745	108401	115541	129804	142981	175091	210326	274217
009981	021852	049006	069926	088160	098853	108413	115904	129896	142989	176052	210381	274298
010281	021886	051001	070259	088218	098857	108488	117165	130038	146005	176054	210383	275004
010355	021911	054032	070473	088227	098942	108529	117209	130667	146008	176056	210500	275006
011239	021940	054083	070507	088246	<b>100018</b>	108539	117246	130683	146009	176059	210534	275014
011303	021942	054142	070559	088273	100031	108612	117331	131289	146010	176063	210586	275019
012208	021986	055086	070570	088298	100111	108652	117375	132003	146043	176076	210596	275030
012342	021992	058003	070575	088313	100119	108712	117395	132012	146129	176084	210704	275034
014993	021996	060065	070621	088346	100290	108724	117440	132156	146135	176088	210728	275068
015213	022011	060125	070726	088432	100295	108726	117468	132405	146225	176120	210753	275086
015266	022130	060339	071180	088448	100882	108774	117537	134033	146262	176122	210764	275091
015453	022171	060375	071276	088474	101035	108779	117682	135248	146296	179062	210771	275154
015523	022200	060618	071541	088677	101642	108788	117938	135251	146429	182014	210772	275300
015662	022209	060861	071748	089091	102060	108790	118466	136016	146547	183025	210773	275479
015664	022216	061069	075039	089197	103207	108796	118470	136022	146623	183027	210775	276024
015667	022245	061116	075040	089329	103215	108836	118548	136031	146626	184016	210781	276300
015683	022379	061155	075773	089346	103254	108870	118590	136062	146655	184051	210784	276831

277039	319154	332032	377119	436421	480047	480509	480955	483478	485008	<b>501006</b>	554370	604266
277044	320060	332086	379272	436424	480054	480526	480956	483483	485016	501018	554400	605074
277063	320119	332127	379285	436428	480063	480527	480959	483504	485025	503011	554414	605288
278008	320126	332396	381312	436436	480066	480529	480971	483516	485054	503014	554615	605350
278011	320174	332600	381400	436442	480076	480530	480976	483524	485059	503054	554622	605627
278017	320993	332785	383138	436461	480080	480531	480982	483539	485062	503142	554800	605752
278043	321087	332817	<b>402103</b>	436467	480081	480534	480984	483562	485067	503195	554878	605849
278084	321147	332957	402181	436471	480083	480549	481123	483567	485085	504275	554887	605925
278708	321184	332972	402205	437057	480086	480568	481301	483587	485086	511030	554950	606011
279007	321322	333094	402229	441010	480087	480571	481686	483588	485102	515061	559037	606017
279045	322018	333152	402296	441031	480088	480574	481759	483594	485104	520036	570043	606072
280157	322062	333616	402350	441052	480090	480580	481885	483608	485115	531152	570191	606311
281128	322129	333803	402388	441340	480092	480593	482295	483610	485124	531166	571001	606448
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282824	323102	335093	402831	443445	480124	480624	483025	483655	485166	531774	585206	607064
282850	324332	335244	402921	451026	480125	480634	483050	483672	485172	531783	591003	607192
282914	325054	335638	402961	452118	480126	480639	483055	483677	485173	532727	591007	607323
282924	325855	335765	402976	452388	480129	480644	483056	483682	485188	532838	591020	607331
283167	326441	335935	402986	452445	480130	480682	483059	483687	485194	532977	591048	607393
283302	326533	336060	402987	452796	480141	480697	483061	483691	485198	537252	591120	607742
283373	327005	336180	402991	452899	480142	480705	483069	483703	485202	537336	591275	607777
283494	327015	336306	402992	453045	480147	480708	483087	483708	485207	537354	591310	607859
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284002	327681	336624	404300	454695	480173	480736	483093	483739	485222	537401	591350	608101
284013	327831	337041	405006	454749	480185	480747	483113	483740	485231	541060	591493	608233
284014	327840	337115	405032	454814	480191	480751	483114	483745	485233	541080	591670	608278
284023	327851	337390	405040	456030	480205	480757	483119	483750	485234	543220	591785	608285
284029	328057	340137	405074	460053	480223	480761	483130	483765	485242	543300	591991	609311
286140	328075	340184	405112	461033	480238	480762	483147	483777	485286	543370	597538	609322
287030	328077	340304	405131	462017	480260	480763	483154	483782	485296	543460	598502	611104
287050	328078	340356	405142	462437	480264	480766	483176	483796	485301	543730	598511	611119
292329	328560	340446	405169	462594	480265	480770	483186	483806	485313	543850	598554	611212
292519	328799	340488	405180	462600	480277	480774	483188	483808	485321	544034	598566	616159
292615	328821	340502	405182	462772	480280	480781	483230	483810	485332	545010	598631	618061
294572	328830	340575	405207	462843	480284	480782	483238	483827	486093	546129	599513	620037
296097	329270	340584	421008	462870	480289	480785	483244	483831	486215	548452	599534	627051
296371	329530	340638	421031	462874	480293	480788	483252	483840	486321	549183	599536	629140
297036	329687	340797	422011	462876	480299	480789	483266	483841	487202	551118	<b>600001</b>	630008
297044	329694	344178	424010	462976	480319	480803	483269	483860	488005	551127	600057	631161
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— Product Information Requirements,  
Product Development, 11-14-02

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

### Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The

actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

010 504 1932 to 010 504 1999	026 492 3180 to 026 492 3199	045 524 4121 to 045 524 4298	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 <b>373 006 2176 to</b>	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	<b>380 093 9600 to</b> 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
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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
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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 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 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
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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 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 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
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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 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
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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 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 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		

— Group2—Security,  
Postal Inspection Service, 11-14-02

## Missing, Lost, or Stolen Canadian Money Order Forms

### Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first 9 digits. The 10th digit is a check digit only.

Do not cash new style money orders **000 000 001 to 692 600 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

<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 7 960
694 063 700 to 3 897	702 410 595 to 1 050	710 358 093 to 8 166	720 368 543 to 8 570
694 063 900 to 4 000	702 660 151 to 0 540	710 358 257 to 8 270	720 392 151 to 2 570
694 550 501 to 0 530	702 723 429 to 3 450	711 021 501 to 1 510	720 556 491 to 6 640
694 595 031 to 5 050	703 004 401 to 4 820	711 049 411 to 9 560	720 558 621 to 8 650
694 595 087 to 5 300	703 083 819 to 4 020	711 408 045 to 8 090	720 575 361 to 5 570
694 698 551 to 8 650	703 432 131 to 2 230	712 003 381 to 3 650	720 590 152 to 0 179
694 745 458 to 5 600	703 626 061 to 6 090	712 104 220 to 4 230	721 638 331 to 9 170
695 105 313 to 5 350	703 863 121 to 3 240	712 327 861 to 7 890	721 815 391 to 5 420
695 142 809 to 3 050	703 863 477 to 3 540	712 327 952 to 7 980	721 969 713 to 9 740
695 144 666 to 4 700	703 867 801 to 7 980	712 647 061 to 7 090	722 072 137 to 2 160
695 272 601 to 2 750	704 030 628 to 0 640	713 284 171 to 4 260	722 378 265 to 8 280
695 277 576 to 7 650	704 154 024 to 4 120	713 292 871 to 2 990	722 413 990 to 4 004
695 530 761 to 0 800	704 227 561 to 7 829	714 035 101 to 5 160	722 764 948 to 4 980
696 487 701 to 7 800	704 227 831 to 8 069	714 155 011 to 5 400	722 825 840 to 5 889
696 784 101 to 4 550	704 228 071 to 8 100	714 328 231 to 8 440	723 153 841 to 3 850
696 870 601 to 0 650	704 420 344 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	705 566 127 to 6 280	714 928 529 to 8 590	724 793 221 to 3 250
698 098 446 to 8 550	705 740 581 to 0 730	715 128 183 to 8 330	724 908 109 to 8 120
698 300 251 to 0 300	705 782 796 to 2 820	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	726 599 371 to 9 460
	709 222 591 to 2 920	718 795 881 to 6 000	

726 626 356	to	6 370	735 783 961	to	3 990	745 388 794	to	8 910	757 086 209	to	6 240
727 182 271	to	2 510	735 803 401	to	3 430	746 446 806	to	6 820	757 240 591	to	0 650
727 416 181	to	6 240	736 005 420	to	5 440	746 818 351	to	8 410	757 277 371	to	7 700
727 481 431	to	1 460	736 366 021	to	6 110	747 245 266	to	5 280	757 291 591	to	2 730
727 749 241	to	9 780	736 624 456	to	4 500	747 364 813	to	4 830	757 964 251	to	4 280
728 382 331	to	2 480	736 670 851	to	1 060	747 501 434	to	1 450	758 067 001	to	7 090
728 702 338	to	2 400	736 767 061	to	7 090	747 739 891	to	0 070	758 105 221	to	5 250
728 915 371	to	5 850	736 767 093	to	7 120	748 148 649	to	8 760	758 324 941	to	5 000
728 953 141	to	3 410	736 982 191	to	2 370	748 259 960	to	9 970	758 593 628	to	3 650
728 954 280	to	4 310	736 982 551	to	2 730	748 565 162	to	5 280	758 709 038	to	9 060
729 169 081	to	9 140	737 110 141	to	0 170	748 874 988	to	5 030	758 744 101	to	4 160
729 363 841	to	3 870	737 185 501	to	5 710	749 137 381	to	7 410	758 850 883	to	0 900
729 682 891	to	3 190	737 317 321	to	7 350	749 190 192	to	0 210	758 860 951	to	1 550
729 838 940	to	9 070	737 517 781	to	7 840	749 685 421	to	5 450	759 152 851	to	2 880
729 839 101	to	9 130	737 628 181	to	8 210	749 846 791	to	6 850	759 740 941	to	1 090
<b>730 077 683</b>	<b>to</b>	<b>7 840</b>	737 634 258	to	4 270	749 993 131	to	3 580	<b>760 004 596</b>	<b>to</b>	<b>4 610</b>
730 109 847	to	9 880	738 361 971	to	1 980	<b>750 071 587</b>	<b>to</b>	<b>1 610</b>	760 118 191	to	8 250
730 373 761	to	3 850	738 447 601	to	7 660	750 408 167	to	8 183	760 155 001	to	5 090
730 501 951	to	2 130	738 648 355	to	8 450	750 438 421	to	8 501	760 378 002	to	8 020
730 519 379	to	9 470	738 849 811	to	9 900	750 743 911	to	4 030	760 692 722	to	2 749
730 569 278	to	9 360	738 892 270	to	2 290	750 779 118	to	9 400	761 055 460	to	5 480
730 711 711	to	1 740	738 997 259	to	7 380	750 910 981	to	1 010	761 169 781	to	9 810
730 722 991	to	3 230	739 161 451	to	1 540	750 960 841	to	0 900	761 504 941	to	5 120
730 845 970	to	5 990	739 219 381	to	9 440	751 296 211	to	6 240	761 516 836	to	6 910
730 888 291	to	8 320	739 740 151	to	0 180	751 539 121	to	9 180	761 613 588	to	3 600
730 927 591	to	7 680	739 793 491	to	3 520	751 541 311	to	1 790	761 688 631	to	8 690
731 307 914	to	7 930	739 793 527	to	3 550	751 757 641	to	7 700	761 805 199	to	5 240
731 402 431	to	2 460	739 942 621	to	2 650	751 936 951	to	7 010	761 826 106	to	6 120
731 407 232	to	7 320	739 999 231	to	9 320	751 951 861	to	1 890	761 881 171	to	1 560
731 588 301	to	8 340	<b>740 011 517</b>	<b>to</b>	<b>1 530</b>	751 999 021	to	9 110	762 304 144	to	4 170
731 767 273	to	7 320	740 030 701	to	0 970	752 139 516	to	9 570	762 324 931	to	4 960
731 781 061	to	1 120	740 261 740	to	1 820	752 182 892	to	2 950	762 439 261	to	9 290
731 837 821	to	7 910	740 265 811	to	6 290	752 206 861	to	7 100	762 524 158	to	4 220
731 841 377	to	1 450	740 299 111	to	9 170	752 295 241	to	5 600	762 584 872	to	4 970
732 018 481	to	8 600	740 299 231	to	9 260	752 731 351	to	1 410	762 593 431	to	3 460
732 067 972	to	8 370	740 329 266	to	9 320	752 767 441	to	7 470	763 155 160	to	5 180
732 188 649	to	8 670	740 889 081	to	9 090	753 008 941	to	9 030	763 178 631	to	8 660
732 193 460	to	3 470	741 010 421	to	0 530	753 194 311	to	4 370	763 506 001	to	6 060
732 201 241	to	1 390	741 113 041	to	3 370	753 620 378	to	0 400	763 522 141	to	2 470
732 220 431	to	0 440	741 373 891	to	4 340	754 013 917	to	3 940	763 717 694	to	7 800
732 355 201	to	5 380	741 452 369	to	2 490	754 161 061	to	1 120	763 826 461	to	6 520
732 472 320	to	2 560	741 492 991	to	3 140	754 358 445	to	8 610	763 900 460	to	0 471
732 541 605	to	1 620	741 553 460	to	3 470	754 410 451	to	0 660	763 900 479	to	0 530
732 572 221	to	2 490	741 764 431	to	4 520	754 438 393	to	8 410	763 917 271	to	7 750
732 586 479	to	6 710	742 178 834	to	8 880	754 493 109	to	3 130	764 125 801	to	5 860
732 994 037	to	4 080	742 325 500	to	5 520	754 664 182	to	4 220	764 284 525	to	4 560
733 163 449	to	3 460	742 325 668	to	5 700	754 816 377	to	6 470	764 526 241	to	6 330
733 297 171	to	7 290	742 408 771	to	8 830	755 487 421	to	7 600	764 601 421	to	1 600
733 446 631	to	7 110	742 512 120	to	2 150	755 592 901	to	3 140	764 650 231	to	0 470
733 474 665	to	4 770	742 684 849	to	4 890	755 790 020	to	0 030	764 984 371	to	4 850
733 704 482	to	4 570	742 839 553	to	9 630	755 791 730	to	1 800	765 003 667	to	3 680
733 751 041	to	1 130	742 913 668	to	3 700	755 926 951	to	7 070	765 042 517	to	2 540
734 009 101	to	9 130	742 917 287	to	7 296	755 934 332	to	4 510	765 194 728	to	4 970
734 290 759	to	0 770	742 921 891	to	1 980	755 957 701	to	8 000	765 387 365	to	7 450
734 389 273	to	9 290	742 983 631	to	3 810	755 962 981	to	3 280	765 541 801	to	2 100
734 440 031	to	0 111	743 020 021	to	0 170	756 035 371	to	5 490	765 638 461	to	8 970
734 797 201	to	7 320	743 206 491	to	6 500	756 301 257	to	1 290	765 647 101	to	7 190
734 939 611	to	9 640	743 235 992	to	6 050	756 371 565	to	1 580	765 813 781	to	4 029
734 950 111	to	0 170	743 940 631	to	0 900	756 876 031	to	6 120	765 879 314	to	9 390
735 120 331	to	0 840	743 978 011	to	8 070	756 876 151	to	6 240	765 954 001	to	4 030
735 283 008	to	3 020	744 234 751	to	4 780	756 970 129	to	0 140	766 120 286	to	0 320
735 293 131	to	3 220	744 499 591	to	9 680	757 059 613	to	9 630	766 125 716	to	5 750
735 635 010	to	5 040	744 626 901	to	6 910	757 078 540	to	8 560	766 158 824	to	8 840
									766 388 433	to	8 460

766 509 421	to	9 660	773 009 419	to	9 430	774 961 261	to	1 290	778 699 096	to	9 110
766 572 901	to	3 020	773 112 031	to	2 060	775 106 223	to	6 235	778 779 471	to	9 480
766 748 500	to	8 521	773 125 387	to	5 410	775 106 237	to	6 248	779 146 205	to	6 230
767 024 341	to	4 370	773 179 320	to	9 410	775 331 515	to	1 550	779 233 681	to	3 710
767 326 471	to	6 590	773 202 989	to	3 140	775 444 210	to	4 230	779 316 961	to	7 200
767 332 561	to	2 950	773 208 991	to	9 290	775 579 301	to	9 320	779 339 221	to	9 400
768 009 841	to	9 960	773 231 311	to	1 340	775 622 683	to	2 760	779 702 191	to	2 250
768 011 489	to	1 520	773 348 739	to	8 940	776 144 621	to	4 670	779 994 001	to	4 090
768 177 980	to	7 990	773 575 891	to	5 950	776 154 010	to	4 060	<b>780 103 591</b>	<b>to</b>	<b>3 650</b>
768 391 081	to	1 170	773 852 971	to	3 030	777 561 631	to	2 080	780 625 208	to	5 920
768 661 569	to	1 650	773 858 011	to	8 100	776 657 371	to	7 490	780 711 345	to	1 540
769 000 051	to	0 080	773 892 721	to	7 190	776 817 421	to	7 450	780 865 851	to	5 920
769 050 841	to	0 900	773 958 061	to	8 660	776 951 225	to	1 250	780 873 421	to	3 450
769 159 081	to	9 178	774 101 148	to	1 190	777 141 601	to	2 140	781 141 891	to	1 980
769 737 496	to	7 510	774 107 161	to	7 190	777 297 421	to	7 510	781 238 697	to	8 730
769 778 491	to	8 730	774 177 226	to	7 270	777 621 721	to	1 750	781 503 151	to	3 180
769 827 331	to	7 450	774 279 481	to	9 810	777 810 309	to	0 330	781 518 818	to	8 840
<b>770 216 071</b>	<b>to</b>	<b>6 100</b>	774 408 399	to	8 420	778 049 651	to	9 670	781 624 126	to	4 200
770 723 281	to	3 400	774 431 821	to	2 450	778 106 225	to	6 310	781 679 221	to	9 340
770 915 150	to	5 490	774 431 821	to	2 450	778 218 730	to	8 780	781 723 771	to	3 890
771 455 551	to	5 610	774 510 451	to	0 780	778 218 730	to	8 780	781 723 771	to	3 890
771 609 661	to	9 690	774 652 981	to	3 010	778 251 871	to	1 930	781 723 964	to	3 990
772 057 224	to	7 440	774 778 981	to	9 040	778 286 911	to	6 940	781 761 391	to	1 720
772 162 660	to	3 070	774 867 481	to	7 510	778 328 699	to	8 730	781 878 721	to	9 020
772 718 615	to	8 640	774 867 515	to	7 540	778 567 471	to	7 860	783 663 991	to	4 050
772 970 886	to	0 940	774 934 275	to	4 290	778 570 771	to	0 830	783 739 838	to	0 280

— Group2—Security,  
Postal Inspection Service, 11-14-02

## 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	

—Group2—Security,  
Postal Inspection Service, 11-14-02

## 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.

— Group2—Security,  
Postal Inspection Service, 11-14-02

## Employees (continued)

### 2003 Social Security and Medicare Tax Withholding

For 2003, the maximum limit on earnings for withholding in the Old-Age, Survivors, and Disability (OASDI) portion of the Social Security tax increases from \$84,900 to \$87,000. This is a \$2,100 increase from the 2002 limit. The Social Security tax rate remains at 6.2 percent, resulting in a maximum Social Security tax of \$5,394.00. This is a \$130.20 increase from the 2002 limit of \$5,263.80. There is still no limit on the amount of earnings subject to the Medicare portion of the tax rate. The Medicare tax rate applies to all taxable wages, and remains at 1.45 percent. The FICA tax rate, which is the combined Social Security tax rate of 6.2 percent and the Medicare tax rate of 1.45 percent, remains at 7.65 percent for 2003.

The information in the following table is effective January 1, 2003.

Tax Withholding Limit	2002	2003
Social Security Gross Limit	\$84,900.00	\$87,000.00
Social Security Liability Limit	\$5,263.80	\$5,394.00
Medicare Gross Limit	No Limit	No Limit
Medicare Liability Limit	No Limit	No Limit

— Payroll Accounting,  
Finance, 11-14-02

### Form W-5 Renewal

Employees must renew Form W-5, *Earned Income Credit Advance Payment Certificate*, which allows eligible employees to receive advance payment of their earned income credit, for 2003. All certificates currently in effect expire at the end of the calendar year and must be renewed by submitting a new Form W-5 as soon as possible. Employees are responsible for timely submission of their Form W-5. The personnel office must receive the Form W-5 by no later than December 13, 2002 (Pay Period 26), to ensure that the information on the form is effective by the start of the calendar year. Please note that Internal Revenue Service (IRS) regulations specifically prohibit *any* retroactive changes or additions to the information submitted on the original Form W-5. Any changes, corrections, or additions to a Form W-5 require submission of a new form.

*Reminder:* Personnel offices are reminded that IRS regulations mandate that all employers submit copies of all Forms W-5 received from their employers. Personnel offices must mail one copy of Form W-5 in a separate envelope marked "PROCESSED W-5 FOR IRS" in the lower left-hand corner of the envelope to:

ATTN CONTROL SECTION  
EAGAN ACCOUNTING SERVICE CENTER  
2825 LONE OAK PARKWAY  
EAGAN MN 55121-9611

Subsequently, the Control Section in Eagan will forward the forms to the IRS.

— Payroll Accounting,  
Finance, 11-14-02

### Penalty Overtime Exclusion

As referenced in Article 8, Sections 4 and 5, of the USPS–NALC and USPS–APWU national agreements, the December period (during which penalty overtime regulations are not applicable) consists of 4 consecutive service weeks. This year, the December period begins Pay Period 26-02 — Week 1 (November 30, 2002) — and ends Pay Period 01-03 — Week 2 (December 27, 2002).

— Labor Relations Policies and Programs,  
Labor Relations, 11-14-02

## Christmas Pay Procedures for Rural Carriers

The 2002 Christmas period for rural carriers begins Saturday, December 7, 2002 (Week 2, Pay Period (PP) 26-02), and ends Friday, December 27, 2002 (PP 01-03). During this period, certain timekeeping and pay rules apply. Timekeepers, including postmasters, supervisors, and other employees responsible for rural carrier time and attendance recording, should become familiar with Article 9.2.K, Christmas Allowances and Procedures, of the 2000–2004 USPS/National Rural Letter Carriers' Association (NRLCA) Agreement.

This article describes the types of compensation to which rural carriers are entitled during the Christmas period. It also describes related timekeeping procedures and regulations for the Christmas period, as well as special rules that begin with the start of the Guarantee Year (November 2, 2002) and continue through the end of the Christmas period.

Exhibits are included to assist in completing PS Form 1314, *Regular Rural Carrier Time Certificate*, and PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*, during the Christmas period.

### List of Exhibits

Exhibit 1 — Regular Carrier Works In Excess of Route's Evaluation

Exhibit 2 — Regular Carrier Not on Relief Day Work List Works Relief Day (Week 2) and Does Not Receive an X Day in Same Pay Period

Exhibit 3 — Regular Carrier Works Designated Holiday

Exhibit 4 — Regular Carrier Provides Christmas Assistance

Exhibit 5 — FLSA Code A Regular Carrier

Exhibit 6 — Designation 74 Works Designated Holiday

Exhibit 7 — Designation 74 Provides Christmas Assistance on Relief Day

Exhibit 8 — Replacement Carrier Provides Christmas Assistance on a Regular Route

Exhibit 9 — Replacement Carrier Provides Christmas Assistance on an Auxiliary Route

Exhibit 10 — Nonrural Employee Provides Christmas Assistance on Rural Route (EMA Only)

Exhibit 11 — Designation 79 Provides Christmas Assistance on Assigned Auxiliary Route

## Overtime During the Christmas Period

### Regular Carriers (DES 71) — FLSA B

#### Types of Overtime

During the Christmas period, regular rural carriers are eligible for two types of overtime — FLSA overtime and Christmas overtime:

#### FLSA Overtime

FLSA overtime is paid at all times of the year, not just during the Christmas period. Regular rural carriers are paid FLSA overtime under two circumstances:

- a. Hours worked in excess of 12 hours in a day — If a carrier works more than 12 hours in a day, the amount over 12 is entered in the Daily Overtime block on PS Form 1314.
- b. Hours worked in excess of 56 in a week — These hours are calculated automatically when the total weekly work hours are greater than 56, so no separate entries are required.

#### Christmas Overtime

Christmas overtime is paid only during the designated Christmas period. Regular rural carriers are paid Christmas overtime under two circumstances:

- a. Christmas Assistance — This is assistance provided by the regular carrier on her or his relief day. Christmas assistance work hours are entered in the Xmas Assist Work Hours block on PS Form 1314.
- b. Hours worked in excess of the route's evaluation — This is based on the total actual work hours for the week, not on individual days. For example, if a route has a daily evaluation of 9 hours and the regular carrier works 10 hours on 2 days and 8 hours on the other 3 days, no overtime would be paid. Even though the carrier exceeded the daily evaluation on 2 days of the week, he did not exceed the *weekly* evaluation. The weekly evaluation is 45 hours; the carrier worked 44 hours. (See Handbook F-21, Section 567, for overtime calculation when leave days are taken during the week and for routes with an evaluation of less than 40 hours.) These hours are calculated automatically, so no separate entries or calculations are required.



### Overtime Rate

The overtime rate paid to regular (FLSA Code B) carriers is 150% of the carrier's regular rate. The regular rate is determined by dividing the total compensation received for hours actually worked by the carrier since the beginning of the Guarantee Year (not including overtime), by the total number of hours worked since the beginning of the Guarantee Year (not including overtime). This overtime rate is used for both FLSA overtime and Christmas overtime.

### Replacement Carriers

Replacement carriers (Designations 70, 73, 74, 75, 76, 77, 78, 79) are entitled only to FLSA overtime. For these employees, FLSA overtime is paid for hours worked in excess of 40 in a week.

### Regular Carriers (DES 71) — FLSA A

Regular carriers whose FLSA code is A are paid for actual hours worked, not evaluated hours. They are paid overtime for hours in excess of 8 in a day, or 40 in a week. For FLSA Code A carriers, enter hours in excess of 8 in a day to the Daily Overtime block on PS Form 1314. Hours in excess of 40 in a week are calculated automatically by the system.

### Auxiliary Route Carriers

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked during both weeks of PP 26-02 and PP 01-03. During this period, carriers are not paid the evaluation of the route. Overtime is paid only when the carrier exceeds 40 hours for the week.

### Christmas Assistance

Christmas assistance is additional service provided on a rural route during the Christmas period. For regular carriers, Christmas assistance applies only to assistance given by the carrier, on his/her relief day, while a replacement carrier carries the full route. For replacement carriers, it applies to any assistance provided on a regular or auxiliary route during the Christmas period. Christmas assistance is reported in the Xmas Assist Work Hours block on PS Form 1314 (for regular carriers) or PS Form 1314-A (for replacement carriers).

Regular carriers can perform Christmas assistance only on their relief day. Therefore, only regular carriers assigned to J or K routes may report Christmas assistance. Regular carriers assigned to route types H or M cannot perform Christmas assistance because these route types do not have a relief day. **NOTE:** There are no provisions for paying a regular carrier for performing service on a Sunday, on an actual holiday, or other than on the assigned route. These situations should be avoided.

Examples of Christmas assistance:

- A regular carrier comes in on his/her relief day and helps the replacement carrier case the route.
- A regular carrier comes in on his/her relief day and carries part of his/her regular route. (Replacement carrier is listed on PS Form 1314.)
- A replacement carrier carries part of a regular route due to heavy Christmas volume.

These are not examples of Christmas assistance:

- A regular carrier comes in on his/her relief day and carries his/her regular route.
- A regular carrier works 2 hours beyond the daily evaluation of his/her regular route.
- A regular carrier performs any work while assigned to an H or M route.

### Time Card Blocks Used During the Christmas Period

PS Form 1314 — FLSA Code B Regular Carriers

U.S. Postal Service	Name of Assigned Carrier		Finance Number		Social Security Number		Des	Route No.	FLSA	Year	BP					
	WK	Actual Weekly Hours	Days Assigned Carrier Absent (codes on reverse)				Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Xmas Assist Work Hours				
		Hours 100s	Sat	Mon	Tue	Wed	Thur	Fri	Hours 100s	Hours 100s	Hours 100s	Hours 100s				
1											②					
2																
PS Form 1314, Jun 2000	Name of Relief Carrier		Social Security Number		Week 1 Information			Week 2 Information								
	Des				Actual Weekly Hours	Tr	No EM	EM	Whole Miles		Actual Weekly Hours	Tr	No EM	EM	Whole Miles	
					Hours 100s				Dev +	Omit -	Hours 100s				Dev +	Omit -
					Hours 100s						Hours 100s					
					Hours 100s						Hours 100s					
					Hours 100s						Hours 100s					
					Hours 100s						Hours 100s					
This certifies that the above carrier rendered service in compliance with Postal regulations.			Postmaster's Signature				Date			Carrier's Initials						
<b>REGULAR RURAL CARRIER TIME CERTIFICATE</b>																

1. Daily Overtime — For FLSA B carriers, this block is used **ONLY** to record when the carrier works more than 12.00 hours in a single day. (See Exhibit 5 for use of this block for FLSA Code A regular carriers. This block is not used for FLSA Code P.) Record the total amount of work hours in excess of 12 per day in this box. *Include the amount of daily overtime in the Actual Weekly Hours block.* For example, if the carrier works 10.00 hours each day, Monday through Wednesday, and works 12.50 on Thursday and 13.00 on Friday, the amount entered to the Daily Overtime block is 1.50 and the amount entered to the Actual Weekly Hours block is 55.50.

The Daily Overtime block is **NOT** used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route's evaluation.
- Hours worked when the carrier works his/her relief day.
- Additional hours worked by the carrier after completing his/her route (except for those that are over 12 hours for the day).

2. Xmas Assist Work Hours — For FLSA Code B regular carriers, this block is used **ONLY** when the carrier comes in on his/her relief day to *provide assistance*, not to carry his/her full route. A relief carrier must be listed on PS Form 1314 as the replacement carrier for that day. Do not include the amount of Xmas Assist Work Hours in the Actual Weekly Hours block.

The Xmas Assist Work Hours block is **NOT** used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route's evaluation.
- Hours worked when the carrier works his/her relief day and DACA Code R, 3, or 5 is entered on the PS Form 1314.
- Additional hours worked by the carrier after completing his/her route.

PS Form 1314-A — Replacement Carriers/Auxiliary Routes

U.S. Postal Service	Name of Assigned Carrier		Finance Number		Social Security Number		Des/Act	Route No. <b>1</b>	FLSA	Year	PP									
	WK	Actual Weekly Hours	Work Days	Training Hours	Equipment Allowance		Leave - Whole Hours		N - No Service		Xmas Assist Work Hours									
1	Hours   100s		Hours   100s	Hours	Tr	Miles	GT	Annual	Sick	Other	COP	Sat.	Mon.	Tue.	Wed.	Thur.	Fr.	Hours	100s	
2	Hours   100s		Hours   100s																	
PS Form 1314-A, Jun 2000	Name of Relief Carrier		Social Security Number		Week 1 Information				Week 2 Information											
	Des/Act					Actual Weekly Hours	Equipment Allowance		Actual Weekly Hours	Equipment Allowance										
						Hours	Tr	Miles	GT	Hours	Tr	Miles	GT							
						Hours				Hours										
						Hours				Hours										
						Hours				Hours										
						Hours				Hours										
This certifies that the above carrier rendered service in compliance with Postal regulations.								Postmaster's Signature				Date		Carrier's Initials						
<b>AUXILIARY RURAL CARRIER TIME CERTIFICATE</b>																				

1. Rt. No. — Use the chart below to determine which route number to enter on PS Form 1314-A when reporting Christmas assistance by replacement carriers or on auxiliary routes.

<b>Christmas assistance provided on:</b>	<b>Route # on PS Form 1314-A</b>
Regular route	Actual route # (e.g., K001, J014)
One or more auxiliary routes (Except for Des 79 providing assistance on assigned auxiliary route)	A998 (Combine all Christmas assistance on auxiliary routes on one PS Form 1314-A)
Auxiliary route — assistance provided by Des 79 on assigned route	Use PS Form 1314-A for assigned route

2. Xmas Assist Work Hours — This block is used whenever a replacement carrier provides Christmas assistance. *Do not include the amount of Xmas Assist Work Hours in the Actual Weekly Work Hours block.*

**Work on Relief Days and Use of X Days**

During the period from the beginning of the Guarantee Year (November 2, 2002) through the last day of the Christmas period (December 27, 2002) — which includes Pay Periods 24-02, 25-02, 26-02, and 01-03 — record relief days worked by regular rural carriers on PS Form 1314, as described below.

1. Carriers who work a relief day during this period and who are entitled to a future day off (X day) must be given that X day in the same pay period. Record DACA Code R or 3 on PS Form 1314 for the relief day that is worked, and DACA Code X on the day that is taken off. The Rural Time and Attendance Processing System (RTAPS) will not accept any PS Form 1314 that contains a DACA Code 3 or DACA Code R without a corresponding DACA Code X.
2. Record DACA Code 5 on PS Form 1314 for the relief day that is worked if an X day is not taken in the same pay period that the relief day is worked, or if the carrier is on the relief day work list and selects the option for 150% compensation. When DACA Code 5 is entered, the carrier does not receive an X day.
3. Carriers may not use any X days that were earned in previous pay periods during this period. RTAPS will not accept any PS Form 1314 that contains a DACA Code X without a corresponding DACA Code 3 or DACA Code R.
4. Carriers must have a sufficient balance of X days available in order to use an X day. Carriers with a negative X day balance cannot use any X days until the negative balance is erased.

## Christmas Period Timekeeping Instructions

### A. FLSA B Regular Rural Carriers

1. Work on Relief Day — Only regular carriers on J or K routes have an assigned relief day. Any work performed by a regular on his/her relief day must be reported in one of the following ways:
  - a. Regular carries entire route — If the carrier reports on the relief day and cases and carries the assigned route (as is done on a scheduled day), enter DACA Code R, 3, or 5 (as appropriate) on PS Form 1314 for that day. If the carrier is due an X day for working the relief day (i.e., DACA Code R or 3 is entered), this X day must be granted in the same pay period. If the X day is not granted within the same pay period, DACA Code 5 must be entered on PS Form 1314.
  - b. Christmas assistance — If a relief carrier carries the assigned route and the regular carrier provides assistance on the relief day, record the hours worked by the regular as Xmas Assist Work Hours. If additional Equipment Maintenance Allowance (EMA) is due for work performed on the relief day, enter the mileage traveled in whole miles in the Route Deviation block for the appropriate week.
2. Work on Designated Holiday — If Wednesday, December 25, is a regular carrier's scheduled relief day, Tuesday, December 24, is the employee's designated holiday. If a regular carrier is assigned to work the designated holiday, the regular must work the full day. Regular carriers may not provide Christmas assistance on their designated holiday.

When the regular carrier works the designated holiday:

  - a. Enter DACA Code V in the Tuesday, Week 2 block on PS Form 1314.
  - b. Include the hours worked on the designated holiday with all other work hours for that week in the Actual Weekly Work Hours block.
  - c. The carrier is compensated at one and one half times the daily rate of pay (in addition to Holiday Leave) for working the designated Christmas holiday. The carrier is not entitled to a future day off (X day).

### B. FLSA Code A Regular Carriers

Regular carriers (FLSA Code A) are paid at the regular rate for all hours worked up to 8 per day and 40 per week, and at the overtime rate for all hours worked in excess of 8 per day or 40 hours per week. FLSA Code A employees are not entitled to any X days, as they are paid for working the relief day.

1. Report total hours worked for the week in Actual Weekly Hours.
2. If the carrier worked more than 8.00 hours in a day, enter total hours worked in excess of 8 for that day in the Daily Overtime block.
3. If the carrier worked on a scheduled relief day, enter R on the day the carrier worked the relief day and include the hours worked in Actual Weekly Hours. The employee is **not** entitled to a future X day.
4. If the carrier worked on a designated holiday, enter V on the day the carrier worked the designated holiday and include the hours worked in Actual Weekly Hours. The employee is **not** entitled to a future X day.

### C. Auxiliary Route Carriers

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked during Week 2 of PP 26-02 and both weeks of PP 01-03. During this period, carriers are not paid the evaluation of the route. The only changes to standard timekeeping procedures for auxiliary routes are when a Designation (Des) 79 provides Christmas assistance on the assigned auxiliary route. (See Section E.2)

### D. Replacement Carriers Assigned to Vacant Regular Routes (Designations 72/74)

1. Designation 72
  - a. FLSA B — Procedures are the same as for Des 71 (Regular Carrier), FLSA B.
  - b. FLSA A — Procedures are the same as for Des 71 (Regular Carrier), FLSA A.

## 2. Designation 74

Work on relief day or holiday:

## a. Carrier worked scheduled relief day:

- (1) Enter R on the day the carrier worked the relief day.
- (2) Include the hours worked in Actual Weekly Work Hours. The employee is **NOT** entitled to a future X day.

## b. Carrier worked designated holiday:

- (1) Do not enter a V on the day worked. Leave blank.
- (2) Include the work hours in the Actual Weekly Work Hours block.
- (3) Enter the relief day (J or K day) in the block for the actual holiday (Wednesday).
- (4) Replacement carrier data is not needed to crossfoot PS Form 1314 for the holiday.

## c. Carrier provided Christmas assistance on relief day:

- (1) Enter the Christmas auxiliary assistance time on PS Form 1314 in the Xmas Assist Work Hours block.
- (2) Do not include these hours in the Actual Weekly Work Hours block.
- (3) Enter J or K in the appropriate block on PS Form 1314 if the replacement carrier worked a full day on the route.

***E. Replacement Rural Carriers Serving as Christmas Auxiliary Assistants***

All replacement carriers serving as Christmas auxiliary assistants are compensated at their regular rate for actual hours worked up to 40 per week, and at the FLSA overtime rate for actual hours worked in excess of 40.

## 1. Christmas assistance on a regular route:

- a. Manually prepare PS Form 1314-A for each carrier that provides Christmas assistance.
- b. Do not enter more than one carrier on each PS Form 1314-A.
- c. Submit a separate certificate for each regular route on which the carrier provides assistance.
- d. Report the Christmas assistance hours in the appropriate Week 1 and/or Week 2 Xmas Assist Work Hours block.
- e. Enter EMA hours, trips, and miles in the appropriate Week 1 and/or Week 2 EMA blocks.

## 2. Christmas assistance on an auxiliary route:

## a. Assigned carrier (Des 79) provided Christmas assistance on assigned auxiliary route:

- (1) Enter N in the appropriate block in the No Service section of the carrier's PS Form 1314-A for the assigned route.
- (2) Record hours worked in the Xmas Assist Work Hours block. Only enter Christmas assistance when the rural carrier associate works his/her Des 79 position.
- (3) Include EMA hours and miles (not trips) in the total for the appropriate week. Trips may not exceed the number of days worked in the No Service blocks.
- (4) A replacement carrier is required to crossfoot the card.

## b. Replacement carrier (Designations 70, 73, 74, 75, 76, 78) provided Christmas assistance on auxiliary route:

- (1) Manually prepare PS Form 1314-A. Enter route number A998. Use this route type and number for overburdened service or Christmas assistance on auxiliary routes only.
- (2) Report the Christmas assistance hours in the appropriate Week 1 and/or Week 2 Xmas Assist Work Hours block.
- (3) Enter EMA hours, trips, and miles (if applicable) in the appropriate Week 1 and/or Week 2 EMA blocks.
- (4) If Christmas assistance is performed on two or more auxiliary routes in the same pay period, combine all work hours and EMA data on one manually prepared PS Form 1314-A.

***F. Postal Employees (Other Than Rural) Serving as Christmas Auxiliary Assistants***

Postal Service employees (other than Des 7X) who provided Christmas assistance on rural routes are compensated at their regular rate of pay for actual time worked. Include all work hours using their normal Time and Attendance System (Manual Timecards or TACS).

Nonrural employees are entitled to EMA payment if a personal vehicle is used. Prepare PS Form 1314-A as follows: (Do not prepare PS Form 1314-A if a government vehicle is provided.)

1. Report the hours worked on the rural routes on PS Form 1230-C, *Time Card*.
2. Manually prepare PS Form 1314-A for EMA compensation.
3. Complete indicative data at the top of the certificate. Use Des 99/0, actual route type and number, FLSA Code P, and correct employee and pay period information.
4. Enter EMA hours, trips, and miles in the appropriate Week 1 and/or Week 2 EMA blocks.

**Important Items to Remember: Rural Carrier Christmas Pay Procedures**

- Hours entered in the Daily Overtime block are **always** included in Actual Weekly Hours.
- Hours entered in the Xmas Assist Work Hours block are **not** included in Actual Weekly Hours.
- Carriers on auxiliary routes are paid for actual hours worked, not the route's evaluation, during the Christmas period.
- An X day cannot be entered on a time card unless there is a corresponding R or 3 day in the same pay period and the carrier's X day balance is zero or greater.
- If a regular carrier works his/her relief day and carries his/her assigned route, this is **not** reported as Christmas assistance.
- Regular carriers may only work on their assigned route.
- **Regular carriers may not work on an actual holiday (December 25th or January 1st).**

MILLAS		K		XX-XXXX		E XXX-XX-XXXX		710	K001	B	03	01	
Name of Assigned Carrier		Finance Number		Social Security Number		Des.		Route No.		FLSA		Year	PP
WK	Actual Weekly Hours	Days Assigned Carrier Absent (codes on reverse)		Daily Overtime		Training Hours		COP Hours		Limited Duty Hours		Relief Hours	
1	45.28 Hours 100s	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Hours	100s	Hours	100s	Hours	100s
2	38.08 Hours 100s				H			Hours	100s	Hours	100s	Hours	100s
Name of Relief Carrier		Social Security Number		Actual Weekly Hours		Tr		No EM		EM		Whole Miles	
780	MAHONEY, D.	XXX-XX-YYYY		08.50 Hours 100s		1						09.25 Hours 100s	
This certifies that the above carrier rendered service in compliance with Postal regulations.		Postmaster's Signature		Date		Carrier's Initials							
		A. Smith		12/28/02		KM							

REGULAR RURAL CARRIER TIME CERTIFICATE

**Exhibit 1. REGULAR CARRIER WORKS IN EXCESS OF ROUTE'S EVALUATION**

1. Regular carrier is assigned to a 45-hour evaluated route (Daily evaluation = 9.00 hours).
2. Carrier works 45.28 hours in Week 1, and 38.08 hours in Week 2 as follows:

	Week 1 (Hours)	Week 2 (Hours)
Mon	9.00	11.08
Tue	8.00	8.00
Wed	10.28	Holiday
Thu	9.00	9.50
Fri	9.00	9.50

- Carrier will be paid Christmas overtime for 0.28 hours in Week 1, and 2.08 hours in Week 2, based on hours worked over the route's evaluated hours.
- No manual computation for Christmas overtime is necessary. This is automatically computed. No entries are made to the Daily Overtime block.

WALTERS N		XX-XXXX		E XXX-XX-XXXX		710	K003	B	02	26					
Name of Assigned Carrier		Finance Number		Social Security Number		Des.	Route No.	FLSA	Year	PP					
WK	Actual Weekly Hours	Days Assigned Carrier Absent (codes on reverse)					Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours
1	42.08 Hours 100s	K A													
2	48.75 Hours 100s	5									08.92 Hours 100s				
Week 1 Information						Week 2 Information									
Des	Name of Relief Carrier	Social Security Number		Actual Weekly Hours	Tr	No EM	EM	Whole Miles		Actual Weekly Hours	Tr	No EM	EM	Whole Miles	
760	DAVIS, J	YYY-XX-XXXX		16.50 Hours 100s	2			Dev +	Omit -	Hours 100s				Dev +	Omit -
(X day not given before end of PP, so DACA 3 is changed to DACA 5)															
This certifies that the above carrier rendered service in compliance with Postal regulations.				Postmaster's Signature A. Smith				Date 12/14/02				Carrier Initials JGW			
REGULAR RURAL CARRIER TIME CERTIFICATE															

**Exhibit 2. REGULAR CARRIER NOT ON RELIEF DAY WORK LIST WORKS RELIEF DAY (WEEK 2) AND DOES NOT RECEIVE AN X DAY IN THE SAME PAY PERIOD**

- Regular carrier is required to work the second relief day of Pay Period 26. Carrier does not get an X day in the same pay period.
- Enter DACA Code 5 on the relief day (Saturday) of Week 2.
- Carrier is paid 150% of a day's evaluation for working the relief day and does not receive a future X day.

U.S. Postal Service		Name of Assigned Carrier RODRIGUEZ K					Finance Number XX-XXXX		E		Social Security Number XXX-XX-XXXX		710	K007	B	03	01			
WK	Actual Weekly Hours Hours 100s	Days Assigned Carrier Absent (codes on reverse) Sat. Mon. Tue. Wed. Thur. Fri.					Daily Overtime Hours 100s		Training Hours Hours 100s		COP Hours Hours 100s		Limited Duty Hours Hours 100s		Relief Hours Hours 100s		Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours
							0108													
1	45 00				K															
2	46 50	V			VK															
Des	Name of Relief Carrier	Social Security Number	Actual Weekly Hours		Week 1 Information		Week 2 Information		Whole Miles		Actual Weekly Hours		Whole Miles							
			Hours 100s	Tr	No EM	EM	Dev +	Omit -	Hours 100s	Tr	No EM	EM	Dev +	Omit -						
	No Black D	xxx-yy-xxxx	08	00	1															
	(Worked 13.08 hours on SAT)																			
This certifies that the above carrier rendered service in compliance with Postal regulations.			Postmaster's Signature A. Smith			Date 12/28/02			Carrier's Initials KAR											

REGULAR RURAL CARRIER TIME CERTIFICATE

**Exhibit 3. REGULAR CARRIER WORKS DESIGNATED HOLIDAY**

1. Regular carrier's relief day is Wednesday. Carrier works the designated holiday on Tuesday, December 24th.
2. Enter V on Tuesday of Week 2.
3. Include hours worked on the designated holiday in Actual Weekly Hours.
4. Carrier is not entitled to an X day for working the holiday.
5. No manual computation for Christmas overtime is necessary. This is automatically computed. Do not enter Christmas overtime in the Daily Overtime block.
6. Carrier will receive 150% of one day's evaluation for working the designated Christmas holiday. **NOTE:** Regular rural carriers cannot work on Wednesday, December 25th.





KENT		C		XX-XXXX		E XXX-XX-XXXX		710		K011		A		03		01																
U.S. Postal Service	Name of Assigned Carrier							Finance Number			Social Security Number				Des.		Route No.		FLSA		Year		PP									
	WK	Actual Weekly Hours		Days Assigned Carrier Absent (codes on reverse)				Daily Overtime		Training Hours		COP Hours		Limited Duty Hours		Relief Hours		Route Dev.		GT Veh.		Miles Omit		Xmas Assist Work Hours								
	1	39	88	R					00	32																						
2	35	08	K			H																	06	00								
PS Form 1314, Jun 2000	Des		Name of Relief Carrier				Social Security Number				Actual Weekly Hours				Week 1 Information				Week 2 Information													
			KAY, K				XXX-XX-KKXX				Tr		No EM		EM		Whole Miles Dev +		Omit -		Actual Weekly Hours		Tr		No EM		EM		Whole Miles Dev +		Omit -	
																					08		75		1							
This certifies that the above carrier rendered service in compliance with Postal regulations.										Postmaster's signature A Smith										Date 12/28/02				Carrier Initials CK								

**REGULAR RURAL CARRIER TIME CERTIFICATE**

**Exhibit 5. FLSA CODE A REGULAR CARRIER**

1. A regular carrier whose FLSA code is A is paid by the hour. Overtime is paid for all hours over 8 in a day or 40 in a week.
2. Carrier works 8.32 hours on Tuesday of Week 1. Enter 0.32 hours in the Daily Overtime block.
3. Carrier works relief day (Saturday) in Week 1. Include these hours in Actual Weekly Hours. Carrier is paid for these hours, so **no X day is due**.
4. Carrier works 39.88 total hours in Week 1.
5. Carrier works Christmas assistance (6 hours) on the relief day on the second Saturday. Record the Christmas assistance time in the Xmas Assist Work Hours block. Do not add to the Actual Weekly Work Hours. Overtime will be paid only if the carrier exceeds 40 hours for the week.
6. No manual computation for Christmas overtime is necessary. This is automatically computed. Carrier will receive 0.32 hours of overtime in Week 1, and 1.08 hours of overtime (35.08 + 06.00 = 41.08 hours) in Week 2.



PETERS		U		XX-XXXX		E XXX-XX-XXXX		740	K034	P	03	01								
U.S. Postal Service	Name of Assigned Carrier							Finance Number		Social Security Number			Des.	Route No.	FLSA	Year	PP			
	WK	Actual Weekly Hours		Days Assigned Carrier Absent (codes on reverse)				Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours				
	1	36	52	K												07	00			
2	33	92	K		H															
P.S. Form 1314, Jun 2000	Des		Name of Relief Carrier		Social Security Number		Actual Weekly Hours		Tr	No EM	EM	Whole Miles		Actual Weekly Hours		Tr	No EM	EM	Whole Miles	
	740	TURNER P		xxx-xx-xxxx		09	00	1				08	00	1						
This certifies that the above carrier rendered service in compliance with Postal regulations.							Postmaster's Signature <i>A. Smith</i>					Date <i>12/28/02</i>		Carrier's Initials <i>UHP</i>						
REGULAR RURAL CARRIER TIME CERTIFICATE																				

**Exhibit 7. DESIGNATION 74 PROVIDES CHRISTMAS ASSISTANCE ON RELIEF DAY**

1. The RCA is assigned to a vacant regular K route, with a relief day of Saturday.
2. On the first Saturday, the Des 74 carrier provides Christmas assistance for 7 hours. The replacement carrier works the route the entire day.
3. Enter K for the first Saturday.
4. Enter 7.00 hours in the Xmas Assist Work Hours block. Do not include these hours in the Actual Weekly Hours block.
5. Carrier will be paid 3.52 hours overtime (36.52 + 7.00 = 43.52).
6. Enter appropriate information for relief carrier in bottom section of time certificate.

HAMMOND		K		XX-XXXX		XXX-XX-XXXX		780	K001	P	03	01				
U.S. Postal Service	Name of Assigned Carrier		Finance Number		Social Security Number		Des/Act		Route No.		FLSA	Year	PP			
	Wk		Actual Weekly Hours		Work Days		Training Hours		Equipment Allowance		Leave - Whole Hours		N - No Service		Xmas Assist Work Hours	
	1		Hours 100s		Hours 100s		Hours 100s		Hours Tr Miles GT		Annual Sick Other COP		Sat. Mon. Tue. Wed. Thur. Fri.		Hours 100s	
2		Hours 100s		Hours 100s		Hours 100s		Hours Tr Miles GT		Annual Sick Other COP		Sat. Mon. Tue. Wed. Thur. Fri.		Hours 100s		
PS Form 1314-A, Jun 2000	Des/Act		Name of Relief Carrier		Social Security Number		Actual Weekly Hours		Equipment Allowance		Actual Weekly Hours		Equipment Allowance			
							Hours 100s		Hours Tr Miles GT		Hours 100s		Hours Tr Miles GT			
							Hours 100s		Hours Tr Miles GT		Hours 100s		Hours Tr Miles GT			
							Hours 100s		Hours Tr Miles GT		Hours 100s		Hours Tr Miles GT			
							Hours 100s		Hours Tr Miles GT		Hours 100s		Hours Tr Miles GT			
							Hours 100s		Hours Tr Miles GT		Hours 100s		Hours Tr Miles GT			
							Hours 100s		Hours Tr Miles GT		Hours 100s		Hours Tr Miles GT			
This certifies that the above carrier rendered service in compliance with Postal regulations.				Postmaster's Signature				Date				Carrier's Initials				
				A. Smith				12/28/02				KH				

**AUXILIARY RURAL CARRIER TIME CERTIFICATE**

**Exhibit 8. REPLACEMENT CARRIER PROVIDES CHRISTMAS ASSISTANCE ON A REGULAR ROUTE**

1. Regular carrier on Route K001 carries his/her route on regularly scheduled day.
2. Replacement carrier provides Christmas assistance on Route K001 for 3.25 hours on Tuesday, Week 1; 6.75 hours on Friday, Week 1; and 4.50 hours on Saturday, Week 2.
3. On each of these days, the replacement carrier spends 3 hours on the street and travels 40 miles each day (in his/her own vehicle).
4. Prepare PS Form 1314-A using the actual route number (K001) on which service was performed.
5. Enter 10.00 hours in the Xmas Assist Work Hours block for Week 1, and 4.50 hours for Week 2. Do not include these hours in Actual Weekly Work Hours.
6. Enter EMA data in the appropriate Equipment Allowance blocks.
7. Do not enter any information to the bottom (relief carrier) section of the card.
8. If the replacement carrier provides Christmas assistance on more than one regular route, complete a separate PS Form 1314-A for each route on which Christmas assistance is provided.

GATEWOOD		R		XX-XXXX				XXX-XX-XXXX				780	A998	P	0301					
Name of Assigned Carrier		Finance Number				Social Security Number				Des/Act	Route No.	FLSA	Year	PP						
WK	Actual Weekly Hours	Work Days	Training Hours	Equipment Allowance				Leave - Whole Hours				N - No Service				Xmas Assist Work Hours				
	Hours	100s	Hours	Hours	Tr	Miles	GT	Annual	Sick	Other	COP	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Hours	100s	
1																			04	25
2				01	1	010													02	50
Des/Act		Name of Relief Carrier				Social Security Number				Week 1 Information				Week 2 Information						
										Actual Weekly Hours				Equipment Allowance						
										Hours				Hours						
										100s				100s						
										Hours				Hours						
										100s				100s						
										Hours				Hours						
										100s				100s						
										Hours				Hours						
										100s				100s						
										Hours				Hours						
										100s				100s						
This certifies that the above carrier rendered service in compliance with Postal regulations.		Postmaster's Signature				Date				Carrier's Initials										
		A. Smith				12/28/02				RBK										

U.S. Postal Service  
PS Form 1314-A, Jun 2000

**AUXILIARY RURAL CARRIER TIME CERTIFICATE**

**Exhibit 9. REPLACEMENT CARRIER PROVIDES CHRISTMAS ASSISTANCE ON AN AUXILIARY ROUTE**

1. Replacement carrier provides 3.00 hours Christmas assistance on Route A003 on Monday, Week 1; 1.25 hours Christmas assistance on Route A009 on Thursday, Week 1; and 2.50 hours Christmas assistance on Route A003 on Saturday, Week 2. All hours are worked in the office, except 1 hour on the street on Saturday, Week 2 (10 miles).
2. Prepare one PS Form 1314-A using route number A998 for all Christmas assistance hours on auxiliary routes.
3. Enter hours worked in the Xmas Assist Work Hours block. Do not include in Actual Weekly Work Hours.
4. Enter EMA data in the appropriate Equipment Allowance blocks.



GERBER		N		XX-XXXX				E XXX-XX-XXXX				790 A005		P 03 01														
U.S. Postal Service	Name of Assigned Carrier										Finance Number				Social Security Number				Des/Act		Route No.		FLSA		Year		PP	
	WK	Actual Weekly Hours		Work Days		Training Hours		Equipment Allowance		Leave - Whole Hours				N - No Service				Xmas Assist										
		Hours	100s	Hours	100s	Hours	Tr	Miles	GT	Annual	Sick	Other	COP	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Hours	100s							
1	24	50			08	6	100																					
2	12	98			05	3	080		04				N	N			H			01	50							
PS Form 1314-A, Jun 2000	Name of Relief Carrier										Social Security Number				Week 1 information				Week 2 information									
	Des/Act	Actual Weekly Hours		Equipment Allowance		Actual Weekly Hours				Equipment Allowance																		
		Hours	100s	Hours	Tr	Miles	GT	Hours	100s	Hours	Tr	Miles	GT															
	760	MURRAY, P			XXX-00-XXXX									09	50	03	2	040										
														Hours	100s													
														Hours	100s													
														Hours	100s													
This certifies that the above carrier rendered service in compliance with Postal regulations.										Postmaster's Signature				Date				Carrier's Initials										
										A. Smith				12/28/02				MS										
AUXILIARY RURAL CARRIER TIME CERTIFICATE																												

**Exhibit 11. DESIGNATION 79 PROVIDES CHRISTMAS ASSISTANCE ON ASSIGNED AUXILLIARY ROUTE**

1. Des 79 assigned to route A005 carried a regular route on Saturday, Week 2 and another replacement carrier worked on Saturday. Enter an N in the DACA block.
2. Des 79 provided 1.5 hours Christmas assistance on route A005 on Saturday, Week 2.
3. Des 79 took 4 hours of annual leave on Monday, Week 2.
4. Enter hours worked (1.5) in the Xmas Assist Work Hours block. Do not include in Actual Weekly Work Hours.
5. Enter the replacement carrier that carried route A005 on Saturday and Monday on the bottom of PS Form 1314-A.



### 2002 to 2003 Leave Year — Annual Leave Carryover

The Postal Service 2002 leave year ends on January 10, 2003. The 2003 leave year begins on January 11, 2003. The maximum amount of annual leave that employees may carry over from 2002 into the 2003 leave year appears below.

Care is to be exercised to ensure that employees are not required to forfeit annual leave. As of January 11, 2003, no provisions exist for employees to carry over annual leave in excess of the applicable carryover maximums.

Employees should coordinate with their supervisors to schedule any excess leave before January 11, 2003.

#### Maximum Carryover Hours Into the 2003 Leave Year\*

Employee Classification	Maximum Carryover
<b>Nonbargaining Employees</b>	
EAS (including rate schedule codes E, F, J, and U)	560 hours (70 days)
PCES II**	2001 to 2002 carryover plus 208 hours
PCES I (who entered PCES in leave year 2002) **	688 hours
Other PCES I**	2001 to 2002 carryover plus 128 hours
<b>Bargaining Employees</b>	
	440 hours (55 days)

#### Employees Eligible for the Annual Leave Exchange Program

Employees who are eligible for the Annual Leave Exchange Program will be notified in November.

For those employees eligible, an election to exchange annual leave during the November 15 to December 15, 2002, open season is **not** an election to exchange any of the employee's current leave balance. The election is to exchange leave that would otherwise be earned in leave year 2003.

#### All Postal Service Employees

**Note:** Leave earned or accumulated in the 2002 leave year in excess of the carryover limits stated above will be lost if not used before January 11, 2003.

\* Employees who, on January 1, 1953, had more accumulated leave to their credit than the amounts provided above and who have maintained balances in excess of those amounts may carry over the balance they have maintained.

\*\* PCES executives impacted by organizational change/reduction-in-force are subject to RIF policy.

— Compensation, Employee Resource Management, 11-14-02


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NOTICE TO ALL EMPLOYEES

# THRIFT SAVINGS PLAN FACT SHEET

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

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

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

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

2002 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Jan.	0.45	0.79	0.81	-1.47	-1.46	-2.802	-1.95	-5.33	-5.31
Feb.	0.40	0.98	0.97	-1.92	-1.93	-2.64	-2.83	0.66	0.70
March	0.44	-1.66	-1.66	3.73	3.76	6.83	6.78	5.82	5.41
April	0.46	1.89	1.94	-6.06	-6.06	-1.06	-0.98	0.25	0.66
May	0.45	0.88	0.85	-0.75	-0.74	-2.39	-2.21	1.29	1.27
June	0.43	0.97	0.87	-7.10	-7.12	-6.67	-6.84	-3.87	-3.98
July	0.43	1.19	1.21	-7.70	-7.80	-9.93	-9.73	-9.99	-9.87
Aug.	0.40	1.58	1.69	0.67	0.66	0.58	0.58	-0.26	-0.23
Sept.	<b>0.37</b>	<b>1.63</b>	<b>1.62</b>	<b>-10.87</b>	<b>-10.87</b>	<b>-6.84</b>	<b>-6.74</b>	<b>-10.75</b>	<b>-10.74</b>
Oct.	0.33	-0.44	-0.46	8.77	8.80	3.38	3.28	5.42	5.37
<b>LAST 12 MONTHS</b>	<b>5.07</b>	<b>5.91</b>	<b>5.89</b>	<b>-15.10</b>	<b>-15.11</b>	<b>-8.99</b>	<b>-8.82</b>	<b>-13.46</b>	<b>-13.21</b>

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

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

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

\* Implemented May 2001.

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

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# Finance

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## DISTRICTS MIGRATING FROM SFAS TO SAFR

### SAFR Unit Maintenance Application

#### Premigration

Before migrating to Standard Accounting for Retail (SAFR) and Shared Services/Accounting, district accounting offices (DAOs) must verify and update, if necessary, the information in the Standard Field Accounting System (SFAS) unit maintenance file. To update the information without affecting the accounting operation, DAOs will use a Web-based tool called the SAFR Unit Maintenance Application (SUMA). SUMA is a commercial off-the-shelf product that refers to units as "stores" and is available online at <http://sea.usps.gov/safr>. Prior to the scheduled migration, each DAO's SFAS unit maintenance file will be downloaded into SUMA. DAOs must verify each field in each store/unit record for accuracy. In addition, the DAOs must verify new data elements required by the SAFR application(s), for example, the applicable district finance manager's phone number. Detailed instructions are provided on the SUMA Web site.

#### Postmigration

Once districts have migrated to SAFR and Shared Services/Accounting, the district finance manager will be responsible for updating and maintaining unit maintenance files in SUMA. Before a new store/unit can be activated, the following must occur at least two weeks in advance:

- Establish the new store/unit in SAFR using SUMA.
- Notify the Eagan Shared Service Center using the existing e-mail address: *Sfas New Unit ID-Eagan, MN*.

Do not conduct inventory transactions for new stores/units until the store/unit has been established in the SAFR system.

— Revenue and Field Accounting,  
Finance, 11-14-02

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#### NOTICE AVAILABLE ONLINE

### Notice 25, Postal Accounting Period Planning Schedule, Postal Fiscal Year 2003

Notice 25, *Postal Accounting Period Planning Schedule, Postal Fiscal Year 2003*, dated April 2002, is available online. Go to the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *Notices*.

**We will not print/distribute hard copies of Notice 25.**

— Corporate Accounting,  
Finance, 11-14-02

## Annual Vending Machine Income Report Due Soon

A summary of vending machine income sharing and other activities related to the Randolph-Sheppard Act Amendments of 1974 is required for fiscal year 2002 (September 8, 2001, through September 30, 2002). This report (see page 95) complies with an annual request from the Department of Education and Handbook EL-602, *Food Service Operations*, 441.3.

The report covers proceeds and/or commissions of every Postal Service installation with even a single coin-operated vending machine (stamp machines excepted) selling snacks, drinks, food, or tobacco. Postmasters, installation heads, lead plant and district managers, and district Human Resources and Headquarters field unit managers must prepare or consolidate and send reports as described below by the dates shown.

### **By December 13, 2002 — All Postmasters and Installation Heads**

Send final reports to the processing and distribution lead plant or Customer Service and Sales district level manager. Postmasters must send consolidated reports to appropriate managers (see format for reporting vending machine income provided) including proceeds and/or commissions from vending machines at their branches and stations.

### **By January 3, 2003 — Lead Plant and District Managers**

Consolidate reports by state and forward them to district Human Resources managers.

### **By January 24, 2003 — District Human Resources Managers and Headquarters Field Unit Managers**

Send consolidated reports, summarized by state, to this address:

ANNUAL VENDING INCOME REPORT  
MANAGER PERSONNEL OPERATIONS SUPPORT  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW RM 1831  
WASHINGTON DC 20260-4261

— *Personnel Operations Support,  
Employee Resource Management, 11-14-02*

<b>Vending Machine Income<sup>1</sup></b>		
Vending machine commissions received from commercial concessionaire (do not include the 1 ½% operating fee):	Receipts of locally operated vending machine, after deducting the costs of goods sold, including reasonable maintenance cost:	Amount disbursed to state licensing agency:
\$	\$	\$

**Applications From State Licensing Agency (SLA) for Permits or Contracts to Operate Vending Facilities**

Number Pending at Beginning of Period	Total Number Received	Number Awarded to SLA	Number Denied <sup>2</sup>	Number Pending at End of Period

The above data is taken from records on file in the office of:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Installation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

<sup>1</sup> Do not include income from postal products machines or recreational information or service machines.

<sup>2</sup> Attach explanation of each denial.

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# International Mail

## ICM UPDATES

### International Customized Mail

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

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

- a. **Term:** November 5, 2002, through November 4, 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 600 pieces of EMS.

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

- a. **Term:** November 5, 2002, through November 4, 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 \$20,000 in postage for EMS.

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

#### Exhibit 1

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

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

#### Exhibit 1

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

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

- a. **Term:** November 5, 2002, through November 4, 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 commitment of 600 pieces of EMS or \$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

— *International Business, 11-14-02*

# 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 unserved.

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

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



October 23, 2002  
 FLORIDA INTERNATIONAL  
 MUSEUM STATION  
 POSTMASTER  
 3135 1ST AVE NORTH  
 ST PETERSBURG FL  
 33730-9998



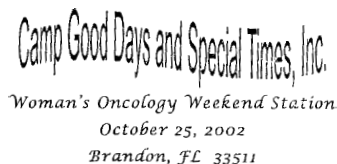
October 27, 2002  
 WORLD CHAMPIONS STATION  
 POSTMASTER  
 701 NORTH LOARA ST  
 ANAHEIM CA 92803-9998



October 24, 2002  
 THE CALIFORNIA ADVOCATE  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 FRESNO CA 93706-9998



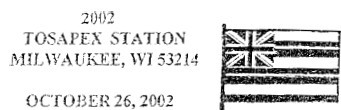
October 30, 2002  
 US Army Community and Family  
 Support Center — Victoria A  
 Palmer  
 IRVING BERLIN BUILDING  
 DEDICATION STATION  
 OIC FORT BELVOIR  
 5875 21ST ST  
 FORT BELVOIR VA 22060-9998



October 25, 2002  
 WOMANS ONCOLOGY  
 WEEKEND STATION  
 POSTMASTER  
 5201 WEST SPRUCE ST  
 TAMPA FL 33630-9998



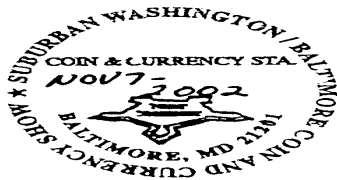
November 3, 2002  
 TRICENTENNIAL STATION  
 POSTMASTER  
 250 ST JOSEPH ST  
 MOBILE AL 36601-9813



October 26–27, 2002  
 TOSAPEX STATION  
 POSTMASTER  
 PO BOX 9998  
 MILWAUKEE WI 53214-9998



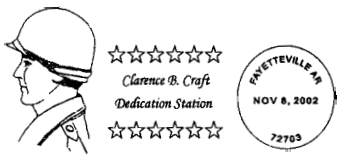
November 4, 2002  
 City of Port Orange  
 PORT ORANGE POST OFFICE  
 STATION  
 POSTMASTER  
 725 DUNLAWTON AVE  
 PORT ORANGE FL 32127-9998



November 7-10, 2002  
 SUBURBAN WASHINGTON/  
 BALTIMORE COIN AND  
 CURRENCY SHOW STATION  
 MANAGER MAIN OFFICE  
 WINDOW SERVICES  
 900 EAST FAYETTE ST  
 BALTIMORE MD 21233-9715



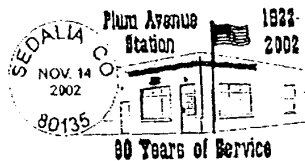
November 16, 2002  
 Town of Ticonderoga Champlain  
 2009 Committee  
 TRADING POST STATION  
 POSTMASTER  
 169 CHAMPLAIN AVE  
 TICONDEROGA NY 12883-9998



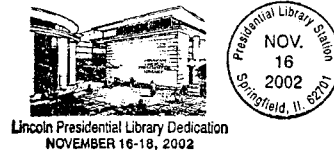
November 8, 2002  
 Postal Service  
 CLARENCE B CRAFT  
 DEDICATION STATION  
 STATION MANAGER  
 PO BOX 9998  
 FAYETTEVILLE AR 72703-9998



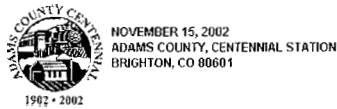
November 16, 2002  
 Chetopa Community Task Force  
 PECAN FEST STATION  
 POSTMASTER  
 PO BOX 9998  
 CHETOPA KS 67336-9998



November 14, 2002  
 PLUM AVENUE STATION  
 POSTMASTER  
 4195 WEST DOUGLAS AVE  
 SEDALIA CO 80135-9998



November 16-18, 2002  
 Postal Service  
 PRESIDENTIAL LIBRARY  
 STATION  
 POSTMASTER  
 2105 EAST COOK  
 SPRINGFIELD IL 62703-9998



November 15, 2002  
 Adams County  
 ADAMS COUNTY CENTENNIAL  
 STATION  
 POSTMASTER  
 90 WEST 4TH AVE  
 BRIGHTON CO 80601-9998



November 22, 2002  
 BALTIMORE AND OHIO  
 RAILROAD STATION  
 POSTMASTER  
 12010 PLUM ORCHARD DR  
 SILVER SPRING MD  
 20904-9998



November 16, 2002  
 Girl Scouts of America  
 SHADES OF GREEN STATION  
 POSTMASTER  
 1720 MARKET ST  
 ST LOUIS MO 63155-9998

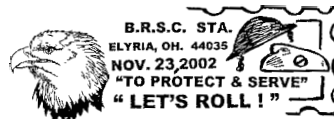
Fairmont Glows Station  
 Fairmont, MN 56031  
 November 23, 2002



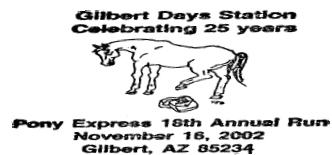
November 23, 2002  
 Fairmont Chamber of Commerce  
 FAIRMONT GLOWS STATION  
 POSTMASTER  
 490 SOUTH STATE ST  
 FAIRMONT MN 56031-4147



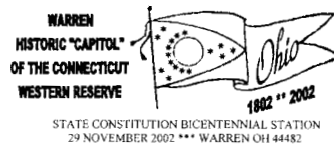
November 16, 2002  
 LIONS CLUB STATION  
 POSTMASTER  
 331 NORTH POST RD  
 WEST WINDSOR NJ  
 08550-9998



November 23-24, 2002  
 BLACK RIVER STAMP CLUB  
 STATION  
 POSTMASTER  
 345 EAST BRIDGE ST  
 ELYRIA OH 44035-9998



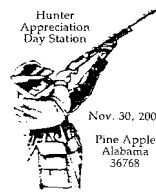
November 16, 2002  
 GILBERT DAYS STATION  
 POSTMASTER  
 PO BOX 9998  
 GILBERT AZ 85234-9998



November 29, 2002  
 Warren Stamp Club  
 STATE CONSTITUTION  
 BICENTENNIAL STATION  
 POSTMASTER  
 201 HIGH ST NE  
 WARREN OH 44481-9998



November 29, 2002  
*Festival of Trees*  
 FESTIVAL OF TREES STATION  
 POSTMASTER  
 4150 CHICAGO AVE  
 RIVERSIDE CA 92507-9998



November 30, 2002  
 HUNTER APPRECIATION DAY  
 STATION  
 POSTMASTER  
 52 COUNTY RD 59  
 PINE APPLE AL 36768-9998



November 29, 2002  
*Opening Day*  
 SANTA'S VILLAGE STATION  
 NOVEMBER 29, 2002  
 HUNTSVILLE, AL 35801  
 SANTAS VILLAGE STATION  
 CUSTOMER RELATIONS  
 COORDINATOR  
 3408 WALL TRIANA HWY  
 HUNTSVILLE AL 35813-9813

— Stamp Services,  
 Government Relations and Public Policy, 11-14-02

### 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
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
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, 11-14-02

**SUMMARIES OF RECENT  
USPS NEWS RELEASES****USPS to Track Commercial Air Carrier Performance***Nov. 6*

Beginning next spring, USPS will require airline transportation carriers to scan mail from the time they receive it until it's turned over to the Postal Service. With tracking in place, USPS will be in a better position to determine if it's getting the biggest bang for its buck. The Postal Service is negotiating a new contract with commercial air carriers that includes these tracking enhancements. The contract — scheduled to begin in May 2003 — will include incentives based on contractor pricing, contractor performance measurements and adjustments to mail assignments.

The announcement followed Board of Governors approval to fund the technology, the second phase of its Surface Air Support System.

**USPS Could Hold Rates Until 2006***Nov. 5*

Some good financial news may help USPS keep postage rates stable until 2006, two years longer than anticipated. PMG Jack Potter told the Board of Governors that USPS has met much more of its financial obligation to the Civil Service Retirement System than the government thought, thanks to a new analysis by the Office of Personnel Management (OPM). Federal legislation will be required to implement the results of this new analysis, but the findings have the potential to allow USPS to hold postage rates at their current level until 2006. "All these positive financial outcomes for our ratepayers depend on statutory change," said Potter. He indicated that OPM has drafted such legislation, and OPM, the Office of Management and Budget and the Department of the Treasury have offered their support to brief lawmakers on Capitol Hill.

These new findings will have no impact on current postal employee retirement contributions, nor on future benefits. There will be no effect on current CSRS postal retiree annuities. Potter also told the Board that the improved financial picture will allow management to focus more on the long-term health of the postal system. "I remain committed to the Postal Service's Transformation Plan," he said, including the promise "to take \$5 billion out of our operating expenses through 2006, over and above the savings we expect to realize by implementing the legislative changes connected with our CSRS funding."

**Service Continues at Record Levels***Nov. 5*

USPS continues to achieve record-breaking delivery scores for First-Class Mail in the nation's metropolitan areas. Consumer Advocate Francia Smith told the board of governors that First-Class Mail was delivered on time an average 94% of the time during the last quarter of Fiscal Year 2002. This is the second consecutive quarter First-Class Mail has met this benchmark nationwide.

North Dakota, South Dakota, central Illinois and San Jose, CA, each achieved on-time delivery performance scores of 96%. An additional 28 performance clusters had on-time delivery scores of 95%. Smith also noted that the most recent Gallup survey shows 93% of households nationwide reported having a positive view of the Postal Service. This is the fourth consecutive quarter in which ratings of overall performance have reached 93%.

**POS ONE Speeds Service***Nov. 5*

POS ONE is more than just a state-of-the-art cash register system for USPS. The system is expected to reduce customer waiting time at counters by 10% on average, while providing a fully integrated network for accounting, marketing, payroll and sales. Point-of-sale — POS ONE — retail terminals will be deployed at Post Offices that bring in more than 90% of retail revenue. Once deployment is completed by mid-2005, there will be 63,588 POS ONE terminals at 15,015 Post Offices. More than 10,000 Post Offices already use this technology, accounting for 74% of walk-in revenue.

"POS ONE plays a major role in reaching our goals of improving customer service and ensuring that our employees have the tools they need to efficiently and easily provide postal services to our customers," said Henry Pankey, VP for Delivery and Retail. "Retail associates receive consistent information on a daily basis to keep them up-to-date on corporate direction, promotions, and new product and service offerings, as well as keeping them abreast of immediate changes in policies. POS ONE eliminates the need for a separate machine to process credit and debit card authorizations."

## Parcel Select Offers “Early Bird” Hours

Oct. 29

Package customers who take advantage of “early bird” Parcel Select Destination Delivery Unit acceptance hours will find that many locations will provide same-day or next-day delivery. “Parcel Select mailers asked and we responded,” said Chief Operating Officer Pat Donahoe. “They wanted early-bird hours, and we wanted their business, so we opened at five in the morning.” Large postal facilities that serve 6,000 or more ZIP Codes have expanded hours, and customers can find postal facility drop-off locations online at [www.usps.com](http://www.usps.com).

Parcel Select service allows high-volume shippers to earn discounts by bypassing processing operations to enter parcels into the mail stream as close as possible to the delivery Post Office. Early-bird hours benefit the mailers because it allows the mail to be introduced into the system earlier. “Many of the packages dropped during our early-bird hours will be delivered the same day, with the rest the next day,” Donahoe said.

## Post Offices

### REMINDER

#### Retrieval of Plastic Label Holders

We have been notified that Postal Service facility opening units (LDC 010) are not saving the plastic label holders used to close and address plastic sacks destined at their locations. We have also noted that the national inventory of plastic label holders has fallen far below the inventory levels of sacks on which they are used.

Plastic label holders are reusable and must not be thrown away. Do not intentionally remove them from the draw tapes of sacks on which they are attached. After emptying each plastic sack, remove the label from the label holder, and prepare the sack/label holder combination for return to the serving Mail Transport Equipment (MTE) service center.

Consolidate separated label holders from their sacks for return to the MTE service center, along with the sacks. Please contact your serving area mail transport equipment specialist (AMTES) for more site-specific shipping information.

Following is a list of AMTESs and their contact information.

Area	AMTES	Telephone Number
Capital Metro	Martin, Eddie	301-618-4402
Eastern	Hunt, Darla	412-494-2871
	Ward, Delonda	412-494-2879
Great Lakes	Cebulski, Bob	630-539-4739
	Moreland, Ray	630-539-4449
New York Metro	Ascone, Ben	646-473-3729
Northeast	Croce, Diane	860-285-7163
	Marker, Linda	860-285-7130
Pacific	Jackson, J.C.	510-292-2468
Southeast	Bailey, Paul J.	901-747-7275
Southwest	Coffey, Earl	214-819-8825
Western	Tracy, Bob	303-313-5241
	Creason, Dale	303-313-5824

— Mail Transport Equipment,  
Network Operations Management, 11-14-02





# ROUND-UP NOTICE



**WARNING**  
Maximum penalty for theft or misuse of postal property \$1,000 fine and 3 years imprisonment (18 USC 1707).

**WARNING**  
Maximum penalty for theft or misuse of postal property \$1,000 fine and 3 years imprisonment (18 USC 1707).

**The Postal Service needs your unused equipment back, especially flat tubs and trays.**

**Please help us control cost by returning these items to circulation.**

CUT ALONG DOTTED LINE





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



## Retail

# What's in Store

OLRP — here for the holidays

*Growing revenue*

The rollout of the new Official Licensed Retail Product (OLRP) program is under way. This means that participating Post Offices — selected locations only — can now order licensed retail merchandise to sell in their retail lobbies just in time for the holidays. A holiday 2002 OLRP catalog already has been sent to the 1,375 offices currently in the program. You can view the products in the catalog via the Postal Service intranet. Go to the Blue page at <http://blue.usps.gov>, click on *Headquarters*, scroll down and click on *Licensing*, then under “Holiday 2002 OLRP Program,” click on *Catalog*. The catalog provides all the information needed for ordering the products you want.

Keep in mind, only products displayed in the OLRP catalog can be sold in Post Office lobbies. The idea is to generate new revenue in response to customer demand for Postal Service-related products. If you're not in the program and would like to join, contact your district retail manager.

You must first obtain your manager's approval to participate in the OLRP program. Your manager must add your office to the list of OLRP offices. After getting your manager's approval, here are the two ways you can purchase products:

- IMPAC Visa Credit Card — You can phone, 800-711-0428, or fax, 800-558-4328, your order into the Retail Merchandise and Point-of-Purchase Center (RMPC). Your purchase will expense to line 31 entitled “Supplies” on your Postal Service Financial Report (PSFR).
- No Fee Money Order — You can mail a no-fee money order to:  
USPS RMPC  
11330 OLIVE ST STE 106  
ST LOUIS MO 63141-7161

Make it payable to “USPS, Licensed Product.” Charge the money order to AIC 494, Postal Related Merchandise Costs, which will expense to line 38, “Cost of Sale Items,” on your PSFR.

All licensed retail products will be shipped to your office via Priority Mail® service with Delivery Confirmation™ service. Shipping costs are included in the price of the merchandise. If you wish to place an order, the minimum is \$100 per Post Office, and each product featured in the OLRP catalog has a minimum item/SKU quantity. Orders will begin shipping in early November. Make sure that sales of retail product are credited to AIC 231. The new licensed products are bound to be a hit with your customers!

## What's in Store

**Ready Post® for the holidays** Please remember that *ReadyPost* packaging products are the only authorized shipping and mailing supplies sold in Postal Service retail offices.

*Ready Post  
only!*

The two new holiday designs for Holiday 2003 are the poinsettia and Santa. These images are on large and medium boxes, and large and medium bubble mailers. The Holiday 2003 automatic product push to Category 3 offices was completed in September. The list of offices that received these products is posted on the RPS Web site. For Category 3 offices, if you wish to place an order, place it for the Holiday 2003 *Ready Post* products.

**Look for the decal**

*It's about  
universal service*

Expanding access to Postal Service products and services is an important part of the Postal Service's Transformation Plan. In retail support of this strategy, the Postal Service and American Bank Note Company have launched a joint marketing program to drive store traffic by promoting the convenience of buying stamps at under-utilized retail access channels. On October 14, customers began learning through print and television ads, and in-store signage about the new convenient ways to buy stamps.

The cornerstone of the program is a new retail access emblem that has been created as a permanent identification for authorized stamp retailers. The prominent display of the decal will let customers know at a glance that they can buy stamps and mailing services at these locations.

**2002 holiday ad campaign**

*To send,  
To receive*

Look for the debut of the Postal Service's holiday television ads on Thanksgiving Day — during parade coverage on major TV networks. This year's holiday messaging from the Postal Service focuses on sending and receiving, and how the Postal Service helps to connect people at this time of the year.

There are three 15-second spots that will run either as stand alone or paired in a 30-second time slot. In some cases, the Postal Service spots will precede or follow holiday advertising from Hallmark Cards. In the Postal Service ads, postal products and services are featured as they relate to the sending and receiving storyline.

## What's in Store

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The three TV spots include:

- **Home** — This features a young mother sending photos of her son via Priority Mail service to her husband in the military.
- **Jingle** — This features a woman meeting her carrier at the door of her home and handing him a stack of holiday cards. In return, he delivers the day's mail and she experiences the joy of connecting with family and friends through holiday mail.
- **Winter Wonderland** — A grandmother is in a Post Office in a cold-weather location, packing holiday gifts to her grandson. When the package is received at its location in a warmer climate, the boy experiences holiday "snow" with the peanut-like packaging material.

Holiday print advertising will feature Priority Mail and Express Mail® services.

Copies of the TV and print advertising have been sent to Postal Service officers, district managers, Customer Service and Sales, and area marketing and sales managers.

### Feedback

Send comments and questions to:

WHATS IN STORE  
US POSTAL SERVICE  
1735 N LYNN STREET RM 6042  
ARLINGTON VA 22209-6057

## What's in Store

## THE EMPLOYEE MAILBOX

**HOLIDAY** 10/19/02 — 12/28/02

# Make Lines Shorter With Holiday Magic

Put a twinkle in your customers' eyes this season: Let them know that they can conveniently buy stamps wherever they see the "Buy Stamps Here" decal. Make sure you and your customers watch for the TV and print ads supporting the "Buy Stamps Here" campaign!

**Locations include select grocery stores, card shops, and ATMs.**



# Your Extra Effort Is Extra Special

Keep things running smoothly this season by making transactions short and informative. Thank you for all your extra effort during this busy time of year!

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

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

**What's in Store**

**THE  
EMPLOYEE  
MAILBOX**

# Mail Early, Mail Often

With the holidays fast approaching, you know that customers will be shipping packages and cards more frequently than usual.

- Make sure to remind customers to mail their cards and gifts early, especially when shipping overseas.
- Recommend adding Insurance and Delivery Confirmation™ to Priority Mail® service for fast delivery, confirmation, and protection of domestic packages.



- Check your monthly calendar for November last-day-to-mail dates for holiday delivery!

**November Stamp Releases:**

*None*

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

# What's in Store




# THE EMPLOYEE MAILBOX

## November



### FOCUS

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

SUN	MON	TUE	WED	THUR	FRI	SAT
					1	2
					Last day for holiday surface mail to Africa or Middle East	AP 3 begins
3	4	5	6	7	8	9
	 <p><b>FOCUS: Express Mail® Service Guarantee: Let customers know this service delivers to most locations next day by noon — or they get their money back.</b></p>				 <p>payday</p>	Fly your POW/MIA flag
	Make sure holiday closing sign is displayed	Election Day	Last day for holiday Parcel Post® to military			
10	11	12	13	14	15	16
	Offices Closed VETERANS' DAY	Tell customers that Express Mail service can now be tracked online.	Last day for holiday surface mail to Europe		Last day for Districts to input VESS Data for FY '03 AP 2	
17	18	19	20	21	22	23
	Let customers know they can schedule a pickup at <a href="http://www.usps.com">www.usps.com</a> ® — the fee is just \$12.50, regardless of the number of packages.				 <p>payday</p>	
24	25	26	27	28	29	30
	Tell customers that Express Mail service delivers 365 days a year — even holidays, Saturdays and Sundays.			Offices Closed THANKSGIVING		HANUKKAH AP 4 begins

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



# Supply Management

UPDATE

## USPS Official Licensed Product Manufacturers and Distributors

The following list contains all current USPS Official Licensed Product manufacturers and distributors. Changes and additions are in bold. Employees may use this information to purchase products for personal use or as premiums and giveaway items. **These products are not for resale.**

Product for Postal Service retail stores are available through the Official Licensed Retail Product (OLRP) program. For more information regarding the OLRP program, please contact your area or district retail manager.

### USPS Promotional Products

Licensee	Products	Where Can I Buy These?	Other Sources
BRADFORD EXCHANGE 9333 N MILWAUKEE AVE NILES IL 60714-1303	Plates, plaques, and/or plate-like objects made out of cold-cast resin or porcelain.	Telephone: 847-966-2770 Fax: 847-966-3121	
CENTURY PROMOTIONAL PRODUCTS INC 457 FARNSWORTH CIRCLE BARRINGTON IL 60010-1078	Promotional products, t-shirts, golf shirts, caps, and recognition and safety awards.	Telephone: 847-639-4259 Fax: 847-639-4260	For USPS promotional use only.
CONCORD INDUSTRIES 19 WILLARD RD NORWALK CT 06851-4414	Key chains, lapel pins, laser engraved glass, belt buckles, and Americana products.	Web: <a href="http://www.uspsproducts.com">www.uspsproducts.com</a> Telephone: 800-553-9824 Fax: 203-750-6057	Specialty stores.
CWS AWARDS 4709 23RD AVE SW SEATTLE WA 98106-1315	Awards including jeweled pins, standard pins, medallions, lapel pins, rings, plaques, and trophies.	Telephone: 206-270-0923 Fax: 206-933-9608	For USPS promotional use only.
DATA SOLUTIONS AND TECHNOLOGY INC 3300 75TH AVE STE 110 LANDOVER MD 20785-1501	EID note cards, pins, key rings, mugs, magnets, t-shirts, and canvas prints of stamps.	Web: <a href="http://www.dstincorporated.com">www.dstincorporated.com</a> Telephone: 301-583-3500 Fax: 301-583-3512	
FIF MARKETING 41 E MAIN ST STE 112 LAKE ZURICH IL 60047-3413	Corporate gifts and promotional products.	Web: <a href="http://www.fifmarketing.com">www.fifmarketing.com</a> Telephone: 847-540-0611 Fax: 847-540-0613	
FINANCIAL INNOVATIONS INC 1 WEINGEROFF BLVD CRANSTON RI 02910-4019	Corporate gifts, promotional products, lapel pins, mugs, key rings, and caps.	Telephone: 401-467-3178 Fax: 401-467-3570	CVS, K-Mart, Krogers.
GARY MANDEL PROMOTIONAL PRODUCTS 1202 OLYMPIC BLVD SANTA MONICA CA 90404-3722	Promotional products.	Telephone: 310-392-4070 Fax: 310-392-4467	
GIFTPRENEURS 640 S GRAND AVE STE 106 SANTA ANA CA 92705-4156	Logo watches, corporate gifts, and promotional products.	Telephone: 800-500-5574 Fax: 714-542-1896 *Call for catalog	For USPS promotional use only.
HERITAGE PROMOTIONS 3760 N PONCE DE LEON BLVD SAINT AUGUSTINE FL 32084-1280	Premium and promotional items.	Telephone: 904-827-9747 Fax: 904-827-9707	For USPS promotional use only.
HIGHLAND GLEN MANUFACTURING INC PO BOX 294 BUFFALO NY 14213-2028	Key rings and key accessories.	Telephone: 716-883-1110 Fax: 716-885-0243	
HIGHLANDER LOGO PRODUCTS CORP 1072 JACOBY RD AKRON OH 44321-1799	Drivers, iron sets, putter, head covers, golf bags, golf travel bags, golf towels, golf gloves, golf balls, golf tees, tool packets, divot repair tools, golf shoe brush, and golf umbrella.	Telephone: 330-666-7390 Fax: 330-666-4525 *Ask for color catalog.	
HY KO PRODUCTS 7370 NORTHFIELD RD WALTON OH 44146-6106	Key chains, key rings, key fobs, key accessories, and bottle openers.	Telephone: 440-232-8223 Fax: 440-232-8227	
IPROMOTEU 8 STRATHMORE RD NATICK MA 01760-2419	Bookmarks, pins, key chains, and mugs.	Web: <a href="http://www.ipromoteu.com">www.ipromoteu.com</a> Telephone: 877-470-1436 Fax: 905-542-9454	

Licensee	Products	Where Can I Buy These?	Other Sources
JONATHAN GREY AND ASSOCIATES 920 CALLE NEGOCIO STE B SAN CLEMENTE CA 92673-6207	Corporate gifts, promotional products, pins, bears, and frames.	Web: <a href="http://www.jgrey.com">www.jgrey.com</a> Telephone: 949-498-2515 Fax: 949-298-2830 E-mail: <a href="mailto:raquel@jgrey.com">raquel@jgrey.com</a>	
MARCH COMPANY 3815 ACADEMY PKWY NE ALBUQUERQUE NM 87109-4408	Stamp design lapel pins, key chains, money clips, and <i>Heroes of 2001</i> products.	Web: <a href="http://www.marchco.com">www.marchco.com</a> Telephone: 800-336-2724 Fax: 505-345-0407	
NANCY SALES COMPANY INC 22 WILLOW ST CHELSEA MA 02150-3506	Mugs, shot glasses, and key chains.	Telephone: 617-884-1700 Fax: 617-889-2789	
<b>NATIONAL DESIGN CORPORATION</b> <b>16885 VIA DEL CAMPO CT STE 300</b> <b>SAN DIEGO CA 92127-4120</b>	<b>Desk caddy, memo cubes, magnets, mugs, pens, pencils, twist up crayons, and flashlight key rings.</b>	<b>Telephone: 858-674-6040</b> <b>Fax: 858-674-4120</b>	
<b>PIONEER BALLOON AND PIONEER NATIONAL LATEX</b> <b>5000 E 29TH ST N</b> <b>WICHITA KS 67220-2111</b>	<b>Latex and foil balloons.</b>	<b>Telephone: 316-685-2266</b> <b>Fax: 316-685-0187</b>	
POSTAL PRODUCTS UNLIMITED 500 W OKLAHOMA AVE MILWAUKEE WI 53207-2649	Commemorative rings, employee recognition gifts, collectibles, giveaways, and marketing items.	Telephone: 800-229-4500 E-mail: <a href="mailto:tomr@postalproducts.com">tomr@postalproducts.com</a>	Mainly for USPS promotional use only, with the exception of the commemorative rings.
ROYEL MARKETING 50 PARK PL STE 810 NEWARK NJ 07102-4305	Assorted ad specialties, apparel, employee incentives, awards, and promotional products.	Telephone: 973-624-5599 Fax: 973-624-6664	
SONOMA PINS 677 1ST STREET W SONOMA CA 95467-7003	Stamp lapel pins, key chains, dog tags, and <i>Heroes of 2001</i> products.	Web: <a href="http://www.favoriteline.com/heroes">www.favoriteline.com/heroes</a> Telephone: 800-996-8655 Fax: 707-996-9957	
US ALLEGIANCE INC 63004 LAYTON AVENUE BEND OR 97701-3735	<i>Greetings From America</i> mugs, key chains, tote bags, and stationery.	Web: <a href="http://www.ipledge.com">www.ipledge.com</a> Telephone: 800-327-1402 Fax: 800-622-8212	
<b>WEI KEE PLASTIC INDUSTRIAL LTD</b> <b>92 POKFULAM RD FLAT B1</b> <b>LA CLARE MANSION HONG KONG</b>	<b>Miniature plastic mailboxes.</b>	<b>Web: <a href="http://www.postbox.com.hk">www.postbox.com.hk</a></b> <b>Telephone: 818-281-8899</b> <b>Fax: 818-889-9189</b> <b>E-mail: <a href="mailto:samsonchow@aol.com">samsonchow@aol.com</a></b>	
WINCO INTERNATIONAL 9019 OSO AVENUE STE F CHATSWORTH CA 01311-4117	Lapel pins, key chains, magnets, pen stands, first day covers, and bookmarks with or without attached emblems.	Telephone: 818-718-1191 Fax: 818-700-9778	
WONDERLAND MARKETING 1718 SHERMAN AVE STE 311 EVANSTON IL 60201-5609	Corporate gifts: watches, mugs, clocks, and pens.	Web: <a href="http://www.shopwonderland.com">www.shopwonderland.com</a> Telephone: 847-526-1500 Fax: 847-425-1551	

### Apparel and Jewelry

Licensee	Products	Where Can I Buy These?	Other Sources
5-STAR MARKETING 4005 W GREEN TREE RD MILWAUKEE WI 53209-3034	Polo shirts, long-sleeved shirts, jackets, hats, and bags.	Telephone: 414-351-6212 Fax: 414-351-1336	For USPS promotional use only.
AMERICAN NEEDLE 1275 BUSCH PKWY BUFFALO GROVE IL 60089-4545	Postal Service logo and "Classic Collections" caps.	Telephone: 847-215-0011 Fax: 847-215-0013	
CIZNA INC 45 E 25TH ST APT 11D NEW YORK NY 10010-2941	Mr. Zip t-shirts.	Currently available only in Japan.	
CORNING MUSEUM OF GLASS 1 MUSEUM WAY CORNING NY 14830-2253	T-shirts.	Web: <a href="http://www.cmog.com">www.cmog.com</a> Telephone: 607-974-8835 Fax: 607-974-7365	Corning Museum gift shop.
DATA SOLUTIONS AND TECHNOLOGY INC 3300 75TH AVE STE 110 LANDOVER MD 20785-1501	<i>EID</i> polo shirts and t-shirts.	Web: <a href="http://www.dstincorporated.com">www.dstincorporated.com</a> Telephone: 301-583-3500 Fax: 301-583-3512	

Licensee	Products	Where Can I Buy These?	Other Sources
FIF MARKETING 41 E MAIN ST STE 112 LAKE ZURICH IL 60047-3413	Corporate gifts, promotional products, and logo apparel.	Web: <a href="http://www.fifmarketing.com">www.fifmarketing.com</a> Telephone: 847-540-0611 Fax: 847-540-0613	
FINANCIAL INNOVATIONS INC 1 WEINGEROFF BLVD CRANSTON RI 02910-4019	Corporate gifts, promotional products, logo apparel, t-shirts, sweatshirts, and caps.	Telephone: 401-467-3178 Fax: 401-467-3570	CVS, K-Mart, Krogers.
FREEDMAN AND COMPANY 77 SAINT JOHNS RD CAMP HILL PA 17011-6940	T-shirts, sweatshirts, and tote bags.	Telephone: 800-392-1066 Fax: 717-761-5276	
GIFTPRENEURS 640 S GRAND AVE STE 106 SANTA ANA CA 92705-4156	Embroidered apparel.	Telephone: 800-500-5574 Fax: 714-542-1896 *Call for catalog	For USPS promotional use only.
JER SPORTS 1604 A STREET WEST BABYLON NY 11704-5074	Men's, women's, and children's slippers; sandals; canvas, synthetic, and leather footwear and boots.	Telephone: 631-587-1705 Fax: 631-422-4119	
JONATHAN GREY AND ASSOCIATES 920 CALLE NEGOCIO STE B SAN CLEMENTE CA 92673-6207	Corporate gifts, promotional products, logo apparel, clothing, and hats.	Web: <a href="http://www.jgrey.com">www.jgrey.com</a> Telephone: 949-498-2515 Fax: 949-298-2830 E-mail: <a href="mailto:raquel@jgrey.com">raquel@jgrey.com</a>	
KAHALA 424 SUMMER ST HONOLULU HI 96817-5607	Hawaiian shirts with stamp images.	Telephone: 808-523-7873 Fax: 808-521-6413	Retail stores in Hawaii.
LANDS END 6 LANDS END LANE DODGEVILLE WI 53595-6001	Corporate logo apparel and embroidered apparel.	Telephone: 800-535-3060 Fax: 800-297-2606	Catalog sales.
LOGOTEL 9005 RED BRANCH RD COLUMBIA MD 21045-2110	100% cotton screen print t-shirts.	Telephone: 410-772-5623 Fax: 410-740-8978	
MALAMA PONO LTD 1401 MAULHARDT AVENUE OXNARD CA 93030-7966	100% cotton t-shirts featuring the <i>Duke Kahanamoku</i> stamp.	Telephone: 310-576-2444 Fax: 310-576-2440	
MUSEUM COMPANY 695 ROUTE 46 W STE 400 FAIRFIELD NJ 07004-1592	Women's sleep shirt with <i>Love</i> stamp image.	Telephone: 973-244-4300 Fax: 973-244-4281	
POSTAL PRODUCTS UNLIMITED 500 W OKLAHOMA AVE MILWAUKEE WI 53207-2649	Commemorative rings, sportswear, assorted gear, employee recognition gifts, collectibles, giveaways, and miscellaneous marketing items.	Telephone: 800-229-4500 E-mail: <a href="mailto:tomr@postalproducts.com">tomr@postalproducts.com</a>	Mainly for USPS promotional use only, with the exception of the commemorative rings.
ROYEL MARKETING 50 PARK PL STE 810 NEWARK NJ 07102-4305	Men's and women's apparel.	Telephone: 973-624-5599 Fax: 973-624-6664	
THIRD STREET SPORTSWEAR PO BOX 145 OZARK MO 65721-0145	Snoopy "Flying Ace" t-shirts.	Telephone: 800-538-1059 Fax: 417-485-8995	
VEER RIGHT 3705 AIRPORT CIR NW STE I WILSON NC 27896-8631	Men's and women's apparel (Cutter and Buck), accessories, and gifts.	Telephone: 252-237-5900 Fax: 252-237-8004	For USPS promotional use only.
WINCO INTERNATIONAL 9019 OSO AVENUE STE F CHATSWORTH CA 01311-4117	Earrings and necklaces.	Telephone: 818-718-1191 Fax: 818-700-9778	
WONDERLAND MARKETING 1718 SHERMAN AVE STE 311 EVANSTON IL 60201-5609	Corporate apparel: jackets, shirts, and sweaters; corporate gifts: watches, mugs, clocks, and pens.	Web: <a href="http://www.shopwonderland.com">www.shopwonderland.com</a> Telephone: 847-526-1500 Fax: 847-425-1551	

## Posters and Enlargements

Licensee	Products	Where Can I Buy These?	Other Sources
AMERICAN STAMP COLLECTIBLES INC RR 12 BOX 180 DONOHOE RD GREENSBURG PA 15601-9812	Matted and/or framed elements consisting of some or all of the following: U.S. semi-postal <i>Heroes of 2001</i> , and other printed images.	Telephone: 724-396-4562 Fax: 724-837-0444	
CHIMERA PUBLISHING 719 ARENA DR HAMILTON NJ 08610-3405	Open edition, 4-color process, photo-mechanical lithographic, 18" x 26" posters.	Telephone: 800-448-0295 Fax: 609-888-1802	
CLASSIC EDITIONS DBA TIMEFRAMED 645 GRISWOLD ST STE 3700 DETROIT MI 48226-4219	Two-dimensional reproductions of USPS stamp and historic/nostalgic items including photographs, letters, manuscripts, notes, sketches, diaries, maps, plans, legal documents, news clippings, advertisements, and operating manuals.	Telephone: 313-963-2242 Fax: 313-963-2252	
CREATIVE FRAMING 525-M E MARKET ST LEESBURG VA 20176-4171	Framed and matted stamps and reproductions of stamps; enlarged reproductions of stamp art.	Web: <a href="http://www.usps.com/shop">www.usps.com/shop</a> Telephone: 703-771-6354 Fax: 703-771-6398	
D AND P CREATIONS INC 2177 N BATAVIA ST STE B ORANGE CA 92865-3110	Framed and matted stamps and reproductions of stamps; enlarged reproductions of stamp art.	Web: <a href="http://www.dpcreations.com">www.dpcreations.com</a> Telephone: 714-974-0905 Fax: 714-974-1147 E-mail: <a href="mailto:dpcreations@earthlink.net">dpcreations@earthlink.net</a>	
DODGE COLOR 4827 RUGBY AVE BETHESDA MD 20814-3040	Transparencies, negatives, reproductions, and reprints of framed and unframed stamp designs. <b>Products can only be sold to (1) USPS personnel for corporate use and (2) USPS licensees.</b>	Web: <a href="http://www.dodgecolor.com">www.dodgecolor.com</a> Telephone: 301-656-0025 Fax: 301-656-0025	
KENNEDY MINT INC 12102 PEARL RD STRONGSVILLE OH 44136-3398	Framed collections of stamps and coins.	Web: <a href="http://www.kennedymint.com">www.kennedymint.com</a> Telephone: 440-572-3222 Fax: 440-572-3692	Direct mail.
PAPER TIGER 335 JEFFERSON AVE CRESSKILL NJ 07626-1211	33-cent <i>Ayn Rand</i> stamp poster.	Web: <a href="http://www.papertig.com">www.papertig.com</a> Telephone: 201-567-5620 Fax: 201-541-9529	
WESTERN METAL DECORATING 8875 INDUSTRIAL LANE CUCAMONGA CA 91730-4529	Posters and clips made of metal materials in all sizes.	Telephone: 909-987-2506 Fax: 909-483-6096	
WINCO INTERNATIONAL 9019 OSO AVENUE STE F CHATSWORTH CA 01311-4117	Framed stamp pins/emblems with stamp art reproductions.	Telephone: 818-718-1191 Fax: 818-700-9778	

## Toys and Games

Licensee	Products	Where Can I Buy These?	Other Sources
ATHEARN INC 19010 LAUREL PARK RD COMPTON CA 92064-6091	Model railroad rolling stock, locomotives, passenger cars, flat cars featuring tractor trailer trucks, billboards, mailboxes, buildings, and other accessories common to the category and in keeping with licensor's trademark equities subject to licensor's prior written approval.	Telephone: 310-631-3400 Fax: 310-885-5296	
BUILD A BEAR WORKSHOP INC 1954 INNERBELT BUSINESS CENTER DR SAINT LOUIS MO 63114-5760	T-shirt featuring <i>Teddy Bear</i> stamps on plush animals.	Telephone: 314-423-8000 Fax: 314-423-8188	

Licensee	Products	Where Can I Buy These?	Other Sources
<b>COOL THINGS BY ADRIAN</b> 470 GRANDVIEW AVE APT 8 WOONSOCKET RI 02895-2737	<b>Handcrafted wooden U.S. Mail trucks 16" long, 6.5 inches in height and 5.5" wide.</b>	Telephone: 401-767-8717 Fax: 401-767-3674	
FIRST GEAR INC 8668 KAPP DR PEOSTA IA 52068-9568	Die-cast Model '37 Chevrolet U.S. Mail delivery truck.	Telephone: 888-771-5576 Fax: 319-582-2415 E-mail: <i>consumerservices@1st-gear.com</i>	Tradeshows.
<b>FUNKO INC</b> 1221 MADRONA DR SNOHOMISH WA 98290-2488	<b>Bobble Head dolls.</b>	<b>Telephone: 425-783-3616</b> <b>Fax: 425-252-2454</b>	
GOLDEN WHEEL DIE CASTING UNIT 408-409 62 MODY RD TSIMSHATSI EAST KOWLOON HONG KONG	Vehicle and airplane die-cast replicas.	Telephone: 852-2412-2339 Fax: 852-2412-7986 (Hong Kong)	Request catalog.
KJ CLASSIC METAL DESIGNS PO BOX 663 WINDER GA 30680-0663	1:15 scale replica Postal Service delivery van.	Telephone: 770-867-4452 Fax: 770-586-0163	Dealers.
LIBERTY CLASSICS 235 PETERSON RD LIBERTYVILLE IL 60048-1005	Free-wheeling die-cast vehicles in 1:24 and 1:64 scale with plastic and rubber components.	Telephone: 847-367-1288 Fax: 847-367-1295	
LIONEL LLC 50625 RICHARD W BOULEVARD CHESTERFIELD MI 48051-2493	Priority Mail railroad boxcar.	Telephone: 810-949-4100 x1 Fax: 810-949-1013	Dealers.
MATTEL INC 333 CONTINENTAL BOULEVARD EL SEGUNDO CA 90245-5012	Matchbox Collectibles mail van.	Telephone: 856-234-7400 Fax: 856-722-9342	Sears, FAO Schwarz, JC Penny, Target, Ames, K-Mart, ShopKo, Wal-Mart, Meijer, Bradlees, Kay Bee Toys, Toys R Us.
MAY CHEONG TOY PRODUCTS FTY LTD DBA MAISTO INTERNATIONAL INC 7751 CHERRY AVENUE FONTANA CA 92336-4002	Die-cast vehicle replicas in 1:64, 1:43, 1:32, and 1:100 scales, and die-cast airplane replicas in 7-inch scale.	Telephone: 909-357-7988 Fax: 909-357-2020	
MBI INC 47 RICHARDS AVE NORWALK CT 06857-0001	Die-cast metal vehicles.	Telephone: 203-853-2000 Fax: 203-853-0647	Direct mail with Danbury Mint and Postal Commemorative Society.
MTH ELECTRIC TRAINS INC 7020 COLUMBIA GATEWAY DR COLUMBIA MD 21046-2119	Model railroad boxcars.	Telephone: 410-381-2580 Fax: 410-381-6122	
MY US POST OFFICEDCOM INC DBA MY SURF STUDIO 607 HUBER DRIVE SAINT PAUL MN 55120-1916	Educational and edutainment software utilizing USPS corporate signature, USPS Post Office, and Mr. Zip.	Telephone: 651-687-0028 Fax: 651-688-7863	
<b>PACE PRODUCTS</b> 333 SEMORAN PLACE APOPKA FL 32703-4670	<b>Children's stamp collecting educational kit, focusing only on Greetings From America.</b>	<b>Telephone: 407-880-4670</b> <b>Fax: 407-880-3467</b>	
<b>PETER PARKER PUZZLES</b> 363 WESTLAND AVE COLUMBUS OH 43209-1663	<b>Stamp art jigsaw puzzles.</b>	<b>Telephone: 800-232-4FUN</b> <b>Fax: 614-258-3588</b>	Direct mail catalog, toy stores, and novelty gift shops.
PLAYING MANTIS 3618 GRAPE RD MISHAWAKA IN 46545-2770	Die-cast trucks with mounted stamps in truck bed.	Web: <i>www.playingmantis.com</i> Telephone: 219-252-0300 Fax: 219-252-0500	
<b>RACING CHAMPIONS ERTL INC</b> 800 ROOSEVELT RD BUILDING C GLEN ELLYN IL 60137-5835	<b>Wooden play sets and wooden vehicle replicas.</b>	<b>Telephone: 630-790-3507</b> <b>Fax: 630-790-9474</b>	

Licensee	Products	Where Can I Buy These?	Other Sources
SPEC CAST 428 6TH AVE NW DYERSVILLE IA 52040-1129	Die-cast model trucks and planes.	Web: <a href="http://www.speccast.com">www.speccast.com</a> Telephone: 563-875-8706 Fax: 563-875-8056	See distributor directory online.
TIMELESS TOYS 23755 CABOT STE 215 HAYWARD CA 94545-1656	Plush bears 8.5" to 24" high of velour, velboa, or acrylic plush, embroidered with a stamp image and with a live USPS postage stamp attached.	Telephone: 510-732-1960 Fax: 510-732-6190	
WEI KEE PLASTIC INDUSTRIAL LTD 92 POKFULAM RD FLAT B1 LA CLARE MANSION HONG KONG	Miniature plastic mailboxes.	Web: <a href="http://www.postbox.com.hk">www.postbox.com.hk</a> Telephone: 818-281-8899 Fax: 818-889-9189 E-mail: <a href="mailto:samsonchow@aol.com">samsonchow@aol.com</a>	

### Commercial Novelty

Licensee	Products	Where Can I Buy These?	Other Sources
ACTION TAPES DBA GREAT NOTIONS 2751 ELECTRONIC LN DALLAS TX 75220-1217	Computer embroidery systems.	Telephone: 214-352-6940 Fax: 214-352-7249	
B AND K SPECIALTIES 1030 N STATE ST APT 39 H CHICAGO IL 60610-7815	Collectibles, giveaways, employee recognition gifts.	Telephone: 312-664-5010 Fax: 312-664-0873	For USPS promotional use only.
BRADFORD EXCHANGE 9333 N MILWAUKEE AVE NILES IL 60714-1303	Plates, plaques, and/or plate-like objects made out of cold-cast resin or porcelain.	Telephone: 847-966-2770 Fax: 847-966-3121	
CASE STATIONARY CO 179 SAW MILL RIVER RD YONKERS NY 10701-6616	<i>Looney Tune</i> stamp characters metal box.	Telephone: 800-431-2422 Fax: 914-965-2362 *Request full color catalog.	
CHANGING SEASONS SOFTWARE LTD 5881 ROANOKE DR MADISON WI 53719-1629	Philatelic software/catalog.	Web: <a href="http://www.stampbase.com">www.stampbase.com</a> Telephone: 609-273-2739 Fax: 609-273-1965	
CINEGRAM MEDIA INC 1 SPRINGFIELD AVE SUMMIT NJ 07901-4055	<i>Celebrate the Century</i> CD-ROMs, screensavers.	Telephone: 908-598-4755 Fax: 908-598-4756	
CONCORD INDUSTRIES 19 WILLARD RD NORWALK CT 06851-4414	Key chains, lapel pins, laser engraved glass, belt buckles, and Americana products.	Web: <a href="http://www.uspsproducts.com">www.uspsproducts.com</a> Telephone: 800-553-9824 Fax: 203-750-6057	Specialty stores.
CORNING MUSEUM OF GLASS 1 MUSEUM WAY CORNING NY 14830-2253	Note cards, puzzles, and wall art.	Web: <a href="http://www.cmog.com">www.cmog.com</a> Telephone: 607-974-8835 Fax: 607-974-7365	Corning Museum gift shop.
CRANSTON CONSUMER PRODUCTS CO 469 7TH AVE NEW YORK NY 10018-7605	<i>Celebrate the Century</i> fabric.	Sells only to retailers (Wal-Mart, JoAnn Fabrics, etc.)	
DELUXE FINANCIAL SERVICES INC 3680 VICTORIA ST N SHOREVIEW MN 55126-2906	Personal checks, vinyl, and leather checkbook covers and messages.	Telephone: 651-483-7734 Fax: 651-787-1703	
DESPERATE ENTERPRISES 728 E SMITH RD MEDINA OH 44256-2662	<i>I Love Lucy</i> stamp tin sign.	Web: <a href="http://www.desperate.com">www.desperate.com</a> Telephone: 800-732-4859 x10 Fax: 330-725-0150	Direct mail.
DIRECT CHECKS UNLIMITED LLC 8245 N UNION BLVD COLORADO SPRINGS CO 80920-4456	Bank checks, return address labels, and checkbook covers.	Telephone: 719-531-3954 Fax: 719-548-9604 *Call to get order forms.	
GIMBELS OF MAINE PO BOX 57 BOOTHBAY HARBOR ME 04538-0057	Collectible porcelain thimbles.	Web: <a href="http://www.gimbelsdepartmentstore.com">www.gimbelsdepartmentstore.com</a> Telephone: 207-633-5088 Fax: 207-633-5128	Retail location in Maine; direct mail.
GODINGER SILVER ART COMPANY LTD 6315 TRAFFIC AVE RIDGWOOD NY 11385-2629	Silver-plated lead crystal giftware.	Telephone: 212-685-5843 x201 Fax: 212-545-0793	Gift stores.
HALLMARK GROUP LTD GARDINER HOUSE 2/9 BROOMHILL RD WANDSWORTH LONDON ENGLAND	Engraved ingots, minted in precious metal (gold-plated silver) to be sold separately or as part of a 24-piece set.	Telephone: 011-0181871-50312 Fax: 1-181-715142	

Licensee	Products	Where Can I Buy These?	Other Sources
HE HARRIS AND COMPANY INC 3101 CLAIRMONT RD NE ATLANTA GA 30329-1015	Stamp collecting albums and kits.	Web: <a href="http://www.heharris.com">www.heharris.com</a> Telephone: 404-214-4300 Fax: 404-214-4390	eBay store.
HERITAGE COLLECTIONS LTD 6647 KERNS RD FALLS CHURCH VA 22042-4231	Holiday ornaments made with live stamps.	Telephone: 703-533-7800 Fax: 703-533-7801	
HIGHLANDER LOGO PRODUCTS CORP 1072 JACOBY RD AKRON OH 44321-1799	Drivers, iron sets, putter, head covers, golf bags, golf travel bags, golf towels, golf gloves, golf balls, golf tees, tool packets, divot repair tools, golf shoe brush, and golf umbrella.	Telephone: 330-666-7390 Fax: 330-666-4525 *Ask for color catalog.	
HY KO PRODUCTS 7370 NORTHFIELD RD WALTON OH 44146-6106	Key chains, key rings, key fobs, key accessories and bottle openers.	Telephone: 440-232-8223 Fax: 440-232-8227	
IPROMOTEU 8 STRATHMORE RD NATICK MA 01760-2419	Bookmarks, pins, key chains, mugs.	Web: <a href="http://www.ipromoteu.com">www.ipromoteu.com</a> Telephone: 877-470-1436 Fax: 905-542-9454	
KENNEDY MINT INC 12102 PEARL RD STRONGSVILLE OH 44136-3398	Framed collections of stamps and coins.	Web: <a href="http://www.kennedymint.com">www.kennedymint.com</a> Telephone: 440-572-3222 Fax: 440-572-3692	Direct mail.
KURT S ADLER INC 1107 BROADWAY NEW YORK NY 10010-2872	Holiday ornaments.	Telephone: 212-924-0900 Fax: 212-807-0575	
NANCY SALES COMPANY INC 22 WILLOW ST CHELSEA MA 02150-3506	Mugs, shot glasses, key chains.	Telephone: 617-884-1700 Fax: 617-889-2789	
<b>NATIONAL DESIGN CORPORATION 16885 VIA DEL CAMPO CT STE 300 SAN DIEGO CA 92127-4120</b>	<b>Desk caddy, memo cubes, magnets, mugs, pens, pencils, twist up crayons, and flashlight key rings.</b>	<b>Telephone: 858-674-6040 Fax: 858-674-4120</b>	
PRO PACIFIC CORPORATION 300 CONTINENTAL BLVD STE 120 EL SEGUNDO CA 90245-5045	Custom collectible mint tins. Mints available in various shapes and sizes.	Telephone: 310-765-4533 Fax: 310-662-1615 E-mail: <a href="mailto:dave@propacific.com">dave@propacific.com</a>	For USPS promotional use only.
SONOMA PINS 677 1ST STREET W SONOMA CA 95467-7003	Stamp lapel pins, key chains, dog tags, <i>Heroes of 2001</i> products.	Web: <a href="http://www.favoriteline.com/heroes">www.favoriteline.com/heroes</a> Telephone: 800-996-8655 Fax: 707-996-9957	
SUMMERFIELD FOODS INC 1305 N DUTTON AVE STE 100 SANTA ROSA CA 95401-4609	Butter cookies.	Telephone: 707-579-3938 Fax: 707-579-8442	
TE NEUES PUBLISHING COMPANY 16 W 22ND STREET 11TH FLR NEW YORK NY 10010-5803	Wall calendars featuring various stamp designs.	Telephone: 212-627-9090 Fax: 212-627-9534	Stationery stores, gift retailers, bookstores, Postmark America store.
TECHNICRAFT INDUSTRIES INC DBA BLANKETS ONLINE 11 IRON FORGE RD PAXTON MA 01612-1523	<i>Heroes of 2001</i> cotton and acrylic throw blankets, pillows, and tote bags.	Telephone: 508-792-9065	
U S ALLEGIANCE INC 63004 LAYTON AVENUE BEND OR 97701-3735	<i>Greetings From America</i> mugs, key chains, tote bags, and stationery.	Web: <a href="http://www.ipledge.com">www.ipledge.com</a> Telephone: 800-327-1402 Fax: 800-622-8212	
VANMARK INC 2551 E PHILADELPHIA ST ONTARIO CA 91761-7774	Figurines, frames, clocks, and bookends.	Telephone: 909-923-6789 Fax: 909-673-9699	

Licensee	Products	Where Can I Buy These?	Other Sources
WEI KEE PLASTIC INDUSTRIAL LTD 92 POKFULAM RD FLAT B 1 LA CLARE MANSION HONG KONG	Miniature plastic mailboxes.	Web: <a href="http://www.postbox.com.hk">www.postbox.com.hk</a> Telephone: 818-281-8899 Fax: 818-889-9189 E-mail: <a href="mailto:samsonchow@aol.com">samsonchow@aol.com</a>	
WINCO INTERNATIONAL 9019 OSO AVENUE STE F CHATSWORTH CA 01311-4117	Lapel pins, key chains, magnets, ornaments, earrings, necklaces, pen stands, paperweights, framed stamp pins/emoles with stamp art reproductions, stamps and/or first day covers, and bookmarks with or without attached emblems.	Telephone: 818-718-1191 Fax: 818-700-9778	

— Licensing,  
Public Affairs and Communications, 11-14-02

## NOTICE

### Heroes of 2001 Merchandise for Sale

Use of the *Heroes of 2001* stamp image remains highly restricted. The Postal Service has been granted the right to use the image on limited merchandise, such as mugs, key chains, pins, framed art, that has undergone product review by the Postal Service and the other rights holders: *The Record* (Bergen County, NJ) and the firefighters who are featured in the photograph.

These products may be used as giveaway items for employees and customers and for resale at Postal Service events.

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

Company	Contact	Address	Distribution Channel	Telephone	Fax	Products
American Stamp Collectibles	Lisa Naumoff	RR 12 BOX 180 DONOHOE RD GREENSBURG PA 15601-9812	OLRP Catalog Phone 724-837-8810 <a href="http://www.framedstamps.com">www.framedstamps.com</a>	724-837-8810	724-837-0444	13" x 15" oak frame with enlarged <i>Heroes of 2001</i> and 1945 <i>Iwo Jima</i> stamp images. Includes cachet with both stamps and cancellation date of 9-11-02.
Concord Industries	Jim Condron	19 WILLARD RD NORWALK CT 06851-4414	Call 800-553-9824 to request catalog; launching web site, <a href="http://www.uspostalproducts.com">www.uspostalproducts.com</a>	203-750-6060	203-750-6057	Laser-engraved crystal, mugs with four color decals, key chains, cloisonné and other pins in all sizes, pewter and brass 3-D ornaments, and belt buckles
Cranston Consumer Products	Andy Sylvia	469 7TH AVE NEW YORK NY 10018-7605	Walmart, arts & craft stores, hobby & model stores	401-275-9578	401-946-7063	Printed fabric sold in bolts.
Creative Framing	David Hankins	525-M E MARKET ST LEESBURG VA 20176-4171	Creative Framing store — best to contact by phone 703-771-6345 or <a href="http://www.usps.com">www.usps.com</a>	703-771-6345	703-771-6398	Framed, matted and open photo reproductions of the <i>Heroes of 2001</i> stamp with actual stamp.
D&P Creations	Joe Persek	2177 N BATAVIA ST STE B ORANGE CA 92865-3110	USPS promotional use	714-974-0905	714-974-1147	Framed reproductions of the <i>Heroes of 2001</i> stamp.
Direct Checks Unlimited	Sarah Schaffer	8245 N UNION BLVD COLORADO SPRINGS CO 80920-4456	<a href="http://www.checksunlimited.com">www.checksunlimited.com</a>	800-299-0212	719-548-9604	Bank checks, return address labels, and checkbook covers featuring the <i>Heroes of 2001</i> stamp.



Company	Contact	Address	Distribution Channel	Telephone	Fax	Products
Financial Innovations	Mark Weiner	1 WEINGEROFF BLVD CRANSTON RI 02910 -4019		401-467-3178	401-467-3570	Lapel pins, key chains, holiday ornaments, money clips, t-shirts, mugs, mouse pads, magnets, collector's plate, commemorative cachets, and jewelry items.
Hallmark Group	Gail Morrell	GARDINER HOUSE 2/9 BROOMHILL RD WANDSWORTH LONDON ENGLAND	Request catalog via e-mail <i>gailemorrell@mris.com</i>	011-0181871-50312	011-0181-715142	Engraved ingots, minted in precious metal (gold-plated silver).
Highland Glen	Mitch Rubin	PO BOX 294 BUFFALO NY 14213-2028	Mass market	716-883-1110	716-885-0243	Key rings and accessories.
Hy-Ko Products	Sandra Dively	7370 NORTHFIELD RD WALTON OH 44146-6106	Home improvement stores (e.g., Home Depot)	440-232-8223	440-232-8227	Key chains, key rings, key fobs, key accessories, and bottle openers.
Ipromoteu.com	Pat Caccamo	8 STRATHMORE RD NATICK MA 01760-2419	887-470-1436 <i>www.ipromoteu.com</i>	877-470-1436	905-542-9454	Lapel pins.
Jonathan Grey and Assoc.	Mario Rodriguez Michelle Hagerty	920 CALLE NEGOCIO STE B SAN CLEMENTE CA 92673-6207	Mass mail out <i>www.jgrey.com</i>	949-498-2515	949-298-2830	Lapel pins.
Logotel	Richard Bennett	9005 RED BRANCH RD COLUMBIA MD 21045-2110	Retail chains Post Offices 877-520-7830	410-740-8978		100% cotton t-shirts.
March Co.	Doug March	3815 ACADEMY PKWY NE ALBUQUERQUE NM 87109-4408	Phone orders only 800-336-2724	505-345-2521	505-345-0407	Lapel pins.
Sonoma Pins	Bernard Friedman	677 1ST ST W SONOMA CA 95467-7003	Retailers buy at trade shows, USPS only	707-996-9956	707-996-9957	Lapel pins, dog tags, key chains, and magnets.
Technicraft Industries, Inc. dba Blankets Online	Steve Krintzman	11 IRON FORGE RD PAXTON MA 01612-1523	Gift shops Catalogs <i>www.blanketsonline.com</i>	508-792-9065		Cotton and acrylic throw blankets, pillows, and tote bags.
US Allegiance	Steve Crawford Jennifer Houston	63004 LAYTON AVE BEND OR 97701-3735	Military Exchange <i>www.ipledge.com</i> Primarily promotional to Post Offices	800-327-1402	800-622-8212	Lapel pins, key chains, postcard sets, ceramic mugs, magnets, and bookmarks.
Winco	Andy Boston Bryan Fougner	9019 OSO AVENUE STE F CHATSWORTH CA 01311-4117	Primarily to Post Offices 800-543-5847	818-718-1191	818-700-9778	Lapel pins, magnets, key chains, and t-shirts.

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Logotel, Inc. Has officially licensed the now world famous *Heroes of 2001* Stamp on a beautifully colored silk screen t-shirt. This shirt comes in a dark ash (gray) sizes S-XXL. A portion of the proceeds of the licensing revenue will be donated to the Heroes Fund charity.

S-XL = \$8.00

XXL = \$9.00

Contact: Tina Arthur at Logotel, Inc.

Toll Free: 877-520-7830

E-mail: [tarthur@logotel.com](mailto:tarthur@logotel.com)

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## New Excess Item Catalog Available to eBuy Users

National Supply Management Programs has recently deployed a new Excess Item Catalog and added it to the eBuy catalog menu. The primary purpose of this catalog is to promote the redistribution of excess assets. The catalog is available to 26,000 eBuy users and district Material Management specialist (DMMSs) who can list and use excess assets as needed. All items listed in this catalog are free; however, transportation costs may be required.

The DMMSs will play a key role in this process by coordinating the inclusion of all district excess assets, and promoting the redistribution in lieu of new acquisitions. Material Logistics Bulletin MLB-PP-02-014, dated 10/25/02, titled "New Excess Item Catalog (EIC) in eBuy Purchasing System," provides instructions for accessing eBuy and the new catalog. Material Logistics Bulletins are available at the following URL (all lower case) address: <http://blue.usps.gov/purchase/material/mlb/mlbindex.htm>.

All DMMSs are required to take the online Web-based training and, once they complete it, they will have the skills necessary to effectively manage local excess. Access the Web-based training as follows:

1. From Internet Explorer (V.50 or higher), go to the blue page at <http://blue.usps.gov> and type "ebuy" in the address line and then hit the Return key. (The direct URL is <http://ebuy.usps.gov/jsp/co/Login.jsp>; note that this URL is case sensitive.)
2. At the top of the eBuy logon page, click on *Training*.
3. When the "Welcome to eBuy Training" page becomes available, click on *USPS Excess Items Course*.
4. Once you have completed the course, you are encouraged to begin listing excess equipment into the system.

In compliance with Postal Service policy, all eBuy users should use excess as their first source of supply.

— *Supplies Material Management,  
Supply Management, 11-14-02*

### *I.M.P.A.C. CREDIT CARD HOLDERS*

## **I.M.P.A.C. VISA Payment Process**

Under established monthly electronic billing and payment procedures, on the 18th of the month, U.S. Bank sends one consolidated electronic invoice to the San Mateo Accounting Service Center (ASC) covering all Postal Service I.M.P.A.C. VISA card purchases. In turn, the ASC issues one consolidated electronic payment to U.S. Bank.

The card holder and the credit card approving official verify invoices using procedures described in Chapter 4 of Handbook AS-709, *Credit Card Policies and Procedures for Local Buying*. At the end of each billing cycle (18th of the month), U.S. Bank will mail each card holder a "Statement of Account" reflecting the individual card holder's transactions for the billing cycle. When a card holder receives this monthly statement from U.S. Bank, the transactions are already included in the monthly electronic billing to the San Mateo ASC. **Do not send checks or money orders to U.S. Bank, the ASC, or to Headquarters Finance Department.** The statement is for reconciliation purposes only.

## **Personal Charges on the Government I.M.P.A.C. VISA Card**

**Do not use the government I.M.P.A.C. VISA card for personal purchases under any circumstances.** If you are a card holder, and use the card for a personal purchase, you must contact the merchant immediately and ask them to debit your personal credit card and credit the government I.M.P.A.C. card. If this is impossible, write a check payable to the U.S. Postal Service and send it, with a letter of explanation, to the Disbursing Officer at the Eagan ASC at:

EAGAN ACCOUNTING SERVICE CENTER  
US POSTAL SERVICE  
2825 LOAN OAK PKWY  
EAGAN MN 55121-9611

Notify your credit card accounting official and agency program coordinator of the error and corrective action taken.

— *National Supply Management Programs,  
Supply Management, 11-14-02*

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 475 L'ENFANT PLZ SW RM 5540  
 WASHINGTON DC 20260-5540

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