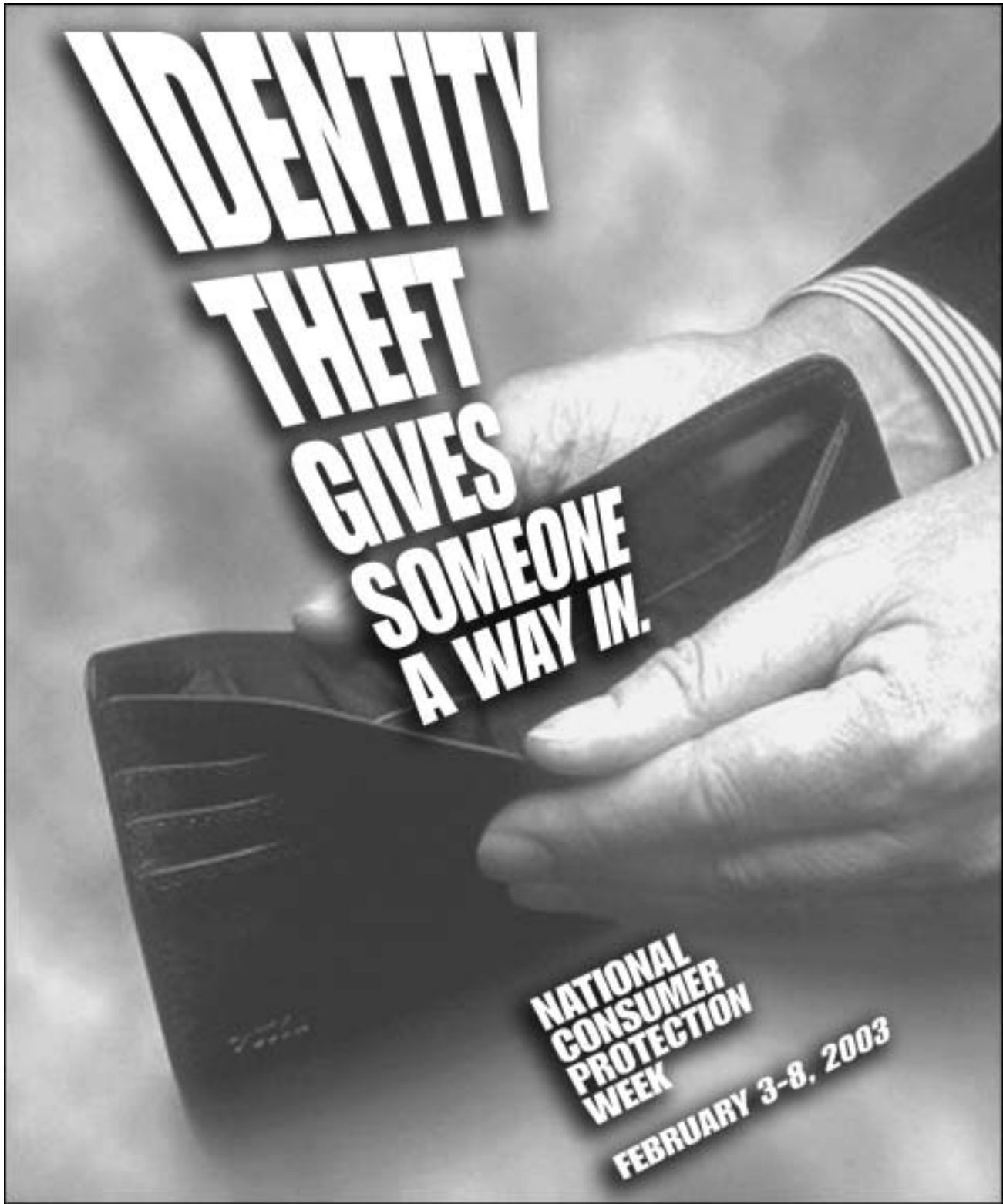


IDENTITY THEFT, P. 7 ■ SPANISH AND CHINESE GUIDES, P. 84

POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22090, November 28, 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

New Handbook: AS-805-D, *Information Security Network Connectivity Process* 6

New Management Instruction: AS-850-2002-13, *Naming Standards for Devices on the Postal Service Managed Network Services (MNS) Network and Implementation of Asset Management* 6

Customer Relations

Mail Alert 7

National Consumer Protection Week: February 3–8: Identity Theft — Safeguard Your Personal Information 7

Domestic Mail

DMM Revision: Business Reply Mail Window Envelopes 13

Revised Publication: 401, *Guide to the Manifest Mailing System* 14

DMM Revision/Correction: Metal Strapping Materials on Pallets 14

2002 International and Military Mail Recommended Holiday Mailing Dates Poster 15

Overseas Military Mail 17

Employees

ELM Revision: Authorized Uniform Items and Combinations 21

Christmas Day Posters 23

New Year's Day Posters 25

Finance

Notice Available Online: 25, *Postal Accounting Period Planning Schedule, Postal Fiscal Year 2003* 27

Handbook F-15 Revision: Claiming Miscellaneous Expenses and Reimbursement for Equity Loss 27

International Mail

IMM Revision: International Money Orders 30

International Mail Services Stand-Up Talk: Your Window of Opportunity — Introduction 32

ICM Updates: International Customized Mail 33

Fraud Alert

Withholding of Mail Orders 39

Invalid Express Mail Corporate Account Numbers 40

Missing, Lost, or Stolen U.S. Money Order Forms 43

Missing, Lost, or Stolen Canadian Money Order Forms 48

Counterfeit Canadian Money Order Forms 50

Toll-Free Number Available to Verify Canadian Money Orders 50

International Mail (continued) 51

Licensing

Update: USPS Official Licensed Product Manufacturers and Distributors 55

Philately

Pictorial Cancellations Announcement 69

Special Cancellation Die Hubs 73

Announcement 03-A: 2003 Stamps and Postal Stationery 74

Post Offices

Post Office Changes 77

Reminder: Retrieval of Plastic Label Holders 78

Mover's Guide News: Ordering Information for January 2003 *Mover's Guide* 79

New Web Site: Aviation Mail Security and Hazardous Materials 80

Round-Up Notice 81

Summaries of Recent USPS News Releases 82

Retail

Reminder: Frequency of Handling Funds From Retail Stamp Vending Machines 83

Reference Guides and Bilingual Decals Available: New Information to Help Non-English-Speaking Customers Complete Mailing Forms 84

Supply Management

Discounts for Employees and Retirees: You Are a VIP, Says Goodyear 85

Ordering Procedures: Copiers and Related Maintenance 85

Custodial Products Rental Services 86

Postal Bulletin Distribution 87

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:

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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

USPSNEWS@WORK

CSRS almost fully funded: What it means for you . . . and the Postal Service

If the Postal Service continues funding the Civil Service Retirement Fund (CSRS) at the present payment schedule, it could overfund CSRS by as much as \$71 billion, according to a financial analysis by the Office of Personnel Management (OPM).

- The projected overfunding is a result primarily of higher than expected returns on CSRS funds invested by the U.S. Treasury. USPS has been paying into the CSRS since 1971.
- The Postal Service's annual payment to CSRS is mandated by Congress. And Congress can change the way USPS funds CSRS. Postmaster General Jack Potter said that the Bush administration has drafted a bill to modify Postal Service funding requirements for CSRS.
- If the proposed legislation is enacted, it has the potential to reduce the Postal Service's annual CSRS retirement expense by \$2.9 billion in FY 2003 and \$2.6 billion in FY 2004. That would help the Postal Service hold rates steady until 2006.
- The new financial analysis has no impact on current Postal Service employee CSRS retirement contributions or future benefits, nor does it affect current CSRS Postal Service retiree annuities.
- If Congress reduces the Postal Service's annual CSRS liability, it would free up funds to pay down our debt to the U.S. Treasury, which stands at approximately \$11 billion.

From the mouths of mailers: Transformation still necessary

Mailers are pleased about the recent news that USPS's obligation to the Civil Service Retirement System is nearly fully funded. While they support the legislation needed to change how we fund the system, they also recognize that other long-term changes are necessary.

- Mailers Council Executive Director Robert McLean said, "We strongly endorse a change in current law to prevent the overpayment of postal pension obligations." But he continued, "[This] one-time pension savings cannot resolve the USPS's long-term problems."

- ADVO CEO Gary Mulloy said, "The improved financial picture . . . provides the opportunity for the USPS to focus on developing reform initiatives which will strengthen their business model and financial health over the long-term."

USPS, APWU reach tentative contract extension agreement

USPS and the American Postal Workers Union (AFL-CIO) announced a tentative two-year contract extension. Upon ratification by union members, the agreement will affect approximately 312,000 employees represented by the APWU.

- Tony Vegliante, vice president, Labor Relations, said, "The tentative two-year contract extension is fair to both parties. It should assist us in our continuing effort to find joint solutions to future challenges.
- "The economic provisions of the tentative extension should also help provide a measure of financial stability to the Postal Service," he said.
- The tentative agreement provides for a 1.3 percent wage increase effective Nov. 15, 2003, and a 1.3 percent increase effective Nov. 27, 2004.
- Other items include the continuation of cost-of-living allowance and the creation of a joint task force to discuss issues of repositioning employees, with a limited, temporary moratorium on excessing while those discussions take place.
- The temporary moratorium does not include excessing within a 50-mile radius of an employee's current work location. All other provisions of the contract would remain in full force and effect.
- The tentative contract extension covers the period from Nov. 20, 2003, and continues through Nov. 20, 2005.

Special achievement: 19 clusters win OYJ honors

It's like hitting a grand slam . . . only harder. But 19 performance clusters did just that, winning the Order of the Yellow Jersey (OYJ) for all four quarters in FY 2002.

- Inspired by four-time Tour de France winner Lance Armstrong, OYJ is awarded for accuracy of delivery, consistency of delivery and professionalism in serving customers.

USPSNEWS@WORK

- The 19 winners by geographic segment are:
 - Rural:* Albany, NY; Erie, PA; Harrisburg, PA; Kentuckiana; Maine; New Hampshire; and Springfield, MA.
 - Mixed:* Central Plains (NE, KS, IA); Columbus, OH; Greater Indiana; Lakeland (WI); Northland (MN, WI); Mid-America (MO); and Spokane, WA.
 - Urban:* Middlesex-Central (MA); Pittsburgh, PA; SE New England; and Western New York.
 - Unique:* Dallas.

Click-N-Ship takes online customers by storm: A million labels in six months!

Click-N-Ship is wowing Internet customers. Launched in May, this USPS online service has already printed more than 1 million labels for customers. Talk about your impressive debuts!

- Click-N-Ship lets customers create shipping labels and pay for postage from the convenience of their home or office. Adding to the appeal is the no-fee electronic rate Delivery Confirmation service they receive with every Priority Mail label they print.
- "Click-N-Ship is a win-win offering that provides customers with an easy way to mail packages and reduces lines at the retail window," notes Product Development Vice President Nick Barranca.
- "It will also help Post Offices grow revenue since the revenue is allocated back to the mailing ZIP Code," Barranca said.
- Click-N-Ship appeals especially to small business owners. "Offering online shipping is a key strategy in competing for this preferred customer segment," said Barranca. "Small businesses do not usually qualify for discounts from other shippers — making USPS rates very competitive."
- In October alone, Click-N-Ship generated nearly \$490,000 in online postage revenue. And with the holidays fast upon us, expect to see a significant increase in volume and revenue.
- Check it out for yourself at www.usps.com. There's a link right on the home page. Click-N-Ship your holiday goodies this season and enjoy the gift of no-fee Delivery Confirmation with Priority Mail service!

Money-saver: FSAs can reduce your taxes

Healthcare expenses out of hand? Child or dependent care costs going through the roof? A Flexible Spending Account (FSA) could save you money.

- FSAs allow you to pay healthcare and dependent care expenses with pre-tax dollars, reducing your tax burden and saving you money throughout the year.
- It's FSA open season now through Dec. 22. Look for your FSA brochure in the mail. It describes the program in detail, including contributions, program changes for 2003 and risks factors.
- If you have any questions about FSAs, call the FSA Customer Service Center at 800-842-2026. To enroll, call PostalEASE at 877-4PS-EASE (877-477-3273).

"Get rich quick. Just click here." Don't believe it.

If it sounds too good to be true, it invariably is. At home or in the office, Information Technology cautions employees about e-mail scams that promise easy money, lucrative offers and fabulous prizes.

- The scams almost always request the addressee's personal and financial data, which scam artists use to defraud them. There are many variations of the scams. One received by USPS employees carries the subject line: "lucrative mutual business relationship."
- In this message, the sender represents himself as an officer of a Nigerian bank, who invites addressees to profit from the disposal of funds sitting in the bank without a beneficiary. This is an electronic version of an old hard-copy mail scam.
- Report these kinds of messages to USPS-CIRT (866-877-7247) and delete the message. Don't spread scams by forwarding these e-mails to others. USPS policy prohibits forwarding chain letters and unauthorized mass mailings to employees.

Holiday mail moves . . . fast!

Americans are expected to mail nearly 20 billion cards, letters and packages this holiday season.

- During the rest of the year, USPS delivers an average 650 million pieces a day.
- Of that average, roughly 100 million are postmarked cards and letters. Between Thanksgiving and Christmas, that jumps to about 150 million cancellations a day.

USPSNEWS@WORK

Gettin' SASS-y: USPS will track commercial air shipments starting next spring

Scanning takes flight next spring. USPS will require airlines to scan all mail they transport for the Postal Service, using a technology called Surface Air Support System (SASS).

- SASS allows USPS to accurately measure mail volumes and contractors' on-time delivery performance. "This technology will help the Postal Service ensure that America's postal customers are getting the best value for their postage," said Paul Vogel, vice president, Network Operations Management.
- Currently, the Postal Service is negotiating a new contract with commercial air carriers that includes the tracking enhancements.
- As for pricing, performance and flexibility, they're in there. The new contract will include incentives based on pricing, performance measurements and adjustments to mail assignments.
- The Board of Governors this week approved funding for the second phase of SASS. Phase I created a payment system for the FedEx Express contract to fly mail and track its performance.
- Phase III is being tested to determine the viability of including truck and rail carriers.

Administrative Services

NEW HANDBOOK

AS-805-D, Information Security Network Connectivity Process

Handbook AS-805-D, *Information Security Network Connectivity Process*, is now available.

The handbook contains the procedures for requesting connections to the Postal Service network infrastructure and establishes the framework for the Postal Service Network Connectivity Review Board. We have established these procedures as part of our continuing efforts to protect the computerized systems and electronic data that support the Postal Service's mission. The procedures are based on the policies established in Handbook AS-805, *Information Security*.

Handbook AS-805-D is available online on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *HBKs*.

Hard copies of the handbook will *not* be printed.

— *Corporate Information Security Office
Information Technology, 11-28-02*

NEW MANAGEMENT INSTRUCTION

AS-850-2002-13, Naming Standards for Devices on the Postal Service Managed Network Services (MNS) Network and Implementation of Asset Management

MI AS-850-2002-13, *Naming Standards for Devices on the Postal Service Managed Network Services (MNS) Network and Implementation of Asset Management*, is available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *MI*s.

This MI establishes the naming standards to be used when setting up devices and domains that will be connected over the Postal Service MNS network. It also establishes an asset management program that will collect and maintain information about each device connected to the MNS network.

The purpose of this MI is to require Postal Service Information Technology (IT) employees to correctly request, assign, and register unique names to each of the devices used for business activities and to keep information about them up-to-date. This MI applies to all Internet Protocol (IP)-capable devices connected to the MNS network and the employees who manage them.

This MI also announces the creation of the national IT Asset Management Program, which requires collecting and maintaining information about each device connected to the MNS network via a local area network (LAN) or dial-up connection. Standalone PCs that do not connect are also included in this program. Postal Service organizations will be required to collect and provide asset management information about the devices under their purview. Contact the manager, Telecommunications Services, in Raleigh, North Carolina, if you require additional information about the Asset Management Program.

We have established these procedures as part of the Postal Service's continuing efforts to identify and track Postal Service IT devices and their security levels.

— *Customer Care Operations,
Information Technology, 11-28-02*

Customer Relations

Mail Alert

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

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

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Sally Beauty Supply	Standard	11/28–11/30	1.1	Nationwide	Car-Rt, 3/5 Digit, Basic, Barcoded	Time-dated, time-sensitive promotion.
Billy Graham Letter	Standard	12/02–12/20	1.7	Nationwide	Car-Rt, 3/5 Digit, Basic, Barcoded	4 1/8" x 9 1/2" envelope, from Minneapolis, MN

— *Business Service Network Integration, Service and Market Development, 11-28-02*

NATIONAL CONSUMER PROTECTION WEEK

February 3–8: Identity Theft — Safeguard Your Personal Information

What Is National Consumer Protection Week?

February 3–8, 2003, is National Consumer Protection Week (NCPW). For the fourth year, the Postal Service Office of Consumer Advocate and the Postal Inspection Service are working together to educate consumers. This year's theme, *Identity Theft — Safeguard Your Personal Information*, is to educate consumers about identity theft and information security and provide consumers with tips to prevent them from becoming potential victims.

What is Identity Theft?

Identity theft involves acquiring key pieces of someone's identifying information, such as name, address, date of birth, social security number, and mother's maiden name, in order to impersonate them. The information enables the identity thief to commit numerous forms of fraud that include, but are not limited to:

- Taking over the victim's financial accounts.
- Opening new bank accounts.
- Purchasing automobiles.
- Applying for loans, credit cards, and social security benefits.
- Renting apartments.
- Establishing services with utility and phone companies.

Why Does the Postal Service Get Involved With Identity Theft Cases?

Almost all identity theft cases involve the use of an address. Postal inspectors get involved because much of the criminal activity takes place through the mail. Often, the identity thief steals mail to get the information needed to apply for checks and credit cards, or submits fraudulent applications for new cards by mail. In FY 2002, Postal inspectors arrested 2,160 suspects for credit card and identity theft offenses. Preserving the integrity of the U.S. mail for consumers is accomplished through vigorous law enforcement, public education, and crime prevention efforts by the U.S. Postal Inspection Service. Postal inspectors work with a variety of bank and credit card issuers, financial institutions, retail merchants, credit bureaus, and other industry sources to help prevent identity theft and provide guidance to potential victims.

What Can Consumers Do to Protect Themselves From Identity Theft?

Every year, thousands of people and businesses are victimized by identity theft schemes. We are encouraging consumers to safeguard their personal information.

Consumers can take the following steps to minimize the risk of identity theft:

- Promptly remove all mail from the mailbox after delivery.
- Never give personal information over the telephone, such as social security number, date of birth, mother's maiden name, credit card number, or bank personal identification number (PIN) code, unless you initiated the phone call.
- Shred preapproved credit applications, credit card receipts, bills, and other financial information you don't want before throwing them in the trash or recycling bin.
- Empty your wallet of extra credit or identification cards, or cancel the cards you don't use and keep a list of the active cards you use.
- Order a recent credit report from the three credit bureaus once a year to check for fraudulent activity or other discrepancies.
- Memorize your social security number and all of your passwords. Do not record them on any cards or on anything contained in a wallet or purse.
- Sign all new credit cards upon receipt.
- Never loan credit cards to anyone else.
- Report all lost or stolen credit cards immediately.
- Use caution when you disclose account numbers, credit card numbers, or other personal financial data on any Web site or online service location unless you receive a secured authentication key from the provider.
- When you subscribe to an online service, you may be asked to give credit card information. When you enter any interactive service site, beware of con artists who ask you to confirm your enrollment in the service by disclosing the password or the credit card account number that you used to enroll. Don't give them out!

What Can Postmasters and Facility Managers Do to Help Prevent Identity Theft?

Postmasters and facility managers are encouraged to support this consumer awareness effort by sponsoring local activities during the designated week, February 3–8, 2003.

How do Postmasters and Facility Managers Sponsor Local Consumer Awareness Activities?

This national consumer education initiative can be your "Gateway to the Consumer" in developing or improving local relationships. Here are some guidelines to help you start your program:

- Appoint a planning committee. Whenever possible, involve Customer Advisory Council members in planning events.
- Partner with your local Postal Inspection Service office to plan events and determine the primary identity theft crimes that occur in your respective district. Visit their Web site at www.usps.com/postalinspectors for more information.
- Get the Public Affairs and Communications representatives to help you plan media activities. The representatives can help you to promote consumer tips that focus on identity theft and information security.
- List planned events. Set a date for each event and work backwards, incorporating a contingency plan for possible last-minute changes. If you are ordering Postal Service or non-Postal Service–related materials, remember to allow enough time for delivery. Be sure to have copies of Publication 280, *Identity Theft, Safeguard Your Personal Information*, available. The brochure covers steps that you can take to prevent identity theft, steps that you can take if you're a victim of identity theft, and information about where you can report a suspected case of identity theft.
- Visit the Federal Trade Commission (FTC) Web site at www.ftc.gov/infosecurity for publications about information security.
- Identify the audience for each event (e.g., residents, businesses, students, or special interest groups).
- If you plan to work with other local consumer groups, pick an event and meet with the other groups to share ideas. For the names of consumer groups in your area, contact the local Society of Consumer Affairs Professionals (SOCAP) or visit their Web site at www.socap.org.
- Seize the opportunity to educate and involve our customers on local Postal Service initiatives.

What Types of Activities Are Suggested for National Consumer Protection Week?

Here are some suggested activities for each day of the event:

- **Monday:** Have an NCPW kick-off and open house. Work with the Postal Inspection Service to identify and educate our customers on identity theft crimes occurring in each respective district.
- **Tuesday:** Focus activities on information services available to customers, especially services related to information security and safeguarding personal information.
- **Wednesday:** Partner with other federal agencies, community groups, education institutions, and businesses to sponsor educational workshops or seminars for consumers with special needs.
- **Thursday:** Hold a joint press conference with a local postal inspector. The postal inspector can discuss the latest Postal Service-related scams and identity theft incidents in your community.
- **Friday:** Ask the Postal Inspection Service to participate in a seminar about the different methods used to stamp out fraudulent practices in the marketplace. Provide materials that explain the role of the Postal Inspection Service in identity theft investigations.
- **Saturday** (optional): Work with the local postal inspector to inform senior citizens about identity theft targeted towards the elderly. Hold seminars at local retirement communities. Postal inspectors can discuss recent fraudulent schemes, steps to help senior citizens to avoid becoming a victim of identity theft, and other issues that affect the elderly.

Are There Any Other Suggested Activities?

Here are more activities that we suggest for NCPW:

- Design a publication (i.e., check stuffer) to include with employee paychecks. The publication should include information about NCPW activities planned for your local area. Ask employees to participate in NCPW activities.
- Educate customers about the other consumer services we offer, such as mail forwarding service, the new Internet Hold/Redelivery service, money orders, stamp service, and stamp collecting information. Provide a forum to educate customers about claims. Direct customers to visit www.usps.com and tell them how to access the *FAQs for Filing Consumer Domestic Claims* (from the www.usps.com Web site, click on *Info*, then *Domestic Claims*).

- Hold an open house or Postal Service fair during NCPW. Hand out consumer publications such as:
 - Publication 370, *Extra Services*.
 - Publication 546, *Sweepstakes Advertising*.
 - Publication 280, *Identity Theft, Safeguard Your Personal Information*.
 - Publication 162, *Because the Mail Matters*.
 - Publication 300-A, *Consumer and Business Guide to Preventing Mail Fraud*.

Have a Postal Service representative available to answer questions about products and services to help customers learn how to get the most from what we offer. Consider including brochures from other federal and state agencies and local consumer bureaus, such as the Consumer Product Safety Commission, that provide information on consumer issues.

- Partner with a local restaurant or food franchise to provide refreshments during a “Conversation With the Postmaster” session(s).
- Celebrate or announce something recently completed to improve local service and to enhance customer satisfaction. For example, promote extended hours, an expanded Post Office box section, or an improved facility featuring, for example, modifications for the disabled customers.
- Hold a special training session on mail preparation for business and nonprofit mailers.
- Establish a Consumer Advisory Council. Refer to the Consumer Advocate’s intranet Web site (<http://blue.usps.gov/caweb/>) for access to the Consumer Advisory Council Handbook (to access the handbook, click on *Consumer Affairs Operations*, then *Consumer Advisory Councils*, and *CAC Guidelines*). A good first project for the council would be to link consumer protection efforts with the Postal Inspection Service and local law enforcement. If a Consumer Advisory Council is already established, involve its members in NCPW planning activities.
- Set up a booth at a busy shopping area and have publications about fraud, identity theft, and the Postal Service available as handouts.
- Organize educational workshops for senior citizen centers. If possible, continue efforts even after the NCPW ends.

Who Can Help Us Plan Activities for National Consumer Protection Week?

Postmasters and managers planning NCPW activities can consult with the District Consumer Affairs and Claims Manager. The District Consumer Affairs and Claims office also serves as the clearinghouse for additional information and materials.

Where Can I Get More Information About the Internal Recognition Program?

The Office of the Consumer Advocate and the Postal Inspection Service developed an internal recognition program. Applicants must complete the application included in this article and return it to the following address by March 14, 2003:

ATTN NANCY CHAVANNES BATTLE OR
MICKIE MORIARTY
CONSUMER AFFAIRS
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 5801
WASHINGTON DC 20260-2202

Are There Any Publications That I Can Use for National Consumer Protection Week?

The following is a list of Postal Service notices, publications, posters, and kits that may be useful as handouts for customers during NCPW. They also serve as good resource material for postmasters and managers when preparing for the week's events. You can order these items from the Material Distribution Center (MDC).

Document ID Number and Title	Postal Stock No.	Quick Pick No.
Notice 50, <i>Theft? Protect Your Mail</i>	7610-02-000-9874	N/A
Publication 162, <i>Because The Mail Matters</i>	7610-05-000-5085	N/A
Publication 280, <i>Identity Theft, Safeguard your Personal Information</i>	7610-05-000-0653	N/A
Publication 281, <i>Don't Take the Bait</i>	7610-02-000-9388	N/A
Publication 281-S, <i>Don't Take the Bait</i> (Spanish)	7610-03-000-9401	N/A
Publication 300-A, <i>Consumer and Business Guide to Preventing Mail Fraud</i>	7610-04-000-6949	426
Publication 300-A-S, <i>Consumer and Business Guide to Preventing Mail Fraud</i> (Spanish)	7610-04-000-6950	N/A
Publication 546, <i>Sweepstakes Advertising</i>	7610-03-000-4600	465
Notice 38, <i>Approaches to Curbside Mailboxes</i>	7610-03-000-9147	066
Poster 123L, <i>Postal Rates and Fees</i> (Large)	7690-03-000-4150	463
Poster 123-S, <i>Postal Rates and Fees</i> (Small)	7690-03-000-4151	464
Publication 2, <i>Packaging for Mailing</i>	7610-01-000-9774	421
Publication 25, <i>Designing Letter Mail</i>	7610-03-000-9119	267
Publication 123, <i>Consumer's Guide to Postal Rates and Fees</i>	7610-03-000-5306	069
Publication 221, <i>Addressing for Success</i>	7610-03-000-9513	377
Publication 225, <i>Introduction to Stamp Collecting</i>	7610-02-000-7089	264

— Consumer Affairs Operations,
Office of Consumer Advocate, 11-28-02

**NATIONAL CONSUMER PROTECTION WEEK (NCPW)
CONSUMER ADVOCATE/U.S. POSTAL INSPECTION SERVICE
RECOGNITION PROGRAM APPLICATION**

Deadline for submission is **March 14, 2003**. Please complete this application and send two (2) copies along with supporting materials (e.g., videotapes, brochures, reports, or printed materials). *Note: DO NOT* include Postal Service or agency publications when submitting your application to:

ATTN NANCY CHAVANNES BATTLE OR
MICKIE MORIARTY
CONSUMER AFFAIRS
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 5801
WASHINGTON DC 20026-2202

District/Inspection Service Location: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Description of activities (you may give a brief description here and provide a full description on separate sheets of paper, which you will attach to this application)

Names of partners: _____

Date(s) and location(s) of activities: _____

Size and description of audience reached: _____

How the activity relates to the theme: _____

Other relevant information: _____

(If necessary, include additional information on a separate page.)

CUT ALONG DOTTED LINE





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



Domestic Mail

DMM REVISION

Business Reply Mail Window Envelopes

Effective November 28, 2002, *Domestic Mail Manual* (DMM) S922.4.5 is revised to allow the “No Postage Necessary” imprint, the business reply legend, and the horizontal bars required on Business Reply Mail items to be printed on an insert appearing through an address window. Before this revision, DMM S922.4.5 required the “No Postage Necessary” imprint, the business reply legend, the horizontal bars, and the facing identification mark (FIM) to be printed directly on the envelope.

This revision to the DMM incorporates those standards in order to allow more flexibility in the design of Business Reply Mail pieces.

We will incorporate this revision 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)

	*	*	*	*	*
S	Special Services				
	*	*	*	*	*
S900	Special Postal Services				
	*	*	*	*	*
S920	Convenience				
	*	*	*	*	*
S922	Business Reply Mail (BRM)				
	*	*	*	*	*
4.0	MAILPIECE CHARACTERISTICS				
	*	*	*	*	*

4.5 Window Envelopes

[Revise text to read as follows:]

The following standards apply to BRM prepared in an open-panel or a covered window envelope:

- a. Open-panel window envelopes must meet these standards:
 - (1) The mailpiece must meet the applicable standards in A800 for address/window clearance or C840 for barcode/window clearance for envelopes with an address window.

- (2) The “No Postage Necessary” imprint, the business reply legend, horizontal bars, and the facing identification mark (FIM) must be printed directly on the envelope. Other required and optional elements in 5.0 may be printed on the insert appearing through the address window.
- (3) The address showing through the window must be that of the permit holder or an authorized representative.

b. Covered window envelopes must meet these standards:

- (1) The “No Postage Necessary” imprint, the business reply legend, and horizontal bars may be printed either directly on the envelope or on the insert appearing through the covered window. The minimum size of the information appearing in the covered window is 2 inches high and 4-1/4 inches long. The FIM must be printed on the envelope as specified in C100. A clear space of at least 1/8 inch is required between any BRM format requirement and the top, bottom, and side edges of the window, and must remain when the insert is moved to its full limits in each direction within the envelope.
- (2) The window cover must be of a nontinted clear or transparent material (e.g., cellophane or polystyrene) that permits the barcode and its background, as viewed through the window material, to meet the reflectance standards in C840.5.0. The edges of the window cover must be securely glued to the envelope.
- (3) The address on the insert showing through the window must be that of the permit holder or an authorized representative.

* * * * *

REVISED PUBLICATION

401, Guide to the Manifest Mailing System

Publication 401, *Guide to the Manifest Mailing System*, June 2002, is available from the Material Distribution Center (MDC). This publication describes the requirements for using a Manifest Mailing System and has been updated to reflect the changes due to the June 30, 2002, rate change.

You can order Publication 401 by one of the following means:

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

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

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

- **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

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

The relevant ordering information for Publication 401 is as follows:

PSIN: PUB401
NSN: 7610-03-000-9196
Unit of Issue: EA
Bulk Pack Quantity: 20
Price: \$4.1091
Edition Date: 06/02
Quick Pick Number: NA

— *Business Mail Acceptance,
Service and Market Development, 11-28-02*

DMM REVISION/CORRECTION

Metal Strapping Materials on Pallets

In *Postal Bulletin* 22089 (11-14-02, page 32), the article titled "DMM Revision: Metal Strapping Materials on Pallets" contained an incorrect effective date.

The correct effective date for the revisions noted in the article is May 30, 2003.

— *Mail Preparation and Standards,
Pricing and Classification, 11-28-02*

2002 International and Military Mail Recommended Holiday Mailing Dates

To help ensure delivery of holiday cards and packages by December 25 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	Express Mail Military Service (EMMS) ^{1/}	First-Class Mail Letters/Cards	Priority Mail	Parcel Airlift Mail (PAL) ^{2/}
APO/FPO AE ZIPs 090–098	Dec 20	Dec 11	Dec 11	Dec 4
APO/FPO AA ZIPs 340	Dec 20	Dec 11	Dec 11	Dec 4
APO/FPO AP ZIPs 962–966	Dec 20	Dec 11	Dec 11	Dec 4

1/ EMMS: Express Mail Military Service is available to selected military post offices. Check with your local Post Office to determine if this service is available to your APO/FPO of address.

2/ 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 in weight 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.

International Mail Addressed to	Global Express Guaranteed (GXG) ^{3/}	Global Express Mail (EMS) ^{4/}	Global Priority Mail (GPM) ^{5/}	Air Letters and Cards	Air Parcel Post
Africa	Dec 20	Dec 17	Dec 16	Dec 9	Dec 9
Asia / Pacific Rim	Dec 20	Dec 17	Dec 16	Dec 16	Dec 16
Australia / New Zealand	Dec 20	Dec 17	Dec 16	Dec 16	Dec 16
Canada	Dec 20	Dec 17	Dec 16	Dec 16	Dec 16
Caribbean	Dec 20	Dec 17	Dec 16	Dec 16	Dec 16
Central and South America	Dec 20	Dec 17	Dec 16	Dec 9	Dec 9
Mexico	Dec 20	Dec 17	Dec 16	Dec 16	Dec 16
Europe	Dec 20	Dec 17	Dec 16	Dec 16	Dec 16
Middle East	Dec 20	Dec 17	Dec 16	Dec 16	Dec 16

3/ GXG: Global Express Guaranteed is available to more than 200 countries. Rates for documents start at \$24.00 for 1/2 pound and package rates start at \$36.00 for 1 pound.

4/ EMS: Global Express Mail is available to more than 190 countries with prices starting at \$15.50 for 1/2 pound.

5/ GPM: Global Priority Mail is available for items up to 4 pounds to 51 major countries. The service is available in two attractive sized envelopes. The small envelope prices start a \$4.00 with large envelopes priced at \$7.00. Customers can also use their own packaging by adding the Global Priority Mail sticker.

Please Post on All Bulletin Boards.

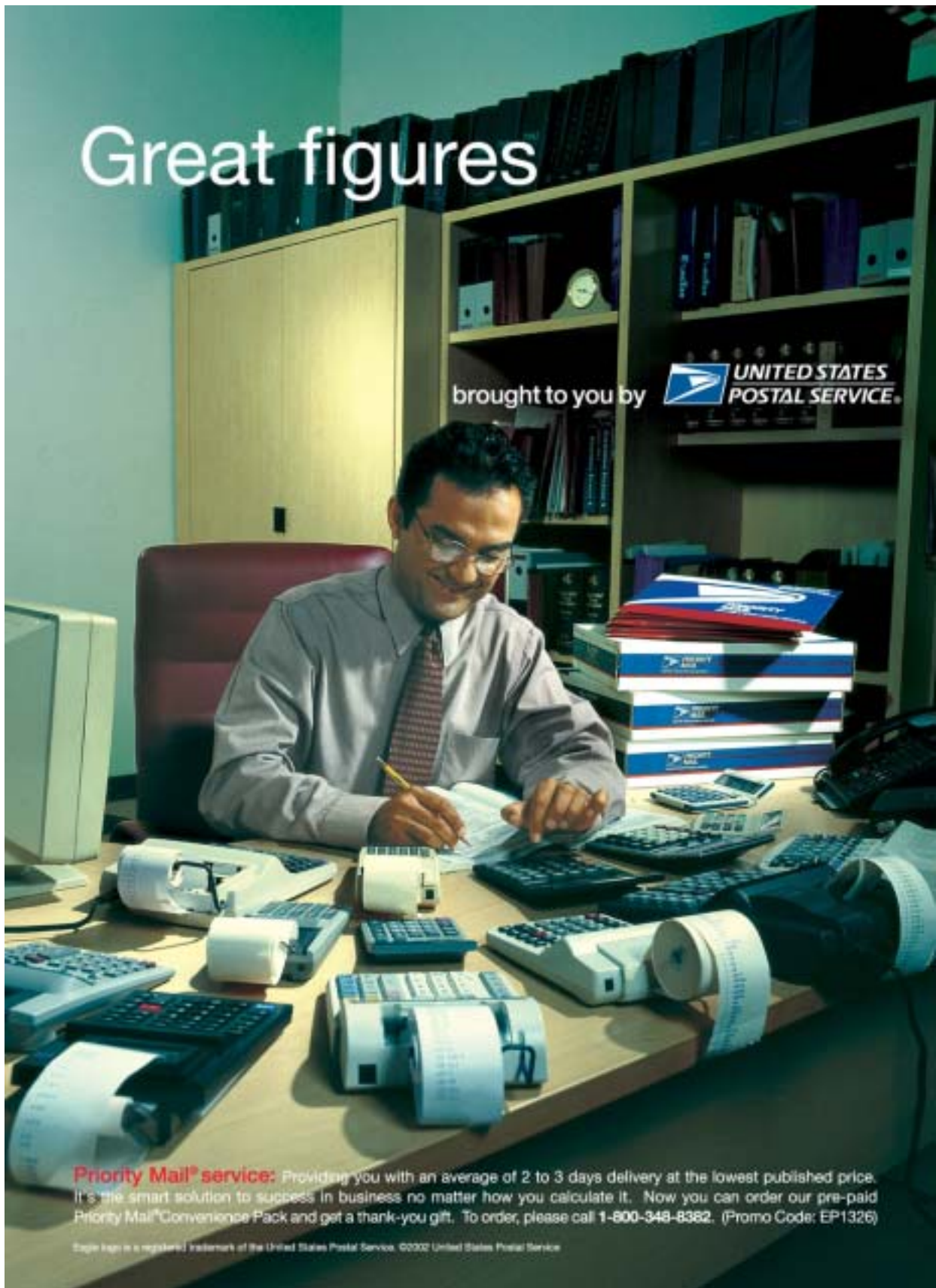
— International Network Operations,
Network Operations Management, 11-28-02

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Overseas Military Mail

Mail addressed to 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 09367	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09368	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09369	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09370	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
APO AE 09371	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09372	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09373	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09374	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09375	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09376	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09377	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09378	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09379	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09380	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
FPO AE 09511	Remove (N–Z)	Immediately	A1-B-V

We have eliminated “Not Active” entries from the table below to save space and paper. We have included a new restriction, “A1,” concerning the generic addressing of letters and parcels. We also have included a change to the “F” restriction.

APO/FPO Table

APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions
09007	A1-B-B1-C-D-U	09067	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-U	09069	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09186	A1-B-B1-C-D-U
09012	A1-B-B1-C-D-U	09074	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-U-Z1	09076	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V
09014	A1-B-B1-C-D-U	09080	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09213	A1-B-B1-C-D-U
09021	A1-B-B1-C-D-U	09081	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U
09028	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U
09031	A1-B-B1-C-D-U	09089	A1-B-B1-C-D-U	09139	A1-B-B1-C-D	09226	A1-B-B1-C-D-U
09033	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U
09034	A1-B-B1-C-D-U	09094	A1-B-B1-C-D	09142	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U
09036	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V
09042	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U
09045	A1-B-B1-C-D-U	09098	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U
09046	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U
09050	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U
09053	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U
09054	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09173	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U
09056	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U
09058	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U
09059	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U
09060	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U
09063	A1-B-B1-C-D-L-U	09114	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09302	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1	09371	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09557	A1-B-V	09707	A1-B-B1-C-N-U-V
09303	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1	09372	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09564	A1-B-V	09708	A1-B-B1
09304	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1	09373	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09565	A1-B-V	09709	A1-B-B1-F1
09305	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1	09374	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09566	A1-B-V	09710	A1-B-B1-C-C1-F1-M- R-R1-U
09309	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09375	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09567	A1-B-V	09711	A1-B-B1-F1-Z1
09310	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09376	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09568	A1-B-V	09713	A1-B-B1-C-F1
09311	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09377	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09569	A1-B-V	09714	A1-B-B1-C-C1-F1-M- R-R1-U
09314	A1-B-B1-C-F-V	09378	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09570	A1-B-V	09715	A1-B-B1-F1
09316	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09379	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09573	A1-B-V	09716	A1-B-B1-C-D-N-U-V
09317	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09380	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09574	A1-B-V	09717	A1-B-B1-M-W
09318	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09395	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09575	A1-B-V	09718	A1-B-B1-F-I-N-U-V
09321	A-A1-B-B1-C1-E3-F- H1-M-N-R-R1-V-Z1	09396	A-A1-B-B1-F-V	09576	A1-B-V	09720	A1-B-B1-U-V
09340	A-A1-B-B1-C1-F-R-V	09409	A1-B-B1-C-C1-U-V	09577	A1-B-V	09721	A1-B-B1-N-U-Z1
09345	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09420	A1-B-B1-C-C1-U	09578	A1-B-V	09722	A1-B-B1-C-D-N-U-V
09349	A-A1-B-B1-C-C1-D- E2-F-F1-H1-M-N-R- R1-V-Z-Z1	09421	A1-B-B1-C-C1-U	09579	A1-B-V	09723	A1-B-B1-N-U-V-Z1
09350	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09447	A1-B-B1-C-C1-U-V	09581	A1-B-V	09724	A1-B-B1-C-C1-F1-M- R-R1-U
09351	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09454	A1-B-B1-C-C1-U-V	09582	A1-B-V	09725	A1-B-B1-C
09352	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09456	A1-B-B1-C-C1-U	09588	A1-B-V	09726	A1-B-B1-N-U
09353	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09459	A1-B-B1-C-C1-U	09589	A1-B-B1-V	09728	A1-B-B1-C
09354	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09461	A1-B-B1-C-C1-U	09590	A1-B-V	09732	A1-B-B1-N-V-Z1
09355	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09463	A1-B-B1-C-C1-U	09591	A1-B-V	09733	A1-B-B1-I-V
09356	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09464	A1-B-B1-C-C1-U	09593	A1-B-V	09735	A1-B-B1-N-V-Z1
09360	A1-B-B1-V	09466	A1-B-B1-C-C1-U	09594	A1-B-V	09777	A-A1-B-B1-C-E1-N
09361	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09468	A1-B-B1-C-C1-U	09595	A1-B-V	09779	A-A1-B-B1-F-R-V
09362	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09469	A1-B-B1-C-C1-U	09596	A1-B-V	09780	A-A1-B-B1-F-R-V
09363	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09470	A1-B-B1-C-C1-U	09599	A1-B-V	09788	A-A1-B-B1-F-R-V
09364	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09494	A1-B-B1-C-C1-U	09601	A1-B-B1-C-F-F1-U	09789	A-A1-B-B1-F-R-V
09365	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09496	A1-B-B1-C-C1-U-V	09602	A1-B-B1-C-F-F1-N-U	09790	A-A1-B-B1-C1-F-R-V
09366	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09498	A1-B-B1-C-C1-U	09603	A1-B-B1-C-F-F1-U	09791	A-A1-B-B1-C1-E1-F- M-N-R-V
09367	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09499	A1-B-B1-C-C1-U	09604	A1-B-B1-C-F-F1-U	09793	A-A1-B-B1-F-R-V
09368	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09501	A1-B-V	09609	A1-B-B1-C-F-U	09797	A1-B-B1-C-D-P-V
09369	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09502	A1-B-V	09610	A1-B-B1-C-F-U	09803	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1
09370	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09503	A1-B-V	09612	A1-B-B1-C-F-U	09811	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1
		09504	A1-B-V	09613	A1-B-B1-C-F-U-V	09812	A1-B-B1-E2-E3-F- F1-I-N-R-U-V-Z1
		09505	A1-B-V	09617	A1-B-B1-C-F-U	09814	A1-B-B1-E2-E3-F- F1-I-N-R-U-V-Z1
		09506	A1-B-V	09618	A1-B-B1-C-F-U	09819	A-A1-B-F-P-V-Z1
		09507	A1-B-V	09619	A1-B-B1-C-F-U	09821	A-A1-B-F-V-Z1
		09508	A1-B-V	09620	A1-B-B1-C-F-U	09822	A-A1-B-F-V-Z1
		09509	A1-B-V	09621	A1-B-B1-C-F-U	09823	A-A1-B-F-V-Z1
		09510	A1-B-V	09622	A1-B-B1-C-F-U	09824	A-A1-B-F-V-Z1
		09511	A1-B-V	09623	A1-B-B1-C-F-U	09826	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1
		09517	A1-B-V	09624	A1-B-B1-C-F-U	09827	A-A1-B-F-Z1
		09521	A1-B-V	09625	A1-B-B1-C-F-U	09828	A1-B-N-V-Z1
		09524	A1-B-V	09626	A1-B-B1-C-F-U	09830	A1-B-B1-C-N-Z1
		09532	A1-B-V	09627	A1-B-B1-C-F-U	09831	A1-B-B1-F-N-U-V-Z1
		09534	A1-B-V	09628	A1-B-B1-C-F-F1-U-V	09832	A1-B-B1-U1-V-Z1
		09542	A1-B-V	09630	A1-B-B1-C-F-U-V	09833	A1-B-B1-U1-V-Z1
		09543	A1-B-V	09631	A1-B-B1-C-F-U	09834	A1-B-B1-V-Z1
		09545	A1-B-V	09636	A1-B-B1-C-F-U	09835	A-A1-B-B1-V-Z1
		09549	A1-B-V	09638	A1-B-B1-C-E2-F-U-V	09836	A-A1-B-B1-C-F-M-V- Z1
		09550	A1-B-V	09642	A1-B-B1-N-U	09837	A1-B-B1-V-Z1
		09554	A1-B-B1-V	09643	A1-B-B1-U	09838	A1-B-B1-V-Z1
		09556	A1-B-V	09644	A1-B-B1-U	09839	A-A1-B-B1-U-V-Z1
				09645	A1-B-U		
				09647	A1-B-B1-N-U		
				09648	A1-B-B1-N-U-V-Z1		
				09649	A1-B-B1-U		
				09703	A1-B-B1-C-F1		
				09704	A1-B-B1-C-D-V		
				09705	A1-B-B1-U		
				09706	A1-B-B1-C-U-V		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09841	A-A1-B-B1-U-Z1	34079	A1-B-B1-F1-N-V-Z1	96343	A1-B-B1-M-W	96557	A1-B-B1-F-M-V
09842	A-A1-B-B1-Z1	34090	A1-B-V	96347	A1-B-B1-F-F1-F2-M-W	96558	A1-B-V
09844	A-A1-B-B1-U-V-Z1	34091	A1-B-V			96595	A1-B-B1-V
09852	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34092	A1-B-V	96348	A1-B-B1-F-F1-F2-M-W	96598	A1-B-B1-V
		34093	A1-B-V			96599	A1-B-B1-V
09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34095	A1-B-V	96349	A1-B-B1-F-F1-F2-M-W	96601	A1-B-V
		34098	A1-B-V			96602	A1-B-V
09855	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34099	A1-B-V	96350	A1-B-B1-F-F1-F2-M-W	96603	A1-B-V
		96201	A-A1-B			96604	A1-B-V
09858	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	96202	A-A1-B1-U-V	96351	A1-B-B1-F-F1-F2-M-W	96605	A1-B-O-V
		96203	A-A1-B			96606	A1-B-V
09865	A-A1-B-B1-V-Z1	96204	A-A1-B-B1	96362	A1-B-B1-F-F1-F2-M-W	96607	A1-B-V
09868	A-A1-B-B1-U-V-Z1	96205	A-A1-B-B1-U			96608	A1-B-V
09871	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	96206	A-A1-B-B1-U	96365	A1-B-B1-M-V-W	96609	A1-B-V
		96207	A-A1-B-B1-V	96367	A1-B-B1-L-M-W	96610	A1-B-V
09880	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96208	A-A1-B-B1-U	96368	A1-B-B1-M-W	96611	A1-B-V
		96212	A-A1-B-B1-U	96370	A1-B-B1-F-F1-F2-M-W	96612	A1-B-V
09882	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	96213	A-A1-B-B1-U			96613	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1
		96214	A-A1-B-B1-U	96372	A1-B-B1-M-W		
09888	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96215	A-A1-B-B1-U-V	96373	A1-B-B1-M-W	96614	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1
		96217	A-A1-B-B1-U-V	96374	A1-B-B1-M-W		
09889	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96218	A-A1-B-B1-U	96375	A1-B-B1-M-W	96615	A1-B-V
		96219	A-A1-B-B1-U-V	96376	A1-B-B1-M-W	96617	A1-B-V
09890	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96220	A-A1-B-B1-U-V	96377	A1-B-B1-M-W	96619	A1-B-V
		96221	A-A1-B-B1-U-V	96378	A1-B-B1-M-W	96620	A1-B-V
09892	A-A1-B-B1-F-N-R-R1-V-Z1	96222	A-A1-B-B1-U	96379	A1-B-B1-M-W	96621	A1-B-V
		96251	A-A1-B-B1-U	96384	A1-B-B1-M-W	96622	A1-B-V
09898	A1-B-B1-E2-F-H1-I-R-R1-U2-V-Z1	96257	A-A1-B-B1-U	96386	A1-B-B1-M-W	96623	A1-B-V
		96258	A-A1-B-B1-U	96387	A1-B-B1-M-W	96624	A1-B-V
34002	A1-B-B1-N-U-Z1	96259	A-A1-B-B1-U	96388	A1-B-B1-M-W	96628	A1-B-V
34020	A1-B-B1-M-N-V-Z1	96260	A-A1-B-B1-U	96401	A1-B-B1-F-V	96629	A1-B-V
34021	A1-B-M-N-V-Z1	96264	A-A1-B-B1-U	96403	A-A1-B-B1-M-N-U-V	96634	A1-B-V
34022	A1-B-B1-D-F-M-N-V-Z1	96266	A-A1-B-B1-U	96405	A1-B-B1-F-V-Z1	96635	A1-B-V
		96267	A-A1-B-B1-U-V	96490	A1-B-B1-V	96643	A1-B-V
34023	A1-B-B1-M-N-V-Z1	96269	A-A1-B-B1-U	96507	A-A1-B-F-V	96657	A1-B-V
34024	A1-B-B1-M-N-V-Z1	96271	A-A1-B-B1-U	96511	A1-B-B1-I-N-V	96660	A1-B-V
34025	A1-B-B1-F-N-U-V-Z1	96275	A-A1-B-B1-V	96515	A1-B-B1-F	96661	A1-B-V
34030	A1-B-B1-M-N-V-Z1	96276	A-A1-B-B1	96517	A1-B-B1-F-U3-V	96662	A1-B-V
34031	A1-B-B1-M-N-V-Z1	96278	A-A1-B-B1-U	96518	A1-B-B1-V	96663	A1-B-V
34032	A1-B-M-N-V-Z1	96283	A-A1-B-B1-U	96520	A1-B-F-U3-V	96664	A1-B-V
34033	A1-B-C-F-M-N-V-Z1	96284	A-A1-B-B1-U-V	96521	A1-B-F-N	96665	A1-B-V
34034	A1-B-B1-M-N-V-Z1	96297	A-A1-B-B1-U	96522	A1-B-F-N-U	96666	A1-B-V
34035	A1-B-B1-H-M-N-V-Z1	96306	A1-B-B1-F-F1-F2-M-W	96530	A-A1-B-B1-H-M-N-U-V	96667	A1-B-V
34036	A1-B-M-N-V-Z1					96668	A1-B-V
34037	A1-B-B1-C-F-H-I-M-N-V-Z1	96309	A1-B-B1-M-V-W	96531	A1-B-B1-H-M-U-V	96669	A1-B-V
		96310	A1-B-B1-M-W	96534	A-A1-B-F	96670	A1-B-V
34038	A1-B-B1-M-N-V-Z1	96311	A1-B-B1-M-W	96535	A-A1-B-B1-F-V	96671	A1-B-V
34039	A1-B-N-V-Z1	96313	A1-B-B1-F-F1-F2-M-W	96536	A1-B-B1-V	96672	A1-B-V
34040	A1-B-V-Z1			96537	A1-B-B1-V	96673	A1-B-V
34041	A1-B-B1-M-N-U-V-Z1	96319	A1-B-B1-M-W	96538	A1-B-B1-V	96674	A1-B-V
34042	A1-B-B1-D-F-M-N-V-Z1	96321	A1-B-B1-F-F1-F2-M-W	96540	A1-B-B1-V	96675	A1-B-V
				96541	A1-B-B1-V	96676	A1-B-V
34043	A1-B-B1-D-F-M-N-V-Z1	96322	A1-B-B1-F-F1-F2-M-W	96542	A1-B-B1-V	96677	A1-B-V
				96543	A1-B-B1-P-V	96678	A1-B-V
34050	A1-B-V	96323	A1-B-B1-M-V-W	96546	A1-B-F-U3	96679	A1-B-V
34051	A1-B-V-Z1	96326	A1-B-B1-M-W	96548	A-A1-B-B1-H-M-U	96681	A1-B-V
34053	A1-B-V-Z1	96328	A1-B-B1-M-W	96549	A-A1-B-B1-H-M-U	96682	A1-B-V
34055	A1-B-N-V-Z1	96330	A1-B-B1-M-W	96551	A-A1-B-B1-H-M-U	96683	A1-B-V
34058	A1-B-B1-V-Z1	96336	A1-B-B1-M-V-W	96553	A-A1-B-B1-H-M-N-U-V	96684	A1-B-V
34071	A1-B-I-M-N-V-Z	96337	A1-B-B1-M-W			96686	A1-B-V
34076	A1-B-B1-F1-N-V-Z1	96338	A1-B-B1-M-W	96554	A-A1-B-B1-H-M-U	96687	A1-B-V
34078	A1-B-B1-F1-N-V-Z1	96339	A1-B-B1-M-V-W	96555	A1-B-B1-F-M-V	96698	A1-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.

A1. Mail addressed to "Any Servicemember," or similar wording such as "Any Soldier," "Sailor," "Airman," or "Marine"; "Military Mail"; etc., is prohibited. Mail must be addressed to an individual or job title such as "Commander," "Commanding Officer," etc.

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. The restriction for mail to this APO/FPO ZIP Code does not apply to firearms mailed from this APO/FPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM C024.2.0 and ATF regulations; they do not require an ATF form.

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.

— *International Network Operations,
Network Operations Management, 11-28-02*

Employees

ELM REVISION

Authorized Uniform Items and Combinations

Effective November 28, 2002, the *Employee and Labor Relations Manual* (ELM) is revised to reflect updates to the requirements for Type 4 uniforms worn by security force police officers. Most of the changes are replacing the word “navy” with “dark” blue.

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

Employee and Labor Relations Manual

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9 Labor Relations

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930 Work Clothes and Uniforms

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933 Authorized Uniform Items and Combinations

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933.4 Type 4 Uniform Items

[Revise 933.4 to read as follows:]

Type 4 uniforms are worn by security force police officers.

Items for Men

Uniform coat	Postal security dark blue
Overcoat	Postal security dark blue
Bomber jacket	Postal security dark blue
Emblem	Postal police officer shoulder patch
Rank insignia	Sergeant — embroidered or enameled stripes, blue, white, and black; First Lieutenant — single silver metal bar; Captain — two connecting silver metal bars
Uniform shirt (Regular Officer)	Long- or short-sleeve, postal security dark blue
Uniform shirt (Sergeant, Lieutenant, Captain)	Long- or short-sleeve, postal security white
Tie	Four-in-hand, clip-on, solid postal security dark blue
T-shirt	Crew neck, Coolmax, ribbed, solid jersey, or mesh, white
Trousers	Postal security dark blue
Socks	Crew or over-the-calf, solid dark blue or dark blue with white soles

Shoes	Black leather regulation-type shoe or boot with plain toe, not over 8”, in height from sole tops, with or without built-in safety toes, bearing SR/USA label. Shoes or boots must be capable of accepting a buff shine to obtain a glossy finish.
Accessories	Sweater, commando style, postal security dark blue; turtleneck, mock turtleneck ¹ , dickie with postal police embroidered on neck, silver; belt, black; gloves, black
Headgear	Cap (uniform fabric), postal security dark blue; fur trooper cap, postal blue
Rain gear	Raincoat, full-length, reversible black-to-orange; cap cover, waterproof, reversible black-to-orange; rubbers, overboots, galoshes, black
Body armor shell	One approved body armor shell or armored shirt per uniform allowance year as certified by the inspector in charge to the St. Louis Accounting Service Center

¹ Turtleneck and mock turtleneck must be worn with long sleeve shirt or sweater.

Items for Women

Uniform coat	Postal security dark blue
Overcoat	Postal security dark blue
Bomber jacket	Postal security dark blue
Emblem	Postal police officer shoulder patch
Rank insignia	Sergeant — embroidered or enameled stripes, blue, white, and black; First Lieutenant — single silver metal bar; Captain — two connecting silver metal bars
Uniform shirt (Regular Officer)	Long- or short-sleeve, postal security dark blue
Uniform shirt (Sergeant, Lieutenant, Captain)	Long- or short-sleeve, postal security white
Tie	Four-in-hand, clip-on, solid postal security dark blue
T-shirt	Crew neck, Coolmax, ribbed, solid jersey, or mesh, white
Slacks	Postal security dark blue
Skirt	Postal security dark blue
Culottes	Postal security dark blue
Socks	Crew or over-the-calf, solid dark blue or dark blue with white soles

Shoes	Black leather regulation-type shoe or boot with plain toe, not over 8", in height from sole tops, with or without built-in safety toes, bearing SR/USA label. Shoes or boots must be capable of accepting a buff shine to obtain a glossy finish.
Accessories	Sweater, commando style postal security dark blue; turtleneck, mock turtleneck ¹ , dickie with postal police embroidered on neck, silver; belt, black; gloves, black
Headgear	Wave-style hat, postal security dark blue; fur trooper cap, postal blue
Rain gear	Raincoat, full-length, reversible black-to-orange; cap cover, waterproof, reversible black-to-orange; rubbers, overboots, galoshes, black
Body armor shell	One approved body armor shell or armored shirt per uniform allowance year as certified by the inspector in charge to the St. Louis Accounting Service Center

¹ Turtleneck and mock turtleneck must be worn with long sleeve shirt or sweater.

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— Labor Relations Policies and Programs,
Labor Relations, 11-28-02



This office will be
CLOSED
Wednesday,
December 25, 2002,
Christmas Day.

Need Postal Service information? Call 800-ASK-USPS, 24 hours a day, 365 days a year. Or visit our Web site, www.usps.com, for information, stamps, and so much more.

CUT ALONG DOTTED LINE





This office will be
CLOSED
Wednesday,
December 25, 2002,
Christmas Day.

Need Postal Service information? Call 800-ASK-USPS, 24 hours a day, 365 days a year. Or visit our Web site, www.usps.com, for information, stamps, and so much more.



**UNITED STATES
POSTAL SERVICE®**

This office will be
CLOSED
Wednesday,
January 1, 2003,
New Year's Day.

Need Postal Service information? Call 800-ASK-USPS, 24 hours a day, 365 days a year. Or visit our Web site, www.usps.com, for information, stamps, and so much more.

CUT ALONG DOTTED LINE





This office will be
CLOSED
Wednesday,
January 1, 2003,
New Year's Day.

Need Postal Service information? Call 800-ASK-USPS, 24 hours a day, 365 days a year. Or visit our Web site, www.usps.com, for information, stamps, and so much more.

Finance

NOTICE AVAILABLE ONLINE

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, 11-28-02*

HANDBOOK F-15 REVISION

Claiming Miscellaneous Expenses and Reimbursement for Equity Loss

This article clarifies the policies and procedures for claiming miscellaneous expense allowances and for reimbursements for equity loss.

We will incorporate these revisions into the next printed version of Handbook F-15, *Travel and Relocation*, and into the next update of the online version accessible on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *HBKs*.

Handbook F-15, *Travel and Relocation*

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Part 3, Relocation (Non-bargaining Only)

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Policies and Procedures

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Preparing to Relocate

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Claiming Miscellaneous Expense Allowance Not Covered by Other Benefits

[Revise the “Claiming Miscellaneous Expense Allowance Not Covered by Other Benefits” section to read as follows:]

You may receive a miscellaneous expense allowance to assist with your relocation expenses that are not otherwise reimbursable. To claim the miscellaneous expense allowance, you may file an Online Expense Report located on your My Move web site provided you by the relocation

management firm or by using PS Form 4871, *Relocation — Miscellaneous Expense Allowance Claim*.

Your miscellaneous expense allowance will be disbursed only after the following “triggering events” have been completed:

1. Human Resources processes your PS Form 50, *Notification of Personnel Action*.
2. The San Mateo Accounting Service Center processes your PS Form 178, *Specific Travel Order — Relocation and Relocation Agreement*, and authorizes relocation benefits through the relocation management firm.
3. The relocation management firm receives your request for disbursement.

Note: Before retired executives are eligible to receive payment of the miscellaneous expense allowance, an additional “triggering event” is required indicating that a subsequent move is imminent. Examples of triggering events are submitting a voucher for advance house hunting, booking movement of their household goods through the relocation management firm, and listing their home for sale.

[Return to the *Policies and Procedures Web page*.]

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Buying and Selling a Home

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Using RMF Services

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Equity Loss

[Revise the “Equity Loss” section to read as follows:]

Reimbursement of equity loss includes the following topics:

- Definition
- Eligibility
- Improvements
- How to Calculate Your Equity Loss
- Reimbursement Caps
- Documentation Required
- Requesting Your Equity Loss

Definition

Equity loss is a loss incurred as a result of economic conditions when selling your home. It is the difference between the basis (original sales price) when you bought your home and the total selling price (the amount you received) at resale. In the case of new construction, the basis would be the cost of the land, if purchased separately, plus the cost to build your residence. Equity loss reimbursement is a payment to help offset those losses. To be considered for equity loss reimbursement, the Postal Service must be able to verify that the equity loss incurred was the direct result of economic conditions defined as “slow, declining or over-supplied real estate market conditions in the area of your home at the time you sell it.” The Postal Service will not consider equity loss reimbursement if it is determined that the value of the home when sold was affected by lack of care or deferred maintenance on the part of the homeowner.

Eligibility

All active EAS employees and PCES employees are eligible for reimbursement of equity loss. The only home eligible for consideration of equity loss reimbursement is your principal residence at your former duty station.

Home Improvements

Improvements to the home are defined as additions and other building projects that meet all of the following conditions:

- Have documented costs of \$1,000 or more.
- Are permanently affixed to the home and cannot be easily moved.
- Add additional value.
- Convey with the property at resale.

What’s Allowed

Additions — Examples include a new bedroom, bathroom, sunroom, garage, or finished basement.

Interior improvements — Examples include a complete renovation of a room, such as a kitchen or bath that includes all new cabinets, appliances, and flooring; conversion from septic to city sewer; or installing a central air conditioning unit, including duct work, where none existed.

Exterior improvements — Examples include adding a deck or an underground sprinkler system.

Miscellaneous improvements — These are personal preference items such as in-ground pools, spas, and built-in entertainment or home theater center systems that convey with the home. The Postal Service will consider miscellaneous improvements at 50 percent of the documented cost.

What’s Not Allowed

Maintenance/Repair Work — Maintenance and repair work that maintains your home in good condition is not considered an improvement, but is your responsibility as a homeowner. Examples of maintenance include projects such as repainting; replacing/repairing your roof; and replacing a septic system, flooring, your HVAC system, hot water heater, or broken windows. Plumbing work or replacing old pipes not done in conjunction with an addition or major improvement is considered a repair. Landscaping (trees and shrubs only) is viewed as maintenance unless the landscaping is part of the new construction of the home and performed within the first year of construction. Window treatments, drapes, blinds, etc., are not considered reimbursable expenses.

How to Calculate Your Equity Loss

The equity loss program is based on the difference between the original purchase price of your principal residence and the contracted sales price as indicated on the Form HUD-1, *Settlement Statement*. In addition, we will consider home improvements you made to the property while you owned the home. Qualified improvement costs (documented by receipts) are added to the original purchase price of the home and become the adjusted basis of your property.

Reimbursement

Reimbursement of equity loss is limited to a maximum or “capped” amount based on employee pay category. The Postal Service will use the table below to determine your maximum allowable equity loss percentages to be applied to the documented and approved home improvements costs.

EAS Employees

Equity Loss (\$)	Reimbursement (%)
1 to 25,000	Full
25,001 to 50,000	50
Over 50,000	25

PCES Employees

Equity Loss (\$)	Reimbursement (%)
1 to 50,000	Full
50,001 to 100,000	50
Over 100,000	25

Supporting Documentation Required for Reimbursement of Equity Loss

To be considered for reimbursement of equity loss after you sell your home, you must submit the following items:

- A legible signed copy of the Form HUD-1, *Settlement Statement*, from the original purchase of the home.
- A signed copy of Form HUD-1 for the reselling of your home.
- If you are reselling to the relocation management firm (RMF), the equity statement provided to you by the RMF or a copy of the signed contract.

To have home improvement costs considered as part of your equity loss, you must submit receipts that support your cost of renovation or improvement. The following documentation is required:

- Legible copies of sales receipts, invoices, executed work proposals and/or contract agreements that clearly indicate costs incurred.
- Legible copies of cancelled checks (front and back), credit card statements, and/or paid invoices.

You must forward all documentation with a cover sheet or recap log, with a total dollar amount requested for consideration. On the cover sheet, list the following information for each project:

- Type of work performed such as “addition/garage.”
- Date work completed.
- Vendors and/or contractors who performed the work.
- Total cost of the project.
- Method of payment.

Requesting Your Equity Loss

To request reimbursement, follow the steps below:

1. Write a memo that specifically outlines your reasons for requesting consideration for reimbursement of equity loss, and include the amount for which you are requesting to be reimbursed.
2. Attach the required supporting documentation, including the cover sheet or log listing the project(s) with a total dollar amount submitted for consideration. Include your receipts and proof of payment for each project as defined above.
3. Submit the memo and supporting documentation to your approving official.

Your request for reimbursement will be reviewed as follows:

1. The approving official reviews the request and recommends his/her concurrence or disapproval. The approving official communicates this to Area/Headquarters unit finance manager in accordance with operating guidelines.

Note: The approving official is your next level PCES supervisor who has the authority to commit personnel action and budget. For outside hires, the approving official is the vice president.
2. The approving official/area finance manager forwards the request with his or her recommendation to the manager of Accounting, Headquarters, who evaluates the request and determines if the request meets all requirements for reimbursement.
3. The approving official receives a written response from Headquarters, and then notifies the relocating employee of the decision.
4. The approving official provides a copy of the letter to the relocating employee. If the request is approved, the relocating employee must attach a copy of the approval to the request for reimbursement when submitted to the relocation management firm.

* * * * *

International Mail

IMM REVISION

International Money Orders

Effective November 28, 2002, the *International Mail Manual* (IMM) is revised to update Section 371, "International Money Orders," to reflect the discontinuance of Standard International Money Orders using the *Authorization to Issue an International Money Order* form set.

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

International Mail Manual (IMM)

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3					
	*	*	*	*	*
370					
371					

[Revise 371 to read as follows:]

371.1 Description

371.11 General

International postal money order service is available to transfer funds to individuals or firms in countries that have entered into agreements with the United States Postal Service for the exchange of postal money orders. International postal money orders may be sent by letter mail or Global Express Mail™ service (EMS).

371.12 Maximum Amount

The maximum amount for a single international postal money order is \$700, unless noted otherwise in parentheses in Exhibit 371.2.

There is no limit on the number of money orders that may be sent to a payee during any time period. There is a limit on the total face value of money orders an individual customer may purchase on any one day (see DMM S020).

371.2 Availability

International postal money orders are exchanged with countries using the pink International Postal Money Order (Form MP1). Exhibit 371.2 lists the countries that accept this form. The maximum amount for a single postal money order is \$700, unless noted otherwise in parentheses in Exhibit 371.2.

Exhibit 371.2

Countries Accepting the International Postal Money Order Form (MP1)

Albania¹
 Anguilla
 Antigua and Barbuda
 Bahamas
 Barbados¹
 Belize
 Bolivia²
 British Virgin Islands
 Canada
 Cape Verde²
 Dominica
 Dominican Republic²
 Ecuador²
 El Salvador (\$500)
 Grenada
 Guinea
 Guyana (\$500)
 Honduras²
 Jamaica³
 Japan⁴
 Mali
 Mexico² (\$500)
 Montserrat
 Nigeria² (\$500)
 Peru
 St. Christopher (St. Kitts) and Nevis
 St. Lucia
 St. Vincent and the Grenadines
 Sierra Leone²
 Trinidad and Tobago³

(1) In Barbados, the amount of the money due for payment will no longer be handwritten on Form MP1 (the form currently states, "Amount To Be Written In Words"), but will be electronically applied.

(2) Bolivia, Cape Verde, Dominican Republic, Ecuador, Honduras, Mexico, Nigeria, and Sierra Leone will not issue money orders for payment in the United States.

(3) Jamaica and Trinidad and Tobago will not issue money orders in U.S. dollars.

(4) In Japan, the Form MP1 money orders issued for payment in the United States must be shown in U.S. dollars preceded by the capital letters "USD."

371.3 Fees

The fee for money orders payable in countries that accept Form MP1 is \$3.25 per money order.

371.4 Processing Requirements**371.41 Form Required — International Postal Money Order (Form MP1)**

Use the pink International Postal Money Order (Form MP1) for money orders payable to the countries listed in Exhibit 371.2. Follow the issuance procedures in DMM S020.1.0.

Note: For money orders payable in Canada, the amount of the money order must be expressed in U.S. currency only. Issuing clerks must use the money order imprinter in the usual manner, printing the amount received in U.S. currency.

371.42 Preparation by Purchaser

When Form MP1 is used to send funds, the purchaser should complete the information requested on both the money order and the customer's receipt. Follow the instructions for preparing domestic money orders in DMM S020.1.0 when using Form MP1. The Postal Service is not liable for money orders that are lost before the purchaser completes this information. Money orders may be made payable to the purchaser, a person or a firm, or a payee by official title. (Example: Director of Publications, Canada.)

371.43 Preparation by Postal Employee

Follow the instructions for preparing domestic money orders in DMM S020.1.0 when issuing Form MP1.

371.5 Procedures for Cashing Money Orders Issued by Foreign Countries**371.51 Valid Postal Money Orders**

Valid postal money orders issued by countries listed in 371.2 will be paid in accordance with the procedures for cashing domestic money orders (see DMM S020.2.0). However, no international money order will be paid after the expiration of the validity date on the money order.

371.52 Canadian Money Orders

Canadian money orders may be paid only if they are addressed to a payee within the United States and the amount is imprinted in United States currency.

371.53 Japanese Money Orders

Valid postal money orders issued by Japan on its Form MP1 are cashed in accordance with DMM S020.2.0. Money orders must not be paid after the expiration of the validity date indicated on the money order. The amount to be paid is shown in United States dollars and must not have been altered.

371.6 Lost Reissued Money Orders

Report the facts concerning lost reissued money orders (e.g., an international money order sent to the United States by a foreign country and reissued on a domestic form to the payee in the United States) to:

INTERNATIONAL MONEY ORDER SECTION
ACCOUNTING SERVICE CTR
US POSTAL SERVICE
PO BOX 82414
ST LOUIS MO 63182-9421

371.7 Inquiries**371.71 Who May Receive Information**

Postal Service employees must not disclose information concerning money order transactions to any person except the purchaser, the payee, the endorsee, or a duly authorized agent of one of these. The Office of Accounting, Postal Service Headquarters, may authorize other requests only when the request concerns a specific money order or a specific party to a money order transaction, and when accompanied by a valid court order. Send requests to:

OFFICE OF ACCOUNTING
US POSTAL SERVICE
475 L'ENFANT PLZ SW
WASHINGTON DC 20260-5240

371.72 Inquiries Regarding Payment**371.721 Money Orders Issued on International Postal Money Order (Form MP1)**

Use PS Form 6401, *Money Order Inquiry*, in accordance with DMM S020.2.14 when filing inquiries or requests for replacement of an International Postal Money Order (Form MP1). Only the purchaser may file and receive payment. Replacement will not be made before 6 months after the date of issuance.

371.722 Reissued International Money Orders (89 Series)

Use PS Form 6401, *Money Order Inquiry*, in accordance with DMM S020.2.14 when filing inquiries or requests for replacement of reissued international postal money orders. The U.S. payee may file and receive payment.

371.8 Standard International Money Orders (Discontinued)

The sale of standard international postal money orders using the *Authorization to Issue an International Money Order* form set was discontinued beginning August 10, 2002.

To file an inquiry regarding a standard international postal money order issued in the United States before August 10, 2002, send PS Form 6684, *Inquiry Concerning International Money Order Issued in the United States*, to:

INTERNATIONAL MONEY ORDER SECTION
ACCOUNTING SERVICE CTR
US POSTAL SERVICE JPO BOX 82412
ST LOUIS MO 63182-9421

The charge for the inquiry is \$3.00, which must be accounted for by affixing and canceling postage stamps or a meter strip on PS Form 6684.

* * * * *

— *Financial Services,
Product Development, 11-28-02*

INTERNATIONAL MAIL SERVICES STAND-UP TALK

Your Window of Opportunity — Introduction

This is the first in a series of stand-up talks that managers should give to employees about international mail services. Other talks will appear in upcoming issues of the Postal Bulletin.

International Mail Services

This is the first in a series of stand-up talks about International Mail Services. The objective of these talks is to understand and serve our international customers. Each year international customers generate more than \$1.4 billion in revenue for the U.S. Postal Service — that is a sizeable contribution to the bottom line. Therefore, we want to be sure to keep our international customers satisfied and interested in our service selection. That is what this series is all about.

So, how *do* you keep your international customer satisfied and interested? By helping customers choose the right service for the right price. Just ask your customers these two questions:

- **When do they need it there?**
- **How much do they want to pay?**

What follows is a brief overview of international mail services that will help you guide your customer to the right choice:

- For delivery in 2 to 3 days — *guaranteed* — with full online tracking, recommend Global Express Guaranteed™ service. This service, which is offered in partnership with DHL, goes to more than 200 countries. Rates for documents start at \$24.00 for 1/2 pound, and rates for packages start at \$36.00 for 1 pound. This is our premium service.

The rest of our international mail services do not have guaranteed delivery times. However, *you can tell customers the projected timeline for delivery of each service (noted below)*. For example, if a customer is sending a package to China, you know that it might take longer to get there. So if you let the customer know that it might take longer, the customer will know what to expect and will not be

disappointed with the results. So let's talk about the rest of our service choices:

- For delivery in 3 to 5 days, recommend Global Express Mail™ service. It serves more than 190 countries and has online tracking to more than 60 major destination countries. Rates start at \$15.50.
- For delivery in 4 to 6 days, recommend Global Priority Mail® service. It serves 51 countries. There are two sizes of attention-getting, flat-rate envelopes with rates starting at \$4.00. For variable-weight items, use the Global Priority Mail sticker. Rates start at \$6.00 for 1/2 ounce. Global Priority Mail service receives priority handling and has a 4-pound weight limit.
- For delivery of letters in 4 to 7 days, recommend Global Airmail™ service for letter-post items. It serves virtually every country in the world. Prices start at \$.60 for a 1-ounce letter. Customers can purchase registered mail for letter-post items.
- For delivery of packages in 4 to 10 days, recommend Global Airmail™ service for parcel post items. It serves almost every country in the world. Prices start at \$13.00 for a 1-pound parcel. Customers can purchase insurance for parcel post items.
- For delivery in 4 to 6 weeks, recommend Global Economy™ service. It serves virtually every country in the world, with mailpieces traveling by surface (usually by boat). There are rates for both letter-post items and parcel post items. Rates start at \$2.70 for letters and \$15.25 for packages. There is a 1-pound minimum rate for letters and a 5-pound minimum rate for packages.

Holiday Mailing Schedule

During the holiday mailing season, the volume of international mail almost doubles. But if your customers are worried about the time required to ship items overseas, tell them not to despair — there's still time for them to avoid the holiday rush. They can mail items as late as December 20

and still have them delivered in time for Christmas. For delivery by Christmas, use the following dates for the various international services.

- **December 20:** Use 2- to 3-day service — Global Express Guaranteed service.
- **December 17:** Use 3- to 5-day service — Global Express Mail service.
- **December 16:** Use 4- to 6-day service — Global Priority Mail service.
- **December 11:** Use 4- to 10-day service — Global Airmail service — for delivery throughout the world *except to Africa, Central America, and South America.*

- **December 9:** Use 4- to 10-day service — Global Airmail service — for delivery to Africa, Central America, and South America.

Future talks will explore each service in detail. Global Airmail Service will be the subject of our next talk.

— *International Marketing,
International Business, 11-28-02*

ICM UPDATES

International Customized Mail

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

On October 15, 2002, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM) 297.4*, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** October 1, 2002, through December 31, 2006.
- b. **Type of mail:** *Domestic Products and Services* and *International Products and Services*. Every item must conform to the mailing requirements set forth in the *Domestic Mail Manual (DMM)* and the IMM for Qualifying Mail.
- c. **Destination countries:** United States and its territories.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to:
 1. Participate with the Mailer in the development and execution of a joint commercial business plan.
 2. Participate with the Mailer in a joint management team to monitor service performance of the Qualifying Mail.
 3. Participate with the Mailer in joint marketing and sales efforts for the purpose of maximizing sales.
 4. Provide the Mailer Express Mail® and Priority Mail® packaging materials at a location the Mailer designates within the continental United States.
 5. Provide the Mailer training necessary to prepare Qualifying Mail at a site within the continental United States.

6. Return undeliverable Qualifying Mail to the Mailer at an address within the continental United States in accordance with the DMM.

- e. **Minimum volume commitments:** The Mailer has agreed to tender a minimum of 250,000 pounds of Qualifying Mail on an annualized basis for each year the Agreement is in effect, or to pay to the Postal Service at least \$500,000 in postage for Qualifying Mail on an annualized basis for each year this Agreement is in effect.

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

1. Provide the Postal Service with schedules of mailings to include the intended date and site of tender, anticipated weight, and volume.
2. Make payment to the Postal Service in accordance with the requirements set forth in the DMM and the IMM.
3. Participate with the Postal Service in joint marketing and sales efforts for the purpose of maximizing sales.
4. Pay for telephone communications associated with the manifest system.

- g. **Rates:** The Mailer has agreed to pay postage for Qualifying Mail in accordance with the applicable rates as published by the Postal Service at the time of tender.

On October 17, 2002, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** October 31, 2002, through October 30, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of \$12,000 in postage for EMS.

On October 17, 2002, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** October 31, 2002, through October 30, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum 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

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

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

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

Exhibit 1

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

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

- a. **Term:** October 26, 2001, through October 25, 2005.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

On October 17, 2002, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** October 31, 2002, through October 30, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS.

On October 17, 2002, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** October 31, 2002, through October 30, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.

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

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

Exhibit 1

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

- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS.
- f. **Worksharing:** The Mailer has agreed to:
 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

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

On October 17, 2002, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** October 31, 2002, through October 30, 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 1,000 pieces of EMS or \$20,000 in postage for EMS.

On October 17, 2002, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** October 31, 2002, through October 30, 2003.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS.

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

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

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

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

Exhibit 1

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

On October 17, 2002, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** October 31, 2002, through October 30, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 3,000 pieces of EMS.

On October 17, 2002, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** October 31, 2002, through October 30, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum 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 twelve (12) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

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

- f. **Worksharing:** The Mailer has agreed to:
 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at 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 30, 2002, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** November 13, 2002, through November 12, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 600 pieces of EMS.

On October 31, 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 14, 2002, through November 13, 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 \$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

- 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

Fraud Alert

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
AZ, Mesa 85201-7040	Any and All Names Except Stacy Gardner, 1225 W. Main Street, Suite 101, PMB 423 and PMB 609
MI, Detroit 48201-1612	Any and All of Various Names, 4100 3rd Street

— *Judicial Officer, 11-28-02*

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	015668	022245	060065	070621	088330	098853	108652	117938	132156	150283	192990	221087
005882	015683	022379	060125	070726	088432	098942	108669	118470	132405	150285	193150	221169
005894	016170	022503	060141	070749	088448	098963	108712	118590	134033	150291	193200	221213
006041	018189	022510	060339	071042	088474	100018	108724	118644	135248	151018	193231	222035
006284	018278	022539	060375	071180	088552	100031	108726	118875	135251	152192	195068	222064
006287	018405	022542	060618	071276	088677	100111	108774	119117	136016	152287	195070	222254
006289	018470	022574	060861	071541	089091	100119	108786	119142	136022	152376	195072	222269
006376	018600	022698	061069	071616	089197	100160	108788	119157	136031	152454	195077	223024
006791	018715	022752	061116	071622	089329	100290	108790	119171	136062	152653	195079	223254
006815	018768	022759	061150	071748	089520	100295	108796	119310	136104	152687	195090	223397
006983	019185	022840	061355	075039	089823	100377	108836	119395	139118	152733	196060	224034
007023	019367	022856	061363	075040	090188	100882	108862	119517	139158	152743	196061	227112
007115	019419	022902	061390	075658	090288	101035	108884	119615	139253	152906	196094	229110
007120	019463	022942	061477	075773	091218	101642	108903	120322	139401	153081	196133	232109
007127	019808	022984	061506	075881	091641	103141	108930	121129	142036	156223	196135	232182
007130	019809	022997	062003	075969	091879	103169	108938	121225	142041	159008	196137	232272
007137	020033	023358	062097	076073	092499	103207	109134	121226	142069	159011	196156	232275
007139	020034	023652	063164	076133	092539	103215	109136	122257	142104	170178	200201	232338
007140	020092	025009	063497	076165	092565	103299	109220	122335	142122	171305	200754	232344
007280	020132	025249	064483	076221	092636	103304	109277	122338	142130	172064	200790	235502
007305	020135	025327	064713	076299	092669	103324	109282	122373	142143	173069	200833	254009
007325	020161	026530	064816	076337	092681	103380	109313	122384	142195	174061	200847	255081
007342	020292	026593	064865	076617	092721	103795	109330	122399	142196	174062	200859	270002
007356	020349	028505	065101	076647	092813	103850	109472	122401	142210	174066	200893	271153
008287	020409	028709	065841	076733	092894	103878	109537	122410	142211	175055	208902	272146
008306	020424	028860	065982	076745	093497	104643	109588	123045	142389	175059	210041	272168
008336	020452	028977	066230	076780	093705	105026	109646	123103	142406	175086	210113	273129
008440	020462	030010	066294	076993	093711	105036	109758	123109	142466	175087	210132	274072
008463	020556	030456	066297	077124	093785	105176	109765	123110	142549	175091	210230	274097
008507	020557	031031	066331	077231	094008	105307	109844	123118	142601	176052	210249	274098
008639	020571	031130	067049	077454	094125	105396	110611	123122	142655	176054	210326	274217
008722	021009	031233	067102	077647	094224	105407	110770	124012	142680	176056	210381	274298
009235	021112	031237	068099	079044	094318	105585	111379	124088	142705	176059	210383	275004
009318	021117	032016	068153	080400	094706	105671	111385	124099	142742	176063	210472	275006
009518	021130	032028	068184	080418	095261	105871	111399	124117	142774	176076	210500	275014
009531	021139	034025	068473	080592	095359	105908	111501	124119	142869	176084	210534	275030
009555	021202	037022	068495	085060	095404	105940	111553	125009	142922	176088	210547	275034
009609	021204	037050	068506	085267	095715	106216	111644	125142	142989	176093	210586	275068
009805	021236	038056	068517	085308	096124	106317	111755	125249	146008	176120	210596	275086
009847	021241	038466	068530	085343	096633	106448	111760	125286	146009	176122	210704	275091
009850	021345	038596	069030	085476	096772	106459	111873	125297	146043	179062	210728	275154
009954	021417	040103	069178	085610	096854	106462	112019	125407	146129	183027	210753	275300
009955	021498	040303	069179	085634	096866	106492	113015	125437	146225	184016	210764	275479
009957	021533	041001	069193	085651	097176	106550	113358	125478	146262	184051	210771	276300
009965	021561	041007	069319	085708	097401	106563	113919	126009	146296	185019	210772	276831
009980	021782	041358	069356	085739	097409	106583	115011	127069	146429	185047	210773	277039
009981	021852	041360	069714	085770	097549	107162	115155	128134	146522	191036	210775	277044
010281	021886	042316	069835	085905	097700	107243	115281	128144	146547	191798	210781	277063
010310	021911	044010	069883	085930	097735	107310	115318	128151	146623	191946	210784	278004
010355	021940	048039	069913	085935	097742	108122	115392	128953	146655	191949	212265	278008
011239	021942	048307	069926	088035	097838	108193	115465	128998	146659	192033	212275	278011
012208	021986	049006	069938	088135	098266	108215	115541	129804	146688	192130	212578	278017
012342	021992	051001	070220	088149	098352	108376	117165	129896	146741	192308	212891	278043
014237	022011	054032	070259	088160	098429	108401	117246	130038	146783	192330	220223	278077
015266	022130	054083	070473	088222	098544	108413	117375	130667	146808	192568	220266	278084
015453	022171	054142	070507	088227	098561	108529	117395	130683	146822	192624	220637	278708
015455	022200	054291	070559	088246	098612	108530	117440	131289	146831	192647	220656	279007
015664	022209	055086	070570	088298	098635	108539	117468	132003	148289	192667	220707	279045
015667	022216	058003	070575	088313	098745	108577	117682	132012	148400	192749	220736	280165

PULL-OUT SECTION

281128	322568	333979	402677	443318	480173	480708	483061	483677	485172	531578	597538	612029
281135	322770	334012	402681	443445	480185	480714	483069	483682	485173	531606	598566	618008
282385	322828	334058	402811	444825	480191	480736	483086	483687	485188	531609	599513	618061
282592	322914	334082	402921	448331	480205	480747	483087	483691	485194	531735	599534	618121
282781	323011	335088	402961	451026	480223	480751	483091	483703	485202	531761	599536	620036
282782	323102	335093	402986	452118	480238	480757	483093	483708	485207	532237	600001	620037
282824	324332	335244	402987	452211	480260	480761	483113	483718	485221	532239	600057	627051
282850	325855	335935	402991	452388	480264	480762	483114	483739	485222	532553	600111	629140
282914	326441	336060	403004	452796	480265	480763	483119	483740	485231	532771	600251	630008
282924	326533	336152	405003	452820	480277	480766	483130	483745	485233	532838	600262	631145
283167	327005	336180	405024	452899	480280	480770	483147	483750	485234	532977	600583	631330
283302	327015	336306	405032	452983	480284	480774	483154	483765	485242	537213	600667	631478
283373	327670	336596	405037	453045	480289	480781	483168	483777	485286	537252	600679	631624
283494	327840	337041	405074	454695	480293	480782	483176	483782	485296	537336	600756	631733
283585	327851	337059	405092	454814	480299	480785	483188	483796	485301	537388	600924	631767
284002	328008	337077	405112	456030	480319	480788	483230	483806	485313	533370	601139	631900
284013	328057	337115	405131	460053	480328	480789	483231	483808	485321	544034	601270	631988
284014	328075	340137	405142	462063	480336	480803	483238	483810	485332	545010	601273	641116
284023	328077	340304	405169	462934	480341	480818	483244	483827	486093	546129	601292	641355
284029	328078	340356	405180	462938	480343	480823	483252	483831	486215	548452	601297	641436
286108	328560	340446	405182	462976	480364	480825	483266	483836	486321	549183	601299	641734
286140	328799	340488	405207	465135	480368	480828	483269	483840	487202	551118	601477	648134
287050	328821	340502	407800	467062	480371	480850	483274	483841	488005	551127	601513	656132
292329	328830	340575	421031	470003	480376	480856	483284	483860	488011	551216	601595	657114
292519	328881	340584	422011	471064	480380	480865	483286	483868	488467	551263	601740	660078
292615	329270	340638	424010	471091	480384	480867	483288	483874	488659	551280	601957	660094
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295299	329530	344211	426002	471234	480404	480871	483312	483901	489237	551336	602225	660616
296097	329599	347074	427015	472070	480412	480873	483324	483910	489350	551374	602455	660620
296525	329687	349025	430119	473145	480413	480875	483326	483917	489422	551402	602974	662602
297036	329694	349704	430174	474039	480418	480882	483332	483919	489452	551469	603128	662643
297044	330088	351071	431056	474057	480423	480884	483342	483925	489481	551541	604219	666045
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300655	330126	352802	432744	477100	480431	480890	483367	483934	490154	551653	604386	670017
300748	330243	354103	432756	478013	480441	480891	483368	483935	490192	551797	605074	671004
300790	330505	359810	432838	478117	480444	480899	483373	483937	490464	551831	605288	671013
301063	330688	370016	432973	480006	480446	480914	483408	483938	490540	551942	605350	671016
301124	330747	370024	436007	480023	480463	480917	483409	483953	490676	551943	605608	672016
301338	330761	370034	436026	480030	480478	480919	483429	483955	493071	551969	605752	672017
301966	330785	370036	436115	480033	480480	480934	483438	483958	494179	553007	605849	672031
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303936	330894	372091	436140	480047	480502	480940	483445	483994	495483	553314	606011	672121
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305041	331073	372434	436153	480063	480526	480955	483450	484033	495563	554101	606072	674100
305045	331156	372642	436164	480066	480527	480956	483455	484034	495579	554400	606167	675054
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311300	331372	372880	436319	480083	480534	480982	483483	485006	497274	554887	606468	679012
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314449	331781	379272	436436	480097	480600	482192	483587	485067	503142	585206	607331	685288
314962	332032	379285	436442	480112	480602	482295	483588	485085	504275	591003	607393	687013
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319154	332106	381400	436467	480120	480619	482677	483594	485102	515045	591020	607859	701372
320060	332396	383138	436471	480124	480621	483017	483608	485104	515061	591048	608101	701658
320119	332600	402103	437057	480125	480624	483018	483610	485115	520036	591120	608278	701767
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321087	332817	402205	441031	480129	480639	483025	483626	485138	531166	591310	609311	705180
321147	332972	402296	441052	480130	480644	483030	483635	485141	531328	591313	609322	705209
321184	333094	402388	441340	480141	480664	483050	483638	485143	531366	591493	611104	705222
321209	333152	402475	441605	480142	480682	483055	483651	485148	531454	591644	611119	706134
322062	333616	402478	441640	480147	480697	483056	483655	485159	531496	591670	611212	706160
322129	333803	402631	441817	480152	480705	483059	483672	485166	531547	591785	611237	708291

708453	752562	764025	801737	841442	853007	853674	901560	915389	926180	935224	967031	992224
708502	752573	765621	802009	841529	853013	853706	901602	915416	926191	935252	967151	992228
708534	752638	767508	802108	841878	853020	853722	901646	915459	926212	935260	968026	992258
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712173	752765	770288	802515	846077	853088	871007	901922	917339	926343	940098	968476	992322
712212	752791	770493	802568	846086	853103	871497	901934	917355	926348	940103	968514	992381
722133	752802	770776	802695	850039	853113	871674	901970	917369	926437	940228	968830	992399
722202	752803	770815	802807	850203	853114	882126	901981	917437	926470	940229	968859	992418
722255	752804	770823	802873	850254	853118	891423	901988	917481	926580	940293	969143	992420
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752551	764021	801644	841256	852987	853652	901546	915329	926071	935182	958991	992222	

— Product Information Requirements,
Product Development, 11-28-02

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 390 001 3182 to	9299 3199
012 579 5675 to 012 579 5699	027 671 8762 to 027 671 8776	227 275 9400 to 227 275 9999	390 001 3500 to 390 545 5974 to	3699 5999
013 289 6176 to 013 289 6199	027 787 9886 to 027 787 9899	273 070 8059 to 273 070 8099	391 104 6146 to 391 574 1466 to	6199 1499
013 610 0014 to 013 610 0099	027 965 9487 to 027 965 9499	273 775 7700 to 273 775 7899	391 783 3020 to 391 792 6100 to	3599 6199
014 932 1000 to 014 932 1099	028 191 1852 to 028 191 1999	302 000 0000 to 302 123 9999	392 668 2956 to 392 854 8500 to	2999 8899
014 972 0800 to 014 972 0899	028 850 3000 to 028 850 3199	349 746 2056 to 350 518 7350 to	393 584 7566 to 393 650 0074 to	7699 0099
015 363 0007 to 015 363 0099	029 510 1500 to 029 510 1599	360 011 1690 to 360 168 6008 to	393 838 8316 to 393 893 6007 to	8499 6099
017 028 3200 to 017 028 3299	030 687 0903 to 030 687 0999	360 173 8800 to 360 324 2326 to	394 126 6907 to 394 189 0405 to	6999 0599
018 569 5333 to 018 569 5399	030 701 3442 to 030 701 3499	362 861 3064 to 373 006 2176 to	394 822 3243 to 394 990 1810 to	3278 1899
018 986 5264 to 018 986 5299	031 077 4507 to 031 077 4799	374 768 2600 to 375 169 4400 to	395 343 3264 to 395 373 3035 to	3299 3099
019 518 2814 to 019 518 2899	032 295 7500 to 032 295 9999	375 829 3400 to 375 851 9100 to	395 396 9649 to 395 970 3240 to	9799 3299
020 698 5159 to 020 698 5199	034 394 1000 to 034 394 1099	376 196 0911 to 378 085 3679 to	397 622 4054 to 397 819 8902 to	4099 8999
020 844 7307 to 020 844 7399	034 943 0400 to 034 943 0799	378 351 1063 to 379 843 5100 to	398 149 7200 to 399 070 0872 to	7699 0899
020 972 8948 to 020 972 8999	037 706 9578 to 037 706 9599	380 093 9600 to 380 165 1165 to	399 156 7119 to 399 203 5064 to	9699 7199
022 021 9110 to 022 021 9181	037 909 5490 to 037 909 5499	381 325 4500 to 381 604 2510 to	399 296 9910 to 399 396 8935 to	5099 9999
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024 380 4100 to 024 380 4199	040 674 7100 to 040 674 7199	383 892 1000 to 383 892 1382 to	399 792 8300 to 400 427 1051 to	8399 1999
024 496 6870 to 024 496 6896	040 688 8816 to 040 688 8899	384 925 3641 to 385 568 2331 to	401 045 1505 to 401 045 1571 to	1549 1599
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403 685 8600 to	8699	420 758 9500 to	9699	443 127 4000 to	4099	459 365 5432 to	5499
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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
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407 594 0412 to	0599	422 842 5073 to	5087	451 115 4110 to	4125	463 185 2600 to	2799
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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
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408 698 7015 to	7099	425 418 4405 to	4499	452 855 6471 to	6499	465 692 3963 to	3999
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410 491 2311 to	2399	427 412 6337 to	6499	452 900 8215 to	8238	465 743 7745 to	7799
410 694 8400 to	8599	427 481 0900 to	0999	453 117 9146 to	9199	466 798 6056 to	6067
410 775 1500 to	1599	428 027 2742 to	2752	453 334 3631 to	3699	467 147 4300 to	4399
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411 922 2322 to	2399	430 177 1900 to	2099	454 186 2411 to	2499	469 213 0500 to	0599
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414 411 7348 to	7399	433 757 3047 to	3099	455 399 5400 to	5499	471 918 0300 to	0999
414 640 0757 to	0799	433 765 4003 to	4099	455 476 0676 to	0699	471 985 2408 to	2419
414 965 1727 to	1799	434 482 7060 to	7199	455 543 0618 to	0699	472 191 6700 to	6799
417 302 8104 to	8199	434 513 2386 to	2399	456 410 9006 to	9099	472 270 2555 to	2599
417 387 6532 to	6599	434 968 3076 to	3092	456 470 4146 to	4299	472 987 0213 to	0241
417 496 6800 to	6999	435 303 1831 to	1842	456 619 4460 to	4499	472 987 0290 to	0299
417 871 9250 to	9299	435 303 1986 to	1999	457 333 2686 to	2699	473 151 2069 to	2199
417 930 9533 to	9599	435 666 6092 to	6399	457 729 1767 to	1777	473 666 9138 to	9199
418 164 6500 to	6799	436 082 6400 to	6899	457 937 8615 to	8699	473 952 3429 to	3499
418 423 9863 to	9899	436 160 6441 to	6499	458 028 9810 to	9899	474 108 5402 to	5499
418 633 5922 to	5999	437 316 7115 to	7199	458 057 2712 to	2999	474 356 5193 to	5299
418 719 8520 to	8599	437 427 0500 to	3499	458 069 9537 to	9599	474 949 3366 to	3399
418 744 2235 to	2299	439 179 2300 to	2399	458 069 9665 to	9699	475 134 9362 to	9399
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419 543 0286 to	0299	440 698 1947 to	1999	458 354 7653 to	7999	475 319 3415 to	3499
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476 169 8264 to	8299	490 977 9221 to	9240	609 289 6123 to	6199	629 510 7200 to	7299
476 189 3000 to	3499	491 258 8100 to	9099	609 438 4400 to	4499	629 964 4200 to	4294
476 331 2480 to	2499	491 567 1376 to	1399	609 493 1100 to	1199	630 389 3056 to	3071
477 289 8601 to	8699	492 254 4800 to	4899	609 766 8091 to	8999	630 463 0588 to	0599
477 681 5206 to	5299	492 283 5100 to	5199	609 825 4100 to	4115	631 459 9117 to	9199
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478 450 5071 to	5099	493 470 2562 to	2599	610 092 3200 to	3299	632 500 0000 to	599 9999
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478 469 7883 to	7899	493 716 2153 to	2199	611 879 6939 to	6999	633 110 4303 to	4499
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479 365 9116 to	9176	494 217 3446 to	3999	612 751 5171 to	5199	633 588 7173 to	7182
479 412 9900 to	9999	494 224 0500 to	0599	612 751 5226 to	5299	634 725 0700 to	0799
479 667 6190 to	6199	495 145 0600 to	0699	612 751 6083 to	6099	634 803 3239 to	3299
479 748 9680 to	9699	496 209 7425 to	7499	612 751 6268 to	6299	634 807 2474 to	2499
479 860 7000 to	7199	496 213 8728 to	8799	612 751 6572 to	6599	634 827 5900 to	5999
480 526 2000 to	2099	496 474 5226 to	5248	612 774 2111 to	2199	634 886 3428 to	3499
480 640 6330 to	6399	497 053 8517 to	8699	612 774 2254 to	2299	635 559 3449 to	3499
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481 072 9463 to	9499	498 929 8285 to	8499	614 474 3000 to	3099	637 150 1200 to	1299
481 673 0074 to	0095	498 936 5310 to	5399	614 521 3490 to	3499	637 562 5828 to	5899
482 527 1500 to	1599	499 016 5425 to	5499	614 645 1800 to	1899	638 042 1647 to	1699
482 541 5255 to	5299	499 440 8575 to	8899	614 832 1100 to	2099	638 049 4984 to	4999
482 729 6800 to	6899	499 731 6717 to	6799	615 017 7505 to	7599	638 318 1115 to	1199
483 363 7207 to	7299	500 064 1858 to	1869	617 711 6609 to	6699	638 318 1453 to	1499
483 402 2356 to	2399	500 070 5725 to	7799	617 760 5266 to	5299	638 885 0000 to	0299
483 486 5100 to	5199	600 645 3223 to	3299	617 813 3601 to	3699	638 903 4362 to	4373
483 632 1521 to	1599	601 339 1200 to	1399	618 840 9200 to	9299	639 415 1929 to	1999
483 632 2600 to	2799	601 653 5884 to	5899	619 551 7229 to	7299	639 415 2019 to	2099
483 849 1615 to	1699	601 661 7700 to	7799	619 859 3000 to	3099	639 420 6200 to	6299
484 174 4803 to	5299	601 682 5343 to	5399	620 073 9400 to	9499	639 469 3517 to	3799
484 323 8900 to	9199	601 928 1600 to	1699	621 614 7907 to	7930	639 605 2143 to	2199
484 680 5000 to	5038	602 512 2972 to	2999	621 614 7932 to	7999	639 657 8600 to	8799
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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
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489 223 2000 to	2099	605 520 9037 to	9099	625 088 6735 to	6799	644 066 0882 to	0899
489 311 1930 to	1999	605 685 4010 to	4099	625 916 9500 to	9799	644 069 0600 to	0699
489 318 6200 to	6300	605 988 6467 to	6499	625 968 8956 to	8999	644 077 7506 to	7699
489 384 0027 to	0099	607 689 7951 to	7960	627 005 3938 to	3999	644 085 8157 to	8199
489 427 0658 to	0899	607 728 1276 to	1299	627 384 3907 to	4099	644 112 9839 to	9899
489 997 5252 to	5299	608 727 7100 to	7199	627 496 7549 to	7599	644 373 9083 to	9099
490 669 5850 to	6099	608 727 7273 to	7599	627 708 3605 to	3699	644 380 1460 to	1499
490 717 7080 to	7099	608 813 9950 to	9999	627 776 2500 to	2599	644 733 4715 to	4799
490 721 6000 to	6099	609 067 5325 to	5399	628 226 3100 to	3199	644 900 9712 to	9799

644 901 0109 to	1299	659 846 7837 to	7899	683 415 1200 to	1499	701 503 2247 to	2299
644 901 1325 to	1399	660 510 4100 to	4199	683 444 8159 to	8199	701 541 2271 to	2299
644 923 6800 to	7799	660 673 0400 to	0599	685 154 7780 to	7789	701 553 6557 to	6599
644 932 4655 to	4699	661 488 5000 to	5099	685 297 7645 to	7699	701 601 3457 to	3499
645 318 7240 to	7499	661 609 9100 to	9199	685 623 5264 to	5299	701 605 5913 to	5999
645 333 1766 to	1799	661 716 9420 to	9499	685 650 9487 to	9499	701 695 3982 to	3999
645 790 8632 to	8699	661 906 6522 to	6599	685 669 4200 to	4299	701 695 4148 to	4199
645 821 0657 to	0699	662 021 8332 to	8399	685 757 8452 to	8499	701 695 4227 to	4299
645 930 7948 to	7999	662 068 0700 to	0899	686 071 2694 to	2799	701 708 1741 to	1799
645 975 0737 to	0762	662 553 0774 to	0799	686 176 3333 to	3354	701 736 3966 to	3999
646 242 6200 to	6299	663 078 7034 to	7099	686 372 3200 to	3299	701 838 2800 to	2899
646 270 7639 to	7799	663 763 5300 to	5399	686 644 5879 to	5899	701 941 0600 to	0699
646 798 4000 to	4999	663 883 7039 to	7499	686 899 1371 to	1399	702 171 1603 to	1699
647 048 7035 to	7099	664 253 8000 to	8499	686 931 7636 to	7699	702 195 5109 to	5199
647 049 2900 to	2999	664 656 3055 to	3099	687 601 0973 to	0999	702 254 9300 to	9399
647 398 8300 to	8399	665 174 6400 to	6499	687 614 6774 to	6799	702 264 7569 to	7599
647 398 8481 to	8499	665 274 8208 to	8299	688 120 9000 to	9999	702 713 1800 to	1809
647 437 3000 to	4999	665 669 5400 to	5499	688 314 3107 to	3191	702 821 5730 to	5799
647 811 2188 to	2199	666 132 8226 to	8299	690 291 1361 to	1371	702 821 5805 to	5899
648 009 6057 to	6099	666 696 2209 to	2299	690 788 2877 to	2899	702 846 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	740 002 7710 to	7719
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	670 368 3400 to	3499	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
650 114 7707 to	7719	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	805 885 8411 to	8499
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	830 125 0672 to	0699
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	680 112 9565 to	9599	698 227 0000 to	0099	830 610 3700 to	3799
654 404 3065 to	3092	680 244 0903 to	0999	700 065 2570 to	2599	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	849 520 9850 to 9899	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	850 546 1862 to 1899	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
840 323 0600 to 0699	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	870 054 4814 to 4899	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	860 240 8520 to 8599	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	900 556 4178 to 4199	911 140 1000 to 2199
847 374 7055 to 7065	861 637 6010 to 6099	900 845 0044 to 0099	911 268 9077 to 9099
847 636 5304 to 5399	861 979 7292 to 7499	900 936 0217 to 0299	911 400 8948 to 8999
847 700 5447 to 5499	862 216 6100 to 6199	900 936 0435 to 0499	911 508 1620 to 1799
847 723 7500 to 7599	862 263 9213 to 9299	901 058 5255 to 5280	911 523 3000 to 3999
849 485 3427 to 3499			

— Group2–Security,
Postal Inspection Service, 11-28-02

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

000 000 001 to 692 600 000	702 053 601 to 3 800	709 243 479 to 3 500	718 961 721 to 1 780
692 720 871 to 0 900	702 104 368 to 4 900	709 411 171 to 1 320	718 982 001 to 2 300
692 876 955 to 7 050	702 128 306 to 8 400	709 649 804 to 9 820	719 869 731 to 9 760
693 290 380 to 0 400	702 179 891 to 9 900	709 733 281 to 3 580	720 227 871 to 7 930
693 290 426 to 0 450	702 260 751 to 0 850	710 046 813 to 6 840	720 227 949 to 7 960
694 063 700 to 3 897	702 410 595 to 1 050	710 358 093 to 8 166	720 368 543 to 8 570
694 063 900 to 4 000	702 660 151 to 0 540	710 358 257 to 8 270	720 392 151 to 2 570
694 550 501 to 0 530	702 723 429 to 3 450	711 021 501 to 1 510	720 556 491 to 6 640
694 595 031 to 5 050	703 004 401 to 4 820	711 049 411 to 9 560	720 558 621 to 8 650
694 595 087 to 5 300	703 083 819 to 4 020	711 408 045 to 8 090	720 575 361 to 5 570
694 698 551 to 8 650	703 432 131 to 2 230	712 003 381 to 3 650	720 590 152 to 0 179
694 745 458 to 5 600	703 626 061 to 6 090	712 104 220 to 4 230	721 638 331 to 9 170
695 105 313 to 5 350	703 863 121 to 3 240	712 327 861 to 7 890	721 815 391 to 5 420
695 142 809 to 3 050	703 863 477 to 3 540	712 327 952 to 7 980	721 969 713 to 9 740
695 144 666 to 4 700	703 867 801 to 7 980	712 647 061 to 7 090	722 072 137 to 2 160
695 272 601 to 2 750	704 030 628 to 0 640	713 284 171 to 4 260	722 378 265 to 8 280
695 277 576 to 7 650	704 154 024 to 4 120	713 292 871 to 2 990	722 413 990 to 4 004
695 530 761 to 0 800	704 227 561 to 7 829	714 035 101 to 5 160	722 764 948 to 4 980
696 487 701 to 7 800	704 227 831 to 8 069	714 155 011 to 5 400	722 825 840 to 5 889
696 784 101 to 4 550	704 228 071 to 8 100	714 328 231 to 8 440	723 153 841 to 3 850
696 870 601 to 0 650	704 420 344 to 0 490	714 442 952 to 2 980	723 237 616 to 7 630
697 047 501 to 7 600	704 568 751 to 8 990	714 562 843 to 2 860	723 331 081 to 1 110
697 052 101 to 2 350	704 965 301 to 5 770	714 590 391 to 0 430	723 496 443 to 6 470
697 217 251 to 7 400	705 116 780 to 6 790	714 609 811 to 9 930	723 967 291 to 7 320
697 249 952 to 50 050	705 280 801 to 0 980	714 609 961 to 9 990	724 655 196 to 5 340
697 414 886 to 4 900	705 475 651 to 6 040	714 807 181 to 7 240	724 711 441 to 1 500
697 469 606 to 9 700	705 566 127 to 6 280	714 871 321 to 1 500	724 711 538 to 1 560
697 850 401 to 0 750	705 740 581 to 0 730	714 928 529 to 8 590	724 793 221 to 3 250
698 098 446 to 8 550	705 782 796 to 2 820	715 128 183 to 8 330	724 908 109 to 8 120
698 300 251 to 0 300	705 822 271 to 2 480	715 144 171 to 4 470	724 937 461 to 7 670
698 504 383 to 4 650	705 822 271 to 2 480	715 197 211 to 7 570	725 163 118 to 3 151
698 533 927 to 4 200	706 180 148 to 0 290	715 595 910 to 6 180	725 202 735 to 2 750
698 562 268 to 2 400	706 184 041 to 4 220	715 941 781 to 1 810	725 398 591 to 8 800
699 090 686 to 0 750	706 357 861 to 8 190	715 962 421 to 2 480	725 464 591 to 4 920
699 752 699 to 2 850	706 382 419 to 2 430	716 477 396 to 7 430	725 475 321 to 5 330
700 068 473 to 8 500	706 628 735 to 8 820	716 556 635 to 6 660	725 711 057 to 1 070
700 161 501 to 1 650	706 638 211 to 8 420	717 191 648 to 1 690	725 738 581 to 8 730
700 202 522 to 2 700	706 817 959 to 8 000	717 193 161 to 3 490	725 981 311 to 1 430
700 290 275 to 0 300	707 034 391 to 4 450	717 228 591 to 8 680	725 987 835 to 7 880
700 465 730 to 5 750	707 292 636 to 2 660	717 333 902 to 3 950	726 060 811 to 0 900
700 561 444 to 1 550	707 441 401 to 1 687	717 739 745 to 9 910	726 391 970 to 2 520
701 423 101 to 3 150	707 441 836 to 1 940	717 884 991 to 5 050	726 484 771 to 4 800
701 625 469 to 5 550	707 958 541 to 8 570	718 026 171 to 6 290	726 493 351 to 5 300
701 643 829 to 3 850	707 960 107 to 0 160	718 466 370 to 6 420	726 504 031 to 4 063
701 945 451 to 5 500	708 059 941 to 60 000	718 466 370 to 6 420	726 504 070 to 4 090
702 033 701 to 4 050	708 115 830 to 5 860	718 568 451 to 8 479	726 504 331 to 4 390
702 051 501 to 1 750	708 116 251 to 6 310	718 590 741 to 0 770	726 563 701 to 4 060
	708 138 301 to 8 480	718 714 210 to 4 370	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
730 077 683 to 7 840	737 634 258 to 4 270	749 993 131 to 3 580	760 004 596 to 4 610
730 109 847 to 9 880	738 361 971 to 1 980	750 071 587 to 1 610	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	740 011 517 to 1 530	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	775 106 223 to 6 235	778 779 471 to 9 480
766 572 901 to 3 020	773 112 031 to 2 060	775 106 237 to 6 248	779 146 205 to 6 230
766 748 500 to 8 521	773 125 387 to 5 410	775 331 515 to 1 550	779 233 681 to 3 710
767 024 341 to 4 370	773 179 320 to 9 410	775 444 210 to 4 230	779 316 961 to 7 200
767 326 471 to 6 590	773 202 989 to 3 140	775 579 301 to 9 320	779 339 221 to 9 400
767 332 561 to 2 950	773 208 991 to 9 290	775 622 683 to 2 760	779 702 191 to 2 250
768 009 841 to 9 960	773 231 311 to 1 340	776 144 621 to 4 670	779 994 001 to 4 090
768 011 489 to 1 520	773 348 739 to 8 940	776 154 010 to 4 060	780 103 591 to 3 650
768 177 980 to 7 990	773 575 891 to 5 950	777 561 631 to 2 080	780 533 288 to 3 310
768 391 081 to 1 170	773 852 971 to 3 030	776 657 371 to 7 490	780 625 208 to 5 920
768 661 569 to 1 650	773 858 011 to 8 100	776 817 421 to 7 450	780 711 345 to 1 540
769 000 051 to 0 080	773 892 721 to 7 190	776 951 225 to 1 250	780 865 851 to 5 920
769 050 841 to 0 900	773 958 061 to 8 660	777 141 601 to 2 140	780 873 421 to 3 450
769 159 081 to 9 178	774 101 148 to 1 190	777 297 421 to 7 510	781 141 891 to 1 980
769 737 496 to 7 510	774 107 161 to 7 190	777 621 721 to 1 750	781 238 697 to 8 730
769 778 491 to 8 730	774 177 226 to 7 270	777 810 309 to 0 330	781 503 151 to 3 180
769 827 331 to 7 450	774 279 481 to 9 810	778 049 651 to 9 670	781 518 818 to 8 840
770 216 071 to 6 100	774 408 399 to 8 420	778 106 225 to 6 310	781 624 126 to 4 200
770 723 281 to 3 400	774 431 821 to 2 450	778 218 730 to 8 780	781 679 221 to 9 340
770 915 150 to 5 490	774 510 451 to 0 780	778 251 871 to 1 930	781 723 771 to 3 890
771 455 551 to 5 610	774 652 981 to 3 010	778 286 911 to 6 940	781 723 964 to 3 990
771 609 661 to 9 690	774 778 981 to 9 040	778 328 699 to 8 730	781 761 391 to 1 720
772 057 224 to 7 440	774 867 481 to 7 510	778 567 471 to 7 860	781 878 721 to 9 020
772 162 660 to 3 070	774 867 515 to 7 540	778 570 771 to 0 830	783 663 991 to 4 050
772 718 615 to 8 640	774 934 275 to 4 290	778 699 096 to 9 110	783 739 838 to 0 280
772 970 886 to 0 940	774 961 261 to 1 290		

— Group2—Security,
Postal Inspection Service, 11-28-02

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, 11-28-02

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, 11-28-02

International Mail (continued)

On October 31, 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 14, 2002, through November 13, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS.

On October 31, 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 14, 2002, through November 13, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS.

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

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

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

Exhibit 1

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

On October 31, 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 14, 2002, through November 13, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS.

On October 31, 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 14, 2002, through November 13, 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 \$60,000 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 twelve (12) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

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

On November 1, 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 1, 2002, through December 31, 2004.
- b. **Type of mail:** International Priority Airmail™ (IPA®), International Surface Air Lift™ (ISAL®), Global Express Mail™ (EMS), M-Bags, Global Bulk Economy (GBE) Service, and Global Direct service. Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. **Destination country:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to:
 - 1. Furnish the Mailer with the postal equipment and postal supplies required for the use of Qualifying Mail.
 - 2. Provide the Mailer with any training necessary to prepare mail shipments in conformity with the requirements of Qualifying Mail.
 - 3. Arrange with carriers to transport Qualifying Mail to international destinations for delivery by the appropriate authority.
 - 4. Provide the mailer at the end of each Postal Accounting Period, an Express Mail Corporate Account (EMCA) Mailing Statement.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of at least \$25 million in actual postage each year beginning with the effective date of the Agreement.
- f. **Worksharing:** The Mailer has agreed to:
 - 1. Tender at least 99 percent of IPA and ISAL Qualifying Mail to the appropriate Postal Service facility in accordance with Postal Service regulations.
 - 2. Tender 100 percent of GBE Qualifying Mail in drop shipments to the appropriate Postal Service facility.
 - 3. Tender at least 99 percent of M-Bags in drop shipments at any Postal Service ISC location.
 - 4. Tender 100 percent of Global Direct — Canada Admail and Global Direct – Canada Publications Mail to the appropriate Postal Service locations as specified in IMM 610.

- 5. Provide advance notification of intent to drop mail at a specific ISC 2 weeks before the initial shipment to the ISC.
 - 6. Provide the Postal Service with notification of new permit numbers 2 weeks in advance of using the new dedicated permit numbers.
 - 7. Provide the appropriate Postal Service acceptance sites with projections of mailings to include the intended date of mailing, weight, and volume of the mailings.
 - 8. Pay postage to the Postal Service, either directly or through a mailing agent(s), for all Qualifying Mail by use of a permit imprint subject to the conditions stated in DMM P040, except for EMS, which is paid in accordance with payment methods referenced in IMM 222 and DMM P500.
 - 9. Pay postage to the Postal Service, either directly or through a mailing agent(s), for GBE using an exclusive permit number.
 - 10. Use the ICM program exclusively when mailing items that meet the requirements of Qualifying Mail.
- g. Rates:** The Mailer will receive a sixteen (16) percent discount off nondiscounted published rates in effect on the date of mailing for IPA, ISAL, EMS, GBE, and M-Bag Qualifying Mail. The Mailer will receive a sixteen (16) percent discount off the base rates in Exhibit 1 for GBE Qualifying Mail. The Postal Service shall reserve the right to modify the rate structure of the GBE pricing established under this Agreement. The Mailer will receive the rates contained in Exhibit 2A and 2B for Global Direct service. If the Mailer does not tender to the Postal Service international mail intended for delivery outside the United States that generates at least \$25 million in actual postage on an annualized basis, the Mailer must reimburse the Postal Service the amount of the additional discount it received above the discount earned subject to this Agreement in accordance with Exhibit 3. Payment must be made no later than three (3) months after the end of the related period.

Exhibit 1: Global Bulk Economy Base Rates

Rate Group	Per-Piece + Per-Lb.
1	\$0.20 + \$2.04
2	0.20 + 2.16
3	0.12 + 3.36

Exhibit 2A: Global Direct — Canada Publications Rate Schedule

Letter Carrier Presort	Rate (US \$)
First 7.04 oz. (0.44 lb.) (200 g.)	
Delivery Mode Direct	\$0.236
Delivery Facility	0.270
Distribution Center Facility (DCF)	0.270
Residue	0.430
Over 7.04 oz. (0.44 lb.) (200 g.) Per additional pound	0.531
National Distribution Guide	Rate (US \$)
Up to First 3.52oz. (0.22 lb.) (100 g.)	\$0.333
Over 3.52oz. (0.22lb.) (100 g.) Per additional pound	0.688

Exhibit 2B: Global Direct — Canada Admail Rate Schedule

Letter Carrier Presort	Standard (US \$)	Large (US \$)
First 1.76 oz (0.11 lb.) (50 g.)		
Delivery Mode Direct	\$0.200	\$0.249
Delivery Facility	0.228	0.276
Distribution Center Facility (DCF)	0.228	0.276
Residue	0.283	0.332
Over 1.76 oz. (0.11 lb.) (50 g.) Per additional pound	0.525	0.682
National Distribution Guide		
First 1.76 oz (0.11 lb.) (50 g.)	\$0.255	\$0.304
Over 1.76 oz (0.11 lb.) (50 g.) Per additional pound	0.525	0.682

Exhibit 3: Percent Discount Per Revenue

Total Annualized IPA, ISAL, EMS, M-bags, GBE, and Global Direct Postage*	Percentage Discount
\$2,000,000 – \$4,999,999	5.00%
5,000,000 – 5,999,999	10.00
6,000,000 – 6,999,999	11.00
7,000,000 – 7,999,999	12.00
8,000,000 – 8,999,999	13.00
9,000,000 – 9,999,999	14.00
10,000,000 – 14,999,999	15.25
15,000,000 – 19,999,999	15.50
20,000,000 – 24,999,999	15.75
25,000,000 and over	16.00

* Actual postage paid after any discount is applied.

— International Business, 11-28-02

Licensing

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.**

Products for Postal Service retail stores are available through the Official Licensed Retail Product (OLRP) program. For further 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
B AND K SPECIALTIES 1030 N STATE ST APT 39H CHICAGO IL 60610-7815	Collectibles, giveaways, and employee recognition gifts.	Telephone: 312-664-5010 Fax: 312-664-0873	For USPS promotional use only.
CENTURY PROMOTIONAL PRODUCTS INC 457 FARNSWORTH CIRCLE BARRINGTON IL 60010-1078	Promotional products 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: www.uspsproducts.com Telephone: 800-553-9824 Fax: 203-750-6057	For USPS promotional use only.
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: www.dstincorporated.com Telephone: 301-583-3500 Fax: 301-583-3512	For USPS promotional use only.
FIF MARKETING 41 E MAIN ST STE 112 LAKE ZURICH IL 60047-3413	Corporate gifts and promotional products.	Web: www.fifmarketing.com Telephone: 847-540-0611 Fax: 847-540-0613	For USPS promotional use only.
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	For USPS promotional use and retail sales at CVS, K-Mart, and Krogers.
GARY MANDEL PROMOTIONAL PRODUCTS 1202 OLYMPIC BLVD SANTA MONICA CA 90404-3722	Promotional products.	Telephone: 310-392-4070 Fax: 310-392-4467	For USPS promotional use only.
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	For USPS promotional use only.
HIGHLANDER LOGO PRODUCTS CORP 7200 STATE ROUTE 88 RAVENNA OH 44266-9190	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: 800-334-2230 Fax: 800-666-4525 E-mail: tom@hpgolf.com	For USPS promotional use only.

Licensee	Products	Where Can I Buy These?	Other Sources
HY KO PRODUCTS 7370 NORTHFIELD RD WALTON OH 44146-6106	Key chains, key rings, key fobs, key accessories, and bottle openers.	Telephone: 440-232-8227 Fax: 440-232-8227	For USPS promotional use only.
IPROMOTEU 8 STRATHMORE RD NATICK MA 01760-2419	Bookmarks, pins, key chains, and mugs.	Web: www.ipromoteu.com Telephone: 877-470-1436 Fax: 905-542-9454	For USPS promotional use only.
JONATHAN GREY AND ASSOCIATES 920 CALLE NEGOCIO STE B SAN CLEMENTE CA 92673-6207	Lapel pins, awards, teddy bears and framed sets of advertising specialty products. Heroes of 2001 products: framed canvas reproductions, key chains, framed sets, and ornaments.	Web: www.jgrey.com E-mail: raquel@jgrey.com Telephone: 949-498-2515 Fax: 949-298-2830	For USPS promotional use only.
MARCH COMPANY 3815 ACADEMY PKWY NE ALBUQUERQUE NM 87109-4408	Stamp design lapel pins, key chains, money clips, <i>Heroes of 2001</i> products.	Web: www.marchco.com Telephone: 800-336-2724 Fax: 505-345-0407	For USPS promotional use only.
NATIONAL DESIGN CORPORATION 16885 VIA DEL CAMPO CT STE 300 SAN DIEGO CA 92127-4120	Desk caddy, memo cubes, magnets, mugs, pens, pencils, twist up crayons, and flashlight key rings.	Telephone: 858-674-6040 Fax: 858-674-4120	For USPS promotional use only.
PIONEER BALLOON AND PIONEER NATIONAL LATEX 5000 E 29TH ST N WICHITA KS 67220-2111	Latex and foil balloons.	Telephone: 316-685-2266 Fax: 316-685-0187	For USPS promotional use only.
POSTAL PRODUCTS UNLIMITED 500 W OKLAHOMA AVE MILWAUKEE WI 53207-2649	Employee recognition gifts, collectibles, giveaways, and marketing items.	E-mail: tomr@postalproducts.com Telephone: 800-229-4500	Mainly for USPS promotional use only, with the exception of the commemorative rings.
PRO PACIFIC CORPORATION 300 CONTINENTAL BLVD STE 120 EL SEGUNDO CA 90245-5045	Custom collectible mint tins. Mints available in various shapes and sizes.	Web: www.propacific.com E-mail: dave@propacific.com Telephone: 310-765-4533 Fax: 310-662-1615	For USPS promotional use only.
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	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: www.favoriteline.com/heroes Telephone: 800-996-8655 Fax: 707-996-9957	For USPS promotional use only.
U S ALLEGIANCE INC 63004 LAYTON AVE BEND OR 97701-3735	Greetings From America mugs, key chains, tote bags, stationery.	Web: www.ipledge.com Telephone: 800-327-1402 Fax: 800-622-8212	For USPS promotional use only.
WEI KEE PLASTIC INDUSTRIAL LTD 92 POKFULAM ROAD FLAT B1 LA CLARE MANSION HONG KONG	Miniature plastic mailboxes.	Web: www.postbox.com.hk E-mail: samsonchow@aol.com Telephone: 818-281-8899 Fax: 818-889-9189	For USPS promotional use only.
WINCO INTERNATIONAL 9019 OSO AVE STE F CHATSWORTH CA 01311-4117	Lapel pins, key chains, magnets, pen stands, first day of issue covers and bookmarks with or without attached emblems.	Telephone: 818-718-1191 Fax: 818-700-9778	For USPS promotional use only.
WONDERLAND MARKETING 1718 SHERMAN AVE STE 311 EVANSTON IL 60201-5609	Watches, mugs, clocks, pens.	Web: www.shopwonderland.com Telephone: 847-526-1500 Fax: 847-425-1551	For USPS promotional use only.

USPS Corporate Apparel

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 and personal use only.
AMERICAN NEEDLE 1275 BUSCH PKWY BUFFALO GROVE IL 60089-4545	Postal Service logo, Mr. Zip, Pony Express and "Classic Collections" caps.	Telephone: 847-215-0011 Fax: 847-215-0013	For USPS promotional and personal use only.
CENTURY PROMOTIONAL PRODUCTS INC 457 FARNSWORTH CIRCLE BARRINGTON IL 60010-1078	T-shirts, golf shirts, and caps.	Telephone: 847-639-4259 Fax: 847-639-4260	For USPS promotional and personal use only.
DATA SOLUTIONS AND TECHNOLOGY INC 3300 75TH AVE STE 110 LANDOVER MD 20785-1501	EID Polo shirts and t-shirts.	Web: www.dstincorporated.com Telephone: 301-583-3500 Fax: 301-583-3512	For USPS promotional and personal use only.
FIF MARKETING 41 E MAIN ST STE 112 LAKE ZURICH IL 60047-3413	Corporate gifts, promotional products, logo apparel.	Web: www.fifmarketing.com Telephone: 847-540-0611 Fax: 847-540-0613	For USPS promotional and personal use only.
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	For USPS promotional and personal use only.
GIFTPRENEURS 640 S GRAND AVE STE 106 SANTA ANA CA 92705-4156	Jackets, shirts, sweaters, and carrying cases.	Telephone: 800-500-5574 Fax: 714-542-1896 *Call for catalog	For USPS promotional and personal use only.
HIGHLANDER LOGO PRODUCTS CORP 7200 STATE ROUTE 88 RAVENNA OH 44266-9190	Golf apparel and equipment.	Telephone: 800-334-2230 Fax: 800-666-4525 E-mail: tom@hlp golf.com	For USPS promotional and personal use only.
LANDS END 6 LANDS END LANE DODGEVILLE WI 53595-6001	Corporate logo apparel and embroidered apparel.	Telephone: 800-535-3060 Fax: 800-297-2606	For USPS promotional and personal use only.
LOGOTEL 9005 RED BRANCH RD COLUMBIA MD 21045-2110	100% cotton screen print <i>Heroes of 2001</i> t-shirts.	Telephone: 410-772-5623 Fax: 410-740-8978	For USPS promotional and personal use only.
POSTAL PRODUCTS UNLIMITED 500 W OKLAHOMA AVE MILWAUKEE WI 53207-2649	Commemorative rings, sportswear and assorted gear.	E-mail: tomr@postalproducts.com Telephone: 800-229-4500	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	For USPS promotional and personal use only.
VEER RIGHT 3705 AIRPORT CIR NW STE I WILSON NC 27896-8631	Men's and women's apparel (Cutter & Buck), accessories, and gifts.	Telephone: 252-237-5900 Fax: 252-237-8004	For USPS promotional and personal use only.
WINCO INTERNATIONAL 9019 OSO AVE STE F CHATSWORTH CA 01311-4117	Earrings and necklaces.	Telephone: 818-718-1191 Fax: 818-700-9778	For USPS promotional and personal use only.
WONDERLAND MARKETING 1718 SHERMAN AVE STE 311 EVANSTON IL 60201-5609	Jackets, shirts, sweaters, and watches.	Web: www.shopwonderland.com Telephone: 847-526-1500 Fax: 847-425-1551	For USPS promotional and personal use only.

Commercial Apparel and Jewelry

Licensee	Products	Where Can I Buy These?	Other Sources
AMERICAN NEEDLE 1275 BUSCH PKWY BUFFALO GROVE IL 60089-4545	Postal Service logo, Mr. Zip, Pony Express, 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: www.cmog.com 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	EID Polo shirts and t-shirts.	Web: www.dstincorporated.com Telephone: 301-583-3500 Fax: 301-583-3512	
FINANCIAL INNOVATIONS INC 1 WEINGEROFF BLVD CRANSTON RI 02910-4019	Corporate gifts and promotional products.	Telephone: 401-467-3178 Fax: 401-467-3570	CVS, K-Mart, and Krogers.
HIGHLANDER LOGO PRODUCTS CORP 7200 STATE ROUTE 88 RAVENNA OH 44266-9190	Golf apparel and equipment.	Telephone: 800-334-2230 Fax: 800-666-4525 E-mail: tom@hlp golf.com	Ask for color catalog.
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	
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.
LOGOTEL 9005 RED BRANCH RD COLUMBIA MD 21045-2110	100% cotton screen print <i>Heroes of 2001</i> t-shirts.	Telephone: 410-772-5623 Fax: 410-740-8978	
MALAMA PONO LTD 1401 MAULHARDT AVE 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	
THIRD STREET SPORTSWEAR PO BOX 145 OZARK MO 65721-0145	Snoopy "Flying Ace" t-shirts.	Telephone: 800-538-1059 Fax: 417-485-8995	
WINCO INTERNATIONAL 9019 OSO AVE STE F CHATSWORTH CA 01311-4117	Earrings and necklaces.	Telephone: 818-718-1191 Fax: 818-700-9778	

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. semipostal <i>Heroes of 2001</i> and other printed images.	Telephone: 724-396-4562 Fax: 724-837-0444	Not for resale in Postal Stores except through OLRP program.
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: www.usps.com/shop Telephone: 703-771-6354 Fax: 703-771-6398	Not for resale in Postal Stores except through OLRP program.
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: www.dpcreations.com E-mail: dpcreations@earthlink.net Telephone: 714-974-0905 Fax: 714-974-1147	Not for resale in Postal Stores except through OLRP program.
DODGE COLOR 4827 RUGBY AVE BETHESDA MD 20814-3040	Transparencies, negatives, reproductions, and reprints of framed and unframed stamp designs.	Web: www.dodgecolor.com Telephone: 301-656-0025 Fax: 301-656-0025	Products can only be sold to (1) USPS personnel for corporate use and, (2) USPS licensees.
KENNEDY MINT INC 12102 PEARL RD STRONGSVILLE OH 44136-3398	Framed collections of stamps and coins.	Web: www.kennedymint.com 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: www.papertig.com Telephone: 201-567-5620 Fax: 201-541-9529	
WESTERN METAL DECORATING 8875 INDUSTRIAL LANE CUCAMONGA CA 91730-4529	Posters and clips made of metal materials in all sizes.	Telephone: 909-987-2506 Fax: 909-483-6096	Not for resale in Postal Stores except through OLRP program.
WINCO INTERNATIONAL 9019 OSO AVE STE F CHATSWORTH CA 01311-4117	Framed stamp pins, emblems, and cachets with stamp art reproductions.	Telephone: 818-718-1191 Fax: 818-700-9778	Not for resale in Postal Stores except through OLRP program.

Toys and Games

Licensee	Products	Where Can I Buy These?	Other Sources
ADVENTURE GAMES 104 COLONIAL AVE NORTH ANDOVER MA 01845-6349	Risky Business: a board game which recreates the company start-up experience.	Web: www.adventuregamesinc.com Telephone: 978-258-9467 Fax: 978-258-9468	
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	
COOL THINGS BY ADRIAN 470 GRANDVIEW AVE APT 8 WOONSOCKET RI 02895-2737	Handcrafted wooden U.S. Mail trucks 16" long, 6.5" high, and 5.5" wide.	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.	E-mail: consumerservices@1st-gear.com Telephone: 888-771-5576 Fax: 319-582-2415	Tradeshows.
FUNKO INC 1221 MADRONA DR SNOHOMISH WA 98290-2488	Mr. Zip bobble head dolls.	Telephone: 425-783-3616 Fax: 425-252-2454	
GOLDEN WHEEL DIE CASTING UNIT 408-409 62 MODY RD TSIMSHATSI EAST KOWLOON HONG KONG	Postal Service 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 scales 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" U.S. 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, and Toys R Us.
MAY CHEONG TOY PRODUCTS FTY LTD DBA MAISTO INTERNATIONAL INC 7751 CHERRY AVE 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" 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 Commemoratives Society.

Licensee	Products	Where Can I Buy These?	Other Sources
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 OFFICECOM INC DBA MY SURF STUDIO 607 HUBER DRIVE SAINT PAUL MN 55120-1916	Educational and edutainment software using USPS corporate signature, USPS Post Office, and Mr. Zip.	Telephone: 651-687-0028 Fax: 651-688-7863	
PACE PRODUCTS 333 SEMORAN PLACE APOPKA FL 32703-4670	Children's stamp collecting educational kit, focusing on <i>Greetings From America</i> .	Telephone: 407-880-4670 Fax: 407-880-3467	
PETER PARKER PUZZLES 363 WESTLAND AVE COLUMBUS OH 43209-1663	Stamp art jigsaw puzzles.	Telephone: 800-232-4FUN Fax: 614-258-3588	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: www.playingmantis.com Telephone: 219-252-0300 Fax: 219-252-0500	
RACING CHAMPIONS ERTL INC 800 ROOSEVELT RD BUILDING C GLEN ELLYN IL 60137-5835	Wooden play sets and wooden vehicle replicas.	Telephone: 630-790-3507 Fax: 630-790-9474	
SPEC CAST 428 6TH AVE NW DYERSVILLE IA 52040-1129	Die-cast model trucks and planes.	See distributor directory online at www.speccast.com Telephone: 563-875-8706 Fax: 563-875-8056	
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 ROAD FLAT B1 LA CLARE MANSION HONG KONG	Miniature plastic mailboxes.	E-mail: samsonchow@aol.com Web: www.postbox.com.hk Telephone: 818-281-8899 Fax: 818-889-9189	

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	
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	Looney Toons stamp characters metal boxes.	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 and catalog.	Web: www.stampbase.com Telephone: 609-273-2739 Fax: 609-273-1965	
CINEGRAM MEDIA INC 1 SPRINGFIELD AVE SUMMIT NJ 07901-4055	Celebrate the Century 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, Americana products.	Web: www.uspsproducts.com Telephone: 800-553-9824 Fax: 203-750-6057	Specialty stores.
CORNING MUSEUM OF GLASS 1 MUSEUM WAY CORNING NY 14830-2253	Note cards, puzzles, and wall art.	Web: www.cmog.com Telephone: 607-974-8835 Fax: 607-974-7365	Corning Museum gift shop.

Licensee	Products	Where Can I Buy These?	Other Sources
CRANSTON CONSUMER PRODUCTS CO 469 7TH AVE NEW YORK NY 10018-7605	<i>Heroes of 2001</i> , Celebrate the Century, and other stamp art fabric.	Sells only to retailers (Wal-Mart, JoAnn Fabrics, etc.).	
DATA SOLUTIONS AND TECHNOLOGY INC 3300 75TH AVE STE 110 LANDOVER MD 20785-1501	<i>EID</i> note cards, pins, key rings, mugs, magnets, t-shirts, and canvas prints of stamps.	Web: www.dstincorporated.com Telephone: 301-583-3500 Fax: 301-583-3512	
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: www.desperate.com 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: www.gimbelsdepartmentstore.com 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 8403 GALVESTON RD SILVER SPRING MD 20910-5307	Engraved ingots, minted in precious metal (gold-plated silver) to be sold separately or as part of a 24-piece set.	E-mail: galemorrell@mris.com Telephone: 301-580-4936 Fax: 301-588-1116	
HE HARRIS AND COMPANY INC 3101 CLAIRMONT RD NE ATLANTA GA 30329-1015	Stamp collecting albums and kits.	Web: www.heharris.com 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 7200 STATE ROUTE 88 RAVENNA OH 44266-9190	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: 800-334-2230 Fax: 800-666-4525 E-mail: tom@hlp golf.com	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: 440-232-8227 Fax: 440-232-8227	
IPROMOTEU 8 STRATHMORE RD NATICK MA 01760-2419	Bookmarks, pins, key chains, mugs.	Web: www.ipromoteu.com Telephone: 877-470-1436 Fax: 905-542-9454	
KAHALA 424 SUMMER ST HONOLULU HI 96817-5607	Hawaiian shirts with <i>Duke Kahanamoku</i> stamp image.	Telephone: 808-523-7873 Fax: 808-521-6413	Retail stores in Hawaii.
KENNEDY MINT INC 12102 PEARL RD STRONGSVILLE OH 44136-3398	Framed collections of stamps and coins.	Web: www.kennedymint.com Telephone: 440-572-3222 Fax: 440-572-3692	Direct mail.
KURT S ADLER INC 1107 BROADWAY NEW YORK NY 10010-2872	Holiday ornaments.	Telephone: 212-924-0900 Fax: 212-807-0575	
NANCY SALES COMPANY INC 22 WILLOW ST CHELSEA MA 02150-3506	Mugs, shot glasses, key chains.	Telephone: 617-884-1700 Fax: 617-889-2789	
NATIONAL DESIGN CORPORATION 16885 VIA DEL CAMPO CT STE 300 SAN DIEGO CA 92127-4120	Desk caddy, memo cubes, magnets, mugs, pens, pencils, twist up crayons, and flashlight key rings.	Telephone: 858-674-6040 Fax: 858-674-4120	

Licensee	Products	Where Can I Buy These?	Other Sources
PIONEER BALLOON AND PIONEER NATIONAL LATEX 5000 E 29TH ST N WICHITA KS 67220-2111	Latex and foil balloons.	Telephone: 316-685-2266 Fax: 316-685-0187	
SONOMA PINS 677 1ST STREET W SONOMA CA 95467-7003	Stamp lapel pins, key chains, dog tags, <i>Heroes of 2001</i> products.	Web: www.favoriteline.com/heroes 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 AVE BEND OR 97701-3735	<i>Greetings From America</i> mugs, key chains, tote bags, and stationary.	Web: www.ipledge.com 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	
WEI KEE PLASTIC INDUSTRIAL LTD 92 POKFULAM ROAD FLAT B1 LA CLARE MANSION HONG KONG	Miniature plastic mailboxes.	Web: www.postbox.com.hk E-mail: samsonchow@aol.com Telephone: 818-281-8899 Fax: 818-889-9189	
WINCO INTERNATIONAL 9019 OSO AVE STE F CHATSWORTH CA 01311-4117	Lapel pins, key chains, magnets, ornaments, earrings, necklaces, pen stands, paperweights, framed stamp pins/emblems 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	

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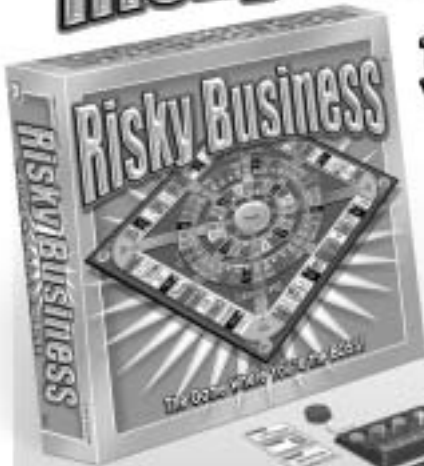
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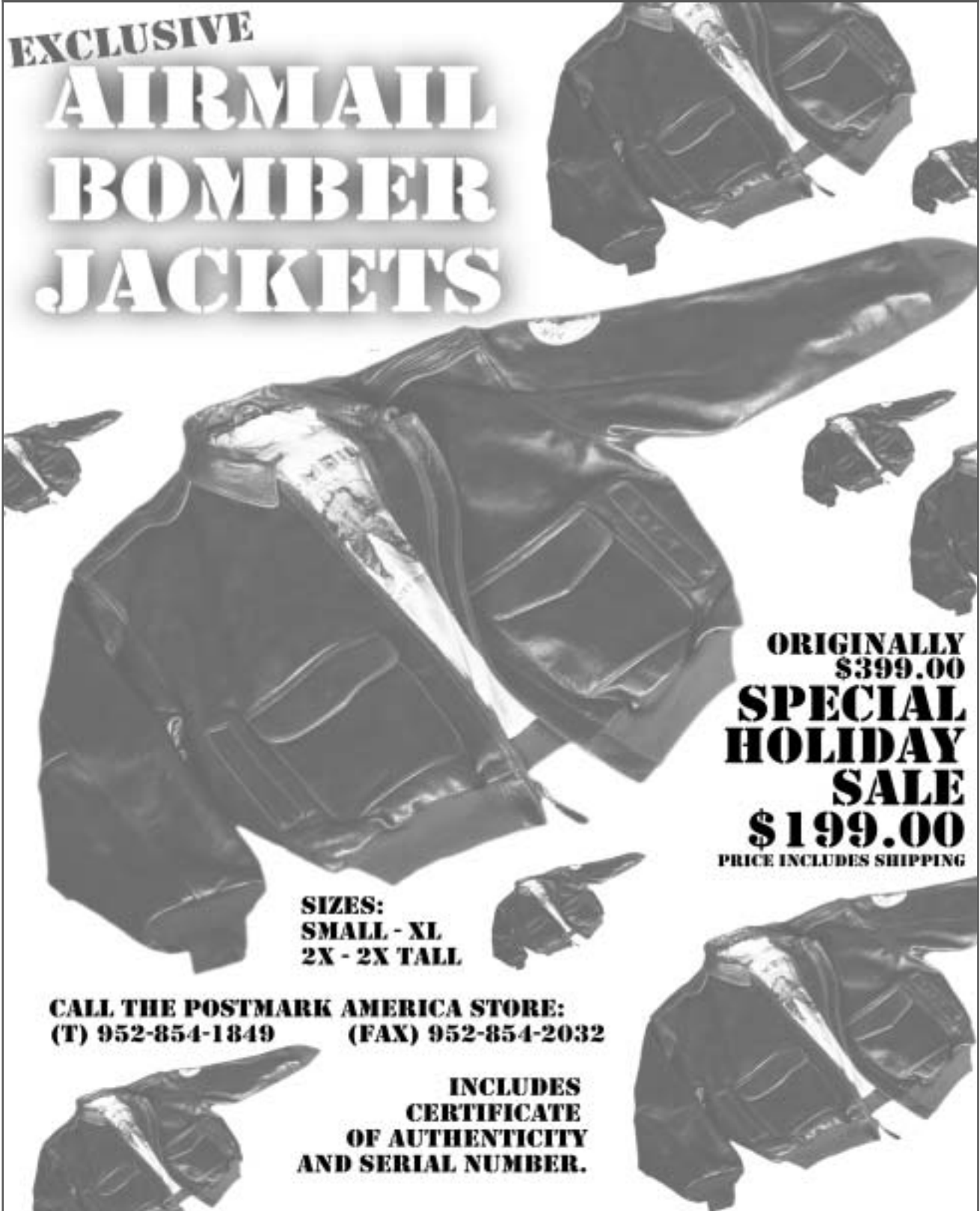


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Philately

Pictorial Cancellations Announcement

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




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

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

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

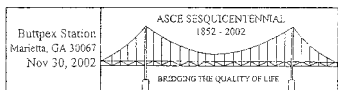
Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope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

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

 <p>SPAY/NEUTER INFORMATION 1-888-PETS911 WWW.PETS911.COM NOVEMBER 09, 2002</p>	<p>November 9, 2002 <i>Muhlenberg Humane Society</i> 4 PAWS STATION POSTMASTER PO BOX 9998 POWDERLY KY 42367-9998</p>	 <p>WINTER WONDERLAND STATION CANANDAIGUA NY 14424 DECEMBER 7, 2002</p>  <p>WINTER WONDERLAND STATION FARMINGTON NY 14425 DECEMBER 7, 2002</p>	<p>December 7, 2002 <i>Postal Service</i> WINTER WONDERLAND STATION POSTMASTER 405 EASTERN BLVD CANANDAIGUA NY 14424-9998</p> <p><i>Postal Service</i> WINTER WONDERLAND STATION POSTMASTER 1560 STATE ROUTE 332 FARMINGTON NY 14425-9998</p>
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 <p>TAMARACK STATION HAPPY 100th TAMARACK BIRTHDAY TED E. BEAR</p>	<p>November 14-17, 2002 <i>Tamarack</i> TED E BEAR STATION POSTMASTER 134 INDUSTRIAL DR BECKLEY WV 25801-9998</p>	 <p>NOV 20, 2002 Nazareth Christmas Station Nazareth, KY 40048</p>	<p>November 20-December 31, 2002 <i>Nazareth, KY, Post Office</i> NAZARETH CHRISTMAS STATION POSTMASTER PO BOX 9998 NAZARETH KY 40048-9998</p>
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 <p>Battle of Fort Mifflin 225th Anniversary Station ***** November 15, 2002 Philadelphia, PA 19142-9998</p>	<p>November 15, 2002 <i>Postal Service</i> BATTLE OF FORT MIFFLIN 225TH ANNIVERSARY STATION PASCHALL STATION MANAGER 2904 SOUTH 70TH ST PHILADELPHIA PA 19142-9998</p>	 <p>GOOD SHEPHERD HUMANE SOCIETY STATION NOV 21, 2002</p>	<p>November 21, 2002 <i>Good Shepherd Humane Society</i> GOOD SHEPHERD HUMANE SOCIETY STATION POSTMASTER PO BOX 9998 BEAVER AR 72613-9998</p>
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November 23-24, 2002
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 BUTTPEX STATION
 POSTMASTER
 257 LAWRENCE ST
 MARIETTA GA 30060-9998

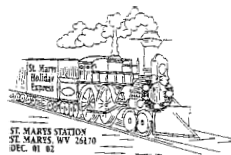
Anniversary Station



November 24, 2002
 Universal Ship Cancellation Society
 DESTROYERS ANNIVERSARY STATION
 POSTMASTER
 2970 MARKET ST RM 525
 PHILADELPHIA PA 19104-9611



December 1, 2002
 WORLD AIDS DAY STATION
 POSTMASTER
 337 WEST CLARK ST
 EUREKA CA 95501-9998



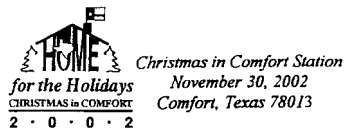
December 1-24, 2002
 St. Marys Post Office
 ST MARYS STATION
 POSTMASTER
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 ST MARYS WV 26170-9998



November 30, 2002
 Colleen Lewis/City of Galva
 OL FASHION CHRISTMAS STATION
 POSTMASTER
 PO BOX 9998
 GALVA IL 61434-9998



December 1-25, 2002
 Santa Claus Chamber of Commerce
 SANTA CLAUS STATION
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 PO BOX 9998
 SANTA CLAUS IN 47579-9998



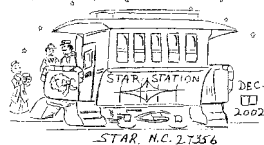
November 30, 2002
 Comfort Chamber of Commerce
 CHRISTMAS IN COMFORT STATION
 POSTMASTER
 726 FRONT ST
 COMFORT TX 78013-9998



December 1-30, 2002
 Postal Service
 PEACE ON EARTH STATION
 POSTMASTER
 PO BOX 9998
 JOY IL 61260-9998



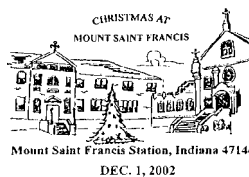
November 30-December 1, 2002
 ALLAIRE VILLAGE STATION
 POSTMASTER
 66 MAIN ST
 FARMINGDALE NJ 07727-9998



December 1-31, 2002
 Postal Service
 STAR STATION
 POSTMASTER
 202 SOUTH MAIN ST
 STAR NC 27356-9998



November 30-December 23, 2002
 Guthrie Chamber of Commerce
 TERRITORIAL CHRISTMAS STATION
 POSTMASTER
 201 WEST OKLAHOMA ST
 GUTHRIE OK 73044-9998



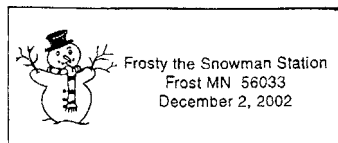
December 1-31, 2002
 Mt. St. Francis Friary and Retreat Center
 MOUNT SAINT FRANCIS STATION
 POSTMASTER
 PO BOX 9998
 MOUNT SAINT FRANCIS IN 47146-9998



November 30-December 31, 2002
 The Downtown Action Corporation
 FESTIVAL OF LIGHTS STATION
 POSTMASTER
 320 NORTH FIRST ST
 LAKE CITY FL 32055-9998



December 1-31, 2002
 YOUR HOLIDAY STATION
 POSTMASTER
 PO BOX 9998
 SNOWFLAKE AZ 85937-9998



Frosty the Snowman Station
Frost MN 56033
December 2, 2002

December 2, 2002

Postal Service
FROSTY THE SNOWMAN STATION
POSTMASTER
PO BOX 9998
FROST MN 56033-9998



December 6, 2002

Angel Station
Angelica, New York 14709

December 6, 2002

ANGEL STATION
POSTMASTER
1 WEST MAIN
ANGELICA NY 14709-9998



HOPE PEACE and JOY STATION
HOPE MN 56046
DECEMBER 2, 2002

December 2, 2002

Postal Service
HOPE PEACE AND JOY STATION
POSTMASTER
PO BOX 9998
HOPE MN 56046-9998



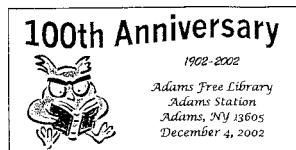
25th Annual Christmas In The Village
Dec. 7, 2002

Roscommon, Michigan 48653

Festival Station

December 7, 2002

Higgins Lake — Roscommon Chamber of Commerce
FESTIVAL STATION
POSTMASTER
PO BOX 9998
ROSCOMMON MI 48653-9998



100th Anniversary

1902-2002
Adams Free Library Adams Station
Adams, NY 13605
December 4, 2002

December 4, 2002

Adams Free Library
ADAMS FREE LIBRARY STATION
POSTMASTER
27 EAST CHURCH ST
ADAMS NY 13605-9998



Home For The Holiday Station

December 7, 2002

Greenwich, NY 12834

December 7, 2002

Greenwich Chamber of Commerce
HOME FOR THE HOLIDAY STATION
POSTMASTER
39 MAIN ST
GREENWICH NY 12834-9998



Ole Hervilla Station
63 Years of
Legendary Hospitality
December 5, 2002
Littleriver, CA 95456

December 5, 2002

OLE HERVILLA STATION
POSTMASTER
7748 WEST HWY 1
LITTLE RIVER CA 95456-9998

Dec 7, 2002
Bluff & Valley
Balloon Rally Station
Caledonia MN 55921



December 7, 2002

Caledonia Chamber of Commerce
BLUFF AND VALLEY BALLOON RALLY STATION
POSTMASTER
PO BOX 9998
CALEDONIA MN 55921-9998



Victorian Streetwalk
Saratoga Springs Station
Saratoga Springs, NY 12866
December 5, 2002

December 5, 2002

Saratoga Springs Downtown Business Association
VICTORIAN STREETWALK
SARATOGA SPRINGS STATION
POSTMASTER
245 WASHINGTON ST
SARATOGA SPRINGS NY 12866-9998



Festival of the Trees Sta.
Dec. 7, 2002
Alva, OK 73717

December 7, 2002

Cherokee Strip Museum Association
FESTIVAL OF THE TREES STATION
POSTMASTER
408 GOVERNMENT ST
ALVA OK 73717-9998



Eid-ul-Fitr 1423
Blessed Festival Station
December 6, 2002
Reno, Nevada 89510

Happy Eid America!

December 6, 2002

Reno Muslim Community
BLESSED FESTIVAL STATION
POSTMASTER
2000 VASSAR ST
RENO NV 89510-9998

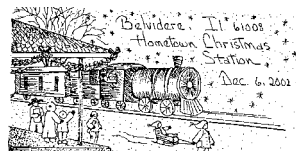


WINTER FESTIVAL 2002 STATION

SATURDAY, DECEMBER 7, 2002
INDIANOLA, PA 15051

December 7, 2002

Indiana Twp Parks and Recreation Department
WINTER FESTIVAL 2002 STATION
POSTMASTER
PO BOX 9998
INDIANOLA PA 15051-9998



Belvidere, IL 61008
Hometown Christmas Station
Dec. 6, 2002

December 6, 2002

HOMETOWN CHRISTMAS STATION
POSTMASTER
1800 DOC WOLF DR
BELVIDERE IL 61008-9998



Christmas in Odessa

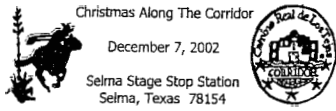
Station

Odessa, DE 19730

Dec. 7, 2002

December 7, 2002

Womens Club of Odessa
CHRISTMAS IN ODESSA STATION
POSTMASTER
312 MAIN ST
ODESSA DE 19730-9998

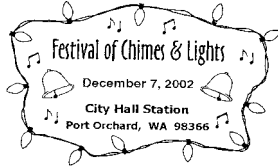


Christmas Along The Corridor
December 7, 2002
Selma Stage Stop Station
Selma, Texas 78154

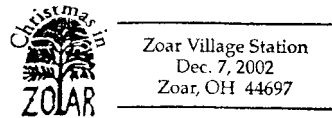
December 7, 2002
Selma Historical Foundation
SELMA STAGE STOP STATION
POSTMASTER
417 MAIN ST
SCHERTZ TX 78154-9998



December 7, 2002
Cedar Falls Historical Society
CHRISTMAS STATION
POSTMASTER
PO BOX 9998
CEDAR FALLS NC 27230-9998



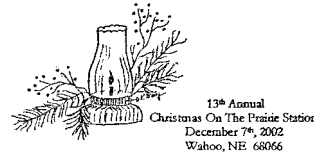
December 7, 2002
Port Orchard City Hall
CITY HALL STATION
POSTMASTER
1125 BETHEL AVE
PORT ORCHARD WA
98366-9998



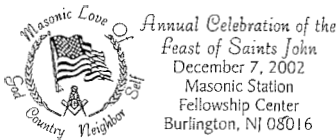
December 7-8, 2002
Zoar Village Station
Dec. 7, 2002
Zoar, OH 44697



December 7, 2002
MUNN TAVERN 200TH
ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
MONTCLAIR NJ 07042-9998

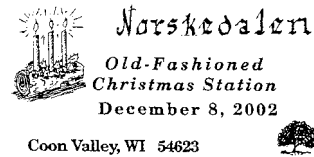


December 7-8, 2002
Saunders County Historical Society
CHRISTMAS ON THE PRAIRIE
STATION
POSTMASTER
PO BOX 9998
WAHOO NE 68066-9998

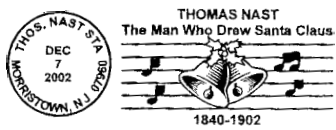


Annual Celebration of the
Feast of Saints John
December 7, 2002
Masonic Station
Fellowship Center
Burlington, NJ 08016

December 7, 2002
Masonic Home of Burlington NJ
MASONIC STATION
POSTMASTER
427 HIGH ST
BURLINGTON NJ 08016-9998



December 8, 2002
Norskedalen Nature and Heritage Center
NORSKEDALEN OLD FASHIONED CHRISTMAS STATION
POSTMASTER
PO BOX 9998
COON VALLEY WI 54623-9998



THOMAS NAST
The Man Who Draw Santa Claus
1840-1902

December 7, 2002
THOMAS NAST STATION
POSTMASTER
1 MORRIS ST
MORRISTOWN NJ 07960-9998



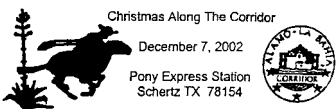
December 8, 2002
Village of Lyons Falls
100TH ANNIVERSARY STATION
POSTMASTER
7404 FULTON ST
LYONS FALLS NY 13368-9998



December 7, 2002
THOMAS NAST STATION
POSTMASTER
1 MORRIS ST
MORRISTOWN NJ 07960-9998



December 8, 2002
Sorooptimist Club
SOROPTIMIST TREE FESTIVAL STATION
POSTMASTER
PO BOX 9996
JACKSON WY 83001-9996



Christmas Along The Corridor
December 7, 2002
Pony Express Station
Schertz TX 78154

December 7, 2002
Schertz Chamber of Commerce
PONY EXPRESS STATION
POSTMASTER
417 MAIN ST
SCHERTZ TX 78154-9998



December 8, 2002
Orange, CT, Special Events Committee
FESTIVAL STATION
POSTMASTER
36 OLD TAVERN RD
ORANGE CT 06477-9998



Christmas in Warrensburg
 Holiday Station
 Warrensburg, NY 12885
 December 8, 2002

December 8, 2002
Warrensburgh Beautification Inc
 HOLIDAY STATION
 POSTMASTER
 3930 MAIN ST
 WARRENSBURGH NY
 12885-9998



December 10, 2002
Painted Post Post Office
 WINTER WONDERLAND
 STATION
 POSTMASTER
 PO BOX 9998
 PAINTED POST NY 14870-9998



Holiday on the Avenue Station
 Scotia NY 12302
 December 8, 2002

December 8, 2002
Village of Scotia
 HOLIDAY ON THE AVENUE
 STATION
 POSTMASTER
 29 JAY ST
 SCHENECTADY NY 12305-9998



— 193rd Anniversary —
 Establishing Camp River Dubois
 Lewis & Clark
 → Historical Site Station ←
 December 12, 2002
 — Hartford, Illinois 62048 —

December 12, 2002
Lewis and Clark Society of America
 LEWIS AND CLARK
 HISTORICAL SITE STATION
 POSTMASTER
 PO BOX 9998
 HARTFORD IL 62048-9998

— Stamp Services,
 Government Relations and Public Policy, 11-28-02

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
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, 11-28-02

ANNOUNCEMENT 03-A

2003 Stamps and Postal Stationery

"2003 Stamps and Postal Stationery" (Announcement 03-A, November 2002), which appears on page 75, is intended to replace the quarterly announcement of the same name, previously printed and sent to customers on request through Stamp Fulfillment Services in Kansas City. The announcement is a listing of stamps and postal stationery items scheduled for issuance during calendar year 2003. Post Offices may wish to post this schedule on their bulletin boards.

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

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

How to Order First Day of Issue Cancellations and Covers

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

current First-Class Mail rate.) For sturdiness, include a card of postcard thickness in each cover (envelopes only) submitted, and tuck in the flap. Place the cover in a larger envelope addressed to: NAME OF ISSUE, POSTMASTER, CITY, STATE, and ZIP CODE (followed by -9991). Covers submitted for first day of issue cancellations may include additional uncanceled stamps only if the uncanceled stamps were issued before the first day of issue of the new stamps or postal stationery items. All orders must be postmarked on or before the deadline indicated in the "2003 Stamps and Postal Stationery" announcement that follows.

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

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

— Stamp Services,
Government Relations and Public Policy, 11-28-02



2003 STAMPS AND POSTAL STATIONERY

This schedule is subject to change.

Announcement 03-A (November 2002)

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

NOTE	ISSUE	FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
	37¢ Thurgood Marshall (Black Heritage)	Jan 7	Washington, DC 20066	PSA pane of 20	Feb 6
	37¢ Year of the Ram (Lunar New Year)	Jan 13	Chicago, IL 60607	PSA pane of 20	Feb 12
	37¢ Zora Neale Hurston (Literary Arts)	Jan 24	Eatonville, FL 32751	PSA pane of 20	Feb 24
	37¢ American Filmmaking: Behind the Scenes	Feb 25	Los Angeles, CA 90001	PSA souvenir sheet of 10, 10 designs	Mar 27
	37¢ Ohio Statehood	Mar 1	Chillicothe, OH 45601	PSA pane of 20	Mar 31
	37¢ Pelican Island National Wildlife Refuge	Mar 14	Vero Beach, FL 32960	PSA pane of 20	Apr 14
	37¢ Old Glory	Apr 3	New York, NY 10199 (New York Mega Stamp Show)	PSA prestige book of 20, 5 designs	May 3
	37¢ Cesar E. Chavez	Apr 23	Los Angeles, CA 90001	PSA pane of 20	May 23
	37¢ Louisiana Purchase	Apr 30	New Orleans, LA 70113	PSA pane of 20	May 30
	37¢ Audrey Hepburn (Legends of Hollywood)	May 4	New York, NY 10199	PSA pane of 20 w/selvage	Jun 3
	37¢ Southeastern Lighthouses	Jun	Tybee Island, GA 31328	PSA pane of 20 w/header, 5 designs	TBD
	37¢ Korean War Veterans Memorial	Jul 27	Washington, DC 20066	PSA pane of 20	Aug 26
	37¢ Arctic Tundra (Nature of America)	Jul	Anchorage, AK 99599	PSA souvenir sheet of 10, 10 designs	TBD
	37¢ Mary Cassatt (American Treasures)	Aug 7	Columbus, OH 43216 (APS Stamp Show)	PSA doublesided book of 20, 4 designs	Sep 6
	37¢ Early Football Heroes	Aug 9	South Bend, IN 46624	PSA pane of 20, 4 designs	Sep 8
	37¢ Roy Acuff	Sep 13	Nashville, TN 37230	PSA pane of 20	Oct 14
	37¢ Reptiles and Amphibians	Oct 2	TBD	PSA pane of 20 w/header, 5 designs	Nov 1
	37¢ Holiday Music Makers	Oct 23	New York, NY 10199 (Jacob K. Javits Convention Center)	PSA doublesided book of 20; PSA vending book of 20; PSA pane of 20, 4 designs	Nov 22
	37¢ First Powered Flight	TBD	TBD	PSA souvenir sheet of 10	TBD
	37¢ Purple Heart	TBD (nationwide)	TBD	PSA pane of 20	TBD
	80¢ Special Olympics (International Rate)	TBD	TBD	PSA pane of 20	TBD

Note Descriptions

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

N: New issue


P: Pictorial first day postmark

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

CUT ALONG DOTTED LINE



Globalización

para ti del  UNITED STATES POSTAL SERVICE®

Global Business Services™ Son servicios de envío internacional para expandir tu negocio a todo el mundo sin inflar tu presupuesto.

www.usps.com/correo

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

Post Offices

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	04-8955	71769	AR	Village	Columbia	Main Office	Post Office	04/23/1999	Post Office and ZIP Code discontinued. Establish a place name. Village AR becomes an acceptable last line for use with ZIP Code 71753.
New	04-5481	71753	AR	Magnolia	Columbia	Main Office	Post Office	11/02/2002	
Old	12-4873	31050	GA	Knoxville	Crawford	Main Office	Post Office	10/02/1992	Post office discontinued. Retain ZIP Code. Establish a place name. Continue to use Knoxville GA 31050 as last line of address.
New	12-6237	31066	GA	Musella	Crawford	Knoxville	Place Name	10/05/2002	
Old	16-0390	62511	IL	Atwater	Macoupin	Main Office	Post Office	08/06/1987	Post Office and ZIP Code discontinued. Establish a place name. Atwater IL becomes an acceptable last line for use with ZIP Code 62572.
New	16-8118	62572	IL	Waggoner	Macoupin	Atwater	Place Name	10/12/2002	
Old	16-7436	62686	IL	Standard City	Macoupin	Main Office	Post Office	10/02/1992	Post Office and ZIP Code discontinued. Establish a place name. Standard City IL becomes an acceptable last line for use with ZIP Code 62640.
New	16-3084	62640	IL	Girard	Macoupin	Standard City	Place Name	10/19/2002	
Old	16-1110	62318	IL	Burnside	Hancock	Main Office	Post Office	02/16/1996	Post Office and ZIP Code discontinued. Establish a place name. Burnside IL becomes an acceptable last line for use with ZIP Code 62330.
New	16-1938	62330	IL	Dallas City	Hancock	Burnside	Place Name	09/28/2002	
Old	16-7908	62991	IL	Tunnel Hill	Johnson	Main Office	Post Office	04/14/1989	Post Office and ZIP Code discontinued. Establish a place name. Tunnell Hill IL becomes an acceptable last line for use with ZIP Code 62972.
New	16-6018	62972	IL	Ozark	Johnson	Tunnel Hill	Place Name	10/05/2002	
Old	16-7176	62283	IL	Shattuc	Clinton	Main Office	Post Office	10/31/1996	Post Office and ZIP Code discontinued. Establish a place name. Shattuc IL becomes an acceptable last line for use with ZIP Code 62231.
New	16-1290	62231	IL	Carlyle	Clinton	Shattuc	Place Name	09/28/2002	

Old/New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/Unit	Unit Type	Effective Date	Comments
Old	21-3419	70355	LA	Gheens	Lafourche	Main Office	Post Office	11/30/1990	Post office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Gheens LA 70355 as last line of address.
New	21-5889	70375	LA	Mathews	Lafourche	Gheens	Place Name	10/12/2002	
Old	26-7780	55968	MN	Reads Landing	Wabasha	Main Office	Post Office	06/30/1999	Post Office and ZIP Code discontinued. Establish a place name. Reads Landing MN becomes an acceptable last line for use with ZIP Code 55981.
New	26-9510	55981	MN	Wabasha	Wabasha	Reads Landing	Place Name	09/28/2002	
Old	35-8015	13688	NY	South Rutland	Jefferson	Main Office	Post Office	10/29/1993	Post Office and ZIP Code discontinued. Establish a place name. South Rutland NY becomes an acceptable last line for use with ZIP Code 13626.
New	35-1875	13626	NY	Copenhagen	Lewis	South Rutland	Place Name	09/28/2002	
Old	55-0444	24919	WV	Ballengee	Summers	Main Office	Post Office	09/28/1992	Post Office and ZIP Code discontinued. Establish a place name. Ballengee WV becomes an acceptable last line for use with ZIP Code 24981.
New	55-7962	24981	WV	Talcott	Summers	Ballengee	Place Name	11/02/2002	

— Office of Address Management, Chief Technology Officer, 11-28-02

REMINDER

Retrieval of Plastic Label Holders

We have been notified that postal facility opening units (LDC 010) are not saving the plastic label holders used to close and address plastic sacks destinating 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, 11-28-02

MOVER'S GUIDE NEWS

Ordering Information for January 2003 Mover's Guide

The January edition of *Mover's Guide* should be in facilities by the third week in December. Offices that do not receive copies of the *Mover's Guide* shipped directly to them can begin placing orders for less than 100 copies of *Mover's Guide* the last week of December 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 F3Fill), and send it as an attachment to the e-mail address MDC Customer Service or to mcustome@email.usps.gov.
- **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

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

Here's the information that you'll need to order the *Mover's Guide*:

PSIN: PUB 75
NSN: 7610-03-000-4795
Unit of Issue: EA
Bulk Pack Quantity: 100
Quick Pick Number: 441
Price: \$0.00
Edition Date: 01/03

If you run out of your copies of the *Mover's Guide* before the next print cycle in April, you can order an additional 100 copies or less of *Mover's Guide* by contacting the MDC. If your office needs more than 100 additional copies of *Mover's Guide*, or you would like to request any changes in the number of copies of *Mover's Guide* that your Post Office presently receives, call the *Mover's Guide* Field Communications department, Imagitas, at 800-816-6837, or send a fax to 781-906-4848.

Do not begin using the new version of *Mover's Guide* until January 1, 2003, unless your current quantity has been depleted. When you begin using the January 2003 *Mover's Guide*, please discard/recycle all of your outdated stock.

Also, please tell your customers they can change their address online by visiting www.usps.com. If you have any questions, please contact the *Mover's Guide* Field Communications department at 800-816-6837.

— Address Management,
Chief Technology Officer, 11-28-02

NEW WEB SITE

Aviation Mail Security and Hazardous Materials

The Aviation Mail Security and Hazardous Materials Web site is up and running at www.usps.com/aviationsecurity. The site contains information about aviation mail security and hazardous materials acceptance, handling, and transport. It is part of the Postal Service's commitment to provide a safe environment for employees, customers, and the mail.

The site provides supplementary training information for Postal Service employees, who, last year alone, received over 200,000 hours of aviation security training.

The site is always there to provide information about our multiphased aviation security programs, which are in effect 365 days a year, 24 hours a day.

— Aviation Mail Security,
Network Operations Management, 11-28-02

Keep the Mail Safe
 "Are you shipping something liquid, fragile, perishable or potentially hazardous?"

1 Ask before attempting to mail any prohibited or restricted items

<p>Explosives: Trenolol, amiodiazol</p> <p>Corrosives: chlorine bleach, aerosols, hair driers, acid, wet cell batteries, items containing mercury</p> <p>Poisonous materials: pesticides, hair dye, poison spray</p> <p>Flammable liquids and solids: gasoline, some paints and oils, alcohol, some cosmetics, matches, signal flares, battery equipment containing lead or water</p> <p>Compressed gases: aerosols, air bag inflators, butane, CO₂ cartridges</p>	<p>Radioactive materials: products with a radioactive warning postmark</p> <p>Odorizers: lockdown, photo finishing supplies, pesticides, swimming pool chemicals</p> <p>Infectious substances: blood and urine specimens, used medical equipment</p> <p>Other materials: magnetized materials, dry ice</p> <p><small>For more information, ask a retail associate for a Hazardous Materials brochure (Form 107).</small></p>
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2 Check restrictions for your shipping box

Reused packaging and boxes are only acceptable for shipping when ALL markings and labels are removed or completely marked out.

YES

NO

UNITED STATES POSTAL SERVICE
www.usps.com



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



SUMMARIES OF RECENT USPS NEWS RELEASES

Customers Key to Affordable Flats

Nov. 12

While the Postal Service has dramatically improved efficiencies to sort letter mail, the key to mirroring this success for magazines, catalogs and other flat mail is linked to customer involvement. The mailing community needs to prepare flats for automated processing as they have letters. "To meet the pledge of keeping mail service affordable for flats, we are committed to replicating the breakthrough productivities we achieved with letter mail," explained Senior VP John Rapp, Operations, speaking to the Mailers Technical Advisory Committee. "Productivity in our letter operations increased 83% from 1993 to 2001. We expect similar results as we implement our corporate Flat Plan."

The Flat Plan is an efficiency-based strategy of the USPS Transformation Plan, a short-term and long-term blueprint for the future. It will enable the Postal Service to continue to provide affordable service to every American. Flat mail, which includes periodicals and Standard Mail, is a valuable source of Postal Service revenue. It represents 25% of the mail and generates \$16.1 billion annually. Bar-coded mail is quicker and cheaper to process, Rapp said. "We will rely on customers to barcode flats, so it's vital that we continue to find ways to increase their commitment."

New Programs Could Trim Costs

Nov. 7

The chief engineer for USPS unveiled two research and development programs that could save up to \$2.8 billion annually in delivery costs. Engineering VP Tom Day described the Flat Sequencing System (FSS) and Delivery Point Packager (DPP) as major cost-saving initiatives. FSS will bring flat-sorting technology up to the same level of sophistication as letter mail by sorting flats such as magazines, catalogs and other periodicals into delivery order. DPP will develop a single system to sort letters and flats into delivery order simultaneously, then bundle them into individual delivery packages. Previous tests have shown a 20% reduction in delivery time when mail is prepared this way.

Testing for FSS begins in summer 2003 and for DPP in winter 2004. These initiatives are expected to enhance productivity and dramatically reduce costs. Day said using technology to place flat mail into delivery point sequence will allow carriers to be more efficient in the office and allow them to begin serving their customers earlier in the morning. "This program essentially strives to replicate the success we have achieved with delivery point sequencing of letters," he said.

Retail

REMINDER

Frequency of Handling Funds From Retail Stamp Vending Machines

This is a reminder that employees responsible for handling funds from retail stamp vending machines must follow the instructions in the following handbooks:

- Handbook PO-102, *Self Service Vending Operational and Marketing Program*, section 571, Preparing and Making Deposits.
- Handbook F-1, *Post Office Accounting Procedures*, section 333, Depositing Funds — Banking and Non-banking Post Offices.

There is no authorization for a servicing employee to drive from his or her domicile to service a remotely located vending machine for the sole purpose of removing cash. Each machine will receive “full service” no less than twice each AP. (See Handbook PO-102, *Self Service Vending Operational and Marketing Program*, Exhibit 451.2, Standard Servicing Frequencies.) For full, partial, and emergency service, where funds removal is part of the servicing, the removed funds must be deposited that same week. This applies whether the machine is in or out of service. Machines serviced more than once in a single week require multiple deposits that same week.

Following is the text of the reminder. *This is not revision test.*

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

	*	*	*	*	*
5	Financial Control	*	*	*	*
57	Bank Deposits				
571	Preparing and Making Deposits				
571.1	Frequency				
		*	*	*	*

The servicing person in CAG A–G offices must deposit cash into the post office bank account from all self service vending equipment no less frequently than once per week and after each full servicing. The servicing person in CAG H–L offices must deposit cash after each full or partial servicing and at least once each AP.

Handbook F-1, *Post Office Accounting Procedures*

	*	*	*	*	*
3	Managing Postal Funds	*	*	*	*
33	Funds Received				
333	Depositing Funds — Banking and Nonbanking Post Offices	*	*	*	*

Vending Deposits

For CAG A–G offices, cash must be deposited into the post office bank account from all retail vending equipment no less frequently than once per week.

For CAG H–L offices, cash must be deposited after each full or partial servicing.

	*	*	*	*	*
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— *Self Service and Access Management, Delivery and Retail; Revenue and Field Accounting, Finance, 11-28-02*

REFERENCE GUIDES AND BILINGUAL DECALS AVAILABLE

New Information to Help Non-English-Speaking Customers Complete Mailing Forms

Diversity Development and Retail Marketing are pleased to announce the availability of reference guides and bilingual signs to help customers who speak Spanish and Chinese. The following reference guides and signs are to (1) help Spanish- and Chinese-speaking customers to understand the benefits of the extra services (e.g., Certified Mail and Registered Mail) that the Postal Service offers and (2) help them to complete the forms necessary to use those services.

For Customers Who Speak Spanish

- Notice 219-S, *Customer Reference Guide — Spanish*.
- Sign 216-S, *Writing Table Decal — Spanish*.

For Customers Who Speak Chinese

- Notice 219-C, *Customer Reference Guide — Chinese*.
- Sign 216-C, *Writing Table Decal — Chinese*.

Reference Guides

The reference guides (Notices 219-S and 219-C) each contain 10 cards. Each card pictures and explains one of the following extra service forms:

- Postal Money Order.
- PS Form 3806, *Receipt for Registered Mail*.
- PS Form 153, *Signature Confirmation™ Receipt*.
- PS Form 3804, *Return Receipt for Merchandise*.
- PS Form 3811, *Domestic Return Receipt*.
- PS Form 3800, *Certified Mail™ Receipt*.
- PS Form 152, *Delivery Confirmation™ Receipt*.
- PS Form 3813-P, *Insured Mail Receipt*.
- PS Form 2976-A, *Customs Declaration and Dispatch Note*.
- PS Form 2976, *Customs – CN (Old C 1) Sender's Declaration*.

Bilingual Decals

The bilingual decals (Signs 216-S and 216-C) are for the writing tables in retail lobbies. Each sign provides general and price information and a picture of the forms that customers must complete for the following services:

- Certified Mail.
- Delivery Confirmation.
- Signature Confirmation.
- Return Receipt.

- Insured Mail.
- Registered Mail.

Ordering Information

You can order Notice 219-S, Notice 219-C, Sign 216-S, and Sign 216-C from the Material Distribution Center (MDC) by one of the following means (**Note:** You must order increments of five):

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

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

Here's the information you need to order the items:

PSIN: Notice 219S
Edition Date: 09/02
PSN: 7610-05-000-5504
Unit of Issue: EA (total quantity 5)

PSIN: Notice 219C
Edition Date: 09/02
PSN: 7610-05-000-5503
Unit of Issue: EA (total quantity 5)

PSIN: Sign 216S
Edition Date: 09/02
PSN: 7690-05-000-5508
Unit of Issue: EA (total quantity 5)

PSIN: Sign 216C
Edition Date: 09/02
PSN: 7690-05-000-5507
Unit of Issue: EA (total quantity 5)

— Diversity Development and Retail Marketing, 11-28-02

Supply Management

DISCOUNTS FOR EMPLOYEES AND RETIREES

You Are a VIP, Says Goodyear

Goodyear = \$\$\$ for U and USPS.

A Goodyear VIP credit card is no longer required to obtain discounts on Goodyear tires and service! Postal Service employees and retirees are entitled to a discount at all *participating* Goodyear Retailers. To obtain a discount, employees and retirees must show their USPS credentials or a Goodyear VIP credit card.

Retailers can be located by visiting www.goodyeardealers.com.

Participating Goodyear retailers are indicated on the Web site.

Goodyear offers Postal Service employees discounts that include:

- Lube, oil, and filter for \$14.95.
- 15 percent off automotive services.
- 10 percent off Goodyear brand tires.

Goodyear is also offering a VIP credit card program to all qualifying current and retired employees. Benefits include:

- No annual fee.
- No interest for 90 days on all purchases over \$100.
- \$5 rebate on second VIP credit card purchase.
- Eligibility for \$50 free gas, \$50 cash card, and other national promotions.

You can visit www.ecardapply.com/goodyear/web/usps/application.asp for more information and to obtain the on-line credit card application.

Employees can obtain more information regarding the Goodyear VIP program by visiting <http://blue.usps.gov/purchase/EmployeePrograms/GYoview.htm>. This URL is case sensitive.

— *SCM Strategies,*
Supply Management, 11-28-02

ORDERING PROCEDURES

Copiers and Related Maintenance

The contracting authority for the mandatory contract with Ricoh, Inc., for purchasing all copier equipment was transferred from the former Greensboro Purchasing and Materials Service Center to the Office Products and Utilities Category Management Center (CMC).

As a result, we issued a revision to Material Logistics Bulletin (MLB) number MLB-CO-01-001, to provide ordering instructions for copier requirements, on October 8, 2002. An electronic version of the MLB is available at <http://blue.usps.gov/purchase/material/mlb/01-001.doc> or through the Office Products and Utilities CMC Web site at <http://blue.usps.gov/purchase/material/pmsc/windsor/ricoh.htm>.

Offices without Intranet access can contact USPS National Materials Customer Service at 800-332-0317, Option # 4, for ordering instructions pertaining to the Ricoh contract.

— *SCM Strategies,*
Supply Management, 11-28-02

Custodial Products Rental Services

The Environmental and Maintenance, Repair, and Operations (MRO) Category Management Center (CMC) intends to award multiple national contracts to a limited number of preferred suppliers for the rental and laundry services of mops, mats, shop towels, uniforms, and related items.

The Postal Service currently uses many regional and/or geographical rental agreements to supply, pick up, clean, and deliver custodial rental items. This approach does not allow for volume discounts because price determinations are based on low demand or fragmented requirements.

We plan to award these national contracts by November 27, 2002, and implement them beginning February 1, 2003. We will publish further information, including ordering instructions, in a future issue of the *Postal Bulletin* and in a Material Logistics Bulletin (MLB).

After awarding and implementing the new national contracts, we will phase out all current contracts and agreements in accordance with the terms and conditions of the existing agreement/contract.

Therefore, effective immediately, under no circumstances should postmasters or facility managers renew, enter into new, or extend existing local contractual agreements for renting mops, mats, shop towels, uniforms, and related items without first contacting the Environmental and MRO CMC at the following Postal Service e-mail address: *Help, Custodial*.

— *SCM Strategies,
Supply Management, 11-28-02*

Postal Bulletin Distribution

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

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

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

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

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

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

Postal Service Orders for Postal Bulletin

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

Attention Line _____

Postal Facility Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____

Person to Contact
 () _____

Daytime Telephone _____

Current Quantity _____ New Quantity _____

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

Address and Quantity Changes and Subscription Problems: Postal facilities may send address and quantity changes and subscription queries via cc:Mail to POSTAL BULLETIN or via the Internet to pbulleti@email.usps.gov. Please include old and new address and quantities, and the "PO0" subscription number from your address label. Postal facilities may also complete this form and mail it to:

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

All other facilities should contact their administrative post office.

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

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

Public Orders for Postal Bulletin

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

Attention Line _____

Company Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____



Daytime Telephone _____

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

Subscription Orders: 202-512-1800

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

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

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

Credit Card Number _____ Expiration Date _____

Signature _____

Mail Completed Form and Payment To:

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

CUT ALONG DOTTED LINE





475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

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

**My mailroom's
wherever.**

*I use Click-N-Ship.
All you need's a PC and a printer.
Log on to usps.com/clicknship.
Use your credit card, enter
a few keystrokes and print
a label with postage.
Get Delivery Confirmation® service
(no charge) and a letter carrier
will even come and pick it up.
Cool!
You just Click-N-Ship.*

A black and white photograph of a man with glasses and a headset, sitting on the floor with his back to a laptop. He is looking towards the camera. The background is a plain wall.

The United States Postal Service logo, identical to the one in the top left corner, located at the bottom left of the advertisement.