

“ANY SERVICE MEMBER” MAIL, PROHIBITED, P. 20 ■ 2003 STAMPS INSERT

# POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22091, December 12, 2002

HAPPY NEW YEAR!

STAMP PROGRAM  
**2003**  
**A NATION OF FIRSTS**

AUDREY HEPBURN  
USA 37

BLACK HERITAGE  
USA 37

THURGOOD MARSHALL  
2003

CESAR E. CHAVEZ  
2003

USA 37  
WRIGHT BROTHERS  
FIRST FLIGHT - WRIGHT BROTHERS - 1903

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AMERICAN FILM MAKING  
BEHIND THE SCENES

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



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

PB 22091: 7690-05-000-4856	PB 22083: 7690-05-000-4848	PB 22076: 7690-05-000-4841	PB 22070: 7690-05-000-4835
PB 22090: 7690-05-000-4855	PB 22082: 7690-05-000-4847	PB22075A: 7690-05-000-5051	PB 22069: 7690-05-000-4834
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

## USPSNEWS@WORK

### Year of Firsts: 2003 Stamp lineup promises something for everyone

The 2003 Commemorative Stamp lineup promises to be an exciting one. Appropriately dubbed "Year of Firsts," the program boasts 23 colorful new designs that highlight history-making events in geography, cosmology, literature, filmmaking, sports, music, aviation, maritime, amphibians and birds.

- There's something for every USPS customer, mailer and stamp collector. From the *Lunar New Year: Year of the Ram*, to the American treasure *Old Glory*; from the Wright Brothers' *First Flight* to the *Korean War Veterans Memorial* and from the legal dexterity of *Thurgood Marshall* to the on-screen artistry of *Audrey Hepburn*.
- And since the Postal Service and the holidays go hand in hand (or is it stamp in hand?), USPS expects to deliver 20 billion cards, letters and packages this season. That's a lot of stamped holiday cheer.
- To handle the large holiday volumes, USPS has printed 2.85 billion holiday stamps, including *Hanukkah*, *Kwanzaa*, *Eid* and *Madonna and Child*. Stamps are available almost everywhere, including the nation's 38,000 Post Offices, and 60,000 drug stores and supermarkets.
- These locations are identified by a "Buy Stamps Here" decal. Stamps also can be purchased at 17,000 ATMs, 800-STAMP-24 and *The Postal Store* at [www.usps.com](http://www.usps.com).

### Preventive medicine: USPS is offering potassium pills to all employees

The Postal Service is continuing to develop and update its emergency management plans to ensure, as much as possible, the health and safety of employees.

- USPS is taking a proactive approach to the possibility of a radiation emergency by offering employees potassium iodide tablets. Participation is voluntary and each employee will be offered two pills.
- The approach came about after a recommendation from the Postal Service's Mail Security Task Force. The Task Force, formed after 9/11 and the anthrax mailings, consists of representatives from Postal Service unions and management associations, and USPS management.
- Earlier this year, the Nuclear Regulatory Commission revised a section of its emergency preparedness regulations requiring that states having people within a specific radius of a nuclear reactor consider using potassium iodide as a protective measure to supplement evacuation and sheltering in a radiation emergency.
- Employee stand-up talks began in early November and will continue until all 750,000 employees have received the information they need to make an educated decision about whether to take the tablets in the event of a radiation emergency.
- Employees who want to participate will sign a form, and the pills will be held at their work location. Distribution will be made only if notification of a radiation emergency is received from government officials.

### Holiday mail: Celebrating the joy

USPS's newest television ad campaign now airing celebrates the joy of sending and receiving mail.

- "Home" features a young mother sending photos of her son via Priority Mail service to her husband in the military who won't be home for the holidays.
- "Jingle" features a woman meeting her carrier at the door and handing over a stack of holiday cards. In return, the carrier delivers cards from her family and friends.
- "Winter Wonderland" features a grandmother packing holiday gifts to her grandson at a cold-weather Post Office. When the boy opens the gift at his warm-weather home, he tosses up the white packing "peanuts," making it snow.

### "Suite" solution: *PostalOne!* makes it easier for mailers to do business with USPS

Think of it as "info central." *PostalOne!* provides an electronic link between USPS and its business mailers, allowing an exchange of information that benefits everyone involved with this type of mail.

- *PostalOne!* is a new workflow management tool for the mailing industry. Although development will continue over the next three years, the basic electronic link with USPS is already developed and being used by mailers to automate and streamline many of the manual and hardcopy documentation processes used in the business mail production cycle.
- The new system links the customer's mailing information with the Postal Service's acceptance, verification and payment systems.

## USPSNEWS@WORK

- “The basic principle of *PostalOne!* is simple — we want to make it easier for business mailers to do business with us,” says Larry Goodman, manager of Business Customer Support Systems.
- The fundamental design will provide customers a one-stop shopping experience for payment and other mailing information by offering them an electronic suite of services that dramatically impacts the mailing process.
- Nationwide deployment of *PostalOne!* will be completed by May 2005. Dozens of current users include many of the nation’s largest business mailers. For more information about *PostalOne!*, visit [www.uspspostalone.com](http://www.uspspostalone.com).

### Open late: Post offices extend hours to weather blizzard of mail

Many Post Offices will stay open late and on Sundays to handle the blizzard of mail this holiday season. Customers are expected to mail 20 billion cards, letters and packages.

- Even though this year’s holiday shopping window between Thanksgiving and Christmas is six days shorter than last year, Chief Operating Officer Pat Donahoe said this year’s volume is expected to remain about the same.
- The year’s busiest mailing day is projected to be Monday, Dec. 16, with 850 million of pieces of mail entering the system. Two days later, Wednesday, Dec. 18, will be the busiest delivery day.
- During the two weeks prior to Christmas, the National and Area Operations Center network operates around the clock. The network shares information on operations and mail flow between mail processing and distribution centers and with major mailing customers.
- To move mail by air, USPS uses FedEx’s air cargo network, along with 15,000 commercial passenger flights daily. USPS also moves the mail by rail and road, using more than 6,000 trucking firms, in addition to our own fleet — the nation’s largest — of 210,000 vehicles.

### In a gift-giving mood? Know the ethics rules

’Tis the season to be jolly . . . and ethical. During the holidays, employees may be offered gifts from fellow employees, customers, vendors and other people outside USPS.

- Unless an exception applies, employees can’t accept gifts from those outside USPS. And there are limits on permissible gift-giving between employees, too, especially those in reporting relationships.
- To make sure you don’t accept something you shouldn’t (or decline something you could keep!), check out the Law Department’s intranet site at <http://blue.usps.gov/uspslaw>.
- Once there, click on *Ethics Information & Advisors*, then *Holiday Ethics Update*. If you have questions, send them by e-mail to [gethics@email.usps.gov](mailto:gethics@email.usps.gov), or call the Ethics Helpline at 202-268-6346.

### Sales success: Expertise boosts customer response rates

Customer service means going the extra distance. That’s what a Southeast Area Sales team did when it worked with the Life Extension Foundation (LEF). Result: the customer created more effective mailings and USPS generated additional revenue.

- LEF is the world’s largest organization dedicated to the science of preventing and treating disease and aging. While seeking ways to prolong life, the foundation often uncovered potential therapies to treat degenerative diseases of aging. LEF used direct mail to promote its products, but its mailings received extremely low response rates.
- A USPS sales team came to the rescue. Southeast Area Account Manager Sharon Schmaus and Sales Specialist Ray Floyd introduced LEF to direct marketing vendors, brainstormed with the company’s marketing staff and management, and discussed its mailing lists, offers, direct mail copy and creative approaches. The USPS team came up with its own proposals and suggestions.
- As a result, the first of many test mailings began in June. Response rates have risen significantly, with the percentage increase depending on the different test strategies.
- For USPS, the projected new revenue is \$3.5 million, including about \$3 million in First-Class Mail service and more than \$500,000 in Standard Mail service. With the right strategies in place, the customer saw the real value of direct mail. Chalk up another win for sell, sell, sell!

## USPSNEWS@WORK

### Telling it like it is

Public Affairs and Communications Vice President Azeezaly Jaffer continues to set the record straight regarding media misperceptions about USPS payments into the Civil Service Retirement System (CSRS).

- Responding to a misleading editorial in the *Binghamton* (NY) *Press*, Jaffer writes, "The Office of Personnel Management had never conducted a breakout of the amount the Postal Service had paid into the CSRS fund by itself.
- When this was done, it was found that USPS's unfunded amount was closer to \$5 billion instead of the \$32 billion that had been estimated."
- Read VP Jaffer's entire response to the *Binghamton Press* and others on the USPS website, [www.usps.com](http://www.usps.com). Select *News and Events* then click *Press Releases*, then *Setting the Record Straight*. Or, go the direct route: <http://www.usps.com/news/fyi/responses.htm>.


### Climbing the charts

The new USPS publication, *A Customer's Guide to Mailing*, is a big hit with American households. Over 95 percent of the 10,000 customers who responded to a Gallup survey in the back of the guide said the guide overall is useful.

- In addition, 95.1 percent said it is helpful in choosing a service for mailing. And, 82% said it has just the right amount of information.
- *A Customer's Guide to Mailing* is available at Post Offices across the country and at <http://www.usps.com/customersguide/welcome.htm>.

Extra shopping days



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[www.usps.com](http://www.usps.com) \*Average delivery time. Eagle symbol is a registered trademark of the United States Postal Service. ©2002 United States Postal Service



# Administrative Services

## NEW MANAGEMENT INSTRUCTION

### MI AS-885-2002-15, Managing Web Sites on the Corporate Intranet

MI AS-885-2002-15, *Managing Web Sites on the Corporate Intranet*, is now available online.

The management instruction provides the requirements that Postal Service organizations must follow for current and future Web sites on the Postal Service Intranet. We have established these requirements to ensure that organizations manage our Intranet environment in accordance with Postal Service business objectives and to ensure that they use development and maintenance resources efficiently.

MI AS-885-2002-15 is available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *MIs*.

This MI will not be printed.

— *eInfrastructure Systems Integration, Information Technology, 12-12-02*

## Directives and Forms Update

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

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

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

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

F3 = F3 Fill Software.

## New Directives

### Handbooks

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK AS-802		11/2002	Postal Computing Operations Standards	7610-01-000-9052	ASM	IT	IWEB	N/A
HBK AS-805-D		11/2002	Information Security Network Connectivity Process	N/A	ASM	IT	IWEB	N/A
HBK AS-850-2002-13		10/2002	Naming Standards for Devices on the Postal Service Managed Network (MNS) Network	N/A	ASM	ENG	IWEB	N/A
HBK MS-147 VOL-D	3	9/1/02	Carrier Sequence Bar Code Sorter (CSBCS), Parts Information	7610-05-000-5201	POM	ENG	MDC	R
HBK MS-149 VOL-D	3	5/10/02	Upgraded Flats Sorting Machine (UFSM 1000), Parts Information	7610-05-000-4793	POM	ENG	MDC	R
HBK MS-196 VOL A	1	8/1/02	Singulate Scan Induction Unit (SSIU), System Information	7610-05-000-4799	POM	ENG	MDC	R
HBK MS-196 VOL B	1	8/1/02	Singulate Scan Induction Unit (SSIU), Maintenance Information	7610-05-000-4800	POM	ENG	MDC	R
HBK MS-196 VOL C	1	8/1/02	Singulate Scan Induction Unit (SSIU), Reference Information	7610-05-000-4801	POM	ENG	MDC	R
HBK MS-196 VOL D	1	8/1/02	Singulate Scan Induction Unit (SSIU), Parts Information	7610-05-000-4802	POM	ENG	MDC	R

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK MS-196 APP-A	1	8/1/02	Singulate Scan Induction Unit (SSIU), Atlanta Site-Specific Data	7610-05-000-5089	POM	ENG	MDC	R
HBK MS-196 APP-B	1	8/1/02	Singulate Scan Induction Unit (SSIU), Cincinnati Site-Specific Data	7610-05-000-5090	POM	ENG	MDC	R
HBK MS-196 APP-C	1	8/1/02	Singulate Scan Induction Unit (SSIU), Dallas Site-Specific Data	7610-05-000-5091	POM	ENG	MDC	R
HBK MS-196 APP-H	1	8/1/02	Singulate Scan Induction Unit (SSIU), Jacksonville Site-Specific Data	7610-05-000-5096	POM	ENG	MDC	R
HBK MS-196 APP-I	1	8/1/02	Singulate Scan Induction Unit (SSIU), Kansas City Site-Specific Data	7610-05-000-5097	POM	ENG	MDC	R
HBK MS-196 APP-K	1	8/1/02	Singulate Scan Induction Unit (SSIU), Memphis Site-Specific Data	7610-05-000-5099	POM	ENG	MDC	R
HBK MS-196 APP-M	1	10/1/02	Singulate Scan Induction Unit (SSIU), Philadelphia Site-Specific Data	7610-05-000-5101	POM	ENG	MDC	R
HBK MS-196 APP-O	1	8/1/02	Singulate Scan Induction Unit (SSIU), St. Louis Site-Specific Data	7610-05-000-5103	POM	ENG	MDC	R
HBK MS-196-APP-R	1	8/1/02	Singulate Scan Induction Unit (SSIU), Springfield Site-Specific Data	7610-05-000-5106	POM	ENG	MDC	R
HBK MS-196 APP-S	1	8/1/02	Singulate Scan Induction Unit (SSIU), Washington Site-Specific Data	7610-05-000-5107	POM	ENG	MDC	R
HBK MS-207 VOL-A		9/3/02	Delivery Bar Code Sorter-Expanded Capability (DBCS-EC), Background Information	7610-05-000-4623	POM	ENG	MDC	R
HBK MS-207 VOL-B		9/3/02	Delivery Bar Code Sorter-Expanded Capability (DBCS-EC), Maintenance Information	7610-05-000-4624	POM	ENG	MDC	R
HBK MS-207 VOL-C		9/3/02	Delivery Bar Code Sorter-Expanded Capability (DBCS-EC), Parts Information	7610-05-000-4622	POM	ENG	MDC	R
HBK MS-195 CHG-1		8/15/02	Change 1 to MS-195	7610-05-000-5121	POM	ENG	MDC	R

#### Management Instructions

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
MI AS-850-2002-13	10/2002	Naming Standard for Devices on the Postal Service Managed Network Services (MNS) Network	N/A	IT	IWEB	N/A

#### Notices

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
NOT 219-C	9/2002	Customer Reference Guide — Chinese	6 x 11	7610-05-000-5503	EA	SM	MDC	N/A
NOT 219-S	9/2002	Customer Reference Guide — Spanish	6 x 11	7610-05-000-5504	EA	SM	MDC	N/A



**Revised Directives***Handbooks*

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK F-21	35	6/2002	Time and Attendance	7610-02-000-9914	FMM	FIN	MDC	MDC

*Publications*

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 116		8/2002	Contract Postal Unit Operations Guide	7610-03-000-9506	POM	D&R	MDC	N/A

**Revised Forms***Forms*

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 3239	10/2002	10/2002	Payroll Deduction Authorization to Liquidate Postal Service Indebtedness	7530-01-000-9890	PS	SET	FIN	MDC	N/A
PS 7431	9/2002	9/2002	Requisition for Pressure Sensitive Labels and Rack Headers	7530-02-000-9718	DC	SH	FIN	MDC/ IWEB	N/A
PS 3655	8/2002	8/2002	International Surface Airlift (ISAL) Direct Shipment Option Advisement & Confirmation of Transaction		AE	SH	IB	FF	N/A

**Obsolete Directives***Handbooks*

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK M-27		7/79	MPLSM System Quality Sort Test	7610-01-000-9170	POM	NOM	HQO	MDC
HBK PO-407		5/1984	Engineering Data Isolation Technique (EDIT)	7610-03-000-3632	POM	NOM	MDC	MDC
HBK PO-409		6/85	Pitney Bowes OCR/CS	7610-03-000-3602	POM	NOM	MDC	MDC
HBK PO-411		6/85	Burroughs OCR/CS Operating Guidelines	7610-01-000-9337	POM	NOM	MDC	N/A
HBK PO-412		2/88	Bell and Howell Bar Code Sorter Operating Guidelines	7610-01-000-9599	POM	NOM	MDC	MDC

*Labels*

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
LAB 69-A	3/72	Currency Strap, \$50	1 ¼ x 7 ¾	7690-02-000-9886	EA	D&R	MDC	N/A
LAB 69-B	1/73	Currency Strap, \$100	1 ¼ x 7 ¾	7690-02-000-9887	EA	D&R	MDC	N/A
LAB 69-D	9/72	Currency Strap, \$250	1 ¼ x 7 ¾	7690-02-000-9889	EA	D&R	MDC	N/A
LAB 69-F	3/72	Currency Strap, \$500	1 ¼ x 7 ¾	7690-02-000-9891	EA	D&R	MDC	N/A
LAB 69-H	7/98	Currency Strap, \$2,000	1 ¼ x 7 ¾	7690-02-000-9876	EA	D&R	MDC	N/A
LAB 69-G	12/75	Currency Strap, \$1,000	1 ¼ x 7 ¾	7690-02-000-9877	EA	D&R	MDC	N/A

*Management Instructions*

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
MI AS-360-87-16	10/87	Data Transmission through Electronic Automatic Private Branch Exchange (EAPBX)	7610-03-000-3537	IT	MDC/IWEB	N/A
MI AS-840-97-1	3/97	NetWare Naming Standards	N/A	IT	HQO	N/A
MI AS-840-97-2	3/97	Naming Standards for Devices and Domains on the Postal Routed Network	NA	IT	HQO	N/A
MI PO-420-87-3	3/87	Field Division/Management Sectional Center (MSC) General Statistics Reporting System	7610-03-000-3545	NOM	MDC	MDC

*Memorandums of Policy*

PSIN	Edition Date	Title	Org.	USPS Source
MOP IT-02-17-2000	2/17/2000	Workforce Investment Act Compliance	IT	IWEB
MOP IT-10-16-2000	10/16/2000	eBusiness Submissions	IT	IWEB
MOP IT-05-11-2001	5/11/2001	Production Database Administration Management	IT	IWEB

*Publications*

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 23-A		8/90	USPS Tag Guide	7610-03-000-3737	POM	NOM	MDC	MDC
PUB 120		1/70	Repair Parts Catalog — Postage Meter Base Model RG	7610-03-000-3564	ASM	D&R	HQO	N/A

*Tags*

PSIN	Edition Date	Title	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
TAG 3	4/72	Parcel Post Special Delivery	7690-01-000-9230	EA	SAL	MDC	N/A

— *Policies and Procedures Information, Public Affairs and Communications, 12-12-02*

*HANDBOOK REVISION*

## AS-812, Relational Database Management System (RDMS) Naming Standards and Guidelines

Handbook AS-812 has been completely revised. Some things you need to know about this handbook:

- It applies to only the data management staff at the Integrated Business Systems Solutions Centers (IBSSCs) that are run by the Information Technology organization.
- It provides the standards and guidelines for naming logical and physical objects for Postal Service relational database management systems.

This edition of the handbook is available only online at <http://blue.usps.gov/cpim>; click on HBKs. Please recycle/discard all previous editions of the handbook.

This handbook will not be printed.

— *Business Solutions Services, Information Technology, 12-12-02*

# Child Alert Program

December 2002

## Have You Seen Any of These Missing Children?

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



**April Wiss**  
 Age progression to 18 years.  
 Born: 9-1-83  
 Date Missing: 1-11-00  
 Missing From: Wichita, Kansas



**Jacqueline Smith**  
 Born: 7-5-83  
 Date Missing: 8-7-99  
 Missing From: Brooklyn, New York



**Kendra Kersey**  
 Born: 7-10-84  
 Date Missing: 4-25-00  
 Missing From: Watson, Illinois



**Jenna Jensen**  
 Born: 7-31-85  
 Date Missing: 10-31-02  
 Missing From: Hansville, Washington



**Heather Gilroy**  
 Born: 5-10-87  
 Date Missing: 11-23-02  
 Missing From: Williamsburg, Virginia



**Brianna Fedynich**  
 Age progression to 8 years.  
 Born: 2-1-93  
 Date Missing: 4-17-98  
 Missing From: Chuluota, FL

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

CUT ALONG DOTTED LINE



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

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

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

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

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December 2002

## Have You Seen Any of These Missing Children?

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



**Heather Fedynich**  
 Age progression to 19 years.  
 Born: 4-19-82  
 Date Missing: 4-17-98  
 Missing From: Chuluota, FL



**Brandon Fedynich**  
 Age progression to 12 years.  
 Born: 8-4-89  
 Date Missing: 4-17-98  
 Missing From: Chuluota, FL



**Joseph Crews**  
 Born: 10-8-86  
 Date Missing: 10-18-02  
 Missing From: Jacksonville, FL



**Jacqueline Vasquez**  
 Age progression to 1 1/2 years.  
 Born: 1-14-01  
 Date Missing: 5-6-01  
 Missing From: Avondale, Arizona



**Jacob Thompson**  
 Born: 8-12-99  
 Date Missing: 2-22-02  
 Missing From: New Orleans, Louisiana



**Justin Thompson**  
 Born: 9-13-00  
 Date Missing: 2-22-02  
 Missing From: New Orleans, Louisiana

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

CUT ALONG DOTTED LINE



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

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

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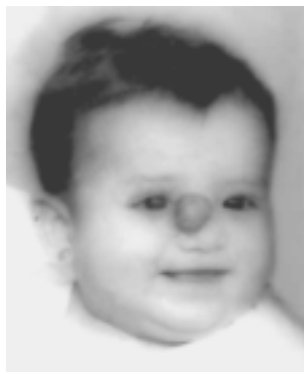
December 2002

## Have You Seen Any of These Missing Children?

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**Irma Garcia**  
 Age progression to 19 years.  
 Born: 8-10-82  
 Date Missing: 6-11-98  
 Missing From: Indio, California



**Stephanie Solorrio**  
 Born: 7-14-97  
 Date Missing: 6-11-98  
 Missing From: Indio, California



**Nakesha Short**  
 Born: 7-30-89  
 Date Missing: 2-2-02  
 Missing From: Chicago, Illinois



**Patrina Richardson**  
 Born: 1-18-98  
 Date Missing: 6-18-02  
 Missing From: Greensboro, N. Carolina



**Shaneisha Richardson**  
 Born: 5-7-94  
 Date Missing: 6-18-02  
 Missing From: Greensboro, N. Carolina



**Anna Moerland**  
 Born: 2-26-89  
 Date Missing: 10-29-02  
 Missing From: Centre, Alabama

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

CUT ALONG DOTTED LINE





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December 2002

## Have You Seen Any of These Missing Children?

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



**Mulenga Ngwashi-Hibbert**  
Born: 9-27-95  
Date Missing: 8-14-00  
Missing From: Brooklyn, NY



**Lanue Ngwashi-Hibbert**  
Born: 10-21-98  
Date Missing: 8-14-00  
Missing From: Brooklyn, NY

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

CUT ALONG DOTTED LINE



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

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# Domestic Mail

*DMM REVISION*

## Parcel Select Exhibit ZIP Code Addition

Effective December 12, 2002, *Domestic Mail Manual* (DMM) E751 Exhibit 8.0 is corrected to add 26 ZIP Codes. To qualify for destination delivery unit (DDU) rates, the parcels must now be deposited at the facility listed below for these added ZIP Codes.

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

### *Domestic Mail Manual* (DMM)

	*	*	*	*	*
<b>E</b>	<b>Eligibility</b>	*	*	*	*
<b>E700</b>	<b>Package Services</b>	*	*	*	*
<b>E750</b>	<b>Destination Entry</b>				
<b>E751</b>	<b>Parcel Select</b>	*	*	*	*

## 8.0 DELIVERY FACILITIES DIFFERENT FROM THOSE IN THE DROP SHIPMENT PRODUCT

\* \* \* \* \*

### Exhibit 8.0 Delivery Facilities Different From Those in the Drop Shipment Product

*[Revise Exhibit E751.8.0 by adding the following entries:]*

ZIP Codes Served	Destination Delivery Unit Location	Drop Site Key
<b>CALIFORNIA</b>		
94102-05, 07, 08, 10, 11, 14, 16, 18, 21-26, 28-30, 40, 41, 46, 47, 59, 64	Napolean Street Parcel Post Annex, 180 Napolean Street, San Francisco, CA 94124-9711	SZ22122

\* \* \* \* \*

— *Operational Requirements, Operations, 12-12-02*

*DMM TRANSFORMATION*

## Holiday Mailing Questions? We've Got Answers.

Confused about addressing? Wondering about money orders? A new publication is available in Post Offices to answer common questions about postal services. *A Customer's Guide to Mailing* (DMM 100) is based on the ways that people use the mail, and focuses on the key decisions customers make in doing business with us. It is the first installment in a complete redesign of the *Domestic Mail Manual* (DMM).

Using charts, illustrations, tips, and real-life examples to explain our products and services, *A Customer's Guide to Mailing* clarifies alternatives for different mailing situations. Customers who order stamps or other merchandise from the online Postal Store will receive a free copy with their order.

Our Postal Service employees and customers completed a survey conducted by the Gallup Organization. Of the over 10,000 respondents, 82 percent thought the new

guide contained just the right amount of information and 95 percent thought it was "somewhat helpful" or "very helpful" in choosing a service for mailing.

We encourage everyone to get a copy and keep it handy. It contains information you need every time you mail, plus special tips like how to pack a parcel so the contents don't break. It can help you choose a service for mailing, calculate postage, and address your mail correctly. Be sure to have one on hand before you begin mailing your holiday gifts and packages.

To access ordering information for DMM 100, see *Postal Bulletin* 22089 (11-14-02, page 30).

— *Mail Preparation and Standards, Pricing and Classification, 12-12-02*

U.S. ARMED FORCES/REMINDER

### **“Any Service Member” Mail — Prohibited**

This is a reminder that the “Any Service Member” program was suspended indefinitely by the Department of Defense since October 2001. Therefore, retail associates must not accept mail that is presented at the retail counter and addressed to “Any Service Member” in lieu of the addressee by name. Inform mailers that such mail is prohibited and that the Department of Defense cancelled the Any Service Member program because of the concerns and risk of mail being introduced into the military mail system from sources unknown to the recipients.

While the Postal Service and the Department of Defense recognize the interest in supporting active members of the armed services during the holiday period, any efforts to organize mailing should be discontinued.

Furthermore, addressing of mail to the men and women of the armed forces in foreign locations (APO/FPO) must comply with the *Domestic Mail Manual*, Section A010, Subsection 6.1, Overseas Address. The delivery line (i.e., the second line from the bottom in the address) must show one of the following: ship name, unit number, CMR or PSC number, and box number if assigned. The last line must

contain the APO and FPO designation and the appropriate two-letter “state” abbreviation (AA, AE, or AP), followed by the 5-digit ZIP Code or ZIP + 4. In addition, addresses must include the name of the addressee as follows:

- a. Mail addressed to Army personnel must show grade; full name, including first name and middle name or initial; and unit number.
- b. Mail addressed to Air Force personnel must show grade; full name, including first name and middle name or initial; and PSC or unit number.
- c. Mail addressed to Navy and Marine Corps personnel must show rank or rating; full name, including first name and middle name or initial; and PSC number for shore-based units, or ship name.
- d. Mail sent to dependents residing in overseas areas must be addressed in care of the sponsor.

— *International Network Operations,  
Network Operations Management, 12-12-02*



# To help get your mail there before Christmas

---

## Mail No Later Than:

### PRIORITY MAIL

- Non-local Saturday, December 21
- Local (your town and neighboring towns) Monday, December 23

### EXPRESS MAIL

- Local & Non-local (designated ZIP Codes) Monday, December 23

*For additional information, please ask a retail associate for assistance.*

*All services will be offered through December 24.*

*The above mailing dates will help your packages arrive on time.*

**Please post in retail lobbies.**

# Stamps everywhere



brought to you by  **UNITED STATES  
POSTAL SERVICE.**

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



### 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 09261	Activate	Immediately	A1-B-B1-C-D-U
APO AE 09719	Activate	Immediately	A1-B-B1-C-F1

We have eliminated “Not Active” entries from the table below to save space and paper.

### APO/FPO Table

APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions
09007	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09009	A1-B-B1-C-D-U	09098	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U	09314	A1-B-B1-C-F-V
09012	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U	09316	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09013	A1-B-B1-C-D-U-Z1	09100	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V	09317	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09014	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U	09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09021	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09214	A1-B-B1-C-D-U	09321	A-A1-B-B1-C1-E3-F-H1-M-N-R-R1-V-Z1
09028	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U	09340	A-A1-B-B1-C1-F-R-V
09031	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U	09345	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09033	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U	09349	A-A1-B-B1-C-C1-D-E2-F-F1-H-I-M-N-R-R1-V-Z-Z1
09034	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U	09350	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09036	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V	09351	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09042	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U	09352	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09045	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09245	A1-B-B1-C-D-U	09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09046	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U	09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09050	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U	09355	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09053	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	<b>09261</b>	<b>A1-B-B1-C-D-U</b>	09356	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09054	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U	09360	A1-B-B1-V
09056	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U	09361	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09058	A1-B-B1-C-D-U	09139	A1-B-B1-C-D	09264	A1-B-B1-C-D-U		
09059	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U		
09060	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U		
09063	A1-B-B1-C-D-L-U	09143	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U		
09067	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09302	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1		
09069	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09303	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1		
09074	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09304	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1		
09076	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09305	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1		
09080	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1		
09081	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09310	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1		
09086	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U				
09089	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U				
09090	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U				
09094	A1-B-B1-C-D	09182	A1-B-B1-C-D-U				
09095	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
09362	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09503	A1-B-V	09618	A1-B-B1-C-F-U	09791	A-A1-B-B1-C1-E1-F-M-N-R-V
09363	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09504	A1-B-V	09619	A1-B-B1-C-F-U	09793	A-A1-B-B1-F-R-V
09364	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09505	A1-B-V	09620	A1-B-B1-C-F-U	09797	A1-B-B1-C-D-P-V
09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09506	A1-B-V	09621	A1-B-B1-C-F-U	09803	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09507	A1-B-V	09622	A1-B-B1-C-F-U	09811	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09367	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09508	A1-B-V	09623	A1-B-B1-C-F-U	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z1
09368	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09509	A1-B-V	09624	A1-B-B1-C-F-U	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z1
09369	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09510	A1-B-V	09625	A1-B-B1-C-F-U	09819	A-A1-B-F-P-V-Z1
09370	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09511	A1-B-V	09626	A1-B-B1-C-F-U	09821	A-A1-B-F-V-Z1
09371	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09517	A1-B-V	09627	A1-B-B1-C-F-U	09822	A-A1-B-F-V-Z1
09372	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09521	A1-B-V	09628	A1-B-B1-C-F-F1-U-V	09823	A-A1-B-F-V-Z1
09373	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09524	A1-B-V	09630	A1-B-B1-C-F-U-V	09824	A-A1-B-F-V-Z1
09374	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09532	A1-B-V	09631	A1-B-B1-C-F-U	09826	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09375	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09534	A1-B-V	09636	A1-B-B1-C-F-U	09827	A-A1-B-F-Z1
09376	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09542	A1-B-V	09638	A1-B-B1-C-E2-F-U-V	09828	A1-B-N-V-Z1
09377	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09543	A1-B-V	09642	A1-B-B1-N-U	09830	A1-B-B1-C-N-Z1
09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09545	A1-B-V	09643	A1-B-B1-U	09831	A1-B-B1-F-N-U-V-Z1
09379	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09549	A1-B-V	09644	A1-B-B1-U	09832	A1-B-B1-U1-V-Z1
09380	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09550	A1-B-V	09645	A1-B-U	09833	A1-B-B1-U1-V-Z1
09395	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09554	A1-B-B1-V	09647	A1-B-B1-N-U	09834	A1-B-B1-V-Z1
09396	A-A1-B-B1-F-V	09556	A1-B-V	09648	A1-B-B1-N-U-V-Z1	09835	A-A1-B-B1-V-Z1
09409	A1-B-B1-C-C1-U-V	09557	A1-B-V	09649	A1-B-B1-U	09836	A-A1-B-B1-C-F-M-V-Z1
09420	A1-B-B1-C-C1-U	09564	A1-B-V	09703	A1-B-B1-C-F1	09837	A1-B-B1-V-Z1
09421	A1-B-B1-C-C1-U	09565	A1-B-V	09704	A1-B-B1-C-D-V	09838	A1-B-B1-V-Z1
09447	A1-B-B1-C-C1-U-V	09566	A1-B-V	09705	A1-B-B1-U	09839	A-A1-B-B1-U-V-Z1
09454	A1-B-B1-C-C1-U-V	09567	A1-B-V	09706	A1-B-B1-C-U-V	09841	A-A1-B-B1-U-Z1
09456	A1-B-B1-C-C1-U	09568	A1-B-V	09707	A1-B-B1-C-N-U-V	09842	A-A1-B-B1-Z1
09459	A1-B-B1-C-C1-U	09569	A1-B-V	09708	A1-B-B1	09844	A-A1-B-B1-U-V-Z1
09461	A1-B-B1-C-C1-U	09570	A1-B-V	09709	A1-B-B1-F1	09852	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09463	A1-B-B1-C-C1-U	09573	A1-B-V	09710	A1-B-B1-C-C1-F1-M-R-R1-U	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1
09464	A1-B-B1-C-C1-U	09574	A1-B-V	09711	A1-B-B1-F1-Z1	09855	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1
09468	A1-B-B1-C-C1-U	09575	A1-B-V	09713	A1-B-B1-C-F1	09858	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09469	A1-B-B1-C-C1-U	09576	A1-B-V	09714	A1-B-B1-C-C1-F1-M-R-R1-U	09865	A-A1-B-B1-V-Z1
09470	A1-B-B1-C-C1-U	09577	A1-B-V	09715	A1-B-B1-F1	09868	A-A1-B-B1-U-V-Z1
09477	A1-B-B1-C-C1-U	09578	A1-B-V	09716	A1-B-B1-C-D-N-U-V	09871	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09494	A1-B-B1-C-C1-U	09579	A1-B-V	09717	A1-B-B1-M-W	09880	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1
09496	A1-B-B1-C-C1-U-V	09581	A1-B-V	09718	A1-B-B1-F-I-N-U-V	09882	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09498	A1-B-B1-C-C1-U	09582	A1-B-V	<b>09719</b>	<b>A1-B-B1-C-F1</b>	09888	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1
09499	A1-B-B1-C-C1-U	09586	A1-B-V	09720	A1-B-B1-U-V	09889	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1
09501	A1-B-V	09587	A1-B-V	09721	A1-B-B1-N-U-Z1	09890	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1
09502	A1-B-V	09588	A1-B-V	09722	A1-B-B1-C-D-N-U-V	09892	A-A1-B-B1-F-N-R-R1-V-Z1
		09589	A1-B-B1-V	09723	A1-B-B1-N-U-V-Z1		
		09590	A1-B-V	09724	A1-B-B1-C-C1-F1-M-R-R1-U		
		09591	A1-B-V	09725	A1-B-B1-C		
		09593	A1-B-V	09726	A1-B-B1-N-U		
		09594	A1-B-V	09728	A1-B-B1-C		
		09595	A1-B-V	09732	A1-B-B1-N-V-Z1		
		09596	A1-B-V	09733	A1-B-B1-I-V		
		09599	A1-B-V	09735	A1-B-B1-N-V-Z1		
		09601	A1-B-B1-C-F-F1-U	09777	A-A1-B-B1-C-E1-N		
		09602	A1-B-B1-C-F-F1-N-U	09779	A-A1-B-B1-F-R-V		
		09603	A1-B-B1-C-F-F1-U	09780	A-A1-B-B1-F-R-V		
		09604	A1-B-B1-C-F-F1-U	09788	A-A1-B-B1-F-R-V		
		09609	A1-B-B1-C-F-U	09789	A-A1-B-B1-F-R-V		
		09610	A1-B-B1-C-F-U	09790	A-A1-B-B1-C1-F-R-V		
		09612	A1-B-B1-C-F-U				
		09613	A1-B-B1-C-F-U-V				
		09617	A1-B-B1-C-F-U				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09898	A1-B-B1-E2-F-H1-I-R-R1-U2-V-Z1	96218	A-A1-B-B1-U	96368	A1-B-B1-M-W	96605	A1-B-O-V
34002	A1-B-B1-N-U-Z1	96219	A-A1-B-B1-U-V	96370	A1-B-B1-F-F1-F2-M-W	96606	A1-B-V
34020	A1-B-B1-M-N-V-Z1	96220	A-A1-B-B1-U-V	96372	A1-B-B1-M-W	96607	A1-B-V
34021	A1-B-M-N-V-Z1	96221	A-A1-B-B1-U-V	96373	A1-B-B1-M-W	96608	A1-B-V
34022	A1-B-B1-D-F-M-N-V-Z1	96222	A-A1-B-B1-U	96374	A1-B-B1-M-W	96609	A1-B-V
34023	A1-B-B1-M-N-V-Z1	96251	A-A1-B-B1-U	96375	A1-B-B1-M-W	96610	A1-B-V
34024	A1-B-B1-M-N-V-Z1	96257	A-A1-B-B1-U	96376	A1-B-B1-M-W	96611	A1-B-V
34025	A1-B-B1-F-N-U-V-Z1	96258	A-A1-B-B1-U	96377	A1-B-B1-M-W	96612	A1-B-V
34030	A1-B-B1-M-N-V-Z1	96259	A-A1-B-B1-U	96378	A1-B-B1-M-W	96613	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1
34031	A1-B-B1-M-N-V-Z1	96260	A-A1-B-B1-U	96379	A1-B-B1-M-W	96614	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1
34032	A1-B-M-N-V-Z1	96264	A-A1-B-B1-U	96384	A1-B-B1-M-W		
34033	A1-B-C-F-M-N-V-Z1	96266	A-A1-B-B1-U	96386	A1-B-B1-M-W	96615	A1-B-V
34034	A1-B-B1-M-N-V-Z1	96267	A-A1-B-B1-U-V	96387	A1-B-B1-M-W	96617	A1-B-V
34035	A1-B-B1-H-M-N-V-Z1	96269	A-A1-B-B1-U	96388	A1-B-B1-M-W	96619	A1-B-V
34036	A1-B-M-N-V-Z1	96271	A-A1-B-B1-U	96401	A1-B-B1-F-V	96620	A1-B-V
34037	A1-B-B1-C-F-H-I-M-N-V-Z1	96275	A-A1-B-B1-V	96403	A-A1-B-B1-M-N-U-V	96621	A1-B-V
34038	A1-B-B1-M-N-V-Z1	96276	A-A1-B-B1	96405	A1-B-B1-F-V-Z1	96622	A1-B-V
34039	A1-B-N-V-Z1	96278	A-A1-B-B1-U	96490	A1-B-B1-V	96623	A1-B-V
34040	A1-B-V-Z1	96283	A-A1-B-B1-U	96507	A-A1-B-F-V	96624	A1-B-V
34041	A1-B-B1-M-N-U-V-Z1	96284	A-A1-B-B1-U-V	96511	A1-B-B1-I-N-V	96628	A1-B-V
34042	A1-B-B1-D-F-M-N-V-Z1	96297	A-A1-B-B1-U	96515	A1-B-B1-F	96629	A1-B-V
34043	A1-B-B1-D-F-M-N-V-Z1	96306	A1-B-B1-F-F1-F2-M-W	96517	A1-B-B1-F-U3-V	96634	A1-B-V
34050	A1-B-V	96309	A1-B-B1-M-V-W	96518	A1-B-B1-V	96635	A1-B-V
34051	A1-B-V-Z1	96310	A1-B-B1-M-W	96520	A1-B-F-U3-V	96643	A1-B-V
34053	A1-B-V-Z1	96311	A1-B-B1-M-W	96521	A1-B-F-N	96657	A1-B-V
34055	A1-B-N-V-Z1	96313	A1-B-B1-F-F1-F2-M-W	96522	A1-B-F-N-U	96660	A1-B-V
34058	A1-B-B1-V-Z1	96319	A1-B-B1-M-W	96530	A-A1-B-B1-H-M-N-U-V	96661	A1-B-V
34071	A1-B-I-M-N-V-Z	96321	A1-B-B1-F-F1-F2-M-W	96531	A1-B-B1-H-M-U-V	96662	A1-B-V
34076	A1-B-B1-F1-N-V-Z1	96322	A1-B-B1-F-F1-F2-M-W	96534	A-A1-B-F	96663	A1-B-V
34078	A1-B-B1-F1-N-V-Z1	96323	A1-B-B1-M-V-W	96535	A-A1-B-B1-F-V	96664	A1-B-V
34079	A1-B-B1-F1-N-V-Z1	96326	A1-B-B1-M-W	96536	A1-B-B1-V	96665	A1-B-V
34090	A1-B-V	96328	A1-B-B1-M-W	96537	A1-B-B1-V	96666	A1-B-V
34091	A1-B-V	96330	A1-B-B1-M-W	96538	A1-B-B1-V	96667	A1-B-V
34092	A1-B-V	96336	A1-B-B1-M-V-W	96540	A1-B-B1-V	96668	A1-B-V
34093	A1-B-V	96337	A1-B-B1-M-W	96541	A1-B-B1-V	96669	A1-B-V
34095	A1-B-V	96338	A1-B-B1-M-W	96542	A1-B-B1-V	96670	A1-B-V
34098	A1-B-V	96339	A1-B-B1-M-V-W	96543	A1-B-B1-P-V	96671	A1-B-V
34099	A1-B-V	96343	A1-B-B1-M-W	96546	A1-B-F-U3	96672	A1-B-V
96201	A-A1-B	96347	A1-B-B1-F-F1-F2-M-W	96548	A-A1-B-B1-H-M-U	96673	A1-B-V
96202	A-A1-B1-U-V	96348	A1-B-B1-F-F1-F2-M-W	96549	A-A1-B-B1-H-M-U	96674	A1-B-V
96203	A-A1-B	96349	A1-B-B1-F-F1-F2-M-W	96551	A-A1-B-B1-H-M-U	96675	A1-B-V
96204	A-A1-B-B1	96350	A1-B-B1-F-F1-F2-M-W	96553	A-A1-B-B1-H-M-N-U-V	96676	A1-B-V
96205	A-A1-B-B1-U	96351	A1-B-B1-F-F1-F2-M-W	96554	A-A1-B-B1-H-M-U	96677	A1-B-V
96206	A-A1-B-B1-U	96355	A1-B-B1-F-F1-F2-M-W	96555	A1-B-B1-F-M-V	96678	A1-B-V
96207	A-A1-B-B1-V	96357	A1-B-B1-F-F1-F2-M-W	96557	A1-B-B1-F-M-V	96679	A1-B-V
96208	A-A1-B-B1-U	96358	A1-B-B1-F-F1-F2-M-W	96558	A1-B-V	96681	A1-B-V
96212	A-A1-B-B1-U	96359	A1-B-B1-F-F1-F2-M-W	96595	A1-B-B1-V	96682	A1-B-V
96213	A-A1-B-B1-U	96351	A1-B-B1-F-F1-F2-M-W	96598	A1-B-B1-V	96683	A1-B-V
96214	A-A1-B-B1-U	96362	A1-B-B1-F-F1-F2-M-W	96599	A1-B-B1-V	96684	A1-B-V
96215	A-A1-B-B1-U-V	96365	A1-B-B1-M-V-W	96601	A1-B-V	96686	A1-B-V
96217	A-A1-B-B1-U-V	96367	A1-B-B1-L-M-W	96602	A1-B-V	96687	A1-B-V
				96603	A1-B-V	96698	A1-B-V
				96604	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.

# Employees

NOTICE

## RIF Competitive Areas for the Postal Service

Office of Personnel Management requires agencies covered by reduction-in-force (RIF) procedures to establish Competitive Areas and to publish them for their employees. Competitive Areas are organizational units under separate management authority within which preference-eligible employees compete during a RIF. Listed below are the Competitive Areas for the Postal Service as of December 12, 2002.

Organization	Office	Competitive Area
<b>Headquarters</b>	Office of the Postmaster General/Chief Executive Officer	Separate
	Office of the Chief Operating Officer/Executive Vice President	Separate
	Office of the Deputy Postmaster General	Separate
	Office of the Chief Postal Inspector	Separate
	Office of the General Counsel/vice president	Separate
	Offices of Senior Vice Presidents	Separate
	Each vice president's organization	Separate
<b>Headquarters-Related Organization — Organizational Type</b>	Each accounting service center	Separate
	Each communications service center <sup>1</sup>	Separate
	Each facilities service office	Separate
	Each field counsel unit <sup>1</sup>	Separate
	Each forensic lab <sup>1</sup>	Separate
	Each information technology site	Separate
	Each Inspection Service division	Separate
	Each Inspection Service operation support unit	Separate
	Each mail recovery center	Separate
	Each supply management site	Separate
	Each rates and classification service center	Separate
	Each statistical programs service center <sup>1</sup>	Separate
	<b>Unique Organization — Separate Competitive Area</b>	Address management, Memphis, TN
Capitol Metro Area Operations, Gaithersburg, MD		Separate
Center for Employee Development, Norman, OK		Separate
Engineering, Merrifield, VA		Separate
Facilities, Arlington, VA		Separate
Indianapolis HASP, Indianapolis, IN		Separate
International Business Information Technology, Jamaica, NY		Separate
Kansas Stamp Services Center, Kansas City, MO		Separate
Maintenance Technical Support Center, Norman, OK		Separate
Nonprofit Service Center, Memphis, TN		Separate
Sales, Arlington, VA	Separate	
<b>Unique Organization — Part of Another Competitive Area</b>	Supply Management Facilities Portfolio, Arlington, VA	Supply Management, National HQ, Washington, DC
	Supply Management Mail Equipment Portfolio, Merrifield, VA	Supply Management National HQ Washington, DC
	Career Development (Inspection Service), Potomac, MD	Inspection Service, National HQ, Washington, DC
	Dulles Stamp Distribution Network, Dulles, VA	Government Relations and Public Policy, National HQ, Washington, DC
	Field Counsel — Capital Metro, Washington, DC	General Counsel, National HQ, Washington, DC
	HQ Facilities Services, HQ, Washington, DC	Facilities, Arlington, VA

Organization	Office	Competitive Area
Unique Organization — Part of Another Competitive Area (continued)	IP Delivery and Retail, Merrifield, VA	Chief Technology Officer, National HQ, Washington, DC
	IP Network Operations, Merrifield, VA	Chief Technology Officer, National HQ, Washington, DC
	Mail Equipment Shop, Washington, DC	Supply Management, National HQ, Washington, DC
	Mid-Atlantic Communications Service Center, Columbia, MD	Public Affairs and Communications, National HQ, Washington, DC
	National Test Administration Center, Merrifield, VA	Employee Resource Management, National HQ, Washington, DC
	Technical service and electronic evidence units	Inspection Service, National HQ, Washington, DC
	William F. Bolger Center for Leadership Development, Potomac, MD	Employee Resource Management, National HQ, Washington, DC
	Each air mail center	Separate
	Each air mail facility	Separate
	Each area office	Separate
	Each bulk mail center	Separate
	Each district office (including its vehicle maintenance facilities)	Separate
	Each independent delivery distribution center	Separate
	Each independent mail transfer center	Separate
	Each international satellite facility	Separate
	Each international service center	Separate
	Each mail equipment facility	Separate
	Each Post Office	Separate
	Each priority mail center	Separate
	Each processing and distribution center	Separate
Each processing and distribution facility	Separate	
Each remote encoding center	Separate	
Each senior processing and distribution center	Separate	

<sup>1</sup> The units located in the Washington, DC, commute area are part of the parent national Headquarters organization Competitive Area.

— Selection, Evaluation, and Recognition,  
Employee Resource Management, 12-12-02

## Postal Service Supports the Guard and Reserve

At the Postal Service's 2002 Veterans Day observance at Headquarters, Postmaster General John E. Potter signed a Statement of Support for the Guard and Reserve (see page 29), presented by Assistant Secretary of Defense for Reserve Affairs, Thomas F. Hall. The Department of Defense sponsors an extensive support group, the Employer Support of the Guard and Reserve (ESGR), which advises employers and employees on their rights and obligations under the Uniform Services Employment and Re-employment Rights Act (USERRA).

For information on USERRA, consult Human Resources staff or see Handbook EL-312, *Employment and Placement*. To access the handbook:

- On the Intranet, go to the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on HBKs.
- On the Internet, go to [www.usps.com](http://www.usps.com); click on *Info*, then *Postal Periodicals and Publications*, then *Handbooks*.

For more information on USERRA, go to ESGR's Web site at [www.esgr.com](http://www.esgr.com) or telephone ESGR at 800-336-4590.

— Selection, Evaluation, and Recognition,  
Employee Resource Management, 12-12-02



# STATEMENT OF SUPPORT FOR THE GUARD AND RESERVE

**W**e recognize the National Guard and Reserve as essential to the strength of our nation and the well-being of our communities.

**I**n the highest American tradition, the patriotic men and women of the Guard and Reserve serve voluntarily in an honorable and vital profession. They train to respond to their community and their country in time of need. They deserve the support of every segment of our society.

**I**f these volunteer forces are to continue to serve our nation, increased public understanding is required of the essential role of the Guard and Reserve in preserving our national security. Their members must have the cooperation of all American employers in encouraging employee participation in Guard and Reserve training programs.

**T**herefore, we join other employers in pledging that:

1. Employment will not be denied because of service in the Guard or Reserve;
2. Employee job and career opportunities will not be limited or reduced because of service in the Guard or Reserve;
3. Employees will be granted leaves of absence for military training in the Guard or Reserve, consistent with existing laws, without sacrifice of vacation; and
4. This agreement and its resultant policies will be made known throughout our organization.

*John E. Potts*  
Employer

*[Signature]*  
Chairman  
National Committee for Employer  
Support of the Guard and Reserve

*[Signature]*  
Secretary of Defense

*November 6, 2002*  
Date



NEESGR Form 115B-9901

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NOTICE TO ALL EMPLOYEES

# THRIFT SAVINGS PLAN FACT SHEET

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

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

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

2001 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Dec.	0.42	-0.61	-0.64	0.88	0.88	5.31	5.36	0.52	0.54

2002 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Jan.	0.45	0.79	0.81	-1.47	-1.46	-2.802	-1.95	-5.33	-5.31
Feb.	0.40	0.98	0.97	-1.92	-1.93	-2.64	-2.83	0.66	0.70
March	0.44	-1.66	-1.66	3.73	3.76	6.83	6.78	5.82	5.41
April	0.46	1.89	1.94	-6.06	-6.06	-1.06	-0.98	0.25	0.66
May	0.45	0.88	0.85	-0.75	-0.74	-2.39	-2.21	1.29	1.27
June	0.43	0.97	0.87	-7.10	-7.12	-6.67	-6.84	-3.87	-3.98
July	0.43	1.19	1.21	-7.70	-7.80	-9.93	-9.73	-9.99	-9.87
Aug.	0.40	1.58	1.69	0.67	0.66	0.58	0.58	-0.26	-0.23
Sept.	<b>0.37</b>	<b>1.63</b>	<b>1.62</b>	<b>-10.87</b>	<b>-10.87</b>	<b>-6.84</b>	<b>-6.74</b>	<b>-10.75</b>	<b>-10.74</b>
Oct.	0.33	-0.44	-0.46	8.77	8.80	3.38	3.28	5.42	5.37
Nov.	0.34	-0.01	-0.03	5.87	5.89	6.76	6.90	4.49	4.54
<b>LAST 12 MONTHS</b>	<b>5.04</b>	<b>7.36</b>	<b>7.34</b>	<b>-16.48</b>	<b>-16.51</b>	<b>-9.90</b>	<b>-9.55</b>	<b>-12.68</b>	<b>-12.50</b>

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

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

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

\* Implemented May 2001.

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

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## SUMMARIES OF RECENT USPS NEWS RELEASES

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### Clear Access to Mailbox Avoids Delays

Dec. 5

The Postal Service delivers six days a week to 138 million homes and businesses. "However, unsafe conditions such as unshoveled snow, icy sidewalks, or even snow plowed against mailboxes can slow or delay delivery," said Vice President, Delivery and Retail, Henry Pankey.

Postal Service letter carriers are instructed to refrain from delivering to locations they deem hazardous, and the Postal Service is reminding customers to keep access to the mailbox clear.

"Our carriers are already battling freezing temperatures, arctic wind-chills, and deep snow drifts in many parts of the nation," he explained. "We urge customers to do the right thing, not just for our letter carriers, but for everyone."

Pankey said customers who receive door delivery should make sure their sidewalks and steps are clear. Customers receiving curbside delivery should pay special attention to keeping mailboxes clear of snow piles left by snow plows.

### Many Post Offices Offer Expanded Hours

Dec. 2

Many Post Offices will stay open late and on Sundays to handle the blizzard of mail this holiday season. Postal Service customers are expected to mail 20 billion cards, letters and packages.

Even though this year's holiday shopping window between Thanksgiving and Christmas is six days shorter than last year, Chief Operating Officer Pat Donahoe said this year's volume is expected to remain about the same.

The year's busiest mailing day is projected to be Monday, Dec. 16, with 850 million pieces of mail entering the system. Two days later, Wednesday, Dec. 18, will be the busiest delivery day.

To move mail by air, USPS uses FedEx's air cargo network, along with 15,000 commercial passenger flights daily. USPS also moves the mail by rail and road, using more than 6,000 trucking firms, in addition to our own fleet — the nation's largest — of 210,000 vehicles.

### 'Tis the Season to Be Careful

Nov. 25

The holidays are often a time of increased charitable giving. And just as Santa returns at this time each year, so do some unwelcome people such as swindlers and con artists.

"Swindlers know that people tend to be in a more giving mood during the holidays," said Chief Postal Inspector Lee Heath. "So among the solicitations you receive this year from legitimate charities, expect to find some that are misrepresentations, or outright fraud."

To guard against falling prey to a phony charity, Heath offered this advice: If you are unfamiliar with the charity asking for donations, request its annual report and financial statement. Check out unfamiliar organizations by contacting the Better Business Bureau. Make checks payable to an organization, not an individual. Be suspicious about requests for assistance that accept cash donations only.

# Finance

HANDBOOK F-1 REVISION

## Disposition of Foreign Coins

Effective December 12, 2002, Handbook F-1, *Post Office Accounting Procedures*, is revised to update the policies and procedures for foreign coins accepted in error at Postal Service retail units.

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

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

	*	*	*	*	*
<b>3</b>	<b>Managing Postal Funds</b>				
	*	*	*	*	*
<b>31</b>	<b>Acceptable Payment for Postal Goods and Services</b>				
<b>311</b>	<b>Cash</b>				
	*	*	*	*	*

[Revise the title and text of 311.1 to read as follows:]

#### 311.1 Redemption of Foreign Coins

Retail units redeem foreign coins as follows:

- 1> Deposit foreign coins no more than twice a year: at the end of Accounting Period (AP) 5 and/or the end of AP 11, whenever \$50 or more is accumulated. Include foreign coins in the regular bank deposit.

- 2> At the time of deposit, prepare foreign coins by both country and denomination amount accepted. Separate the coins in different packs by denomination and country.
- 3> Record the amount of foreign coins deposited on the bank deposit slip.

The relationship bank may accept the full or partial value of the foreign coins deposited. If the relationship bank accepts partial value of the foreign coins, the bank debits the Postal Service bank account for the difference. The difference amount debited is recognized as a bank discrepancy shortage, which will be processed as follows:

#### Standard Field Accounting Procedures (SFAP) Offices

- The district Finance office (DFO) creates a suspense amount, as *bank discrepancy shortage*, in the Standard Field Accounting System for the Post Office.
- The DFO resolves the suspense amount either by using the tolerance guidelines or by processing a claim for loss with the Post Office finance number.

#### Standard Accounting for Retail (SAFR) Offices

- Shared Services/Accounting (SS/A) records the amount as an adjustment into AIC 647, Financial Differences — Shortage, debiting the Post Office expense account by finance number and unit ID.

\* \* \* \* \*

— Revenue and Field Accounting,  
Finance, 12-12-02

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, 12-12-02

## NOTICE

**EZ Pass and Toll Collection Payment Process**

Effective Accounting Period 4 in fiscal year 2003, the district Finance office will no longer process payment of billing statements for EZ Pass badges and stickers or toll collections for official use vehicles for offices that have migrated to Shared Services/Accounting. The guardian of the official use vehicle will be responsible for the billing statement for automated toll collection. District Administrative Services will manage accounts for maintenance and administrative vehicles. Transportation Networks will manage accounts for mail delivery/pick-up vehicles. Transportation Network and Administrative Services managers (or their respective designees) will be responsible for analyzing the benefits of using the automated toll collection system in their jurisdiction.

When deemed beneficial, Administrative Services and Transportation Network managers will do the following:

- Open an advance deposit account with the local state or city transportation commission for EZ Pass, no greater than an estimated quarterly use.
- Review account balances every quarter to determine if the quarterly use estimate should be adjusted.
- Maintain a control of the account numbers assigned to the badges and stickers with the identified vehicle.

- Secure unused badges and stickers to prevent unauthorized use.
- Review monthly statements for verification of authorized usage.
- Ensure that payments to the account are paid by one of the following means:
  - International Merchant Purchase Authorization Card (I.M.P.A.C.) credit card (preferred method).
  - Standard Field Accounting Procedure offices submit the invoice to the district Finance office for payment through the Accounts Payable Accounting and Reporting System.
  - Standard Accounting for Retail offices submit completed PS Form 8230-X, *Authorization for Payment*, to Shared Services/Accounting for payment at the following address:

US POSTAL SERVICE  
SCANNING AND IMAGING CENTER  
PO BOX 9000  
SIOUX FALLS SD 57117-9000

— Revenue and Field Accounting,  
Finance, 12-12-02

## CORRECTION

**Christmas Pay Procedures for Rural Carriers**

The article "Christmas Pay Procedures for Rural Carriers" in *Postal Bulletin* 22089 (11-14-02, pages 72–88), incorrectly stated on page 73 the time period for which auxiliary route carriers are compensated at the hourly rate. The corrected information appears in bold below.

**Auxiliary Route Carriers**

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked **during Week 2 of PP 26-02 and both weeks of PP 01-03**. During this period, carriers are not paid the evaluation of the route. Overtime is paid only when the carrier exceeds 40 hours for the week.

— Payroll Accounting,  
Finance, 12-12-02

## 2002 IRS Tax Packages

On December 26, 2002, contract mailers for the Internal Revenue Service (IRS) will begin mailing 71 million tax-related items for tax year 2002. The total includes 40 million individual tax packages and 31 million promotional pamphlets. All mailpieces will likely be entered into the mail stream by mid-January 2003. Tax packages for Alaska, Hawaii, and Puerto Rico will be air shipped. Postage will be paid with IRS permit imprint number G-48.

### Acceptance Offices

Contract mailers for the IRS will prepare tax packages for mailing at the Standard Mail Enhanced Carrier Route rates.

Acceptance office employees must verify that mailings meet all preparation and mark-up requirements in the *Domestic Mail Manual* (DMM). Acceptance office employees must verify that tax package mailings are prepared according to the presort requirements for Enhanced Carrier Route Standard Mail.

Mailing agents will deliver the mail to plants according to scheduled appointment dates recorded in the Drop Shipment Appointment System (DSAS). The mailings will be accompanied by PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*. The plant is to verify trailer contents with mailer information recorded on PS Form 8125. The acceptance office must weigh and verify mailings unless the Rates and Classification Service Center (RCSC) serving the Post Office of mailing authorizes an optional procedure for that contract mailer. Supporting paperwork for the optional procedure must be provided at the time of mailing. That verification ensures that the rates and piece counts reported on the postage statements are accurate and that the IRS has paid the correct postage.

### Destination Offices

Crossdock Pallets — Bulk Mail Centers (BMCs) and Processing & Distribution Centers (P&DCs) will receive pallets labeled to 5-digit, 3-digit, and sectional center facility (SCF) destinations. Keep those pallets intact and dispatch them to the appropriate destination.

BMC Working Pallets — Upon receipt of working pallets, Operations employees will break open the pallets for distribution of the contents. The destination for each package, sack, or tray is on the label. Dispatch to the destination facilities for distribution to the delivery units.

### Delivery

Deliver tax packages upon receipt.

### Errors and Irregularities

Delivery office personnel should be alert to errors in makeup. When carrier route presort errors exceed the 5 percent allowance, deliver the mail and use established reporting procedures to report errors to the following address:

MANAGER REVENUE AND FIELD ACCOUNTING  
ATTN IRS FORMS TAX PACKAGE 2002  
US POSTAL SERVICE  
475 L'ENFANT PLAZA SW RM 8831  
WASHINGTON DC 20260-5242

### Undeliverable Tax Packages

Carriers and markup clerks must pay particular attention to Packages 1040 and 1040A-2 with ancillary service endorsements. Those two packages are the *only* ones eligible for forwarding or return services. Send such pieces, if undeliverable as addressed, to the CFS unit (normal procedure), where they will be handled as specified in DMM F010.5.0 and DMM Exhibit F010.5.3.

The CFS Unit will return those packages to the IRS at the return address printed on the package.

**Treat all other undeliverable forms as waste and do not place them in Postal Service lobbies for any reason.**

— *Capital Metro Sales, 12-12-02*

## Form W-4 Completion for Calendar Year 2003

Internal Revenue Service (IRS) regulations permit employees who anticipate no federal tax liability for 2003 to continue to claim total exemption from federal tax withholding provided they owed no federal taxes for 2002. These regulations also require that a new Form W-4, *Employee's Withholding Allowance Certificate*, be submitted every calendar year. Because of *PostalEase*, employees no longer need to file a hard copy Form W-4.

IRS filing requirements concerning Form W-4s are met by calling the *PostalEase* toll-free number at 877-477-3273. Follow the Form W-4 instructions provided by *PostalEase*, and your form will be updated for calendar year 2003.

Any employee currently in an exempt status who does not use *PostalEase* to submit a new Form W-4 to claim a continuation of his or her exempt status will be converted to a taxable status, effective Pay Period (PP) 05-03. For exempt information on a Form W-4 to remain effective into the next year, the IRS requires completion, submission, and acceptance of the form no later than February 15, 2003. Since February 15 falls within PP 05, the new information

on the Form W-4s must be entered into *PostalEase* by no later than Friday, February 7, 2003. Any employee who claimed exempt status for 2002 who does not update in *PostalEase* will have federal taxes withheld at the rate that would normally be applicable to a single employee with no dependent allowances. Employees with a current exempt status (as of PP 26-02) will receive printed messages on their earnings statement during PP 02-03 and 03-03 reminding them that a new Form W-4 is required.

*Reminder:* Personnel Offices should not provide tax advice to employees about completing Form W-4s. Additionally, since all employees must now use *PostalEase* to update their Form W-4s, effective December 12, 2002, personnel offices will no longer send certain hard copies of the forms to the Eagan Accounting Service Center. The IRS will be notified electronically of all employees who claim more than 10 withholding allowances and/or total exemption from withholding.

— Payroll Accounting,  
Finance, 12-12-02

## International Mail

### IMM REVISION

### Exceptional Size Limits for Parcels to Japan

Effective December 12, 2002, IMM 283.23 is revised to correct the exception that is applicable to Japan concerning the maximum size limit for rectangular-shaped parcels. For Japan, the maximum length is 60 inches, and the maximum length and girth combined is 108 inches.

We will incorporate this revision 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)

	*	*	*	*	*
<b>2</b>	<b>Conditions for Mailing</b>				
	*	*	*	*	*
<b>280</b>	<b>Parcel Post</b>				
	*	*	*	*	*
<b>283</b>	<b>Weight and Size Limits</b>				
	*	*	*	*	*

#### 283.2 Size Limits

\* \* \* \* \*

#### 283.23 Exceptional Size Limits

The maximum size limit for rectangular-shaped parcels of 42 inches in maximum length and 79 inches in maximum length and girth combined applies to all countries except as follows:

- a. Maximum length: 60 inches  
Maximum length and girth combined: 108 inches

[Revise 283.23a by adding Japan to the list.]

\* \* \* \* \*

- b. Maximum length: 79 inches  
Maximum length and girth combined: 108 inches

[Revise 283.23b by removing Japan from the list.]

\* \* \* \* \*

— International Marketing,  
International Business, 12-12-02



IMM REVISION

**International Money Orders**

Effective December 12, 2002, *International Mail Manual* (IMM) Exhibit 371.2 is revised.

In *Postal Bulletin* 22090 (11-28-02, page 30), the article "IMM Revision: International Money Orders" revised IMM 371 but, in revising Exhibit 371.2, incorrectly listed the maximum amount of an international money order to Mexico as \$500 (the correct limit is \$700) and also listed the countries of Guinea and Mali without a reference to footnote 2 (the footnote indicates countries that will not issue money orders for payment in the United States).

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)**

	*	*	*	*	*
<b>3</b>	<b>Special Services</b>				
	*	*	*	*	*
<b>370</b>	<b>Supplemental Services</b>				
<b>371</b>	<b>International Money Orders</b>				
	*	*	*	*	*

**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)**

*[Revise Exhibit 371.2 to read as follows]*

- Albania
- Anguilla
- Antigua and Barbuda
- Bahamas

- Barbados<sup>1</sup>
- Belize
- Bolivia<sup>2</sup>
- British Virgin Islands
- Canada
- Cape Verde<sup>2</sup>
- Dominica
- Dominican Republic<sup>2</sup>
- Ecuador<sup>2</sup>
- El Salvador (\$500)
- Grenada
- Guinea<sup>2</sup>
- Guyana (\$500)
- Honduras<sup>2</sup>
- Jamaica<sup>3</sup>
- Japan<sup>4</sup>
- Mali<sup>2</sup>
- Mexico<sup>2</sup>
- Montserrat
- Nigeria<sup>2</sup> (\$500)
- Peru
- St. Christopher (St. Kitts) and Nevis
- St. Lucia
- St. Vincent and the Grenadines
- Sierra Leone<sup>2</sup>
- Trinidad and Tobago<sup>3</sup>

<sup>(1)</sup> 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.

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

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

<sup>(4)</sup> 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."

\* \* \* \* \*

— Financial Services,  
Product Development, 12-12-02

## ICM UPDATES

**International Customized Mail**

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

On November 5, 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 19, 2002, through November 18, 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.

On November 6, 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 20, 2002, through November 19, 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 3,000 pieces of EMS.

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

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

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at 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 6, 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 20, 2002, through November 19, 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 November 6, 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 20, 2002, through November 19, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS.

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 November 6, 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 20, 2002, through November 19, 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.

On November 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:** November 29, 2002, through November 28, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum 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 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 November 15, 2002, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated November 21, 2001. The Agreement was published on page 43 of *Postal Bulletin* 22068 (1-24-02). 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:** December 5, 2001, through December 4, 2003.

On November 19, 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:** December 3, 2002, through December 2, 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.

On November 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:** November 29, 2002, through November 28, 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

- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*
- c. **Destination countries:** *All other provisions of the Agreement shall remain in force.*
- 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

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.

On November 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:** November 29, 2002, through November 28, 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.

On November 13, 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 27, 2002, through November 26, 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.

#### 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

- 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 October 31, 2002, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated November 1, 2001. The Agreement was published on pages 27–29 of *Postal Bulletin* 22068 (1-24-02). The Amendment modifies the Agreement to add Rest of World labeling to the existing Agreement at full published rates. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this Qualifying Mailer and now makes public the following information regarding this Amendment:

- a. **Term:** *All other provisions of the Agreement shall remain in force.*
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to apply a USPS shipping label and Customs documentation to each package. *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:** The Mailer has agreed to pay postage for Qualifying Mail intended for delivery in Canada and Japan according to the rate chart in Exhibit 1 and to pay postage for Qualifying Mail intended for delivery in all other countries at full published rates. *All other provisions of the Agreement shall remain in force.*

**Exhibit 1: Rate Charts**

**Airmail Parcel Post**

**Japan**

Weight Not Over (Pounds)	Rate
1	\$5.94
2	10.19
3	14.45
4	18.70

**Canada**

Weight Not Over (Pounds)	Rate
1	\$9.99
2	9.99
3	10.58
4	11.31
5	12.04
6	12.68
7	13.32
8	13.97
9	14.61
10	15.25

Weight Not Over (Pounds)	Rate
11	\$15.90
12	16.54
13	17.18
14	17.82
15	18.47
16	19.11
17	19.75
18	20.40
19	21.04
20	21.68
21	22.32
22	22.97
23	23.61
24	24.25
25	24.90
26	25.54
27	26.18
28	26.82
29	27.47
30	28.11
31	28.75
32	29.40
33	30.04
34	30.68
35	31.32
36	31.97
37	32.61
38	33.25
39	33.90
40	34.54
41	35.18
42	35.82
43	36.47
44	37.11
45	37.75
46	38.40
47	39.04
48	39.68
49	40.32
50	40.97
51	41.61
52	42.25
53	42.90
54	43.54
55	44.18
56	44.82
57	45.47
58	46.11
59	46.75
60	47.39
61	48.04
62	48.68
63	49.32
64	49.97
65	50.61
66	51.25

**Global Express Mail™ (EMS)****Japan**

Weight Not Over (Pounds)	Rate
0.5	\$13.86
1	16.60
2	19.33
3	22.06
4	24.79
5	27.35
6	29.61
7	31.86
8	34.12
9	36.37
10	38.63
11	40.88
12	43.13
13	45.39
14	47.64
15	49.90
16	52.15
17	54.40
18	56.66
19	58.91
20	61.17

Weight Not Over (Pounds)	Rate
21	63.42
22	65.68
23	67.93
24	70.18
25	72.44
26	74.69
27	76.95
28	79.20
29	81.46
30	83.71
31	85.96
32	88.22
33	90.47
34	92.73
35	94.98
36	97.24
37	99.49
38	101.74
39	104.00
40	106.25

On November 13, 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 27, 2002, through November 26, 2003.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 600 pieces of EMS.

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

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

- g. Rates:** The Mailer has agreed to pay postage at a rate discounted at 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 November 20, 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:** December 4, 2002, through December 3, 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.

On November 19, 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:** December 3, 2002, through December 2, 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.

- 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 November 20, 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:** December 4, 2002, through December 3, 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

— *International Business, 12-12-02*

# Licensing

NOTICE

## Heroes of 2001 Merchandise for Sale

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

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

You can order *Heroes of 2001* products using authorized Postal Service purchasing methods from the following list of official licensees. Only the companies listed below have been authorized to use this restricted image within their grant of rights; therefore, purchase products *only* from the list of licensed vendors below.

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

Company	Contact	Address	Distribution Channel	Telephone	Fax	Products
American Stamp Collectibles	Lisa Naumoff	RR 12 BOX 180 DONOHOE RD GREENSBURG PA 15601-9812	OLRP Catalog Telephone 724-837-8810 <a href="http://www.framedstamps.com">www.framedstamps.com</a>	724-837-8810	724-837-0444	13" x 15" oak frame with enlarged <i>Heroes of 2001</i> and 1945 <i>Iwo Jima</i> stamp images. Includes cachet with both stamps and cancellation date of 9-11-02.
Concord Industries	Jim Condron	19 WILLARD RD NORWALK CT 06851-4414	Call 800-553-9824 to request catalog; launching website <a href="http://www.uspostalproducts.com">www.uspostalproducts.com</a>	203-750-6060	203-750-6057	Laser-engraved crystal, mugs with four color decals, key chains, cloisonné pins and other pins in all sizes, pewter and brass 3-D ornaments, and belt buckles.
Cranston Consumer Products	Andy Sylvia	469 7TH AVE NEW YORK NY 10018-7605	Walmart, arts and craft stores, hobby and model stores	401-275-9578	401-946-7063	Printed fabric sold in bolts.
Creative Framing	David Hankins	525-M E MARKET ST LEESBURG VA 20176-4171	Creative Framing Store — best to contact by telephone 703-771-6345 or <a href="http://www.usps.com">www.usps.com</a>	703-771-6345	703-771-6398	Framed, matted, and open photo reproductions of <i>Heroes 2001</i> stamp with actual stamp.
D&P Creations	Joe Persek	2177 N BATAVIA ST STE B ORANGE CA 92865-3110	USPS promotional use	714-974-0905	714-974-1147	Framed reproductions of the <i>Heroes of 2001</i> stamp.
Direct Checks Unlimited	Sarah Schaffer	8245 N UNION BLVD COLORADO SPRINGS CO 80920-4456	<a href="http://www.checksunlimited.com">www.checksunlimited.com</a>	800-299-0212	719-548-9604	Bank checks, return address labels, and checkbook covers featuring the <i>Heroes of 2001</i> stamp.
Financial Innovations	Mark Weiner	1 WEINGEROFF BLVD CRANSTON RI 02910-4019		401-467-3178	401-467-3570	Lapel pins, key chains, holiday ornaments, money clips, t-shirts, mugs, mouse pads, magnets, collectors plate, commemorative cachets, and jewelry items.
Hallmark Group	Gail Morrell	GARDINER HOUSE 2/9 BROOMHILL RD WANDSWORTH LONDON ENGLAND	Request catalog via e-mail <a href="mailto:gailmorrell@mris.com">gailmorrell@mris.com</a>	011-0181871-50312	011-0181-715142	Engraved ingots, minted in precious metal (gold-plated silver).

Company	Contact	Address	Distribution Channel	Telephone	Fax	Products
Highland Glen	Mitch Rubin	PO BOX 294 BUFFALO NY 14213-2028	Mass market	716-883-1110	716-885-0243	Key rings and accessories.
Hy-Ko Products	Sandra Dively	7370 NORTHFIELD RD WALTON OH 44146-6106	Home improvement Stores (e.g., Home Depot)	440-232-8223	440-232-8227	Key chains, key rings, key fobs, key accessories, and bottle openers.
Ipromoteu.com	Pat Caccamo	8 STRATHMORE RD NATICK MA 01760-2419	887-470-1436 <a href="http://www.ipromoteu.com">www.ipromoteu.com</a>	877-470-1436	905-542-9454	Lapel pins.
Jonathan Grey and Assoc.	Mario Rodriguez  Michelle Hagerty	920 CALLE NEGOCIO STE B SAN CLEMENTE CA 92673-6207	Mass mail out <a href="http://www.jgrey.com">www.jgrey.com</a>	949-498-2515	949-298-2830	Lapel pins, framed canvas reproductions of stamp image, key chains, framed sets, and ornaments.
Logotel	Richard Bennett	9005 RED BRANCH RD COLUMBIA MD 21045-2110	Retail chains and Post Offices 877-520-7830	410-740-8978		100% cotton t-shirts.
March Co.	Doug March	3815 ACADEMY PKWY NE ALBUQUERQUE NM 87109-4408	Phone orders only 800-336-2724	505-345-2521	505-345-0407	Lapel pins, magnets, key chains, money clips, marble paperweights, two-dimensional holiday ornaments, and framed pins.
Sonoma Pins	Bernard Friedman	677 1ST ST W SONOMA CA 95467-7003	Retailers at trade Shows and USPS	707-996-9956	707-996-9957	Lapel pins, dog tags, key chains, and magnets.
Technicraft Industries, Inc. dba Blankets Online	Steve Krintzman	11 IRON FORGE RD PAXTON MA 01612-1523	Giftshops and catalogs <a href="http://www.Blanketsonline.com">www.Blanketsonline.com</a>	508-792-9065		Cotton and acrylic throw blankets, pillows, and tote bags.
US Allegiance	Steve Crawford  Jennifer Houston	63004 LAYTON AVE BEND OR 97701-3735	Military Exchange <a href="http://www.ipledge.com">www.ipledge.com</a> Primarily promotional to Post Offices	800-327-1402	800-622-8212	Lapel pins, key chains, postcard sets, ceramic mugs, magnets, and bookmarks.
Winco	Andy Boston  Bryan Fougner	9019 OSO AVENUE STE F CHATSWORTH CA 01311-4117	Primarily to Post Offices 800-543-5847	818-718-1191	818-700-9778	Lapel pins, magnets, key chains, and t-shirts.

— Licensing,  
Public Affairs and Communications, 12-12-02



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](http://www.usps.com), for information, stamps, and so much more.

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## 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
MI, Southgate 48195-2018	The Surname Bailey, 15421 Helen Street
VT, Pittsford 05763-9554	Any and All Names Other than Robin Young, Joseph Jackson, 1583 US Route 7, Apt. 2

— Judicial Officer, 12-12-02

### Domestic Orders

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

State/City/ZIP Code	Names and Addresses Covered	Product
MI, Hastings 49058-0321	ANGELA MILLER d/b/a, AGM HOLDINGS, P.O. Box 321	A home employment solicitation scheme.
PA, Gibsonia 15044-7959	MONARCH MARKETING and MONARCH MARKETING COMPANY, 218 Oak Road	A work-at-home scheme.

— Judicial Officer, 12-12-02

## 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.

005353	016170	022245	060006	070570	089823	103380	109313	122373	142122	184051	210784	277063
005417	018189	022379	060065	070575	090288	103878	109330	122399	142130	185018	210789	278004
005882	018405	022503	060125	070621	091641	105026	109472	122401	142143	185019	210795	278008
005894	018470	022510	060130	070726	092499	105036	109537	122410	142196	185047	212275	278011
006041	018600	022539	060141	070749	092539	105176	109646	123045	142210	191036	212578	278017
006284	018768	022542	060339	071042	092636	105396	109758	123103	142211	191798	220403	278043
006287	019185	022574	060375	071180	092669	105407	109765	123109	142389	191946	220637	278077
006289	019367	022698	060618	071276	092681	105585	109844	123110	142549	191949	220656	278084
006376	019419	022752	060861	071541	092721	105671	109862	123118	142601	191956	220707	278708
006791	019463	022759	061069	071616	092813	105871	110267	123122	142655	192033	221087	279007
006983	019808	022840	061116	071622	093497	106216	110770	124012	142705	192130	221213	279045
007115	020033	022856	061150	075039	093711	106235	111379	124088	142742	192308	221234	280165
007120	020034	022902	061355	075658	094008	106317	111501	124099	142774	192330	222035	281128
007127	020092	022942	061363	075773	094125	106448	111553	124117	142922	192568	222064	282385
007130	020132	022984	061390	075881	094224	106459	111644	124119	142989	192624	222269	282592
007137	020135	022997	061477	076133	094318	106462	111873	125009	146008	192647	223254	282781
007139	020292	023652	061506	076165	094706	106492	112019	125021	146009	192667	223397	282914
007140	020349	025009	062003	076221	095261	106550	113015	125249	146043	192990	224034	283302
007305	020409	025249	062097	076299	095404	106563	113919	125297	146225	193200	227112	283494
007325	020424	026530	063164	076337	096124	106583	115006	125407	146262	193231	231007	283594
008287	020452	026593	063497	076617	096633	107162	115011	125437	146296	198061	232182	286108
008306	020462	028505	064103	076780	096854	107243	115155	125478	146429	<b>200201</b>	232272	286140
008336	020556	028709	064713	077124	097176	107310	115281	126009	146522	200497	232275	287050
008402	020557	028860	064816	077231	097401	108122	115334	127069	146547	200754	232338	292519
008440	020571	028977	064865	077454	097549	108193	115392	128134	146655	200790	232344	292642
008463	021009	030010	065101	077647	097735	108215	115465	128151	146659	200847	232381	295299
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008768	021117	031031	065841	080400	097838	108401	115620	128998	146741	200893	254006	<b>300260</b>
009141	021130	031130	065982	080418	097961	108413	115686	129804	146783	208902	254009	300655
009518	021139	031233	066230	080592	098352	108502	117246	129896	146822	210041	255081	300790
009531	021202	031237	066331	080673	098429	108529	117315	130010	148400	210113	270002	301223
009555	021204	032028	067049	085060	098544	108530	117343	130038	150175	210132	272146	301267
009609	021236	034025	067102	085267	098561	108539	117395	130667	150283	210230	272168	301297
009805	021241	037022	067221	085308	098612	108577	117440	130683	150291	210249	273129	301338
009847	021345	037050	068099	085476	098745	108652	117468	131289	151018	210326	274072	301357
009954	021417	038056	068153	085634	098942	108669	117623	132003	152287	210377	274097	301371
009955	021498	038256	068184	085651	098963	108712	117627	132012	152497	210381	274098	301756
009957	021533	038466	068506	085930	<b>100018</b>	108724	117673	132156	152545	210383	274296	301966
009965	021561	038596	068530	085935	100031	108726	117746	132405	152687	210472	275004	302351
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012208	021907	041007	069206	088222	100290	108796	118644	136016	152906	210586	275034	305045
012315	021911	041358	069319	088298	100377	108836	119157	136022	153040	210596	275068	305077
012342	021940	041360	069356	088330	100882	108862	119171	136031	153081	210704	275086	309005
012367	021942	042316	069714	088432	101035	108884	119310	136062	156223	210728	275091	311127
014237	021986	044010	069835	088448	101642	108903	119395	136104	159008	210753	275154	311300
014396	021992	048039	069913	088474	103141	108930	119615	139118	170178	210764	275300	311359
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015668	022216	058003	070559	089520	103324	109282	122338	142069	183027	210783	277044	314449



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317335	331878	372710	436428	480736	497267	581010	606375	671013	750475	761021	787828	809222
319154	331980	372832	436436	480774	497274	581037	606468	671016	750507	761024	790008	810049
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320119	332086	373023	436461	480803	499010	581131	607000	672017	750970	761036	791032	813003
320993	332106	374049	436467	480850	<b>501006</b>	581149	607002	672031	750993	761071	791247	813212
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321087	332396	374146	437057	481301	503011	585206	607323	672114	751046	761117	791269	815010
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322129	333152	381770	441195	482192	504275	591048	607859	678009	752097	761495	793027	816177
322770	333198	383138	441253	482291	511030	591120	608060	678012	752174	761500	793035	816203
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322890	333803	<b>402122</b>	441387	482646	515045	591310	608278	679012	752254	761675	794003	816231
322914	333828	402181	441605	482677	515061	591313	608285	679024	752280	761873	794007	816415
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327840	335935	403007	448331	483231	531578	<b>600001</b>	618008	<b>701266</b>	752551	764014	799167	834068
327851	336060	403011	451026	483269	531606	600057	618061	701372	752562	764021	799171	837186
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328057	336148	405007	452211	483806	531735	600251	620036	701767	752638	765614	<b>800111</b>	840194
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328078	336200	405037	452820	485005	532239	600667	629140	711046	752708	769512	801308	840618
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328830	337041	405131	454157	485115	532838	600924	631733	720021	752765	770070	801737	841256
328881	337059	405142	454814	485159	532977	601139	631767	722133	752791	770073	802009	841442
329270	337115	405169	456030	486093	537213	601270	631900	722202	752802	770077	802127	841721
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329530	340137	405182	462063	486321	537336	601292	641116	727067	752804	770288	802325	843004
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329687	340446	424010	465135	488011	544034	601477	641441	731264	754039	770776	802359	844118
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331770	372642	436421	480664	496165	571003	606167	670017	750410	760694	787078	809067	850929

PULL-OUT SECTION

852028	853145	853563	856452	900579	902467	914812	921543	927707	940352	952239	980988	992531
852053	853150	853571	856485	900586	902690	915003	921596	927774	940360	952260	982060	992560
852089	853152	853578	856558	900753	902882	915143	921620	927813	940363	952263	982065	992567
852234	853168	853604	856559	900823	902914	915389	921657	927992	940430	952336	982167	992585
852276	853173	853607	860011	900826	903085	915416	921714	928209	940434	952339	982178	992589
852467	853176	853608	860093	900885	903198	915459	921851	928277	940448	953214	982393	992599
852482	853185	853617	860104	900998	903510	915464	921907	928290	940475	953330	982419	992604
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852630	853251	853652	860135	901156	904206	917044	925134	928435	941126	954481	992087	992665
852645	853253	853674	860140	901183	904424	917050	926071	928441	941186	958991	992124	992668
852649	853259	853684	871007	901244	904453	917169	926180	928566	941313	967031	992156	992685
852685	853267	853686	871601	901252	904465	917339	926190	928617	941622	967151	992165	992696
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852739	853289	853722	882126	901315	904628	917369	926226	928690	941670	968307	992178	992702
852763	853291	853724	891423	901322	904733	917437	926229	930284	941736	968311	992184	992706
852789	853315	853741	891449	901328	906012	917481	926232	930409	941937	968476	992208	992720
852806	853320	853750	891566	901336	906042	917565	926245	931090	943015	968514	992216	992726
852860	853325	856030	891873	901473	906205	917685	926259	931859	943016	968830	992222	992728
852877	853328	856035	891932	901495	906230	917774	926290	931880	945700	968859	992224	992729
852891	853329	856044	895558	901496	906488	917827	926294	931901	946136	969143	992228	992733
852898	853336	856051	898031	901505	906868	918191	926309	932733	946580	970204	992258	992740
852905	853338	856071	<b>900029</b>	901546	906895	918340	926312	933115	947106	970714	992263	992741
852922	853345	856082	900042	901560	906904	918553	926320	933515	947264	970818	992269	992743
852931	853348	856094	900060	901602	907347	918590	926343	933560	948299	970926	992294	992754
852942	853385	856095	900081	901646	907378	918768	926437	933568	948391	972285	992316	992757
852961	853390	856102	900092	901731	907392	918915	926570	933571	949511	972506	992319	992760
852962	853405	856113	900105	901759	907567	920018	926588	935182	949600	972571	992320	995229
852971	853419	856250	900123	901771	907659	920037	926657	935224	949615	972580	992322	995943
852977	853435	856251	900164	901787	910012	920040	926786	935252	950199	972700	992381	998225
853007	853437	856252	900184	901912	910365	920124	926794	937284	950501	972708	992399	
853013	853471	856279	900191	901916	911115	920375	926797	937491	950551	972763	992418	
853020	853477	856281	900212	901922	913041	921031	926867	937763	950646	972788	992420	
853040	853481	856301	900229	901934	913092	921032	926883	939592	950656	972942	992436	
853066	853491	856336	900233	901970	913417	921037	926940	940088	951145	973334	992439	
853071	853493	856348	900245	901981	913440	921057	926981	940092	951582	973340	992456	
853081	853507	856360	900261	901988	913638	921061	927115	940098	951789	974140	992462	
853083	853510	856369	900269	902004	913752	921073	927159	940103	951807	974197	992483	
853087	853513	856382	900270	902080	914198	921146	927190	940171	951862	974213	992488	
853088	853519	856400	900318	902158	914226	921309	927259	940228	951971	980037	992512	
853103	853526	856420	900487	902317	914448	921342	927333	940229	951972	980295	992516	
853113	853528	856434	900495	902390	914541	921366	927335	940293	952210	980796	992518	
853118	853561	856441	900496	902434	914738	921377	927375	940343	952237	980958	992519	

— Product Information Requirements,  
Product Development, 12-12-02

## 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	387 837 6300 to 388 828 0656 to	6399 0699
011 582 1889 to 011 582 1899	027 361 0430 to 027 361 0499	047 552 4370 to 047 552 4399	389 696 2400 to 389 846 3104 to	2799 3135
011 588 2900 to 011 588 3099	027 369 4482 to 027 369 4495	077 999 4001 to 077 999 4090	389 846 3145 to 389 887 9211 to	3195 9230
012 579 5675 to 012 579 5699	027 671 8762 to 027 671 8776	210 221 0548 to 210 221 0599	389 887 9234 to <b>390 001 3182 to</b>	9299 <b>3199</b>
013 289 6176 to 013 289 6199	027 787 9886 to 027 787 9899	227 275 9400 to 227 275 9999	390 001 3500 to 390 545 5974 to	3699 5999
013 610 0014 to 013 610 0099	027 965 9487 to 027 965 9499	273 070 8059 to 273 070 8099	391 104 6146 to 391 574 1466 to	6199 1499
014 932 1000 to 014 932 1099	028 191 1852 to 028 191 1999	273 775 7700 to 273 775 7899	391 783 3020 to 391 792 6100 to	3599 6199
014 972 0800 to 014 972 0899	028 850 3000 to 028 850 3199	302 000 0000 to 302 123 9999	392 668 2956 to 392 854 8500 to	2999 8899
015 363 0007 to 015 363 0099	029 510 1500 to 029 510 1599	349 746 2056 to 350 518 7350 to	393 584 7566 to 393 650 0074 to	7699 0099
017 028 3200 to 017 028 3299	030 687 0903 to 030 687 0999	360 011 1690 to 360 168 6008 to	393 838 8316 to 393 893 6007 to	8499 6099
018 569 5333 to 018 569 5399	030 701 3442 to 030 701 3499	360 173 8800 to 360 324 2326 to	394 126 6907 to 394 189 0405 to	6999 0599
018 986 5264 to 018 986 5299	031 077 4507 to 031 077 4799	362 861 3064 to 373 006 2176 to	394 822 3243 to 394 990 1810 to	3278 1899
019 518 2814 to 019 518 2899	032 295 7500 to 032 295 9999	374 768 2600 to 375 169 4400 to	395 343 3264 to 395 373 3035 to	3299 3099
020 698 5159 to 020 698 5199	034 394 1000 to 034 394 1099	375 829 3400 to 375 851 9100 to	395 396 9649 to 395 970 3240 to	9799 3299
020 844 7307 to 020 844 7399	034 943 0400 to 034 943 0799	376 196 0911 to 378 085 3679 to	397 622 4054 to 397 819 8902 to	4099 8999
020 972 8948 to 020 972 8999	037 706 9578 to 037 706 9599	378 351 1063 to 379 843 5100 to	398 149 7200 to 399 070 0872 to	7699 0899
022 021 9110 to 022 021 9181	037 909 5490 to 037 909 5499	<b>380 093 9600 to</b> 380 165 1165 to	399 156 7119 to 399 203 5064 to	<b>9699</b> 7199
022 037 1411 to 022 037 1499	040 024 3901 to 040 024 3999	381 325 4500 to 381 604 2510 to	399 296 9910 to 399 396 8935 to	5099 9999
024 380 4100 to 024 380 4199	040 674 7100 to 040 674 7199	381 645 9525 to 383 314 3968 to	399 396 8935 to 399 792 7775 to	8999 7799
024 496 6870 to 024 496 6896	040 688 8816 to 040 688 8899	383 892 1000 to 383 892 1382 to	399 792 8300 to <b>400 427 1051 to</b>	8399 <b>1999</b>
025 092 0987 to 025 092 0999	041 623 8889 to 041 623 8899	384 925 3641 to 385 568 2331 to	401 045 1505 to 401 045 1571 to	1549 1599
025 369 5535 to 025 369 5599	041 803 6565 to 041 803 6599	385 599 7554 to 385 774 2024 to	401 294 2700 to 401 310 9505 to	2799 9599
025 729 1151 to 025 729 1199	044 087 3457 to 044 087 3499	386 624 1412 to 386 883 8936 to	401 382 5312 to 402 578 7876 to	5399 7899
025 729 1643 to 025 729 1799	044 087 4000 to 044 087 4099	387 314 5574 to 5599	403 125 6744 to 6799	

403 260 7000 to	7499	420 599 0734 to	0798	441 199 1655 to	1699	458 847 5044 to	5999
403 280 6470 to	6499	420 661 4115 to	4199	443 127 3648 to	3699	459 274 7624 to	7699
403 685 8600 to	8699	420 758 9500 to	9699	443 127 4000 to	4099	459 365 5432 to	5499
404 003 0300 to	0399	420 969 3951 to	3971	443 673 7900 to	7999	459 378 5764 to	5799
404 041 8838 to	8899	420 969 3973 to	3999	443 800 9335 to	9399	459 472 4816 to	4999
404 071 4268 to	4299	421 116 3565 to	3599	444 382 8822 to	8899	<b>460 349 6878 to</b>	<b>6899</b>
404 347 5356 to	5399	421 130 9300 to	9399	444 390 1667 to	1699	460 550 1909 to	1999
404 347 5548 to	5599	421 313 4500 to	4999	444 457 3854 to	3899	460 997 5234 to	5299
404 726 4500 to	4599	421 364 5537 to	5599	<b>450 048 4173 to</b>	<b>4199</b>	461 973 6443 to	6499
404 961 5001 to	5199	421 656 2609 to	2699	450 048 4442 to	4699	462 152 0107 to	0299
405 325 0188 to	0198	421 988 9700 to	9799	450 560 5173 to	5199	462 274 1072 to	1099
406 009 4587 to	4599	422 172 4667 to	4699	450 620 3077 to	3099	462 277 8373 to	8399
406 260 6830 to	6899	422 484 4212 to	4299	450 620 3135 to	3199	462 554 6051 to	6099
406 459 6641 to	6999	422 556 1270 to	1299	450 780 2716 to	2799	463 011 5529 to	5540
406 733 3000 to	3999	422 587 7024 to	7099	450 801 2700 to	2799	463 176 4115 to	4199
407 545 1557 to	1599	422 819 7533 to	7599	451 109 2967 to	2984	463 176 4229 to	4299
407 594 0412 to	0599	422 842 5073 to	5087	451 115 4110 to	4125	463 185 2600 to	2799
407 692 9100 to	9299	422 907 7563 to	7599	451 115 4127 to	4199	463 227 7711 to	7799
407 959 2190 to	2199	424 500 6050 to	6099	451 746 0700 to	0799	463 414 4869 to	4899
408 265 2275 to	2288	424 641 8500 to	8599	452 265 0074 to	0099	463 808 3484 to	3499
408 499 7700 to	7799	424 871 6600 to	6699	452 265 0246 to	0299	463 945 7400 to	7899
408 499 7900 to	7999	425 298 2352 to	2399	452 265 0335 to	0999	464 629 9000 to	9399
408 682 8484 to	8599	425 418 4269 to	4299	452 509 1169 to	1199	464 711 4332 to	4399
408 698 7015 to	7099	425 418 4405 to	4499	452 855 6471 to	6499	465 692 3963 to	3999
409 072 3941 to	3999	426 547 4566 to	4599	452 890 4679 to	4799	465 698 8300 to	8599
<b>410 491 2311 to</b>	<b>2399</b>	427 412 6337 to	6499	452 900 8215 to	8238	465 743 7745 to	7799
410 694 8400 to	8599	427 481 0900 to	0999	453 117 9146 to	9199	466 798 6056 to	6067
410 775 1500 to	1599	428 027 2742 to	2752	453 334 3631 to	3699	467 147 4300 to	4399
410 795 7927 to	7999	429 474 4172 to	4199	453 603 7841 to	7891	468 079 5782 to	5799
410 867 0917 to	0966	429 889 2900 to	2999	453 650 1140 to	1199	469 067 2817 to	2899
410 867 0970 to	0999	<b>430 150 4401 to</b>	<b>4599</b>	453 741 1300 to	1399	469 127 8000 to	8199
411 868 1023 to	1199	430 172 9800 to	9899	454 013 2919 to	2999	469 213 0359 to	0399
411 922 2322 to	2399	430 177 1900 to	2099	454 186 2411 to	2499	469 213 0500 to	0599
412 193 0900 to	0999	430 444 9500 to	9699	454 268 4883 to	4899	469 561 8011 to	8099
412 395 8599 to	8699	430 664 4070 to	4099	454 302 5400 to	5499	469 658 1961 to	1999
412 485 6500 to	6599	432 168 8419 to	8499	454 490 8300 to	8399	469 666 9900 to	9999
412 485 6610 to	6699	432 708 6800 to	6999	454 547 7434 to	7499	469 678 1900 to	1999
412 885 5953 to	5999	432 744 1544 to	1599	454 922 4867 to	4895	469 781 4900 to	4999
414 193 3608 to	3674	432 995 9775 to	9799	455 221 1348 to	1499	469 947 6960 to	6999
414 193 3677 to	3699	433 003 5800 to	5899	455 364 2147 to	2199	<b>470 755 5800 to</b>	<b>5818</b>
414 411 7348 to	7399	433 757 3047 to	3099	455 399 5400 to	5499	471 918 0300 to	0999
414 640 0757 to	0799	433 765 4003 to	4099	455 476 0676 to	0699	471 985 2408 to	2419
414 965 1727 to	1799	434 482 7060 to	7199	455 543 0618 to	0699	472 191 6700 to	6799
417 302 8104 to	8199	434 513 2386 to	2399	456 410 9006 to	9099	472 270 2555 to	2599
417 387 6532 to	6599	434 968 3076 to	3092	456 470 4146 to	4299	472 987 0213 to	0241
417 496 6800 to	6999	435 303 1831 to	1842	456 619 4460 to	4499	472 987 0290 to	0299
417 871 9250 to	9299	435 303 1986 to	1999	457 333 2686 to	2699	473 151 2069 to	2199
417 930 9533 to	9599	435 666 6092 to	6399	457 729 1767 to	1777	473 666 9138 to	9199
418 164 6500 to	6799	436 082 6400 to	6899	457 937 8615 to	8699	473 952 3429 to	3499
418 423 9863 to	9899	436 160 6441 to	6499	458 028 9810 to	9899	474 108 5402 to	5499
418 633 5922 to	5999	437 316 7115 to	7199	458 057 2712 to	2999	474 356 5193 to	5299
418 719 8520 to	8599	437 427 0500 to	3499	458 069 9537 to	9599	474 949 3366 to	3399
418 744 2235 to	2299	439 179 2300 to	2399	458 069 9665 to	9699	475 134 9362 to	9399
418 962 2848 to	2899	439 310 0458 to	0499	458 337 5222 to	5299	475 167 9667 to	9699
419 543 0286 to	0299	<b>440 698 1947 to</b>	<b>1999</b>	458 354 7653 to	7999	475 319 3415 to	3499
419 730 0300 to	0399	440 858 6300 to	6399	458 671 8678 to	8699	475 319 3649 to	3799
<b>420 277 0015 to</b>	<b>0049</b>	440 858 6420 to	7299	458 671 8721 to	8798	475 340 6400 to	6599

475 424 8410 to	8499	490 717 7080 to	7099	608 813 9950 to	9999	627 776 2500 to	2599
475 629 9156 to	9199	490 721 6000 to	6099	609 067 5325 to	5399	628 226 3100 to	3199
475 850 6101 to	6199	490 793 1500 to	2099	609 067 5488 to	5499	628 814 4702 to	4799
475 875 2500 to	2599	490 886 8171 to	8199	609 067 5600 to	5699	628 851 9689 to	9699
476 169 8264 to	8299	490 977 9221 to	9240	609 289 6123 to	6199	629 510 7200 to	7299
476 189 3000 to	3499	491 258 8100 to	9099	609 438 4400 to	4499	629 964 4200 to	4294
476 331 2480 to	2499	491 567 1376 to	1399	609 493 1100 to	1199	<b>630 389 3056 to</b>	<b>3071</b>
477 289 8601 to	8699	492 254 4800 to	4899	609 766 8091 to	8999	630 463 0588 to	0599
477 681 5206 to	5299	492 283 5100 to	5199	609 825 4100 to	4115	631 459 9117 to	9199
478 010 4243 to	4268	492 610 6813 to	6899	609 884 2981 to	2999	631 762 9325 to	9399
478 010 4270 to	4291	493 394 5568 to	5599	609 893 1000 to	1099	632 217 4933 to	4999
478 450 5071 to	5099	493 470 2562 to	2599	<b>610 092 3200 to</b>	<b>3299</b>	632 500 0000 to	599 9999
478 469 7838 to	7858	493 473 7700 to	7799	610 582 4200 to	4299	633 110 4165 to	4199
478 469 7883 to	7899	493 716 2153 to	2199	611 879 6939 to	6999	633 110 4303 to	4499
479 280 9800 to	9899	494 206 2972 to	2999	612 291 8013 to	8099	633 438 6429 to	6599
479 365 9116 to	9176	494 217 3446 to	3999	612 751 5171 to	5199	633 588 7173 to	7182
479 412 9900 to	9999	494 224 0500 to	0599	612 751 5226 to	5299	634 725 0700 to	0799
479 667 6190 to	6199	495 145 0600 to	0699	612 751 6083 to	6099	634 803 3239 to	3299
479 748 9680 to	9699	496 209 7425 to	7499	612 751 6268 to	6299	634 807 2474 to	2499
479 860 7000 to	7199	496 213 8728 to	8799	612 751 6572 to	6599	634 827 5900 to	5999
<b>480 526 2000 to</b>	<b>2099</b>	496 474 5226 to	5248	612 774 2111 to	2199	634 886 3428 to	3499
480 640 6330 to	6399	497 053 8517 to	8699	612 774 2254 to	2299	635 559 3449 to	3499
480 658 0568 to	0599	497 854 8673 to	8699	612 774 2500 to	2599	636 289 6214 to	6299
480 689 5100 to	5199	498 449 8888 to	8899	614 469 0979 to	0999	636 634 8007 to	8042
481 072 9463 to	9499	498 929 8285 to	8499	614 474 3000 to	3099	637 150 1200 to	1299
481 673 0074 to	0095	498 936 5310 to	5399	614 521 3490 to	3499	637 562 5828 to	5899
482 527 1500 to	1599	499 016 5425 to	5499	614 645 1800 to	1899	638 042 1647 to	1699
482 541 5255 to	5299	499 440 8575 to	8899	614 832 1100 to	2099	638 049 4984 to	4999
482 729 6800 to	6899	499 731 6717 to	6799	615 017 7505 to	7599	638 318 1115 to	1199
483 363 7207 to	7299	<b>500 064 1858 to</b>	<b>1869</b>	617 711 6609 to	6699	638 318 1453 to	1499
483 402 2356 to	2399	500 070 5725 to	7799	617 760 5266 to	5299	638 885 0000 to	0299
483 486 5100 to	5199	<b>600 645 3223 to</b>	<b>3299</b>	617 813 3601 to	3699	638 903 4362 to	4373
483 632 1521 to	1599	601 339 1200 to	1399	618 840 9200 to	9299	639 415 1929 to	1999
483 632 2600 to	2799	601 653 5884 to	5899	619 551 7229 to	7299	639 415 2019 to	2099
483 849 1615 to	1699	601 661 7700 to	7799	619 859 3000 to	3099	639 420 6200 to	6299
484 174 4803 to	5299	601 682 5343 to	5399	<b>620 073 9400 to</b>	<b>9499</b>	639 469 3517 to	3799
484 323 8900 to	9199	601 928 1600 to	1699	621 614 7907 to	7930	639 605 2143 to	2199
484 680 5000 to	5038	602 512 2972 to	2999	621 614 7932 to	7999	639 657 8600 to	8799
484 680 5040 to	5074	602 555 2400 to	2799	621 648 8021 to	8199	<b>640 289 7500 to</b>	<b>7599</b>
484 680 5077 to	5099	602 829 7061 to	7099	621 648 8500 to	8599	640 289 7700 to	7999
485 029 4913 to	4999	603 483 9572 to	9599	621 904 8351 to	8599	641 170 4420 to	4499
486 176 0600 to	0699	603 490 7200 to	7299	621 916 1978 to	1989	641 318 3133 to	3199
486 559 7555 to	7599	603 678 7100 to	7199	622 989 8032 to	8099	641 378 6500 to	6999
486 696 3023 to	3199	603 678 7662 to	7699	623 076 9300 to	9399	641 383 8739 to	8799
488 173 7900 to	7999	603 678 7902 to	7999	623 819 5006 to	5099	641 877 3187 to	3299
488 206 4100 to	4199	603 678 8418 to	8499	623 895 8200 to	8399	641 877 3310 to	3399
488 226 0200 to	0299	603 678 8700 to	9999	623 917 0000 to	0099	642 355 8094 to	8199
488 709 3906 to	3999	604 086 0880 to	0899	623 917 0200 to	0299	642 355 8308 to	8999
488 855 8359 to	8399	604 349 1414 to	1499	624 468 5288 to	5299	642 900 0018 to	0099
489 181 8963 to	8999	604 503 7776 to	7799	624 665 3162 to	3198	643 030 6254 to	6299
489 223 2000 to	2099	605 520 9037 to	9099	625 088 6735 to	6799	644 066 0882 to	0899
489 311 1930 to	1999	605 685 4010 to	4099	625 916 9500 to	9799	644 069 0600 to	0699
489 318 6200 to	6300	605 988 6467 to	6499	625 968 8956 to	8999	644 077 7506 to	7699
489 384 0027 to	0099	607 689 7951 to	7960	627 005 3938 to	3999	644 085 8157 to	8199
489 427 0658 to	0899	607 728 1276 to	1299	627 384 3907 to	4099	644 112 9839 to	9899
489 997 5252 to	5299	608 727 7100 to	7199	627 496 7549 to	7599	644 373 9083 to	9099
<b>490 669 5850 to</b>	<b>6099</b>	608 727 7273 to	7599	627 708 3605 to	3699	644 380 1460 to	1499

644 733 4715 to	4799	659 398 7300 to	7399	683 378 2000 to	2099	701 335 7312 to	7399
644 900 9712 to	9799	659 706 8113 to	8199	683 378 2117 to	2299	701 369 2005 to	2050
644 901 0109 to	1299	659 846 7837 to	7899	683 415 1200 to	1499	701 503 2247 to	2299
644 901 1325 to	1399	<b>660 510 4100 to</b>	<b>4199</b>	683 444 8159 to	8199	701 541 2271 to	2299
644 923 6800 to	7799	660 673 0400 to	0599	685 154 7780 to	7789	701 553 6557 to	6599
644 932 4655 to	4699	661 488 5000 to	5099	685 297 7645 to	7699	701 601 3457 to	3499
645 318 7240 to	7499	661 609 9100 to	9199	685 623 5264 to	5299	701 605 5913 to	5999
645 333 1766 to	1799	661 716 9420 to	9499	685 650 9487 to	9499	701 695 3982 to	3999
645 790 8632 to	8699	661 906 6522 to	6599	685 669 4200 to	4299	701 695 4148 to	4199
645 821 0657 to	0699	662 021 8332 to	8399	685 757 8452 to	8499	701 695 4227 to	4299
645 930 7948 to	7999	662 068 0700 to	0899	686 071 2694 to	2799	701 708 1741 to	1799
645 975 0737 to	0762	662 553 0774 to	0799	686 176 3333 to	3354	701 736 3966 to	3999
646 242 6200 to	6299	663 078 7034 to	7099	686 372 3200 to	3299	701 838 2800 to	2899
646 270 7639 to	7799	663 763 5300 to	5399	686 644 5879 to	5899	701 941 0600 to	0699
646 798 4000 to	4999	663 883 7039 to	7499	686 899 1371 to	1399	702 171 1603 to	1699
647 048 7035 to	7099	664 253 8000 to	8499	686 931 7636 to	7699	702 195 5109 to	5199
647 049 2900 to	2999	664 656 3055 to	3099	687 601 0973 to	0999	702 254 9300 to	9399
647 398 8300 to	8399	665 174 6400 to	6499	687 614 6774 to	6799	702 264 7569 to	7599
647 398 8481 to	8499	665 274 8208 to	8299	688 120 9000 to	9999	702 713 1800 to	1809
647 437 3000 to	4999	665 669 5400 to	5499	688 314 3107 to	3191	702 821 5730 to	5799
647 811 2188 to	2199	666 132 8226 to	8299	<b>690 291 1361 to</b>	<b>1371</b>	702 821 5805 to	5899
648 009 6057 to	6099	666 696 2209 to	2299	690 788 2877 to	2899	702 846 6331 to	6399
648 163 5300 to	5499	666 696 2309 to	2399	690 893 5344 to	5399	702 848 3900 to	3999
648 722 5283 to	5299	667 032 9300 to	9399	690 893 5512 to	5599	702 878 0114 to	0199
648 892 3164 to	3199	667 729 5529 to	5599	690 904 1300 to	1599	<b>740 002 7710 to</b>	<b>7719</b>
649 100 3989 to	3999	668 383 8400 to	8699	690 941 6000 to	6199	740 241 9049 to	9099
649 647 0370 to	0399	<b>670 368 3400 to</b>	<b>3499</b>	691 313 6383 to	6399	740 255 1718 to	1799
649 647 0522 to	0599	670 369 7336 to	7399	691 313 6600 to	6699	740 470 2420 to	2443
649 647 5237 to	5399	670 750 7169 to	7199	691 582 8003 to	8099	740 523 7432 to	7449
649 647 9100 to	9299	671 046 6200 to	6399	691 664 1800 to	1999	740 535 1555 to	1580
649 666 7800 to	8299	671 251 5448 to	5499	691 664 2400 to	2499	740 701 6105 to	6114
<b>650 114 7707 to</b>	<b>7719</b>	671 926 5600 to	5799	692 727 9362 to	9399	740 705 9790 to	9799
650 130 3400 to	3599	672 444 2000 to	2999	692 798 1800 to	1899	740 726 6400 to	6500
650 213 0406 to	0499	672 828 3410 to	3499	693 249 0779 to	0799	740 765 3306 to	3399
650 555 1749 to	1799	673 167 5776 to	5799	693 249 0877 to	1699	<b>805 885 8411 to</b>	<b>8499</b>
650 564 1900 to	1999	675 464 3700 to	3799	693 445 0566 to	0999	806 087 1100 to	1499
650 627 4212 to	4299	675 464 4000 to	4199	693 448 8500 to	8999	806 268 9275 to	9299
650 736 2043 to	2099	676 365 5958 to	5999	693 645 9583 to	9599	806 534 3400 to	3477
650 739 1540 to	1699	676 669 1024 to	1099	693 965 4200 to	4299	807 342 3283 to	3399
651 741 4415 to	4499	677 126 6734 to	6799	695 741 2906 to	2999	808 086 7100 to	7199
651 882 2800 to	2899	677 333 9979 to	9999	695 947 8518 to	8599	808 090 3440 to	3499
652 754 6317 to	6399	677 466 1088 to	1099	696 662 8247 to	8299	808 325 5161 to	5699
653 131 4945 to	4999	678 071 4500 to	4799	697 447 8285 to	8296	808 784 8000 to	8299
653 426 3300 to	3399	678 096 7531 to	7599	698 042 4816 to	4899	<b>830 125 0672 to</b>	<b>0699</b>
653 455 4874 to	4899	679 909 2578 to	2599	698 131 2138 to	2157	830 602 5800 to	5999
654 238 0000 to	0399	<b>680 112 9565 to</b>	<b>9599</b>	698 227 0000 to	0099	830 610 3700 to	3799
654 404 3065 to	3092	680 244 0903 to	0999	<b>700 065 2570 to</b>	<b>2599</b>	830 983 3500 to	3599
654 962 2900 to	3199	680 412 6046 to	6099	700 065 4800 to	4899	830 983 3635 to	3699
655 103 5081 to	5199	680 761 6800 to	6899	700 190 3350 to	3359	831 354 1387 to	1399
655 523 2600 to	2999	681 677 0540 to	0699	700 228 6048 to	6099	831 815 8240 to	8299
656 305 2448 to	2499	682 070 1029 to	1099	700 650 0452 to	0499	832 525 3810 to	3899
657 347 4438 to	4999	682 956 6280 to	6299	700 666 1323 to	1349	833 159 1884 to	1899
657 710 8100 to	8999	682 956 6490 to	6599	700 786 9106 to	9142	833 456 2567 to	2599
657 780 0985 to	0999	682 956 6700 to	6799	700 859 0744 to	0758	833 566 3015 to	3071
658 586 1400 to	1499	682 965 1178 to	1199	701 028 6780 to	6899	834 316 5444 to	5499
658 877 8000 to	8199	682 965 1201 to	1299	701 213 3900 to	3999	834 354 8747 to	8766
658 880 8000 to	8199	683 118 2389 to	2399	701 267 2000 to	3999	834 354 8824 to	8838

835 269 5700 to	5799	847 723 7500 to	7599	862 263 9213 to	9299	901 273 1082 to	1099
835 496 7303 to	7399	849 485 3427 to	3499	862 271 0800 to	0999	901 287 5143 to	5199
835 539 5200 to	5999	849 520 9850 to	9899	862 271 5000 to	5099	901 291 2789 to	2799
835 813 3015 to	3099	849 608 1357 to	1399	863 871 5138 to	5199	901 525 7122 to	7199
837 672 8967 to	8999	849 792 2600 to	2699	863 949 5300 to	5399	902 198 9769 to	9799
837 784 3282 to	3299	<b>850 546 1862 to</b>	<b>1899</b>	864 088 8200 to	8299	902 948 1269 to	1299
838 176 8377 to	8399	851 143 6826 to	6844	864 426 3972 to	3999	902 985 0833 to	0899
838 518 1257 to	1299	851 209 9880 to	9899	864 520 6117 to	6136	903 370 6934 to	6999
839 718 8257 to	8299	851 928 9221 to	9299	865 151 0526 to	0599	904 600 6523 to	6599
<b>840 323 0600 to</b>	<b>0699</b>	852 589 6560 to	6599	865 500 4034 to	4099	904 892 0378 to	0399
840 875 6235 to	6299	853 049 3646 to	3699	865 883 6082 to	6099	904 892 0648 to	1299
840 910 0900 to	0999	854 304 4089 to	4999	866 004 3000 to	3999	905 056 2216 to	2299
841 349 5000 to	5099	854 529 2200 to	2299	866 442 4100 to	4899	905 794 0000 to	0199
841 805 7747 to	7899	854 532 0000 to	2999	867 366 9108 to	9118	905 794 0288 to	0299
841 805 7944 to	8099	855 001 6204 to	6249	867 633 7403 to	7499	905 873 6900 to	6999
842 226 0685 to	0695	855 319 9364 to	9399	867 737 5623 to	5699	905 873 7100 to	7299
842 685 4600 to	4699	855 361 3390 to	3399	868 169 4529 to	4599	905 880 8900 to	8999
842 685 4742 to	4999	856 226 0490 to	0499	868 173 8400 to	8599	905 889 7100 to	7199
842 860 0300 to	0399	856 656 5800 to	5999	868 514 9000 to	9099	906 158 1508 to	1599
842 898 5582 to	5599	856 752 0200 to	0299	868 566 9200 to	9299	906 558 8812 to	8899
843 062 7100 to	7199	857 279 3450 to	3499	869 387 1150 to	1199	907 725 8500 to	8599
843 077 6288 to	6299	857 843 4000 to	4099	869 505 3500 to	3599	908 622 4225 to	4235
843 077 6378 to	6399	858 124 7644 to	7699	869 800 0000 to	9999	908 936 9254 to	9299
843 758 5769 to	5778	858 756 3111 to	3299	<b>870 054 4814 to</b>	<b>4899</b>	909 100 1787 to	1799
843 786 2554 to	2699	859 063 8200 to	8699	870 491 4812 to	4849	909 100 1900 to	2099
845 656 8165 to	8199	859 190 0600 to	0644	870 536 5820 to	5829	909 725 7307 to	7399
845 727 2100 to	2199	859 811 2888 to	2899	870 541 7167 to	7239	<b>910 219 8631 to</b>	<b>8699</b>
845 746 2618 to	2635	859 855 8873 to	8999	870 575 8155 to	8999	910 265 1100 to	1199
846 390 7531 to	7599	<b>860 240 8520 to</b>	<b>8599</b>	870 589 0485 to	0494	910 471 7273 to	7299
846 918 0572 to	0599	860 275 3900 to	3999	870 691 7060 to	7099	910 536 2505 to	2599
847 237 7690 to	7699	860 518 9629 to	9699	872 100 0445 to	0459	911 140 1000 to	2199
847 284 2481 to	2499	860 600 0021 to	0999	<b>900 556 4178 to</b>	<b>4199</b>	911 268 9077 to	9099
847 374 7055 to	7065	861 158 2350 to	2599	900 845 0044 to	0099	911 400 8948 to	8999
847 374 7055 to	7065	861 637 6010 to	6099	900 936 0217 to	0299	911 508 1620 to	1799
847 636 5304 to	5399	861 979 7292 to	7499	900 936 0435 to	0499	911 523 3000 to	3999
847 700 5447 to	5499	862 216 6100 to	6199	901 058 5255 to	5280		

— Group2—Security,  
Postal Inspection Service, 12-12-02

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

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

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

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

<b>000 000 001</b> to	702 053 601 to	3 800	709 243 479 to	3 500	718 961 721 to	1 780
<b>692 600 000</b>	702 104 368 to	4 900	709 411 171 to	1 320	718 982 001 to	2 300
<b>692 876 955</b> to	702 128 306 to	8 400	709 649 804 to	9 820	719 869 731 to	9 760
692 876 955 to	702 179 891 to	9 900	709 733 281 to	3 580	<b>720 227 871</b> to	<b>7 930</b>
693 290 380 to	702 260 751 to	0 850	<b>710 046 813</b> to	<b>6 840</b>	720 227 949 to	7 960
693 290 426 to	702 410 595 to	1 050	710 358 093 to	8 166	720 368 543 to	8 570
694 063 700 to	702 660 151 to	0 540	710 358 257 to	8 270	720 392 151 to	2 570
694 063 900 to	702 723 429 to	3 450	711 021 501 to	1 510	720 556 491 to	6 640
694 550 501 to	703 004 401 to	4 820	711 049 411 to	9 560	720 558 621 to	8 650
694 595 031 to	703 083 819 to	4 020	711 408 045 to	8 090	720 575 361 to	5 570
694 595 087 to	703 432 131 to	2 230	712 003 381 to	3 650	720 590 152 to	0 179
694 698 551 to	703 626 061 to	6 090	712 104 220 to	4 230	721 638 331 to	9 170
694 745 458 to	703 863 121 to	3 240	712 327 861 to	7 890	721 815 391 to	5 420
695 105 313 to	703 863 477 to	3 540	712 327 952 to	7 980	721 969 713 to	9 740
695 142 809 to	703 867 801 to	7 980	712 647 061 to	7 090	722 072 137 to	2 160
695 144 666 to	704 030 628 to	0 640	713 284 171 to	4 260	722 378 265 to	8 280
695 272 601 to	704 154 024 to	4 120	713 292 871 to	2 990	722 413 990 to	4 004
695 277 576 to	704 227 561 to	7 829	714 035 101 to	5 160	722 764 948 to	4 980
695 530 761 to	704 227 831 to	8 069	714 155 011 to	5 400	722 825 840 to	5 889
696 487 701 to	704 228 071 to	8 100	714 328 231 to	8 440	723 153 841 to	3 850
696 784 101 to	704 420 344 to	0 490	714 442 952 to	2 980	723 237 616 to	7 630
696 870 601 to	704 568 751 to	8 990	714 562 843 to	2 860	723 331 081 to	1 110
697 047 501 to	704 965 301 to	5 770	714 590 391 to	0 430	723 496 443 to	6 470
697 052 101 to	705 116 780 to	6 790	714 609 811 to	9 930	723 967 291 to	7 320
697 217 251 to	705 280 801 to	0 980	714 609 961 to	9 990	724 655 196 to	5 340
697 249 952 to	705 475 651 to	6 040	714 807 181 to	7 240	724 711 441 to	1 500
697 414 886 to	705 566 127 to	6 280	714 871 321 to	1 500	724 711 538 to	1 560
697 469 606 to	705 740 581 to	0 730	714 928 529 to	8 590	724 793 221 to	3 250
697 850 401 to	705 782 796 to	2 820	715 128 183 to	8 330	724 908 109 to	8 120
698 098 446 to	705 822 271 to	2 480	715 144 171 to	4 470	724 937 461 to	7 670
698 300 251 to	706 180 148 to	0 290	715 197 211 to	7 570	725 163 118 to	3 151
698 504 383 to	706 184 041 to	4 220	715 595 910 to	6 180	725 202 735 to	2 750
698 533 927 to	706 357 861 to	8 190	715 941 781 to	1 810	725 398 591 to	8 800
698 562 268 to	706 382 419 to	2 430	715 962 421 to	2 480	725 464 591 to	4 920
699 090 686 to	706 628 735 to	8 820	716 477 396 to	7 430	725 475 321 to	5 330
699 752 699 to	706 638 211 to	8 420	716 556 635 to	6 660	725 711 057 to	1 070
<b>700 068 473</b> to	706 817 959 to	8 000	717 191 648 to	1 690	725 738 581 to	8 730
700 161 501 to	707 034 391 to	4 450	717 193 161 to	3 490	725 981 311 to	1 430
700 202 522 to	707 292 636 to	2 660	717 228 591 to	8 680	725 987 835 to	7 880
700 290 275 to	707 441 401 to	1 687	717 333 902 to	3 950	726 060 811 to	0 900
700 465 730 to	707 441 836 to	1 940	717 739 745 to	9 910	726 391 970 to	2 520
700 561 444 to	707 958 541 to	8 570	717 884 991 to	5 050	726 484 771 to	4 800
701 423 101 to	707 960 107 to	0 160	718 026 171 to	6 290	726 493 351 to	5 300
701 625 469 to	708 059 941 to	60 000	718 466 370 to	6 420	726 504 031 to	4 063
701 643 829 to	708 115 830 to	5 860	718 466 370 to	6 420	726 504 070 to	4 090
701 945 451 to	708 116 251 to	6 310	718 568 451 to	8 479	726 504 331 to	4 390
702 033 701 to	708 138 301 to	8 480	718 590 741 to	0 770	726 563 701 to	4 060
702 051 501 to	709 222 591 to	2 920	718 714 210 to	4 370	726 599 371 to	9 460
			718 795 881 to	6 000		



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

766 509 421 to 9 660	773 009 419 to 9 430	775 106 223 to 6 235	779 146 205 to 6 230
766 572 901 to 3 020	773 112 031 to 2 060	775 106 237 to 6 248	779 233 681 to 3 710
766 748 500 to 8 521	773 125 387 to 5 410	775 331 515 to 1 550	779 316 961 to 7 200
767 024 341 to 4 370	773 179 320 to 9 410	775 444 210 to 4 230	779 339 221 to 9 400
767 326 471 to 6 590	773 202 989 to 3 140	775 579 301 to 9 320	779 702 191 to 2 250
767 332 561 to 2 950	773 208 991 to 9 290	775 622 683 to 2 760	779 994 001 to 4 090
768 009 841 to 9 960	773 231 311 to 1 340	776 144 621 to 4 670	<b>780 103 591 to 3 650</b>
768 011 489 to 1 520	773 348 739 to 8 940	776 154 010 to 4 060	780 533 288 to 3 310
768 177 980 to 7 990	773 575 891 to 5 950	777 561 631 to 2 080	780 625 208 to 5 920
768 391 081 to 1 170	773 852 971 to 3 030	776 657 371 to 7 490	780 711 345 to 1 540
768 661 569 to 1 650	773 858 011 to 8 100	776 817 421 to 7 450	780 865 851 to 5 920
769 000 051 to 0 080	773 892 721 to 7 190	776 951 225 to 1 250	780 873 421 to 3 450
769 050 841 to 0 900	773 958 061 to 8 660	777 141 601 to 2 140	781 141 891 to 1 980
769 159 081 to 9 178	774 101 148 to 1 190	777 297 421 to 7 510	781 238 697 to 8 730
769 737 496 to 7 510	774 107 161 to 7 190	777 621 721 to 1 750	781 503 151 to 3 180
769 778 491 to 8 730	774 177 226 to 7 270	777 810 309 to 0 330	781 518 818 to 8 840
769 827 331 to 7 450	774 279 481 to 9 810	778 049 651 to 9 670	781 624 126 to 4 200
<b>770 216 071 to 6 100</b>	774 408 399 to 8 420	778 106 225 to 6 310	781 679 221 to 9 340
770 723 281 to 3 400	774 431 821 to 2 450	778 218 730 to 8 780	781 723 771 to 3 890
770 915 150 to 5 490	774 510 451 to 0 780	778 251 871 to 1 930	781 723 964 to 3 990
771 455 551 to 5 610	774 652 981 to 3 010	778 286 911 to 6 940	781 761 391 to 1 720
771 609 661 to 9 690	774 778 981 to 9 040	778 328 699 to 8 730	781 878 721 to 9 020
772 057 224 to 7 440	774 867 481 to 7 510	778 567 471 to 7 860	782 424 840 to 4 900
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	778 779 471 to 9 480	

— Group2–Security,  
Postal Inspection Service, 12-12-02

## 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, 12-12-02

## 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, 12-12-02

# Licensing (continued)

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: <a href="http://www.uspsproducts.com">www.uspsproducts.com</a> 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: <a href="http://www.dstincorporated.com">www.dstincorporated.com</a> 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: <a href="http://www.fifmarketing.com">www.fifmarketing.com</a> 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 1072 JACOBY RD AKRON OH 44321-1799	Drivers, iron sets, putter, head covers, golf bags, golf travel bags, golf towels, golf gloves, golf balls, golf tees, tool packets, divot repair tools, golf shoe brush, and golf umbrella.	Telephone: 330-666-7390 Fax: 330-666-4525	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: <a href="http://www.ipromoteu.com">www.ipromoteu.com</a> 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. <b>Heroes of 2001 products:</b> framed canvas reproductions, key chains, framed sets, and ornaments.	Web: <a href="http://www.jgrey.com">www.jgrey.com</a> E-mail: <a href="mailto:raquel@jgrey.com">raquel@jgrey.com</a> 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: <a href="http://www.marchco.com">www.marchco.com</a> 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: <a href="mailto:tomr@postalproducts.com">tomr@postalproducts.com</a> Telephone: 800-229-4500	For USPS promotional use only, except for 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: <a href="http://www.propacific.com">www.propacific.com</a> E-mail: <a href="mailto:dave@propacific.com">dave@propacific.com</a> 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: <a href="http://www.favoriteline.com/heroes">www.favoriteline.com/heroes</a> Telephone: 800-996-8655 Fax: 707-996-9957	For USPS promotional use only.
U S ALLEGIANCE INC 63004 LAYTON AVE BEND OR 97701-3735	<i>Greetings From America</i> mugs, key chains, tote bags, stationery.	Web: <a href="http://www.ipledge.com">www.ipledge.com</a> 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: <a href="http://www.postbox.com.hk">www.postbox.com.hk</a> E-mail: <a href="mailto:samsonchow@aol.com">samsonchow@aol.com</a> Telephone: 818-281-8899 Fax: 818-889-9189	For USPS promotional use only.
WINCO INTERNATIONAL 9019 OSO AVENUE SUITE 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, and pens.	Web: <a href="http://www.shopwonderland.com">www.shopwonderland.com</a> 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 <i>Classic Collections</i> caps.	Telephone: 847-215-0011 Fax: 847-215-0013	For USPS promotional and personal use only.

Licensee	Products	Where Can I Buy These?	Other Sources
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: <a href="http://www.dstincorporated.com">www.dstincorporated.com</a> 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, and logo apparel.	Web: <a href="http://www.fifmarketing.com">www.fifmarketing.com</a> 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 1072 JACOBY RD AKRON OH 44321-1799	Golf apparel and equipment.	Telephone: 330-666-7390 Fax: 330-666-4525	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: <a href="mailto:tomr@postalproducts.com">tomr@postalproducts.com</a> Telephone: 800-229-4500	For USPS promotional use only, except for 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 AVENUE SUITE 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: <a href="http://www.shopwonderland.com">www.shopwonderland.com</a> 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 <i>Classic Collections</i> caps.	Telephone: 847-215-0011 Fax: 847-215-0013	
CIZNA INC 45 E 25TH ST APT 11D NEW YORK NY 10010-2941	Mr. Zip t-shirts.	Currently available only in Japan.	
CORNING MUSEUM OF GLASS 1 MUSEUM WAY CORNING NY 14830-2253	T-shirts.	Web: <a href="http://www.cmog.com">www.cmog.com</a> Telephone: 607-974-8835 Fax: 607-974-7365	Corning Museum gift shop.
DATA SOLUTIONS AND TECHNOLOGY INC 3300 75TH AVE STE 110 LANDOVER MD 20785-1501	EID Polo shirts and t-shirts.	Web: <a href="http://www.dstincorporated.com">www.dstincorporated.com</a> Telephone: 301-583-3500 Fax: 301-583-3512	

Licensee	Products	Where Can I Buy These?	Other Sources
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 1072 JACOBY RD AKRON OH 44321-1799	Golf apparel and equipment.	Telephone: 330-666-7390 Fax: 330-666-4525	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 AVENUE 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: <a href="http://www.usps.com/shop">www.usps.com/shop</a> 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: <a href="http://www.dpcreations.com">www.dpcreations.com</a> E-mail: <a href="mailto:dpcreations@earthlink.net">dpcreations@earthlink.net</a> 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: <a href="http://www.dodgecolor.com">www.dodgecolor.com</a> 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: <a href="http://www.kennedymint.com">www.kennedymint.com</a> Telephone: 440-572-3222 Fax: 440-572-3692	Direct mail.

Licensee	Products	Where Can I Buy These?	Other Sources
PAPER TIGER 335 JEFFERSON AVE CRESSKILL NJ 07626-1211	33-cent <i>Ayn Rand</i> stamp poster.	Web: <a href="http://www.papertig.com">www.papertig.com</a> Telephone: 201-567-5620 Fax: 201-541-9529	
WESTERN METAL DECORATING 8875 INDUSTRIAL LANE CUCAMONGA CA 91730-4529	Posters and clips made of metal materials in all sizes.	Telephone: 909-987-2506 Fax: 909-483-6096	Not for resale in Postal Stores except through OLRP program.
WINCO INTERNATIONAL 9019 OSO AVENUE 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 that recreates the company start-up experience.	Web: <a href="http://www.adventuregamesinc.com">www.adventuregamesinc.com</a> 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: <a href="mailto:consumerservices@1st-gear.com">consumerservices@1st-gear.com</a> 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 scale with plastic and rubber components.	Telephone: 847-367-1288 Fax: 847-367-1295	
LIONEL LLC 50625 RICHARD W BLVD CHESTERFIELD MI 48051-2493	Priority Mail service railroad boxcar.	Telephone: 810-949-4100 x1 Fax: 810-949-1013	Dealers.
MATTEL INC 333 CONTINENTAL BLVD 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.

Licensee	Products	Where Can I Buy These?	Other Sources
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.
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 DR 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 with a <i>Greetings From America</i> theme.	Telephone: 407-880-4670 Fax: 407-880-3467	
PATRIOTIC CHALLENGE 23353 SAINT ANDREWS MISSION VIEJO CA 92692-1538	Educational trivia board game featuring stamp images.	Telephone: 949-837-7444 Fax: 949-837-7446	
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: <a href="http://www.playingmantis.com">www.playingmantis.com</a> Telephone: 219-252-0300 Fax: 219-252-0500	
RACING CHAMPIONS ERTL INC 800 ROOSEVELT RD BLDG 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 Web at <a href="http://www.speccast.com">www.speccast.com</a> 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	Web: <a href="http://www.postbox.com.hk">www.postbox.com.hk</a> E-mail: <a href="mailto:samsonchow@aol.com">samsonchow@aol.com</a> 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	<i>Looney Toons</i> 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: <a href="http://www.stampbase.com">www.stampbase.com</a> Telephone: 609-273-2739 Fax: 609-273-1965	



Licensee	Products	Where Can I Buy These?	Other Sources
CINEGRAM MEDIA INC 1 SPRINGFIELD AVE SUMMIT NJ 07901-4055	<i>Celebrate the Century</i> CD-ROMs; screensavers.	Telephone: 908-598-4755 Fax: 908-598-4756	
CONCORD INDUSTRIES 19 WILLARD RD NORWALK CT 06851-4414	Key chains, lapel pins, laser engraved glass, belt buckles, and Americana products.	Web: <a href="http://www.uspsproducts.com">www.uspsproducts.com</a> Telephone: 800-553-9824 Fax: 203-750-6057	Specialty stores.
CORNING MUSEUM OF GLASS 1 MUSEUM WAY CORNING NY 14830-2253	Note cards, puzzles, and wall art.	Web: <a href="http://www.cmog.com">www.cmog.com</a> Telephone: 607-974-8835 Fax: 607-974-7365	Corning Museum gift shop.
CRANSTON CONSUMER PRODUCTS CO 469 7TH AVE NEW YORK NY 10018-7605	<i>Heroes of 2001</i> , <i>Celebrate the Century</i> , 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: <a href="http://www.dstincorporated.com">www.dstincorporated.com</a> 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: <a href="http://www.desperate.com">www.desperate.com</a> Telephone: 800-732-4859 x10 Fax: 330-725-0150	Direct mail.
DIRECT CHECKS UNLIMITED LLC 8245 N UNION BLVD COLORADO SPRINGS CO 80920-4456	Bank checks, return address labels, and checkbook covers.	Telephone: 719-531-3954 Fax: 719-548-9604	Call to get order forms.
GIMBELS OF MAINE PO BOX 57 BOOTHBAY HARBOR ME 04538-0057	Collectible porcelain thimbles.	Web: <a href="http://www.gimbelsdepartmentstore.com">www.gimbelsdepartmentstore.com</a> Telephone: 207-633-5088 Fax: 207-633-5128	Retail location in Maine and 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: <a href="mailto:galemorrell@mris.com">galemorrell@mris.com</a> 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: <a href="http://www.heharris.com">www.heharris.com</a> Telephone: 404-214-4300 Fax: 404-214-4390	eBay store.
HERITAGE COLLECTIONS LTD 6647 KERNS RD FALLS CHURCH VA 22042-4231	Holiday ornaments made with live stamps.	Telephone: 703-533-7800 Fax: 703-533-7801	
HIGHLANDER LOGO PRODUCTS CORP 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.	E-mail: <a href="mailto:tom@hlp golf.com">tom@hlp golf.com</a> Telephone: 800-334-2230 Fax: 866-666-4525	Ask for color catalog
HY KO PRODUCTS 7370 NORTHFIELD RD WALTON OH 44146-6106	Key chains, key rings, key fobs, key accessories, and bottle openers.	Telephone: 440-232-8227 Fax: 440-232-8227	
ILIAD INC 144 2ND AVE N NASHVILLE TN 37201-1936	Music compilations with Postal Service stamp artwork.	Telephone: 615-244-9305 Fax: 615-244-9366	
IPROMOTEU 8 STRATHMORE RD NATICK MA 01760-2419	Bookmarks, pins, key chains, and mugs	Web: <a href="http://www.ipromoteu.com">www.ipromoteu.com</a> Telephone: 877-470-1436 Fax: 905-542-9454	
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.

Licensee	Products	Where Can I Buy These?	Other Sources
KENNEDY MINT INC 12102 PEARL RD STRONGSVILLE OH 44136-3398	Framed collections of stamps and coins.	Web: <a href="http://www.kennedymint.com">www.kennedymint.com</a> Telephone: 440-572-3222 Fax: 440-572-3692	Direct mail.
KURT S ADLER INC 1107 BROADWAY NEW YORK NY 10010-2872	Holiday ornaments.	Telephone: 212-924-0900 Fax: 212-807-0575	
MARCH COMPANY 3815 ACADEMY PKWY NE ALBUQUERQUE NM 87109-4408	Stamp design lapel pins, key chains, and money clips. <i>Heroes of 2001</i> product: lapel pins, magnets, key chains, money clips, marble paperweights, two-dimensional holiday ornaments, and framed pins.	Web: <a href="http://www.marchco.com">www.marchco.com</a> Telephone: 800-336-2724 Fax: 505-345-0407	
NANCY SALES COMPANY INC 22 WILLOW ST CHELSEA MA 02150-3506	Mugs, shot glasses, and key chains.	Telephone: 617-884-1700 Fax: 617-889-2789	
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	
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: <a href="http://www.favoriteline.com/heroes">www.favoriteline.com/heroes</a> Telephone: 800-996-8655 Fax: 707-996-9957	
SUMMERFIELD FOODS INC 1305 N DUTTON AVE STE 100 SANTA ROSA CA 95401-4609	Butter cookies.	Telephone: 707-579-3938 Fax: 707-579-8442	
TE NEUES PUBLISHING COMPANY 16 W 22ND STREET 11TH FLR NEW YORK NY 10010-5803	Wall calendars featuring various stamp designs.	Telephone: 212-627-9090 Fax: 212-627-9534	Stationery stores, gift retailers, book stores, and 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 stationery.	Web: <a href="http://www.ipledge.com">www.ipledge.com</a> Telephone: 800-327-1402 Fax: 800-622-8212	
VANMARK INC 2551 E PHILADELPHIA ST ONTARIO CA 91761-7774	Figurines, frames, clocks, and bookends	Telephone: 909-923-6789 Fax: 909-673-9699	
WEI KEE PLASTIC INDUSTRIAL LTD 92 POKFULAM ROAD FLAT B1 LA CLARE MANSION HONG KONG	Miniature plastic mailboxes.	Web: <a href="http://www.postbox.com.hk">www.postbox.com.hk</a> E-mail: <a href="mailto:samsonchow@aol.com">samsonchow@aol.com</a> Telephone: 818-281-8899 Fax: 818-889-9189	
WINCO INTERNATIONAL 9019 OSO AVENUE STE F CHATSWORTH CA 01311-4117	Lapel pins, key chains, magnets, ornaments, earrings, necklaces, pen stands, paperweights, framed stamp pins/embblems 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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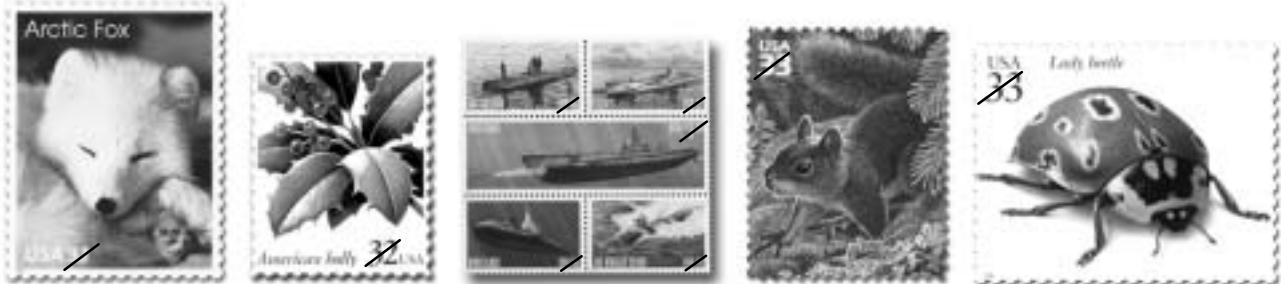
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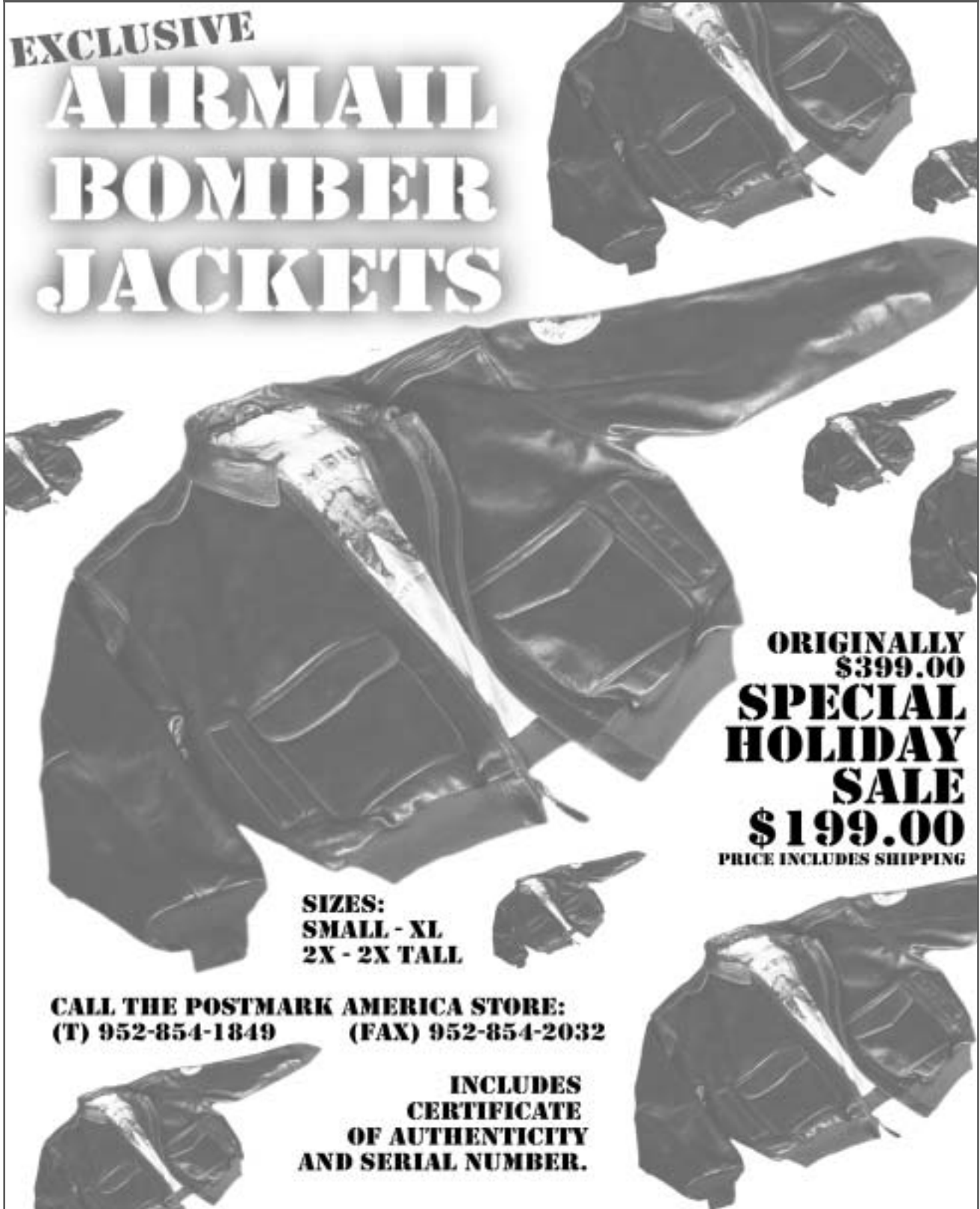


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## Philately

STAMP ANNOUNCEMENT 02-48

### Thurgood Marshall Commemorative Stamp



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The Postal Service will issue a 37-cent *Thurgood Marshall* commemorative stamp (Item 453800) in a pressure-sensitive adhesive (PSA) pane of 20 on January 7, 2003, in Washington, DC. The stamp, designed by Richard Sheaff, Scottsdale, Arizona, and photographed by the late Abdon Daoud Ackad, Sr., Bethesda, Maryland, goes on sale nationwide January 8, 2003.

This 26th stamp in the *Black Heritage* series commemorates Thurgood Marshall, who was a civil rights lawyer for many years before becoming the first African American to serve as solicitor general of the United States. In 1967, Marshall was sworn in as the first African American of the U.S. Supreme Court and continued in that capacity until he retired in January 1993. On November 30, 1993, our country's highest civilian honor, the Presidential Medal of Freedom, was awarded to Thurgood Marshall.

Issue:	<i>Thurgood Marshall</i>
Item Number:	453800
Denomination & Type of Issue:	37-cent Commemorative
Format:	Pane of 20 (1 design)
Series:	<i>Black Heritage</i>
Issue Date & City:	January 7, 2003, Washington, DC 20066
Photographer:	Abdon Daoud Ackad, Sr.
Designer:	Richard Sheaff, Scottsdale, AZ
Engraver:	N/A
Art Director:	Richard Sheaff, Scottsdale, AZ
Typographer:	Richard Sheaff, Scottsdale, AZ
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset
Printer:	Ashton Potter USA
Printed at:	Williamsville, NY
Press Type:	Stevens, Varisize Security Press
Stamps per Pane:	20
Print Quantity:	150 million stamps
Paper Type:	Prephosphored, Type II
Gum Type:	Pressure-sensitive adhesive
Processed at:	Ashton Potter USA Ltd.
Colors:	Black #1, PMS 422, Black #2
Stamp Orientation:	Vertical
Image Area (w x h):	0.84 x 1.40 in./21.336 x 35.556 mm
Overall Size (w x h):	0.99 x 1.56 in./25.171 x 39.624 mm
Pane Size (w x h):	5.90 x 7.135 in./149.86 x 181.229 mm
Plate Size:	180 stamps per revolution
Plate Numbers:	"P" followed by three (3) single digits
Marginal Markings:	"© 2002 USPS" • plate numbers in four corners • plate position diagram • price • two barcodes on back
Catalog Item Number(s):	453820 Block of 4 — \$1.48 453830 Block of 10 — \$3.70 453840 Full pane of 20 — \$7.40 453861 First day cover — \$0.75 453893 Full pane w/first day cover — \$8.15

### How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office, by telephone at 800-STAMP-24, and at the Postal Store Web site at [www.usps.com](http://www.usps.com). They should affix the stamps to envelopes of their choice,

address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

THURGOOD MARSHALL COMMEMORATIVE STAMP  
 POSTMASTER  
 SPECIAL CANCELLATIONS  
 PO BOX 92282  
 WASHINGTON DC 20090-2282

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by February 6, 2003.

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

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

First day covers remain on sale for at least 1 year after the stamp's issuance.

**Philatelic Products**

There are no philatelic products for this stamp issue.

**Distribution: Item 453800, 37-cent Thurgood Marshall Commemorative Stamp**

Stamp distribution offices (SDOs) will receive their full standard automatic distribution quantities for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (40,000 stamps).

**Initial Supply to Post Offices**

SDOs will make a subsequent automatic distribution to Post Offices of a full standard automatic distribution quantity using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to Post Offices before December 30, 2002.

**Philatelic Requirement**

SDOs with authorized philatelic centers will receive an automatic distribution of these stamps in 9 positions for subsequent distribution to each philatelic window.

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the Thurgood Marshall Commemorative Stamp, Item 453800...
1	18,000
2	36,000
3	54,000
4	72,000
5	90,000
6	108,000
7	126,000
8	144,000
9	162,000
12	216,000
13	234,000
16	288,000
19	342,000

**Additional Supply**

Post Offices requiring additional Item 453800 must requisition them from their designated SDO using PS Form 17. SDOs requiring additional Item 453800 must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the San Francisco, Chicago, Memphis, and New York APDs will each receive 4,000,000 additional stamps; the Denver APD will receive 1,000,000 additional stamps. For fulfilling supplemental orders from APDs, the Kansas City Stamp Services Center will receive 16,000,000 additional stamps.

**Sales Policy**

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

— Stamp Services,  
 Government Relations and Public Policy, 12-12-02

STAMP ANNOUNCEMENT 02-49

## Lunar New Year — Ram Commemorative Stamp



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The Postal Service will issue a 37-cent *Lunar New Year — Ram* commemorative stamp (Item 453700) in a pressure-sensitive adhesive (PSA) pane of 20 on January 15, 2003, in Chicago, Illinois. The stamp, designed and illustrated by Clarence Lee, Honolulu, Hawaii, goes on sale nationwide on January 16, 2003.

In the Chinese lunar calendar, the Year of the Ram begins on February 1, 2003, and ends on January 21, 2004. Charm, creativity, and a caring and gentle personality are hallmarks of the ram. The Postal Service will mark the occasion with the issuance of the 11th stamp in the award-winning *Lunar New Year* series.

### How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office, by telephone at 800-STAMP-24, and at the Postal Store Web site at [www.usps.com](http://www.usps.com). They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

LUNAR NEW YEAR — RAM COMMEMORATIVE STAMP  
POSTMASTER  
433 WEST HARRISON ST  
CHICAGO IL 60607-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by February 14, 2003.

Issue:	<i>Lunar New Year — Ram</i>
Item Number:	453700
Denomination & Type of Issue:	37-cent Commemorative
Format:	Pane of 20 (1 design)
Series:	<i>Lunar New Year</i>
Issue Date & City:	January 15, 2003, Chicago, IL 60607
Designer:	Clarence Lee, Honolulu, HI
Engraver:	N/A
Artist:	Clarence Lee, Honolulu, HI
Art Director:	Terry McCaffrey, USPS
Typographer:	Clarence Lee, Honolulu, HI
Modeler:	Banknote Corporation of America, Inc. (BCA)
Manufacturing Process:	Offset/Microprint "USPS"
Printer:	Banknote Corporation of America, Inc. (BCA)
Printed at:	Browns Summit, NC
Press Type:	Man Roland, 300
Stamps per Pane:	20
Print Quantity:	70 million stamps
Paper Type:	Phosphor tagged, block
Gum Type:	Pressure-sensitive adhesive
Processed at:	Banknote Corporation of America, Inc. (BCA)
Colors:	Yellow, cyan, magenta, PMS blue
Stamp Orientation:	Horizontal
Image Area (w x h):	1.39 x 0.82 in./35.31 x 20.83 mm
Overall Size (w x h):	1.56 x 0.99 in./39.62 x 25.15 mm
Full Pane Size (w x h):	7.26 x 5.90 in./184.40 x 149.86 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	"B" followed by four (4) single digits
Marginal Markings:	"© 2002 USPS" • price • plate numbers in four corners • plate position diagram • barcodes on back
Catalog Item Number(s):	453720 Block of 4 — \$1.48 453730 Block of 10 — \$3.70 453740 Full pane of 20 — \$7.40 453761 First day cover — \$0.75 453793 Full pane w/first day cover — \$8.15

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

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

First day covers remain on sale for at least 1 year after the stamp's issuance.

**Philatelic Products**

There are no philatelic products for this stamp issue.

**Distribution: 37-Cent Lunar New Year — Ram Commemorative Stamp, Item 453700**

Stamp distribution offices (SDOs) will receive one-third of their standard automatic distribution quantities for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (40,000 stamps).

**Initial Supply to Post Offices**

SDOs will make a subsequent automatic distribution to Post Offices for one-quarter of their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to Post Offices before January 6, 2002.

**Philatelic Requirement**

SDOs with authorized philatelic centers will receive an automatic distribution of these stamps in 6 positions for subsequent distribution to each philatelic window.

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the Lunar New Year — Ram Commemorative Stamp, Item 453700
1	12,000
2	24,000
3	36,000
4	48,000
5	60,000
6	72,000
7	84,000
8	96,000
9	108,000
12	144,000
13	156,000
16	192,000
19	228,000

**Additional Supply**

Post Offices requiring additional Item 453700 must requisition them from their designated SDO using PS Form 17. SDOs requiring additional Item 453700 must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, APDs will receive the following quantities of additional stamps: San Francisco, 4,000,000; New York, 2,400,000; Chicago and Memphis, 1,000,000 each; Denver, 400,000; and the Honolulu SDO, 800,000.

**Sales Policy**

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

— Stamp Services,  
Government Relations and Public Policy, 12-12-02



## NOTICE

**2003 Commemorative Stamp Poster**

In the centerfold, you will find a full-color poster featuring a reproduction of each of the stamps in the 2003 Commemorative Stamp Program.

The 2003 Commemorative Stamp Program includes something for all our customers, whether they want stamps for mail use or as collectibles. Household mailers, commercial mailers, and casual and serious collectors will be excited about these great new designs.

This year's program features the following commemorative stamps:

- *Lunar New Year: Year of the Ram*
- *Black Heritage: Thurgood Marshall*
- *Literary Arts: Zora Neale Hurston*
- *American Filmmaking: Behind the Scenes*
- *Ohio Statehood*
- *Pelican Island National Wildlife Refuge*
- *Old Glory*
- *Cesar E. Chavez*
- *First Flight*
- *Louisiana Purchase*
- *Legends of Hollywood: Audrey Hepburn*

- *Southeastern Lighthouses*
- *Nature of America: Arctic Tundra*
- *Korean War Veterans Memorial*
- *American Treasures: Mary Cassatt*
- *Early Football Heroes*
- *Roy Acuff*
- *Reptiles and Amphibians*
- *Holiday Music Makers*
- *Holiday Celebrations: Eid*
- *Holiday Celebrations: Hanukkah*
- *Holiday Celebrations: Kwanzaa*
- *Christmas: Madonna and Child by Jan Gossaert*

The stamps are tentatively scheduled for issuance in various months throughout the year. The issue dates, formats, denominations, and design elements are subject to change. We will announce the official date of issuance and design format for each stamp in the *Postal Bulletin* before its release.

— Stamp Services,  
Government Relations and Public Policy, 12-12-02

## REVISION

**2003 Stamps and Postal Stationery — Announcement 03-A (November 2002)**

The *2003 Stamps and Postal Stationery* announcement in *Postal Bulletin* 22090 (11-28-02, page 75) has been revised to reflect a change in the first day of issue for the 37-cent *Year of the Ram* commemorative stamp. The revised announcement appears on page 85.

— Stamp Services,  
Government Relations and Public Policy, 12-12-02





## 2003 STAMPS AND POSTAL STATIONERY

This schedule is subject to change.

Revised 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](http://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
C	37¢ Year of the Ram (Lunar New Year)	Jan 15	Chicago, IL 60607	PSA pane of 20	Feb 14
	37¢ Zora Neale Hurston (Literary Arts)	Jan 24	Eatonville, FL 32751	PSA pane of 20	Feb 24
P	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





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



## 2003 Requisition Schedule — Postage Stamps and Stamped Cards

All Stamp Distribution Offices (SDOs) and authorized CAG A–G Post Offices that order postage stamps and stamped cards should refer to the 2002 Requisition Schedule appearing with this article.

When you order postage stamps from the Bureau of Engraving and Printing (BEP), submit PS Form 3356, *Stamp Requisition — Bulk Quantities* (**note:** Use PS Form 3356 to order only those postage stamps manufactured by the BEP). When you order stamped cards from the Government Printing Office (GPO), submit PS Form 3216, *Requisition for Postal Cards — Bulk Quantities*.

**Until further notice, do not mail your stamp or post card requisitions to BEP or GPO, but follow the procedures as outlined below:**

1. Complete a PS Form 3356 (for stamps from BEP), or a PS Form 3216 (for cards from GPO).
2. Print *clearly* all required information.
3. Enter the appropriate “item number.” (Reminder: accountable paper depositories (APDs) are the primary source of supply for stamp items not available for bulk requisitioning from suppliers).
4. Enter “quantity requisitioned.” Do not exceed the maximum quantity per requisition, or the order will be edited down to that prescribed amount.
5. Signatures are required. Requisitions must contain a signature.
6. Photocopy the completed forms three to a sheet if possible, but *do not* combine BEP and GPO requisitions on the same sheet. Please keep requisitions to BEP and GPO separate.
7. Fax to Headquarters Stamp Distribution at 202-268-5978.
8. Retain the original PS Forms 3356 and 3216 at your SDO or accounting office. **Do not mail.**
9. Before faxing, examine photocopies for clarity. Leave a space of approx one-half inch at the top of the photocopy to allow for the fax transmission’s “informational header.”

You must fax requisitions at least 1 week before the date assigned on the schedule. Shipments will begin approximately 7 to 10 days after that date. Strict compliance with this schedule equalizes the workload and maximizes transportation efficiency.

Requisitions to the BEP that are received after their assigned date are processed and shipped as time permits, but no later than the next designated ordering cycle. Requisitions to the GPO that are received after their assigned date are deferred until the next designated ordering cycle.

This schedule does not apply to orders for precanceled stamps or to *properly identified and documented* emergency orders. Such orders are processed immediately upon receipt. Nevertheless, it takes 7 to 10 days from the date of submission before the requisitioning office receives the stock. Offices must identify emergency orders by faxing a separate memorandum with the requisition. The memorandum must list the reason for “out-of-schedule” ordering, and include the requisition number, item number, manager’s signature, city, state, and ZIP+4 Code. Unless such a memorandum is received, the BEP and GPO will follow normal processing procedures. Processing orders “out-of-schedule” increases shipping and handling costs; consequently, avoid this practice when possible.

Complete instructions for ordering stock in bulk quantities may be found in the current edition of the Handbook F-1, *Post Office Accounting Procedures*, Section 423.4. The current edition of Handbook F-1 is accessible on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *HBKs*.

## 2003 Requisition Schedule (BEP and GPO Only)

Offices Within These States ...	Submit Requisitions to Reach Supplier by ...					
Alaska, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming	Jan. 2	Feb. 24	April 21	June 23	Aug. 18	Oct. 20
Arizona, California, Guam, Hawaii	Jan. 6	Mar. 3	April 28	June 30	Aug. 25	Oct. 27
Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin	Jan. 13	Mar. 10	May 5	July 7	Sept. 8	Nov. 3
Illinois, Indiana, Kansas, Kentucky, Missouri, Ohio	Jan. 21	Mar. 17	May 12	July 14	Sept. 15	Nov. 11
Arkansas, Louisiana, Mississippi, Oklahoma, Tennessee, Texas	Jan. 27	Mar. 24	May 19	July 21	Sept. 22	Nov. 17
Alabama, District of Columbia, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia, West Virginia	Feb. 3	Mar. 31	June 2	July 28	Sept. 29	Nov. 24
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	Feb. 10	April 7	June 9	Aug. 4	Oct. 6	Dec. 1
Delaware, New Jersey, New York, Pennsylvania, Puerto Rico, Virgin Islands	Feb. 18	April 14	June 16	Aug. 11	Oct. 14	Dec. 1

**Note:** The requisition schedule for stamps and stamped cards *is not* the same as the schedule for stamped envelopes.

— Stamp Services, Government Relations and Public Policy, 12-12-02

## Plain Stamped Envelope Ordering Information

Follow these procedures to ensure the timely receipt of plain stamped envelope orders. Current and new accountable paper custodians should retain this document for reference and review it frequently. For complete information, refer to Handbook F-1, *Post Office Accounting Procedures*, section 423.43. The current edition of Handbook F-1 is accessible on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on HBKs.

### Ordering Plain Stamped Envelopes

All stamp distribution offices (SDOs) and authorized CAG A–G Post Offices may submit requisitions to Stamp Fulfillment Services (SFS) for stamped envelopes. Plain stamped envelopes can be ordered once every accounting period according to the requisition schedule shown in Figure 1. Submit requests to SFS using PS Form 3205, *Requisition for Plain Stamped Envelopes*, which is shown in Figure 2. Submit all requisitions to arrive at least 7 days before the due date indicated on the schedule in Figure 1. Shipments are made in the second week following the scheduled submission week. Please maintain an 8-week inventory of stamped envelopes. **Note:** The submission week for stamped envelopes is not the same as those for stamps and stamped cards (see Handbook F1, 423.43-5). They are issued in ascending numerical sequence in lots of 100 cards to SDOs and 50 cards to authorized CAG A–G Post Offices (see Handbook F-1, 423.43-2). When your current supply of PS Forms 3205 is depleted, order a new supply by submitting PS Form 3206, *Order for Form 3205*, which is shown in Figure 3.

*Please note the packing requirements.* To facilitate the processing of your requisition, order only in the carton sizes shown on PS Form 3205 (Figure 2) and/or the chart of carton sizes shown in Figure 4. You must circle a specific packing size on PS Form 3205 or you will receive the 2,500-size carton for the #10 and #9 envelopes, and the 5,000-size carton for the #6-3/4 envelopes, for quantities in those amounts or greater. When ordering full pallets of envelopes, refer to Figure 5 for the standard palletized quantities used to meet new Postal Service shipping and stacking requirements.

The EP-10E envelope, preaddressed to SFS, can be ordered as follows:

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

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

- **E-Mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or using F3Fill), and send it as an attachment to *MDC Customer Service* or to [mcustome@email.usps.gov](mailto:mcustome@email.usps.gov).
- **Mail:** Send 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 the EP-10E envelope is as follows:

**PSN:** 7530-01-364-7065  
**PSIN:** EP10E  
**Unit of Issue:** EA  
**Quick Pick#:** N/A  
**Bulk Pack Quantity:** 2,500  
**Price:** \$0.0966  
**Edition Date:** 10/99

If you have not already done so, please order this envelope immediately, and destroy all previous issues of EP-10E envelope. Using the new envelope will speed up the delivery and processing of your requisition.

### Emergency Requisitions

If you need stamped envelopes urgently to fulfill customer demand outside the normal requisitioning cycle, you may submit an emergency requisition. Submit a memorandum with the requisition listing the reason for the out-of-cycle order, the date the envelopes are required, the requisition number, the quantity and item, the signature of the local manager, and the Post Office telephone number, city, state, and ZIP Code. If this information is not included on the memo, the requisition will be processed as a normal requisition. Processing orders out-of-cycle increases shipping and handling cost, so please submit emergency requisitions only if you are unable to get stock from your SDO or accountable paper depository (APD).

### Receipt of Stock

Examine each shipping carton to ascertain that all cartons are addressed to your office, that the seals are not broken, and that the cartons are not damaged. If there are any signs of tampering, report to the inspector in charge immediately (see Handbook F-1, 423.6-3).

**Always enter the total value of the stock as noted on PS Form 3309, *Advice of Shipment/Stamp Invoice*, even if physical quantity is not the same. This amount has been charged to your finance number as of the date of shipment.** If you enter a figure other than the total from PS Form 3309, you will receive a statement of difference from the postal data center (PDC). Allow 3 weeks from date of shipment before reporting full-carton nonreceipts to SFS. If you ordered the incorrect item, contact your SDO for permission to return or exchange the stock. If the contractor furnished you the incorrect item, contact SFS for information on how to receive a PS Form 3309 for stock received (Treat-As-Filled) or how to return stock to SFS for replacement if it cannot be used. To report nonreceipt of a carton or cartons, send a memo to SFS. **Do not use PS Form 8144, *Stamp Discrepancy Report***, to report nonreceipts of full cartons or for incorrect items.

### Shortages in Sealed Cartons

Report by telephone to Stamp Acquisition, Quality Assurance (202-268-6542), if one or more boxes of 500 are missing in a sealed carton. Follow up by reporting shortage on PS Form 8144 to the address on the form. Total all PS Forms 8144 at the end of the accounting period and file a claim for loss (see Handbook F-1, 423.72-2).

Include the "PLAIN PACKED BY" numbers shown on the preprinted panel on each inside box on the PS Form 8144 so that the contractor can be appropriately notified.

### Shortages in Open/Damaged Cartons

If there are any signs of tampering and stock is missing from a carton, report it to the inspector in charge immediately (see Handbook F-1, 423.6-3).

### Damaged Cartons

Handle stamped envelopes that are damaged according to Handbook F-1, Part 452.

### Overages in Sealed Cartons

Report overages on PS Form 8144 immediately and send a *copy* to the address on the form. Send the overage stock with the *original* PS Form 8144 by registered mail to the following address:

US POSTAL SERVICE  
 STAMP DISTRIBUTION NETWORK  
 22403 RANDOLPH DR  
 DULLES VA 20103-0001

Include on the PS Form 8144 the "PLAIN PACKED BY" numbers shown on the preprinted panel on each inside box so that the contractor can be appropriately notified.

### Defective Stock

Defective stock is not saleable and must remain the property of the Postal Service. It must be returned immediately to main stock and then to the SDO, if applicable. Follow the procedures for shortages as noted previously (report on PS Form 8144 and file a claim for loss).

Include the "PLAIN PACKED BY" numbers shown on the preprinted panel on each inside box on the PS Form 8144 so that the contractor can be appropriately notified.

### Stamped Envelope Discount

Full boxes of stamped envelopes may be sold to customers using the rates shown in *Domestic Mail Manual* (DMM) P020, which results in making sales at a discount. Your office was charged the individual price when the envelopes were shipped to you. Use PS Form 3220, *Claim for Stamped Envelope Discount*, to account for all full boxes of envelopes sold to customers at a discount (see Handbook F-1, 426.82).

Figure 1. Requisition Schedule FY 2002

Offices having ZIP Codes beginning with:	Submit requisition to reach SFS before:
004-099, 100-199, 200-239, 244, 254, 260-268, 439-447	<b>1st week of each A/P</b> (A/P 5 - 12/28) (A/P 6 - 1/25) (A/P 7 - 2/22) (A/P 8 - 3/22) (A/P 9 - 4/19) (A/P 10 - 5/17) (A/P 11 - 6/14) (A/P 12 - 7/12) (A/P 13 - 8/9) (A/P 1 - 9/6) (A/P 2 - 10/4) (A/P 3 - 11/1) (A/P 4 - 11/29)
240-243, 245-253, 255-259, 270-299, 300-397, 400-418, 421-422, 425-438, 448-462, 465-474, 480-497, 700-705, 707-709, 713-717, 719-729	<b>2nd week of each A/P</b> (A/P 5 - 1/4) (A/P 6 - 2/1) (A/P 7 - 3/1) (A/P 8 - 3/29) (A/P 9 - 4/26) (A/P 10 - 5/24) (A/P 11 - 6/21) (A/P 12 - 7/19) (A/P 13 - 8/16) (A/P 1 - 9/13) (A/P 2 - 10/11) (A/P 3 - 11/8) (A/P 4 - 12/6)
420, 423-424, 463-464, 475-479, 498-499, 500-588, 600-678, 680-689	<b>3rd week of each A/P</b> (A/P 5 - 1/11) (A/P 6 - 2/8) (A/P 7 - 3/8) (A/P 8 - 4/5) (A/P 9 - 5/3) (A/P 10 - 5/31) (A/P 11 - 6/28) (A/P 12 - 7/26) (A/P 13 - 8/23) (A/P 1 - 9/20) (A/P 2 - 10/18) (A/P 3 - 11/17) (A/P 4 - 12/13)
590-599, 679, 690-693, 706, 710-712, 718, 730-799, 800-898, 900-999	<b>4th week of each A/P</b> (A/P 5 - 1/18) (A/P 6 - 2/15) (A/P 7 - 3/15) (A/P 8 - 4/12) (A/P 9 - 5/10) (A/P 10 - 6/7) (A/P 11 - 7/5) (A/P 12 - 8/2) (A/P 13 - 8/30) (A/P 1 - 9/27) (A/P 2 - 10/25) (A/P 3 - 11/22) (A/P 4 - 12/20)

**Note:** The requisition schedule for stamped envelopes is *not* the same as the schedule for stamps and stamped cards.

Figure 2. PS Form 3205, Requisition for Plain Stamped Envelopes


City, State, and ZIP Code						Req. No.		Region No.	St.	Office	
Item No.	Quantity Requisitioned		Date of Requisition			Phone Number (Include area code)			Signature		
			Mo.	Day	Year						
See Handbook F-1 for Instructions as to HOW and WHEN to order											
Postmaster/Accountable Paper Custodian: Check packing specifications for each envelope type ordered			6¾		<input type="checkbox"/> Package of 500		<input type="checkbox"/> Package of 1,000		<input type="checkbox"/> Package of 2,500		<input type="checkbox"/> Package of 5,000
			9 & 10		<input type="checkbox"/> Package of 500		<input type="checkbox"/> Package of 1,000		<input type="checkbox"/> Package of 2,500		
			<p>1. Use a separate form for each item or packaging configuration ordered (the minimum order for banded items is 1,000). Complete and verify each data element. Use forms in ascending requisition sequence.</p> <p>This is an accountable form and is preprinted with your office name and finance number. <b>Do not</b> lend to another office.</p> <p>2. Send this completed form to <b>STAMP FULFILLMENT SERVICES (SFS)</b> in a pre-addressed EP10E envelope, (available from your servicing MDC).</p> <p><b>NOTE:</b> This requisition must arrive at the SFS a week before the week shown above to be shipped in cycle. <b>Emergency Orders:</b> Attach a justifying memo stating reason for expedited request. <b>Do not write messages on this form.</b></p>								
			PS Form 3205, August 1999			Requisition for Plain Stamped Envelopes					

Figure 3. PS Form 3206, Order for Form 3205


City, State, and ZIP Code						Req. No.		Region No.	St.	Office	
									Signature		
Postmaster/Accountable Paper Custodian: Complete <i>Quantity</i> and <i>Date of Request</i>			Quantity Ordered			Date of Request			Phone Number (Include area code)		
			<input type="checkbox"/> 100 (SDOs Only)			Mo.	Day	Year			
			<input type="checkbox"/> 50 (All other post offices)								
			<p>1. Use this form to order additional Forms 3205.</p> <p>2. Place this form in your deck of unused Forms 3205 to serve as a replenishment reminder.</p> <p>3. Complete <i>Quantity Ordered</i> (NOTE: SDOs order 100; all other post offices order 50) and <i>Date Requested</i>. Sign and mail to <b>STAMP FULFILLMENT SERVICES</b> in a pre-addressed EP10E envelope, (available from your servicing MDC). Another Form 3206 will accompany your new supply of Forms 3205.</p> <p>4. This is an accountable form and is preprinted with your office name and finance number. <b>Do not</b> lend to another office.</p>								
			PS Form 3206, August 1999			Order for Form 3205, Requisition for Plain Stamped Envelopes					

Figure 4. Carton Sizes

Type of Envelope	Carton Sizes
#6-3/4	500; 1,000; 2,500; 5,000*
#9 and #10	500; 1,000; 2,500**

Maximum quantity that can be ordered per requisition is 2,500,000.

\* For quantities greater than 5,000, must order in multiples of 5,000.

\*\* For quantities greater than 2,500, must order in multiples of 2,500.

Figure 5. Standard Palletized Quantities

Quantities to Order to Receive Full Pallet			
Pallet Size	Quantity	Number Of Cartons	
500 Carton:	#10	70,000	140
	#9	50,000	100
	#6-3/4	70,000	140
1,000 Carton:	#10	65,000	65
	#9	50,000	50
	#6-3/4	70,000	70
2,500 Carton:	#10	75,000	30
	#9	50,000	20
	#6-3/4	140,000	56
5,000 Carton:	#6-3/4	140,000	28

— Stamp Services,  
Government Relations and Public Policy, 12-12-02



### Pictorial Cancellations Announcement

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


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

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

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

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


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



**PARKER COUNTY  
"CUTTING HORSE CAPITAL  
OF THE WORLD"  
STATION**

MILLSAP TX  
NOV  
15  
2002  
76066


November 15, 2002  
*Millsap Post Office*  
PARKER COUNTY CUTTING  
HORSE CAPITAL OF THE  
WORLD STATION  
POSTMASTER  
103 FAIRVIEW RD  
MILLSAP TX 76066-9998



**PARKER COUNTY  
"CUTTING HORSE CAPITAL  
OF THE WORLD"  
STATION**

WENTHERFORD TX  
DEC  
4  
2002  
76066

December 3-4, 2002  
*Peaster Post Office*  
PARKER COUNTY CUTTING  
HORSE CAPITAL OF THE  
WORLD STATION  
POSTMASTER  
8816 FARM MARKET RD 920  
PEASTER TX 76485-9998



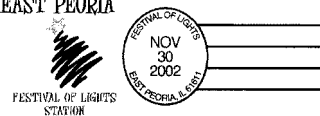
**Flint Islamic Station**  
Swartz Creek, MI 48473  
November 22, 2002  
**"Blessed Festival"**

November 22, 2002  
*Flint Islamic Center*  
FLINT ISLAMIC STATION  
POSTMASTER  
8055 PAUL FORTINO DR  
SWARTZ CREEK MI 48473-9998



**TOM MATTE  
HOLIDAY STATION**  
DECEMBER 6, 2002  
BALTIMORE, MD 21220

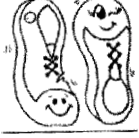
December 6, 2002  
*TOM MATTE HOLIDAY STATION  
MANAGER MOWS*  
9000 EAST FAYETTE ST  
BALTIMORE MD 21233-9715



**EAST PEORIA**  
FESTIVAL OF LIGHTS  
STATION

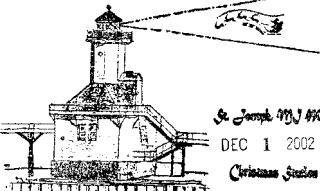
NOV  
30  
2002  
61611

November 30, 2002  
*Peoria Post Office*  
FESTIVAL OF LIGHTS STATION  
POSTMASTER  
415 EAST WASHINGTON ST  
EAST PEORIA IL 61611-9998



**HAPPY FEET STATION**  
DECEMBER 6, 2002  
GEORGETOWN MN 56546  
4-H 1902-2002

December 6, 2002  
*Postal Service*  
HAPPY FEET STATION  
POSTMASTER  
PO BOX 9998  
GEORGETOWN MN 56546-9998



**Christmas Station**


St. Joseph, MI 49085  
DEC 1 2002

December 1-31, 2002  
*CHRISTMAS STATION*  
POSTMASTER  
PO BOX 9998  
ST JOSEPH MI 49085-9998

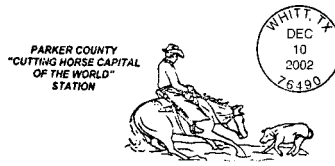


**CHRISTMAS  
AT OLD FORT  
CONCHO**  
CONCHOPEX STATION - SAN ANGELO, TX 76903  
Dec 6th 2002

December 6-8, 2002  
*San Angelo Post Office*  
CONCHOPEX STATION  
POSTMASTER  
1 NORTH BRYANT BLVD  
SAN ANGELO TX 76902-9998

60<sup>th</sup> Christening Anniversary  
Dec. 7, 2002  
  
**USS New Jersey BB-62 Sta.**  
Philadelphia PA 19104

December 7, 2002  
*Universal Ship Cancellation Society*  
USS NEW JERSEY BB-62 STATION  
POSTMASTER  
2970 MARKET ST RM 525  
PHILADELPHIA PA 19104-9611



December 10, 2002  
*Whitt Post Office*  
PARKER COUNTY CUTTING HORSE CAPITAL OF THE WORLD STATION  
POSTMASTER  
191 MAIN ST  
WHITT TX 76490-9998



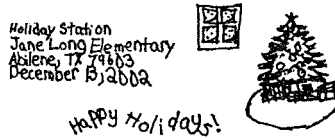
December 7, 2002  
*Chippewa Falls Main Street Association*  
GREAT AMERICAN MAIN STREET CITY STATION  
POSTMASTER  
PO BOX 9998  
CHIPPEWA FALLS WI 54729-9998



December 11, 2002  
*TENO RONCALIO BUILDING DEDICATION STATION*  
POSTMASTER  
2829 COMMERCIAL WAY  
ROCK SPRINGS WY 82901-9998



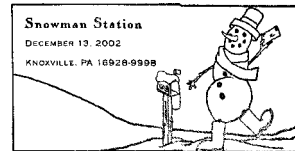
December 7, 2002  
*Bracken Village*  
BRACKEN VILLAGE STOP STATION  
POSTMASTER  
10410 PERRIN BEITEL RD  
SAN ANTONIO TX 78284-9998



December 13, 2002  
*Jane Long Elementary School*  
HOLIDAY STATION  
POSTMASTER  
341 PINE ST  
ABILENE TX 79601-9998

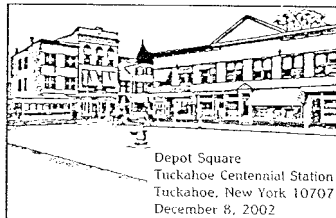


December 7, 2002  
*Plano Conservancy*  
INTERURBAN STATION  
POSTMASTER  
1200 JUPITER RD  
PLANO TX 75074-9998



December 13, 2002  
*Knoxville Community Association*  
SNOWMAN STATION  
POSTMASTER  
PO BOX 9998  
KNOXVILLE PA 16928-9998

**HOLIDAY MEMORIES**  
December 7, 2002  
**Braden River Station**  
Bradenton, FL 34203-9998



December 7, 2002  
*HOLIDAY MEMORIES BRADEN RIVER STATION*  
POSTMASTER  
2005 57TH AVE WEST  
BRADENTON FL 34203-9998



December 13, 2002  
*Peaster Post Office*  
PARKER COUNTY CUTTING HORSE CAPITAL OF THE WORLD STATION  
POSTMASTER  
8616 FARM MARKET RD 920  
PEASTER TX 76485-9998

December 8, 2002  
*DEPOT SQUARE TUCKAHOE CENTENNIAL STATION*  
POSTMASTER  
PO BOX 9998  
TUCKAHOE NY 10707-9998



December 13-14, 2002  
*Springfield Area Nativity Theatre Association*  
NATIVITY PAGEANT STATION  
POSTMASTER  
PO BOX 9998  
SPRINGFIELD MN 56087-9998



December 8, 2002  
*Batso Citizens Committee*  
HOLIDAY STATION  
POSTMASTER  
114 SOUTH THIRD ST  
HAMMONTON NJ 08037-9998



December 14, 2002  
*COUNTRY CHRISTMAS STATION*  
POSTMASTER  
PO BOX 9998  
RUDOLPH WI 54475-9998



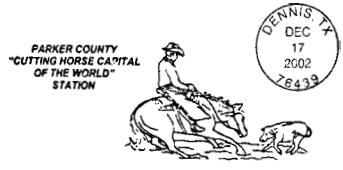
December 14, 2002  
 Plymouth Post Office  
 HOLIDAY STATION  
 POSTMASTER  
 PO BOX 9998  
 PLYMOUTH VT 05056-9998



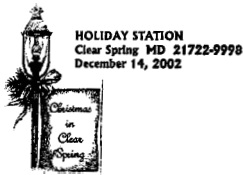
December 15, 2002  
 Capitol Inkers Anonymous  
 MERRY CHRISTMAS STATION  
 POSTMASTER  
 8409 LEE HWY  
 MERRIFIELD VA 22116-9998



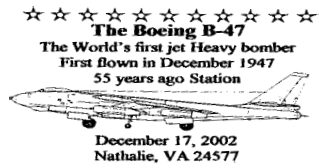
December 14, 2002  
 20TH ANNUAL CHRISTMAS ON  
 THE SQUARE STATION  
 POSTMASTER  
 PO BOX 9998  
 HIGHWAY 105 SOUTH  
 COLDSRING TX 77331-9998



December 17, 2002  
 Dennis Post Office  
 PARKER COUNTY CUTTING  
 HORSE CAPITAL OF THE  
 WORLD STATION  
 POSTMASTER  
 6940 FARM MARKET RD 1189  
 DENNIS TX 76439-9998



December 14, 2002  
 Clear Spring Garden Club  
 HOLIDAY STATION  
 POSTMASTER  
 PO BOX 9998  
 CLEAR SPRING MD 21722-9998



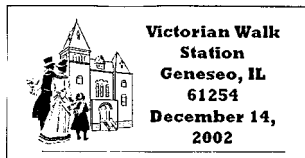
December 17, 2002  
 55 YEARS AGO STATION  
 POSTMASTER  
 PO BOX 9998  
 NATHALIE VA 24577-9998



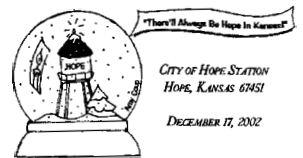
December 14, 2002  
 Sterling City Lions Club  
 CHRISTMAS STROLL STATION  
 POSTMASTER  
 616 4TH AVE  
 STERLING CITY TX 76951-9998



December 17, 2002  
 First Flight Society  
 WRIGHT BROTHERS STATION  
 POSTMASTER  
 PO BOX 9998  
 KITTY HAWK NC 27949-9998



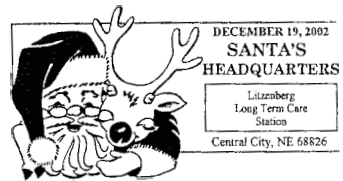
December 14, 2002  
 Geneseo Chamber of Commerce  
 VICTORIAN WALK STATION  
 POSTMASTER  
 120 WEST FIRST ST  
 GENESEO IL 61254-9998



December 17, 2002  
 The Hope Community Projects  
 Committee and the City of Hope  
 CITY OF HOPE STATION  
 POSTMASTER  
 PO BOX 9998  
 HOPE KS 67451-9998



December 14, 2002  
 Winesburg Christmas Committee  
 WINESBURG STATION  
 POSTMASTER  
 131 WEST BUCKEYE ST  
 CLYDE OH 43410-9998



December 19, 2002  
 Litzenberg Memorial Hospital  
 LITZENBERG LONG TERM  
 CARE STATION  
 POSTMASTER  
 PO BOX 9998  
 CENTRAL CITY NE 68826-9998

Little Sweden Station  
 December 14, 2002  
 Lindsborg, KS 67456



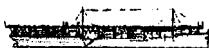
December 14-18, 2002  
 Lindsborg Rotary Club, Lindsborg  
 Chess Club  
 LITTLE SWEDEN STATION  
 POSTMASTER  
 125 EAST LINCOLN ST  
 LINDSBORG KS 67456-9998

150 Years  
 Nora, Illinois  
 1852-2002  
 December 21, 2002  
 Nora Post  
 Office Station



December 21, 2002  
 NORA POST OFFICE STATION  
 POSTMASTER  
 PO BOX 9998  
 NORA IL 61059-9998

USS Langley CV-1  
80 years ago station  
First U S Navy Aircraft Carrier  
22 December, 1922



22 December, 2002  
Brookneal, VA 24528

December 22, 2002

*Postal Service*

80 YEARS AGO STATION  
POSTMASTER  
101 TODD ST  
BROOKNEAL VA 24528-9998



December 29, 2002

*Postal Service*

SUPERIOR CENTENNIAL  
STATION  
POSTMASTER  
25 NORTH HIGH SCHOOL AVE  
SUPERIOR AZ 85273-9998

— *Stamp Services,  
Government Relations and Public Policy, 12-12-02*

## 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
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— *Mail Preparation and Standards,  
Pricing and Classification, 12-12-02*

# Post Offices

## Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	04-3951	71946	AR	Hatton	Polk	Main Office	Post Office	10/25/1993	Post Office and ZIP Code discontinued. Establish a place name. Hatton AR becomes an acceptable last line for use with ZIP Code 71937.
New	04-2106	71937	AR	Cove	Polk	Hatton	Place Name	11/02/2002	
Old	04-1125	72516	AR	Boswell	Izard	Main Office	Post Office	10/25/1996	Post Office and ZIP Code discontinued. Establish a place name. Boswell AR becomes an acceptable last line for use with ZIP Code 72556.
New	04-5688	72556	AR	Melbourne	Izard	Boswell	Place Name	11/02/2002	
Old	12-6941	31073	GA	Plainfield	Dodge	Main Office	Post Office	08/14/1998	Post Office and ZIP Code discontinued. Establish a place name. Plainfield GA becomes an acceptable last line for use with ZIP Code 31023.
New	12-2816	31023	GA	Eastman	Dodge	Plainfield	Place Name	10/05/2002	
Old	16-4818	60182	IL	Maple Park	Kane	Virgil	Community Post Office	01/04/2002	Community Post Office and ZIP Code discontinued. Establish a place name. Virgil IL becomes an acceptable last line for use with ZIP Code 60151.
New	16-4818	60151	IL	Maple Park	Kane	Virgil	Place Name	08/10/2002	
Old	20-4036	41444	KY	Ivyton	Magoffin	Main Office	Post Office	01/03/1997	Post Office and ZIP Code discontinued. Establish a place name. Ivyton KY becomes an acceptable last line for use with ZIP Code 41465.
New	20-6816	41465	KY	Salyersville	Magoffin	Ivyton	Place Name	10/12/2002	
Old	20-6052	42365	KY	Penrod	Muhlenberg	Main Office	Post Office	08/26/1994	Post Office and ZIP Code discontinued. Establish a place name. Penrod KY becomes an acceptable last line for use with ZIP Code 42339.
New	20-2292	42339	KY	Dunmor	Muhlenberg	Penrod	Place Name	10/26/2002	
Old	20-7584	41377	KY	Talbert	Breathitt	Main Office	Post Office	12/17/1993	Post Office and ZIP Code discontinued. Establish a place name. Talbert KY becomes an acceptable last line for use with ZIP Code 41339.
New	20-4052	41339	KY	Jackson	Breathitt	Talbert	Place Name	10/26/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	20-0540	41569	KY	Belfry	Pike	Toler	Community Post Office	05/18/2001	Community Post Office and ZIP Code discontinued. Establish a place name. Toler KY becomes an acceptable last line for use with ZIP Code 41514.
New	20-0540	41514	KY	Belfry	Pike	Toler	Place Name	07/31/2002	
Old	21-8892	71481	LA	Verda	Grant	Main Office	Post Office	08/16/1996	Post Office and ZIP Code discontinued. Establish a place name. Verda LA becomes an acceptable last line for use with ZIP Code 71454.
New	21-6214	71454	LA	Montgomery	Grant	Verda	Place Name	09/28/2002	
Old	21-1417	70042	LA	Carlisle	Plaquemines	Main Office	Post Office	12/31/1992	Post Office and ZIP Code discontinued. Establish a place name. Carlisle LA becomes an acceptable last line for use with ZIP Code 70040.
New	21-1118	70040	LA	Braithwaite	Plaquemines	Carlisle	Place Name	10/12/2002	
Old	21-0676	70716	LA	Bayou Goula	Iberville	Main Office	Post Office	02/07/1992	Post Office and ZIP Code discontinued. Establish a place name. Bayou Goula LA becomes an acceptable last line for use with ZIP Code 70788.
New	21-9308	70788	LA	White Castle	Iberville	Bayou Goula	Place Name	09/28/2002	
Old	21-1235	70720	LA	Bueche	West Baton Rouge	Main Office	Post Office	12/28/1990	Post Office and ZIP Code discontinued. Establish a place name. Bueche LA becomes an acceptable last line for use with ZIP Code 70729.
New	21-2808	70729	LA	Erwinville	West Baton Rouge	Bueche	Place Name	10/12/2002	
Old	21-3302	70642	LA	Fullerton	Vernon	Main Office	Post Office	02/21/1992	Post Office and ZIP Code discontinued. Establish a place name. Fullerton LA becomes an acceptable last line for use with ZIP Code 70656.
New	21-7059	70656	LA	Pitkin	Vernon	Fullerton	Place Name	09/28/2002	
Old	23-3600	21736	MD	Gapland	Washington	Main Office	Post Office	07/31/1993	Post Office and ZIP Code discontinued. Establish a place name. Gapland MD becomes an acceptable last line for use with ZIP Code 21779.
New	23-7920	21779	MD	Rohrersville	Washington	Gapland	Place Name	09/28/2002	
Old	36-8360	28471	NC	Watha	Pender	Main Office	Post Office	11/09/1991	Post Office and ZIP Code discontinued. Establish a place name. Watha NC becomes an acceptable last line for use with ZIP Code 28478.
New	36-8608	28478	NC	Willard	Pender	Watha	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	37-8880	58489	ND	Venturia	McIntosh	Main Office	Post Office	08/02/1996	Post Office and ZIP Code discontinued. Establish a place name. Venturia ND becomes an acceptable last line for use with ZIP Code 58413.
New	37-0464	58413	ND	Ashley	McIntosh	Venturia	Place Name	09/28/2002	
Old	35-3275	12739	NY	Godeffroy	Orange	Main Office	Post Office	02/28/1990	Post Office and ZIP Code discontinued. Establish a place name. Godeffroy NY becomes an acceptable last line for use with ZIP Code 12729.
New	35-2045	12729	NY	Cuddebackville	Orange	Godeffroy	Place Name	10/05/2002	
Old	40-7168	97872	OR	Ritter	Grant	Main Office	Post Office	05/05/1989	Post Office and ZIP Code discontinued. Establish a place name. Ritter OR becomes an acceptable last line for use with ZIP Code 97856.
New	40-4944	97856	OR	Long Creek	Grant	Ritter	Place Name	09/28/2002	
Old	40-1504	97821	OR	Cayuse	Umatilla	Main Office	Post Office	12/21/1985	Post Office and ZIP Code discontinued. Establish a place name. Cayuse OR becomes an acceptable last line for use with ZIP Code 97801.
New	40-6624	97801	OR	Pendleton	Umatilla	Cayuse	Place Name	09/28/2002	
Old	40-3072	97831	OR	Fox	Grant	Main Office	Post Office	11/14/1997	Post Office and ZIP Code discontinued. Establish a place name. Fox OR becomes an acceptable last line for use with ZIP Code 97856.
New	40-4944	97856	OR	Long Creek	Grant	Fox	Place Name	09/28/2002	
Old	41-0404	16614	PA	Bakers Summit	Bedford	Main Office	Post Office	03/24/1989	Post Office and ZIP Code discontinued. Establish a place name. Bakers Summit PA becomes an acceptable last line for use with ZIP Code 16673.
New	41-7120	16673	PA	Roaring Spring	Blair	Bakers Summit	Place Name	09/28/2002	
Old	41-8052	16682	PA	Sproul	Blair	Main Office	Post Office	03/30/1990	Post office discontinued. Retain ZIP Code. Establish a place name. Sproul PA becomes an acceptable last line of address for use with ZIP Code 16682.
New	41-1424	16625	PA	Claysburg	Blair	Sproul	Place Name	09/28/2002	
Old	46-1404	57526	SD	Carter	Tripp	Main Office	Post Office	11/22/1985	Post Office and ZIP Code discontinued. Establish a place name. Carter SD becomes an acceptable last line for use with ZIP Code 57580.
New	46-9666	57580	SD	Winner	Tripp	Carter	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	47-5820	38056	TN	Miston	Dyer	Main Office	Post Office	07/31/1995	Post Office and ZIP Code discontinued. Establish a place name. Miston TN becomes an acceptable last line for use with ZIP Code 38080.
New	47-7248	38080	TN	Ridgely	Dyer	Miston	Place Name	10/12/2002	
Old	47-6564	37842	TN	Ozone	Cumberland	Main Office	Post Office	03/31/1991	Post Office and ZIP Code discontinued. Establish a place name. Ozone TN becomes an acceptable last line for use with ZIP Code 37854.
New	47-7368	37854	TN	Rockwood	Roane	Ozone	Place Name	10/12/2002	
Old	47-7512	37372	TN	Saint Andrews	Franklin	Main Office	Post Office	05/04/1992	Post Office and ZIP Code discontinued. Establish a place name. Saint Andrews becomes an acceptable last line for use with ZIP Code 37375.
New	47-7704	37375	TN	Sewanee	Franklin	Saint Andrews	Place Name	10/05/2002	

— Address Management, Chief Technology Officer, 12-12-02

#### 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 designating 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, 12-12-02



## 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](mailto:mcustome@email.usps.gov).
- **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

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

Here's the information that you'll need to order 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:** NA  
**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](http://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, 12-12-02



# ROUND-UP NOTICE



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

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

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

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

# Retail

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CORRECTION

## Frequency of Handling Funds From Retail Stamp Vending Machines

An article in *Postal Bulletin* 22090 (11-28-02, page 83) should not have been published.

**Please disregard the article "Frequency of Handling Funds From Retail Stamp Vending Machines."**

— *Self Service and Access Management,  
Delivery and Retail;  
Revenue and Field Accounting,  
Finance, 12-12-02*

# What's in Store

## Visual merchandising online

*Seeing is buying*

Great news! The new Visual Merchandising application is now available on the redesigned retail Web site. Employees at Postal Service retail units with Intranet access can train themselves in all aspects of Postal Service merchandising. Topics include Marketing 101, Messaging, Communication By Zone, POP (point of purchase) Planograms, Merchandising, What We're Selling, Retail Access, Employee Support, and Ready Set Retail.

Postmasters, managers, retail associates, or any employees interested in retail, are encouraged to access the site at their convenience and learn how to use visual merchandising techniques to raise revenue and increase customer satisfaction. Retail employees with POP responsibilities particularly will enjoy the site.

Just go to <http://retail.usps.gov> and click on *Visual Merchandising*. The exciting world of merchandising is as close as your keyboard.

## Yes, the snowmen stick!

*Big sellers*

The new *Snowmen* Tape Stamps are popular with customers this holiday season. These are the new self-adhesive holiday stamps available in linerless coils of 100. However, there has been some concern expressed by both Postal Service customers and retail associates about the stick-ability of the *Snowmen* Tape Stamps. You'll notice that immediately after the stamp is applied, it can be removed and repositioned. This is by design! That's right, these stamps can be removed after they're initially applied, but only for 30 minutes. After that, they're permanently stuck. The adhesive is specially made to provide this convenience.

Be sure to advise customers about this new feature and assure them that the *Snowmen* stick.

## What's in Store

### ReadyPost™ training

*Note course numbers*

The 14-minute ReadyPost video has been assigned training course number 41501-21 and NSN #6910-05-000-5589. Employees will receive 15 minutes training credit for viewing the video, which provides an overview of the ReadyPost Shipping Supplies program. Topics in the video include commentary from Retail Marketing on the national program and its success, testimonials from Postal Service employees around the country, and principles of good retailing.

This training course is also available on the Employee Development Web site at <http://nced.usps.gov/pde/documents>. Click on *MMM* and scroll down to 021118.doc. Local Postal Service Employee Development Centers can order copies of the video through their normal procedures for ordering training supplies. The cost of reproducing the video is \$8.95 each.

The ReadyPost PowerPoint presentation conducted by Hallmark, Inc., which includes the 14-minute video, has been assigned training course number 41201-13. Employees attending this presentation will receive 1 hour of training credit. While Hallmark remains the supplier for ReadyPost, this presentation will be available by directly contacting Susan Thomas, Hallmark Representative, at 816-216-3214 or by e-mail at [sthoma5@hallmark.com](mailto:sthoma5@hallmark.com). This presentation can be conducted at Postal Service-related functions (postmaster meetings, staff meetings, etc.).

The presentation provides in-depth information about these merchandising principles: anticipating customer needs, ordering the right product mix, availability of product, and proper merchandising and display.

### Feedback

Send comments and questions to:

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

## What's in Store

# THE EMPLOYEE MAILBOX

**HOLIDAY 10/19/02 – 12/28/02**

## Insure a Great Holiday With Priority Mail® Service

Of course you know your customers want to get their domestic packages delivered quickly, especially this time of year. But many of them also need to know the Postal Service is able to protect their valuable packages as well as confirm delivery during the busy holiday season. Remind your customers about Priority Mail service with extra services like Insurance and Delivery Confirmation™. They'll get speedy 2-3 day delivery and peace of mind.

## Ship Overseas on Time

Remind your customers that they have a choice of three international services to get their packages delivered by Christmas: Global Priority Mail® service for delivery in 4-6 days, Global Express Mail™ service for delivery in 3-5 days, and Global Express Guaranteed™ service for delivery in 2-3 days, depending on the origin and destination.

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



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

## What's in Store

# THE EMPLOYEE MAILBOX

## Express Your Holiday Cheer

Even if your customers have put off holiday shopping until the last minute, they can still make their delivery deadlines by shipping with Express Mail® service. Let them know their packages can be delivered overnight even on weekends and holidays to many destinations—or their money is refunded. (Your customers may also need to know their packages are automatically insured up to \$100 at no extra charge and can be tracked on [www.usps.com](http://www.usps.com)).



### December Stamp Releases:

*None*

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

# What's in Store




# THE EMPLOYEE MAILBOX

## December



**FOCUS**

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

SUN	MON	TUE	WED	THUR	FRI	SAT
1	2	3	4	5	6  payday	7
8	9 	10	11	12	13 Last Day for Districts to input VESS Data for FY '03 AP 3	14
15	16	17	18	19	20  payday	21 Last day for customers to send gifts (non-local) with Priority Mail service and have them arrive before Christmas
22	23 Last day for customers to use Express Mail® service and have it arrive before Christmas	24 Make sure Holiday Closing door sign is displayed	25 Offices Closed CHRISTMAS	26 KWANZAA begins	27	28 New Years Drive Period Begins; Remove Holiday POP AP 5 begins
29	30	31				

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



# Supply Management

REVISED HANDBOOK AVAILABLE

## PO-512, Plant Loading Authorization and Procedures Guidelines

Handbook PO-512, *Plant Loading Authorization and Procedures Guidelines*, has been completely revised. The revised version differs from the previous handbook, published September 1, 1989, in that it redefines the responsibilities of the district and the area office in a plant load, clearly explains how to establish and administer a plant load agreement, and explains which forms are required and how they are to be completed.

The revised handbook is available through the Material Distribution Center (MDC) and on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on HBKs.

### HBK PO-512 Ordering Information

Order the revised Handbook PO-512 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](mailto:mcustome@email.usps.gov).

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

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

The relevant ordering information for Handbook PO-512 is as follows:

**PSIN:** HBKPO512  
**NSN:** 7610-03-000-3831  
**Unit of Issue:** EA  
**Bulk Pack Quantity:** 80  
**Quick Pick Number:** N/A  
**Price:** \$4.8209  
**Edition Date:** 10/02

— *Surface Operations,  
Network Operations Management, 12-12-02*

## Industrial and Automotive Batteries on eBay

On March 26, 2002, a contract for industrial and automotive batteries was awarded to Enersys, Inc. (contract number 363199-02-P-0270). **Under this partnership, all industrial batteries and chargers and automotive batteries must be purchased from Enersys, Inc.** This partnership is part of Supply Management's commitment to provide cost savings by leveraging Postal Service national buying power, providing transaction cost savings, and streamlining procedures.

The Postal Service formed this strategic partnership with Enersys, Inc., to provide batteries for Postal Service requirements nationwide. This is a 5-year contract with a 5-year option that will improve service levels and increase standardization opportunities with every new purchase of Enersys equipment.

Effective December 2, 2002, you must use eBay when ordering industrial and automotive batteries; go to <http://ebuy.usps.gov/jsp/co/Login.jsp> (note that this URL is case sensitive). Prices are available from eBay, or by contacting Paul Kofchock, Enersys Customer Service, at:

Telephone: 800-844-8999

Fax: 610-372-8912

E-mail: [paul.kofchock@enersysinc.com](mailto:paul.kofchock@enersysinc.com)

Follow locally established buying procedures and, when placing an order under this contract, you must include a valid Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) number. You must not order against this contract using a credit card.

Vehicle Maintenance Facilities (VMFs) can access their consignment battery inventory levels and usage, and warranty information at the Delivery and Industrial Equipment Category Management Center (CMC) Web site at <http://blue.usps.gov/purchase/material/pmsc/greensboro> (note that this URL is case sensitive). Click *Go*. On the CMC main page, to view battery inventory, click *Industrial Equipment*, then *Industrial Batteries*, and then *Link to VMF Battery Consignment Data*.

Detailed ordering instructions are contained in Material Logistics Bulletin MLB-CO-02-004 at <http://blue.usps.gov/purchase/depot.htm>.

The Delivery and Industrial Equipment CMC in Greensboro, North Carolina, administers this contract. Direct questions concerning the contract to:

RONNIE E KLUTZZ CPM  
DELIVERY AND INDUSTRIAL EQUIPMENT CATEGORY  
MANAGEMENT CENTER  
PO BOX 27496  
GREENSBORO NC 27498-0001

Phone: 800-627-7211

Fax: 336-665-2866

E-mail: [rklutzz@email.usps.gov](mailto:rklutzz@email.usps.gov)

— SCM Strategies,  
*Supply Management, 12-12-02*

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

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

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

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

#### 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](mailto: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

CONVENIENT, EASY-TO-FOLLOW INFORMATION...

# A Customer's Guide to Mailing

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



**“This booklet is the BEST informational source for our customers that I have seen in the 12 years that I have worked for the Postal Service. Thank you for making my job easier!”**

*Vickie Koltiska  
Postmaster  
Wyarno, WY*

**THE CONSUMER'S POST OFFICE!**