

POSTAL BULLETIN

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PRESIDENTIAL COMMISSION TO STUDY THE ROLE OF THE POSTAL SERVICE IN THE 21ST CENTURY

"The postal system is not broken,
but there are changing
circumstances which require us
to think ahead..."

Commission Co-Chair James Johnson

"This is not a stealth project to
privatize the Postal Service..."

Treasury Under Secretary Peter Fisher

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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			

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Presidential Commission on the Postal Service

The Bush administration recently announced creation of the Presidential Commission on the Postal Service. The nine-member bipartisan commission “will identify the operational, structural and financial challenges facing the Postal Service.”

- “It will examine potential solutions and recommend legislative and administrative steps to ensure the long-term viability of postal service in the United States,” said a Treasury Department announcement.
- PMG Jack Potter said, “The Commission is good news coming at the right time,” and has the “opportunity to build on the achievements made possible by the Postal Reorganization Act of 1970 before America faces a postal crisis.”
- He added that basic economic assumptions of the Postal Service business model — that continuing growth in mail volume and revenue would support continued infrastructure growth — are no longer valid. Mail volume growth is at risk from competition and technology, while the number of delivery points is increasing.
- “The president recognizes that now is the time to reassess how the Postal Service should adapt to pressure from customers, competitors and technology, and best fulfill its mission in the 21st century,” said Peter Fisher, Under Secretary of the Treasury for Domestic Finance.
- Commission Co-Chairman James Johnson said, “The postal system isn’t broken, but there are changing circumstances which require us to think ahead.”
- Potter said the commission is consistent with — and complementary to — the USPS Transformation Plan, to which Potter said the Postal Service remains committed.
- The Commission will submit its report to the president by July 31, 2003.

Commission members

The Commission is co-chaired by Harry Pearce and James Johnson. Pearce is chairman of the board at Hughes Electronics. Johnson is chairman of the board at the Brookings Institution and former CEO of Fannie Mae.

Other members include Richard Levin, president, Yale University; Dionel Aviles, president, Aviles Engineering; Don Cogman, chairman, CC Investments; and Carolyn Gallagher, former CEO, Texwood Furniture.

Also serving are Norman Seabrook, president, New York City Correction Officers’ Benevolent Association; Robert Walker, CEO, Wexler Group; and Joseph Wright, CEO, PanAmSat.

Positive reaction: Mailing industry supports new commission on the Postal Service

Mailing industry groups are praising the creation of the commission. Endorsing the commission were the Direct Marketing Association (DMA), the Alliance of Nonprofit Mailers, Magazine Publishers of America, the Mailers Council and the Newspaper Association of America.

- Endorsements also have come from the National Newspaper Association (NNA) and the Mailing Industry CEO Council. Even UPS said it supported formation of the commission.
- “A vibrant 21st century economy requires a vibrant 21st century postal system,” said Mailing Industry CEO Council member William Davis, who is CEO of R.R. Donnelly.

Transforming field finance: New system automates daily financial reporting

If it’s 10 p.m., it must be closing time. The Postal Service has launched a new automatic daily closing process for business mail entry units (BMEUs) using the PERMIT system, which keeps track of payments from business mailers.

- The new procedure, launched Nov. 23, automates a previously manual process, standardizes closing procedures on a national basis and increases financial controls, according to Russ Clark, acting manager of Revenue and Field Accounting.
- “Most importantly, this guarantees that all sites submit reports every day and that revenue information flows accurately and quickly from each field office,” says Clark.
- Each permit and periodical system is closed at 10 p.m. local time. The computerized closing automatically shuts down the system, transmits financial information to the Accounting Service Center in Eagan, MN, and sends a daily financial report directly to a printer at the local permit office. That way, accurate financial information is available to managers each business day.

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- Business Customer Support Systems Manager Larry Goodman and Customer Service Support Analyst Michael Lee worked closely with Finance to make daily financial reporting a firm business practice, Clark says.
- "The new automated closing process is one example of the cross-functional partnership needed to support field finance transformation initiatives, including Standard Accounting For Retail, Shared Services/Accounting and the General Ledger project," says Accounting Manager Jayne Schwarz.

Click-N-Ship around the clock. It's a hit with customers looking for shipping convenience

If you build it — an online shipping solution that's fast, easy and available 24 hours a day — they will come. Click-N-Ship™ proves the point.

- Click-N-Ship at www.usps.com allows customers to prepare and print shipping labels — with or without postage. "It's clear that we have a hit on our hands," Nick Barranca, vice president of Product Development, told the Postal Service Board of Governors.
- In its first six months, Click-N-Ship volume has tripled, Barranca said. Customers have printed over 1.3 million shipping labels so far. Monday, Dec. 9, was the busiest day so far — with more than 24,000 labels printed.
- More than a third of Click-N-Ship users pay for postage online. These customers can hand their pre-paid packages to their carrier, schedule a special pickup, drop them at a local Post Office or deposit them in a collection box.
- Click-N-Ship is an important part of the expanded customer access strategy in the Postal Service Transformation Plan. "Convenience for many people means that they can do what they want, when they want," says Barranca.
- When customers use Click-N-Ship, they also qualify for lower electronic rates for Delivery Confirmation™ and Signature Confirmation™ services. This makes Priority Mail® service an even greater value, since customers receive Delivery Confirmation service at no additional charge.

Surf's up! At The Postal Store

Hawaii may have bigger waves, but surfers are heading to *The Postal Store* on www.usps.com in record numbers. Web surfers, that is. Sales have set an all-time record at *The Postal Store*. And service continues to shine.

- Customers at *The Postal Store* placed 87,695 orders, generating more than \$6.2 million in sales during the most recent four-week accounting period.
- One likely reason for this surfing craze: new Postal Service advertising telling customers about *The Postal Store* and its full line of stamps and Postal Service products, including collectibles. If we tell them, they will buy!

Let's get visual! Retail Web site sports makeover

Ever wonder why the farmer at the market put the ripest and biggest tomatoes on top of the pile? That's "visual merchandising"—arranging goods to make them more attractive to customers. A new Postal Service Retail Web site explores this and other retailing techniques.

- The *Visual Merchandising* link is now available from the redesigned Retail web site at <http://retail.usps.gov>. Retail employees should enter point-of-purchase (POP) information and/or ZIP Code to enter the site. If your facility isn't a Post Office, enter HQ, AREA or DISTR in the ZIP Code area to access the site.
- Topics include Marketing 101, POP Planograms, Merchandising, What We're Selling, Retail Access and Ready Set Retail, among others. The site is chock full of information employees can use to generate additional revenue. Check it out. The world of merchandising is as close as your keyboard.

508 compliance. The Postal Service sets the agency standard

The awards just keep stacking up. Now the Postal Service has nailed the Government Video Star Award in the news/information category for the educational video "Section 508 and the Postal Service."

- Public Affairs and Communications produced the video with Information Technology to increase understanding of Section 508 accessibility requirements and compliance. This 508 video is now setting the standard in government for addressing compliance with 508.

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- “We take universal service very seriously,” said Postal Service Information Technology Vice President Bob Otto. “And universal service means access — for everyone. Educating our employees and building the infrastructure necessary to support Section 508

helps us make sure that our electronic and information technology is accessible to people with disabilities.”

- And when all is said and done, “It is the right thing to do,” Otto said. The award was presented Dec. 4 in Washington, DC. Accepting was video producer Howard Grimes.

Administrative Services

REVISED HANDBOOK

AS-820, Postal Computing Environment

What Does Handbook AS-820 Cover and Does It Apply to Me?

Information Technology has revised Handbook AS-820, *Postal Computing Environment*. The handbook describes the Postal Computing Environment, as of October 2002, and contains technical information, design rules, configuration details, and procedures appropriate for designing applications for operation on Web servers. The handbook applies to all individuals and organizations who develop, implement, operate, or maintain business applications or technical infrastructure for the Postal Service.

Does the Revised Handbook Replace Any Publications?

Handbook AS-820 replaces:

- Handbook AS-820, *Postal Computing Environment*, dated June 1999.
- Memorandum of Policy IT-12-11-2000, *Microsoft Windows 2000 Professional on Desktop and Laptop Computers*.
- Memorandum of Policy IT-02-26-2001, *Browser Compatibility and Server-based Application Development*.
- Memorandum of Policy IT-03-06-2001, *Windows 2000 Servers*.

How Do I Get Copies of the Revised Handbook?

Officers and Information System Managers

We are distributing copies to officers in Headquarters and information system managers in district offices.

Other Postal Service Employees

We are making copies available to other Postal Service employees as follows:

- On the Intranet: You can access the handbook online through the Postal Service PolicyNet Web site on the intranet at <http://blue.usps.gov/cpim>; click on HBKs.
- At the MDC. We have stocked a small amount of copies at the Material Distribution Center (MDC). You can order from the MDC in one of the following ways:
 - **Touch Tone Order Entry (TTOE):** Call 800-332-0317, and please listen carefully to the message, as the prompts have changed.

Note: You must be registered to use TTOE. To register, call 800-332-0317, choose option 8, extension 2925, and follow the prompts to leave a message (wait 48 hours after registering before you place your first order).
 - **E-mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or using F3Fill), and send it as an attachment to the e-mail address *MDC Customer Service* or to *mcustome@email.usps.gov*.
 - **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

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

Here's the information you need to order Handbook AS-820:

PSIN:	Handbook AS-820
PSN:	7610-03-000-5939
Unit of Issue:	EA
Price:	\$6.19
Bulk pack Quantity:	20
Edition Date:	10/02

— *Enterprise Architecture and Standards, Information Technology, 12-26-02*

Customer Relations

Mail Alert

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

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

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Harriet Carter Gifts	Standard	12/26/02–12/31/02	16.0	Nationwide	Barcoded, Basic, 3/5 Digit, Car-Rt	RR Donnelley, Lancaster, PA
Sally Beauty Supply	Standard	12/28/02–12/31/02	1.1	Nationwide	Residual, 3/5 Digit, Car-Rt	The Mailbox, Dallas, TX
JCP Saturday Sale Preview	Standard/Flat	12/30/02–01/02/03	8.2	Nationwide	Car-Rt	Harte-Hanks
Seventh Avenue	Standard	12/30/02–01/03/03	1.3	Nationwide	Barcoded, Basic, 3/5 Digit, Car-Rt	Integrated Marketing Solutions, Monroe, WI
The Sportsman's Guide January Main	Standard/Catalog	12/30/02–01/03/03	2.1	Nationwide	3/5-digit, Car-Rt	Quad, Lomira, WI
Decision Magazine	Standard/Flat	12/30/02–01/04/03	1.1	Nationwide	Barcoded, Basic, 3/5 Digit, Car-Rt	Minneapolis, MN
JCP Best of the Season	Standard/Catalog	01/03/03–01/06/03	1.8	Nationwide	Car-Rt	Quebecorworld
JCP Spring and Summer	Package Services/Catalog	01/03/03–01/06/03	8.9	Nationwide	Car-Rt	RR Donnelley
Costco "Passport"	Standard/Letter	01/03/03–01/09/03	17.0	Nationwide	Barcoded, 3/5 Digit, Car-Rt	Segerdahl, Wheeling, IL
JCP Super Weekend	Standard/Flat	01/06/03–01/08/03	12.3	Nationwide	Car-Rt	Harte-Hanks

— *Business Service Network Integration, Service and Market Development, 12-26-02*

PUBLICITY KIT

Black History Month

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Publicity Ideas to Interest the Media*February Is Black History Month*

There are many ways to interest local media in your Black History Month/*Thurgood Marshall* commemorative stamp second-day stamp events. Here are some methods to capture a reporter's attention:

Note: You can plan Black History Month events in conjunction with Thurgood Marshall second-day stamp ceremonies. You should place emphasis on the fact that this is the 26th anniversary of the *Black Heritage* stamp series. This year we are featuring Thurgood Marshall.

- Have a month-long Black History Month celebration involving employees and their families, school children, and congressional, civic, and community leaders. Involve those people in helping to create a traveling or permanent African-American stamp collection exhibit that could either be placed in Post Office lobbies or be taken to stamp events at libraries, schools, or museums throughout the month of February. Highlight a different honoree theme every week of the month. Some examples of different themes might include sports figures, entertainers, inventors, educators, leaders, and scientists.
 - Photo opportunity: Encourage media to cover the opening day of your exhibit. Media can take pictures of employees and community members setting up the exhibit to accompany an article about Black History Month.

- Opening day of exhibit should include the *Thurgood Marshall* commemorative stamp and the *Black Heritage* series stamp-unveiling ceremony. Ask congressional, civic, and community leaders to participate in ceremonies.

- Invite local children to design stamps about African-American history, and display their designs in the Post Office. There are several Thurgood Marshall Schools across the country. Have local customers select the winners. Winners can be awarded *Black Heritage* or other commemorative stamp materials.
- Using this kit, spread the word about Black History Month and the *Thurgood Marshall* commemorative stamp in your community by giving presentations and workshops to local elementary schools, libraries, reading clubs, and community organizations like the YMCA, YWCA, Boys and Girls Clubs, Scouts, Rotary Club, and so on.
- Look for opportunities to partner with local philatelic organizations that may be sponsoring local exhibits or second-day events. Offer to speak or conduct workshops, or organize volunteers from among your staff to help.
- Help local after-school programs set up stamp-collecting clubs and share African-American history. Ask a local stamp collector to set up a display of stamp-collecting tools and philatelic materials, such as tongs, magnifiers, perforation gauges, albums, first-day covers, and so on. Go to the American Philatelic Society's Web site at www.stamps.org to find local chapters (including African-American stamp clubs) and affiliates that might be willing to help.
- Postal Service employees can find an electronic version of the *Thurgood Marshall* stamp publicity kit on the Intranet at <http://blue.usps.gov>. Click on *Selected References*, then scroll down and click on *Postmaster Toolkits*. That electronic version makes it easy to complete the fill-in-the-blank materials included in this kit.

Implement any of these ideas, combine them, or brainstorm with your employees and come up with ideas of your own. Be sure to publicize each and every event to your local newspaper, radio, and television stations via press releases, media advisories, and letters to the media contained in this publicity kit. Don't forget to make follow-up telephone calls.

Stamp Artwork

To purchase stamp artwork for Thurgood Marshall or other honorees in the *Black Heritage* commemorative stamp series, including color transparencies, color prints, and "enlargements," contact:

DAN TRACY
DODGE COLOR
4827 RUGBY AVENUE STE 100
BETHESDA MD 20814-3028

E-mail: dant@dodgecolor.com
Telephone: 301-656-0025 x230

Please plan ahead and allow enough time for production and shipping.

Licensed Products

Important Notice: The *Thurgood Marshall* commemorative stamp artwork will be available for licensed products. Working closely with the Marshall family and honoring their request for limited products featuring the stamp image, the USPS Licensing Group has authorized a small number of licensees to produce limited merchandise including lapel stamp pins, coffee mugs, bookmarks, tote bags, framed stamp pieces, and magnets. This stamp is restricted in nature and only those licensees working through the USPS Licensing Group will be authorized to use the image on products. Any other use of the stamp must have prior approval by the Postal Service. If you have additional questions on the use of the *Thurgood Marshall* stamp image, contact Licensing at 202-268-6745 or send an e-mail to licensing@usps.com. In addition to the licensees authorized to make products for the Marshall family, a full list of licensees is printed monthly in the *Postal Bulletin*. Please refer to the *Postal Bulletin* for that list of licensees and the products they offer.

Suggested Participating Organizations and Contact Information

The following information is a suggested listing of partners for *Thurgood Marshall* second-day events to help generate maximum exposure for the *Thurgood Marshall* stamp and *Black Heritage* stamp series.

U.S. Courts

Marshall was appointed to the U.S. Court of Appeals for the Second Circuit in 1961. He served in that court until 1965, when President Johnson appointed him the first African-American solicitor general of the United States. Marshall made history again in 1967, when he was sworn in as the first African-American justice of the U.S. Supreme Court.

Contact: Administrative Office of the U.S. Courts
Office of Public Affairs
Telephone: 202-502-2600
Web site: www.uscourts.gov

American Bar Association and National Bar Association

Marshall graduated in 1930 from Lincoln University in Pennsylvania, determined to become a lawyer. Later that year he entered Howard University Law School in Washington, DC. After graduating first in his law school class in 1933, Marshall opened a private practice in Baltimore, Maryland.

Contact: American Bar Association
ABA Division for Public Education
Telephone: 312-988-5735
E-mail: abapubed@abanet.org
Web site: www.abanet.org/publiced

Contact: National Bar Association
Administrative Office
Telephone: 202-842-3900
E-mail: headquarters@nationalbar.org

National Association for the Advancement of Colored People (NAACP)

In 1936, Marshall began working for the NAACP's national legal staff in New York City. In 1938, Marshall was promoted to chief counsel and became responsible for running the NAACP's legal office. Marshall became the first director-counsel of the NAACP Legal Defense and Education Fund, Inc. (LDC) in 1940 and remained in that position for 21 years.

Contact: NAACP
Office of Communications
Telephone: 410-486-9227
E-mail: communications@naacpnet.org

Alpha Phi Alpha Fraternity, Inc.

Marshall was a member of the Alpha Phi Alpha Fraternity, Inc.

Alpha Phi Alpha Fraternity contacts:

Region/District	Name	Telephone	E-mail
Eastern Region District			
International/(Germany/Bermuda)	Craig Marchbanks	441-299-6805	<i>cmbanks@lbl.bm</i>
New England (MA,VT, CT, NH, RI)	Eugene Schneeberg	617-541-6869	<i>eugene.schneeberg@genzyme.com</i>
New York	Leroy Miller	718-471-9444	<i>alphbam@aol.com</i>
New Jersey	Howard L. Haughton	908-298-5181	<i>hhaughton@nj.tt.com</i>
Pennsylvania	Jay M. Johnson	215-640-1658	<i>jmj1906@hotmail.com</i>
Washington DC, Maryland, Delaware	Keith E. Johnson	202-832-2622	No email address available
Virginia	Ivar Browne	757-898-4979	<i>Ivarbro1@juno.com</i>
Midwestern Region District			
Canada	Orlando Z. Klass	416-429-3000	<i>oklass@iof.org</i>
Indiana	Thua G. Barlay	317-722-1931	<i>tbarlay@iupui.edu</i>
Kansas	Frank E. Smith, III	785-228-0659	No email address available
Michigan	Derrick L. Holland	313-866-7545	<i>dlh06@yahoo.com</i>
Illinois	Marcus Payne	708-563-6934	<i>mpayne4@aol.com</i>
Iowa	Donald Butler	515-242-7694	<i>donald.butler@dmps,k12.ia.us</i>
Nebraska	John A. Sharkey	402-422-8202	<i>jshark@qwest.com</i>
Kentucky	Louis Milligan	502-597-6244	<i>lmilligan@qwmmailkysu.edu</i>
Minnesota	Gregory Jones	651-696-9026	<i>giones@aerotek.com</i>
Missouri	Anthony Billinger	573-526-7408	<i>billia@molottery.com</i>
Ohio	Thomas Tatum	330-375-2090	<i>tatumth@ci.akron.oh.us</i>
Wisconsin	Demond Means	414-351-7380	<i>means@www.alpha-wisconsin.org</i>
West Virginia	Douglas Miller	304-344-0664	<i>douglasgut@aol.com</i>
Southern Region District			
Alabama	Anthony Sanders	334-874-8741	<i>phio6@yahoo.com</i>
Florida	Christopher McCray, Jr.	407-762-7719	<i>cmcray06@hotmail.com</i>
Georgia	Joseph E. Patterson	404-762-7719	<i>joe.e.patterson@bellsouth.net</i>
Mississippi	Jeffrey Knight	228-497-3111	<i>knightrider2@earthlink.net</i>
North Carolina	Orlando E. Hankins	919-515-3292	<i>ancadd@hotmail.co,</i>
South Carolina	Melvin Stroble	803-217-8801	<i>mistroble@scana.com</i>
Tennessee	Gregory A. Cofield	901-756-8991	<i>gacofield2@netscape.net</i>
Southwestern Region District			
Arkansas	Arthur MCDade, III	501-951-5668	<i>mcdadea@usa.redcross.org</i>
Louisiana	Shawn D. Wilson	225-342-2038	<i>onevisionary@hotmail.com</i>
Oklahoma	Leroy Giles	580-442-4526	<i>gilese4l@ionet.net</i>
Texas	Donald Davis	281-586-2852	<i>pwirotc@juno.com</i>
Western Region District			
Northern California	Ryan Williams	650-322-8065	<i>ryan-williams@msn.com</i>
Southern California	Raymond Scott	714-670-3019	<i>rscott81@yahoo.com</i>
Rocky Mountain (Colorado/Utah)	Bill Gamble	719-393-6381	<i>billgamble@prodigy.net</i>
Arizona, Nevada, New Mexico	Guy Walton	505-823-4282	<i>gwalton@cabq.gov</i>
Great Northwest	Russell Flye	509-372-1941	No email address available

Black Heritage Series (1978–2002)*Harriet Tubman (February 1, 1978)*

Born a slave, abolitionist Tubman was the first African-American woman to be honored on a U.S. stamp, and the first honoree in the *Black Heritage* series. Tubman was a conductor for the famed Underground Railroad by which many slaves escaped to freedom in the years leading to and during the Civil War.

Martin Luther King, Jr. (January 13, 1979)

King is considered one of the most powerful and popular leaders of the African-American Civil Rights movement of the 1950s and 1960s. He spearheaded a massive peace movement through marches, sit-ins, boycotts, and demonstrations that profoundly and positively affected America's attitudes toward race relations. He was presented the Nobel Peace Prize in 1964.

Benjamin Banneker (February 15, 1980)

In 1753, Banneker constructed the first wooden striking clock made in America. At age 60 he was chosen by George Washington to help lay out the design for the city of Washington, DC.

Whitney Moore Young, Jr. (January 30, 1981)

Young served for 10 years as the executive director of the National Urban League. In 1969, he received the nation's highest civilian honor — the Medal of Freedom.

Jackie Robinson (August 2, 1982)

Robinson broke the Major League Baseball color barrier in 1947. After retirement from baseball in 1956, he remained active in civil rights and youth activities. In 1962, he became the first African American inducted into the Baseball Hall of Fame.

Scott Joplin (June 9, 1983)

A composer and pianist, Joplin was the "King of Ragtime," fighting for recognition of ragtime as a significant genre in modern music. Some 50 years after his death, he was awarded the Pulitzer Prize for his opera *Treemonisha*.

Dr. Carter G. Woodson (February 1, 1984)

A prominent historian and the son of former slaves from Virginia, Woodson is credited with starting the observance of Negro History Week in 1926.

Mary McLeod Bethune (March 5, 1985)

A noted educator and social activist, Bethune was an advisor to President Franklin D. Roosevelt. She founded the National Council of Negro Women in 1935.

Sojourner Truth (February 4, 1986)

Born into slavery, Isabella Baum Free went to live in New York City after acquiring freedom. In 1843, she changed her name to Sojourner Truth and began traveling and lecturing on women's rights and the evils of slavery. She was considered one of the greatest speakers of her time.

Jean Baptiste Pointe Du Sable (February 20, 1987)

A pioneer and entrepreneur, Du Sable was the first settler in the community that was known as the cornerstone of America's heartland — Chicago. The stamp was issued during the city's sesquicentennial.

James Weldon Johnson (February 2, 1988)

Johnson was noted as a lawyer, educator, and writer. His composition "Lift Every Voice and Sing" is sung today as the Black National Anthem.

A. Philip Randolph (February 3, 1989)

An eloquent spokesperson for civil rights and minority labor, Randolph organized the Brotherhood of Sleeping Car Porters. After 12 years of fierce struggle, he achieved the first union contract signed by a white employer and an African-American leader.

Ida B. Wells (February 1, 1990)

Wells devoted her life to educating people about the horrors of discrimination and lynching.

Jan E. Matzeliger (September 15, 1991)

Matzeliger's invention, the shoe-lasting machine, patented in 1883, revolutionized the shoemaking industry and made mass-produced shoes a reality in America.

W.E.B. Du Bois (January 31, 1992)

Critic, editor, scholar, author, civil rights leader, and one of the most influential African Americans of the 20th century, Du Bois was one of the founders of the National Association for the Advancement of Colored People (NAACP) in 1909.

Percy Lavon Julian (January 29, 1993)

Julian won fame for his work as a research chemist. He synthesized cortisone for arthritis, a drug for glaucoma, and progesterone. In 1990, he was inducted into the National Inventors Hall of Fame.

Dr. Allison Davis (February 1, 1994)

An anthropologist and educator, Davis served on the President's Commission on Civil Rights and was vice chairman of the Department of Labor's Commission Manpower

Retraining during the Johnson and Nixon administrations. He was a Fellow of the Academy of Arts and Sciences and of the National Academy of Education.

Bessie Coleman (April 27, 1995)

Coleman was the first woman to earn an international aviation license and the world's first licensed African-American aviator.

Ernest E. Just (February 1, 1996)

Known primarily for his research in marine biology, Just pioneered experiments in the process of the fertilization of marine invertebrates. He also studied the fundamental role of the cell surface in the development of organisms.

Benjamin O. Davis, Sr. (January 28, 1997)

Davis distinguished himself in a long military career that saw him become the nation's first African-American brigadier general. He was a driving force in the eventual integration of the U.S. armed forces.

Madam C. J. Walker (January 28, 1998)

Walker was an early 20th century beauty product pioneer and one of the nation's first female millionaires. An early advocate of women's economic independence and empowerment, her hair products manufacturing company employed thousands of women as sales agents and beauty consultants.

Malcolm X (El-Hajj Malik El-Shabazz) (January 20, 1999)

In the late 1950s Malcolm X emerged as a major spokesperson for African Americans. He was both a brilliant scholar and a fiery orator whose persuasive and passionate views helped define the debate on race relations.

Patricia Roberts Harris (January 27, 2000)

An extraordinary leader, committed public servant, and champion of civil rights, Harris dedicated her life to improving the quality of life for all Americans. She was the first African-American woman to hold a U.S. ambassadorship and the first African-American woman to serve as a member of a presidential Cabinet.

Roy Wilkins (January 24, 2001)

Wilkins advocated tirelessly for racial equality. In 1931 Wilkins joined the NAACP and led the organization from 1955 to 1977 as executive secretary. Under his leadership, the NAACP campaigned for the Civil Rights Act of 1964, the Voting Rights Act of 1965, and the Fair Housing Act of 1968. Wilkins helped organize the August 1963 March on Washington for Jobs and Freedom, during which he also delivered a speech.

Langston Hughes (February 1, 2002)

Hughes is now considered one of the most important American writers of the 20th century. Although he considered himself a poet first, he wrote in many literary genres, from short stories to dramas. Hughes played a leading role in the Harlem Renaissance, named because it originated in the African-American neighborhood of Harlem in Upper Manhattan.

Speech Segment and Talking Points

Use talking points for speeches at local ceremonies and events to support Black History Month/Thurgood Marshall second-day events.

[Recognize participants from other organizations.]

This month we celebrate Black History Month by reflecting on the progress, richness, and diversity of African-American achievements.

Although February is devoted to Black History Month, every month is a celebration as we continually pay homage to the African Americans who were instrumental in shaping America's history.

This year, the Postal Service celebrates the 26th edition of the *Black Heritage* commemorative stamp series and *Thurgood Marshall*. Marshall joins 25 other honorees in the Postal Service's *Black Heritage* series, which salutes outstanding African-American activists, theorists, writers, educators, and leaders.

Marshall is one of the most well-known lawyers in the history of civil rights in America and most notably the first African American to serve as a U.S. Supreme Court justice. He became the first director-counsel of the NAACP Legal Defense and Education Fund, Inc. (LDF) in 1940 and remained in that position for 21 years. In 1954, Marshall and his legal team prevailed in the landmark Supreme Court case, *Brown v. Board of Education of Topeka, Kansas*, that struck down segregation in public schools. He was posthumously awarded the Presidential Medal of Freedom — our country's highest civilian honor — on November 30, 1993.

Other notable Americans in the series include Harriet Tubman, Martin Luther King, Jr., Jackie Robinson, Carter G. Woodson, Mary McLeod Bethune, Bessie Coleman, Ernest E. Just, Benjamin O. Davis, Sr., Madam C. J. Walker, Malcolm X, Patricia Roberts Harris, Roy Wilkins, and Langston Hughes, who was honored in February 2002.

African Americans have played a vital role in shaping America's history, and the U.S. Postal Service is committed to educate and inform America regarding their achievements and contributions.

There have been numerous e-mail rumors and newspaper articles stating that the U.S. Postal Service will discontinue its long-standing *Black Heritage* stamp series. This is

absolutely untrue! It is unfortunate such rumors have spread. We are sincerely committed to honoring African Americans on stamps: given the popularity and importance of the *Black Heritage* stamps, there are no plans to discontinue the series.

Learning about our history and notable African Americans through stamps can help us learn more about today's world and ourselves.

We encourage children and adults to continually learn about black history and African Americans on stamps. There is a phenomenal story behind every commemorative stamp — stories that can take us back in time to learn about great Americans.

Stamps can also help us relive moments from the past — moments that we cherish.

For more than 200 years the U.S. Postal Service has been a shining example of a public service institution that the American people can rely on and trust. But in many ways, it's our commemorative stamp program that best connects the Postal Service with the American people.

This month, we hope children and adults of all ages will be participating in Black History Month activities around the country.

Thanks to all of you for joining us here today.

#

Suggested Public Relations Timeline

Note: If you have questions or need assistance with any of these items, please contact your area's Public Affairs and Communications representative.

Action	Suggested Timing
1. Send invitations to local and area dignitaries.	A few weeks before event.
2. Send announcement and invitations to employees.	A few weeks before event.
3. Distribute calendar/weekend advisory to newspapers.	A few weeks before event.
4. Distribute public service announcement to radio/TV.	A few weeks before event.
5. Distribute news release.	A few weeks before event.
6. Distribute media advisory to all news media.	1 week before event.
7. Remind invited dignitaries about event via telephone.	5 days before event.
8. Redistribute media advisory to all news media.	1–2 days before and the morning of the event.
9. Make follow-up calls to local news media.	1 day before event.
10. Distribute day-of-issuance news release.	Day of event.
11. Send letter to newspaper editor thanking community.	1 day after event's completion.
12. Send newspaper clips to area Public Affairs and Communications manager.	Within 1 week after event.

Area Public Affairs and Communications Managers

EARL C ARTIS JR
 MANAGER
 PUBLIC AFFAIRS AND COMMUNICATIONS
 SOUTHEAST AREA
 225 NORTH HUMPHREY BLVD
 MEMPHIS TN 38166-0832

Telephone: 901-747-7544

CESTA AYERS
 ACTING MANAGER
 PUBLIC AFFAIRS AND COMMUNICATIONS
 SOUTHWEST AREA
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Telephone: 214-819-8717

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 MANAGER
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 MANAGER
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 PACIFIC AREA
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MANAGER
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NEW YORK NY 10199-9681

Telephone: 212-330-3167

DEBORAH YACKLEY
CAPITOL METRO OPERATIONS
CAPITOL AND NORTHERN VA DISTRICTS

Telephone: 301-548-1465



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

PUBLIC SERVICE ANNOUNCEMENT FOR RADIO

**Public Invited to Participate in Celebration of Black History Month;
2003 Black Heritage Stamp Series Honoree Thurgood Marshall Will Be Dedicated in
[INSERT CITY] on [INSERT DATE]**

[INSERT CITY] postmaster [INSERT NAME] invites everyone to [INSERT LOCATION] to participate in activities surrounding the Postal Service's celebration of Black History Month and the unveiling of the 2003 *Black Heritage* stamp featuring Thurgood Marshall, on [INSERT DAY AND DATE] from [INSERT TIME] to [INSERT TIME].

On that day children and adults will learn more about black history and African Americans on stamps. Activities include [DESCRIBE ACTIVITIES].

Come take a moment to celebrate African-American history with stamps. It's an educational way to learn about the historic people, places and events printed on U.S. postage stamps each year.

- end -



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

BLACK HISTORY MONTH CELEBRATION IN [INSERT CITY] HONORS U.S. SUPREME COURT JUSTICE THURGOOD MARSHALL

[INSERT YOUR CITY, STATE] — As part of the Black History Month celebration, the U.S. Postal Service, the Supreme Court of the United States, the Thurgood Marshall Center and the National Association for the Advancement of Colored People (NAACP) **[IF PARTICIPATING]** will join together to celebrate the 26th anniversary of the U.S. Postal Service's *Black Heritage* commemorative stamp series and pay homage to Thurgood Marshall, the 2003 honoree in the series. **[CHANGE TO REFLECT WHO YOUR PARTICIPANTS ARE]**.

Thurgood Marshall, one of the most well-known lawyers in the history of civil rights in America and the first African American to serve on the U.S. Supreme Court, became the 26th American honored in the long-running *Black Heritage* series. The stamp will be issued January 7, 2003.

The celebration comes to [INSERT CITY] with a special ceremony scheduled for [INSERT EXACT TIME OF EVENT] on [INSERT DATE] at the [INSERT NAME OF POST OFFICE, LIBRARY, SCHOOL, MUSEUM, ETC. WHERE EVENT IS HELD].

[INSERT EVENT AGENDA]

[INSERT QUOTE FROM U.S. POSTAL SERVICE UNVEILING OFFICIAL]

[INSERT QUOTE FROM OTHER PARTICIPATING ORGANIZATION OFFICIAL]

[FEEL FREE TO USE THE FOLLOWING BACKGROUND INFORMATION AND CUSTOMIZE FOR INSERTION INTO YOUR RELEASE] Marshall joins 25 other honorees in the Postal Service's *Black Heritage* series, which salutes outstanding African-American activists, theorists, writers, educators and leaders. Other notable Americans in the series include Harriet Tubman, Martin Luther King, Jr., Benjamin Banneker, Jackie Robinson, Carter G. Woodson, Mary McLeod Bethune, W.E.B. Du Bois, Bessie Coleman, Ernest E. Just, Benjamin O. Davis, Sr., Madam C.J. Walker, Malcolm X (El-Hajj Malik El-Shabazz), Patricia Roberts Harris, Roy Wilkins and Langston Hughes, who was honored in February 2002.

Born in Baltimore, Md., on July 2, 1908, Marshall graduated in 1930 from Lincoln University in Pennsylvania, determined to become a lawyer. Later that year he entered Howard University Law School in Washington, DC.

After graduating first in his law school class in 1933, Marshall opened a private practice in Baltimore. In 1934, he also began to serve as pro bono counsel for the Baltimore branch of the National Association for the Advancement of Colored People (NAACP).

Marshall became the first director-counsel of the NAACP Legal Defense and Education Fund, Inc., (LDF) in 1940 and remained in that position for 21 years. In 1954, Marshall and his legal team prevailed in the landmark Supreme Court case, *Brown v. Board of Education of Topeka, Kansas*, that struck down segregation in public schools.

President Kennedy appointed him to the U.S. Court of Appeals for the Second Circuit in 1961. He served in that court until 1965, when President Johnson appointed him the first African-American solicitor general of the United States.

Marshall made history again in 1967, when he was sworn in as the first African-American justice of the U.S. Supreme Court. His 24-year tenure was marked by commitment to defending constitutional rights and affirmative action and by giving his strong opposition to the death penalty.

On Jan. 24, 1993, Marshall died in Bethesda, Md., at the age of 85. He was posthumously awarded the Presidential Medal of Freedom — our country's highest civilian honor — Nov. 30, 1993.

The Postal Service continues its commitment to honoring the historical achievements and contributions of African Americans. The *Black Heritage* stamp series is very popular and, given its significant educational importance, it will continue in the future.

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POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

Media Advisory

THURGOOD MARSHALL AND BLACK HISTORY MONTH CELEBRATION IN [INSERT CITY] HIGHLIGHTS ACCOMPLISHMENTS OF AFRICAN AMERICANS ON STAMPS

- EVENT:** The U.S. Postal Service teams up with the U.S. Supreme Court, the National Association for the Advancement of Colored People (NAACP) and the Thurgood Marshall Center for Black History Month celebration. Dedication of the *Thurgood Marshall* commemorative stamp, 26th honoree in the *Black Heritage* series. **[CHANGE OR ADD TO THIS INFO IF YOUR EVENT IS DIFFERENT, BUT KEEP IT SHORT]**
- WHO:** **[LIST ONLY DIGNITARIES, KEY POSTAL SERVICE OFFICIALS, AND ANY WELL-KNOWN SPECIAL GUESTS PARTICIPATING AND/OR ATTENDING EVENT]**
- WHAT:** **[DESCRIBE WHAT MAKES EVENT NEWSWORTHY — LIST ANY ENTERTAINMENT, REFRESHMENTS, SALES, ETC.]**
- WHEN:** **[INSERT HOUR, DAY, DATE]**
- WHERE:** **[INSERT EXACT LOCATION OF EVENT]**
- BACKGROUND:** Marshall, considered one of the most well-known lawyers in the history of civil rights in America, joins 25 other outstanding African-American activists, theorists, educators and leaders that have been honored with a commemorative stamp. Marshall became the first director-counsel of the NAACP Legal Defense and Education Fund, Inc. (LDF) in 1940 and remained in that position for 21 years. In 1954, Marshall and his legal team prevailed in the landmark Supreme Court case, *Brown v. Board of Education of Topeka, Kansas*, that struck down segregation in public schools. President Johnson appointed him the first African-American solicitor general of the United States in 1965. Marshall made history again in 1967, when he was sworn in as the first African-American justice of the U.S. Supreme Court. He was posthumously awarded the Presidential Medal of Freedom — our country's highest civilian honor — on Nov. 30, 1993.

Other notable Americans in the *Black Heritage* commemorative series include Martin Luther King, Jr., Benjamin Banneker, Dr. Carter G. Woodson, Madam C.J. Walker, Malcolm X (El-Hajj Malik El-Shabazz), Patricia Roberts Harris, Roy Wilkins and Langston Hughes.

CONTACT: [LIST AREA PUBLIC AFFAIRS AND COMMUNICATIONS REPRESENTATIVE OR POSTMASTER'S NAME AND PHONE NUMBER]

###

SAMPLE LETTER TO LOCAL NEWSPAPER EDITOR THANKING RESIDENTS FOR SUPPORT

[INSERT DATE]

[INSERT NAME]

[INSERT TITLE]

[INSERT NAME OF PUBLICATION]

[INSERT ADDRESS]

[INSERT CITY, STATE, ZIP+4]

Dear **[INSERT TITLE AND NAME]**:

I want to thank the citizens of **[INSERT CITY NAME]** for their enthusiasm and support in making yesterday's Black History Month celebration such a successful event for our community and for the U.S. Postal Service.

African Americans have played a vital role in shaping America's history. The U.S. Postal Service continues its commitment to honoring the historical achievements and contributions of noted African-American leaders, inventors, educators, scientists, entrepreneurs, entertainers and sports figures. The *Black Heritage* series, along with other stamps, pays tribute to these individuals.

Our nation's commemorative stamp program has been developed over the past 100 years largely through the participation of the American people. Their stamp ideas and suggestions are instrumental in helping the Postal Service honor some of the most celebrated achievements and achievers who have made our country great.

Again, thanks to everyone in our community who participated in our Black History Month celebration. We hope everyone enjoyed celebrating African-American history with stamps.

Sincerely,

[SIGN]

[INSERT POSTMASTER'S NAME]

Postmaster

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

Participation of Public Officials

Black History Month events are a perfect opportunity to involve elected public officials in an important and positive local event. They are likely to have a keen interest in the event, as it provides elected representatives a chance to interact with constituents in a friendly, civic setting with secured media coverage.

You are encouraged to reach out directly to your federal, state, and local elected officials. *Government Relations representatives are available to assist you in coordinating political involvement and would be pleased to help in any way.*

This Black History Month Community Relations publicity kit contains guidelines, sample letters, a suggested invitation list, and the names and telephone numbers of your Government Relations contacts.

Before the Event

Send a written invitation 4 to 6 weeks before the event to your two U.S. senators, your U.S. and state congressional representatives, your state governor, and the mayor of your community. Please include any other local elected officials you feel would be appropriate. The local postmaster should sign the invitations.

Follow up the written invitation with a telephone call to the elected official's scheduler within a week if you have not received a reply. You may need to call more than once.

Keep in touch with all elected officials who respond. If asked, provide updated information to the elected official's staff as it becomes available (i.e., who else is participating, where and when to meet, what his or her role will be, etc.). Stress that remarks should be brief and limited to the unveiling of the *Thurgood Marshall* and *Black Heritage* stamps and recognition of the role the U.S. Postal Service continually plays in celebrating African-American history with stamps.

Include names of all participating elected officials on the "official program" as honored guests, and mention them in all media advisories.

Provide a courtesy copy of the program to the elected official in advance.

After the Event

Send a written thank-you letter to all elected officials who participated in the ceremony, expressing your appreciation.

Provide copies of any newspaper articles about the event to their offices. Even though they might see those articles on their own, you can take the opportunity to remind them of the press coverage the event received.

Provide a supply of extra cachets with the special cancellation, if applicable, to elected officials and to those who could not attend. These make great give-aways and serve as a positive reminder of the event.

Obtain and frame a photo of the elected official posing beside the stamp image and make an appointment to present it in person, if possible. A matted, well-framed photograph stands a good chance of being hung on the wall of the official's office, again serving as a positive reminder of the event.

Keep in touch with your elected officials. Good relationships are built over time.

###

SAMPLE INVITATION TO PUBLIC OFFICIALS/PARTICIPATING ORGANIZATIONS

[INSERT DATE]

[INSERT NAME]

[INSERT TITLE]

[INSERT ORGANIZATION]

[INSERT ADDRESS]

[INSERT CITY, STATE, ZIP+4]

Dear [INSERT TITLE AND NAME]:

Employees of the [INSERT NAME] Post Office invite you to be an honored guest at a special ceremony celebrating Black History Month on [DATE] at [TIME]. During our ceremony, the United States Postal Service will dedicate the *Thurgood Marshall* [AND/OR **Black Heritage series**] commemorative stamp [OR stamps IF DEDICATING ENTIRE SERIES].

The Postal Service values its role as a community leader, and we believe that our commemorative stamp program gives us an opportunity to connect with customers in a very personal and entertaining way. During our ceremony, children and adults alike will have an opportunity to learn about the achievements and contributions of African-American leaders, inventors, educators, scientists, entrepreneurs, entertainers and sports figures.

At the stamp ceremony, you will be invited to say a few words about the *Thurgood Marshall* stamp [AND/OR **Black Heritage series**] and make any comments you may have about African-American history. We expect significant press coverage of the ceremony and a good size crowd, including families, schools and civic organizations.

We hope you will join us for our stamp unveiling and special Black History Month celebration. Please confirm your participation by calling [NAME OF CONTACT] at [TELEPHONE NUMBER] as soon as possible.

Sincerely,

[SIGN]

[INSERT POSTMASTER'S NAME]

Postmaster

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

SAMPLE THANK-YOU LETTER TO PUBLIC OFFICIALS/PARTICIPATING ORGANIZATIONS

[INSERT DATE]

[INSERT NAME]

[INSERT TITLE]

[INSERT ORGANIZATION]

[INSERT ADDRESS]

[INSERT CITY, STATE, ZIP+4]

Dear [INSERT TITLE AND NAME]:

On behalf of the United States Postal Service, I want to thank you for joining us during our special ceremony celebrating Black History Month and the dedication of the *Thurgood Marshall* **[AND/OR Black Heritage series]** commemorative postage stamp. It was a wonderful event for **[INSERT NAME OF COMMUNITY]**, and your participation helped make it a success.

All of us in the Postal Service are extremely proud of the role our organization has played as a community leader and in commemorating many of the people, places and events that have made our country great. The stamp unveiling ceremony was a wonderful way for us to share African-American history on stamps with our friends, neighbors, children and customers here in **[INSERT NAME OF COMMUNITY]**. I am enclosing 10 copies of our special cancellation **[IF APPLICABLE]** for you to share with your constituents, as well as copies of press clippings and photographs that recorded the event **[IF APPLICABLE]**.

I look forward to working with you on future community events. If I can be of assistance with any Postal Service matter, please contact me at **[TELEPHONE NUMBER]**.

Sincerely,

[SIGN]

[INSERT POSTMASTER'S NAME]

Postmaster

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

Government Relations Contacts

We can help! Your Government Relations representatives are here to serve you. As you plan your Black History Month events — or any special civic event — please let us know.

Alphabetical State/Representative Listing

State	Name	Telephone Extension
Alabama	Laurie Solnik	x 3743
Alaska	Bill Weagley	x 3745
American Samoa	Bill Weagley	x 3745
Arizona	Renee Gadson	x 7217
Arkansas	Faith Beamon	x 3754
California	Bill Weagley	x 3745
Colorado	Renee Gadson	x 7217
Connecticut	Jo Waterman	x 6748
Delaware	Jo Waterman	x 6748
District of Columbia	Rebecca Sumner	x 3755
Florida	Laurie Solnik	x 3743
Georgia	Jim Quirk	x 8468
Guam	Bill Weagley	x 3745
Hawaii	Bill Weagley	x 3745
Idaho	Bill Weagley	x 3745
Illinois	Jennifer Alvarez	x7839
Indiana	Rebecca Sumner	x 3755
Iowa	Linda Macasa	x 7505
Kansas	Renee Gadson	x 7217
Kentucky	Pat Irons	x 3744
Louisiana	Faith Beamon	x 3745
Maine	Katherine Sitterle	x 6027
Maryland	Rebecca Sumner	x 3755
Massachusetts	Jo Waterman	x 6748
Michigan	Jennifer Alvarez	x 3750
Minnesota	Linda Macasa	x 7505
Mississippi	Laurie Solnik	x 3743
Missouri	Linda Macasa	x 7505
Montana	Bill Weagley	x 7845
Nebraska	Linda Macasa	x 7505
Nevada	Bill Weagley	x 3745
New Hampshire	Jo Waterman	x 6748
New Jersey	Jo Waterman	x 6748
New Mexico	Renee Gadson	x 7217
New York	Katherine Sitterle	x 6027
North Carolina	Jim Quirk	x 8468
North Dakota	Linda Macasa	x 7505
Ohio	Pat Irons	x 3744
Oklahoma	Faith Beamon	x 3754
Oregon	Bill Weagley	x 3745
Pennsylvania	Rebecca Sumner	x 3755
Puerto Rico	Katherine Sitterle	x 6027
Rhode Island	Jo Waterman	x 6748
South Carolina	Jim Quirk	x 8468
South Dakota	Linda Macasa	x 7505
Tennessee	Jim Quirk	x 8468
Texas	Faith Beamon	x 3754
Utah	Renee Gadson	x 7217
Vermont	Katherine Sitterle	x 6027
Virgin Islands	Katherine Sitterle	x 6027

State	Name	Telephone Extension
Virginia	Pat Irons	x 3744
Washington	Bill Weagley	x 3745
West Virginia	Pat Irons	x 3744
Wisconsin	Jennifer Alvarez	x 7839
Wyoming	Renee Gadson	x 7217

Note: Area code and prefix for all extensions is 202-268-XXXX.

Law Department HQ Managing Counsels and Field Managing Counsels

Anyone who would like to include one of the U.S. Postal Service managing attorneys or a staff attorney in your local events should contact one of the managers listed below.

HQ Managing Counsels

JENNIFER ANGELO
 A/MANAGING COUNSEL PURCHASING AND
 COMMERCIAL LAW
 475 L'ENFANT PLAZA SW
 WASHINGTON DC 20260-1136
 Telephone: 202-268-3816

R ANDREW GERMAN
 MANAGING COUNSEL LEGAL POLICY AND RATEMAKING
 LAW
 475 L'ENFANT PLAZA SW
 WASHINGTON DC 20260-1137
 Telephone: 202-268-3034

WILLIAM R GILLIGAN JR
 DEPUTY GENERAL COUNSEL
 HQ OPERATIONS
 475 L'ENFANT PLAZA SW
 WASHINGTON DC 20260-1101
 Telephone: 202-268-2952

KAREN A INTRATER
 MANAGING COUNSEL EMPLOYMENT AND LABOR LAW
 475 L'ENFANT PLAZA SW
 WASHINGTON DC 20260-1150
 Telephone: 202-268-3026

GRAYSON M POATS
 MANAGING COUNSEL CORPORATE LAW
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JAMES G SCHLETT
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Field Managing Counsels

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THOMAS J BLUM
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AREA STE 840
3980 DEKALB TECHNOLOGY PKWY
ATLANTA GA 30340-2778
Telephone: 770-936-4820

W HOWARD BROWN JR
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225 NORTH HUMPHREYS BLVD 1ST FLOOR
MEMPHIS TN 38166-0170
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ANTHONY W DUCOMB
MANAGING COUNSEL PACIFIC AREA
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SAN FRANCISCO CA 94105-5001
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JAMES A FRIEDMAN
MANAGING COUNSEL NORTHEAST AREA
8 GRIFFIN ROAD
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DORIS GODINEZ PHILLIPS
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HAROLD J HUGHES
MANAGING COUNSEL
WESTERN AREA
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SANDY UT 84070-2701
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202-268-2966

THOMAS J MARSHALL
MANAGING COUNSEL
CAPITAL METRO AREA
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Domestic Mail

DMM REVISION

Five-Digit Scheme Package Preparation for Periodicals, Standard Mail, and Bound Printed Matter Flats, and Limitations to Optional 3-Digit Pallet and 3-Digit Sack Preparation

Effective January 9, 2003, *Domestic Mail Manual* (DMM) Modules E, L, and M are revised to change mail preparation standards for automated flat sorting machine (AFSM) 100-compatible flat-size mail for Periodicals, Standard Mail, and Bound Printed Matter (BPM) mailings. In addition, there are changes to: Periodicals flat-size and irregular parcel mailings; Standard Mail flat-size mailings; and BPM flat-size and irregular parcel mailings that are placed in certain 3-digit sacks, on 5-digit scheme pallets (e.g., under DMM M045.3.1b and L001), and on optional 3-digit pallets. These changes will result in customer mail preparation that requires fewer presort destination packages and preparation of containers that is more compatible with Postal Service processing.

5-Digit Presort Destination Package Schemes and Scheme Sacks

DMM L007 is added. This new labeling list presents all 5-digit scheme combinations for package preparation in Periodicals, Standard Mail, and BPM mailings of flat-size pieces that meet the dimension, weight, and flexibility criteria for the AFSM 100 in DMM C820.2.0. These same 5-digit scheme combinations are also used to prepare 5-digit scheme sacks under DMM M820 and M920.

The 5-digit scheme allows mailers the option to prepare presort destination packages of flats in groups of 5-digit ZIP Codes specified by the Postal Service and is consistent with the processing of multiple ZIP Codes within the same incoming secondary operation, in lieu of preparing individual 5-digit ZIP Code packages. This concept is also similar to the preparation of 5-digit scheme trays for automation letters (as provided through the required use of the City State File). Five-digit scheme packages of flats will be prepared using DMM L007. Additional information regarding L007 appears below.

In a few situations, these combinations include 5-digit ZIP Codes that span more than one 3-digit ZIP Code prefix. Regardless, all 5-digit scheme presort destination packages are palletized or sacked based on the "label to" ZIP Code in DMM L007, Column B.

Five-digit scheme presort destination packages require a single minimum for presort eligibility requirements as follows:

- Periodicals — 6 or more addressed pieces for 5-digit rate eligibility.
- Standard Mail — 10 to 17 pieces for 3/5 rate eligibility. Mailers must use the same minimum for 5-digit scheme packages as for the individual 5-digit packages within the entire mailing job (e.g., 17 pieces).
- BPM — 10 or more pieces for Presorted rate eligibility.

To ensure that these packages are properly identified and directed to automated processing, there is a new designation for sacks containing 5-digit scheme packages of flats sorted using DMM L007. The new sack level is designated *5-Digit Scheme*, which is not to be confused with scheme containers of flats or irregular parcels based on DMM L001. The human-readable content lines distinguish between the two types of scheme (SCH) sacks. Sacks prepared using DMM L001 must show either "CR/5D" or "CR-RTS" preceding "SCH" and sacks prepared using DMM L007 show "5D" preceding "SCH BC".

For Periodicals and firm package (single addressed piece) preparation, firm packages must remain separate and may not be within a 5-digit scheme package. However, as with other presort destination packages, a firm package can contribute toward the six-piece minimum for 5-digit rate eligibility. For Periodicals mailings prepared in sacks, mailers may not place firm packages and 5-digit scheme packages in the same 5-digit scheme (DMM L007) sack. Firm packages must be placed in a separate (single 5-digit) sack and labeled to the appropriate 5-digit (not scheme) destination to maintain 5-digit rate eligibility. Firm packages may be placed with 5-digit scheme and other presort destination packages in 3-digit, SCF, ADC, and mixed ADC sacks, as appropriate.

Mailers preparing 5-digit scheme presort destination packages must prepare them for all possible combinations listed in DMM L007 when volume and density dictate. Packages (i.e., each mailpiece within a package) must be labeled using the optional endorsement line (OEL) "SCH 5-DIGIT 12345" (see DMM M013). There is no requirement to group pieces by individual 5-digit ZIP Codes within a

5-digit scheme package. Mailers must perform address-matching using CASS-certified address matching software prior to presorting to ensure correct 5-digit ZIP Codes and accurate 5-digit scheme packages. Presorting must be performed using current DMM L007, in accordance with the specified effective and mandatory use dates.

Five-digit scheme packages should never be placed in merged containers prepared under DMM M900. Such containers are designed to be sent directly to the appropriate delivery units for distribution of the packages and pieces. For mailers electing to prepare AFSM 100-compatible flats under the advance presort options in DMM M930 and M940, pieces in 5-digit scheme packages will not count as 5-digit sorted pieces for purposes of determining the 5 percent limit. Effective April 30, 2003, mailers electing to prepare AFSM 100-compatible flats under DMM M930 and M940 will be required to prepare 5-digit scheme packages.

To further clarify, 5-digit scheme presort destination packages must not be placed on/in the following containers:

- Merged 5-digit scheme (using DMM L001).
- 5-digit scheme (using DMM L001) carrier routes.
- 5-digit scheme pallets (using DMM L001).
- Merged 5-digit.
- Merged 5-digit carrier routes.
- 5-digit (sacks only).

Mailing jobs that do not include a carrier route portion and are copackaged under M950 should be sacked under M910, unless the mailer elects to prepare 5-digit scheme (L007) packages. When 5-digit scheme packages are prepared, these mailing jobs must be sacked under M920, even if the job does not contain a carrier route portion. For mailers choosing to sack packages prepared under M950, the standards will be modified to require the sacking to be performed under M920.

Optional 3-Digit Pallets and Some 3-Digit Sacks

The second modification restricts the preparation of flats and irregular parcels packaged and placed onto optional 3-digit pallets and, in limited circumstances, allow mailers to bypass the preparation of 3-digit sacks in sack-based mailings. This change will affect only certain 3-digit ZIP Codes processed in multiple 3-digit sectional center facilities (SCFs). Such 3-digit containers provide little or no added value to the Postal Service. The 3-digit ZIP Codes providing no added value are annotated in DMM L002 using the indicator "N" in the 3-digit ZIP Code column. Pallets will no longer be permitted, and the required sacks will be optional, for the 3-digit ZIP Codes annotated with this

indicator. In order to preserve rate eligibility, this restriction will apply only to:

- Periodicals flats and irregular parcels (nonletters) on pallets.
- Periodicals automation-rate flats prepared in sacks under DMM M820.
- Standard Mail flats on pallets.
- Package Services flats and irregular parcels (in presorted packages) on pallets.
- BPM flats (with and without a barcode discount) and presorted packages of irregular parcels (weighing less than 10 pounds) in sacks when the optional SCF sacks are prepared.

Mailers are encouraged to use the above standards as soon as possible, but *must* comply with the required elements of the 5-digit scheme and 3-digit preparation modifications no later than April 30, 2003.

Five-Digit Scheme Pallets

The third modification alters the preparation requirements for the 5-digit scheme pallet level specifically with AFSM 100-compatible flat-size pieces. Five-digit scheme pallets are prepared using DMM L001 and allow multiple 5-digit ZIP Codes to be placed on one pallet consistent with delivery units responsible for multiple zones. This pallet is not to be confused with the new 5-digit scheme for presort destination packages for AFSM 100-compatible flats using DMM L007, discussed above.

Under the current operating environment, the 5-digit scheme pallet is no longer applicable for mailpieces that are compatible with the AFSM 100. Therefore, the 5-digit scheme pallet level will be eliminated for packages of Standard Mail flats, and the requirements for the 5-digit scheme pallet will be modified under Periodicals and BPM preparation to prohibit placement of AFSM 100-compatible pieces on 5-digit scheme pallets. This modification does not impact any other pallet presort level (e.g., merged 5-digit scheme or 5-digit scheme carrier routes) or sack preparation.

A 5-digit scheme pallet must contain only individual 5-digit presort destination packages of flats. The majority of mailing jobs include a carrier route portion. Consequently, very few contain the quantity of mail necessary (minimum 250 pounds) to prepare a 5-digit scheme pallet, particularly with (lighter weight) AFSM 100-compatible pieces. Therefore, it is anticipated that this modification will impact very few, if any, mailings. Mailers who may have instances where 5-digit scheme pallets are prepared and need a transitory exception until necessary adjustments can be made to their mail production software should contact the serving rates and classification service center (see DMM G042 for address).

This *Postal Bulletin* article does not include revised labeling list L002 or new labeling list L007. However, those lists are included in the January 9, 2003, update of the online DMM available via Postal Explorer at <http://pe.usps.gov> and in the December release of the DMM Electronic Labeling List update distributed by the National Customer Support Center (NCSC).

The NCSC will provide Presort Accuracy Verification and Evaluation (PAVE) testing and certification. Contact the NCSC at 800-238-3150.

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

Domestic Mail Manual (DMM)

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E Eligibility

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E200 Periodicals

* * * * *

E220 Presorted Rates

* * * * *

2.0 RATES

2.1 5-Digit Rates

[Revise introductory text of 2.1 to read as follows:]

Subject to M045, M210, or M910, M920, M930, or M940, 5-digit rates apply to:

* * * * *

[Revise item b to read as follows:]

- b. Flat-size pieces in 5-digit scheme packages and 5-digit packages of six or more pieces each, placed in applicable 5-digit scheme sacks (L007 under M950), 5-digit sacks, merged 5-digit sacks, or merged 5-digit scheme sacks (L001) or palletized under M045, M920, M930, or M940.

* * * * *

2.2 3-Digit Rates

[Revise introductory text of 2.2 to read as follows:]

Subject to M045, M210, or M910, M920, M930, or M940, 3-digit rates apply to:

* * * * *

[Revise item b to read as follows:]

- b. Flat-size pieces in 5-digit packages, 5-digit scheme packages, and 3-digit packages of six or more pieces each, placed in 3-digit sacks or palletized under M045, M920, M930, or M940.

* * * * *

E240 Automation Rates

* * * * *

2.0 RATE APPLICATION

2.1 5-Digit Rates

5-digit automation rates apply to:

* * * * *

[Revise item b to read as follows:]

- b. Flats in 5-digit packages and 5-digit scheme packages of six or more pieces each, prepared under M045, M820, or M900.

* * * * *

E600 STANDARD MAIL

* * * * *

E620 Presorted Rates

* * * * *

2.0 RATES

* * * * *

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

* * * * *

- b. In a 5-digit, 5-digit scheme (under M950), or 3-digit package of 10 or more flat-size pieces and placed in a 5-digit, 5-digit scheme (under M950), or 3-digit sack containing at least 125 pieces or 15 pounds of pieces.

* * * * *

- d. In a 5-digit, 5-digit scheme, or 3-digit package of 10 or more flat-size pieces palletized under M045, M920, M930, or M940.

* * * * *

E640 Automation Rates

1.0 REGULAR AND NONPROFIT RATES

* * * * *

1.5 Rate Application—Flats

[Revise introductory text of 1.5 to read as follows:]

Automation rates apply to each piece that is sorted under M045, M820, M910, M920, M930, or M940 into the corresponding qualifying groups:

[Revise item a to read as follows:]

- a. Pieces in 5-digit, 5-digit scheme, or 3-digit packages of 10 or more pieces each qualify for the 3/5 automation rate.

* * * * *

L Labeling Lists

L000 General Use

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

[Revise text to read as follows:]

L001 describes the 5-digit scheme sort list for Periodicals flats and irregular parcels, Standard Mail Enhanced Carrier Route (ECR) flats, and Bound Printed Matter (BPM) flats destined for multiple 5-digit ZIP Codes served by a single delivery unit. When 5-digit scheme sort is used for Periodicals flats and irregular parcels, Standard Mail flats, and BPM flats, mail for the 5-digit ZIP Codes shown in Column A must be combined on pallets or in sacks as follows:

- a. Packages on merged 5-digit scheme or 5-digit scheme carrier routes pallets.
- b. Packages on 5-digit scheme pallets only for Periodicals and BPM irregular parcels and flats not meeting the dimension, weight, and flexibility criteria of the AFSM 100 (C820.2), including AFSM 100-compatible flats copalletized with other flats.
- c. Merged 5-digit scheme or 5-digit scheme carrier routes sacks labeled to the corresponding destination shown in Column B.

L002 3-Digit ZIP Code Prefix Matrix

[Revise text to read as follows:]

L002 describes the 3-digit ZIP Code prefix list for mail destined to 3-digit, 3-digit scheme, and sectional center facility (SCF) destinations.

This matrix provides information about 3-digit ZIP Code prefixes as follows:

- a. 3-Digit ZIP Code Prefix: Use this column to find a 3-digit ZIP Code prefix. Those prefixes indicated by an **X** are unassigned. Those prefixes indicated by an **N** have been designated as 3-digit ZIP Codes for which the preparation of a 3-digit sack becomes optional, and for which, effective April 30, 2003, the preparation of the optional 3-digit pallet is prohibited

in certain situations (refer to the M Module for appropriate use of this designation).

- b. Column A, 3-Digit Destinations: Use this information for Line 1 on 3-digit container labels (subject to the standards for the rate claimed). Unique 3-digit cities are indicated by a **U**.
- c. Column B, 3-Digit Scheme Destinations: Use this information for Line 1 on 3-digit scheme container labels (subject to the standards for the rate claimed). Line 2 of container labels for destinations indicated by an **S** must include either "SCHEME" or the specific information shown (3-digit groups by scheme group, where applicable, are shown in L003).
- d. Column C, SCF Destinations: Use this information for Line 1 on SCF container labels (subject to the standards for the rate claimed). SCFs serving only a single 3-digit area are indicated by a **D** (3-digit groups by SCF are shown in L005). Destination SCF Standard Mail rates, destination SCF Package Services rates, or destination SCF rates and per piece discounts for Periodicals mail are available only to those ZIP Code areas for which an SCF is shown.

To order labels from the Postal Service Label Printing Center, use PS Form 1578-B, *Requisition for Facing Slips or Labels*, and indicate set number 001 (unique 3-digit cities only), set number 002 (3-digit destinations), or set number 003 (SCF destinations). Requests are supplied in lots of 300 (minimum) for each label on the list.

* * * * *

[Add new L007 to read as follows:]

L007 5-Digit Scheme—Periodicals, Standard Mail, and Bound Printed Matter Flats in Packages

L007 describes the 5-digit scheme sortation list for automation rate (see M820) and copackaged automation and Presorted rate (see M950) Periodicals and Standard Mail flat-size pieces and Presorted rate Bound Printed Matter flat-size pieces that meet the AFSM 100 criteria under C820.2.0. The pieces within the scheme packages are processed in the same operation and therefore are not required to be prepared in individual 5-digit packages.

When the 5-digit scheme sort is used, mail for the 5-digit ZIP Codes shown in Column A must be combined in packages for all combinations for which mail exists and density dictates. All 5-digit scheme packages are required to include the appropriate OEL under M013 which must contain the 5-digit ZIP Code listed in Column B. Five-digit scheme sacks containing 5-digit scheme packages must be labeled to the corresponding destination in Column B.

* * * * *

M Mail Preparation and Sortation

M000 General Preparation Standards

M010 Mailpieces

M011 Basic Standards

1.0 TERMS AND CONDITIONS

* * * * *

1.2 Presort Levels

Terms used for presort levels are defined as follows:

* * * * *

[Reletter current items e through v as new items f through w, respectively. Add new item e to read as follows:]

- e. 5-digit scheme (packages and sacks) for AFSM 100-compatible flats: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in L007.

[Revise new item f to read as follows:]

- f. 5-digit scheme carrier routes (pallets and sacks) for Periodicals flats and irregular parcels, Standard Mail flats, and Bound Printed Matter flats: the ZIP Code in the delivery address on all pieces in carrier route packages begins with one of the 5-digit ZIP Code zones processed by the USPS as a single scheme, as shown in L001.

[Revise new item g to read as follows:]

- g. 5-digit scheme (pallets) for Periodicals flats and irregular parcels, and Bound Printed Matter flats that do not meet the dimension, weight, and flexibility criteria of the AFSM 100 in DMM C820.2: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in L001.

* * * * *

1.3 Preparation Instructions

For purposes of preparing mail:

* * * * *

[Reletter current items j through ad as new items k through ae, respectively. Add new item j to read as follows:]

- j. A 5-digit scheme sort for AFSM 100-compatible flats yields 5-digit scheme packages for those 5-digit ZIP Codes identified in the current L007. Presorting must be performed using current L007 in accordance with the specified effective and mandatory use dates. Pieces prepared in scheme packages must meet the AFSM 100 compatibility criteria in C820.2.0. The 5-digit ZIP Codes in each scheme are treated as a

single presort destination subject to a single minimum volume, with no further separation by 5-digit ZIP Code required. Packages prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is optional, except under M930 and M940. Packages (mailpieces) must be labeled using an optional endorsement line (OEL) under M013. Packages are placed in appropriate containers using the OEL "label to" 5-digit ZIP Code. Periodicals firm packages must not be part of a 5-digit scheme package.

* * * * *

M013 Optional Endorsement Lines

1.0 USE

1.1 Basic Standards

[Revise text of 1.1 to read as follows:]

An optional endorsement line (OEL) may be used to label packages instead of applying pressure-sensitive package labels or facing slips to the top piece of packages. The OEL must show carrier route information or the type of package and ZIP Code information as shown in Exhibit 1.1. Use of OELs on packages is subject to the standards for the rate claimed. OELs are required with 5-digit scheme packages under M013. At the mailer's option, pieces in trays of non-carrier route automation letter-size mail may bear OEL information that corresponds to the sortation level of the tray in which the pieces are placed. The ZIP Code for use on OELs must include the 3-digit ZIP Code prefix or 5-digit ZIP Code as required.

* * * * *

[Designate the chart "Exhibit 1.1, OEL Formats." Add new entry to read as follows:]

Sortation Level	OEL Example
5-Digit Scheme (AFSM 100-compatible flats)	*****SCH 5-DIGIT 12345

* * * * *

Exhibit 2.5 OEL Labeling Lists

[Revise Exhibit 2.5 to add 5-digit scheme information.]

Mail Class	Processing Category and Presort Type	List
* * * * *		
Periodicals	Flats, 5-digit scheme	L007
* * * * *		
Standard Mail	Flats, 5-digit scheme	L007
* * * * *		
Bound Printed Matter	Flats, 5-digit scheme	L007
* * * * *		

M030 Containers
* * * * *

M032 Barcoded Labels

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

Exhibit 1.3 3-Digit Content Identifier Numbers
* * * * *

[Revise Exhibit M032.1.3 to designate new CINs for containers containing 5-digit scheme packages.]

Class and Mailing	CIN	Human-Readable Content Line
PERIODICALS (PER)		
PER Flats — Automation		
5-digit scheme sacks	372	PER FLTS 5D SCH BC
* * * * *		
PERIODICALS (NEWS)		
NEWS Flats — Automation		
5-digit scheme sacks	472	NEWS FLTS 5D SCH BC
* * * * *		
STANDARD MAIL		
STD Flats — Automation		
5-digit scheme sacks	572	STD FLTS 5D SCH BC
* * * * *		
PACKAGE SERVICES		
Presorted BPM — Automation flats		
5-digit scheme sacks	635	PSVC FLTS 5D SCH BC
* * * * *		

M040 Pallets
* * * * *

M045 Palletized Mailings
* * * * *

3.0 PALLET PRESORT AND LABELING

3.1 Periodicals Packages, Sacks, or Trays on Pallets
* * * * *

[Revise introductory text of item b to read as follows:]

- b. *5-Digit Scheme.* Not permitted for flats that meet the dimension, weight, and flexibility criteria of the AFSM 100 in C820.2, including copalletized or combined AFSM 100-compatible flats and other flats, and not permitted for sacks or trays. Required for all other flats and irregular parcels. May contain only automa-

tion rate and/or Presorted rate packages for the same 5-digit scheme under L001. Scheme sort must be done for all possible 5-digit scheme destinations. For all 5-digit destinations that are not part of a scheme, prepare 5-digit pallets under 3.1d.

* * * * *

[Revise introductory text of item d to read as follows:]

- d. *5-Digit.* Required for sacks and packages (except for packages prepared to 5-digit scheme pallets under 3.1b); optional for trays. May contain only automation rate and/or Presorted rate mail for the same 5-digit scheme (only when optional 5-digit scheme packages of automation rate and copackaged automation and Presorted rate pieces are prepared) or the same 5-digit ZIP Code. Five-digit scheme (L007) packages are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code.

* * * * *

[Revise introductory text of item f to read as follows:]

- f. *3-Digit.* Optional: effective April 30, 2003, not permitted for packages with 3-digit ZIP Code prefixes indicated by an “N” in L002. May contain carrier route rate, automation rate, and/or Presorted rate mail.

* * * * *

3.2 Standard Mail Packages, Sacks, Irregular Parcels, or Trays on Pallets

* * * * *

[Delete item b. Reletter current items c through j as new items b through i, respectively. Revise introductory text in relettered item c to read as follows:]

- c. *5-Digit.* Required for sacks and packages; optional for trays. May contain only automation rate and/or Presorted rate mail for the same 5-digit scheme (only when optional 5-digit scheme packages of automation rate and copackaged automation and Presorted rate pieces are prepared) or the same 5-digit ZIP Code. Five-digit scheme (L007) packages are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code.

* * * * *

[Revise introductory text of relettered item e to read as follows:]

- e. *3-Digit.* Optional; effective April 30, 2003, not permitted for packages with 3-digit ZIP Code prefixes indicated by an “N” in L002. May contain carrier route rate, automation rate, and/or Presorted rate mail.

* * * * *

3.3 Package Services Flats—Packages and Sacks on Pallets

* * * * *

[Revise introductory text of item b to read as follows:]

- b. *5-Digit Scheme.* Not permitted for flats that meet the dimension, weight, and flexibility criteria of the AFSM 100 in C820.2, and not permitted for sacks. Required for all other flats and irregular parcels. May contain only Presorted rate packages for the same 5-digit scheme under L001. Scheme sort must be done for all possible 5-digit scheme destinations. For all 5-digit destinations that are not part of a scheme, prepare 5-digit pallets under 3.1d.

* * * * *

[Revise introductory text of item d to read as follows:]

- d. *5-Digit.* Required for sacks and packages. May contain only Presorted rate mail for the same 5-digit scheme (only when optional 5-digit scheme packages of Presorted rate pieces with a barcoded discount and Presorted rate pieces with no barcoded discount). Five-digit scheme (L007) packages are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code.

* * * * *

[Revise introductory text of item f to read as follows:]

- f. *3-Digit.* Optional; effective April 30, 2003, not permitted for presorted packages with 3-digit ZIP Code prefixes indicated by an “N” in L002. May contain carrier route and/or Presorted rate mail.

* * * * *

3.4 Package Services Irregular Parcels—Packages and Sacks on Pallets

* * * * *

[Revise introductory text of item c to read as follows:]

- c. *3-Digit.* Optional; effective April 30, 2003, not permitted for presorted packages with 3-digit ZIP Code prefixes indicated by an “N” in L002. May contain carrier route and/or Presorted rate mail.

* * * * *

M800 All Automation Mail

* * * * *

M820 Flat-Size Mail

1.0 BASIC STANDARDS

* * * * *

1.5 Package Preparation

[Revise 1.5 to read as follows:]

Except for First-Class Mail prepared under 3.0, all pieces must be prepared in packages and meet the following requirements:

- a. Pieces that meet both the size dimensions and the turning ability and deflection standards under C820.2.0 must be prepared in separate packages from pieces that do not meet all AFSM 100 dimensions and the turning ability and deflection standards (but that do meet the dimensions and other criteria for FSM 1000 processing under C820.3.0).
- b. Firm packages must not be included in Periodicals mailings prepared under M820.
- c. Each AFSM 100 package and each FSM 1000 package must separately meet the package size minimum number of pieces in 2.1, 4.1, or 5.1. When the total number of AFSM 100 or FSM 1000 pieces for a specific presort destination (e.g., the 5-digit ZIP Code 12345) meets or exceeds the applicable minimum package size, the pieces for that presort destination must be prepared into a package or packages labeled to that presort destination under the standards for the rate claimed.
- d. The physical size of each package for each specific presort destination may contain the exact package minimum, more pieces than the package minimum, or fewer pieces than the package minimum, depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Rate eligibility is not affected when a physical package contains fewer pieces than the minimum package size for the above reasons, provided the total number of AFSM 100 pieces physically packaged for that presort destination or the total number of FSM 1000 pieces physically packaged for that presort destination meets or exceeds the rate eligibility package minimum under E140, E240, or E640.

[Renumber current 1.6 through 1.11 as new 1.7 through 1.12, respectively. Add new 1.6 to read as follows:]

1.6 5-Digit Scheme Package Preparation

Pieces meeting the AFSM 100 compatibility criteria in C820.2.0 may be prepared in 5-digit scheme packages for those 5-digit ZIP Code combinations identified in L007. These packages must meet the additional standards in M011.1.3j.

* * * * *

1.8 Exception—Periodicals Preparation

[Revise 1.8 to read as follows:]

As a general exception to 4.1a, 4.1b, and 4.2a through 4.2c, Periodicals may be prepared in 5-digit scheme, 5-digit, and 3-digit packages containing fewer than six pieces, and in sacks containing as few as one such package, when the publisher determines that such preparation improves service. These low-volume packages may be placed on 5-digit scheme, 5-digit, 3-digit, and SCF pallets under M041 and M045, or on merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 3-digit, and SCF pallets under M041 and either M920, M930, or M940. They may also be placed in merged 5-digit scheme, merged 5-digit, 5-digit, 5-digit scheme, 3-digit, and SCF sacks prepared under M920. Low-volume sacks may also consist of a firm package(s) when optional 5-digit scheme sortation is performed with mailings prepared in sacks.

* * * * *

4.0 PERIODICALS

4.1 Package Preparation

Package size, preparation sequence, and labeling:

[Reletter current items a through d as new items b through e, respectively. Add new item a to read as follows:]

- a. 5-digit scheme (optional); six-piece minimum (fewer permitted under 1.8); optional endorsement line (OEL) required.

[Revise relettered item b to read as follows:]

- b. 5-digit (required); six-piece minimum (fewer permitted under 1.8); red Label D or OEL.

* * * * *

4.2 Sacking

For mailing jobs that also contain a Presorted rate mailing, see 1.9 and M910. Other mailing jobs are prepared, sacked, and labeled as follows:

[Reletter current items a through e as new items b through f, respectively. Add new item a to read as follows:]

- a. 5-digit scheme (required at 24 pieces, optional with one six-piece package minimum except under 1.8, may contain 5-digit scheme packages only); labeling:
 - (1) Line 1: L007, Column B.
 - (2) Line 2: "PER FLTS 5D SCH BC" or "NEWS FLTS 5D SCH BC," as applicable.

* * * * *

[Revise new item c to read as follows:]

- c. 3-digit (required at 24 pieces, except optional for packages with 3-digit ZIP Code prefixes indicated by an "N" in L002, further optional with one six-piece package minimum except under 1.8); labeling:

- (1) Line 1: L002, Column A.
- (2) Line 2: "PER FLTS 3D BC" or "NEWS FLTS 3D BC," as applicable.

* * * * *

5.0 STANDARD MAIL

* * * * *

[Revise title of 5.1 to read as follows:]

5.1 Package Preparation

Package size, preparation sequence, and labeling:

[Reletter current items a through d as new items b through e, respectively. Add new item a to read as follows:]

- a. 5-digit scheme (optional); 10-piece minimum (use of consistent minimum from 10 to 17 pieces required for 5-digit scheme and 5-digit packages within a mailing job); optional endorsement line (OEL) required.

[Revise relettered item b to read as follows:]

- b. 5-digit (required):
 - (1) Packages containing pieces 3/4 inch thick or less only: 17-piece minimum, optional 10- to 16-piece minimum (one consistent minimum required for a mailing job); red Label D or OEL.
 - (2) Packages containing pieces more than 3/4 inch thick: 10-piece minimum; red Label D or OEL.

* * * * *

[Revise title of 5.3 to read as follows:]

5.3 Sack Preparation

Preparation sequence, sack size, and labeling:

[Reletter current items a through e as new items b through f, respectively. Add new item a to read as follows:]

- a. 5-digit scheme (required containing 5-digit scheme packages only); 125-piece/15-pound minimum, labeling:

- (1) Line 1: L007, Column B.
- (2) Line 2: "STD FLTS 5D SCH BC."

* * * * *

6.0 BOUND PRINTED MATTER

6.1 Package Preparation

Packages must be prepared and labeled in the following sequence:

[Reletter current items a through d as new items b through e, respectively. Add new item a to read as follows:]

- a. 5-digit scheme (optional); minimum 10 pieces or 10 pounds, maximum weight 20 pounds; optional endorsement line (OEL) required.

[Revise new item b to read as follows:]

- b. 5-digit: (minimum 10 pieces or 10 pounds, maximum weight 20 pounds); red Label D or OEL.

* * * * *

6.2 Sack Preparation and Labeling

A sack must be prepared when the quantity of mail for a required presort destination reaches 20 addressed pieces. Preparation sequence and labeling:

[Reletter current items a through e as new items b through f, respectively. Add new item a to read as follows:]

- a. 5-digit scheme (optional, containing 5-digit scheme packages only); labeling:

(1) Line 1: L007, Column B.

(2) Line 2: "PSVC FLTS 5D SCH BC"

* * * * *

[Revise relettered item c to read as follows:]

- c. 3-digit: required, except optional for packages with 3-digit ZIP Code prefixes indicated by an "N" in L002, when optional SCF sacks are prepared.

(1) Line 1: L002, Column A.

(2) Line 2: "PSVC FLTS 3D BC"

* * * * *

M900 Advanced Preparation Options for Flats

* * * * *

M920 Merged Containerization of Packages Using the City State Product

1.0 PERIODICALS

1.1 Basic Standards

* * * * *

[Revise item a to read as follows:]

- a. A carrier route mailing must be part of the mailing job, unless copackaged under M950 utilizing 5-digit scheme (L007) package preparation, and sacked under 1.4.

* * * * *

[Revise item e to read as follows:]

- e. Carrier route packages may be cosacked or copalletized with automation rate 5-digit packages, Pre-sorted rate 5-digit packages, and copackaged 5-digit packages only for those 5-digit ZIP Codes that have an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product indicating eligibility for such cosacking or copalletization. Containers of mail sorted in this manner are called "merged 5-digit" sacks or pallets. Containers of mail sorted in this manner for which scheme (L001) sortation is also performed are called "merged 5-digit scheme" sacks or pallets. Pieces in 5-digit scheme (L007) packages may not be placed in merged 5-digit containers.

* * * * *

[Reletter current items j through m as new items k through n, respectively. Add new item j to read as follows:]

- j. For mailings prepared in sacks, firm packages and 5-digit scheme packages must remain separate and may not be combined within a 5-digit scheme (L007) package or within a 5-digit scheme (L007) sack. A firm package can contribute toward the six-piece minimum for rate eligibility. A firm package must be placed in a separate individual 5-digit sack under 1.4g to maintain 5-digit rate eligibility. Firm packages may be placed with 5-digit scheme and other presort destination packages in 3-digit, SCF, ADC, and mixed ADC sacks under 1.4h, as appropriate.

* * * * *

1.3 Low-Volume Packages in Sacks or on Pallets

[Revise 1.3 to read as follows:]

Carrier route, 5-digit scheme, and 5-digit packages prepared under M210, M220, and M820 or M950 that contain fewer than six pieces must be placed in sacks under 1.4a through 1.4f or in 3-digit and SCF sacks under 1.4g, or on pallets under 1.5a through 1.5i when the publisher determines that such preparation improves service. Pieces in such low-volume packages must claim the applicable basic rate, except that, as provided under M210.1.4 and M220.1.4, some firm packages may be eligible for carrier route rates and for 5-digit and 3-digit Presorted rates. Low-volume sacks may also consist of a firm package(s) when optional 5-digit scheme sortation is performed with mailings prepared in sacks in order to maintain rate eligibility.

1.4 Sack Preparation and Labeling

* * * * *

[Reletter current items f and g as new items g and h, respectively. Add new item f to read as follows:]

- f. **5-Digit Scheme.** Required. May contain only automation rate and copackaged automation and Presorted rate 5-digit scheme packages for the same 5-digit scheme destination. Must be prepared at 24 or more pieces; optional with one six-piece package or at least one package of fewer pieces under 1.3.

- (1) Line 1: L007, Column B.
- (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS 5D SCH BC."

* * * * *

[Revise introductory text of relettered item h to read as follows:]

- h. **3-Digit Through Mixed ADC Sacks.** Any 5-digit scheme and 5-digit packages remaining after preparing sacks under 1.4a through 1.4g, and all 3-digit, ADC, and mixed ADC packages, must be sacked and labeled according to the applicable requirements under M910.2.0 for cosacking of automation rate and Presorted rate packages. However, if there are no automation rate packages in the mailing job, sack and label under M210.4.0, or if there are no Presorted rate packages in the mailing job, sack and label under M820.4.2

* * * * *

1.5 Pallet Preparation and Labeling

* * * * *

[Revise introductory text of item c to read as follows:]

- c. **5-Digit Scheme.** Not permitted for flats that meet the dimension, weight, and flexibility criteria of the AFSM 100 in C820.2, including copalletized or combined AFSM 100-compatible flats and other flats, and not permitted for sacks or trays. Required for all other flats and irregular parcels. May contain only 5-digit packages of automation rate and Presorted rate mail for the same 5-digit scheme under L001 for ZIP Codes in the scheme that have a "B" or "D" indicator in the City State Product.

* * * * *

[Revise introductory text of item f to read as follows:]

- f. **5-Digit.** Required. May contain only automation rate 5-digit packages and Presorted rate 5-digit packages for the same 5-digit ZIP Code for those 5-digit ZIP Codes that are not part of a scheme (under L001) and that have a "B" or "D" indicator in the City State Product, or 5-digit scheme (L007) packages (automation rate and copackaged automation and Presorted rate pieces only). Five-digit scheme packages

are assigned to 5-digit pallets according to the OEL "label to" 5-digit ZIP Code.

* * * * *

[Revise introductory text of item h to read as follows:]

- h. **3-Digit.** Optional: effective April 30, 2003, not permitted for packages with 3-digit ZIP Code prefixes indicated by an "N" in L002. May contain carrier route rate, automation rate, and Presorted rate mail.

* * * * *

2.0 STANDARD MAIL

2.1 Basic Standards

* * * * *

[Revise item a to read as follows:]

- a. A carrier route mailing must be part of the mailing job, unless copackaged under M950 utilizing 5-digit scheme (L007) package preparation, and sacked under 1.4.

* * * * *

[Revise item e to read as follows:]

- e. Carrier route packages may be cosacked or copalletized with automation rate 5-digit packages, Presorted rate 5-digit packages, and copackaged 5-digit packages only for those 5-digit ZIP Codes that have an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product indicating eligibility for such cosacking or copalletization. Containers of mail sorted in this manner are called "merged 5-digit" sacks or pallets. Containers of mail sorted in this manner for which scheme (L001) sortation is also performed are called "merged 5-digit scheme" sacks or pallets. Pieces in 5-digit scheme (L007) packages may not be placed in merged 5-digit containers.

* * * * *

2.4 Sack Preparation and Labeling

* * * * *

[Reletter current items f and g as new items g and h, respectively. Add new item f to read as follows:]

- f. **5-Digit Scheme.** Required. May contain only automation rate, and copackaged automation and Presorted rate 5-digit scheme packages for the same 5-digit scheme destination. Must be prepared when there are at least 125 pieces or 15 pounds of pieces for the 5-digit scheme destination. Smaller volumes are not permitted.

- (1) Line 1: L007, Column B.
- (2) Line 2: "STD FLTS 5D SCH BC."

* * * * *

[Revise relettered item h to read as follows:]

- h. **3-Digit Through Mixed ADC Sacks.** Any 5-digit scheme and 5-digit packages remaining after preparing sacks under 2.4a through 2.4g, and all 3-digit, ADC, and mixed ADC packages, must be sacked and labeled according to the applicable requirements under M910.3.0 for cosacking of automation rate and Presorted rate packages. However, if there are no automation rate packages in the mailing job, sack and label under M610, or if there are no Presorted rate packages in the mailing job, sack and label under M820.5.3.

2.5 Pallet Preparation and Labeling

[Delete item c. Reletter current items d through g as new items c through f, respectively.]

* * * * *

[Revise introductory text of relettered item e to read as follows:]

- e. **5-Digit.** Required. May contain only automation rate 5-digit packages and Presorted rate 5-digit packages for the same 5-digit ZIP Code for those 5-digit ZIP Codes that are not part of a scheme (under L001) and that have a "B" or "D" indicator in the City State Product, or 5-digit scheme (under L007) packages (automation rate and copackaged automation and Presorted rate pieces only). Five-digit scheme packages are assigned to 5-digit pallets according to the OEL "label to" 5-digit ZIP Code.

* * * * *

[Revise introductory text of relettered item g to read as follows:]

- g. **3-Digit.** Optional: effective April 30, 2003, not permitted for packages with 3-digit ZIP Code prefixes indicated by an "N" in L002. May contain carrier route rate, automation rate, and Presorted rate mail.

* * * * *

M930 Merged Palletization of Packages Using a 5% Threshold

1.0 PERIODICALS

1.1 Basic Standards

[Revise introductory text 1.1 to read as follows:]

Five-digit scheme (under L007) packages must be prepared under M930 effective April 30, 2003. Five-digit scheme packages may not be copalletized on merged pallets with carrier route packages. Five-digit packages from an automation rate mailing and 5-digit packages from a Presorted rate mailing (including pieces copackaged under

M950) may be placed on the same pallet as carrier route rate packages under the following conditions:

* * * * *

[Revise item d to read as follows:]

- d. Automation rate 5-digit packages, Presorted rate 5-digit packages, and copackaged 5-digit packages may be copalletized with carrier route packages only when the pieces in the 5-digit packages do not exceed the 5% limit described in 1.4. Pallets of mail sorted in this manner are called "merged 5-digit" pallets. Pallets of mail sorted in this manner for which scheme sortation is also performed are called "merged 5-digit scheme" pallets. Since 5-digit scheme packages cannot be placed on merged pallets, pieces in 5-digit scheme packages do not count as 5-digit sorted pieces for purposes of determining the 5% limit.

* * * * *

1.4 5% Threshold Standard

Five-digit packages and carrier route packages may be placed on the same merged 5-digit scheme or merged 5-digit pallet under 1.5 if all of the following conditions are met:

* * * * *

[Revise item b to read as follows:]

- b. The 5% threshold is calculated separately for each 5-digit ZIP Code. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5% threshold applies to each 5-digit ZIP Code for the scheme on a merged 5-digit scheme pallet. Since 5-digit scheme packages may not be placed on merged pallets, pieces in 5-digit scheme packages do not count as 5-digit sorted pieces for purposes of determining the 5% limit.

* * * * *

[Revise item f to read as follows:]

- f. Pieces in low-volume carrier route packages count as carrier route sorted pieces for purposes of determining the 5% limit under 1.4a through 1.4e even though the basic rate is paid. Pieces in low-volume 5-digit packages count as 5-digit sorted pieces for purposes of determining the 5% limit under 1.4a through 1.4e even though the basic rate is paid. Since 5-digit scheme packages cannot be placed on merged pallets, pieces in 5-digit scheme packages do not count as 5-digit sorted pieces for purposes of determining the 5% limit.

* * * * *

1.5 Pallet Preparation and Labeling

* * * * *

[Revise introductory text of item c to read as follows:]

- c. *5-Digit Scheme*. Not permitted for flats that meet the dimension, weight, and flexibility criteria of the AFSM 100 in C820.2, including copalletized or combined AFSM 100 flats and other flats, and not permitted for sacks or trays. Required for all other flats and irregular parcels. May contain only 5-digit packages of automation rate and Presorted rate mail for the same 5-digit scheme under L001 that could not be placed on a merged 5-digit scheme pallet.

* * * * *

[Revise introductory text of item f to read as follows:]

- f. *5-Digit*. Required. May contain only automation rate 5-digit packages and Presorted rate 5-digit packages for the same 5-digit ZIP Code that is not part of a scheme (L001) and that could not be placed on a merged 5-digit pallet, or 5-digit scheme (L007) packages (automation rate and copackaged automation and Presorted rate pieces only). Five-digit scheme packages are assigned to 5-digit pallets according to the OEL "label to" 5-digit ZIP Code.

* * * * *

[Revise introductory text of item h to read as follows:]

- h. *3-Digit*. Optional: effective April 30, 2003, not permitted for packages with 3-digit ZIP Code prefixes indicated by an "N" in L002. May contain carrier route rate, automation rate, and Presorted rate mail.

* * * * *

2.0 STANDARD MAIL

2.1 Basic Standards

[Revise introductory text of 2.1 to read as follows:]

Five-digit scheme (under L007) packages must be prepared under M930 effective April 30, 2003. Five-digit scheme packages may not be copalletized on merged pallets with carrier route packages. Five-digit packages from an automation rate mailing and 5-digit packages from a Presorted rate mailing (including pieces copackaged under M950) may be placed on the same pallet as carrier route rate packages under the following conditions:

* * * * *

[Revise item d to read as follows:]

- d. Automation rate 5-digit packages, Presorted rate 5-digit packages, and copackaged 5-digit packages

may be copalletized with carrier route packages only when the pieces in the 5-digit packages do not exceed the 5% limit described in 2.3. Pallets of mail sorted in this manner are called "merged 5-digit" pallets. Pallets of mail sorted in this manner for which scheme sortation is also performed are called "merged 5-digit scheme" pallets. Since 5-digit scheme packages cannot be placed on merged pallets, pieces in 5-digit scheme packages do not count as 5-digit sorted pieces for purposes of determining the 5% limit.

* * * * *

2.3 5% Threshold Standard

Five-digit packages and carrier route packages may be placed on the same merged 5-digit scheme and merged 5-digit pallet under 1.5 if all of the following conditions are met:

* * * * *

[Revise item b to read as follows:]

- b. The 5% threshold is calculated separately for each 5-digit ZIP Code. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5% threshold applies to each 5-digit ZIP Code for the scheme on a merged 5-digit scheme pallet. Since 5-digit scheme packages may not be placed on merged pallets, pieces in 5-digit scheme packages do not count as 5-digit sorted pieces for purposes of determining the 5% limit.

* * * * *

2.4 Pallet Preparation and Labeling

* * * * *

[Delete item c. Reletter current items d through g as new items c through f, respectively.]

* * * * *

[Revise introductory text of relettered item e to read as follows:]

- e. *5-Digit*. Required. May contain only automation rate 5-digit packages and Presorted rate 5-digit packages for the same 5-digit ZIP Code that is not part of a scheme (L001) and that could not be placed on a merged 5-digit pallet, or 5-digit scheme (L007) packages (automation rate and copackaged automation and Presorted rate pieces only). Five-digit scheme packages are assigned to 5-digit pallets according to the OEL "label to" 5-digit ZIP Code.

* * * * *

[Revise introductory text of relettered item g to read as follows:]

- g. 3-Digit. Optional: effective April 30, 2003, not permitted for packages with 3-digit ZIP Code prefixes indicated by an "N" in L002. May contain carrier route rate, automation rate, and Presorted rate mail.

* * * * *

M940 Merged Palletization of Packages Using the City State Product and a 5% Threshold

1.0 PERIODICALS

1.1 Basic Standards

[Revise introductory text of 1.1 to read as follows:]

Five-digit scheme (under L007) packages must be prepared under M940 effective April 30, 2003. Five-digit scheme packages may not be copalletized on merged pallets with carrier route packages. Five-digit packages from an automation rate mailing and 5-digit packages from a Presorted rate mailing (including pieces copackaged under M950) may be placed on the same pallet as carrier route rate packages under the following conditions:

* * * * *

[Revise item e to read as follows:]

- e. Automation rate 5-digit packages, Presorted rate 5-digit packages, and copackaged 5-digit packages may be copalletized with carrier route packages and firm packages on merged 5-digit or merged 5-digit scheme pallets as follows:

- (1) For 5-digit ZIP Codes with an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product, carrier route and 5-digit packages may be merged with no limit on the number of pieces in 5-digit packages placed on the pallet. Five-digit scheme packages cannot be placed in merged containers.
- (2) For 5-digit ZIP Codes with a "B" or "D" indicator in the Carrier Route Indicators field in the City State Product, the pieces in the 5-digit packages must not exceed 5% of the total number of pieces for each individual 5-digit ZIP Code on the pallet as described in 1.4. Since 5-digit scheme packages cannot be placed on merged pallets, pieces in 5-digit scheme packages do not count as 5-digit sorted pieces for purposes of determining the 5% limit.

* * * * *

1.4 5% Threshold Standard

[Revise introductory text, item a, and item b to read as follows:]

Five-digit packages and carrier route packages and firm packages may be placed on the same merged 5-digit scheme or merged 5-digit pallet under 1.5 if all of the following conditions are met:

- a. The number of pieces prepared in 5-digit packages for any single 5-digit ZIP Code with a "B" or "D" indicator on a logical merged 5-digit or merged 5-digit scheme pallet does not exceed 5% of the total number of pieces for the 5-digit ZIP Code on the logical pallet for the presort destination. That is, the total number of pieces for a 5-digit ZIP Code in 5-digit and carrier route packages must not be greater than the number of pieces in carrier route packages divided by 0.95. Five-digit ZIP Codes with an "A" or "C" indicator are not subject to the 5% limit.
- b. The 5% threshold is calculated separately for each 5-digit ZIP Code with a "B" or "D" indicator. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5% threshold applies to each 5-digit ZIP Code with a "B" or "D" indicator for the scheme on a merged 5-digit scheme pallet. (Five-digit ZIP Codes with an "A" or "C" indicator are not subject to the 5% limit.) Since 5-digit scheme packages may not be placed on merged pallets, pieces in 5-digit scheme packages do not count as 5-digit sorted pieces for purposes of determining the 5% limit.

* * * * *

1.5 Pallet Preparation and Labeling

* * * * *

[Revise introductory text of item c to read as follows:]

- c. 5-Digit Scheme. Not permitted for flats that meet the dimension, weight, and flexibility criteria of the AFSM 100 in C820.2, including copalletized or combined AFSM 100 flats and other flats, and not permitted for sacks or trays. Required for all other flats and irregular parcels. May contain only 5-digit packages of automation rate and Presorted rate mail for the same 5-digit scheme under L001 for which one or more 5-digit ZIP Codes in the scheme had a "B" or "D" indicator in the City State Product, and the 5-digit packages could not be placed on a merged 5-digit scheme pallet (the pieces exceeded the 5% threshold).

* * * * *

[Revise introductory text of item f to read as follows:]

- f. *5-Digit*. Required. May contain only automation rate 5-digit packages and Presorted rate 5-digit packages for the same 5-digit ZIP Code that is not part of a scheme (L001) and that could not be placed on a merged 5-digit pallet, or 5-digit scheme (L007) packages (automation rate and copackaged automation and Presorted rate pieces only). Five-digit scheme packages are assigned to 5-digit pallets according to the OEL "label to" 5-digit ZIP Code.

* * * * *

[Revise introductory text of item h to read as follows:]

- h. *3-Digit*. Optional: effective April 30, 2003, not permitted for packages with 3-digit ZIP Code prefixes indicated by an "N" in L002. May contain carrier route rate, automation rate, and Presorted rate mail.

* * * * *

2.0 STANDARD MAIL

2.1 Basic Standards

[Revise introductory text of 2.1 to read as follows:]

Five-digit scheme packages (under L007) must be prepared under M940 effective April 30, 2003. Five-digit scheme packages may not be copalletized on merged pallets with carrier route packages. Five-digit packages from an automation rate mailing and 5-digit packages from a Presorted rate mailing (including pieces copackaged under M950) may be placed on the same pallet as carrier route rate packages under the following conditions:

* * * * *

[Revise item e to read as follows:]

- e. Automation rate 5-digit packages, Presorted rate 5-digit packages, and copackaged 5-digit packages may be copalletized with carrier route packages and firm packages on merged 5-digit or merged 5-digit scheme pallets as follows:
 - (1) For 5-digit ZIP Codes with an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product, carrier route and 5-digit packages may be merged with no limit on the number of pieces in 5-digit packages placed on the pallet. Five-digit scheme packages may not be used.
 - (2) For 5-digit ZIP Codes with a "B" or "D" indicator in the Carrier Route Indicators field in the City State Product, the pieces in the 5-digit packages must not exceed 5% of the total number of pieces for each individual 5-digit ZIP Code on the pallet as described in 2.3. Since 5-digit scheme packages cannot be placed on merged pallets, pieces in 5-digit scheme packages do

not count as 5-digit sorted pieces for purposes of determining the 5% limit.

* * * * *

2.3 5% Threshold Standard

[Revise introductory text, item a, and item b to read as follows:]

Five-digit packages, carrier route packages, and firm packages may be placed on the same merged 5-digit scheme or merged 5-digit pallet under 2.4 if all of the following conditions are met:

- a. The number of pieces prepared in 5-digit packages for any single 5-digit ZIP Code with a "B" or "D" indicator on a logical merged 5-digit or merged 5-digit scheme pallet does not exceed 5% of the total number of pieces for the 5-digit ZIP Code on the logical pallet for the presort destination. That is, the total number of pieces for a 5-digit ZIP Code in 5-digit and carrier route packages must not be greater than the number of pieces in carrier route packages divided by 0.95. Five-digit ZIP Codes with an "A" or "C" indicator are not subject to the 5% limit.
- b. The 5% threshold is calculated separately for each 5-digit ZIP Code with a "B" or "D" indicator. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5% threshold applies to each 5-digit ZIP Code with a "B" or "D" indicator for the scheme on a merged 5-digit scheme pallet. (Five-digit ZIP Codes with an "A" or "C" indicator are not subject to the 5% limit.) Since 5-digit scheme packages cannot be placed on merged pallets, pieces in 5-digit scheme packages do not count as 5-digit sorted pieces for purposes of determining the 5% limit.

* * * * *

2.4 Pallet Preparation and Labeling

* * * * *

[Delete item c. Reletter current items d through g as new items c through f, respectively. Revise introductory text of relettered item e to read as follows:]

- e. *5-Digit*. Required. May contain only automation rate 5-digit packages and Presorted rate 5-digit packages for the same 5-digit ZIP Code that is not part of a scheme (L001) and that could not be placed on a merged 5-digit pallet, or 5-digit scheme (L007) packages (automation rate and copackaged automation and Presorted rate pieces only). Five-digit scheme packages are assigned to 5-digit pallets according to the OEL "label to" 5-digit ZIP Code.

* * * * *

[Revise introductory text of relettered item g to read as follows:]

- g. 3-Digit. Optional: effective April 30, 2003, not permitted for packages with 3-digit ZIP Code prefixes indicated by an "N" in L002. May contain carrier route rate, automation rate, and Presorted rate mail.

* * * * *

M950 Co-Packaging Automation Rate and Presorted Rate Pieces

* * * * *

2.0 PERIODICALS

2.1 Basic Standards

[Revise introductory text of 2.1 to read as follows:]

Mailers may choose to copackage (see M011) automation rate and Presorted rate pieces as an option to the basic packaging requirements in M210 and M820. Mailing jobs consisting entirely of eligible pieces meeting the AFSM 100 compatibility criteria in C820.2.0 may be prepared in 5-digit scheme packages for those 5-digit ZIP Code combinations identified in L007. Five-digit scheme packages must meet the additional standards in M011.1.3j. Mailing jobs prepared using the 5-digit scheme package option must be sacked under M920 or palletized under M920, M930, or M940. All packages are subject to the following conditions:

* * * * *

2.2 Package Preparation

Package size, preparation sequence, and labeling:

* * * * *

[Reletter current items b through e as new items c through f, respectively. Add new item b to read as follows:]

- b. 5-digit scheme: optional under M920, required effective April 30, 2003, under M930, and M940 (six-piece minimum, fewer not permitted except under 2.3). OEL required.

* * * * *

2.3 Low-Volume Packages in Sacks or on Pallets

[Revise 2.3 to read as follows:]

Periodicals 5-digit scheme, 5-digit, and 3-digit packages prepared under 2.2 may contain fewer than six pieces when the publisher determines that such preparation improves service. These low-volume packages may be placed in merged 5-digit scheme, merged 5-digit, 5-digit scheme, 5-digit, 3-digit, and SCF sacks or on merged 5-digit scheme, merged 5-digit, 5-digit, 3-digit, or SCF pallets. Presorted rate pieces in such low-volume packages must be claimed at the applicable basic Presorted rate. Automation rate pieces in such low-volume packages must be claimed at the applicable basic automation rate.

3.0 STANDARD MAIL

3.1 Basic Standards

[Revise introductory text of 3.1 to read as follows:]

Mailers may choose to copackage (see M011) automation rate and Presorted rate pieces as an option to the basic packaging requirements in M610 and M820. Mailing jobs consisting entirely of eligible pieces meeting the AFSM 100 compatibility criteria in C820.2.0 may be prepared in 5-digit scheme packages for those 5-digit ZIP Code combinations identified in L007. Five-digit scheme packages must meet the additional standards in M011.1.3j. Mailing jobs prepared using the 5-digit scheme package option must be sacked under M920 or palletized under M920, M930, or M940. All packages are subject to the following conditions:

* * * * *

3.2 Package Preparation

Package size, preparation sequence, and labeling:

[Reletter current items a through d as new items b through e, respectively. Add new item a to read as follows:]

- a. 5-digit scheme: optional under M920, required effective April 30, 2003, under M930 and M940. Optional endorsement line (OEL) required; 10-piece minimum under M920, required at 17 pieces (optional from 10 to 16 pieces) under M930 and M940 (use of a consistent minimum from 10 to 17 pieces required for 5-digit scheme and 5-digit packages within a mailing job).

[Revise relettered item b to read as follows:]

- b. 5-digit (required):
 - (1) Packages containing pieces 3/4 inch thick or less only: 17-piece minimum, optional 10- to 16-piece minimum (one consistent minimum required for a mailing job); red Label D or OEL.
 - (2) Packages containing pieces more than 3/4 inch thick: 10-piece minimum; red Label D or OEL.

* * * * *

P Postage and Payment Methods

P000 Basic Information

P010 General Standards

* * * * *

P012 Documentation

* * * * *

2.2 Format and Content

For First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter flats, standardized documentation includes:

* * * * *

c. For mail in trays or sacks, the body of the listing reporting these required elements:

* * * * *

[Revise 2.2c(3) and (4) to read as follows:]

- (3) Depending on mail preparation: (a) group destination for automation letter mail (number of pieces) for each carrier route in carrier routes trays (First-Class Mail and Standard Mail) including the 5-digit ZIP Code and carrier route for pieces in 3-digit carrier routes trays; for each 5-digit ZIP Code in 5-digit scheme trays; for each 3-digit ZIP Code prefix in 3-digit scheme trays; for each 3-digit or 3-digit scheme in AADC trays; and for each AADC in mixed AADC trays; or (b) package level and package destination for automation flats, regular nonautomation presort mail, and Enhanced Carrier Route Standard Mail (use the presort destination as described in M011); or (c) group destination for automation flats prepared under the tray-based option for each 3-digit in ADC trays and for each ADC in mixed ADC trays; or (d) for each 5-digit ZIP Code in 5-digit scheme packages (Periodicals, Standard Mail, and Bound Printed Matter AFSM 100-compatible flats).
- (4) Separate columns for each rate reported in the mailing, with pieces reported in the appropriate column, and a running total of pieces mailed that is continuous for each mailing (group information either in ZIP Code order and by sortation level, or by sortation level and within each sortation level, by ZIP Code; report trays and sacks on pallets by pallet level and destination; include all

information required in 2.2c for mail in trays or sacks). Pieces prepared in 5-digit scheme packages (Periodicals, Standard Mail, and Bound Printed Matter AFSM 100-compatible flats) must be listed by individual 5-digit ZIP Code within the 5-digit scheme package. Document SCF or BMC pallets created as a result of package reallocation under M045.4.0 or 5.0 on the USPS Qualification Report by designating the protected pallet with an identifier of "PSCF" (for a SCF pallet) or "PBMC" (for a BMC pallet). These identifiers are required to appear only on the USPS Qualification Report; they are not required to appear on pallet labels or on any other mailing documentation.

* * * * *

2.4 Sortation Level

The actual sortation level (or corresponding abbreviation) is used for the package, tray, sack, or pallet levels required by 2.2 and shown below:

* * * * *

[Revise 2.4 to include "barcoded and copackaged flats" to existing "5-Digit Scheme [barcoded letters]" sortation level.]

Sortation Level	Sortation Level
5-Digit Scheme [barcoded letters, barcoded and copackaged flats]	5DGS

* * * * *

— Mail Preparation and Standards, Pricing and Classification, 12-26-02

DMM Revision

Change in Administrative Charges for Refunds of Unused Meter Stamps and Returned Business Reply Mail Mailpieces With Postage Affixed

Effective January 1, 2003, *Domestic Mail Manual* (DMM) P014.2.5 is revised; P014.2.9, P014.2.10 and P014.2.12 are revised and redesignated; and P014.2.6 is added to update the administrative charges for processing refunds for unused meter stamps and business reply mail (BRM) pieces returned with postage affixed.

The Postal Service has provisions in place to process refunds for unused metered postage, as well as for postage affixed to returned BRM pieces. To cover the costs of the Postal Service labor used to process such requests for refunds, the Postal Service is reducing the amount of the refund by an administrative charge. The current charges reflect old labor costs, which have not been updated for more than 20 years. These amendments will update the charges to better reflect current hourly labor costs (including benefits).

For metered postage refunds, the current charge is calculated as 10 percent of the face value of the indicia, if that value is \$250 or less. If the face value of the indicia is more than \$250, the current charge is \$10 per hour, with a minimum charge of \$25. This new change will charge 10 percent for values up to \$350, and charge \$35 per hour for values above \$350, with a minimum of \$35. Thus, there would be no change in the charge for indicia values up to \$250, an increase from \$25 to 10 percent of the face value for values between \$250 and \$350, and if up to an hour is required, an increase from \$25 to \$35 for greater indicia values. When more than 1 hour of processing time is needed, the increase will vary depending on the time required.

For BRM with affixed postage, the current administrative charge is \$15 per hour. The new change will increase that charge to \$35 per hour, reflecting current labor costs for processing the refund request.

While these charges will increase customer costs for obtaining a refund, the increases are needed so that the Postal Service can cover the costs of providing the refund.

The separate treatment in P014.2.6 of unused metered indicia printed by PC Postage™ products reflects the different refund procedures for this type of postage.

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)

	*	*	*	*	*
P	Postage and Payment Methods				
P000	Basic Information				
P010	General Standards				
	*	*	*	*	*
P014	Refunds and Exchanges				
	*	*	*	*	*
2.0	POSTAGE AND FEES REFUNDS				
	*	*	*	*	*

[Revise title and text of 2.5 to read as follows:]

2.5 Refunds for Metered Postage, Except for PC Postage Indicia

A refund for complete, legible, and valid unused indicia printed on unmailed envelopes, wrappers, or labels is made under 3.2. The request is submitted as follows:

- Only the meter licensee may request the refund.
- The licensee must submit the refund request within 60 days from the dates shown in the indicia.
- The licensee must submit the request, along with the items bearing the unused postage, to the licensing post office. The request is processed by the Postal Service.
- Charges for processing a refund request are as follows:
 - If the total face value of the indicia is \$350 or less, the Postal Service charges 10% of the face value.
 - If the total face value is more than \$350, the Postal Service charges \$35 per hour, or fraction thereof, for the actual hours to process the refund, with a minimum charge of \$35.

[Renumber current 2.6 through 2.11 as new 2.7 through 2.12, respectively. Add new 2.6 to read as follows:]

2.6 Refunds for PC Postage Indicia

A refund for complete, legible, and valid unused PC Postage indicia printed on unmailed envelopes, wrappers, or labels is made under 3.2. The request is submitted as follows:

- Only the PC Postage licensee may request the refund.

- b. The licensee must submit the refund request within 30 days from the dates shown in the indicia.
- c. The licensee must submit the request, along with the items bearing the unused postage, to the system provider. The request is processed by the provider, not the Postal Service.
- d. The provider may charge for processing refund requests.

* * * * *

2.9 Applying for Refund

[Revise text of renumbered 2.9 to read as follows:]

Except for refunds for metered postage under 2.5 or for PC Postage indicia under 2.6, the customer must apply for a refund on PS Form 3533; submit it to the postmaster; and provide the envelope, wrapper, or a part of it showing the names and addresses of the sender and addressee, canceled postage and postal markings, or other evidence of postage and fees paid.

2.10 Ruling on Refund Request

Refund requests are decided based on the specific type of postage or mailing:

* * * * *

[Revise item b to read as follows:]

- b. PC Postage systems. The system provider grants or denies requests for refunds for indicia printed by PC Postage systems under 2.6 and 3.2, using established Postal Service criteria. For dated PC Postage indicia only, the licensee may appeal a decision through the manager of Postage Technology Management, Postal Service Headquarters. The original meter indicia must be submitted with the appeal. The appeal must be submitted within 30 days of the original decision. The customer may appeal a decision on indicia lacking a date through the postmaster to the RCSC.

* * * * *

2.12 Business Reply Mail

[Revise renumbered 2.12 by replacing “\$15” with “\$35” to read as follows:]

A charge of \$35 per hour, or fraction thereof, is assessed for the workhours used to process the refund.

* * * * *

— Mail Preparation and Standards,
Pricing and Classification, 12-26-02

*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.

Customers and employees have other options for supporting our troops.

- Send an e-mail greeting through:
www.operationdearabby.net.
- Sign a virtual thank you card at:
www.defendamerica.mil.
- Donate a calling card to help keep service members in touch with their families through Operation Uplink at *www.operationuplink.org*.
- The Department of Defense also recommends volunteering at veterans’ hospitals or other military support organizations.

— *International Network Operations,
Network Operations Management, 12-26-02*



This office will be
CLOSED
Monday,
January 20, 2003,
Martin Luther King Jr's
Birthday

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

CUT ALONG DOTTED LINE





This office will be
CLOSED
Monday,
January 20, 2003,
Martin Luther King Jr's
Birthday

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



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
NJ, Ft. Lee 07024-6936	Roberto Martucci and Any and All Names, Rent-A-Box, 177 Main Street, PMB 448
NJ, Montclair 07042-4117	Roberto Martucci and Any and All Names, Mail Boxes, Etc., 41 Watchung Plaza, PMB 330, 386
NJ, Union 07083-3626	Roberto Martucci and Any and All Names, Mail Boxes, Etc., 1051 Stuyvesant Avenue, PMB 357, 396
CT, Trumbull 06611-3900	Roberto Martucci and Any and All Names, Mail Boxes, Etc., 4 Daniels Farm Road, PMB 331, 428
CT, Darien 06820-4608	Roberto Martucci and Any and All Names, Mail Boxes, Etc., 25 Old Kings Highway N., Suite 13, PMB 300, 305
NY, Farmingdale 11735-3510	Roberto Martucci and Any and All Names, Main Street Mail Center, 457 Main Street, PMB 362, 369, 390
NY, Great Neck 11021-2045	Roberto Martucci and Any and All Names, Mail Boxes, Etc., 14 Bond Street, PMB 337, 369
NY, Lindenhurst 11757-1672	Roberto Martucci and Any and All Names, Mail Boxes, Etc., 656 North Wellwood Avenue, Suite C, PMB 312
NY, Manhasset 11030-1945	Roberto Martucci and Any and All Names, Mail Boxes, Etc., 565 Plandome Road, PMB 240, 241
NY, Mineola 11501-2111	Roberto Martucci and Any and All Names, Mail Boxes, Etc., 342 East Jericho Turnpike, PMB 376
NY, Mt. Sinai 11766-2019	Roberto Martucci and Any and All Names, Mail Boxes, Etc., 5507 Nesconset Highway, Suite 10, PMB 382
NY, Old Brookville 11545-1857	Roberto Martucci and Any and All Names, Mail Boxes, Etc., 3 Park Plaza, Suite 1, PMB 297
NY, Port Jefferson Station 11776-3043	Roberto Martucci and Any and All Names, Pac Mail, 1078 Route 112, PMB 268
FL, Pinecrest 33156-4438	Vincent Bergano and Any and All Names, Mail Boxes, Etc., 11767 South Dixie Highway, PMB 102
FL, Miami 33157-6817	Vincent Bergano and Any and All Names, Mail Box, Etc., 18495 South Dixie Highway, PMB 162, 163
PA, Scranton 18503-1927	Equiba, 120 Franklin Avenue, PMB 323
CT, Danbury 06811-5279	Equiba, 42 Lake Avenue, Ext., PMB 181
NY, New Rochelle 10804-2120	Equiba, 1333A North Avenue, PMB 331
DE, Wilmington 19807-2038	Any and All Names, 4001 Kennett Pike, Suite 134, PMB #555

— Judicial Officer, 12-26-02

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	015455	021940	041358	068530	085935	100018	108822	122373	174056	220193	276040	317335
005654	015541	021942	041360	069030	088035	100111	108836	123103	176093	220207	276300	320001
005894	015550	021986	044010	069109	088135	100160	108862	123109	183027	220242	276831	320055
006041	015635	021992	048039	069178	088149	100342	108903	124012	184051	220403	277039	321011
006284	015664	022002	048307	069206	088222	100348	108930	124088	185018	220637	277044	321209
006287	015667	022011	054142	069319	088330	100377	108938	124099	185019	220656	277063	321395
006289	015668	022130	054291	069356	088432	100882	109134	124117	185047	220707	278004	322098
006376	016170	022171	055123	069714	088448	101035	109220	124119	191036	220788	278008	322129
006791	018049	022200	056072	069835	088552	101642	109277	124153	191081	221087	278011	322828
006983	018189	022209	058003	069913	088608	103141	109282	125009	191946	221213	278017	322890
007115	018297	022216	058015	069926	088677	103169	109313	125021	191949	221234	278043	323102
007120	018405	022245	060006	069938	088691	103215	109537	125120	191956	222035	278077	324332
007127	018470	022379	060065	070220	089197	103244	109646	125249	192033	222064	278084	326441
007130	018600	022503	060125	070473	089329	103324	109713	125297	192130	222269	278708	326533
007137	018768	022510	060130	070495	089709	103380	109758	125311	192197	222330	279007	326718
007139	019114	022539	060141	070749	089823	105026	109844	125370	192517	223254	279045	327670
007140	019185	022542	060339	071042	090288	105036	109862	125407	192568	223397	280165	327782
007305	019419	022574	060375	071180	091641	105176	109931	125437	192624	224034	282262	327840
007325	019433	022633	060618	071434	092499	105396	109991	125478	192647	227112	282385	327851
007417	019463	022698	060674	071541	092539	105407	110770	126009	192667	231007	282781	328008
008287	019693	022752	060861	071616	092636	105585	110800	127069	192990	232182	282914	328055
008306	019808	022759	061069	071622	092681	105671	111379	128998	193200	232275	283379	328057
008336	019830	022840	061116	075030	092813	106048	111501	130010	193231	232338	283494	328075
008402	019854	022856	061150	075039	093497	106216	111553	131487	193432	232344	283594	328077
008440	020033	022902	061359	075331	093711	106235	111600	134033	198061	232381	284015	328078
008463	020034	022942	061363	075658	094008	106317	111644	142041	200201	235502	284016	328560
008507	020092	022984	061390	075773	094224	106448	111873	142366	200497	254006	286108	328799
008768	020132	022997	061477	075881	094318	106459	112019	142989	200790	254009	287050	328821
008852	020135	023652	061506	075892	094706	106462	113015	146522	200847	254021	292642	328830
009141	020292	025009	062003	076133	094880	106492	113371	146601	200858	255081	293231	328881
009193	020349	025249	062097	076165	095110	106550	113893	146655	200859	270002	295299	329007
009209	020409	025485	063164	076221	095146	106583	113919	146741	200893	271179	296525	329270
009518	020424	026593	063497	076299	095261	107162	114130	150175	208161	272146	300260	329315
009522	020452	028505	064103	076617	095404	107243	115011	150283	208902	272168	300790	329521
009531	020462	028709	064713	076780	096068	107310	115281	150291	210041	273127	300988	329530
009555	020557	028977	064816	077231	096116	108193	115392	151018	210230	273129	300992	329599
009609	020571	029785	064865	077454	096124	108215	115533	152287	210249	274072	301338	329678
009805	021009	030010	064905	077647	096633	108376	115620	152332	210288	274097	301371	329687
009847	021112	030528	065101	080073	096709	108401	115686	152497	210341	274296	301966	330121
009954	021117	031031	065104	080165	096854	108413	117077	152545	210377	275004	302351	330126
009955	021130	031045	065126	080269	097084	108502	117246	152687	210383	275005	302908	330243
009957	021139	031130	065841	080400	097176	108529	117343	152725	210472	275006	304501	330498
009965	021202	031233	065982	080418	097401	108530	117393	152733	210534	275009	305041	330505
009980	021236	031237	066230	080592	097549	108577	117395	152743	210547	275010	305045	330610
010310	021241	032028	066331	080624	097735	108652	117468	152758	210586	275014	309005	330688
010355	021345	034010	067049	080666	097742	108669	117623	152906	210728	275030	311014	330747
010724	021417	037050	067083	080673	097838	108712	117673	153040	210764	275034	311127	330761
012315	021498	038256	067102	085060	097961	108724	117746	153081	210775	275066	311300	330785
012367	021533	038466	067120	085267	098429	108726	117938	154048	210783	275068	311517	331028
014237	021561	038596	067221	085308	098520	108756	118034	156223	210789	275086	311567	331042
014396	021782	040103	068099	085634	098561	108786	118470	170178	210795	275091	311599	331159
014764	021852	040303	068153	085717	098612	108788	119171	170226	212578	275300	312253	331173
015266	021886	041001	068184	085773	098925	108790	119310	171305	220081	275479	314449	331180
015453	021911	041007	068506	085930	098963	108805	119615	172064	220173	276021	314962	331327

PULL-OUT SECTION

331357	370036	436471	480850	531547	602455	641674	744038	760374	793021	816439	852922	853617
331372	372023	437057	481759	531578	602456	641734	748000	760417	793024	816556	852931	853636
331561	372081	441010	481885	531606	604221	641753	749104	760735	793027	820820	852942	853645
331624	372091	441031	482192	531735	604370	641840	749127	761024	793035	820823	852961	853684
331668	372098	441195	482291	531761	604386	652360	750093	761034	793055	826266	852962	853686
331706	372434	441253	482558	532237	605001	656132	750124	761036	794007	829519	852971	853709
331764	372642	441378	482646	532239	605074	660028	750311	761071	794181	833185	852977	853722
331770	372678	441387	482677	532313	605288	660047	750333	761101	794369	833401	853007	853724
331878	372710	441590	483030	532553	605293	660078	750356	761117	794370	834061	853066	853741
331980	372832	441605	483069	532771	605350	660094	750410	761155	795001	834068	853071	853742
332086	373017	441639	483086	532838	605461	660223	750507	761163	799081	837186	853081	853750
332106	373023	441640	483091	532977	605608	662268	750532	761495	799092	840054	853083	856035
332381	374049	441659	483113	537213	605812	662602	750993	761500	799167	840112	853088	856044
332396	374065	441879	483154	537252	605849	662643	751003	761633	799171	840194	853103	856051
332600	374146	443318	483168	537336	605925	666045	751046	761675	799268	840554	853113	856071
332728	377119	443445	483176	537389	605935	670002	752001	761713	800098	840618	853118	856082
332785	379285	444825	483231	545010	606017	670017	752017	762029	800111	841073	853145	856094
332945	381770	448331	483269	551031	606072	671004	752033	762037	801308	841081	853150	856095
333048	392154	452118	483301	551263	606167	671013	752078	762053	801321	841229	853152	856250
333152	393114	452211	483464	551363	606311	671016	752174	762059	801322	841721	853168	856251
333198	397045	452388	483589	551374	606375	672016	752248	763121	801332	841878	853173	856252
333276	402122	452820	483806	551402	606468	672017	752254	763141	801338	844086	853176	856279
333524	402296	452983	483836	551866	606900	672031	752280	764008	801725	844095	853185	856281
333789	402631	453045	483935	551942	607000	672040	752324	764021	802089	844118	853233	856301
333803	402677	454157	484049	551943	607002	672114	752399	765614	802130	844193	853236	856336
333828	402811	456030	485005	554365	607064	672121	752401	765621	802183	845013	853237	856360
334058	402918	460053	485054	554400	607323	672585	752420	767508	802276	846029	853251	856369
334082	403004	462063	485085	554414	607464	678009	752465	770007	802339	846077	853253	856382
335088	403007	462934	485090	570043	607608	678012	752492	770019	802342	846086	853259	856400
335091	403011	462938	485104	570191	607742	678027	752525	770050	802343	846184	853261	856407
335168	405003	465135	485115	571001	607859	679012	752536	770070	802359	850010	853267	856434
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900123	900354	901071	901944	906205	917437	921596	926657	928566	940343	946580	967151	973340
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900225	900596	901473	902690	911115	918768	926180	927259	933568	941133	949631	969143	982178
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900228	900636	901496	902914	913041	920018	926214	927335	935252	941266	950551	970389	983090
900229	900676	901505	903085	913092	920037	926226	927375	937284	941461	950646	970450	992316
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900261	900753	901640	904135	914198	921032	926259	927992	940088	941670	951789	970926	995943
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900270	900823	901731	904424	914812	921057	926294	928277	940098	941736	951807	972285	
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900337	901014	901934	906042	917369	921543	926588	928512	940293	946564	967031	973334	

— *Product Information Requirements,
Product Development, 12-26-02*

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 390 001 3182 to	9299 3199
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	380 093 9600 to 380 165 1165 to	399 156 7119 to 399 203 5064 to	7199 5099
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024 380 4100 to 024 380 4199	040 674 7100 to 040 674 7199	381 645 9525 to 383 314 3968 to	399 792 7775 to 399 792 8300 to	8999 8399
024 496 6870 to 024 496 6896	040 688 8816 to 040 688 8899	383 892 1000 to 383 892 1382 to	400 427 1051 to 401 045 1505 to	7799 1549
025 092 0987 to 025 092 0999	041 623 8889 to 041 623 8899	384 925 3641 to 385 568 2331 to	401 045 1571 to 401 294 2700 to	1599 2799
025 369 5535 to 025 369 5599	041 803 6565 to 041 803 6599	385 599 7554 to 385 774 2024 to	401 310 9505 to 401 382 5312 to	9599 5399
025 729 1151 to 025 729 1199	044 087 3457 to 044 087 3499	386 624 1412 to 386 883 8936 to	402 578 7876 to 403 125 6744 to	7899 6799
025 729 1643 to 025 729 1799	044 087 4000 to 044 087 4099	387 314 5574 to 5599		

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
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407 594 0412 to	0599	422 842 5073 to	5087	451 115 4110 to	4125	463 185 2600 to	2799
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408 265 2275 to	2288	424 641 8500 to	8599	452 265 0074 to	0099	463 808 3484 to	3499
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408 499 7900 to	7999	425 298 2352 to	2399	452 265 0335 to	0399	464 629 9000 to	9399
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410 491 2311 to	2399	427 412 6337 to	6499	452 900 8215 to	8238	465 743 7745 to	7799
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410 775 1500 to	1599	428 027 2742 to	2752	453 334 3631 to	3699	467 147 4300 to	4399
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411 922 2322 to	2399	430 177 1900 to	2099	454 186 2411 to	2499	469 213 0500 to	0599
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412 395 8599 to	8699	430 664 4070 to	4099	454 302 5400 to	5499	469 658 1961 to	1999
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417 871 9250 to	9299	435 303 1986 to	1999	457 333 2686 to	2699	473 151 2069 to	2199
417 930 9533 to	9599	435 666 6092 to	6399	457 729 1767 to	1777	473 666 9138 to	9199
418 164 6500 to	6799	436 082 6400 to	6899	457 937 8615 to	8699	473 952 3429 to	3499
418 423 9863 to	9899	436 160 6441 to	6499	458 028 9810 to	9899	474 108 5402 to	5499
418 633 5922 to	5999	437 316 7115 to	7199	458 057 2712 to	2999	474 356 5193 to	5299
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479 365 9116 to 9176	494 217 3446 to 3999	612 751 5171 to 5199	633 588 7173 to 7182
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479 667 6190 to 6199	495 145 0600 to 0699	612 751 6083 to 6099	634 803 3239 to 3299
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479 860 7000 to 7199	496 213 8728 to 8799	612 751 6572 to 6599	634 827 5900 to 5999
480 526 2000 to 2099	496 474 5226 to 5248	612 774 2111 to 2199	634 886 3428 to 3499
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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
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482 729 6800 to 6899	499 731 6717 to 6799	615 017 7505 to 7599	638 318 1115 to 1199
483 363 7207 to 7299	500 064 1858 to 1869	617 711 6609 to 6699	638 318 1453 to 1499
483 402 2356 to 2399	500 070 5725 to 7799	617 760 5266 to 5299	638 885 0000 to 0299
483 486 5100 to 5199	600 645 3223 to 3299	617 813 3601 to 3699	638 903 4362 to 4373
483 632 1521 to 1599	601 339 1200 to 1399	618 840 9200 to 9299	639 415 1929 to 1999
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484 680 5000 to 5038	602 512 2972 to 2999	621 614 7932 to 7999	639 657 8600 to 8799
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486 559 7555 to 7599	603 678 7100 to 7199	622 989 8032 to 8099	641 378 6500 to 6999
486 696 3023 to 3199	603 678 7662 to 7699	623 076 9300 to 9399	641 383 8739 to 8799
488 173 7900 to 7999	603 678 7902 to 7999	623 819 5006 to 5099	641 877 3187 to 3299
488 206 4100 to 4199	603 678 8418 to 8499	623 895 8200 to 8399	641 877 3310 to 3399
488 226 0200 to 0299	603 678 8700 to 9999	623 917 0000 to 0099	642 355 8094 to 8199
488 709 3906 to 3999	604 086 0880 to 0899	623 917 0200 to 0299	642 355 8308 to 8999
488 855 8359 to 8399	604 349 1414 to 1499	624 468 5288 to 5299	642 900 0018 to 0099
489 181 8963 to 8999	604 503 7776 to 7799	624 665 3162 to 3198	643 030 6254 to 6299
489 223 2000 to 2099	605 520 9037 to 9099	625 088 6735 to 6799	644 066 0882 to 0899
489 311 1930 to 1999	605 685 4010 to 4099	625 916 9500 to 9799	644 069 0600 to 0699
489 318 6200 to 6300	605 988 6467 to 6499	625 968 8956 to 8999	644 077 7506 to 7699
489 384 0027 to 0099	607 689 7951 to 7960	627 005 3938 to 3999	644 085 8157 to 8199
489 427 0658 to 0899	607 728 1276 to 1299	627 384 3907 to 4099	644 112 9839 to 9899
489 997 5252 to 5299	608 727 7100 to 7199	627 496 7549 to 7599	644 373 9083 to 9099
490 669 5850 to 6099	608 727 7273 to 7599	627 708 3605 to 3699	644 380 1460 to 1499

644 733 4715 to	4799	659 398 7300 to	7399	683 118 2389 to	2399	701 267 2000 to	3999
644 900 9712 to	9799	659 706 8113 to	8199	683 378 2000 to	2099	701 335 7312 to	7399
644 901 0109 to	1299	659 846 7837 to	7899	683 378 2117 to	2299	701 369 2005 to	2050
644 901 1325 to	1399	660 510 4100 to	4199	683 415 1200 to	1499	701 503 2247 to	2299
644 923 6800 to	7799	660 673 0400 to	0599	683 444 8159 to	8199	701 541 2271 to	2299
644 932 4655 to	4699	661 488 5000 to	5099	685 154 7780 to	7789	701 553 6557 to	6599
645 318 7240 to	7499	661 609 9100 to	9199	685 297 7645 to	7699	701 601 3457 to	3499
645 333 1766 to	1799	661 716 9420 to	9499	685 623 5264 to	5299	701 605 5913 to	5999
645 790 8632 to	8699	661 906 6522 to	6599	685 650 9487 to	9499	701 695 3982 to	3999
645 821 0657 to	0699	662 021 8332 to	8399	685 669 4200 to	4299	701 695 4148 to	4199
645 930 7948 to	7999	662 068 0700 to	0899	685 757 8452 to	8499	701 695 4227 to	4299
645 975 0737 to	0762	662 553 0774 to	0799	686 071 2694 to	2799	701 708 1741 to	1799
646 242 6200 to	6299	663 078 7034 to	7099	686 176 3333 to	3354	701 736 3966 to	3999
646 270 7639 to	7799	663 763 5300 to	5399	686 372 3200 to	3299	701 838 2800 to	2899
646 798 4000 to	4999	663 883 7039 to	7499	686 644 5879 to	5899	701 941 0600 to	0699
647 048 7035 to	7099	663 938 9200 to	9299	686 899 1371 to	1399	702 171 1603 to	1699
647 049 2900 to	2999	664 253 8000 to	8499	686 931 7636 to	7699	702 195 5109 to	5199
647 398 8300 to	8399	664 656 3055 to	3099	687 601 0973 to	0999	702 254 9300 to	9399
647 398 8481 to	8499	665 174 6400 to	6499	687 614 6774 to	6799	702 264 7569 to	7599
647 437 3000 to	4999	665 274 8208 to	8299	688 120 9000 to	9999	702 713 1800 to	1809
647 811 2188 to	2199	665 669 5400 to	5499	688 314 3107 to	3191	702 821 5730 to	5799
648 009 6057 to	6099	666 132 8226 to	8299	690 291 1361 to	1371	702 821 5805 to	5899
648 163 5300 to	5499	666 696 2209 to	2299	690 788 2877 to	2899	702 846 6331 to	6399
648 722 5283 to	5299	666 696 2309 to	2399	690 893 5344 to	5399	702 848 3900 to	3999
648 892 3164 to	3199	667 032 9300 to	9399	690 893 5512 to	5599	702 878 0114 to	0199
649 100 3989 to	3999	667 729 5529 to	5599	690 904 1300 to	1599	740 002 7710 to	7719
649 647 0370 to	0399	668 383 8400 to	8699	690 941 6000 to	6199	740 241 9049 to	9099
649 647 0522 to	0599	670 368 3400 to	3499	691 313 6383 to	6399	740 255 1718 to	1799
649 647 5237 to	5399	670 369 7336 to	7399	691 313 6600 to	6699	740 470 2420 to	2443
649 647 9100 to	9299	670 750 7169 to	7199	691 582 8003 to	8099	740 523 7432 to	7449
649 666 7800 to	8299	671 046 6200 to	6399	691 664 1800 to	1999	740 535 1555 to	1580
650 114 7707 to	7719	671 251 5448 to	5499	691 664 2400 to	2499	740 701 6105 to	6114
650 130 3400 to	3599	671 926 5600 to	5799	692 727 9362 to	9399	740 705 9790 to	9799
650 213 0406 to	0499	672 444 2000 to	2999	692 798 1800 to	1899	740 726 6400 to	6500
650 555 1749 to	1799	672 828 3410 to	3499	693 249 0779 to	0799	740 765 3306 to	3399
650 564 1900 to	1999	673 167 5776 to	5799	693 249 0877 to	1699	805 885 8411 to	8499
650 627 4212 to	4299	675 464 3700 to	3799	693 445 0566 to	0999	806 087 1100 to	1499
650 736 2043 to	2099	675 464 4000 to	4199	693 448 8500 to	8999	806 268 9275 to	9299
650 739 1540 to	1699	676 365 5958 to	5999	693 645 9583 to	9599	806 534 3400 to	3477
651 741 4415 to	4499	676 669 1024 to	1099	693 965 4200 to	4299	807 342 3283 to	3399
651 882 2800 to	2899	677 126 6734 to	6799	695 741 2906 to	2999	808 086 7100 to	7199
652 754 6317 to	6399	677 333 9979 to	9999	695 947 8518 to	8599	808 090 3440 to	3499
653 131 4945 to	4999	677 466 1088 to	1099	696 662 8247 to	8299	808 325 5161 to	5699
653 426 3300 to	3399	678 071 4500 to	4799	697 447 8285 to	8296	808 784 8000 to	8299
653 455 4874 to	4899	678 096 7531 to	7599	698 042 4816 to	4899	830 125 0672 to	0699
654 238 0000 to	0399	679 909 2578 to	2599	698 131 2138 to	2157	830 602 5800 to	5999
654 404 3065 to	3092	680 112 9565 to	9599	698 227 0000 to	0099	830 610 3700 to	3799
654 962 2900 to	3199	680 244 0903 to	0999	700 065 2570 to	2599	830 983 3500 to	3599
655 103 5081 to	5199	680 412 6046 to	6099	700 065 4800 to	4899	830 983 3635 to	3699
655 523 2600 to	2999	680 761 6800 to	6899	700 190 3350 to	3359	831 354 1387 to	1399
656 305 2448 to	2499	681 677 0540 to	0699	700 228 6048 to	6099	831 815 8240 to	8299
657 347 4438 to	4999	682 070 1029 to	1099	700 650 0452 to	0499	832 525 3810 to	3899
657 710 8100 to	8999	682 956 6280 to	6299	700 666 1323 to	1349	833 159 1884 to	1899
657 780 0985 to	0999	682 956 6490 to	6599	700 786 9106 to	9142	833 456 2567 to	2599
658 586 1400 to	1499	682 956 6700 to	6799	700 859 0744 to	0758	833 566 3015 to	3071
658 877 8000 to	8199	682 965 1178 to	1199	701 028 6780 to	6899	834 130 5200 to	5299
658 880 8000 to	8199	682 965 1201 to	1299	701 213 3900 to	3999	834 316 5444 to	5499

834 354 8747 to	8766	847 700 5447 to	5499	862 263 9213 to	9299	901 273 1082 to	1099
834 354 8824 to	8838	847 723 7500 to	7599	862 271 0800 to	0999	901 287 5143 to	5199
835 269 5700 to	5799	849 485 3427 to	3499	862 271 5000 to	5099	901 291 2789 to	2799
835 496 7303 to	7399	849 520 9850 to	9899	863 871 5138 to	5199	901 525 7122 to	7199
835 539 5200 to	5999	849 608 1357 to	1399	863 949 5300 to	5399	902 198 9769 to	9799
835 813 3015 to	3099	849 792 2600 to	2699	864 088 8200 to	8299	902 948 1269 to	1299
837 672 8967 to	8999	850 546 1862 to	1899	864 426 3972 to	3999	902 985 0833 to	0899
837 784 3282 to	3299	851 143 6826 to	6844	864 520 6117 to	6136	903 370 6934 to	6999
838 176 8377 to	8399	851 209 9880 to	9899	865 151 0526 to	0599	904 600 6523 to	6599
838 518 1257 to	1299	851 928 9221 to	9299	865 500 4034 to	4099	904 892 0378 to	0399
839 718 8257 to	8299	852 589 6560 to	6599	865 883 6082 to	6099	904 892 0648 to	1299
840 323 0600 to	0699	853 049 3646 to	3699	866 004 3000 to	3999	905 056 2216 to	2299
840 875 6235 to	6299	854 304 4089 to	4999	866 442 4100 to	4899	905 794 0000 to	0199
840 910 0900 to	0999	854 529 2200 to	2299	867 366 9108 to	9118	905 794 0288 to	0299
841 349 5000 to	5099	854 532 0000 to	2999	867 633 7403 to	7499	905 873 6900 to	6999
841 805 7747 to	7899	855 001 6204 to	6249	867 737 5623 to	5699	905 873 7100 to	7299
841 805 7944 to	8099	855 319 9364 to	9399	868 169 4529 to	4599	905 880 8900 to	8999
842 226 0685 to	0695	855 361 3390 to	3399	868 173 8400 to	8599	905 889 7100 to	7199
842 685 4600 to	4699	856 226 0490 to	0499	868 514 9000 to	9099	906 158 1508 to	1599
842 685 4742 to	4999	856 656 5800 to	5999	868 566 9200 to	9299	906 558 8812 to	8899
842 860 0300 to	0399	856 752 0200 to	0299	869 387 1150 to	1199	906 982 2214 to	2299
842 898 5582 to	5599	857 279 3450 to	3499	869 505 3500 to	3599	907 725 8500 to	8599
843 062 7100 to	7199	857 843 4000 to	4099	869 523 7033 to	7099	908 622 4225 to	4235
843 077 6288 to	6299	858 124 7644 to	7699	869 800 0000 to	9999	908 936 9254 to	9299
843 077 6378 to	6399	858 756 3111 to	3299	870 054 4814 to	4899	909 100 1787 to	1799
843 758 5769 to	5778	859 063 8200 to	8699	870 491 4812 to	4849	909 100 1900 to	2099
843 786 2554 to	2699	859 190 0600 to	0644	870 536 5820 to	5829	909 725 7307 to	7399
845 656 8165 to	8199	859 811 2888 to	2899	870 541 7167 to	7239	910 219 8631 to	8699
845 727 2100 to	2199	859 855 8873 to	8999	870 575 8155 to	8999	910 265 1100 to	1199
845 746 2618 to	2635	860 240 8520 to	8599	870 589 0485 to	0494	910 471 7273 to	7299
846 390 7531 to	7599	860 275 3900 to	3999	870 691 7060 to	7099	910 536 2505 to	2599
846 918 0572 to	0599	860 518 9629 to	9699	872 100 0445 to	0459	911 140 1000 to	2199
847 237 7690 to	7699	860 600 0021 to	0999	900 556 4178 to	4199	911 268 9077 to	9099
847 284 2481 to	2499	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
847 374 7055 to	7065	861 979 7292 to	7499	900 936 0435 to	0499	911 523 3000 to	3999
847 636 5304 to	5399	862 216 6100 to	6199	901 058 5255 to	5280		

— Group2—Security,
Postal Inspection Service, 12-26-02

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

000 000 001 to 692 600 000	702 053 601 to 3 800	709 243 479 to 3 500	718 961 721 to 1 780
692 720 871 to 0 900	702 104 368 to 4 900	709 411 171 to 1 320	718 982 001 to 2 300
692 876 955 to 7 050	702 128 306 to 8 400	709 649 804 to 9 820	719 869 731 to 9 760
693 290 380 to 0 400	702 179 891 to 9 900	709 733 281 to 3 580	720 227 871 to 7 930
693 290 426 to 0 450	702 260 751 to 0 850	710 046 813 to 6 840	720 227 949 to 7 960
694 063 700 to 3 897	702 410 595 to 1 050	710 358 093 to 8 166	720 368 543 to 8 570
694 063 900 to 4 000	702 660 151 to 0 540	710 358 257 to 8 270	720 392 151 to 2 570
694 550 501 to 0 530	702 723 429 to 3 450	711 021 501 to 1 510	720 556 491 to 6 640
694 595 031 to 5 050	703 004 401 to 4 820	711 049 411 to 9 560	720 558 621 to 8 650
694 595 087 to 5 300	703 083 819 to 4 020	711 408 045 to 8 090	720 575 361 to 5 570
694 698 551 to 8 650	703 432 131 to 2 230	712 003 381 to 3 650	720 590 152 to 0 179
694 745 458 to 5 600	703 626 061 to 6 090	712 104 220 to 4 230	721 638 331 to 9 170
695 105 313 to 5 350	703 863 121 to 3 240	712 327 861 to 7 890	721 815 391 to 5 420
695 142 809 to 3 050	703 863 477 to 3 540	712 327 952 to 7 980	721 969 713 to 9 740
695 144 666 to 4 700	703 867 801 to 7 980	712 647 061 to 7 090	722 072 137 to 2 160
695 272 601 to 2 750	704 030 628 to 0 640	713 284 171 to 4 260	722 378 265 to 8 280
695 277 576 to 7 650	704 154 024 to 4 120	713 292 871 to 2 990	722 413 990 to 4 004
695 530 761 to 0 800	704 227 561 to 7 829	714 035 101 to 5 160	722 764 948 to 4 980
696 487 701 to 7 800	704 227 831 to 8 069	714 155 011 to 5 400	722 825 840 to 5 889
696 784 101 to 4 550	704 228 071 to 8 100	714 328 231 to 8 440	723 153 841 to 3 850
696 870 601 to 0 650	704 420 344 to 0 490	714 442 952 to 2 980	723 237 616 to 7 630
697 047 501 to 7 600	704 568 751 to 8 990	714 562 843 to 2 860	723 331 081 to 1 110
697 052 101 to 2 350	704 965 301 to 5 770	714 590 391 to 0 430	723 496 443 to 6 470
697 217 251 to 7 400	705 116 780 to 6 790	714 609 811 to 9 930	723 967 291 to 7 320
697 249 952 to 50 050	705 280 801 to 0 980	714 609 961 to 9 990	724 655 196 to 5 340
697 414 886 to 4 900	705 475 651 to 6 040	714 807 181 to 7 240	724 711 441 to 1 500
697 469 606 to 9 700	705 566 127 to 6 280	714 871 321 to 1 500	724 711 538 to 1 560
697 850 401 to 0 750	705 566 127 to 6 280	714 928 529 to 8 590	724 793 221 to 3 250
698 098 446 to 8 550	705 740 581 to 0 730	715 128 183 to 8 330	724 908 109 to 8 120
698 300 251 to 0 300	705 782 796 to 2 820	715 144 171 to 4 470	724 937 461 to 7 670
698 504 383 to 4 650	705 822 271 to 2 480	715 197 211 to 7 570	725 163 118 to 3 151
698 533 927 to 4 200	706 180 148 to 0 290	715 595 910 to 6 180	725 202 735 to 2 750
698 562 268 to 2 400	706 184 041 to 4 220	715 941 781 to 1 810	725 398 591 to 8 800
699 090 686 to 0 750	706 357 861 to 8 190	715 962 421 to 2 480	725 464 591 to 4 920
699 752 699 to 2 850	706 382 419 to 2 430	716 477 396 to 7 430	725 475 321 to 5 330
700 068 473 to 8 500	706 628 735 to 8 820	716 556 635 to 6 660	725 711 057 to 1 070
700 161 501 to 1 650	706 638 211 to 8 420	717 191 648 to 1 690	725 738 581 to 8 730
700 202 522 to 2 700	706 817 959 to 8 000	717 193 161 to 3 490	725 981 311 to 1 430
700 290 275 to 0 300	707 034 391 to 4 450	717 228 591 to 8 680	725 987 835 to 7 880
700 465 730 to 5 750	707 292 636 to 2 660	717 333 902 to 3 950	726 060 811 to 0 900
700 561 444 to 1 550	707 441 401 to 1 687	717 739 745 to 9 910	726 391 970 to 2 520
701 423 101 to 3 150	707 441 836 to 1 940	717 884 991 to 5 050	726 484 771 to 4 800
701 625 469 to 5 550	707 958 541 to 8 570	718 026 171 to 6 290	726 493 351 to 5 300
701 643 829 to 3 850	707 960 107 to 0 160	718 466 370 to 6 420	726 504 031 to 4 063
701 945 451 to 5 500	708 059 941 to 60 000	718 466 370 to 6 420	726 504 070 to 4 090
702 033 701 to 4 050	708 115 830 to 5 860	718 568 451 to 8 479	726 504 331 to 4 390
702 051 501 to 1 750	708 116 251 to 6 310	718 590 741 to 0 770	726 563 701 to 4 060
	708 138 301 to 8 480	718 714 210 to 4 370	726 599 371 to 9 460
	709 222 591 to 2 920	718 795 881 to 6 000	

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

766 509 421 to 9 660	773 009 419 to 9 430	775 106 223 to 6 235	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	780 103 591 to 3 650
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
770 216 071 to 6 100	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	784 380 061 to 0 090

— Group2—Security,
Postal Inspection Service, 12-26-02

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, 12-26-02

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, 12-26-02

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 09352	Close	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09801	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1

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	09100	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U	09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09009	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U		
09012	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09227	A1-B-B1-C-D-U	09321	A-A1-B-B1-C1-E3-F-H1-M-N-R-R1-V-Z1
09013	A1-B-B1-C-D-U-Z1	09104	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U		
09014	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V	09340	A-A1-B-B1-C1-F-R-V
09021	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U	09345	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09028	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U		
09031	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U	09349	A-A1-B-B1-C-C1-D-E2-F-F1-H-I-M-N-R-R1-V-Z1
09033	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U		
09034	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09261	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	09128	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U		
09042	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U	09351	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09045	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09264	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	09137	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U		
09050	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U	09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09053	A1-B-B1-C-D-U	09139	A1-B-B1-C-D	09267	A1-B-B1-C-D-U		
09054	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09302	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	09355	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09056	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U			09356	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09058	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09303	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1		
09059	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09304	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	09360	A1-B-B1-V
09060	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09305	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	09361	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09063	A1-B-B1-C-D-L-U	09166	A1-B-B1-C-D-U			09362	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09067	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1		
09069	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09310	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09363	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09074	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U			09364	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09076	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		
09080	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09314	A1-B-B1-C-F-V	09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09081	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09316	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09086	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U			09367	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09089	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U	09317	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1		
09090	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U				
09094	A1-B-B1-C-D	09186	A1-B-B1-C-D-U				
09095	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U				
09096	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V				
09098	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U				
09099	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09368	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09545	A1-B-V	09649	A1-B-B1-U	09833	A1-B-B1-U1-V-Z1
09369	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09549	A1-B-V	09703	A1-B-B1-C-F1	09834	A1-B-B1-V-Z1
09370	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09550	A1-B-V	09704	A1-B-B1-C-D-V	09835	A-A1-B-B1-V-Z1
09371	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09554	A1-B-B1-V	09705	A1-B-B1-U	09836	A-A1-B-B1-C-F-M-V- Z1
09372	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09556	A1-B-V	09706	A1-B-B1-C-U-V	09837	A1-B-B1-V-Z1
09373	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09557	A1-B-V	09707	A1-B-B1-C-N-U-V	09838	A1-B-B1-V-Z1
09374	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09564	A1-B-V	09708	A1-B-B1	09839	A-A1-B-B1-U-V-Z1
09375	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09565	A1-B-V	09709	A1-B-B1-F1	09841	A-A1-B-B1-U-Z1
09376	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09566	A1-B-V	09710	A1-B-B1-C-C1-F1-M- R-R1-U	09842	A-A1-B-B1-Z1
09377	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09567	A1-B-V	09711	A1-B-B1-F1-Z1	09844	A-A1-B-B1-U-V-Z1
09378	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09568	A1-B-V	09713	A1-B-B1-C-F1	09852	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1
09379	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09569	A1-B-V	09714	A1-B-B1-C-C1-F1-M- R-R1-U	09853	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1
09380	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09570	A1-B-V	09715	A1-B-B1-F1	09855	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1
09395	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09573	A1-B-V	09716	A1-B-B1-C-D-N-U-V	09858	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1
09396	A-A1-B-B1-F-V	09574	A1-B-V	09717	A1-B-B1-M-W	09865	A-A1-B-B1-V-Z1
09409	A1-B-B1-C-C1-U-V	09575	A1-B-V	09718	A1-B-B1-F-I-N-U-V	09868	A-A1-B-B1-U-V-Z1
09420	A1-B-B1-C-C1-U	09576	A1-B-V	09719	A1-B-B1-C-F1	09871	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1
09421	A1-B-B1-C-C1-U	09577	A1-B-V	09720	A1-B-B1-U-V	09880	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1
09447	A1-B-B1-C-C1-U-V	09578	A1-B-V	09721	A1-B-B1-N-U-Z1	09882	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1
09454	A1-B-B1-C-C1-U-V	09579	A1-B-V	09722	A1-B-B1-C-D-N-U-V	09888	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1
09456	A1-B-B1-C-C1-U	09581	A1-B-V	09723	A1-B-B1-N-U-V-Z1	09889	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1
09459	A1-B-B1-C-C1-U	09582	A1-B-V	09724	A1-B-B1-C-C1-F1-M- R-R1-U	09890	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1
09461	A1-B-B1-C-C1-U	09586	A1-B-V	09725	A1-B-B1-C	09892	A-A1-B-B1-F-N-R- R1-V-Z1
09463	A1-B-B1-C-C1-U	09587	A1-B-V	09726	A1-B-B1-N-U	09898	A1-B-B1-E2-F-H1-I- R-R1-U2-V-Z1
09464	A1-B-B1-C-C1-U	09588	A1-B-V	09728	A1-B-B1-C	34002	A1-B-B1-N-U-Z1
09468	A1-B-B1-C-C1-U	09589	A1-B-B1-V	09732	A1-B-B1-N-V-Z1	34020	A1-B-B1-M-N-V-Z1
09469	A1-B-B1-C-C1-U	09590	A1-B-V	09733	A1-B-B1-I-V	34021	A1-B-M-N-V-Z1
09470	A1-B-B1-C-C1-U	09591	A1-B-V	09735	A1-B-B1-N-V-Z1	34022	A1-B-B1-D-F-M-N-V- Z1
09494	A1-B-B1-C-C1-U	09593	A1-B-V	09777	A-A1-B-B1-C-E1-N	34023	A1-B-B1-M-N-V-Z1
09496	A1-B-B1-C-C1-U-V	09594	A1-B-V	09779	A-A1-B-B1-F-R-V	34025	A1-B-B1-F-N-U-V-Z1
09498	A1-B-B1-C-C1-U	09595	A1-B-V	09780	A-A1-B-B1-F-R-V	34030	A1-B-B1-M-N-V-Z1
09499	A1-B-B1-C-C1-U	09596	A1-B-V	09788	A-A1-B-B1-F-R-V	34031	A1-B-B1-M-N-V-Z1
09501	A1-B-V	09599	A1-B-V	09789	A-A1-B-B1-F-R-V	34032	A1-B-M-N-V-Z1
09502	A1-B-V	09601	A1-B-B1-C-F-F1-U	09790	A-A1-B-B1-C1-F-R-V	34033	A1-B-C-F-M-N-V-Z1
09503	A1-B-V	09602	A1-B-B1-C-F-F1-N-U	09791	A-A1-B-B1-C1-E1-F- M-N-R-V	34034	A1-B-B1-M-N-V-Z1
09504	A1-B-V	09603	A1-B-B1-C-F-F1-U	09793	A-A1-B-B1-F-R-V	34035	A1-B-B1-H-M-N-V-Z1
09505	A1-B-V	09604	A1-B-B1-C-F-F1-U	09797	A1-B-B1-C-D-P-V	34036	A1-B-M-N-V-Z1
09506	A1-B-V	09609	A1-B-B1-C-F-U	09801	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	34037	A1-B-B1-C-F-H-I-M- N-V-Z1
09507	A1-B-V	09610	A1-B-B1-C-F-U	09803	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1	34038	A1-B-B1-M-N-V-Z1
09508	A1-B-V	09612	A1-B-B1-C-F-U	09811	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1	34039	A1-B-N-V-Z1
09509	A1-B-V	09617	A1-B-B1-C-F-U	09812	A1-B-B1-E2-E3-F- F1-I-N-R-U-V-Z1	34040	A1-B-V-Z1
09510	A1-B-V	09618	A1-B-B1-C-F-U	09814	A1-B-B1-E2-E3-F- F1-I-N-R-U-V-Z1	34041	A1-B-B1-M-N-U-V-Z1
09511	A1-B-V	09619	A1-B-B1-C-F-U	09819	A-A1-B-F-P-V-Z1	34042	A1-B-B1-D-F-M-N-V- Z1
09517	A1-B-V	09620	A1-B-B1-C-F-U	09821	A-A1-B-F-V-Z1	34043	A1-B-B1-D-F-M-N-V- Z1
09521	A1-B-V	09621	A1-B-B1-C-F-U	09822	A-A1-B-F-V-Z1	34050	A1-B-V
09524	A1-B-V	09622	A1-B-B1-C-F-U	09823	A-A1-B-F-V-Z1	34051	A1-B-V-Z1
09532	A1-B-V	09623	A1-B-B1-C-F-U	09824	A-A1-B-F-V-Z1		
09534	A1-B-V	09624	A1-B-B1-C-F-U	09826	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1		
09542	A1-B-V	09625	A1-B-B1-C-F-U	09827	A-A1-B-F-Z1		
09543	A1-B-V	09626	A1-B-B1-C-F-U	09828	A1-B-N-V-Z1		
		09627	A1-B-B1-C-F-U	09830	A1-B-B1-C-N-Z1		
		09628	A1-B-B1-C-F-F1-U-V	09831	A1-B-B1-F-N-U-V-Z1		
		09630	A1-B-B1-C-F-U-V	09832	A1-B-B1-U1-V-Z1		
		09631	A1-B-B1-C-F-U				
		09636	A1-B-B1-C-F-U				
		09638	A1-B-B1-C-E2-F-U-V				
		09642	A1-B-B1-N-U				
		09643	A1-B-B1-U				
		09644	A1-B-B1-U				
		09645	A1-B-U				
		09647	A1-B-B1-N-U				
		09648	A1-B-B1-N-U-V-Z1				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
34053	A1-B-V-Z1	96306	A1-B-B1-F-F1-F2-M-W	96387	A1-B-B1-M-W	96610	A1-B-V
34055	A1-B-N-V-Z1			96388	A1-B-B1-M-W	96611	A1-B-V
34058	A1-B-B1-V-Z1	96309	A1-B-B1-M-V-W	96401	A1-B-B1-F-V	96612	A1-B-V
34071	A1-B-I-M-N-V-Z	96310	A1-B-B1-M-W	96403	A-A1-B-B1-M-N-U-V	96613	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1
34076	A1-B-B1-F1-N-V-Z1	96311	A1-B-B1-M-W	96405	A1-B-B1-F-V-Z1		
34078	A1-B-B1-F1-N-V-Z1	96313	A1-B-B1-F-F1-F2-M-W	96490	A1-B-B1-V	96614	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1
34079	A1-B-B1-F1-N-V-Z1			96507	A-A1-B-F-V		
34090	A1-B-V	96319	A1-B-B1-M-W	96511	A1-B-B1-I-N-V	96615	A1-B-V
34091	A1-B-V	96321	A1-B-B1-F-F1-F2-M-W	96515	A1-B-B1-F	96617	A1-B-V
34092	A1-B-V			96517	A1-B-B1-F-U3-V	96619	A1-B-V
34093	A1-B-V	96322	A1-B-B1-F-F1-F2-M-W	96518	A1-B-B1-V	96620	A1-B-V
34095	A1-B-V			96520	A1-B-F-U3-V	96621	A1-B-V
34098	A1-B-V	96323	A1-B-B1-M-V-W	96521	A1-B-F-N	96622	A1-B-V
34099	A1-B-V	96326	A1-B-B1-M-W	96522	A1-B-F-N-U	96623	A1-B-V
96201	A-A1-B	96328	A1-B-B1-M-W	96530	A-A1-B-B1-H-M-N-U-V	96624	A1-B-V
96202	A-A1-B1-U-V	96330	A1-B-B1-M-W			96628	A1-B-V
96203	A-A1-B	96336	A1-B-B1-M-V-W	96531	A1-B-B1-H-M-U-V	96629	A1-B-V
96204	A-A1-B-B1	96337	A1-B-B1-M-W	96534	A-A1-B-F	96634	A1-B-V
96205	A-A1-B-B1-U	96338	A1-B-B1-M-W	96535	A-A1-B-B1-F-V	96635	A1-B-V
96206	A-A1-B-B1-U	96339	A1-B-B1-M-V-W	96536	A1-B-B1-V	96643	A1-B-V
96207	A-A1-B-B1-V	96343	A1-B-B1-M-W	96537	A1-B-B1-V	96657	A1-B-V
96208	A-A1-B-B1-U	96347	A1-B-B1-F-F1-F2-M-W	96538	A1-B-B1-V	96660	A1-B-V
96212	A-A1-B-B1-U			96540	A1-B-B1-V	96661	A1-B-V
96213	A-A1-B-B1-U	96348	A1-B-B1-F-F1-F2-M-W	96541	A1-B-B1-V	96662	A1-B-V
96214	A-A1-B-B1-U			96542	A1-B-B1-V	96663	A1-B-V
96215	A-A1-B-B1-U-V	96349	A1-B-B1-F-F1-F2-M-W	96543	A1-B-B1-P-V	96664	A1-B-V
96217	A-A1-B-B1-U-V			96546	A1-B-F-U3	96665	A1-B-V
96218	A-A1-B-B1-U	96350	A1-B-B1-F-F1-F2-M-W	96548	A-A1-B-B1-H-M-U	96666	A1-B-V
96219	A-A1-B-B1-U-V			96549	A-A1-B-B1-H-M-U	96667	A1-B-V
96220	A-A1-B-B1-U-V	96351	A1-B-B1-F-F1-F2-M-W	96551	A-A1-B-B1-H-M-U	96668	A1-B-V
96221	A-A1-B-B1-U-V			96553	A-A1-B-B1-H-M-N-U-V	96669	A1-B-V
96224	A-A1-B-B1-U	96362	A1-B-B1-F-F1-F2-M-W			96670	A1-B-V
96251	A-A1-B-B1-U			96554	A-A1-B-B1-H-M-U	96671	A1-B-V
96257	A-A1-B-B1-U	96365	A1-B-B1-M-V-W	96555	A1-B-B1-F-M-V	96672	A1-B-V
96258	A-A1-B-B1-U	96367	A1-B-B1-L-M-W	96557	A1-B-B1-F-M-V	96673	A1-B-V
96259	A-A1-B-B1-U	96368	A1-B-B1-M-W	96558	A1-B-V	96674	A1-B-V
96260	A-A1-B-B1-U	96370	A1-B-B1-F-F1-F2-M-W	96595	A1-B-B1-V	96675	A1-B-V
96264	A-A1-B-B1-U			96598	A1-B-B1-V	96676	A1-B-V
96266	A-A1-B-B1-U	96372	A1-B-B1-M-W	96599	A1-B-B1-V	96677	A1-B-V
96267	A-A1-B-B1-U-V	96373	A1-B-B1-M-W	96601	A1-B-V	96678	A1-B-V
96269	A-A1-B-B1-U	96374	A1-B-B1-M-W	96602	A1-B-V	96679	A1-B-V
96271	A-A1-B-B1-U	96375	A1-B-B1-M-W	96603	A1-B-V	96681	A1-B-V
96275	A-A1-B-B1-V	96376	A1-B-B1-M-W	96604	A1-B-V	96682	A1-B-V
96276	A-A1-B-B1	96377	A1-B-B1-M-W	96605	A1-B-O-V	96683	A1-B-V
96278	A-A1-B-B1-U	96378	A1-B-B1-M-W	96606	A1-B-V	96684	A1-B-V
96283	A-A1-B-B1-U	96379	A1-B-B1-M-W	96607	A1-B-V	96686	A1-B-V
96284	A-A1-B-B1-U-V	96384	A1-B-B1-M-W	96608	A1-B-V	96687	A1-B-V
96297	A-A1-B-B1-U	96386	A1-B-B1-M-W	96609	A1-B-V	96698	A1-B-V

RESTRICTIONS

LEGEND

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

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

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

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

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

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

F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM C024.1.1C. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO ZIP Code does not apply to firearms mailed from this APO/FPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM C024.2.0 and ATF regulations; they do not require an ATF form.

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

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

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

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

H1. Pork or pork by-products are prohibited.

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

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

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

I1. This restriction does not apply to registered mail.

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

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

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Z. No outside pieces (OSPs).

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

— *International Network Operations,
Network Operations Management, 12-26-02*



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



Employees

RURAL CARRIERS

Equipment Maintenance Allowance Schedule for Rural Routes

In accordance with provisions of Article 9, Section 2.J.3 of the Rural Carrier National Agreement, effective January 11, 2003 (pay period 3-03), the equipment maintenance allowance (EMA) will increase from 39.0 cents per mile to 39.5 cents per mile.

The EMA is 39.5 cents per mile, or a minimum of \$15.80 per day, whichever is greater.

Auxiliary Rural Carriers, Rural Carrier Reliefs, Rural Carrier Associates, Rural Carrier Part-Time Flexibles, and Auxiliary Assistance

Employees providing auxiliary assistance or serving auxiliary routes under provisions of Article 9, Section 2.J.5, receive an EMA of 39.5 cents per mile or \$4.55 per hour, whichever is greater. This EMA should not exceed the amount provided in the special EMA for the route stops and miles.

EMA Rate Schedule

The EMA rate schedule on pages 65-66 supersedes all previously published EMA schedules for employees receiving EMA.

— *Collective Bargaining and Arbitration,
Labor Relations, 12-26-02*

Finance

NOTICE AVAILABLE ONLINE

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

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

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

— *Corporate Accounting,
Finance, 12-26-02*

2003 Pay Dates, Organization Dues, and Leave Year

The following chart lists the pay periods for 2003. For the convenience of timekeepers, each biweekly pay period appears as 2 separate weeks, with the beginning and ending dates indicated for each week.

Pay periods with an asterisk indicate when monthly dues for unions and employee organizations are deducted.

The leave year always begins the first day of the first full pay period in the calendar year. The 2003 leave year begins January 11, 2003 (Pay Period 03-03), and extends for 26 full pay periods, ending January 09, 2004 (Pay Period 02-04).

Pay Period	Week One	Week Two	Pay Date	Holidays
22	10-04 to 10-10	10-11 to 10-17	10-24	10-13
23	10-18 to 10-24	10-25 to 10-31	11-07	
*24	11-01 to 11-07	11-08 to 11-14	11-21	11-11
25	11-15 to 11-21	11-22 to 11-28	12-05	11-27
*26	11-29 to 12-05	12-06 to 12-12	12-19	

2004 Pay Periods Begin

Pay Period	Week One	Week Two	Pay Date	Holidays
01	12-13 to 12-19	12-20 to 12-26	01-02	12-25
*02	12-27 to 01-02	01-03 to 01-09	01-16	01-01

2003 Pay Period Inclusive Dates

Pay Period	Week One	Week Two	Pay Date	Holidays
01	12-14 to 12-20	12-21 to 12-27	01-03	12-25
*02	12-28 to 01-03	01-04 to 01-10	01-17	01-01
03	01-11 to 01-17	01-18 to 01-24	01-31	01-20
04	01-25 to 01-31	02-01 to 02-07	02-14	
05	02-08 to 02-14	02-15 to 02-21	02-28	02-17
*06	02-22 to 02-28	03-01 to 03-07	03-14	
07	03-08 to 03-14	03-15 to 03-21	03-28	
*08	03-22 to 03-28	03-29 to 04-04	04-11	
09	04-05 to 04-11	04-12 to 04-18	04-25	
*10	04-19 to 04-25	04-26 to 05-02	05-09	
11	05-03 to 05-09	05-10 to 05-16	05-23	
12	05-17 to 05-23	05-24 to 05-30	06-06	05-26
*13	05-31 to 06-06	06-07 to 06-13	06-20	
14	06-14 to 06-20	06-21 to 06-27	07-03	
*15	06-28 to 07-04	07-05 to 07-11	07-18	07-04
16	07-12 to 07-18	07-19 to 07-25	08-01	
*17	07-26 to 08-01	08-02 to 08-08	08-15	
18	08-09 to 08-15	08-16 to 08-22	08-29	
*19	08-23 to 08-29	08-30 to 09-05	09-12	09-01
20	09-06 to 09-12	09-13 to 09-19	09-26	
*21	09-20 to 09-26	09-27 to 10-03	10-10	

— *Payroll Accounting, Finance, 12-26-02*

Federal Income Tax Withholding

Effective Pay Period (PP) 02-03, payroll checks will reflect changes in federal tax withholding, and the exemption value increases for each allowance from \$115.38 to \$117.31. Employees are reminded that, based on provisions in the Economic Growth and Tax Relief Reconciliation Act of 2001, there are now six tax percentages with amounts of 10, 15, 27, 30, 35, and 38.6 percent, respectively. All information in this article is based on a biweekly payroll period.

Federal Income Tax Withholding Table							
Single Person				Married Person			
Wages*		The withholding amount is:		Wages*		The withholding amount is:	
Over...	But not over...	Withholding amount	Of excess over	Over...	But not over...	Withholding amount	Of excess over
\$0	\$102	\$0		\$0	\$248	\$0	
\$102	\$329	10%	\$102	\$248	\$710	10%	\$248
\$329	\$1,158	\$22.70 plus 15%	\$329	\$710	\$2,013	\$46.20 plus 15%	\$710
\$1,158	\$2,535	\$147.05 plus 27%	\$1,158	\$2,013	\$4,300	\$241.65 plus 27%	\$2,013
\$2,535	\$5,585	\$518.84 plus 30%	\$2,535	\$4,300	\$6,908	\$859.14 plus 30%	\$4,300
\$5,585	\$12,063	\$1,433.84 plus 35%	\$5,585	\$6,908	\$12,187	\$1,641.54 plus 35%	\$6,908
\$12,063		\$3,701.14 plus 38.6%	\$12,063	\$12,187		\$3,489.19 plus 38.6%	\$12,187

*Wages are determined after subtracting withholding allowances, FSA, FEHB, and TSP contributions from your gross earnings.

Federal Employees Health Benefits (FEHB), Flexible Spending Accounts (FSA), and Thrift Savings Plan (TSP) contributions made by employees are treated as pretax monies (unless a pretax waiver for FEHB benefits has been signed by an employee). When calculating your taxes, remember to subtract your allowances and all of these contribution amounts from your gross earnings.

To determine the amount of withholding, follow the steps listed below:

1. Determine normal biweekly gross wages from earnings statement.
2. Determine normal biweekly TSP contributions from earnings statement.
3. Determine normal biweekly FSA contributions from earnings statement. If applicable, add the amounts from both the FSA Dependent Child (FSADC) Sub-Account and the FSA Health Care (FSAHC) Sub-Account.
4. Determine normal biweekly FEHB pretax employee contribution from earnings statement (abbreviated as HP).
5. Multiply the number of exemptions claimed by the new biweekly exemption value of \$117.31 (withholding allowance). The federal tax line on the earnings statement shows the number of exemptions claimed (e.g., S1 = Single with One Exemption, M3 = Married with Three Exemptions).
6. Subtract the amounts in Step 2 (TSP), Step 3 (FSA), Step 4 (FEHB), and Step 5 (Exemptions) from Step 1 (Gross Biweekly Wages). The remainder is the amount that is subject to withholding.
7. Determine which range this amount falls into on the Federal Income Tax Withholding Table, and follow the instructions listed in the table.

The following is an example of how to compute federal income taxes for a Federal Employee Retirement System (FERS) employee who claims married with three exemptions, and makes pretax contributions to the FEHB, FSA, and TSP.

Example:

A FERS employee receives \$2,987.08 as gross biweekly wages. The employee makes the following contributions: 11 percent per PP to the TSP; \$35.00 per PP to the FSADC Sub-Account; \$65.00 per PP to the FSAHC Sub-Account; and \$89.36 per PP for FEHB (\$89.36 is the actual cost for a Postal Service employee paying High Option Self and Family with the GEHA Benefit Plan). The employee is married and claims three exemptions (M3 on the federal tax line of the earnings statement). Using the information provided above in the Federal Income Tax Withholding Table, federal taxes are computed as follows:

1. Total biweekly gross wages	\$2,987.08
2. TSP contributions	328.58
3. FSADC contribution	35.00
FSAHC contribution	65.00
Total FSA contribution	100.00
4. FEHB contribution	89.36
5. Exemptions (3 x \$117.31)	351.93

Computation continues as follows:

Biweekly gross wages	\$2,987.08
Minus TSP contributions	-328.58
Minus FSA contributions	-100.00
Minus FEHB contributions	-89.36
Minus exemptions	-351.93
Amount of wages subject to withholding	\$2,117.21

To complete the computation, refer to the married/biweekly segment of the Federal Income Tax Withholding Table. The amount of wages subject to withholding, \$2,117.21, falls within the "over \$2,013 but not over \$4,300" range. Using the information provided within that range, the final computation is as follows:

Amount subject to withholding	\$2,117.21
Subtract \$2,013 from \$2,117.21	104.21
Multiply \$104.21 by .27 (27%)	28.14
Add from the table	241.65
Add \$28.14 and \$241.65	269.79
Total federal income tax* that should be withheld from this employee's biweekly check	\$269.79

*Rounding may vary this total by a few cents.

International Mail

ICM UPDATES

International Customized Mail

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

On December 3, 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 17, 2002, through December 16, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 1,000 pieces of EMS or \$20,000 in postage for EMS.

On December 3, 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 17, 2002, through December 16, 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 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 December 3, 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 17, 2002, through December 16, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 1,000 pieces of EMS.

On December 3, 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 17, 2002, through December 16, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 3,000 pieces of EMS.

- f. **Worksharing:** The Mailer has agreed to:
 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at 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 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 December 3, 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 17, 2002, through December 16, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 600 pieces of EMS.

On December 3, 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 17, 2002, through December 16, 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 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

Licensing

UPDATE

USPS Official Licensed Product Manufacturers and Distributors

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

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

USPS Promotional Products

Licensee	Products	Where Can I Buy These?	Other Sources
B AND K SPECIALTIES 1030 N STATE ST APT 39H CHICAGO IL 60610-7815	Collectibles, giveaways, and employee recognition gifts.	Telephone: 312-664-5010 Fax: 312-664-0873	For USPS promotional use only.
CENTURY PROMOTIONAL PRODUCTS INC 457 FARNSWORTH CIRCLE BARRINGTON IL 60010-1078	Promotional products and recognition and safety awards.	Telephone: 847-639-4259 Fax: 847-639-4260	For USPS promotional use only.
CONCORD INDUSTRIES 19 WILLARD RD NORWALK CT 06851-4414	Key chains, lapel pins, laser engraved glass, belt buckles, and Americana products.	Web: www.uspsproducts.com Telephone: 800-553-9824 Fax: 203-750-6057	For USPS promotional use only.
CWS AWARDS 4709 23RD AVE SW SEATTLE WA 98106-1315	Awards including jeweled pins, standard pins, medallions, lapel pins, rings, plaques, and trophies.	Telephone: 206-270-0923 Fax: 206-933-9608	For USPS promotional use only.
DATA SOLUTIONS AND TECHNOLOGY INC 3300 75TH AVE STE 110 LANDOVER MD 20785-1501	<i>EID</i> note cards, pins, key rings, mugs, magnets, t-shirts, and canvas prints of stamps.	Web: www.dstincorporated.com Telephone: 301-583-3500 Fax: 301-583-3512	For USPS promotional use only.
FIF MARKETING 41 E MAIN ST STE 112 LAKE ZURICH IL 60047-3413	Corporate gifts and promotional products.	Web: www.fifmarketing.com Telephone: 847-540-0611 Fax: 847-540-0613	For USPS promotional use only.
FINANCIAL INNOVATIONS INC 1 WEINGEROFF BLVD CRANSTON RI 02910-4019	Corporate gifts, promotional products, lapel pins, mugs, key rings, and caps.	Telephone: 401-467-3178 Fax: 401-467-3570	For USPS promotional use and retail sales at CVS, K-Mart, and Krogers.
GARY MANDEL PROMOTIONAL PRODUCTS 1202 OLYMPIC BLVD SANTA MONICA CA 90404-3722	Promotional products.	Telephone: 310-392-4070 Fax: 310-392-4467	For USPS promotional use only.
GIFTPRENEURS 640 S GRAND AVE STE 106 SANTA ANA CA 92705-4156	Logo watches, corporate gifts, and promotional products.	Telephone: 800-500-5574 Fax: 714-542-1896 *Call for catalog	For USPS promotional use only.
HERITAGE PROMOTIONS 3760 N PONCE DE LEON BLVD ST 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 ROAD 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 ROAD NATICK MA 01760-2419	Bookmarks, pins, key chains, and mugs.	Web: www.ipromoteu.com Telephone: 877-470-1436 Fax: 905-542-9454	For USPS promotional use only.
JONATHAN GREY AND ASSOCIATES 920 CALLE NEGOCIO STE B SAN CLEMENTE CA 92673-6207	Lapel pins, awards, teddy bears, and framed sets of advertising specialty products. Heroes of 2001 products: framed canvas reproductions, key chains, framed sets, and ornaments.	Web: www.jgrey.com E-mail: raquel@jgrey.com Telephone: 949-498-2515 Fax: 949-298-2830	For USPS promotional use only.
MARCH COMPANY 3815 ACADEMY PKWY NE ALBUQUERQUE NM 87109-4408	Stamp design lapel pins, key chains, money clips, and <i>Heroes of 2001</i> products.	Web: www.marchco.com Telephone: 800-336-2724 Fax: 505-345-0407	For USPS promotional use only.
NATIONAL DESIGN CORPORATION 16885 VIA DEL CAMPO CT STE 300 SAN DIEGO CA 92127-4120	Desk caddy, memo cubes, magnets, mugs, pens, pencils, twist up crayons, and flashlight key rings.	Telephone: 858-674-6040 Fax: 858-674-4120	For USPS promotional use only.
PIONEER BALLOON AND PIONEER NATIONAL LATEX 5000 E 29TH ST N WICHITA KS 67220-2111	Latex and foil balloons.	Telephone: 316-685-2266 Fax: 316-685-0187	For USPS promotional use only.
POSTAL PRODUCTS UNLIMITED 500 W OKLAHOMA AVE MILWAUKEE WI 53207-2649	Employee recognition gifts, collectibles, giveaways, and marketing items.	E-mail: tomr@postalproducts.com Telephone: 800-229-4500	Mainly for USPS promotional use only 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: www.propacific.com E-mail: dave@propacific.com Telephone: 310-765-4533 Fax: 310-662-1615	For USPS promotional use only.
ROYEL MARKETING 50 PARK PL STE 810 NEWARK NJ 07102-4305	Assorted ad specialties, apparel, employee incentives, awards, and promotional products.	Telephone: 973-624-5599 Fax: 973-624-6664	For USPS promotional use only.
SONOMA PINS 677 1ST STREET W SONOMA CA 95467-7003	Stamp lapel pins, key chains, dog tags, and <i>Heroes of 2001</i> products.	Web: www.favoriteline.com/heroes Telephone: 800-996-8655 Fax: 707-996-9957	For USPS promotional use only.
U S ALLEGIANCE INC 63004 LAYTON AVE BEND OR 97701-3735	<i>Greetings From America</i> mugs, key chains, tote bags, and stationery.	Web: www.ipledge.com Telephone: 800-327-1402 Fax: 800-622-8212	For USPS promotional use only.
WEI KEE PLASTIC INDUSTRIAL LTD 92 POKFULAM ROAD FLAT B1 LA CLARE MANSION HONG KONG	Miniature plastic mailboxes.	Web: www.postbox.com.hk E-mail: samsonchow@aol.com Telephone: 818-281-8899 Fax: 818-889-9189	For USPS promotional use only.
WINCO INTERNATIONAL 9019 OSO AVENUE STE F CHATSWORTH CA 01311-4117	Lapel pins, key chains, magnets, pen stands, first day of issue covers, and bookmarks with or without attached emblems.	Telephone: 818-718-1191 Fax: 818-700-9778	For USPS promotional use only.
WONDERLAND MARKETING 1718 SHERMAN AVE STE 311 EVANSTON IL 60201-5609	Watches, mugs, clocks, and pens.	Web: www.shopwonderland.com Telephone: 847-526-1500 Fax: 847-425-1551	For USPS promotional use only.

USPS Corporate Apparel

Licensee	Products	Where Can I Buy These?	Other Sources
5 STAR MARKETING 4005 W GREEN TREE RD MILWAUKEE WI 53209-3034	Polo shirts, long-sleeved shirts, jackets, hats, and bags.	Telephone: 414-351-6212 Fax: 414-351-1336	For USPS promotional and personal use only.
AMERICAN NEEDLE 1275 BUSCH PKWY BUFFALO GROVE IL 60089-4545	Postal Service logo, Mr. Zip, Pony Express, and <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: www.dstincorporated.com Telephone: 301-583-3500 Fax: 301-583-3512	For USPS promotional and personal use only.
FIF MARKETING 41 E MAIN ST STE 112 LAKE ZURICH IL 60047-3413	Corporate gifts, promotional products, and logo apparel.	Web: www.fifmarketing.com Telephone: 847-540-0611 Fax: 847-540-0613	For USPS promotional and personal use only.
FREEDMAN AND COMPANY 77 SAINT JOHNS RD CAMP HILL PA 17011-6940	T-shirts, sweatshirts, and tote bags.	Telephone: 800-392-1066 Fax: 717-761-5276	For USPS promotional and personal use only.
GIFTPRENEURS 640 S GRAND AVE STE 106 SANTA ANA CA 92705-4156	Jackets, shirts, sweaters, and carrying cases.	Telephone: 800-500-5574 Fax: 714-542-1896 *Call for catalog	For USPS promotional and personal use only.
HIGHLANDER LOGO PRODUCTS CORP 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: tomr@postalproducts.com Telephone: 800-229-4500	Mainly for USPS promotional use 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 STE F CHATSWORTH CA 01311-4117	Earrings and necklaces.	Telephone: 818-718-1191 Fax: 818-700-9778	For USPS promotional and personal use only.
WONDERLAND MARKETING 1718 SHERMAN AVE STE 311 EVANSTON IL 60201-5609	Jackets, shirts, sweaters, and watches.	Web: www.shopwonderland.com Telephone: 847-526-1500 Fax: 847-425-1551	For USPS promotional and personal use only.

Commercial Apparel and Jewelry

Licensee	Products	Where Can I Buy These?	Other Sources
AMERICAN NEEDLE 1275 BUSCH PKWY BUFFALO GROVE IL 60089-4545	Postal Service logo, Mr. Zip, Pony Express, and <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: www.cmog.com Telephone: 607-974-8835 Fax: 607-974-7365	Corning Museum gift shop.
DATA SOLUTIONS AND TECHNOLOGY INC 3300 75TH AVE STE 110 LANDOVER MD 20785-1501	EID Polo shirts and t-shirts.	Web: www.dstincorporated.com Telephone: 301-583-3500 Fax: 301-583-3512	
FINANCIAL INNOVATIONS INC 1 WEINGEROFF BLVD CRANSTON RI 02910-4019	Corporate gifts and promotional products.	Telephone: 401-467-3178 Fax: 401-467-3570	CVS, K-Mart, and Krogers.

Licensee	Products	Where Can I Buy These?	Other Sources
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 ROAD 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 AVENUE OXNARD CA 93030-7966	100% cotton t-shirts featuring the <i>Duke Kahanamoku</i> stamp.	Telephone: 310-576-2444 Fax: 310-576-2440	
MUSEUM COMPANY 695 ROUTE 46 W STE 400 FAIRFIELD NJ 07004-1592	Women's sleep shirt with <i>Love</i> stamp image.	Telephone: 973-244-4300 Fax: 973-244-4281	
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: 724-837-8810 Fax: 724-837-0444	Not for resale in Postal Stores except through OLRP program.
CHIMERA PUBLISHING 719 ARENA DR HAMILTON NJ 08610-3405	Open edition, 4-color process, photo-mechanical lithographic, 18" x 26" posters.	Telephone: 800-448-0295 Fax: 609-888-1802	
CLASSIC EDITIONS DBA TIMEFRAMED 645 GRISWOLD ST STE 3700 DETROIT MI 48226-4219	Two-dimensional reproductions of USPS stamp and historic/nostalgic items including photographs, letters, manuscripts, notes, sketches, diaries, maps, plans, legal documents, news clippings, advertisements, and operating manuals.	Telephone: 313-963-2242 Fax: 313-963-2252	
CREATIVE FRAMING 525-M E MARKET ST LEESBURG VA 20176-4171	Framed and matted stamps and reproductions of stamps. Enlarged reproductions of stamp art.	Web: www.usps.com/shop Telephone: 703-771-6354 Fax: 703-771-6398	Not for resale in Postal Stores except through OLRP program.
D AND P CREATIONS INC 2177 N BATAVIA ST STE B ORANGE CA 92865-3110	Framed and matted stamps and reproductions of stamps. Enlarged reproductions of stamp art.	Web: www.dpcreations.com E-mail: dpcreations@earthlink.net Telephone: 714-974-0905 Fax: 714-974-1147	Not for resale in Postal Stores except through OLRP program.
DODGE COLOR 4827 RUGBY AVE BETHESDA MD 20814-3040	Transparencies, negatives, reproductions, and reprints of framed and unframed stamp designs.	Web: www.dodgecolor.com Telephone: 301-656-0025 Fax: 301-656-0025	Products can only be sold to (1) USPS personnel for corporate use and (2) USPS licensees.
KENNEDY MINT INC 12102 PEARL RD STRONGSVILLE OH 44136-3398	Framed collections of stamps and coins.	Web: www.kennedymint.com Telephone: 440-572-3222 Fax: 440-572-3692	Direct mail.

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: www.papertig.com Telephone: 201-567-5620 Fax: 201-541-9529	
WESTERN METAL DECORATING 8875 INDUSTRIAL LANE CUCAMONGA CA 91730-4529	Posters and clips made of metal materials in all sizes.	Telephone: 909-987-2506 Fax: 909-483-6096	Not for resale in Postal Stores except through OLRP program.
WINCO INTERNATIONAL 9019 OSO 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 which recreates the company start-up experience.	Web: www.adventuregamesinc.com Telephone: 978-258-9467 Fax: 978-258-9468	
ATHEARN INC 19010 LAUREL PARK RD COMPTON CA 92064-6091	Model railroad rolling stock, locomotives, passenger cars, flat cars featuring tractor trailer trucks, billboards, mailboxes, buildings and other accessories common to the category and in keeping with licensor's trademark equities subject to licensor's prior written approval.	Telephone: 310-631-3400 Fax: 310-885-5296	
BUILD A BEAR WORKSHOP INC 1954 INNERBELT BUSINESS CENTER DR ST LOUIS MO 63114-5760	T-shirt featuring <i>Teddy Bear</i> stamps on plush animals	Telephone: 314-423-8000 Fax: 314-423-8188	
COOL THINGS BY ADRIAN 470 GRANDVIEW AVE APT 8 WOONSOCKET RI 02895-2737	Handcrafted wooden U.S. Mail trucks 16" long, 6.5" high, and 5.5" wide.	Telephone: 401-767-8717 Fax: 401-767-3674	
FIRST GEAR INC 8668 KAPP DR PEOSTA IA 52068-9568	Die-cast model '37 Chevrolet U.S. Mail delivery truck.	E-mail: consumerservices@1st-gear.com Telephone: 888-771-5576 Fax: 319-582-2415	Trade shows.
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 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.
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-inch scale.	Telephone: 909-357-7988 Fax: 909-357-2020	

Licensee	Products	Where Can I Buy These?	Other Sources
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 ST PAUL MN 55120-1916	Educational and edutainment software utilizing USPS corporate signature, USPS Post Office, and Mr. Zip.	Telephone: 651-687-0028 Fax: 651-688-7863	
PACE PRODUCTS 333 SEMORAN PLACE APOPKA FL 32703-4670	Children's stamp collecting educational kit, focusing on <i>Greetings From America</i> .	Telephone: 407-880-4670 Fax: 407-880-3467	
PATRIOTIC CHALLENGE 23353 SAINT ANDREWS MISSION VIEJO CA 92692	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: www.playingmantis.com 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.	Web: www.speccast.com Telephone: 563-875-8706 Fax: 563-875-8056	See distributor directory online.
TIMELESS TOYS 23755 CABOT STE 215 HAYWARD CA 94545-1656	Plush bears 8.5" to 24" high of velour, velboa, or acrylic plush, embroidered with a stamp image and with a live USPS postage stamp attached.	Telephone: 510-732-1960 Fax: 510-732-6190	
WEI KEE PLASTIC INDUSTRIAL LTD 92 POKFULAM ROAD FLAT B1 LA CLARE MANSION HONG KONG	Miniature plastic mailboxes.	Web: www.postbox.com.hk E-mail: samsonchow@aol.com Telephone: 818-281-8899 Fax: 818-889-9189	

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: www.stampbase.com Telephone: 609-273-2739 Fax: 609-273-1965	
CINEGRAM MEDIA INC 1 SPRINGFIELD AVE SUMMIT NJ 07901-4055	<i>Celebrate the Century</i> CD-ROMs; screensavers.	Telephone: 908-598-4755 Fax: 908-598-4756	
CONCORD INDUSTRIES 19 WILLARD RD NORWALK CT 06851-4414	Key chains, lapel pins, laser engraved glass, belt buckles, and Americana products.	Web: www.uspsproducts.com Telephone: 800-553-9824 Fax: 203-750-6057	Specialty stores.

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CORNING MUSEUM OF GLASS 1 MUSEUM WAY CORNING NY 14830-2253	Note cards, puzzles, and wall art.	Web: www.cmog.com Telephone: 607-974-8835 Fax: 607-974-7365	Corning Museum gift shop.
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: www.dstincorporated.com Telephone: 301-583-3500 Fax: 301-583-3512	
DELUXE FINANCIAL SERVICES INC 3680 VICTORIA ST N SHOREVIEW MN 55126-2906	Personal checks, vinyl and leather checkbook covers, and messages.	Telephone: 651-483-7734 Fax: 651-787-1703	
DESPERATE ENTERPRISES 728 E SMITH RD MEDINA OH 44256-2662	<i>I Love Lucy</i> stamp tin sign.	Web: www.desperate.com Telephone: 800-732-4859 x10 Fax: 330-725-0150	Direct mail.
DIRECT CHECKS UNLIMITED LLC 8245 N UNION BLVD COLORADO SPRINGS CO 80920-4456	Bank checks, return address labels, and checkbook covers.	Telephone: 719-531-3954 Fax: 719-548-9604	Call to get order forms.
GIMBELS OF MAINE PO BOX 57 BOOTHBAY HARBOR ME 04538-0057	Collectible porcelain thimbles.	Web: www.gimbelsdepartmentstore.com Telephone: 207-633-5088 Fax: 207-633-5128	Retail location in Maine 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: galemorrell@mris.com Telephone: 301-580-4936 Fax: 301-588-1116	
HE HARRIS AND COMPANY INC 3101 CLAIRMONT RD NE ATLANTA GA 30329-1015	Stamp collecting albums and kits.	Web: www.heharris.com Telephone: 404-214-4300 Fax: 404-214-4390	eBay store.
HERITAGE COLLECTIONS LTD 6647 KERNS RD FALLS CHURCH VA 22042-4231	Holiday ornaments made with live stamps.	Telephone: 703-533-7800 Fax: 703-533-7801	
HIGHLANDER LOGO PRODUCTS CORP 7200 STATE ROUTE 88 RAVENNA OH 44266-9190	Drivers, iron sets, putter, head covers, golf bags, golf travel bags, golf towels, golf gloves, golf balls, golf tees, tool packets, divot repair tools, golf shoe brush, and golf umbrella.	E-mail: tom@hpgolf.com 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 utilizing 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: www.ipromoteu.com Telephone: 877-470-1436 Fax: 905-542-9454	
KAHALA 424 SUMMER ST HONOLULU HI 96817-5607	Hawaiian shirts with <i>Duke Kahanamoku</i> stamp image.	Telephone: 808-523-7873 Fax: 808-521-6413	Retail stores in Hawaii.
KENNEDY MINT INC 12102 PEARL RD STRONGSVILLE OH 44136-3398	Framed collections of stamps and coins.	Web: www.kennedymint.com Telephone: 440-572-3222 Fax: 440-572-3692	Direct mail.
KURT S ADLER INC 1107 BROADWAY NEW YORK NY 10010-2872	Holiday ornaments.	Telephone: 212-924-0900 Fax: 212-807-0575	

Licensee	Products	Where Can I Buy These?	Other Sources
MARCH COMPANY 3815 ACADEMY PKWY NE ALBUQUERQUE NM 87109-4408	Stamp design lapel pins, key chains, and money clips. <i>Heroes of 2001</i> products: lapel pins, magnets, key chains, money clips, marble paperweights, two-dimensional holiday ornaments and framed pins.	Web: www.marchco.com 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: www.favoriteline.com/heroes Telephone: 800-996-8655 Fax: 707-996-9957	
SUMMERFIELD FOODS INC 1305 N DUTTON AVE STE 100 SANTA ROSA CA 95401-4609	Butter cookies.	Telephone: 707-579-3938 Fax: 707-579-8442	
TE NEUES PUBLISHING COMPANY 16 W 22ND STREET 11TH FLR NEW YORK NY 10010-5803	Wall calendars featuring various stamp designs.	Telephone: 212-627-9090 Fax: 212-627-9534	Stationery stores, gift retailers, bookstores, 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 stationary.	Web: www.ipledge.com Telephone: 800-327-1402 Fax: 800-622-8212	
VANMARK INC 2551 E PHILADELPHIA ST ONTARIO CA 91761-7774	Figurines, frames, clocks, and bookends.	Telephone: 909-923-6789 Fax: 909-673-9699	
WEI KEE PLASTIC INDUSTRIAL LTD 92 POKFULAM RD FLAT B1 LA CLARE MANSION HONG KONG	Miniature plastic mailboxes.	Web: www.postbox.com.hk E-mail: samsonchow@aol.com Telephone: 818-281-8899 Fax: 818-889-9189	
WINCO INTERNATIONAL 9019 OSO AVENUE STE F CHATSWORTH CA 01311-4117	Lapel pins, key chains, magnets, ornaments, earrings, necklaces, pen stands, paperweights, framed stamp pins/emblems with stamp art reproductions, stamps and/or first day covers, and bookmarks with or without attached emblems.	Telephone: 818-718-1191 Fax: 818-700-9778	

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, and 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.

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

Company	Contact	Address	Distribution Channel	Telephone	Fax	Products
American Stamp Collectibles	Lisa Naumoff	RR 12 BOX 180 DONOHOE RD GREENSBURG PA 15601-9812	OLRP catalog Telephone 724-837-8810 www.framedstamps.com	724-837-8810	724-837-0444	13" x 15" oak frame with enlarged <i>Heroes of 2001</i> and 1945 <i>Iwo Jima</i> stamp images. Includes cachet with both stamps and cancellation date of 9-11-02.
Concord Industries	Jim Condron	19 WILLARD RD NORWALK CT 06851-4414	Call 800-553-9824 to request catalog; launching web site www.uspostalproducts.com	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 www.usps.com	703-771-6345	703-771-6398	Framed, matted, and open photo reproductions of <i>Heroes of 2001</i> stamp with actual stamp.
D&P Creations	Joe Persek	2177 N BATAVIA ST STE B ORANGE CA 92865-3110	USPS promotional use	714-974-0905	714-974-1147	Framed reproductions of the <i>Heroes of 2001</i> stamp.
Direct Checks Unlimited	Sarah Schaffer	8245 N UNION BLVD COLORADO SPRINGS CO 80920-4456	www.checksunlimited.com	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, mousepads, 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 gailmorrell@mrjs.com	011-0181871-50312	011-0181-715142	Engraved ingots, minted in precious metal (gold-plated silver).
Highland Glen	Mitch Rubin	PO BOX 294 BUFFALO NY 14213-2028	Mass market	716-883-1110	716-885-0243	Key rings and accessories.
Hy-Ko Products	Sandra Dively	7370 NORTHFIELD RD WALTON OH 44146-6106	Home improvement stores (e.g., Home Depot)	440-232-8223	440-232-8227	Key chains, key rings, key fobs, key accessories, and bottle openers.

Company	Contact	Address	Distribution Channel	Telephone	Fax	Products
Ipromoteu.com	Pat Caccamo	8 STRATHMORE RD NATICK MA 01760-2419	887-470-1436 www.ipromoteu.com	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 www.jgrey.com	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 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 Catalogs www.blanketsonline.com	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 www.iplead.com 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, 12-26-02

NOTICE

Thurgood Marshall and Zora Neale Hurston Licensed Products

The Zora Neale Hurston literary estate and the estate of Thurgood Marshall are currently working with the Licensing group to approve licensees to produce merchandise for the *Thurgood Marshall* and *Zora Neale Hurston* stamps.

The list of licensees authorized to make products for these stamps will be available in *Postal Bulletin* 22093, which will be published January 9, 2003. *USPS News Link* and *USPS News Online* will also feature notices regarding these licensees.

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HEROES OF 2001



Front

ArtCanvas Stamp Collectible
Postcard Commemorates the Heroes of September 11

Back



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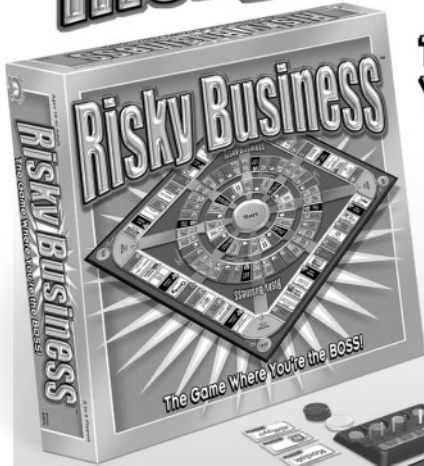
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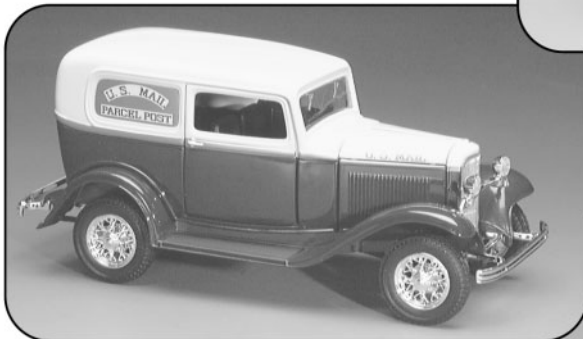


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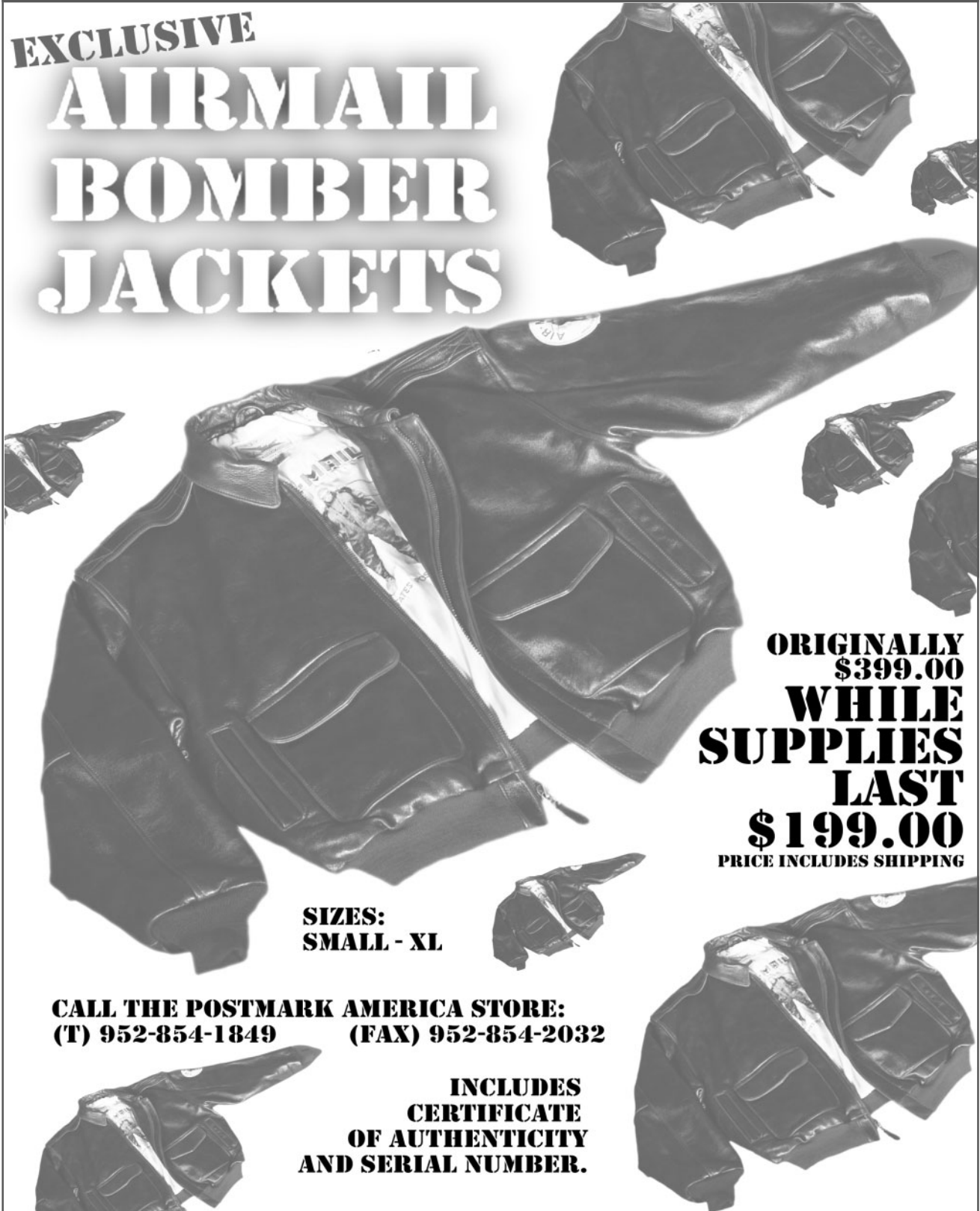
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SUMMARIES OF RECENT USPS NEWS RELEASES

Fumigation Successful

Dec. 15

Fumigation of the Processing and Distribution Center (PDC) on Brentwood Road in Washington, DC, was a total success. The fumigation required filling the building with chlorine dioxide to rid it of anthrax spores. A scrubber system neutralized the chlorine dioxide into a salt water solution. "We are extremely pleased with the results of this process," said Thomas Day, vice president, Engineering. Testing to ensure the complete elimination of anthrax will continue.

Lower Customs Fees

Dec. 13

The Postal Service negotiated a lower customs clearance fee for some parcels to Europe effective mid-December, just in time for holiday mailings. Parcels from the Postal Service delivered in the European Union that are subject to customer duties and taxes will be assessed an administrative fee of 9.50 Euros (\$9.44) for customs clearance. This is a reduction from the 17 Euros (\$16.88) that was previously charged.

Parcel delivery to Europe is designed to meet a 3-to-6-day delivery standard, depending on service used, origin and destination. Tracking and tracing also has been enhanced through Royal Mail's Pan-European parcel delivery company, General Logistics Systems, for Global Airmail Parcel Post to 23 countries and Global Express Mail to 6 countries in Europe. For more information, visit www.usps.com/global/customs.htm.

President's Commission Named

Dec. 11

PMG Jack Potter hailed the creation of a presidential commission on the future of the Postal Service. "The Commission is good news coming at the right time," Potter said. "We look forward to assisting in every way possible."

A similar commission, the Kappel Commission, resulted in the business model of today's Postal Service, embodied in the Postal Reorganization Act of 1970 that created the Postal Service in 1971 from the old Post Office Department. Times have changed since 1970, and what was a progressive model for that time is not adequate to address today's market, competition and new technologies. "The Commission has an historic opportunity to offer recommendations guaranteeing a postal system as effective and dependable as today's — for many years to come," said Potter. "I look forward to working with the Commission as it shapes that policy."

Cost-Cutting Reduces Shortfall

Dec. 10

The Postal Service was able to cut a budgeted loss of \$1.35 billion in half to \$676 million, PMG Jack Potter told the Board of Governors. He attributed the lower deficit to aggressive cost-cutting. Workhour reductions were the key to cost containment, he said. The delivery network grew by 1.77 million addresses, yet workhours were reduced by 78 million, or 23,000 career employees, accomplished through attrition.

Philately

STAMP ANNOUNCEMENT 02-50

Zora Neale Hurston Commemorative Stamp



Copyright 2002

The Postal Service will issue a 37-cent *Zora Neale Hurston* commemorative stamp (Item 454200) in a pressure-sensitive adhesive (PSA) pane of 20 on January 24, 2003, in Eatonville, Florida. The stamp, designed by Howard Paine, and illustrated by Drew Struzan, goes on sale nationwide January 25, 2003.

The Postal Service honors novelist, folklorist, and anthropologist Zora Neale Hurston for her artistry and her celebration of black culture. She was a central figure in the Harlem Renaissance, a flowering of African-American literature, music, and the visual and performing arts that took place primarily in the 1920s and early 1930s. She wrote four novels, two books of folklore, an autobiography, and more than 50 short stories. Hurston is considered one of America's most original and accomplished writers. The commemorative stamp is the 19th stamp in the *Literary Arts* 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. 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:

ZORA NEALE HURSTON COMMEMORATIVE STAMP
 POSTMASTER
 151 N MAITLAND AVE
 EATONVILLE FL 32751

Issue:	<i>Zora Neale Hurston</i>
Item Number:	454200
Denomination & Type of Issue:	37-cent commemorative
Format:	Pane of 20 (1 design)
Series:	Literary Arts
Issue Date & City:	January 24, 2003, Eatonville, FL 32751
Designer:	Howard E. Paine, Delaplane, VA
Art Director:	Howard E. Paine, Delaplane, VA
Typographer:	John Boyd, New York, NY
Artist:	Drew Struzan, Pasadena, CA
Modeler:	Donald H. Woo
Manufacturing Process:	Gravure
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomec, 3000
Engraver:	Southern Graphics
Stamps per Pane:	20
Print Quantity:	70 million stamps
Paper Type:	Phosphor Tagged
Gum Type:	Pressure Sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Cyan, Yellow, Black, Gold (PMS 871)
Stamp Orientation:	Horizontal
Image Area (w x h):	1.41 x 0.84 in./35.81 x 21.33 mm
Overall Size (w x h):	1.56 x 0.99 in./39.62 x 25.14 mm
Pane Size (w x h):	6.50 x 5.87 in./165.10 x 149.09 mm
Plate Size:	120 stamps per revolution
Plate Numbers:	"S" followed by five (5) single digits
Marginal Markings:	"© 2002 USPS" • price • plate numbers in all four corners • plate position diagram
Catalog Item Number(s):	454220 Block of 4 — \$1.48 454230 Block of 10 — \$3.70 454240 Pane of 20 w/plate no — \$7.40 454261 First day cover — \$0.75 454293 Pane of 20 w/first day cover — \$8.15

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 24, 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 454200, 37-cent Zora Neale Hurston Commemorative Stamp

Stamp distribution offices (SDOs) will receive one-half 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 of one-half their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before January 16, 2003.

Philatelic Requirement

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

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the Zora Neale Hurston Commemorative Stamp, Item 1454200...
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 stamps must requisition them from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the Chicago, Memphis and New York APDs will each receive 1,400,000 additional stamps; the San Francisco APD will receive 1,000,000 additional stamps; and the Denver APD will receive 480,000 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, 12-26-02

STAMP ANNOUNCEMENT 02-51

American Clock Definitive Stamp



Copyright 2002

The Postal Service will issue a 10-cent *American Clock* definitive stamp (Item 108000) in a pressure-sensitive adhesive (PSA) pane of 20 on January 24, 2003, in Tucson, Arizona, at the ARIPEX stamp show. The stamp, designed by Derry Noyes, Washington, DC, and illustrated by Lou Nolan, McLean, Virginia, goes on sale nationwide January 25, 2003.

The *American Clock* stamp features a clock made circa 1805 by Simon Willard. The clock was later called a banjo clock because of its shape — a small head enclosing the clockworks and a long shaft containing the pendulum. The clock’s stylish shape, polished metal fittings, and decorative glass panels appealed to consumers and made it one of the most famous designs in American clockmaking. The *American Clock* definitive stamp is the second stamp in the new *American Design* 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. 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:

AMERICAN CLOCK DEFINITIVE STAMP
 POSTMASTER
 1501 S CHERRYBELL STRA
 TUCSON AZ 85726-9731

Issue:	<i>American Clock</i>
Item Number:	108000
Denomination & Type of Issue:	10-cent definitive
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	January 24, 2003, Tucson, AZ 85726
Artist:	Lou Nolan, McLean, VA
Engraver:	N/A
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Stevens, Vari-size Security Press
Stamps per Pane:	20
Print Quantity:	150 million stamps
Paper Type:	Prephosphored, Type II, Block Tagged
Gum Type:	Pressure-sensitive adhesive
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, PMS 5743 (Green), PMS 5763 (Green), Yellow 128
Stamp Orientation:	Vertical
Image Area (w x h):	0.71 x 0.82 in./18.034 x 20.828 mm
Overall Size (w x h):	0.84 x 0.99 in./21.336 x 25.146 mm
Full Pane Size (w x h):	4.95 x 5.04 in./125.73 x 128.01 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	“P” followed by four (4) single digits
Marginal Markings:	“© 2000 USPS” • price • plate numbers • plate position diagram • barcodes on back
Catalog Item Number(s):	108020 Block of 4 — \$0.40 108030 Block of 10 — \$1.00 108040 Full pane of 20 — \$2.00 108061 First day cover — \$0.78

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 24, 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 108000, 10-cent American Clock Definitive Stamp

All stamp distribution offices (SDOs) will receive an automatic distribution of Item 108000, 10-cent *American Clock*, PSA pane of 20 stamps. Master Carton size is 40,000 stamps.

Initial Supply to Post Offices

SDOs *will not* make a subsequent automatic distribution to Post Offices. To obtain an initial supply of this 10-cent definitive stamp, all Post Offices must immediately submit a separate PS Form 17, *Stamp Requisition/Stamp Return*, to their designated SDO. SDOs must not distribute these stamps to Post Offices before January 17, 2003.

Philatelic Requirement

SDOs with authorized philatelic centers will receive an automatic distribution of this new stamp in six positions for subsequent distribution to each philatelic window.

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the 10-cent <i>American Clock</i> Stamp, Item 108000...
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 stamps must requisition them from their designated SDO using PS Form 17. SDOs requiring additional stamps 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 3,400,000 additional stamps and the Denver APD will receive 2,000,000 additional stamps.

— *Stamp Services,
Government Relations and Public Policy, 12-26-02*

STAMP ANNOUNCEMENT 02-52

Nurturing Love Stamped Envelopes



Copyright 2002

The Postal Service will issue two 37-cent *Nurturing Love* stamped envelopes, #10 (Item 215500) and #6-3/4 (Item 265500), in Tucson, Arizona, at the ARIPEX stamp show on January 25, 2003. The stamped envelopes, illustrated by Craig Frazier, Mill Valley, California, go on sale nationwide January 26, 2003.

The *Nurturing Love* stamped envelope is the fifth stamped envelope featuring a love theme, and follows more than 25 designs that have appeared on stamps and envelopes since the first *Love* stamp in 1973.

This First-Class Mail® envelope depicts a gardener watering plants to represent the nurturing quality of love. The gardener, wearing tall boots and a sun hat, waters two plants that respond to this tender, loving care by reaching up and creating a leafy heart with curving stems.

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 the envelopes at their local Post Office, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

NURTURING LOVE STAMPED ENVELOPE
 POSTMASTER
 1501 S CHERRYBELL STRA
 TUCSON AZ 85726-9731

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 25, 2003.

Issue:	<i>Nurturing Love</i>
Item Number:	215500
Denomination & Type of Issue:	37-cent envelope
Format:	#10 regular envelope
Series:	N/A
Issue Date & City:	January 25, 2003, Tucson, AZ 85726
Designer:	Craig Frazier, Mill Valley, CA
Engraver:	N/A
Art Director:	Carl Herrman, Carlsbad, CA
Typographer:	Carl Herrman, Carlsbad, CA
Modeler:	Joseph Dumm, MeadWestvaco Corp.
Manufacturing Process:	Flexo, Phosphor Tagging
Printer:	MeadWestvaco Corp.
Printed at:	MeadWestvaco Corp., Williamsburg, PA
Press Type:	VH-1
Stamps per Pane/Sheet:	N/A
Print Quantity:	5,745,000 envelopes
Paper Type:	30% post consumer
Adhesive Type:	Water-activated
Processed at:	MeadWestvaco Corp., Williamsburg, PA
Colors (PMS Colors):	PMS 377 (Green), PMS 123 (Gold)
Envelope Orientation:	Horizontal
Envelope Size (w x h):	9.50 x 4.125 in./241.30 x 104.77 mm
Image Size (w x h):	1 x 1.125 in./25.40 x 28.58 mm
Marginal Markings:	"© USPS 2002" • Recycle logo followed by "THIS ENVELOPE IS RECYCLABLE AND MADE WITH 30% POST CONSUMER CONTENT"
Catalog Item Number(s)	205540 Single Envelope — \$0.45 205505 Packet of 5 — \$2.25 205580 Box of 500 — \$199.00 205561 First day cover — \$0.55

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 associated with this stamped envelope.

Distribution: Items 215500 and 265500, Nurturing Love Stamped Envelopes

All stamp distribution offices (SDOs) will receive an automatic distribution of *Nurturing Love* stamped envelopes based on the automatic distribution schedule for commemorative envelopes. The shipments will begin December 26, 2002, and will be completed on January 10, 2003.

Initial Supply to Post Offices

SDOs *will not* make a subsequent automatic distribution to Post Offices. To obtain an initial supply of this stamped envelope, all Post Offices must immediately submit a separate PS Form 17, *Stamp Requisition/Stamp Return*, to their designated SDO. SDOs must not distribute these envelopes to Post Offices before January 17, 2003.

Philatelic Requirement

SDOs will not receive a separate quantity of these stamped envelopes for their authorized philatelic centers. Philatelic centers must be supplied needed quantities from the initial automatic distribution made to the SDO.

Additional Supply

Post Offices requiring additional stamped envelopes must requisition them from their designated SDO using PS Form 17.

SDOs requiring additional quantities of stamped envelope Items 215500 or 265500 must submit PS Form 3205, *Requisition for Plain Stamped Envelopes*, to SFS.

Nurturing Love envelopes are available in the styles listed below.

Item Number	Description	Size	Price of Each Plain Envelope (\$)	Price of Plain Envelope per Box of 500 (\$)
215500	<i>Nurturing Love</i> Regular	10	0.45	199.00
265500	<i>Nurturing Love</i> Regular	6-3/4	0.45	197.00

Personalized Stamped Envelopes

Nurturing Love envelopes are also available with a pre-printed return address. To order these envelopes, authorized customers complete PS Form 3203, *Personalized*

Stamped Envelope's Order Form. Carefully follow the instructions on PS Form 3203 and send the completed order to:

U S POSTAL SERVICE
STAMP FULFILLMENT SERVICES
PERSONALIZED ENVELOPE PROGRAM
PO BOX 7247
PHILADELPHIA PA 19101-7103

Item Number	Description	Size	Price of Printed Envelope per Box of 50 (\$)	Price of Printed Envelope per Box of 500 (\$)
215500	<i>Nurturing Love</i> Regular	10	22.00	205.00
265500	<i>Nurturing Love</i> Regular	6-3/4	22.00	202.00

Customers must pay by check, money order, or credit card (Visa, MasterCard, or American Express).

Issue:	<i>Nurturing Love</i>
Item Number:	265500
Denomination & Type of Issue:	37-cent envelope
Format:	6-3/4 regular envelope
Series:	N/A
Issue Date & City:	January 25, 2003, Tucson, AZ 85726
Designer:	Craig Frazier, Mill Valley, CA
Engraver:	N/A
Art Director:	Carl Herrman, Carlsbad, CA
Typographer:	Carl Herrman, Carlsbad, CA
Modeler:	Joseph Dumm, MeadWestvaco Corp.
Manufacturing Process:	Flexo, Phosphor Tagging
Printer:	MeadWestvaco Corp.
Printed at:	MeadWestvaco Corp., Williamsburg, PA
Press Type:	VH-1
Stamps per Pane/Sheet:	N/A
Print Quantity:	2,535,000 envelopes
Paper Type:	30% post consumer
Adhesive Type:	Water-Activated
Processed at:	MeadWestvaco Corp., Williamsburg, PA
Colors (PMS Colors):	PMS 377 (Green), PMS 123 (Gold)
Envelope Orientation:	Horizontal
Envelope Size (w x h):	6.50 x 3.625in./165.10 x 92.08 mm
Image Size (w x h):	1 x 1.125 in./25.40 x 28.58 mm
Marginal Markings:	"© USPS 2002" • Recycle logo followed by "THIS ENVELOPE IS RECYCLABLE AND MADE WITH 30% POST CONSUMER CONTENT"
Catalog Item Number(s)	265540 Single Envelope — \$0.45 265505 Packet of 5 — \$2.25 265580 Box of 500 — \$197.00 265561 First day cover — \$0.55

PUBLICATION 192 REVISION

Stamp Cool-Lecting 1-2-3

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

You can order the revised publication from the Material Distribution Center by one of the following means:

- **Touch Tone Order Entry (TTOE):** Call 800-332-0317, and please listen carefully to the message, as the prompts have changed.

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

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

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

The relevant ordering information is as follows:

PSIN: PUB 192
PSN: 7610-03-000-9314
Unit of Issue: EA
Price: \$0.09
Bulk Pack Quantity: 1,000
Quick Pick Number: 420
Edition Date: 11/02

— Stamp Services,
 Government Relations and Public Policy, 12-26-02



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.

The following cancellation has been extended for 30 days.



November 30–December 1, 2002

ALLAIRE VILLAGE STATION
POSTMASTER
66 MAIN ST
FARMINGDALE NJ 07727-9998



Lights In The Parkway Station

December 1–January 1, 2002

City of Allentown
LIGHTS IN THE PARKWAY
STATION
POSTMASTER
442 WEST HAMILTON ST
ALLEN TOWN PA 18101-9998



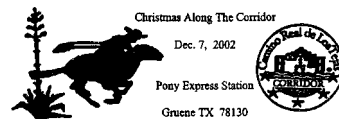
December 3, 2002

South Station
SNOWMEN STATION
POSTMASTER
25 DORCHESTER AVE RM 4009
BOSTON MA 02205-9998



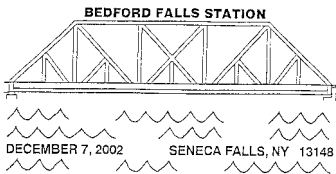
December 2, 2002

Postmaster, New Brunswick NJ
BAYARD STREET HOLIDAY
STATION
POSTMASTER
86 BAYARD ST
NEW BRUNSWICK NJ
08901-9998



December 7, 2002

City of Gruene
PONY EXPRESS STATION
POSTMASTER
686 SOUTH SEGUIN
NEW BRAUNFELS TX
78130-9998



December 7, 2002
 Village of Seneca Falls
 BEDFORD FALLS STATION
 POSTMASTER
 38 STATE ST
 SENECA FALLS NY 13148-9998



January 1, 2003
 Saratoga Springs First Night
 Committee
 FIRST NIGHT SARATOGA
 STATION
 POSTMASTER
 245 WASHINGTON ST
 SARATOGA SPRINGS NY
 12866-9998



December 7-8, 2002
 Town of Skowhegan
 SKOWHEGAN DBA STATION
 POSTMASTER
 242 WATER ST
 SKOWHEGAN ME 04976-9998



January 1, 2003
 Murray City Corporation
 MURRAY CENTENNIAL
 STATION
 STATION MANAGER
 4989 SOUTH STATE
 MURRAY UT 84107-9998



December 8, 2002
 St. Francis of Assisi
 ST FRANCIS OF ASSISI
 CENTENNIAL CELEBRATION
 STATION
 POSTMASTER
 25 DORCHESTER AVE RM 4009
 BOSTON MA 02205-9998

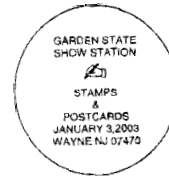


January 3, 2003
 Town of Shirley
 250TH ANNIVERSARY STATION
 POSTMASTER
 23 MAIN ST
 SHIRLEY MA 01464-9998



Victorian Stroll Station
 Troy, New York 12180
 December 8, 2002

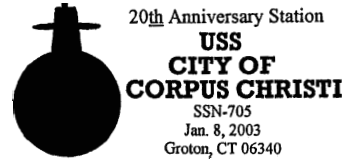
December 8, 2002
 Uncle Sam Stamp Club
 VICTORIAN STROLL STATION
 POSTMASTER
 400 BROADWAY
 TROY NY 12180-9998



January 3-5, 2003
 New Jersey Stamp Dealers
 Association
 GARDEN STATE SHOW
 STATION
 POSTMASTER
 35 TAYLOR DR
 WAYNE NJ 07470-9998



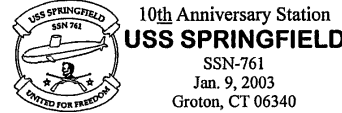
December 13, 2002
 CHRISTMAS IN A RAILROAD
 TOWN STATION
 POSTMASTER
 500 SOUTH 7TH ST
 OPELIKA AL 36801-9998



January 8, 2003
 USS CORPUS CHRISTI SSN-705
 20TH ANNIVERSARY STATION
 POSTMASTER
 100 PLAZA COURT
 GROTON CT 06340-9998



December 16, 2002
 Uncover Corporation
 OLD GLORY STATION
 MANAGER CUSTOMER
 SERVICE
 2600 ELTHAM AVE SUITE 109
 NORFOLK VA 23513-9998



January 9, 2003
 USS SPRINGFIELD SSN 761
 10TH ANNIVERSARY
 POSTMASTER
 100 PLAZA COURT
 GROTON CT 06340-9998



December 31, 2002
 City of Albany
 FIRST NIGHT ALBANY STATION
 POSTMASTER
 50001 COLONIE CENTER MALL
 ALBANY NY 12205-9998

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, 12-26-02*

Post Offices

REMINDER

“Firm” Packages of Periodicals Must Remain Intact

A firm package (or bundle) of Periodicals contains two or more nonautomation rate Periodicals pieces for delivery at the address shown on the top piece. Treat a “firm” package as a single piece and transport it directly to the appropriate delivery unit. Deliver it to the recipient intact without breaking it open.

Firm packages can be identified either by a light blue “F” sticker affixed to the top piece of the package, or by the inclusion of “FIRM” in the optional endorsement line (OEL).

You must recognize a “firm” package and ensure that it is delivered as a single unit, and not allow it to be opened in mail preparation operations or be processed in pieces on flat sorting equipment. Avoid breaking firm packages so that the Postal Service can eliminate unnecessary delays of the mail and additional processing costs.

— *Integrated Network Development, Network Operations Management, 12-26-02*

Retail

HANDBOOK PO-603 REVISION

Mail Count Forms

Effective immediately, Handbook PO-603, *Rural Carrier Duties and Responsibilities*, is revised to include another exception for recording mailpieces on PS Form 4239, *Rural Route Count of Mail*, Column P.

We will include this revision in the next printed version of Handbook PO-603.

Handbook PO-603, *Rural Carrier Duties and Responsibilities*

*	*	*	*	*
Chapter 5	Inspection, Count, and Adjustment of Rural Routes			
*	*	*	*	*
535	Mail Count Forms			
535.1	Form 4239			
*	*	*	*	*
535.12	Completion.			
*	*	*	*	*

[Revise text of item p to read as follows:]

- p. Column P — Registers and Certified Accepted.

Record in this column the number of registered and certified articles accepted on the route. Do not include in this column those items on which postage has been prepaid by the customer and which do not require endorsement of PS Form 3800, *Certified Mail Receipt*, or PS Form 3896, *Receipt for Registered Article*. Do not include those articles returned when PS Form 3849, *Delivery Notice/Reminder/Receipt*, has been left for the customer in the count. Time credit for *No Response-Left Notice* items is included in the time factor for delivery.

* * * * *

— *Delivery Operations, Delivery and Retail, 12-26-02*

NOTICE

Vending Product Identifier — Correction

The product identifier for the *Heroes of 2001* stamp incorrectly identifies FEMA as the “Federal Emergency Management Administration.” **The correct name for FEMA is the “Federal Emergency Management Agency.”** The product identifier on the Self Service and Access Management Web page, http://blue.usps.gov/delivery/self_service/html/programs/selfservice.html, is now correct and reflects the accurate title. Retail specialists must download the corrected version locally and distribute it to the servicing

personnel. Effective with the next scheduled servicing of those machines with *Heroes of 2001* stamps, the servicing person will replace the incorrect product identifier with the corrected version.

— *Self Service and Access Management, Delivery and Retail, 12-26-02*

Supply Management

ORDERING INSTRUCTIONS

Overprinted PS Form 3849, Delivery Notice/Reminder/Receipt

All New York Metro and Northeast Area offices will begin ordering PS Form 3849, *Delivery Notice/Reminder/Receipt*, from the Label Printing Center in Topeka, Kansas, after each area contract expires. Below is the schedule of contract terminations.

Area	Contract Number	Contract End
Allegheny	412735-99-B-0488	12/20/02
Great Lakes	162745-99-P-C001	12/31/02
Midwest	266351-99-P-0344	12/31/02
Mid-Atlantic	363119-01-P-0139	11/30/02
Pacific	052684-99-H-0520	08/31/02
Southeast	475630-99-B-0231	11/30/02
Western	072368-97-P-1290	12/31/02
Southwest	483083-97-P-1001	10/31/02

PS Form 3849 costs \$4.70 per 1,000.

The two methods of ordering PS Form 3849 are outlined below.

- **Use eBay.** Go to the Label Printing Center Catalog on eBay at <http://ebuy.usps.gov/jsp/co/Login.jsp> (**note:** this URL is case sensitive). Follow the screen prompts to enter facility-specific information.

- Obtain PS Form 1887 to use in ordering PS Form 3849. Obtain PS Form 1887 by either of the following means:

- Call Label Printing Center Customer Service at 800-332-0317 (option 3).
- Go to <http://blue.usps.gov/purchase/material/lpc/3849OrderForm.doc> (**note:** this URL is case sensitive), and print PS Form 1887.

Once you obtain PS Form 1887 you can send it in by either of the following means:

- Fax PS Form 1887 to Label Printing Center Customer Service at 785-861-2939. **Do not also mail the hard copy, as it will duplicate your order.**
- Mail the order form to:

PS 3849 OVERPRINT
MATERIALS CUSTOMER SERVICE
500 SW GARY ORMSBY DR
TOPEKA KS 66624-9607

— *SCM Strategies,
Supply Management, 12-26-02*

Postal Bulletin Distribution

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

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

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

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

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

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

Postal Service Orders for Postal Bulletin

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

Attention Line _____

Postal Facility Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____

Person to Contact
 () _____

Daytime Telephone _____

Current Quantity _____ New Quantity _____

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

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

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

All other facilities should contact their administrative post office.

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

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

Public Orders for Postal Bulletin

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

Attention Line _____

Company Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____
 ()

Daytime Telephone _____



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