

POSTAL BULLETIN

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Coins and Stamps Together at Last

The United States Mint and the United States Postal Service have joined together to create a unique and exciting new collectible, partnering the 37-cent *Greetings from America* stamps with the United States Mint 50 State Quarters®.



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

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PB 22089: 7690-05-000-4854	PB 22081: 7690-05-000-4846	PB 22075: 7690-05-000-4840	PB 22068: 7690-04-000-5675
PB 22088: 7690-05-000-4853	PB 22080: 7690-05-000-4845	PB 22074: 7690-05-000-4839	PB 22067: 7690-04-000-5674
PB 22087: 7690-05-000-4852	PB 22079: 7690-05-000-4844	PB 22073: 7690-05-000-4838	PB 22066: 7690-04-000-5673

USPSNEWS@WORK

Customer privacy protection: USPS has revised, strengthened consumer safeguards

The Postal Service has always maintained high standards for customer privacy, and it shows. And now, to strengthen customer protection, USPS has completely revised and reorganized its Privacy Act system of records.

- “The new systems are designed to provide customers with a comprehensive view of Postal Service privacy and data management practices,” says Chief Privacy Officer Zoe Strickland.
- The Privacy Act of 1974 requires federal agencies to publish detailed notices describing the safeguards used to ensure the privacy of personal information maintained in systems of records. The notice describing the revised systems for USPS customers was published in the Dec. 16 edition of the *Federal Register*.
- The systems have been updated for accuracy, clarity, inclusion of more programs, inclusion of all customers, more standardized data practices and incorporation of trends in marketing, information technology and privacy.
- The systems also are organized into more useful categories with language that is easy to read and understand. “It was a year-long process that illustrates the high standards for privacy the Postal Service sets for its customers,” says Strickland.

USPS tests high-tech machinery to keep people, mail safe from biohazards

USPS is turning to high-tech machinery to protect Postal Service employees and customers from exposure to biohazardous materials and to combat potential biological threats to the mail.

- In addition to the current irradiation of mail delivered to the federal government, USPS plans next year to install detection and filtration equipment at several Postal Service sites across the country.
- The new Biological Detection System (BDS) air sampling equipment uses polymerase chain reaction, a technique that duplicates DNA to detect biological threats. Already pilot-tested at the Baltimore P&DC, BDS will be installed at 14 pre-production sites in early 2003.
- Also in the Postal Service’s anti-terror arsenal are ventilation and filtration systems (VFSs) that minimize employee exposure to bio-threats. Recently tested on mail processing equipment at the Northern

Virginia and Dulles, VA, P&DCs, VFS will come to the Cleveland, OH, P&DC.

- USPS continues to look at additional high-tech solutions to keep people and mail secure, according to Bob Field, Operations program manager at Headquarters. These include imaging and video technology, as well as containment systems for collection boxes.
- Internationally, USPS is working with U.S. Customs officials on radiation detectors that would screen mail and packages entering the United States.

Votes counted, contract approved

APWU members have voted overwhelmingly in favor of a two-year contract extension. The unofficial tally is 79,932 yeas and 10,568 nays, according to APWU.

- The agreement covers the period from Nov. 20, 2003, through Nov. 20, 2005, and affects some 312,000 employees represented by the APWU.
- The agreement provides for a 1.3% wage increase effective Nov. 15, 2003, and a 1.3% increase effective Nov. 27, 2004.
- Other items include the continuation of COLAs and creation of a joint task force to discuss employee repositioning, with a limited temporary moratorium on excessing while discussions take place. All other provisions of the contract remain in effect.

Environmental manager Dennis Baca: Postal Service’s “big green machine”

When Kermit the Frog trilled “It’s Not Easy Being Green,” he wasn’t singing for Dennis Baca, USPS manager of Environmental Policy, but he should’ve been. Dubbed the “Big Green Machine” by *The Federal Paper*, Baca brings a “green” sensibility to the USPS bottom line.

- “We handle over 40% of the world’s mail,” Baca says in the article, “so my staff and I look at how we can help meet our primary business concern — which is moving the mail — and have the least amount of impact on the environment.”
- Baca, a 27-year Postal Service veteran, began his Postal Service career as a clerk near Pittsburgh, PA, in 1975 after completing U.S. Navy service. He became a carrier, then held a variety of field and Headquarters management positions within Finance and Operations.

USPSNEWS@WORK

- Bio-safety now occupies much of Baca's time as he leads efforts to clean two closed Postal Service facilities — one in Washington, DC, and the other in New Jersey — due to anthrax contamination. He's also involved with irradiating government mail.
- His office at L'Enfant Plaza includes photos of many "green" projects, including buildings constructed from recycled materials and fleets of alternative-fuel vehicles. Last month, Baca was a finalist for the Service to America Medal, awarded by the Washington, DC, Partnership for Public Service.
- Baca is the first government official to be profiled in the *The Federal Paper's* "Profiles in Innovation" series.

USPS environmental pro John Bridges earns top kudos

PMG Potter is praising Environmental Programs Analyst John Bridges for his work in coordinating the decontamination of the Joseph Curseen and Thomas Morris P&DC on Brentwood Road in Washington, DC.

- Bridges recently was named "Environmental Professional of 2002" by the National Registry of Environmental Professionals.
- He has served as incident commander at the Brentwood Road facility since Oct. 21, 2001.

The human touch and high-tech gear: A combination that works for USPS

The Wall Street Journal praised USPS efforts to process hard-to-read addresses on letter mail, calling it a "combination of high-powered machinery and old-fashioned gumshoe work" that works amazingly well.

- The article profiles Tampa Remote Encoding Center (REC) employee Dana Cowgill, who processed nearly 10,000 hard-to-read letters during her eight-hour shift Dec. 16, the year's busiest mailing day. "The 29-year-old postal worker did it all sitting at a computer screen, without touching a single letter," said the *Journal*.
- The article describes the remote encoding process. If scanners on processing machinery can't read an address, an image of that address is "zapped via high-speed T1 line to RECs like the one in Tampa, which handles hard-to-read mail from roughly 400 post offices in the Southeast."

- Fortunately, processing equipment reads 85% of letter mail. And that percentage keeps going up. "Constant tweaking of handwriting recognition is boosting the recognition rate by about two percentage points a year," said the article.
- "The result: Contrary to popular perception, the Postal Service is getting more efficient, moving 12% more mail and delivering to 12 million more addresses with the same number of workers it had seven years ago," said the article.
- Constant improvement is the USPS mantra. "Following their success with letters, postal officials are working on plans to overhaul processing of magazines and catalogs. The project could help the Postal Service cut its expenses by as much as \$2.8 billion a year," said the *Journal*.

Four out of five e-auctioneers recommend USPS

USPS is the preferred shipping choice for Internet auction users, according to a survey conducted by AuctionBytes Web site.

- Nearly 80% of online users surveyed selected the Postal Service. "Interestingly, higher volume sellers show an even greater preference for using USPS," said AuctionBytes.
- "Of those listing 80–399 items per month, 84 percent preferred USPS, and of those listing 400+ items per month, 94 percent preferred USPS," said the article.

Chairs, desks, tables: eBay enabled

USPS has a strategic partnership with Allsteel Inc. to provide Postal Service facilities with office furniture and related services, such as design, installation, leasing, rental, transportation and warehousing.

- To order office furniture, employees need to use eBay, the mandatory USPS purchasing method for intranet users. Sorry, large or capital purchases can't be made through eBay. Only expense items can be purchased.
- Users without intranet access can call Allsteel order placement and customer service at 800-529-5781. When ordering, include your office Fedstrip number. For a catalog, go to <http://ebuy.usps.gov/jsp/co/Login.jsp> or call Allsteel's toll-free number.

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
JCP Cooks	Standard/Catalog	01/10/03–01/13/03	2.6	Nationwide	Car-Rt	Quebecor
JCP Winter Blast	Standard/Postcard	01/13/03–01/15/03	10.0	Nationwide	Car-Rt	Harte-Hanks
The Sportman's Guide, January Surplus	Standard/Catalog	01/13/03–01/17/03	1.0	Nationwide	3/5 Digit, Car-Rt	Quad Graphics, Lomira, WI
JCP Men's Big & Tall (Spring)	Standard/Catalog	01/17/03–01/20/03	1.5	Nationwide	Car-Rt	RR Donnelley
JCP Home Sale	Standard/Flat	01/18/03–01/22/03	11.2	Nationwide	Car-Rt	Harte-Hanks
Billy Graham Letter	Standard/Letter	01/20/03–01/31/03	1.4	Nationwide	Barcoded, Basic, 3/5 Digit	Minneapolis, MN
Seventh Avenue	Standard	01/21/03–01/24/03	2.1	Nationwide	Barcoded, Basic, 3/5 Digit, Car-Rt	Quad Graphics, Lomira, WI
Hallmark Valentine's Day Postcard	Standard/Letter	01/21/03–02/14/03	6.0	Nationwide	Barcoded, Basic, 3/5 Digit, Car-Rt	Vertis, Chalfont, PA

— *Business Service Network Integration, Service and Market Development, 1-9-03*



January 2003

DISTRICT MANAGERS, CUSTOMER SERVICE AND SALES

SUBJECT: Licensing Program Opportunities – 50 State Quarters® Greetings from America Products

This year the United States Postal Service and the United States Mint signed an agreement to jointly develop and market a number of retail products that feature two of America's most popular items—the 50 State Quarters® and the Greetings From America stamps.

Each year customers will be able to purchase products packaged in a special portfolio or the state card collection, featuring five state quarters and five corresponding state stamps. The United States Postal Service will sell these products through a subscription program by calling 1-800-STAMP-24 or as individual annual products through www.usps.com/shop.

As each item becomes available, your state will have an opportunity to showcase our products and services, increase revenue and highlight this fun and educational program with a special ceremony or event. The United States Mint coordinates the 50 State Quarters® Program unveiling events with each state's governor's office. The program began in 1999, issuing five quarters per year, and will end in 2008. As future unveiling dates are announced, your local Public Affairs and Communications (PAC) representatives will notify you.

I have asked our Public Affairs and Communications field representatives to work closely with you to help create and implement state events to promote this program. This publicity kit will help your employees hold a successful event. Our Public Affairs and Communications representatives will also assist you in maximizing media opportunities and leveraging our message with employees and customers.

Thank you for your efforts.

A handwritten signature in black ink, appearing to read "Azeezaly S. Jaffer". The signature is stylized with large loops and a horizontal line across the top.

Azeezaly S. Jaffer, Vice President
Public Affairs and Communications

cc: Anita Bizzotto, Chief Marketing Officer
Vice Presidents, Area Operations
Public Affairs and Communications Managers

PUBLICITY KIT

50 State Quarters Greetings from America Program

On August 22, 2002, the United States Mint and the United States Postal Service signed an agreement to jointly develop and market a number of products that feature two of America's most popular collectible items — the 50 State Quarters® and the *Greetings from America* stamps.

This is the first time these two federal agencies have partnered to work on a joint, national project.

The Postal Service and the United States Mint will offer products each year (1999–2008) in two formats: the 50 State Quarters Greetings from America Portfolio and 50 State Quarters Greetings from America State Card Sets.

The portfolio features five state quarters and five corresponding state stamps displayed in windows arranged in a portfolio. A protective slipcase includes certificates of authenticity signed by the postmaster general of the United States and the director of the United States Mint.

Each state card — which is about the size of a sports trading card — features one state quarter and the corresponding state stamp displayed in protective windows. The cards are offered in sets of five for each year of the 50 State Quarters Program.

The following products incorporating the state quarters released in 2002 and the corresponding *Greetings from America* stamps are now available:

- 2002 50 State Quarters Greetings from America Annual Portfolios @ \$29.99 per year
- 2002 50 State Quarters Greetings from America Annual State Card Sets @ \$27.99 per year

Customers can purchase these items through a subscription program by calling 800-STAMP-24 or faxing the subscription form (on pages 15–16) to 816-545-1212. Customers may also mail the subscription form to:

50 STATE QUARTERS GREETINGS FROM AMERICA
STAMP FULFILLMENT SERVICES
POST OFFICE BOX 7247
PHILADELPHIA PA 19101-9014

The subscription form is provided in this issue of the *Postal Bulletin* and can also be found online at <http://blue.usps.gov/corporate/licensing>. Only through the subscription program will the entire series be guaranteed, and only while supplies last.

Customers can purchase annual products individually beginning January 13, 2003, by logging on to www.usps.com/shop. The 2002 products feature the state

issuances of Tennessee, Ohio, Louisiana, Indiana, and Mississippi.

Also available for purchase are the Portfolio and State Card Albums. These beautiful albums display the products in a three-ring binder made of archival-safe materials. Included in the albums are color-coded maps with state quarter release dates, histories of the United States Mint and the Postal Service, and a timeline of our nation. The albums sell for \$29.95 each.

50 State Quarters Greetings from America Subscription Program

Starting in calendar year 2003, customers of the Postal Service 50 State Quarters Greetings from America Subscription Program will begin receiving portfolios or state card collections featuring the five state quarters released in 1999, 2000, 2001, 2002, and 2003, along with the corresponding state stamps.

The initial orders will be accepted on January 10, 2003, at an event planned at the Mall of America in Minneapolis, Minnesota. The first shipments of these products will be for the year 2002. Completed products for 1999, 2000, 2001, and 2003 will be shipped to the Stamp Fulfillment Services (SFS) office for shipment to subscription customers during mid-2003. Each product will be shipped individually to minimize impact on subscribers' credit cards. The Postal Service will begin fulfilling orders for 1999 products in April 2003, 2000 products in May 2003, and 2001 products in June 2003. **These dates and years may change depending on the manufacturing schedules.**

The subscription program is by credit card only (auto-charge). The order form is worded to reflect this. Please note that customers who join the subscription program will be signing up for *all years* of the program, not just year 2002 and beyond.

For additional information on the United States Mint 50 State Quarters Greetings from America Program, please go to the USPS Licensing Web site at <http://blue.usps.gov/corporate/licensing>.

Revenue Generation

Revenue generated from the sale of the 50 State Quarters Greetings from America products and subscription programs will be reallocated back to the appropriate field

office. Subscription forms can be printed and displayed in your offices to promote the products. Because of limited quantities, the products will not be distributed to field offices at this time.

50 State Quarters Greetings from America Product Timeline

January 10, 2003

The following 2002 state products will be available as annual subscriptions on January 10, 2003, from the Kansas City SFS:

2002 Products: Tennessee, Ohio, Louisiana, Indiana, Mississippi

March 2003

The following state products will be available mid-2003 from the Kansas City SFS:

1999 Products: Connecticut, Delaware, Georgia, Pennsylvania, New Jersey

2000 Products: Maryland, Massachusetts, New Hampshire, South Carolina, Virginia

2001 Products: Kentucky, New York, North Carolina, Rhode Island, Vermont

The following state products will be available 2003 and beyond:

2003 Products: Alabama, Arkansas, Illinois, Maine, Missouri

2004 Products: Florida, Iowa, Michigan, Texas, Wisconsin

2005 Products: California, Kansas, Minnesota, Oregon, West Virginia

2006 Products: Colorado, Nebraska, Nevada, North Dakota, South Dakota

2007 Products: Idaho, Montana, Utah, Washington, Wyoming

2008 Products: Alaska, Arizona, Hawaii, New Mexico, Oklahoma

50 State Quarters Greetings from America Stamp Series Dedication Ceremony

On January 10, 2003, the United States Mint and the United States Postal Service will hold a dedication ceremony to launch the 50 State Quarters Greetings from America Program. The event will be held at the Mall of America rotunda in Minneapolis, Minnesota.

Guests at this event will include:

Chief Marketing Officer (USPS) Anita Bizzoto
United States Mint Director Henrietta Fore
Miss America 2003 Erika Harold

A kiosk will be located in the Mall of America rotunda to sell the United States Mint/Postal Service products and cachets on event day. Dignitaries in attendance will have a 90-minute autograph session following the unveiling ceremony.

State Events

This exciting new program will provide many opportunities to hold state events and increase revenue sales. State events can be held whenever a product is available in your state. Each year, the five state quarters and five corresponding state stamp annual products will be available for the public to purchase. Local publicity will be important to help promote this program and generate revenue.

Event Ideas

Copy the theme of the January 10, 2003, Launch Event for your state events.

- Look for opportunities to sponsor events with state banks or coin or stamp clubs.
- Check availability of local malls, which are ideal locations for holding these events.
- Invite local celebrities as event hosts.
- Invite your state beauty pageant contestant or winner.

Suggestions for Your Event

Once the location has been determined, you can start planning your event. This is a community event and should include Postal Service employees and their families and friends, as well as members of the community, local civic leaders, elected officials, congressional representatives, and Postal Service customers.

When planning events to promote this program, keep the following suggestions in mind:

- Begin planning immediately.
- Contact the Licensing Office via e-mail for product availability (licensing@usps.com).
- Set a date.
- Secure participants (i.e., local officials and business people, state and local beauty pageant winners, etc.).

- Order blow-ups of stamps, posters from the United States Mint, and plenty of brochures and other supplies.
- Prepare a special pictorial cancellation, if applicable.
- Secure staging and sound equipment, if applicable.
- Plan signs, including a podium sign and banners.
- Launch a local publicity campaign using the materials in this kit.
- Draft a sequence-of-events agenda and speaker remarks.
- Plan retail opportunities (i.e., booths, bag stuffers, etc.).
- Prepare ceremony programs and invitations.

Suggested Public Relations Timeline

If you have questions or need assistance with any of these items, please contact your Area’s Public Affairs and Communications (PA&C) Center representative (list included in kit).

Action	Suggested Timing
1. Send invitations to state/area dignitaries.	A few weeks before event
2. Send announcement/invitation to employees.	A few weeks before event
3. Distribute calendar/weekend advisory to newspapers.	A few weeks before event
4. Distribute news release.	A few weeks before event
5. Distribute media advisory to newspapers, radio/TV.	One week before event
6. Redistribute media advisory to media.	One to two days before event
7. Remind invited guests about event via telephone.	Five days before event
8. Make follow-up calls to local news media	Day before event
9. Distribute “day of issuance” news release.	Day of event
10. Send newspaper clippings and media successes summary to Area PA&C office.	Week or sooner after event

Your Public Affairs and Communications representatives are eager to get started and will work closely with you to help ensure a successful and fun ceremony for the community and your employees.

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 JR
 ACTING MANAGER
 PUBLIC AFFAIRS AND COMMUNICATIONS
 SOUTHWEST AREA
 7800 N STEMMONS FREEWAY STE 450
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 Telephone: 214-819-8717

SCOTT BUDNY
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 PUBLIC AFFAIRS AND COMMUNICATIONS
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 Telephone: 303-313-5125

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 Telephone: 212-330-3167

DEBORAH YACKLEY
 CAPITOL METRO OPERATIONS
 CAPITOL AND NORTHERN VA DISTRICTS
 Telephone: 301-548-1465

Products — 50 State Quarters Greetings from America Program

Introducing the 50 State Quarters Greetings from America Series, a line of products featuring the 50 State Quarters from the United States Mint and the *Greetings from America* stamps from the United States Postal Service.

The United States Mint and the Postal Service, in a historic partnership, are bringing together two of the most popular collectibles in the world: coins and stamps.

Portfolio Album

This beautiful album displays the 50 State Quarters and the corresponding Greetings from America Portfolio Subscription Program. The three-ring, 10-page binder is made of archival-safe materials. Each page holds one portfolio and includes information on the five state quarters released in a specific year and corresponding state stamp, a color-coded map with state quarter release dates, histories of the United States Mint and the Postal Service, and a timeline of our nation. The portfolio album sells for \$29.95.

State Card Album

This beautiful album displays the 50 State Quarters and the corresponding Greetings from America State Card Annual Subscription Program. The three-ring binder is made of archival-safe materials and includes 13 pages. Each page holds four collector cards that feature the five state quarters released in a specific year, a color-coded map with state quarter release dates, histories of the United States Mint and the Postal Service, and a timeline of our nation. The state card album sells for \$29.95.

Annual State Card Sets

The 50 State Quarters and *Greetings from America* stamps (3 1/2" x 2 1/2") will be sold as a state card subscription series or as an annual product. The quarters are encased in rotatable blisters so both sides of the coin are visible. The stamps are encased in single-side blisters with the state information that is printed on the back of the stamps, copied on the back of the card. The subscription program consists of five state cards per year. State card sets will be available for 1999 through 2008 at \$27.99 per year. The entire series can be guaranteed only through the subscription program, and only while supplies last.

Annual Portfolios

Each annual portfolio features five state quarters and five corresponding state stamps displayed in protective windows. A slipcase includes Certificates of Authenticity signed by the postmaster general of the United States and the director of the United States Mint. The portfolios will be available for 1999 through 2008 at \$29.99 per year. The entire series can be guaranteed only through the subscription program, and only while supplies last.

Retail Contacts

Here is the list of Retail contacts in your area if you need information on licensed products for local events.

Area	State	Contact	Telephone
Southeast	Tennessee and Louisiana	Deborah Patrick	901-747-7595
Eastern	Ohio	Jim Stock	412-494-2518
Southwest	Louisiana	Rosana Balusek Mike Teague	214-819-8864 214-819-8758
Great Lakes	Indiana	Joy Simmons	317-870-8240



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

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

MEDIA ADVISORY

UNITED STATES POSTAL SERVICE INVITES PUBLIC TO SPECIAL CEREMONY TO INTRODUCE [NAME OF YOUR STATE]'S UNITED STATES MINT AND POSTAL SERVICE COLLECTIBLE

- EVENT:** Availability of [NAME OF YOUR STATE]'s Postal Service and United States Mint 50 State Quarters Greetings From America Program [NAME PRODUCTS BEING ISSUED].
- 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 THE SPECIFIC PRODUCTS BEING ISSUED/SOLD FROM THIS PROGRAM, ANY ENTERTAINMENT, REFRESHMENTS OR OTHER SALES].
- WHEN:** [INSERT HOUR, DAY AND DATE]
- WHERE:** [INSERT EXACT LOCATION OF EVENT]
- BACKGROUND:** The Postal Service invites the community to a special ceremony to announce an exciting combination of two enormously popular collectibles (coins and stamps) in the United States Mint's 50 State Quarters Greetings From America Program. The Postal Service and the United States Mint will offer products every year in two formats: the 50 State Quarters Greetings From America Portfolio and 50 State Quarters Greetings From America State Card Sets.



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

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

UNITED STATES POSTAL SERVICE–UNITED STATES MINT PARTNERSHIP BRINGS TOGETHER PUBLIC'S FAVORITE COLLECTIBLES

[INSERT YOUR CITY] — In an exciting combination of two enormously popular collectibles, the Postal Service today announced that the [YOUR STATE] philatelic and United States Mint product from the 50 State Quarters Greetings from America Program will be available following a ceremony held at [LOCATION ADDRESS].

[INSERT QUOTE FROM POSTMASTER OR OTHER OFFICIAL].

During the program, the Postal Service and the United States Mint will offer products every year in two formats: the 50 State Quarters Greetings from America Portfolio and 50 State Quarters Greetings from America State Card Sets.

50 State Quarters Greetings from America Annual Portfolio

Each Portfolio features five state quarters and five corresponding state stamps displayed in protective windows. A slipcase includes Certificates of Authenticity signed by the postmaster general of the United States and the director of the United States Mint, attesting to the authenticity of the stamps and quarters.

50 State Quarters Greetings from America State Card Sets

Each state card — about the size of a sports trading card — features one state quarter and the corresponding state stamp displayed in protective windows. The cards are offered each year of the 50 State Quarters Program.

Products Now Available

The 2002 Portfolio (\$29.99) and 2002 State Card Set (\$27.99) for Tennessee, Ohio, Louisiana, Indiana and Mississippi are now available by calling toll-free 800-STAMP-24 or logging on to www.usps.com/shop. In addition, handsome collector albums for the portfolios and state cards are available for \$29.95 each.

Releases for 2003

Later this year customers can purchase portfolios featuring the series of five state quarters released in 1999, 2000, 2001, and 2003, along with the corresponding state stamps.

Subscription Program

Customers interested in obtaining a complete collection are guaranteed the opportunity to purchase the entire series (including the increasingly rare 1999 and 2000 state quarters) only through the 50 State Quarters Greetings from America Subscription Program while supplies last. Subscriptions can be ordered through the toll-free telephone numbers listed above.

Greetings from America Stamps

The initial printing of 200 million 34-cent *Greetings from America* stamps was virtually a sell-out. However, the stamps are now available at the new 37-cent First-Class Mail® rate at Post Offices and by ordering through the Postal Service's Web site and the toll-free telephone number.

The *Greetings from America* stamps were illustrated by Lonnie Busch of Franklin, N.C. Busch's art was inspired by the retro "large letter" postcards that were popular in the 1930s and 1940s. Bearing the legend "Greetings from," these retro postcards featured depictions of local scenes inside big letters that spelled out the name of the place or attraction.

Since 1775, the Postal Service has connected friends, families, neighbors and businesses by mail. It is an independent federal agency that visits 137 million homes and businesses every day and is the only service provider to deliver to every address in the nation. The Postal Service receives no taxpayer dollars for routine operations, but derives its operating revenues solely from the sale of postage, products and services. With annual revenues of more than \$65 billion, it is the world's leading provider of postal services, offering some of the most affordable postage rates in the world. The Postal Service delivers more than 46 percent of the world's mail volume — some 207 billion letters, advertisements, periodicals and packages a year — and serves 7 million customers each day at its 40,000 retail locations nationwide.

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Government Relations Contacts

We can help! Your Government Relations representatives are here to serve you.

State/Manager/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

State	Name	Telephone Extension
Utah	Renee Gadson	x 7217
Vermont	Katherine Sitterle	x 6027
Virgin Islands	Katherine Sitterle	x 6027
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.

— *Community Relations,
Public Affairs and Communications, 1-9-03*

BE SURE TO ORDER THE 50 STATE QUARTERS® AND GREETINGS FROM AMERICA SERIES



The United States Mint and the United States Postal Service have joined together to create a unique and exciting new collectible partnering the 37-cent Greetings from America stamps with the United States Mint 50 State Quarters®.

CUT ALONG DOTTED LINE



777

50 State Quarters® Greetings from America Series

The United States Mint and the United States Postal Service have joined together to create a unique and exciting new collectible, partnering the 37-cent *Greetings from America* stamps with the United States Mint 50 State Quarters®. Products can be purchased individually or by subscription by calling 1.800.STAMP-24 (1.800.782.6724) or by faxing to 816.545.1212. Orders may be mailed to:
 50 STATE QUARTERS
 GREETINGS FROM AMERICA
 STAMP FULFILLMENT SERVICES
 POST OFFICE BOX 7247
 PHILADELPHIA PA
 19101-9014

We can guarantee the complete set of 50 state quarters and state stamps only to those individuals enrolled in this subscription program and only while supplies last.

Payment Information: Stamp Fulfillment Services Customer ID _____
 (if current customer)

Billing Name _____
 Billing Address _____
 City and State _____ ZIP+4 _____
 Shipping Name _____
 Shipping Address _____
 City and State _____ ZIP+4 _____
 Check Amount \$ _____ Check Number _____
 Exp. Date: _____
 Credit card number _____
(required) (required for subscription order)
 Circle one: Discover/Novus VISA MasterCard American Express Diners Club
 Signature: _____
(required)

Subscription Program Information: E-mail Address _____

Credit Card ONLY!

Please check the subscription program(s) you would like to purchase and enter the quantity:

- _____ Yes, please sign me up for the 50 State Quarters® Greetings from America Portfolio © \$29.99 per year (1999 through 2008) Quantity _____
- _____ Yes, please sign me up for the 50 State Quarters® Greetings from America State Card Year Collection © \$27.99 per year (1999 through 2008) Quantity _____

An additional \$3.95 will be charged for shipping and handling, \$5.00 for foreign addresses. I understand my credit card will be automatically charged prior to each year's products being shipped. I also understand that the first products to be shipped will be the 2002 Collections (allow 4 - 6 weeks for delivery). The 1999, 2000, and 2001 sets will be shipped in 2003. These will be shipped one per month. The remainder of the series, years 2003 through 2008, will be sent annually.

Individual Purchase orders:

Mail, Fax to 1.816.545.1212, or Call 1.800.STAMP-24 (1.800.782.6724)

2002 50 State Quarters® Greetings from America Products:

	Item	Price	Quantity	Total
2002	Portfolio	960054 © \$29.99	x _____	= \$ _____
2002	State Card Year Collection	960064 © \$27.99	x _____	= \$ _____
(2002 products feature Tennessee, Ohio, Louisiana, Indiana, and Mississippi)				
				Shipping & Handling \$ \$3.95
				Foreign Shipping \$5.00 (outside USA) \$ _____
				Total purchase order \$ _____

CUT ALONG DOTTED LINE



Domestic Mail

DMM REVISION

Labeling List Changes

Effective January 9, 2003, *Domestic Mail Manual* (DMM) L001, L006, and L606 are revised to reflect changes in mail processing operations. Mailers are encouraged to label according to these revised lists immediately, but *must* comply with these changes no later than March 23, 2003.

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

Domestic Mail Manual (DMM)

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L Labeling Lists

L000 General Use

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

* * * * *

Column A Destination ZIP Codes	Column B Label Container To
Change From:	
10550-53, 57-59	MOUNT VERNON NY 10550
27707, 13, 17	DURHAM NC 27707
27709, 11	DURHAM NC 27709
33618, 25, 88	TAMPA FL 33618
37337, 81, 95	SPRING CITY TN 37381
38018, 88	CORDOVA TN 38018
38101, 40, 42, 43, 45, 47, 48, 50, 51, 59, 61, 66, 69, 94, 97	MEMPHIS TN 38101
38103, 05, 46, 63, 65, 73	MEMPHIS TN 38103
38104, 74	MEMPHIS TN 38104
40258, 66, 68, 81, 83, 84	LOUISVILLE KY 40258
48504, 31, 32	NORTHWEST ANNEX MI 48504
72301-03	WEST MEMPHIS AR 72301
72315-19	BLYTHEVILLE AR 72315
78102-04	BEEVILLE TX 78102
78245, 50-54, 76	SAN ANTONIO TX 78245
79106, 19, 21, 24, 60	AMARILLO TX 79106
Change To:	
10550-53, 57, 58	MOUNT VERNON NY 10550
27707, 17	DURHAM NC 27707
27709, 11, 13	DURHAM NC 27709
33618, 88	TAMPA FL 33618
37337, 81	SPRING CITY TN 37381
38016, 18, 88	CORDOVA TN 38018
38101, 40, 42, 43, 45, 47, 48, 50, 51, 59, 61, 66, 94, 97	MEMPHIS TN 38101
38103, 46, 63, 65, 73	MEMPHIS TN 38103
38104, 05	MEMPHIS TN 38104
40258, 66, 68, 81, 83	LOUISVILLE KY 40258
48504, 31	NORTHWEST ANNEX MI 48504
72301, 03	WEST MEMPHIS AR 72301
72315, 16, 19	BLYTHEVILLE AR 72315

Column A Destination ZIP Codes	Column B Label Container To
78102, 04	BEEVILLE TX 78102
78245, 50-54	SAN ANTONIO TX 78245
79106, 19, 21, 24	AMARILLO TX 79106
Add:	
33625, 94	TAMPA FL 33625
Delete:	
10580, 81	RYE NY 10580
10994, 95	WEST NYACK NY 10994
11375, 76	FOREST HILLS NY 11375
37317, 46	COPPERHILL TN 37317
37358, 85	TELLICO PLAINS TN 37385
53022, 77	GERMANTOWN WI 53022
72396, 97	WYNNE AR 72396
85712, 49	TUCSON AZ 85712

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L006 5-Digit Metro Scheme

* * * * *

3-Digit ZIP Codes	Column A 5-Digit Destination ZIP Codes	Column B Placement for Residual 3-Digit Packages	Column C Label Container To
Change From:			
606, 608	60601-12, 15-17, 19-24, 28, 29, 32, 33, 36-38, 43, 44, 49, 51-55, 61-65, 67-99, 60803-05, 60827	606, 608	CHICAGO IL 606
Change To:			
606, 608	60601-12, 15-17, 19-24, 28, 29, 32, 33, 36-38, 43, 44, 49, 51-55, 61, 63-65, 67-75, 77-88, 90, 91, 93-97, 99, 60803-05, 60827	606, 608	CHICAGO IL 606

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L600 Standard Mail and Package Services

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

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Column A Destination ZIP Codes	Column B Label Container To
Change From:	
27701-03, 05-13, 15, 17, 22	DURHAM NC 27709
37901, 02, 16, 29, 99	KNOXVILLE TN 37901
40741-48	LONDON KY 40741
41127, 35, 79	VANCEBURG KY 41179
41307, 39, 77	JACKSON KY 41339
41410, 44, 65	SALYERSVILLE KY 41465
41514, 67, 69	BELFRY KY 41514
42728, 35, 41, 53, 61	COLUMBIA KY 42728
48433, 48504, 31, 32	FLINT MI 48504
68501, 72, 83, 88	LINCOLN NE 68501
68901, 02, 53	HASTINGS NE 68901
75222, 60, 62, 64, 67, 83, 84, 86, 94, 95, 75301, 03, 10, 23, 26, 46, 50, 53	DALLAS TX 75222
76528, 52, 96-99	GATESVILLE TX 76528
80003, 05, 07, 08	ARVADA CO 80003
83522, 33, 38	COTTONWOOD ID 83522

Column A Destination ZIP Codes	Column B Label Container To
84114, 25-27, 30, 31, 35, 37, 40-42, 50, 84	SALT LAKE CITY UT 84125
88510-95	EL PASO TX 88510
89031-34	NORTH LAS VEGAS NV 89031
91701, 29, 30, 37	RANCHO CUCAMONGA CA 91701
91744-49	LA PUENTE CA 91744
91910-12	CHULA VISTA CA 91910
91977-79	SPRING VALLEY CA 91977
92019, 20, 22, 90	EL CAJON CA 92020
92605, 47-49	HUNTINGTON BEACH CA 92647
92675, 90-94	MISSION VIEJO CA 92690
92807, 08, 17	ANAHEIM CA 92817
92861-69	ORANGE CA 92863
97801, 21, 59	PENDLETON OR 97801
98901, 03-09	YAKIMA WA 98901
99201, 53, 56, 57, 60, 99	SPOKANE WA 99201
99220, 52, 54, 55, 58, 59	SPOKANE WA 99220
Change To:	
27709, 11, 13	DURHAM NC 27709
37901, 02, 16, 29	KNOXVILLE TN 37901
40741-45	LONDON KY 40741
41135, 79	VANCEBURG KY 41179
41307, 39	JACKSON KY 41339
41410, 65	SALYERSVILLE KY 41465
41514, 67	BELFRY KY 41514
42728, 35, 41, 53	COLUMBIA KY 42728
48433, 48504, 31	FLINT MI 48504
68501, 83, 88	LINCOLN NE 68501
68901, 02	HASTINGS NE 68901
75222, 60, 62, 64, 67, 83, 84, 86, 95, 75301, 03, 10, 23, 26, 46, 50, 53	DALLAS TX 75222
76528, 96-99	GATESVILLE TX 76528
80003, 05, 07	ARVADA CO 80003
83522, 33	COTTONWOOD ID 83522
84114, 25-27, 30, 31, 41, 50, 84	SALT LAKE CITY UT 84125
88510-21, 23-36, 38-50, 53-63, 65-90, 95	EL PASO TX 88510
89031-33	NORTH LAS VEGAS NV 89031
91701, 37	RANCHO CUCAMONGA CA 91701
91744, 46	LA PUENTE CA 91744
91910, 12	CHULA VISTA CA 91910
91976-79	SPRING VALLEY CA 91977
92020, 22, 90	EL CAJON CA 92020
92605, 47	HUNTINGTON BEACH CA 92647
92690, 91	MISSION VIEJO CA 92690
92807, 17	ANAHEIM CA 92817
92857, 59, 62, 63, 65, 66, 69	ORANGE CA 92863
97801, 59	PENDLETON OR 97801
98901, 03, 04, 07-09	YAKIMA WA 98901
99201, 56, 60, 99	SPOKANE WA 99201
99220, 52, 58	SPOKANE WA 99220
Add:	
27701, 03	DURHAM NC 27701
27705, 15	DURHAM NC 27705
27707, 17	DURHAM NC 27707
37375, 83	SEWANEE TN 37375
91729, 30, 39	RANCHO CUCAMONGA CA 91730
91745, 48	LA PUENTE CA 91745
91747, 49	LA PUENTE CA 91747
91909, 11	CHULA VISTA CA 91909

Column A Destination ZIP Codes	Column B Label Container To
92606, 14	IRVINE CA 92614
92603, 18	IRVINE CA 92618
92602, 20	IRVINE CA 92620
92625, 57	CORONA DEL MAR CA 92625
92658, 60, 62	NEWPORT BEACH CA 92660
92675, 93	SAN JUAN CAPISTRAN CA 92675
92692, 94	MISSION VIEJO CA 92692
92808, 09	ANAHEIM CA 92808
92856, 61, 67, 68	ORANGE CA 92867
Delete:	
04081, 88	WATERFORD ME 04088
04552, 76	SOUTHPORT ME 04576
04660, 65	MOUNT DESERT ME 04660
10021, 62	NEW YORK NY 10021
10580, 81	RYE NY 10580
10591, 92	TARRYTOWN NY 10591
13626, 88	COPENHAGEN NY 13626
23054, 63	GOOCHLAND VA 23063
27831, 38	GARYSBURG NC 27831
37372, 75, 83	SAINT ANDREWS TN 37372
37842, 54	ROCKWOOD TN 37854
38721, 63	ANGUILLA MS 38721
41166, 70	QUINCY KY 41166
41215, 22, 28	HAGERHILL KY 41222
42046, 76	NEW CONCORD KY 42076
42339, 65	DUNMOR KY 42339
56513, 80	SABIN MN 56580
57526, 80	WINNER SD 57580
57629, 44	MEADOW SD 57644
57717, 42	BELLE FOURCHE SD 57717
57729, 90	WALL SD 57790
58413, 89	ASHLEY ND 58413
61032, 76	FREEMPORT IL 61032
62640, 86	GIRARD IL 62640
70046, 82	DAVANT LA 70046
70828, 98	BATON ROUGE LA 70898
71454, 81	MONTGOMERY LA 71454
79201, 22, 38	CHILDRESS TX 79201
79224, 48	PADUCAH TX 79248
89049, 50	TONOPAH NV 89049
89415, 16	HAWTHORNE NV 89415
89443, 47	YERINGTON NV 89447
91708, 10	CHINO CA 91708
91740, 41	GLENDORA CA 91740
91711, 50	LA VERNE CA 91750
92066, 86	WARNER SPRINGS CA 92066
92602-04, 12, 18-20	IRVINE CA 92619
92606, 14, 23	IRVINE CA 92623
92625, 57, 58, 60, 62	NEWPORT BEACH CA 92658
95367, 90	RIVERBANK CA 95367
97389, 93	TANGENT OR 97389
97856, 72	LONG CREEK OR 97856

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DMM REVISION

Additional Placement Option for Address Change Service Participant Code on Flats

Effective January 9, 2003, *Domestic Mail Manual* (DMM) M013 is revised to allow placement of an Address Change Service (ACS) participant code on flat-size mailpieces directly above the address and below the ancillary service endorsement when the endorsement is located directly above the address block. This optional location previously was limited to letter-size pieces (see *Postal Bulletin* 22086, pages 11–12). The addition of flat-size pieces allows more mailers to participate in the ACS program.

Mailers are reminded that the only ancillary service endorsements permitted with ACS are “Address Service Requested” and “Change Service Requested.” For information on ACS, go to www.usps.com; click on *Address Quality*, then *Address Management Services*, or call the National Customer Support Center at 800-238-3150.

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)

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M Mail Preparation and Sortation

M000 General Preparation Standards

M010 Mailpieces

* * * * *

M013 Optional Endorsement Lines

* * * * *

3.0 ADDRESS CHANGE SERVICE

* * * * *

3.2 Placement

The ACS participant code may be placed in one of two positions:

* * * * *

- b. On the mailpiece or an address label directly below the ancillary service endorsement, left-justified, when the endorsement is placed directly above the address block, if these additional standards are met:

[Revise items (1) and (2) to read as follows:]

- (1) The mailpiece must be letter-size and machinable (C050) or automation-compatible (C810) with or without a barcode, or flat-size (C050) with or without a barcode.
- (2) If mailer keyline information is used, it must be the top line of the address block. A barcode may not be placed above a mailer keyline.

* * * * *

— *Address Management,
Chief Technology Officer, 1-9-03*

DMM REVISION

Postage Meters (Postage Evidencing Systems)

Effective January 9, 2003, *Domestic Mail Manual* (DMM) P030, Postage Meters (Postage Evidencing Systems), is revised to clarify the required contents and format of meter indicia printed by meters and other postage evidencing systems placed in main offices, stations, or branches of the Postal Service. This will allow easy identification of the indicia.

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)

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P Postage and Payment Methods

P000 Basic Information

* * * * *

P030 Postage Meters (Postage Evidencing Systems)

* * * * *

9.0 INDICIA

* * * * *

9.5 Contents

Unless otherwise approved by the manager of Postage Technology Management, USPS Headquarters, indicia must include the following information:

* * * * *

[Reletter current item f as new item g. Add new item f to read as follows:]

- f. For meters and other postage evidencing systems placed in main offices, stations, or branches of the Postal Service, the indicia must include the capital letters "USPS." No postage meter or postage evidencing system placed in any other location may include "USPS" in their indicia.

* * * * *

9.6 Format

[Revise 9.6 to read as follows:]

Arial font must be used for all postal information in the indicia. The postage amount must be at least 10-point type size. When required in the indicia, the capital letters "USPS" must be in 12-point type. For all other required information, the type size must be at least 8 points. The mail class or endorsement, the postage amount, and the words "US Postage" must be in bold capital letters. Text identifying special indicia ("redate," "postage correction," "reply postage") must be in 8-point bold capital letters. The words "US Postage" must be the most prominent and conspicuous printed matter in the indicia other than the postage amount.

* * * * *

— Postage Technology Management,
Product Development, 1-9-03

REMINDER

Use New PS Form 3533 for Refunds for Unused Meter Indicia

Effective January 1, 2002, *Domestic Mail Manual* section P014, Refunds and Exchanges, was revised to reduce the time frame for submitting requests for refunds for unused, dated meter indicia. This is a reminder that the customer must now request a refund for unused, dated meter indicia within 60 days from the dates shown on the indicia. This requirement does not apply to indicia produced by PC Postage™ systems, which are not refundable at the window.

Refund requests must be submitted on PS Form 3533, *Application and Voucher for Refund of Postage, Fees, and Services*, which is available online at <http://blue.usps.gov/cpim>; click on *Postal Forms*. It is also available at www.usps.com; click on *Forms*, then *All Online PDF Forms in Numeric Order*.

You may also order PS Form 3533 from the Material Distribution Center (MDC) in Topeka, Kansas, by one of the following means:

- **Touch Tone Order Entry (TTOE):** Call 800-332-0317, and 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 DR
TOPEKA KS 66624-9702

Here's the information that you'll need to order PS Form 3533:

PSIN: PS 3533
NSN: 7530-01-000-9932
Unit of Issue: SH
Bulk Pack Quantity: N/A
Quick Pick Number: 173
Price: \$0.0211
Edition Date: 07/02

The current version of the form has the correct 60-day time period. Do not use earlier versions of the forms, which say the customer has 1 year to submit the request.

Use only the current version of PS Form 3533 (see pages 23–24) and recycle/discard any copies of the old form to avoid customer inconvenience and confusion.

— Postage Technology Management,
Product Development, 1-9-03



Application and Voucher for Refund of Postage, Fees, and Services
(Use blue or black ink and print within the boxes.)

Part 1 - Application (Completed by customer)

Customer/Company Name

Grid for Customer/Company Name

Mailing Address

Apt. or Suite No.

Grid for Mailing Address and Apt. or Suite No.

City

State

Grid for City and State

ZIP+4

Telephone No. (Include Area Code)

Grid for ZIP+4 and Telephone No.

Amount of Refund Request

Customer Account No.

Grid for Amount of Refund Request and Customer Account No.

X

Signature of Customer

Grid for Date of Request

Date of Request (MM/DD/YYYY)

Privacy Act Statement

The collection of this information is authorized by 39 USC 401, 404, and 1206; Pub. L. 104-134. This information will be used to reimburse you when no service is rendered or when postage and fees are paid in excess of the lawful rate. As a routine use, the information may be disclosed to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the USPS is a party or has an interest; to a government agency in order to obtain information relevant to a USPS decision concerning employment, security clearances, contracts, licenses, grants, permits, or other benefits; to a congressional office at your request; to an expert, consultant, or other person under contract with the USPS to fulfill an agency function; to a Federal Records Center for storage; to the Office of Management and Budget for review of private relief legislation; to an independent certified accountant during an official audit of the USPS finances; to an investigator, administrative judge or complaints examiner appointed by the Equal Employment Opportunity Commission for investigation of a formal EEO complaint under 29 CFR 1614; to the Merit Systems Protection Board or Office of Special Counsel for proceedings or investigations involving personnel practices and other matters within their jurisdiction; to a labor organization as required by the National Labor Relations Act; to the Department of the Treasury for cross-matching under the Treasury Offset Program; and to a requestor, the name and address of the owner of leased property, or of the payee when different from the owner. Completion of this form is voluntary; however, if this information is not provided, a refund will not be considered.

Refund Requested For:

- Refund Stamps and Fees (GLA/AIC 553)
Post Office PVI Error (Attach spoiled/misprinted PVI label to this form.)
Delivery Confirmation (After 30 days)
Refund of Special Service Fees (Service not rendered)
Precanceled Stamps (GLA/AIC 525) (Damaged or overpayment of precanceled stamps)
Spoiled/Unused Printed Customer Meter Postage (GLA/AIC 526) (Legible postage meter stamps must be submitted to USPS.)
Permit Postage and Fees (GLA/AIC 528) (Damaged printed mailing, refund of annual fee.)
Refund of Fees and Retail Services (GLA/AIC 535) (PO Box keys and service fees)
Value Added Services (GLA/AIC 541) (Refunds to mailer for performing these services)
Postal Related Products (GLA/AIC 608) (e.g., merchandise)
Express Mail Refunds (GLA/AIC 676) (Postage and fees for service failure or not rendered)
Refund from Advance Deposit Account (GLA/AIC _____)
Customer Account Number:
Close Account (Full Refund)
Partial Refund (Active Account)
Account Balance After Refund: (Customer's Request Letter must be on file.)
Sure Money Refund Principal & Fee (GLA/AICs 645 & 646)
Other Refunds:
Explanation:

Part 2 - Verification of Refund (This area is for Official use only)

Post Office

Approved Amount to Be Refunded

Grid for Post Office

Grid for Approved Amount to Be Refunded

Post Office ZIP + 4

Finance Number and Unit ID

Grid for Post Office ZIP + 4

Grid for Finance Number and Unit ID

Certifying Employee Signature

Date

Witness Signature

Date

(For Official Use Only)

**Part 3 - Postage or Meter Stamps
(Excluding PC Postage™)**

(Group and list postage units or value)

The customer's meter must be licensed at the refunding office, and complete, legible, and valid unused meter stamps must be submitted by the licensee within 60 days from the dates shown on the indicia. Those produced by PC Postage systems are not refundable at the window.

Charges are assessed at 10% off the face value of the indicia, if the total is \$250 or less. If the total face value is more than \$250, a charge of \$10 per hour is assessed for the actual hours to process the refund; the minimum charge is \$25.

Meter Manufacturer

Meter Serial No.

Meter License

Number of Pieces	Amount Each	Postage Value

Total Postage Face Value	\$
Less Charges <i>(10% of meter value, \$10 per hour or \$25 minimum charge)</i>	—

Total to be Refunded	\$
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Post offices must destroy customer meter stamps to prevent reuse. The manager and a witness must sign to certify that the meter impressions listed above were destroyed.

Supervisor/Manager Signature _____ Date _____

Witness Signature _____ Date _____

Part 4 - Special Service and Other Refunds

(Note: Fees for registered, insured, and COD services are not ordinarily refundable.)

Completely explain the reason for requested refund:

Amount of Refund to Which Claimant is Entitled <i>(In accordance with USPS policy)</i>	\$
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Part 5 - Receipt for Refund

(If cash refund, obtain payee's signature below; if postal check or money order refund, enter check/money order number below.)

Payee Signature or Check/Money Order No.: _____ Date _____

Part 6 - Refund Not Processed at Local Post Office

- Post office will forward completed PS Form 3533, with certifying and witness signatures, to the authorized APARS input location. Customer will receive a USPS commercial check in the mail.

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 09301	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09302	Add “I,Z”	Immediately	A-A1-B-B1-E2-F-H1-I-R-R1-U2-V-Z1
APO AE 09303	Add “I,Z”	Immediately	A-A1-B-B1-E2-F-H1-I-R-R1-U2-V-Z1
APO AE 09306	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09307	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09308	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09312	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09313	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09314	Add “E2,H1,M,R,R1,Z1”	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09315	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09319	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09320	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09322	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09323	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09324	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09325	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09326	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09327	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09328	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09329	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09330	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09331	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09332	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09333	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09334	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09335	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09336	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09337	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09338	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09339	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09341	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09342	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09343	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09344	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09346	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09347	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09348	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09357	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09358	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09359	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09368	Add “I,Z”	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09370	Add “I,Z”	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1
APO AE 09372	Add “I,Z”	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09374	Add “I,Z”	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09381	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09382	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09383	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09384	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09385	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09386	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09387	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09388	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09389	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09390	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09391	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09392	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09393	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09394	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09397	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1
APO AE 09398	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09399	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09801	Add "N"	Immediately	A-A1-B-B1-C1-E2-F-H1-M-N-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	09096	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09009	A1-B-B1-C-D-U	09098	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U	09307	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09012	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09013	A1-B-B1-C-D-U-Z1	09100	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V		
09014	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U		
09021	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09214	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09028	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U	09310	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09031	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09033	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U		
09034	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U	09312	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09036	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V	09313	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09042	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U	09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09045	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09245	A1-B-B1-C-D-U	09315	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09046	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U	09316	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09050	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U	09317	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09053	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09261	A1-B-B1-C-D-U	09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09054	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U	09319	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09056	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U	09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09058	A1-B-B1-C-D-U	09139	A1-B-B1-C-D	09264	A1-B-B1-C-D-U	09321	A-A1-B-B1-C1-E3-F-H1-M-N-R-R1-V-Z1
09059	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-U	09322	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09060	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U		
09063	A1-B-B1-C-D-L-U	09143	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U		
09067	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		
09069	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09302	A1-B-B1-E2-F-H1-I-R-R1-U2-V-Z-Z1		
09074	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09303	A1-B-B1-E2-F-H1-I-R-R1-U2-V-Z-Z1		
09076	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09304	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1		
09080	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09305	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1		
09081	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U				
09086	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U				
09089	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U				
09090	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U				
09094	A1-B-B1-C-D	09182	A1-B-B1-C-D-U				
09095	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09323	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09384	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09517	A1-B-V
09324	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09355	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09385	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09521	A1-B-V
09325	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09356	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09386	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09524	A1-B-V
09326	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09387	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09532	A1-B-V
09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09358	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09388	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09534	A1-B-V
09328	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09542	A1-B-V
09329	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09360	A1-B-B1-V	09390	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09543	A1-B-V
09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09361	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09391	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09545	A1-B-V
09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09362	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09392	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09549	A1-B-V
09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09363	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09550	A1-B-V
09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09364	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09394	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09554	A1-B-B1-V
09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09395	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09556	A1-B-V
09335	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09396	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09557	A1-B-V
09336	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09367	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09397	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09564	A1-B-V
09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09368	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09398	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09565	A1-B-V
09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09369	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09399	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09566	A1-B-V
09339	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09370	A-A1-B-B1-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1	09409	A1-B-B1-C-C1-U-V	09567	A1-B-V
09340	A-A1-B-B1-C1-F-R-V	09371	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09420	A1-B-B1-C-C1-U	09568	A1-B-V
09341	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09372	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09421	A1-B-B1-C-C1-U	09569	A1-B-V
09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09373	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09447	A1-B-B1-C-C1-U-V	09570	A1-B-V
09343	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09374	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09454	A1-B-B1-C-C1-U-V	09573	A1-B-V
09344	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09375	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09456	A1-B-B1-C-C1-U	09574	A1-B-V
09345	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09376	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09459	A1-B-B1-C-C1-U	09575	A1-B-V
09346	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09377	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09461	A1-B-B1-C-C1-U	09576	A1-B-V
09347	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09463	A1-B-B1-C-C1-U	09577	A1-B-V
09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09379	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09464	A1-B-B1-C-C1-U	09578	A1-B-V
09349	A-A1-B-B1-C-C1-D-E2-F-F1-H-I-M-N-R-R1-V-Z-Z1	09380	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09468	A1-B-B1-C-C1-U	09579	A1-B-V
09350	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09381	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09469	A1-B-B1-C-C1-U	09581	A1-B-V
09351	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09382	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09470	A1-B-B1-C-C1-U	09582	A1-B-V
09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09383	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09494	A1-B-B1-C-C1-U	09586	A1-B-V
				09496	A1-B-B1-C-C1-U-V	09587	A1-B-V
				09498	A1-B-B1-C-C1-U	09588	A1-B-V
				09499	A1-B-B1-C-C1-U	09589	A1-B-B1-V
				09501	A1-B-V	09590	A1-B-V
				09502	A1-B-V	09591	A1-B-V
				09503	A1-B-V	09593	A1-B-V
				09504	A1-B-V	09594	A1-B-V
				09505	A1-B-V	09595	A1-B-V
				09506	A1-B-V	09596	A1-B-V
				09507	A1-B-V	09599	A1-B-V
				09508	A1-B-V	09601	A1-B-B1-C-F-F1-U
				09509	A1-B-V	09602	A1-B-B1-C-F-F1-N-U
				09510	A1-B-V	09603	A1-B-B1-C-F-F1-U
				09511	A1-B-V	09604	A1-B-B1-C-F-F1-U
						09609	A1-B-B1-C-F-U
						09610	A1-B-B1-C-F-U
						09612	A1-B-B1-C-F-U
						09613	A1-B-B1-C-F-U-V
						09617	A1-B-B1-C-F-U
						09618	A1-B-B1-C-F-U
						09619	A1-B-B1-C-F-U
						09620	A1-B-B1-C-F-U
						09621	A1-B-B1-C-F-U
						09622	A1-B-B1-C-F-U
						09623	A1-B-B1-C-F-U
						09624	A1-B-B1-C-F-U
						09625	A1-B-B1-C-F-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09626	A1-B-B1-C-F-U	09811	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96258	A-A1-B-B1-U
09627	A1-B-B1-C-F-U	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z1	34023	A1-B-B1-M-N-V-Z1	96259	A-A1-B-B1-U
09628	A1-B-B1-C-F-F1-U-V	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z1	34024	A1-B-B1-M-N-V-Z1	96260	A-A1-B-B1-U
09630	A1-B-B1-C-F-U-V	09819	A-A1-B-F-P-V-Z1	34025	A1-B-B1-F-N-U-V-Z1	96264	A-A1-B-B1-U
09631	A1-B-B1-C-F-U	09821	A-A1-B-F-V-Z1	34030	A1-B-B1-M-N-V-Z1	96266	A-A1-B-B1-U
09636	A1-B-B1-C-F-U	09822	A-A1-B-F-V-Z1	34031	A1-B-B1-M-N-V-Z1	96267	A-A1-B-B1-U-V
09638	A1-B-B1-C-E2-F-U-V	09823	A-A1-B-F-V-Z1	34032	A1-B-M-N-V-Z1	96269	A-A1-B-B1-U
09642	A1-B-B1-N-U	09824	A-A1-B-F-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96271	A-A1-B-B1-U
09643	A1-B-B1-U	09826	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34034	A1-B-B1-M-N-V-Z1	96275	A-A1-B-B1-V
09644	A1-B-B1-U	09827	A-A1-B-F-Z1	34035	A1-B-B1-H-M-N-V-Z1	96276	A-A1-B-B1
09645	A1-B-U	09828	A1-B-N-V-Z1	34036	A1-B-M-N-V-Z1	96278	A-A1-B-B1-U
09647	A1-B-B1-N-U	09830	A1-B-B1-C-N-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z1	96283	A-A1-B-B1-U
09648	A1-B-B1-N-U-V-Z1	09831	A1-B-B1-F-N-U-V-Z1	34038	A1-B-B1-M-N-V-Z1	96284	A-A1-B-B1-U-V
09649	A1-B-B1-U	09832	A1-B-B1-U1-V-Z1	34039	A1-B-N-V-Z1	96297	A-A1-B-B1-U
09703	A1-B-B1-C-F1	09833	A1-B-B1-U1-V-Z1	34040	A1-B-V-Z1	96306	A1-B-B1-F-F1-F2-M-W
09704	A1-B-B1-C-D-V	09834	A1-B-B1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96309	A1-B-B1-M-V-W
09705	A1-B-B1-U	09835	A-A1-B-B1-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96310	A1-B-B1-M-W
09706	A1-B-B1-C-U-V	09836	A-A1-B-B1-C-F-M-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1	96311	A1-B-B1-M-W
09707	A1-B-B1-C-N-U-V	09837	A1-B-B1-V-Z1	34050	A1-B-V	96313	A1-B-B1-F-F1-F2-M-W
09708	A1-B-B1	09838	A1-B-B1-V-Z1	34051	A1-B-V-Z1	96319	A1-B-B1-M-W
09709	A1-B-B1-F1	09839	A-A1-B-B1-U-V-Z1	34053	A1-B-V-Z1	96321	A1-B-B1-F-F1-F2-M-W
09710	A1-B-B1-C-C1-F1-M-R-R1-U	09841	A-A1-B-B1-U-Z1	34055	A1-B-N-V-Z1	96322	A1-B-B1-F-F1-F2-M-W
09711	A1-B-B1-F1-Z1	09842	A-A1-B-B1-Z1	34058	A1-B-B1-V-Z1	96323	A1-B-B1-M-V-W
09713	A1-B-B1-C-F1	09844	A-A1-B-B1-U-V-Z1	34071	A1-B-I-M-N-V-Z	96326	A1-B-B1-M-W
09714	A1-B-B1-C-C1-F1-M-R-R1-U	09852	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96328	A1-B-B1-M-W
09715	A1-B-B1-F1	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34078	A1-B-B1-F1-N-V-Z1	96330	A1-B-B1-M-W
09716	A1-B-B1-C-D-N-U-V	09855	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34079	A1-B-B1-F1-N-V-Z1	96336	A1-B-B1-M-V-W
09717	A1-B-B1-M-W	09858	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34090	A1-B-V	96337	A1-B-B1-M-W
09718	A1-B-B1-F-I-N-U-V	09865	A-A1-B-B1-V-Z1	34091	A1-B-V	96338	A1-B-B1-M-W
09719	A1-B-B1-C-F1	09868	A-A1-B-B1-U-V-Z1	34092	A1-B-V	96339	A1-B-B1-M-V-W
09720	A1-B-B1-U-V	09871	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34093	A1-B-V	96343	A1-B-B1-M-W
09721	A1-B-B1-N-U-Z1	09880	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34095	A1-B-V	96347	A1-B-B1-F-F1-F2-M-W
09722	A1-B-B1-C-D-N-U-V	09882	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34098	A1-B-V	96348	A1-B-B1-F-F1-F2-M-W
09723	A1-B-B1-N-U-V-Z1	09888	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34099	A1-B-V	96349	A1-B-B1-F-F1-F2-M-W
09724	A1-B-B1-C-C1-F1-M-R-R1-U	09889	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96201	A-A1-B	96350	A1-B-B1-F-F1-F2-M-W
09725	A1-B-B1-C	09890	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96202	A-A1-B1-U-V	96351	A1-B-B1-F-F1-F2-M-W
09726	A1-B-B1-N-U	09892	A-A1-B-B1-F-N-R-R1-V-Z1	96203	A-A1-B	96362	A1-B-B1-F-F1-F2-M-W
09728	A1-B-B1-C	09898	A1-B-B1-E2-F-H1-I-R-R1-U2-V-Z1	96204	A-A1-B-B1	96365	A1-B-B1-M-V-W
09732	A1-B-B1-N-V-Z1	34002	A1-B-B1-N-U-Z1	96205	A-A1-B-B1-U	96367	A1-B-B1-L-M-W
09733	A1-B-B1-I-V	34020	A1-B-B1-M-N-V-Z1	96206	A-A1-B-B1-U	96368	A1-B-B1-M-W
09735	A1-B-B1-N-V-Z1	34021	A1-B-M-N-V-Z1	96207	A-A1-B-B1-V	96370	A1-B-B1-F-F1-F2-M-W
09777	A-A1-B-B1-C-E1-N			96208	A-A1-B-B1-U	96372	A1-B-B1-M-W
09779	A-A1-B-B1-F-R-V			96212	A-A1-B-B1-U	96373	A1-B-B1-M-W
09780	A-A1-B-B1-F-R-V			96213	A-A1-B-B1-U	96374	A1-B-B1-M-W
09788	A-A1-B-B1-F-R-V			96214	A-A1-B-B1-U	96375	A1-B-B1-M-W
09789	A-A1-B-B1-F-R-V			96215	A-A1-B-B1-U-V	96376	A1-B-B1-M-W
09790	A-A1-B-B1-C1-F-R-V			96217	A-A1-B-B1-U-V	96377	A1-B-B1-M-W
09791	A-A1-B-B1-C1-E1-F-M-N-R-V			96218	A-A1-B-B1-U	96378	A1-B-B1-M-W
09793	A-A1-B-B1-F-R-V			96219	A-A1-B-B1-U-V		
09797	A1-B-B1-C-D-P-V			96220	A-A1-B-B1-U-V		
09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1			96221	A-A1-B-B1-U-V		
09803	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1			96224	A-A1-B-B1-U		
				96251	A-A1-B-B1-U		
				96257	A-A1-B-B1-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96379	A1-B-B1-M-W	96540	A1-B-B1-V	96609	A1-B-V	96663	A1-B-V
96384	A1-B-B1-M-W	96541	A1-B-B1-V	96610	A1-B-V	96664	A1-B-V
96386	A1-B-B1-M-W	96542	A1-B-B1-V	96611	A1-B-V	96665	A1-B-V
96387	A1-B-B1-M-W	96543	A1-B-B1-P-V	96612	A1-B-V	96666	A1-B-V
96388	A1-B-B1-M-W	96546	A1-B-F-U3	96613	A1-B-B1-C1-E2-F-H1- I-R1-U2-V-Z1	96667	A1-B-V
96401	A1-B-B1-F-V	96548	A-A1-B-B1-H-M-U			96668	A1-B-V
96403	A-A1-B-B1-M-N-U-V	96549	A-A1-B-B1-H-M-U	96614	A1-B-B1-C1-E2-F-H1- I-R1-U2-V-Z1	96669	A1-B-V
96405	A1-B-B1-F-V-Z1	96551	A-A1-B-B1-H-M-U			96670	A1-B-V
96490	A1-B-B1-V	96553	A-A1-B-B1-H-M-N-U- V	96615	A1-B-V	96671	A1-B-V
96507	A-A1-B-F-V			96617	A1-B-V	96672	A1-B-V
96511	A1-B-B1-I-N-V	96554	A-A1-B-B1-H-M-U	96619	A1-B-V	96673	A1-B-V
96515	A1-B-B1-F	96555	A1-B-B1-F-M-V	96620	A1-B-V	96674	A1-B-V
96517	A1-B-B1-F-U3-V	96557	A1-B-B1-F-M-V	96621	A1-B-V	96675	A1-B-V
96518	A1-B-B1-V	96558	A1-B-V	96622	A1-B-V	96676	A1-B-V
96520	A1-B-F-U3-V	96595	A1-B-B1-V	96623	A1-B-V	96677	A1-B-V
96521	A1-B-F-N	96598	A1-B-B1-V	96624	A1-B-V	96678	A1-B-V
96522	A1-B-F-N-U	96599	A1-B-B1-V	96628	A1-B-V	96679	A1-B-V
96530	A-A1-B-B1-H-M-N-U- V	96601	A1-B-V	96629	A1-B-V	96681	A1-B-V
		96602	A1-B-V	96634	A1-B-V	96682	A1-B-V
96531	A1-B-B1-H-M-U-V	96603	A1-B-V	96635	A1-B-V	96683	A1-B-V
96534	A-A1-B-F	96604	A1-B-V	96643	A1-B-V	96684	A1-B-V
96535	A-A1-B-B1-F-V	96605	A1-B-O-V	96657	A1-B-V	96686	A1-B-V
96536	A1-B-B1-V	96606	A1-B-V	96660	A1-B-V	96687	A1-B-V
96537	A1-B-B1-V	96607	A1-B-V	96661	A1-B-V	96688	A1-B-V
96538	A1-B-B1-V	96608	A1-B-V	96662	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 = *Domestic Mail Manual*
- 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.

Employees

HANDBOOK EL-312 REVISION

Employment and Placement Programs

Effective January 9, 2003, Handbook EL-312, *Employment and Placement*, is revised to reflect changes to employment and placement programs.

We will incorporate these revisions into the next printed version of EL-312 and into the next update of the online version accessible on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on HBKs.

Handbook EL-312, *Employment and Placement*

	*	*	*	*	*
2	Recruitment				
	*	*	*	*	*
22	Conducting Recruitment Activities				
	*	*	*	*	*
222	Recruitment Materials				
222.1	Nationally Developed Tools				
	*	*	*	*	*

[Revise 222.1 by adding the following text at the end:]

Recruitment materials are also available at the MDC including the following publications:

- a. Major Entry-Level Jobs (Publication 60-A, *Test Orientation Guide for Major Entry-Level Jobs*). This publication is designed for individuals interested in employment in the Postal Service's major entry-level positions and in learning about key features of the testing process. Human Resources personnel use the guide during recruitment activities. Diversity Development personnel use the guide in supporting community outreach events in recruitment. See 315.9c for restrictions on examiners' use of the guide.

Applicants are permitted to read and to copy the paper and online versions of the guide and to print or download the online version for personal, noncommercial, or nonprofit use. All other uses are not permitted. Copies of the guide may not be sold or distributed as part of any service or product for which a fee is charged or in connection with such products or services. Except for authorized Postal Service personnel, any person or organization claiming to help people (1) prepare for or score well on Postal Service

tests, (2) get hired by the Postal Service, and/or (3) find Postal Service job openings, *may not* distribute the guide.

- b. Skilled Maintenance Employees (Kit 15-A, *A Great Place to Work for Skilled Maintenance Workers*, and Publication 60-D, *Skilled Maintenance Workers* brochure).
- c. City Carriers (Kit 15-B and Publication 60-B, both entitled *A Great Place to Work for City Carriers*).
- d. Automotive Maintenance Workers (Publication 60-C, *Automotive Maintenance Workers*).
- e. Associate Supervisor Program (ASP) recruitment material Kit 39, *Associate Supervisor Program Applicant Folder*, and Publication 560, *Associate Supervisor Program Applicant Brochure*.

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23 Sources of Recruitment

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233 Career Recruitment

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233.3 External Recruitment Sources

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233.32 Reinstatement

* * *Eligibility rules are as follows:

[Revise item a in 233.32 by replacing the word "or" with "and" to read as follows:]

- a. 3-Year Limit. An applicant who is not entitled to veterans' preference and has not completed 3 years of substantially continuous (no break greater than 3 days) career service may be reinstated only within 3 years following the date of his or her separation.

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3 Examinations

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32 Entrance Examination Process

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322 Announcement and Application Process

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322.7 Delayed and Reopened Examinations

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322.71 Delayed Application

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[Revise the heading and text of 322.715 to read as follows:]

322.715 Casual Employees

Casuals may take two competitive entrance examinations on a delayed basis for registers within the district in which they work as a casual. To be eligible, casuals must have completed a minimum of 180 days of employment as a casual and continue to be actively employed as a casual on the date of application. The 180-day minimum service requirement does not have to be continuous service and must have occurred during the 2-year period prior to the date of application. Casual employees are limited to a maximum of two entrance examination opportunities. Once casuals use their two examination opportunities, they cannot request additional administrations under this authority.

[Add 322.716 to read as follows:]

322.716 Additional Delayed Applications

Other applications are accepted and processed according to instructions issued by Selection, Evaluation, and Recognition.

* * * * *

324 Scheduling Process

[Revise 324 to read as follows:]

Examiners should refer to the instructions issued by the National Test Administration Center regarding the scheduling process. Applicants should be scheduled no later than 6 months from the date of application.

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5 Suitability

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57 Medical Suitability

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573 Process Overview

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573.3 Obtaining Medical Records

[Revise 573.3 to read as follows:]

Medical information must not be requested prior to a bona fide job offer being extended to the applicant. Medical records from private physicians or clinics may be required by medical personnel to conduct the medical assessment. Applicants must obtain such records without expense to the Postal Service. Where applicants have a medical disability

recognized by the Department of Veterans Affairs, medical information is obtained using PS Form 2488, *Authorization for Medical Report*, and PS Form 5902, *Request for VA Medical Survey*. Medical personnel coordinate obtaining this information. These forms are filed in the medical office.

* * * * *

7 Assignment, Reassignment, and Promotion

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74 EAS Positions

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743 Selection Process

743.1 Internal Recruitment

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743.14 Determining Eligibility

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Other employees are eligible under the following circumstances:

* * * * *

[Add the following sentence to the end of 743.14a(2):]

* * * When the PMR/LR applies for his or her Post Office, the PMR/LR must be considered by the selecting official at that Post Office.

* * * * *

743.2 External Recruitment

* * * * *

Exhibit 743.22 External Recruitment, Postmasters A-E

* * * * *

[Revise item f of Exhibit 743.22 to read as follows:]

- f. Submit the names for three to five applicants in ranked order in accordance with veterans' preference to Office of Personnel Management to conduct a Special Agency Check with Inquiries investigation.

* * * * *

[Add 743.23 to read as follows:]

743.23 Conditions for Not Announcing

A vacancy does not have to be announced if an identical vacancy was announced previously and fewer than 60 calendar days have elapsed since the identical vacancy's closing date. The two vacancies must have the same position title, occupation code, grade, location, tour (where applicable), and position requirements.

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743.5 Roles of the Selecting Official and Review Committee

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743.52 Review Committee

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743.523 Restrictions on Setting Up Review Committee

The restrictions on setting up the review committee include:

* * * * *

[Add item c to 743.523 to read as follows:]

- c. Review committee members are prohibited from participating in the consideration or recommendation of a relative as defined in EL-312, 513.122. Each member is responsible for identifying the relationship to the committee chairperson and will be immediately excused and replaced. A note explaining the action taken is included in the selection file.

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75 Associate Supervisor Positions

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754 External Recruitment

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[Revise heading and text of 754.1 to read as follows:]

754.1 Notifying Labor Relations Policy Administration

When the decision is made to initiate external recruitment, Labor Relations Policy Administration must be notified of the decision by mail or facsimile to the following address:

MANAGEMENT ASSOCIATION RELATIONS SPECIALIST
 US POSTAL SERVICE
 475 L'ENFANT PLZ SW RM 9120
 WASHINGTON DC 20260-4114
 FAX: 202-268-7490

* * * * *

76 Bargaining Position Qualification Standards

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763 Bqnet

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763.2 Contents of Qualification Standards

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763.24 Examination Requirements

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[Add the following paragraph to the end of 763.24:]

Battery Configuration I (Group 1) applies to position categories clerk, city carrier, distribution clerk, machine and flat sorter machine operator. Configuration II (Group 2) applies to mail handler, mail processor, and markup clerk, automated. Since 1993 when the battery was implemented, distribution clerk, machine and mail processor have been obsolete.

* * * * *

77 Employment Restoration After Military Service

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[Add 778 to read as follows:]

778 Employment of Activated Employees — Guard or Reserve

778.1 Postal Service Employees on Active Military Duty

Postal Service employees serving on active military duty under federal status cannot be scheduled to work for the Postal Service in any capacity while on such active duty.

778.2 Employees on Terminal Military Leave

Employees on terminal military leave from the Guard or Reserve who voluntarily desire to return to work before their official discharge may do so with management's approval by providing the following documentation to Human Resources:

- a. A copy of an uncertified DD 214 or, if not available,
- b. A signed, written statement from the command that the reservist will be released from active duty at a specific date after use of the reservist's terminal leave.

* * * * *

— Selection, Evaluation, and Recognition, Employee Resource Management, 1-9-03

ALL EMPLOYEES

2002 Tax Information**Form W-2, Wage and Tax Statement****1. Current Mailing Address**

To facilitate processing of 2002 tax information and to ensure correct and timely receipt of a 2002 Form W-2, *Wage and Tax Statement*, all employees must have a current mailing address on file at their local personnel office. Current employees can use Employee Self Service via the USPS Intranet or current and former employees may submit PS Form 1216, *Employee's Current Mailing Address*, to their local personnel office. All Form W-2s are sent to the address on file at the time of printing and will not be forwarded.

2. General Form W-2 Information

If an employee has earnings for more than one state or locality a separate Form W-2 will be issued for each. The format of the 2002 Form W-2 has *not* been modified from the 2001 version.

See page 38 for an example of the 2002 Form W-2.

3. Inquiries

All inquiries concerning payroll items, such as employee business expense, equipment maintenance, rent, T-COLA, money differences between earnings statement and W-2, leave buy backs, erroneous state or local tax deductions, TSP, FSA, etc., should be sent to Payroll Adjustments.

All questions regarding Form W-2s must be submitted in writing. The request must include:

1. Employee's name.
2. Current mailing address.
3. Social Security number.
4. Name of office where employed (or where previously employed if not a current Postal Service employee).
5. Year(s) involved.
6. Specific question.
7. Employee's signature.

If the first three digits of your Social Security number are...	Then submit a written request to...
000-365	ATTN PAYROLL ADJUSTMENTS W 2 EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9633
366 and up	ATTN PAYROLL ADJUSTMENTS W 2 EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9634

*General Questions***Imputed Income Life Insurance**

The imputed income life insurance amount shown in Box 35 of the 2002 Form W-2 form is the net result of the IRS computation for taxable insurance benefits less the amount an employee pays for optional insurance in the calendar year.

The IRS requires the Postal Service to report as income the cost of Group Term Life Insurance in excess of \$50,000, which is paid by the employer. The formula is based on an employee's age, salary, and life insurance coverage.

Thrift Savings Plan

The following facts will clarify some of the common tax questions regarding the Thrift Savings Plan (TSP):

- a. Box 14, "Other (Current year TSP)," will contain employee TSP contributions only.
- b. Box 1, "Federal Wages, tips, other compensation," has been reduced by the amount of the employee's TSP contributions shown in Box 14.
- c. Box 16, "State Wages, tips, etc.," has been reduced by the amount of employee TSP contributions in Box 14 for all states, except New Jersey, Pennsylvania, and Puerto Rico.
- d. New York City, NY; Kansas City, MO; Detroit, MI; St. Louis, MO; and Madison County, KY, are the only localities that allow income deferral for TSP. Box 18, "Local wages, tips, etc.," will be reduced by the amount of employee TSP contributions only if New York City, NY; Kansas City, MO; Detroit, MI; St. Louis MO; or Madison County, KY, are indicated in Box 20, "Locality name."

Employee Business Expense (EBE)

Equipment maintenance allowance (EMA), carrier drive-out, vehicle hire, supervisor vehicle usage, and special delivery are all considered employee expenses. Box 32, "Employee business expense," will contain the nontaxable (not the total) EBE amount, while Box 33, "Taxable Employee business expense," will contain the taxable EBE amount. The taxable amount shown in Box 33 will also be included in Box 1, "Wages, tips, other compensation."

Flexible Spending Account

The amount contributed to an employee's Flexible Spending Account (FSA) for health care will be included in Box 40, "FSA health care." The amount contributed to dependent care will be included in Box 10, "FSA Dependent care benefits," and has been deducted from Box 1, "Wages, tips, other compensation."

Health Benefit Pretax

The amount contributed for health benefit premiums are considered pretax unless the employee declined the pretax benefit. The health benefit pretax amount is shown in Box 37, "Pre-tax health benefits," and has been deducted from Box 1, "Wages, tips, other compensation."

State/Territory Gross Wages

The amount in Box 16, "State wages, tips, etc.," will equal Box 1 with the following exceptions: New Jersey, Pennsylvania*, and Puerto Rico do not allow income deferral. Therefore, the employee TSP, FSA, and health benefit pretax contributions are not deducted from their state gross.

* Pennsylvania law was changed in 1997 to allow income deferral for FSAHC and HB pretax. Therefore, only these two amounts will be deducted from Pennsylvania state gross.

Pennsylvania is the only state that does not require the imputed income life insurance to be added into the state gross.

Annuity Protection Program

Form W-2s are issued to former employees who receive payments from the Postal Service under the Annuity Protection Program. Any questions regarding these Form W-2s should be directed to:

PAYROLL BENEFITS BRANCH
EAGAN ACCOUNTING SERVICE CENTER
2825 LONE OAK PKWY
EAGAN MN 55121-9621

4. Obtaining Duplicate Forms

All requests for duplicate W-2s must be submitted in writing. The request must include:

1. Employee's name.
2. Current mailing address.
3. Social Security number.
4. Name of office where employed (or where previously employed if not a current Postal Service employee).
5. Year(s) requested.
6. Employee's signature.

If you are requesting a duplicate Form W-2 for wages, relocation, or Annuity Protection Program...	Then submit a written request to...
1987 to the present	The finance office at your local DDE/DDR site *
1986 and prior years	GENERAL SERVICE ADMINISTRATION NATIONAL PERSONNEL RECORDS CENTER CIVILIAN PERSONNEL RECORDS 111 WINNEBAGO ST ST LOUIS MO 63118-4199

* If unsuccessful requesting duplicate Form W-2s from the DDE/DDR site, duplicates can also be requested in writing from:

CONTROL SECTION (W2S)
ACCOUNTING SERVICE CENTER
2825 LONE OAK PARKWAY
EAGAN MN 55121-9611

Form W-2c, Corrected Wage and Tax Statement

1. General Form W-2c Information

The Postal Service uses Form W-2c, *Corrected Wage and Tax Statement*, to correct errors previously filed on a Form W-2. The Form W-2c will only report the corrections and should be used in conjunction with the original Form W-2 issued when filing taxes and/or other related information.

2. Requesting a Form W-2c

All requests for a Form W-2c must be submitted in writing. The request must include:

1. Employee's name.
2. Current mailing address.
3. Social Security number.
4. Name of office where employed (or where previously employed if not a current Postal Service employee).
5. Year(s) requested.
6. Reason for request.
7. Employee's signature.

If you disagree with the tax information provided and are requesting that the tax statement issued be reviewed and corrected if wrong for...	Then submit a written request to...
Wages (1987 to the present)	For employees with Social Security numbers beginning with 0-365: ATTN PAYROLL ADJUSTMENTS W 2 EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9633 For employees with social security numbers beginning with 366 and up: ATTN PAYROLL ADJUSTMENTS W 2 EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9634
Relocation	SAN MATEO ACCOUNTING SERVICE CENTER 2700 CAMPUS DR SAN MATEO CA 94097-9000
Annuity Protection Program	PAYROLL BENEFITS BRANCH EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9621

3. Obtaining Duplicate W-2c Forms

All requests for a duplicate W-2c must be submitted in writing. The request must include:

1. Employee's name.
2. Current mailing address.
3. Social Security number.
4. Name of office where employed (or where previously employed if not a current Postal Service employee).
5. Year(s) request.
6. Employee's signature.

If you are requesting a duplicate Form W-2c...	Then submit a written request to...
1986 to the present	CONTROL SECTION (W 2C) EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9611

IRS Form 1099s

Depending on your specific circumstances, up to three different IRS Form 1099s *may be* issued to you. They are:

- IRS Form 1099-MISC, *Miscellaneous Income*
- IRS Form 1099-R, *Distributions from Pensions, Annuities, Retirement or Profit Sharing Plans, IRAs, Insurance Contracts, etc.*
- IRS Form 1099-INT, *Interest Income*

1. Form 1099-MISC

Form 1099-MISC originates from all three accounting service centers (ASCs). Please determine the nature of the payments and contact the appropriate office/ASC.

Requests for duplicate copies and questions regarding...	Should be directed to...
Payments to the beneficiaries of deceased employees of the unpaid compensation due at the time of death. Please provide name, SSN, and date of death of the deceased.	CONTROL SECTION EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9611
Lump sum payments with no deductions as the result of settlements. Please provide name, SSN, date of settlement, type of settlement, amount of settlement, period involved, and the date it was sent to the ASC for payment.	
Contract cleaners	CONTRACT CLEANERS SECTION ST LOUIS ACCOUNTING SERVICE CENTER 1720 MARKET ST ST LOUIS MO 63180-9181
All others	ACCOUNTS PAYABLE III SAN MATEO ACCOUNTING SERVICE CENTER 2700 CAMPUS DR SAN MATEO CA 94497-9422

2. Form 1099-R

This year, both the Office of Personnel Management (OPM) and the Eagan Accounting Service Center are sending out Form 1099-R. Eagan sends them for Annuity Protection checks, and OPM sends them for monthly annuity checks. The originating agency should be listed on the Form 1099-R. Try to determine which agency made the payments before making the inquiry.

Requests for duplicate copies and questions regarding...	Should be directed to...
Forms issued from the Eagan Accounting Service Center	PAYROLL BENEFITS BRANCH EAGAN ACCOUNTING SERVICE CENTER 2925 LONE OAK PKWY EAGAN MN 55121-9621
Forms issued from OPM	ANNUITANT SERVICES DIVISION OFFICE OF PERSONNEL MANAGEMENT PO BOX 989 WASHINGTON DC 20044-0989

3. Form 1099-INT

Form 1099-INT is used to report interest payments that were the result of employment related settlements against the Postal Service.

Requests for duplicate copies and questions regarding Form 1099-INT...	Should be directed to...
Please provide name, SSN, and date of payment if known.	CONTROL SECTION EAGAN ACCOUNTING SERVICE CENTER 2925 LONE OAK PKWY EAGAN MN 55121-9611

— Payroll Accounting,
Finance, 1-9-03



Exemption from withholding: Employees claiming "exempt" from withholding during the year must complete a new Form W-4 each year to keep their "exempt" status. Please contact your local personnel office for details.

Notice: If an employee has earnings for more than one state or locality, a separate W-2 is issued for each.

FOR EMPLOYMENT VERIFICATION CALL 1-800-276-9850

Finance Number.

Form W-2 (Employee's Copy) 2002. Includes fields for Employer identification number (41-0760000), Employee's social security no., Employer's name (United States Postal Service), and various wage and tax withholding boxes (1-40). Includes 'Safe, accurate, FAST! Use e-file' logo.

Source of reported wages

The Wages and Other Compensation amount reported in Box 1 of Form W-2 is derived from year-to-date totals reflected on the employee's Pay Period 26-2002 (or last period in pay status 2002) Earnings Statement, plus several other totals from the Form W-2. Use the Reconciliation Formula below to reconcile your Earnings Statement with your Form W-2.

Table with 3 columns: Earnings Statement (YTD), Reconciliation Formula, and Box 36 - Miscellaneous. Lists items like Gross Pay, Social Security Tax, Medicare Tax, etc., and their corresponding W-2 boxes.

Form W-2 (Federal Filing Copy) 2002. Includes fields for Employer identification number (41-0760000), Employee's social security no., Employer's name (United States Postal Service), and various wage and tax withholding boxes (1-40). Includes 'W-2 Federal Filing Copy Wage and Tax Statement 2002' header.

Form W-2 (State Filing Copy) 2002. Includes fields for Employer identification number (41-0760000), Employee's social security no., Employer's name (United States Postal Service), and various wage and tax withholding boxes (1-40). Includes 'W-2 State Filing Copy Wage and Tax Statement 2002' header.

Form W-2 (City or Local Filing Copy) 2002. Includes fields for Employer identification number (41-0760000), Employee's social security no., Employer's name (United States Postal Service), and various wage and tax withholding boxes (1-40). Includes 'W-2 City or Local Filing Copy Wage and Tax Statement 2002' header.

Finance

NOTICE AVAILABLE ONLINE

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

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

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

— *Corporate Accounting,
Finance, 1-9-03*

HANDBOOK F-1 REVISION — SAFR OFFICES ONLY

Reimbursement Process for Authorized Refunds

Effective with implementation of Shared Services/Accounting (SS/A), the following policy and procedural change will occur related to reimbursements for authorized refunds. Post Offices under SS/A will process local reimbursements for authorized refunds up to the amount of \$500. Reimbursement amounts of \$500.01 and over will be authorized by the local office and forwarded to SS/A for payment. The exceptions are as follows:

- Sure Money™/Dinero Seguro® refunds and Post Office postage validation imprinter (PVI) label errors will be handled locally.
- Some postage meters that use the computerized meter resetting system will be withdrawn from service, in which case, the meter manufacturer will process the payment.

All refunds must be authorized prior to reimbursements following the Handbook F-1, *Post Office Accounting Procedures*, guidelines.

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

Handbook F-1, *Post Office Accounting Procedures*

* * * * *

6 Disbursing Postal Funds

* * * * *

63 Refund Disbursement

631 Advance Deposit Accounts

631.1 Handling a Customer Claim

631.11 Automated Permit and Nonpermit System Offices

* * * * *

SAFR Permit Offices

[Revise section to read as follows:]

Permit Offices are business mail entry unit (BMEU) offices that use the automated Permit System or Post Offices that accept deposits or permit activities from customers who maintain a permit account at the BMEU.

- 1> When BMEU receives a written request with the customer's authorized signature for a refund of all or part of the unused balance of the customer's advance deposit account, the office must complete a PS Form 3533, *Application and Voucher for Refund of Postage, Fees, and Services* (customer signature optional).
- 2> The BMEU verifies that funds are available, withdraws the amount from the customer's trust account, and reports the refund amount into the Permit System.
- 3> The BMEU submits the certified (supervisor authorized) PS Form 3533 to the Shared Services/Accounting (SS/A) for payment at the following address:

US POSTAL SERVICE
SCANNING AND IMAGING CENTER
PO BOX 9000
SIOUX FALLS SD 57117-9000
- 4> Post Offices under the Permit System will not disburse local payments for refunds from customer advance deposit account. The office files a copy of the form and customer letter locally.

SAFR Nonpermit Offices

[Revise section to read as follows:]

Nonpermit offices are Post Offices that accept deposits, process all permit activities from customers, and maintain a permit account locally. Post Offices may use an approved automated program not attached to the BMEU Permit System.

- 1> When a Post Office receives a written request for a refund of all or part of the unused balance of a customer advance deposit account, the office must ask the customer to complete a PS Form 3533, *Application and Voucher for Refund of Postage, Fees, and Services*.
- 2> The Post Office verifies that funds are available, disburses funds from the customer's advance deposit account by issuing a no-fee money order, and offsets the amount to the corresponding trust account withdrawal AIC (e.g., AIC 451, 452, 453, or 460), up to the amount of \$500. The office files the original PS Form 3533 with the customer's letter locally.
- 3> If the refund amount is for \$500.01 or more, the office enters the refund amount into the corresponding trust account withdrawal AIC (e.g., AIC 451, 452, 453, or 460) and offsets the amount to AIC 280, Disbursements Sent to SS/A. The office submits the original PS Form 3533 to the SS/A for payment at the following address:

US POSTAL SERVICE
SCANNING AND IMAGING CENTER
PO BOX 9000
SIOUX FALLS SD 57117-9000
- 4> The office files a copy of PS Form 3533 with the customer's letter locally.

[Insert new 631.12 to read as follows:]

631.12 Refund Disbursement Chart for SAFR Offices

Refund Type	Amount	PS Form Used	Process
Stamps and Fees			
Refunds of postage and fees for services not rendered, Delivery Confirmation (after 30 days).	Up to \$500	PS Form 3533	Process reimbursement locally.
	\$500.01 and over	PS Form 3533	Forward PS Form 3533 to SS/A for payment.*
Spoiled Unused Customer Meter Stamps			
Refunds amounts of spoiled/unused postage meter stamps from customer postage meters.	Up to \$500	PS Form 3533	Process reimbursement locally.
	\$500.01 and over	PS Form 3533	Forward PS Form 3533 to SS/A for payment.*
Permit Postage and Fees			
Refunds related to permit mailings, postage amounts of permit mailings damaged by the Postal Service, and refunds of customer's annual bulk mailing fee if no mailings are made.	Up to \$500	PS Form 3533	Process reimbursement locally.
	\$500.01 and over	PS Form 3533	Forward PS Form 3533 to SS/A for payment.*

Refund Type	Amount	PS Form Used	Process
Fees and Retail Services			
Refunds of PO Box keys and refundable PO Box/caller service fees.	Up to \$500	PS Form 3533	Process reimbursement locally.
	\$500.01 and over	PS Form 3533	Forward PS Form 3533 to SS/A for payment.*
Express Mail Refunds (Express Mail Corporate Accounts; EMCAs)			
Refund of postage and fees for Express Mail service not rendered as guaranteed.	All	PS Form 3533	Refund processed by district ESS, credit to EMCA.
Express Mail Refunds (Others)			
Refund of postage and fees for Express Mail service not rendered as guaranteed.	Up to \$500	PS Form 3533	Process reimbursement locally.
	\$500.01 and over	PS Form 3533	Forward PS Form 3533 to SS/A for payment.*
Refund From Advance Deposit Accounts			
<i>Automated Permit System Offices</i>			
Refunds from customers' advance deposit accounts maintained at a BMEU.	All	PS Form 3533	Forward certified PS Form 3533 to SS/A for payment.*
<i>Nonpermit System Offices</i>			
Refunds from customers' advance deposit account maintained at local Post	Up to \$500	PS Form 3533	If closing the account, enter the amount into AIC 126, Miscellaneous Nonpostal Revenue, until the customer claims it. If claimed, process reimburse locally.
	\$500.01 and over	PS Form 3533	Forward PS Form 3533 to SS/A for payment.*
Express Mail Corporate Accounts			
Refunds due to the closing of EMCAs, to be initiated by the district Expedited Service specialist.	All	PS Form 3533	Forward certified PS Form 3533 to SS/A for payment.*
Customer Postage Meter Withdrawn			
Amount refunded to customer when removing manual meters from service.	All	PS Form 3601-C, <i>Postage Meter Activity Report</i>	Forward PS Form 3601-C to SS/A for payment.*
Amount refunded to customer when removing postage meter that uses the computerized meter resetting system from service.	All	PS Form 3601-C	Refund processed by postage meter manufacturer.
Sure Money™/Dinero Seguro® Refunds			
Refunds of Sure Money/Dinero Seguro principal and fee amounts.	All	PS Form 3533	Process reimbursement locally.
Post Office PVI Label Error			
Spoiled, misprinted, or jammed PVI Labels.	All	PS Form 3533 (with PVI labels attached)	Process reimbursement locally.

* SS/A submits forms forwarded by SAFR offices to the following address:

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

* * * * *

HANDBOOKS F-15 AND F-21 REVISION

Mileage Rates

Effective January 9, 2003, Handbook F-15, *Travel and Relocation*, and Handbook F-12, *Relocation Policy*, are revised to reflect changes in the reimbursement rates for travel and relocation.

We will incorporate these revisions into the next printed editions of Handbooks F-15 and F-12 and the online version of Handbook F-15 on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on HBKs.

Handbook F-15, *Travel and Relocation*

* * * * *

Appendix A Rates

A-1 Standard Mileage Rates

A-1.1 Mileage Rates

* * * * *

Vehicle	Cents per mile (Including Alaska)
Privately owned automobile	36.0
Privately owned motorcycle	27.5
Privately owned airplane	95.5

[Revise the title and first sentence of A-1.2 to read as follows:]

A-1.2 Reimbursement for Postal Service Supervisors

Postal Service supervisors (see 5-5.2.1.2) will be reimbursed at the rate of \$6.00 per day or 36.0 cents per mile, whichever is greater, when a privately owned vehicle is used. * * *

* * * * *

Handbook F-12, *Relocation Policy*

* * * * *

Appendix B Reimbursement Rates

* * * * *

I. Mileage Rates

A. Standard mileage rates

[Revise item A to read as follows:]

Vehicle	Cents per mile (Including Alaska)
Privately owned automobile	36.0
Privately owned motorcycle	27.5
Privately owned airplane	95.5

B. Relocation-related advance round-trip and/or en route to new duty station

[Revise the first paragraph of item B to read as follows:]

The allowable rate is 36.0 cents per mile.

* * * * *

— National Accounting,
Finance, 1-9-03

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
GA, Alpharetta 30005-8911	Gene Andrews, Anyka Taylor, Kenneth Adams d/b/a Hanging Clothes/The Works, 11950 Jones Bridge Road, Suite 115, PMB 103

— *Judicial Officer, 1-9-03*

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	018600	060674	075892	096116	108836	125120	193231	271179	300988	329521	336440	402677
005654	018768	060814	076133	096124	108862	125311	193432	272146	300992	329530	336596	402918
005894	019114	061069	076165	096633	108903	125370	198061	272168	301338	329599	337041	403004
006041	019185	061150	076174	096709	108930	125478	200201	273127	301371	329678	337059	403007
006164	019419	061359	076221	096854	109220	126009	200497	273129	301966	329687	337115	403011
006376	019433	061477	076299	097084	109537	126010	200790	274072	302048	330243	337185	405003
006983	019463	062003	076780	097176	109713	127069	200847	274296	302340	330498	339316	405007
007305	019693	062097	077231	097401	109862	128998	200858	275004	302351	330505	339515	405024
007325	019808	063497	077454	097549	109931	130010	200859	275005	304501	330610	340304	405037
007417	019830	064103	080073	097651	109991	131487	208161	275006	305041	330688	340575	405074
008287	019854	064713	080165	097735	110770	134033	208902	275009	305045	330747	340584	405092
008306	019867	064763	080269	097742	110800	142041	210249	275010	306928	330761	340638	405142
008336	021202	064816	080400	097961	111364	142366	210288	275014	306990	330785	340688	405169
008402	021498	064865	080418	098429	111465	142989	210341	275030	309005	331028	340966	405182
008440	021986	064905	080624	098520	111501	146522	210377	275034	311014	331042	344211	405207
008463	022002	065101	080666	098612	111553	146601	210472	275066	311300	331173	347074	407800
008507	022237	065104	080673	098865	111600	146655	210547	275068	311416	331180	349025	410034
008768	022633	065126	085042	098925	111644	150175	210728	275086	311421	331327	352711	420046
008852	022759	065841	085060	098963	111873	150283	210745	275091	311517	331357	358030	420078
009141	023652	066230	085267	100160	111903	150291	210783	275300	311599	331561	359810	423095
009193	025249	067049	085304	100305	113015	151018	210789	276021	312253	331624	361066	424010
009209	025485	067083	085308	100342	113371	152287	210795	276040	314449	331653	361230	424044
009361	026593	067102	085634	100348	113893	152497	212839	276300	314962	331668	361238	426002
009518	027979	067120	085717	100377	114130	152545	220081	276831	317335	331706	361249	430174
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009805	030528	069030	088149	103215	115620	153040	220403	278008	322098	332381	370016	436144
009847	031031	069098	088222	103244	115686	154048	220637	278011	322828	332396	370024	436160
009865	031045	069109	088330	103324	117077	159057	220656	278017	322890	332728	370034	436185
009980	031130	069206	088432	103380	117343	165111	220707	278043	322972	332785	370036	436390
010310	031233	069319	088448	105407	117393	170178	220788	278077	323152	332945	372023	436417
010724	031237	069714	088552	105585	117395	170226	221087	278084	323563	333048	372081	436421
012315	032028	069835	088608	106048	117468	171305	221213	278708	324332	333152	372091	436436
012367	034010	069913	088677	106216	117623	172064	221234	279007	326408	333198	372098	436442
014237	037050	069926	088691	106235	117673	174056	221300	279045	326718	333276	372434	436463
014396	038256	069938	089709	106583	117702	176093	222035	280165	327782	333524	372642	441010
014651	038466	070220	092499	107162	117746	181053	222064	282262	327840	333644	372678	441031
014764	038596	070473	092539	107243	117938	183027	222269	282792	327851	333789	372710	441195
015266	040103	070495	092636	107310	118034	185018	222330	282914	328008	333812	372832	441253
015326	041007	070749	092813	108193	118470	185019	223254	283379	328055	333828	373017	441257
015453	041358	071042	093497	108215	118565	191036	223397	283594	328057	334058	373023	441378
015455	041360	071180	093711	108401	119171	191081	231007	284015	328075	334082	374049	441387
015541	048307	071434	094008	108502	119310	191946	232275	284016	328077	335088	374065	441590
015550	054142	071616	094224	108529	119615	191956	232338	286108	328078	335091	374146	441605
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018189	058015	075645	095146	108756	124153	192624	254009	296525	328881	336060	393114	444825
018297	060006	075658	095261	108786	125009	192647	254021	300790	329007	336142	397045	448331
018405	060130	075773	095404	108805	125019	192990	255081	300845	329270	336152	402122	452118
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452820	485090	511675	601297	641445	731436	761034	794369	844086	853237	856441	900495	903085
452983	485104	511825	601477	641540	740543	761036	794370	844193	853251	856452	900496	903198
453045	485115	512002	601513	641674	740683	761071	795001	845013	853253	856485	900513	903510
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467062	490710	527032	602456	660028	749104	761500	800098	850254	853315	860106	900636	904465
471091	495445	531152	604221	660047	749127	761633	800111	850283	853320	860135	900676	904475
472070	495579	531166	604370	660067	750033	761675	801322	850485	853325	871007	900699	904628
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475682	497096	531366	605001	660082	750311	762029	801338	850579	853329	871674	900749	906012
477100	497267	531454	605074	660094	750356	762053	801725	850627	853336	891423	900753	906042
477115	497290	531496	605288	660095	750507	762059	802089	850635	853345	891449	900795	906205
478013	498340	531547	605293	660223	750532	763121	802130	850718	853348	891810	900823	906230
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480238	501020	532771	606375	671004	752078	770019	803220	852234	853477	900069	901071	907659
480319	502001	532838	606900	671013	752248	770050	804100	852482	853481	900080	901077	910012
480371	503008	532977	607000	672016	752254	770070	804145	852523	853491	900081	901156	911115
480434	503014	537213	607064	672017	752280	770073	804163	852539	853493	900092	901183	912316
480441	503016	537252	607323	672031	752324	770077	805051	852645	853507	900102	901244	912376
480486	503017	537389	607464	672040	752399	770286	805100	852649	853510	900104	901252	913092
480542	503031	545010	607608	672114	752420	770288	806166	852685	853513	900105	901286	913638
480619	503048	551031	607742	672121	752465	770630	809010	852704	853526	900113	901315	913752
480664	503053	551263	607859	672585	752481	770644	809067	852739	853528	900123	901322	913755
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480736	503065	551374	608285	678012	752525	770815	809222	852860	853571	900164	901336	914541
480774	503066	551402	608519	678027	752536	770864	810049	852877	853578	900172	901473	914812
480788	503127	551866	608572	679012	752603	771091	812034	852884	853604	900184	901495	915143
480801	503134	551942	610151	679024	752708	771674	813212	852891	853607	900191	901496	917044
480803	503135	551943	611100	680066	752722	771845	813215	852898	853608	900201	901501	917050
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483086	504206	581131	618121	701906	757169	782100	816438	853007	853742	900233	901787	917565
483091	504207	581149	620036	708609	757183	782838	816439	853066	853750	900251	901916	917685
483113	504216	581159	627135	711018	757258	782989	816556	853071	856035	900253	901922	917774
483154	504278	591039	629140	712025	757346	786001	820823	853081	856044	900261	901934	917827
483168	505880	591275	631089	712173	757353	786104	826266	853083	856051	900269	901944	918191
483176	510029	591313	631092	712212	757506	787017	829519	853088	856071	900270	901970	918340
483231	511002	591329	631145	713100	757511	787021	833185	853103	856082	900293	901981	918553
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483269	511007	591670	631550	720021	760003	787083	834068	853118	856095	900301	902004	918768
483301	511011	600001	631573	722133	760015	791032	837186	853145	856250	900309	902080	918915
483464	511013	600057	631733	722202	760016	793008	840112	853150	856251	900318	902158	920018
483589	511023	600111	631813	722255	760023	793021	840194	853152	856279	900328	902317	920037
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483836	511026	600583	641116	730046	760038	793027	840618	853173	856360	900354	902434	920375
483935	511028	600900	641238	730379	760374	793035	841073	853176	856369	900364	902467	921031
484049	511029	601108	641355	730521	760417	793055	841081	853185	856382	900366	902690	921032
485005	511030	601205	641436	731165	760735	794007	841721	853233	856407	900388	902882	921037

921057	924685	926294	927115	928354	933515	940293	941461	947249	951145	968412	972942	982472
921073	925134	926309	927159	928381	933560	940343	941507	948311	951322	968413	973334	983064
921309	926071	926320	927190	928416	933568	940352	941622	948391	951794	968859	973340	992316
921342	926075	926437	927259	928435	933569	940360	941658	948436	951807	968985	974108	992726
921366	926151	926570	927333	928441	933571	940363	941694	948474	951862	969125	974140	992728
921377	926180	926588	927335	928512	935252	940434	941736	949511	951971	969143	974213	995229
921419	926190	926657	927375	928566	940088	940448	941845	949600	954303	970389	975015	995943
921543	926214	926786	927707	928617	940092	940496	941937	949627	954481	970450	980037	998225
921596	926226	926794	927774	928684	940098	940572	943016	949631	958506	970585	980072	
921657	926229	926797	927813	928690	940103	940901	945700	950358	958991	970818	982046	
921714	926232	926867	927992	931090	940130	941126	946136	950501	967031	970839	982060	
921824	926254	926883	928209	931438	940171	941133	946463	950551	967151	972285	982065	
921907	926259	926940	928277	932733	940229	941186	946564	950646	968026	972571	982178	
924091	926290	926981	928290	933115	940269	941266	946580	950656	968311	972763	982419	

— *Product Information Requirements,
Product Development, 1-9-03*

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
022 037 1411 to 022 037 1499	040 024 3901 to 040 024 3999	381 325 4500 to 381 604 2510 to	399 296 9910 to 399 396 8935 to	9999 8999
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
403 685 8600 to	8699	420 758 9500 to	9699	443 127 4000 to	4099	459 365 5432 to	5499
404 003 0300 to	0399	420 969 3951 to	3971	443 673 7900 to	7999	459 378 5764 to	5799
404 041 8838 to	8899	420 969 3973 to	3999	443 800 9335 to	9399	459 472 4816 to	4999
404 071 4268 to	4299	421 116 3565 to	3599	444 382 8822 to	8899	460 349 6878 to	6899
404 347 5356 to	5399	421 130 9300 to	9399	444 390 1667 to	1699	460 550 1909 to	1999
404 347 5548 to	5599	421 313 4500 to	4999	444 457 3854 to	3899	460 997 5234 to	5299
404 726 4500 to	4599	421 364 5537 to	5599	450 048 4173 to	4199	461 973 6443 to	6499
404 961 5001 to	5199	421 656 2609 to	2699	450 048 4442 to	4699	462 152 0107 to	0299
405 325 0188 to	0198	421 988 9700 to	9799	450 560 5173 to	5199	462 274 1072 to	1099
406 009 4587 to	4599	422 172 4667 to	4699	450 620 3077 to	3099	462 277 8373 to	8399
406 260 6830 to	6899	422 484 4212 to	4299	450 620 3135 to	3199	462 554 6051 to	6099
406 459 6641 to	6999	422 556 1270 to	1299	450 780 2716 to	2799	463 011 5529 to	5540
406 733 3000 to	3999	422 587 7024 to	7099	450 801 2700 to	2799	463 176 4115 to	4199
407 545 1557 to	1599	422 819 7533 to	7599	451 109 2967 to	2984	463 176 4229 to	4299
407 594 0412 to	0599	422 842 5073 to	5087	451 115 4110 to	4125	463 185 2600 to	2799
407 692 9100 to	9299	422 907 7563 to	7599	451 115 4127 to	4199	463 227 7711 to	7799
407 959 2190 to	2199	424 500 6050 to	6099	451 746 0700 to	0799	463 414 4869 to	4899
408 265 2275 to	2288	424 641 8500 to	8599	452 265 0074 to	0099	463 808 3484 to	3499
408 499 7700 to	7799	424 871 6600 to	6699	452 265 0246 to	0299	463 945 7400 to	7899
408 499 7900 to	7999	425 298 2352 to	2399	452 265 0335 to	0999	464 629 9000 to	9399
408 682 8484 to	8599	425 418 4269 to	4299	452 509 1169 to	1199	464 711 4332 to	4399
408 698 7015 to	7099	425 418 4405 to	4499	452 855 6471 to	6499	465 692 3963 to	3999
409 072 3941 to	3999	426 547 4566 to	4599	452 890 4679 to	4799	465 698 8300 to	8599
410 491 2311 to	2399	427 412 6337 to	6499	452 900 8215 to	8238	465 743 7745 to	7799
410 694 8400 to	8599	427 481 0900 to	0999	453 117 9146 to	9199	466 798 6056 to	6067
410 775 1500 to	1599	428 027 2742 to	2752	453 334 3631 to	3699	467 147 4300 to	4399
410 795 7927 to	7999	429 474 4172 to	4199	453 603 7841 to	7891	468 079 5782 to	5799
410 867 0917 to	0966	429 889 2900 to	2999	453 650 1140 to	1199	469 067 2817 to	2899
410 867 0970 to	0999	430 150 4401 to	4599	453 741 1300 to	1399	469 127 8000 to	8199
411 868 1023 to	1199	430 172 9800 to	9899	454 013 2919 to	2999	469 213 0359 to	0399
411 922 2322 to	2399	430 177 1900 to	2099	454 186 2411 to	2499	469 213 0500 to	0599
412 193 0900 to	0999	430 444 9500 to	9699	454 268 4883 to	4899	469 561 8011 to	8099
412 395 8599 to	8699	430 664 4070 to	4099	454 302 5400 to	5499	469 658 1961 to	1999
412 485 6500 to	6599	432 168 8419 to	8499	454 490 8300 to	8399	469 666 9900 to	9999
412 485 6610 to	6699	432 708 6800 to	6999	454 547 7434 to	7499	469 678 1900 to	1999
412 885 5953 to	5999	432 744 1544 to	1599	454 922 4867 to	4895	469 781 4900 to	4999
414 193 3608 to	3674	432 995 9775 to	9799	455 221 1348 to	1499	469 947 6960 to	6999
414 193 3677 to	3699	433 003 5800 to	5899	455 364 2147 to	2199	470 755 5800 to	5818
414 411 7348 to	7399	433 757 3047 to	3099	455 399 5400 to	5499	471 918 0300 to	0999
414 640 0757 to	0799	433 765 4003 to	4099	455 476 0676 to	0699	471 985 2408 to	2419
414 965 1727 to	1799	434 482 7060 to	7199	455 543 0618 to	0699	472 191 6700 to	6799
417 302 8104 to	8199	434 513 2386 to	2399	456 410 9006 to	9099	472 270 2555 to	2599
417 387 6532 to	6599	434 968 3076 to	3092	456 470 4146 to	4299	472 987 0213 to	0241
417 496 6800 to	6999	435 303 1831 to	1842	456 619 4460 to	4499	472 987 0290 to	0299
417 871 9250 to	9299	435 303 1986 to	1999	457 333 2686 to	2699	473 151 2069 to	2199
417 930 9533 to	9599	435 666 6092 to	6399	457 729 1767 to	1777	473 666 9138 to	9199
418 164 6500 to	6799	436 082 6400 to	6899	457 937 8615 to	8699	473 952 3429 to	3499
418 423 9863 to	9899	436 160 6441 to	6499	458 028 9810 to	9899	474 108 5402 to	5499
418 633 5922 to	5999	437 316 7115 to	7199	458 057 2712 to	2999	474 356 5193 to	5299
418 719 8520 to	8599	437 427 0500 to	3499	458 069 9537 to	9599	474 949 3366 to	3399
418 744 2235 to	2299	439 179 2300 to	2399	458 069 9665 to	9699	475 134 9362 to	9399
418 962 2848 to	2899	439 310 0458 to	0499	458 337 5222 to	5299	475 167 9667 to	9699
419 543 0286 to	0299	440 698 1947 to	1999	458 354 7653 to	7999	475 319 3415 to	3499
419 730 0300 to	0399	440 858 6300 to	6399	458 671 8678 to	8699	475 319 3649 to	3799
420 277 0015 to	0049	440 858 6420 to	7299	458 671 8721 to	8798	475 340 6400 to	6599

475 424 8410 to	8499	490 717 7080 to	7099	608 813 9950 to	9999	627 776 2500 to	2599
475 629 9156 to	9199	490 721 6000 to	6099	609 067 5325 to	5399	628 226 3100 to	3199
475 850 6101 to	6199	490 793 1500 to	2099	609 067 5488 to	5499	628 814 4702 to	4799
475 875 2500 to	2599	490 886 8171 to	8199	609 067 5600 to	5699	628 851 9689 to	9699
476 169 8264 to	8299	490 977 9221 to	9240	609 289 6123 to	6199	629 510 7200 to	7299
476 189 3000 to	3499	491 258 8100 to	9099	609 438 4400 to	4499	629 964 4200 to	4294
476 331 2480 to	2499	491 567 1376 to	1399	609 493 1100 to	1199	630 389 3056 to	3071
477 289 8601 to	8699	492 254 4800 to	4899	609 766 8091 to	8999	630 463 0588 to	0599
477 681 5206 to	5299	492 283 5100 to	5199	609 825 4100 to	4115	631 459 9117 to	9199
478 010 4243 to	4268	492 610 6813 to	6899	609 884 2981 to	2999	631 762 9325 to	9399
478 010 4270 to	4291	493 394 5568 to	5599	609 893 1000 to	1099	632 217 4933 to	4999
478 450 5071 to	5099	493 470 2562 to	2599	610 092 3200 to	3299	632 500 0000 to	599 9999
478 469 7838 to	7858	493 473 7700 to	7799	610 582 4200 to	4299	633 110 4165 to	4199
478 469 7883 to	7899	493 716 2153 to	2199	611 879 6939 to	6999	633 110 4303 to	4499
479 280 9800 to	9899	494 206 2972 to	2999	612 291 8013 to	8099	633 438 6429 to	6599
479 365 9116 to	9176	494 217 3446 to	3999	612 751 5171 to	5199	633 588 7173 to	7182
479 412 9900 to	9999	494 224 0500 to	0599	612 751 5226 to	5299	634 725 0700 to	0799
479 667 6190 to	6199	495 145 0600 to	0699	612 751 6083 to	6099	634 803 3239 to	3299
479 748 9680 to	9699	496 209 7425 to	7499	612 751 6268 to	6299	634 807 2474 to	2499
479 860 7000 to	7199	496 213 8728 to	8799	612 751 6572 to	6599	634 827 5900 to	5999
480 526 2000 to	2099	496 474 5226 to	5248	612 774 2111 to	2199	634 886 3428 to	3499
480 640 6330 to	6399	497 053 8517 to	8699	612 774 2254 to	2299	635 559 3449 to	3499
480 658 0568 to	0599	497 854 8673 to	8699	612 774 2500 to	2599	636 289 6214 to	6299
480 689 5100 to	5199	498 449 8888 to	8899	614 469 0979 to	0999	636 634 8007 to	8042
481 072 9463 to	9499	498 929 8285 to	8499	614 474 3000 to	3099	637 150 1200 to	1299
481 673 0074 to	0095	498 936 5310 to	5399	614 521 3490 to	3499	637 562 5828 to	5899
482 527 1500 to	1599	499 016 5425 to	5499	614 645 1800 to	1899	638 042 1647 to	1699
482 541 5255 to	5299	499 440 8575 to	8899	614 832 1100 to	2099	638 049 4984 to	4999
482 729 6800 to	6899	499 731 6717 to	6799	615 017 7505 to	7599	638 318 1115 to	1199
483 363 7207 to	7299	500 064 1858 to	1869	617 711 6609 to	6699	638 318 1453 to	1499
483 402 2356 to	2399	500 070 5725 to	7799	617 760 5266 to	5299	638 885 0000 to	0299
483 486 5100 to	5199	600 645 3223 to	3299	617 813 3601 to	3699	638 903 4362 to	4373
483 632 1521 to	1599	601 339 1200 to	1399	618 840 9200 to	9299	639 415 1929 to	1999
483 632 2600 to	2799	601 653 5884 to	5899	619 551 7229 to	7299	639 415 2019 to	2099
483 849 1615 to	1699	601 661 7700 to	7799	619 859 3000 to	3099	639 420 6200 to	6299
484 174 4803 to	5299	601 682 5343 to	5399	620 073 9400 to	9499	639 469 3517 to	3799
484 323 8900 to	9199	601 928 1600 to	1699	621 614 7907 to	7930	639 605 2143 to	2199
484 680 5000 to	5038	602 512 2972 to	2999	621 614 7932 to	7999	639 657 8600 to	8799
484 680 5040 to	5074	602 555 2400 to	2799	621 648 8021 to	8199	640 289 7500 to	7599
484 680 5077 to	5099	602 829 7061 to	7099	621 648 8500 to	8599	640 289 7700 to	7999
485 029 4913 to	4999	603 483 9572 to	9599	621 904 8351 to	8599	641 170 4420 to	4499
486 176 0600 to	0699	603 490 7200 to	7299	621 916 1978 to	1989	641 318 3133 to	3199
486 559 7555 to	7599	603 678 7100 to	7199	622 989 8032 to	8099	641 378 6500 to	6999
486 696 3023 to	3199	603 678 7662 to	7699	623 076 9300 to	9399	641 383 8739 to	8799
488 173 7900 to	7999	603 678 7902 to	7999	623 819 5006 to	5099	641 877 3187 to	3299
488 206 4100 to	4199	603 678 8418 to	8499	623 895 8200 to	8399	641 877 3310 to	3399
488 226 0200 to	0299	603 678 8700 to	9999	623 917 0000 to	0099	642 355 8094 to	8199
488 709 3906 to	3999	604 086 0880 to	0899	623 917 0200 to	0299	642 355 8308 to	8999
488 855 8359 to	8399	604 349 1414 to	1499	624 468 5288 to	5299	642 900 0018 to	0099
489 181 8963 to	8999	604 503 7776 to	7799	624 665 3162 to	3198	643 030 6254 to	6299
489 223 2000 to	2099	605 520 9037 to	9099	625 088 6735 to	6799	644 066 0882 to	0899
489 311 1930 to	1999	605 685 4010 to	4099	625 916 9500 to	9799	644 069 0600 to	0699
489 318 6200 to	6300	605 988 6467 to	6499	625 968 8956 to	8999	644 077 7506 to	7699
489 384 0027 to	0099	607 689 7951 to	7960	627 005 3938 to	3999	644 085 8157 to	8199
489 427 0658 to	0899	607 728 1276 to	1299	627 384 3907 to	4099	644 112 9839 to	9899
489 997 5252 to	5299	608 727 7100 to	7199	627 496 7549 to	7599	644 373 9083 to	9099
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	847 723 7500 to 7599	862 271 0800 to 0999	901 291 2789 to 2799
834 354 8824 to 8838	849 485 3427 to 3499	862 271 5000 to 5099	901 525 7122 to 7199
835 269 5700 to 5799	849 520 9850 to 9899	863 871 5138 to 5199	902 198 9769 to 9799
835 496 7303 to 7399	849 608 1357 to 1399	863 949 5300 to 5399	902 948 1269 to 1299
835 539 5200 to 5999	849 792 2600 to 2699	864 088 8200 to 8299	902 985 0833 to 0899
835 813 3015 to 3099	850 546 1862 to 1899	864 426 3972 to 3999	903 370 6934 to 6999
837 672 8967 to 8999	851 143 6826 to 6844	864 520 6117 to 6136	904 600 6523 to 6599
837 784 3282 to 3299	851 209 9880 to 9899	865 151 0526 to 0599	904 892 0378 to 0399
838 176 8377 to 8399	851 928 9221 to 9299	865 500 4034 to 4099	904 892 0648 to 1299
838 518 1257 to 1299	852 589 6560 to 6599	865 883 6082 to 6099	905 056 2216 to 2299
839 718 8257 to 8299	853 049 3646 to 3699	866 004 3000 to 3999	905 510 6647 to 6799
840 323 0600 to 0699	854 304 4089 to 4999	866 442 4100 to 4899	905 510 6900 to 7099
840 875 6235 to 6299	854 529 2200 to 2299	867 366 9108 to 9118	905 794 0000 to 0199
840 910 0900 to 0999	854 532 0000 to 2999	867 633 7403 to 7499	905 794 0288 to 0299
841 349 5000 to 5099	855 001 6204 to 6249	867 737 5623 to 5699	905 873 6900 to 6999
841 805 7747 to 7899	855 319 9364 to 9399	868 169 4529 to 4599	905 873 7100 to 7299
841 805 7944 to 8099	855 361 3390 to 3399	868 173 8400 to 8599	905 880 8900 to 8999
842 226 0685 to 0695	856 226 0490 to 0499	868 514 9000 to 9099	905 889 7100 to 7199
842 685 4600 to 4699	856 656 5800 to 5999	868 566 9200 to 9299	906 158 1508 to 1599
842 685 4742 to 4999	856 752 0200 to 0299	869 387 1150 to 1199	906 558 8812 to 8899
842 860 0300 to 0399	857 279 3450 to 3499	869 505 3500 to 3599	906 982 2214 to 2299
842 898 5582 to 5599	857 843 4000 to 4099	869 523 7033 to 7099	907 725 8500 to 8599
843 062 7100 to 7199	858 124 7644 to 7699	869 800 0000 to 9999	908 622 4225 to 4235
843 077 6288 to 6299	858 756 3111 to 3299	870 054 4814 to 4899	908 936 9254 to 9299
843 077 6378 to 6399	859 063 8200 to 8699	870 491 4812 to 4849	909 100 1787 to 1799
843 758 5769 to 5778	859 190 0600 to 0644	870 536 5820 to 5829	909 100 1900 to 2099
843 786 2554 to 2699	859 811 2888 to 2899	870 541 7167 to 7239	909 568 8900 to 9099
845 656 8165 to 8199	859 855 8873 to 8999	870 575 8155 to 8999	909 568 9300 to 9499
845 727 2100 to 2199	860 240 8520 to 8599	870 589 0485 to 0494	909 725 7307 to 7399
845 746 2618 to 2635	860 275 3900 to 3999	870 691 7060 to 7099	910 219 8631 to 8699
846 390 7531 to 7599	860 518 9629 to 9699	872 100 0445 to 0459	910 265 1100 to 1199
846 918 0572 to 0599	860 600 0021 to 0999	900 556 4178 to 4199	910 471 7273 to 7299
847 237 7690 to 7699	861 158 2350 to 2599	900 845 0044 to 0099	910 536 2505 to 2599
847 284 2481 to 2499	861 367 5400 to 5499	900 936 0217 to 0299	911 140 1000 to 2199
847 374 7055 to 7065	861 637 6010 to 6099	900 936 0435 to 0499	911 268 9077 to 9099
847 374 7055 to 7065	861 979 7292 to 7499	901 058 5255 to 5280	911 400 8948 to 8999
847 636 5304 to 5399	862 216 6100 to 6199	901 273 1082 to 1099	911 508 1620 to 1799
847 700 5447 to 5499	862 263 9213 to 9299	901 287 5143 to 5199	911 523 3000 to 3999

— Group2–Security,
Postal Inspection Service, 1-9-03

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

726 626 356	to	6 370	735 783 961	to	3 990	745 388 794	to	8 910	757 086 209	to	6 240
727 182 271	to	2 510	735 803 401	to	3 430	746 446 806	to	6 820	757 240 591	to	0 650
727 416 181	to	6 240	736 005 420	to	5 440	746 818 351	to	8 410	757 277 371	to	7 700
727 481 431	to	1 460	736 366 021	to	6 110	747 245 266	to	5 280	757 291 591	to	2 730
727 749 241	to	9 780	736 624 456	to	4 500	747 364 813	to	4 830	757 964 251	to	4 280
728 382 331	to	2 480	736 670 851	to	1 060	747 501 434	to	1 450	758 067 001	to	7 090
728 702 338	to	2 400	736 767 061	to	7 090	747 739 891	to	0 070	758 105 221	to	5 250
728 915 371	to	5 850	736 767 093	to	7 120	748 148 649	to	8 760	758 324 941	to	5 000
728 953 141	to	3 410	736 982 191	to	2 370	748 259 960	to	9 970	758 593 628	to	3 650
728 954 280	to	4 310	736 982 551	to	2 730	748 565 162	to	5 280	758 709 038	to	9 060
729 169 081	to	9 140	737 110 141	to	0 170	748 874 988	to	5 030	758 744 101	to	4 160
729 363 841	to	3 870	737 185 501	to	5 710	749 137 381	to	7 410	758 850 883	to	0 900
729 682 891	to	3 190	737 317 321	to	7 350	749 190 192	to	0 210	758 860 951	to	1 550
729 838 940	to	9 070	737 517 781	to	7 840	749 685 421	to	5 450	759 152 851	to	2 880
729 839 101	to	9 130	737 628 181	to	8 210	749 846 791	to	6 850	759 740 941	to	1 090
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	773 112 031	to	2 060	775 106 237	to	6 248	779 233 681	to	3 710
766 572 901	to	3 020	773 125 387	to	5 410	775 331 515	to	1 550	779 316 961	to	7 200
766 748 500	to	8 521	773 179 320	to	9 410	775 444 210	to	4 230	779 339 221	to	9 400
767 024 341	to	4 370	773 202 989	to	3 140	775 579 301	to	9 320	779 702 191	to	2 250
767 326 471	to	6 590	773 208 991	to	9 290	775 622 683	to	2 760	779 994 001	to	4 090
767 332 561	to	2 950	773 231 311	to	1 340	776 144 621	to	4 670	780 103 591	to	3 650
768 009 841	to	9 960	773 348 739	to	8 940	776 154 010	to	4 060	780 533 288	to	3 310
768 011 489	to	1 520	773 575 891	to	5 950	777 561 631	to	2 080	780 625 208	to	5 920
768 177 980	to	7 990	773 852 971	to	3 030	776 657 371	to	7 490	780 711 345	to	1 540
768 391 081	to	1 170	773 858 011	to	8 100	776 817 421	to	7 450	780 865 851	to	5 920
768 661 569	to	1 650	773 892 721	to	7 190	776 951 225	to	1 250	780 873 421	to	3 450
769 000 051	to	0 080	773 958 061	to	8 660	777 141 601	to	2 140	781 141 891	to	1 980
769 050 841	to	0 900	774 101 148	to	1 190	777 297 421	to	7 510	781 238 697	to	8 730
769 159 081	to	9 178	774 107 161	to	7 190	777 621 721	to	1 750	781 503 151	to	3 180
769 737 496	to	7 510	774 177 226	to	7 270	777 810 309	to	0 330	781 518 818	to	8 840
769 778 491	to	8 730	774 279 481	to	9 810	778 049 651	to	9 670	781 624 126	to	4 200
769 827 331	to	7 450	774 408 399	to	8 420	778 106 225	to	6 310	781 679 221	to	9 340
770 216 071	to	6 100	774 431 821	to	2 450	778 218 730	to	8 780	781 723 771	to	3 890
770 723 281	to	3 400	774 510 451	to	0 780	778 251 871	to	1 930	781 723 964	to	3 990
770 915 150	to	5 490	774 652 981	to	3 010	778 286 911	to	6 940	781 761 391	to	1 720
771 455 551	to	5 610	774 778 981	to	9 040	778 328 699	to	8 730	781 878 721	to	9 020
771 609 661	to	9 690	774 867 481	to	7 510	778 567 471	to	7 860	782 424 840	to	4 900
772 057 224	to	7 440	774 867 515	to	7 540	778 570 771	to	0 830	782 939 821	to	9 850
772 162 660	to	3 070	774 934 275	to	4 290	778 699 096	to	9 110	783 663 991	to	4 050
772 718 615	to	8 640	774 961 261	to	1 290	778 779 471	to	9 480	783 739 838	to	0 280
772 970 886	to	0 940	775 106 223	to	6 235	779 146 205	to	6 230	784 380 061	to	0 090
773 009 419	to	9 430									

— Group2—Security,
Postal Inspection Service, 1-9-03

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, 1-9-03

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, 1-9-03

Finance (continued)

REMINDER

Migratory Bird Stamp Destruction

District customer service and sales offices must establish a schedule for submitting all unsold migratory bird stamps for destruction. Submit unused stamp stock to the stamp destruction committee no later than accounting period (AP) 8 for stamp distribution offices (SDOs) or AP 7 for stamp services center (SSC) offices. All offices that recently migrated to Standard Accounting for Retail and Shared Services/Accounting (SAFR/SS/A) are subject to the deadlines based on the facility type that services them.

The following table contains the deadlines by which Post Offices, stations, and branches must return unsold migratory bird stamps to their respective main/unit reserve stock for destruction.

Procedures	Facility Type		
	Post Offices Served by SDO (statement of account offices)	Stations, Branches, and SFAP Offices Served by SDO	Post Offices, Stations, and Branches Served by SSC
Unsold Migratory Bird Stamps in Stamp Credits	Return to main stock by AP 6	Return to unit reserve by AP 6	Return to unit reserve/main stock by AP 6
Unsold Migratory Bird Stamps in Unit Reserve or Main Stock	Return to stamp destruction committee by AP 8	Return to stamp destruction committee by AP 8	Return to stamp services center by AP 7
Form	PS Form 17, <i>Stamp Requisition/Stamp Return</i> (June 2002)		

Notes:

1. Philatelic retail units must submit unsold migratory bird stamps that are more than 2 years old to the stamp destruction committee by AP 8 for SDO offices and by AP 7 for SSC offices.
2. Offices designated as philatelic outlets are the only outlets that should have an ending bird stamp inventory on the AP 9 of Postal Quarter III statement of account. These offices should list inventory of migratory bird stamps by year of issue and face value in the remarks section of the statement of account. Philatelic offices reporting under SAFR/SS/A should maintain detailed accountability of their bird stamp inventory locally.

Additional instructions can be found in Handbook F-1, *Post Office Accounting Procedures*, section 427, Handling Migratory Bird Hunting and Conservation Stamps, which is available via the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *HBKs*.

— Revenue and Field Accounting,
Finance, 1-9-03

International Mail

ICM UPDATES

International Customized Mail

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

On December 6, 2002, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** December 20, 2002, through December 19, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 600 pieces of EMS or \$12,000 in postage for EMS.

On December 12, 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 26, 2002, through December 25, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 1,000 pieces of EMS.

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

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

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

Exhibit 1

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

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

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

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at ten (10) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

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

On December 12, 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 26, 2002, through December 25, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum 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 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

Stamps



Love
Thurgood Marshall
Lunar New Year

37¢

Heroes of 2001

Proceeds (above postage) benefit the families of emergency relief personnel killed or permanently disabled in the line of duty in connection with the 9/11 attacks.*

45¢

Breast Cancer Research

Proceeds (above postage) are for Breast Cancer research.*

All stamps are self-adhesive and sold in sheets of 20.

*The difference between the sales price of the semipostal stamps and the First-Class postage rate, in effect at the time of purchase, is a tax-deductible charitable contribution. See retail associate for details.



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.

Licensee	Products	Where Can I Buy These?	Other Sources
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.

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

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

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

Company	Contact	Address	Distribution Channel	Telephone	Fax	Products
American Stamp Collectibles	Lisa Naumoff	RR 12 BOX 180 DONOHOE RD GREENSBURG PA 15601-9812	OLRP catalog Telephone 724-837-8810 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 <i>www.ipromoteu.com</i>	877-470-1436	905-542-9454	Lapel pins.
Jonathan Grey and Assoc.	Mario Rodriguez Michelle Hagerty	920 CALLE NEGOCIO STE B SAN CLEMENTE CA 92673-6207	Mass mail out <i>www.jgrey.com</i>	949-498-2515	949-298-2830	Lapel pins, 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 <i>www.blanketsonline.com</i>	508-792-9065		Cotton and acrylic throw blankets, pillows and tote bags.
US Allegiance	Steve Crawford Jennifer Houston	63004 LAYTON AVE BEND OR 97701-3735	Military Exchange <i>www.iplede.com</i> Primarily promotional to Post Offices	800-327-1402	800-622-8212	Lapel pins, key chains, postcard sets, ceramic mugs, magnets, and bookmarks.
Winco	Andy Boston Bryan Fougner	9019 OSO AVENUE STE F CHATSWORTH CA 01311-4117	Primarily to Post Offices 800-543-5847	818-718-1191	818-700-9778	Lapel pins, magnets, key chains, and t-shirts.

— Licensing,
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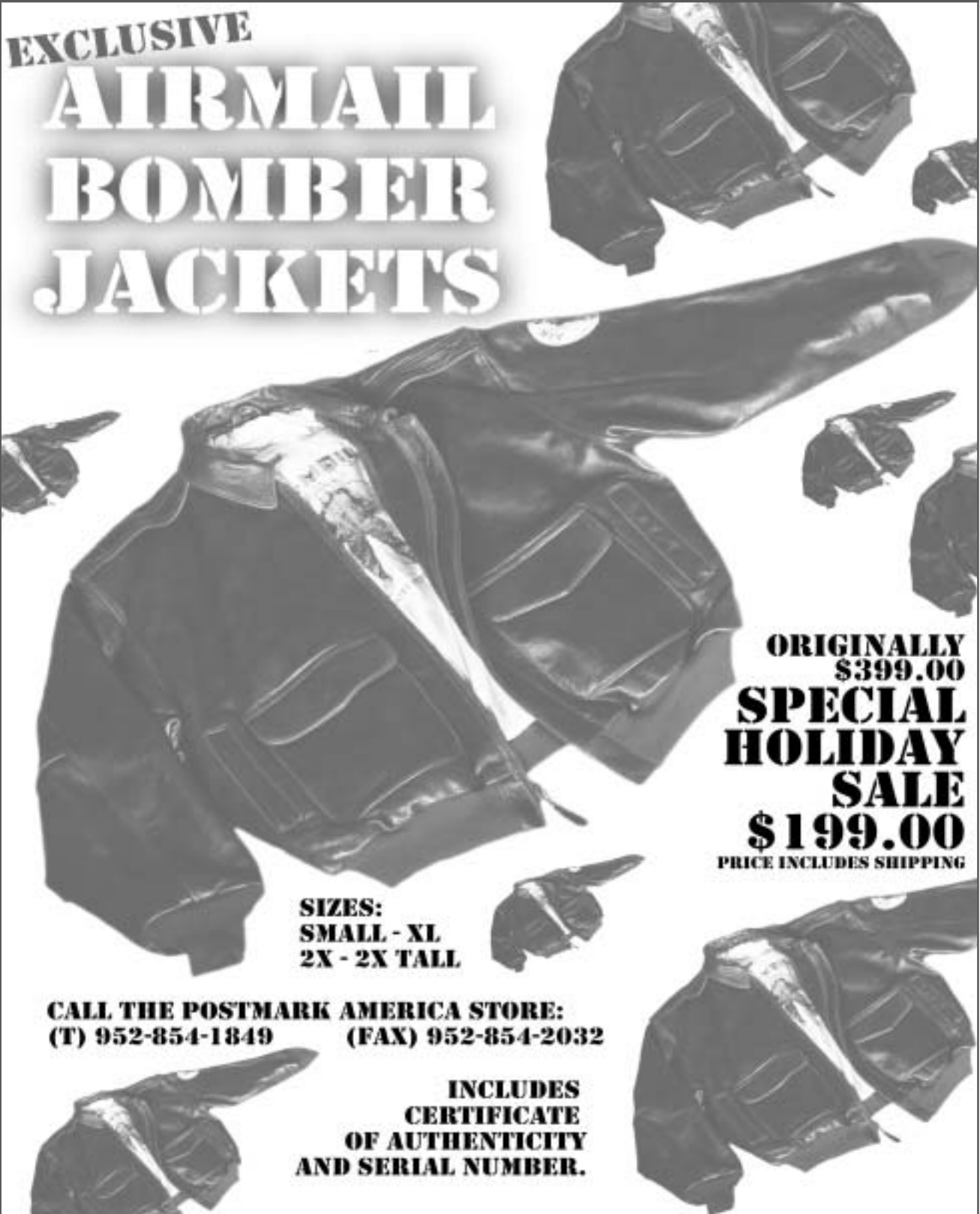


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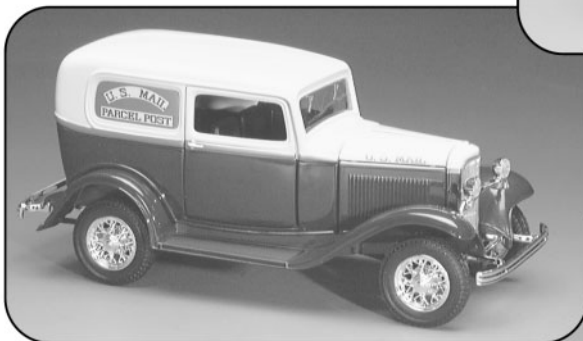


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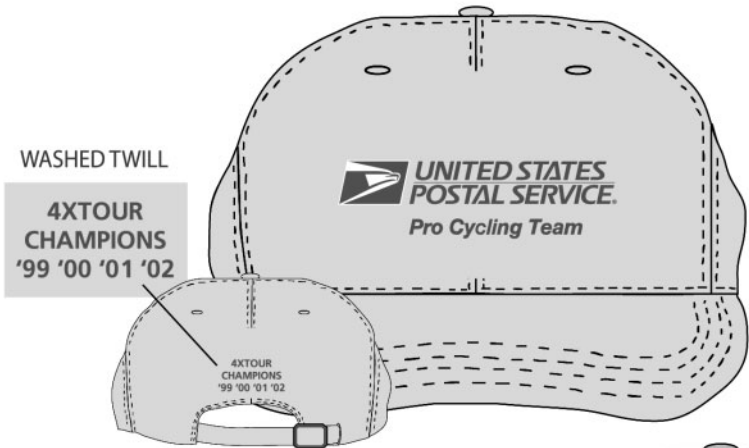
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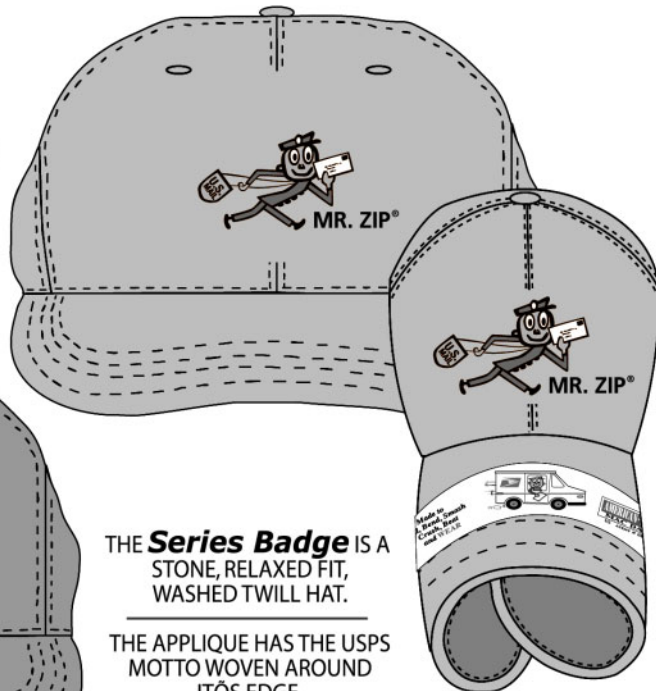


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E-mail: tarthur@logotel.com

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Philately

Pictorial Cancellations Announcement

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

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

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

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

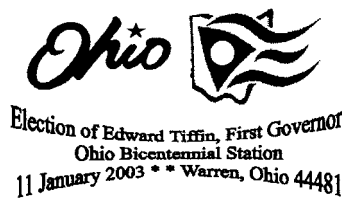


FIRST NIGHT MOBILE STATION
DECEMBER 31, 2002
MOBILE AL 36601

December 31, 2002
FIRST NIGHT MOBILE STATION
POSTMASTER
250 ST JOSEPH ST
MOBILE AL 36601-9813



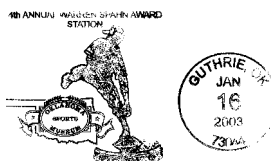
January 3, 2003
Monticello KY Post Office
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MONTICELLO KY 42633-9998



January 11, 2003
US Postal Service
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POSTMASTER
201 HIGH ST NE
WARREN OH 44481-9998



January 9-12, 2003
Florida United Numismatists
48TH ANNIVERSARY
CONVENTION STATION
POSTMASTER
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ORLANDO FL 32862-9998



January 16, 2003
Oklahoma Sports Museum
4TH ANNUAL WARREN SPAHN
AWARD STATION
POSTMASTER
201 WEST OKLAHOMA ST
GUTHRIE OK 73044-9998



January 17–19/24–26, 2003

EXHIBITION STATION
POSTMASTER
PO BOX 9998
HOUGHTON LAKE MI
48629-9998

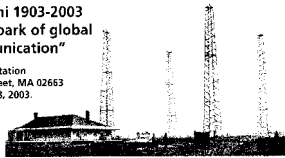


January 19, 2003

PET FEST AMERICA STATION
SPECIAL CANCELLATION UNIT
3300 V ST NE
WASHINGTON DC 20018-9998

Marconi 1903-2003
"The spark of global
communication"

Marconi Station
So. Wellfleet, MA 02663
January 18, 2003.



January 18, 2003

Cape Cod National Seashore
SOUTH WELLFLEET STATION
POSTMASTER
PO BOX 9998
SOUTH WELLFLEET MA
02663-9998

— Stamp Services,
Government Relations and Public Policy, 1-9-03

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
Give to the March of Dimes	Jan. 1–Jan. 31
Give to United Cerebral Palsy, Help Disabled People	Jan. 1–Jan. 31
Support Your Local Science Fair	Jan. 1–Jan. 31
Smile America, National Children's Dental Health Month	Jan. 15–Feb. 28
We Are Fighting for Your Life, American Heart Association	Feb. 1–Feb. 28
Save Your Vision Week	Feb. 1–March 31
March Is Kidney Month, Give to the National Kidney Foundation	March 1–March 31
March Is Red Cross Month	March 1–March 31
Easter Seals, Fight Crippling	March 1–April 22
April Is Child Abuse Prevention Month	April 1–April 30
April Is Organ Donor Awareness Month — Donors Make Miracles	April 1–April 30
Law Day USA Freedom Under Law, May 1	April 1–April 30
Strike Back at Cancer, Give to the American Cancer Society	April 1–April 30
National Carih Asthma Week	April 1–May 6
Only You Can Prevent Forest Fires	April 1–Oct. 31
National Salvation Army Week, 4 th Week in May	May 1–May 31
Support Research for "NF," Neurofibromatosis	May 1–May 31
Support Your Mental Health Association	May 1–May 31
National Flag Day, June 14, Pause for the Pledge	May 1–June 14
Goodwill Industries — Our Business Works So People Can	May 1–June 30
Support National Historic Preservation Week	May 9–May 15
National Transportation Week	May 14–May 20
Fight Disease, Support City of Hope Pilot Medical Center	May 15–June 15
Defeat Muscular Dystrophy, Support MDAA	May 15–June 17
Conquer Multiple Sclerosis	May 17–June 17
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1–Oct. 31

Cancellation	Period of Use
Support Infection Control Week	Oct. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— Mail Preparation and Standards, Pricing and Classification, 1-9-03

Post Offices

Post Office Changes

Old/New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/Unit	Unit Type	Effective Date	Comments
Old	20-1648	42761	KY	Columbia	Adair	Milltown	Community Post Office	05/25/2001	Community Post Office and ZIP Code discontinued. Establish a place name. Milltown KY becomes an acceptable last line for use with ZIP Code 42728.
New	20-1648	42728	KY	Columbia	Adair	Milltown	Place Name	07/31/2002	
Old	20-5344	42632	KY	Monticello	Wayne	Mill Springs	Community Post Office	11/03/2001	Community Post Office and ZIP Code discontinued. Establish a place name. Mill Springs KY becomes an acceptable last line for use with ZIP Code 42633.
New	20-5344	42633	KY	Monticello	Wayne	Mill Springs	Place Name	08/01/2002	
Old	26-7780	55968	MN	Reads Landing	Wabasha	Main Office	Post Office	06/30/1999	Post Office discontinued. Retain ZIP Code. Establish a place name. Reads Landing MN becomes an acceptable last line of address for use with ZIP Code 55968. This announcement amends PB 22090.
New	26-9510	55968	MN	Wabasha	Wabasha	Reads Landing	Place Name	09/28/2002	
Old	28-4926	65701	MO	McClurg	Taney	Main Office	Post Office	12/10/1993	Post Office discontinued. Retain ZIP Code. Establish a place name. McClurg MO becomes an acceptable last line of address for use with ZIP Code 65701.
New	28-0360	65608	MO	Ava	Douglas	McClurg	Place Name	11/02/2002	
Old	41-1260	17927	PA	Centralia	Columbia	Main Office	Post Office	09/17/1994	Post Office and ZIP Code discontinued. Establish a place name. Centralia PA becomes an acceptable last line for use with ZIP Code 17921.
New	41-0312	17921	PA	Ashland	Schuylkill	Centralia	Place Name	09/28/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	41-3236	17828	PA	Gowen City	Northumberland	Main Office	Post Office	10/29/1994	Post Office and ZIP Code discontinued. Establish a place name. Gowen City PA becomes an acceptable last line for use with ZIP Code 17872.
New	41-7608	17872	PA	Shamokin	Northumberland	Gowen City	Place Name	10/05/2002	
Old	46-9414	57578	SD	Wewela	Tripp	Main Office	Post Office	06/02/2000	Post Office and ZIP Code discontinued. Establish a place name. Wewela SD becomes an acceptable last line for use with ZIP Code 57580.
New	46-9666	57580	SD	Winner	Tripp	Wewela	Place Name	09/28/2002	
Old	46-3312	57629	SD	Glad Valley	Ziebach	Main Office	Post Office	04/25/1997	Post Office and ZIP Code discontinued. Establish a place name. Glad Valley SD becomes an acceptable last line for use with ZIP Code 57644.
New	46-5562	57644	SD	Meadow	Perkins	Glad Valley	Place Name	09/28/2002	
Old	46-6462	57765	SD	Opal	Meade	Main Office	Post Office	07/22/2000	Post Office and ZIP Code discontinued. Establish a place name. Opal SD becomes an acceptable last line for use with ZIP Code 57758.
New	46-6012	57758	SD	Mud Butte	Meade	Opal	Place Name	09/28/2002	
Old	48-8540	77985	TX	Speaks	Lavaca	Main Office	Post Office	02/04/1994	Post Office and ZIP Code discontinued. Establish a place name. Speaks TX becomes an acceptable last line for use with ZIP Code 77964.
New	48-3840	77964	TX	Hallettsville	Lavaca	Speaks	Place Name	09/28/2002	
Old	48-5470	78053	TX	McCoy	Atascosa	Main Office	Post Office	03/27/1998	Post Office and ZIP Code discontinued. Establish a place name. McCoy TX becomes an acceptable last line for use with ZIP Code 78113.
New	48-3020	78113	TX	Falls City	Atascosa	McCoy	Place Name	09/28/2002	
Old	48-8075	78665	TX	Sandy	Blanco	Main Office	Post Office	10/02/1992	Post Office and ZIP Code discontinued. Establish a place name. Sandy TX becomes an acceptable last line for use with ZIP Code 78636.
New	48-4455	78636	TX	Johnson City	Blanco	Sandy	Place Name	09/28/2002	



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.



This office will be
CLOSED
Monday,
February 17, 2003,
Washington's Birthday
(Presidents' Day).

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

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Wherever you
see this symbol,



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- www.usps.com*
- Select ATMs

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Retail

REMINDER

Retail Associate Acceptance of Internet Change of Address Forms

Retail associates must accept Internet change of address forms (ICOAs), also known as PS Form 3575-WWW, *Change of Address Order — World Wide Web*, from customers.

Customers may submit this form online for a \$1 fee, or print the form for free and give it to their letter carrier or retail associate at their local Post Office.

Retail associates must not refuse to accept these ICOAs, and must not collect a fee.

— *Customer Service Operations,
Delivery and Retail, 1-9-03*

REMINDER

Bound Printed Matter Items With No Endorsement

Nixie Clerks

Nixie clerks who receive Bound Printed Matter (BPM) items with no ancillary service endorsement and no special service must dispose of that mail as waste. They must not forward or return those items to the sender, nor should they send those items to the Computerized Forwarding Unit (CFS).

CFS Clerks

Likewise, CFS clerks who receive BPM items with no ancillary service endorsement and no special service must dispose of that mail as waste. They must not forward or return those items to the sender.

— *Customer Service Operations,
Delivery and Retail, 1-9-03*

What's in Store

New Year Drive Period

*Focus on small
businesses*

Here's a resolution to get 2003 off to a successful start — focus on the small-business customer. This is the theme for the New Year retail drive period, which runs through March 22. You'll notice that the new point-of-purchase (POP) signs, which should be on display now in all Postal Service lobbies, features owners of small businesses and how the Postal Service helps them retain their customers. The Postal Service does this by providing services that small businesses frequently use, like Priority Mail® service with Signature Confirmation™ service and Express Mail® service.

During this drive period, make sure to look for opportunities to educate small-business customers on Postal Service products and services that best fit their mailing needs. And don't forget to suggest those extra services that business folk especially need.

Also new in 2003: The Employee Mailbox, your retail calendar for January, has been redesigned to include all the important New Year retail drive period information on one attractive poster. If you don't see it on display in the employee work area of your office, check with your manager or postmaster.

Let's resolve to focus on the small-business customer this new year!

Business Solutions Display

On their way

There's a new destination in retail lobbies for small-business customers to get information on how to grow and manage their businesses with products and services available from the Postal Service. Retail Marketing is rolling out a Business Solutions display to 6,875 select Post Offices nationwide, including the largest and highest revenue-producing locations.

The display will hold up to 19 brochures, with the capability of converting six holders to three CD holders, depending on the product offerings for any given drive period. This display will eliminate clutter and present a more professional, consistent look to lobbies.

What's in Store

There are three phases to the rollout of the display materials. Shipments in the first phase — during the week of December 30 — went to select Post Offices in the Capital Metro, New York, and Northeast areas. These should arrive by January 10. The next phase will occur during the week of January 27, with shipments going to select Post Offices in the Eastern and Great Lakes areas. Materials for the third phase will ship during the week of February 25 to select Post Offices in the Southeast, Southwest, Western, and Pacific areas.

Each shipment includes the display, set-up instructions, eight brochures, and planogram.

Pull the pens

Get the point

Last year, from September 1 through November 30, all Post Offices participated in American Express's double "Membership Rewards" points promotion. In support of this promotion, POP kit "A" offices received pens that were placed near the full service counter line or the case wrap area. As with all in-store campaigns, these POP elements should have been removed at the end of the promotion. Alas, it seems the pens are still out there in some retail units. Please help us stay in good graces with our business partners and pull the pens!

Retail merchandise

Ask and you'll receive it

It doesn't arrive by magic. Under the new Official Licensed Retail Product program, you must order the retail merchandise you plan to sell in your lobbies — it's not automatically distributed. And, of course, you must be a participating office in the program to get products. The new Winter/Spring line of merchandise is now available and can be ordered through the hardcopy catalog or viewed at <http://blue.usps.gov>; click on *Headquarters*, then *Retail*, then *Merchandise*, then *OLRP — Official Licensing Retail Product Program*. You can also purchase the products through eBay at <http://ebuy.usps.gov>. Need a catalog? Contact your district retail manager.

Feedback

Send comments and questions to:

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

What's in Store

THE EMPLOYEE MAILBOX

New Year 12/28/02 – 3/22/03

USPS Means Business

Post Offices that receive POP kits labeled 4, 5, and 6 will receive a new *Business Solutions Display*.

The display will:

- Establish a dedicated place in Post Offices for business customers.
- Hold Direct Mail, Alternate Access, and shipping services information.
- Eliminate clutter found on countertops due to stand-alone displays.
- Present a professional, consistent look in Postal Service lobbies nationwide.

Encourage local small business customers to stop by the display.

Brochures

- Some are included with the display.
- Others need to be ordered if you don't have them in stock.

Please do so immediately.

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

What's in Store

THE EMPLOYEE MAILBOX

Why Signature Confirmation?

New Year POP signs tell how our products have helped real businesses. Signature Confirmation™ service is a big focus. Why?

- Business customers get signatures to keep track of shipping.
- Many customers still aren't aware of this extra service.
- Customers who have purchased it say it's a competitive service.
- Adding it to Priority Mail® service brings in significant revenue.



You sell services to all customers, but learning to identify business customers and educating them on special services could change the way they do business.

January Stamp Releases:

- *Thurgood Marshall (Black Heritage), January 7*
- *Year of the Ram (Lunar New Year), January 13*
- *Zora Neale Hurston (Literary Arts) January 24*

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

What's in Store







THE EMPLOYEE MAILBOX

January



FOCUS

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

SUN	MON	TUE	WED	THUR	FRI	SAT
			1	2	3	4
			Offices Closed NEW YEAR'S DAY		Gather VESS data for AP 4  payday	
5	6	 7 Thurgood Marshall (Black Heritage) stamp	8	9	10	11
			FOCUS: Signature Confirmation™ with Priority Mail® Delivery date, time, location, and recipient's name — this combination has it all!		Last day for districts to input VESS data for AP 4	
12	 13 Year of the Ram (Lunar New Year) stamp	14	15	16	17	18
		Make sure Holiday Closings door sign is displayed			 payday	
19	20	21	22	23	 24 Zora Neal Hurston (Literary Arts) stamp	25
	Offices Closed MARTIN LUTHER KING DAY					AP 6 begins
26	27	28	29	30	31	
	Signature Confirmation service is also available for sending or receiving electronic files. Tell customers to visit www.usps.com for information.				 payday	

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

NAME:

John Barringer

BUSINESS:
Miramar Group
Chicago, IL
Health Insurance
Provider

IN BUSINESS:
6 years

My key to success:
“Always meet deadlines”



Use
Express Mail® Next day. Guaranteed.
Next day delivery to many locations. See a retail associate for guarantee details.



Postal Bulletin Distribution

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

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

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

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

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

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

Postal Service Orders for Postal Bulletin

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

Attention Line _____

Postal Facility Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____

Person to Contact
 (_____) _____

Daytime Telephone _____

Current Quantity _____ New Quantity _____

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

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

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

All other facilities should contact their administrative post office.

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

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

Public Orders for Postal Bulletin

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

Attention Line _____



Company Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____
 (_____)

Daytime Telephone _____

Subscription: Domestic - \$163.00 per year; International - \$228.00 per year
Subscription Orders: 202-512-1800
Subscription Inquiries: 202-512-1806 Fax: 202-512-2250
Single Copies (back to 16 issues): Domestic \$13.00; International \$18.20
Special Issues: Domestic \$23.00; International \$32.20

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

Credit Card Number _____ Expiration Date _____

Signature _____

Mail Completed Form and Payment To:

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

CUT ALONG DOTTED LINE





UNITED STATES
POSTAL SERVICE

475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

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USPS
Permit No. G-10

CONVENIENT, EASY-TO-FOLLOW INFORMATION...

A Customer's Guide to Mailing

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



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

*Vickie Koltiska
Postmaster
Wyarno, WY*

THE CONSUMER'S POST OFFICE!