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POSTAL BULLETIN

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PB 22095, February 6, 2003

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PB 22093: 7690-05-000-4858	PB 22085: 7690-05-000-4850	PB 22078: 7690-05-000-4843	PB 22072: 7690-05-000-4837
PB 22092: 7690-05-000-4857	PB 22084: 7690-05-000-4849	PB 22077: 7690-05-000-4842	PB 22071: 7690-05-000-4836
PB 22091: 7690-05-000-4856	PB 22083: 7690-05-000-4848	PB 22076: 7690-05-000-4841	PB 22070: 7690-05-000-4835
PB 22090: 7690-05-000-4855	PB 22082: 7690-05-000-4847	PB22075A: 7690-05-000-5051	PB 22069: 7690-05-000-4834
PB 22089: 7690-05-000-4854	PB 22081: 7690-05-000-4846	PB 22075: 7690-05-000-4840	PB 22068: 7690-04-000-5675

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U.S. Postal Service responds to GAO's "high-risk" update

"We welcome the General Accounting Office's recent review of the challenges facing the Postal Service," said Chief Financial Officer Richard Strasser in response to the GAO's "high-risk" update released today.

- "The report helps to keep the focus on finding solutions to those challenges," he said.
- "Since GAO's initial report in 2001, the Postal Service drafted a Transformation Plan to outline a strategy to meet the challenges reported by GAO. We welcome GAO's recognition that we have made substantial progress implementing that plan, within the boundaries of what is possible under current law, as outlined below:"
- **Operational Efficiency:** During fiscal year 2002, our output per workhour grew by 2.2% and Total Factor Productivity improved by 1.1%. The Total Factor Productivity increase is equivalent to \$700 million in expense reductions and marks our third straight year of positive Total Factor Productivity growth. During the same period, we reduced career employment by 23,000 positions, for a total reduction of 45,000 positions over three years.
- **Cost Control:** By better aligning resources against workload, we were able to reduce a projected net loss of \$1.35 billion by half — to \$676 million — during fiscal year 2002, despite the fact that the addresses we serve grew by 1.8 million. And, for the first time in 31 years, operating expenses were reduced below the previous year's. We are well on our way to taking \$5 billion in costs out of our system by the end of 2006.
- **Debt Reduction:** In fiscal year 2002, we decreased our outstanding debt by \$200 million, reversing a five-year trend of increasing debt each year. Our plan calls for additional debt reduction of at least \$800 million this year.
- **Maintaining Service:** Despite the financial challenges we are facing, driven primarily by declining mail volume growth and expansion of the number of homes and businesses we serve, overall service performance was at record levels in fiscal year 2002. So far this year, service is even exceeding last year's levels.
- "Each of these achievements represents progress against specific elements of our Transformation Plan.

We will continue our focused efforts to implement the Plan, both today and over the coming years.

- "We are also working closely with the President's Commission on the U.S. Postal Service as it identifies the operational, structural, and financial challenges facing the Postal Service; examines potential solutions; and recommends legislative and administrative steps to ensure the long-term viability of postal service in the United States."

GAO validates OPM's position on CSRS retirement overfunding — and then some

They agree. The General Accounting Office, in a report issued today, came to a conclusion similar to that of the Office of Personnel Management (OPM). As OPM said, based on the current level of contributions, the Postal Service would significantly overfund the amount needed in the future to cover Civil Service Retirement System (CSRS) obligations.

- But GAO took it one step further, "We found that the amount of overfunding is considerably greater than OPM initially calculated."
- GAO said that USPS has actually overfunded its CSRS obligation by \$4 billion. OPM had earlier calculated that without a legislative change in the funding schedule, USPS's potential overfunding could reach \$71 billion. GAO's analysis says overfunding could reach \$103 billion.
- Why the difference? OPM included costs for military service for CSRS Postal Service employees who are not required to be paid by USPS under current law. In doing this, OPM commented that it used the funding methodology modeled after the Federal Employees Retirement System (FERS) that replaces CSRS for employees hired after 1983.
- Bottom line? If legislation is enacted changing how the Postal Service funds CSRS, based on either analysis, postage rates can be held steady until at least 2006.
- While the news from GAO was generally positive, Strasser expressed his disappointment that GAO called on Congress to decide if potential CSRS overfunding should be used for other purposes, such as debt reduction or retiree health benefit payments.

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- “This is the type of financial decision that we believe properly belongs to postal management and the Board of Governors, consistent with the law that created the Postal Service,” he said.

Subcommittee seats filled, Commission on the U.S. Postal Service gets down to business

The President’s Commission on the U.S. Postal Service has named the members of four subcommittees that will collect stakeholder input to help develop the commission’s final report to the president, due July 31.

- The Business Model Subcommittee, chaired by Richard Levin, includes Don Cogman, Carolyn Gallagher, Norman Seabrook and Robert Walker. The group will assess the current Postal Service business model, universal service, infrastructure, rate regulation and pricing flexibility.
- The Private Sector Partnership Subcommittee consists of Chairman Joseph Wright, Cogman and Seabrook. It will analyze the private sector’s role in mail delivery.
- The Technology Challenges and Opportunities Subcommittee, with Chairman Walker, Dionel Aviles and Wright, will assess the effect of online bill payment and presentment, e-mail, electronic funds transfer and other technology to determine whether they will continue to erode Postal Service market share.
- Workforce Subcommittee chairwoman Gallagher, along with Aviles and Levin, will examine the USPS collective bargaining and dispute resolution process and review alternative models.
- And, commission co-chairs James Johnson and Harry Pearce will serve as ex-officio members of each subcommittee. The commission is collecting comments through Feb. 12.
- The commission will hold its next open meeting Feb. 20 in Washington, DC. *USPS-TV* will be there.

Identity theft: Protecting yourself against the fastest growing crime in America

Life in the information age isn’t without problems. Many of today’s most common transactions, such as charging a gas purchase or accessing your bank account, require a wealth of personal information. The Postal Inspection

Service (USPIS) says it’s that level of disclosure that leaves many of us vulnerable.

- “Identity theft is the fastest growing crime in America,” says Chief Postal Inspector Lee Heath. How you use your personal information is a major factor in whether or not you become a victim. “Make sure that when providing financial and personal information, you know how it will be used,” Heath said.
- Other ways to protect yourself: Avoid giving out your Social Security Number. Like the key to your front door, this single piece of information can allow identity snatchers access to your personal finances, health records and more, costing you time and money to repair the damage.
- Vice President and Consumer Advocate Francia Smith says the impact of identity theft can go beyond ruining credit to more serious damage. “There is an emotional factor of dealing with a credit history that isn’t yours, but that you have to reconstruct in order to clear your own,” Smith said.
- Both recommend annual credit report checks. Report any inconsistencies, newly opened accounts you didn’t authorize and unfamiliar transactions to a credit bureau such as Equifax, Experian or TransUnion.
- Other tips on prevention and contact information are available on the Postal Inspection Service Web site at www.usps.com/postalinspectors. And while you’re there check out Publication 280, *Identity Theft*; from the Web site, click on *Publications*.

Cyber convenience: Web-surfers are riding the Click-N-Ship wave

Click-N-Ship™ on www.usps.com allows customers to print shipping labels with or without postage from the convenience of their home or office computer. It increases access to our services — that’s a growth driver — while moving simple transactions out of retail lobbies.

- The product brought in over \$1 million in revenue during December. Santa Ana Performance Cluster led the charge with \$45,205 in online revenue, followed by the Portland, San Diego, Arizona and Central Florida Performance Clusters.
- “Click-N-Ship is a perfect example of using technology to enhance our core products,” said Nick Barranca, vice president, Product Development. “It combines the convenience of the Web with the value of shipping with the Postal Service.”

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- Customers like Click-N-Ship. Volumes for early January came close to matching those in the first week of December. Also, the percentage of labels with PC Postage™ is growing — from 30% in September to 41% in December.

Retirement information

The Postal Service and the APWU agreed to petition the Office of Personnel Management (OPM) for the purpose of implementing a Voluntary Early Retirement by Feb. 1, 2003.

- The Postal Service has submitted a petition to OPM. When OPM responds to our petition for Voluntary Early Retirement, we will be able to provide further information.
- The request for Voluntary Early Retirement covers only APWU-represented employees.

Wanted: U.S. Postal Inspectors

The U.S. Postal Inspection Service is looking for a few good men and women to join their ranks.

- Qualified applicants must be U.S. citizens between the ages of 21 and 36, possess a four-year college degree, be in good physical condition and meet other specialized requirements.
- For more information, go to www.usps.com/postalinspectors and click on *Recruitment now open for Postal Inspectors!*

Getting it right the first time, every time: Customers are counting on us to deliver

Misdelivery. Put yourself in our customers' shoes. How would you feel if you mailed a personal card or letter and it was delivered to the wrong person?

- Would you keep coming back for more of the same? Not likely. Misdelivery costs the Postal Service big time in terms of unnecessary cost, public relations and customer satisfaction.

- Identify theft. That's part of the picture, too. It's the fastest growing crime in the United States. Misdelivery places mail that may contain personal information into the wrong hands. And who knows — that misdelivered piece could be yours.
- During National Consumer Protection Week, Feb. 3–8, the Office of Consumer Advocate and the Postal Inspection Service will be offering tips to help consumers avoid being victimized by identify theft. Delivering mail accurately means we're part of the solution — and not the other way around.
- Now, let's say the recipient — the wrong recipient — cares enough to put the misdelivered envelope back into the mailstream. The customer may receive the mail, but it's late. And the cumulative costs of handling mailpieces a second or third time add up. Around here, it's already financial crunch-time. We have to deliver to the right address the first time, every time.
- The Postal Service handles more than 46% of the world's card and letter mail. We operate a transport and delivery fleet of 215,530 vehicles that drive a combined total of 1.15 billion miles a year.
- And, 138 million homes and businesses are counting on us to deliver their mail. Everyone, everywhere, every day doesn't work when we don't deliver it right.

Administrative Services

NEW WEB SITE

Experience the Transformation of www.usps.com

Next time you visit www.usps.com you will see some major improvements. On January 23, 2003, we launched a newly enhanced Web site to make it easier for our customers to find information and complete transactions, like buying stamps. The Web site has a new fresh look, the content is organized around basic customer needs, and it is much easier to move around the site. We based these improvements on direct customer feedback, and, so far, the initial results are good.

Today our customers can do more than ever on www.usps.com. Customers can buy stamps, print shipping labels with postage, pay bills online, and create mail from their computer that gets delivered by our carriers. Some of the most popular time-saving features of www.usps.com are:

- Get ZIP Codes.
- Confirm delivery.
- Change one's address.

- Hold mail.
- Request pick-up.
- Get maps and directions to Post Offices.
- Calculate rates.

Recently, www.usps.com was ranked as one of "the most useful sites ever" by *PC World* (February 2003).

www.usps.com definitely leverages technology to enhance customer value and increases ease of access to information and services, two key Transformation Plan strategies. Please visit www.usps.com to experience the improvements first hand and tell your customers, friends, and family about how www.usps.com can help them understand the value of our products and services.

— *usps.com*,
Product Development, 2-6-03

NEW HANDBOOK

Handbook AS-805-C, Information Security for General Users

Handbook AS-805-C, *Information Security for General Users*, is a new handbook written specifically for users of computer-based services and systems throughout the Postal Service.

The Postal Service relies extensively on computerized systems and electronic data to support its mission. These systems and data must remain secure to avoid disruptions in critical operations, data tampering, fraud, and inappropriate disclosure of sensitive information. The handbook explains how the use of computer-based resources can affect the security of Postal Service information resources and provides requirements for the acceptable use of such resources.

The requirements in the handbook apply to all users who are authorized to access Postal Service information resources.

The handbook was distributed to computer users and will also be available at the Material Distribution Center

(MDC) and on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *HBKs*.

Employees may order copies of Handbook AS-805-C from the MDC by one of the following means:

- **Touch Tone Order Entry:** Call 800-332-0317, and listen carefully to the message, as the prompts have changed.
- **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 following address:

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

The relevant ordering information for Handbook AS-805-C is as follows:

PSIN: HBK AS-805-C
PSN: 7610-05-000-5604
Unit of Issue: EA
Quick Pick Number: N/A
Bulk Pack Quantity: 250
Price: \$0.51
Edition Date: 11/02

— Corporate Information Security Office,
 Office of the Vice President,
 Chief Technology Officer, 2-6-03

HANDBOOK AS-802 REVISION

Standard Sources for Time

Effective February 6, 2003, Handbook AS-802, *Postal Computing Operations Standards*, is revised to add part 3-5, Standard Sources for Time.

This revision establishes the requirements for standard time sources to enable all Netware, NT, Windows 2000, VAX, and UNIX server time clocks to be synchronized to Coordinated Universal Time (UTC).

We will incorporate this revision into the next printed edition of Handbook AS-802 and into the online version available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on HBKs.

Handbook AS-802, Postal Computing Operations Standards

* * * * *

3 Enterprise-wide Mandatory Standards and Procedures

* * * * *

[Add new part 3-5 as follows:]

3-5 Standard Sources for Time

3-5.1 For Netware, NT, Windows 2000, VAX, UNIX

Many business applications require an accurate source of time for use in time-stamping transactions and log entries. The Postal Service has established standard time sources to enable all Netware, NT, Windows 2000, VAX, and UNIX server time clocks to be synchronized to Coordinated Universal Time (UTC). A standard time source will ensure that all Postal Service distributed business applications share a single time reference, obviate the need for development of alternative approaches to acquire and synchronize time

clocks, and lower operating costs by reducing the complexity of the infrastructure.

3-5.2 Applicability

This requirement applies immediately to the following applications:

- All Netware, NT, Windows 2000, VAX, and UNIX server time clocks in the current infrastructure.
- All new applications.
- Legacy applications, which must be upgraded to use these standard time sources if there is an opportunity to do it at low cost in conjunction with another functional upgrade or maintenance release.

Over time, it will apply to all applications.

3-5.3 Requirements

3-5.31 Application design

- Server-based applications must be designed to use the local system time clock via host operating system API calls as a time reference, because this clock is already synchronized with UTC.
- Applications or stored procedures running within Oracle must use the SYSDATE function to obtain accurate time. Oracle uses the local host system time clock as a time reference for these functions, which will be synchronized to UTC via established time synchronization networks.
- Client-based applications must be designed to use the local system time clock via Windows time API calls as a time reference. Client-side applications must neither access the hardware time clock directly nor include internal code to replicate the function of

the local system clock or clock synchronization with upstream time servers.

3-5.32 Infrastructure

- Time reference servers for all network operating system types (NetWare, Windows NT/2000, VAX, and UNIX) must be synchronized to UTC.
- Time reference servers must be monitored to ensure that their clocks are synchronized with UTC and with each other within an acceptable margin or error.
- Distributed or midrange servers that host applications requiring accurate time must be configured to synchronize their local system time clocks to UTC via the time synchronization network appropriate to the server's operating system. Ultimately, all application server time clocks must be synchronized to UTC through the established hierarchy of network time servers. The frequency of server time clock updates must be carefully configured to achieve the best balance between clock accuracy and network overhead.
- Clients hosting local applications requiring accurate time must be configured to synchronize their local system time clocks via the nearest time reference

server when available. The frequency of time clock updates must be carefully configured to achieve the best balance between clock accuracy and network overhead. For example, client time clocks need to be updated only once per user login.

Note: Software components needed to use these services are included as part of the off-the-shelf operating system client licenses. Application developers and infrastructure service managers need only ensure that their application servers are correctly configured to synchronize with the appropriate standard time server. For technical information about the time source network, see <http://cste.usps.gov/lan/pub/time.htm> or contact the manager, Client Server Technology Engineering, Distributed Systems Service Center, Office of Vice President and Chief Technology Officer.

* * * * *

— Host Computing Services,
Office of the Vice President, Chief Technology Officer,
2-6-03

Directives and Forms Update

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

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

WWW = USPS Web page = www.usps.com.

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

F3 = F3 Fill Software.

New Directives

Handbooks

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK AS-805-C		11/02	Information Security for General Users	7610-05-000-5604	ASM	IT	MDC/IWEB	N/A
HBK DM-111		11/02	Centralized Account Processing System (CAPS) Procedures	N/A	DMM	SMD	IWEB	N/A
HBK MS-213-VOL-D	1	10/15/02	Delivery Bar Code Sorter 4-Output Subsystem (DBCS 4-OSS), Parts Information	7610-05-000-5509	POM	ENG	MDC	R
HBK MS-222-VOL-A	1	11/12/02	AccuSort TMS Staging Buffer (AKL-25), System Information	7610-05-000-5118	POM	ENG	MDC	R
HBK MS-222-VOL-B	1	11/12/02	AccuSort TMS Staging Buffer (AKL-25), Maintenance Information	7610-05-000-5119	POM	ENG	MDC	R

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK MS-222-VOL-C	1	11/12/02	AccuSort TMS Staging Buffer (AKL-25), Reference Information	7610-05-000-5120	POM	ENG	MDC	R
HBK MS-222-VOL-D	1	11/12/02	AccuSort TMS Staging Buffer (AKL-25), Parts Information	7610-05-000-5062	POM	ENG	MDC	R

Management Instructions

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
MI AS-885-2002-15	12/1/2002	Managing Websites on the Corporate Internet	N/A	IT	IWEB	N/A
MI PO-610-2002-3	11/01/02	Function 4 Standardized Customer Service Workload Reporting System	N/A	D&R	IWEB	N/A

Memorandums of Policy

PSIN	Edition Date	Title	Org.	USPS Source
MOP FI-11-12-2002	11/12/02	Policy Memo – Statistical Programs Letter #4, FY2003	FIN	IWEB
MOP FI-12-26-2002	12/26/2002	Policy Memo – Statistical Programs Letter #5, FY2003 SIRVO: Service Information Screen	FIN	IWEB

Posters

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
POS 129	12/02	In God We Trust	12 x 14	7690-05-000-5601	EA	PA&C	MDC	MDC

Publications

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 528		11/02	Veterans and the Military on Stamps	7610-05-000-5522		DD	MDC	MDC

Signs

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source
SGN 216-C	9/02	Writing Table Decal – Chinese	40 x 5 1/2	7690-05-000-5507	EA	SM	MDC
SGN 216-S	9/02	Writing Table Decal – Spanish	40 x 5 1/2	7690-05-000-5508	EA	SM	MDC

Revised Directives*Handbooks*

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK AS-802		11/02	Postal Computing Operations Standards	7610-01-000-9052	ASM	IT	IWEB	N/A
HBK AS-820		10/02	Postal Computing Environment	7610-03-000-5939	ASM	IT	MDC/ IWEB	WWW
HBK MS-138-VOL-A	4	10/01/02	Small Parcel and Bundle Sorter (SPBS 1 & SPBS-2), System Information	7610-03-000-9202	POM	ENG	MDC	R
HBK MS-138-VOL-B	4	10/01/02	Small Parcel and Bundle Sorter (SPBS-1 & SPBS-2), Maintain Information	7610-03-000-9367	POM	ENG	MDC	R
HBK MS-138-VOL-C	4	10/01/02	Small Parcel and Bundle Sorter (SPBS-1 & SPBS-2), Troubleshooting Information	7610-05-000-5511	POM	ENG	MDC	R
HBK MS-138-VOL-D	4	10/01/02	Small Parcel and Bundle Sorter (SPBS-1 & SPBS-2), Parts Information	7610-05-000-5512	POM	ENG	MDC	R

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK MS-149-VOL-A	3	5/10/02	Upgrade Flats Sorting Machine (UFSM 1000) System Information	7610-03-000-7031	POM	ENG	MDC	R
HBK MS-149-VOL-B	3	5/10/02	Upgrade Flats Sorting Machine (UFSM 1000) Maintenance Information	7610-03-000-7032	POM	ENG	MDC	R
HBK MS-149-VOL-C	3	5/10/02	Upgrade Flats Sorting Machine (UFSM 1000) Reference Information	7610-03-000-7033	POM	ENG	MDC	R
HBK MS-149-VOL-D	3	05/10/02	Upgraded Flats Sorting Machine (UFSM), Parts Information	7610-05-000-4793	POM	ENG	MDC	R
HBK MS-154-VOL-C	2	7/1/02	Letter Mail Labeling Machine (LMLM) Series 400B, Parts Information	7610-03-000-7036	POM	ENG	MDC	R
HBK MS-178-VOL-A	3	7/01/02	Automatic Flats Sorting Machine 100 (AFSM 100), General Information	7610-05-000-4207	POM	ENG	MDC	R
HBK MS-178-VOL-B	3	7/01/02	Automatic Flats Sorting Machine 100 (AFSM 100), Maintenance Information	7610-05-000-4208	POM	ENG	MDC	R
HBK MS-178-VOL-C	3	7/01/02	Automatic Flats Sorting Machine 100 (AFSM 100), Troubleshooting Information	7610-05-000-4209	POM	ENG	MDC	R
HBK MS-178-VOL-D	3	7/01/02	Automatic Flats Sorting Machine 100 (AFSM 100), Parts Information	7610-05-000-4210	POM	ENG	MDC	R
HBK MS-178-VOL-E	3	7/01/02	Automatic Flats Sorting Machine 100 (AFSM 100), Software Reference	7610-05-000-4573	POM	ENG	MDC	R
HBK MS-190-VOL-A	2	11/22/02	Delivery Bar Code Sorter 5 (DBCS 5), Background Information	7610-05-000-0646	POM	ENG	MDC	R
HBK MS-190-VOL-B	2	11/22/02	Delivery Bar Code Sorter (DBCS 5), Maintenance Information	7610-05-000-0647	POM	ENG	MDC	R

New Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 1012-E	01/2003	01/2003	eTravel Expense report – Overnight Travel	N/A	PS	EA	FIN	IWEB	N/A
PS 1164-E	01/2003	01/2003	eTravel Expense Report – Local Travel	N/A	PS	SH	FIN	IWEB	N/A
PS 2846	12/2002	12/2002	City Carrier Route Mail Acceptance Data	N/A	PS	SH	FIN	IWEB	N/A

Revised Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 337	11/2002	11/2002	Clearance Record for Separated Employee	7530-02-000-7192	PS	SH	ERM	MDC/IWEB	N/A
PS 1010	01/2003	01/2003	eTravel Participant Enrollment Form	N/A	PS	SH	FIN	IWEB	N/A
PS 1357	01/2003	01/2003	Request for Computer Access	N/A	PS	SH	FIN	IWEB	N/A
PS 1868	06/2002	06/2002	Business Card Order Form	N/A	PS	SH	PM	IWEB	N/A
PS 8194	12/2002	12/2002	Record of Environmental Consideration	7530-03-000-7585	PS	SH	FAC	IWEB	N/A
PS 8230-X	01/2003	01/2003	Authorization for Payment	N/A	PS	SH	FIN	HQO	N/A

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 8231-X	01/2003	01/2003	1099 Internal Revenue Service Reporting Vendor Payment Form	N/A	PS	SH	FIN	HQO	N/A
CA 7/CA 20	11/1999	11/1999	Claim for Compensation on Account of Traumatic Injury or Occupational Disease	7530-03-000-9195	PS	EA	ERM	MDC	N/A

Obsolete Directives

Handbooks

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK MS-138-CHG-1	3	6/98	SPBS, Parts Information, Change 1	7610-03-000-4017	N/A	ENG	MDC	R
HBK MS-138-CHG-2	2	9/98	SPBS, Parts Information, Change 2	7610-03-000-4023	N/A	ENG	MDC	R
HBK MS-138-CHG-3	3	11/98	Change 3 to Small Parcel and Bundle Sorter (SPBS-1 & SPBS-2), Equipment Maintenance	7610-03-000-4065	N/A	ENG	MDC	R
HBK MS-138-CHG-4	4	4/02	Change 4 to MS-138-VOL-A	7610-03-000-4901	N/A	ENG	MDC	R

Management Instructions

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
MI AS-840-98-3	8/3/1998	Effects of Turn of the Century on Postal Systems and Equipment	N/A	IT	IWEB	N/A

Memorandums of Policy

PSIN	Edition Date	Title	Org.	USPS Source
MOP IS-5-3-1996	5/3/1996	New Clearance and Document Management Policies	PA&C	IWEB
MOP IT-12-11-2000	12/11/2000	Microsoft Windows 2000 Professional on Desktop and Laptop Computers	IT	IWEB
MOP IT-02-26-2001	02/26/2001	Browser Compatibility and Server Based Application Development	IT	IWEB
MOP IT-03-06-2001	03/06/2001	Windows 2000 Servers	IT	IWEB
MOP IT-03-09-2001	03/09/2001	Deadline for Compliance with Section 508	IT	IWEB

Posters

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
POS 50-A	3/99	Breast Cancer Stamp	24 x 26	7690-04-000-6232	EA	GR&PP	MDC	N/A
POS 50-B	3/99	Breast Cancer Stamp	24 x 36	7690-04-000-6233	EA	GR*PP	MDC	N/A

Publications

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 9		1/96	Stamps Etc.	7610-03-000-4604		GR&PP	MDC	P/F
PUB 225		1/99	Introduction to Stamp Collecting	7610-02-000-7089		GR&PP	MDC	P/F
PUB 304		9/1/97	Information Desk	7610-04-000-4269			MDC	N/A
PUB 800		3/94	If It's the Best Addressed, It's Ahead of the Rest	7610-03-000-9447	DMM		MDC	P/F
PUB 801		8/94	Business Reply Mail: The Best Addressed Get the Best Response	7610-03-000-9515	DMM		MDC	P/F
PUB 802		8/94	Courtesy Reply Mail: The Best Addressed Get the Best Return	7610-03-000-9514	DMM		MDC	P/F
PUB 803		1/94	Your Business Is Our Business	7610-03-000-9484			MDC	P/F

— Policies and Procedures Information,
Public Affairs and Communications, 2-6-03

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 Acquisition Media	Standard/Catalog	2/7/03–2/10/03	4.2	Nationwide	Car-Rt	Quebecorworld
JCP Furniture & Home Sale	Standard/Catalog	2/8/03–2/13/03	8.0	Nationwide	Car-Rt	RRDonnelley
JCP Men's Classic	Standard/Catalog	2/8/03–2/13/03	2.3	Nationwide	Car-Rt	Quebecorworld
JCP Spring 16 Plus	Standard/Catalog	2/8/03–2/13/03	2.1	Nationwide	Car-Rt	Quebecorworld
Get Thin Get Young	Standard/Flat	2/10/03–2/12/03	2.5	Nationwide	3/5 Digit, Car-Rt	Rodale
JCP Bisou Bisou	Standard/Flat	2/10/03–2/12/03	2.0	Nationwide	Car-Rt	Harte-Hanks
Ginny's	Standard	2/10/03–2/13/03	1.9	Nationwide	Barcoded, Basic, 3/5 Digit, Car-Rt	Quad Graphics, Lomira, WI
JCP Jewelry	Standard/Catalog	2/15/03–2/20/03	1.4	Nationwide	Car-Rt	RRDonnelley
Billy Graham Letter	Standard/Letter	2/17/03–2/28/03	2.1	Nationwide	Barcoded, Basic, 3/5 Digit	Minneapolis, MN
Cake Mix Doctor	Standard/Flat	2/18/03–2/20/03	3.0	Nationwide	3/5 Digit, Car-Rt	Rodale
JCP Spring Preview	Standard/Postcard	2/18/03–2/20/03	5.0	Nationwide	Car-Rt	Harte-Hanks
Midnight Velvet	Standard	2/18/03–2/21/03	2.5	Nationwide	Barcoded, Basic, 3/5 Digit, Car-Rt	Quad Graphics, Lomira, WI
Through the Country Door	Standard	2/18/03–2/21/03	2.7	Nationwide	Barcoded, Basic, 3/5 Digit, Car-Rt	Quad Graphics, Lomira, WI
Hallmark Early Spring Postcard	Standard/Letter	2/18/03–3/11/03	6.0	Nationwide	Barcoded, Basic, 3/5 Digit, Car-Rt	Vertis, Chalfont, PA

— Business Service Network Integration,
Service and Market Development, 2-6-03

MINI PUBLICITY KIT

Help Stamp Out Pet Overpopulation — It's a First-Class Act



Spay Day USA 2003 Is Tuesday, February 25

The Doris Day Animal Foundation has adopted the *Neuter or Spay* commemorative stamps as their theme for the eighth annual Spay Day USA, part of the American Partnership for Pets' (APP) annual effort to promote responsible pet care. Spay Day USA is the APP's premier national day of action to promote the spaying and neutering of companion animals. Each year the effort is organized to:

- Raise public awareness that of the estimated 8–10 million animals taken in by our nation's animal shelters annually, approximately 4–5 million are euthanized.
- Promote spaying/neutering as a part of the solution to this problem for health and behavioral reasons and to prevent the births of accidental and unwanted litters.
- Inspire every American to take personal responsibility for preventing the births of accidental and unwanted litters by sponsoring the spaying or neutering of at least one animal.

On September 20, 2002, the U.S. Postal Service issued the *Neuter or Spay* stamps, and 200 million of them were printed. The issuance of these stamps was the culmination of a grassroots campaign by thousands of citizens, community leaders, animal health and welfare organizations, veterinarians, and celebrities. The primary goal of the stamps is to raise awareness of the importance of

neutering and spaying pets — a goal whose message can be relayed through this year's Spay Day USA event.

Stage a Kick-off Event

Host an unveiling or special dedication of the *Neuter or Spay* stamps with the participation of local animal welfare organizations and veterinarians. Involve communities and build local partnerships. *Remember: When planning events, make sure sufficient stamps are available.* Additionally, the Postal Service is pleased to have the tremendous support of the APP for these events. The partnership is an unprecedented coalition of leading animal health and welfare organizations that have united to stand behind the *Neuter or Spay* stamps. The APP has distributed 8,000 action kits inviting community veterinarians and animal welfare organizations to contact you to help publicize the *Neuter or Spay* stamps. You are also invited to post your events on the www.pets911.com Web site. If you need help, send them an e-mail message at postmaster@pets911.com. You can learn about the APP program and how it can benefit you at www.americanpartnershipforpets.org.

Other Event Ideas

- Distribute flyers with information about spay/neuter issues.
- Set up a *Neuter or Spay* stamps display in your lobby.
- Hold a raffle in which anyone who spays/neuters an animal for Spay Day USA is eligible to win *Neuter or Spay* stamps merchandise.

- Sponsor an essay-writing contest with local schools on “The Importance of Neutering and Spaying Your Pets.” Ask the postmaster, a local veterinarian, the director of the local animal shelter, and a teacher to be the judges. Award a framed sheet of stamps or a blow-up of the stamps to the winner.
- Sponsor an essay-writing and picture-drawing contest with local grade schools on “What My Pet Means to Me.” Hang some of the best essays and cutest drawings in Post Offices, local veterinarians’ offices, and local animal shelters.
- Present framed enlargements of the new stamps to local animal shelters and veterinarians. Encourage local political officials to attend presentations to raise awareness of the issue within your community.
- Coordinate groups of children — children of Postal Service employees, Boy Scout and Girl Scout troops, 4-H Clubs, etc. — to write letters to shelter animals to be displayed on the Post Office bulletin board and published in the local newspaper, giving the animals a better opportunity to be adopted by loving families.
- Arrange for a pet health fun fair where local veterinarians can host booths promoting the importance of neutering and spaying pets, pet dental health, pet vaccination, etc. The local shelter can display adoptable pets; and pet supply stores can sell or display pet foods, pet toys, and other cat- and dog-related items.
- Sponsor a pet show with local 4-H Clubs, Boy and Girl Scouts, etc. with a special category and special prize for neutered and spayed pets.
- Sell *Neuter or Spay* stamps merchandise in your lobbies or at special events to help raise awareness of pet overpopulation.

Liven up your Spay Day USA event with official licensed spay or neuter products — now available for resale or promotional giveaways. Merchandise includes: lapel pins, tote bags, insulated travel mugs, t-shirts, ceramic mugs, stationery, magnetic notepads, and postcards.

Offering products featuring the *Neuter or Spay* commemorative stamps images at your event provides a perfect way to promote the spay/neuter message and support the APP. In addition, a generous portion of sales is donated to the APP to support their effort to end the

tragedy of homeless and unwanted pets. To order official licensed *Spay or Neuter* stamps merchandise, please call Jennifer Houston or Jeanni Capell of U.S. Allegiance, Inc. at 800-327-1402.

Post Offices can also purchase *Spay or Neuter* stamps merchandise for lobby resale through the Official Licensed Retail Product (OLRP) program — another effective means of supporting the spay/neuter message. Contact your district retail manager for details on how to participate or go to <http://blue.usps.gov>; click *Headquarters*, then click *Retail*, then click *Merchandise*, and then click *OLRP — Official Licensing Retail Product Program*. You can also purchase the products through eBuy at <http://ebuy.usps.gov>.

Implement any of these ideas, combine them, or brainstorm with your employees to come up with ideas of your own. Be sure to publicize every event to your local newspaper and radio and television stations, and don’t forget to list them on the www.pets911.com Web site. Send a letter or press release and follow up with a telephone call.

Stamp Artwork

To obtain stamp enlargements and color reproductions of the *Spay or Neuter* stamps, contact:

LORI LIPKIND
DODGE COLOR
4827 RUGBY AVE STE 1000
BETHESDA MD 20814-3034

E-mail: loril@dodgecolor.com
Telephone: 301-656-0025, ext. 230

Products

There are no philatelic products for this stamp issue.

Licensed Products

For licensing inquiries and instructions on using the *Neuter or Spay* stamps images, call licensing at 202-268-6745 or send an e-mail message to licensing@usps.com.

Public Affairs and Communications

To obtain additional information for press releases and local media, contact your local Public Affairs and Communications office.

— *Community Relations,
Public Affairs and Communications, 2-6-03*

Domestic Mail

NEW PUBLICATION

Handbook DM-111, Centralized Account Processing System (CAPS) Procedures

Handbook DM-111, *Centralized Account Processing System (CAPS) Procedures*, is available online.

CAPS is an electronic postage payment system, and Handbook DM-111 provides policies and procedures for use by postmasters, managers, supervisors, and personnel who work with the Permit system. Handbook DM-111 includes standard operating procedures for establishing CAPS accounts, activating links to the accounts, and preparing financial reports.

Handbook DM-111 is available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on HBKs.

We will not issue printed copies of Handbook DM-111.

— *Business Customer Support Systems, Marketing Technology and Channel Management, 2-6-03*

DMM REVISION

Products Mailable at Nonprofit Standard Mail Rates

Effective January 1, 2003, *Domestic Mail Manual* (DMM) E670.5.11 is revised to reflect an increase from \$7.90 to \$8.00 for low-cost products mailable at the Nonprofit Standard Mail rates. Under the statutory restrictions in DMM E670, products may not be mailed at the Nonprofit Standard Mail rates unless the products meet at least one of three exceptions. Under the Internal Revenue Code, a *low-cost item* is one of these exceptions.

The value of a low-cost item — the actual cost to the authorized nonprofit organization — is determined each year by the Internal Revenue Service, based on the cost of living. For 2003, the maximum limit for the value of a low-cost item has been adjusted to \$8.00.

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

Domestic Mail Manual (DMM)

	*	*	*	*	*
E	Eligibility				
	*	*	*	*	*
E600	Standard Mail				
	*	*	*	*	*

E670 Nonprofit Standard Mail
* * * * *

5.0 ELIGIBLE AND INELIGIBLE MATTER
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5.11 Products Mailable at Nonprofit Standard Mail Rates

The following products are mailable at Nonprofit Standard Mail rates:

[Revise item a to reflect a change in the maximum allowed value of low-cost items to read as follows:]

- a. Low-cost items within the meaning of 26 USC 513(h)(2), Internal Revenue Code. At the beginning of each calendar year, the value of low-cost items is adjusted for cost of living. Effective January 1, 2003, the standard established that the cost of such items cannot exceed \$8.00. This cost is the cost to the authorized organization that mails the items or on whose behalf the items are mailed.

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— *Mailing Standards, Pricing and Classification, 2-6-03*

DMM REVISION

Standard Mail Flats in Letter Trays — Double Rows Permitted

Effective February 6, 2003, *Domestic Mail Manual* (DMM) M033.2.2c is revised to extend the standard published in an article in *Postal Bulletin* 22089 (11-14-02, pages 35–40) titled “DMM Revision: Standard Mail Flats in Letter Trays” to the placement of smaller size pieces in two rows in a single tray, provided that the two rows run parallel to each other, with the address side of the pieces all faced toward the end (short dimension) of the tray and perpendicular to the entire length (long dimension) of the tray. This option is added in response to requests from the mailing industry to improve operational efficiencies and, in many cases, to optimize tray use by reducing the number of prepared trays.

Mailers placing flat-size pieces in letter trays are reminded that:

- Only Standard Mail flats may be mailed under the traying option in DMM M033.2.2.
- All Standard Mail flats prepared under the traying option in DMM M033.2.2 must also be palletized.
- Trays used for this traying option must bear labels meeting the standards in DMM M032.2.0 for tray labels, including a tray label barcode containing the three elements specified in DMM M032.2.4.
- Appropriate minimum volumes based on the corresponding sacking standards must be met, whether Presorted (under DMM M610.4.5), Enhanced Carrier Route (under DMM M620.4.1), or automation rate (under DMM M820.5.2).

Meeting the minimum volumes for trays is extremely important to ensure that no additional handling costs are incurred from the creation of more trays than there would be sacks if the sacking preparation standards were used. For example, most Standard Mail sort levels for flat-size mail require a minimum of either 125 pieces in a sack or 15 pounds in a sack. These same standards apply to the corresponding level of letter trays prepared under the traying option in DMM M033.2.2.

As a consequence, if a sort level requires a minimum of 125 pieces or 15 pounds in a sack, then a single tray prepared under this traying option must likewise contain a minimum of 125 pieces or 15 pounds of pieces. Two trays, for example, may not be used to meet the sacking minimum of 125 pieces by placing 75 pieces in one tray and 50 pieces in the second tray to the same presort destination.

If a large number of pieces leads to one less-than-full tray after filling several other trays, the pieces in that less-than-full tray generally become part of the next lower sort level. There are no “overflow” trays (as defined in DMM M011.1.3) under this traying option. As a general rule, all trays must contain at least 125 pieces or 15 pounds of pieces except for mixed ADC sort levels for Presorted and automation rate pieces, 3-digit origin or optional entry sort levels for Presorted and automation rate pieces, and 5-digit carrier routes trays for Enhanced Carrier Route pieces. Enhanced Carrier Route flat-size pieces may not be placed in 3-digit carrier routes trays.

Flat-size pieces that are both thick and lightweight are generally ineligible for this traying option because a single letter tray would not be able to hold the minimum number of 125 pieces and the weight of the full tray would be less than 15 pounds. On the other hand, with heavier weight pieces (e.g., one weighing 5 ounces), the minimum volume for the tray might be met by weight. In the example of the 5-ounce pieces, only 48 such pieces would be needed to meet the 15-pound minimum per tray.

Questions concerning this preparation option should be directed to the Post Office where the mail is entered. If additional information is needed, contact the district manager of business mail entry.

We will incorporate these changes 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)

	*	*	*	*	*
M	Mail Preparation and Sortation				
M000	General Preparation Standards				
	*	*	*	*	*
M030	Containers				
	*	*	*	*	*
M033	Sacks and Trays				
	*	*	*	*	*

2.0 FIRST-CLASS MAIL, PERIODICALS, AND STANDARD MAIL

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2.2 Letter Tray Preparation—Standard Mail Flat-Size Pieces

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

* * * * *

[Revise 2.2c to read as follows:]

- c. The pieces must fit completely within the dimensions for height and the bottom (floor) dimensions for length and width specified in 1.3 for an MM letter tray or an EMM letter tray. If a single row of pieces is placed in a tray, all pieces must be upright, faced toward the end of the tray (the short dimension), and perpendicular to the length of the tray. If two rows of pieces are placed in a tray, the rows must be parallel to each other and to the length of the tray, and all pieces must be upright, faced toward the end of the tray, and perpendicular to the length of the tray. Other applicable standards in 2.1 must also be met.

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— Mailing Standards,
Pricing and Classification, 2-6-03

DMM REVISION

Five-Digit Scheme Preparation for Flats — PAVE-Certified Software

Effective February 6, 2003, *Domestic Mail Manual* (DMM) 910.1.1h, 910.2.1g, 910.3.1h, 920.2.1m, and 940.2.1l are revised to remove references to Manifest Analysis and Certification (MAC) software. Presort Accuracy Verification and Evaluation (PAVE) software, not MAC-certified software, is required for mailings under DMM M920, M930, and M940. Mailings palletized under DMM M045 do not require PAVE-certified software unless package reallocation is utilized.

Mail preparation standards for 5-digit scheme packages were issued as a DMM revision in an article in *Postal Bulletin* 22092 (12-26-02, pages 26–41) titled “DMM Revision: Five-Digit Scheme Package Preparation for Periodicals, Standard Mail, and Bound Printed Matter Flats, and Limitations to Optional 3-Digit Pallet and 3-Digit Sack Preparation.” These new standards, which took effect on January 9, 2003, should reduce the number of presort destination packages that mailers must prepare in mailings of automation rate flat-size pieces and promote greater use of pallets.

Questions regarding 5-digit scheme package preparation and documentation should be directed to the Post Office where the mail is entered. If additional information is needed, contact the district manager of business mail entry. The National Customer Support Center (NCSC) is providing PAVE testing and certification. The telephone number for the NCSC is 800-238-3150.

We will incorporate these changes 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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M Mail Preparation and Sortation

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M900 Advanced Preparation Options for Flats

M910 Co-Traying and Co-Sacking Packages of Automation and Presorted Mailings

1.0 FIRST-CLASS MAIL

1.1 Basic Standards

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[Revise 1.1h by removing from the second sentence “or MAC-certified” and by changing “that qualify for the Presorted rate under P012” to “qualifying for the Presorted rate” to read as follows:]

- h. ***In addition to the applicable postage statement, documentation produced by PAVE-certified software or standardized documentation under P012 must be submitted with each co-trayed mailing job that describes for each tray sortation level the number of pieces qualifying for each applicable automation rate and the number of pieces qualifying for the Presorted rate.

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2.0 PERIODICALS

2.1 Basic Standards

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[Revise 2.1g by removing from the second sentence “or MAC-certified” and by changing “that qualify for each applicable Presorted rate under P012” to “qualifying for each applicable Presorted rate” to read as follows:]

- g. ***In addition to the applicable postage statement, documentation produced by PAVE-certified software or standardized documentation under P012 must be submitted with each co-sacked mailing job that describes for each sack sortation level the number of pieces qualifying for each applicable automation rate and the number of pieces qualifying for each applicable Presorted rate.

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3.0 STANDARD MAIL

3.1 Basic Standards

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[Revise 3.1h by removing from the second sentence “or MAC-certified” and by changing “that qualify for each applicable Presorted rate under P012” to “qualifying for each applicable Presorted rate” to read as follows:]

- h. ***In addition to the applicable postage statement, documentation produced by PAVE-certified software or standardized documentation under P012 must be submitted with each co-sacked mailing job that describes for each sack sortation level the number of pieces qualifying for each applicable automation rate and the number of pieces qualifying for each applicable Presorted rate.

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M920 Merged Containerization of Packages Using the City State Product

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2.0 STANDARD MAIL

2.1 Basic Standards

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[Revise 2.1m by changing “In addition to the postage statement, documentation prepared by” to “In addition to the applicable postage statement, documentation produced by”; by deleting “or MAC-certified”; and by changing “each applicable Presorted rate under P012” to “each applicable Presorted rate” to read as follows:]

- m. In addition to the applicable postage statement, documentation produced by PAVE-certified software must be submitted with each co-sacked or copalletized mailing job that describes for each sack sortation level and sack, or each pallet sortation level and pallet, the number of pieces qualifying for each applicable carrier route rate, each applicable automation rate, and each applicable Presorted rate.

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

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2.0 STANDARD MAIL

2.1 Basic Standards

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[Revise 2.1l by changing “In addition to the postage statement, documentation prepared by” to “In addition to the applicable postage statement, documentation produced by”; by deleting “or MAC-certified”; and by changing “each applicable Presorted rate under P012” to “each applicable Presorted rate” to read as follows:]

- l. In addition to the applicable postage statement, documentation produced by PAVE-certified software must be submitted with each copalletized mailing job that describes for each pallet sortation level and pallet the number of pieces qualifying for each applicable carrier route rate, each applicable automation rate, and each applicable Presorted rate.***

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DMM REVISION

Mixed ADC Packages, Sacks, and Trays on ASF and BMC Pallets — Advanced Preparation Options

Effective February 6, 2003, *Domestic Mail Manual* (DMM) M920.2.5i and j, M930.2.4i and j, and M940.2.4i and j are revised to extend the standard published in an article in *Postal Bulletin* 22086 (10-3-02, pages 21–27) titled “DMM Revision: Mixed ADC Packages, Sacks, and Trays on ASF and BMC Pallets” to the advanced preparation options for flat-size mail. This revision corrects an omission made at the time the initial article was published by allowing mailers using the advanced preparation options for flat-size mail to place certain mixed area distribution center (ADC) packages on administrative support facility (ASF) or bulk mail center (BMC) pallets.

Under this optional preparation, mixed ADC packages placed on ASF and BMC pallets are labeled to the ADC destination shown in DMM L802 that serves the location of the destination ASF or BMC. These mixed ADC packages can contain only pieces addressed to ZIP Codes within the applicable ASF or BMC service area as specified in DMM Exhibit E650.5.1.

Questions concerning this preparation option should be directed to the Post Office where the mail is entered. If additional information is needed, contact the district manager of business mail entry.

We will incorporate these changes 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)

	*	*	*	*	*
M	Mail Preparation and Sortation				
	*	*	*	*	*
M900	Advance Preparation Options for Flats				
	*	*	*	*	*
M920	Merged Containerization of Packages Using the City State Product				
	*	*	*	*	*
2.0	STANDARD MAIL				
	*	*	*	*	*
2.5	Pallet Preparation and Labeling				
	*	*	*	*	*

[Revise 2.5i to read as follows:]

- i. **ASF.** Required, except that an ASF sort may not be required if using package reallocation under M045.5.0. May contain carrier route rate, automation rate, and/or Presorted rate packages. Sort ADC packages to ASF pallets based on the “label to” ZIP Code for the ADC destination of the package in L004. At the mailer’s option, sort appropriate mixed ADC packages to ASF pallets based on the “label to” ZIP Code for the ADC destination of the package in L802. All optional mixed ADC packages on ASF pallets must contain only pieces destinating within the ASF as shown in Exhibit E650.5.1. See E650.5.0 for additional requirements for DBMC rate eligibility.

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[Revise 2.5j to read as follows:]

- j. **BMC.** Required. May contain carrier route rate, automation rate, and/or Presorted rate packages. Sort ADC packages to BMC pallets based on the “label to” ZIP Code for the ADC destination of the package in L004. At the mailer’s option, sort appropriate mixed ADC packages to BMC pallets based on the “label to” ZIP Code for the ADC destination of the package in L802. All optional mixed ADC packages on BMC pallets must contain only pieces destinating within the BMC as shown in Exhibit E650.5.1. See E650.5.0 for additional requirements for DBMC rate eligibility.

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M930 Merged Palletization of Packages Using a 5% Threshold

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2.0 STANDARD MAIL

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2.4 Pallet Preparation and Labeling

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[Revise 2.4i to read as follows:]

- i. **ASF.** Required, except that an ASF sort may not be required if using package reallocation under M045.5.0. May contain carrier route rate, automation rate, and/or Presorted rate packages. Sort ADC packages to ASF pallets based on the “label to” ZIP Code for the ADC destination of the package in L004.

At the mailer's option, sort appropriate mixed ADC packages to ASF pallets based on the "label to" ZIP Code for the ADC destination of the package in L802. All optional mixed ADC packages on ASF pallets must contain only pieces destinating within the ASF as shown in Exhibit E650.5.1. See E650.5.0 for additional requirements for DBMC rate eligibility.

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[Revise 2.4j to read as follows:]

j. **BMC.** Required. May contain carrier route rate, automation rate, and/or Presorted rate packages. Sort ADC packages to BMC pallets based on the "label to" ZIP Code for the ADC destination of the package in L004. At the mailer's option, sort appropriate mixed ADC packages to BMC pallets based on the "label to" ZIP Code for the ADC destination of the package in L802. All optional mixed ADC packages on BMC pallets must contain only pieces destinating within the BMC as shown in Exhibit E650.5.1. See E650.5.0 for additional requirements for DBMC rate eligibility.

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

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2.0 STANDARD MAIL

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2.4 Pallet Preparation and Labeling

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[Revise 2.4i to read as follows:]

i. **ASF.** Required, except that an ASF sort may not be required if using package reallocation under M045.5.0. May contain carrier route rate, automation rate, and/or Presorted rate packages. Sort ADC packages to ASF pallets based on the "label to" ZIP Code for the ADC destination of the package in L004. At the mailer's option, sort appropriate mixed ADC packages to ASF pallets based on the "label to" ZIP Code for the ADC destination of the package in L802. All optional mixed ADC packages on ASF pallets must contain only pieces destinating within the ASF as shown in Exhibit E650.5.1. See E650.5.0 for additional requirements for DBMC rate eligibility.

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[Revise 2.4j to read as follows:]

j. **BMC.** Required. May contain carrier route rate, automation rate, and/or Presorted rate packages. Sort ADC packages to BMC pallets based on the "label to" ZIP Code for the ADC destination of the package in L004. At the mailer's option, sort appropriate mixed ADC packages to BMC pallets based on the "label to" ZIP Code for the ADC destination of the package in L802. All optional mixed ADC packages on BMC pallets must contain only pieces destinating within the BMC as shown in Exhibit E650.5.1. See E650.5.0 for additional requirements for DBMC rate eligibility.

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— Mailing Standards,
Pricing and Classification, 2-6-03

DMM REVISION

Five-Digit Scheme Pallets

Effective February 6, 2003, *Domestic Mail Manual* (DMM) M920.1.5f, M920.2.5e, M930.1.5f, M930.2.4e, M940.1.5f, and M940.2.4e are revised to remove from DMM M900 the references to 5-digit scheme (DMM L001) pallets. The preparation of these pallets was eliminated as part of the DMM changes published in an article in *Postal Bulletin* 22092 (12-26-02, pages 26–41) titled "DMM Revision: Five-Digit Scheme Package Preparation for Periodicals, Standard Mail, and Bound Printed Matter Flats, and Limitations to Optional 3-Digit Pallet and 3-Digit Sack Preparation" and effective on January 9, 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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M Mail Preparation and Sortation

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M900 Advanced Preparation Options for Flats

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M920 Merged Containerization of Packages Using the City State Product

1.0 PERIODICALS

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1.5 Pallet Preparation and Labeling

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[Revise 1.5f by replacing “for those 5-digit ZIP Codes that are not part of a scheme (under L001) and that have” with “with” in the first full sentence to read as follows:]

f. *5-Digit*. Required. May contain only automation rate 5-digit packages and Presorted rate 5-digit packages for the same 5-digit ZIP Code with a “B” or “D” indicator in the City State Product, or 5-digit scheme (L007) packages (automation rate and co-packaged automation and Presorted rate pieces only). Five-digit scheme packages are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code.

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2.0 STANDARD MAIL

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2.5 Pallet Preparation and Labeling

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[Revise 2.5e by replacing “for those 5-digit ZIP Codes that are not part of a scheme (under L001) and that have” with “with” in the first full sentence to read as follows:]

e. *5-Digit*. Required. May contain only automation rate 5-digit packages and Presorted rate 5-digit packages for the same 5-digit ZIP Code with a “B” or “D” indicator in the City State Product, or 5-digit scheme (L007) packages (automation rate and co-packaged automation and Presorted rate pieces only). Five-digit scheme packages are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code.

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M930 Merged Palletization of Packages Using a 5% Threshold

1.0 PERIODICALS

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1.5 Pallet Preparation and Labeling

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[Revise 1.5f by removing “that is not part of a scheme (L001) and” from the first full sentence and by replacing “5-digit scheme packages” with “Five-digit scheme packages” in the second full sentence to read as follows:]

f. *5-Digit*. Required. May contain only automation rate 5-digit packages and Presorted rate 5-digit packages for the same 5-digit ZIP Code that could not be placed on a merged 5-digit pallet, or 5-digit scheme (L007) packages (automation rate and co-

packaged automation and Presorted rate pieces only). Five-digit scheme packages are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code.

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2.0 STANDARD MAIL

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2.4 Pallet Preparation and Labeling

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[Revise 2.4e by removing “that is not part of a scheme (L001) and” from the first full sentence to read as follows:]

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

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

1.0 PERIODICALS

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1.5 Pallet Preparation and Labeling

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[Revise 1.5f by removing “that is not part of a scheme (L001) and” from the first full sentence and by replacing “5-digit scheme packages” with “Five-digit scheme packages” in the second full sentence to read as follows:]

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

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2.0 STANDARD MAIL

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2.4 Pallet Preparation and Labeling

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[Revise 2.4e by removing "that is not part of a scheme (L001) and" from the first full sentence and by replacing "5-digit scheme packages" with "Five-digit scheme packages" in the second full sentence to read as follows:]

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

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— *Mailing Standards,
Pricing and Classification, 2-6-03*

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 09302	ADD (A,C1)	Immediately	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2,V-Z-Z1
APO AE 09303	ADD (A,C1)	Immediately	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2,V-Z-Z
APO AE 09304	ADD (A,C1,I,Z)	Immediately	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1
APO AE 09305	ADD (A,C1,I,Z)	Immediately	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1
APO AE 09312	ADD (C,F1,N) DEL(C1,E2,H1,M)	Immediately	A-A1-B-B1-C-F-F1-N-R-R1-V-Z1
APO AE 09313	ADD (C,F1,N) DEL(C1,E2,H1,M)	Immediately	A-A1-B-B1-C-F-F1-N-R-R1-V-Z1
APO AE 09314	ADD (C,F1,N) DEL(C1,E2,H1,M)	Immediately	A-A1-B-B1-C-F-F1-N-R-R1-V-Z1
APO AE 09364	ADD (E3, U1) DEL (A,M)	Immediately	A1-B-B1-C1-E2-E3-F-H1-R-R1-U1-V-Z1
APO AE 09366	ADD (I,Z)	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09367	DELETE (C1)	Immediately	A-A1-B-B1-E2-F-H1-M-N-R-R1-V-Z1
APO AE 09369	ADD (E3,U1) DELETE (A,M)	Immediately	A1-B-B1-C1-E2-E3-F-H1-N-R-R1-U1-V-Z1
APO AE 09371	ADD (N) DELETE (C1)	Immediately	A-A1-B-B1-E-2-F-H1-M-N-R-R1-V-Z1
APO AE 09373	ADD (I,Z)	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09397	ADD (C,F1,N) DEL(C1,E2,H1,M)	Immediately	A-A1-B-B1-C-F-F1-N-R-R1-V-Z1
APO AE 09398	ADD (C,F1,N) DEL(C1,E2,H1,M)	Immediately	A-A1-B-B1-C-F-F1-N-R-R1-V-Z1
APO AE 09399	ADD (C,F1,N) DEL(C1,E2,H1,M)	Immediately	A-A1-B-B1-C-F-F1-N-R-R1-V-Z1
APO AE 09805	ACTIVATE	Immediately	A-A1-B-B1-C-F-F1-N-R-R1-V-Z
APO AE 09806	ACTIVATE	Immediately	A1-B-B1E2-E3-F-H1-R-R1-U1-V-Z1
APO AE 09807	ACTIVATE	Immediately	A1-B-B1E2-E3-F-H1-R-R1-U1-V-Z1
APO AE 09808	ACTIVATE	Immediately	A1-B-B1E2-E3-F-H1-R-R1-U1-V-Z1
APO AE 09809	ACTIVATE	Immediately	A1-B-B1E2-E3-F-H1-R-R1-U1-V-Z1
APO AE 09889	ADD (A,C1,I,Z)	Immediately	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-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	09054	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09136	A1-B-B1-C-D
09009	A1-B-B1-C-D-U	09056	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U
09012	A1-B-B1-C-D-U	09058	A1-B-B1-C-D-U	09098	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-U-Z1	09059	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09139	A1-B-B1-C-D
09014	A1-B-B1-C-D-U	09060	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U
09021	A1-B-B1-C-D-U	09063	A1-B-B1-C-D-L-U	09102	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U
09028	A1-B-B1-C-D-U	09067	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09143	A1-B-B1-C-D-U
09031	A1-B-B1-C-D-U	09069	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U
09033	A1-B-B1-C-D-U	09074	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U
09034	A1-B-B1-C-D-U	09076	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U
09036	A1-B-B1-C-D-U	09080	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U
09042	A1-B-B1-C-D-U	09081	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U
09045	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U
09046	A1-B-B1-C-D-U	09089	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09175	A1-B-B1-C-D-U
09050	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U
09053	A1-B-B1-C-D-U	09094	A1-B-B1-C-D	09131	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09182	A1-B-B1-C-D-U	09323	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09357	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09388	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1
09183	A1-B-B1-C-D-U						
09185	A1-B-B1-C-D-U	09324	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09358	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1
09186	A1-B-B1-C-D-U						
09211	A1-B-B1-C-D-U	09325	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09359	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1
09212	A1-B-B1-C-D-U-V						
09213	A1-B-B1-C-D-U	09326	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09360	A1-B-B1-V	09391	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1
09214	A1-B-B1-C-D-U			09361	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09392	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1
09225	A1-B-B1-C-D-U	09327	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09362	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1
09226	A1-B-B1-C-D-U						
09227	A1-B-B1-C-D-U	09328	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09363	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09394	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1
09229	A1-B-B1-C-D-U						
09237	A1-B-B1-C-D-U-V	09329	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09364	A1-B-B1-C1-E2-E3- F-H1-I-R-R1-U1-V-Z- Z1	09395	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1
09244	A1-B-B1-C-D-U						
09245	A1-B-B1-C-D-U	09330	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09365	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09396	A-A1-B-B1-F-V
09250	A1-B-B1-C-D-U					09397	A-A1-B-B1-C-F-F1- N-R-R1-V-Z1
09252	A1-B-B1-C-D-U	09331	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09366	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09398	A-A1-B-B1-C-F-F1- N-R-R1-V-Z1
09261	A1-B-B1-C-D-U					09399	A-A1-B-B1-C-F-F1- N-R-R1-V-Z1
09262	A1-B-B1-C-D-U	09332	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09367	A-A1-B-B1-E2-F-H1- I-M-N-R-R1-V-Z-Z1		
09263	A1-B-B1-C-D-U						
09264	A1-B-B1-C-D-U	09333	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09368	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09409	A1-B-B1-C-C1-U-V
09265	A1-B-B1-C-D-U					09420	A1-B-B1-C-C1-U
09266	A1-B-B1-C-D-U	09334	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09369	A1-B-B1-C1-E2-E3- F-H1-I-N-R-R1-U1-V- Z-Z1	09421	A1-B-B1-C-C1-U
09267	A1-B-B1-C-D-U					09447	A1-B-B1-C-C1-U-V
09301	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09335	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09370	A-A1-B-B1-C1-E2-F- H1-I-M-N-R-R1-V-Z- Z1	09454	A1-B-B1-C-C1-U-V
09302	A-A1-B-B1-C1-E2-F- H1-I-R-R1-U2-V-Z-Z1					09456	A1-B-B1-C-C1-U
09303	A-A1-B-B1-C1-E2-F- H1-I-R-R1-U2-V-Z-Z1	09336	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09371	A-A1-B-B1-E2-F-H1-I- -M-N-R-R1-V-Z-Z1	09459	A1-B-B1-C-C1-U
09304	A-A1-B-B1-C1-E2-F- H1-I-R-R1-U2-V-Z-Z1					09461	A1-B-B1-C-C1-U
09305	A-A1-B-B1-C1-E2-F- H1-I-R-R1-U2-V-Z-Z1	09337	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09372	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09463	A1-B-B1-C-C1-U
						09464	A1-B-B1-C-C1-U
09306	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09338	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09373	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09468	A1-B-B1-C-C1-U
09307	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1					09469	A1-B-B1-C-C1-U
09308	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09339	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09374	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09470	A1-B-B1-C-C1-U
09309	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1					09494	A1-B-B1-C-C1-U
09310	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09340	A-A1-B-B1-C1-F-R-V	09375	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09496	A1-B-B1-C-C1-U-V
09311	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09341	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09376	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09498	A1-B-B1-C-C1-U
09312	A-A1-B-B1-C-F-F1- N-R-R1-V-Z1					09499	A1-B-B1-C-C1-U
09313	A-A1-B-B1-C-F-F1- N-R-R1-V-Z1	09342	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	09501	A1-B-V
09314	A-A1-B-B1-C-F-F1- N-R-R1-V-Z1					09502	A1-B-V
		09343	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	09503	A1-B-V
09315	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1					09504	A1-B-V
09316	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09344	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	09505	A1-B-V
09317	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1					09506	A1-B-V
09318	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09345	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09380	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09507	A1-B-V
09319	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1					09508	A1-B-V
09320	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09346	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09381	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09509	A1-B-V
09321	A-A1-B-B1-C1-E3-F- H1-M-N-R-R1-V-Z1					09510	A1-B-V
09322	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09347	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09382	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09511	A1-B-V
						09517	A1-B-V
		09348	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09383	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09521	A1-B-V
						09524	A1-B-V
		09349	A-A1-B-B1-C-C1-D- E2-F-F1-H-I-M-N-R- R1-V-Z-Z1	09384	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09532	A1-B-V
						09534	A1-B-V
		09350	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09385	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09542	A1-B-V
						09543	A1-B-V
		09351	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09386	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09545	A1-B-V
						09549	A1-B-V
		09353	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09387	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09550	A1-B-V
						09554	A1-B-B1-V
		09354	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1			09556	A1-B-V
						09557	A1-B-V
		09355	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1			09564	A1-B-V
						09565	A1-B-V
		09356	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1			09566	A1-B-V
						09567	A1-B-V
						09568	A1-B-V
						09569	A1-B-V

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09570	A1-B-V	09721	A1-B-B1-N-U-Z1	09855	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1	96207	A-A1-B-B1-V
09573	A1-B-V	09722	A1-B-B1-C-D-N-U-V			96208	A-A1-B-B1-U
09574	A1-B-V	09723	A1-B-B1-N-U-V-Z1	09858	A1-B-B1-E2-E3-F-H1- R-R1-U1-V-Z1	96212	A-A1-B-B1-U
09575	A1-B-V	09724	A1-B-B1-C-C1-F1-M- R-R1-U			96213	A-A1-B-B1-U
09576	A1-B-V			09865	A-A1-B-B1-V-Z1	96214	A-A1-B-B1-U
09577	A1-B-V	09725	A1-B-B1-C	09868	A-A1-B-B1-U-V-Z1	96215	A-A1-B-B1-U-V
09578	A1-B-V	09726	A1-B-B1-N-U	09871	A1-B-B1-E2-E3-F-H1- R-R1-U1-V-Z1	96217	A-A1-B-B1-U-V
09579	A1-B-V	09728	A1-B-B1-C			96218	A-A1-B-B1-U
09581	A1-B-V	09732	A1-B-B1-N-V-Z1	09880	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1	96219	A-A1-B-B1-U-V
09582	A1-B-V	09733	A1-B-B1-I-V			96220	A-A1-B-B1-U-V
09586	A1-B-V	09735	A1-B-B1-N-V-Z1	09882	A1-B-B1-E2-E3-F-H1- R-R1-U1-V-Z1	96221	A-A1-B-B1-U-V
09587	A1-B-V	09777	A-A1-B-B1-C-E1-N			96224	A-A1-B-B1-U
09588	A1-B-V	09779	A-A1-B-B1-F-R-V	09888	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1	96251	A-A1-B-B1-U
09589	A1-B-B1-V	09780	A-A1-B-B1-F-R-V			96257	A-A1-B-B1-U
09590	A1-B-V	09788	A-A1-B-B1-F-R-V	09889	A-A1-B-B1-C1-E2-F- H1-I-R-R1-U2-V-Z1	96258	A-A1-B-B1-U
09591	A1-B-V	09789	A-A1-B-B1-F-R-V			96259	A-A1-B-B1-U
09593	A1-B-V	09790	A-A1-B-B1-C1-F-R-V	09890	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1	96260	A-A1-B-B1-U
09594	A1-B-V	09791	A-A1-B-B1-C1-E1-F- M-N-R-V			96264	A-A1-B-B1-U
09595	A1-B-V			09892	A-A1-B-B1-F-N-R-R1- V-Z1	96266	A-A1-B-B1-U
09596	A1-B-V	09793	A-A1-B-B1-F-R-V			96267	A-A1-B-B1-U-V
09599	A1-B-V	09797	A1-B-B1-C-D-P-V	09898	A1-B-B1-E2-F-H1-I- R-R1-U2-V-Z1	96269	A-A1-B-B1-U
09601	A1-B-B1-C-F-F1-U	09801	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1			96271	A-A1-B-B1-U
09602	A1-B-B1-C-F-F1-N-U			34002	A1-B-B1-N-U-Z1	96275	A-A1-B-B1-V
09603	A1-B-B1-C-F-F1-U			34020	A1-B-B1-M-N-V-Z1	96276	A-A1-B-B1
09604	A1-B-B1-C-F-F1-U	09803	A1-B-B1-E2-E3-F-H1- R-R1-U1-V-Z1	34021	A1-B-M-N-V-Z1	96278	A-A1-B-B1-U
09609	A1-B-B1-C-F-U			34022	A1-B-B1-D-F-M-N-V- Z1	96283	A-A1-B-B1-U
09610	A1-B-B1-C-F-U	09805	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1			96284	A-A1-B-B1-U-V
09612	A1-B-B1-C-F-U			34023	A1-B-B1-M-N-V-Z1	96297	A-A1-B-B1-U
09613	A1-B-B1-C-F-U-V	09806	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1	34024	A1-B-B1-M-N-V-Z1	96306	A1-B-B1-F-F1-F2-M- W
09617	A1-B-B1-C-F-U			34025	A1-B-B1-F-N-U-V-Z1	96309	A1-B-B1-M-V-W
09618	A1-B-B1-C-F-U	09807	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1	34030	A1-B-B1-M-N-V-Z1	96310	A1-B-B1-M-W
09619	A1-B-B1-C-F-U			34031	A1-B-B1-M-N-V-Z1	96311	A1-B-B1-M-W
09620	A1-B-B1-C-F-U	09808	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1	34032	A1-B-M-N-V-Z1	96313	A1-B-B1-F-F1-F2-M- W
09621	A1-B-B1-C-F-U			34033	A1-B-C-F-M-N-V-Z1		
09622	A1-B-B1-C-F-U	09809	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1	34034	A1-B-B1-M-N-V-Z1	96319	A1-B-B1-M-W
09623	A1-B-B1-C-F-U			34035	A1-B-B1-H-M-N-V-Z1	96321	A1-B-B1-F-F1-F2-M- W
09624	A1-B-B1-C-F-U			34036	A1-B-M-N-V-Z1		
09625	A1-B-B1-C-F-U	09811	A1-B-B1-E2-E3-F-H1- R-R1-U1-V-Z1	34037	A1-B-B1-C-F-H-I-M- N-V-Z1	96322	A1-B-B1-F-F1-F2-M- W
09626	A1-B-B1-C-F-U						
09627	A1-B-B1-C-F-U	09812	A1-B-B1-E2-E3-F-F1- I-N-R-U-V-Z1				
09628	A1-B-B1-C-F-F1-U-V			34038	A1-B-B1-M-N-V-Z1	96323	A1-B-B1-M-V-W
09630	A1-B-B1-C-F-U-V	09814	A1-B-B1-E2-E3-F-F1- I-N-R-U-V-Z1	34039	A1-B-N-V-Z1	96326	A1-B-B1-M-W
09631	A1-B-B1-C-F-U			34040	A1-B-V-Z1	96328	A1-B-B1-M-W
09636	A1-B-B1-C-F-U	09819	A-A1-B-F-P-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96330	A1-B-B1-M-W
09638	A1-B-B1-C-E2-F-U-V	09821	A-A1-B-F-V-Z1	34042	A1-B-B1-D-F-M-N-V- Z1	96336	A1-B-B1-M-V-W
09642	A1-B-B1-N-U	09822	A-A1-B-F-V-Z1			96337	A1-B-B1-M-W
09643	A1-B-B1-U	09823	A-A1-B-F-V-Z1			96338	A1-B-B1-M-W
09644	A1-B-B1-U	09824	A-A1-B-F-V-Z1	34043	A1-B-B1-D-F-M-N-V- Z1	96339	A1-B-B1-M-V-W
09645	A1-B-U	09826	A1-B-B1-E2-E3-F-H1- R-R1-U1-V-Z1			96343	A1-B-B1-M-W
09647	A1-B-B1-N-U			34050	A1-B-V	96347	A1-B-B1-F-F1-F2-M- W
09648	A1-B-B1-N-U-V-Z1	09827	A-A1-B-F-Z1	34051	A1-B-V-Z1		
09649	A1-B-B1-U	09828	A1-B-N-V-Z1	34053	A1-B-V-Z1		
09703	A1-B-B1-C-F1	09830	A1-B-B1-C-N-Z1	34055	A1-B-N-V-Z1	96348	A1-B-B1-F-F1-F2-M- W
09704	A1-B-B1-C-D-V	09831	A1-B-B1-F-N-U-V-Z1	34058	A1-B-B1-V-Z1		
09705	A1-B-B1-U	09832	A1-B-B1-U1-V-Z1	34071	A1-B-I-M-N-V-Z	96349	A1-B-B1-F-F1-F2-M- W
09706	A1-B-B1-C-U-V	09833	A1-B-B1-U1-V-Z1	34076	A1-B-B1-F1-N-V-Z1		
09707	A1-B-B1-C-N-U-V	09834	A1-B-B1-V-Z1	34078	A1-B-B1-F1-N-V-Z1	96350	A1-B-B1-F-F1-F2-M- W
09708	A1-B-B1	09835	A-A1-B-B1-V-Z1	34079	A1-B-B1-F1-N-V-Z1		
09709	A1-B-B1-F1	09836	A-A1-B-B1-C-F-M-V- Z1	34090	A1-B-V	96351	A1-B-B1-F-F1-F2-M- W
09710	A1-B-B1-C-C1-F1-M- R-R1-U			34091	A1-B-V		
		09837	A1-B-B1-V-Z1	34092	A1-B-V	96362	A1-B-B1-F-F1-F2-M- W
09711	A1-B-B1-F1-Z1	09838	A1-B-B1-V-Z1	34093	A1-B-V		
09713	A1-B-B1-C-F1	09839	A-A1-B-B1-U-V-Z1	34095	A1-B-V	96365	A1-B-B1-M-V-W
09714	A1-B-B1-C-C1-F1-M- R-R1-U	09841	A-A1-B-B1-U-Z1	34098	A1-B-V	96367	A1-B-B1-L-M-W
		09842	A-A1-B-B1-Z1	34099	A1-B-V	96368	A1-B-B1-M-W
09715	A1-B-B1-F1	09844	A-A1-B-B1-U-V-Z1	96201	A-A1-B	96370	A1-B-B1-F-F1-F2-M- W
09716	A1-B-B1-C-D-N-U-V	09852	A1-B-B1-E2-E3-F-H1- R-R1-U1-V-Z1	96202	A-A1-B1-U-V		
09717	A1-B-B1-M-W			96203	A-A1-B	96372	A1-B-B1-M-W
09718	A1-B-B1-F-I-N-U-V			96204	A-A1-B-B1	96373	A1-B-B1-M-W
09719	A1-B-B1-C-F1	09853	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1	96205	A-A1-B-B1-U	96374	A1-B-B1-M-W
09720	A1-B-B1-U-V			96206	A-A1-B-B1-U	96375	A1-B-B1-M-W

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96376	A1-B-B1-M-W	96430	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96546	A1-B-F-U3	96622	A1-B-V
96377	A1-B-B1-M-W			96548	A-A1-B-B1-H-M-U	96623	A1-B-V
96378	A1-B-B1-M-W	96431	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96549	A-A1-B-B1-H-M-U	96624	A1-B-V
96379	A1-B-B1-M-W			96551	A-A1-B-B1-H-M-U	96628	A1-B-V
96384	A1-B-B1-M-W	96432	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96553	A-A1-B-B1-H-M-N-U-V	96629	A1-B-V
96386	A1-B-B1-M-W					96634	A1-B-V
96387	A1-B-B1-M-W	96433	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96554	A-A1-B-B1-H-M-U	96635	A1-B-V
96388	A1-B-B1-M-W			96555	A1-B-B1-F-M-V	96643	A1-B-V
96401	A1-B-B1-F-V	96434	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96557	A1-B-B1-F-M-V	96657	A1-B-V
96403	A-A1-B-B1-M-N-U-V			96558	A1-B-V	96660	A1-B-V
96405	A1-B-B1-F-V-Z1	96435	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96595	A1-B-B1-V	96661	A1-B-V
96410	A1-B-B1-F-V-Z1			96598	A1-B-B1-V	96662	A1-B-V
96411	A1-B-B1-F-V-Z1	96436	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96599	A1-B-B1-V	96663	A1-B-V
96412	A1-B-B1-F-V-Z1			96601	A1-B-V	96664	A1-B-V
96413	A1-B-B1-F-V-Z1	96490	A1-B-B1-V	96602	A1-B-V	96665	A1-B-V
96414	A1-B-B1-F-V-Z1	96507	A-A1-B-F-V	96603	A1-B-V	96666	A1-B-V
96415	A1-B-B1-F-V-Z1	96511	A1-B-B1-I-N-V	96604	A1-B-V	96667	A1-B-V
96416	A1-B-B1-F-V-Z1	96515	A1-B-B1-F	96605	A1-B-O-V	96668	A1-B-V
96417	A1-B-B1-F-V-Z1	96517	A1-B-B1-F-U3-V	96606	A1-B-V	96669	A1-B-V
96418	A1-B-B1-F-V-Z1	96518	A1-B-B1-V	96607	A1-B-V	96670	A1-B-V
96419	A1-B-B1-F-V-Z1	96520	A1-B-F-U3-V	96608	A1-B-V	96671	A1-B-V
96420	A1-B-B1-F-V-Z1	96521	A1-B-F-N	96609	A1-B-V	96672	A1-B-V
96421	A1-B-B1-F-V-Z1	96522	A1-B-F-N-U	96610	A1-B-V	96673	A1-B-V
96422	A1-B-B1-F-V-Z1	96530	A-A1-B-B1-H-M-N-U-V	96611	A1-B-V	96674	A1-B-V
96423	A1-B-B1-F-V-Z1			96612	A1-B-V	96675	A1-B-V
96424	A1-B-B1-F-V-Z1	96531	A1-B-B1-H-M-U-V	96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	96676	A1-B-V
96425	A1-B-B1-F-V-Z1	96534	A-A1-B-F			96677	A1-B-V
96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	96535	A-A1-B-B1-F-V	96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	96678	A1-B-V
		96536	A1-B-B1-V			96679	A1-B-V
96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	96537	A1-B-B1-V			96681	A1-B-V
		96538	A1-B-B1-V	96615	A1-B-V	96682	A1-B-V
96428	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96540	A1-B-B1-V	96617	A1-B-V	96683	A1-B-V
		96541	A1-B-B1-V	96619	A1-B-V	96684	A1-B-V
96429	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96542	A1-B-B1-V	96620	A1-B-V	96686	A1-B-V
		96543	A1-B-B1-P-V	96621	A1-B-V	96687	A1-B-V
						96698	A1-B-V

RESTRICTIONS

LEGEND

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

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

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

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

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

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

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

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

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

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

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

H1. Pork or pork by-products are prohibited.

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

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

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

I1. This restriction does not apply to registered mail.

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

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

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Z. No outside pieces (OSPs).

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

Employees

ELM REVISION

Light Duty Assignments

Part 355 of the *Employee and Labor Relations Manual*, (ELM) was mistakenly omitted from Issue 17, dated July 2002. Effective July 2002, the ELM is revised to add Part 355.

We will incorporate Part 355 into the online version of ELM 17 and into the printed version of ELM 18.

Employee and Labor Relations Manual (ELM)

	*	*	*	*	*
3	Employment and Placement				
	*	*	*	*	*
350	Assignment, Reassignment, and Promotion				
	*	*	*	*	*

[Add Part 355 to read as follows:]

355 Light Duty Assignments

355.1 Voluntary Requests

355.11 Circumstances

Any full-time regular or part-time flexible employee recuperating from a serious illness or injury and temporarily unable to perform the assigned duties may voluntarily submit a written request to the installation head for temporary assignment to a light duty assignment.

Any ill or injured full-time regular or part-time flexible employee having a minimum of 5 years of postal service, or

any full-time regular or part-time flexible employee who sustained injury on duty while performing the assigned duties, regardless of years of service, can submit a voluntary request to the installation head for permanent reassignment to a light duty assignment.

355.12 Method

Voluntary requests are made in accordance with the applicable collective bargaining agreement.

355.13 Response

The light duty provisions of the various collective bargaining agreements between the Postal Service and the postal unions require that installation heads show the greatest consideration for full-time regular or part-time flexible employees requiring light duty or other assignments, giving each request careful attention, and reassign such employees to the extent possible in the employee's office.

355.14 No Guarantee

The light duty provisions of the various collective bargaining agreements between the U.S. Postal Service and the postal unions do not guarantee any employee who is on a light duty assignment any number of hours of work per day or per week.

* * * * *

— *Selection, Evaluation, and Recognition, Employee Resource Management, 2-6-03*

Create Your Own Birthday and Holiday Cards

Just in time for Valentine's Day, discounted greeting cards are available online for Postal Service employees and customers. Remember friends and family with a personalized greeting card just for them. You can create your own cards online on the Postal Service Web site at www.usps.com/netpost/cardstore/pconnect.htm.

For Employees

Through February 14th, Postal Service employees are entitled to a special discount for 5 x 7 folded greeting cards. The cards cost only \$1.50 each, including postage, and can be mailed directly to people on your mailing list or boxed and shipped to you with preaddressed stamped envelopes. You can pick the mail date up to 1 year in advance — great for sending birthday cards, so you don't forget! Choose

from among thousands of images available on the site or personalize your greeting cards by uploading a unique image for a custom look.

To take advantage of this offer, go to the address listed above and use the special promotion code *EMPLOYEE* at checkout.

For Our Customers

Postal Service customers get 20 percent off the production of their cards through February 14th. Spread the word! Customers can take advantage of this offer by going to the address listed above and using the special promotion code *SAVE20* at checkout.

— *eCommerce, Product Development, 2-6-03*

IF THE WEATHER IS BAD BE EXTRA CAREFUL



TIPS FOR PREVENTING SLIPS, TRIPS, AND FALLS

- **WATCH WHERE YOU'RE GOING.**
 - Your path could be slick, so watch the ground.
 - Avoid snow, ice, and wet spots if you can. Mud and wet leaves can be slick spots as well.
 - Don't be distracted – by fingering mail or doing too many things at once.
- **STEP SMART, NOT QUICKLY.**
 - Take shorter steps and keep your whole foot on the ground with each step.
 - Be careful on uneven surfaces – like getting into or out of your vehicle. Use a handrail if one is available.
- **WEAR FOOTWEAR THAT WORKS FOR THE WEATHER.**
 - Make sure you have a good tread on your soles. Wear SR/USA-approved footwear (slip-resistant, made in the USA, with a tag designated "SR/USA").
- **IF IT'S NOT SAFE, DON'T GO THERE.**
 - Tell your supervisor when unsafe conditions, like ice or snow, prevent you from safely reaching a mail box.
- **IF YOU START TO FALL, ONLY WORRY ABOUT FALLING.**
 - Drop what you're holding. Don't tense up.
 - Spread the impact – you're more likely to break something if only a single part of your body takes all the force of the fall.

Finance

NOTICE

Reissue of Travel Cards That Expire February 2003

During the first 2 weeks of February, Citibank will mail replacement travel cards to employees with cards that expire February 2003. Employees may continue to use their cards through the end of the month (February 28).

Employees who do not receive a new card by February 21 should (1) call Citibank customer service (at the telephone number listed on the back of their card) to confirm that their mailing address is correct and, if necessary, (2) request that a replacement card be sent.

Trip Manager Users

When the new card is activated, **employees who use Trip Manager must update the expiration date** to ensure that charges to the account may be authorized.

To update the expiration date in Trip Manager, follow the steps below:

1. Log on to Trip Manager.
2. Click on *Profiles*.
3. Under Traveler Information, select *Credit Card*.
4. Highlight the card record to be updated.
5. Select *Edit Card*.
6. Type the new expiration date.
7. Click the *Submit* button.

— National Accounting,
Finance, 2-6-03

International Mail

ICM UPDATES

International Customized Mail

On January 7, 2003, 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:** January 1, 2003, through December 31, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. **Destination countries:** Australia and Japan.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to:
 1. Furnish the Mailer with the postal equipment and postal supplies required for the use of Qualifying Mail.
 2. Provide the Mailer with any training necessary to prepare mail shipments in conformity with the requirements of Qualifying Mail.
 3. Perform on-call and scheduled pick up service.
 4. Arrange with carriers to transport Qualifying Mail to international destinations for delivery by the appropriate authority.

5. Provide a system which includes a computer workstation, in-line scale, printers, and manifesting software.
6. Provide the mailer with an Express Mail Corporate Account Mailing Statement at the end of each Postal Accounting Period.
- e. **Minimum revenue commitment:** The Mailer has agreed to meet a minimum volume commitment of at least 1,000 pieces of Qualifying Mail.
- f. **Worksharing:** The Mailer has agreed to:
 1. Pay postage to the Postal Service, either directly or through a mailing agent(s), for Global Express Mail (EMS), through an Express Mail Corporate Account (EMCA) accounting to the terms of DMM P500.2.
 2. Include a manifest with each mailing.
 3. Properly label and apply a Customs form to each mail piece.
 4. Tender qualifying mail at the Mailer's plant in accordance with instructions the Postal Service provides.

5. Provide the Postal Service with a schedule of mailings, including the date of tender, weight, volume, and location where mail will originate in accordance with Postal Service instructions.

g. Rates: The Mailer will receive a ten (10) percent discount off non-discounted published rates in effect on the date of mailing for EMS Qualifying Mail. In the event that the costs the Postal Service incurs in the fulfillment of this Agreement increase in excess of five (5) percent the Postal Service shall modify the discount upon giving the Mailer a sixty (60) day notification.

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

— *International Business, 2-6-03*

REMINDER

International Mail — Inquiry Process for Global Express Mail

This article is a reminder about how to properly initiate an inquiry and file a claim for Global Express Mail™ (EMS).

Only the sender may submit an inquiry regarding an EMS item. To request the status of an EMS item, the sender *must* call the Postal Service’s EMS Inquiry Center at 800-222-1811 and must provide the relevant mailing information. The EMS Inquiry Center will then contact the delivery agent in the country of destination to request information on the disposition of the item. Upon receiving a response, the EMS Inquiry Center will call and advise the sender of the results of the inquiry. If the item is lost, damaged, or rifled, the EMS Inquiry Center will mail to the sender a claim packet that includes the following:

- PS Form 2861, *Express Mail International Service Inquiry*, which the EMS Inquiry Center generates and completes and which contains the relevant information about the disposition of the inquiry.
- PS Form 2855, *Claim for Indemnity – International Registered, Insured, and Express Mail*.
- A letter of instruction regarding the claim process. In order to file a claim, the sender must complete PS Form 2855 and submit it along with PS Form 2861 to the New York International Claims and Inquiries Office (ICIO).

Note: Only the EMS Inquiry Center can generate PS Form 2861. Facilities that have copies of PS Form 2861 with an edition date of 1989 (or any edition date prior to 2002) must recycle/discard those forms because they are obsolete.

For more information regarding EMS inquiries, see the applicable passages in *International Mail Manual* (IMM) 921 through 924, including the following:

- **Who Can Inquire:** As noted in IMM 921.22 and 924.2, only the sender (not the addressee) can initiate inquiries pertaining to the disposition of an EMS item.

- **How to Inquire:** As noted in IMM 921.22 and 922.31, the sender must call the EMS Inquiry Center at 800-222-1811 to initiate an inquiry about an EMS item and must provide the agent with the relevant mailing information.
- **When to Inquire:** As noted in IMM 922.1 and 922.31, the sender must initiate an inquiry about an EMS item within 90 days from the date of mailing. (But as noted in IMM 922.2, the sender must wait at least 3 days from the date of mailing before initiating an inquiry.)
- **Hearing Results:** As noted in IMM 922.32, the EMS Inquiry Center will advise the sender of the results of the inquiry and, if necessary, will mail to the sender a claim packet.
- **Initiating a Claim:** As noted in IMM 924.2, a sender cannot file a claim until after the EMS Inquiry Center has completed an inquiry. If the inquiry determines that a claim is warranted, the sender must complete PS Form 2855 (which the EMS Inquiry Center includes in the claim packet it mails to senders), and must submit both PS Form 2855 and PS Form 2861 (which the EMS Inquiry Center generates, completes, and includes in the claim packet) to the ICIO.
- **Foreign Origin EMS:** As noted in IMM 922.33, a person who sent an EMS item to the United States from a foreign country must initiate an inquiry through the country of origin.

The IMM is available in a printed version from the Material Distribution Center (MDC) and is also accessible online via Postal Explorer at <http://pe.usps.gov>.

— *Customer Solutions, International Business, 2-6-03*

Licensing

NOTICE

Heroes of 2001 Merchandise for Sale

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

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

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

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

Company	Contact	Address	Distribution Channel	Telephone	Fax	Products
American Stamp Collectibles	Lisa Naumoff	RR 12 BOX 180 DONOHOE RD GREENSBURG PA 15601-9812	OLRP catalog Telephone: 724-837-8810 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	Wal-Mart, 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, mouse pads, magnets, collector's plate, commemorative cachets, and jewelry items.

Company	Contact	Address	Distribution Channel	Telephone	Fax	Products
Hallmark Group	Gail Morrell	GARDINER HOUSE 2/9 BROOMHILL RD WANDSWORTH LONDON ENGLAND	Request catalog via e-mail <i>gailemorrell@mrisc.com</i>	011-0181871-50312	011-0181-715142	Engraved ingots, minted in precious metal (gold-plated silver).
Highland Glen	Mitch Rubin	PO BOX 294 BUFFALO NY 14213-2028	Mass market	716-883-1110	716-885-0243	Key rings and accessories.
Hy-Ko Products	Sandra Dively	7370 NORTHFIELD RD WALTON OH 44146-6106	Home improvement stores (e.g., Home Depot)	440-232-8223	440-232-8227	Key chains, key rings, key fobs, key accessories, and bottle openers.
Ipromoteu.com	Pat Caccamo	8 STRATHMORE RD NATICK MA 01760-2419	887-470-1436 <i>www.ipromoteu.com</i>	877-470-1436	905-542-9454	Lapel pins.
Jonathan Grey and Assoc.	Mario Rodriguez Michelle Hagerty	920 CALLE NEGOCIO STE B SAN CLEMENTE CA 92673-6207	Mass mail out <i>www.jgrey.com</i>	949-498-2515	949-298-2830	Lapel pins, 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	Gift shops Catalogs <i>www.Blanketsonline.com</i>	508-792-9065		Cotton and acrylic throw blankets, pillows, and tote bags.
US Allegiance	Steve Crawford Jennifer Houston	63004 LAYTON AVE BEND OR 97701-3735	Military Exchange <i>www.ipledge.com</i> Primarily promotional to Post Offices	800-327-1402	800-622-8212	Lapel pins, key chains, postcard sets, ceramic mugs, magnets, and bookmarks.
Winco	Andy Boston Bryan Fougner	9019 OSO AVE 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.

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
AWARDS.COM 35 HOWARD ST PORTSMOUTH NH 03801-4643	Corporate gifts, awards, and recognition items (nonapparel products only), including desk accessories, writing instruments, luggage and travel accessories, key rings, mugs, travel cups, and picture frames.	Web: www.awards.com Telephone: 978-239-6588 Fax: 801-697-2580	USPS promotional events, direct mail, Kinkos, and Postmark America store.
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 only.
GARY MANDEL PROMOTIONAL PRODUCTS 1202 OLYMPIC BLVD SANTA MONICA CA 90404-3722	Promotional products.	Telephone: 310-392-4070 Fax: 310-392-4467	For USPS promotional use only.
GIFTPRENEURS 640 S GRAND AVE STE 106 SANTA ANA CA 92705-4156	Logo watches, corporate gifts, and promotional products.	Telephone: 800-500-5574 Fax: 714-542-1896 *Call for catalog	For USPS promotional use only.
HERITAGE PROMOTIONS 3760 N PONCE DE LEON BLVD SAINT AUGUSTINE FL 32084-1280	Premium and promotional items.	Telephone: 904-827-9747 Fax: 904-827-9707	For USPS promotional use only.
HIGHLAND GLEN MANUFACTURING INC PO BOX 294 BUFFALO NY 14213-2028	Key rings and key accessories.	Telephone: 716-883-1110 Fax: 716-885-0243	For USPS promotional use only.
HIGHLANDER LOGO PRODUCTS CORP 7200 STATE ROUTE 88 RAVENNA OH 44266-9190	Drivers, iron sets, putter, head covers, golf bags, golf travel bags, golf towels, golf gloves, golf balls, golf tees, tool packets, divot repair tools, golf shoe brush, and golf umbrella.	Telephone: 800-334-2230 Fax: 866-666-4525 E-mail: tom@hlp golf.com	For USPS promotional use only.

Licensee	Products	Where Can I Buy These?	Other Sources
HY KO PRODUCTS 7370 NORTHFIELD RD WALTON OH 44146-6106	Key chains, key rings, key fobs, key accessories, and bottle openers.	Telephone: 440-232-8227 Fax: 440-232-8227	For USPS promotional use only.
IPROMOTEU 8 STRATHMORE RD NATICK MA 01760-2419	Bookmarks, pins, key chains, and mugs.	Web: www.ipromoteu.com Telephone: 877-470-1436 Fax: 905-542-9454	For USPS promotional use only.
JIM PROMOTIONS INC 3639 NEW GETWELL RD STE 15 MEMPHIS TN 38118-6047	Logo apparel, mugs, pens, patches, and lapel pins.	Telephone: 901-795-7150 Fax: 901-795-7437	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. <i>Heroes of 2001</i> products: framed canvas reproductions, key chains, framed sets, and ornaments.	Web: www.jgrey.com Telephone: 949-498-2515 Fax: 949-298-2830 E-mail: raquel@jgrey.com	For USPS promotional use only.
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	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.	Telephone: 800-229-4500 E-mail: tomr@postalproducts.com	Mainly for USPS promotional use only, with the exception of the commemorative rings.
PRO PACIFIC CORPORATION 300 CONTINENTAL BLVD STE 120 EL SEGUNDO CA 90245-5045	Custom collectible mint tins. Mints available in various shapes and sizes.	Web: www.propacific.com Telephone: 310-765-4533 Fax: 310-662-1615 E-mail: dave@propacific.com	For USPS promotional use only.
ROYEL MARKETING 50 PARK PL STE 810 NEWARK NJ 07102-4305	Assorted ad specialties, apparel, employee incentives, awards, and promotional products.	Telephone: 973-624-5599 Fax: 973-624-6664	For USPS promotional use only.
SONOMA PINS 677 1ST STREET W SONOMA CA 95467-7003	Stamp lapel pins, key chains, dog tags, <i>Heroes of 2001</i> products.	Web: www.favoriteline.com/heroes Telephone: 800-996-8655 Fax: 707-996-9957	For USPS promotional use only.
U S ALLEGIANCE INC 63004 LAYTON AVE BEND OR 97701-3735	<i>Greetings From America, Neuter or Spay, Teddy Bear, Love, and Heroes of 2001</i> lapel pins, postcards, mugs, magnets, 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 RD FLAT B1 LA CLARE MANSION HONG KONG	Miniature plastic mailboxes.	Web: www.postbox.com.hk Telephone: 818-281-8899 Fax: 818-889-9189 E-mail: samsonchow@aol.com	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: 888-876-2451 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.
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	<i>EID</i> 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 7200 STATE ROUTE 88 RAVENNA OH 44266-9190	Golf apparel and equipment.	Telephone: 800-334-2230 Fax: 866-666-4525 E-mail: tom@hlp golf.com	For USPS promotional and personal use only.
LANDS END 6 LANDS END LANE DODGEVILLE WI 53595-6001	Corporate logo apparel and embroidered apparel.	Telephone: 800-535-3060 Fax: 800-297-2606	For USPS promotional and personal use only.
LOGOTEL 9005 RED BRANCH RD COLUMBIA MD 21045-2110	100% cotton screen print <i>Heroes of 2001</i> T-shirts.	Telephone: 410-772-5623 Fax: 410-740-8978	For USPS promotional and personal use only.
POSTAL PRODUCTS UNLIMITED 500 W OKLAHOMA AVE MILWAUKEE WI 53207-2649	Commemorative rings, sportswear, and assorted gear.	Telephone: 800-229-4500 E-mail: tomr@postalproducts.com	For USPS promotional and personal use only.
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: 888-876-2451 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.

Licensee	Products	Where Can I Buy These?	Other Sources
DATA SOLUTIONS AND TECHNOLOGY INC 3300 75TH AVE STE 110 LANDOVER MD 20785-1501	EID Polo shirts and T-shirts.	Web: www.dstincorporated.com Telephone: 301-583-3500 Fax: 301-583-3512	
FINANCIAL INNOVATIONS INC 1 WEINGEROFF BLVD CRANSTON RI 02910-4019	Corporate gifts and promotional products.	Telephone: 401-467-3178 Fax: 401-467-3570	CVS, K-Mart, and Krogers.
HIGHLANDER LOGO PRODUCTS CORP 7200 STATE ROUTE 88 RAVENNA OH 44266-9190	Golf apparel and equipment.	Telephone: 800-334-2230 Fax: 866-666-4525 E-mail: tom@hpgolf.com	Ask for color catalog.
JER SPORTS 1604 A STREET WEST BABYLON NY 11704-5074	Men's, women's, and children's slippers; sandals; canvas, synthetic and leather footwear and boots.	Telephone: 631-587-1705 Fax: 631-422-4119	
KAHALA 424 SUMMER ST HONOLULU HI 96817-5607	Hawaiian shirts with stamp images.	Telephone: 808-523-7873 Fax: 808-521-6413	Retail stores in Hawaii.
LOGOTEL 9005 RED BRANCH RD COLUMBIA MD 21045-2110	100% cotton screen print <i>Heroes of 2001</i> T-shirts.	Telephone: 410-772-5623 Fax: 410-740-8978	
MALAMA PONO LTD 1401 MAULHARDT 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 <i>Flying Ace</i> 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 Service 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 Service 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 Telephone: 714-974-0905 Fax: 714-974-1147 E-mail: dpcreations@earthlink.net	Not for resale in Postal Service stores except through OLRP program.

Licensee	Products	Where Can I Buy These?	Other Sources
DODGE COLOR 4827 RUGBY AVE BETHESDA MD 20814-3040	Transparencies, negatives, reproductions, and reprints of framed and unframed stamp designs.	Web: www.dodgecolor.com Telephone: 301-656-0025 Fax: 301-656-0025	Products can only be sold to (1) USPS personnel for corporate use and (2) USPS licensees.
KENNEDY MINT INC 12102 PEARL RD STRONGSVILLE OH 44136-3398	Framed collections of stamps and coins.	Web: www.kennedymint.com Telephone: 440-572-3222 Fax: 440-572-3692	Direct mail.
PAPER TIGER 335 JEFFERSON AVE CRESSKILL NJ 07626-1211	33¢ <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 Service 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 Service 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	<i>Risky Business</i> , 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	
BOSLEY BOBBERS PO BOX 9597 4465 LOUISVILLE ST CANTON OH 44705-4847	Bobble head dolls of USPS letter carriers, lunch boxes sold with or without insulated beverage containers, and toy banks.	Telephone: 330-453-0285 Fax: 425-799-0070	
BUILD A BEAR WORKSHOP INC 1954 INNERBELT BUSINESS CENTER DR SAINT LOUIS MO 63114-5760	T-shirt featuring <i>Teddy Bear</i> stamps on plush animals.	Telephone: 314-423-8000 Fax: 314-423-8188	
COOL THINGS BY ADRIAN 470 GRANDVIEW AVE APT 8 WOONSOCKET RI 02895-2737	Handcrafted wooden U.S. Mail trucks 16" long, 6.5" high, and 5.5" wide.	Telephone: 401-767-8717 Fax: 401-767-3674	
FIRST GEAR INC 8668 KAPP DR PEOSTA IA 52068-9568	Die-cast model '37 Chevrolet U.S. Mail delivery truck.	Telephone: 888-771-5576 Fax: 319-582-2415 E-mail: consumerservices@1st-gear.com	Tradeshows.
FUNKO INC 1221 MADRONA DR SNOHOMISH WA 98290-2488	Mr. Zip bobble head dolls.	Telephone: 425-783-3616 Fax: 425-252-2454	
GOLDEN WHEEL DIE CASTING UNIT 408-409 62 MODY RD TSIMSHATSI EAST KOWLOON HONG KONG	Postal Service vehicle and airplane die-cast replicas.	Telephone: 852-2412-2339 Fax: 852-2412-7986 (Hong Kong)	Request catalog.
KJ CLASSIC METAL DESIGNS PO BOX 663 WINDER GA 30680-0663	1:15 scale replica Postal Service delivery van.	Telephone: 770-867-4452 Fax: 770-586-0163	Dealers.

Licensee	Products	Where Can I Buy These?	Other Sources
LIBERTY CLASSICS 235 PETERSON RD LIBERTYVILLE IL 60048-1005	Free-wheeling die cast vehicles in 1:24 and 1:64 scales with plastic and rubber components.	Telephone: 847-367-1288 Fax: 847-367-1295	
LIONEL LLC 50625 RICHARD W BOULEVARD CHESTERFIELD MI 48051-2493	Priority Mail railroad boxcar.	Telephone: 810-949-4100 x1 Fax: 810-949-1013	Dealers.
MATTEL INC 333 CONTINENTAL BOULEVARD EL SEGUNDO CA 90245-5012	Matchbox Collectibles U.S. Mail van.	Telephone: 856-234-7400 Fax: 856-722-9342	Sears, FAO Schwarz, JC Penny, Target, Ames, K-Mart, ShopKo, Wal-Mart, Meijer, Bradlees, Kay Bee Toys, and Toys R Us.
MAY CHEONG TOY PRODUCTS FTY LTD DBA MAISTO INTERNATIONAL INC 7751 CHERRY AVENUE FONTANA CA 92336-4002	Die cast vehicle replicas in 1:64, 1:43, 1:32, and 1:100 scales and die cast airplane replicas in 7-inch scale.	Telephone: 909-357-7988 Fax: 909-357-2020	
MBI INC 47 RICHARDS AVE NORWALK CT 06857-0001	Die-cast metal vehicles.	Telephone: 203-853-2000 Fax: 203-853-0647	Direct mail with Danbury Mint and Postal 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 OFFICEDOM INC DBA MY SURF STUDIO 607 HUBER DRIVE SAINT PAUL MN 55120-1916	Educational and edutainment software using USPS corporate signature, USPS Post Office, and Mr. Zip.	Telephone: 651-687-0028 Fax: 651-688-7863	
PACE PRODUCTS 333 SEMORAN PLACE APOPKA FL 32703-4670	Children's stamp collecting educational kit with <i>Greetings From America</i> theme.	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.	See distributor directory Web at www.speccast.com Telephone: 563-875-8706 Fax: 563-875-8056	
TEAM CALIBER 235-10 ROLLING HILLS RD MOORESVILLE NC 28117-6825	1:64 and 1:24 scale die cast vehicle replicas, sold as banks and models.	Telephone: 704-660-3654 Fax: 704-633-1965	
TIMELESS TOYS 23755 CABOT STE 215 HAYWARD CA 94545-1656	Plush bears 8.5" to 24" high of velour, velboa, or acrylic plush, embroidered with a stamp image and with a live USPS postage stamp attached.	Telephone: 510-732-1960 Fax: 510-732-6190	
WEI KEE PLASTIC INDUSTRIAL LTD 92 POKFULAM RD FLAT B1 LA CLARE MANSION HONG KONG	Miniature plastic mailboxes.	Web: www.postbox.com.hk Telephone: 818-281-8899 Fax: 818-889-9189 E-mail: samsonchow@aol.com	

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.
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	
DESERT VOYAGERS LLC 2505 N BRIMHALL MESA AZ 85203-1005	Internet greetings.	Telephone: 480-998-7296 Fax: 480-998-7296	
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.
DMC CORPORATION 10 PORT KEARNY BLDG 10A SOUTH KEARNY NJ 07032	Needle work media based on USPS stamp designs. Needle work media includes, kits, printed designs on canvas or in charted form for booklets.	Telephone: 973-589-0606 Fax: 973-589-8931	
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.	Telephone: 301-580-4936 Fax: 301-588-1116 E-mail: galemorrell@mris.com	

(Licensing section continues on page 55.)

Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 473

Keep all foreign order notices for use as reference.

Tentative Orders

Tentative Lottery Orders have been issued against the following:

Germany

LA STEPULACK
 (LOTTERY AGENCY STEPULACK)
 AND NORTHWEST GERMAN STATE
 LOTTERY OR NKL
 LIEBIGSTRASSE 3
 32052 HERFORD
 GERMANY

ORDER CENTER
 POSTFACH 5151
 32055 HERFORD
 GERMANY

Holland

SUITE NR 23
 NIEUWEZIJD VOORBURG WAL 86
 1012 SE AMSTERDAM HOLLAND

The Netherlands

WORLD EXPERT AND
 EURO AMERICAN AND
 OLD AMSTERDAM
 GOLD RESERVE
 MUTUAL PENSION POOL AND
 WWE (OLD AMSTERDAM)
 POST OFFICE BOX 77655
 1070LG
 AMSTERDAM THE NETHERLANDS

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

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

Do not place any endorsement on the mail pieces themselves.

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

— Judicial Officer, 2-6-03

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
RI, Central Falls 02863-1702	Any and All Names Other Than Danday Instant Check and Mail Box Rentals, Danday, Inc., Odewunmi Ayo-Ajayi (PMB 127), Elsie Perez (PMB 424), Carmen L. Rodriguez (PMB 115), Solola Adeleye (PMB 210), Richard Cramer (PMB 114), Michael Di Gregorio (PMB 401), Oluwatoyin Forlorunso (PMB 119), Patrick J. Harrington (PMB 402), Bola Olukoga (PMB 213), Issa K. Pointer (PMB 403) and/or Jody Weiner (PMB 429), 765 Dexter Street
AZ, Tucson 85716-1381	Any and All Names Except Stephen Harris, 3493 E. Lind Road, Apt. 108
AZ, Tucson 85725-7734	Any and All Names Except Stephen Harris, PO Box 7734
AZ, Tucson 85726-7311	Any and All Names Except Stephen Harris, PO Box 27311
MI, Bangor 49013-1206	Any and All of Various Names Other Than the Names of Jose and/or Rosetta Castillo, 316 Alexander Street

— Judicial Officer, 2-6-03

Domestic Orders

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

State/City/ZIP Code	Names and Addresses Covered
TX, Houston 77024-4116	MRS. CAROLINE HEART, RESTAURANT SUPPLY, 12335 PMB 325
TX, Houston 77231-0153	MRS. CAROLINE HEART, RESTAURANT SUPPLY, P.O. BOX 310153
TX, Bellaire 77401-4007	MRS. CAROLINE HEART, RESTAURANT SUPPLY, 5116 Bissonnet Street, PMB 147

— *Judicial Officer, 2-6-03*

940110	940376	940928	941480	941937	948436	950358	951862	958991	968886	970774	982046
940130	940447	940982	941497	941952	948474	950551	951918	960082	968985	970776	982178
940171	940448	941126	941498	946160	948530	950646	951971	967031	969125	970818	982419
940229	940464	941133	941507	946463	948630	950656	951998	967078	970085	970839	982472
940269	940541	941230	941573	946544	948725	950717	951999	967151	970450	970866	983064
940293	940572	941266	941622	946553	949600	950920	954303	968165	970458	972942	992274
940336	940690	941295	941694	946564	949627	950949	954474	968311	970585	974108	995943
940352	940889	941386	941736	946580	949631	951322	954481	968412	970603	975015	998225
940360	940901	941434	941755	947249	950063	951794	958506	968413	970717	980072	999301
940363	940924	941461	941845	948311	950218	951807	958888	968859	970773	981661	

— *Product Information Requirements,
Product Development, 2-6-03*

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	044 087 4000 to 044 087 4099	386 883 8936 to 387 314 5574 to	8999 5599
011 582 1889 to 011 582 1899	027 361 0430 to 027 361 0499	045 524 4121 to 045 524 4298	387 837 6300 to 388 828 0656 to	6399 0699
011 588 2900 to 011 588 3099	027 369 4482 to 027 369 4495	047 552 4370 to 047 552 4399	389 696 2400 to 389 846 3104 to	2799 3135
012 579 5675 to 012 579 5699	027 671 8762 to 027 671 8776	077 999 4001 to 077 999 4090	389 846 3145 to 389 887 9211 to	3195 9230
013 289 6176 to 013 289 6199	027 787 9886 to 027 787 9899	210 221 0548 to 210 221 0599	389 887 9234 to 390 001 3182 to	9299 3199
013 610 0014 to 013 610 0099	027 965 9487 to 027 965 9499	227 275 9400 to 227 275 9999	390 001 3500 to 390 545 5974 to	3699 5999
014 932 1000 to 014 932 1099	028 191 1852 to 028 191 1999	273 070 8059 to 273 070 8099	391 104 6146 to 391 574 1466 to	6199 1499
014 972 0800 to 014 972 0899	028 850 3000 to 028 850 3199	273 775 7700 to 273 775 7899	391 783 3020 to 391 792 6100 to	3599 6199
015 363 0007 to 015 363 0099	029 510 1500 to 029 510 1599	302 000 0000 to 302 123 9999	392 668 2956 to 392 854 8500 to	2999 8899
017 028 3200 to 017 028 3299	030 687 0903 to 030 687 0999	349 746 2056 to 350 518 7350 to	393 584 7566 to 393 650 0074 to	7699 0099
018 569 5333 to 018 569 5399	030 701 3442 to 030 701 3499	360 011 1690 to 360 168 6008 to	393 838 8316 to 393 893 6007 to	8499 6099
018 986 5264 to 018 986 5299	031 077 4507 to 031 077 4799	360 173 8800 to 360 324 2326 to	394 126 6907 to 394 189 0405 to	6999 0599
019 518 2814 to 019 518 2899	032 295 7500 to 032 295 9999	362 861 3064 to 373 006 2176 to	394 822 3243 to 394 990 1810 to	3278 1899
020 698 5159 to 020 698 5199	034 394 1000 to 034 394 1099	374 768 2600 to 375 169 4400 to	395 343 3264 to 395 373 3035 to	3299 3099
020 844 7307 to 020 844 7399	034 943 0400 to 034 943 0799	375 829 3400 to 375 851 9100 to	395 396 9649 to 395 970 3240 to	9799 3299
020 972 8948 to 020 972 8999	037 706 9578 to 037 706 9599	376 196 0911 to 378 085 3679 to	397 622 4054 to 397 819 8902 to	4099 8999
022 021 9110 to 022 021 9181	037 909 5490 to 037 909 5499	378 351 1063 to 379 843 5100 to	398 149 7200 to 399 070 0872 to	7699 0899
022 037 1411 to 022 037 1499	040 024 3901 to 040 024 3999	380 093 9600 to 380 165 1165 to	399 156 7119 to 399 203 5064 to	9699 7199 5099
024 380 4100 to 024 380 4199	040 674 7100 to 040 674 7199	381 325 4500 to 381 604 2510 to	399 296 9910 to 399 296 9910 to	9999 8999
024 496 6870 to 024 496 6896	040 688 8816 to 040 688 8899	381 645 9525 to 383 314 3968 to	399 396 8935 to 399 792 7775 to	9999 7799
025 092 0987 to 025 092 0999	041 623 8889 to 041 623 8899	383 892 1000 to 383 892 1382 to	399 792 8300 to 400 427 1051 to	8399 1999
025 369 5535 to 025 369 5599	041 803 6565 to 041 803 6599	384 925 3641 to 385 568 2331 to	401 045 1505 to 401 045 1571 to	1549 1599
025 729 1151 to 025 729 1199	043 205 5922 to 043 205 5999	385 599 7554 to 385 774 2024 to	401 294 2700 to 401 310 9505 to	2799 9599
025 729 1643 to 025 729 1799	044 087 3457 to 044 087 3499	386 624 1412 to 1599	401 382 5312 to 5399	

402 578 7876 to	7899	419 730 0300 to	0399	440 858 6300 to	6399	458 671 8678 to	8699
403 125 6744 to	6799	420 277 0015 to	0049	440 858 6420 to	7299	458 671 8721 to	8798
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

475 319 3649 to	3799	489 997 5252 to	5299	608 727 7100 to	7199	627 496 7549 to	7599
475 340 6400 to	6599	490 669 5850 to	6099	608 727 7273 to	7599	627 708 3605 to	3699
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

644 373 9083 to	9099	658 877 8000 to	8199	682 965 1178 to	1199	701 028 6780 to	6899
644 380 1460 to	1499	658 880 8000 to	8199	682 965 1201 to	1299	701 213 3900 to	3999
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

834 130 5200 to	5299	847 700 5447 to	5499	862 271 0800 to	0999	901 525 7122 to	7199
834 316 5444 to	5499	847 723 7500 to	7599	862 271 5000 to	5099	902 198 9769 to	9799
834 354 8747 to	8766	849 485 3427 to	3499	863 871 5138 to	5199	902 948 1269 to	1299
834 354 8824 to	8838	849 520 9850 to	9899	863 949 5300 to	5399	902 985 0833 to	0899
835 269 5700 to	5799	849 608 1357 to	1399	864 088 8200 to	8299	903 370 6934 to	6999
835 496 7303 to	7399	849 792 2600 to	2699	864 426 3972 to	3999	904 600 6523 to	6599
835 539 5200 to	5999	850 546 1862 to	1899	864 520 6117 to	6136	904 892 0378 to	0399
835 813 3015 to	3099	851 143 6826 to	6844	865 151 0526 to	0599	904 892 0648 to	1299
837 672 8967 to	8999	851 209 9880 to	9899	865 500 4034 to	4099	905 056 2216 to	2299
837 784 3282 to	3299	851 928 9221 to	9299	865 883 6082 to	6099	905 510 6647 to	6799
838 176 8377 to	8399	852 589 6560 to	6599	866 004 3000 to	3999	905 510 6900 to	7099
838 518 1257 to	1299	853 049 3646 to	3699	866 442 4100 to	4899	905 794 0000 to	0199
839 718 8257 to	8299	854 304 4089 to	4999	867 366 9108 to	9118	905 794 0288 to	0299
840 323 0600 to	0699	854 529 2200 to	2299	867 633 7403 to	7499	905 873 6900 to	6999
840 875 6235 to	6299	854 532 0000 to	2999	867 737 5623 to	5699	905 873 7100 to	7299
840 910 0900 to	0999	855 001 6204 to	6249	868 169 4529 to	4599	905 880 8900 to	8999
841 349 5000 to	5099	855 319 9364 to	9399	868 173 8400 to	8599	905 889 7100 to	7199
841 805 7747 to	7899	855 361 3390 to	3399	868 514 9000 to	9099	906 158 1508 to	1599
841 805 7944 to	8099	856 226 0490 to	0499	868 566 9200 to	9299	906 558 8812 to	8899
842 226 0685 to	0695	856 656 5800 to	5999	869 387 1150 to	1199	906 982 2214 to	2299
842 685 4600 to	4699	856 752 0200 to	0299	869 505 3500 to	3599	907 725 8500 to	8599
842 685 4742 to	4999	857 279 3450 to	3499	869 523 7033 to	7099	907 815 0216 to	0257
842 860 0300 to	0399	857 843 4000 to	4099	869 800 0000 to	9999	908 622 4225 to	4235
842 898 5582 to	5599	858 124 7644 to	7699	870 054 4814 to	4899	908 936 9254 to	9299
843 062 7100 to	7199	858 756 3111 to	3299	870 491 4812 to	4849	909 100 1787 to	1799
843 077 6288 to	6299	859 063 8200 to	8699	870 536 5820 to	5829	909 100 1900 to	2099
843 077 6378 to	6399	859 190 0600 to	0644	870 541 7167 to	7239	909 568 8900 to	9099
843 758 5769 to	5778	859 811 2888 to	2899	870 575 8155 to	8999	909 568 9300 to	9499
843 786 2554 to	2699	859 855 8873 to	8999	870 589 0485 to	0494	909 725 7307 to	7399
845 656 8165 to	8199	860 240 8520 to	8599	870 691 7060 to	7099	910 219 8631 to	8699
845 727 2100 to	2199	860 275 3900 to	3999	872 100 0445 to	0459	910 265 1100 to	1199
845 746 2618 to	2635	860 518 9629 to	9699	900 556 4178 to	4199	910 471 7273 to	7299
846 390 7531 to	7599	860 600 0021 to	0999	900 845 0044 to	0099	910 536 2505 to	2599
846 918 0572 to	0599	861 158 2350 to	2599	900 936 0217 to	0299	911 140 1000 to	2199
847 237 7690 to	7699	861 367 5400 to	5499	900 936 0435 to	0499	911 268 9077 to	9099
847 284 2481 to	2499	861 637 6010 to	6099	901 058 5255 to	5280	911 400 8948 to	8999
847 374 7055 to	7065	861 979 7292 to	7499	901 273 1082 to	1099	911 508 1620 to	1799
847 374 7055 to	7065	862 216 6100 to	6199	901 287 5143 to	5199	911 523 3000 to	3999
847 636 5304 to	5399	862 263 9213 to	9299	901 291 2789 to	2799		

— Group2—Security,
Postal Inspection Service, 2-6-03

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

766 509 421 to 9 660	773 112 031 to 2 060	775 331 515 to 1 550	779 316 961 to 7 200
766 572 901 to 3 020	773 125 387 to 5 410	775 444 210 to 4 230	779 339 221 to 9 400
766 748 500 to 8 521	773 179 320 to 9 410	775 579 301 to 9 320	779 702 191 to 2 250
767 024 341 to 4 370	773 202 989 to 3 140	775 622 683 to 2 760	779 994 001 to 4 090
767 326 471 to 6 590	773 208 991 to 9 290	776 144 621 to 4 670	780 103 591 to 3 650
767 332 561 to 2 950	773 231 311 to 1 340	776 154 010 to 4 060	780 533 288 to 3 310
768 009 841 to 9 960	773 348 739 to 8 940	777 561 631 to 2 080	780 625 208 to 5 920
768 011 489 to 1 520	773 575 891 to 5 950	776 657 371 to 7 490	780 711 345 to 1 540
768 177 980 to 7 990	773 852 971 to 3 030	776 817 421 to 7 450	780 778 894 to 8 920
768 391 081 to 1 170	773 858 011 to 8 100	776 951 225 to 1 250	780 865 851 to 5 920
768 661 569 to 1 650	773 892 721 to 7 190	777 141 601 to 2 140	780 873 421 to 3 450
769 000 051 to 0 080	773 958 061 to 8 660	777 297 421 to 7 510	781 141 891 to 1 980
769 050 841 to 0 900	774 101 148 to 1 190	777 621 721 to 1 750	781 238 697 to 8 730
769 159 081 to 9 178	774 107 161 to 7 190	777 810 309 to 0 330	781 503 151 to 3 180
769 737 496 to 7 510	774 177 226 to 7 270	778 049 651 to 9 670	781 518 818 to 8 840
769 778 491 to 8 730	774 279 481 to 9 810	778 106 225 to 6 310	781 624 126 to 4 200
769 827 331 to 7 450	774 408 399 to 8 420	778 218 730 to 8 780	781 679 221 to 9 340
770 216 071 to 6 100	774 431 821 to 2 450	778 251 871 to 1 930	781 723 771 to 3 890
770 723 281 to 3 400	774 510 451 to 0 780	778 286 911 to 6 940	781 723 964 to 3 990
770 915 150 to 5 490	774 652 981 to 3 010	778 328 699 to 8 730	781 761 391 to 1 720
771 455 551 to 5 610	774 778 981 to 9 040	778 567 471 to 7 860	781 878 721 to 9 020
771 609 661 to 9 690	774 867 481 to 7 510	778 570 771 to 0 830	782 424 840 to 4 900
772 057 224 to 7 440	774 867 515 to 7 540	778 699 096 to 9 110	782 939 821 to 9 850
772 162 660 to 3 070	774 934 275 to 4 290	778 779 471 to 9 480	783 663 991 to 4 050
772 718 615 to 8 640	774 961 261 to 1 290	779 146 205 to 6 230	783 739 838 to 0 280
772 970 886 to 0 940	775 106 223 to 6 235	779 233 681 to 3 710	784 380 061 to 0 090
773 009 419 to 9 430	775 106 237 to 6 248		

— Group2–Security,
Postal Inspection Service, 2-6-03

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, 2-6-03

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, 2-6-03

It's simple.



Lock it.

Licensing (continued)

Licensee	Products	Where Can I Buy These?	Other Sources
HE HARRIS AND COMPANY INC 3101 CLAIRMONT RD NE ATLANTA GA 30329-1015	Stamp collecting albums and kits.	Web: www.heharris.com Telephone: 404-214-4300 Fax: 404-214-4390	eBay store.
HERITAGE COLLECTIONS LTD 6647 KERNS RD FALLS CHURCH VA 22042-4231	Holiday ornaments made with live stamps.	Telephone: 703-533-7800 Fax: 703-533-7801	
HIGHLANDER LOGO PRODUCTS CORP 7200 STATE ROUTE 88 RAVENNA OH 44266-9190	Drivers, iron sets, putter, head covers, golf bags, golf travel bags, golf towels, golf gloves, golf balls, golf tees, tool packets, divot repair tools, golf shoe brush, and golf umbrella.	Telephone: 800-334-2230 Fax: 866-666-4525 E-mail: tom@hlp golf.com	Ask for color catalog.
HY KO PRODUCTS 7370 NORTHFIELD RD WALTON OH 44146-6106	Key chains, key rings, key fobs, key accessories, and bottle openers.	Telephone: 440-232-8227 Fax: 440-232-8227	
ILIAD INC 144 2ND AVE N NASHVILLE TN 37201-1936	Music compilations using 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	
MARCH COMPANY 3815 ACADEMY PKWY NE ALBUQUERQUE NM 87109-4408	Stamp design lapel pins, key chains, and money clips. <i>Heroes of 2001</i> product: lapel pins, magnets, key chains, money clips, marble paperweights, two-dimensional holiday ornaments, and framed pins.	Web: 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.

Licensee	Products	Where Can I Buy These?	Other Sources
TECHNI PRODUCTS 15811 BURLINGAME DR HUNTERSVILLE NC 28078-4801	Limited use hot and cold pack.	Telephone: 704-894-9292 Fax: 704-892-5998	
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	
US ALLEGIANCE INC 63004 LAYTON AVE BEND OR 97701-3735	<i>Greetings From America, Spay or Neuter, Teddy Bear, Love, and Heroes of 2001</i> lapel pins, postcards, mugs, magnets, key chains, tote bags, and stationery.	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 Telephone: 818-281-8899 Fax: 818-889-9189 E-mail: samsonchow@aol.com	
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	

— Licensing,
Public Affairs and Communications, 2-6-03

Promotion. Postal Service Official Licensed Products

STAMP PINS



DOZENS OF SUBJECTS...HUNDREDS OF DESIGNS...THOUSANDS IN STOCK



CHOOSE FROM OUR STOCK OF POPULAR BLACK HERITAGE DESIGNS



CALL OR WRITE TODAY TO REQUEST A COMPLIMENTARY BROCHURE



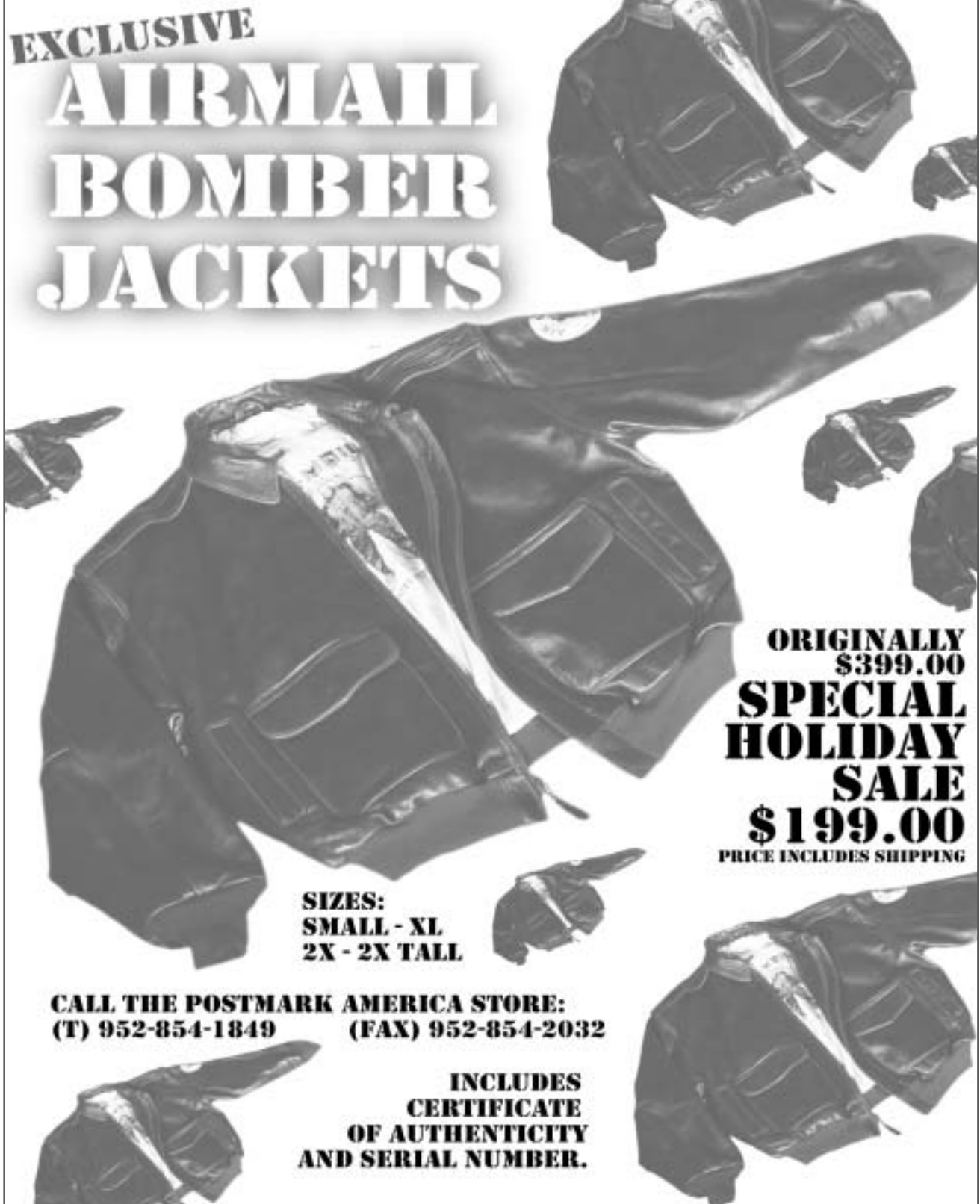
3815 Academy Parkway North NE
Albuquerque, NM 87109-4408

800-336-2724
stamppins.com

These products are not for resale in Postal Service lobbies.

Promotion. Postal Service Official Licensed Products

**EXCLUSIVE
AIRMAIL
BOMBER
JACKETS**



**ORIGINALLY
\$399.00
SPECIAL
HOLIDAY
SALE
\$199.00
PRICE INCLUDES SHIPPING**

**SIZES:
SMALL - XL
2X - 2X TALL**

**CALL THE POSTMARK AMERICA STORE:
(T) 952-854-1849 (FAX) 952-854-2032**

**INCLUDES
CERTIFICATE
OF AUTHENTICITY
AND SERIAL NUMBER.**

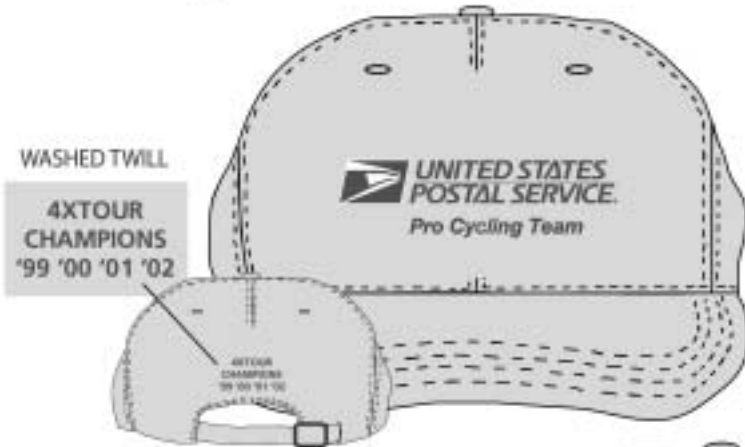
These products are not for resale in Postal Service lobbies.

Promotion. Postal Service Official Licensed Products



Telephone: 847-215-0011 * Fax: 847-215-7146 * Contact Tracy Heisler

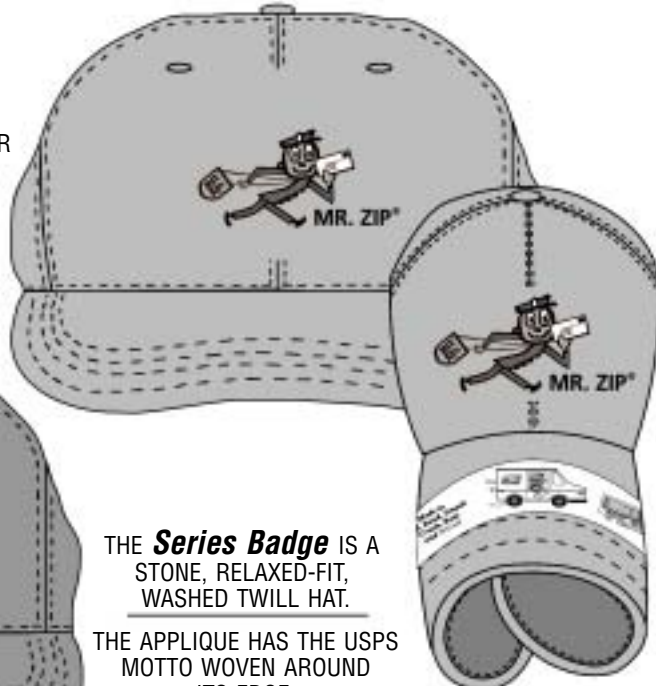
Classic Collection



THE **Official Hat** OF THE UNITED STATES POSTAL SERVICE PRO CYCLING TEAM.

THIS HAT IS THE SAME YELLOW AS THE LEADER'S.

THE **Mac Daddy**, THE WORLD'S MOST COMFORTABLE HAT, IS MADE OF ULTRA-SOFT TUMBLED TWILL AND HAS A PATENTED SOFT, FLEXIBLE VISOR FOR THE MOST PERFECT FIT. (AVAILABLE IN STONE, BRICK RED, CONFEDERATE BLUE, AND KHAKI)



THE **Series Badge** IS A STONE, RELAXED-FIT, WASHED TWILL HAT.

THE APPLIQUE HAS THE USPS MOTTO WOVEN AROUND ITS EDGE.

PACKAGED VIEW



36-piece minimum per color for each style

These products are not for resale in Postal Service lobbies.

Promotion. Postal Service Official Licensed Products

February 25th is SPAY DAY!

Now Available

Official licensed kitten and puppy *Neuter or Spay* products featuring the Spay Day 2003 logo. Liven up your Spay Day event with these colorful tote bags, T-shirts, and ceramic mugs!



\$12.47 Wholesale - Order in multiples of 6. Zippered main compartment with zippered front pocket featuring the puppy or kitten stamp image. Spay Day 2003 logo on the reverse. Front pocket has unique and charming miniature stamp zipper pull. Generously sized at 19" x 14" with 5 1/2" gusset bottom. Made to order. Hand decorated in U.S.A.

\$7.47 Wholesale - Order in multiples of 6. Soft, comfortable, 100% cotton Hanes Comfort-T with double needle sleeves and hem. This attractive shirt boasts the Spay Day 2003 logo on the front and the puppy or kitten stamp image on the back. One nice T-shirt! Decorated to order in the U.S.A. Available in M, L, XL, and XXL.

\$6.47 Wholesale - Order in multiples of 6. This hefty jumbo mug showcases the puppy or kitten stamp image and the Spay Day 2003 logo in full color with stunning photographic quality. You've never seen a finer looking mug. We guarantee it!

Minimum Order \$100

Ask us about additional kitten and puppy *Neuter or Spay* products available for promotional use: lapel pins, tote bags, insulated travel mugs, acrylic magnets, T-shirts, ceramic mugs, stationery, magnetic notepads, and postcards.

To order official licensed *Neuter or Spay* products, please call Jennifer Houston or Jeanni Capell at U.S. Allegiance, Inc.

800-327-1402

Visit www.spayneuter.us to view these *Neuter or Spay* stamp image products!

These products are not for resale in Postal Service lobbies.

Promotion. Postal Service Official Licensed Products

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These products are not for resale in Postal Service lobbies.

Philately

STAMP ANNOUNCEMENT 03-04

American Filmmaking: Behind the Scenes



Copyright 2002

The Postal Service will issue a \$3.70 *American Filmmaking: Behind the Scenes* (Item 563800) pressure-sensitive adhesive (PSA) souvenir sheet of 10 stamps, on February 25, 2003, in Beverly Hills, California. The stamps, designed by Imaginary Forces, Hollywood, California, go on sale nationwide on February 26, 2003.

To coincide with the 75th anniversary celebration of the Academy of Motion Picture Arts and Sciences, these stamps honor American filmmaking — all of those multi-talented, highly skilled men and women who work behind the scenes to create moving magic. As can be seen in the long list of credits trailing every motion picture, filmmaking is a uniquely collaborative endeavor, requiring the vision, expertise, and best efforts of scores of artists and crafts-people. Text on the back of each stamp describes the responsibilities, skills, and talents of people involved in one particular area of filmmaking.

Issue:	<i>American Filmmaking: Behind the Scenes</i>
Item Number:	563800
Denomination & Type of Issue:	37-cent commemorative
Format:	Souvenir sheet of 10 (10 designs)
Series:	N/A
Issue Date & City:	February 25, 2003, Beverly Hills, CA 90210
Designer:	Imaginary Forces, Hollywood, CA
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Imaginary Forces, Hollywood, CA
Modeler:	Donald H. Woo
Manufacturing Process:	Gravure
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomec, 3000
Engraver:	Armotek Industries
Stamps per sheet:	10
Print Quantity:	70 million stamps
Paper Type:	Phosphor tagged, block
Adhesive Type:	Pressure sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Cyan, Yellow, Black, PMS 5773 (Gray-green), PMS 877 (Silver)
Stamp Orientation:	Horizontal
Image Area (w x h):	1.140 x 1.085 in./28.956 x 27.559 mm
Overall Size (w x h):	1.560 x 1.225 in./39.624 x 31.115 mm
Pane Size (w x h):	6.50 x 7.50 in./165.10 x 190.50 mm
Plate Size:	120 stamps per revolution
Plate Numbers:	N/A
Marginal Markings:	Front: Selvage text Back: "© 2002 USPS" • Price • Text • Barcode
Catalog Item Number(s):	563840 Full pane w/plate no. — \$3.70 563862 First day cover — \$6.20 563864 Canceled full pane — \$6.20 563884 Press Sheet — \$22.20 563891 FP w/ceremony — \$9.65 563893 FP w/FDC — \$9.90

How to Order the First Day of Issue Postmark

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

affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

AMERICAN FILMMAKING BEHIND THE SCENES STAMPS
POSTMASTER
325 N MAPLE DR
BEVERLY HILLS CA 90210-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by March 26, 2003.

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

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

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

Philatelic Products

There are no philatelic products for this stamp issue.

Distribution: Item 563800, \$3.70 *American Filmmaking: Behind the Scenes* Souvenir Sheet of 10

Stamp distribution offices (SDOs) will receive approximately one-half of their standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (2,000 sheets).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of one-half of their standard automatic distribution quantity using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before February 20, 2003.

Philatelic Requirement

SDOs *will not* receive a separate quantity of their souvenir sheet for their authorized philatelic centers. Philatelic centers must be supplied their quantities from the initial automatic distribution made to SDOs.

Additional Supply

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

For fulfilling supplemental orders from SDOs, each APD will receive additional souvenir sheet quantities as follows: San Francisco, 200,000 sheets; Chicago and New York, 120,000; Memphis, 100,000; and Denver, 50,000 sheets.

Sales Policy

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures. **The *American Filmmaking: Behind the Scenes* souvenir sheet may not be split and the stamps may not be sold individually.**

— Stamp Services,
Government Relations, 2-6-03

STAMP ANNOUNCEMENT 03-05

Wisdom Definitive Stamp



Copyright 2002

The Postal Service will issue a \$1 *Wisdom* (Item 109600) definitive stamp in a pressure-sensitive adhesive (PSA) pane of 20 stamps on February 28, 2003, in Biloxi, Mississippi. The stamp, designed and illustrated by Nanch Stahl, Long Island, New York, goes on sale nationwide March 1, 2003.

The design of the \$1 *Wisdom* stamp conveys a modern interpretation of the ancient personification of Wisdom. In the sculptor's vision, wisdom is transmitted by sound and light, an allusion to the radio and television studios at 30 Rockefeller Plaza. The *Wisdom* stamp will be part of the *American Culture* series. Previous issues in the series include *Auto Tail Fin*, *Juke Box*, *Diner*, and *Atlas*.

How to Order the First Day of Issue Postmark

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

WISDOM DEFINITIVE STAMP
 POSTMASTER
 135 MAIN ST
 BILOXI MS 3953-9998

Issue:	<i>Wisdom</i>
Item Number:	109600
Denomination & Type of Issue:	\$1.00 definitive
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	February 28, 2003, Biloxi, MS 39530
Illustrator:	Nancy Stahl, New York, NY
Engraver:	N/A
Art Director:	Carl Herrman, Carlsbad, CA
Typographer:	N/A
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset
Printer:	Ashton Potter USA Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Stevens, Vari-size Security Press
Stamps per Pane:	20
Print Quantity:	100 million stamps
Paper Type:	Prephosphored, Type II
Adhesive Type:	Pressure sensitive
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow, PMS 1815 (Red)
Stamp Orientation:	Vertical
Image Area (w x h):	0.71 x 0.82 in./18.034 x 20.828 mm
Overall Size (w x h):	0.84 x 0.99 in./21.336 x 25.146 mm
Full Pane Size (w x h):	4.95 x 5.04 in./125.73 x 128.01 mm
Plate Size:	120 stamps per revolution
Plate Numbers:	"P" followed by five (5) single digits
Marginal Markings:	"© 2002 USPS" • Plate block (6 positions) • Plate numbers in four corners • 2 barcodes on back of pane
Catalog Item Number(s):	109610 Single — \$1.00 109620 Block of 4 — \$4.00 109630 Block of 10 — \$10.00 109640 Full pane w/plate no. — \$20.00 109661 First Day Cover — \$1.38

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by March 31, 2003.

Stamp Fulfillment Services (SFS) also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog.

Customers may request a free catalog by telephoning 800-STAMP-24 or writing to:

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

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

Philatelic Products

There are no philatelic products for this stamp issue.

Distribution: Item 109600, \$1.00 *Wisdom* PSA Pane of 20

Stamp distribution offices (SDOs) will receive an automatic distribution of this \$1.00 stamp. Distributions are rounded up to the nearest carton size (40,000).

Initial Supply to Post Offices

SDOs *will not* make an automatic distribution to Post Offices. Post Offices requiring quantities of Item 109600 must order them from their designated SDO using a separate PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute Item 109600 to Post Offices before February 24, 2003.

Philatelic Requirement

SDOs with authorized philatelic centers requiring this PSA sheet stamp must order Item 109600 from the appropriate SDO using PS Form 17.

Additional Supply

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

For fulfilling supplemental orders from SDOs, the Chicago and New York APDs will each receive 1,200,000 stamps; the San Francisco and Memphis APDs will each receive 1,000,000 additional stamps; and the Denver APD will receive 560,00 additional stamps. For fulfilling supplemental orders from APDs, the Kansas City Stamp Services Center will receive 2,000,000 additional stamps.

— *Stamp Services,
Government Relations, 2-6-03*

STAMP ANNOUNCEMENT 03-06

Tiffany Lamp Definitive Stamp



Copyright 2002

The Postal Service will issue a 1-cent *Tiffany Lamp* (Item 781500) definitive stamp in a water-activated gum (WAG) coil of 3,000 on March 1, 2003, in Biloxi, Mississippi. The stamp, designed by Derry Noyes, Washington, DC, and illustrated by Lou Nolan, McLean, Virginia, goes on sale nationwide March 2, 2003.

The *Tiffany Lamp* stamp features the work of Louis Comfort Tiffany (1848–1933), a designer of glass, ceramics, jewelry, enamelware, and metalwork who transformed everyday objects into works of art. Considered one of the greatest designers of glass in his era, Tiffany is also remembered as a leader in the art nouveau movement, a style in the visual arts that transformed design in the United States and Europe from the 1890s to World War I. *Tiffany Lamp* is the third stamp in the new *American Design* series, which began in May 2002.

How to Order the First Day of Issue Postmark

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

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

TIFFANY LAMP DEFINITIVE STAMP
 POSTMASTER
 135 MAIN ST
 BILOXI MS 39530-9998

Issue:	<i>Tiffany Lamp</i>
Item Number:	781500
Denomination & Type of Issue:	1-cent definitive
Format:	Coil of 3,000 (1 design)
Series:	N/A
Issue Date & City:	March 1, 2003, Biloxi, MS 39530
Designer:	Derry Noyes, Washington, DC
Art Director:	Derry Noyes, Washington, DC
Illustrator:	Lou Nolan, McLean, VA
Modeler:	Donald H. Woo
Manufacturing Process:	Gravure
Engraver:	Southern Graphic
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomec, 3000
Stamps per coil:	3,000
Print Quantity:	210 million stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Water-activated gum
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Yellow, Cyan, Black, PMS 5747 (Green)
Stamp Orientation:	Vertical
Image Area (w x h):	0.72 x 0.810 in./18.28 x 20.57 mm
Overall Size (w x h):	0.87 x 0.962 in./22.10 x 24.43 mm
Full Pane Size (w x h):	N/A
Plate Size:	616 stamps per revolution
Plate Numbers:	“S” followed by five (5) single digits (every 14 stamps)
Marginal Markings:	N/A
Catalog Item Number(s):	781520 Strip of 5 — \$0.05 781530 Strip of 25 w/plate no. — \$0.25 781540 Full coil of 3,000 — \$30.00 781562 First Day Cover — \$0.76

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by March 31, 2003.

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

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

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

Philatelic Products

There are no philatelic products for this stamp issue.

Distribution: Item 781500, 1-cent *Tiffany Lamp* WAG Coil of 3,000

Stamp distribution offices (SDOs) *will not* receive an automatic distribution of Item 781500, 1-cent *Tiffany Lamp*, WAG coil of 3,000. Automatic distributions will be provided to accountable paper depositories (APDs) and stamp services centers (SSCs).

SDOs requiring quantities of Item 781500 must order them from the appropriate APD using a separate PS Form 17, *Stamp Requisition/Stamp Return*.

Initial Supply to Post Offices

Post Offices requiring quantities of Item 781500 must order them from their designated SDO using a separate PS Form 17. SDOs must not distribute these coils to Post Offices before February 24, 2003.

Philatelic Requirement

SDOs with authorized philatelic centers requiring the *Tiffany Lamp* coil of 3,000 must order Item 781500 from their designated SDO using PS Form 17.

Additional Supply

Post Offices requiring additional coils must requisition them from their designated SDO using PS Form 17. SDOs requiring additional coils must order them from the appropriate APD using PS Form 17.

For fulfilling supplemental orders from SDOs, the San Francisco, Chicago, Memphis, and New York APDs will each receive 5,120 additional coils; and the Denver APD will receive 2,560 additional coils. For fulfilling supplemental orders from APDs, the Kansas City Stamp Services Center will receive 38,400 additional coils.

— *Stamp Services,*
Government Relations, 2-6-03

STAMP ANNOUNCEMENT 03-07

Ohio Statehood Commemorative Stamp



Copyright 2002

The Postal Service will issue a 37-cent *Ohio Statehood* commemorative stamp (Item 453900) in a pressure-sensitive adhesive (PSA) pane of 20 on March 1, 2003, in Chillicothe, Ohio. The stamp, designed by Phil Jordan, Falls Church, Virginia, and photographed by Ian Adams, Cuyahoga Falls, Ohio, goes on sale nationwide March 2, 2003.

Comprising land ceded to the United States after the Revolutionary War, the Northwest Territory included present-day Illinois, Indiana, Michigan, Ohio, and Wisconsin. In 1787 Congress enacted a plan to organize and govern this large area. The following year its first permanent settlement was established in Marietta, Ohio. On February 19, 1803, President Thomas Jefferson approved Ohio's constitution, and in March 1803, Ohio became the first state carved from the territory and the 17th admitted to the Union. Due to a

legislative oversight, Ohio's constitution was formally ratified by Congress 150 years later on August 7, 1953.

Issue:	<i>Ohio Statehood</i>
Item Number:	453900
Denomination & Type of Issue:	37-cent commemorative
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	March 1, 2003, Chillicothe, OH 45601
Designer:	Phil Jordan, Falls Church, VA
Engraver:	N/A
Photographer:	Ian Adams, Cuyahoga Falls, OH
Art Director:	Phil Jordan, Falls Church, VA
Typographer:	Phil Jordan, Falls Church, VA
Modeler:	Banknote Corporation of America, Inc. (BCA)
Manufacturing Process:	Offset/Microprint "USPS"
Printer:	Banknote Corporation of America, Inc. (BCA)
Printed at:	Browns Summit, NC
Press Type:	Man Roland, 300
Stamps per Pane:	20
Print Quantity:	50 million stamps
Paper Type:	Nonphosphored type III, Phosphor Tagged, Block
Adhesive Type:	Pressure sensitive
Processed at:	Banknote Corporation of America, Inc. (BCA)
Colors:	Yellow, Magenta, Cyan, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.82 x 1.39 in./20.83 x 35.31 mm
Overall Size (w x h):	0.99 x 1.56 in./25.15 x 39.62 mm
Full Pane Size (w x h):	5.90 x 7.26 in./149.86 x 184.40 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	"B" followed by four (4) single digits
Marginal Markings:	"© 2002 USPS" • Price • Plate numbers in four corners • Plate position diagram • Barcodes on back
Catalog Item Number(s):	453920 Block of 4 — \$1.48 453930 Block of 10 — \$3.70 453940 Full Pane of 20 — \$7.40 453961 First Day Cover — \$0.75 453993 Full pane w/FDC — \$8.15

How to Order the First Day of Issue Postmark

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

affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

OHIO STATEHOOD COMMEMORATIVE STAMP
POSTMASTER
40 S WALNUT ST
CHILLICOTHE OH 45601-9998

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

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

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

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

Philatelic Products

There are no philatelic products for this stamp issue.

Distribution: Item 453900, 37-cent *Ohio Statehood Commemorative Stamp*

The 37-cent *Ohio Statehood* stamp (Item 453900) is to be sold only in the first day city of Chillicothe, Ohio; at regular Post Office retail counters within the state of Ohio; through Stamp Fulfillment Services (SFS) in Kansas City, Missouri; and at retail stores and philatelic centers nationwide. *There will be no standard distribution to stamp distribution offices (SDOs); only SDOs serving the state of Ohio will receive this 20-stamp PSA pane for subsequent distribution to Post Offices.*

Initial Supply to Post Offices

The Minnesota Information System Service Center (MNISSC) will not use PS Form 3309, *Advice of Shipment/Stamp Invoice*, to automatically distribute this commemorative stamp to Ohio Post Offices. To obtain an initial supply of the *Ohio Statehood* stamps, all Ohio Post Offices must immediately submit PS Form 17, *Stamp Requisition/Stamp Return*, to their designated SDO. SDOs must not distribute stamps to Post Offices before February 24, 2003.

Philatelic Requirement

Although sale of the *Ohio Statehood* stamps is restricted to Post Offices in the state of Ohio, philatelic centers nationwide will receive stamps in 6 positions for philatelic sale.

SDOs that serve this many philatelic retail counters...	will receive this quantity of the <i>Ohio Statehood</i> commemorative stamp, Item 453900.
1	12,000
2	24,000
3	36,000
4	48,000
5	60,000
6	72,000
8	96,000
9	108,000
12	144,000
13	156,000
16	192,000
19	228,000

Additional Supply

Post Offices within the state of Ohio requiring additional stamps must requisition them from their designated SDO using PS Form 17. For fulfilling supplemental orders from SDOs within the state of Ohio, the Cleveland and Columbus, Ohio, SDOs will each receive 3,000,000 additional stamps.

Philatelic centers nationwide requiring additional *Ohio Statehood* stamps must requisition them from their designated SDO using PS Form 17. SDOs requiring additional stamps to meet philatelic center demand must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs for additional philatelic center stock, the Chicago APD will receive 160,000 additional stamps; the San Francisco, Memphis, and New York APDs will each receive 120,000 additional stamps; and the Denver APD will receive 80,000 additional stamps.

Sales Policy

All Post Offices in the state of Ohio and authorized philatelic centers nationwide must acquire and maintain a supply of each new commemorative until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

— Stamp Services,
Government Relations, 2-6-03

Stamp Stock Items Withdrawn From Regular Sale and From Sale at Philatelic Centers

Effective close-of-business March 31, 2003, all Post Offices, stations, branches, postal stores, vending outlets, and authorized philatelic centers must (1) withdraw the stamp stock items and products listed below and their related vending and store-prepared stamp items from sale and (2) prepare them for destruction. The items should be submitted to destruction sites according to local established procedures, under the guidelines in Handbook F-1, *Post Office Accounting Procedures*, Part 45, Destroying Stamp Stock.

Absolutely no sales of the stamp stock items, products, and their related vending and store-prepared stamp items listed below are permitted at retail counters and outlets after March 31, 2003. Items listed are also withdrawn from sale at Stamp Fulfillment Services (SFS).

Stamp issues listed with an asterisk (*) were advertised off sale at retail counters on previous dates. They are now removed from sale at SFS.

Stamp issues listed with two asterisks (**) will remain on sale at SFS until further notice.

Item Number	Description
Stamp Issues	
100900	34-cent Farm Flag Gum stamp
101000	10-cent Red Cloud Gum stamp
108100*	\$1 Exploring the Solar System stamp
111600*	\$3.20 Escaping Earth's Gravity stamp
111700*	\$11.75 Space Achievement and Exploration stamp
111800*	\$11.75 Landing on the Moon stamp
448478*	\$2.25 Extreme Sports Stampers Cards
450400*	34-cent Roy Wilkins stamp
450500*	34-cent Diabetes Awareness stamp
451215*	\$6.80 Frida Kahlo Pane
451800	34-cent Winter Sports
451871	\$5 Celebrate the Utah College
451884	\$61.20 Winter Sports Press Sheet
451900	34-cent Year of the Horse stamp
452000	34-cent Langston Hughes stamp
452200	34-cent Mentoring a Child stamp
452700	34-cent US Military Academy stamp
452800**	\$3.40 Nature of America Pane
452884**	\$30.60 Nature of America Press Sheet
453600	34-cent Happy Birthday stamp
Special Stamp Issues	
550968	95-cent Georgia O'keefe 1st and Last Day Program
550969	53-cent Georgia O'keefe Last Day Sale Program
558700*	\$3.30 Daffy Duck stamp
558778*	\$3.25 Daffy Duck Stampers Cards
558794*	\$5 Daffy Duck Profile
558800*	\$3.20 Bugs Bunny stamp
558900*	\$3.20 Sylvester and Tweety stamp
559100*	\$3.20 Road Runner stamp
559869	\$3.21 Mars Last Day Sale Program
559889	\$125 Space Framed Collectible

560200	\$3.40 That's All Folks Porky Pig stamp
560201	\$3.40 That's All Folks Porky Pig Die Cut stamps
560240	\$3.40 That's All Folks Porky Pig Souvenir
560284	\$20.40 That's All Folks Porky Pig Top Pane
560286	\$20.40 That's All Folks Porky Pig Bottom Pane
562187*	\$12.95 Holiday EID Panel
562300	34-cent Greetings From America stamps
562384	\$34 Greeting From America Press Sheet
562397	\$21.95 Greetings From America Panel

Stamp Products	
881300	\$19.20 Bugs Bunny Top Press Sheet
881400	\$19.20 Bugs Bunny Bottom Press Sheet
881600 & 01	\$17.95 I Have A Dream Mint Set
882201	\$3 Bugs Bunny Stamper Card Package
882900 & 01	\$7.25 That's All Folks Stamped Cards
883100 & 01	\$9.25 Holiday Santa's Stamped Cards
884200 & 01	\$6.95 Baseball Playing Field Stamped Cards
889900 & 01	\$14.95 26th Guide to US Stamps
890000 & 01	\$17.95 27th Guide to US Stamps
890100 & 01	\$17.95 28th Guide to US Stamps
893200	\$39.60 Insect and Spiders Press Sheet
896200 & 01	\$16.95 Legends of Baseball Matted Pane
896300 & 01	\$8.95 Legends of Baseball Matted Pane
897201	\$29.95 America Aircraft Matted Signed Special
898000 & 01	\$12.95 Bugs Bunny Matted Pane
898100 & 01	\$14.95 Bugs Bunny 1st Day Souvenir Program
898200 & 01	\$5.95 Bugs Bunny Stamped Cards
898800 & 01	\$4.95 Bugs Bunny Comic Book
899700 & 01	\$39.95 1997 Commemorative Mint Set
899800 & 01	\$39.95 1998 Commemorative Mint Set
953500	\$3 Sylvester and Tweety Stampers Cards
954500 & 01	\$9.95 Stampers Starter Kit
954700	\$24.95 Deluxe Stampers Starter Kit
955095	\$42.95 Celebrate The Century Collection Kit
955178	\$47 Stampers Saver Cards Collection
974200	\$7.95 Year of the Hear Panel
985700 & 01	\$15.95 Daffy Duck 1st Day Souvenir
985800 & 01	\$6.95 Daffy Duck Stamped Cards
985900 & 01	\$13.95 Daffy Duck Matted Pane
986000	\$19.80 Daffy Duck Top Press Sheet
986100	\$5 Daffy Duck Character Profile
986200	\$19.80 Daffy Duck Bottom Press Sheet
986300	\$35 Daffy, Bugs and Tweety 1st Day Souvenir
986400	\$11 Daffy, Bugs and Tweety Profile
986500	\$1.30 Daffy, Bugs and Tweety 1st Day Cover
986600	\$2.50 Daffy Duck Keepsake
986900 & 01	\$6.95 Road Runner Stamped Cards
988700 & 01	\$8.95 Stars and Stripes Stamped Cards
989000 & 01	\$8.95 Holiday Santa Stamped Cards
994000 & 01	\$14.95 Sylvester and Tweety Souvenir
994100 & 01	\$5.95 Sylvester and Tweety Stamped Cards
994200 & 01	\$4.95 Sylvester and Tweety Comic Book
994300 & 01	\$12.95 Sylvester and Tweety Matted Pane
994400	\$19.20 Sylvester and Tweety Press Sheet
994500	\$4 Sylvester and Tweety Profile
994600	\$4 Bugs Bunny Profile
994700	\$6 Tweety and Bugs Combo Profile
995178	\$42.95 Stampers Saver Cards Collection
Stamped Envelope	
215300	\$64 per 500 Bulk Rate Graphic Envelope

— Stamp Services,
Government Relations, 2-6-03

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 postmarked 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.



THURGOOD MARSHALL STATION
JANUARY 13, 2003
NEW YORK, NY 10007

January 13, 2003

United States Courts Second Circuit

THURGOOD MARSHALL STATION
POSTMASTER SPECIAL EVENTS
421 EIGHT AVE RM 2029B
NEW YORK NY 10199-9998



EL YUNQUE STATION
PALMER PUERTO RICO
0 0 7 2 1
January 17, 2003

January 17, 2003

USDA Forest Service
EL YUNQUE STATION
POSTMASTER
PICTORIAL CANCELLATION COORDINATOR
585 AVE FD ROOSEVELT
SAN JUAN PR 00936-9998

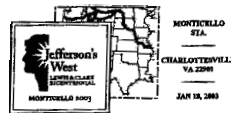


COLLEGE ARCHIVES STATION
JANUARY 16, 2003
BLACKSTONE VA 23824

January 16, 2003

Postal Service

COLLEGE ARCHIVES STATION
POSTMASTER
400 SOUTH MAIN ST
BLACKSTONE VA 23824-9998



MONTICELLO STA
CHARLOTTESVILLE VA 22901
JAN 18, 2003

January 18, 2003

Postal Service
MONTICELLO STATION
POSTMASTER
1155 SEMINOLE TRAIL
CHARLOTTESVILLE VA 22906-9998



Shawano County
Sesquicentennial Station
Aniwa, Wisconsin 54408
February 13, 2003

February 13, 2003

Shawano County Sesquicentennial Committee

SHAWANO COUNTY
SESQUICENTENNIAL STATION
POSTMASTER
PO BOX 9998
ANIWA WI 54408-9998

Shawano County Sesquicentennial Committee

SHAWANO COUNTY
SESQUICENTENNIAL STATION
POSTMASTER
PO BOX 9998
BONDUEL WI 54107-9998

Shawano County Sesquicentennial Committee

SHAWANO COUNTY
SESQUICENTENNIAL STATION
POSTMASTER
PO BOX 9998
BIRNAMWOOD WI 54414-9998

Shawano County Sesquicentennial Committee

SHAWANO COUNTY
SESQUICENTENNIAL STATION
POSTMASTER
PO BOX 9998
BOWLER WI 54416-9998



Shawano County
 Sesquicentennial Station
 Aniwa, Wisconsin 54408
 February 13, 2003

Shawano County
 Sesquicentennial Committee
 SHAWANO COUNTY
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 CECIL WI 54111-9998

Shawano County
 Sesquicentennial Committee
 SHAWANO COUNTY
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 CAROLINE WI 54928-9998

Shawano County
 Sesquicentennial Committee
 SHAWANO COUNTY
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 ELAND WI 54427-9998

Shawano County
 Sesquicentennial Committee
 SHAWANO COUNTY
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 GREEN VALLEY WI 54127-9998

Shawano County
 Sesquicentennial Committee
 SHAWANO COUNTY
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 GRESHAM WI 54128-9998

Shawano County
 Sesquicentennial Committee
 SHAWANO COUNTY
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 KESHENA WI 54135-9998

Shawano County
 Sesquicentennial Committee
 SHAWANO COUNTY
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 KRAKOW WI 54137-9998

Shawano County
 Sesquicentennial Committee
 SHAWANO COUNTY
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 LEOPOLIS WI 54948-9998

Shawano County
 Sesquicentennial Committee
 SHAWANO COUNTY
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 MATTOON WI 54450-9998

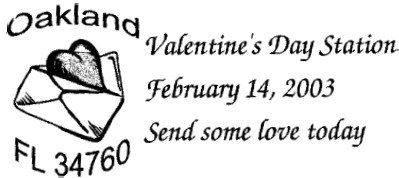
Shawano County
 Sesquicentennial Committee
 SHAWANO COUNTY
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 NEOPIT WI 54150-9998

Shawano County
 Sesquicentennial Committee
 SHAWANO COUNTY
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 SHAWANO WI 54166-9998

Shawano County
 Sesquicentennial Committee
 SHAWANO COUNTY
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 TIGERTON WI 54486-9998

Shawano County
 Sesquicentennial Committee
 SHAWANO COUNTY
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 TILLEDA WI 54978-9998

Shawano County
 Sesquicentennial Committee
 SHAWANO COUNTY
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 WITTENBURG WI 54499-9998



February 14, 2003

Oakland Post Office
 VALENTINES DAY STATION
 POSTMASTER
 210 CM PETE TUCKER CIR
 OAKLAND FL 34760-9998

Zellwood Post Office
 VALENTINES DAY STATION
 POSTMASTER
 3125 NORTH WASHINGTON ST
 ZELLWOOD FL 32798-9998

Paisley Post Office
 VALENTINES DAY STATION
 POSTMASTER
 24952 COUNTY ROAD 42
 PAISLEY FL 32767-9998



January 25, 2003
 YEAR OF THE RAM STATION
 POSTMASTER
 850 CLARK ST
 SOUTH WINDSOR CT
 06074-9998



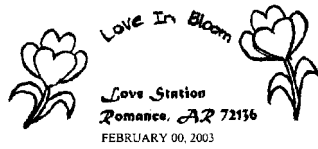
January 31, 2003
 SHADOWING DAY STATION
 POSTMASTER
 25 DORCHESTER AVE RM 4009
 BOSTON MA 02205-9998



January 28, 2003
 Chinese Consolidated Benevolent
 Association
 CCBA STATION
 POSTMASTER
 SPECIAL EVENTS
 421 EIGHTH AVENUE RM
 2029B
 NEW YORK NY 10199-9998



February 1-28, 2003
 CELEBRATE BLACK HISTORY
 MONTH STATION
 MANAGER MOWS
 900 EAST FAYETTE ST
 BALTIMORE MD 21233-9715



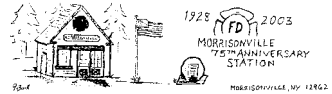
February 1-14, 2003
 Romance Volunteer Fire
 Department
 LOVE STATION
 POSTMASTER
 PO BOX 9998
 ROMANCE AR 72136-9998



February 7, 2003
 BLACK HISTORY MONTH
 STATION
 POSTMASTER
 80 STATE HOUSE SQUARE
 HARTFORD CT 06103-9998



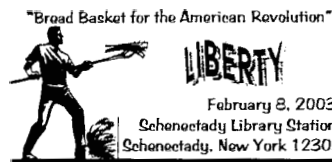
February 1-14, 2003
 VALENTINE STATION
 POSTMASTER
 446 EAST 29TH ST
 LOVELAND CO 80538-9998



February 8, 2003
 Morrisonville Fire Department
 MORRISONVILLE 75TH
 ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 MORRISONVILLE NY
 12962-9998



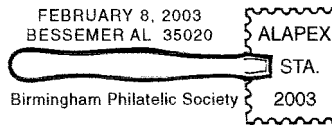
February 1-15, 2003
 LOVEVILLE STATION
 POSTMASTER
 27780 POINT LOOKOUT RD
 LOVEVILLE MD 20656-9998



February 8, 2003
 Colonial Festival Committee
 SCHENECTADY LIBRARY
 STATION
 POSTMASTER
 29 JAY ST
 SCHENECTADY NY 12305-9998



February 2, 2003
 African American Museum of
 Southern Illinois
 AFRICAN AMERICAN MUSEUM
 SOUTHERN ILLINOIS STATION
 POSTMASTER
 1301 EAST MAIN ST
 CARBONDALE IL 62901-9998



February 8-9, 2003
 ALAPEX STATION
 POSTMASTER
 1112 4TH AVE NORTH
 BESSEMER AL 35020-9998



February 2, 2003
 LUNAR NEW YEAR STATION
 MANAGER MOWS
 900 EAST FAYETTE ST
 BALTIMORE MD 21233-9715



LAVEEN BBQ STATION
 51st ANNUAL
 February 9, 2003
 LAVEEN, AZ 85339

February 9, 2003
 Postal Service
 LAVEEN BBQ STATION
 POSTMASTER
 PO BOX 9998
 LAVEEN AZ 85339-9998



February 3, 2003
 Lakeland District Communications
 THURGOOD MARSHALL
 STATION
 POSTMASTER
 PO BOX 5066
 MILWAUKEE WI 53201-5066



February 9, 2003
 CHINESE NEW YEAR PARADE
 STATION
 SPECIAL CANCELLATION UNIT
 3300 V ST NE
 WASHINGTON DC 20018-9998



February 5, 2003
 Center for Cultural Pluralism
 University of Vermont
 CHINESE NEW YEAR STATION
 POSTMASTER
 PO BOX 9998
 BURLINGTON VT 05401-9998



February 9, 2003
 CHINATOWN STATION
 POSTMASTER
 25 DORCHESTER AVE RM 4009
 BOSTON MA 02205-9998



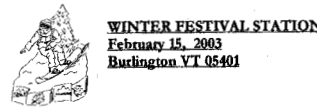
February 9, 2003
 Central Wisconsin Stamp Club
 EXHIBITION STATION
 POSTMASTER
 320 EAST GRAND AVE
 WISCONSIN RAPIDS WI
 54494-9998



February 14-17, 2003
 AAAS
 AAAS STATION
 PHILATELIC OFFICE
 DOWNTOWN STATION
 951 20TH ST
 DENVER CO 80202-9998



February 12, 2003
 THURGOOD MARSHALL
 STATION
 POSTMASTER
 250 ST JOSEPH ST
 MOBILE AL 36601-9813



February 15, 2003
 Burlington Vermont Parks and
 Recreation
 WINTER FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 BURLINGTON VT 05401-9998



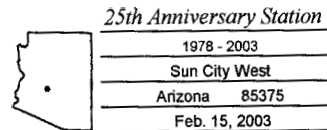
February 14, 2003
 Diversity Office
 THURGOOD MARSHALL
 STATION
 POSTMASTER
 25 DORCHESTER AVE RM 4009
 BOSTON MA 02205-9998



February 15, 2003
 Kernville Chamber of Commerce
 WHISKEY FLAT STATION
 POSTMASTER
 PO BOX 9998
 KERNVILLE CA 93238-9998



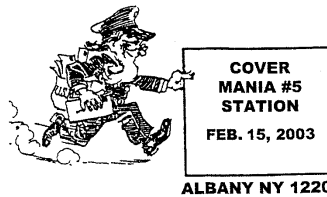
February 14, 2003
 Chamber of Commerce
 GOLD RUSH STATION
 POSTMASTER
 2029 WEST WICKENBURG WAY
 WICKENBURG AZ 85358-9998



February 15, 2003
 Sun City West Stamp Club
 25TH ANNIVERSARY STATION
 STATION MANAGER
 19437 NORTH NEW TRADITION
 RD
 SUN CITY AZ 86375-9998



February 14, 2003
 City of Valentine
 LOVE STATION
 POSTMASTER
 HIGHWAY 90
 VALENTINE TX 79854-9998



February 15-16, 2003
 Capital District Civil War Round
 Table
 COVER MANIA NUMBER 5
 STATION
 POSTMASTER
 COLONIE CENTER POST
 OFFICE
 50001 COLONIE CENTER MALL
 ALBANY NY 12205-9998



February 14, 2003
 Valentine's Day
 VALENTINES DAY STATION
 POSTMASTER
 6664 RT 362
 BLISS NY 14024-9998



February 17, 2003
 Postal Service
 BLUE AND GOLD STATION
 POSTMASTER
 201 HIGH ST NE
 WARREN OH 44481-9998



February 14-16, 2003
 Blue Grey Army Inc.
 LAKE CITY STATION
 POSTMASTER
 320 NORTH FIRST ST
 LAKE CITY FL 32059-9998



February 18, 2003
 Utica Children's Museum
 PONY ESPRESS STATION
 POSTMASTER
 100 PITCHER ST
 UTICA NY 13504-9998



**Influence On
Civil Liberties**
**THURGOOD MARSHALL
MIDDLE
SCHOOL STATION**
February 19th, 2003

February 19, 2003
Diversity Development
Postal Service
THURGOOD MARSHALL
MIDDLE SCHOOL STATION
POSTMASTER
701 LOYOLA AVE RM 10021
NEW ORLEANS LA 70113-9998



**FUTURE AFRICAN AMERICAN
LEADERS STATION**
FEBRUARY 20, 2003
ROCHESTER, NY 14602

February 20, 2003
*Postal Service Black History
Committee*
FUTURE AFRICAN AMERICAN
LEADERS STATION
POSTMASTER
1335 JEFFERSON RD
ROCHESTER NY 14692-9998



Our constitutional liberties shall be enforced

February 19, 2003
Postal Service
HERITAGE STATION
POSTMASTER
201 HIGH ST NE
WARREN OH 44481-9998

— Stamp Services,
Government Relations, 2-6-03

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
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
Support Infection Control Week	Oct. 1-Nov. 30
Help Retarded Children	Nov. 1-Nov. 30
Military Families Recognition Day	Nov. 1-Nov. 30

Cancellation	Period of Use
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, 2-6-03

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	04-0873	72314	AR	Birdeye	Cross	Main Office	Post Office	08/30/1997	Post Office and ZIP Code discontinued. Establish a place name. Birdeye AR becomes an acceptable last line for use with ZIP Code 72324.
New	04-1809	72324	AR	Cherry Valley	Cross	Birdeye	Place Name	11/02/2002	
Old	08-4114	06049	CT	Melrose	Hartford	Main Office	Post Office	03/31/1990	Post Office and ZIP Code discontinued. Establish a place name. Melrose CT becomes an acceptable last line for use with ZIP Code 06016.
New	08-0680	06016	CT	Broad Brook	Hartford	Melrose	Place Name	10/12/2002	
Old	11-6915	32814	FL	Orlando	Orange	Herndon	Classified Station	11/07/2002	This announcement expands the use of ZIP Code 32814 to include delivery.
New	11-6915	32814	FL	Orlando	Orange	Herndon	Classified Station	11/07/2002	
Old	12-2992	30137	GA	Emerson	Bartow	Main Office	Post Office	07/13/2002	This announcement expands the use of ZIP Code 30137 to include delivery.
New	12-2992	30137	GA	Emerson	Bartow	Main Office	Post Office	09/03/2002	
Old	12-1386	30114	GA	Canton	Cherokee	Main Office	Post Office	09/30/2002	Establish a new ZIP Code for Post Office boxes. Use Canton GA 30169 as last line of address for a portion of the Post Office boxes previously in ZIP Code 30114.
New	12-1386	30169	GA	Canton	Cherokee	Main Street	Classified Station	09/30/2002	
Old	18-3906	51574	IA	Harlan	Shelby	Tennant	Community Post Office	05/01/2001	Community Post Office and ZIP Code discontinued. Establish a place name. Tennant IA becomes an acceptable last line for use with ZIP Code 51537.
New	18-3906	51537	IA	Harlan	Shelby	Tennant	Place Name	05/01/2001	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	16-7326	60080	IL	Solon Mills	McHenry	Main Office	Post Office	01/31/1998	Post Office and ZIP Code discontinued. Establish a place name. Solon Mills IL becomes an acceptable last line for use with ZIP Code 60071.
New	16-6618	60071	IL	Richmond	McHenry	Solon Mills	Place Name	09/28/2002	
Old	17-1287	46114	IN	Cartersburg	Hendricks	Main Office	Post Office	01/03/1991	Post Office and ZIP Code discontinued. Establish a place name. Cartersburg IN becomes an acceptable last line for use with ZIP Code 46168.
New	17-7007	46168	IN	Plainfield	Hendricks	Cartersburg	Place Name	11/02/2002	
Old	19-5434	66450	KS	Louisville	Pottawatomie	Main Office	Post Office	06/05/1998	Post Office and ZIP Code discontinued. Establish a place name. Louisville KS becomes an acceptable last line for use with ZIP Code 66547.
New	19-9405	66547	KS	Wamego	Pottawatomie	Louisville	Place Name	10/05/2002	
Old	19-9889	67747	KS	Winona	Logan	Monument	Community Post Office	02/28/2001	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Monument KS 67747 as last line of address. This amends PB 22084.
New	19-9889	67747	KS	Winona	Logan	Monument	Place Name	01/24/2003	
Old	21-8567	70397	LA	Theriot	Terrebonne	Main Office	Post Office	09/01/1989	Post Office discontinued. Retain ZIP Code. Establish a place name. Theriot LA becomes an acceptable last line of address for use with ZIP Code 70397.
New	21-2470	70397	LA	Dulac	Terrebonne	Theriot	Place Name	10/12/2002	
Old	21-8645	70781	LA	Torbert	Pointe Coupee	Main Office	Post Office	12/29/1995	Post Office and ZIP Code discontinued. Establish a place name. Torbert LA becomes an acceptable last line for use with ZIP Code 70762.
New	21-6799	70762	LA	Oscar	Pointe Coupee	Torbert	Place Name	09/28/2002	
Old	26-0110	56076	MN	Albert Lea	Freeborn	Oakland	Community Post Office	04/27/1998	Community Post Office and ZIP Code discontinued. Establish a place name. Oakland MN becomes an acceptable last line for use with ZIP Code 56007.
New	26-0110	56007	MN	Albert Lea	Freeborn	Oakland	Place Name	06/10/2000	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	30-3945	69031	NE	Hamlet	Hayes	Main Office	Post Office	01/31/1997	Post Office and ZIP Code discontinued. Establish a place name. Hamlet NE becomes an acceptable last line for use with ZIP Code 69040.
New	30-6870	69040	NE	Palisade	Hitchcock	Hamlet	Place Name	09/28/2002	
Old	31-4883	89136	NV	Las Vegas	Clark	Main Office	Post Office	10/05/2002	Establish a new ZIP Code for Post Office boxes. Use Las Vegas NV 89136 as last line of address for all Post Office boxes.
New	31-4880	89136	NV	Las Vegas	Clark	Crossroads	Classified Station	01/13/2003	
Old	38-7658	43989	OH	Short Creek	Harrison	Main Office	Post Office	09/09/1998	Post Office and ZIP Code discontinued. Establish a place name. Cadiz OH becomes an acceptable last line for use with ZIP Code 43907.
New	38-1225	43907	OH	Cadiz	Harrison	Cadiz	Place Name	10/05/2002	
Old	38-8386	43966	OH	Unionport	Jefferson	Main Office	Post Office	08/14/1992	Post Office and ZIP Code discontinued. Establish a place name. Unionport OH becomes an acceptable last line for use with ZIP Code 43910.
New	38-0875	43910	OH	Bloomington	Jefferson	Unionport	Place Name	10/05/2002	
Old	39-8338	74466	OK	Tulahassee	Wagoner	Main Office	Post Office	04/03/1995	Post Office and ZIP Code discontinued. Establish a place name. Tullahassee OK becomes an acceptable last line for use with ZIP Code 74454.
New	39-6655	74454	OK	Porter	Wagoner	Tullahassee	Place Name	10/12/2002	
Old	41-1460	16216	PA	Climax	Armstrong	Main Office	Post Office	10/03/1992	Post Office and ZIP Code discontinued. Establish a place name. Climax PA becomes an acceptable last line for use with ZIP Code 16242.
New	41-5860	16242	PA	New Bethlehem	Clarion	Climax	Place Name	09/28/2002	
Old	47-7008	38476	TN	Primm Springs	Hickman	Main Office	Post Office	07/14/1990	Post Office discontinued. Retain ZIP Code. Establish a place name. Primm Springs TN becomes an acceptable last line of address for use with ZIP Code 38476.
New	47-9276	38476	TN	Williamsport	Hickman	Primm Springs	Place Name	10/12/2002	
Old	51-8604	24285	VA	Stonega	Wise	Main Office	Post Office	01/06/1994	Post Office and ZIP Code discontinued. Establish a place name. Stonega VA becomes an acceptable last line for use with ZIP Code 24216.
New	51-0258	24216	VA	Appalachia	Wise	Stonega	Place Name	11/16/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	55-0672	26135	WV	Bens Run	Tyler	Main Office	Post Office	10/02/1992	Post Office and ZIP Code discontinued. Establish a place name. Bens Run WV becomes an acceptable last line for use with ZIP Code 26146.
New	55-2964	26146	WV	Friendly	Tyler	Bens Run	Place Name	11/02/2002	
Old	55-4488	25250	WV	Lakin	Mason	Main Office	Post Office	07/26/1991	Post Office and ZIP Code discontinued. Establish a place name. Lakin WV becomes an acceptable last line for use with ZIP Code 25287.
New	55-8538	25287	WV	West Columbia	Mason	Lakin	Place Name	11/02/2002	
Old	55-5310	24958	WV	Meadow Bluff	Greenbrier	Main Office	Post Office	10/02/1992	Post Office and ZIP Code discontinued. Establish a place name. Meadow Bluff becomes an acceptable last line for use with ZIP Code 24977.
New	55-7608	24977	WV	Smoot	Greenbrier	Meadow Bluff	Place Name	11/02/2002	
Old	55-4842	25258	WV	Lockney	Gilmer	Main Office	Post Office	12/15/1995	Post Office and ZIP Code discontinued. Establish a place name. Lockney WV becomes an acceptable last line for use with ZIP Code 25267.
New	55-5910	25267	WV	Normantown	Gilmer	Lockney	Place Name	11/09/2002	
Old	55-5340	26734	WV	Medley	Grant	Main Office	Post Office	04/30/1996	Post Office and ZIP Code discontinued. Establish a place name. Medley WV becomes an acceptable last line for use with ZIP Code 26710.
New	55-1158	26710	WV	Burlington	Mineral	Medley	Place Name	11/09/2002	
Old	55-6288	26634	WV	Perkins	Gilmer	Main Office	Post Office	10/26/1995	Post Office and ZIP Code discontinued. Establish a place name. Perkins WV becomes an acceptable last line for use with ZIP Code 26636.
New	55-7128	26636	WV	Rosedale	Gilmer	Perkins	Place Name	11/02/2002	
Old	55-6744	25912	WV	Ramsey	Fayette	Main Office	Post Office	09/30/1993	Post Office and ZIP Code discontinued. Establish a place name. Ramsey WV becomes an acceptable last line for use with ZIP Code 25938.
New	55-8334	25938	WV	Victor	Fayette	Ramsey	Place Name	11/09/2002	
Old	55-8148	25988	WV	True	Summers	Main Office	Post Office	07/23/1993	Post Office and ZIP Code discontinued. Establish a place name. True WV becomes an acceptable last line for use with ZIP Code 25951.
New	55-3774	25951	WV	Hinton	Summers	True	Place Name	11/02/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	55-8262	25283	WV	Valley Fork	Clay	Main Office	Post Office	07/11/1997	Post Office and ZIP Code discontinued. Establish a place name. Valley Fork WV becomes an acceptable last line for use with ZIP Code 25285.
New	55-8400	25285	WV	Wallback	Clay	Valley Fork	Place Name	11/09/2002	
Old	55-8364	26589	WV	Wadestown	Monongalia	Main Office	Post Office	03/04/1994	Post Office and ZIP Code discontinued. Establish a place name. Wadestown WV becomes an acceptable last line for use with ZIP Code 26590.
New	55-8412	26590	WV	Wana	Monongalia	Wadestown	Place Name	11/02/2002	
Old	57-4180	82427	WY	Hamilton Dome	Hot Springs	Main Office	Post Office	10/31/1998	Post Office and ZIP Code discontinued. Establish a place name. Hamilton Dome WY becomes an acceptable last line for use with ZIP Code 82443.
New	57-9006	82443	WY	Thermopolis	Hot Springs	Hamilton Dome	Place Name	09/28/2002	

— Address Management,
Office of the Vice President,
Chief Technology Officer, 2-6-03

The U.S. Postal Service

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Black History Month



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What's in Store

THE EMPLOYEE MAILBOX

New Year 12/28/02 – 3/22/03

More to Buy on eBay!

- Now you can order Official Licensed Retail Products (OLRP) on eBay to sell at your Post Office, and pay with your Fedstrip.
- Products include collectibles with stamp and corporate icons.
- In the future, you'll be able to order ReadyPost® packaging, FIRSTCLASS PHONECARDS® and merchandisers, packaged stamps, replacement POP signs, slat wall pegs, sales bins, shopping bags, hangtags, and more.

How to access eBay:

- From the Intranet site (<http://blue.usps.gov>), enter "eBuy" into the URL address field.
- Or, on the Intranet site, click on the *Tools* drop-down menu and click on *eBuy*.
- Or, go directly to <http://ebuy.usps.gov/jsp/co/Login.jsp> (note that this URL is case sensitive).

Look for the Signs

- Current POP signs feature real business customers and tell how our products helped their businesses.
- Take a look at the signs and brochures in your location to see the business solutions, like Express Mail® service, that you can offer your customers.



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

Get Ready for Real Time!

An exciting integrated advertising campaign launches this month:

- It's called "Real Time."
- It's a smart new direction for the Postal Service, focusing on the strength of Priority Mail® service.
- It's targeted to business customers and comprises television ads, print ads, direct mail, sales brochures, and, starting in late March, POP signs in Post Offices.



How can you support the campaign?

- View the ads on the Intranet at <http://blue.usps.gov>, beginning later this month.
- Notice the confident, strong claim about our service dependability.
- Know that we're building significant awareness of our price and service advantage over competitive services.
- Help us deliver on that message!

February Stamp Release:

- *American Filmmaking:
Behind the Scenes*
February 25



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

February



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	 <p>FOCUS: Express Mail® Delivers by noon the next day or customers get their money back.</p>	6	7	8
9	10	11	12	13	14	15
	Make sure Holiday Closings door sign is displayed				 payday VALENTINE'S DAY	
16	17	18	19	20	21	22
	Offices Closed PRESIDENTS' DAY	Let business customers know our Express Mail flat-rate envelopes ship for only \$13.65				AP 7 begins
23	24	25	26	27	28	
		 American Filmmaking: Behind the Scenes stamp			 payday Gather VESS data for AP 6	

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

Supply Management

Excess Item Catalog Now on eBuy

National Supply Management Programs would like to announce the deployment of the new Excess Item Catalog on eBuy. The primary purpose of this catalog is to promote the redistribution of excess assets, which will defer the cost of buying them new. To comply with U.S. Postal Service policy, all eBuy users should use excess as their first source of supply when requirements occur.

The catalog is available to 38,000 eBuy users and district material management specialists (DMMS) who can list and use excess assets as needed. All items listed in this catalog are free; however, transportation costs may be incurred.

DMMSs will play a key role by coordinating the listing and redistributing of all district excess assets. In order to have the skills necessary to effectively manage local excess, all DMMSs are required to take the online Web-based training course (specific to Postal Service excess items) through eBuy. Access the Web-based training as follows:

1. From Internet Explorer (V.50 or higher), go to the blue page at <http://blue.usps.gov> and type "ebuy" in the address line and then hit the Return key. (The direct URL is <http://ebuy.usps/jsp/co/Login.jsp>; note that this URL is case sensitive.)

2. At the top of the eBuy logon page, click *Training*.
3. When the "Welcome to eBuy Training" page becomes available, click *USPS Excess Items Course*.
4. Once you have completed the course, you are encouraged to begin listing excess equipment into the system.

Course participants may obtain VOE credit after completing the course. For more information, please contact Richard Quintero, Windsor Material Service Center, at 860-285-7332.

— SCM Strategies,
Supply Management, 2-6-03

Copiers for CFS Units

The Postal Service has an ongoing strategic partnership with Ricoh Corp. The following copiers are now available from the mandatory Ricoh contract for use in Centralized Forwarding System (CFS) units:

- Aficio 1085 — appropriate for up to 149,999 copies a month at a cost of \$18,706
- Aficio 1105 — appropriate for 150,000 or more copies a month at a cost of \$22,993

The recommended copiers are rated to process either the 90-pound or 110-pound index card stock. The 90-pound index card stock may be stored in any drawer or the large capacity tray in either copier. The 110-pound index card stock may be stored in drawers 4 or 5, or the large capacity tray in the Aficio 1085; or any drawer or large capacity tray in the Aficio 1105.

All requests for the CFS copiers must be first approved at the district and area levels and then by the Capital Review Committee at Finance in Headquarters. For more information on the Committee, you can visit their Web site at <http://blue.usps.gov/finance/capital/capital.htm>. Please

note that employees who have Web access must use eBuy for all requisitions in lieu of a hardcopy PS Form 7381, *Requisition for Supplies, Services, or Equipment*. The eBuy Web site can be accessed at <http://ebuy.usps.gov>. To obtain an eBuy log-on, go to the eBuy Web site, click *Support* and then click *Account Request* and complete PS Form 1357, *Request for Computer Access*.

Detailed ordering instructions can be found in *Material Logistics Bulletin* No. MLB-CO-01-001 found on the Office Products and Utilities CMC Web site at <http://blue.usps.gov/purchase/material/pmsc/windsor/ricoh.htm>. Go to the site and click *More Links* and then click *Material Logistics Bulletins*. If you do not have access to a computer, you can obtain the material logistics bulletin by calling Topeka Operations and Materials Customer Service at 800-332-0317; select the option for "Operations and Materials Customer Service."

If you require a slitter, the Martin Yale Model 3800 FC forms cutter is the external, stand-alone slitter that you should use with these Ricoh copiers. Because the slitter is

less than \$3,000, each CFS unit is to use its IMPAC Visa expense credit card to purchase its slitter. Each slitter is to be purchased from Office Zone by calling Shawn Hammond at 800-543-5454, extension 143, or Adam Cheney, extension 134. State that you are using the primary Postal Service customer number that is assigned to contract 1A0SEQ-03-P-2242 (number US7342) when placing an order. The cost for the slitter will be \$2,432.00

plus shipping costs, which will vary depending on the distance the slitter is shipped.

If you have any questions regarding this process, please call Joseph Joaquim III at 860-285-7342 or Lillian Perkins at 860-285-7081.

— *SCM Strategies, Supply Management, 2-6-03*

HANDBOOK REVISION

St. Louis Accounting Service Center — Now San Mateo Accounting Service Center

Effective February 6, 2003, personnel property (Capital) responsibilities have been transferred from St. Louis Accounting Service Center to the San Mateo Accounting Service Center. Send all correspondence (i.e., APCLs, PS Forms 969, *Material Recycling and Disposal*, etc.) to:

SAN MATEO ASC
PROPERTY SECTION
2700 CAMPUS DRIVE
SAN MATEO CA 94496-9471

Telephone: 650-377-1235

The transfer from St. Louis to San Mateo is reflected in an update to Handbook AS-701, *Material Management*.

Handbook AS-701 Revision

Effective February 6, 2003, Handbook AS-701, *Material Management*, is revised to change references of “St. Louis” to “San Mateo.”

We will incorporate these revisions into the next printed version of Handbook AS-701 and into the next update of the online version available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *HBKs*.

Handbook AS-701, *Material Management*

1 Introduction
* * * * *

16 Handbook Summary
* * * * *

165 Chapter 5, Asset Accountability

[Replace the words “St. Louis” with “San Mateo” as follows:]

*** It discusses the responsibilities of material accountability officers, material accountability assistants, and installation heads; various transactions involved, depreciation charges, and working with the San Mateo Accounting Service Center. ***

* * * * *

5 Asset Accountability
* * * * *

52 Postal Service Automated Systems
* * * * *

522 Personal Property Accounting System

522.1 Description

[Replace the words “St. Louis, Missouri” with “San Mateo, California” as follows:]

PPAS is an automated system used by the accounting service center (ASC) at San Mateo, California. It is designed to record capital personal property transactions and maintain a national inventory of capital personal property. The system tracks each item of capital personal property through the acquisition, use, and disposal stages. The PPAS inventory record is related to the finance number of the installation to which the property is assigned. It can provide accountability information within the finance number. A primary function of the PPAS is to calculate, allocate, and record depreciation expense against the finance number of the holding organization. See Handbook F-26, *Personal Property Accounting*, for a more complete description of PPAS.

* * * * *

54 Accountability and Control Requirements

541 Assignment of the MAO
* * * * *

541.2 Procedures
* * * * *

541.26 Verification and Physical Inventory

[Replace the words “St. Louis” with “San Mateo” as follows:]

A triennial capital physical inventory must be conducted according to a schedule published by Finance. This inventory

verifies the field records and property with the PPAS records at the San Mateo ASC.

* * * * *

55 Filing System

* * * * *

554 Pending Verification (Capital File)

[Replace the words "St. Louis" with "San Mateo" as follows:]

This file is used to retain documentation pertaining to items that have been received, transferred, or deleted, but are awaiting processing at the San Mateo ASC. When the APCL reflecting this transaction is received from the San Mateo ASC, remove the appropriate document or documents, attach to the APCL, and file in the Verified Capital Property File.

* * * * *

56 Transactions

* * * * *

562 Transfers

* * * * *

562.3 External Transfers

[Replace the words "St. Louis" with "San Mateo" as follows:]

Written requests for external relocation or transfer (containing the capital IOD number and the name and title of the requestor) are submitted to the installation head/MAO for forwarding to the DMMS. The DMMS will electronically transfer form 7340 through the San Mateo Personnel Property Accounting System (PPAS) (function 3), thereby transferring accountability, from the shipper finance number to the consignee finance number (see exhibit 552.1c and refer to PPAS Field User Guide, pages 2 and 3).

Note: Shipping office will maintain electronic copy of Form 7340 along with Forms 961-A in the pending verification [capital] file awaiting processing at the San Mateo ASC (see 554).

* * * * *

565 Disposal

565.1 Normal Process

[Replace the words "St. Louis" with "San Mateo" as follows:]

Disposal of Postal Service capital property follows the normal disposal process described in chapter 6, Asset Recovery: Redistribution, Recycling, and Disposal. The key difference in the process for capital property is forwarding

Form 969, Material Recycling and disposal, to the San Mateo ASC. Additionally, a copy of the Form 969 is sent by the MAO to the finance or accounting office, showing the undepreciated balance. Any undepreciated value on a disposal item is immediately charged to the installation's expense budget as soon as the San Mateo ASC processes the Form 969.

* * * * *

566 Depreciation

* * * * *

566.4 Changes

[Replace the words "St. Louis" with "San Mateo" as follows:]

Depreciation is based on the cost of the equipment at acquisition and for any subsequent modification or upgrade to the equipment. When modifications or upgrades occur, San Mateo ASC will process an APCL showing the modification or upgrade cost.

566.5 Tracking and Managing Depreciation

[Replace the words "St. Louis" with "San Mateo" as follows:]

***The figures for the undepreciated value of current equipment are available through the San Mateo ASC and those planned acquisitions through the Capital Budget process. Unanticipated changes such as unplanned disposals or inventory losses will affect the budget. ***

* * * * *

[Revise the title of 57 by replacing "St. Louis" with "San Mateo" as follows:]

57 San Mateo ASC Documents

571 General

[Replace the words "St. Louis" with "San Mateo" as follows:]

San Mateo ASC provides three tools on a routine basis to assist in the verification of the PPAS records with the field records. PPAS is the Postal Service master file that maintains accountability of capital property to a finance number. The verification tools from the San Mateo ASC are the accounting period change list (APCL), the Form 961-A, Post Office Property Record (see Exhibit 571), the annual capital property listing (ACPL), and the ID label. Through the use of these tools, the organization maintains accuracy between San Mateo ASC and local records, and avoids the costs in time and money necessary to correct errors during the physical inventory.

* * * * *

573 Form 961-A, Post Office Property Record

573.1 Use for Capital Property

[Replace words "St. Louis" with "San Mateo," and replace the term "six-digit" with "seven-digit" as follows:]

Form 961-A is a two-sided card issued to a facility by the San Mateo ASC. A single card is issued with the APCL for each new item of capital property entering the Postal Service. That card tracks the equipment from the date of acquisition through the date the equipment leaves the Postal Service, staying with the equipment if it moves from facility to facility. The card shows a unique seven-digit ID number that matches the bar-coded label affixed to the equipment. Space is provided for serial number, make/model, equipment location, repair, and maintenance data. If one ID number is issued for an entire system, list the components of the system in this space.

573.2 Use for Capital Modifications

[Replace the words "St. Louis" with "San Mateo" as follows:]

Forms 961-A are also issued by the San Mateo ASC for certain equipment modification expenditures. ***

573.3 Retention

[Replace the words "St. Louis" with "San Mateo" as follows:]

Form 961-A is the primary document for the accountability of capital property.

The accountable facility must retain this card as long as the capital property is under its accountability. When the equipment is transferred or disposed of, the following steps must be followed:

Step 1 *Transferred.* Shipping office will maintain electronic copy of Form 7340 along with Form 961-A (and any Forms 961-A for modification costs) in the Pending Verification (Capital) file awaiting processing at the San Mateo ASC. ***

* * * * *

Step 2 *Disposed of.* Form 961-A (and any Forms 961-A for modification costs) must be returned to the San Mateo ASC along with the Form 969. The ASC will then verify and destroy the old form.

573.4 Additions from Reclassifications and Physical Inventories

When the documentation is processed by San Mateo ASC, an ID number will be assigned and an ID label will be forwarded with the APCL.

573.5 900000 Series ID Numbers for Installation Costs

Interim ID numbers in the 900000 series are issued for site preparation costs incurred in installing capital fixed and nonfixed mechanization as well as automated data processing equipment. No label is issued. Once the capital property is installed and accepted and the ID number for the equipment is received, annotate and return the APCL to San Mateo ASC requesting that all costs be rolled into the record.

573.6 Verifying and Affixing ID Labels

[Replace the words "St. Louis" with "San Mateo" as follows:]

Each ID label received must be checked against the APCL with which it was mailed to verify that the ID numbers match. Notify the San Mateo ASC of any discrepancy.***

* * * * *

574 ID Labels

* * * * *

574.2 Issuance for New Capital Property

[Replace the words "St. Louis" with "San Mateo" as follows:]

San Mateo ASC assigns an ID number to an item when it first enters the PPAS.***

574.3 Issuance for Other-Than-New Capital Property

[Replace the words "St. Louis" with "San Mateo" as follows:]

If replacement of the label is necessary due to damage, misuse, or loss, submit a written request to the San Mateo ASC with an explanation. The San Mateo ASC will assign a new ID number, ID label, and Form 961-A.

574.4 Additions from Reclassification and Physical Inventories

[Replace the words "St. Louis" with "San Mateo" as follows:]

When the documentation is processed by San Mateo ASC, an ID number will be assigned and an ID label and Form 961-A will be forwarded with the APCL.

574.5 900000 Series ID numbers for Installation Costs

[Replace the words "St. Louis" with "San Mateo" as follows:]

***Once the capital property is installed and accepted and the ID number for the equipment is received, annotate and return the APCL to San Mateo ASC requesting that all costs be rolled into the record pertaining to ID number assigned to original equipment.

574.6 Verifying and Affixing ID Labels

[Replace the words "St. Louis" with "San Mateo" as follows:]

Each ID label received must be checked against the Form 961-A and the APCL with which it was mailed to verify that the ID numbers match. Notify the San Mateo ASC of any discrepancy. ***

575 ACPL Procedures

575.1 General

[Replace the words "St. Louis" with "San Mateo" as follows:]

For each accounting period in which San Mateo ASC posts any changes to an installation's records, the ASC will issue an APCL showing the deletions, additions and adjustments made to the property records in PPAS. *** Discrepancies that have not been resolved should be noted on both copies, with one copy returned to the San Mateo ASC.

575.2 Verification of Entries

* * * * *

[Replace the words "St. Louis" with "San Mateo" as follows:]

Step 3 Annotate on the APCL what information was found during the research and/or what action is being taken to correct the transaction. Forward supporting documentation for changes or corrections with the APCL to the San Mateo ASC.

* * * * *

Step 6 Review the Pending Verification File periodically for previously requested changes that have not been listed on an APCL. Forward a copy of these documents again to San Mateo ASC indicating it is a second request. Annotate on the file copy the date the second request was forwarded.

576 ACPL Procedures

576.1 General

[Replace the words "St. Louis" with "San Mateo" as follows:]

Once a year, the San Mateo ASC issues the annual capital property listing. It is in two parts, the first in PCN sequence and the second in ID number sequence. It provides generic and extended equipment descriptions.

576.2 Verification Procedures

[Replace the words "St. Louis" with "San Mateo" as follows:]

Verify the ACPL with subcustody records and resolve any discrepancies. All information on the ACPL should be identical to the local records and that shown on the Forms 961-A, *Post Office Property Record*. Research and resolve so that both the San Mateo ASC and the property records are the same. *** This information must be provided to the finance or accounting office prior to processing the Form 2880 (see exhibit 576.2). All Forms 2880 must be signed by the installation head prior to submission to the San Mateo ASC.

Note: The August 1994 version of Form 2880 is the only version accepted for processing by the San Mateo ASC.***

* * * * *

59 Capital Property Physical Inventory

591 Frequency

A complete physical inventory of all capital property is conducted every 5 years. Finance will determine the scope of the physical inventory.

592 Procedures

* * * * *

[Replace the words "St. Louis" with "San Mateo" as follows:]

Step 8 Review and approval — Upon completion of the physical inventory process, including research, a Form 2880 (see exhibit 576.2) will be completed. Physical inventory results, as noted on the Form 2880, will be reviewed by the appropriate functional manager or MAA who signed the subcustody record, and the installation head. A copy is provided to the finance office. Form 2880 without changes will be forwarded directly to the San Mateo ASC. Completed Forms 2880 with changes and any supporting documents are forwarded to the DMMS for review and other necessary documentation.

Step 9 Additions and Deletions are made via Form 2880. If additions or deletions for a finance number total \$100,000 or more, forward Form 2880 with appropriate documentation to the manager of National Accounting, Finance, for review. After review and approval, send signed copy to the San Mateo ASC. For additions or deletions of less than \$100,000 the installation head must approve, sign, and send Form 2880 directly to the San Mateo ASC. Enter supporting comments for actions in the Remarks section.

* * * * *

— *National Supply Management Programs,
Supply Management, 2-6-03*

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*).

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