

POSTAL BULLETIN

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FILL OUT THE VOE
SURVEY



BE HEARD
MAILING MARCH 27, WATCH FOR IT!

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PB 22092: 7690-05-000-4857	PB 22084: 7690-05-000-4849	PB 22077: 7690-05-000-4842	PB 22071: 7690-05-000-4836

USPSNEWS@WORK

Help deliver the gift of life: Become a bone marrow donor volunteer

Sign up to become a marrow donor. You could save a life.

- Each year, more than 30,000 children and adults in this country are diagnosed with leukemia, aplastic anemia, various forms of cancer and other blood-related diseases. For more than 22,000 of them, their only hope for life is a marrow transplant.
- In 1997, the Marrow Foundation asked the Postal Service to help expand the National Marrow Donor Registry. The Postal Service is America's most ethnically diverse employer and has a tradition of helping the communities we serve.
- The Postal Service and 3M Corporation, are co-sponsors of the "Delivering the Gift of Life" campaign. The campaign's mission is to make marrow transplants available to patients of all racial and socio-economic backgrounds.
- Almost 12,000 Postal Service employees have joined the Donor Registry so far. Most importantly, 25 have made a gift of their life-saving bone marrow.
- Currently, there aren't enough marrow donor volunteers listed in the registry. Patients of African-American or diverse ancestry are especially in need of donors. Of the 4.8 million potential donors listed on the National Registry, less than a fourth are African-American or of diverse descent.
- The marrow donor campaign includes these districts this year: Albuquerque, Alabama, Baltimore, Caribbean, Central New Jersey, Chicago, Cleveland, Dallas, Detroit, Gateway, Greensboro, Honolulu, Houston, Long Beach, Louisiana, New York, Northern New Jersey, Northern Virginia, Philadelphia, Richmond, Rio Grande, San Diego, San Francisco, San Jose, Santa Ana, South Georgia, South Florida, Triboro, Van Nuys, Capital Metro, and New York Metro Area offices.

CSRS legislation moves ahead with strong support in House, Senate

Legislation to correct the Civil Service Retirement System (CSRS) fund overpayment matter has been voted out of the appropriate committees in both the House and Senate with strong bipartisan support. The votes bring

the Postal Service a step closer to stabilizing rates for customers.

- In a statement USPS noted, "Full Congressional consideration and passage of this bill is important to any business that uses the mail.
- "It will keep the Postal Service from overpaying into CSRS, thereby allowing postage rates to remain unchanged until 2006."
- Without it, USPS said, the price of postage would be needlessly inflated and put USPS's financial future at risk. Postal Service ratepayers would ultimately be forced to overpay into CSRS by \$78 billion.
- Stable postage rates also would be a big boost to the bottom line of businesses that depend on the mail. And, more than 100 mailing industry representatives have voiced their support for this legislation.

Brentwood fumigation meets "no growth" standard: Renovations expected to begin

The lengthy and thorough process used in December to exterminate anthrax spores at Washington, DC's, Curseen and Morris (formerly Brentwood) P&DC has met all standards established for the fumigation process.

- USPS Engineering VP Tom Day announced the results at the March Board of Governors meeting.
- The Postal Service's goal was to see no growth of anthrax spores. Day said that the results of thousands of environmental samples taken at the facility since it was treated with chlorine dioxide gas have met that standard.
- This was confirmed by Dr. Vincent Nathan of DC's Department of Health and co-chair of the independent Environmental Clearance Committee (ECC) established to review the test results following the decontamination.
- "I'm very pleased by the results," said Day. "USPS worked extremely hard to identify the best technology and processes to decontaminate the Curseen and Morris P&DC. These efforts were worth it. The safety of our employees and the people we serve demands no less."

USPSNEWS@WORK

- Day said that USPS expects to soon have an official okay from the ECC that will confirm the success of the fumigation and allow USPS to move to the next step — renovation of the facility.
- As contract workers begin the renovation process, environmental samples will continue to be gathered, Day said. Those samples will be evaluated by the ECC once the building is renovated and before a final clearance is given to reoccupy the building, Day said.

Partners for progress: USPS, Hallmark join forces to offer customers added convenience

The Postal Service and Hallmark Gold Crown Stores are joining forces to serve their mutual customers better.

- Hallmark stores sell cards and gifts. USPS sells stamps and mailing services. Customers can now do their shopping and shipping at the same location.
- “USPS and Hallmark Gold Crown are highly respected brands that customers know and trust,” said Chief Marketing Officer Anita Bizzotto. “This partnership is about expanding access, increasing customer convenience and generating new revenue,” — important Transformation Plan strategies.
- Selected Hallmark Gold Crown stores will offer postage stamps, special services and package services. Customers can send cards, letters and packages by First-Class Mail® and Priority Mail® services up to 20 pounds.
- Special services offered include Certified Mail, Insured Mail, Return Receipt, Delivery Confirmation™ and Signature Confirmation™ service. USPS employees will collect mail from the stores each day.
- The partnership began Feb. 1 with 79 Hallmark Gold Crown stores offering USPS products and services. On March 1, 174 additional stores joined the fold. More stores will be offering services as the year goes on.

USPS wins crisis management award

The Postal Service has won *PRWeek's* coveted Crisis Management Campaign of the Year 2003 award for successfully managing communication during the anthrax crisis. PMG Jack Potter accepted the award at a ceremony in New York. “The challenge,” *PRWeek* said, “was to restore confidence and trust” in USPS. “The campaign,” *PRWeek* said, “was a resounding success.”

File your taxes. April 15 is fast approaching.

The IRS appreciates our timely delivery of tax forms to the American public. It also reminds Postal Service employees to comply with filing tax returns and paying any balances owed.

- While the federal employee compliance rate is higher than that of the general public, there's always room for improvement.
- What's more, section 661.66 of the ELM says “an employee must pay each just financial obligation in a proper and timely manner, especially one imposed by law, such as federal, state or local taxes.” Need help? Go to www.irs.gov.

New semipostal this fall

The Postal Service will issue the *Stop Family Violence* stamp this fall. Priced at 45 cents, it will be the third semipostal stamp issued by the Postal Service.

- The first two — the *Breast Cancer Research* stamp and the *Heroes of 2001* stamp — have raised millions for the two causes.
- Funds from the *Stop Family Violence* semipostal, minus the price of postage and administrative costs, will be transferred to the Department of Health and Human Services. The stamp design will be unveiled later this year.

Administrative Services

NEW MANAGEMENT INSTRUCTION

MI AS-860-2003-2, Data Stewardship: Data Sharing Roles and Responsibilities

MI AS-860-2003-2, *Data Stewardship: Data Sharing Roles and Responsibilities*, establishes the Postal Service's policy for defining the roles and responsibilities for protecting the integrity of corporate data — whether captured and maintained manually or by information systems — and ensuring that such data can be shared across the enterprise. This instruction applies to all business and technology organizations that create or use Postal Service corporate data.

Data is critical to the success of the Postal Service and must be shared across organization boundaries as much as possible. To support this requirement, each business area that has source data must provide a responsible organization or individual to develop standards and usage rules that will ensure data integrity and, at the same time, permit data to be shared as widely as possible.

This MI replaces MI AS 830-93-4, *Data Stewardship*, and MI AS 830-93-8, *Coordinating Access to Data from National Information Systems*.

MI AS-860-2003-2 is available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *MIs*.

— *Enterprise Architecture and Standards
Information Technology, 3-20-03*

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

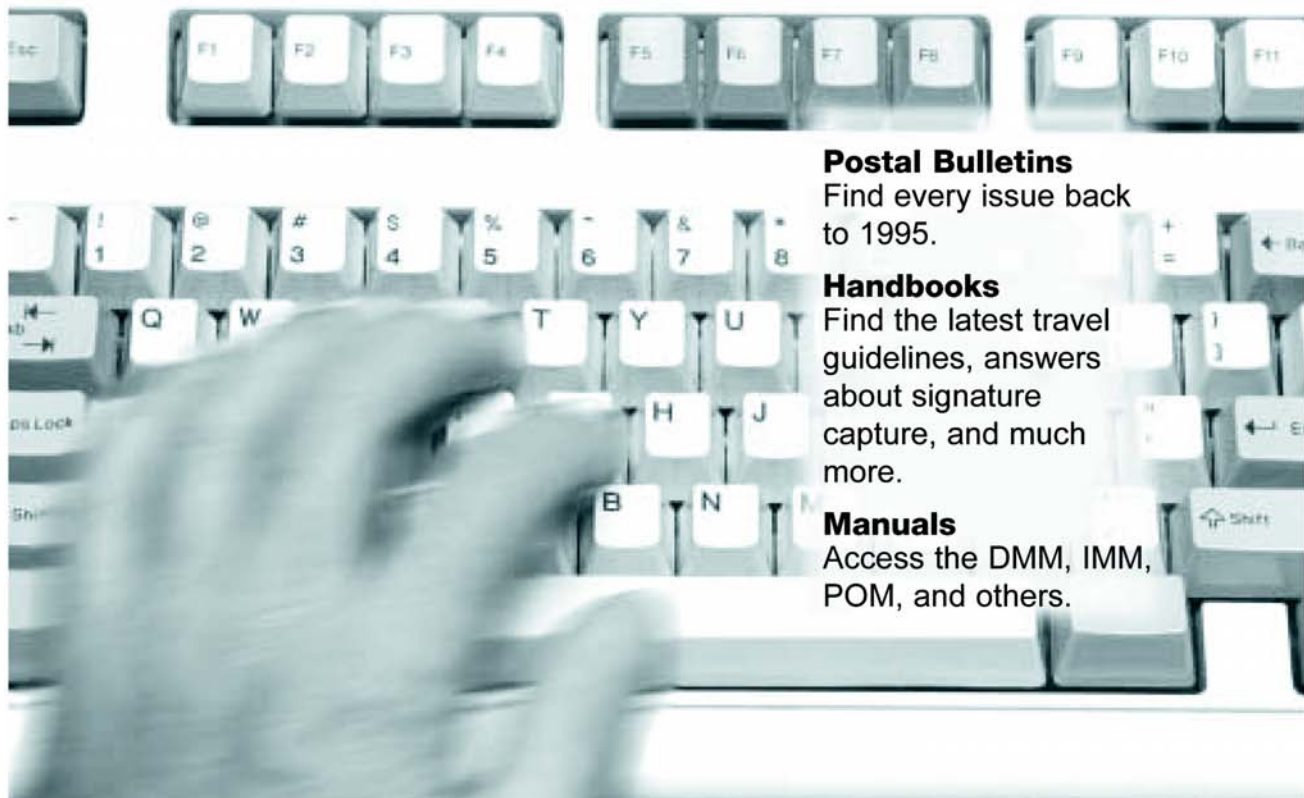
also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at <http://www.ribbs.usps.gov/files/advance/ADVTECH.PDF> or contact the National Customer Support Center at 800-458-3181.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JCP Acquisition Media	Standard/Catalog	3/21/03–3/24/03	2.5	Nationwide	Car-Rt	Quebecorworld
JCP Activation Media	Standard/Catalog	3/21/03–3/24/03	2.9	Nationwide	Car-Rt	Perry Judd
JCP WO Acquisition Media	Standard/Catalog	3/21/03–3/24/03	1.0	Nationwide	Car-Rt	RRDonnelley
Seventh Avenue	Standard	3/24/03–3/27/03	1.0	Nationwide	Barcoded, Basic, 3/5 Digit, Car-Rt	Quad Graphics, Lomira, WI
The Sportsman's Guide, April Main	Standard/Catalog	3/24/03–3/28/03	1.3	Nationwide	3/5 Digit, Car-Rt	Quad Graphics, Lomira, WI
Decision Magazine	Standard/Flat	3/24/03–3/29/03	1.1	Nationwide	Barcoded, Basic, 3/5 Digit, Car-Rt	Minneapolis, MN
Hallmark Easter Postcard	Standard/Letter	3/24/03–4/4/03	6.0	Nationwide	Barcoded, Basic, 3/5 Digit, Car-Rt	Vertis, Chalfont, PA
JCP Sweet Sale	Standard/Letter	3/25/03–3/27/03	17.7	Nationwide	Car-Rt	Harte-Hanks
Men's Health	Standard/Flat	3/28/03–3/30/03	1.0	Nationwide	3/5 Digit, Car-Rt	Rodale/American Logistics Group
JCP Late Spring Home Sale	Standard/Catalog	3/29/03–4/03/03	9.0	Nationwide	Car-Rt	Quebecorworld
JCP Spring and Summer Sale	Standard/Catalog	3/29/03–4/03/03	7.0	Nationwide	Car-Rt	RRDonnelley
Pottery Barn Kids	Standard/Flat	3/31/03–4/1/03	6.0	Nationwide	3/5 Digit, Car-Rt	Quad Graphics, Hartford, WI
JCP Anniversary Sale	Standard/Flat	4/1/03–4/3/03	24.0	Nationwide	Car-Rt	Harte-Hanks
Hormone Connection	Standard/Letter	4/2/03–4/4/03	1.0	Nationwide	3/5 Digit, Car-Rt	Rodale/American Logistics Group
JCP Anniversary Catalog Sale	Standard/Postcard	4/3/03–4/5/03	7.0	Nationwide	Car-Rt	Harte-Hanks

— Business Service Network Integration,
Service and Market Development, 3-20-03

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The Postal Service PolicyNet Web site:
<http://blue.usps.gov/cpim>



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Manuals

Access the DMM, IMM, POM, and others.

Next time you need a Postal Service publication, check the Postal Service PolicyNet Web site first.

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 09309	Remove (N)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09313	Remove (M) ADD (I)	Immediately	A-A1-B-B1-C-F-I-V-Z1
APO AE 09319	Remove (C1-I-Z)	Immediately	A-A1-B-B1-E2-F-H1-M-N-R-R1-V-Z1
APO AE 09321	Remove (C1-E3) and Add (E2)	Immediately	A-A1-B-B1-E2-F-H1-M-N-R-R1-V-Z1
APO AE 09338	Remove (E2-H1-M-R-R1) and Add (C)	Immediately	A-A1-B-B1-C-C1-F-I-V-Z1
APO AE 09380	Remove (C1-H1-I-M-R-R1-U2) and Add (N)	Immediately	A-A1-B-B1-E2-F-N-V-Z1
APO AE 09381	Remove (C1-U2) and Add (N)	Immediately	A-A1-B-B1-E2-F-H1-I-M-N-R-R1-V-Z1
APO AE 09382	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-R-R1-V-Z1
APO AP 96547	Activate	Immediately	A1-B-F-U3-V

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	09080	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-U	09081	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U
09012	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-U-Z1	09089	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U
09014	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U
09021	A1-B-B1-C-D-U	09094	A1-B-B1-C-D	09166	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U
09028	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U
09031	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U
09033	A1-B-B1-C-D-U	09098	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U
09034	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U
09036	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09042	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09302	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1
09045	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09182	A1-B-B1-C-D-U	09303	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1
09046	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1
09050	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1
09053	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09054	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U	09307	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09056	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09058	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U		
09059	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09214	A1-B-B1-C-D-U		
09060	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U		
09063	A1-B-B1-C-D-L-U	09131	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U		
09067	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09227	A1-B-B1-C-D-U		
09069	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U		
09074	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V		
09076	A1-B-B1-C-D-U	09139	A1-B-B1-C-D	09244	A1-B-B1-C-D-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09309	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	09370	A-A1-B-B1-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1	09409	A1-B-B1-C-C1-U-V
09310	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09340	A-A1-B-B1-C1-F-R-V			09420	A1-B-B1-C-C1-U
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	09371	A-A1-B-B1-E2-F-H1-I-M-N-R-R1-V-Z-Z1	09421	A1-B-B1-C-C1-U
09312	A-A1-B-B1-C-F-M-V-Z1	09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09372	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09447	A1-B-B1-C-C1-U-V
09313	A-A1-B-B1-C-F-I-V-Z1	09343	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09373	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09454	A1-B-B1-C-C1-U-V
09314	A-A1-B-B1-C-F-M-V-Z1	09344	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09374	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09456	A1-B-B1-C-C1-U
09315	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09345	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09375	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09459	A1-B-B1-C-C1-U
09316	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09346	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	09461	A1-B-B1-C-C1-U
09317	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09347	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	09463	A1-B-B1-C-C1-U
09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09348	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	09464	A1-B-B1-C-C1-U
09319	A-A1-B-B1-E2-F-H1-M-R-R1-V-Z1	09349	A-A1-B-B1-C-C1-D-E2-F-F1-H-I-M-N-R-R1-V-Z-Z1	09379	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09468	A1-B-B1-C-C1-U
09320	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09350	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09380	A-A1-B-B1-E2-F-N-V-Z-Z1	09469	A1-B-B1-C-C1-U
09321	A-A1-B-B1-E2-F-H1-M-N-R-R1-V-Z1	09351	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09381	A-A1-B-B1-E2-F-H1-I-M-N-R-R1-V-Z-Z1	09470	A1-B-B1-C-C1-U
09322	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09382	A-A1-B-B1-C1-E2-F-H1-I-R-R1-V-Z-Z1	09494	A1-B-B1-C-C1-U
09323	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09354	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	09496	A1-B-B1-C-C1-U-V
09324	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09355	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09384	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09498	A1-B-B1-C-C1-U
09325	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09356	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09385	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09499	A1-B-B1-C-C1-U
09326	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09357	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09501	A1-B-V
09327	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09358	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09387	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09502	A1-B-V
09328	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	09388	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09503	A1-B-V
09329	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09360	A1-B-B1-V	09389	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09504	A1-B-V
09330	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09361	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09505	A1-B-V
09331	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	09391	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09506	A1-B-V
09332	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	09392	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09507	A1-B-V
09333	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	09393	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09508	A1-B-V
09334	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	09394	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09509	A1-B-V
09335	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	09395	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09510	A1-B-V
09336	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	09396	A-A1-B-B1-F-V	09511	A1-B-V
09337	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	09397	A-A1-B-B1-C-F-M-V-Z1	09517	A1-B-V
09338	A-A1-B-B1-C-C1-F-I-V-Z-Z1	09369	A1-B-B1-C1-E2-E3-F-H1-I-N-R-R1-U1-V-Z-Z1	09398	A-A1-B-B1-C-F-M-V-Z1	09521	A1-B-V
				09399	A-A1-B-B1-C-F-M-V-Z1	09524	A1-B-V
						09532	A1-B-V
						09534	A1-B-V
						09542	A1-B-V
						09543	A1-B-V
						09545	A1-B-V
						09549	A1-B-V
						09550	A1-B-V
						09554	A1-B-B1-V
						09556	A1-B-V
						09557	A1-B-V
						09564	A1-B-V
						09565	A1-B-V
						09566	A1-B-V
						09567	A1-B-V
						09568	A1-B-V
						09569	A1-B-V
						09570	A1-B-V
						09573	A1-B-V
						09574	A1-B-V
						09575	A1-B-V
						09576	A1-B-V
						09577	A1-B-V
						09578	A1-B-V
						09579	A1-B-V
						09581	A1-B-V
						09582	A1-B-V
						09586	A1-B-V

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09587	A1-B-V	09719	A1-B-B1-C-F1	09836	A-A1-B-B1-C-F-M-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1
09588	A1-B-V	09720	A1-B-B1-U-V	09837	A1-B-B1-V-Z1	34050	A1-B-V
09589	A1-B-B1-V	09721	A1-B-B1-N-U-Z1	09838	A1-B-B1-V-Z1	34051	A1-B-V-Z1
09590	A1-B-V	09722	A1-B-B1-C-D-N-U-V	09839	A-A1-B-B1-U-V-Z1	34053	A1-B-V-Z1
09591	A1-B-V	09723	A1-B-B1-N-U-V-Z1	09841	A-A1-B-B1-U-Z1	34055	A1-B-N-V-Z1
09593	A1-B-V	09724	A1-B-B1-C-C1-F1-M-R-R1-U	09842	A-A1-B-B1-Z1	34058	A1-B-B1-V-Z1
09594	A1-B-V			09844	A-A1-B-B1-U-V-Z1	34071	A1-B-I-M-N-V-Z
09595	A1-B-V	09725	A1-B-B1-C	09852	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34076	A1-B-B1-F1-N-V-Z1
09596	A1-B-V	09726	A1-B-B1-N-U	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34078	A1-B-B1-F1-N-V-Z1
09599	A1-B-V	09728	A1-B-B1-C	09855	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z1	34079	A1-B-B1-F1-N-V-Z1
09601	A1-B-B1-C-F-F1-U	09732	A1-B-B1-N-V-Z1	09858	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34090	A1-B-V
09602	A1-B-B1-C-F-F1-N-U	09733	A1-B-B1-I-V	09865	A-A1-B-B1-V-Z1	34091	A1-B-V
09603	A1-B-B1-C-F-F1-U	09735	A1-B-B1-N-V-Z1	09868	A-A1-B-B1-U-V-Z1	34092	A1-B-V
09604	A1-B-B1-C-F-F1-U	09777	A-A1-B-B1-C-E1-N	09871	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34093	A1-B-V
09609	A1-B-B1-C-F-U	09779	A-A1-B-B1-F-R-V	09878	A-A1-B-B1-V-Z1	34095	A1-B-V
09610	A1-B-B1-C-F-U	09780	A-A1-B-B1-F-R-V	09882	A-A1-B-B1-U-V-Z1	34098	A1-B-V
09612	A1-B-B1-C-F-U	09789	A-A1-B-B1-F-R-V	09888	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34099	A1-B-V
09613	A1-B-B1-C-F-U-V	09790	A-A1-B-B1-C1-F-R-V	09889	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z1	96201	A-A1-B
09617	A1-B-B1-C-F-U	09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09890	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96202	A-A1-B1-U-V
09618	A1-B-B1-C-F-U			09892	A-A1-B-B1-F-N-R-R1-V-Z1	96203	A-A1-B
09619	A1-B-B1-C-F-U	09793	A-A1-B-B1-F-R-V	09898	A1-B-B1-E2-F-H1-I-R-R1-U2-V-Z1	96204	A-A1-B-B1
09620	A1-B-B1-C-F-U	09797	A1-B-B1-C-D-P-V	34002	A1-B-B1-N-U-Z1	96205	A-A1-B-B1-U
09621	A1-B-B1-C-F-U	09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34003	A-A1-B-B1-M-N-U-V-Z1	96206	A-A1-B-B1-U
09622	A1-B-B1-C-F-U			34020	A1-B-B1-M-N-V-Z1	96207	A-A1-B-B1-V
09623	A1-B-B1-C-F-U	09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	34021	A1-B-M-N-V-Z1	96208	A-A1-B-B1-U
09624	A1-B-B1-C-F-U			34022	A1-B-B1-D-F-M-N-V-Z1	96212	A-A1-B-B1-U
09625	A1-B-B1-C-F-U	09803	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34023	A1-B-B1-M-N-V-Z1	96213	A-A1-B-B1-U
09626	A1-B-B1-C-F-U			34024	A1-B-B1-M-N-V-Z1	96214	A-A1-B-B1-U
09627	A1-B-B1-C-F-U	09805	A-A1-B-B1-C-F-M-V-Z1	34025	A1-B-B1-F-N-U-V-Z1	96215	A-A1-B-B1-U-V
09628	A1-B-B1-C-F-F1-U-V	09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34030	A1-B-B1-M-N-V-Z1	96217	A-A1-B-B1-U-V
09630	A1-B-B1-C-F-U-V			34031	A1-B-B1-M-N-V-Z1	96218	A-A1-B-B1-U
09631	A1-B-B1-C-F-U	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34032	A1-B-M-N-V-Z1	96219	A-A1-B-B1-U-V
09636	A1-B-B1-C-F-U			34033	A1-B-C-F-M-N-V-Z1	96220	A-A1-B-B1-U-V
09638	A1-B-B1-C-E2-F-U-V	09808	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34034	A1-B-B1-M-N-V-Z1	96221	A-A1-B-B1-U-V
09642	A1-B-B1-N-U			34035	A1-B-B1-H-M-N-V-Z1	96224	A-A1-B-B1-U
09643	A1-B-B1-U	09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34036	A1-B-M-N-V-Z1	96251	A-A1-B-B1-U
09644	A1-B-B1-U			34037	A1-B-B1-C-F-H-I-M-N-V-Z1	96257	A-A1-B-B1-U
09645	A1-B-U	09811	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34038	A1-B-B1-M-N-V-Z1	96258	A-A1-B-B1-U
09647	A1-B-B1-N-U			34039	A1-B-N-V-Z1	96259	A-A1-B-B1-U
09648	A1-B-B1-N-U-V-Z1	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z1	34040	A1-B-V-Z1	96260	A-A1-B-B1-U
09649	A1-B-B1-U			34041	A1-B-B1-M-N-U-V-Z1	96264	A-A1-B-B1-U
09703	A1-B-B1-C-F1	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96266	A-A1-B-B1-U
09704	A1-B-B1-C-D-V					96267	A-A1-B-B1-U-V
09705	A1-B-B1-U	09819	A-A1-B-F-P-V-Z1			96269	A-A1-B-B1-U
09706	A1-B-B1-C-U-V	09821	A-A1-B-F-V-Z1			96271	A-A1-B-B1-U
09707	A1-B-B1-C-N-U-V	09822	A-A1-B-F-V-Z1			96275	A-A1-B-B1-V
09708	A1-B-B1	09823	A-A1-B-F-V-Z1			96276	A-A1-B-B1
09709	A1-B-B1-F1	09824	A-A1-B-F-V-Z1			96278	A-A1-B-B1-U
09710	A1-B-B1-C-C1-F1-M-R-R1-U	09826	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1			96283	A-A1-B-B1-U
						96284	A-A1-B-B1-U-V
09711	A1-B-B1-F1-Z1	09827	A-A1-B-F-Z1			96297	A-A1-B-B1-U
09713	A1-B-B1-C-F1	09828	A1-B-N-V-Z1			96306	A1-B-B1-F-F1-F2-M-W
09714	A1-B-B1-C-C1-F1-M-R-R1-U	09830	A1-B-B1-C-N-Z1	34038	A1-B-B1-M-N-V-Z1	96309	A1-B-B1-M-V-W
		09831	A1-B-B1-F-N-U-V-Z1	34039	A1-B-N-V-Z1	96310	A1-B-B1-M-W
09715	A1-B-B1-F1	09832	A1-B-B1-U1-V-Z1	34040	A1-B-V-Z1	96311	A1-B-B1-M-W
09716	A1-B-B1-C-D-N-U-V	09833	A1-B-B1-U1-V-Z1				
09717	A1-B-B1-M-W	09834	A1-B-B1-V-Z1				
09718	A1-B-B1-F-I-N-U-V	09835	A-A1-B-B1-V-Z1				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96313	A1-B-B1-F-F1-F2-M-W	96405	A1-B-B1-F-V-Z1	96518	A1-B-B1-V	96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1
96319	A1-B-B1-M-W	96410	A1-B-B1-F-V-Z1	96520	A1-B-F-U3-V	96615	A1-B-V
96321	A1-B-B1-F-F1-F2-M-W	96411	A1-B-B1-F-V-Z1	96521	A1-B-F-N	96617	A1-B-V
96322	A1-B-B1-F-F1-F2-M-W	96412	A1-B-B1-F-V-Z1	96522	A1-B-F-N-U	96619	A1-B-V
96323	A1-B-B1-M-V-W	96413	A1-B-B1-F-V-Z1	96530	A-A1-B-B1-H-M-N-U-V	96620	A1-B-V
96326	A1-B-B1-M-W	96414	A1-B-B1-F-V-Z1	96531	A1-B-B1-H-M-U-V	96621	A1-B-V
96328	A1-B-B1-M-W	96415	A1-B-B1-F-V-Z1	96534	A-A1-B-F	96622	A1-B-V
96330	A1-B-B1-M-W	96416	A1-B-B1-F-V-Z1	96535	A-A1-B-B1-F-V	96623	A1-B-V
96336	A1-B-B1-M-V-W	96417	A1-B-B1-F-V-Z1	96536	A1-B-B1-V	96624	A1-B-V
96337	A1-B-B1-M-W	96418	A1-B-B1-F-V-Z1	96537	A1-B-B1-V	96628	A1-B-V
96338	A1-B-B1-M-W	96419	A1-B-B1-F-V-Z1	96538	A1-B-B1-V	96629	A1-B-V
96339	A1-B-B1-M-V-W	96420	A1-B-B1-F-V-Z1	96540	A1-B-B1-V	96634	A1-B-V
96343	A1-B-B1-M-W	96421	A1-B-B1-F-V-Z1	96541	A1-B-B1-V	96635	A1-B-V
96347	A1-B-B1-F-F1-F2-M-W	96422	A1-B-B1-F-V-Z1	96542	A1-B-B1-V	96643	A1-B-V
96348	A1-B-B1-F-F1-F2-M-W	96423	A1-B-B1-F-V-Z1	96543	A1-B-B1-P-V	96657	A1-B-V
96349	A1-B-B1-F-F1-F2-M-W	96424	A1-B-B1-F-V-Z1	96546	A1-B-F-U3	96660	A1-B-V
96350	A1-B-B1-F-F1-F2-M-W	96425	A1-B-B1-F-V-Z1	96547	A1-B-F-U3-V	96661	A1-B-V
96351	A1-B-B1-F-F1-F2-M-W	96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	96548	A-A1-B-B1-H-M-U	96662	A1-B-V
96362	A1-B-B1-F-F1-F2-M-W	96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	96549	A-A1-B-B1-H-M-U	96663	A1-B-V
96365	A1-B-B1-M-V-W	96428	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96551	A-A1-B-B1-H-M-U	96664	A1-B-V
96367	A1-B-B1-L-M-W	96429	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96553	A-A1-B-B1-H-M-N-U-V	96665	A1-B-V
96368	A1-B-B1-M-W	96430	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96554	A-A1-B-B1-H-M-U	96666	A1-B-V
96370	A1-B-B1-F-F1-F2-M-W	96431	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96555	A1-B-B1-F-M-V	96667	A1-B-V
96372	A1-B-B1-M-W	96432	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96557	A1-B-B1-F-M-V	96668	A1-B-V
96373	A1-B-B1-M-W	96433	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96558	A1-B-V	96669	A1-B-V
96374	A1-B-B1-M-W	96434	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96595	A1-B-B1-V	96670	A1-B-V
96375	A1-B-B1-M-W	96435	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96598	A1-B-B1-V	96671	A1-B-V
96376	A1-B-B1-M-W	96436	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96599	A1-B-B1-V	96672	A1-B-V
96377	A1-B-B1-M-W	96490	A1-B-B1-V	96601	A1-B-V	96673	A1-B-V
96378	A1-B-B1-M-W	96507	A-A1-B-F-V	96602	A1-B-V	96674	A1-B-V
96379	A1-B-B1-M-W	96511	A1-B-B1-I-N-V	96603	A1-B-V	96675	A1-B-V
96384	A1-B-B1-M-W	96515	A1-B-B1-F	96604	A1-B-V	96677	A1-B-V
96386	A1-B-B1-M-W	96517	A1-B-B1-F-U3-V	96605	A1-B-O-V	96678	A1-B-V
96387	A1-B-B1-M-W			96606	A1-B-V	96679	A1-B-V
96388	A1-B-B1-M-W			96607	A1-B-V	96681	A1-B-V
96401	A1-B-B1-F-V			96608	A1-B-V	96682	A1-B-V
				96609	A1-B-V	96683	A1-B-V
				96610	A1-B-V	96684	A1-B-V
				96611	A1-B-V	96686	A1-B-V
				96612	A1-B-V	96687	A1-B-V
				96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	96698	A1-B-V

RESTRICTIONS

LEGEND

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

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

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

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

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

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

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

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

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

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

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

H1. Pork or pork by-products are prohibited.

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

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

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

I1. This restriction does not apply to registered mail.

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

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

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Z. No outside pieces (OSPs).

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

— *International Network Operations,
Network Operations Management, 3-20-03*

SUMMARIES OF RECENT USPS NEWS RELEASES

Legislation Makes Progress

Mar. 6

The Postal Service said in a statement that it is pleased that legislation to correct the Civil Service Retirement System (CSRS) fund overpayment matter has been voted out of the appropriate committee in both the House and Senate with strong bipartisan support. USPS said full Congressional consideration and passage of the legislation is important to any business that uses the mail and that it will keep USPS from overpaying CSRS, thereby allowing postage rates to remain stable until at least 2006.

Stable postage rates are a big boost for businesses that depend on the mail. Over 100 companies and organizations in the mailing industry have voiced support for the legislation.

MarketMail Classification Filing

Mar. 4

The Postal Service will file with the Postal Rate Commission a new mail classification designed to expand the creative options available to business mailings. The proposal for a Customized MarketMail classification would enable Postal Service customers to mail nonrectangular, attention-getting direct mail pieces. Currently, these items cannot be mailed.

This simple adjustment to the shape restrictions in Standard Mail — the class of mail most often used by advertisers — will provide the opportunity for more innovative mailings from businesses to customers. Because Customized MarketMail would be dropshipped to destination Post Offices — bypassing mail processing — it will not adversely affect Postal Service costs. This new classification will enhance direct mail by adding an attractive new option, adding value to existing products as outlined in the Transformation Plan. More details will accompany the case filing, planned for mid-March.

Delivery Challenge

Mar. 4

In the face of the harshest winter in recent years, the Postal Service delivered, Chief Operating Officer Patrick Donahoe told the Board of Governors yesterday. Snowfall totals in the Eastern half of the United States this year ranged from one-and-a-half times to three-and-a-half times that of normal, with many locations experiencing record cold temperatures. Despite the challenges, Donahoe thanked Postal Service employees for their outstanding efforts in the face of difficult conditions.

Brentwood Cleaning

Mar. 4

The Postal Service announces that the lengthy and thorough process to exterminate anthrax spores at the Curseen and Morris Processing and Distribution Center in Washington, DC, has met all standards. "I'm very pleased with the results," said Engineering VP Thomas Day to the Board of Governors yesterday. "USPS worked extremely hard to identify the best technology and processes to decontaminate the Curseen and Morris P&DC. Their efforts were worth it. The safety of our employees and the people we serve demands no less."

By mid-March, the Postal Service expects to receive the official okay from the independent Environmental Clearance Committee (ECC) that will confirm the success of the fumigation and allow the Postal Service to move to the next step — renovation of the facility. Environmental samples will continue to be gathered during the renovation process. Those samples will be evaluated by the ECC after the building is renovated before a final clearance will be given to reoccupy the building, Day said.

Employees

ELM REVISION

Nonbargaining Disciplinary, Grievance, and Appeal Procedures Changes

Effective March 20, 2003, the *Employee and Labor Relations Manual* (ELM), Section 650, Nonbargaining Disciplinary, Grievance, and Appeal Procedures, is resequenced, renumbered, and references modified accordingly. These changes supercede Management Instruction EL-650-96-3.

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

Summary of Changes

651, Disciplinary and Emergency Procedures, has new subsections, has been renumbered, and has been modified with the following revisions:

651.1, Scope, has no changes.

651.2, Representation, is modified to include clarification about representation prohibitions and the addition of an employee's right for representation during disciplinary investigative questioning.

651.3, Nondisciplinary Corrective Measures, has newly added language to reinforce managers'/supervisors' responsibilities for subordinate employees' performance improvement.

651.4, Emergency Placement in Off-Duty Status, has modified alcohol/drug impairment language and an added provision for dealing with behavior potentially injurious to self or other employees. The instruction for employees returning to duty is modified.

651.5, Letters of Warning, has an added retention timeframe.

651.6, Letters of Warning in Lieu of Time-Off Suspensions incorporates applicable parts of Management Instruction (MI) EL-650-96-3. Some language has been added, changed, or rearranged to promote clarity.

651.61, Policy, incorporates applicable parts of MI EL-650-96-3. Some language has been added, changed, or rearranged to promote clarity.

651.62, Implementation, incorporates applicable parts of MI EL-650-96-3.

651.63, Notice, incorporates applicable parts of MI EL-650-96-3.

651.64, Response, incorporates applicable parts of MI EL-650-96-3.

651.65, Decision, incorporates applicable parts of MI EL-650-96-3 and adds a 30-calendar-day timeframe for the deciding official to render a decision.

651.66, Retention, incorporates applicable parts of MI EL-650-96-3 and changes the retention period of Letters of Warning in Lieu of Time-Off Suspensions from 3 years to 2 years.

651.7, Adverse Actions, is a new section that incorporates material previously given in 651.6.

651.71, Definition, provides material previously given in 651.61.

651.72, Notice, provides material previously given in 651.62.

651.73, Notice, provides material previously given in 651.63.

651.74, Response, provides material previously given in 651.64 and has added new language.

651.75, Decision, provides material previously given in 651.65 and includes a 60-calendar-day time limit for a deciding official to render a decision in an adverse action.

651.76, Duty Status, provides material previously given in 651.66 and has included explanation of disposition of a case.

651.77 Exceptions to Thirty Day Notice, previously was 651.67.

652, Appeal Procedures, is retitled, has been renumbered, and has the following revisions:

652.1, Scope, has replaced the word "grievance" with the word "appeal."

652.2, Appeal of Adverse Actions, has no changes.

652.21, Coverage, has deleted reference to 14 day or less suspensions because they are not adverse actions. The 6 months of continuous service requirement has been deleted.

652.22, Exclusion, provides material previously given in 652.212.

652.23, Appeal to Step 1, is renumbered.

652.231, Field Employees, provides material previously given in 652.221 and has been modified to make the Headquarters vice president Labor Relations or designee the Step 1 official for adverse actions instead of the Area vice president.

652.232, Headquarters, Headquarters Field Units, Inspection Service, and Office of Inspector General Employees, provides material previously given in 656.222.

652.233, Exceptions, provides material previously given in 656.223.

652.24, Hearings, is renumbered and has the following revisions:

652.241, Action If No Hearing Requested, includes instruction for the Step 1 official to issue a final decision within 21 calendar days. Previously was 652.231.

652.242, Action When Hearing Requested, provides for the assignment of a neutral hearing officer within 10 calendar days of a hearing request and for a hearing to be held no later than 75 calendar days after a neutral hearing officer is assigned. The employee is provided at least 14 calendar days' notice of a hearing schedule versus 7 calendar days. Previously was 652.232.

652.243, Management Obligation for Witnesses, adds a provision for witnesses to testify via alternative means when unable to attend a hearing in person. Previously was 652.233.

652.244, Workhours Compensation, adds clarification for who gets compensated at a hearing. Previously was 652.234.

652.245, Noninterference Rule, provides material previously given in 652.235.

652.246, Transcript, provides material previously given in 652.236 and is reworded for clarity.

652.247, Attorney Fees, is added to clarify that attorney fees are not applicable to appeals covered in 650.

652.25, Post Hearing, has added subsections 652.251, Hearing Officer Action, and 652.252, Step 1 Official Action, to provide for a proposed decision (vs. a finding of fact) by the neutral hearing officer prior to the Step 1 official's final decision. Processing timeframes have also been added.

652.3, Appeal of Letters of Warning in Lieu of Time-off Suspensions and/or Time-off Suspensions for Office of Inspector General Employees, has incorporated appeals provisions from MI EL-650-96-3.

652.4, Other Appealable Actions, has eliminated the word "grievance" and replaced it with "appeal(s)" and has included OIG coverage.

652.41, Coverage, has changed EAS levels to conform to recent level increases. Previously was 652.31.

652.42, Step A, previously was 652.32.

652.43, Step B, previously was 652.33.

652.44, Review, previously was 652.34.

652.5, Alternative Dispute Resolution, includes provisions for mediation for letters of warning in lieu of time-off suspensions and for adverse actions.

Employee and Labor Relations Manual (ELM)

	*	*	*	*	*
6	Employee Relations				
	*	*	*	*	*
650	Nonbargaining Disciplinary, Grievance, and Appeal Procedures				
651	Disciplinary and Emergency Procedures				
	*	*	*	*	*

[Replace Sections 651.2 through 652.54 with the following:]

651.2 Representation

Subject to prohibitions regarding Executive and Administrative Schedule (EAS)/Craft representation, employees have free choice of representation. Representatives designated by employees, if postal employees and if otherwise in a duty status, are granted a reasonable amount of official time to respond to notices of proposed disciplinary action, to prepare for and represent the employee at a hearing held in accordance with 652.24, and/or to represent an employee who has appealed a letter of warning or emergency placement in a nonduty status in accordance with 652.4. Employees covered under these provisions may request representation during investigative questioning if the employee has a reasonable belief disciplinary action may ensue.

651.3 Nondisciplinary Corrective Measures

Accountable managers/supervisors are responsible for the direct day-to-day performance management of subordinates. The accountable manager/supervisor monitors subordinates' performance and provides appropriate resources, coaching, and feedback to subordinates. The manager/supervisor is responsible for leading the employee to a higher level of achievement. Performance improvement should be a shared concern and effort between manager and employee. Early dialogue and guidance are

critical to achieving positive results and continuance of an effective manager/employee relationship.

651.4 Emergency Placement in Off-Duty Status

An employee may be placed in an off-duty nonpay status immediately but remains on the rolls when he or she (a) exhibits characteristics of impairment due to alcohol, drugs or other intoxicant, (b) fails to observe safety rules, (c) fails to obey a direct order, (d) provides reason to be deemed potentially injurious to self or others, or (e) disrupts day-to-day postal operations in any other way. Placement in an off-duty nonpay status is confirmed in writing, stating the reasons and advising the employee that the action is appealable. The employee should be returned to duty after the cause for nonpay status ceases unless individual circumstances warrant otherwise. Use of these emergency procedures does not preclude disciplinary action based on the same conduct.

651.5 Letters of Warning

When warranted by the failure of nondisciplinary corrective measures or by the seriousness of the offense, a letter of warning may be issued. Letters of warning are usually issued by the employee's immediate supervisor. The written warning should contain (a) specific reasons for the letter and (b) a statement of applicable appeal rights. Letters of warning remain in the employee's official personnel folder (OPF) for a period of 2 calendar years unless otherwise resolved or cited in subsequent disciplinary action.

651.6 Letters of Warning in Lieu of Time-Off Suspensions

651.61 Policy

Letters of warning in lieu of time-off suspensions replace time-off suspensions for nonbargaining employees, except when required otherwise by statute, and except for employees in the Office of Inspector General, where time-off suspensions are an available form of discipline in addition to letters of warning in lieu of time-off suspensions. This policy does not preclude management from placing a nonbargaining employee in an indefinite nonpay, nonduty status when there is reasonable cause to believe the employee has committed a crime for which a sentence of imprisonment may be imposed.

651.62 Implementation

Letters of warning in lieu of time-off suspensions may be issued in lieu of either 7-day or 14-day time-off suspension only. Unless required by statute, suspensions of more than 14 days are prohibited except for indefinite suspensions referenced in 651.7. Letters of warning in lieu of time-off suspensions are equivalent to time-off suspensions as an element of past discipline and may be cited as such in future disciplinary actions.

651.63 Notice

Normally, the employee's immediate supervisor issues a proposed letter of warning in lieu of time-off suspension stating (a) specific and detailed reasons for the letter; (b) instructions for responding to it; (c) the right of the employee or representative to review all material relied upon in the action; and (d) when, where, and from whom the material is available.

651.64 Response

The employee and/or his or her representative may respond to the proposed letter of warning in lieu of time-off suspension in writing and/or in person to the deciding official (management at a higher level of authority than the individual who issued the proposed letter of warning in lieu of time-off suspension) within 10 calendar days of receipt.

651.65 Decision

The deciding official, after consideration of the facts of the case and the employee's response, issues a letter of decision after the expiration of the 10-calendar day period for reply, but no later than 30 calendar days following the receipt of the employee's response. The decision letter will advise the employee that he or she may appeal in writing within 15 calendar days of receipt of the letter of decision.

651.66 Retention

Letters of warning in lieu of time-off suspensions remain in the employee's OPF for 2 years unless otherwise resolved or cited in subsequent disciplinary action.

651.7 Adverse Actions

651.71 Definition

Adverse actions are defined as discharges, suspensions of more than 14 days, furloughs for 30 days or less, and/or reductions in grade or pay.

651.72 Policy

Adverse action may be taken against an employee (a) because lesser measures have not resulted in the correction of deficiencies in behavior or performance, (b) because of the gravity of the offense, or (c) for nondisciplinary reasons, such as the correction of a position misranking.

651.73 Notice

Unless the circumstances of a particular case make it impractical, the employee's immediate supervisor issues a written notice of proposed adverse action. This notice includes (a) the action proposed, with specific and detailed reasons; (b) the instructions for responding to the notice; (c) a statement of the right of the employee or representative to review all material relied upon in proposing the action and when and where the material is available for review; and (d) the name of the official rendering the decision. The proposal also advises the employee that a

reasonable amount of official time is allowed for the preparation and presentation of a reply if the employee is otherwise in a duty status and that the proposed action will be effected no sooner than 30 calendar days after the employee receives the notice.

651.74 Response

The employee or representative may respond to the notice of proposed adverse action in writing, in person, or both, to the deciding official or designee identified in the notice. The employee or representative may respond and present evidence, including affidavits, within 10 calendar days from receipt of the notice. The time limits for responding to a proposed adverse action may be extended by the deciding official or designee for reasonable cause.

651.75 Decision

The deciding official, who must be higher in authority than the proposing official, considers the employee's response and gives a written decision, including reasons for the decision, as soon as possible after the employee's time to respond has expired, but no later than 60 calendar days following the receipt of the employee's response. In field installations, the installation head or designee usually makes the decision. In other offices, the decision is made by a branch manager or above. If the decision is to effect the adverse action or to modify it to a lesser penalty, the employee's appeal rights, including Merit Systems Protection Board (MSPB) appeal rights, if applicable, are stated.

651.76 Duty Status

The employee, unless otherwise provided in 651.77, remains in a pay status, either on the job or on administrative leave, at the option of the employer, during the notice period. The notice period must be at least 30 calendar days, unless covered by 651.77. Discharged or indefinitely suspended employees who appeal remain on the rolls in a nonpay, nonduty status until the disposition of the case through the chosen appeal procedures. Normally, disposition of the case would be a final decision from the MSPB or a Step I decision in an administrative 650 appeal. In cases where the MSPB has mitigated an adverse action in an initial decision and the Postal Service files an appeal, the employee's status will be handled in accordance with MSPB regulations regarding interim relief.

651.77 Exceptions to Thirty-Day Notice

When there is reasonable cause to believe an employee is guilty of a crime for which a sentence of imprisonment may be imposed, the advance notice before effecting the adverse action may be reduced to no less than 7 calendar days. At the expiration of the reduced notice period, the

decision is issued at once. If the decision is to suspend the employee indefinitely, the individual remains on the rolls in a nonpay, nonduty status pending a final decision or until the suspension is otherwise terminated. If the decision is to remove the employee, the individual remains on the rolls only if a timely appeal is filed.

652 Appeal Procedures

652.1 Scope

Part 652 establishes appeal procedures for employees not subject to the provisions of a collective bargaining agreement. These procedures do not:

- a. Deprive an employee of the right to a remedy for an allegation of discrimination through equal employment opportunity procedures or
- b. Deprive a preference eligible or other entitled employee of the right to appeal an adverse action to the MSPB. When MSPB rights are exercised, the employee waives access to the appeal procedures in 652.2.

652.2 Appeal of Adverse Actions

652.21 Coverage

Upon receipt of a letter of decision ordering an adverse action, the following employees may appeal:

- a. All nonprobationary EAS and PCES Level I employees and all employees of the Office of Inspector General.
- b. EAS, PCES Level I, and Office of Inspector General employees who have completed a minimum of 12 months of combined service, without a break of a workday, in positions in the same line of work in the Civil Service and the Postal Service — unless any part of this service followed a temporary appointment in the competitive service with a definite time limitation.

652.22 Exclusion

Officers (PCES Level II) are not covered by these procedures.

652.23 Appeal to Step 1

652.231 Field Employees

These employees may submit a written request for a hearing, or waiver of a hearing, within 15 calendar days of receipt of a letter of decision on an adverse action. This appeal is made to the Step 1 official (Headquarters vice president Labor Relations or designee). A copy of the appeal is sent by the appellant to the official taking the action, who forwards the case file to the Step 1 official.

652.232 Headquarters, Headquarters Field Units, Inspection Service, and Office of Inspector General Employees

These employees may submit a written request for a hearing, or waiver of a hearing, to the Step 1 official (vice presidents, chief inspector, inspector general, or designees) within 15 calendar days of receipt of a letter of decision on an adverse action. A copy is sent by the appellant to the official taking the action, who forwards the file to the Step 1 official.

652.233 Exceptions

In cases where a vice president or other officer reporting directly to the postmaster general (PMG) is the deciding official, the PMG or designee is the sole appellate official. These exceptions apply to both 652.231 and 652.232. In cases in the Office of Inspector General where an assistant inspector general or the deputy inspector general is the deciding official, the inspector general, or designee, is the sole appellate official.

652.24 Hearings

652.241 Action If No Hearing Requested

If the appellant does not request a hearing, the Step 1 official determines whether the issues on appeal can be decided on the record and on written submissions by the appellant and management. If the issues on appeal can be decided on the record and on written submissions, the Step 1 official will issue a final decision letter within 21 calendar days of receipt of the Step 1 appeal. If the appeal cannot be judged fairly without a hearing, the Step 1 official arranges for a hearing to be scheduled as described in 652.242.

652.242 Action When Hearing Requested

- a. If the appellant requests a hearing, a neutral hearing officer is assigned by the Step 1 official within 10 calendar days of receipt of a request for a hearing. The hearing is held as soon as possible, but no later than 75 calendar days from the date the hearing officer is assigned. The hearing is usually conducted at the installation or office where the appellant is located. The hearing officer will provide the parties notice of the hearing schedule as soon as possible but in no event shall the employee receive less than 14 calendar days' notice of the hearing.
- b. Before the hearing, both management and the appellant will advise the hearing officer of their choice of representative witnesses and the nature of their testimony. All relevant documents and witness information, not already exchanged, will be exchanged between both parties as directed by the hearing officer.

- c. Conduct of the hearing is informal but consistent with the orderly presentation of the case. Testimony is given under oath or affirmation. While legal rules of evidence do not apply, testimony and evidence are held within reasonable bounds of relevancy. The appellant and the employer have the right (1) to be present at the hearing, (2) to be represented, (3) to present evidence and witnesses, and (4) to cross-examine the other party's witnesses. The appellant, if in a duty status, and his or her representative, if a postal employee in a duty status, are granted a reasonable amount of official time to prepare for the hearing. The appellant may choose self-representation.

652.243 Management Obligation for Witnesses

Management has an obligation to make available witnesses who are postal employees and approved by the hearing officer as having relevant testimony, unless it is administratively impractical to do so. In these cases, witnesses may be required by the hearing officer to answer written questions or testify via an alternative means.

652.244 Workhours Compensation

Postal Service employees are compensated for any straight-time hours spent at the hearing that are part of their regularly scheduled workday if they are in a duty status at the time of the hearing. These employees include the appellant, the appellant's representative, and approved witnesses. Witnesses are not present at the hearing except when testifying, unless they are also acting as a representative. Only one Postal Service employee acting as a representative of the appellant will be compensated by the Postal Service.

652.245 Noninterference Rule

The appellant, representative, and witnesses shall not be subject to restraint, interference, coercion, discrimination, or reprisal.

652.246 Transcript

Normally, a court reporter or other qualified person will make a written transcript of the hearing proceedings. The hearing officer will arrange for the transcription. The office or installation initiating the adverse action will pay all costs of the transcription. If a written transcript cannot be obtained because of geographical remoteness or other unusual circumstances, an exception to the procedures must be authorized in advance by the Step 1 official.

652.247 Attorney Fees

Attorney fees are not applicable to appeals covered in 650.

652.25 Post Hearing**652.251 Hearing Officer Action**

The hearing officer prepares a proposed decision to include findings of fact and a determination whether the charge(s) is/are sustained. The hearing officer forwards the proposed decision, the transcript of the hearing, and all other records regarding the appeal to the Step 1 official within 30 calendar days following the hearing.

652.252 Step 1 Official Action

Upon receipt of the hearing officer's proposed decision, the Step 1 official reviews it and the case file to determine if the hearing officer's proposed decision will be accepted or rejected. The Step 1 official will determine if the hearing officer's proposed decision is supported by the facts of the case; is in accordance with postal regulations or with postal policy; and, in Office of Inspector General cases, complies with Office of Inspector General policy. If the Step 1 official determines the hearing officer's proposed decision is inconsistent with the facts of the case or is not in accordance with postal regulations or with postal policy and/or Office of Inspector General policy as applicable, the Step 1 official may reject the hearing officer's proposed decision and issue a final decision which is in accordance with the aforementioned criteria. The Step 1 official will issue a final decision letter either accepting or rejecting the hearing officer's proposed decision within 21 calendar days of receipt of the file. If the hearing officer's proposed decision is rejected by the Step 1 official, the final decision letter will provide explanations for rejecting of the hearing officer's proposed decision. The decision of the Step 1 official is the final decision, and there are no further appeal rights. The final decision letter will be transmitted to the employee with a copy to the employing office for any necessary implementation. A copy of the written transcript of the hearing will be enclosed with the final decision.

652.3 Appeal of Letters of Warning in Lieu of Time-off Suspensions and/or Time-off Suspensions for Office of Inspector General Employees

652.31 Procedure

The employee may appeal the letter of decision in writing within 15 calendar days of receipt. If the employee is assigned to Headquarters or a Headquarters field unit or is in the Inspection Service, or if an area vice president is the deciding official in an action taken, the request is directed to the vice president of Labor Relations at the address shown in the letter of decision. If the employee is assigned to the Office of Inspector General, the request is to be directed to

the inspector general, or designee, at the address shown in the letter of decision. If the employee is assigned to a field installation, the request is directed to the area Human Resources manager at the address shown in the letter of decision. The review of the appeal is based solely on the record, and there is no opportunity for the employee or his or her representative to meet with the reviewing official. The reviewing official issues a written decision, and there is no further right of administrative appeal.

652.4 Other Appealable Actions**652.41 Coverage**

Employees in EAS-17 and below and Office of Inspector General Bands A, B, and C employees, regardless of length of service, may appeal letters of warning, emergency placement in a nonduty status, and other matters not covered by 652.2 by using the procedures in 652.42 through 652.44.

PCES Level I and EAS-18 and above employees and Office of Inspector General Band 1 and above employees have access to these procedures only to appeal discipline in the nature of a letter of warning and emergency placement in a nonduty status.

652.42 Step A

An employee or representative states the appeal in writing to the immediate supervisor within 10 calendar days of learning the appeal's cause. The employee or representative has the opportunity to discuss the appeal with the supervisor during this period. The supervisor gives a written decision within 5 calendar days after receipt of appeal. If this timeframe is impossible because of extenuating circumstances, the decision must explain the reason(s) for the delay.

652.43 Step B

A field employee or representative may submit a written appeal to the installation head within 7 calendar days after receipt of the Step A decision. (If the installation head is the immediate supervisor, appeals are made to the next higher level of management.) A Headquarters, Headquarters field unit, Inspection Service, or Office of Inspector General employee or representative may appeal within the same time limits to the next higher level of management (superior to the supervisor), at minimum a manager or above. The appeal must include the employee's name, title, grade, location, nature of appeal, and basis for appeal. Upon receipt of the appeal, the Step B official discusses the appeal with the employee or representative and renders a decision in writing within 10 calendar days after receipt of the appeal. Usually this decision is final.

652.44 Review

The employee or representative may request a review of the Step B decision. The request of an employee administratively responsible to the area vice president is directed to the area Human Resources manager. The request of a Headquarters, Headquarters field unit, or Inspection Service employee is sent to the vice president of Labor Relations, or designee, with a copy to the Step B official, who forwards the file to the reviewing official. If the employee is assigned to the Office of Inspector General, the request for review is to be directed to the inspector general or designee. The request is in writing and gives specific reasons why the employee believes the Step B decision should be reviewed. The request is made within 15 calendar days from receipt of the Step B decision. The reviewing official replies in writing and states the disposition of the employee's request. This reply is final.

652.5 Alternative Dispute Resolution

The Postal Service supports the use of the Alternative Dispute Resolution (ADR) process of mediation to address employee appeals relating to nonbargaining disciplinary actions. Participation in mediation by an appellant is voluntary.

652.51 Exceptions

Mediation may not be appropriate in cases where the charges involve egregious misconduct, criminal activity, repeated misconduct, inability to perform, and other conduct as determined by the Postal Service, or in the case of Office of Inspector General employees, the Office of Inspector General. Additionally, mediation may not be appropriate where the appeal concerns issues beyond the control of the Postal Service, or in the case of Office of Inspector General employees, the Office of Inspector General, such as the denial of Workers' Compensation benefits, retirement eligibility determinations, and similar matters adjudicated by other agencies. The determination of whether to grant mediation in a particular case is within the discretion of the Postal Service, or in the case of Office of Inspector General employees, the Office of Inspector General, and is not appealable.

652.52 Mediation

Mediation programs will be implemented by area offices under guidelines issued by the manager, National EEO Compliance and Appeals Programs. Mediation programs will be implemented by the Office of Workplace Enhancement at the Office of Inspector General.

652.53 Mediation for Letters of Warning in Lieu of Time-off Suspensions and/or for Time-off Suspensions

An employee issued a proposed letter of warning in lieu of a time-off suspension, or a time-off suspension in Office of Inspector General cases, may request mediation as an alternative to his/her right to respond to the deciding official as outlined in 651.64. If no resolution is reached between the employee and the proposing official as a result of the mediation, the employee may submit written responses to the proposed letter of warning in lieu of a time-off suspension within 10 calendar days of the mediation to the deciding official. The deciding official will issue a letter of decision regarding the proposed action in accordance with 651.65. The employee may appeal the decision pursuant to 652.31.

652.54 Mediation for Adverse Actions

An employee issued a written notice of proposed adverse action may request mediation as an alternative to the traditional written and/or verbal response to the deciding official as outlined in 651.74. If no resolution is reached between the employee and the proposing official as a result of the mediation, the employee may submit written responses to the proposed adverse action within 10 calendar days of the mediation to the deciding official. The deciding official will issue a letter of decision regarding the proposed action in accordance with 651.75. The employee may appeal the decision pursuant to the provisions outlined in 652.2, which will be outlined in the letter.

— *National EEO Compliance and Appeals Programs,
Labor Relations, 3-20-03*

International Mail

FIELD INFORMATION KIT

Global Express Mail (GEM) European Expansion

This Global Express Mail™ (GEM™) European Expansion Field Information Kit contains the following items:

- Fact Sheet
- Mailing Tips
- Frequently Asked Questions — General
- Frequently Asked Questions — Retail Associates
- Rates, Fees, and Requirements
- International Mail Services Stand-Up Talk: Your Window of Opportunity — Global Express Mail Service

Fact Sheet

Overview

Effective March 29, 2003, the Postal Service is expanding its agreement with Royal Mail Group's Pan-European parcel delivery company, General Logistics System (GLS), for delivery of Global Express Mail (GEM) to Europe from 6 to 14 countries. The agreement will improve service, improve delivery times, and track and trace capabilities. Delivery of GEM to other European countries is made by the destinating country's postal service.

- The 6 countries in which GLS currently delivers GEM items are Austria, Denmark, Germany, France, Netherlands, and Sweden.
- The 8 additional countries in which GLS will deliver GEM items effective March 29, 2003, are Belgium, Italy, Liechtenstein, Luxembourg, Malta, San Marino, Switzerland, and Vatican City. Note that San Marino and Vatican City are being added to the countries that can be reached using GEM.
- GLS does not deliver GEM items in Andorra, Finland, Gibraltar, Greece, Portugal, and Spain. The postal administrations in those countries will continue to deliver GEM items.

Customer Opportunities

The agreement with Royal Mail/GLS will provide improved service, the same low price, and increased tracking capabilities. All GEM items can be tracked online at www.usps.com. Just click on *Track & Confirm* and then enter the label number.

A discount program is available for Express Mail Corporate Account (EMCA) holders. All EMCA holders will receive a minimum 5 percent discount off GEM rates. Mailers

who ship at least 600 pieces or spend \$12,000 in annual postage are eligible for greater discounts.

All GEM items are automatically insured against loss, damage, or rifling for up to \$100 at no extra cost. Additional insurance is available up to \$5,000 in value (\$1.00 for each additional \$100 or fraction thereof).

GEM Highlights

GEM service is designed to be delivered in 3 to 5 business days, depending on origin and destination, to more than 190 countries, with prices to Europe starting at \$17.00.

Online options enable customers to print labels, pay postage, arrange pick-up service, and order supplies. For more information, visit www.usps.com (just click on *Send Mail & Packages*, then *International Delivery Options*, then Go under either "Send Mail" or "Send Packages," and then *Global Express Mail*) or call 800-222-1811.

Customs, Fees, and Taxes

Each destination country charges customs and administrative fees on shipments containing dutiable items. General customs information is available online at www.usps.com/global/customs.htm. For information about specific destination countries, go to www.wcoomd.org, or go to the destination country web site. For Postal Service customs information, refer to *International Mail Manual* (IMM), Section 123.

Mailing Tips

List of Countries That General Logistics System (GLS) Serves

GLS currently delivers GEM items to 6 countries: Austria, Denmark, Germany, France, Netherlands, and Sweden.

The 8 additional countries to which GLS will deliver GEM items effective March 29, 2003, are Belgium, Italy, Liechtenstein, Luxembourg, Malta, San Marino, Switzerland, and Vatican City. Note that San Marino and Vatican City are being added to the countries that can be reached using GEM.

GLS does not deliver GEM items to Andorra, Finland, Gibraltar, Greece, Portugal, and Spain. The postal administrations in those countries will continue to deliver GEM items.

P.O. Box Delivery

GLS cannot deliver to P.O. boxes. Therefore, items addressed to P.O. boxes for any country listed above cannot be accepted.

Addressing

To ensure address verification and delivery coordination, the recipient's telephone number should always be included on the EMS label.

Special Services

Return receipt service for GEM items is not available to European countries served by GLS, even if the item is insured.

Weight

The weight limit for GEM items to all 14 European countries served by GLS is 70 pounds.

Postage

Postage covers delivery only. Additional charges, such as duties, fees, and taxes, may be charged in the foreign country, payable by the recipient.

Customs

The destination country, not the Postal Service, determines what duties, fees, and taxes will be charged for all incoming shipments. Foreign customs have the authority to open the package and validate the customs form with the articles inside.

- Global Airmail™ Parcel Post and GEM shipments mailed by consumers and valued under €45 Euros (\$48.69 as of February 20, 2003) (note that "€" is the sign for Euros) are not assessed customs duties, taxes, or an administrative fee.
- Global Airmail Parcel Post and GEM shipments mailed by consumers and valued at €45 and up to but not including €350 (\$378.74 as of February 20, 2003) are assessed a combined customs duty and tax of 13.5 percent plus an administrative fee of €9.50 (\$10.28 as of February 20, 2003).
- Global Airmail Parcel Post and GEM shipments valued at €350 or more are assessed as if the parcel were mailed by a business. For additional information on customs requirements and fees, visit www.usps.com/global/customs.htm and www.wcoomd.org.

If the shipment is valued at more than \$300, the mailer must place two copies of an invoice inside PS Form 2976-E, *Dispatch Note Envelope*, containing PS Form 2976-A, *Customs Declarations and Dispatch Note CP 72*. A customer who does not have an invoice must write "Pro Forma Invoice" on the customs form.

Postage Payment

Encourage customers to retain their receipts. If the receipt does not contain the custom form number, Postal Service personnel should record the GEM number and customs barcoded number on the receipt.

Frequently Asked Questions — General*What's new with GEM?*

Effective March 29, 2003, the Postal Service is expanding its agreement with Royal Mail Group's Pan-European parcel delivery company, General Logistics System (GLS), for delivery of GEM to Europe from 6 to 14 countries.

When did the Postal Service initially enter into agreement for the delivery of airmail parcels and GEM in Europe?

On October 31, 2001, the Postal Service entered into an agreement with the Royal Mail Group for the delivery of GEM in 6 countries in Europe and delivery of Global Air Parcel in 22 countries in Europe. GLS, a wholly owned subsidiary of the Royal Mail Group, makes the actual deliveries.

Why are the changes necessary?

The Postal Service's agreement with GLS was made to offer a better combination of service, price, and tracking capability to customers mailing packages to Europe. The agreement provides an integrated network for the delivery of GEM and Air Parcels in Europe and for the first time offers the ability to track and trace air parcels in addition to GEM.

How does the delivery network work?

The Postal Service transports all parcels from the United States to GLS's hub in Neuenstein, Germany. From there, GLS distributes the parcels to network countries in Europe for delivery.

What countries are serviced by this agreement?

The initial countries covered by the agreement are as follows:

- **GEM:** Austria, Denmark, France, Germany, Netherlands, and Sweden. The eight European countries joining the network are Belgium, Italy, Liechtenstein, Luxembourg, Malta, San Marino, Switzerland, and Vatican City.
- **Global Airmail Parcel Post:** Andorra, Austria, Belgium, Denmark, Finland, France, Germany, Gibraltar, Greece, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, Portugal, San Marino, Spain, Sweden, Switzerland, and Vatican City.

Have there been problems associated with the GLS delivery network in Europe?

There were start-up problems due to an accelerated start-up as a result of the events that took place on September 11, 2001, and the traditional increases in volume during the holiday season. However, by the spring of 2002, the service issues had been resolved. Since tracking information was available for each package (which did not exist before this agreement), we were able to resolve customer claims and inquiries more effectively.

In addition, extra steps were taken to communicate the customs process to employees and, through them, to postal customers to ensure that they know that customs duties, taxes, and fees may be assessed in the destination country and that costs are the responsibility of the recipient.

Why did my recipient have to pay to get the package/letter I sent?

All items entering a foreign country are subject to customs inspection and assessment of duties, taxes, and fees in accordance with that country's national laws. This is not new. Customs duties and taxes are assessed, generally, if the item sent is dutiable and if the value of the item is above the threshold set by the country's laws. Each country assesses customs, duties, and taxes. Check www.wcoomd.org for general information, or visit the web site of that country's customs service. In addition, countries can charge administrative fees to facilitate customs inspection and deliveries. It is important to understand that, if duties and taxes are assessed on an item mailed via the Postal Service, they are collected from the recipient. Postage is charged to cover the cost of delivery only. Postage does not cover charges assessed by customs in the destination country.

What can you tell me about the standard customs, duties, and taxes?

Consumer air parcels delivered by GLS to 22 European countries in the European Union (EU) are subject to the following standards:

- Airmail Parcel Post and GEM shipments mailed by consumers valued under €45 (\$48.69 as of February 20, 2003) are not assessed customs duties, taxes, or an administrative fee.
- Global Airmail Parcel Post and GEM shipments mailed by consumers valued at €45 and up to but not including €350 (\$378.74 as of February 20, 2003) are assessed a combined customs duty and tax of approximately 13.5 percent plus an administrative fee of €9.50 (\$10.28 as of February 20, 2003) for customs clearance.

- Global Airmail Parcel Post and GEM shipments mailed by consumers valued at €350 or more are assessed as if the parcel were mailed by a business.

Shipments worth more than \$300 must have a commercial invoice, in duplicate, just like business shipments.

Each destination country charges customs and administrative fees on shipments containing dutiable items. General customs information is available online at www.usps.com/global/customs.htm. For information about specific destination countries, go to www.wcoomd.org, or go to the destination country website. For Postal Service customs information, refer to *International Mail Manual* (IMM), Section 123.

What is an administrative fee?

For most countries, if duties or taxes are assessed, there also is an administrative fee, in addition to duties and taxes, that is collected from the recipient to cover the costs of clearing the item through customs.

Initially, GLS assessed an administrative fee of €17 for all parcels requiring the payment of duties and taxes. In December 2002, the Postal Service reached an agreement with GLS to reduce the administrative fee from €17 to €9.50 for all EU countries. (In the non-EU countries of Switzerland and Malta, the administrative fee remains €17.)

How do consumers in Europe initiate a claim or inquiry?

In order for recipients in European countries served by GLS to initiate a claim or inquiry, they must contact the mailer, who will initiate an inquiry, and if required, a claim.

What is a customs declaration form?

The mailer is responsible for completing the appropriate customs declaration. It is essential that mailers using PS Form 2976-A, *Customs Declaration and Dispatch Note CP 72*, properly complete it. The customs declaration form is used by foreign authorities to clear mail for entry into their country and, when appropriate, assess duties and taxes. Failure to fully and accurately complete the customs declaration form may result in the delay of the mail, inconvenience to the recipient, or the incorrect assessment of duties and taxes.

All business air parcels must include a commercial invoice, in duplicate, in addition to the postal customs declaration form. The mailer must place this invoice inside PS Form 2976-E, *Dispatch Note Envelope*, with the customs declaration. Shipments not having commercial invoices may be delayed or returned to the mailer.

Frequently Asked Questions — Retail Associates

With the expansion of GEM, how is this going to affect me in terms of current retail acceptance procedures?

For the first time, GEM service will be available to San Marino and Vatican City. We will provide service descriptions and postage rates for these new countries through POS and IRT and through *International Mail Manual* (IMM) updates and *Postal Bulletin* announcements. The administrative fee for GEM items delivered into Austria, Belgium, Denmark, France, Germany, Italy, Liechtenstein, Luxembourg, Netherlands, San Marino, Sweden, and Vatican City will be €9.50 (\$10.28 as of February 20, 2003.) The administrative fee for Malta and Switzerland will be €17 Euros.

Also, it is important to remind customers to read and complete the customs declaration form, and that applicable duties and fees are assessed by customs in the destination country and are due at delivery.

What major changes will customers see with the expansion of GEM? What are the benefits?

Customers will experience more reliable and consistent service. They also will have the ability to track GEM items at www.usps.com. Just click on *Track & Confirm* and then enter the label number.

The weight limit to all 14 countries will be 70 pounds.

Two new countries are added to the GEM network: San Marino and Vatican City.

What countries are included in the new transportation agreement with GLS? What will change?

- **GEM:** The six initial countries are Austria, Denmark, France, Germany, Netherlands, and Sweden. The eight European countries joining the network effective March 29, 2003, are Belgium, Italy, Liechtenstein, Luxembourg, Malta, San Marino, Switzerland, and Vatican City.
- **Global Airmail Parcel Post:** The countries are Andorra, Austria, Belgium, Denmark, Finland, France, Germany, Gibraltar, Greece, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, Portugal, San Marino, Spain, Sweden, Switzerland, and Vatican City.

What special services are available with GEM?

Each GEM item is insured against loss, damage, or rifling for up to \$100 at no extra cost. Customers can purchase additional merchandise insurance up to a maximum value of \$5,000 (the cost is \$1.00 for each \$100 or fraction thereof above the first \$100 in value), but document reconstruction insurance above \$100 is not available. No return

receipt service is offered to the 14 European countries served by GLS.

Will retail associates be required to go online to check status of packages for customers?

No.

Will there be any changes to the current dispatch procedures for GEM? Will Global Mail now have to be separated from Domestic Express Mail at retail units?

No.

Can GEM be mailed to P.O. boxes?

GEM can be delivered to P.O. boxes in all countries except those served by GLS. GLS is a delivery agent and as such cannot deliver to P.O. boxes. Only postal administrations can deliver to P.O. boxes.

What are the delivery standards for GEM? Is the service now guaranteed?

GEM service is designed to be delivered in 3 to 5 business days, depending on origin and destination. GEM Service is not guaranteed.

Will there be a price increase on GEM?

There will be no rate changes for GEM service to Europe.

Will there be other service changes?

The weight limit for GEM items to all 14 European countries served by GLS will be 70 pounds.

What other international mail will be delivered by GLS? Will there be changes to other international mail because of the new transportation agreement?

GLS is delivering only GEM and Global Airmail Parcels.

Are GEM discounts available to volume mailers?

Customers with an Express Mail Corporate Account (EMCA) receive 5 percent off postage on all GEM shipments paid by their EMCA. With the Global Package Discount Program, mailers who ship at least 600 pieces or \$12,000 in postage annually might be eligible for even higher discounts. Customers can get more information at 1-800-843-8777 (1-800-THE-USPS), ext. GD2449.

Rates, Fees, and Requirements

Requirements for All Countries

- Weight limit: 70 pounds
- Maximum length: 79 inches
- Maximum length and girth combined: 108 inches
- Delivery cannot be made to P.O. boxes.

- A local telephone number for the addressee should be provided.
- An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more.
- The mailer must affix an invoice to the outside of the parcel or enclose it in PS Form 2976-E with the customs declaration.

Changes and Additions

- Return receipt service for GEM items is no longer available to Belgium, Liechtenstein, and Switzerland.
- Two new countries have been added to GEM service — San Marino, and Vatican City.

Rate Group 6

Countries: France and Luxembourg.

Global Express Mail (See IMM 220)

Weight Not Over (lbs.)	Rate	Weight Not Over (lbs.)	Rate	Weight Not Over (lbs.)	Rate
0.5	\$17.00	6	\$34.95	12	\$53.55
1	19.15	7	38.05	13	56.65
2	21.65	8	41.15	14	59.75
3	24.95	9	44.25	15	62.85
4	28.15	10	47.35	16	65.95
5	31.85	11	50.45	17	69.05

For each additional pound or fraction add: \$3.10
Weight Limit: 70 lbs.

Rate Group 7

Countries: Austria, Belgium, Denmark, Germany, Italy, Liechtenstein, Malta, Netherlands, San Marino, Sweden, Switzerland, and Vatican City.

Global Express Mail (See IMM 220)

Weight Not Over (lbs.)	Rate	Weight Not Over (lbs.)	Rate	Weight Not Over (lbs.)	Rate
0.5	\$23.00	6	\$41.20	12	\$60.40
1	26.00	7	44.40	13	63.60
2	29.00	8	47.60	14	66.80
3	32.00	9	50.80	15	70.00
4	35.00	10	54.00	16	73.20
5	38.00	11	57.20	17	76.40

For each additional pound or fraction add: \$3.20
Weight Limit: 70 lbs.

For detailed information for GEM service for each country, see the Individual Country Listing in the IMM. The detailed information for the newly added countries of San Marino and Vatican City are also included in this *Postal Bulletin* starting on pages 29 and 30, respectively.

INTERNATIONAL MAIL SERVICES STAND-UP TALK

Your Window of Opportunity — Global Express Mail Service

This is the last in a series of stand-up talks that managers should give to retail associates about international mail services.

Global Express Mail Service

This is the last in a series of stand-up talks about international mail services.

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

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

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

If they say, "I need it there within a week," suggest Global Express Mail™ (GEM™) service. GEM service is designed to be delivered in 3 to 5 business days, depending on origin and destination, to more than 190 countries.

Prices vary by contents, destination country, and weight, starting at \$15.50 for up to 8 ounces for service to Canada. And discounts — yes, discounts! — are available:

- Express Mail Corporate Account (EMCA): Customers receive 5% off all GEM shipments paid by an EMCA.

- Global Package Discount Program. Mailers who are able to ship at least 600 pieces or \$12,000 in postage annually might be eligible for even higher discounts. For details, tell them to call 800-847-8777 (that's 800-THE-USPS), and ask for ext. GD2449.

Each GEM item is insured against loss, damage, or rifling for up to \$100 at no extra cost. Customers can purchase additional merchandise insurance up to a maximum value of \$5,000 (the cost is \$1.00 for each \$100 or fraction thereof above the first \$100 in value), but document reconstruction insurance above \$100 is not available. Return receipt service is offered at no additional charge to selected countries. No other special services are available with GEM service.

Customers can also check the delivery status of their GEM items to more than 60 countries by visiting the Postal Service Web site at www.usps.com. Just click on *Track & Confirm* and then enter the label number. (For further information about the service, click on *Global Express Mail* rather than entering the label number.)

A Few Special Items

Please be sure to remind customers that most countries collect from the recipient an administrative fee to cover the costs of clearing the item through customs and for collecting duties and taxes in addition to the actual duties and taxes. This means that the recipient of the customer's item has to pay the costs of the fee and the duties and taxes to the delivery agent in order to receive delivery.

For example, listed below are the administrative fees for GEM items for certain countries (as of February 20, 2003):

- United Kingdom: £11.25 British pounds (\$17.93 USD).
- Austria, Denmark, France, Germany, Netherlands, and Sweden: €9.50 Euros (\$10.28 USD).

Please note the following, which will be effective as of March 29, 2003:

- For the first time, GEM service will be available to San Marino and Vatican City. We will provide service descriptions and postage rates for these new countries through POS and IRT and through *International Mail Manual* (IMM) updates and *Postal Bulletin* announcements.
- The administrative fee for GEM items delivered into Belgium, Italy, Liechtenstein, Luxembourg, Malta, San Marino, Switzerland, and Vatican City will also be €9.50 Euros (\$10.28 USD as of February 20, 2003).

Customers can learn all about GEM service by visiting the Postal Service Web site at www.usps.com. Just click on *Send Mail & Packages*, then *International Delivery Options*, then *Go* under either "Send Mail" or "Send Packages," and then *Global Express Mail*.

— *International Marketing,*
International Business, 3-20-03

IMM AND PUBLICATION 51 REVISION

International Mail — Airmail Parcel Post and Global Express Mail

The Postal Service has entered into an arrangement with the British Post Office for the delivery of Global Express Mail™ (EMS) and Global Airmail™ Parcel Post (Air Parcels) in 22 countries in Europe. The actual delivery of packages is being made by the British Post Office's parcel company, General Logistics Systems (GLS), operating as General Parcel. Previously, delivery of EMS items was provided by the delivery agent to Germany, France, Sweden, Denmark, Monaco, Netherlands, and Austria.

Effective March 29, 2003, the delivery agent will deliver EMS items to an additional eight countries — Belgium, Italy, Liechtenstein, Luxembourg, Malta, San Marino, Switzerland, and Vatican City. Note that San Marino and Vatican

City are being added to the countries that can be reached using EMS.

Accordingly, certain requirements for EMS are changing effective March 29, 2003. Depending on the destination country, these changes may include prohibitions, the maximum size and weight, return receipt service, the areas served, and the need to provide commercial invoices with shipments.

We will incorporate these revisions into the printed version of *International Mail Manual* (IMM) 29 and into the next printed version of Publication 51, *International Postal Rates and Fees*, and also into the online versions of the IMM and Publication 51, both of which can be accessed via Postal Explorer at <http://pe.usps.gov>.

International Mail Manual (IMM)

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2 Conditions for Mailing

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220 Global Express Mail

221 Description

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221.4 Return Receipt Service

Return Receipt service is available for Global Express Mail items *only* to the following countries at no additional charge (see 340 for preparation procedures):

[Revise the list in 221.4 to read as follows (remove Belgium, Liechtenstein, and Switzerland):]

- Argentina
- Australia
- Bahrain
- Greece
- Guinea-Bissau
- Hong Kong
- Korea, Republic of (South)
- Kuwait
- Pakistan
- Qatar
- Singapore
- South Africa
- Taiwan
- Tunisia

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Individual Country Listings

* * * * *

Belgium

* * * * *

Global Express Mail (EMS) (220)

[In the Global Express Mail table, revise the last line to read "Weight Limit: 70 lbs."]

* * * * *

Size Limits (223.2)

[Revise the text for "Size Limits" to read as follows:]

Maximum length: 79 inches
 Maximum length and girth combined: 108 inches

[Revise the text for "Return Receipt Service" to read as follows:]

Return Receipt Service (221.4): NOT Available

Notes:

[Revise the text for "Notes" to read as follows:]

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be affixed to the outside of the parcel or may be enclosed in PS Form 2976-E with the customs declaration.
2. Arms, weapons, and human remains are prohibited.
3. Coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to Belgium.
4. Express Mail shipments must have a street address. Post office box addresses should not be used. A local telephone number for addressee should be provided if possible.

* * * * *

Italy

* * * * *

Global Express Mail (EMS) (220)

[In the Global Express Mail table, revise the last line to read "Weight Limit: 70 lbs."]

* * * * *

Size Limits (223.2)

[Revise the text for "Size Limits" to read as follows:]

Maximum length: 79 inches
 Maximum length and girth combined: 108 inches

* * * * *

[Revise the heading and text for "Note" to read as follows:]

Notes:

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be affixed to the outside of the parcel or may be enclosed in PS Form 2976-E with the customs declaration.
2. Arms, weapons, and human remains are prohibited.
3. Coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to Italy.

- 4. Express Mail shipments must have a street address. Post office box addresses should not be used. A local telephone number for addressee should be provided if possible.

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Liechtenstein

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Global Express Mail (EMS) (220)

[In the Global Express Mail table, revise the last line to read "Weight Limit: 70 lbs."]

* * * * *

Size Limits (223.2)

[Revise the text for "Size Limits" to read as follows:]

Maximum length: 79 inches

Maximum length and girth combined: 108 inches

[Revise the text for "Return Receipt Service" to read as follows:]

Return Receipt Service (221.4): NOT Available

[Revise the heading and text for "Note" to read as follows:]

Notes:

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be affixed to the outside of the parcel or may be enclosed in PS Form 2976-E with the customs declaration.
2. Arms, weapons, and human remains are prohibited.
3. Coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to Liechtenstein.
4. Express Mail shipments must have a street address. Post office box addresses should not be used. A local telephone number for addressee should be provided if possible.

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Luxembourg

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Global Express Mail (EMS) (220)

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Size Limits (223.2)

[Revise the text for "Size Limits" to read as follows:]

Maximum length: 79 inches

Maximum length and girth combined: 108 inches

* * * * *

Notes:

[Revise the text for "Notes" to read as follows:]

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be affixed to the outside of the parcel or may be enclosed in PS Form 2976-E with the customs declaration.
2. Arms, weapons, and human remains are prohibited.
3. Coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to Luxembourg.
4. Express Mail shipments must have a street address. Post office box addresses should not be used. A local telephone number for addressee should be provided if possible.

* * * * *

Malta

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Global Express Mail (EMS) (220)

[In the Global Express Mail table, revise the last line to read "Weight Limit: 70 lbs."]

* * * * *

Size Limits (223.2)

[Revise the text for "Size Limits" to read as follows:]

Maximum length: 79 inches

Maximum length and girth combined: 108 inches

* * * * *

[Revise the heading and text for "Note" to read as follows:]

Notes:

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be affixed to the outside of the parcel or may be enclosed in PS Form 2976-E with the customs declaration.

2. Arms, weapons, and human remains are prohibited.
3. Coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to Malta.
4. Express Mail shipments must have a street address. Post office box addresses should not be used. A local telephone number for addressee should be provided if possible.

* * * * *

San Marino

* * * * *

Global Express Mail (EMS) (220)

[Revise the Global Express Mail section by deleting the words "Not Available" and inserting text to read as follows:]

Weight Not Over (lbs.)	Rate	Weight Not Over (lbs.)	Rate	Weight Not Over (lbs.)	Rate
0.5	\$23.00	6	\$41.20	12	\$60.40
1	26.00	7	44.40	13	63.60
2	29.00	8	47.60	14	66.80
3	32.00	9	50.80	15	70.00
4	35.00	10	54.00	16	73.20
5	38.00	11	57.20	17	76.40

For each additional pound or fraction add: \$3.20
Weight Limit: 70 lbs.

Insurance (221.3)

Available for **EMS Merchandise Shipments** only

Insured Amount not over	Fee	Insured Amount not over	Fee
\$100	No fee	For insurance coverage above \$600, add \$1.00 for each \$100 or fraction thereof, up to a maximum of \$5000 per shipment.	
\$200	\$1.00		
\$300	\$2.00		
\$400	\$3.00		
\$500	\$4.00		
\$600	\$5.00	\$5,000 max.	\$49.00

Articles Admitted	Required Customs Form/Endorsement
Any kind of written communications including legal documents, instruments, and manuscripts; computer data, including magnetic tapes, magnetic disks, punch cards, and recording tapes.	PS Form 2976, <i>Customs – CN 22 (Old C 1) and Sender's Declaration</i> (green label).
Merchandise samples without commercial value.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> .
Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> . An invoice, in duplicate, must accompany all merchandise and dutiable items valued at \$300 or more.

Size Limits (223.2)

Maximum length: 79 inches
Maximum length and girth combined: 108 inches

Return Receipt Service (221.4): NOT Available

Notes:

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be affixed to the outside of the parcel or may be enclosed in PS Form 2976-E with the customs declaration.
2. Arms, weapons, and human remains are prohibited.
3. Coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to San Marino.
4. Express Mail shipments must have a street address. Post office box addresses should not be used. A local telephone number for addressee should be provided if possible.

Reciprocal Service Name: There is no reciprocal service.

Country Code: SM

Areas Served: All

* * * * *

Switzerland

* * * * *

Global Express Mail (EMS) (220)

[In the Global Express Mail table, revise the last line to read "Weight Limit: 70 lbs."]

* * * * *

Size Limits (223.2)

[Revise the heading and text for "Size Limits" to read as follows:]

Maximum length: 79 inches

Maximum length and girth combined: 108 inches

[Revise the text for "Return Receipt Service" to read as follows:]

Return Receipt Service (221.4): NOT Available

[Revise the heading and text for "Note" to read as follows:]

Notes:

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be affixed to the outside of the parcel or may be enclosed in PS Form 2976-E with the customs declaration.
2. Arms, weapons, and human remains are prohibited.
3. Coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to Switzerland.
4. Express Mail shipments must have a street address. Post office box addresses should not be used. A local telephone number for addressee should be provided if possible.

* * * * *

Vatican City

* * * * *

Global Express Mail (EMS) (220)

[Revise the Global Express Mail section by deleting the words "Not Available" and inserting text to read as follows:]

Weight Not Over (lbs.)	Rate	Weight Not Over (lbs.)	Rate	Weight Not Over (lbs.)	Rate
0.5	\$23.00	6	\$41.20	12	\$60.40
1	26.00	7	44.40	13	63.60
2	29.00	8	47.60	14	66.80
3	32.00	9	50.80	15	70.00
4	35.00	10	54.00	16	73.20
5	38.00	11	57.20	17	76.40

For each additional pound or fraction add: \$3.20
Weight Limit: 70 lbs.

Insurance (221.3)

Available for **EMS Merchandise Shipments** only

Insured Amount not over	Fee	Insured Amount not over	Fee
\$100	No fee	For insurance coverage above \$600, add \$1.00 for each \$100 or fraction thereof, up to a maximum of \$5000 per shipment.	
\$200	\$1.00		
\$300	\$2.00		
\$400	\$3.00		
\$500	\$4.00		
\$600	\$5.00		\$5,000 max.

Articles Admitted	Required Customs Form/Endorsement
Any kind of written communications including legal documents, instruments, and manuscripts; computer data, including magnetic tapes, magnetic disks, punch cards, and recording tapes.	PS Form 2976, <i>Customs – CN 22 (Old C 1) and Sender's Declaration</i> (green label).
Merchandise samples without commercial value.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> .
Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> . An invoice, in duplicate, must accompany all merchandise and dutiable items valued at \$300 or more.

Size Limits (223.2)

Maximum length: 79 inches

Maximum length and girth combined: 108 inches

Return Receipt Service (221.4): NOT Available

Notes:

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be affixed to the outside of the parcel or may be enclosed in PS Form 2976-E with the customs declaration.
2. Arms, weapons, and human remains are prohibited.
3. Coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver (manufactured or

not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to Vatican City.

4. Express Mail shipments must have a street address. Post office box addresses should not be used. A local telephone number for addressee should be provided if possible.

Reciprocal Service Name: There is no reciprocal service.

Country Code: VA

Areas Served: All

* * * * *

Publication 51, International Postal Rates and Fees

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Country Listing

[In the Country Listing, revise the entries for the following countries to read as follows (showing revisions in the "EMS Max. Weight Limit (lb.)" column and, for San Marino and Vatican City, in the "EMS Rate Group" column):]

* * * * *

Country	EMS Rate Group	EMS Max. Weight Limit (lb.)	Airmail Parcel Post Rate Group	Economy (Surface) Parcel Post Rate Group	Parcel Post Max. Weight Limit (lb.)	Parcel Post Insurance Indemnity Limit (\$)	Letter-post Rate Group *	GXG Rate Group
* * * * *								
Belgium	7	70	6	6	70	5000	3*	3
* * * * *								
Italy	7	70	6	6	70 Air 44 Econ.	5000 Air 2200 Econ	3	3
* * * * *								
Liechtenstein	7	70	6	6	70 Air 66 Econ.	5000	3*	6
* * * * *								
Malta	7	70	7	7	70 Air 44 Econ.	5000 Air only	5	6
* * * * *								
San Marino	7	70	9	8	70 Air 44 Econ.	5000 Air 2200 Econ.	3	3
* * * * *								
* * * * *								
Country	EMS Rate Group	EMS Max. Weight Limit (lb.)	Airmail Parcel Post Rate Group	Economy (Surface) Parcel Post Rate Group	Parcel Post Max. Weight Limit (lb.)	Parcel Post Insurance Indemnity Limit (\$)	Letter-post Rate Group *	GXG Rate Group
Switzerland	7	70	6	6	70 Air 66 Econ.	5000	3*	6
* * * * *								
Vatican City	7	70	6	6	70 Air 44 Econ.	5000 Air 2200 Econ.	3	3
* * * * *								

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ICM UPDATES

International Customized Mail

We have combined ICM updates into one *Postal Bulletin* article to save space and paper. 3 ICM updates appear here.

On February 13, 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:** February 27, 2003, through February 26, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 1,000 pieces of EMS.

On February 14, 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:** February 28, 2003, through February 27, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 3,000 pieces of EMS.

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

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

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

Exhibit 1

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

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

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

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at twelve (12) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

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

On February 13, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated July 31, 2001. The Agreement was published on page 34 of *Postal Bulletin* 22060 (10-04-01). The Amendment modifies the Agreement to add rates for Global Express Mail™ (EMS) with USPS labeling to New Zealand, with USPS labeling and Customs Pre-Advice to Japan, and with USPS Labeling, Customs Pre-Advice and Customs Pre-Payment to Australia. This Amendment also adds Merchandise Return Service from Japan.

- a. **Term:** February 27, 2003, through July 31, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS), and Airmail Parcel Post. Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. **Destination countries:** Australia, Canada, the European Union countries including the United Kingdom, Japan and New Zealand.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to:
 1. Apply a USPS shipping label and Customs documentation to each package intended for delivery in Australia, Canada, and European Union countries including the United Kingdom, Japan, and New Zealand.
 2. Send an electronic data file to Australia, Canada, the United Kingdom, the European Union countries via the United Kingdom, and Japan, that will allow the Customs officials to review the contents of each shipment before the packages arrive.
 3. Pay, on behalf of the Mailer, duties and taxes incurred for Customs clearance for packages mailed via Global Express Mail™ (EMS) to Australia, Canada, and the United Kingdom, excluding Alderney, Guernsey, Jersey, Sark, and the Isle of Man. The Postal Service will invoice the Mailer for these charges.
 4. Pay, on behalf of the mailer, duties and taxes incurred for Customs clearance for packages mailed via Airmail Parcel Post to Canada and the European Union countries including the United Kingdom.
 5. Provide the Mailer with the name and address of the returns agent in Canada, Japan, and the European Union including the United Kingdom.
All other provisions of the Agreement shall remain in force.
- e. **Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*

- f. **Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. **Rates:** The Mailer has agreed to pay postage for Qualifying Mail in accordance with Exhibit 1.

Exhibit 1

Global Express Mail™ (EMS)

With USPS Labeling

Weight Not Over (lbs.)	Group 4 Japan (includes Customs pre-advice)	Group 8 Australia & New Zealand
0.5	\$14.51	\$14.51
1	17.57	17.18
2	20.63	19.86
3	23.69	22.92
4	26.75	25.98
5	29.61	29.04
6	32.14	32.25
7	34.66	35.47
8	37.19	38.68
9	39.71	41.89
10	42.24	45.11
11	44.76	48.32
12	47.29	51.53
13	49.81	54.74
14	52.33	57.96
15	54.86	61.17
16	57.38	64.38
17	59.91	67.60
18	62.43	70.81
19	64.96	74.02
20	67.48	77.24
21	70.01	80.45
22	72.53	83.66
23	75.05	86.87
24	77.58	90.09
25	80.10	93.30
26	82.63	96.51
27	85.15	99.73
28	87.68	102.94
29	90.20	106.15
30	92.73	109.37
31	95.25	112.58
32	97.78	115.79
33	100.30	119.00
34	102.82	122.22
35	105.35	125.43
36	107.87	128.64
37	110.40	131.86
38	112.92	135.07
39	115.45	138.28
40	117.97	141.50
41	120.50	144.71
42	123.02	147.92
43	125.54	151.13
44	128.07	154.35
45	130.59	157.56

Weight Not Over (lbs.)	Group 4 Japan (includes Customs pre-advice)	Group 8 Australia & New Zealand
46	\$133.12	\$160.77
47	135.64	163.99
48	138.17	167.20
49	140.69	170.41
50	143.22	173.63
51	145.74	176.84
52	148.27	180.05
53	150.79	183.26
54	153.31	186.48
55	155.84	189.69
56	158.36	192.90
57	160.89	196.12
58	163.41	199.33
59	165.94	202.54
60	168.46	205.76
61	170.99	208.97
62	173.51	212.18
63	176.03	215.39
64	178.56	218.61
65	181.08	221.82
66	183.61	225.03

Weight Not Over (lbs.)	Australia
0.5	\$16.11
1	18.96
2	21.82
3	25.08
4	28.34
5	31.60
6	35.02
7	38.45
8	41.87
9	45.30
10	48.72
11	52.15
12	55.57
13	58.99
14	62.42
15	65.84
16	69.27
17	72.69
18	76.11
19	79.54
20	82.96
21	86.39
22	89.81
23	93.24
24	96.66
25	100.08
26	103.51
27	106.93
28	110.36
29	113.78

Weight Not Over (lbs.)	Australia
30	\$117.20
31	120.63
32	124.05
33	127.48
34	130.90
35	134.33
36	137.75
37	141.17
38	144.60
39	148.02
40	151.45
41	154.87
42	158.29
43	161.72
44	165.14
45	168.57
46	171.99
47	175.42
48	178.84
49	182.26
50	185.69
51	189.11
52	192.54
53	195.96
54	199.38
55	202.81
56	206.23
57	209.66
58	213.08
59	216.51
60	219.93
61	223.35
62	226.78
63	230.20
64	233.63
65	237.05
66	240.47

— Pricing Strategy,
Pricing and Classification, 3-20-03

Licensing

UPDATE

USPS Official Licensed Product Manufacturers and Distributors

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

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

USPS Promotional Products

Licensee	Products	Where Can I Buy These?	Other Sources
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.

Licensee	Products	Where Can I Buy These?	Other Sources
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.
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 40 SPEEN ST STE 303 FRAMINGHAM MA 01701-1898	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	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.
POSTAL STUFF 2699 HARRISON RD COLUMBUS OH 43204-3591	Embroidered attaches, duffels, portfolios and general promotional products, and awards featuring the USPS corporate signature.	Telephone: 614-276-9717 Fax: 614-276-9726	For USPS promotional use only.
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.
US 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.

Licensee	Products	Where Can I Buy These?	Other Sources
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: 818-888-9189 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.
JIM PROMOTIONS INC 3639 NEW GETWELL RD STE 15 MEMPHIS TN 38118-6047	Logo apparel and postal inspector raid jackets.	Telephone: 901-795-7150 Fax: 901-795-7437	For USPS promotional 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.

Licensee	Products	Where Can I Buy These?	Other Sources
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.
POSTAL STUFF 2699 HARRISON RD COLUMBUS OH 43204-3591	Screen printed and embroidered apparel.	Telephone: 614-276-9717 Fax: 614-276-9726	For USPS promotional and personal use only.

Commercial Apparel and Jewelry

Licensee	Products	Where Can I Buy These?	Other Sources
AMERICAN NEEDLE 1275 BUSCH PKWY BUFFALO GROVE IL 60089-4545	Postal Service logo, Mr. Zip, Pony Express, and <i>Classic Collections</i> caps.	Telephone: 847-215-0011 Fax: 847-215-0013	
CIZNA INC 45 E 25TH ST APT 11D NEW YORK NY 10010-2941	Mr. Zip T-shirts.	Currently available only in Japan.	
CORNING MUSEUM OF GLASS 1 MUSEUM WAY CORNING NY 14830-2253	T-shirts.	Web: www.cmog.com Telephone: 607-974-8835 Fax: 607-974-7365	Corning Museum gift shop.
DATA SOLUTIONS AND TECHNOLOGY INC 3300 75TH AVE STE 110 LANDOVER MD 20785-1501	<i>EID</i> 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@hlp golf.com	Ask for color catalog.
JER SPORTS 1604 A STREET WEST BABYLON NY 11704-5074	Men's, women's, and children's slippers; sandals; canvas, synthetic and leather footwear and boots.	Telephone: 631-587-1705 Fax: 631-422-4119	
KAHALA 424 SUMMER ST HONOLULU HI 96817-5607	Hawaiian shirts with stamp images.	Telephone: 808-523-7873 Fax: 808-521-6413	Retail stores in Hawaii.
LOGOTEL 9005 RED BRANCH RD COLUMBIA MD 21045-2110	100% cotton screen print <i>Heroes of 2001</i> T-shirts.	Telephone: 410-772-5623 Fax: 410-740-8978	
MALAMA PONO LTD 1401 MAULHARDT 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	<i>Snoopy 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	

Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 475

Keep all foreign order notices for use as reference.

Tentative Orders

Australia

AUSTRALIAN LOTTERY WINNERS
SERVICE (ALWS) AND
PROMPT SERVICE DEPT (PSD)
PO BOX 5753
GOLD COAST MC QLD 9726
AUSTRALIA

Canada

OFFICE OF PROPERTY ADMINISTRATION
(OPA)
PAYMENTS AND DISTRIBUTIONS SECTION
ADMINISTRATIVE NEXUS
2671A EGLINTON AVE E SUITE 452
SCARBOROUGH ON M1K 2S2
CANADA

TRADE SETTLEMENTS ADMINISTRATION
(TSA)
PAYMENT NOTIFICATION OFFICE
PO BOX 2464, BEDFORD ROW
CRO HALIFAX NS B3J 3C8
CANADA

TRANSNATIONAL TRADE CONSORTIUM
(TTC)
CONSUMER SETTLEMENTS DIVISION
MANOR ANNEX
53 QUEEN STREET PO BOX 18
DARTMOUTH NS B2Y 4T6 CANADA

INTERNATIONAL SETTLEMENTS
AUTHORITY (ISA)
PROPERTY TRANSFER DEPARTMENT
PO BOX 8800 STATION B
699 SHEPPARD AVE E
WILLOWDALE ON M2K 3A9
CANADA

AUSTRALIAN LOTTERY WINNERS
SERVICE (ALWS) AND
PROMPT SERVICE DEPT (PSD)
PO BOX 94800
STN MAIN
RICHMOND BC V6Y 4B8
CANADA

Germany

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

LA STEPULACK (LOTTERY AGENCY STEPULACK) AND
NORTHWEST GERMAN STATE LOTTERY
ORDER CENTER
POSTFACH 5151
32055 HERFORD GERMANY

Final Orders

The Tentative Decision and Order issued against the following has become final:

Australia

WORLD LOTTERY OFFICE (W.L.O.)
FUNDS DISTRIBUTION NOTICE
PO BOX 6292
SOUTH TWEED HEADS NSW 2486
AUSTRALIA

AUSTRALIAN INTERNATIONAL WINNERS
GROUP (AIWG)
BOX 1467
GPO SYDNEY NSW 2001
AUSTRALIA

AUSTRALIAN INTERNATIONAL WINNERS
GROUP (AIWG)
EXPRESS SERVICE CENTRE
GPO BOX 4656
SYDNEY NSW 2001
AUSTRALIA

England

FRENCH LOTTERY PAYOUT OFFICE
(FLPO)
SUITE 21
34 BUCKINGHAM PALACE ROAD
BELGRAVIA
LONDON
SW1W 0RH ENGLAND

Hong Kong

OVERSEAS SUBSCRIBERS AGENTS
(OSA)
1/F WING YEE COMMERCIAL BUILDING
5 WING KUT STREET
CENTRAL HONG KONG

Netherlands

OVERSEAS SUBSCRIBERS AGENTS
(OSA)
EL GORDO PROCESSING CENTRE
NIEUWEZIJDEN VOORBURGWAL 86
1012 SE AMSTERDAM
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, 3-20-03*

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
CA, Lancaster 93536-7300	Any and All Names Except The Surnames Seekell and Smith, 7011 West Avenue M
CA, Los Angeles 90041-0503	C. Wilson and All Other Names, P.O. Box 41503
MI, Hazel Park 48030-2722	Any and All Names Other Than The Surnames Stanley and Couch, 23376 Tawas Avenue
NV, Las Vegas 89133-5845	Any and All Names Except Otha McDowell, P. O. Box 35845
TX, Beaumont 77706-2812	Any and All Names Other Than George Crow and/or Leonelle Crow, 2250 Central Drive

— *Judicial Officer, 3-20-03*

772482	800106	803122	844080	900329	910337	917654	926688	928448	940093	941624	951998	974108
772681	800433	803198	847055	900745	910398	917668	926708	928453	940110	941718	951999	980427
772871	800476	803199	847121	901392	910427	917733	926726	928710	940236	941726	953350	980726
773149	800544	803230	850572	901501	910440	917734	926795	928811	940251	941755	954459	980730
773305	801100	803272	852261	901548	911008	917888	926803	928823	940336	941941	954464	981661
773482	801111	804093	852789	901625	911061	918028	926931	928891	940376	941952	954474	981968
773513	801324	804145	852799	901875	911247	918047	926934	930255	940447	945955	958497	982352
773559	801326	804163	853217	901881	913067	918096	927150	930331	940464	946160	958888	982413
774028	801490	805324	853275	902310	913080	918555	927171	931327	940541	946362	960082	982430
774317	801504	805406	853454	902683	913652	918641	927180	931341	940690	946493	967070	982440
775316	801636	809243	853470	902705	913653	918726	927205	931458	940820	946544	967078	982472
775384	801704	810006	853534	902844	914208	920159	927214	931464	940847	946553	967090	982503
777021	802025	810044	853597	903091	914286	920191	927253	931480	940860	948530	967308	983064
782909	802110	810052	853731	903199	914346	921104	927263	931486	940889	948630	967333	985234
782912	802158	812009	853767	903374	914921	921235	927316	932814	940924	948701	968153	989076
782929	802298	813084	856572	903481	915102	921595	927474	933252	940928	948725	968165	992274
784318	802308	815017	860077	903685	915190	921965	927496	933559	940981	950063	968886	995129
785326	802335	815231	891374	904116	915314	922365	927564	933569	940982	950218	970107	995542
785537	802366	816107	891397	904545	915408	924159	927599	933573	941048	950358	970458	995572
786044	802367	816186	891694	904777	917001	924183	927669	934217	941144	950596	970669	999301
787018	802385	816200	891810	904798	917219	924575	927724	934281	941176	950717	970683	
787695	802712	833208	891825	906099	917370	924607	927745	935055	941230	950920	970717	
787964	802718	833251	891860	906146	917381	924665	927864	937434	941255	950949	970740	
788056	802735	840007	891924	906207	917386	926062	927871	937604	941295	951028	970773	
791035	802757	840563	891942	906314	917398	926158	928148	937639	941359	951249	970774	
794023	802774	841071	891946	906830	917399	926168	928258	937680	941386	951279	970776	
794045	802942	841253	895206	906849	917440	926174	928262	937856	941434	951613	970839	
794342	802967	841254	895389	906872	917459	926218	928382	939087	941480	951844	970866	
797013	802972	841371	895506	907949	917507	926293	928424	940011	941497	951918	970932	
797014	803107	844003	895514	910002	917591	926544	928437	940037	941498	951977	972307	
799150	803117	844061	900267	910003	917622	926557	928444	940048	941573	951982	972655	

— Product Information Requirements,
Product Development, 3-20-03

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	847 723 7500 to	7599	862 271 0800 to	0999	902 198 9769 to	9799
834 316 5444 to	5499	849 485 3427 to	3499	862 271 5000 to	5099	902 948 1269 to	1299
834 354 8747 to	8766	849 520 9850 to	9899	863 871 5138 to	5199	902 985 0833 to	0899
834 354 8824 to	8838	849 608 1357 to	1399	863 949 5300 to	5399	903 370 6934 to	6999
835 269 5700 to	5799	849 792 2600 to	2699	864 088 8200 to	8299	904 600 6523 to	6599
835 496 7303 to	7399	850 546 1862 to	1899	864 426 3972 to	3999	904 892 0378 to	0399
835 539 5200 to	5999	851 143 6826 to	6844	864 520 6117 to	6136	904 892 0648 to	1299
835 813 3015 to	3099	851 209 9880 to	9899	865 151 0526 to	0599	905 056 2216 to	2299
837 672 8967 to	8999	851 928 9221 to	9299	865 500 4034 to	4099	905 510 6647 to	6799
837 784 3282 to	3299	852 589 6560 to	6599	865 883 6082 to	6099	905 510 6900 to	7099
838 176 8377 to	8399	853 049 3646 to	3699	866 004 3000 to	3999	905 794 0000 to	0199
838 518 1257 to	1299	854 304 4089 to	4999	866 442 4100 to	4899	905 794 0288 to	0299
839 718 8257 to	8299	854 529 2200 to	2299	867 366 9108 to	9118	905 873 6900 to	6999
840 323 0600 to	0699	854 532 0000 to	2999	867 633 7403 to	7499	905 873 7100 to	7299
840 875 6235 to	6299	855 001 6204 to	6249	867 737 5623 to	5699	905 880 8900 to	8999
840 910 0900 to	0999	855 319 9364 to	9399	868 169 4529 to	4599	905 889 7100 to	7199
841 349 5000 to	5099	855 361 3390 to	3399	868 173 8400 to	8599	906 158 1508 to	1599
841 805 7747 to	7899	856 226 0490 to	0499	868 514 9000 to	9099	906 558 8812 to	8899
841 805 7944 to	8099	856 656 5800 to	5999	868 566 9200 to	9299	906 982 2214 to	2299
842 226 0685 to	0695	856 752 0200 to	0299	869 387 1150 to	1199	907 725 8500 to	8599
842 685 4600 to	4699	857 111 1352 to	1399	869 505 3500 to	3599	907 815 0216 to	0257
842 685 4742 to	4999	857 279 3450 to	3499	869 523 7033 to	7099	908 622 4225 to	4235
842 860 0300 to	0399	857 843 4000 to	4099	869 800 0000 to	9999	908 936 9254 to	9299
842 898 5582 to	5599	858 124 7644 to	7699	870 054 4814 to	4899	909 100 1787 to	1799
843 062 7100 to	7199	858 756 3111 to	3299	870 491 4812 to	4849	909 100 1900 to	2099
843 077 6288 to	6299	859 063 8200 to	8699	870 536 5820 to	5829	909 568 8900 to	9099
843 077 6378 to	6399	859 190 0600 to	0644	870 541 7167 to	7239	909 568 9300 to	9499
843 758 5769 to	5778	859 437 5538 to	5599	870 575 8155 to	8999	909 725 7307 to	7399
843 786 2554 to	2699	859 811 2888 to	2899	870 589 0485 to	0494	909 833 0947 to	0999
845 656 8165 to	8199	859 855 8873 to	8999	870 691 7060 to	7099	910 219 8631 to	8699
845 727 2100 to	2199	860 240 8520 to	8599	872 100 0445 to	0459	910 265 1100 to	1199
845 746 2618 to	2635	860 275 3900 to	3999	900 556 4178 to	4199	910 471 7273 to	7299
846 390 7531 to	7599	860 518 9629 to	9699	900 845 0044 to	0099	910 536 2505 to	2599
846 918 0572 to	0599	860 600 0021 to	0999	900 936 0217 to	0299	910 958 7499 to	7599
847 237 7690 to	7699	861 158 2350 to	2599	900 936 0435 to	0499	911 140 1000 to	2199
847 284 2481 to	2499	861 367 5400 to	5499	901 058 5255 to	5280	911 268 9077 to	9099
847 374 7055 to	7065	861 637 6010 to	6099	901 273 1082 to	1099	911 400 8948 to	8999
847 374 7055 to	7065	861 979 7292 to	7499	901 287 5143 to	5199	911 508 1620 to	1799
847 636 5304 to	5399	862 216 6100 to	6199	901 291 2789 to	2799	911 523 3000 to	3999
847 700 5447 to	5499	862 263 9213 to	9299	901 525 7122 to	7199	914 063 4300 to	4399

— Group2—Security,
Postal Inspection Service, 3-20-03

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	

726 626 356	to	6 370	735 783 961	to	3 990	745 388 794	to	8 910	757 086 209	to	6 240
727 182 271	to	2 510	735 803 401	to	3 430	746 446 806	to	6 820	757 240 591	to	0 650
727 416 181	to	6 240	736 005 420	to	5 440	746 818 351	to	8 410	757 277 371	to	7 700
727 481 431	to	1 460	736 366 021	to	6 110	747 245 266	to	5 280	757 291 591	to	2 730
727 749 241	to	9 780	736 624 456	to	4 500	747 364 813	to	4 830	757 964 251	to	4 280
728 382 331	to	2 480	736 670 851	to	1 060	747 501 434	to	1 450	758 067 001	to	7 090
728 702 338	to	2 400	736 767 061	to	7 090	747 739 891	to	0 070	758 105 221	to	5 250
728 915 371	to	5 850	736 767 093	to	7 120	748 148 649	to	8 760	758 324 941	to	5 000
728 953 141	to	3 410	736 982 191	to	2 370	748 259 960	to	9 970	758 593 628	to	3 650
728 954 280	to	4 310	736 982 551	to	2 730	748 565 162	to	5 280	758 709 038	to	9 060
729 169 081	to	9 140	737 110 141	to	0 170	748 874 988	to	5 030	758 744 101	to	4 160
729 363 841	to	3 870	737 185 501	to	5 710	749 137 381	to	7 410	758 850 883	to	0 900
729 682 891	to	3 190	737 317 321	to	7 350	749 190 192	to	0 210	758 860 951	to	1 550
729 838 940	to	9 070	737 517 781	to	7 840	749 685 421	to	5 450	759 152 851	to	2 880
729 839 101	to	9 130	737 628 181	to	8 210	749 846 791	to	6 850	759 740 941	to	1 090
730 077 683	to	7 840	737 634 258	to	4 270	749 993 131	to	3 580	760 004 596	to	4 610
730 109 847	to	9 880	738 361 971	to	1 980	750 071 587	to	1 610	760 118 191	to	8 250
730 373 761	to	3 850	738 447 601	to	7 660	750 408 167	to	8 183	760 155 001	to	5 090
730 501 951	to	2 130	738 648 355	to	8 450	750 438 421	to	8 501	760 378 002	to	8 020
730 519 379	to	9 470	738 849 811	to	9 900	750 743 911	to	4 030	760 692 722	to	2 749
730 569 278	to	9 360	738 892 270	to	2 290	750 779 118	to	9 400	761 055 460	to	5 480
730 711 711	to	1 740	738 997 259	to	7 380	750 910 981	to	1 010	761 169 781	to	9 810
730 722 991	to	3 230	739 161 451	to	1 540	750 960 841	to	0 900	761 504 941	to	5 120
730 845 970	to	5 990	739 219 381	to	9 440	751 296 211	to	6 240	761 516 836	to	6 910
730 888 291	to	8 320	739 740 151	to	0 180	751 539 121	to	9 180	761 613 588	to	3 600
730 927 591	to	7 680	739 793 491	to	3 520	751 541 311	to	1 790	761 688 631	to	8 690
731 307 914	to	7 930	739 793 527	to	3 550	751 757 641	to	7 700	761 805 199	to	5 240
731 402 431	to	2 460	739 942 621	to	2 650	751 936 951	to	7 010	761 826 106	to	6 120
731 407 232	to	7 320	739 999 231	to	9 320	751 951 861	to	1 890	761 881 171	to	1 560
731 588 301	to	8 340	740 011 517	to	1 530	751 999 021	to	9 110	762 304 144	to	4 170
731 767 273	to	7 320	740 030 701	to	0 970	752 139 516	to	9 570	762 324 931	to	4 960
731 781 061	to	1 120	740 261 740	to	1 820	752 182 892	to	2 950	762 439 261	to	9 290
731 837 821	to	7 910	740 265 811	to	6 290	752 206 861	to	7 100	762 524 158	to	4 220
731 841 377	to	1 450	740 299 111	to	9 170	752 295 241	to	5 600	762 584 872	to	4 970
732 018 481	to	8 600	740 299 231	to	9 260	752 731 351	to	1 410	762 593 431	to	3 460
732 067 972	to	8 370	740 329 266	to	9 320	752 767 441	to	7 470	763 155 160	to	5 180
732 188 649	to	8 670	740 889 081	to	9 090	753 008 941	to	9 030	763 178 631	to	8 660
732 193 460	to	3 470	741 010 421	to	0 530	753 194 311	to	4 370	763 506 001	to	6 060
732 201 241	to	1 390	741 113 041	to	3 370	753 620 378	to	0 400	763 522 141	to	2 470
732 220 431	to	0 440	741 373 891	to	4 340	754 013 917	to	3 940	763 717 694	to	7 800
732 355 201	to	5 380	741 452 369	to	2 490	754 161 061	to	1 120	763 826 461	to	6 520
732 472 320	to	2 560	741 492 991	to	3 140	754 358 445	to	8 610	763 900 460	to	0 471
732 541 605	to	1 620	741 553 460	to	3 470	754 410 451	to	0 660	763 900 479	to	0 530
732 572 221	to	2 490	741 764 431	to	4 520	754 438 393	to	8 410	763 917 271	to	7 750
732 586 479	to	6 710	742 178 834	to	8 880	754 493 109	to	3 130	764 125 801	to	5 860
732 994 037	to	4 080	742 325 500	to	5 520	754 664 182	to	4 220	764 284 525	to	4 560
733 163 449	to	3 460	742 325 668	to	5 700	754 816 377	to	6 470	764 526 241	to	6 330
733 297 171	to	7 290	742 408 771	to	8 830	755 487 421	to	7 600	764 601 421	to	1 600
733 446 631	to	7 110	742 512 120	to	2 150	755 592 901	to	3 140	764 650 231	to	0 470
733 474 665	to	4 770	742 684 849	to	4 890	755 790 020	to	0 030	764 984 371	to	4 850
733 704 482	to	4 570	742 839 553	to	9 630	755 791 730	to	1 800	765 003 667	to	3 680
733 751 041	to	1 130	742 913 668	to	3 700	755 926 951	to	7 070	765 042 517	to	2 540
734 009 101	to	9 130	742 917 287	to	7 296	755 934 332	to	4 510	765 194 728	to	4 970
734 290 759	to	0 770	742 921 891	to	1 980	755 957 701	to	8 000	765 387 365	to	7 450
734 389 273	to	9 290	742 983 631	to	3 810	755 962 981	to	3 280	765 541 801	to	2 100
734 440 031	to	0 111	743 020 021	to	0 170	756 035 371	to	5 490	765 638 461	to	8 970
734 797 201	to	7 320	743 206 491	to	6 500	756 301 257	to	1 290	765 647 101	to	7 190
734 939 611	to	9 640	743 235 992	to	6 050	756 371 565	to	1 580	765 813 781	to	4 029
734 950 111	to	0 170	743 940 631	to	0 900	756 876 031	to	6 120	765 879 314	to	9 390
735 120 331	to	0 840	743 978 011	to	8 070	756 876 151	to	6 240	765 954 001	to	4 030
735 283 008	to	3 020	744 234 751	to	4 780	756 970 129	to	0 140	766 120 286	to	0 320
735 293 131	to	3 220	744 499 591	to	9 680	757 059 613	to	9 630	766 125 716	to	5 750
735 635 010	to	5 040	744 626 901	to	6 910	757 078 540	to	8 560	766 158 824	to	8 840
									766 388 433	to	8 460
									766 509 421	to	9 660

766 572 901 to 3 020	773 202 989 to 3 140	776 154 010 to 4 060	780 778 894 to 8 920
766 748 500 to 8 521	773 208 991 to 9 290	777 561 631 to 2 080	780 865 851 to 5 920
767 024 341 to 4 370	773 231 311 to 1 340	776 657 371 to 7 490	780 873 421 to 3 450
767 326 471 to 6 590	773 348 739 to 8 940	776 817 421 to 7 450	781 141 891 to 1 980
767 332 561 to 2 950	773 575 891 to 5 950	776 951 225 to 1 250	781 238 697 to 8 730
768 009 841 to 9 960	773 852 971 to 3 030	777 141 601 to 2 140	781 503 151 to 3 180
768 011 489 to 1 520	773 858 011 to 8 100	777 297 421 to 7 510	781 518 818 to 8 840
768 177 980 to 7 990	773 892 721 to 7 190	777 621 721 to 1 750	781 624 126 to 4 200
768 391 081 to 1 170	773 958 061 to 8 660	777 810 309 to 0 330	781 679 221 to 9 340
768 661 569 to 1 650	774 101 148 to 1 190	778 049 651 to 9 670	781 723 771 to 3 890
769 000 051 to 0 080	774 107 161 to 7 190	778 106 225 to 6 310	781 723 964 to 3 990
769 050 841 to 0 900	774 177 226 to 7 270	778 218 730 to 8 780	781 761 391 to 1 720
769 159 081 to 9 178	774 279 481 to 9 810	778 251 871 to 1 930	781 878 721 to 9 020
769 737 496 to 7 510	774 408 399 to 8 420	778 286 911 to 6 940	782 424 840 to 4 900
769 778 491 to 8 730	774 431 821 to 2 450	778 328 699 to 8 730	782 939 821 to 9 850
769 827 331 to 7 450	774 510 451 to 0 780	778 567 471 to 7 860	782 985 347 to 5 360
770 216 071 to 6 100	774 652 981 to 3 010	778 570 771 to 0 830	783 063 631 to 3 690
770 723 281 to 3 400	774 778 981 to 9 040	778 699 096 to 9 110	783 578 101 to 8 130
770 790 451 to 0 480	774 867 481 to 7 510	778 779 471 to 9 480	783 578 143 to 8 160
770 915 150 to 5 490	774 867 515 to 7 540	779 146 205 to 6 230	783 663 991 to 4 050
771 455 551 to 5 610	774 934 275 to 4 290	779 233 681 to 3 710	783 739 838 to 0 280
771 609 661 to 9 690	774 961 261 to 1 290	779 316 961 to 7 200	784 142 598 to 2 610
772 057 224 to 7 440	775 106 223 to 6 235	779 339 221 to 9 400	784 380 061 to 0 090
772 162 660 to 3 070	775 106 237 to 6 248	779 702 191 to 2 250	784 913 509 to 3 531
772 718 615 to 8 640	775 331 515 to 1 550	779 994 001 to 4 090	785 989 351 to 9 440
772 970 886 to 0 940	775 444 210 to 4 230	780 103 591 to 3 650	786 730 831 to 0 920
773 009 419 to 9 430	775 579 301 to 9 320	780 533 288 to 3 310	786 854 491 to 4 550
773 112 031 to 2 060	775 622 683 to 2 760	780 625 208 to 5 920	787 158 121 to 8 390
773 125 387 to 5 410	776 144 621 to 4 670	780 711 345 to 1 540	787 325 701 to 5 910
773 179 320 to 9 410			

— Group2–Security,
Postal Inspection Service, 3-20-03

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, 3-20-03

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, 3-20-03



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NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released March 5, 2003, by the Federal Retirement Thrift Investment Board

ANNUAL RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S * Fund	Wilshire 4500 Stock Index	I * Fund	EAFE Stock Index
1993	6.14	9.52	9.75	10.13	10.08	—	14.57	—	32.68
1994	7.22	-2.96	-2.92	1.33	1.32	—	-2.66	—	7.75
1995	7.03	18.31	18.47	37.41	37.58	—	33.48	—	11.27
1996	6.76	3.66	3.63	22.85	22.96	18.52	17.18	6.27	6.14
1997	6.77	9.60	9.65	33.17	33.36	26.61	25.69	1.46	1.55
1998	5.74	8.70	8.69	28.44	28.58	7.51	8.63	20.46	20.09
1999	5.99	-0.85	-0.82	20.95	21.04	32.70	35.49	26.81	26.72
2000	6.42	11.67	11.63	-9.14	-9.10	-8.76	-15.77	-14.11	-14.17
2001	5.39	8.61	8.44	-11.94	-11.89	-2.22*	-2.52*	-15.42*	-14.88*
2002	5.00	10.27	10.26	-22.05	-22.10	-18.14	-17.80	-15.98	-15.94

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

2002 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
March	0.44	-1.66	-1.66	3.73	3.76	6.83	6.78	5.82	5.41
April	0.46	1.89	1.94	-6.06	-6.06	-1.06	-0.98	0.25	0.66
May	0.45	0.88	0.85	-0.75	-0.74	-2.39	-2.21	1.29	1.27
June	0.43	0.97	0.87	-7.10	-7.12	-6.67	-6.84	-3.87	-3.98
July	0.43	1.19	1.21	-7.70	-7.80	-9.93	-9.73	-9.99	-9.87
Aug.	0.40	1.58	1.69	0.67	0.66	0.58	0.58	-0.26	-0.23
Sept.	0.37	1.63	1.62	-10.87	-10.87	-6.84	-6.74	-10.75	-10.74
Oct.	0.33	-0.44	-0.46	8.77	8.80	3.38	3.28	5.42	5.37
Nov.	0.34	-0.01	-0.03	5.87	5.89	6.76	6.90	4.49	4.54
Dec.	0.38	2.08	2.07	-5.85	-5.88	-4.32	-4.21	-3.27	-3.36

2001 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Jan.	0.35	0.10	0.09	-2.67	-2.62	-2.35	-2.16	-4.24	-4.17
Feb.	0.32	1.41	1.38	-1.49	-1.50	-2.56	-2.54	-2.29	-2.29
LAST 12 MONTHS	4.80	9.99	9.91	-22.65	-22.68	-18.35	-17.78	-17.49	-17.46

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

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

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

* Implemented May 2001.

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

Stamps



Pelican Island

- available in March

Cesar E. Chavez 37¢

- available in April

Audrey Hepburn

- available in May



Heroes of 2001

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

45¢



Breast Cancer Research

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

45¢



www.usps.com

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

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



Did you know...

That the job you do helps people share in the enjoyable and valuable hobby of stamp collecting?

That stamp collecting encourages the public to buy and retain stamps?

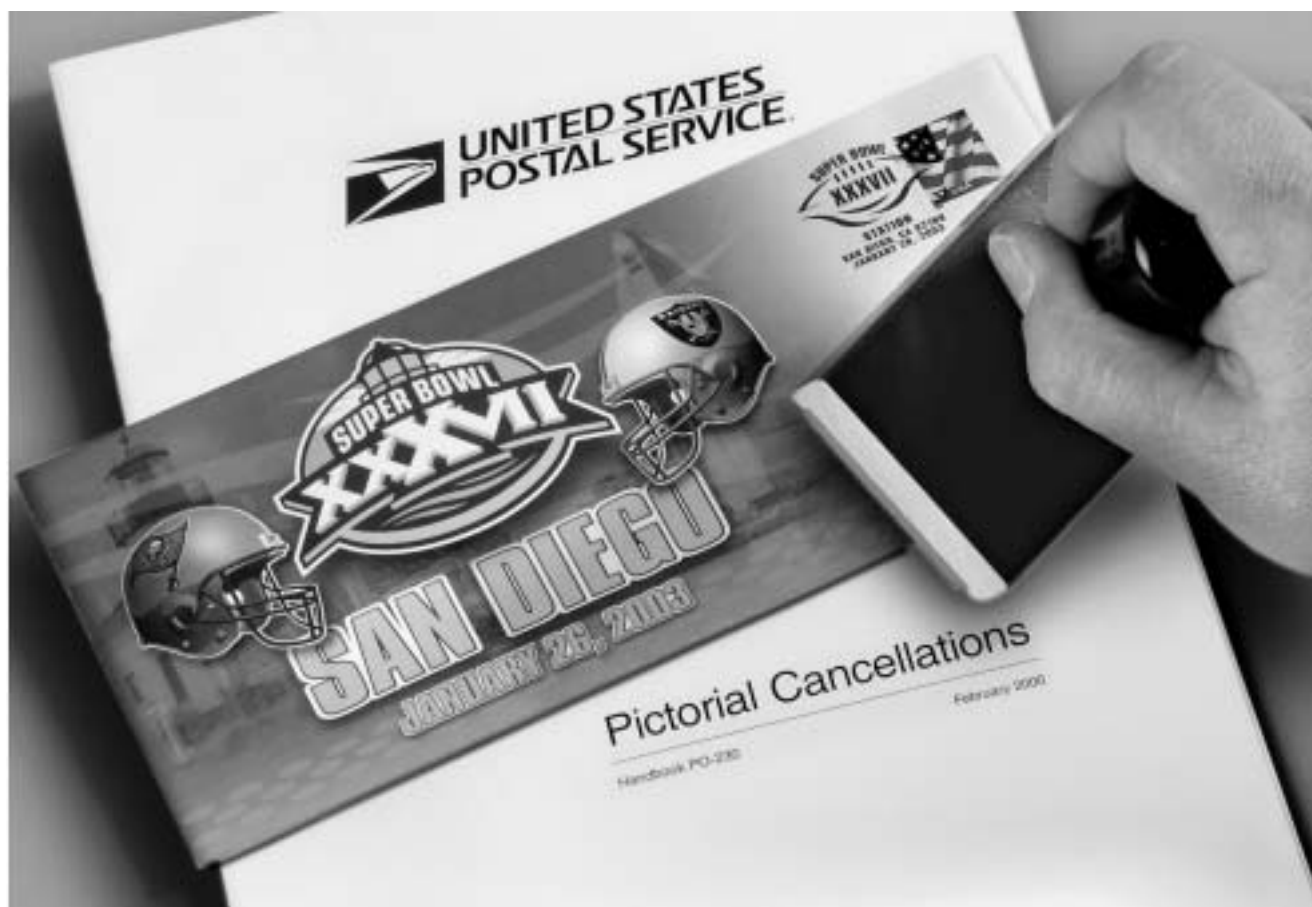
That stamp collecting provides revenue for the Postal Service?

That pictorial cancellation postmarks are also a means of stamp collecting?

That Handbook PO-230 provides information on the pictorial cancellations program?

Now that you know, will you...

Support stamp collecting and pictorial cancellations in your community today?



Handbook PO-230 is available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim> and on the Internet at www.usps.com.

You can also order Handbook PO-230 from the MDC — call 800-332-0317 to place an order.

Pictorial cancellations from across the nation, along with pertinent information, are published in issues of the *Postal Bulletin*, which are available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *View Postal Bulletins*.

Please Post on All Bulletin Boards



Save \$3

on a 100-Minute
FIRSTCLASS PHONECARD®

Offer available at participating locations while supplies last.
See FIRSTCLASS PHONECARD® display for details.



From Kevin to Keepsake



Touch them with a letter they can feel — and keep.

April is **National Card and Letter Writing Month.**

www.usps.com



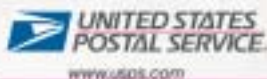
From Finals to Family



Save \$3 today

on a FIRSTCLASS PHONECARD® 100 Minutes* for \$12

Offer good 3/21/03 – 6/13/03 on 100 minute cards only.
At participating locations. While supplies last.



*In exchange of at least 3 minutes (subject to increment applied to each phone call). Minutes based on U.S. Domestic Calling. International flat rates are higher than U.S. domestic rates, after accounting for destination called and are subject to change. See card packaging for complete terms and conditions.

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Licensing (continued)

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> stamp and other printed images.	Telephone: 724-837-8810 Fax: 724-837-0444	Not for resale in Postal Service stores except through OLRP program.
ANNIN AND COMPANY 1 ANNIN DR ROSELAND NJ 07068-1801	United States and celebratory flags.	Telephone: 973-228-9400 Fax: 973-228-4905	
ARTSELECT 300 W LOWE AVE FAIRFIELD IA 52556-2455	Framed posters.	Telephone: 641-472-1495 Fax: 641-472-2761	
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 BORANGE 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.
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.
KOOL COLLECTIBLES AND GRAPHICS INC 6741 DALLAS-CHERRYVILLE HWY BESSEMER CITY NC 28016-7608	Round, rectangular and arrow-shaped metals signs.	Web: www.koolcollectibles.com Telephone: 704-445-3171 Fax: 704-445-3175	
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 E-mail: nwriting@gte.net	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	Risky Business, a board game which recreates the company start-up experience.	Telephone: 978-258-9467 Fax: 978-258-9468 Web: www.adventuregamesinc.com	
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 95974465 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.
LIBERTY CLASSICS 235 PETERSON RD LIBERTYVILLE IL 60048-1005	Free-wheeling die cast vehicles in 1:24 and 1:64 scale with plastic and rubber components.	Telephone: 847-367-1288 Fax: 847-367-1295	
LIONEL LLC 50625 RICHARD W 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	

Licensee	Products	Where Can I Buy These?	Other Sources
MY US POST OFFICE.COM INC DBA MY SURF STUDIO 607 HUBER DRIVE SAINT PAUL MN 55120-1916	Educational and edutainment software utilizing USPS corporate signature, USPS Post Office, and Mr. Zip.	Telephone: 651-687-0028 Fax: 651-688-7863	
PACE PRODUCTS 333 SEMORAN PLACE APOPKA FL 32703-4670	Children's stamp collecting educational kit 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.	Web: 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	
TIMELESS TOYS 23757 CABOT STE 215 HAYWARD CA 94545-1657	Plush velour, made of velour, velboa or acrylic, embroidered with a stamp image with an actual USPS postage stamp affixed.	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: 818-888-9189 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	
AMERICAN EAGLE ASSOCIATES ELM STREET CROSSING MONROE CT 06468-2254	Coins, medallions, philatelic numismatics, first day of issue covers, and philatelic cachets.	Telephone: 203-268-0832 Fax: 203-452-9845	
ANNIN AND COMPANY 1 ANNIN DR ROSELAND NJ 07068-1801	United States and celebratory flags.	Telephone: 973-228-9400 Fax: 973-228-4905	
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	

Licensee	Products	Where Can I Buy These?	Other Sources
CINEGRAM MEDIA INC 1 SPRINGFIELD AVE SUMMIT NJ 07901-4055	<i>Celebrate the Century</i> CD-ROMs, screensavers.	Telephone: 908-598-4755 Fax: 908-598-4756	
CONCORD INDUSTRIES 19 WILLARD RD NORWALK CT 06851-4414	Key chains, lapel pins, laser engraved glass, belt buckles, and Americana products.	Web: 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 shops.
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	
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@hlpigolf.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	

Licensee	Products	Where Can I Buy These?	Other Sources
IPROMOTEU 40 SPEEN ST STE 303 FRAMINGHAM MA 01701-1898	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.
KOOL COLLECTIBLES AND GRAPHICS INC 6741 DALLAS-CHERRYVILLE HWY BESSEMER CITY NC 28016-7608	Round, rectangular, and arrow-shaped metals signs.	Web: www.koolcollectibles.com Telephone: 704-445-3171 Fax: 704-445-3175	
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> products: lapel pins, magnets, key chains, money clips, marble paperweights, two-dimensional holiday ornaments, and framed pins.	Web: www.marchco.com Telephone: 800-336-2724 Fax: 505-345-0407	
NANCY SALES COMPANY INC 22 WILLOW ST CHELSEA MA 02150-3506	Mugs, shot glasses, and key chains.	Telephone: 617-884-1700 Fax: 617-889-2789	
NATIONAL DESIGN CORPORATION 16885 VIA DEL CAMPO CT STE 300 SAN DIEGO CA 92127-4120	Desk caddy, memo cubes, magnets, mugs, pens, pencils, twist up crayons, and flashlight key rings.	Telephone: 858-674-6040 Fax: 858-674-4120	
PIONEER BALLOON AND PIONEER NATIONAL LATEX 5000 E 29TH ST N WICHITA KS 67220-2111	Latex and foil balloons.	Telephone: 316-685-2266 Fax: 316-685-0187	
SONOMA PINS 677 1ST STREET W SONOMA CA 95467-7003	Stamp lapel pins, key chains, dog tags, <i>Heroes of 2001</i> products.	Web: www.favoriteline.com/heroes Telephone: 800-996-8655 Fax: 707-996-9957	
SUMMERFIELD FOODS INC 1305 N DUTTON AVE STE 100 SANTA ROSA CA 95401-4609	Butter cookies.	Telephone: 707-579-3938 Fax: 707-579-8442	
TE NEUES PUBLISHING COMPANY 16 W 22ND STREET 11TH FLR NEW YORK NY 10010-5803	Wall calendars featuring various stamp designs.	Telephone: 212-627-9090 Fax: 212-627-9534	Stationery stores, gift retailers, bookstores, and Postmark America Store.
TECHNI PRODUCTS 15811 BURLINGAME DR HUNTERVILLE 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	
TIMELESS TOYS 23757 CABOT STE 215 HAYWARD CA 94545-1657	Plush velour, made of velour, velboa, or acrylic, embroidered with a stamp image with an actual USPS postage stamp affixed.	Telephone: 510-732-1960 Fax: 510-732-6190	
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	

Licensee	Products	Where Can I Buy These?	Other Sources
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: 818-888-9189 E-mail: samsonchow@aol.com	
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 E-mail: nwriting@gte.net	
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/emoles 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, 3-20-03

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; www.uspsproducts.com	203-750-6060	203-750-6057	Laser-engraved crystal, mugs with four color decals, key chains, cloisonné pins, 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.stampframing.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.

Company	Contact	Address	Distribution Channel	Telephone	Fax	Products
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.
Hallmark Group	Gail Morrell	GARDINER HOUSE 2/9 BROOMHILL RD WANDSWORTH LONDON ENGLAND	Request catalog via e-mail gailmorrell@mris.com	011-0181871-50312	011-0181-715142	Engraved ingots, minted in precious metal (gold-plated silver).
Highland Glen	Mitch Rubin	PO BOX 294 BUFFALO NY 14213-2028	Mass market	716-883-1110	716-885-0243	Key rings and accessories.
Hy-Ko Products	Sandra Dively	7370 NORTHFIELD RD WALTON OH 44146-6106	Home improvement stores (e.g., Home Depot)	440-232-8223	440-232-8227	Key chains, key rings, key fobs, key accessories, and bottle openers.
Jonathan Grey and Assoc.	Mario Rodriguez Michelle Hagerty	920 CALLE NEGOCIO STE B SAN CLEMENTE CA 92673-6207	Mass mail out www.jgrey.com	949-498-2515	949-298-2830	Lapel pins, framed canvas reproductions of stamp image, key chains, framed sets, and ornaments.
Logotel	Richard Bennett	9005 RED BRANCH RD COLUMBIA MD 21045-2110	Retail chains Post Offices 877-520-7830	410-740-8978		100% cotton T-shirts.
March Co.	Doug March	3815 ACADEMY PKWY NE ALBUQUERQUE NM 87109-4408	Phone orders only 800-336-2724	505-345-2521	505-345-0407	Lapel pins, magnets, key chains, money clips, marble paperweights, two-dimensional holiday ornaments, and framed pins.
Sonoma Pins	Bernard Friedman	677 1ST ST W SONOMA CA 95467-7003	Retailers at trade shows and USPS	707-996-9956	707-996-9957	Lapel pins, dog tags, key chains, and magnets.
Technicraft Industries, Inc. dba Blankets Online	Steve Krantzman	11 IRON FORGE RD PAXTON MA 01612-1523	Gift shops Catalogs www.blanketsonline.com	508-792-9065		Cotton and acrylic throw blankets, pillows, and tote bags.
Timeless Toys	Harold A. Nizamian	23757 CABOT STE 215 HAYWARD CA 94545-1657	Postmark America store, gift retailers, collectible distributors, direct mail, and Web site. www.timeless-toys.com	510-732-1960	510-732-6190	Plush bears made of velour, velboa or acrylic, embroidered with <i>Heroes of 2001</i> stamp image, with or without actual postage stamp affixed to the hang tag.
US Allegiance	Steve Crawford Jennifer Houston	63004 LAYTON AVE BEND OR 97701-3735	Military Exchange www.ipledge.com Primarily promotional to Post Offices	800-327-1402	800-622-8212	Lapel pins, key chains, postcard sets, ceramic mugs, magnets, and bookmarks.
Western Metal Decorating	Scott Brotzman	8875 INDUSTRIAL LN CUCAMONGO CA 91730-4259	Discount stores, mass retailers, book stores, and drug stores.	909-987-2506	909-483-6096	Metal posters and clips.
Winco	Andy Boston Bryan Fougner	9019 OSO AVENUE STE F CHATSWORTH CA 01311-4117	Primarily to Post Offices 800-543-5847	818-718-1191	818-700-9778	Lapel pins, magnets, key chains, and T-shirts.

Promotion. Postal Service Official Licensed Products

CONCORD INDUSTRIES
Presents The
 OFFICIALLY LICENSED
STATE STAMPS
 COLLECTION



K6628 Key Tag



K082 Key Tag and U.S. Flag Pin Gift Set



K0089 Flashlight Key Tag



K082 Key Tag



CONCORD INDUSTRIES, INC. 19 Willard Rd. Norwalk, CT 06851
 Tel.: 800-553-9824 Fax: 203-750-6057 Web: www.uspsproducts.com

These products are not for resale in Postal Service lobbies.

Promotion. Postal Service Official Licensed Products



Sonoma Pins etc.

not just pins

USPS Stamp Lapel Pins for Special Occasions

- Valentine's Day
- Get Well
- Thank You
- Mother's Day
- Father's Day
- Keep In Touch
- Happy Birthday



Sonoma, California • (800) 996-8655 • Fax (707) 996-9957
www.usstampins.com • stamps@sonomapins.com

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These products are not for resale in Postal Service lobbies.

Promotion. Postal Service Official Licensed Products

WONDERLAND™ MARKETING

Woman-Owned Small Business



Official USPS Licensee



Special Olympics

Greetings From America

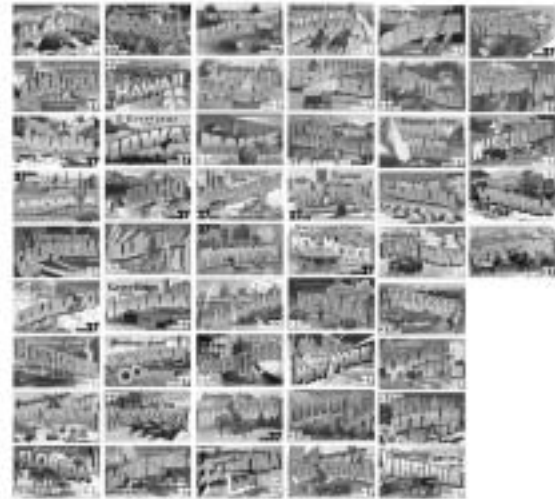
Start
Collecting
Your
50 State
Bears
Today!



Bear Color:
Blueberry

Item# 574-IL

9" Bear Costs: \$10.00. 5-piece minimum.
Please allow 2 weeks for delivery.



9" Special Olympics Wonder Bear™

A percentage of proceeds from each bear sold will be donated to Special Olympics.

9" Bear Costs: \$12.00. 5-piece minimum. Please allow 2 weeks for delivery.
Bear Colors: Blueberry, Raspberry, Mocha, Vanilla, Mint, Purple, Orange

Order now while supplies last. Neuter or Spay Stamp Collection



Item# 211-DOG



Item# 211-CAT

7" Cat or Dog Costs: \$10.00. 4-piece minimum.
Please allow 2 weeks for delivery.

To order call toll free: 888-876-2451

www.wonderlandbears.com

Shipping & Handling: \$7.95 - Priority Mail® Delivery Confirmation™ for minimum quantity.
Payment: Visa, Mastercard, Discover. For Wonder Bears™ colors, please visit our Web site.

These products are not for resale in Postal Service lobbies.

Philately

STAMP ANNOUNCEMENT 03-11

Cesar E. Chavez Commemorative Stamp



Copyright 2002

The Postal Service will issue a 37-cent *Cesar E. Chavez* commemorative stamp (Item 454100) in a pressure-sensitive adhesive (PSA) pane of 20 stamps on April 23, 2003, in Los Angeles, California. The stamp, designed by Carl T. Herrman, Carlsbad, California, and illustrated by Robert Rodriguez, Pasadena, California, goes on sale nationwide April 24, 2003.

Cesar E. Chavez is best known as the founder of the United Farm Workers of America, AFL-CIO (UFW). He was a tireless advocate for nonviolent social change and dedicated his life to working in service of others. For more than 3 decades Chavez led the first successful farm workers

union in American history, achieving dignity, respect, fair wages, medical coverage, pension benefits, and humane living conditions for hundreds of thousands of farm workers. His union efforts brought about the passage of the groundbreaking 1975 California Agricultural Labor Relations Act to protect farm workers. Today, it remains the only law in the nation that protects the right of farm workers to unionize.

Issue:	<i>Cesar E. Chavez</i>
Item Number:	454100
Denomination & Type of Issue:	37-cent commemorative
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	April 23, 2003, Los Angeles, CA 90001
Designer:	Carl T. Herrman, Carlsbad, CA
Engraver:	N/A
Artist:	Robert Rodriguez, Pasadena, CA
Art Director:	Carl T. Herrman, Carlsbad, CA
Typographer:	Carl T. Herrman, Carlsbad, CA
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:	75 million stamps
Paper Type:	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 35.31mm
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 and text on back
Catalog Item Number(s):	454120 Block of 4 — \$1.48 454130 Block of 10 — \$3.70 454140 Full Pane of 20 — \$7.40 454161 First Day Cover — \$0.75 454193 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:

CESAR E CHAVEZ COMMEMORATIVE STAMP
POSTMASTER
7001 S CENTRAL AVE RM 338
LOS ANGELES CA 90052-9998

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 May 22, 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 454100, 37-cent *Cesar E. Chavez Commemorative Stamp*

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

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for one-quarter of their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before April 16, 2003.

Philatelic Requirement

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

SDOs that serve this many philatelic windows...	will receive this quantity of the <i>Cesar E. Chavez</i> commemorative stamp, Item 454100.
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 requiring additional stamps must requisition them from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

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

Sales Policy

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

— Stamp Services,
Government Relations, 3-20-03

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 post-marked no later than 30 days following the requested pictorial cancellation date.*

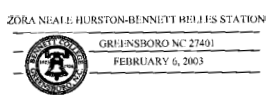
All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for cancellation may not include

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

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

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

The following cancellations have been extended for 30 days.



February 6, 2003
Postal Service
 ZORA NEALE HURSTON BENNETT
 BELLES STATION
 POSTMASTER
 PO BOX 9998
 GREENSBORO NC 27427-9998



February 13, 2003
*Estado Libre Asociado de PR,
 Senado de PR, San Juan, PR 00901*
 FUNDACION LUIS MUNOZ MARIN
 STATION
 POSTMASTER
 PICTORIAL CANCELLATION
 COORDINATOR
 585 AVE FD ROOSEVELT STE 223
 SAN JUAN PR 00936-9996



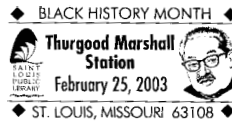
February 15, 2003
Asociacion Medica de Puerto Rico
 CINCUENTENARIO STATION
 POSTMASTER
 PICTORIAL CANCELLATION
 COORDINATOR
 585 AVE FD ROOSEVELT STE 223
 SAN JUAN PR 00939-9996



February 15, 2003
*Estado Libre Asociado de PR,
 Senado de PR*
 RUTA PANORAMICA LUIS MUNOZ
 MARIN STATION
 POSTMASTER
 PICTORIAL CANCELLATION
 COORDINATOR
 585 AVE FD ROOSEVELT STE 223
 SAN JUAN PR 00936-9996



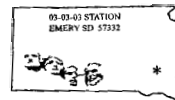
February 16, 2003
*Estado Libre Asociado de PR, Senado de
 PR, San Juan, PR 00901*
 RUTA PANORAMICA LUIS MUNOZ
 MARIN STATION
 POSTMASTER
 PICTORIAL CANCELLATION
 COORDINATOR
 585 AVE FR ROOSEVELT STE 223
 SAN JUAN PR 00936-9996



February 25, 2003
St. Louis Public Library
 THURGOOD MARSHALL STATION
 POSTMASTER
 1720 MARKET ST
 ST LOUIS MO 63155-9998




March 1, 2003
Reading Post Office
 NOVAPEX STATION
 POSTMASTER
 2323 CHURN CREEK RD
 REDDING CA 96049-9998



March 3, 2003
 03 03 03 STATION
 POSTMASTER
 PO BOX 9998
 EMERY SD 57332-9998



March 3, 2003
 SEGWAY TM HT TEST SITE STATION
 POSTMASTER
 PO BOX 9998
 NEW BERN NC 28562-9998





Windom Wetland Management District Station

March 15, 2003

U.S. Fish and Wildlife Service
WINDOM WETLAND MANAGEMENT DISTRICT STATION
 POSTMASTER
 PO BOX 9998
 WINDOM MN 56101-9998

U.S. Fish and Wildlife Service
SHERBURNE NATIONAL WILDLIFE REFUGE STATION
 POSTMASTER
 PO BOX 9998
 ZIMMERMAN MN 55398-9998

March 22, 2003

Acton Post Office
GENERAL GRANBURY STATION
 POSTMASTER
 5561 NORTH GATE RD
 ACTON TX 76049-9998

Granbury Post Office
GENERAL GRANBURY STATION
 POSTMASTER
 530 NORTH CROCKETT ST
 GRANBURY TX 76048-9998



Crystal River FL 34429 March 7, 2003

March 7-9, 2003

Nature Coast Civil War Reenactment
6TH ANNUAL NATURE COAST CIVIL WAR REENACTMENT STATION
 POSTMASTER
 18 NE 4TH AVE
 CRYSTAL RIVER FL 34429-9998



Celebrating Women Who Put Their Stamp on Metro Milwaukee

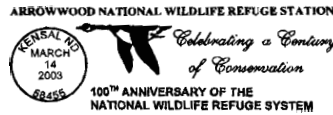
March 14, 2003

Lakeland District Diversity Development
WOMENS HISTORY STATION
 POSTMASTER
 PO BOX 5066
 MILWAUKEE WI 53201-5066



March 8, 2003

Marysville Post Office
123 ANNUAL BOK KAI PARADE STATION
 POSTMASTER
 407 C ST
 MARYSVILLE CA 95901-9998



March 14, 2003

ARROWWOOD NATIONAL WILDLIFE REFUGE STATION
 POSTMASTER
 PO BOX 9998
 KENSAL ND 58455-9998



March 13-16, 2003

COIN AND CURRENCY STATION
 MANAGER MAIN OFFICE
 WINDOW SERVICES
 900 EAST FAYETTE ST
 BALTIMORE MD 21233-9715



Buenos Aires National Wildlife Refuge Station

March 15, 2003

Postal Service
BUENOS AIRES NATIONAL WILDLIFE REFUGE STATION
 POSTMASTER
 PO BOX 9998
 SASABE AZ 85633-9998



March 15, 2003
 WAUBAY NATIONAL WILDLIFE
 REFUGE STATION
 POSTMASTER
 PO BOX 9998
 WAUBAY SD 57273-9998



March 15, 2003
*The National Wildlife Refuge
 System*
 ANAHUAC NATIONAL WILDLIFE
 REFUGE STATION
 POSTMASTER
 411 MIAN ST
 ANAHUAC TX 77514-9998



March 15, 2003
 MADISON WETLAND
 MANAGEMENT DISTRICT
 STATION
 POSTMASTER
 PO BOX 9998
 MADISON SD 57042-9998



March 15, 2003
*The National Wildlife Refuge
 System*
 MCFADDIN AND TEXAS POINT
 NATIONAL WILDLIFE REFUGE
 STATION
 POSTMASTER
 5424 TREMONT ST
 SABINE PASS TX 77655-9998



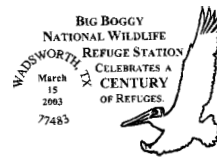
March 15, 2003
 WETLAND MANAGEMENT
 DISTRICT STATION
 POSTMASTER
 PO BOX 9998
 FERGUS FALLS MN 56537-9998



March 15, 2003
*The National Wildlife Refuge
 System*
 TRINITY RIVER NATIONAL
 WILDLIFE REFUGE STATION
 POSTMASTER
 1515 SAM HOUSTON ST
 LIBERTY TX 77575-9998



March 15, 2003
U.S. Fish and Wildlife Service
 TUALATIN RIVER NATIONAL
 WILDLIFE REFUGE STATION
 POSTMASTER/PHILATELIC
 SERVICES
 16300 SW LANGER DR
 SHERWOOD OR 97140-9998



March 15, 2003
*The National Wildlife Refuge
 System*
 BIG BOGGY NATIONAL
 WILDLIFE REFUGE STATION
 POSTMASTER
 PO BOX 9998
 WADSWORTH TX 77483-9998



March 15, 2003
Waco Stamp Club
 WACOPEX STATION
 POSTMASTER
 430 WEST STATE HIGHWAY 6
 WACO TX 76702-9998



March 15, 2003
Maine Women's Hall of Fame
 14TH ANNUAL INDUCTION
 CEREMONY STATION
 POSTMASTER
 40 WESTERN AVE
 AUGUSTA ME 04330-9998



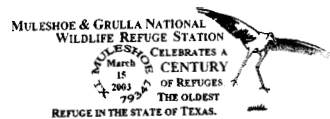
March 15, 2003
 MAYVILLE WI STATION
 POSTMASTER
 PO BOX 9998
 MAYVILLE WI 53050-9998



March 15, 2003
U.S. Department of Interior
 SANTA ANA NATIONAL
 WILDLIFE REFUGE STATION
 POSTMASTER
 841 AUSTIN ST
 ALAMO TX 78516-9998



March 15, 2003
*Buffalo Lake National Wildlife
 Refuge*
 BUFFALO LAKE NATIONAL
 WILDLIFE REFUGE STATION
 POSTMASTER
 25380 STOREY RD
 UMBARGER TX 79091-9998



March 15, 2003
Muleshoe Post Office
 MULESHOE AND GRULLA
 STATION
 POSTMASTER
 221 EAST 3RD ST
 MULESHOE TX 79347-9998



March 15, 2003
 Shamrock Post Office
 U DROP INN STATION
 POSTMASTER
 210 NORTH MADDEN
 SHAMROCK TX 79079-9998



Augusta, ME
 March 17, 2003
 04330
 Absolutely Incredible Kid Day
 Maine Mentoring Day Station

March 17, 2003
 Maine Mentoring Partnership and
 Camp Fire USA
 ABSOLUTELY INCREDIBLE KID
 DAY MAINE MENTORING DAY
 STATION
 POSTMASTER
 40 WESTERN AVE
 AUGUSTA ME 04330-9998



Litchfield Wetland Management District Station

March 15, 2003
 U.S. Fish and Wildlife Service
 LITCHFIELD WETLAND
 MANAGEMENT DISTRICT
 STATION
 POSTMASTER
 PO BOX 9998
 LITCHFIELD MN 55355-9998



Upper Miss Refuge Station
 March 17, 2003
 McGregor, IA 52157

March 17, 2003
 Upper Mississippi River National
 Wildlife and Fish Refuge
 UPPER MISS REFUGE STATION
 POSTMASTER
 PO BOX 9998
 MCGREGOR IA 52157-9998



Litchfield Wetland Management District Station

March 15, 2003
 City of Sidney, AR
 ST PATRICKS DAY STATION
 POSTMASTER
 PO BOX 9998
 SIDNEY AR 72577-9998



Hammen Slough
 National Wildlife Refuge Station

March 19, 2003
 HAMDEN SLOUGH NATIONAL
 WILDLIFE REFUGE STATION
 POSTMASTER
 PO BOX 9998
 AUDUBON MN 56511-9998



Black Bayou Lake
 National Wildlife Refuge Station

March 15, 2003
 North Louisiana Refuges Complex
 BLACK BAYON LAKE NATIONAL
 WILDLIFE REFUGE STATION
 POSTMASTER
 501 STERLINGTON RD
 MONROE LA 71201-9998



CHAMPIONSHIP STATION

March 21, 2003
 The Eastern College Athletic
 Committee
 CHAMPIONSHIP STATION
 POSTMASTER
 50001 COLONIE CENTER MALL
 ALBANY NY 12205-9998



Pelican Island NWR Station

March 15-16, 2003
 Fish and Wildlife Service
 PELICAN ISLAND NWR
 STATION
 POSTMASTER
 1290 MAIN ST
 SEBASTIAN FL 32958-9998



Women's History
 Month Station
 Farmingdale NY 11735
 March 21, 2003

March 21, 2003
 Farmingdale Post Office
 WOMENS HISTORY MONTH
 STATION
 POSTMASTER
 BOX 9998
 FARMINGDALE NY 11735-9998



Imperial & Kofa National Wildlife Refuge Station
 Celebrates a Century of Refuges
 Yuma, AZ 85364

March 15-April 15, 2003
 Imperial and Kofa National Wildlife
 Refuge
 IMPERIAL AND KOFA NATIONAL
 WILDLIFE REFUGE STATION
 POSTMASTER
 2222 SOUTH 4TH AVE
 YUMA AZ 85364-9998



9th Annual
 Amity Daffodil Festival
 Station
 Amity, OR
 March 22, 2003

March 22, 2003
 Amity Schools
 AMITY DAFFODIL FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 AMITY OR 97101-9998



Huron Wetland
 Management District Station

March 17, 2003
 HURON WETLAND
 MANAGEMENT DISTRICT
 STATION
 POSTMASTER
 PO BOX 9998
 HURON SD 57350-9998



HORNELL AREA
 HUMANE
 SOCIETY
 STATION

March 22, 2003
 Hornell Area Humane Society
 HORNELL AREA HUMANE
 SOCIETY STATION
 POSTMASTER
 27 MAIN ST
 ARKPORT NY 14807-9998

Fouth in a Series

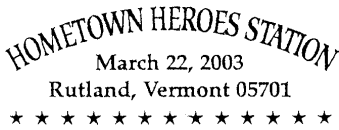


March 22, 2003
Springfield, Co
Chamber of Commerce
Springfield Equinox Festival
Station 81073

March 22, 2003
 Springfield Chamber of
 Commerce
 SPRINGFIELD EQUINOX
 FESTIVAL STATION
 POSTMASTER
 188 EAST 9TH AVE
 SPRINGFIELD CO 81073-9998



March 29, 2003
 Ozark Foothills Film Fest
 FILM FEST STATION
 POSTMASTER
 PO BOX 9998
 LOCUST GROVE AR
 72550-9998



March 22, 2003
 Postal Service
 HOME TOWN HERO STATION
 POSTMASTER
 PO BOX 9998
 RUTLAND VT 05701-9998



March 29, 2003
 U.S. Fish and Wildlife Service
 RIDGEFIELD NATIONAL
 WILDLIFE REFUGE STATION
 POSTMASTER PHILATELIC
 SERVICES
 205 NORTH MAIN ST
 RIDGEFIELD WA 98642-9998



Homemaker's Country Quilters
 10th Bi-Annual
 Quilt Show Station
 Creamery, PA 19430
 March 22, 2003

March 22, 2003
 Montgomery County 4-H
 Program — Penn State
 Extension
 QUILT SHOW STATION
 POSTMASTER
 1117 BRIDGE RD
 CREAMERY PA 19430-9998



March 29, 2003
 Community Foundation
 COMMUNITY FOUNDATION
 STATION
 POSTMASTER
 301 WEST MAIN AVE
 GASTONIA NC 28052-9998



March 27, 2003
 Paris Stamp Club
 SANTA FE FRISCO DEPOT
 RAILROAD STATION
 POSTMASTER
 500 CLARKSVILLE ST
 PARIS TX 75460-9998



March 29, 2003
 MERIWETHER LEWIS STATION
 POSTMASTER
 HARPERS FERRY NATIONAL
 HISTORICAL PARK
 HARPERS FERRY WV
 25425-9998



March 28, 2003
 Albany, NY 12207

2003 NCAA® Men's Division I Basketball
 East Regional Station

March 28, 2003
 The National Collegian Athletic
 Association
 2003 NCAA MENS DIVISION I
 BASKETBALL EAST REGIONAL
 STATION
 POSTMASTER
 50001 COLONIE CENTER MALL
 ALBANY NY 12205-9998



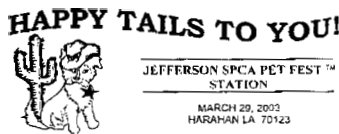
March 30, 2003
 SAND LAKE NATIONAL
 WILDLIFE REFUGE STATION
 POSTMASTER
 PO BOX 9998
 COLUMBIA SD 57433-9998



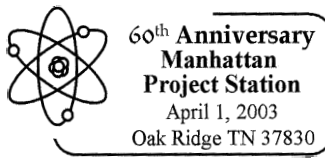
March 28-30, 2003
 Garfield-Perry Stamp Club
 MARCH PARTY STATION
 ATTN MARKETING SPECIAL
 CANCELS
 2200 ORANGE AVE NO 206
 CLEVELAND OH 44101-9996



March 30, 2003
 Dravosburg Centennial
 Committee
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 DRAVOSBURG PA 15034-9998



March 29, 2003
 JEFFERSON SPCA PET FEST
 STATION
 POSTMASTER
 5720 CITRUS BLVD
 NEW ORLEANS LA 70123-9998



April 1, 2003
 Oak Ridge National Laboratory
 60TH ANNIVERSARY
 MANHATTAN PROJECT
 STATION
 WINDOW SERVICES
 1237 EAST WEISGARBER RD
 KNOXVILLE TN 37950-9998



April 2-4, 2003
 The Texas Library Association
 TLA 2003 STATION
 GPO WINDOW UNIT MANAGER
 401 FRANKLIN ST
 HOUSTON TX 77201-9998

— Stamp Services,
 Government Relations, 3-20-03

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
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 Carh 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 MDA	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
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

— Mailing Standards,
 Pricing and Classification, 3-20-03

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	03-2664	85611	AZ	Elgin	Santa Cruz	Main Office	Post Office	06/27/1987	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Elgin AZ 85611 as last line of address.
New	03-8140	85611	AZ	Sonoita	Santa Cruz	Elgin	Place Name	10/05/2002	
Old	05-1698	95931	CA	College City	Colusa	Main Office	Post Office	01/05/1998	Post Office and ZIP Code discontinued. Establish a place name. College City CA becomes an acceptable last line for use with ZIP Code 95912.
New	05-0288	95912	CA	Arbuckle	Colusa	College City	Place Name	10/05/2002	
Old	18-2322	52036	IA	Delaware	Delaware	Main Office	Post Office	02/09/1998	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Delaware IA 52036 as last line of address.
New	18-5580	52036	IA	Manchester	Delaware	Delaware	Place Name	11/02/2002	
Old	17-7744	47381	IN	Salamonia	Jay	Main Office	Post Office	08/05/1983	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Salamonia IN 47381 as last line of address.
New	17-7106	47381	IN	Portland	Jay	Salamonia	Place Name	10/12/2002	
Old	26-3500	56132	MN	Garvin	Lyon	Main Office	Post Office	10/02/1992	Post Office discontinued. Retain ZIP Code. Establish a Community Post Office. Continue to use Garvin MN 56132 as last line of address.
New	26-0550	56132	MN	Balaton	Lyon	Garvin	Community Post Office	10/05/2002	
Old	28-8202	64687	MO	Wakenda	Carroll	Main Office	Post Office	11/02/2002	Post Office and Post Office Box ZIP Code discontinued. Establish a place name. Wakenda MO becomes an acceptable last line for use with ZIP Code 64633.
New	28-1308	64633	MO	Carrollton	Carroll	Wakenda	Place Name	11/02/2002	
Old	37-4640	58002	ND	Casselton	Cass	Absaraka	Community Post Office	03/04/2001	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Absaraka ND 58002 as last line of address.
New	37-4640	58002	ND	Hunter	Cass	Absaraka	Place Name	08/03/2002	
Old	37-5312	58641	ND	Lefor	Stark	Main Office	Post Office	11/01/1996	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Lefor ND 58641 as last line of address.
New	37-3632	58641	ND	Gladstone	Stark	Lefor	Place Name	11/02/2002	
Old	37-5984	58758	ND	Martin	Sheridan	Main Office	Post Office	11/22/1996	Post Office discontinued. Retain ZIP Code. Establish a community Post Office. Continue to use Martin ND 58758 as last line of address.
New	37-0288	58758	ND	Anamoose	McHenry	Martin	Community Post Office	09/28/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	34-6069	88429	NM	Mount Dora	Union	Main Office	Post Office	04/01/1997	Post Office and ZIP Code discontinued. Establish a place name. Mount Dora NM becomes an acceptable last line for use with ZIP Code 88424.
New	34-3738	88424	NM	Grenville	Union	Mount Dora	Place Name	11/02/2002	
Old	35-0055	14003	NY	Alabama	Genesee	Main Office	Post Office	07/17/1987	Post Office and ZIP Code discontinued. Establish a place name. Alabama NY becomes an acceptable last line for use with ZIP Code 14013.
New	35-0515	14013	NY	Basom	Genesee	Alabama	Place Name	10/12/2002	
Old	38-8274	45781	OH	Torch	Athens	Main Office	Post Office	09/24/1999	Post Office and ZIP Code discontinued. Establish a place name. Torch OH becomes an acceptable last line for use with ZIP Code 45723.
New	38-1883	45723	OH	Coolville	Athens	Torch	Place Name	09/28/2002	
Old	38-1946	45622	OH	Creola	Vinton	Main Office	Post Office	05/15/1992	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Creola OH 45622 as last line of address.
New	38-5887	45622	OH	New Plymouth	Vinton	Creola	Place Name	12/07/2002	
Old	38-0189	44803	OH	Amsden	Seneca	Main Office	Post Office	06/26/1997	Post Office and ZIP Code discontinued. Establish a place name. Amsden OH becomes an acceptable last line for use with ZIP Code 44830.
New	38-2800	44830	OH	Fostoria	Seneca	Amsden	Place Name	10/05/2002	
Old	40-1216	97722	OR	Burns	Harney	Diamond	Community Post Office	02/17/1998	Community Post Office and ZIP Code discontinued. Establish a place name. Diamond OR becomes an acceptable last line for use with ZIP Code 97721.
New	40-1216	97721	OR	Burns	Harney	Diamond	Place Name	10/01/2002	
Old	46-0090	57420	SD	Akaska	Walworth	Main Office	Post Office	10/01/1997	Post Office discontinued. Retain ZIP Code. Establish a community Post Office. Continue to use Akaska SD 57420 as last line of address.
New	46-7740	57420	SD	Selby	Walworth	Akaska	Community Post Office	09/28/2002	
Old	46-5814	57557	SD	Mission Ridge	Stanley	Main Office	Post Office	01/31/1989	Post Office and ZIP Code discontinued. Establish a place name. Mission Ridge SD becomes an acceptable last line for use with ZIP Code 57532.
New	46-3060	57532	SD	Fort Pierre	Stanley	Mission Ridge	Place Name	09/28/2002	
Old	46-7020	57774	SD	Provo	Fall River	Main Office	Post Office	06/09/1995	Post Office and ZIP Code discontinued. Establish a place name. Provo SD becomes an acceptable last line for use with ZIP Code 57735.
New	46-2538	57735	SD	Edgemont	Fall River	Provo	Place Name	09/28/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	48-7415	79846	TX	Redford	Presidio	Main Office	Post Office	01/17/1987	Post Office discontinued. Retain ZIP Code. Establish a community Post Office. Continue to use Redford TX 79846 as last line of address.
New	48-7305	79846	TX	Presidio	Presidio	Redford	Community Post Office	09/28/2002	
Old	48-6975	76677	TX	Perry	Falls	Main Office	Post Office	06/30/1992	Post Office and Post Office box ZIP Code discontinued. Establish a place name. Perry TX becomes an acceptable last line for use with ZIP Code 76682.
New	48-7585	76682	TX	Riesel	McLennan	Perry	Place Name	09/28/2002	
Old	48-5770	76555	TX	Maysfield	Milam	Main Office	Post Office	10/02/1992	Post Office and ZIP Code discontinued. Establish a place name. Maysfield TX becomes an acceptable last line for use with ZIP Code 76520.
New	48-1350	76520	TX	Cameron	Atascosa	Maysfield	Place Name	11/02/2002	
Old	48-6345	77462	TX	Newgulf	Wharton	Main Office	Post Office	03/31/1994	Post Office and ZIP Code discontinued. Use Boling TX 77420 as last line of address.
New	48-0920	77420	TX	Boling	Wharton	Main Office	Post Office	01/04/2003	
Old	49-3332	84630	UT	Gunnison	Sanpete	Fayette	Community Post Office	04/01/2002	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Fayette UT 84630 as last line of address.
New	49-3332	84630	UT	Gunnison	Sanpete	Fayette	Place Name	09/29/2002	
Old	51-3198	22953	VA	Madison Mills	Madison	Main Office	Post Office	04/13/1996	Post Office and Post Office Box ZIP Code discontinued. Establish a place name. Madison Mills VA becomes an acceptable last line for use with ZIP Code 22960.
New	51-6756	22960	VA	Orange	Orange	Madison Mills	Place Name	11/02/2002	
Old	51-9060	24289	VA	Trammel	Dickenson	Main Office	Post Office	04/03/1993	Post Office and ZIP Code discontinued. Establish a place name. Trammel VA becomes an acceptable last line for use with ZIP Code 24237.
New	51-2412	24237	VA	Dante	Russell	Trammel	Place Name	11/16/2002	
Old	51-9372	24379	VA	Volney	Grayson	Main Office	Post Office	09/30/1994	Post Office and ZIP Code discontinued. Establish a place name. Volney VA becomes an acceptable last line for use with ZIP Code 24363.
New	51-6222	24363	VA	Mouth of Wilson	Grayson	Volney	Place Name	11/16/2002	
Old	56-4230	54130	WI	Kaukauna	Outagamie	Main Office	Post Office	04/19/2003	Realign ZIP Code boundaries. Use Wrightstown WI 54180 as last line of address for the 36 deliveries previously in ZIP Code 54130.
New	56-9190	54180	WI	Wrightstown	Brown	Main Office	Post Office	04/19/2003	
Old	55-6174	25152	WV	Page	Fayette	Main Office	Post Office	04/22/1994	Post Office discontinued. Retain ZIP Code. Establish a community Post Office. Continue to use Page WV 25152 as last line of address.
New	55-4380	25152	WV	Kincaid	Fayette	Page	Community Post Office	11/09/2002	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	55-1416	26339	WV	Center Point	Doddridge	Main Office	Post Office	07/22/1994	Post Office discontinued. Retain ZIP Code. Establish a community Post Office. Continue to use Center Point WV 26339 as last line of address.
New	55-7224	26339	WV	Salem	Harrison	Center Point	Community Post Office	11/02/2002	
Old	55-7770	25645	WV	Stirrat	Logan	Main Office	Post Office	04/01/1994	Post Office and ZIP Code discontinued. Establish a place name. Stirrat WV becomes an acceptable last line for use with ZIP Code 25670.
New	55-2160	25670	WV	Delbarton	Mingo	Stirrat	Place Name	11/02/2002	
Old	55-7536	24883	WV	Skygusty	McDowell	Main Office	Post Office	03/23/1990	Post Office and ZIP Code discontinued. Establish a place name. Skygusty WV becomes an acceptable last line for use with ZIP Code 24801.
New	55-8514	24801	WV	Welch	McDowell	Skygusty	Place Name	11/09/2002	
Old	55-7386	25182	WV	Sharon	Kanawha	Main Office	Post Office	02/09/1990	Post Office and Post Office Box ZIP Code discontinued. Use Miami WV 25134 as last line of address.
New	55-5370	25134	WV	Miami	Kanawha	Main Office	Post Office	11/02/2002	
Old	55-6552	24877	WV	Powhatan	McDowell	Main Office	Post Office	12/08/1995	Post Office and Post Office Box ZIP Code discontinued. Establish a place name. Powhatan WV becomes an acceptable last line for use with ZIP Code 24868.
New	55-5922	24868	WV	Northfork	McDowell	Powhatan	Place Name	11/09/2002	
Old	55-6522	26162	WV	Porters Falls	Wetzel	Main Office	Post Office	06/12/1993	Post Office discontinued. Retain Post Office Box ZIP Code. Establish a place name. Continue to use Porters Falls WV 26162 as last line of address.
New	55-5844	26162	WV	New Martinsville	Wetzel	Porters Falls	Place Name	11/02/2002	
Old	55-6318	26161	WV	Petroleum	Ritchie	Main Office	Post Office	06/15/1987	Post office discontinued. Retain ZIP Code. Establish a place name. Continue to use Petroleum WV 26161 as last line of address.
New	55-1206	26161	WV	Cairo	Ritchie	Petroleum	Place Name	11/09/2002	
Old	55-5598	26407	WV	Mountain	Ritchie	Main Office	Post Office	11/08/1996	Post Office and ZIP Code discontinued. Establish a place name. Mountain WV becomes an acceptable last line of address for use with ZIP Code 26415.
New	55-6276	26415	WV	Pennsboro	Ritchie	Mountain	Place Name	11/09/2002	
Old	55-1422	26612	WV	Centralia	Braxton	Main Office	Post Office	08/28/1996	Post Office and Post Office Box ZIP Code discontinued. Establish a place name. Centralia WV becomes an acceptable last line for use with ZIP Code 26601.
New	55-7896	26601	WV	Sutton	Braxton	Centralia	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	55-1068	26138	WV	Brohard	Wirt	Main Office	Post Office	03/28/1994	Post Office discontinued. Retain ZIP Code. Establish a place name. Brohard WV becomes an acceptable last line of address for use with ZIP Code 26138.
New	55-5064	26138	WV	Macfarlan	Ritchie	Brohard	Place Name	11/02/2002	

— Address Management, Office of the Vice President, Chief Technology Officer, 3-20-03

Supply Management

HANDBOOK REVISION

Handbook AS-701, Material Management

Effective March 20, 2003, Handbook AS-701, *Material Management*, is revised to

- Reflect the name change of Purchasing and Materials to Supply Management Operations.
- Reflect the name change of the Excess Serviceable Equipment Listing (EXSEL) to the Electronic Inventory Catalog (EIC).
- Reflect the name change of Purchasing and Material Service Centers (PMSC) to Material Service Centers (MSC).
- Clarify other department names within the Postal Service.
- Make minor editorial changes.

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
* * * * *

12 Responsibilities
[Revise the heading of 121 to read as follows:]

121 Vice President, Supply Management
* * * * *

[Revise the heading and text of 122 to read as follows:]

122 Manager, Supply Management Operations
Provides management oversight and direction to Postal Service Supply Management Operations, which includes: National Supply Management Programs and Inventory

Management teams. Develops policies and procedures for sourcing, controlling, and managing Postal Service supplies, repair parts, and equipment inventories (other than mail and mail transport equipment) consistent with title 39, Code of Federal Regulations, the ASM, and this handbook. This functional responsibility includes developing those policies and procedures for material management, accountability and control at all Postal Service activities. Additional responsibilities include:

- a. Developing material management training programs.
- b. Establishing material requirements programs and standards.
- c. Managing material management databases.
- d. Establish performance measurement standards for inventory management at the national level and contribution measurements for retail stocking activities.
- e. Design and manage special programs/studies pertaining to material management.

[Revise the heading and first sentence of 123 to read as follows:]

123 Manager, Supply Management Operations
The manager of Supply Management Operations develops Postal Service warehousing, freight transportation, and distribution policies and procedures that are in the ASM and this handbook.***

[Revise the heading and text of 124 to read as follows:]

124 Manager, National Supply Management Programs
The manager of National Supply Management Programs provides technical guidance and support to materials service centers to promote the consistent application of material management policies and procedures at all field sites.

[Revise the heading and introductory paragraph of 125 to read as follows:]

125 Materials Service Centers

The Materials Service Centers provide material management technical guidance and support to all Postal Service activities within their service areas that purchase and stock material. Specific responsibilities include:

* * * * *

[Revise item e of 125 to read as follows:]

- e. Monitoring field inventory management practices and maintaining and monitoring inventory management and the Electronic Inventory Catalog (EIC).

* * * * *

126 Districts

***Through the assigned material management specialist, they must:

* * * * *

[Revise item e of 126 to read as follows:]

- e. Maintain established inventory management practices and the Electronic Inventory Catalog (EIC).

* * * * *

13 Concepts

* * * * *

132 Processes

132.1 Wholesale Material Management

[Revise the heading and text of 132.11 to read as follows:]

132.11 Wholesale Supply Management Operations

The wholesale inventory management process consists of the management of all Postal Service supplies, repair parts, and equipment assets. A detailed description of their duties is contained in the ASM.

* * * * *

133 Stock Categories and Classes

133.1 Provisioned Items

***Provisioning policy is:

* * * * *

[Revise the first sentence of item c of 133.1 to read as follows:]

- c. Supply Management Operations, in conjunction with Maintenance, will develop and apply provisioning tools and techniques.***

* * * * *

136 FEDSTRIP Process

* * * * *

[Revise the heading and first sentence of 136.3 to read as follows:]

136.3 Materials Service Center

The Materials Service Center (MSC) material management specialists are responsible for coordinating assignment and maintenance of FEDSTRIP AACs for area level offices within their geographical area.***

* * * * *

138 Accountability and Control

[Revise the third sentence of 138 to read as follows:]

Inventory Management, Supply Management, is responsible for monitoring overall system performance.

* * * * *

14 Material Management Positions

141 Requirements

[Revise the text of 141 to read as follows:]

Anyone hired or promoted into a material management position in Purchasing and Materials (see 142) must possess a baccalaureate or post-graduate degree from an accredited college or university. Degrees will include at least 24 semester hours of instruction relevant to material management duties. Examples include: material management, logistics, inventory control, qualitative analysis, contracting or purchasing, business administrative, organization and management. Alternatively, applicants may satisfy the requirement with an associate degree in business or other business-related discipline from an accredited college and professional certification from the American Production and Inventory Control Society (APICS) or the Society of Logistics Engineers (SOLE).

* * * * *

16 Handbook Summary

* * * * *

164 Chapter 4, Stockroom Management

[Revise the text of 164 to read as follows:]

Stockroom management pertains to stockrooms regardless of the commodity stocked and issued. This chapter discusses general procedures for both manual and automated systems such as Maintenance Activity and Reporting System (VMARS) and Vehicle Maintenance Accounting System (VMAS). The principles contained in this chapter for receiving, storing, and issuing material are generic. It discusses the criteria of stocking decision, due-in and back-order management, how to manage items in inventory, inventory accuracy, and performance measurement. It also

discusses requirements and procedures for cataloging a new item into the Postal Service system.

* * * * *

3 Storage Space Management

* * * * *

32 Planning and Layout

* * * * *

322 Planning Elements

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322.4 Storage Methods

[Revise the first paragraph of the **Notes** section of Table 322.4 to read as follows:]

* * * * *

Notes:

Determining the best configuration of storage aids for your stockroom is not easy. You can get help either through the Postal Service or from commercial sources. Postal Service sources include the DMMS, the Materials Service Center and the warehousing specialist at Supply Management Operations at Headquarters. ***

* * * * *

35 Storage Locator Systems

* * * * *

352 Storage Location Codes

352.1 Design of Locator System

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352.12 Automated Stockrooms

[Revise the first sentence of 352.12 to read as follows:]

VMARS accommodates location codes of up to nine characters.***

* * * * *

354 Multiple Storage Locations

* * * * *

[Revise the **Note** section of 354 to read as follows:]

Note: VMARS has the capability of assigning three additional sublocations.

* * * * *

37 Control and Reporting of Warehouse and Storage Space

* * * * *

372 Reporting Requirements

[Revise the text of 372 to read as follows:]

To ensure the cost-effective operations of Postal Service MDCs, warehouses, and storage facilities, the availability and utilization of space at these facilities will be reported quarterly to Supply Management Operations. Field installations controlling these facilities will report through the MSCs.

373 Monitoring the Use of Space

373.1 Responsibilities

[Revise the text of 373.1 to read as follows:]

Stockroom supervisors, warehouse supervisors, and material managers are responsible for monitoring the use of space in their jurisdictions. Supply Management Operations will review quarterly the efficiency with which warehousing space is used Postal Service-wide.

* * * * *

373.3 Reporting Space Usage

[Revise the first two sentences of 373.3 to read as follows:]

Monitoring the costs of storage space requirements requires that warehouse and stockroom space be managed and controlled. A formal system of reporting to Supply Management Operations will be used to maintain visibility of storage requirements in the Postal Service.***

* * * * *

38 Acquiring Commercial Warehouse, Storage Space, and Services

* * * * *

382 Policy

382.1 Requirements Approval

[Revise the text of 382.1 to read as follows:]

All requirements for warehouse space and warehouse services are to be approved by Material Distribution, Purchasing and Materials, prior to submission to either Facilities or Supply Management Operations.

382.2 Space and Service Acquisition

* * * * *

[Revise the second bullet of 382.2 to read as follows:]

- All warehouse services acquisition must be accomplished through Services Purchasing, Headquarters, Supply Management or through an area purchasing service center.

382.3 Project Review

[Revise the text of 382.3 to read as follows:]

All major facilities projects must be reviewed by Supply Management Operations, Purchasing and Materials, for

inclusion and/or concurrence regarding elements of the project related to warehousing, stockrooms, storage space, docks and dock accesses, and material and supply handling.

* * * * *

383 Consultation

[Revise the first sentence of 383 to read as follows:]

Activities will contact Supply Management Operations prior to entering into any agreement or contract for warehouse space (either leased or full-service) or for services when they identify a need that is more than in-house Postal Service resources can provide.***

* * * * *

384 Procedure

384.1 Material Distribution

[Revise the text of 384.1 to read as follows:]

Supply Management Operations will assist requesters by identifying other Postal Service space that may be available and the exact amount of storage space and material handling equipment needed; and arranging for courtesy storage at another location.

384.2 Requester

384.21 Request for Assistance

The requester is obligated to submit a written request for assistance to:

[Revise the first line of the address provided in 384.21 to read as follows:]

WAREHOUSING SYSTEMS SUPPLY MANAGEMENT OPERATIONS

* * * * *

384.22 Identifying Detailed Elements

[Revise the first sentence of 384.22 to read as follows:]

As support to the requirement and to assist Supply Management Operations in fulfilling the requester's needs, requesters must identify detailed elements of the operation as follows:

[Revise the last sentence of the Note to read as follows:]

Note: ***The specialist will forward all requests to the manager of MTE, Processing and Distribution, who will, along with the manager of Supply Management Operations, review the request.

* * * * *

4 Stockroom Management

* * * * *

42 Managing Inventory

* * * * *

423 Managing Items in Inventory

423.1 Stock Replenishment

* * * * *

423.13 Importance of Careful Review

[Revise the second sentence of 423.13 to read as follows:]

Although VMARS will perform the computations and make replenishment quantity recommendations, the validity is entirely dependent upon the accuracy of data entered into the system.

423.14 Replenishment Logic Steps

[Revise the first two sentences of Step 1 of 423.14 to read as follows:]

Step 1 Review Reorder Report. Review the reorder report carefully. Exhibit 423.14b is a copy of the VMARS reorder report.***

[Revise Step 3 to read as follows:]

Step 3 Initiate Replenishment Action. Initiate automatic or manual replenishment action.

423.15 Range and Depth (Optimizing Inventory Levels)

* * * * *

[Revise the text in item b to read as follows:]

b. *Range & Depth — Create Monthly.* Monthly Range and Depth creates a report that is 1/13th of the total catalog as described above.

* * * * *

423.2 Due-In Management

423.21 Definition

[Revise the text of 423.21 to read as follows:]

Due-ins are VMARS-established records that indicate that replenishment orders are partially or completely unfilled.

* * * * *

423.24 Due-in Logic Steps

[Revise Steps 1 and 4 of 423.24 to read as follows:]

Step 1 Produce an Outstanding Due-In Report. VMARS will produce a listing of all due-ins in the file. Produce one for each AP (or more frequently if required). Produce the report (see exhibit 423.24a for VMARS) in replenishment date sequence within the source of supply. This will make follow-up and expediting much easier. VMARS sites must produce the Orders Report. This can be found in the Miscellaneous Reports selection from the Reports menu. Cross-reference with Topeka Weekly Backorder Summary,

PNMIC-13 (see exhibit 423.24c). LPS sites can request the Outstanding Due-in Report from the Supply Reports menu.

* * * * *

Step 4 Cancel Due-Ins. Cancel the appropriate due-ins in the system. Follow the VMARS User Guide.

423.25 Due-In Management Reports

[Delete item a of 423.25. Reletter existing items b–e as new items a–d.]

* * * * *

423.3 Oversupply

423.31 Definitions

* * * * *

423.313 Retention Material

[Revise the last sentence of 423.313 to read as follows:]

***This quantity is limited to 6 months' worth of demand.

423.314 Excess Material

[Revise the text of 423.314 to read as follows:]

Excess material is material identified as either not appropriate for retention or over the 6 months' retention limit, which is available for either redistribution or disposal action.

423.32 Requisitioning Objective

[Revise the text of 423.32 to read as follows:]

In VMARS, the RO varies with the pipeline days (P/D). If the P/D is 28 days, then the RO is 3.25 times the average AP demand. Any change to the P/D will increase or decrease the RO more than the change in days because VMARS uses P/D in both the ROP and the operating level computations. In LPS, the RO quantity is computed by the system based on the item's ROP (1/2 AP of demand for Topeka/GSA/DLA-managed items or 1/4 AP for locally procured), plus the operating level (OL), which is a standard 3-AP demand quantity.

423.33 Requirements Stack

[Revise the first sentence of 423.33 to read as follows:]

Exhibit 423.33 is a chart of a requirements stack for an item, using VMARS as an example.***

423.34 Reports

[Revise the text of 423.34 to read as follows:]

VMARS installations should run a Low/No Activity Report each AP (see exhibits 423.34a and 423.34b) to identify slow-moving items that may be candidates for removal from stock.

* * * * *

43 Receiving, Maintaining, and Issuing Stock

* * * * *

432 Storage Processing

* * * * *

432.3 Procedures

432.31 Automated Stockrooms

* * * * *

[Delete 432.312 and 432.313. Renumber existing 432.313–432.314 as new 432.312–432.313. Revise the heading and text of new 432.312 to read as follows:]

432.312 VMARS Receipts

Use the appropriate menu option to record receipts in VMARS. VMARS receipt transactions access unfilled order or replenishment records. When receiving material, these records indicate work orders (if any) for which the material has been ordered.

Completed receipt transactions clear or reduce due-in quantities on the stock catalog record, and update the BOH. For detailed instructions on VMARS receipt procedures, see the MARS user guide.

432.313 Nonstocked Material

[Revise the text of new 432.313 to read as follows:]

VMARS allows order, receipt, and issue records of nonstocked items to be maintained.

* * * * *

434 Maintaining Stock in Storage

* * * * *

434.5 Storage Locator System

* * * * *

434.52 Storage Location Codes

* * * * *

434.522 Automated Systems

[Revise the first sentence of 434.522 to read as follows:]

VMARS accommodates location codes of up to nine characters.***

435 Issuing Stock

* * * * *

435.2 Issue Procedures

* * * * *

[Delete 435.22.]

* * * * *

45 Cataloging
* * * * *

453 Stock Number Systems
* * * * *

453.2 Cross Referencing
[Revise the third sentence of 453.2 to read as follows:]

When locally assigned stock numbers are used in the VMARS system, manufacturers' part numbers and CAGE codes should be included in the record.

46 Inventory

461 Inventory Management and Support

461.1 General
[Revise the last sentence of 461.1 to read as follows:]

***In each case, technical and professional support is provided by District and MSC material management specialists.

461.2 Maintenance Inventory Support Process
[Revise the first sentence of 461.2 to read as follows:]

The maintenance inventory support process (MISP) is a cooperative effort between the Maintenance and Supply Management organizations to improve maintenance stockroom reliability, efficiency, and inventory accuracy.***

* * * * *

462 Physical Inventory Procedures
* * * * *

462.2 ABC Classification and Cycle Counting
* * * * *

462.22 Cycle Counting
[Revise 462.22 to read as follows:]

Cycle counting is the process of counting the entire stockroom inventory in increments over a given period of time. VMARS produces daily cycle count reports based upon ABC analysis. These reports will list which items are to be counted for the day.

* * * * *

462.25 Counting
* * * * *

[Revise Step 4 of 462.25 to read as follows:]

Step 4 Compare the count with the stock record balance on hand. If the counts match the BOH and there are no in-process documents, that item is done. If the count does not match the stock record BOH, do a recount.

VMARS sites can use the immediate BOH function or the finder menu.

* * * * *

47 Performance Indicators

471 Measuring and Maintaining Inventory and Location Accuracy
* * * * *

471.3 Procedures
* * * * *

471.33 Methods of Measurement
* * * * *

471.332 Cycle Counting
**Cycle counts should be conducted as follows:

[Revise item b of 471.332 to read as follows:]

- b. Using procedures outlined in the VMARS user guide, perform daily cycle counts. At the end of every accounting period, the DMMS will have available in VMARS copies of the daily cycle count adjustment reports and other reports which detail inventory accuracy and the physical count as compared with the catalog BOH.***

* * * * *

471.333 Cycle Count Analysis and Recommendations
[Revise the last sentence of 471.333 to read as follows:]

***The DMMS will notify the local maintenance site of the recommended corrective actions to bring the accuracy to the desired level and forward copies of the reports to the MSC material management team leader.

* * * * *

471.334 Statistical Sampling
[Revise the fourth sentence of 471.334 to read as follows:]

Unlike cycle counting, which is performed exclusively by site personnel, the statistical sampling is conducted by the district or MSC material management specialist with the assistance of site personnel. The following should be considered in connection with statistical sampling:

[Revise the first sentence of item a to read as follows:]

- a. *Conducting the Sampling.* VMARS sites can request a statistical sample report using the inventory management program module.***

[Revise the first sentence of item b to read as follows:]

- b. *Statistical Sampling Frequency.* Senior management officials at the site will arrange for assistance for the DMMS and/or the MSC material management team

to perform periodic statistical samples at MARS sites.***

* * * * *

472 Corrective Action

472.1 Procedures

472.11 General

[Revise the first sentence of 472.11 to read as follows:]

When cycle counts or statistical samples reveal the necessity for corrective action, local maintenance management, with technical assistance from the DMMS or MSC material management, if required, must take steps to determine the causes and take corrective action.***

* * * * *

472.2 Location/Inventory Discrepancy Report

[Revise the heading and first sentence of 472.21 to read as follows:]

472.21 VMARS Sites

VMARS sites can automatically produce control group counts using the inventory management process module.***

* * * * *

5 Asset Accountability

* * * * *

52 Postal Service Automated Systems

521 General

[Revise 521 to read as follows:]

The Postal Service has one automated system that provide the tools necessary to account properly for capital and sensitive property. This is the Personal Property Accounting System (PPAS) for national management. Contact the supporting Materials Service Center material management group for information and directions. If access to PPAS is not available, contact the district material management specialist.

* * * * *

522 Personal Property Accounting System

* * * * *

522.2 Access

[Revise 522.2 to read as follows:]

Requirements for on-line access to PPAS include a computer with modem and submission of Form 1357, *Request*

for Computer Access (see exhibit 522.2). Contact your DMMS or your MSC material management specialist for additional information about access to PPAS.

* * * * *

53 Responsibilities

* * * * *

532 Material Accountability Officers

Other MAO responsibilities are as follows:

* * * * *

[Revise item m in 532 to read as follows:]

m. Report all inactive property into the Electronic Inventory Catalog (EIC) or to the district material management specialist.

* * * * *

54 Accountability and Control Requirements

541 Assignment of the MAO

* * * * *

541.2 Procedures

* * * * *

541.23 MAO Training

[Revise the second sentence of 541.23 to read as follows:]

***Structured training is available through the national material management training program and the DMMS and MSC.

* * * * *

56 Transactions

* * * * *

564 Inactive Equipment

[Revise the last three sentences of 564 to read as follows:]

***Data from these forms are entered in the Electronic Inventory Catalog (EIC) system by the DMMS or authorized MAO and circulated nationwide. The DMMS coordinates the external reassignment of inactive equipment. Unserviceable items should not be reported in EIC (see 624.1).

* * * * *

59 Capital Property Physical Inventory

* * * * *

592 Procedures

* * * * *

[Revise Step 9 of 592 to read as follows:]

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, 475 L'Enfant Plaza SW Room 8831 Washington, DC 20260-5245, 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.

* * * * *

6 Asset Recovery: Redistribution, Recycling, and Disposal

* * * * *

62 Material Identification and Reporting

* * * * *

622 Responsibilities

* * * * *

622.5 District Material Management Specialists

***DMMS responsibilities are:

* * * * *

[Revise items b and e in 622.5 to read as follows:]

- b. Monitoring to ensure that excess and restricted-use assets are promptly and accurately reported. Equipment should be reported using the Electronic Inventory Catalog (EIC).

* * * * *

- e. Maintaining inventory control of inactive equipment assets within the district using EIC and encouraging filling of requirements from excess in lieu of new purchases.

* * * * *

[Revise the heading, introductory paragraph, and item b of 622.6 to read as follows:]

622.6 MSC Material Management

Materials Service Center (MSC) material management is responsible for assisting the DMMS in performing material management activities and recommending changes in policy and procedures to Headquarters. Their responsibilities relating to redistribution are:

* * * * *

- b. Reviewing material management reports to ensure that assets are promptly and accurately reported in EIC and following up on past due reports.***

* * * * *

[Revise the title of 622.7 to read as follows:]

622.7 Headquarters Supply Management Operations

* * * * *

623 Identification of Inactive Material

623.1 Material Designation

* * * * *

623.14 Restricted-Use Material

[Revise the text of 623.14 to read as follows:]

These are assets (including not installed) stored by the accountable facility or organization for future use, for 180 days beginning with initial storage date, and a specific location identified.

* * * * *

624 Reporting of Inactive Inventory

624.1 Policy

[Revise the text of 624.1 to read as follows:]

All holding activities must report all inactive assets to appropriate levels for redistribution. Inactive equipment items must be listed in EIC, the automated system that accounts for inactive serviceable equipment. EIC provides managers with up-to-date information so that they can maximize the use of such equipment. Unserviceable items should not be reported in EIC. (See the EICL users guide for reporting procedures.)

* * * * *

624.2 Reporting Methods

* * * * *

624.22 Tag Reporting

* * * * *

624.222 Status Changes

Status changes must be reported as follows:

* * * * *

[Revise item d of 624.222 to read as follows:]

- d. District/PMSC Material Management Specialists and MAOs with EIC access must:

- (1) Review PS Form 7364 and/or PS 7364-A (or memorandum input) upon receipt for complete and accurate information.

(2) Access EIC and process data according to instruction in the EIC user guide.

[Revise the first sentence of item e to read as follows:]

e. *Material Not Requiring Tagging.* Several items are not tagged and do *not* need to be listed in EIC prior to redistribution or disposal.***

* * * * *

624.23 Memorandum Reporting

* * * * *

624.232 Headquarters Field Units

[Revise the text of 624.232 to read as follows:]

Headquarters field units (such as Inspection Service offices or facilities service offices) and area offices may use the memorandum method by contacting the material management team at the applicable MSC.

624.24 Special Equipment Reporting

624.241 Major Mechanization and Automated Equipment

Table 624.24 Special Equipment Reporting

[Replace "EXSEL" with "EIC" throughout the table.]

* * * * *

625 Report Review

[Revise heading and text of 625.1 as follows:]

625.1 EIC Reports

Refer to the EIC user guide.

625.2 Responsibility

[Revise the heading of 625.21 to read as follows:]

625.21 EIC Reports

* * * * *

[Remove item c of 625.21. Renumber existing items d–f as new items c–e.]

* * * * *

[Revise the heading and introductory paragraph of 625.22 to read as follows:]

625.22 MSC MMS

The PMSC material management specialist must review the following reports, at a minimum, every accounting period and take the indicated actions:

* * * * *

63 Redistribution

* * * * *

633 Return/Transfer Processes

* * * * *

633.2 Return to MDC

633.21 Repair Parts

* * * * *

633.213 Time Limits and Marking

[Revise the last two sentences of 633.213 to read as follows:]

***For repairable items, complete Electronic Return Program (ERP) general label. One tag per item is required.

633.214 Additional Procedures for Automatic Reorder System

[Revise the last sentence of 633.214 to read as follows:]

*** (Review Repair Parts Bulletin IM-016-95 for a brief overview of the VMARS Automatic Replenishment Process, and the VMARS Short User Guide for instructions about changing the balance on hand or reducing or stopping order quantities.)

633.22 REDI Equipment

633.221 Requesting Office

[Revise the text of 633.221 to read as follows:]

New rapid equipment deployment inventory (REDI) items will be considered for return to the MDC at 100 percent credit. Serviceable REDI items not "new in the carton" are not authorized for return and should be listed in EIC. Contact the REDI manager for authorization to return new excess REDI items at:

INVENTORY CONTROL
500 SW GARY ORMSBY DR
TOPEKA KS 66624-9995

Telephone: 800-332-0317
Fax: 913-861-2706

[Delete 633.222.]

633.23 MDC Stocked Supplies, Forms, and Directives

633.231 Requesting Office

[Revise the text of 633.231 to read as follows:]

Contact National Materials Customer Service at Topeka for approval to return new full cartons of MDC-stocked supplies, forms, and directives (most current revisions). See 633.221 above.

[Delete 633.232.]

* * * * *

633.5 Transfer Between Postal Service Activities

633.51 Repair Parts

* * * * *

633.512 Procedure

[Revise the introductory paragraph of 633.512 to read as follows:]

Maintenance offices must review PNMIC-82, *Bench Stock Catalog*, or the corresponding VMARS Bench Stock Catalog to determine if a part is available for redistribution. If available:

* * * * *

633.53 Equipment

633.531 Requesting Office

* * * * *

[Revise the last sentence of item b in 633.531 to read as follows:]

*** (See 633.532 for MAOs with EIC access.)

* * * * *

633.532 Process

[Replace the word "EXSEL" with the word "EIC" throughout all of 633.532.]

* * * * *

633.6 Cost Transfer

* * * * *

633.63 Procedure

[Revise the introductory sentence of 633.63 to read as follows:]

The DMMS or MSC must follow these procedures:

* * * * *

Table 633.63 Summary of Return Procedures

[Revise the first two rows of the **Summary of Return Procedures** table to read as follows:]

Material Being Returned	Authorization	Credit Percentage	Marking & Packaging	Comments
Repair Parts to MDC	National Materials Customer Service	Zero for parts bought with capital funds. All others can generate 100% credit with approved RA.	Mark RA on label and inside container. Ship printed circuit boards in antistatic bags and foam cartons. One Form 7433 per repair item; sections A & B to accompany repair items. Approved RA to accompany shipment.	Prevent replenishment by changing VMARS source code to M, L, X, or U. Authorized items must be received by TMDC within 30 days of RA approval.
Equipment	National Materials Customer Service Topeka Operations	100% for new items in carton	Mark RA on label. Approved RA to accompany shipment	Serviceable items not <i>New in Carton</i> must be reported in EIC.

* * * * *

64 Recycling and Disposal

641 Responsibilities

[Revise the last sentence of 641 to read as follows:]

***Materials Service Center and district material management personnel are responsible for providing guidance and coordinating with MAOs the disposal activities throughout their assigned geographic area.

* * * * *

646 Proprietary Items Requesting Special Processing

* * * * *

646.2 Postage Meter Printing Heads

646.21 Authorization

[Revise the last sentence of 646.21 to read as follows:]

***Serviceable postage meter heads should be reported in EIC.

* * * * *

646.5 Post Office Boxes

646.51 Serviceable Items

[Revise the first sentence of 646.51 to read as follows:]

Serviceable units must initially be listed in EIC.***

* * * * *

646.6 Retail Vending Equipment

646.61 Reporting

[Revise the first sentence of 646.61 to read as follows:]

Report all inactive retail vending equipment items via EIC.***

* * * * *

647 Methods and Priority

* * * * *

647.2 Methods

* * * * *

647.24 Sale for Recycling

647.241 Disposal

[Revise the second sentence of 647.241 to read as follows:]

*** For removal of other types of materials such as hazardous waste, paper, etc., contact the Administrative Services Office or the Purchasing and Materials Service Center for information concerning recycling and waste reduction resources.***

* * * * *

— National Supply Management Programs,
Supply Management, 3-30-03

REVISED PUBLICATION

Publication 33, Mail Transportation Contracting Guide

Publication 33, *Mail Transportation Contracting Guide*, is available from the Material Distribution Center (MDC).

Publication 33 is designed to inform prospective offerors about the various types of transportation contracts used by the Postal Service, where to obtain information about specific contract opportunities, and how to be placed on the Postal Service's list of potential offerors. The Postal Service generally purchases contract transportation service through competition, awarding contracts worth more than \$4 billion a year. This includes contracts with airlines, railroads, steamship companies, and contractors for highway, box delivery, and air taxi routes.

You can order Publication 33 by one of the following means:

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

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

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

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

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

The relevant ordering information for Publication 33 is as follows:

PSIN: PUB33
NSN: 7610-03-000-3720
Unit of Issue: EA
Bulk Pack Quantity: 700
Price: \$0.33
Edition Date: 12/02
Quick Pick Number: NA

Publication 33 is also accessible on the Postal Service PolicyNet Web site at *http://blue.usps.gov/cpim*; click on *Pubs*. It is also accessible on the Internet at *www.usps.com*; click on *About USPS & News*, then *Forms & Publications*, then *Browse All Periodicals & Publications*, and then *Publications* (either *PDF Format* or *Text Format*).

— Surface Transportation CMC,
Supply Management, 3-20-03

CORRECTION

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

The article “Handbook Revision: St. Louis Accounting Service Center — Now San Mateo Accounting Service Center” in *Postal Bulletin* 22095 (2-6-03, pages 90–94) provided a new address and telephone number for the San Mateo Accounting Service Center, in the introductory paragraph. The article included:

- An incorrect ZIP Code.
- An incorrect telephone number.
- An incorrect word (“personnel” should have been “personal”).

The corrected introductory paragraph is as follows:

Effective February 6, 2003, personal 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 94497-9471

Telephone: 866-9SHARED (866-974-2733)

— *National Supply Management Programs,
Supply Management, 3-20-03*

Xerox Phaser 3400 Toner Cartridge — Added to Boise Cascade National Office Supplies Contract

The Office Products and Utilities Category Management Center (CMC) announced a new addition to the Boise Cascade National Office Supplies Contract. Beginning Tuesday, April 1, 2003, all Postal Service employees will have the option of purchasing a high-yield, low-cost, re-engineered toner cartridge for Xerox Phaser 3400 laser printers.

This cartridge has an estimated yield of 8,000 pages and is manufactured by Cartridge Source of America Inc. (CSA), a small, minority-owned business. It can replace either of the two Original Equipment Manufacturer (OEM) cartridges for the 3400:

- Xerox part number 106R00461 (normal-yield)
- Xerox part number 106R00462 (high-yield)

The new toner cartridge is not yet available on eBuy, but you can place orders with the IMPAC credit card by calling the Boise USPS Customer Service Department at 888-229-USPS. Use:

- Reference account number 386400

- Order item number S1-106R00462R

Be sure to ask for the recycled cartridge. The contract price is \$119 (compared with the national average for the OEM high-yield cartridge of over \$150) and includes Priority Mail® shipping with Delivery Confirmation™ service.

Every purchase will support small, minority-owned businesses, increase Postal Service revenues, help protect the environment, and save money. Whether you decide to buy this cartridge or not, please support the program by sending CSA your empty Phaser 3400 cartridges. **Please send only Xerox OEM cartridges with numbers 106R00461 and 106R00462 using the special BRM label.**

You can find the label at <http://blue.usps.gov/purchase/material/pmsc/windsor/bmrlabel.htm>; print it using your browser's print button.

— *SCM Strategies,
Supply Management, 3-20-03*

Custodial Rental Items National Contracts

On December 20, 2002, the Environmental and Maintenance Repair Operations (MRO) Category Management Center, Supply Management, awarded contracts to Cintas Corporation (contract number 2CMROS-03-P-2287) and UniFirst Corporation (contract number 2CMROS-03-P-2284) for a full range of custodial rental items.

The period of performance for these contracts is a base period of four years, with three two-year renewal options. The contracts are to be used by all Postal Service locations and are *mandatory* sources for the rental and laundry service of the following items: uniforms, wet mops, dry mops, shop towels, and indoor and outdoor mats, including signature mats.

Effective March 31, 2003, the Cintas and UniFirst catalogs will be available through eBuy, the preferred method for placing orders. Postal Service clients should contact their district or area eBuy representative to receive a logon ID and password. All Postal Service clients who have access to the Postal Service Intranet can access the training module for eBuy (no logon ID or password is needed) 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*.

Postal Service clients who do not have access to the Intranet should contact suppliers directly.

Prior to placing any order for service, all Postal Service clients *must* contact a supplier to complete a Client Profile. If you are a current Cintas or UniFirst client, you must contact them to reestablish service under the new contract. If you are not a current Cintas or UniFirst client, you may contact them to compare products and prices and, subsequently, establish service. Telephone numbers are:

- **Cintas Corporation**

Order Placement and Customer Service:
800-795-7368

- **UniFirst Corporation**

Order Placement: 800-480-5432

Complete ordering instructions are available in *Material Logistics Bulletin* MLB-CO-03-002 at <http://blue.usps.gov/purchase/root/depot.htm>. Click *Materials Logistics Bulletins* on the left-hand side of the page and then click *2003*. If you do not have access to a computer, you can obtain the material logistics bulletin by calling National Materials Customer Service at 800-332-0317; select the option for "Operations and Materials Customer Service."

If you have any questions, send an e-mail to the Custodial Rental Items Team via the internal Postal Service network at *Help, Custodial — Dallas, TX*.

— *SCM Strategies,*
Supply Management, 3-20-03

Boise Cascade Office Products' "Team Indigo" — Dedicated to Serving Postal Service Customers

Boise Cascade Office Products' Customer Service Department has an entire team dedicated to serving Postal Service customers. "Team Indigo" has over 50 members in 3 states that have been specially trained to answer your questions and help you fulfill your office products needs.

The team will assist callers with everything from identifying the right product to processing returns in the unlikely event it is necessary to do so. Please feel free to give them a call at 888-229-8777.

— *SCM Strategies,*
Supply Management, 3-20-03

Accidents Don't Just Happen.

Work Safely

"Yes, this is miserable. I was standing between some APCs when a mule driver hit them.

It hurts, it itches, and, yes, it's inconvenient!

Who's fault? Well, that mule driver should have been safer.

Me?—OK— I admit I shouldn't have been standing where I was, either.

Next time? Well, there's not going to be a next time. Not if I stay alert!"



Safety Depends on Me.

Postal Bulletin Distribution

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

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

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

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

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

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

Postal Service Orders for Postal Bulletin

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

Attention Line _____

Postal Facility Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____

Person to Contact _____
 (_____)

Daytime Telephone _____

Current Quantity _____ New Quantity _____

Missing Issues: If postal facilities that receive the *Bulletin* from GPO do not receive their order, they should call 202-268-5776. All other facilities should contact their administrative post office.

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

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

All other facilities should contact their administrative post office.

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

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

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

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Delivery Address _____

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 (_____)

Daytime Telephone _____

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GPO deposit account

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VISA MasterCard

Credit Card Number _____ Expiration Date _____

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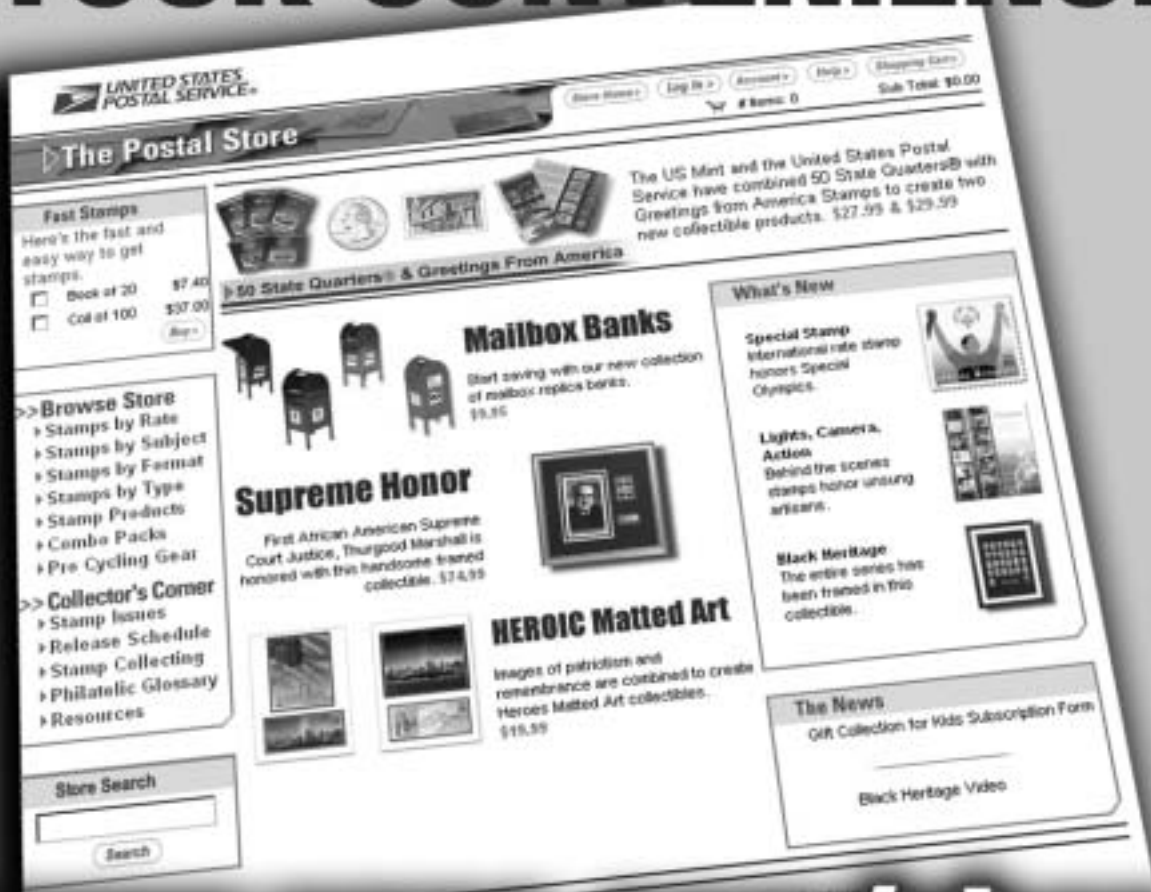
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CUT ALONG DOTTED LINE



FAST and ALWAYS at YOUR CONVENIENCE



The screenshot displays the USPS online store interface. At the top, the USPS logo and navigation links (Home, Account, Help, Shopping Cart) are visible. The main header reads "The Postal Store". Below this, there are several promotional banners and product categories:

- Fast Stamps:** Here's the fast and easy way to get stamps. Options include a Book of 20 for \$7.40 and a Coil of 100 for \$37.00.
- 50 State Quarters & Greetings From America:** A banner featuring images of quarters and stamps, with text stating: "The US Mint and the United States Postal Service have combined 50 State Quarters® with Greetings from America Stamps to create two new collectible products. \$27.99 & \$29.99".
- Mailbox Banks:** Start saving with our new collection of mailbox replica banks. \$9.95.
- Supreme Honor:** First African American Supreme Court Justice, Thurgood Marshall is honored with this handsome framed collectible. \$74.99.
- HEROIC Matted Art:** Images of patriots and remembrance are combined to create Heroic Matted Art collectibles. \$19.99.
- What's New:** A section highlighting new products: "Special Stamp International rate stamp honors Special Olympics", "Lights, Camera, Action Behind the scenes stamps honor unsung artists", and "Black Heritage The entire series has been framed in this collectible".
- The News:** Gift Collection for Kids Subscription Form and Black Heritage Video.

On the left side, there is a navigation menu with options like "Browse Store", "Stamps by Rate", "Stamps by Subject", "Stamps by Format", "Stamps by Type", "Stamp Products", "Combo Packs", "Pre Cycling Gear", "Collector's Corner", "Stamp Issues", "Release Schedule", "Stamp Collecting", "Philatelic Glossary", and "Resources". A "Store Search" box is also present at the bottom left.

www.usps.com/shop