

POSTAL BULLETIN

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PB 22107, July 24, 2003

Stop!
**Have you filled out
your VOE survey yet?**



Got time?
**It doesn't take long
to fill out the
VOE survey.**



**YOUR
opinion counts.**
Make a difference.
Fill out the VOE survey.



Return completed survey by August 15, 2003.

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Semiannual Index PB 22107 (7-24-03)



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



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

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PB 22106: 7690-05-000-5975	PB 22098: 7690-05-000-5967	PB 22091: 7690-05-000-4856	PB 22084: 7690-05-000-4849
PB 22105: 7690-05-000-5974	PB 22097: 7690-05-000-5966	PB 22090: 7690-05-000-4855	PB 22083: 7690-05-000-4848
PB 22104: 7690-05-000-5973	PB 22096: 7690-05-000-5965	PB 22089: 7690-05-000-4854	PB 22082: 7690-05-000-4847
PB 22103: 7690-05-000-5972	PB 22095: 7690-05-000-5964	PB 22088: 7690-05-000-4853	PB 22081: 7690-05-000-4846
PB 22102: 7690-05-000-5971	PB 22094: 7690-05-000-4859	PB 22087: 7690-05-000-4852	PB 22080: 7690-05-000-4845
PB 22101: 7690-05-000-5970	PB 22093: 7690-05-000-4858	PB 22086: 7690-05-000-4851	PB 22079: 7690-05-000-4844

USPSNEWS@WORK

True blue: Now you can navigate the postal intranet with style

Take a smooth ride on the world's largest intranet. Click on the USPS® intranet at <http://blue.usps.gov> and experience the first phase of the redesign of Blue — your first-stop Postal Service source for the information you need to do your job.

- There's a new look and feel. Your searches will be more productive, targeted to give you more specific results. Links to tools and key information are better organized. And Blue itself will be lighter to download — there won't be so many byte-biting graphics.
- The redesign is a joint effort of Public Affairs and Communications (PA&C) — the “look” — and Information Technology (IT) — the “feel.” Changes take into account employee feedback — remember the online user survey 3,000 of you filled out? — as well as studies of usage patterns and search requests. Key links featured on the homepage — eBuy, eTravel, TACS, TTMS, WebEIS, etc. — are those you click on most often.
- But remember, the Blue redesign is a work in progress. Further improvements will be made as the infrastructure allows. Who knows? In the future you might be able to customize your homepage. PA&C and IT will continue to seek your input as Blue goes through its transformation.

Postal Service pundits: Take the VOE survey this quarter

Crack your knuckles. Pull out your favorite pen. And then begin. The Quarter IV Voice of the Employee (VOE) survey has been mailed. And this quarter could be your turn to take the survey.

- Every career employee has the opportunity to participate once during the year. The survey is quick, easy and a lot more fun than a doctor's visit. You can do it on the clock, too.
- Remember, your feedback is critical to the continued success of the Postal Service™. So when you receive the survey at work, take a few minutes to complete it.
- By the end of the fiscal year, every employee will have received the survey. So if you haven't received one so far, this time it's your turn to be Postal Service pundit. Once you get it, fill it out, place it in the postage-paid envelope and drop it in the mail by Aug. 13. After all, it's your voice. Make sure it's heard.

Early out: Some APWU-represented employees will get a chance to retire early

Some USPS employees who are represented by the American Postal Workers Union (APWU) will get a chance to retire sooner. USPS has received approval from the Office of Personnel Management to offer voluntary early retirement to career bargaining unit employees who occupy positions covered by the national agreement between USPS and APWU.

- To be eligible to retire under this offer, employees must meet one of the following minimum age and service requirements: At least 50 years of age as of Nov. 1, 2003, with at least 20 or more years of creditable service as of Oct. 31, 2003. Any age with 25 or more years of creditable service as of Oct. 31, 2003.
- If you meet the eligibility requirements you will receive a statement of interest package containing a letter explaining the voluntary early retirement offer, a summary of benefits and leave provisions under voluntary early retirement, frequently asked questions and a statement of interest form.
- If you are an eligible employee — and interested — complete and return the statement of interest document by close of business Aug. 5, 2003. The form is simply a statement of interest. It doesn't commit the employee to retire and it doesn't mean that the employee will receive an offer of voluntary early retirement.
- When USPS receives an employee's statement of interest, that employee's eligibility for voluntary early retirement will be validated. In late September, letters will be mailed to employees who have submitted the statement of interest document advising them of their status.
- If eligible — based on age, years of service and operational needs — the employee will receive a formal voluntary early retirement offer. If accepted by the employee, the offer becomes irrevocable at 5 P.M., Oct. 27, 2003.
- Ineligible employees will receive a letter explaining the basis for that determination. USPS isn't offering any financial incentives to employees who may be eligible for voluntary early retirement.
- Questions? Ask your local personnel officials.

Shaping customer perceptions: Customized MarketMail lets direct marketers push the envelope

The traditional rectangular envelope will have some new, odd-shaped friends come Aug. 10. That's when direct marketers can go triangular, octagonal, pizza-shaped or even screwdriver-shaped thanks to a new advertising mail product called Customized MarketMail.

- These aren't envelopes and they won't be inside envelopes either. These distinctly different, literally outside-the-box-shaped pieces will set mailers apart by visually communicating their products and services. For example, car dealers can send convertible-shaped mailpieces to potential customers. And, restaurants can send pizza-shaped or burger-shaped mailpieces to their clientele.
- "In the battle for audience attention, Customized MarketMail will allow business mailers to differentiate their products in the mailstream," said Product Development V.P. Nick Barranca.
- As its name implies, Customized MarketMail pieces must be prepared and mailed in special ways. Business mailers must have or obtain a Standard Mail permit, send a minimum of 200 pieces per mailing and dropship or deliver them to the ultimate destination facilities for handling.
- The postage rates for these distinctive mailpieces will be 57.4 cents for Regular Standard Mail service and 46 cents for Nonprofit Standard Mail service. Sending individual pieces or depositing them in mail or collection boxes isn't permitted.
- More information about CMM is available in this edition of the *Postal Bulletin* (see articles beginning on pages 8, 10, and 13).

Easy flow: Making it easier to find your favorite forms

There is an easier, faster way to keep the forms flowing at USPS. It's called FormFlow, which will replace F3Fill. Online Services and Information Technology (IT) are working together on this new process to improve the way forms are distributed — and save us all time and money.

- Access is easy. You simply go to the postal forms Web site on Blue at <http://blue.usps.gov/forms>, select the form — numerically or alphabetically — and then click the appropriate icon. Fill out the form and print it. New and updated forms are deployed in a matter of minutes — not days — and you can be sure you'll be filling out the latest edition of a form.
- The migration from F3Fill to FormFlow is scheduled to be completed by the end of the fiscal year. Questions about forms? Send them to Forms Management at formsma@usps.gov.

Kansas City, here we come.

Mark this on your calendar. The next National Postal Forum will be Sept. 21–23 in Kansas City, MO. Visit www.npf.org/dm for information.

The Postal Bulletin — Help Us Save Paper and Money

The *Postal Bulletin* has been around for 123 years, and it's the most relied-upon, trusted source of information in the Postal Service™ today.

In the 1970s, when our nation became more concerned about our environment, the Postal Service began using recycled paper to print the *Postal Bulletin*. We have also tried over the years to print just the right number of copies to save our nation's resources.

Despite our efforts, some offices tell us that they receive too many copies. We need to do something about this.

Therefore, if you want to reduce the number of copies your office receives or if you want to cancel your subscription altogether, send an e-mail to pbulleti@usps.gov or call 202-268-5776 (if you reach a recording, be sure to leave a message with your name, telephone number, and ZIP Code). Please be assured that we will *not* reduce or cancel your subscription unless you ask us to do so.

As we review our subscription list, we will begin calling facilities that seem to have duplicate subscriptions. If we call your facility, please help us determine if we can reduce your subscription.

Remember, each issue of the *Postal Bulletin* since 1995 is available online. To access the online version of the *Postal Bulletin*, please follow either of these routes:

- **On the Intranet:** Go to the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *View Postal Bulletins*.
- **On the Internet:** Go to www.usps.com; click on *About USPS & News*, then *Forms and Publications*, then *Postal Bulletin*.

For more information on the *Postal Bulletin*, please see our article in *Postal Bulletin* 22097 (3-6-03, pages 5-6) titled "The *Postal Bulletin* — Your Source for Trusted Information."

We started publishing this article in early April, asking you to let us know if we can reduce or eliminate your subscriptions. Since April of this year, many of you have responded, and together we have reduced the total number of printed copies by 7,475!

We've come a long way, and we'll continue to evolve with the times. Our job is to make your job easier. As you know, the *Postal Bulletin* is here to serve you, as it has been for almost 125 years.

— *Policies and Procedures Information,
Public Affairs and Communications, 7-24-03*

Administrative Services

NEW MANAGEMENT INSTRUCTION

AS-350-2003-6, Marketing E-mail

MI AS-350-2003-6, *Marketing E-mail*, establishes the Postal Service™ policy for marketing e-mail. This MI applies when the Postal Service, or its supplier, sends to a customer or prospective customer an e-mail message that markets a different product or service than the customer may already have received from the Postal Service.

This MI governs Postal Service marketing e-mail messaging in a manner consistent with best industry practices, standardizes the Postal Service's processes and the look and feel of its e-mail marketing, and ensures that the e-mail marketing meets customers' needs and avoids spam.

The Postal Service requires that its marketing e-mails provide customers with the following elements:

- Notice about the content of the e-mail.
- Choice about being or remaining on the e-mail address list.

- Access to their information that is collected and retained on them.
- Redress for questions and complaints about the e-mail message.
- Security of information.
- Usability and privacy through the use of appropriate technology.

MI AS-350-2003-6 is available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *MIs*.

— *Marketing and Consumer Advocate, 7-24-03*

NEW MANAGEMENT INSTRUCTION

AS-350-2003-5, Computer Matching Programs

MI AS-350-2003-5, *Computer Matching Programs*, establishes the Postal Service™ policy for computer matching programs. This MI (1) provides procedural instructions for requesting and approving computer matching programs and (2) describes and delineates the membership and responsibilities of the Postal Service Data Integrity Board. This MI applies when any agency or Postal Service organization seeks to use records from a Postal Service automated system of records in a computerized comparison with other records.

Computer matching is a term that describes the automated comparison of databases containing records about individuals. Purposes for matching include:

- Verifying the accuracy of data.
- Uncovering waste, fraud, or abuse in federal programs.
- Locating specific individuals (e.g., absent parents owing child support or persons indebted to the government).
- Determining eligibility for federal or state benefits.

Most matching programs in which the Postal Service participates:

- Originate with an agency that has management responsibility for a program relating to one of these matching purposes.
- Involve a comparison of employee data from Privacy Act system USPS 050.020, Finance Records — Payroll System.

MI AS-350-2003-5 is available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *MIs*.

This MI obsoletes MI AS-350-98-2, *Establishment of the Postal Service Data Integrity Board*.

— *Privacy Office,
Consumer Advocate, 7-24-03*

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
The Sportsman's Guide, August Main	Standard/Catalog	7/21/03–7/25/03	1.0	Nationwide	3/5 Digit, Car-Rt	Quad Graphics, Martinsburg, WV
JCP Women, Men & Home	Standard/Catalog	7/25/03–7/29/03	2.0	Nationwide	Car-Rt	Quebecorworld
Immune Advantage	Standard/Flat	7/27/03–7/29/03	1.2	Nationwide	3/5 Digit, Car-Rt	Rodale/ALG Direct
Pottery Barn Kids	Standard/Flat	7/28/03–7/29/03	6.0	Nationwide	3/5 Digit, Car-Rt	Quad Graphics, Hartford, WI
JCP BTS Huge Sale	Standard/Flat	7/28/03–7/30/03	13.3	Nationwide	Car-Rt	Harte-Hanks
JCP Cooks	Standard/Catalog	8/1/03–8/4/03	16.5	Nationwide	Car-Rt	Quebecorworld
JCP On Trend Early Fall	Standard/Catalog	8/1/03–8/4/03	2.9	Nationwide	Car-Rt	Quebecorworld
JCP Sale Multidivisional	Standard/Catalog	8/1/03–8/4/03	2.2	Nationwide	Car-Rt	Quebecorworld
JCP Uniform & Scrubs	Standard/Catalog	8/1/03–8/4/03	1.6	Nationwide	Car-Rt	Quebecorworld
JCP Wk 28 Jewelry Spectacular	Standard/Flat and Letter	8/2/03–8/5/03	5.1	Nationwide	Car-Rt	Harte-Hanks
JCP Wk 28 Men's Fall Tailored Clothing	Standard/Flat	8/2/03–8/5/03	4.5	Nationwide	Car-Rt	Harte-Hanks
Midnight Velvet	Standard	8/4/03–8/7/03	2.8	Nationwide	Barcoded, Basic, 3/5 Digit, Car-Rt	Quad Graphics, Lomira, WI
Seventh Avenue	Standard	8/4/03–8/7/03	1.9	Nationwide	Barcoded, Basic, 3/5 Digit, Car-Rt	Quad Graphics, Lomira, WI

— Business Service Network Integration, Service and Market Development, 7-24-03

Domestic Mail

DMM REVISION

Barcode Location for Parcels

Effective July 24, 2003, *Domestic Mail Manual* (DMM) C850.3.1 is revised to allow the placement of the Postal Service™ routing barcode in locations other than adjacent to the address.

This revision to the DMM incorporates those standards in order to allow more flexibility in the design of barcoded parcels labels.

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

Domestic Mail Manual (DMM)

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C Characteristics and Content

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C800 Automation-Compatible Mail

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C850 Barcoding Standards for Parcels

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3.0 BARCODE LOCATION

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3.1 General Standards

[Add text by at the end of 3.1 to read as follows:]

***The barcode may be placed on a separate label or an alternate location on the address label, or the address side of the mailpiece, subject to the clearance standards in 3.2. Barcodes that are not placed immediately adjacent to the address must not encroach on any space reserved for required markings and endorsements. A label that is separate from a prepared address label must be placed on the same side of the parcel as the address label and aligned parallel with the address as read. Separate labels must not overlap any adjacent side.

* * * * *

— Mailing Standards,
Pricing and Classification, 7-24-03

DMM REVISION

Customized MarketMail — Nonmachinable Surcharge

Effective August 10, 2003, *Domestic Mail Manual* (DMM) C600.4.0, E620.4.0, and E660.2.0 are revised to clarify that Customized MarketMail (CMM) pieces, whether letter-size or flat-size, are not subject to the Standard Mail nonmachinable surcharge in DMM E620. That surcharge applies only to certain Standard Mail letter-size pieces weighing 3.3 ounces or less that are claimed at Presorted letter rates.

Although the size of most CMM pieces will fall within the dimensions specified in DMM C050 for flat-size mail, CMM pieces can be as small as the minimum dimensions permitted for letter-size mail. For example, a CMM piece with rounded corners could be as small as 5 inches long, 3-1/2 inches high, and 0.007 inch thick.

The dimensional standards for CMM pieces, as provided in DMM C600, expressly give mailers, advertisers, and graphic designers the flexibility to create pieces that

can range in size from the minimum dimensions for letter-size pieces to the maximum dimensions for flat-size pieces.

Nonmachinable Surcharge Application

Applied

The appropriate Standard Mail nonmachinable surcharge under DMM R600.5.0 applies only to letter-size pieces (including card-size pieces) — with the exception of letter-size pieces prepared and entered as CMM pieces under DMM E660 — if the pieces weigh 3.3 ounces or less, are paid at Presorted Regular or Nonprofit Standard Mail letter rates, and are subject to one or both of these conditions:

- The pieces have one or more of the nonmachinable characteristics for letter-size mail listed in DMM C050.2.2.

- The pieces are labeled for manual processing by the mailer under the manual only option in DMM M610.1.6.

Not Applied

The Standard Mail nonmachinable surcharge for letter-size pieces does not apply to pieces (including parcels) that are paid at any Standard Mail nonletter rate. The surcharge also does not apply to Standard Mail letter-size pieces weighing 3.3 ounces or less that are paid at these letter rates:

- Automation rates.
- Enhanced Carrier Route rates.
- Presorted rates if the pieces are not subject to any nonmachinable characteristic in DMM C050.2.2 or are not prepared with the manual only option, or if the pieces are prepared and entered as CMM pieces under DMM E660.

Nonmachinable Designs

CMM pieces must be deposited at or dropshipped directly to the destination delivery unit by the mailer in order to bypass all mail processing operations. Because of this requirement, CMM pieces are permitted to feature various types of otherwise nonmachinable physical characteristics as follows:

- CMM pieces may be rectangular, nonrectangular, or irregularly shaped.
- CMM pieces may be as thin as 0.007 inch at their thinnest point and as thick as 0.75 inch at their thickest point.
- CMM pieces may have holes and other types of regular and irregular voids or cutouts.

If the size of CMM pieces presented by a mailer meets the letter-size dimensions defined in DMM C050, Postal Service™ employees accepting such mail still must not assess the Standard Mail nonmachinable surcharge, even if the pieces include a design element that would normally be considered a nonmachinable characteristic under DMM C050.2.2.

Manual Processing

CMM pieces are also exempt from the Standard Mail nonmachinable surcharge for letter-size pieces that is assessed if a mailer requests manual processing with the appropriate container label designation of “MAN” or “MANUAL.”

When a mailer presents CMM pieces in Postal Service letter trays, flat trays, or sacks, the container labels will also show the designation “MAN” at the end of the second label

line to indicate manual processing. This designation, however, should not be construed as an equivalent to the one in which a mailer specifically requests manual processing for letter-size Standard Mail pieces as an option, subject to the nonmachinable surcharge.

Additional Information

The article titled “DMM Revision: Customized Market-Mail” in *Postal Bulletin* 22106 (7-10-03, pages 27–38) contains useful information about CMM service and the DMM text presenting the mailing standards for this new service. The article on pages 13–22 in this *Postal Bulletin* includes revisions to the four postage statements that CMM mailers must use when presenting CMM mailings.

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

Domestic Mail Manual (DMM)

	*	*	*	*	*
C	Characteristics and Content				
	*	*	*	*	*
C600	Standard Mail				
	*	*	*	*	*

4.0 NONMACHINABLE PIECES

[Revise 4.0 to read as follows:]

4.1 Surcharge Applied

The nonmachinable surcharge in R600 applies only to Regular and Nonprofit Standard Mail letter-size pieces (including card-size pieces), except for letter-size pieces prepared and entered as Customized MarketMail pieces under E660, if the pieces weigh 3.3 ounces or less, are claimed at Presorted letter rates, and are subject to either of these conditions:

- The pieces have one or more of the nonmachinable characteristics for letter-size mail in C050.
- The pieces are labeled for manual processing by the mailer under the manual only option in M610.

4.2 Surcharge Not Applied

The nonmachinable surcharge in R600 does not apply to Standard Mail pieces (including parcels) that are claimed at any nonletter rate. The surcharge also does not apply to Standard Mail letter-size pieces that are claimed at these letter rates:

- Automation rates.
- Enhanced Carrier Route rates.

c. Presorted rates if the pieces are not subject to either of the two conditions in 4.1, or if the pieces are prepared and entered as Customized MarketMail pieces under E660.

* * * * *

E Eligibility

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E600 Standard Mail

* * * * *

E620 Presorted Rates

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4.0 NONMACHINABLE SURCHARGE

[Revise text to read as follows:]

The nonmachinable surcharge in R600 applies only to Regular and Nonprofit Standard Mail letter-size pieces (including card-size pieces), except for letter-size pieces prepared and entered as Customized MarketMail pieces under E660, if the pieces weigh 3.3 ounces or less, are claimed at

Presorted letter rates, and are subject to either of these conditions:

- a. The pieces have one or more of the nonmachinable characteristics for letter-size mail in C050.
- b. The pieces are labeled for manual processing by the mailer under the manual only option in M610.

* * * * *

E660 Customized MarketMail

* * * * *

2.0 RATES

[Revise text to read as follows:]

Each piece in a CMM mailing is subject to the Presorted Regular or Nonprofit Standard Mail nondestination entry basic nonletter rate plus the residual shape surcharge. CMM pieces are not eligible for any discount including the parcel barcode discount in E620. CMM pieces are not subject to the nonmachinable surcharge for letters.

* * * * *

— *Mailing Standards, Pricing and Classification, 7-24-03*

FIELD INFORMATION KIT

Customized MarketMail (CMM)



Sample CMM Mailpiece and Indicia (Not to Size)

This Customized MarketMail (CMM) Field Information Kit contains the following items:

- Fact Sheet.
- Frequently Asked Questions.
- CMM Service Stand-Up Talk.

Fact Sheet

Description

- Starting August 10, 2003, CMM service is a new type of Standard Mail service.
- Virtually any design and shape that a mailer desires can qualify as a CMM item.

Piece Requirements

- A CMM item can weigh up to 3.3 ounces. There is no minimum weight requirement.
- A CMM item may be as large as 12 inches high by 15 inches long by 3/4 inch thick. The minimum dimension requirements are 3-1/2 inches high by 5 inches long by .007 inch thick.
- For safety reasons, pieces cannot have sharp or pointed edges.
- Standard Mail content restrictions apply.
- CMM pieces must bear either an exceptional address format or an occupant address format.
- CMM pieces are not eligible for any ancillary services (such as forwarding or return) or special services (such as Delivery Confirmation™).
- CMM pieces cannot have detached address labels.
- The Postal Service™ recommends that mailers provide designs to their local Postal Service acceptance units for review before production.

Mailing Requirements

- Mailers must pay or have paid the annual mailing fee for Standard Mail services.
- Mailers must submit at least 200 pieces per mailing, but not necessarily per destinating delivery unit (DDU).
- Mailers must dropship the pieces or bring them to the DDU.
- The postage rates for these distinctive mailpieces are 57.4 cents for Regular Standard Mail service, and 46 cents for Nonprofit Standard Mail service. Those are the basic non-letter, regular, or nonprofit standard rates plus the residual shape surcharge.
- Mailers must not mail individual CMM pieces or deposit CMM pieces in mailboxes or collection boxes.

Business Potential

- "Within certain size, weight, and thickness limitations, Customized MarketMail can be virtually any shape and design that the mailer desires," said Nick Barranca, Vice President of Product Development. "CMM will let advertisers put their creativity to work, designing their mailpieces to deliver high impact, to demand attention, and generate greater response rates."
- "Think of the possibilities!" said Steve Kearney, Vice President of Pricing and Classification. "Mailpieces shaped like cars, shoes, computers, pizzas — popping up in customer mailboxes, announcing new products, empowering mailer messages, and driving customer buying habits."

- "Customized MarketMail is the shape of things to come," said H. Robert Wientzen, President and CEO of the Direct Marketing Association.

Frequently Asked Questions (FAQs)*What is CMM service?*

Customized MarketMail (CMM) service is a new type of Standard Mail service that, within certain broad requirements, allows mailpieces to be virtually any design and shape a mailer desires. It allows business mailers to send distinctive, unusually shaped advertising pieces to their customers, thereby differentiating their product in the mailbox and in the mind of the consumer. CMM service takes effect August 10, 2003.

How does it work?

Mailers must have or obtain a Standard Mail permit. They must send a minimum of 200 pieces per mailing, but not necessarily per destinating delivery unit (DDU), and must dropship them or bring them to the DDU. As a result, Post Office™ facilities can expect to receive some CMM pieces by Priority Mail® service or Express Mail® service marked "Open and Distribute." The postage rates for these distinctive mailpieces are 57.4 cents for Regular Standard Mail service, and 46 cents for Nonprofit Standard Mail service. Those are the basic non-letter, regular, or nonprofit standard rates plus the residual shape surcharge. Mailers must not mail individual CMM pieces or deposit CMM pieces in mailboxes or collection boxes.

What are the size limitations?

A CMM piece can weigh up to 3.3 ounces and may be as large as 12 inches high by 15 inches long by 3/4 inch thick. There is no minimum weight requirement, and the minimum dimension requirements are 3-1/2 inches high by 5 inches long by .007 inch thick. For the safety of the recipients and Postal Service employees, pieces cannot have sharp or pointed edges. The Postal Service encourages mailers to provide designs to their local Postal Service acceptance units for review before production.

Why are there special handling requirements?

Automated equipment cannot handle the irregular shapes and sizes of the pieces, so mailers must dropship or deliver the pieces to the DDU.

Who will probably use CMM service?

A number of prominent printers, advertising agencies, and business mailers have indicated their interest in CMM service, noting that the pieces have the potential to open up a world of design creativity that can help differentiate their merchandise and services in the marketplace. We expect the primary users to be companies with prestige brands, top-of-the-line technology products, and other high-end

merchandise. However, for some local retailers, such as pizza franchises and dry cleaners, CMM service might make business sense, too. One thing is for sure — CMM pieces will stand out in the mailbox. Starting August 10, 2003, there will be new creativity and excitement in the mail.

What if consumers want to mail CMM items?

The presence of CMM items in the mail may lead some consumers to believe incorrectly that oddly shaped single-piece items such as novelty postcards are now mailable without envelopes. They are not. It is important for consumers to understand that individuals cannot mail these pieces or drop them in a mailbox for processing and delivery without putting them in envelopes and applying the postage for First-Class Mail® service.

How should letter carriers handle the pieces?

CMM pieces can be as small as a postcard or as large as 12 inches high by 15 inches long by 3/4 inch thick. This gives a lot of flexibility to the creators, so we want letter carriers to use their best judgment on handling. Depending on the size of the CMM pieces, letter carriers may work them as letters, flats, or parcels, whichever makes the most sense. In any event, letter carriers should leave CMM pieces at the residence, even if the pieces do not fit in the mailbox. There is no forwarding or return to sender. Facilities should not hold CMM pieces for pickup. If CMM pieces come back to the delivery office as undeliverable, Postal Service personnel should dispose of them in accordance with Postal Service standards.

What should acceptance clerks look for?

Acceptance clerks should check the size, weight, and thickness dimensions. A CMM piece does not have to be uniformly thick, so long as no part of it measures more than 3/4 inch. There can be no sharp edges — we want to make sure that the recipients and our employees are not injured by the unusually shaped pieces. Make sure that the pieces have a CMM rate marking consistent with the rules in *Domestic Mail Manual* (DMM) M012, as well as the carrier release endorsement “Carrier — Leave If No Response.” Standard Mail content restrictions apply, and CMM pieces cannot have detached address labels.

How does the mailer show postage payment?

The mailer has the option of using a permit imprint indicia, postage meter imprint, or precanceled stamps. The mailer cannot use regular adhesive stamps. Each piece must show not only “Presorted Standard” or “PRSRT STD” but also the marking “CUSTOMIZED MARKETMAIL” (or the approved abbreviations “CUST MKTMAIL” OR “CMM”). Nonprofit Standard Mail pieces must show “Nonprofit Organization” (or “Nonprofit Org.” or “Nonprofit”) instead of “Presorted Standard” or “PRSRT STD.” The standards and

placement of applicable markings and endorsements must follow existing requirements for Standard Mail pieces under DMM M012.

How does the mailer address CMM pieces?

CMM pieces must bear the exceptional address format or the occupant address format. The exceptional address format uses both a recipient’s name and the alternative, either “Current Occupant” or “Current Resident,” followed by a complete delivery address, city, state, and ZIP Code or ZIP+4® code. The occupant address format does not use an actual recipient’s name but only the designation “Occupant,” “Householder,” or “Resident,” followed by a complete delivery address, city, state, and ZIP Code or ZIP+4 code. Mailers must not use the simplified addressing format, which shows no delivery address.

We encourage mailers to bring the designs of their CMM pieces to our acceptance units for review before production. This will save everyone time and trouble, and in some cases the need for and cost of reprinting.

CMM Service Stand-Up Talk

What’s New

Keep an eye out for trains, planes, and automobiles to begin arriving at back docks, carrier cases, and mailboxes near you starting August 10, 2003.

The Postal Service announced this month the launch of Customized MarketMail (CMM) service, a new advertising mail product that some people in the mailing industry are calling “the shape of things to come.”

How CMM Is Different

A CMM piece can weigh up to 3.3 ounces and be up to 12 inches high by 15 inches long by 3/4 inch thick. It does not have to be uniformly thick, but no part can measure more than 3/4 inch. (There is no minimum weight requirement, and the minimum dimensions are 3-1/2 inches high by 5 inches long by .007 inch thick.) And there can be no sharp edges — we don’t want the recipients or our employees getting injured. Also, a CMM piece cannot have a detached address label. Please encourage mailers to bring the CMM designs to our acceptance units before production, so we can make sure that they meet these specifications.

Within these physical limitations, CMM items can be virtually any shape and design that the mailer desires. CMM items will allow companies to put their creativity to work to distinguish their products in the marketplace, attract new customers, and generate more business.

Mailer Requirements for Sending CMM Items

CMM service is not for everyone. Mailers must:

- Meet the following three requirements:
 - Already have a permit to use Standard Mail service, or pay the annual mailing fee.
 - Send a minimum of 200 pieces per mailing, but not necessarily per destinating delivery unit (DDU).
 - Dropship them or deliver them to the DDU. As a result, we can expect to receive some CMM pieces by Priority Mail® or Express Mail® service marked “Open and Distribute.”
- Include on the individual pieces the carrier release marking “Carrier — Leave If No Response.” Because the pieces may bear only an exceptional address format or an occupant address format, there is no forwarding or return to sender. If for any reason they are undeliverable, Postal Service personnel should dispose of the pieces in accordance with Postal Service standards. There are no ancillary service options and no special services available with CMM.
- Pay a postage rate of 57.4 cents for Regular Standard Mail service, and 46 cents for Nonprofit Standard Mail service. Those are the basic non-letter, regular, or nonprofit standard rates plus the residual shape surcharge.

You can read about all technical requirements for CMM in the article entitled “DMM Revision: Custom MarketMail,”

which appeared in *Postal Bulletin* 22106 (7-10-03, pages 27–38), and also in “DMM Revision: Customized MarketMail — Nonmachinable Surcharge,” which appears in this *Postal Bulletin* 22107 (7-24-03, starting on page 8).

Important Acceptance and Delivery Reminders

The presence of CMM items in the mail may lead some customers to believe incorrectly that oddly shaped single piece items such as novelty postcards are now mailable without envelopes. They are not. Mailers cannot mail CMM items individually or drop them in a mailbox or collection box for processing and delivery without putting them in envelopes and applying postage for First-Class Mail® service.

Additional Message for Letter Carriers

The carrier release marking “Carrier — Leave If No Response” endorsement requires letter carriers to leave CMM at the delivery point if it does not fit in the mail receptacle. Letter carriers must not forward or return to sender, and they must dispose of undeliverable-as-addressed CMM pieces in accordance with Postal Service standards. Because mailers can produce pieces in various shapes within the noted size restrictions, carriers should handle CMM as letters, flats, or parcels as appropriate for the mailpiece size and national and local bargaining agreements.

— *Implementation and Outreach, Pricing and Classification, 7-24-03*

*NOTICE***Customized MarketMail — Revised Postage Statements**

Effective August 10, 2003, the following four postage statements, which appear on pages 15–22 of this *Postal Bulletin*, are revised to incorporate certain additional data elements that mailers entering Customized MarketMail (CMM) must complete:

- PS Form 3602-NPS, *Postage Statement — Nonprofit Standard Mail Subject to Surcharge — Postage Affixed.*
- PS Form 3602-NS, *Postage Statement — Nonprofit Standard Mail Subject to Surcharge — Permit Imprint.*
- PS Form 3602-PS, *Postage Statement — Standard Mail Subject to Surcharge — Postage Affixed.*
- PS Form 3602-RS, *Postage Statement — Standard Mail Subject to Surcharge — Permit Imprint.*

A description of CMM service and the mailing standards for this new service appeared in the article titled “DMM Revision: Customized MarketMail” in *Postal Bulletin* 22106 (7-10-03, pages 27–38). That article explains how to prepare CMM items and provides information on verification and entry, rates, postage payment, markings and endorsements, physical characteristics, addressing, and delivery. See also the article titled “DMM Revision: Customized MarketMail — Nonmachinable Surcharge,” which appears in this *Postal Bulletin* starting on page 8.

Effective Date of Postage Statements

The revised postage statements have an edition date of August 2003 to coincide with the August 10, 2003, implementation date for the new CMM service. These revised postage statements include not only new entries for CMM service and the corresponding rates but also other elements required for reporting and collecting CMM data in the Permit System. All mailers

preparing and entering CMM items must use the August 2003 editions (or approved facsimiles), which contain these additions:

- A CMM checkbox in the "Processing Category" block in the "Mailing Info." section on page 1.
- A new line item that reads "For Customized MarketMail (3.3 oz. or less)" in the "Postage Computation" section on page 1.
- A Privacy Notice in the "Certification" section on page 1.
- A new Part L, "Customized MarketMail Rate," on page 2.

Use of June 2002 Editions

Mailers not preparing CMM items may continue to use the June 2002 editions of these four postage statements until August 10, 2004. However, mailers should use the August 2003 editions as soon as possible. All editions before June 2002 are obsolete, and mailers must not use them.

Availability of Revised Statements

There will be no automatic distribution to Post Office™ facilities of printed copies of the August 2003 editions of the postage statements. Post Office facilities can obtain these postage statements from the Material Distribution Center (MDC) using the following ordering procedures:

- **Touch Tone Order Entry:** Call 800-332-0317, Option 2.

Note: You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message (wait 48 hours after registering before placing your first order).

- **E-mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or by using FormFlow), and send it as an attachment to the e-mail address *MDC, Customer Service* or to *mcustome@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 these postage statements is as follows:

PSIN	PS3602NPS	PS3602NS	PS3602PS	PS3602RS
NSN	7530-05-000-4275	7530-05-000-4274	7530-05-000-4272	7530-05-000-4271
Unit of Measure	EA	EA	EA	EA
Min. Order Qty	1	1	1	1
Bulk Pack Quantity	0	0	0	0
Price (\$)	\$0.0197	\$0.0197	\$0.0197	\$0.0197
Edition Date	08/03	08/03	08/03	08/03
Quick Pick Number	N/A	N/A	N/A	N/A

These revised postage statements will soon be available in Adobe PDF (print-only) format on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *Postal Forms*. They also will soon be accessible on the Internet at www.usps.com; click on *Find a Form*, and then *All Online PDF Forms in Numeric Order*. Mailers needing these postage statements — or any other postage statements — can print them locally from the Internet and complete them manually. Postmasters and managers of Business Mail Entry should encourage their customers and staff to use the Postal Service Web site to obtain the most up-to-date forms.

Managers of Business Mail Entry must ensure that all Post Office facilities and detached mail units within the service area of their district have access to all postage statements to meet the needs of any local mailer who may want to enter CMM items. District offices must supply statements to their Post Office facilities that do not have Internet access.

Mailers with questions about the use and availability of postage statements should contact the Post Office facility where they usually enter their mailings. Postal Service employees with questions should contact their district manager of Business Mail Entry.

United States Postal Service

**Postage Statement — Nonprofit Standard Mail Subject to Surcharge
Postage Affixed**

Post Office: *Note Mail Arrival Time*

Use this form only for letters subject to the nonmachinable surcharge and pieces subject to the residual shape surcharge. Use Form 3602-NP for all other letters and flats.

Mailer Info.	Permit Holder's Name and Address, and Email Address If Any	Telephone	Name and Address of Mailing Agent (Y other than permit holder)	Telephone	Name and Address of Organization for Which Mailing is Prepared (Y other than permit holder)	
	Dun & Bradstreet No.		Dun & Bradstreet No.		Dun & Bradstreet No.	
Mailing Info.	Post Office of Mailing	Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> CMM <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels	Mailing Date	Statement Seq. No.	Number of Containers	
	Permit No. <input type="checkbox"/> Motor Postage <input type="checkbox"/> Precanceled Stamps		Weight of a Single Piece 0 _____ pound	Total Pieces		
	For Mail Enclosed Within Another Class <input type="checkbox"/> Periodicals <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post		If Sacked, Based on <input type="checkbox"/> 125 pcs. <input type="checkbox"/> 15 lbs. <input type="checkbox"/> both	Total Weight		
		For Enhanced Carrier Route Rate Pieces, Enter Date of Address Matching and Coding (DMM A950 3.0)		For Enhanced Carrier Route Rate Pieces, Enter Date of Carrier Route Sequencing (DMM M050 4.0)		

Postage Computation (DMM P013)	For Presorted Letters	Total From Part E (On reverse)
	For Presorted Nonletters (3.3 oz. or less)	Total From Part F (On reverse)
	For Presorted Nonletters (More than 3.3 oz.)	Total From Part G (On reverse)
	For Enhanced Carrier Route Nonletters (3.3 oz. or less)	Total From Part H (On reverse)
	For Enhanced Carrier Route Nonletters (More than 3.3 oz.)	Total From Part I (On reverse)
	For Customized MarketMail (3.3 oz. or less)	Total From Part L (On reverse)
	For Special Services (3/5 and Basic rate parcels only)	Total From Attached Form 3540-S
	Is pound rate paid by permit imprint under DMM P600 2.0? <input type="checkbox"/> Yes (Form 3602-NP required) <input type="checkbox"/> No	Total Postage (Add lines above) →
	Rate at Which Postage Affixed (DMM P600) (Check one): <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither	_____ pcs. x \$ _____ = Postage Affixed →
		Net Postage Due (Subtract postage affixed from total postage) →

For USPS Use Only: Additional Postage Payment (State reason)

Total Adjusted Postage (Add additional postage to total postage) →

Certification

The mailer's signature certifies that: (1) the mailing complies with DMM E670; (2) the income derived from the sale of any products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) and any products and services advertised are substantially related to the nonprofit organization's authorized purpose within the meaning of 39 U.S.C. § 3626(j)(1)(D)(i)(I) and 26 U.S.C. § 513(A); (3) the mailing, if made by a voting registration official, is required or authorized by the National Voter Registration Act of 1993; and (4) it will agree to pay, subject to appeal, any revenue deficiencies assessed on this mailing. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control.

The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the rates and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation.

I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.

Signature of Mailer or Agent	Name of Mailer or Agent	Telephone
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USPS Use Only	Weight of a Single Piece 0 _____ pound	Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No	Round Stamp (Required)		
	Check One <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled	If "Yes," Reason			
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.	Date Mailer Notified		Contact	By (Initials)
	Verifying Employee's Signature	Verifying Employee's Name		Time	AM PM

Nonprofit Standard Mail Subject to Surcharge — Postage Affixed

Entry Discount	Presort Discount	Rate per Piece	Number of Pieces	Total
E Presorted Letter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less Rates include \$.020 nonmachinable surcharge.				
None	E1. 3/5	.173 x	_____ pcs. = \$ _____	
	E2. Basic	.185 x	_____ pcs. = \$ _____	
DBMC	E3. 3/5	.152 x	_____ pcs. = \$ _____	
	E4. Basic	.164 x	_____ pcs. = \$ _____	
DSCF	E5. 3/5	.147 x	_____ pcs. = \$ _____	
	E6. Basic	.159 x	_____ pcs. = \$ _____	
Total — Part E (Carry to front of form)				\$ _____

F Presorted Nonletter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less Rates include \$.230 residual shape surcharge.				
None	F1. 3/5	.413 x	_____ pcs. = \$ _____	
	F2. Basic	.460 x	_____ pcs. = \$ _____	
DBMC	F3. 3/5	.392 x	_____ pcs. = \$ _____	
	F4. Basic	.430 x	_____ pcs. = \$ _____	
DSCF	F5. 3/5	.387 x	_____ pcs. = \$ _____	
	F6. Basic	.434 x	_____ pcs. = \$ _____	
Total — Part F (Carry to front of form)				\$ _____

G Presorted Nonletter Rates — Pieces More Than 3.3 oz. (0.2063 lb.) As described in DMM P013.8.0, compute and enter the rate for each piece in the "Rate" column. Rates must include \$.230 residual shape surcharge and, if eligible, the \$.030 barcoded discount.				
None	G1. 3/5	\$ _____ x	_____ pcs. = \$ _____	
	G2. Basic	\$ _____ x	_____ pcs. = \$ _____	
DBMC	G3. 3/5	\$ _____ x	_____ pcs. = \$ _____	
	G4. Basic	\$ _____ x	_____ pcs. = \$ _____	
DSCF	G5. 3/5	\$ _____ x	_____ pcs. = \$ _____	
	G6. Basic	\$ _____ x	_____ pcs. = \$ _____	
Total — Part G (Carry to front of form)				\$ _____

Entry Discount	Presort Discount	Rate per Piece	Number of Pieces	Total
H ECR Nonletter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less Rates include \$.200 residual shape surcharge.				
None	H1. Saturation	.304 x	_____ pcs. = \$ _____	
	H2. High Density	.310 x	_____ pcs. = \$ _____	
	H3. Basic	.326 x	_____ pcs. = \$ _____	
DBMC	H4. Saturation	.283 x	_____ pcs. = \$ _____	
	H5. High Density	.289 x	_____ pcs. = \$ _____	
	H6. Basic	.305 x	_____ pcs. = \$ _____	
DSCF	H7. Saturation	.278 x	_____ pcs. = \$ _____	
	H8. High Density	.284 x	_____ pcs. = \$ _____	
	H9. Basic	.300 x	_____ pcs. = \$ _____	
DDU	H10. Saturation	.272 x	_____ pcs. = \$ _____	
	H11. High Density	.278 x	_____ pcs. = \$ _____	
	H12. Basic	.294 x	_____ pcs. = \$ _____	
Total — Part H (Carry to front of form)				\$ _____

I ECR Nonletter Rates — Pieces More Than 3.3 oz. (0.2063 lb.) As described in DMM P013.8.0, compute and enter the rate for each piece in the "Rate" column. Rates must include \$.200 residual shape surcharge.				
None	I1. Saturation	\$ _____ x	_____ pcs. = \$ _____	
	I2. High Density	\$ _____ x	_____ pcs. = \$ _____	
	I3. Basic	\$ _____ x	_____ pcs. = \$ _____	
DBMC	I4. Saturation	\$ _____ x	_____ pcs. = \$ _____	
	I5. High Density	\$ _____ x	_____ pcs. = \$ _____	
	I6. Basic	\$ _____ x	_____ pcs. = \$ _____	
DSCF	I7. Saturation	\$ _____ x	_____ pcs. = \$ _____	
	I8. High Density	\$ _____ x	_____ pcs. = \$ _____	
	I9. Basic	\$ _____ x	_____ pcs. = \$ _____	
DDU	I10. Saturation	\$ _____ x	_____ pcs. = \$ _____	
	I11. High Density	\$ _____ x	_____ pcs. = \$ _____	
	I12. Basic	\$ _____ x	_____ pcs. = \$ _____	
Total — Part I (Carry to front of form)				\$ _____

L Customized MarketMail Rate — Pieces 3.3 oz. (0.2063 lb.) or Less Rate includes \$.230 residual shape surcharge.				
None	L1. Basic	.460 x	_____ pcs. = \$ _____	
Total — Part L (Carry to front of form)				\$ _____

United States Postal Service

**Postage Statement — Nonprofit Standard Mail Subject to Surcharge
Permit Imprint**

Post Office: *Note Mail Arrival Time*

Use this form only for letters subject to the nonmachinable surcharge and pieces subject to the residual shape surcharge. Use Form 3602-N for all other letters and flats.

Mailer Info.	Permit Holder's Name and Address, and Email Address if Any	Telephone	Name and Address of Mailing Agent (if other than permit holder)	Telephone	Name and Address of Organization for Which Mailing is Prepared (if other than permit holder)	
	CAPS Cust. Ref. ID _____ Dun & Bradstreet No. _____		Dun & Bradstreet No. _____		Dun & Bradstreet No. _____	
Mailing Info.	Post Office of Mailing	Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> CMM <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels	Mailing Date	Statement Seq. No.	Number of Containers	
	Permit No.		Weight of a Single Piece _____ pound	Total Pieces		
	For Mail Enclosed Within Another Class: <input type="checkbox"/> Periodicals <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post		If Sacked, Based on <input type="checkbox"/> 125 pcs. <input type="checkbox"/> 15 lbs. <input type="checkbox"/> both	Total Weight		
			For Enhanced Carrier Route Rate Pieces, Enter Date of Address Matching and Coding (DMM A950.3.0) ____/____/____	For Enhanced Carrier Route Rate Pieces, Enter Date of Carrier Route Sequencing (DMM M050.4.0) ____/____/____		
Postage Computation (DMM P013)	For Presorted Letters			Total From Part E (On reverse)		
	For Presorted Nonletters (3.3 oz. or less)			Total From Part F (On reverse)		
	For Presorted Nonletters (More than 3.3 oz.)			Total From Part G (On reverse)		
	For Enhanced Carrier Route Nonletters (3.3 oz. or less)			Total From Part H (On reverse)		
	For Enhanced Carrier Route Nonletters (More than 3.3 oz.)			Total From Part I (On reverse)		
	For Customized MarketMail (3.3 oz. or less)			Total From Part L (On reverse)		
	For Special Services Fees (3/5 and Basic rate parcels only)			Total From Attached Form 3540-S		
	Postmaster: Report total postage in AIC 125.			Total Postage (Add lines above) —>		
For USPS Use Only: Additional Postage Payment (State reason)						
Postmaster: Report total postage in AIC 125.			Total Adjusted Postage (Add additional postage to total postage) —>			
Certification	The mailer's signature certifies that: (1) the mailing complies with DMM E870; (2) the income derived from the sale of any products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) and any products and services advertised are substantially related to the nonprofit organization's authorized purpose within the meaning of 39 U.S.C. § 3626(j)(1)(D)(ii)(I) and 26 U.S.C. § 513(A); (3) the mailing, if made by a voting registration official, is required or authorized by the National Voter Registration Act of 1993; and (4) it will agree to pay, subject to appeal, any revenue deficiencies assessed on this mailing. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control.					
	The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the rates and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation.					
	I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment. <i>Privacy Notice:</i> For information regarding our Privacy Policy visit www.usps.com					
Signature of Mailer or Agent		Name of Mailer or Agent		Telephone		
USPS Use Only	Weight of a Single Piece _____ pound	Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No				
	Total Pieces	Total Weight	If "Yes," Reason			
	Total Postage		Round Stamp (Required)			
	Check One <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled					Date Mailer Notified
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.					
Verifying Employer's Signature		Verifying Employer's Name		Time AM PM		

Nonprofit Standard Mail Subject to Surcharge — Permit Imprint

Entry Discount	Presort Discount	Rate	Number of Pieces / Pounds	Total
E Presorted Letter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less Rates include \$.020 nonmachinable surcharge.				
None	E1. 3/5	.173 x	_____ pcs. = \$ _____	
	E2. Basic	.186 x	_____ pcs. = \$ _____	
DBMC	E3. 3/5	.152 x	_____ pcs. = \$ _____	
	E4. Basic	.164 x	_____ pcs. = \$ _____	
DSCF	E5. 3/5	.147 x	_____ pcs. = \$ _____	
	E6. Basic	.159 x	_____ pcs. = \$ _____	
Total — Part E (Carry to front of form)				\$ _____

Entry Discount	Presort Discount	Rate	Number of Pieces / Pounds	Total
F Presorted Nonletter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less Rates include \$.230 residual shape surcharge.				
None	F1. 3/5	.413 x	_____ pcs. = \$ _____	
	F2. Basic	.460 x	_____ pcs. = \$ _____	
DBMC	F3. 3/5	.392 x	_____ pcs. = \$ _____	
	F4. Basic	.439 x	_____ pcs. = \$ _____	
DSCF	F5. 3/5	.387 x	_____ pcs. = \$ _____	
	F6. Basic	.434 x	_____ pcs. = \$ _____	
Total — Part F (Carry to front of form)				\$ _____

Entry Discount	Presort Discount	Rate	Number of Pieces / Pounds	Total
G Presorted Nonletter Rates — Pieces More Than 3.3 oz. (0.2063 lb.) Piece rates include \$.230 residual shape surcharge.				
None	G1. 3/5	.293 x	_____ pcs. = \$ _____	
	plus	.584 x	_____ lbs. = \$ _____	
	G2. Basic	.340 x	_____ pcs. = \$ _____	
	plus	.584 x	_____ lbs. = \$ _____	
DBMC	G3. 3/5	.293 x	_____ pcs. = \$ _____	
	plus	.484 x	_____ lbs. = \$ _____	
	G4. Basic	.340 x	_____ pcs. = \$ _____	
	plus	.484 x	_____ lbs. = \$ _____	
DSCF	G5. 3/5	.293 x	_____ pcs. = \$ _____	
	plus	.459 x	_____ lbs. = \$ _____	
	G6. Basic	.340 x	_____ pcs. = \$ _____	
	plus	.459 x	_____ lbs. = \$ _____	
Subtotal				\$ _____
	G7. Subtract Barcoded Discount	.030 x	_____ pcs. = \$ _____ (_____)	
Total — Part G (Carry to front of form)				\$ _____

Entry Discount	Presort Discount	Rate	Number of Pieces / Pounds	Total
H ECR Nonletter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less Rates include \$.200 residual shape surcharge.				
None	H1. Saturation	.304 x	_____ pcs. = \$ _____	
	H2. High Density	.310 x	_____ pcs. = \$ _____	
	H3. Basic	.326 x	_____ pcs. = \$ _____	
DBMC	H4. Saturation	.283 x	_____ pcs. = \$ _____	
	H5. High Density	.289 x	_____ pcs. = \$ _____	
	H6. Basic	.305 x	_____ pcs. = \$ _____	
DSCF	H7. Saturation	.278 x	_____ pcs. = \$ _____	
	H8. High Density	.284 x	_____ pcs. = \$ _____	
	H9. Basic	.300 x	_____ pcs. = \$ _____	
DDU	H10. Saturation	.272 x	_____ pcs. = \$ _____	
	H11. High Density	.278 x	_____ pcs. = \$ _____	
	H12. Basic	.294 x	_____ pcs. = \$ _____	
Total — Part H (Carry to front of form)				\$ _____

Entry Discount	Presort Discount	Rate	Number of Pieces / Pounds	Total
I ECR Nonletter Rates — Pieces More Than 3.3 oz. (0.2063 lb.) Piece rates include \$.200 residual shape surcharge.				
None	I1. Saturation	.228 x	_____ pcs. = \$ _____	
	plus	.370 x	_____ lbs. = \$ _____	
	I2. High Density	.234 x	_____ pcs. = \$ _____	
	plus	.370 x	_____ lbs. = \$ _____	
	I3. Basic	.250 x	_____ pcs. = \$ _____	
	plus	.370 x	_____ lbs. = \$ _____	
DBMC	I4. Saturation	.228 x	_____ pcs. = \$ _____	
	plus	.270 x	_____ lbs. = \$ _____	
	I5. High Density	.234 x	_____ pcs. = \$ _____	
	plus	.270 x	_____ lbs. = \$ _____	
	I6. Basic	.250 x	_____ pcs. = \$ _____	
	plus	.270 x	_____ lbs. = \$ _____	
DSCF	I7. Saturation	.228 x	_____ pcs. = \$ _____	
	plus	.245 x	_____ lbs. = \$ _____	
	I8. High Density	.234 x	_____ pcs. = \$ _____	
	plus	.245 x	_____ lbs. = \$ _____	
	I9. Basic	.250 x	_____ pcs. = \$ _____	
	plus	.245 x	_____ lbs. = \$ _____	
DDU	I10. Saturation	.228 x	_____ pcs. = \$ _____	
	plus	.213 x	_____ lbs. = \$ _____	
	I11. High Density	.234 x	_____ pcs. = \$ _____	
	plus	.213 x	_____ lbs. = \$ _____	
	I12. Basic	.250 x	_____ pcs. = \$ _____	
	plus	.213 x	_____ lbs. = \$ _____	
Total — Part I (Carry to front of form)				\$ _____

Entry Discount	Presort Discount	Rate	Number of Pieces / Pounds	Total
L Customized MarketMail Rate — Pieces 3.3 oz. (0.2063 lb.) or Less Rate includes \$.230 residual shape surcharge.				
None	L1. Basic	.480 x	_____ pcs. = \$ _____	
Total — Part L (Carry to front of form)				\$ _____

United States Postal Service
Postage Statement — Standard Mail Subject to Surcharge
Postage Affixed

Post Office: **Note Mail Arrival Time**

Use this form only for letters subject to the nonmachinable surcharge and pieces subject to the residual shape surcharge. Use Form 3602-P for all other letters and flats.

Mailer Info.	Permit Holder's Name and Address, and Email if Any	Telephone	Name and Address of Mailing Agent (if other than permit holder)	Telephone	Name and Address of Individual or Organization for Which Mailing is Prepared (if other than permit holder)	
	Dun & Bradstreet No. _____		Dun & Bradstreet No. _____		Dun & Bradstreet No. _____	
Mailing Info.	Post Office of Mailing	Processing Category (DIMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> CMM <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels	Mailing Date	Statement Seq. No.	Number of Containers	
	Permit No. <input type="checkbox"/> Meter Postage <input type="checkbox"/> Precanceled Stamps		Weight of a Single Piece 0 _____ pound	Total Pieces		
	For Mail Enclosed Within Another Class <input type="checkbox"/> Periodicals <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post		If Sealed, Based on: <input type="checkbox"/> 125 pcs. <input type="checkbox"/> 15 lbs. <input type="checkbox"/> both	Total Weight		
		For Enhanced Carrier Route Rate Pieces, Enter Date of Address Matching and Coding (DIMM A900.3.0) _____/_____/_____	For Enhanced Carrier Route Rate Pieces, Enter Date of Carrier Route Sequencing (DIMM M060.4.0) _____/_____/_____			

Postage Computation (DIMM P013)	For Presorted Letters	Total From Part E (On reverse)
	For Presorted Nonletters (3.3 oz. or less)	Total From Part F (On reverse)
	For Presorted Nonletters (More than 3.3 oz.)	Total From Part G (On reverse)
	For Enhanced Carrier Route Nonletters (3.3 oz. or less)	Total From Part H (On reverse)
	For Enhanced Carrier Route Nonletters (More than 3.3 oz.)	Total From Part I (On reverse)
	For Customized MarketMail (3.3 oz. or less)	Total From Part L (On reverse)
	For Special Services (3/5 and Basic rate parcels only)	Total From Attached Form 3540-S
	Is pound rate paid by permit imprint under DIMM P600.2.0? <input type="checkbox"/> Yes (Form 3602-RS required) <input type="checkbox"/> No	Total Postage (Add lines above) →
	Rate at Which Postage Affixed (DIMM P600) (Check one) <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither	_____ pcs. x \$ _____ = Postage Affixed →
	Net Postage Due (Subtract postage affixed from total postage) →	
For USPS Use Only: Additional Postage Payment (State reason)		
Total Adjusted Postage (Add additional postage to total postage) →		

Certification

The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control.

The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the rates and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation.

I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment. *Privacy Notice:* For information regarding our Privacy Policy visit www.usps.com.

Signature of Mailer or Agent	Name of Mailer or Agent	Telephone
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USPS Use Only	Weight of a Single Piece 0 _____ pound	Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Check One <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled	If "Yes," Reason		
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.	Date Mailer Notified	Contact	By (Initials)
	Verifying Employee's Signature	Verifying Employee's Name	Time	AM PM

Round Stamp (Required)

Standard Mail Subject to Surcharge — Postage Affixed

Entry Discount	Presort Discount	Rate per Piece	Number of Pieces	Total
E Presorted Letter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less <i>Rates include \$.040 nonmachinable surcharge.</i>				
None	E1. 3/5	.288 x _____	pcs. = \$ _____	
	E2. Basic	.308 x _____	pcs. = \$ _____	
DBMC	E3. 3/5	.267 x _____	pcs. = \$ _____	
	E4. Basic	.287 x _____	pcs. = \$ _____	
DSCF	E5. 3/5	.262 x _____	pcs. = \$ _____	
	E6. Basic	.282 x _____	pcs. = \$ _____	
Total — Part E (Carry to front of form)				\$ _____

Entry Discount	Presort Discount	Rate per Piece	Number of Pieces	Total
F Presorted Nonletter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less <i>Rates include \$.230 residual shape surcharge.</i>				
None	F1. 3/5	.518 x _____	pcs. = \$ _____	
	F2. Basic	.574 x _____	pcs. = \$ _____	
DBMC	F3. 3/5	.497 x _____	pcs. = \$ _____	
	F4. Basic	.553 x _____	pcs. = \$ _____	
DSCF	F5. 3/5	.492 x _____	pcs. = \$ _____	
	F6. Basic	.548 x _____	pcs. = \$ _____	
Total — Part F (Carry to front of form)				\$ _____

Entry Discount	Presort Discount	Rate per Piece	Number of Pieces	Total
G Presorted Nonletter Rates — Pieces More Than 3.3 oz. (0.2063 lb.) <i>As described in DMM P013.8.0, compute and enter the rate for each piece in the "Rate" column. Rates must include \$.230 residual shape surcharge and, if eligible, the \$.030 barcoded discount.</i>				
None	G1. 3/5	\$ _____ x _____	pcs. = \$ _____	
	G2. Basic	\$ _____ x _____	pcs. = \$ _____	
DBMC	G3. 3/5	\$ _____ x _____	pcs. = \$ _____	
	G4. Basic	\$ _____ x _____	pcs. = \$ _____	
DSCF	G5. 3/5	\$ _____ x _____	pcs. = \$ _____	
	G6. Basic	\$ _____ x _____	pcs. = \$ _____	
Total — Part G (Carry to front of form)				\$ _____

Entry Discount	Presort Discount	Rate per Piece	Number of Pieces	Total
H ECR Nonletter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less <i>Rates include \$.200 residual shape surcharge.</i>				
None	H1. Saturation	.360 x _____	pcs. = \$ _____	
	H2. High Density	.369 x _____	pcs. = \$ _____	
	H3. Basic	.394 x _____	pcs. = \$ _____	
DBMC	H4. Saturation	.339 x _____	pcs. = \$ _____	
	H5. High Density	.348 x _____	pcs. = \$ _____	
	H6. Basic	.373 x _____	pcs. = \$ _____	
DSCF	H7. Saturation	.334 x _____	pcs. = \$ _____	
	H8. High Density	.343 x _____	pcs. = \$ _____	
	H9. Basic	.368 x _____	pcs. = \$ _____	
DDU	H10. Saturation	.328 x _____	pcs. = \$ _____	
	H11. High Density	.337 x _____	pcs. = \$ _____	
	H12. Basic	.362 x _____	pcs. = \$ _____	
Total — Part H (Carry to front of form)				\$ _____

Entry Discount	Presort Discount	Rate per Piece	Number of Pieces	Total
I ECR Nonletter Rates — Pieces More Than 3.3 oz. (0.2063 lb.) <i>As described in DMM P013.8.0, compute and enter the rate for each piece in the "Rate" column. Rates must include \$.200 residual shape surcharge.</i>				
None	I1. Saturation	\$ _____ x _____	pcs. = \$ _____	
	I2. High Density	\$ _____ x _____	pcs. = \$ _____	
	I3. Basic	\$ _____ x _____	pcs. = \$ _____	
DBMC	I4. Saturation	\$ _____ x _____	pcs. = \$ _____	
	I5. High Density	\$ _____ x _____	pcs. = \$ _____	
	I6. Basic	\$ _____ x _____	pcs. = \$ _____	
DSCF	I7. Saturation	\$ _____ x _____	pcs. = \$ _____	
	I8. High Density	\$ _____ x _____	pcs. = \$ _____	
	I9. Basic	\$ _____ x _____	pcs. = \$ _____	
DDU	I10. Saturation	\$ _____ x _____	pcs. = \$ _____	
	I11. High Density	\$ _____ x _____	pcs. = \$ _____	
	I12. Basic	\$ _____ x _____	pcs. = \$ _____	
Total — Part I (Carry to front of form)				\$ _____

Entry Discount	Presort Discount	Rate per Piece	Number of Pieces	Total
L Customized MarketMail Rate — Pieces 3.3 oz. (0.2063 lb.) or Less <i>Rate includes \$.230 residual shape surcharge.</i>				
None	L1. Basic	.574 x _____	pcs. = \$ _____	
Total — Part L (Carry to front of form)				\$ _____

United States Postal Service

**Postage Statement — Standard Mail Subject to Surcharge
Permit Imprint**

Post Office: Note Mail Arrival Time

Use this form only for letters subject to the nonmachinable surcharge and pieces subject to the residual shape surcharge. Use Form 3602-R for all other letters and flats.

Mailer Information	Permit Holder's Name and Address, and Email if Any	Telephone	Name and Address of Mailing Agent (if other than permit holder)	Telephone	Name and Address of Individual or Organization for Which Mailing is Prepared (if other than permit holder)
	CAPS Cust. Ref. ID				
	Dun & Bradstreet No.		Dun & Bradstreet No.		Dun & Bradstreet No.

Mailing Info.	Post Office of Mailing	Processing Category (DMM C030) <input type="checkbox"/> Letters <input type="checkbox"/> CNM <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels	Mailing Date	Federal Agency Cost Code	Statement Seq. No.	Number of Containers	
	Permit No.		Weight of a Single Piece 0 _____ pound		Total Pieces		
	For Mail Enclosed Within Another Class <input type="checkbox"/> Periodicals <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post		If Sorted, Based on <input type="checkbox"/> 125 pcs. <input type="checkbox"/> 15 lbs. <input type="checkbox"/> both		Total Weight		
		For Enhanced Carrier Route Rate Pieces, Enter Date of Address Matching and Coding (DMM A950 3.0)		For Enhanced Carrier Route Rate Pieces, Enter Date of Carrier Route Sequencing (DMM A000 4.0)			

Postage Computation (DMM P013)	For Presorted Letters	Total From Part E (On reverse)
	For Presorted Nonletters (3.3 oz. or less)	Total From Part F (On reverse)
	For Presorted Nonletters (More than 3.3 oz.)	Total From Part G (On reverse)
	For Enhanced Carrier Route Nonletters (3.3 oz. or less)	Total From Part H (On reverse)
	For Enhanced Carrier Route Nonletters (More than 3.3 oz.)	Total From Part I (On reverse)
	For Customized MarketMail (3.3 oz. or less)	Total From Part L (On reverse)
	For Special Services Fees (3/5 and Basic rate parcels only)	Total From Attached Form 3540-S
	Postmaster: Report total postage in AIC 130.	Total Postage (Add lines above) →
For USPS Use Only: Additional Postage Payment (State reason)		
Postmaster: Report total adjusted postage in AIC 130.	Total Adjusted Postage (Add additional postage to total postage) →	

Certification

The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control.

The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the rates and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation.

I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment. *Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.*

Signature of Mailer or Agent	Name of Mailer or Agent	Telephone
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USPS Use Only	Weight of a Single Piece 0 _____ pound	Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Total Pieces	Total Weight	
	Total Postage		
	Check One <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled	Date Mailer Notified	Contact
	By (Initials)		Round Stamp (Required)
CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.			
Verifying Employer's Signature	Verifying Employer's Name	Time AM PM	

Standard Mail Subject to Surcharge — Permit Imprint

Entry Discount	Presort Discount	Rate	Number of Pieces / Pounds	Total
E Presorted Letter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less Rates include \$.040 nonmachinable surcharge.				
None	E1. 3/5	288 x	pcs. = \$	
	E2. Basic	308 x	pcs. = \$	
DBMC	E3. 3/5	287 x	pcs. = \$	
	E4. Basic	287 x	pcs. = \$	
DSCF	E5. 3/5	282 x	pcs. = \$	
	E6. Basic	282 x	pcs. = \$	
Total — Part E (Carry to front of form)				\$

Entry Discount	Presort Discount	Rate	Number of Pieces / Pounds	Total
F Presorted Nonletter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less Rates include \$.230 residual shape surcharge.				
None	F1. 3/5	518 x	pcs. = \$	
	F2. Basic	574 x	pcs. = \$	
DBMC	F3. 3/5	497 x	pcs. = \$	
	F4. Basic	553 x	pcs. = \$	
DSCF	F5. 3/5	492 x	pcs. = \$	
	F6. Basic	548 x	pcs. = \$	
Total — Part F (Carry to front of form)				\$

Entry Discount	Presort Discount	Rate	Number of Pieces / Pounds	Total
G Presorted Nonletter Rates — Pieces More Than 3.3 oz. (0.2063 lb.) Piece rates include \$.230 residual shape surcharge.				
None	G1. 3/5	372 x	pcs. = \$	
	plus	708 x	lbs. = \$	
	G2. Basic	428 x	pcs. = \$	
	plus	708 x	lbs. = \$	
DBMC	G3. 3/5	372 x	pcs. = \$	
	plus	608 x	lbs. = \$	
	G4. Basic	428 x	pcs. = \$	
	plus	608 x	lbs. = \$	
DSCF	G5. 3/5	372 x	pcs. = \$	
	plus	583 x	lbs. = \$	
	G6. Basic	428 x	pcs. = \$	
	plus	583 x	lbs. = \$	
Subtotal				\$
G7. Subtract Barcoded Discount .030 x				pcs. = \$ ()
Total — Part G (Carry to front of form)				\$

Entry Discount	Presort Discount	Rate	Number of Pieces / Pounds	Total
H ECR Nonletter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less Rates include \$.200 residual shape surcharge.				
None	H1. Saturation	360 x	pcs. = \$	
	H2. High Density	368 x	pcs. = \$	
	H3. Basic	394 x	pcs. = \$	
DBMC	H4. Saturation	339 x	pcs. = \$	
	H5. High Density	348 x	pcs. = \$	
	H6. Basic	373 x	pcs. = \$	
DSCF	H7. Saturation	334 x	pcs. = \$	
	H8. High Density	343 x	pcs. = \$	
	H9. Basic	368 x	pcs. = \$	
DDU	H10. Saturation	328 x	pcs. = \$	
	H11. High Density	337 x	pcs. = \$	
	H12. Basic	362 x	pcs. = \$	
Total — Part H (Carry to front of form)				\$

Entry Discount	Presort Discount	Rate	Number of Pieces / Pounds	Total
I ECR Nonletter Rates — Pieces More Than 3.3 oz. (0.2063 lb.) Piece rates include \$.200 residual shape surcharge.				
None	I1. Saturation	.234 x	pcs. = \$	
	plus	.610 x	lbs. = \$	
	I2. High Density	.243 x	pcs. = \$	
	plus	.610 x	lbs. = \$	
	I3. Basic	.268 x	pcs. = \$	
	plus	.610 x	lbs. = \$	
DBMC	I4. Saturation	.234 x	pcs. = \$	
	plus	.510 x	lbs. = \$	
	I5. High Density	.243 x	pcs. = \$	
	plus	.510 x	lbs. = \$	
	I6. Basic	.268 x	pcs. = \$	
	plus	.510 x	lbs. = \$	
DSCF	I7. Saturation	.234 x	pcs. = \$	
	plus	.485 x	lbs. = \$	
	I8. High Density	.243 x	pcs. = \$	
	plus	.485 x	lbs. = \$	
	I9. Basic	.268 x	pcs. = \$	
	plus	.485 x	lbs. = \$	
DDU	I10. Saturation	.234 x	pcs. = \$	
	plus	.453 x	lbs. = \$	
	I11. High Density	.243 x	pcs. = \$	
	plus	.453 x	lbs. = \$	
	I12. Basic	.268 x	pcs. = \$	
	plus	.453 x	lbs. = \$	
Total — Part I (Carry to front of form)				\$

Entry Discount	Presort Discount	Rate	Number of Pieces / Pounds	Total
L Customized MarketMail Rate — Pieces 3.3 oz. (0.2063 lb.) or Less Rate includes \$.230 residual shape surcharge.				
None	L1. Basic	.574 x	pcs. = \$	
Total — Part L (Carry to front of form)				\$

“I only have one employee...
Priority Mail.”



Geoffrey Ellis, Owner
Earth Tone Flutes

In his workshop in the redwood forest, Geoffrey creates Native American style flutes. He relies on Priority Mail service to ship his individually crafted instruments. He appreciates the dependable delivery and low cost. And by adding Delivery Confirmation™ service to his packages, Geoffrey knows when his flutes arrive at their new home.

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saves us 1 to 2
hours a day!”



Gary Bisonett, Owner
Freebears.com

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“With **Direct Mail**,
we grew to 40 teachers
and over 400 students.”



Barbara Granneman, Owner
Midwest School of Music, Inc.

Barbara learned the value of Direct Mail when she sent postcards to prospective students. Students started calling. In fact, so many students called in response to her postcards that she had to hire more teachers. Thanks to Barbara's continuing Direct Mail campaign, her music school grew from one teacher and several students to its impressive size today.

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- Answers to your frequently-asked questions

In addition to finding a wealth of information online, you can request our FREE Direct Mail brochure series, "Simple Formulas." The publications are packed with ideas to help you grow your business with the mail. Like the Midwest School of Music, your business may soon be moving to a faster beat.



Overseas Military Mail

Mail addressed to military post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The APO/FPO table below outlines these conditions by APO/FPO ZIP Codes through the use of footnoted mailing restrictions codes (see the Restrictions page following the table).

Acceptance clerks should use the table with the integrated retail terminal (IRT) or POS ONE terminal to determine which APO/FPO ZIP Codes are active and

which conditions of mailing apply. **Acceptance clerks may contact the Military Postal Service Agency with any questions regarding APO/FPO ZIP Codes, toll free, at 800-810-6098, Monday–Friday, 0730–1630.**

For Express Mail Military Service (EMMS) availability, all acceptance clerks must refer to the local hardcopy EMMS directory.

The entries under “Changes” appear in bold in the APO/FPO table below.

Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09302	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z-Z1
APO AE 09303	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z-Z1
APO AE 09304	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z-Z1
APO AE 09305	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z-Z1
APO AE 09310	Close	Immediately	
APO AE 09320	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09322	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09323	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09324	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09325	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09326	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09327	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09328	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09329	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09330	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09331	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09332	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09333	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09334	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09335	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09336	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09337	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09338	Delete (I)	Immediately	A-A1-B-B1-C-C1-F-V-Z1
APO AE 09357	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09366	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09368	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09372	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09374	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09375	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09376	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09377	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
APO AE 09383	Delete (I-Z)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09395	Close	Immediately	
APO AE 09733	Delete (I)	Immediately	A1-B-B1-V
APO AE 09855	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z-Z1
APO AE 09880	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z-Z1
APO AE 09888	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z-Z1
APO AE 09889	Delete (I)	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z-Z1
APO AE 09898	Delete (I)	Immediately	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1
APO AP 96547	Close	Immediately	

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	09165	A1-B-B1-C-D-U	09317	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
09009	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U				
09012	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09349	A-A1-B-B1-C-C1-D-E2-F-F1-H-I-M-N-R-R1-V-Z-Z1
09013	A1-B-B1-C-D-U-Z1	09172	A1-B-B1-C-D-U				
09014	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09319	A-A1-B-B1-E2-F-H1-M-R-R1-V-Z1	09350	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09021	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U				
09028	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1	09351	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09031	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U				
09033	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U	09321	A-A1-B-B1-E2-F-H1-M-N-R-R1-V-Z1	09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09034	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U				
09036	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09322	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1	09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09042	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U				
09045	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U	09323	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1	09355	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09046	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V				
09050	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U	09324	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1	09356	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09053	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U				
09054	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U	09325	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1	09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
09056	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U				
09058	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U	09326	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1	09358	A-A1-B-B1-E2-F-H1-N-R-V-Z1
09059	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U				
09060	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V	09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1	09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09063	A1-B-B1-C-D-L-U	09244	A1-B-B1-C-D-U				
09067	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U	09328	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1	09360	A1-B-B1-V
09069	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U				
09074	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U	09329	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1	09361	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09076	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U				
09080	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U	09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1	09363	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09081	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U				
09086	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U	09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1	09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09089	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U				
09090	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U	09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1	09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
09094	A1-B-B1-C-D	09267	A1-B-B1-C-D-U				
09095	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1	09368	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
09096	A1-B-B1-C-D-U			09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1	09372	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
09098	A1-B-B1-C-D-U	09302	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z-Z1				
09099	A1-B-B1-C-D-U			09335	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1	09374	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
09100	A1-B-B1-C-D-U	09303	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z-Z1				
09102	A1-B-B1-C-D-U			09336	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1	09375	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
09103	A1-B-B1-D-U	09304	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z-Z1				
09104	A1-B-B1-C-D-U			09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1	09376	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
09107	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z-Z1				
09110	A1-B-B1-C-D-U			09338	A-A1-B-B1-C-C1-F-V-Z1	09377	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
09112	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1				
09114	A1-B-B1-C-D-U			09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09123	A1-B-B1-C-D-U	09307	A1-B-B1-V-Z1				
09126	A1-B-B1-C-D	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09340	A-A1-B-B1-C1-F-R-V	09379	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09128	A1-B-B1-C-D-U			09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		
09131	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1				
09136	A1-B-B1-C-D			09344	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09383	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09137	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1				
09138	A1-B-B1-C-D-U			09345	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
09139	A1-B-B1-C-D-U	09312	A-A1-B-B1-C-F-M-V-Z1				
09140	A1-B-B1-C-D-U			09346	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09385	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
09142	A1-B-B1-C-D-U	09314	A-A1-B-B1-C-F-M-V-Z1				
09143	A1-B-B1-C-D-U			09347	A-A1-B-B1-C1-E2-F-F1-H-H1-I-M-R-R1-V-Z-Z1	09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
09154	A1-B-B1-C-D-U	09315	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

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09388	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09566	A1-B-V	09707	A1-B-B1-C-N-U-V	09822	A-A1-B-F-V-Z1
09389	A-A1-B-B1-C1-E2-F- H1-I-M-N-R-R1-V-Z- Z1	09567	A1-B-V	09708	A1-B-B1	09823	A-A1-B-F-V-Z1
09390	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09568	A1-B-V	09709	A1-B-B1-F1	09824	A-A1-B-F-V-Z1
09391	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09569	A1-B-V	09710	A1-B-B1-C-C1-F1-M- R-R1-U	09827	A-A1-B-F-Z1
09392	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09570	A1-B-V	09711	A1-B-B1-F1-Z1	09828	A1-B-N-V-Z1
09393	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09573	A1-B-V	09713	A1-B-B1-C-F1	09830	A1-B-B1-C-N-Z1
09394	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09574	A1-B-V	09714	A1-B-B1-C-C1-F1-M- R-R1-U	09831	A1-B-B1-F-N-U-V-Z1
09396	A-A1-B-B1-F-V	09575	A1-B-V	09715	A1-B-B1-F1	09832	A-B-B1-U1-V-Z1
09399	A-A1-B-B1-C-F-M-V- Z1	09576	A1-B-V	09716	A1-B-B1-C-D-N-U-V	09833	A1-B-B1-U1-V-Z1
09409	A1-B-B1-C-C1-U-V	09577	A1-B-V	09717	A1-B-B1-M-W	09834	A1-B-B1-V-Z1
09420	A1-B-B1-C-C1-U	09578	A1-B-V	09718	A1-B-B1-F-I-N-U-V	09835	A-A1-B-B1-V-Z1
09421	A1-B-B1-C-C1-U	09579	A1-B-V	09719	A1-B-B1-C-F1	09836	A-A1-B-B1-C-F-M-V- Z1
09447	A1-B-B1-C-C1-U-V	09581	A1-B-V	09720	A1-B-B1-U-V	09837	A1-B-B1-V-Z1
09454	A1-B-B1-C-C1-U-V	09582	A1-B-V	09721	A1-B-B1-N-U-Z1	09838	A1-B-B1-V-Z1
09456	A1-B-B1-C-C1-U	09586	A1-B-V	09722	A1-B-B1-C-D-N-U-V	09839	A-A1-B-B1-U-V-Z1
09459	A1-B-B1-C-C1-U	09587	A1-B-V	09723	A1-B-B1-N-U-V-Z1	09841	A-A1-B-B1-N-U-Z1
09461	A1-B-B1-C-C1-U	09588	A1-B-V	09724	A1-B-B1-C-C1-F1-M- R-R1-U	09842	A-A1-B-B1-Z1
09463	A1-B-B1-C-C1-U	09589	A1-B-B1-V	09725	A1-B-B1-C	09844	A-A1-B-B1-U-V-Z1
09464	A1-B-B1-C-C1-U	09590	A1-B-V	09726	A1-B-B1-N-U	09852	A1-B-B1-E2-E3-F-H1- R-R1-U1-V-Z1
09468	A1-B-B1-C-C1-U	09591	A1-B-V	09728	A1-B-B1-C	09853	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1
09469	A1-B-B1-C-C1-U	09594	A1-B-V	09729	A1-B-B1-N-U-V	09855	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1
09470	A1-B-B1-C-C1-U	09595	A1-B-V	09732	A1-B-B1-N-V-Z1	09858	A1-B-B1-E2-E3-F-H1- R-R1-U1-V-Z1
09494	A1-B-B1-C-C1-U	09596	A1-B-V	09733	A1-B-B1-V	09865	A-A1-B-B1-V-Z1
09496	A1-B-B1-C-C1-U-V	09599	A1-B-V	09735	A1-B-B1-N-V-Z1	09868	A-A1-B-B1-U-V-Z1
09498	A1-B-B1-C-C1-U	09601	A1-B-B1-C-F-F1-U	09777	A-A1-B-B1-C-E1-N	09871	A1-B-B1-E2-E3-F-H1- N-R-R1-U1-V-X-Z1
09499	A1-B-B1-C-C1-U	09602	A1-B-B1-C-F-F1-N-U	09788	A-A1-B-B1-F-R-V	09880	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1
09501	A1-B-V	09603	A1-B-B1-C-F-F1-U	09779	A-A1-B-B1-F-R-V	09882	A1-B-B1-E2-E3-F-H1- N-R-R1-U1-V-X-Z1
09502	A1-B-V	09604	A1-B-B1-C-F-F1-U	09780	A-A1-B-B1-F-R-V	09888	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1
09503	A1-B-V	09609	A1-B-B1-C-F-U	09789	A-A1-B-B1-F-R-V	09889	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1
09504	A1-B-V	09610	A1-B-B1-C-F-U	09790	A-A1-B-B1-C1-F-R-V	09890	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1
09505	A1-B-V	09612	A1-B-B1-C-F-U	09791	A-A1-B-B1-C1-E1-F- M-N-R-V	09892	A-A1-B-B1-F-N-R-R1- V-Z1
09506	A1-B-V	09613	A1-B-B1-C-F-U-V	09793	A-A1-B-B1-F-R-V	09898	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1
09507	A1-B-V	09617	A1-B-B1-C-F-U	09797	A1-B-B1-C-D-P-V	34002	A1-B-B1-N-U-Z1
09508	A1-B-V	09618	A1-B-B1-C-F-U	09801	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	34020	A1-B-B1-M-N-Z1
09509	A1-B-V	09619	A1-B-B1-C-F-U	09802	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	34021	A1-B-M-N-V-Z1
09510	A1-B-V	09620	A1-B-B1-C-F-U	09803	A1-B-B1-E2-E3-F-H1- R-R1-U1-V-Z1	34022	A1-B-B1-D-F-M-N-V- Z1
09511	A1-B-V	09622	A1-B-B1-C-F-U	09805	A-A1-B-B1-C-F-M-V- Z1	34023	A1-B-B1-M-N-V-Z1
09517	A1-B-V	09623	A1-B-B1-C-F-U	09806	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	34024	A1-B-B1-M-N-V-Z1
09521	A1-B-V	09624	A1-B-B1-C-F-U	09807	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	34025	A1-B-B1-F-N-U-V-Z1
09524	A1-B-V	09625	A1-B-B1-C-F-U	09808	A-A1-B-B1-C-C1-F-I- V-Z-Z1	34030	A1-B-B1-M-N-V-Z1
09532	A1-B-V	09626	A1-B-B1-C-F-U	09809	A1-B-B1-E2-E3-F-H1- R-R1-U1-V-Z1	34031	A1-B-B1-M-N-V-Z1
09534	A1-B-V	09627	A1-B-B1-C-F-U	09811	A1-B-B1-E2-E3-F-H1- R-R1-U1-V-Z1	34032	A1-B-M-N-V-Z1
09542	A1-B-V	09628	A1-B-B1-C-F-F1-U-V	09812	A1-B-B1-E2-E3-F-F1- I-N-R-U-V-Z-Z1	34033	A1-B-C-F-M-N-V-Z1
09543	A1-B-V	09630	A1-B-B1-C-F-U-V	09814	A1-B-B1-E2-E3-F-F1- I-N-R-U-V-Z-Z1	34034	A1-B-B1-M-N-V-Z1
09545	A1-B-V	09631	A1-B-B1-C-F-U	09819	A-A1-B-F-P-V-Z1	34035	A1-B-B1-H-M-N-V-Z1
09549	A1-B-V	09633	A1-B-B1-C-F-U	09821	A-A1-B-F-V-Z1	34036	A1-B-M-N-V-Z1
09550	A1-B-V	09636	A1-B-B1-C-F-U				
09554	A1-B-B1-V	09638	A1-B-B1-C-E2-F-U-V				
09556	A1-B-V	09642	A1-B-B1-N-U				
09557	A1-B-V	09643	A1-B-B1-U				
09564	A1-B-V	09644	A1-B-B1-U				
09565	A1-B-V	09645	A1-B-U				
		09647	A1-B-B1-N-U				
		09648	A1-B-B1-N-U-V-Z1				
		09649	A1-B-B1-U				
		09703	A1-B-B1-C-F1				
		09704	A1-B-B1-C-D-V				
		09705	A1-B-B1-U				
		09706	A1-B-B1-C-U-V				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96271	A-A1-B-B1-U	96384	A1-B-B1-M-W	96607	A1-B-V
34038	A1-B-B1-M-N-V-Z1	96275	A-A1-B-B1-V	96386	A1-B-B1-M-W	96608	A1-B-V
34039	A1-B-N-V-Z1	96276	A-A1-B-B1	96387	A1-B-B1-M-W	96609	A1-B-V
34040	A1-B-V-Z1	96278	A-A1-B-B1-U	96388	A1-B-B1-M-W	96610	A1-B-V
34041	A1-B-B1-M-N-U-V-Z1	96283	A-A1-B-B1-U	96401	A1-B-B1-F-N-V-Z1	96611	A1-B-V
34042	A1-B-B1-D-F-M-N-V-Z1	96284	A-A1-B-B1-U-V	96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96612	A1-B-V
34043	A1-B-B1-D-F-M-N-V-Z1	96297	A-A1-B-B1-U	96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
34050	A1-B-V	96306	A1-B-B1-F-F1-F2-M-W	96490	A1-B-B1-V	96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
34051	A1-B-V-Z1	96309	A1-B-B1-M-V-W	96507	A-A1-B-F-V	96615	A1-B-V
34053	A1-B-V-Z1	96310	A1-B-B1-M-W	96511	A1-B-B1-I-N-V	96617	A1-B-V
34055	A1-B-N-V-Z1	96311	A1-B-B1-M-W	96515	A1-B-B1-F	96619	A1-B-V
34058	A1-B-B1-V-Z1	96313	A1-B-B1-F-F1-F2-M-W	96517	A1-B-B1-F-U3-V	96620	A1-B-V
34071	A1-B-I-M-N-V-Z	96319	A1-B-B1-M-W	96518	A1-B-B1-V	96621	A1-B-V
34076	A1-B-B1-F1-N-V-Z1	96321	A1-B-B1-F-F1-F2-M-W	96520	A1-B-F-U3-V	96622	A1-B-V
34078	A1-B-B1-F1-N-V-Z1	96322	A1-B-B1-F-F1-F2-M-W	96521	A1-B-F-N	96623	A1-B-V
34079	A1-B-B1-F1-N-V-Z1	96323	A1-B-B1-M-V-W	96522	A1-B-F-N-U	96624	A1-B-V
34090	A1-B-V	96326	A1-B-B1-M-W	96530	A-A1-B-B1-H-M-N-U-V	96628	A1-B-V
34091	A1-B-V	96328	A1-B-B1-M-W	96531	A1-B-B1-H-M-U-V	96629	A1-B-V
34092	A1-B-V	96330	A1-B-B1-M-W	96534	A-A1-B-F	96634	A1-B-V
34093	A1-B-V	96336	A1-B-B1-M-V-W	96535	A-A1-B-B1-F-V	96635	A1-B-V
34095	A1-B-V	96337	A1-B-B1-M-W	96536	A1-B-B1-V	96643	A1-B-V
34098	A1-B-V	96338	A1-B-B1-M-W	96537	A1-B-B1-V	96657	A1-B-V
34099	A1-B-V	96339	A1-B-B1-M-V-W	96537	A1-B-B1-V	96660	A1-B-V
96201	A-A1-B	96343	A1-B-B1-M-W	96538	A1-B-B1-V	96661	A1-B-V
96202	A-A1-B1-U-V	96347	A1-B-B1-F-F1-F2-M-W	96540	A1-B-B1-V	96662	A1-B-V
96203	A-A1-B	96348	A1-B-B1-F-F1-F2-M-W	96541	A1-B-B1-V	96663	A1-B-V
96204	A-A1-B-B1	96349	A1-B-B1-F-F1-F2-M-W	96542	A1-B-B1-V	96664	A1-B-V
96205	A-A1-B-B1-U	96350	A1-B-B1-F-F1-F2-M-W	96543	A1-B-B1-P-V	96665	A1-B-V
96206	A-A1-B-B1-U	96351	A1-B-B1-F-F1-F2-M-W	96544	A1-B-F-U3	96666	A1-B-V
96207	A-A1-B-B1-V	96355	A1-B-B1-F-F1-F2-M-W	96546	A1-B-F-U3	96667	A1-B-V
96208	A-A1-B-B1-U	96362	A1-B-B1-F-F1-F2-M-W	96548	A-A1-B-B1-H-M-U	96668	A1-B-V
96212	A-A1-B-B1-U	96365	A1-B-B1-M-V-W	96549	A-A1-B-B1-H-M-U	96669	A1-B-V
96213	A-A1-B-B1-U	96367	A1-B-B1-L-M-W	96551	A-A1-B-B1-H-M-U	96670	A1-B-V
96214	A-A1-B-B1-U	96368	A1-B-B1-M-W	96553	A-A1-B-B1-H-M-N-U-V	96671	A1-B-V
96215	A-A1-B-B1-U-V	96370	A1-B-B1-F-F1-F2-M-W	96554	A-A1-B-B1-H-M-U	96672	A1-B-V
96217	A-A1-B-B1-U-V	96372	A1-B-B1-M-W	96555	A1-B-B1-F-M-V	96673	A1-B-V
96218	A-A1-B-B1-U	96373	A1-B-B1-M-W	96557	A1-B-B1-F-M-V	96674	A1-B-V
96219	A-A1-B-B1-U-V	96374	A1-B-B1-M-W	96558	A1-B-V	96675	A1-B-V
96220	A-A1-B-B1-U-V	96375	A1-B-B1-M-W	96559	A1-B-B1-V	96677	A1-B-V
96221	A-A1-B-B1-U-V	96376	A1-B-B1-M-W	96598	A1-B-B1-V	96678	A1-B-V
96224	A-A1-B-B1-U	96377	A1-B-B1-M-W	96599	A1-B-B1-V	96679	A1-B-V
96251	A-A1-B-B1-U	96378	A1-B-B1-M-W	96601	A1-B-V	96681	A1-B-V
96257	A-A1-B-B1-U	96378	A1-B-B1-M-W	96602	A1-B-V	96682	A1-B-V
96258	A-A1-B-B1-U	96379	A1-B-B1-M-W	96603	A1-B-V	96683	A1-B-V
96259	A-A1-B-B1-U			96604	A1-B-V	96684	A1-B-V
96260	A-A1-B-B1-U			96605	A1-B-O-V	96686	A1-B-V
96264	A-A1-B-B1-U			96606	A1-B-V	96687	A1-B-V
96266	A-A1-B-B1-U					96698	A1-B-V
96267	A-A1-B-B1-U-V						
96269	A-A1-B-B1-U						

RESTRICTIONS

LEGEND

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

PS Form 2976-A, Customs Declaration and Dispatch Note

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

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

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

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

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

- Known mailers are exempt from providing customs documentation on non-dutiable letters, and printed matter weighing 16 ounces or more.
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 depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited. Although religious materials contrary to the Islamic faith are prohibited in bulk quantities, items for the personal use of the addressee are permissible.

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:

Table with 2 columns: Length and Girth. Rows include: 42" length and girth combined over 42" to 44" (24" girth), over 44" to 46" (20" girth), over 46" to 48" (16" girth), and Maximum length 48".

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

I1. This restriction does not apply to registered mail.

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

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

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Z. No outside pieces (OSPs).

Z1. The following restriction is applicable only to International Service Centers (ISC)/Exchange Offices. An Anti-Pilferage Seal (Item No O817E or O818A) is required on all pouches and sacks.

Employees

ELM REVISION

Acts of God and Civil Disorders

Effective July 24, 2003, the *Employee and Labor Relations Manual* (ELM), section 519, Administrative Leave, is modified by adding civil disorders to the provisions already included for acts of God. Section 519.22 is eliminated. Information on civil disorders is incorporated into ELM 519.21, and subsequent sections are renumbered.

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*.

Employee and Labor Relations Manual (ELM)

*	*	*	*	*
5	Employee Benefits			
510	Leave			
	*	*	*	*
519	Administrative Leave			
	*	*	*	*

519.2 Special Conditions

[Revise the title of section 519.21 to read as follows:]

519.21 Acts of God and Civil Disorders

519.211 General

[Revise 519.211 to read as follows:]

Acts of God and civil disorders involve disasters such as fire, flood, storms, or riots in the local community. The situation must be general rather than personal in scope and impact. It must prevent groups of employees from working or reporting to work.

[Revise the title of 519.212 to read as follows:]

519.212 Authorizing Administrative Leave for Acts of God and Civil Disorders

[Revise the introductory sentence of 519.212 to read as follows:]

The following provisions concern administrative leave for acts of God and civil disorders:

* * * * *

519.213 Determining the Cause of Absence

[Revise the text to read as follows:]

Postmasters and other appropriate Postal Service officials determine whether absences from duty allegedly due to “acts of God” or civil disorders were, in fact, due to such cause or whether the employee or employees in question could, with reasonable diligence, have reported for duty.

[Revise the title of section 519.214 to read as follows:]

519.214 Early Dismissal Due to Acts of God and Civil Disorders

[Revise the introductory sentence of 519.214 to read as follows:]

When employees are dismissed from duty before the normal completion of their duty due to an act of God or civil disorders, the following applies:

* * * * *

519.215 Employees Prevented From Reporting

[Revise the introductory sentence of 519.215 to read as follows:]

Employees scheduled to report who are prevented from reporting or, who after reporting, are prevented from working by an act of God or civil disorders may be excused as follows:

* * * * *

[Delete current section 519.22. Renumber current sections 519.23 through 519.24 as new sections 519.22 through 519.23, respectively.]

POSTAL SERVICE EMPLOYEES

2003 U.S. Savings Bonds Campaign — Series I

Our 2003 U.S. Savings Bonds Campaign is progressing well. Described below are features of the Series I Bond that you may find helpful in making your investment decisions.

The Series I Bonds are issued at face value. (A \$100 Series I Bond costs \$100.) They are offered in six denominations by payroll deduction as follows: \$50, \$75, \$100, \$200, \$500, and \$1,000. I Bonds are an accrual-type security — meaning interest is added to the bond monthly and paid when the bond is cashed. I Bonds grow in value with inflation-indexed earnings for up to 30 years. The I Bond interest rate comprises two parts: a fixed base rate and an inflation adjustment. The fixed rate remains the same for the life of an I Bond. The inflation adjustment is updated every 6 months to track the inflation rate and is computed using the Consumer Price Index for All Urban Consumers, published by the Bureau of Labor Statistics. This helps your investment keep pace with inflation.

Every May 1 and November 1, the U.S. Treasury Department announces the fixed rate that will be in effect for all I Bonds issued during the next 6 months. The Treas-

ury Department also announces the inflation rate that will be in effect for all I Bonds when they enter a new semiannual interest period during the next 6 months.

Therefore, the total return on your I Bonds is updated every 6 months. For example, if you buy an I Bond in January, it will earn the composite rate of the fixed rate in effect when you bought it and the inflation adjustment announced in November. Your I Bond will earn that rate for 6 months, until July. In July, your I Bond earnings will be a composite of the fixed rate in effect when you bought it and the inflation adjustment announced in May.

As of May 2003, the interest rate for Series I Bonds is 1.10% (fixed rate) plus 1.77% (inflation rate). Additional information on both Series EE and Series I Bonds is available on our Intranet page at <http://blue.usps.gov/corporate/bonds/welcome.htm> as well as on www.savingsbond.gov.

— Information Technology, 7-24-03

NEW MANAGEMENT INSTRUCTION

Corporate Succession Planning

The Postal Service™ is unveiling a new corporate succession planning process — one that contributes to the *Transformation Plan* imperative of moving the organization toward a performance-based culture.

- After researching succession planning best practices in corporate America, and in collaboration with Postal Service officers, Diversity Development is releasing Management Instruction EL-660-2003-1, *Corporate Succession Planning*, which details the new process, in this edition of the *Postal Bulletin* (see page 31).
- This process is designed to be open, fair, inclusive, transparent, and standardized, yet highly competitive and performance-measurement based.

- New features include self nomination, automated individual development plans, and a state of the art leadership assessment and development tool.
- If you have a commitment to excellence for leading this organization into an even stronger transformed business entity, you are encouraged to read the management instruction and familiarize yourself with requirements to participate.

— Headquarters and Field Programs,
Diversity Development, 7-24-03



Management Instruction

Date	July 24, 2003
Effective	August 18, 2003
Number	EL-660-2003-1
Obsoletes	N/A
Unit	N/A

Suzanne F. Medvidovich
Senior Vice President
Human Resources

Corporate Succession Planning

This instruction provides guidelines for administering the U.S. Postal Service® corporate succession planning process.

Policy

General Policy

The Postal Service™ is committed to preparing, for executive responsibilities, individuals who have the potential for highly effective management performance. To be prepared to respond effectively to future vacancies and increased economic challenges, the organization must make the most of its workforce. The goal is to have a pool of qualified Executive Administrative Service (EAS) and Postal Career Executive Service (PCES) employees ready to fill current executive and officer positions.

Through the corporate succession planning process, the Postal Service seeks to identify, select, and develop a group of highly qualified employees as future leaders.

Characteristics of the Process

Nominations

To identify future leaders throughout our organization, the corporate succession planning process encourages nominations of employees with high potential for officer and executive positions.

The process:

- a. Allows an officer to nominate an executive for an officer's position.

CONTENTS

Policy

- General Policy
- Characteristics of the Process
- Succession Planning Committees

Procedures

- Stage 1: Application
- Stage 2: Assessment and Selection
- Stage 3: Final Selection and Approval
- Stage 4: Development

- b. Allows PCES executives to:
 - Nominate themselves for an officer's position.
 - Nominate themselves for other executive position pools.
 - Nominate EAS individuals for executive position pools.
- c. Allows EAS individuals to nominate themselves for executive positions.

Succession Planning Committees

Role of Succession Planning Committee

Officers establish succession planning committees at each area and in each Headquarters function. The committees are responsible for the following:

- a. Assisting officers with identifying potential successors at the beginning of the succession planning cycle.
- b. Reviewing and analyzing applications for meeting criteria based on corporate competencies.
- c. Meeting quarterly to ensure that potential successors are fulfilling their individual development plans.

Composition of a Succession Planning Committee

The officer chairs the Succession Planning Committee and selects three or more of his or her executives to be members. The managers of Diversity and Human Capital Development at the area and the Diversity/Succession Planning liaisons at Headquarters will be members of the area succession planning committees and the Headquarters succession planning committees, respectively.

Procedures

Stage 1: Application

Criteria for Self and Executive Nominations

Minimum Criteria

- a. Nominees must be a current PCES executive or an EAS employee at EAS-22 level or above.
- b. Nominees must demonstrate successful performance through merit evaluations over the past two years.

Additional Experience Requirement

Nominees must have current leadership experience within the past three years. Examples of qualifying leadership experiences include the following:

- a. Giving direction to, and coordinating the activities of, subordinates or others.
- b. Having program management responsibility for development and execution of function or corporate programs.
- c. Making decisions that directly affect an entire operation's budget or resources.

How to Apply

Diversity Development	Announces the dates of the succession planning cycle.
Self Nominee	Completes a succession planning application for self-nomination on the Postal Service Diversity Development Intranet site at http://blue.usps.gov/diversitynet .
Nominating Executive or Officer	Identifies nominees and requests that they complete and submit applications. (See procedures under Self Nominee above.)
Diversity Development, Headquarters	<ol style="list-style-type: none"> a. Schedules eligible nominees for the Leadership Assessment Survey. b. Forwards the application and results of the Leadership Assessment Survey to the nominee's executive manager and to the appropriate succession planning committee.
Nominee's Executive Manager	Informs the succession planning committee of support or nonsupport for nominee.

Stage 2: Assessment and Selection

- Area Succession Planning Committee**
- a. Reviews application packages for each performance cluster and area position pool (application, results of the Leadership Assessment Survey, and documents submitted by nominee's executive manager).
 - b. Discusses nominees and makes selections based on the extent to which nominees meet experience requirements, leadership potential, and corporate competencies as follows:
 - Strategic thinking.
 - Problem solving.
 - Communication policy/program information.
 - Listening.
 - Leadership and teambuilding.
 - Interpersonal sensitivity.
 - Initiative.
 - Change agent.
 - c. Reviews current succession list to determine whether any potential successors should be removed from the list. Vice president of Area Operations discusses list of selections and deletions with chief operating officer prior to presenting list to Executive Committee.
 - d. Vice president of Area Operations discusses list of selections and deletions with chief operating officer prior to presenting list to Executive Committee.

- Headquarters Succession Planning Committee**
- a. Reviews application packages for each Headquarters position pool (application, results of the Leadership Assessment Survey, and documents submitted by nominee's executive manager).
 - b. Discusses nominees and makes selections based on the extent to which nominees meet experience requirements, leadership potential, and corporate competencies as listed above in the Area Succession Planning Committee.
 - c. The officer discusses list of selections and deletions with the senior executive officer prior to presenting the list to the Executive Committee.

Stage 3: Final Selection and Approval

- Vice President of Area Operations and Headquarters Officer**
- Presents proposed succession planning lists to Executive Committee for discussion and approval.
- Diversity Development**
- a. Receives approved list from Executive Committee.
 - b. Provides information to nominees' executive managers so that they can notify nominees of succession planning status.
 - c. Maintains the succession planning list.
- Nominee's Executive Manager**
- a. Notifies successful nominees by letter that they have been accepted for inclusion on the succession planning list.
 - b. Schedules a meeting with each non-selected nominee to explain the reason(s) he or she was not included on the succession planning list, and, where appropriate, to discuss plans for further development.

Stage 4: Development

Developing Potential Successors for Readiness to Take Executive Leadership Roles

An individual development plan provides an opportunity for ongoing education and development of a potential successor, as well as prepares potential successors for lateral developmental assignments and promotions to executive positions. All potential successors must have an individual development plan.

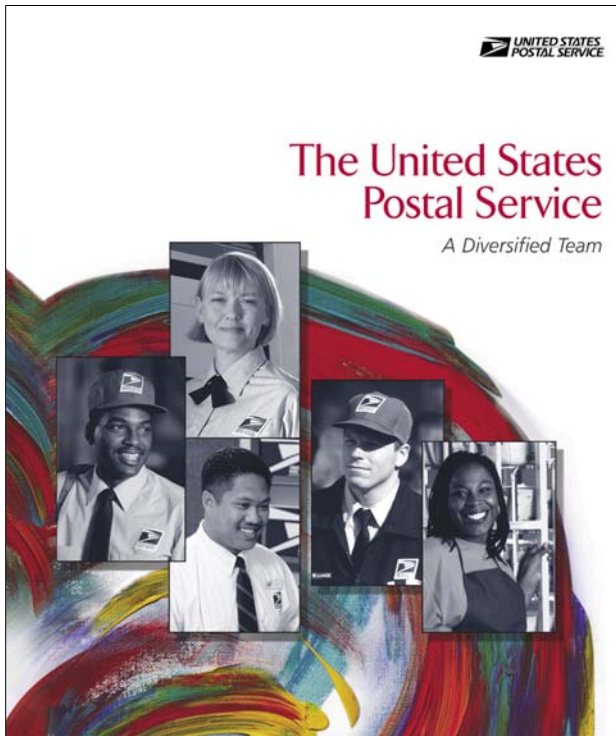
Developmental activities should target and align the individual's leadership competency development against potential position pool requirements. The intent is to tailor individual development along a spectrum of activities, such as detail assignments, task force leadership, program or project management, focusing on developing the individual toward "readiness" status for a leadership position.

Performance Cluster, Area, and Headquarters Responsibilities

Manager of Diversity and Human Capital Development or Diversity Development	<ul style="list-style-type: none"> a. Provides potential successors with their personal identification code and password to take the developmental assessment survey. b. Provides all nominees with the results of their Leadership Assessment Survey.
Potential Successor and Potential Successor's Executive Manager	Creates an individual development plan for the potential successor via the Corporate Succession Planning System, found on the Diversity Development Intranet site, within 30 calendar days of receipt of the developmental assessment results.
Succession Planning Committee	Meets on a quarterly basis to monitor that individual development plans are being completed.

NEW PUBLICATION

Award-Winning Brochure Highlights Postal Service's Diversity Strategies



Diversity Development published a new promotional brochure, Publication 241, *A Diversified Team*. This brochure focuses on Postal Service™ diversity strategies and highlights our mission of creating an inclusive organization in which we integrate the diversity of our employees, suppliers, and customers into how we do business.

Managers and supervisors can use the four-panel, color brochure at outreach events, diversity conferences, seminars, workshops, and other business meetings. The brochure recently won the 2003 APEX award for Publication Excellence in the Public Relations and Information Brochures.

Publication 241 is available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *PUBs*.

Publication 241 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*).

You can also order Publication 241 from the Material Distribution Center (MDC) as follows:

- **Touch Tone Order Entry (TTOE):** Call 800-332-0317, option 2.

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

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

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

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

The following information is needed to order the brochure:

PSIN:	PUB241
NSN:	7610-05-000-5590
Unit of Measure:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	500
Price:	\$0.1897
Edition Date:	04/03

— Headquarters and Field Programs,
 Diversity Development, 7-24-03

NEW FORM

PS Form 3571, CFS Quality Control Log

PS Form 3571, *CFS Quality Control Log*, has been developed to document the observed work practices of Computerized Forwarding System (CFS) employees. These include validating safe work practices and efficient work methods. PS Form 3571 is a two-page form. The first page is used to validate observed work practices. The second page is the instruction worksheet on how to complete the form.

This form is available on the Postal Service™ PolicyNet Web site at <http://blue.usps.gov/cpim>; click *Postal Forms*. If you require any additional information regarding completion of this form, contact Headquarters, Customer Service Support, at 202-268-5053.

— *Customer Service Operations,
Delivery and Retail, 7-24-03*

Month _____ FY _____
 Employee Name _____ Operator ID _____

Use one Control Sheet per employee
 Total Volume keyed & Processing Rate (Productivity Rate) are captured from the CFS Work Analysis.

UNITED STATES POSTAL SERVICE®
CFS Quality Control Log

Date	Operation	Area Requiring Improvement	Comments/Recommendations	Total Volume	Total Errors	Processing Rate (PPH)	Accuracy Percent	Supervisor
	Mail Preparation							
	Load Sweep							
	3547 Operation							
	3579 Operation							
	ACS NIXIE							
	Postage Due							
	OSW							
	Dispatch							
	COA Labeling							
	Data Maintenance							
	MT Keying							
	FFT Keying							

Purpose: The purpose of this form is to document the observed work practices of CFS employee(s). You must observe all employees a minimum of one time per month. Observe the employee and validate safe work practices and efficient work methods. Document findings using the columns identified as *Area Requiring Improvement* and *Comments/Recommendations* on front page. Review performance findings with employee. File this form locally and make it available for review.

Reference Tools: This form can be used in conjunction with the standardization work instructions to assist the manager or supervisor in the observation process.

Instructions for completing form:

Date - Enter date of observation next to the appropriate operation.

Operation - Title of CFS operations performed. Employee(s) can be observed in one or more operations during accounting period.

Area Requiring Improvement - Document specific work practices observed that require improvement. Examples are: miskeyed names, addresses, and/or ZIP Codes®. If QC on mechanized terminal, identify sort bins reviewed. **"No Record" mail must be reviewed for the MT and FFT. All unsafe work practices must be corrected immediately.**

Comments/Recommendations - Document specific performance based on observation.

Total Volume - Review a minimum of 100 letters or 50 flats during observation.

Total Errors (pieces) - This is the number of pieces identified as errors from the above sample. Document specific error(s) in the *Areas Requiring Improvement* section.

Processing Rate - This information is completed using the *CFS Individual Work Analysis* report.

Accuracy Percent - This information is computed by taking the number of errors and dividing by the total volume reviewed.

Examples:

Errors (100) divided by total volume reviewed (100) = 100%

Errors (50) divided by total volume reviewed (100) = 50%

Supervisor - Enter your name or initials in this block.

Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 484

Keep all foreign order notices for use as reference.

Tentative Orders

Tentative Lottery Orders have been issued against the following:

Austria

LUCKY BUCKS WINNERS SEARCH
(LUCKY BUCKS)
ZEDLITZGASSE 5/310
1010 VIENNA
AUSTRIA

The Netherlands

GLOBAL SEARCH NETWORK (GSN)
AND EURO AMERICAN
WWE GSN PROCESSING CENTER
POSTBUS 232
1180 AE AMSTELVEEN
THE NETHERLANDS

Final Orders

Australia

AFI SERVICES
PO BOX 275
HAMILTON QLD
AUSTRALIA 4007

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, 7-24-03

Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be recycled. Retail/acceptance clerks must not accept Express Mail® shipments bearing any of the invalid numbers (listed below) in the “customer

number” or “agreement number” section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

005044	009179	027123	063322	088314	094992	097688	098847	102627	115382	146610	192927	221177
005554	009191	027144	064042	088748	095185	097703	098873	102843	115444	146686	193157	221198
005731	009289	027316	064287	089302	095213	097837	098879	102860	117127	146726	193176	222041
005783	009508	027392	064431	089309	095232	097870	098929	102934	117147	146774	193248	222050
005835	009972	027488	064634	089322	095269	097906	098935	102937	117168	146776	193269	223075
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006169	010477	027873	064728	089955	095369	097927	098954	103846	117376	148220	193283	223160
006194	011113	028032	064924	090416	095387	097934	098968	103951	117589	148221	193323	223279
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006374	012344	028111	065689	090656	095905	098007	098984	104603	118017	148234	193472	235359
006605	012353	028117	065698	090695	095925	098039	098986	104661	118020	150230	193537	235415
006633	013166	028211	065818	090808	096052	098042	098997	104665	118706	150296	193643	235530
006706	013176	028311	065993	090809	096236	098085	098998	105014	118893	151090	193644	242001
006812	014379	028371	066476	091024	096239	098136	100006	105018	118933	151204	193678	251205
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006942	014741	028465	068404	091156	096439	098196	100030	105235	119245	152003	196166	253218
007008	015475	028473	068529	091160	096440	098232	100073	105852	120333	152244	198231	253222
007199	015514	028626	069273	091204	096462	098238	100085	106051	122148	152543	200608	255121
007337	015548	028787	069409	091219	096541	098270	100096	106365	122380	152701	200867	255701
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007376	015721	028950	070052	092043	096638	098289	100131	106567	125469	152769	207406	272198
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295285	327003	331071	402668	454760	483400	553879	605002	648155	770074	812049	900428	917270
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301458	327762	333359	431039	465140	497263	571018	619017	722147	773541	841305	902659	921412
301734	327785	333592	431062	467050	498110	571075	619100	727036	774032	841346	902692	921435
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301982	327862	333686	432573	477173	537096	591107	625012	730399	777018	843005	903966	921731
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303744	328726	335845	441055	480132	542220	600126	627009	731807	787030	852630	906856	926079
303759	328747	336128	441069	480278	544001	600329	627011	740408	787087	852797	906874	926125
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306261	328928	340276	441400	480691	551165	600737	627058	744148	787973	853777	907997	926517
306358	328932	340370	441440	480768	551172	600770	627071	749129	787993	853780	910217	926613
306484	328952	340710	441444	480860	551179	600786	627085	750097	787995	853793	910239	926819
311243	328957	340858	441452	480920	551185	600988	627130	750117	788005	856113	911010	926874
314374	328960	340900	441502	481003	551199	600989	627133	750231	799031	856281	911197	926909
319141	328965	340930	441511	481120	551284	601132	628145	750399	799051	856448	912367	926988
319151	328988	344040	441518	481471	551308	601287	628149	750446	800114	871026	913013	926994

927169	928161	930410	933138	940329	945691	948699	958607	968368	970285	981854	992584	998328
927245	928391	931032	933361	940338	945794	948743	958787	968421	970678	982121	992680	
927342	928398	931041	933558	940416	945940	949548	958913	968545	970729	982134	995226	
927358	928406	931074	934256	940927	946311	950186	959063	968626	970922	982226	995240	
927365	928464	931095	935223	941467	946521	950355	960023	968718	970973	982228	995288	
927369	928634	931104	935273	941591	946579	950401	967164	968834	972228	982301	995309	
927371	928737	931225	937573	941607	946586	950888	967220	968855	974132	982345	995577	
927372	928814	931446	937730	941708	947247	951192	967255	968904	976078	982415	995882	
927531	930005	931460	937833	941740	948134	951729	967257	969026	980621	982431	997188	
927635	930026	931558	937848	941916	948582	951774	968297	969087	980803	982463	998199	
927872	930388	931769	937880	943007	948689	954121	968355	969105	980845	983089	998301	
927953	930404	931979	940063	945417	948690	958102	968358	970096	981509	983108	998308	

— *Product Information Requirements,
Product Development, 7-24-03*

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	386 624 1412 to 386 883 8936 to	1599 8999
011 582 1889 to 011 582 1899	027 361 0430 to 027 361 0499	045 524 4121 to 045 524 4298	387 314 5574 to 387 837 6300 to	5599 6399
011 588 2900 to 011 588 3099	027 369 4482 to 027 369 4495	046 800 9870 to 046 800 9899	388 828 0656 to 389 696 2400 to	0699 2799
012 579 5675 to 012 579 5699	027 671 8762 to 027 671 8776	047 552 4370 to 047 552 4399	389 846 3104 to 389 846 3145 to	3135 3195
013 289 6176 to 013 289 6199	027 787 9886 to 027 787 9899	048 396 3647 to 048 396 3699	389 887 9211 to 389 887 9234 to	9230 9299
013 610 0014 to 013 610 0099	027 965 9487 to 027 965 9499	077 999 4001 to 077 999 4090	390 001 3182 to 390 001 3500 to	3199 3699
014 932 1000 to 014 932 1099	028 191 1852 to 028 191 1999	210 221 0548 to 210 221 0599	390 545 5974 to 391 104 6146 to	5999 6199
014 972 0800 to 014 972 0899	028 850 3000 to 028 850 3199	227 275 9400 to 227 275 9999	391 574 1466 to 391 783 3020 to	1499 3599
015 363 0007 to 015 363 0099	029 510 1500 to 029 510 1599	273 070 8059 to 273 070 8099	391 792 6100 to 392 668 2956 to	6199 2999
017 028 3200 to 017 028 3299	030 687 0903 to 030 687 0999	273 775 7700 to 273 775 7899	392 854 8500 to 393 584 7566 to	8899 7699
018 569 5333 to 018 569 5399	030 701 3442 to 030 701 3499	302 000 0000 to 302 123 9999	393 650 0074 to 393 838 8316 to	0099 8499
018 986 5264 to 018 986 5299	031 077 4507 to 031 077 4799	349 746 2056 to 350 518 7350 to	393 893 6007 to 394 126 6907 to	6099 6999
019 518 2814 to 019 518 2899	032 295 7500 to 032 295 9999	360 011 1690 to 360 168 6008 to	394 189 0405 to 394 822 3243 to	0599 3278
020 698 5159 to 020 698 5199	034 394 1000 to 034 394 1099	360 173 8800 to 360 324 2326 to	394 990 1810 to 395 343 3264 to	1899 3299
020 844 7307 to 020 844 7399	034 943 0400 to 034 943 0799	362 861 3064 to 373 006 2176 to	395 373 3035 to 395 396 9649 to	3099 9799
020 972 8948 to 020 972 8999	037 706 9578 to 037 706 9599	374 768 2600 to 375 169 4400 to	395 970 3240 to 397 622 4054 to	3299 4099
022 021 9110 to 022 021 9181	037 805 3677 to 037 805 3699	375 829 3400 to 375 851 9100 to	397 819 8902 to 398 149 7200 to	8999 7699
022 037 1411 to 022 037 1499	037 909 5490 to 037 909 5499	376 196 0911 to 378 085 3679 to	399 070 0872 to 399 156 7119 to	0899 7199
023 637 7169 to 023 637 7199	040 024 3901 to 040 024 3999	378 351 1063 to 379 843 5100 to	399 203 5064 to 399 296 9910 to	5099 9999
024 380 4100 to 024 380 4199	040 674 7100 to 040 674 7199	380 093 9600 to 380 165 1165 to	399 396 8935 to 399 792 7775 to	8999 7799
024 496 6870 to 024 496 6896	040 688 8816 to 040 688 8899	381 325 4500 to 381 604 2510 to	399 792 8300 to 400 427 1051 to	8399 1999
025 092 0987 to 025 092 0999	041 623 8889 to 041 623 8899	381 645 9525 to 383 314 3968 to	401 045 1505 to 401 045 1571 to	1549 1599
025 369 5535 to 025 369 5599	041 803 6565 to 041 803 6599	383 892 1000 to 383 892 1382 to	401 294 2700 to 401 310 9505 to	2799 9599
025 729 1151 to 025 729 1199	043 205 5922 to 043 205 5999	384 925 3641 to 385 568 2331 to	401 382 5312 to 402 578 7876 to	5399 7899
025 729 1643 to 025 729 1799	044 087 3457 to 044 087 3499	385 599 7554 to 385 774 2024 to	403 125 6744 to	7899 6799

403 260 7000 to	7499	420 969 3951 to	3971	444 390 1667 to	1699	462 152 0107 to	0299
403 280 6470 to	6499	420 969 3973 to	3999	444 457 3854 to	3899	462 274 1072 to	1099
403 685 8600 to	8699	421 116 3565 to	3599	450 048 4173 to	4199	462 277 8373 to	8399
404 003 0300 to	0399	421 130 9300 to	9399	450 048 4442 to	4699	462 554 6051 to	6099
404 041 8838 to	8899	421 313 4500 to	4999	450 560 5173 to	5199	463 011 5529 to	5540
404 071 4268 to	4299	421 364 5537 to	5599	450 620 3077 to	3099	463 176 4115 to	4199
404 347 5356 to	5399	421 656 2609 to	2699	450 620 3135 to	3199	463 176 4229 to	4299
404 347 5548 to	5599	421 988 9700 to	9799	450 780 2716 to	2799	463 185 2600 to	2799
404 726 4500 to	4599	422 172 4667 to	4699	450 801 2700 to	2799	463 227 7711 to	7799
404 961 5001 to	5199	422 484 4212 to	4299	451 109 2967 to	2984	463 414 4869 to	4899
405 325 0188 to	0198	422 556 1270 to	1299	451 115 4110 to	4125	463 808 3484 to	3499
406 009 4587 to	4599	422 587 7024 to	7099	451 115 4127 to	4199	463 945 7400 to	7899
406 260 6830 to	6899	422 819 7533 to	7599	451 746 0700 to	0799	464 629 9000 to	9399
406 459 6641 to	6999	422 842 5073 to	5087	452 265 0074 to	0099	464 711 4332 to	4399
406 733 3000 to	3999	422 907 7563 to	7599	452 265 0246 to	0299	465 692 3963 to	3999
407 545 1557 to	1599	424 500 6050 to	6099	452 265 0335 to	0999	465 698 8300 to	8599
407 594 0412 to	0599	424 641 8500 to	8599	452 509 1169 to	1199	465 743 7745 to	7799
407 692 9100 to	9299	424 871 6600 to	6699	452 855 6471 to	6499	466 798 6056 to	6067
407 959 2190 to	2199	425 298 2352 to	2399	452 890 4679 to	4799	467 147 4300 to	4399
408 265 2275 to	2288	425 418 4269 to	4299	452 900 8215 to	8238	468 079 5782 to	5799
408 499 7700 to	7799	425 418 4405 to	4499	453 117 9146 to	9199	469 067 2817 to	2899
408 499 7900 to	7999	426 547 4566 to	4599	453 334 3631 to	3699	469 127 8000 to	8199
408 682 8484 to	8599	427 412 6337 to	6499	453 603 7841 to	7891	469 213 0359 to	0399
408 698 7015 to	7099	427 481 0900 to	0999	453 650 1140 to	1199	469 213 0500 to	0599
409 072 3941 to	3999	428 027 2742 to	2752	453 741 1300 to	1399	469 561 8011 to	8099
410 491 2311 to	2399	429 474 4172 to	4199	454 013 2919 to	2999	469 658 1961 to	1999
410 694 8400 to	8599	429 889 2900 to	2999	454 186 2411 to	2499	469 666 9900 to	9999
410 775 1500 to	1599	430 150 4401 to	4599	454 268 4883 to	4899	469 678 1900 to	1999
410 795 7927 to	7999	430 172 9800 to	9899	454 302 5400 to	5499	469 781 4900 to	4999
410 867 0917 to	0966	430 177 1900 to	2099	454 490 8300 to	8399	469 947 6960 to	6999
410 867 0970 to	0999	430 444 9500 to	9699	454 547 7434 to	7499	470 755 5800 to	5818
411 868 1023 to	1199	430 664 4070 to	4099	454 922 4867 to	4895	471 918 0300 to	0999
411 922 2322 to	2399	432 168 8419 to	8499	455 221 1348 to	1499	471 985 2408 to	2419
412 193 0900 to	0999	432 708 6800 to	6999	455 364 2147 to	2199	472 191 6700 to	6799
412 395 8599 to	8699	432 744 1544 to	1599	455 399 5400 to	5499	472 270 2555 to	2599
412 485 6500 to	6599	432 995 9775 to	9799	455 476 0676 to	0699	472 987 0213 to	0241
412 485 6610 to	6699	433 003 5800 to	5899	455 543 0618 to	0699	472 987 0290 to	0299
412 885 5953 to	5999	433 757 3047 to	3099	456 410 9006 to	9099	473 151 2069 to	2199
414 193 3608 to	3674	433 765 4003 to	4099	456 470 4146 to	4299	473 666 9138 to	9199
414 193 3677 to	3699	434 482 7060 to	7199	456 619 4460 to	4499	473 952 3429 to	3499
414 411 7348 to	7399	434 513 2386 to	2399	457 333 2686 to	2699	474 108 5402 to	5499
414 640 0757 to	0799	434 968 3076 to	3092	457 729 1767 to	1777	474 356 5193 to	5299
414 965 1727 to	1799	435 303 1831 to	1842	457 937 8615 to	8699	474 949 3366 to	3399
417 302 8104 to	8199	435 303 1986 to	1999	458 028 9810 to	9899	475 134 9362 to	9399
417 387 6532 to	6599	435 666 6092 to	6399	458 057 2712 to	2999	475 167 9667 to	9699
417 496 6800 to	6999	436 082 6400 to	6899	458 069 9537 to	9599	475 319 3415 to	3499
417 871 9250 to	9299	436 160 6441 to	6499	458 069 9665 to	9699	475 319 3649 to	3799
417 930 9533 to	9599	437 316 7115 to	7199	458 337 5222 to	5299	475 340 6400 to	6599
418 164 6500 to	6799	437 427 0500 to	3499	458 354 7653 to	7999	475 424 8410 to	8499
418 423 9863 to	9899	439 179 2300 to	2399	458 671 8678 to	8699	475 629 9156 to	9199
418 633 5922 to	5999	439 310 0458 to	0499	458 671 8721 to	8798	475 850 6101 to	6199
418 719 8520 to	8599	440 698 1947 to	1999	458 847 5044 to	5999	475 875 2500 to	2599
418 744 2235 to	2299	440 858 6300 to	6399	459 274 7624 to	7699	476 169 8264 to	8299
418 962 2848 to	2899	440 858 6420 to	7299	459 365 5432 to	5499	476 189 3000 to	3499
419 543 0286 to	0299	441 199 1655 to	1699	459 378 5764 to	5799	476 331 2480 to	2499
419 730 0300 to	0399	443 127 3648 to	3699	459 472 4816 to	4999	477 289 8601 to	8699
420 277 0015 to	0049	443 127 4000 to	4099	460 349 6878 to	6899	477 681 5206 to	5299
420 599 0734 to	0798	443 673 7900 to	7999	460 550 1909 to	1999	478 010 4243 to	4268
420 661 4115 to	4199	443 800 9335 to	9399	460 997 5234 to	5299	478 010 4270 to	4291
420 758 9500 to	9699	444 382 8822 to	8899	461 973 6443 to	6499	478 450 5071 to	5099

478 469 7838	to	7858	494 217 3446	to	3999	612 751 6268	to	6299	635 559 3449	to	3499
478 469 7883	to	7899	494 224 0500	to	0599	612 751 6572	to	6599	636 289 6214	to	6299
479 280 9800	to	9899	495 145 0600	to	0699	612 774 2111	to	2199	636 634 8007	to	8042
479 365 9116	to	9176	496 209 7425	to	7499	612 774 2254	to	2299	637 150 1200	to	1299
479 412 9900	to	9999	496 213 8728	to	8799	612 774 2500	to	2599	637 562 5828	to	5899
479 667 6190	to	6199	496 474 5226	to	5248	614 469 0979	to	0999	638 042 1647	to	1699
479 748 9680	to	9699	497 053 8517	to	8699	614 474 3000	to	3099	638 049 4984	to	4999
479 860 7000	to	7199	497 854 8673	to	8699	614 521 3490	to	3499	638 318 1115	to	1199
480 526 2000	to	2099	498 449 8888	to	8899	614 645 1800	to	1899	638 318 1453	to	1499
480 640 6330	to	6399	498 929 8285	to	8499	614 832 1100	to	2099	638 885 0000	to	0299
480 658 0568	to	0599	498 936 5310	to	5399	615 017 7505	to	7599	638 903 4362	to	4373
480 689 5100	to	5199	499 016 5425	to	5499	617 711 6609	to	6699	639 415 1929	to	1999
481 072 9463	to	9499	499 440 8575	to	8899	617 760 5266	to	5299	639 415 2019	to	2099
481 673 0074	to	0095	499 731 6717	to	6799	617 813 3601	to	3699	639 420 6200	to	6299
482 527 1500	to	1599	500 064 1858	to	1869	618 840 9200	to	9299	639 469 3517	to	3799
482 541 5255	to	5299	500 070 5725	to	7799	619 551 7229	to	7299	639 605 2143	to	2199
482 729 6800	to	6899	600 645 3223	to	3299	619 859 3000	to	3099	639 657 8600	to	8799
483 363 7207	to	7299	601 339 1200	to	1399	620 073 9400	to	9499	640 289 7500	to	7599
483 402 2356	to	2399	601 653 5884	to	5899	621 614 7907	to	7930	640 289 7700	to	7999
483 486 5100	to	5199	601 661 7700	to	7799	621 614 7932	to	7999	641 170 4420	to	4499
483 632 1521	to	1599	601 682 5343	to	5399	621 648 8021	to	8199	641 318 3133	to	3199
483 632 2600	to	2799	601 928 1600	to	1699	621 648 8500	to	8599	641 378 6500	to	6999
483 849 1615	to	1699	602 512 2972	to	2999	621 904 8351	to	8599	641 383 8739	to	8799
484 174 4803	to	5299	602 555 2400	to	2799	621 916 1978	to	1989	641 877 3187	to	3299
484 323 8900	to	9199	602 829 7061	to	7099	622 989 8032	to	8099	641 877 3310	to	3399
484 680 5000	to	5038	603 483 9572	to	9599	623 076 9300	to	9399	642 355 8094	to	8199
484 680 5040	to	5074	603 490 7200	to	7299	623 819 5006	to	5099	642 355 8308	to	8999
484 680 5077	to	5099	603 678 7100	to	7199	623 895 8200	to	8399	642 900 0018	to	0099
485 029 4913	to	4999	603 678 7662	to	7699	623 917 0000	to	0099	643 030 6254	to	6299
486 176 0600	to	0699	603 678 7902	to	7999	623 917 0200	to	0299	644 066 0882	to	0899
486 559 7555	to	7599	603 678 8418	to	8499	624 468 5288	to	5299	644 069 0600	to	0699
486 696 3023	to	3199	603 678 8700	to	9999	624 665 3162	to	3198	644 077 7506	to	7699
488 173 7900	to	7999	604 086 0880	to	0899	625 088 6735	to	6799	644 085 8157	to	8199
488 206 4100	to	4199	604 349 1414	to	1499	625 916 9500	to	9799	644 112 9839	to	9899
488 226 0200	to	0299	604 503 7776	to	7799	625 968 8956	to	8999	644 373 9083	to	9099
488 709 3906	to	3999	605 520 9037	to	9099	627 005 3938	to	3999	644 380 1460	to	1499
488 855 8359	to	8399	605 685 4010	to	4099	627 384 3907	to	4099	644 733 4715	to	4799
489 181 8963	to	8999	605 988 6467	to	6499	627 496 7549	to	7599	644 900 9712	to	9799
489 223 2000	to	2099	607 689 7951	to	7960	627 708 3605	to	3699	644 901 0109	to	1299
489 311 1930	to	1999	607 728 1276	to	1299	627 776 2500	to	2599	644 901 1325	to	1399
489 318 6200	to	6300	608 727 7100	to	7199	628 226 3100	to	3199	644 923 6800	to	7799
489 384 0027	to	0099	608 727 7273	to	7599	628 814 4702	to	4799	644 932 4655	to	4699
489 427 0658	to	0899	608 813 9950	to	9999	628 851 9689	to	9699	645 318 7240	to	7499
489 997 5252	to	5299	609 067 5325	to	5399	629 510 7200	to	7299	645 333 1766	to	1799
490 669 5850	to	6099	609 067 5488	to	5499	629 964 4200	to	4294	645 790 8632	to	8699
490 717 7080	to	7099	609 067 5600	to	5699	630 389 3056	to	3071	645 821 0657	to	0699
490 721 6000	to	6099	609 289 6123	to	6199	630 463 0588	to	0599	645 930 7948	to	7999
490 793 1500	to	2099	609 438 4400	to	4499	631 459 9117	to	9199	645 975 0737	to	0762
490 886 8171	to	8199	609 493 1100	to	1199	631 762 9325	to	9399	646 242 6200	to	6299
490 977 9221	to	9240	609 766 8091	to	8999	632 217 4933	to	4999	646 270 7639	to	7799
491 258 8100	to	9099	609 825 4100	to	4115	632 500 0000	to	599 9999	646 798 4000	to	4999
491 567 1376	to	1399	609 884 2981	to	2999	633 110 4165	to	4199	647 048 7035	to	7099
492 254 4800	to	4899	609 893 1000	to	1099	633 110 4303	to	4499	647 049 2900	to	2999
492 283 5100	to	5199	610 092 3200	to	3299	633 438 6429	to	6599	647 398 8300	to	8399
492 610 6813	to	6899	610 582 4200	to	4299	633 588 7173	to	7182	647 398 8481	to	8499
493 394 5568	to	5599	611 879 6939	to	6999	634 725 0700	to	0799	647 437 3000	to	4999
493 470 2562	to	2599	612 291 8013	to	8099	634 803 3239	to	3299	647 811 2188	to	2199
493 473 7700	to	7799	612 751 5171	to	5199	634 807 2474	to	2499	648 009 6057	to	6099
493 716 2153	to	2199	612 751 5226	to	5299	634 827 5900	to	5999	648 163 5300	to	5499
494 206 2972	to	2999	612 751 6083	to	6099	634 886 3428	to	3499	648 722 5283	to	5299

648 892 3164 to	3199	670 368 3400 to	3499	691 664 1800 to	1999	740 705 9790 to	9799
649 100 3989 to	3999	670 369 7336 to	7399	691 664 2400 to	2499	740 726 6400 to	6500
649 647 0370 to	0399	670 750 7169 to	7199	692 727 9362 to	9399	740 765 3306 to	3399
649 647 0522 to	0599	671 046 6200 to	6399	692 798 1800 to	1899	805 885 8411 to	8499
649 647 5237 to	5399	671 251 5448 to	5499	693 249 0779 to	0799	806 087 1100 to	1499
649 647 9100 to	9299	671 926 5600 to	5799	693 249 0877 to	1699	806 268 9275 to	9299
649 666 7800 to	8299	672 444 2000 to	2999	693 445 0566 to	0999	806 534 3400 to	3477
650 114 7707 to	7719	672 828 3410 to	3499	693 448 8500 to	8999	807 342 3283 to	3399
650 130 3400 to	3599	673 167 5776 to	5799	693 645 9583 to	9599	808 086 7100 to	7199
650 213 0406 to	0499	675 464 3700 to	3799	693 965 4200 to	4299	808 090 3440 to	3499
650 555 1749 to	1799	675 464 4000 to	4199	695 741 2906 to	2999	808 325 5161 to	5699
650 564 1900 to	1999	676 365 5958 to	5999	695 947 8518 to	8599	808 784 8000 to	8299
650 627 4212 to	4299	676 669 1024 to	1099	696 662 8247 to	8299	830 125 0672 to	0699
650 736 2043 to	2099	677 126 6734 to	6799	697 447 8285 to	8296	830 602 5800 to	5999
650 739 1540 to	1699	677 333 9979 to	9999	698 042 4816 to	4899	830 610 3700 to	3799
651 741 4415 to	4499	677 466 1088 to	1099	698 131 2138 to	2157	830 983 3500 to	3599
651 882 2800 to	2899	678 071 4500 to	4799	698 227 0000 to	0099	830 983 3635 to	3699
652 754 6317 to	6399	678 096 7531 to	7599	700 065 2570 to	2599	831 354 1387 to	1399
653 131 4945 to	4999	679 909 2578 to	2599	700 065 4800 to	4899	831 815 8240 to	8299
653 426 3300 to	3399	680 112 9565 to	9599	700 190 3350 to	3359	832 525 3810 to	3899
653 455 4874 to	4899	680 244 0903 to	0999	700 228 6048 to	6099	833 159 1884 to	1899
654 238 0000 to	0399	680 412 6046 to	6099	700 650 0452 to	0499	833 456 2567 to	2599
654 404 3065 to	3092	680 761 6800 to	6899	700 666 1323 to	1349	833 566 3015 to	3071
654 962 2900 to	3199	681 677 0540 to	0699	700 786 9106 to	9142	834 130 5200 to	5299
655 103 5081 to	5199	682 070 1029 to	1099	700 859 0744 to	0758	834 316 5444 to	5499
655 523 2600 to	2999	682 956 6280 to	6299	701 028 6780 to	6899	834 354 8747 to	8766
656 305 2448 to	2499	682 956 6490 to	6599	701 213 3900 to	3999	834 354 8824 to	8838
657 347 4438 to	4999	682 956 6700 to	6799	701 267 2000 to	3999	835 269 5700 to	5799
657 710 8100 to	8999	682 965 1178 to	1199	701 335 7312 to	7399	835 496 7303 to	7399
657 780 0985 to	0999	682 965 1201 to	1299	701 369 2005 to	2050	835 539 5200 to	5999
658 586 1400 to	1499	683 118 2389 to	2399	701 499 2260 to	2299	835 813 3015 to	3099
658 877 8000 to	8199	683 378 2000 to	2099	701 503 2247 to	2299	837 672 8967 to	8999
658 880 8000 to	8199	683 378 2117 to	2299	701 541 2271 to	2299	837 784 3282 to	3299
659 398 7300 to	7399	683 415 1200 to	1499	701 553 6557 to	6599	838 176 8377 to	8399
659 706 8113 to	8199	683 444 8159 to	8199	701 601 3457 to	3499	838 518 1257 to	1299
659 846 7837 to	7899	685 154 7780 to	7789	701 605 5913 to	5999	839 718 8257 to	8299
660 510 4100 to	4199	685 297 7645 to	7699	701 695 3982 to	3999	840 323 0600 to	0699
660 673 0400 to	0599	685 623 5264 to	5299	701 695 4148 to	4199	840 875 6235 to	6299
661 488 5000 to	5099	685 650 9487 to	9499	701 695 4227 to	4299	840 910 0900 to	0999
661 609 9100 to	9199	685 669 4200 to	4299	701 708 1741 to	1799	841 349 5000 to	5099
661 716 9420 to	9499	685 757 8452 to	8499	701 736 3966 to	3999	841 805 7747 to	7899
661 906 6522 to	6599	686 071 2694 to	2799	701 838 2800 to	2899	841 805 7944 to	8099
662 021 8332 to	8399	686 176 3333 to	3354	701 941 0600 to	0699	842 226 0685 to	0695
662 068 0700 to	0899	686 372 3200 to	3299	702 171 1603 to	1699	842 685 4600 to	4699
662 553 0774 to	0799	686 644 5879 to	5899	702 195 5109 to	5199	842 685 4742 to	4999
663 078 7034 to	7099	686 899 1371 to	1399	702 254 9300 to	9399	842 860 0300 to	0399
663 763 5300 to	5399	686 931 7636 to	7699	702 264 7569 to	7599	842 898 5582 to	5599
663 883 7039 to	7499	687 601 0973 to	0999	702 713 1800 to	1809	843 062 7100 to	7199
663 938 9200 to	9299	687 614 6774 to	6799	702 821 5730 to	5799	843 077 6288 to	6299
664 253 8000 to	8499	688 120 9000 to	9999	702 821 5805 to	5899	843 077 6378 to	6399
664 656 3055 to	3099	688 314 3107 to	3191	702 846 6331 to	6399	843 758 5769 to	5778
665 174 6400 to	6499	690 291 1361 to	1371	702 848 3900 to	3999	843 786 2554 to	2699
665 274 8208 to	8299	690 788 2877 to	2899	702 878 0114 to	0199	845 656 8165 to	8199
665 669 5400 to	5499	690 893 5344 to	5399	740 002 7710 to	7719	845 727 2100 to	2199
666 132 8226 to	8299	690 893 5512 to	5599	740 241 9049 to	9099	845 746 2618 to	2635
666 696 2209 to	2299	690 904 1300 to	1599	740 255 1718 to	1799	846 390 7531 to	7599
666 696 2309 to	2399	690 941 6000 to	6199	740 470 2420 to	2443	846 918 0572 to	0599
667 032 9300 to	9399	691 313 6383 to	6399	740 523 7432 to	7449	847 237 7690 to	7699
667 729 5529 to	5599	691 313 6600 to	6699	740 535 1555 to	1580	847 284 2481 to	2499
668 383 8400 to	8699	691 582 8003 to	8099	740 701 6105 to	6114	847 374 7055 to	7065

847 374 7055 to	7065	860 518 9629 to	9699	870 575 8155 to	8999	908 622 4225 to	4235
847 636 5304 to	5399	860 600 0021 to	0999	870 589 0485 to	0494	908 936 9254 to	9299
847 700 5447 to	5499	861 158 2350 to	2599	870 691 7060 to	7099	909 100 1787 to	1799
847 723 7500 to	7599	861 367 5400 to	5499	872 100 0445 to	0459	909 100 1900 to	2099
849 485 3427 to	3499	861 637 6010 to	6099	900 556 4178 to	4199	909 355 0422 to	0499
849 520 9850 to	9899	861 979 7292 to	7499	900 845 0044 to	0099	909 568 8900 to	9099
849 608 1357 to	1399	862 216 6100 to	6199	900 936 0217 to	0299	909 568 9300 to	9499
849 792 2600 to	2699	862 263 9213 to	9299	900 936 0435 to	0499	909 725 7307 to	7399
850 546 1862 to	1899	862 271 0800 to	0999	901 058 5255 to	5280	909 833 0947 to	0999
851 143 6826 to	6844	862 271 5000 to	5099	901 273 1082 to	1099	910 219 8631 to	8699
851 209 9880 to	9899	863 871 5138 to	5199	901 287 5143 to	5199	910 265 1100 to	1199
851 928 9221 to	9299	863 949 5300 to	5399	901 291 2789 to	2799	910 471 7273 to	7299
852 589 6560 to	6599	864 088 8200 to	8299	901 525 7122 to	7199	910 536 2505 to	2599
853 049 3646 to	3699	864 426 3972 to	3999	902 198 9769 to	9799	910 958 7499 to	7599
854 304 4089 to	4999	864 520 6117 to	6136	902 948 1269 to	1299	911 140 1000 to	2199
854 529 2200 to	2299	865 151 0526 to	0599	902 985 0833 to	0899	911 245 2545 to	2599
854 532 0000 to	2999	865 500 4034 to	4099	903 370 6934 to	6999	911 268 9077 to	9099
855 001 6204 to	6249	865 883 6082 to	6099	904 600 6523 to	6599	911 400 8948 to	8999
855 319 9364 to	9399	866 004 3000 to	3999	904 892 0378 to	0399	911 508 1620 to	1799
855 361 3390 to	3399	866 442 4100 to	4899	904 892 0648 to	1299	911 509 9310 to	9399
856 226 0490 to	0499	867 366 9108 to	9118	905 056 2216 to	2299	911 523 3000 to	3999
856 656 5800 to	5999	867 633 7403 to	7499	905 510 6647 to	6799	912 057 9922 to	9999
856 752 0200 to	0299	867 737 5623 to	5699	905 510 6900 to	7099	913 605 2218 to	2299
857 111 1352 to	1399	868 169 4529 to	4599	905 794 0000 to	0199	913 709 2429 to	2499
857 279 3450 to	3499	868 173 8400 to	8599	905 794 0288 to	0299	913 818 3501 to	3999
857 843 4000 to	4099	868 514 9000 to	9099	905 873 6900 to	6999	914 063 4300 to	4399
858 124 7644 to	7699	868 566 9200 to	9299	905 873 7100 to	7299	914 529 6185 to	6299
858 756 3111 to	3299	869 387 1150 to	1199	905 880 8900 to	8999	915 546 6822 to	6999
859 063 8200 to	8699	869 505 3500 to	3599	905 889 7100 to	7199	915 671 3963 to	3980
859 190 0600 to	0644	869 523 7033 to	7099	906 158 1508 to	1599	915 671 3982 to	3999
859 437 5538 to	5599	869 800 0000 to	999 9999	906 558 8812 to	8899	915 675 2217 to	2299
859 811 2888 to	2899	870 054 4814 to	4899	906 982 2214 to	2299	916 670 6352 to	6399
859 855 8873 to	8999	870 491 4812 to	4849	907 725 8500 to	8599	916 694 1414 to	1499
860 240 8520 to	8599	870 536 5820 to	5829	907 815 0216 to	0257	917 370 6300 to	6499
860 275 3900 to	3999	870 541 7167 to	7239				

— Group2–Security,
Postal Inspection Service, 7-24-03

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	702 410 595 to 1 050	712 003 381 to 3 650	722 378 265 to 8 280
692 720 871 to 0 900	702 660 151 to 0 540	712 104 220 to 4 230	722 413 990 to 4 004
692 876 955 to 7 050	702 723 429 to 3 450	712 327 861 to 7 890	722 764 948 to 4 980
693 290 380 to 0 400	703 004 401 to 4 820	712 327 952 to 7 980	722 825 840 to 5 889
693 290 426 to 0 450	703 083 819 to 4 020	712 647 061 to 7 090	723 153 841 to 3 850
694 063 700 to 3 897	703 432 131 to 2 230	713 284 171 to 4 260	723 237 616 to 7 630
694 063 900 to 4 000	703 626 061 to 6 090	713 292 871 to 2 990	723 331 081 to 1 110
694 550 501 to 0 530	703 863 121 to 3 240	714 035 101 to 5 160	723 496 443 to 6 470
694 595 031 to 5 050	703 863 477 to 3 540	714 155 011 to 5 400	723 967 291 to 7 320
694 595 087 to 5 300	703 867 801 to 7 980	714 328 231 to 8 440	724 655 196 to 5 340
694 698 551 to 8 650	704 030 628 to 0 640	714 442 952 to 2 980	724 711 441 to 1 500
694 745 458 to 5 600	704 154 024 to 4 120	714 562 843 to 2 860	724 711 538 to 1 560
695 105 313 to 5 350	704 227 561 to 7 829	714 590 391 to 0 430	724 793 221 to 3 250
695 142 809 to 3 050	704 227 831 to 8 069	714 609 811 to 9 930	724 908 109 to 8 120
695 144 666 to 4 700	704 228 071 to 8 100	714 609 961 to 9 990	724 937 461 to 7 670
695 272 601 to 2 750	704 420 344 to 0 490	714 807 181 to 7 240	725 163 118 to 3 151
695 277 576 to 7 650	704 568 751 to 8 990	714 871 321 to 1 500	725 202 735 to 2 750
695 530 761 to 0 800	704 965 301 to 5 770	714 928 529 to 8 590	725 398 591 to 8 800
696 487 701 to 7 800	705 116 780 to 6 790	715 128 183 to 8 330	725 464 591 to 4 920
696 784 101 to 4 550	705 280 801 to 0 980	715 144 171 to 4 470	725 475 321 to 5 330
696 870 601 to 0 650	705 475 651 to 6 040	715 197 211 to 7 570	725 711 057 to 1 070
697 047 501 to 7 600	705 566 127 to 6 280	715 595 910 to 6 180	725 738 581 to 8 730
697 052 101 to 2 350	705 740 581 to 0 730	715 941 781 to 1 810	725 981 311 to 1 430
697 217 251 to 7 400	705 782 796 to 2 820	715 962 421 to 2 480	725 987 835 to 7 880
697 249 952 to 50 050	705 822 271 to 2 480	716 477 396 to 7 430	726 060 811 to 0 900
697 414 886 to 4 900	706 180 148 to 0 290	716 556 635 to 6 660	726 391 970 to 2 520
697 469 606 to 9 700	706 184 041 to 4 220	717 191 648 to 1 690	726 484 771 to 4 800
697 850 401 to 0 750	706 357 861 to 8 190	717 193 161 to 3 490	726 493 351 to 5 300
698 098 446 to 8 550	706 382 419 to 2 430	717 228 591 to 8 680	726 504 031 to 4 063
698 300 251 to 0 300	706 628 735 to 8 820	717 333 902 to 3 950	726 504 070 to 4 090
698 504 383 to 4 650	706 638 211 to 8 420	717 739 745 to 9 910	726 504 331 to 4 390
698 533 927 to 4 200	706 817 959 to 8 000	717 884 991 to 5 050	726 563 701 to 4 060
698 562 268 to 2 400	707 034 391 to 4 450	718 026 171 to 6 290	726 599 371 to 9 460
699 090 686 to 0 750	707 292 636 to 2 660	718 466 370 to 6 420	726 626 356 to 6 370
699 752 699 to 2 850	707 441 401 to 1 687	718 568 451 to 8 479	727 182 271 to 2 510
700 068 473 to 8 500	707 441 836 to 1 940	718 590 741 to 0 770	727 416 181 to 6 240
700 161 501 to 1 650	707 958 541 to 8 570	718 714 210 to 4 370	727 481 431 to 1 460
700 202 522 to 2 700	707 960 107 to 0 160	718 795 881 to 6 000	727 749 241 to 9 780
700 290 275 to 0 300	708 059 941 to 60 000	718 961 721 to 1 780	728 382 331 to 2 480
700 465 730 to 5 750	708 115 830 to 5 860	718 982 001 to 2 300	728 702 338 to 2 400
700 561 444 to 1 550	708 116 251 to 6 310	719 869 731 to 9 760	728 915 371 to 5 850
701 423 101 to 3 150	708 138 301 to 8 480	720 227 871 to 7 930	728 953 141 to 3 410
701 625 469 to 5 550	709 222 591 to 2 920	720 227 949 to 7 960	728 954 280 to 4 310
701 643 829 to 3 850	709 243 479 to 3 500	720 368 543 to 8 570	729 169 081 to 9 140
701 945 451 to 5 500	709 411 171 to 1 320	720 392 151 to 2 570	729 363 841 to 3 870
702 033 701 to 4 050	709 649 804 to 9 820	720 556 491 to 6 640	729 682 891 to 3 190
702 051 501 to 1 750	709 733 281 to 3 580	720 558 621 to 8 650	729 838 940 to 9 070
702 053 601 to 3 800	710 046 813 to 6 840	720 575 361 to 5 570	729 839 101 to 9 130
702 104 368 to 4 900	710 358 093 to 8 166	720 590 152 to 0 179	730 077 683 to 7 840
702 128 306 to 8 400	710 358 257 to 8 270	721 638 331 to 9 170	730 109 847 to 9 880
702 179 891 to 9 900	711 021 501 to 1 510	721 815 391 to 5 420	730 373 761 to 3 850
702 260 751 to 0 850	711 049 411 to 9 560	721 969 713 to 9 740	730 501 951 to 2 130
	711 408 045 to 8 090	722 072 137 to 2 160	730 519 379 to 9 470

730 569 278	to	9 360	739 219 381	to	9 440	751 757 641	to	7 700	761 975 641	to	5 670
730 711 711	to	1 740	739 740 151	to	0 180	751 936 951	to	7 010	761 975 886	to	5 895
730 722 991	to	3 230	739 793 491	to	3 520	751 951 861	to	1 890	762 304 144	to	4 170
730 845 970	to	5 990	739 793 527	to	3 550	751 999 021	to	9 110	762 324 931	to	4 960
730 888 291	to	8 320	739 942 621	to	2 650	752 139 516	to	9 570	762 439 261	to	9 290
730 927 591	to	7 680	739 999 231	to	9 320	752 182 892	to	2 950	762 524 158	to	4 220
731 307 914	to	7 930	740 011 517	to	1 530	752 206 861	to	7 100	762 584 872	to	4 970
731 402 431	to	2 460	740 030 701	to	0 970	752 295 241	to	5 600	762 593 431	to	3 460
731 407 232	to	7 320	740 261 740	to	1 820	752 731 351	to	1 410	763 155 160	to	5 180
731 588 301	to	8 340	740 265 811	to	6 290	752 767 441	to	7 470	763 178 631	to	8 660
731 767 273	to	7 320	740 299 111	to	9 170	753 008 941	to	9 030	763 506 001	to	6 060
731 781 061	to	1 120	740 299 231	to	9 260	753 194 311	to	4 370	763 522 141	to	2 470
731 837 821	to	7 910	740 329 266	to	9 320	753 620 378	to	0 400	763 717 694	to	7 800
731 841 377	to	1 450	740 889 081	to	9 090	754 013 917	to	3 940	763 826 461	to	6 520
732 018 481	to	8 600	741 010 421	to	0 530	754 161 061	to	1 120	763 900 460	to	0 471
732 067 972	to	8 370	741 113 041	to	3 370	754 358 445	to	8 610	763 900 479	to	0 530
732 188 649	to	8 670	741 373 891	to	4 340	754 410 451	to	0 660	763 917 271	to	7 750
732 193 460	to	3 470	741 452 369	to	2 490	754 438 393	to	8 410	764 125 801	to	5 860
732 201 241	to	1 390	741 492 991	to	3 140	754 493 109	to	3 130	764 284 525	to	4 560
732 220 431	to	0 440	741 553 460	to	3 470	754 664 182	to	4 220	764 526 241	to	6 330
732 355 201	to	5 380	741 764 431	to	4 520	754 816 377	to	6 470	764 601 421	to	1 600
732 472 320	to	2 560	742 178 834	to	8 880	755 487 421	to	7 600	764 650 231	to	0 470
732 541 605	to	1 620	742 325 500	to	5 520	755 592 901	to	3 140	764 984 371	to	4 850
732 572 221	to	2 490	742 325 668	to	5 700	755 790 020	to	0 030	765 003 667	to	3 680
732 586 479	to	6 710	742 408 771	to	8 830	755 791 730	to	1 800	765 042 517	to	2 540
732 994 037	to	4 080	742 512 120	to	2 150	755 926 951	to	7 070	765 194 728	to	4 970
733 163 449	to	3 460	742 684 849	to	4 890	755 934 332	to	4 510	765 387 365	to	7 450
733 297 171	to	7 290	742 839 553	to	9 630	755 957 701	to	8 000	765 541 801	to	2 100
733 446 631	to	7 110	742 913 668	to	3 700	755 962 981	to	3 280	765 638 461	to	8 970
733 474 665	to	4 770	742 917 287	to	7 296	756 035 371	to	5 490	765 647 101	to	7 190
733 704 482	to	4 570	742 921 891	to	1 980	756 301 257	to	1 290	765 813 781	to	4 029
733 751 041	to	1 130	742 983 631	to	3 810	756 371 565	to	1 580	765 879 314	to	9 390
734 009 101	to	9 130	743 020 021	to	0 170	756 876 031	to	6 120	765 954 001	to	4 030
734 290 759	to	0 770	743 206 491	to	6 500	756 876 151	to	6 240	766 120 286	to	0 320
734 389 273	to	9 290	743 235 992	to	6 050	756 970 129	to	0 140	766 125 716	to	5 750
734 440 031	to	0 111	743 940 631	to	0 900	757 059 613	to	9 630	766 158 824	to	8 840
734 797 201	to	7 320	743 978 011	to	8 070	757 078 540	to	8 560	766 388 433	to	8 460
734 939 611	to	9 640	744 234 751	to	4 780	757 086 209	to	6 240	766 509 421	to	9 660
734 950 111	to	0 170	744 499 591	to	9 680	757 240 591	to	0 650	766 572 901	to	3 020
735 120 331	to	0 840	744 626 901	to	6 910	757 277 371	to	7 700	766 748 500	to	8 521
735 283 008	to	3 020	745 388 794	to	8 910	757 291 591	to	2 730	767 024 341	to	4 370
735 293 131	to	3 220	746 446 806	to	6 820	757 964 251	to	4 280	767 326 471	to	6 590
735 635 010	to	5 040	746 818 351	to	8 410	758 067 001	to	7 090	767 332 561	to	2 950
735 783 961	to	3 990	747 245 266	to	5 280	758 105 221	to	5 250	768 009 841	to	9 960
735 803 401	to	3 430	747 364 813	to	4 830	758 324 941	to	5 000	768 011 489	to	1 520
736 005 420	to	5 440	747 501 434	to	1 450	758 593 628	to	3 650	768 177 980	to	7 990
736 366 021	to	6 110	747 739 891	to	0 070	758 709 038	to	9 060	768 391 081	to	1 170
736 624 456	to	4 500	748 148 649	to	8 760	758 744 101	to	4 160	768 661 569	to	1 650
736 670 851	to	1 060	748 259 960	to	9 970	758 850 883	to	0 900	769 000 051	to	0 080
736 767 061	to	7 090	748 565 162	to	5 280	758 860 951	to	1 550	769 050 841	to	0 900
736 767 093	to	7 120	748 874 988	to	5 030	759 152 851	to	2 880	769 159 081	to	9 178
736 982 191	to	2 370	749 137 381	to	7 410	759 740 941	to	1 090	769 737 496	to	7 510
736 982 551	to	2 730	749 190 192	to	0 210	760 004 596	to	4 610	769 778 491	to	8 730
737 110 141	to	0 170	749 685 421	to	5 450	760 118 191	to	8 250	769 827 331	to	7 450
737 185 501	to	5 710	749 846 791	to	6 850	760 155 001	to	5 090	770 216 071	to	6 100
737 317 321	to	7 350	749 993 131	to	3 580	760 378 002	to	8 020	770 723 281	to	3 400
737 517 781	to	7 840	750 071 587	to	1 610	760 692 722	to	2 749	770 790 451	to	0 480
737 628 181	to	8 210	750 408 167	to	8 183	761 055 460	to	5 480	770 915 150	to	5 490
737 634 258	to	4 270	750 438 421	to	8 501	761 169 781	to	9 810	771 455 551	to	5 610
738 361 971	to	1 980	750 743 911	to	4 030	761 504 941	to	5 120	771 609 661	to	9 690
738 447 601	to	7 660	750 779 118	to	9 400	761 516 836	to	6 910	771 932 551	to	2 580
738 648 355	to	8 450	750 910 981	to	1 010	761 613 588	to	3 600	772 057 224	to	7 440
738 849 811	to	9 900	750 960 841	to	0 900	761 688 631	to	8 690	772 162 660	to	3 070
738 892 270	to	2 290	751 296 211	to	6 240	761 805 199	to	5 240	772 718 615	to	8 640
738 997 259	to	7 380	751 539 121	to	9 180	761 826 106	to	6 120	772 970 886	to	0 940
739 161 451	to	1 540	751 541 311	to	1 790	761 881 171	to	1 560	773 009 419	to	9 430

773 112 031	to	2 060	775 444 210	to	4 230	779 994 001	to	4 090	784 507 759	to	7 860
773 125 387	to	5 410	775 579 301	to	9 320	780 103 591	to	3 650	784 913 509	to	3 531
773 179 320	to	9 410	775 622 683	to	2 760	780 533 288	to	3 310	785 429 491	to	9 520
773 202 989	to	3 140	776 144 621	to	4 670	780 625 208	to	5 920	785 989 351	to	9 440
773 208 991	to	9 290	776 154 010	to	4 060	780 711 345	to	1 540	786 036 450	to	6 480
773 231 311	to	1 340	777 561 631	to	2 080	780 778 894	to	8 920	786 111 854	to	1 930
773 348 739	to	8 940	776 657 371	to	7 490	780 865 851	to	5 920	786 510 527	to	0 540
773 575 891	to	5 950	776 817 421	to	7 450	780 873 421	to	3 450	786 510 571	to	0 600
773 852 971	to	3 030	776 951 225	to	1 250	781 141 891	to	1 980	786 676 937	to	6 980
773 858 011	to	8 100	777 141 601	to	2 140	781 238 697	to	8 730	786 730 831	to	0 920
773 892 721	to	7 190	777 297 421	to	7 510	781 503 151	to	3 180	786 743 671	to	3 700
773 958 061	to	8 660	777 621 721	to	1 750	781 518 818	to	8 840	786 743 711	to	3 730
774 101 148	to	1 190	777 810 309	to	0 330	781 624 126	to	4 200	786 854 491	to	4 550
774 107 161	to	7 190	778 049 651	to	9 670	781 679 221	to	9 340	786 977 256	to	7 461
774 177 226	to	7 270	778 106 225	to	6 310	781 723 771	to	3 890	787 158 121	to	8 390
774 279 481	to	9 810	778 218 730	to	8 780	781 723 964	to	3 990	787 325 701	to	5 910
774 408 399	to	8 420	778 251 871	to	1 930	781 761 391	to	1 720	787 493 281	to	3 340
774 431 821	to	2 450	778 286 911	to	6 940	781 878 721	to	9 020	787 793 816	to	3 880
774 510 451	to	0 780	778 328 699	to	8 730	782 424 840	to	4 900	787 887 881	to	7 901
774 652 981	to	3 010	778 567 471	to	7 860	782 939 821	to	9 850	788 326 339	to	6 380
774 778 981	to	9 040	778 570 771	to	0 830	782 985 347	to	5 360	788 403 671	to	3 690
774 867 481	to	7 510	778 699 096	to	9 110	783 063 631	to	3 690	789 044 014	to	4 100
774 867 515	to	7 540	778 779 471	to	9 480	783 578 101	to	8 130	791 057 441	to	7 550
774 934 275	to	4 290	779 146 205	to	6 230	783 578 143	to	8 160	791 239 081	to	9 290
774 961 261	to	1 290	779 233 681	to	3 710	783 663 991	to	4 050	791 387 971	to	8 030
775 106 223	to	6 235	779 316 961	to	7 200	783 739 838	to	0 280	791 447 521	to	7 850
775 106 237	to	6 248	779 339 221	to	9 400	784 142 598	to	2 610	791 451 151	to	1 240
775 331 515	to	1 550	779 702 191	to	2 250	784 380 061	to	0 090	791 500 009	to	0 470

— Group2–Security,
Postal Inspection Service, 7-24-03

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, 7-24-03

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, 7-24-03

NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released July 2, 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
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

2003 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
March	0.33	-0.05	-0.08	0.97	0.97	1.55	1.48	-1.90	-1.96
April	0.33	0.83	0.83	8.26	8.24	8.31	8.33	9.82	9.80
May	0.34	1.87	1.86	5.26	5.27	9.42	9.50	6.07	6.06
June	0.20	-0.30	-0.20	1.20	1.28	2.20	2.38	2.30	2.42
LAST 12 MONTHS	4.19	10.31	10.40	0.25	0.25	4.31	5.20	-6.62	-6.46

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.

FROM: Earth Tone Flutes
TO: Happy Musician



“I only have one employee...
Priority Mail.”

– Geoffrey Ellis, Owner
Earth Tone Flutes



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Thrift Savings Plan Catch-Up Contributions for TSP Participants Age 50 and Older, and *PostalEASE*

When and Who	August 11 through December 9, 2003 — all eligible career employees
TSP Catch-Up Contribution Elections	Use the <i>PostalEASE</i> telephone system or the <i>PostalEASE</i> employee Web site to begin contributing, to change your contribution amount, or to stop your TSP Catch-Up Contribution election.
USPS PIN	<p>To use <i>PostalEASE</i>, you will need your Social Security number (SSN) and USPS personal identification number (PIN); available only from <i>PostalEASE</i>.</p> <p>Call toll free: 877-4PS-EASE (877-477-3273).</p> <p>Don't know your USPS PIN? Call <i>PostalEASE</i>; press 1; enter SSN; when prompted to enter PIN, pause, then press 2. Your USPS PIN will be mailed to your address of record, usually by the next business day.</p> <p>Employees who have trouble using <i>PostalEASE</i>, or who are unable to use a telephone, may contact your local Personnel office for help.</p>
TSP Fund Investment Elections	Contact TSP directly, during or outside of TSP open season, to change investment of future TSP contributions or money already in your account.
TSP PIN	<p>Go to the TSP Web site at www.tsp.gov or call the TSP ThriftLine at 504-255-8777. Or mail Form TSP-50, <i>Investment Allocation</i>, to TSP, available from your local Personnel office (election not effective as quickly).</p> <p>To use the TSP Web site or TSP ThriftLine, you must know your TSP PIN, available only from TSP.</p> <p>Don't know your TSP PIN? Request it from www.tsp.gov — choose <i>Account Access</i>. Or via TSP ThriftLine at 504-255-8777 — press 2, enter SSN, follow instructions. Or, call the TSP Service Office at 504-255-6000 and speak to a representative. Your new TSP PIN will be mailed to your address of record.</p> <p><i>Reminder:</i> You must dial 1 before placing a long-distance telephone call.</p>
<i>PostalEASE</i> and TSP Information Mailed to Career Employees	Career employees who meet the age requirements receive from the national level a direct mailing of a <i>PostalEASE</i> worksheet and cover letter containing TSP Catch-Up Contribution election information at their mailing addresses of record. If you do not receive the mailing by early August, contact your local Personnel office.
Closing Date and Time	<i>PostalEASE</i> closes 12 noon Central Time on December 9, 2003, for 2003 TSP Catch-Up Contribution elections.

Please post on all bulletin boards through December 31, 2003.



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– Barbara Granneman, Owner
Midwest School of Music

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Not Pictured: Carey Head, Head Country Food Products, Inc.; Doris Sullivan, HSN Athletic Prep Academy



PULL-OUT SECTION



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Monday,
September 1, 2003,
Labor Day.

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This office will be

CLOSED

Monday,

September 1, 2003,

Labor Day.

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



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This office will be

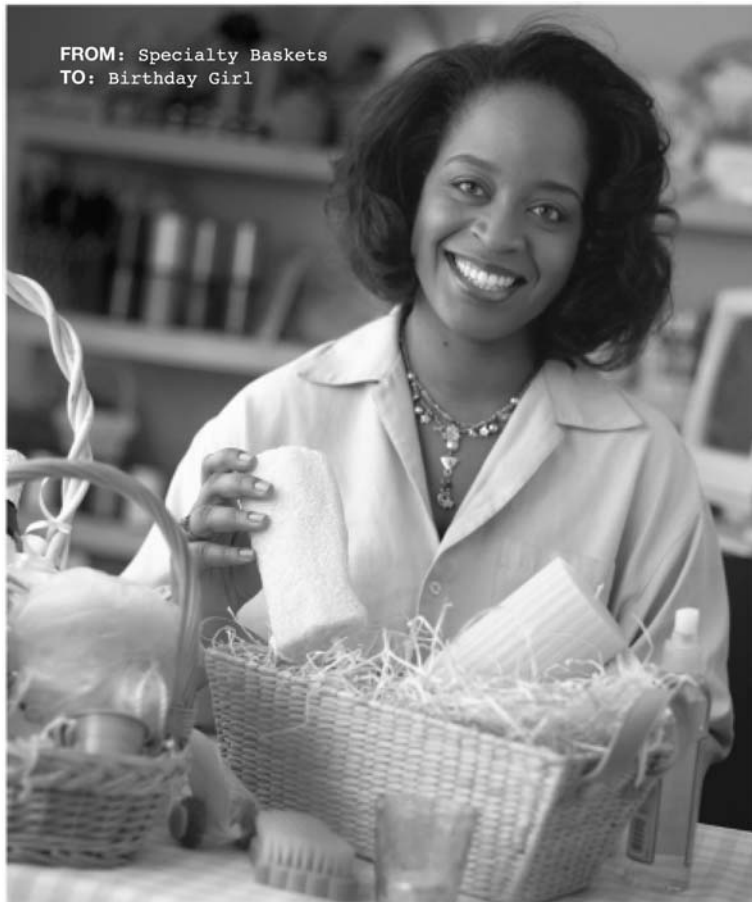
CLOSED

Monday,

September 1, 2003,

Labor Day.

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TO: Birthday Girl

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– Bonita Kilpatrick, Owner
Specialty Baskets



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PULL-OUT SECTION

Employees (continued)

POSTAL SERVICE EMPLOYEES

Thrift Savings Plan (TSP) Catch-Up Contributions for TSP Participants Age 50 and Older, and PostalEASE

The Federal Retirement Thrift Investment Board pursuant to Public Law 107-304 signed by the President on November 27, 2002, has given federal agencies authority to begin accepting Catch-Up Contributions for eligible Thrift Savings Plan (TSP) participants age 50 and older. The first opportunity to begin this tax-deferred Catch-Up Contribution will start Monday, August 11, 2003, using *PostalEASE*. These contributions are a supplement to employees' regular contributions and do not count against either the statutory contribution percentage limitations or the Internal Revenue Service (IRS) Code's elective deferral limit. However, the Catch-Up Contributions have their own annual limit (the "annual Catch-Up limit") and eligibility criteria. The following information is provided to assist personnel offices in conducting this new election opportunity.

Initial Election

The initial election can be made effective no earlier than the first full pay period (PP) in August 2003 (PP 18-2003) using *PostalEASE*. Employees will have access on Monday, August 11, 2003. After that, employees can to elect Catch-Up Contributions at any time.

Employees must complete their election using *PostalEASE* by 12 noon Central Time (CT) the second Tuesday (day 11) of each pay period in order for the election to be effective in that pay period. Any elections completed *after* 12 noon CT on the second Tuesday of each pay period will be effective the next pay period.

Annual Catch-Up Contribution Limit

For 2003, the maximum Catch-Up Contribution is \$2,000. This contribution election is in addition to the IRS annual deferral limit for 2003, which is \$12,000. See the following table for contribution limits.

TSP Basic Pay Contribution Limits

Year	FERS Limit %	CSRS and CSRS Offset Limit %	IRS Annual Deferral Limit \$	50+ Catch-Up Contributions Limit \$
2000	10	5	10,000	0
2001	11	6	10,500	0
2002	12	7	11,000	0
2003	13	8	12,000	2,000
2004	14	9	13,000	3,000
2005	15	10	14,000	4,000

Year	FERS Limit %	CSRS and CSRS Offset Limit %	IRS Annual Deferral Limit \$	50+ Catch-Up Contributions Limit \$
2006	Limits will be lifted entirely (effective December 2005)		15,000	5,000
2007			To be determined (TBD) — indexed to inflation	TBD — indexed to inflation

Eligibility for Catch-Up Contributions

Catch-Up Contributions are supplemental contributions available to TSP participants who are age 50 or older. There is no "lookback" provision to see what the participant could have contributed but did not. Eligible participants simply have the right to contribute the additional funds up to the annual Catch-Up Contribution limit.

To elect Catch-Up Contributions, the employee must:

- Be in a pay status. Make contributions from basic pay through payroll deductions only.
- Have either a regular election on file to contribute the maximum percentage of basic pay, or an election on file where the maximum IRS elective deferral limit will be reached during the calendar year.
- Be age 50 or older, or turn age 50 in the calendar year the election is submitted and processed.
- Not be in the 6-month noncontribution period following the receipt of a financial hardship in-service withdrawal.
- Self-certify that he or she is contributing (in all equivalent employer plans) either the maximum TSP contribution percentage or an amount that will result in his or her reaching the IRS elective deferral limit by the end of the relevant calendar year.

In addition, the following rules will apply to the 50 and older Catch-Up Contributions:

- Open season dates do not apply to Catch-Up Contributions (once implemented, participants can start, change the amount, or stop at any time). The termination of Catch-Up Contributions does not affect the participant's regular contributions.

- A new election must be submitted each year (deductions will not continue into the next calendar year).
- The annual amount of the contribution will be combined with regular tax-deferred contributions in the deferral block of Form W-2 as follows:
 - If amount shown exceeds the IRS limit, the IRS will check the date of birth with the Social Security Administration and assume any amount over the limit is attributable to the Catch-Up Contributions.
 - If participant exceeds the Catch-Up limit (usually by contributing to more than one plan), the participant may contact the TSP and request a refund of the excess Catch-Up Contributions.
- If applicable, participant is eligible under the Uniformed Services Employment and Reemployment Rights Act (USERRA) to make up missed Catch-Up Contributions.

Other Catch-Up Contributions Information

Catch-Up Contribution elections are not subject to the open season rules. Participants can make more than one election in any given calendar year (as long as the annual Catch-Up limit is not exceeded). Beginning with the initial election period in August 2003, participants can make Catch-Up Contribution elections at any time during the calendar year via payroll deductions.

Employees will need to make a new election for each calendar year in which they wish to participate in the Catch-Up Contribution election.

Catch-Up Contributions will be invested in the employee's account based on the most current contribution allocation on file with the TSP. The employee should be reminded that his or her contribution allocations must be made with the TSP using the TSP Web site, ThriftLine, or Form TSP-50, *Investment Allocation*.

Termination of Catch-Up Contributions

Employees can stop their Catch-Up Contributions at any time without penalty. They may restart them at any time. This rule differs from the current rule for regular employee contributions, which imposes a waiting period between stopping and resuming contributions. The termination of Catch-Up Contributions does not affect the employee's regular contributions.

If a participant receives a financial hardship in-service withdrawal, then the participant's Catch-Up Contributions must stop along with any regular employee contributions for a period of 6 months.

The Catch-Up Contribution election terminates automatically with the last pay date of the calendar year to which it applies unless the employee has previously terminated the

election or has reached the annual Catch-Up Contribution limit.

Using PostalEASE for Enrollment

An employee who wishes to start, stop, or change a Catch-Up Contribution must use the *PostalEASE* telephone system or the *PostalEASE* employee Web site to make an election. *PostalEASE's* toll-free number is 877-4PS-EASE (877-477-3273). For web access through the Postal Service intranet, employees must go to <http://blue.usps.gov>, click on *Employee Self-Service*, and then click on *PostalEASE*. The employee must have his or her USPS personal identification number (PIN) to use *PostalEASE* (for information on PINs, see "USPS PIN" and "TSP PIN" below).

Note: Personnel and employing offices must not distribute Form TSP-1-C, *Catch-Up Contribution Election*, to employees for making Catch-Up Contribution elections. TSP-1-C will not be stocked at the Material Distribution Center (MDC). If an employee brings a Form TSP-1-C to Personnel, Personnel should return the form to the employee and inform the employee that he or she must use *PostalEASE* to make his or her Catch-Up Contribution election beginning Monday, August 11, 2003, per instructions provided in the July mailing.

Contacting TSP to Make a Fund Investment Election

Employees have three methods to make a fund investment election as follows:

- **Web site:** Go to the TSP Web site at www.tsp.gov.
- **Telephone:** Call the TSP ThriftLine at 504-255-8777.
- **Mail:** Mail Form TSP-50, *Investment Allocation*, to the TSP service office in New Orleans.

Note: Personnel offices must not accept and cannot process completed Forms TSP-50. Form TSP-50 is not available from the TSP Web site. Form TSP-50 is available from the MDC. The relevant ordering information for Form TSP-50 is as follows:

PSN: 7530-05-000-4305
Unit of Issue: EA
Bulk Pack Qty: 3,800
Price: No cost
Edition Date: 08/02

The TSP Web site and ThriftLine are convenient methods for making fund investment elections and elections will take effect more quickly than using Form TSP-50. To use the TSP Web site or TSP ThriftLine, participants must use their TSP PIN.

Using PINs to Make TSP Elections

To make TSP elections, use two PINs: USPS PIN and TSP PIN.

USPS PIN

The Postal Service maintains the USPS PIN. Employees must use their USPS PIN to (1) begin a contribution percentage or a dollar amount election, or (2) change their current TSP contribution percentage or dollar amount, or (3) begin, change, or stop a Catch-Up Contribution election, or (4) cancel TSP participation via *PostalEASE*. If an employee does not know his or her USPS PIN, he or she must contact *PostalEASE* and do the following steps when prompted: (1) press 1 for *PostalEASE*; (2) enter his or her Social Security number; (3) when prompted to enter PIN, pause, and then press 2. The employee's USPS PIN will be mailed to his or her address of record, usually by the next business day.

Note: When employees request their USPS PIN, their USPS PIN does not change (unlike the TSP PIN). The employee's old USPS PIN remains valid. (The USPS PIN is the same PIN employees use for telephone bidding and computerized bidding.)

TSP PIN

The TSP PIN is maintained by TSP. Employees must use their TSP PIN to make fund investment choices via the TSP Web site or the TSP ThriftLine. If employees are TSP participants and they do not know their TSP PIN, they have

three methods for having a new TSP PIN mailed to their address of record:

1. Go to the TSP Web site at www.tsp.gov and select *Account Access*, or
2. Call the TSP ThriftLine at 504-255-8777, choose 2, enter the Social Security number, and then follow the instructions, or
3. Call the TSP service office at 504-255-6000.

Once TSP has received the employee's TSP PIN request, his or her former TSP PIN is no longer valid.

Direct Mailings to Employees

Career employees who meet the age requirements will receive from the national level a direct mailing of a *PostalEASE* worksheet and cover letter containing TSP Catch-Up Contribution election information at their mailing addresses of record during late July.

Publicity

To help publicize this TSP Catch-Up Contribution election, all offices must post (1) the notice "Thrift Savings Plan Catch-Up Contributions for TSP Participants Age 50 and Older, and *PostalEASE*" provided on page 55 of this *Postal Bulletin* through December 31, 2003, and (2) the current TSP fact sheet on bulletin boards.

— *Compensation,
Employee Resource Management, 7-24-03*

Finance

CLARIFICATION

Fiscal Year Closing Guidance for Statement of Account Offices

This article clarifies instructions for statement of account (SOA) offices in the article "Fiscal Year Closing Guidance" published in *Postal Bulletin* 22105 (6-26-03, pages 29–33). This year the final PS Form 1555, *Statement of Account for CAGs H–L*, will cover only accounting periods (APs) 10 through 12 — a change from previous years. There will be no PS Form 1555 for AP 13 since SOA offices will be reporting daily beginning on August 9, 2003.

- **SOA offices in the Salt Lake City District:** Complete final PS Forms 1555 (and required supporting documentation) by close of business on Friday, September 5, 2003. The Eagan Accounting Service Center (ASC) must receive the final forms and documentation by 9:00 A.M., Monday, September 8, 2003.
- **All other SOA offices:** Complete final PS Forms 1555 (and required supporting documentation) by close of business on Friday, August 8, 2003. The Eagan ASC must receive the final forms and documentation by Tuesday, August 12, 2003.

All SOA offices must send the forms and documentation to the following address:

EAGAN ACCOUNTING SERVICE CENTER
ACCOUNTING RECONCILIATION BRANCH
2825 LONE OAK PKWY
EAGAN MN 55121-9671

— Revenue and Field Accounting,
Finance, 7-24-03

NOTICE — SAFR OFFICES ONLY

Financial Reporting for Contract Postal Units

Effective with the implementation of Shared Services/Accounting (SS/A), contract postal units (CPUs) must submit a daily consolidated PS Form 1412, *Daily Financial Report*, to the host Post Office™ with all required supporting documentation.

Responsibilities

- The host Post Office is responsible for the following:
- Coordinating with the CPU to ensure receipt of a daily PS Form 1412 with supporting documentation.
 - Entering the CPU's financial data into the Money Order Voucher Entry System (MOVES) financial reporting system from PS Form 1412-A, *Daily Financial Form*. If the host Post Office does not have access to MOVES, use the Mobile Data Collection Device (MDCD) scanner to enter the CPU's financial data from PS Form 1412-B, *Daily Financial Report*.

Equipment

The MOVES system is a Windows-based application that accepts financial data input from a PS Form 1412-A, including domestic and international money order data from units that operate without a Point-of-Sale (POS) ONE

system or integrated retail terminals (IRT). Host Post Offices with CPUs will have the ability to set up and configure a MOVES application for each CPU office with the finance number, unit ID, and accountability.

The MDCD scanners are enhanced with a program application for data input called the small Post Office reporting tool (SPORT). SPORT accepts financial data input from a PS Form 1412-B including domestic and international money order data from units operating without a POS ONE system or IRT. Host Post Offices with CPUs have the ability to set up and configure a SPORT application for each CPU office with the finance number, unit ID, and accountability. The host Post Office must follow the instructions outlined in the *SAFR-SPORT User Guide* to enter daily financial data separately for each CPU.

Note: If the host Post Office is assigned more than one CPU, we recommend that the host Post Office configure and label one MDCD scanner for each CPU to avoid confusion and reporting CPU data in the wrong MDCD scanner. Offices are encouraged to use their existing inventory of MDCD scanners to accomplish this task (including carrier scanners) without expending funds for additional MDCD scanners.

Procedures

I. Daily Input of the CPU's PS Form 1412 Data

The host Post Office is responsible for the following:

- Using the supporting documents to verify the CPU's PS Form 1412 data, and determining the cause of any discrepancies.
- Adjusting the totals shown on the CPU's PS Form 1412 to agree with the supporting documents, as follows:

If the PS Form 1412 is...	Then...
Overstated receipt account identifier codes (AICs) or an understated disbursement AIC,	Correct the total for the AIC to agree with the supporting documentation and increase AIC 090 as an offset to balance the PS Form 1412. Notify the CPU.
Understated receipt AIC or an overstated disbursement AIC,	Correct the total for the AIC to agree with the supporting documentation and decrease AIC 090 as an offset to balance the PS Form 1412. Notify the CPU.

Note: Supporting documentation must agree with the totals entered in individual AICs, except for AIC 090.

II. Notice From the Accounting Service Center (ASC) of Financial Differences

When the ASC notifies the host Post Office of financial differences expensed to it (discrepancies in money orders, cash deposits, banking, unit's PS Form 1412, or stamp stock inventory) relating to a CPU, the host Post Office makes the following corrections:

If the notice of financial difference is...	Then...
For an overage,	Notify the CPU, and on the next day's PS Form 1412, increase AIC 090 and offset to AIC 647 for the amount indicated on the notice of financial difference.
For a shortage,	Notify the CPU, and on the next day's PS Form 1412, decrease AIC 090 and offset to AIC 247 for the amount indicated on the notice of financial of difference.

The postmaster or designated employee is responsible for the following:

- Issuing a PS Form 1908, *Financial Adjustment Memorandum*, with the appropriate explanation annotated regarding the cause for the adjustment of the CPU's PS Form 1412.
- Examining the CPU's accountability for compliance with Handbook F-1, *Post Office Accounting Procedures*, section 429.3.
- Ensuring that the CPU's accountability does not exceed their bonded amount.

— Revenue and Field Accounting,
Finance, 7-24-03

International Mail

ICM UPDATES

International Customized Mail

We have combined ICM updates into one *Postal Bulletin* article to save space and paper. 4 ICM updates appear here.

On June 19, 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:** July 3, 2003, through July 2, 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 1,000 pieces of EMS.

On June 13, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated May 31, 2002. The Agreement was published on page 17 of *Postal Bulletin* 22079 (6-27-02). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and now makes public the following information regarding this Amendment:

- a. Term:** June 14, 2003, through June 13, 2006.
- b. Type of mail:** *All other provisions of the Agreement shall remain in force.*

f. Worksharing: The Mailer has agreed to:

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

g. Rates: The Mailer has agreed to pay postage at a rate discounted at 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

- c. Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. Rates:** *All other provisions of the Agreement shall remain in force.*

On May 29, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated November 16, 1999. The Agreement was published on page 29 of *Postal Bulletin* 22014 (12-30-99). The Amendment modifies the term of the Agreement and the rates. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and now makes public the following information regarding this Amendment:

- a. **Term:** June 5, 2000 , through September 3, 2003.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*
- c. **Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. **Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. **Rates:** The Mailer has agreed to:
 - a. Pay postage, either directly or through their designated mailing agent, to the USPS® for all

Qualifying Mail in accordance with Exhibit 1, with the exception of mailings authorized by Paragraph 8 of this Article, until the date of midnight on June 5, 2003.

- b. Pay postage, either directly or through their designated mailing agent, to the USPS for all Qualifying Mail in accordance with Exhibit 2, with the exception of mailings authorized by Paragraph 8 of this Article, beginning on June 6, 2003, until the date of midnight on September 3, 2003.

Exhibit 1 International Priority Airmail Rates

Presorted Rate Group *	Per Piece	Per Pound
2	\$0.100	\$3.680
3	0.187	2.997
8	0.075	4.870
Worldwide Non-Presort	0.187	4.496

* Refer to IMM 25, Exhibit 292.442

Exhibit 2 International Priority Airmail Rates

Presorted Rate Group *	Per Piece	Per Pound
3	\$0.191	\$3.130
Worldwide Non-Presort	0.178	5.188

* Refer to IMM 27, Exhibit 292.442

On June 19, 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:** July 3, 2003, through July 2, 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 600 pieces of EMS.

- f. **Worksharing:** The Mailer has agreed to:
 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

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

Promotion. Postal Service Official Licensed Products

The U.S. Postal Service Commemorative Shoes



"Flag Stamp" & "Mr. Zip"

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Fax 800-486-1513



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"Mr. Zip" Shoes, \$39.99/pair.

Qty Size(s) Price

U.S. Postal Service Commemorative
"Flag Stamp" Shoes, \$39.99/pair.

Qty Size(s) Price

SUBTOTAL.

Add \$6.00/pair shipping and handling:

TOTAL:

You will not be charged for pre-orders until the order ships.

BILL TO:

Visa MasterCard American Express Exp Date:

Card Number:

Name on Card:

Phone: () _____

SHIP TO:

Name:

Address:

City/St/ZIP:

SEND ORDERS TO:
STREET & SMITHS SPORTS GEAR
120 W MOREHEAD ST STE 100
CHARLOTTE, NC 28202-1844
or Fax: 800-486-1513

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Promotion. Postal Service Official Licensed Products



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Promotion. Postal Service Official Licensed Products



Stamp Products to celebrate AMERICA

LTD FD7EN Heroes
Belt BuckleK6628 Trillium
Key TagP500 Heroes
Lapel PinO101 Wreath
OrnamentK082 Millenium
Key TagK0089 Flashlight
Key Tag

Concord Industries, Inc.

19 Willard Rd. Norwalk, Ct 06851

Tel: 800-553-9824 Fax: 203-750-6057 Web: www.uspsproducts.com

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Promotion. Postal Service Official Licensed Products

**WE'D LIKE TO SHOW YOU OUR
NEW USPS COLORS,
BUT IT'S A BLACK-AND-WHITE AD.**

(It's blue!)
↓



For a free catalog, call your USPS consultant at Lands' End at 800-497-6570.

Black Forest, French Blue, and dozens of other popular Lands' End® fabric colors have just been approved for the USPS® Dress Program. But you'll need our catalog to see them! Call **800-497-6570** today for your copy.

We're the friendly Lands' End folks you may know from home, with a twist: we embroider apparel and personalize gifts with company logos, efficiently outfitting organizations everywhere with a variety of time-saving business services.

Highlights of the USPS® Dress Program...

- Lands' End is the first official licensee of USPS logo'd apparel.
- Some logos can be customized with your department, location, or district name.
- You'll receive a 10% discount on goods embroidered with a USPS logo.
- Everything we sell is Guaranteed. Period.®

The USPS® Dress Program from Lands' End is not to be associated with the USPS Uniform Program. Items offered in our Dress Program are for personal casual wear only and are not to be purchased with USPS employee uniform allowance purchase cards and/or worn as "official" uniform items.



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You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. To become a member of the OLRP program, please contact your area retail manager. If you are currently a member of the OLRP program, you can purchase retail products online at <http://ebuy.usps.gov/>.

Philately

Pictorial Cancellations Announcement

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

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

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

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



June 6, 2003
YOUR HOMETOWN TEAM STATION
POSTMASTER
351 24TH ST N
BIRMINGHAM AL 35203-9998



CONSERVATION
STATION
JULY 3 2003
RACINE WI 53404

July 3, 2003
Racine Zoo
CONSERVATION STATION
POSTMASTER
2635 4 MI RD
RACINE WI 53404-9998



June 27, 2003
*Military Order of the Purple Heart
Colon Rivera NYC Chapter 3*
PURPLE HEART STATION
POSTMASTER
SPECIAL EVENTS
421 EIGHTH AVE RM 2029B
NEW YORK NY 10199-9998



July 4, 2003
City of Wilson Creek
100TH ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
WILSON CREEK WA 98860-9998



June 28, 2003
Postal Service
OLD CAPE HENRY LIGHTHOUSE
STATION
POSTMASTER
PO BOX 2156
VIRGINIA BEACH VA 23450-9998



July 5, 2003
*First Presbyterian Church
Landmark Bicentennial
1800 - 2003
Main Street
Station*
UNIONVILLE, NY 10988
JULY 5, 2003
FIRST PRESBYTERIAN CHURCH
LANDMARK BICENTENNIAL 1800
TO 2003 MAIN STREET STATION
POSTMASTER
PO BOX 9998
UNIONVILLE NY 10988-9998

The following cancellation has been extended for 30 days.



May 28, 2003
LAKELAND POST OFFICE CENTENNIAL 100 YEARS
OF SERVICE STATION
POSTMASTER
9680 KRESS RD
LAKELAND MI 48143-9998



100 YEARS OF SERVICE



CENTENNIAL STATION

July 10, 2003
 Mount Union Fire Company
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 MOUNT UNION PA 17066-9998



"Old Market Days" Station
 July 19, 2003
 Chambersburg, PA 17201

July 19, 2003
 Tri-County 2-T's QWL Team
 OLD MARKET DAYS STATION
 POSTMASTER
 PO BOX 9998
 CHAMBERSBURG PA
 17201-9998

New Facility

**Grand Opening
 July 12, 2003**



East Nassau NY 12062

East Nassau Station

July 12, 2003
 East Nassau Postmaster
 GRAN OPENING EAST NASSAU STATION
 POSTMASTER
 6466 STATE RT 66
 EAST NASSAU NY 12062-9998



100th Anniversary Celebration Station
 July 19, 2003 Mechanicsburg, PA 17055-9998

July 19, 2003
 Rakestraw's Ice Cream Company
 100TH ANNIVERSARY CELEBRATION STATION
 POSTMASTER
 PO BOX 9998
 MECHANICSBURG PA
 17055-9998



Pietto Valley Antique Machinery Show
 Dyer Park July 12, 2003
 Millington Station
 1st Postmaster
 Addison Dyer 1877
 Ayr. Nc. 68925

July 12, 2003
 MILLINGTON STATION
 POSTMASTER
 PO BOX 9998
 Ayr NE 68925-9998



Centennial Station
 July 19 2003
 Arco MN 56113

July 19, 2003
 Postal Service
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 ARCO MN 56113-9998



DON NOBLE STATION
 PURPLE HEART RECIPIENT
 REPUBLIC OF VIETNAM
 JULY 14 2003
 MITCHELL SD 57301

July 14, 2003
 DON NOBLE STATION
 POSTMASTER
 PO BOX 9998
 MITCHELL SD 57301-9998



NYSSA CENTENNIAL STATION
 JULY 25, 2003
 NYSSA, OR. 97913

July 25, 2003
 Nyssa Centennial Celebration and Alumni Reunion
 NYSSA CENTENNIAL STATION
 POSTMASTER/PHILATELIC SERVICES
 16 NORTH 4TH ST
 NYSSA OR 97913-9998



GERALD R. FORD MUSEUM
 GRAND RAPIDS, MI 49504
 July 14, 2003

July 14, 2003
 90TH BIRTHDAY STATION
 POSTMASTER
 PO BOX 9998
 GRAND RAPIDS MI 49504-9998

Celebrating Buick's 100th Anniversary
 Crossroads Village Postal Station



July 25, 2003
 Crossroads Village
 CROSSROADS VILLAGE POSTAL STATION
 POSTMASTER
 PO BOX 9998
 FLINT MI 48502-9998



Heritage Depot Station
 125th Celebration
 July 19, 2003
 Grafton, IA 50440

July 18-19, 2003
 Grafton Community Action
 HERITAGE DEPOT STATION
 POSTMASTER
 PO BOX 9998
 GRAFTON IA 50440-9998



July 25, 2003
 Antique Power Show Association
 LITTLE LOG HOUSE STATION
 POSTMASTER
 PO BOX 9998
 HASTINGS MN 55033-9998

OLD HALLOWELL DAY STATION



July 19, 2003
 Old Hollowell Day Committee
 OLD HALLOWELL DAY STATION
 POSTMASTER
 95 2ND ST
 HALLOWELL ME 04347-9998



July 25-26, 2003
 Postal Service
 TUSCAROLA VALLEY HERITAGE DAYS STATION
 POSTMASTER
 PO BOX 9998
 EAST WATERFORD PA
 17021-9998



July 25-27, 2003
 MICHIGANS MAYVILLE
 SUNFLOWER FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 MAYVILLE MI 48744-9998



July 26, 2003
 Old Home Day Station
 Celebrating 250 Years
 New Salem MA 01355
 July 26, 2003

July 26, 2003
 Town of New Salem
 NEW SALEM OLD HOME DAY
 STATION
 POSTMASTER
 410 DANIEL SHAYS HIGHWAY
 NEW SALEM MA 01355-9998



July 25-27, 2003
 GERMAN FEST STATION
 POSTMASTER
 PO BOX 9998
 MILWAUKEE WI 53203-9998



July 26, 2003
 Town of Moira Historical
 Association
 TOWN OF MOIRA HISTORICAL
 ASSOCIATION STATION
 POSTMASTER
 PO BOX 9998
 MOIRA NY 12957-9998



JUL 28 2003
 Buffalo Bill Days Station
 Postmaster
 1100 Johnson Road
 Golden CO 80401-9998

July 25-27, 2003
 Golden Post Office
 BUFFALO BILL STATION
 POSTMASTER
 1100 JOHNSON RD
 GOLDEN CO 80401-9998



RICHMOND TELEPHONE CO.
 RICHMOND MA 01254

July 26, 2003
 Richmond Telephone Co.
 RICHMOND TELEPHONE
 STATION
 POSTMASTER
 2089 STATE RD
 RICHMOND MA 01254-9998

DODGE CITY DAYS STATION



JULY 25-AUG. 3, 2003
 DODGE CITY, KANSAS 67801
 July 25, 2003

July 25-August 3, 2003
 Dodge City Days Committee
 DODGE CITY DAYS STATION
 POSTMASTER
 PO BOX 9998
 DODGE CITY KS 67801-9998



Gathering Bee Station
 Dresden, OH 43821
 July 26, 2003

July 26, 2003
 GATHERING BEE STATION
 POSTMASTER
 15 WEST 8TH ST
 DRESDEN OH 43821-9998



CENTENNIAL STATION
 McGregor, MN 55760
 July 26, 2003

July 26, 2003
 McGregor Centennial Committee
 MCGREGOR CENTENNIAL
 STATION
 POSTMASTER
 PO BOX 9998
 MCGREGOR MN 55760-9998



Watermelon Station
 July 26 2003
 Irrigon Or 97844

July 26, 2003
 Irrigon Watermelon Festival
 WATERMELON STATION
 POSTMASTER PHILATELIC
 SERVICES
 300 NORTHEAST MAIN AVE
 IRRIGON OR 97844-9998

PACKWAUKEE, WI 53953
 July 26, 2003
 Packwaukee
 Station
 1853-2003



July 26, 2003
 Packwaukee Post Office
 PACKWAUKEE STATION
 POSTMASTER
 PO BOX 9998
 PACKWAUKEE WI 53953-9998



CELEBRATE OUR FREEDOM
 CZECH OUR PROGRESS

43RD
 WILSON AFTER HARVEST
 CZECH FESTIVAL STATION
 JULY 26, 2003
 WILSON, KS 67490

July 26, 2003
 Wilson Czech Festival Station
 Committee
 43RD WILSON AFTER
 HARVEST CZECH FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 WILSON KS 67490-9998



July 26, 2003
 Postal Service
 RELAY FOR LIFE STATION
 POSTMASTER
 120 SOUTH FIRST ST
 WILLIAMS AZ 86046-9998



HORSEFEST STATION
 JULY 26, 2003
 TAYLOR ND 58656

July 26, 2003
 Postal Service
 HORSEFEST STATION
 POSTMASTER
 PO BOX 9998
 TAYLOR ND 58656-9998

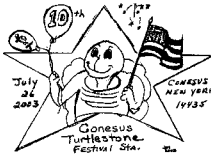


43rd Annual
Progress Days
Station
Soldotna, Alaska
99669
July 26, 2003

July 26, 2003
Soldotna, AK
43TH ANNUAL PROGRESS
DAYS STATION
POSTMASTER
175 NORTH BINKLEY ST
SOLDOTNA AK 99669-9998



July 26, 2003
MENDOTA HERITAGE FESTIVAL
STATION
POSTMASTER
2562 MENDOTA RD
MENDOTA VA 24270-0067



July 26, 2003
Conesus Turtlestone Festival
CONESUS TURTLESTONE
FESTIVAL STATION
POSTMASTER
6154 SOUTH LIVONIA RD
CONESUS NY 14435-9998



July 26, 2003
The Thousand Island Park
Museum
100TH STATION
POSTMASTER
PO BOX 9998
WELLESLEY ISLAND NY
13640-9998



OHIO
BICENTENNIAL
STATION
JEROMESVILLE, OHIO
44840
JULY 26, 2003

July 26, 2003
Jeromesville Celebration
Committee
OHIO BICENTENNIAL STATION
POSTMASTER
21 SOUTH ST
JEROMESVILLE OH 44840-9998



July 26, 2003
Olcott Lighthouse Society
OLCOTT BEACH LIGHTHOUSE
STATION
POSTMASTER
1617 LOCKPORT RD
OLCOTT NY 14126-9998



All School Reunion
Station
1903 - 2003
Martinsdale MT 59053

July 26, 2003
Martinsdale All School Reunion
ALL SCHOOL REUNION
STATION
POSTMASTER
PO BOX 9998
MARTINDALE MT 59053-9998



July 27, 2003
KOREAN WAR 1950 TO 1953
ARMISTICE SIGNED STILL NO
PEACE DMZ STATION
POSTMASTER
PO BOX 9998
SOUTH BOSTON VA
24592-9998



July 26, 2003
The Corona Festival Committee
CORONA DAYS STATION
POSTMASTER
601 MAIN
CORONA NM 88318-9998



July 27, 2003
VT Race for the Cure
HILDENE MEADOWLANDS
STATION
POSTMASTER
PO BOX 9998
MANCHESTER CENTER VT
05255-9998



July 26, 2003
FAIRWATER HISTORICAL
SOCIETY STATION
POSTMASTER
PO BOX 9998
FAIRWATER WI 53931-9998



July 27, 2003
National Baseball Hall of Fame
INDUCTION DAY STATION
POSTMASTER
40 MAIN ST
COOPERSTOWN NY
13326-9998



July 26, 2003
Artesia Main Street — Hayley
Klein
SALLIE CHISUM STATION
POSTMASTER
201 NORTH FOURTH ST
ARTESIA NM 88210-9998



July 27, 2003
130TH ANNIVERSARY ONTARIO
AND WESTERN RR STATION
POSTMASTER
PO BOX 9998
ROCK HILL NY 12775-9998



July 28, 2003
 Korean War Veterans NE Chapter
 No 1
 THE FORGOTTEN WAR
 KOREAN WAR STATION
 PHILATELIC WINDOW
 1124 PACIFIC ST
 OMAHA NE 68108-9998



July 28–August 2, 2003
 Summit Station Post Office and
 Postal Service Berks/Schuylkill
 QWL/EI Work Team
 SCHUYLKILL MOUNTAINS
 COUNTY FAIR STATION OF
 MEMORIES
 POSTMASTER
 5 SPRING RD
 SUMMIT STATION PA
 17979-9998



July 28, 2003
 BE WI Chap 227
 KOREAN WAR STATION
 POSTMASTER
 2635 4MI RD
 RACINE WI 53404-9998



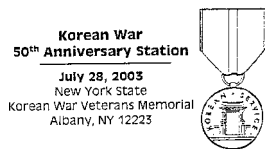
July 29, 2003
 HONORING KOREAN WAR
 VETERANS STATION
 POSTMASTER
 PO BOX 9998
 MONSEY NY 10952-9998



July 28, 2003
 Veterans Affairs
 NORTH CHICAGO VA STATION
 POSTMASTER
 1514 SHERIDAN RD
 NORTH CHICAGO IL
 60064-9998



July 29–31
 August 1–4, 2003
 Dick Knapinski/EAA Media
 Relations
 OSHKOSH EAA STATION
 PHILATELIC STATION
 1025 WEST 20TH AVE
 OSHKOSH WI 54902-9998



July 28, 2003
 Korean War Veterans 50th
 Anniversary Planning Committee
 KOREAN WAR 50TH STATION
 POSTMASTER
 COLONIE CENTER STATION
 50001 COLONIE CENTER MALL
 ALBANY NY 12205-9998



July 30, 2003
 FREEDOM IS NOT FREE
 STATION OF FORGOTTEN
 WAR MEMORIAL
 POSTMASTER
 PO BOX 9998
 GAYLOR MI 49735-9998

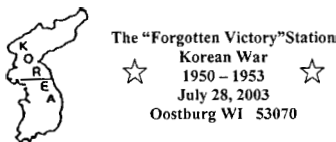


July 28, 2003
 State of New Jersey Department
 of Military and Veterans Affairs
 50TH ANNIVERSARY KOREAN
 WAR ARMISTICE STATION
 POSTMASTER
 1701 PACIFIC AVE
 ATLANTIC CITY NJ 08401-9998

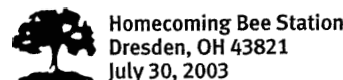


"Ding" Darling Station
 July 30, 2003
 Dubuque, IA 52001

July 30, 2003
 Upper Mississippi River National
 Wildlife and Fish Refuge
 DING DARLING STATION
 POSTMASTER
 PO BOX 9998
 DUBUQUE IA 52001-9998



July 28, 2003
 Oostburg Post Office
 THE FORGOTTEN VICTORY
 STATION
 POSTMASTER
 PO BOX 9998
 OOSTBURG WI 53070-9998



July 30, 2003
 HOMECOMING BEE STATION
 POSTMASTER
 15 WEST 8TH ST
 DRESDEN OH 43821-9998



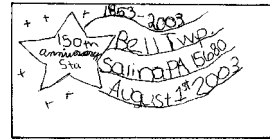
July 28, 2003
 VA Hospital
 IOWA CITY STATION
 POSTMASTER
 400 SOUTH CLINTON
 IOWA CITY IA 52240-9998



July 30–31, 2003
 Postal Service
 PONY SWIM STATION
 POSTMASTER
 PO BOX 9998
 CHINCOTEAGUE VA
 23336-9998



July 30–August 3, 2003
ANAS WORLDS FAIR OF MONEY CONVENTION STATION
 MANAGER MOWS
 900 EAST FAYETTE ST
 BALTIMORE MD 21233-9715



August 1, 2003
Anniversary Committee
150TH ANNIVERSARY STATION
 POSTMASTER
 194 MAIN ST
 SALINA PA 15680-9998



July 31, 2003
Upper Mississippi River National Wildlife and Fish Refuge Association
UPPER MISSISSIPPI RIVER NATIONAL WILDLIFE AND FISH REFUGE STATION
 POSTMASTER
 PO BOX 9998
 LA CROSSE WI 54601-9998



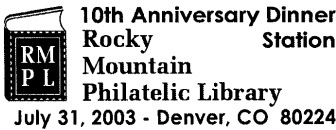
August 1, 2003
Rockland Festival Corporation
LOBSTER FESTIVAL STATION
 POSTMASTER
 21 LIMEROCK ST
 ROCKLAND ME 04841-9998



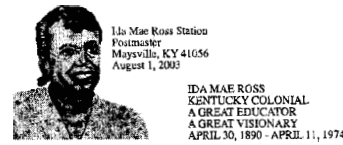
July 31, 2003
Postmark Collectors
POSTMARK COLLECTORS CONVENTION STATION
 POSTMASTER
 7450 NATURAL BRIDGE RD
 ST LOUIS MO 63121-9998



August 1, 2003
Postal Service
100TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 LYNDONVILLE VT 05851-9998



July 31, 2003
Rocky Mountain Philatelic Library
10TH ANNIVERSARY DINNER STATION
 PHILATELIC OFFICE
 951 20TH ST
 DENVER CO 80202-9998



August 1, 2003
Wilfred Scott Marshall
IDA MAE ROSS STATION
 POSTMASTER
 131 EAST 3RD ST
 MAYSVILLE KY 41056-9998



July 31, 2003
Chamber of Commerce and the MN Chapter of MS Tram Bike Tour
MS STATION
 POSTMASTER
 PO BOX 9998
 ST PETER MN 56082-9998



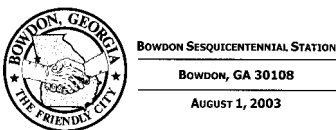
August 1, 2003
LUNENBURG MA STATION
 POSTMASTER
 945 MASSACHUSETTS AVE
 LUNENBURG MA 01462-9998



August 1, 2003
Poy Sippi Sesquicentennial Committee
POY SIPPI STATION
 POSTMASTER
 PO BOX 9998
 POY SIPPI WI 54967-9998



August 1, 2003
Poy Sippi Sesquicentennial Committee
POY SIPPI STATION
 POSTMASTER
 PO BOX 9998
 POY SIPPI WI 54967-9998



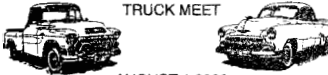
August 1, 2003
Bowdon Area Historical Society
BOWDON SESQUICENTENNIAL STATION
 POSTMASTER
 210 WEST COLLEGE ST
 BOWDON GA 30108-9998



August 1, 2003
Village Ada
ADA SESQUICENTENNIAL STATION
 POSTMASTER
 131 SOUTH MAIN ST
 ADA OH 45810-9998

August 1, 2003


22nd ANNIVERSARY STATION
NORTHEAST CHEVY/GMC
TRUCK MEET



AUGUST 1 2003
 WENDELL MA 01379

Northeast Chevy/GMC Truck Meet
Wendell State Forest
 Postal Service
 59 LOCKES VILLAGE RD
 STATION
 POSTMASTER
 59 LOCKES VILLAGE RD
 WENDELL MA 01379-9998


LAMONT SESQUICENTENNIAL STATION



1853 - 2003
 August 1, 2003
 West Gateway to
 Backbone State Park
Lamont, IA 50650

August 1-3, 2003

Lamont Sesquicentennial
Committee
 LAMONT SESQUICENTENNIAL
 STATION
 POSTMASTER
 PO BOX 9998
 LAMONT IA 50650-9998



Braham
 Pie Capital
 of Minnesota

Braham
Pie Day
 Friday, August 1, 2003
 Braham, MN 55006
Braham Pie Day Station

August 1, 2003

Braham Pie Day Committee
 BRAHAM PIE DAY STATION
 POSTMASTER
 PO BOX 9998
 BRAHAM MN 55051-9998

LAONA
 WISCONSIN
 54541



THE FIRST
100 YEARS
 1903-2003
 Centennial Station August 1, 2003

August 1-3, 2003

CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 LAONA WI 54541-9998



HONORING THE HEROES
 of the **KOREAN WAR**
 AUG 1 2003
 AMERICOVER '03 STA



August 1, 2003

AMERICOVER 03 STATION
 POSTMASTER
 500 DEMOTT LANE
 SOMERSET NJ 08873-9998

2003
 National Balloon Classic



NATIONAL
BALLOON
STATION
 AUGUST 1 - 9 2003
 INDIANOLA IA 50125-9998

August 1-9, 2003


NATIONAL BALLOON STATION
 POSTMASTER
 201 WEST FIRST
 INDIANOLA IA 50125-9998



The Louisiana
Purchase
 Postmark Collectors Convention Station
 August 1, 2003 * Saint Louis, Missouri 63121

August 1, 2003

Postmark Collectors
 LOUISIANA PURCHASE
 POSTMARK COLLECTORS
 CONVENTION STATION
 POSTMASTER
 7450 NATURAL BRIDGE RD
 ST LOUIS MO 63121-9998



50th Anniversary Station
Brattleboro, VT 05301
August 2, 2003
"FREEDOM IS NOT FREE"

August 2, 2003

Korean War Veterans
Commemoration Committee
 50TH ANNIVERSARY STATION
 POSTMASTER
 204 MAIN ST
 BRATTLEBORO VT 05301-9998



200th
 Anniversary
 of Wilton, Maine



August 1, 2003


Bicentennial Committee
 BICENTENNIAL STATION
 POSTMASTER
 454 MAIN ST
 WILTON ME 04294-9998



August 2, 2003
 Community Celebration
 Station
 Harford, NY 13784
 Community Celebration
 Small Town USA

August 2, 2003

Hartford Community Celebration
Committee
 COMMUNITY CELEBRATION
 STATION
 POSTMASTER
 PO BOX 9998
 HARTFORD NY 13784-9998



August 1 2003
 Ranger School Alumni Assoc.
 Ranger School Station
 Wanakena, NY 13695

August 1-2, 2003

Ranger School Alumni
Association
 RANGER SCHOOL STATION
 POSTMASTER
 PO BOX 9998
 WANAKENA NY 13695-9998

Grand Opening Station



August 2, 2003
 Raquette Lake, NY 13436

August 2, 2003

Raquette Lake Historical Society
 GRAN OPENING STATION
 POSTMASTER
 PO BOX 9998
 RAQUETTE LAKE NY
 13436-9998

40th ANNIVERSARY




Macungie, PA.
August
1
2003
18062

DAS AWKSCHT FESCHT STATION

August 1-3, 2003

Postal Service
 DAS AWKSCHT FESCHT
 STATION
 POSTMASTER
 PO BOX 9998
 MACUNGIE PA 18062-9998

War Eagles
 Air Museum
 Station



Santa Teresa
 New Mexico 88008
 August 2, 2003

August 2, 2003

War Eagles Air Museum
 WAR EAGLES AIR MUSEUM
 STATION
 POSTMASTER
 ATTN CUSTOMER RELATIONS
 COORDINATOR
 8401 BOEING DR
 EL PASO TX 79910-9995



August 2, 2003
 Downtown Leavittsburg
 Improvement Association
 CANOE CITY STATION
 POSTMASTER
 3825 WEST MARKET ST
 LEAVITTSBURG OH 44430-9998



Reunion Bee Station
 Dresden, OH 43821
 August 2, 2003

August 2, 2003
 REUNION BEE STATION
 POSTMASTER
 15 WEST 8TH ST
 DRESDEN OH 43821-9998



August 3, 2003
 Town of Hiles
 HILES CENTENNIAL
 STATION
 POSTMASTER
 ARGONNE
 WI 54511

August 3, 2003
 HILES CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 ARGONNE WI 54511-9998



August 2, 2003
 New York Racing Association
 THE WHITNEY HANDICAP
 STATION
 POSTMASTER
 245 WASHINGTON ST
 SARATOGA SPRINGS NY
 12866-9998



August 2, 2003
 Town of Hiles
 HILES CENTENNIAL
 STATION
 POSTMASTER
 ARGONNE
 WI 54511

August 2, 2003
 HILES CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 ARGONNE WI 54511-9998



VillageFest20 Sta.
 Wooster, OH 44691

August 2, 2003
 Cats Meow
 VILLAGEFEST 20 STATION
 POSTMASTER
 PO BOX 9998
 WOOSTER OH 44691-9998



August 2, 2003
 Tri State Antique Engine and
 Threshers Association
 TRI STATE ANTIQUE ENGINE
 AND THRESHERS
 ASSOCIATION STATION
 POSTMASTER
 PO BOX 9998
 BIRD CITY KS 67731-9998



Dover-Foxcroft Maine 04426
 Homecoming Station
 August 2, 2003

August 2, 2003
 Town of Dover-Foxcroft
 HOMECOMING STATION
 POSTMASTER
 41 NORTH ST
 DOVER FOXCROFT ME
 04426-9998



36th Annual Show
 Western Illinois Threshers
 Station
 August 2, 2003
 Hamilton, Illinois 62341

August 2, 2003
 Western Illinois Threshers
 WESTERN ILLINOIS
 THRESHERS STATION
 POSTMASTER
 1160 BROADWAY ST
 HAMILTON IL 62341-9998

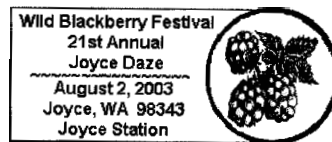


August 2, 2003
 LINCOLN COUNTY SHERIFFS
 POSSE STATION
 POSTMASTER
 PO BOX 9998
 LINCOLN NM 88338-9998



August 2, 2003 ♣ Saint Louis, Missouri 63121

August 2, 2003
 Postmark Collectors
 EADS BRIDGE POSTMARK
 COLLECTORS CONVENTION
 STATION
 POSTMASTER
 7450 NATURAL BRIDGE RD
 ST LOUIS MO 63121-9998



Wild Blackberry Festival
 21st Annual
 Joyce Daze
 August 2, 2003
 Joyce, WA 98343
 Joyce Station

August 2, 2003
 Joyce Daze Committee
 JOYCE STATION
 POSTMASTER
 PO BOX 9998
 JOYCE WA 98343-9998



August 2, 2003
 SANITARY FAIR STATION
 POSTMASTER
 PO BOX 9998
 WINDHAM NY 12496-9998



August 2, 2003
 Postal Service
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 GRAND MARAIS MN
 55604-9998



Spirit of the West Station
August 2, 2003
Beach ND 58621

August 2, 2003
Postal Service
SPIRIT OF THE WEST STATION
POSTMASTER
PO BOX 9998
BEACH ND 58621-9998



STURGIS POSTAL STATION
STURGIS SD 57785-9998
AUGUST 4, 2003

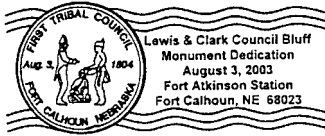
August 4-9, 2003
Postal Service
STURGIS POSTAL STATION
POSTMASTER
PO BOX 9998
STURGIS SD 57785-9998



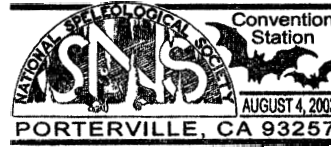
August 3, 2003
BRICKYARD 400 STATION
POSTMASTER
125 WEST SOUTH ST
INDIANAPOLIS IN 46206-9998



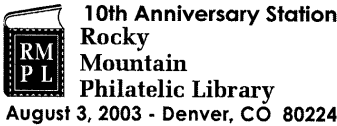
August 4, 2003
ST LOUIS STATION
POSTMASTER
PO BOX 9998
ST LOUIS MO 63155-9998



August 3, 2003
Washington County Historical Society
FORT ATKINSON STATION
POSTMASTER
PO BOX 9998
FORT CALHOUN NE 68023-9998



August 4-8, 2003
CONVENTION STATION
POSTMASTER
PO BOX 9998
PORTERVILLE CA 93257-9998



August 3, 2003
Rocky Mountain Philatelic Library
10TH ANNIVERSARY STATION
PHILATELIC OFFICE
951 20 TH ST
DENVER CO 80202-9998

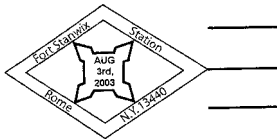
Empire Farm Days Station
Seneca Falls, NY 13148

August 5, 2003

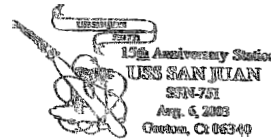


August 7, 1782
First Purple Heart

August 5-7, 2003
Empire Farm Days Committee
EMPIRE FARM DAYS STATION
POSTMASTER
38 STATE ST
SENECA FALLS NY 13148-9998



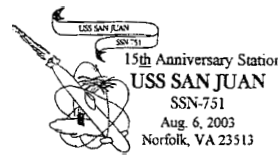
August 3, 2003
Fort Stanwix Stamp Club
FORT STANWIX STATION
POSTMASTER
110 EAST GARDEN ST
ROME NY 13440-9998



August 6, 2003
15TH ANNIVERSARY STATION
POSTMASTER
100 PLAZA CT
GROTON CT 06340-9998



August 3, 2003
Antwerp Improvement Mission
ANTWERP 150TH
ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
ANTWERP NY 13608-9998



August 6, 2003
Postal Service
15TH ANNIVERSARY STATION
POSTMASTER
2600 ELTHAM AVE STE 109
NORFOLK VA 23515-2501



August 3, 2003
35th Anniversary Northwestern Michigan Coin and Stamp Club
LITTLE TRAVERSE BAY STATION
POSTMASTER
PO BOX 9998
HARBOR SPRINGS MI 49740-9998



Town of Ellisburg Bicentennial
Picnic in the Park * Williams Park Station
Union Academy of Belleville
August 6, 2003
Belleville, NY 13611

August 6, 2003
Union Academy Board of Trustees
WILLIAMS PARK STATION
POSTMASTER
PO BOX 9998
BELLEVILLE NY 13611-9998

August 7, 2003



BADGE OF MILITARY MERIT
A Symbol of Sacrifice
PURPLE HEART DAY STATION
 KANSAS CITY, MISSOURI 64138
 AUGUST 7, 2003



*Military Order of the Purple Heart
 of the USA Chapter 115, Heart of
 the Nation*

PURPLE HEART DAY STATION
 POSTMASTER
 315 WEST PERSHING RD RM
 507
 KANSAS CITY MO 64108-9998

— Stamp Services,
 Government Relations, 7-24-03

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
Only You Can Prevent Forest Fires	April 1–Oct. 31
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, 7-24-03

Dale Clites Cancellation — Withdrawn

The *Dale Clites* cancellation has been withdrawn.



DALE CLITES STATION
PURPLE HEART RECIPIENT
 JULY 7, 2003
 CARTHAGE SD 57323

— Stamp Services,
 Government Relations, 7-24-03

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	22-1185	04847	ME	Camden	Knox	Hope	Community Post Office	03/27/1992	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Hope ME 04847 as last line of address.
New	22-1185	04847	ME	Camden	Knox	Hope	Place Name	04/05/1999	
Old	36-6352	27606	NC	Raleigh	Wake	South Raleigh	Classified Station	08/09/2003	Realign ZIP Code boundaries. Use Cary NC 27511 as last line of address for 489 deliveries previously in ZIP Code 27606.
New	36-1232	27511	NC	Cary	Wake	Main Office	Post Office		
Old	36-5240	27560	NC	Morrisville	Wake	Main Office	Post Office	08/09/2003	Realign ZIP Code boundaries. Use Cary NC 27519 as last line of address for 2,077 deliveries previously in ZIP Code 27560.
New	36-1232	27519	NC	Cary	Wake	Main Office	Post Office		
Old	36-0208	27539	NC	Apex	Wake	Main Office	Post Office	08/09/2003	Realign ZIP Code boundaries. Use Cary NC 27511 as last line of address for 261 deliveries previously in ZIP Code 27539.
New	36-1232	27511	NC	Cary	Wake	Main Office	Post Office		

— Address Management,
Intelligent Mail and Address Quality, 7-24-03

MOVER'S GUIDE NEWS

Publication 75, Mover's Guide — September 2003

In mid-August, the September 2003 edition of Publication 75, *Mover's Guide*, will begin arriving at your facility. **The September *Mover's Guide* will be shipped in new denominations, 300 count and 100 count boxes.** Do not start using the new edition before September 1 unless your current quantity has been depleted. After September 1, recycle any copies of previous editions of *Mover's Guide* remaining at your facility.

Starting with the September edition, *Mover's Guide* will have a new look. It will come in an easy-to-use envelope format, which is convenient for consumers and more cost effective for the Postal Service™.

Mover's Guide is printed and distributed three times a year — in April, August, and December. If you run out of copies of the September 2003 *Mover's Guide* before the next print cycle in December, you can order an additional 100 copies or less by contacting the MDC by one of the following means:

- **Touch Tone Order Entry (TTOE):** Call 800-332-0317, option 2.

Note: You must be registered to use TTOE. To register, call 800-332-0317, choose option 1, 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 FormFlow), and send it as an attachment to the e-mail address *MDC, Customer Service* or to *mcustome@usps.gov*.
- **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

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

Here's the information that you will need to order the September 2003 *Mover's Guide* from the MDC:

PSIN: PUB 75
NSN: 7610-03-000-4795
Unit of Measure: EA
Bulk Pack Quantity: 100
Quick Pick Number: 441
Price: N/A
Edition Date: 09/03

If you are requesting more than 100 additional copies or have other questions regarding the *Mover's Guide*, please

call the *Mover's Guide* Field Communications Department, Imagitas, at 800-816-6837.

Please keep track of your inventory. Businesses and other organizations must purchase the *Mover's Guide* and can obtain order forms by calling 800-816-6837.

Remember, to change their address online, customers can visit www.usps.com and click on *Change Address*, or they can go directly to www.usps.com/moversguide/

— *Address Management, Intelligent Mail and Address Quality, 7-24-03*

Retail

HANDBOOK M-39 REVISION

PS Form 3997, or Electronic Equivalent, Use in DOIS Offices

Effective July 24, 2003, Handbook M-39, *Management of Delivery Services*, is revised to incorporate the changes listed below. These changes will reflect the use of Delivery Operations Information System (DOIS) printouts in offices where DOIS has been or will be implemented. The reason for the change is that the information contained on PS Form 3997, *Unit Daily Record*, can be obtained from DOIS reports and used as directed by Handbook M-39.

District managers should ensure that copies of the Handbook M-39 changes are communicated to all responsible delivery unit managers. We will incorporate these revisions into the next printed version of Handbook M-39 and into the online version available on the Postal Service™ PolicyNet Web site at <http://blue.usps.gov>; click *HBKs*.

Handbook M-39, *Management of Delivery Services*

1 Administration of City Delivery Service
* * * * *

12 Office Work Routine
* * * * *

126 Office Work While Carrier Is on Route
* * * * *

126.3 Record of Carrier Work Hours, Absences, Replacements, and Overtime

[Revise text to read as follows:]

Complete PS Form 3997, *Unit Daily Record*, as per instructions on the form (See exhibit 126.3) or electronic equivalent from a nationally approved computer system that provides equivalent information. Prepare PS Form 3997 several days in advance. Since scheduled absences and scheduled replacements are known, add only the unscheduled absences and their unscheduled replacements.

* * * * *

127 Office Work When the Carriers Return From Route

The carrier unit managers must observe and direct carrier activity when carriers return from the route. Observe such things as:

* * * * *

[Revise item e to read as follows:]

e. Complete PS Form 1813, *Late Leaving and Returning Report — First Carrier Delivery Trip*, and PS Form 3997 or electronic equivalent from a nationally approved computer system that provides equivalent information.

* * * * *

13 Analyzing Operations

131 Carrier Operations
* * * * *

131.2 Types of Analyses
* * * * *

131.23 Hours Used on Auxiliary Route

131.231 Source of Information

[Revise text to read as follows:]

Obtain this information from PS Form 3997 or electronic equivalent from a nationally approved computer system that provides equivalent information.

* * * * *

14 Adjustments

141 Minor Adjustments

141.1 Route Adjustment Without Special Inspection
* * * * *

141.18 Preliminary Planning

[Revise text to read as follows:]

Management should carefully review and analyze street management records; PS Form 3997 or electronic equivalent from a nationally approved computer system that provides equivalent information; PS Form 1813, *Late Leaving and Returning Report — First Carrier Delivery Trip*; PS Form 3996, *Carrier-Auxiliary Control*; PS Form 1571, *Undelivered Mail Report*; PS Form 3921, *Volume Recording Worksheet*; PS Form 3921-A, *Daily Delivery Unit Volume Worksheet (Continuation)*; and carrier timecards. The manager using PS Form 1840, *Carrier Delivery Route — Summary of Count and Inspection*, should prepare a *Summary of Minor Adjustments Worksheet* for each route. The summary should contain the Post Office™ name, ZIP Code, delivery unit name, route number, carrier's name, ID number, age, length of service, length of service on route, route designation, number of trips, type of route, type of vehicle used on route, and other appropriate information as indicated in exhibit 141.18.

* * * * *

16 Parcel Post

* * * * *

162 Analysis of Parcel Post Operations

[Revise text to read as follows:]

Review assignment records (PS Form 3997 or electronic equivalent from a nationally approved computer system that provides equivalent information) to determine which runs frequently require overtime and/or auxiliary assistance. Also, periodically make an analysis of PS Form 1571 to determine when and how frequently parcel post is curtailed.

* * * * *

2 Mail Counts and Route Inspections

21 Advance Preparations

* * * * *

213 Review and Analysis of Carrier Control Forms

Three or 4 weeks prior to the scheduled period of formal mail counts and route inspections, an analysis should be made of:

* * * * *

[Revise item f to read as follows:]

- f. PS Form 3997, *Unit Daily Record* (see exhibit 126.3), or electronic equivalent from a nationally approved computer system that provides equivalent information.

* * * * *

24 Analysis and Adjustments — Letter Rates

* * * * *

242 Evaluation and Analysis

242.1 General

* * * * *

242.13 Information Available to Manager

The following items must be available for the manager who is to make the adjustments:

* * * * *

[Revise item c to read as follows:]

- c. PS Form 3997 or electronic equivalent from a nationally approved computer system that provides equivalent information.

* * * * *

243 Adjustment Procedures

* * * * *

243.6 Evaluation of Adjustments

243.61 General Requirements

[Revise text to read as follows:]

243.611 After the adjustment of routes has been placed in effect, the manager must carefully study and analyze PS Form 3997 or electronic equivalent from a nationally approved computer system that provides equivalent information; PS Form 3997-B, *Operations Analysis Report*; PS Form 1813; street management records; volume recording data; and carrier's time records to see that the objective has been met, especially for those routes where extensive changes have been made.

* * * * *

243.63 PS Form 3997, Unit Daily Record

[Revise text to read as follows:]

Review PS Form 3997 or electronic equivalent from a nationally approved computer system that provides equivalent information to determine whether an excessive amount of auxiliary assistance is being used daily for the maintenance of schedules on one or more routes. Determine if carrier technicians (T-6) and carriers serving auxiliary routes exceed the time allowed for the routes.

* * * * *

— *Delivery Operations, Delivery and Retail, 7-24-03*

NOTICE

Maintaining Postage Validation Imprinter (PVI) Equipment

Clearly printed destination ZIP Code barcodes on postage validation imprinter (PVI) labels are very important for the accurate and efficient handling of mail. PVIs require periodic cleaning to ensure production of legible barcodes. Poorly maintained PVIs will result in incompletely printed or smeared barcodes that cannot be read by our automated sorting equipment. Rejected articles must be rekeyed, which adds to processing time and costs.

PVI labels must be purchased through the authorized supplier to ensure that they can be read by the sorting equipment. Brand "X" labels offered in mail order office supply catalogs most likely will not have the proper fluorescent taggant.

Ordering PVI Labels

The Postal Service™ is currently under contract with Moore North America, Inc., to supply PVI labels. Retail units with Internet access are required to order their labels through eBay. To order through eBay and to obtain an eBay logon ID and password:

From Internet Explorer (version 5.0 or higher), go to the Blue page at <http://blue.usps.gov> and click *eBuy* under Essential Links. (The direct URL is <http://ebuy.usps.gov/jsp/co/Login.jsp>; note that this URL is case sensitive.)

Sites not having Internet access may order labels from the Material Distribution Center by one of the following means:

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

Note: You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message (wait 48 hours after registering before placing your first order).

- **E-mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or by using FormFlow), and send it as an attachment to the e-mail address *MDC, Customer Service* or to *mscustome@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 PVI labels is as follows:

PSIN: 07522
NSN: 7690-04-000-1181
Quick Pick Number: 503
Unit of Measure: CS
Min. Order Quantity: 1
Max. Order Quantity: 15
Bulk Pack Quantity: 12
Price: \$24.5216

Those orders will be transmitted electronically to Moore.

For further information, please see Material Logistics Bulletin No. MLB-CO-03-013, *National Source for Selected Labels, Decals, and Forms, Moore North America, Inc.* updated July 14, 2003. This MLB is available at <http://blue.usps.gov/purchase/material/mlb/mlbindex.htm>.

Cleaning PVI Components

The PVI print head, pressure roller, and label sensors must be cleaned regularly to ensure printing of machine-readable barcode labels and to avoid label jams. The print head and label sensors are electronic parts that should be cleaned only with one of the following:

- Alcohol-based cleaning pens.
- Cotton swabs dipped *lightly* in isopropyl alcohol.
- Alcohol on a cloth (for cleaning the take-up roller).

One source for purchasing cleaning pens is the General Services Administration (GSA). The current price for part number 5120-01-356-2413 ("Thermal Printer Cleaning Pens") is \$9.28 per dozen. Cleaning pens can be ordered directly from GSA or through the Material Distribution Center.

The relevant ordering information for cleaning pens is as follows:

PSIN: CP-1
NSN: 5120-01-356-2413
Quick Pick Number: N/A
Unit of Measure: DZ
Min. Order Quantity: 1
Bulk Pack Quantity: N/A
Price: \$9.28 (price subject to change per General Services Administration)

Cleaning the PVI

When cleaning any part of the PVI do the following:

1. Turn off both the PVI and the POS ONE terminal or integrated retail terminal (IRT) to which it is connected.
2. Remove the cover of the PVI. Inside the cover is a diagram of the PVI with most of the key parts labeled. All the necessary cleaning can be performed without removing the labels from the PVI.

Cleaning the Print Head

1. Press the silver print head release tab located above and behind the large black take-up roller at the lower front of the PVI.
2. Lift the spring bracket (the silver rectangular bar above the black take-up roller).
3. Lift the print head (covered with a black plastic cover). The print head is on the lower surface of the mechanism, about 5/8" from the front edge.
4. Uncap the cleaning pen or dip a cotton swab *lightly* in isopropyl alcohol.
5. Insert the cleaning pen or cotton swab under the small black plastic roller and rub the slanted tip back and forth over the print head 5 or 6 times.

Cleaning the Pressure Roller

The pressure roller, the small black roller in the middle of the spring bracket, should be cleaned frequently to prevent jams. Cleaning the roller only when a new roll of labels is loaded may not be sufficient. We suggest that sales and services associates (SSAs) make cleaning the pressure roller a part of their daily start-up activities. The roller can be cleaned in a few seconds — much less time than is required to clear a label jam.

1. Press the silver print head release tab.
2. Lift the spring bracket for easier access to the black take-up roller.

Cleaning the Sensors

1. Lightly rub the cleaning pen or a cotton swab dipped in alcohol over the label-taken sensor. The label-taken sensor is positioned just in front of the print head at the lower right edge of the mechanism. It is a tiny blue dot.
2. Lightly rub the cleaning pen or a cotton swab dipped in alcohol over the low-label sensor. The low-label sensor is the black plastic rectangle just above the aluminum paper hanger at the back of the PVI.

After cleaning, lower the spring bracket until it clicks into place and replace the cover of the PVI.

— *Retail Operations,
Delivery and Retail, 7-24-03*

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USPS Official Licensed Product Manufacturers and Distributors (<i>Update</i>)	22103 (05-29-03)
USPS Official Licensed Product Manufacturers and Distributors (<i>Update</i>)	22105 (06-26-03)

– W –

WHAT'S IN STORE

What's in Store	22095 (02-06-03)
What's in Store	22097 (03-06-03)
What's in Store	22099 (04-03-03)
What's in Store	22101 (05-01-03)

What's in Store	22104 (06-12-03)
What's in Store	22106 (07-10-03)

WITHHOLDING OF MAIL ORDERS

See Fraud.

- Z -

ZIP CODES

See Post Offices — Post Office Changes.

The new blue...

at a terminal near you, July 21, 2003.



<http://blue.usps.gov>