

Corporate Succession Planning  
Open Season Extended through Sept. 12

# POSTAL BULLETIN

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PB 22110, September 4, 2003

♪ Happy Trails to APs: ♪

## MONTHLY REPORTING STARTS OCTOBER 1

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<http://blue.usps.gov/finance/monthrpt/monthrpt.htm>



UNITED STATES  
POSTAL SERVICE®

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

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



Recycled Paper

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

PB 22110: 7690-05-000-5979	PB 22102: 7690-05-000-5971	PB 22095: 7690-05-000-5964	PB 22088: 7690-05-000-4853
PB 22109: 7690-05-000-5978	PB 22101: 7690-05-000-5970	PB 22094: 7690-05-000-4859	PB 22087: 7690-05-000-4852
PB 22108: 7690-05-000-5977	PB 22100: 7690-05-000-5969	PB 22093: 7690-05-000-4858	PB 22086: 7690-05-000-4851
PB 22107: 7690-05-000-5976	PB 22099: 7690-05-000-5968	PB 22092: 7690-05-000-4857	PB 22085: 7690-05-000-4850
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

## USPSNEWS@WORK

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### New Inspector General: David Williams named second USPS IG

The governors of the United States Postal Service® named David Williams to be the second USPS® inspector general. Williams has served as the inspector general at four different federal agencies: Internal Revenue Service, Department of Treasury, Social Security Administration, and Nuclear Regulatory Commission.

He has testified before Congress on more than 40 occasions. "As demonstrated by four different presidential appointments and his service on the President's Council on Integrity and Efficiency, he is well known and highly regarded by the Congress and the inspector general community," the governors said.

### Deadline extended: Corporate Succession Planning is open until Sept. 12

Whew-w-w! Eligible employees can breathe a sigh of relief. They have until Sept. 12 — instead of Sept. 5 — to fill out their applications for Corporate Succession Planning.

Eligible employees are current PCES executives or EAS employees at EAS-22 level or above who have demonstrated successful performance through merit evaluations over the last two years.

Don't wait until the last minute. If you meet the eligibility requirements, you can apply today at the Diversity Development Web Site. Go to <http://blue.usps.gov/diversitynet>; and then click on the *Corporate Succession Planning* link.

### Customer Feedback: It helps us keep improving

Customer complaints — no one likes them, but if you think of them as another opportunity to get it right, they become valuable business information.

Notice 4314-C, *We Want to Know*, gives customers three options for voicing their concerns — speaking to the postmaster/manager, visiting [usps.com](http://usps.com) or calling 800-ASK-USPS (275-8777) — and should be placed in all retail lobbies for easy customer access.

Research indicates many customers don't complain — they just switch their business to another company. *We Want to Know* will help keep our customers coming back.

### Catching up with catch-ups: Pay period deduction and total contribution — Know the difference

It's a hit. Thousands of employees have signed up to make Thrift Savings Plan (TSP) 50+ catch-up contributions using *PostalEASE*. If you're age 50 and older, you can sock away an extra \$2,000 in your TSP account.

Remember, *the amount you choose is a pay period deduction* — not the total contribution for the year. For example, if you elected a \$1,000 contribution, then \$1,000 will be deducted from your next paycheck and another \$1,000 from the following paycheck. You'll reach the \$2,000 IRS maximum in just two paychecks.

*Important:* If there isn't enough money available in your paycheck to cover the full \$1,000, then there won't be any contribution taken from your paycheck.

Eligible employees can use *PostalEASE* to begin, change or cancel TSP 50+ catch-up contributions at any time.

### Strategic Planning: PMG announces new VP

PMG Jack Potter announced the selection of Linda Kingsley as the new vice president of Strategic Planning.

In her new role, Kingsley will be responsible for coordinating the development of plans and analyses contributing to the establishment of the strategic direction of the Postal Service™. Strategic Planning also manages and tracks implementation of the *Transformation Plan*.

Most recently, Kingsley served as manager of Activity-Based Costing. That initiative supports the *Transformation Plan* by identifying all costs related to mail-processing activities — and the source of those costs — so that the Postal Service can pursue additional cost-reduction efforts.

Kingsley began her 18-year Postal Service career as an industrial engineer trainee in the former Central Region. She has extensive knowledge of the rate-setting process and testified before the Postal Rate Commission in three rate cases, both as a member of the rates organization and as an operations expert.

## USPSNEWS@WORK

### FY 2004 begins Oct. 1: Project EaGLE has landed

Financially speaking, monthly reporting begins Oct. 1. The 28-day postal accounting period (AP) will soon be history. USPS will track and report its finances based on calendar months, just like the rest of the federal government and most of the private sector.

The current postal fiscal year 2003 ends Sept. 5. The period from Sept. 6 through Sept. 30 will be a transition period.

Need more information? Visit <http://blue.usps.gov/finance/monthrpt/monthrpt.htm>.

As the Postal Service converts its financial reporting system from APs to monthly reporting periods, the general ledger system — the core of USPS financial reporting — is being replaced to enable the changeover.

This effort is called Project eaGLE — “Excellence in Accounting through the general ledger.” Finance and Information Technology are working to create a state-of-the-art system that will house reconciled accounting information in a single source — the accounting data mart (ADM). ADM will be part of the enterprise data warehouse, an organization-wide data mine.

The project is currently on schedule to be implemented Oct. 1, when monthly reporting starts. The new general ledger system will provide more consistent and up-to-date financial information, and improve the way you access financial data.

Go to the Project eaGLE Web site at <http://blue.usps.gov/finance/gl/gl.htm> for more information.

### 2003 National Awards for Diversity Achievement: Hurry, nomination period closes Sept. 12

Diversity achieved is an honor shared. The Postal Service is still seeking nominations for the 2003 National Awards Program for Diversity Achievement.

- Do you know someone on the Postal Service team who encourages, promotes and celebrates diversity, and deserves to be honored for those efforts? Make sure that person gets the recognition he or she deserves!

- Nominations are being accepted through Sept. 12 for the 2003 National Awards Program for Diversity Achievement. All employees are eligible for this prestigious program. This honor is the largest peer recognition program at the Postal Service. It demonstrates the promise and strength of our organization and the importance of sharing values and building unity.
- For more information about the awards, or to make a nomination, visit the Diversity Development Web site at <http://blue.usps.gov/diversitynet>.

### Get Flexible: FSA open season coming soon

There's more to back to school than buying a new pack of No. 2 pencils for the kids. It's also a time to get medical checkups, immunizations, eye exams, and maybe even braces. That's when a Flexible Spending Account (FSA) can come in mighty handy.

An FSA lets you put some money aside every year to help you with co-pays and other out-of-pocket health care expenses. And the money you've put aside is tax-exempt! So put a smile on your child's face — and yours — with an FSA.

If you don't currently have an FSA, mark your calendar. Open season is coming Nov. 10. You'll be getting details in the mail before open season starts.

## 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.

### Reducing or Canceling Your Subscription

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](mailto: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.

### Forwarding to Other Facilities

Are you using your own labels to forward *Postal Bulletins* to other facilities that don't have their own subscriptions? When those other facilities close down, the undeliverable *Postal Bulletins* are returned to us here at Headquarters. When we receive those returned *Postal Bulletins*, we have no way of correcting the problem, because those facilities aren't on our subscription list and because we don't know which is the forwarding facility.

If you are forwarding *Postal Bulletins* to other facilities, please contact us at the above e-mail address or phone number so we can create a separate subscription for them.

### Accessing the *Postal Bulletin* Online

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](http://www.usps.com); click on *About USPS & News*, then *Forms and Publications*, then *Postal Bulletin*.

### More Information

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, 9-4-03

# Administrative Services

NEW HANDBOOK AS-353/ASM REVISION

## Privacy and the Management of Records

The new Handbook AS-353, *Guide to Privacy and the Freedom of Information Act*, soon will be available and becomes effective September 30, 2003. This handbook provides direction and guidance for Postal Service™ employees, suppliers, or other authorized users with access to Postal Service records and information resources. The handbook explains record management requirements for information relating to the Postal Service, its customers, and its employees, and also details how information is collected, maintained, used, disclosed, and safeguarded.

Issuance of this handbook represents the Postal Service's continuing efforts to protect business and personal information. A vital element to the Transformation Plan is achieving growth by adding value for customers, and protecting their information is key to our trusted brand. Information is often confidential or proprietary, and its inappropriate use or disclosure could result in brand or financial damage, unfair advantage to competitors, or negative impact to our customers or employees.

This handbook also updates and streamlines Freedom of Information Act (FOIA) policies and procedures and increases FOIA fees to reflect current allowable costs.

We are sending copies of Handbook AS-353 to all appropriate Headquarters, area, district, and local Post Office™ employees. The handbook will soon be available at:

- The Postal Service PolicyNet Web site, on the Intranet.
- The Internet.
- The Material Distribution Center (MDC).

We will announce the availability of Handbook AS-353 at the MDC, along with information about ordering it, in a future issue of the *Postal Bulletin*.

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As a result of the publication of Handbook AS-353 (and also of MI AS-350-2003-5, *Computer Matching Programs*), portions of the *Administrative Support Manual (ASM)* are revised. We will incorporate these revisions into the printed version of ASM 14 and into the online version of the ASM, which is accessible on the Postal Service PolicyNet Web site at <http://blue.usps.gov>; click on *More References*, then *Manuals*.

## Administrative Support Manual (ASM)

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### 3 Communications

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### 35 Records and Release of Information

*[Revise text of subchapter 35 to read as follows. Current Exhibits 351.21 and 351.513 are unchanged but recodified as new Exhibits 351.11 and 351.313, respectively. The exhibits are not shown in this article.]*

#### 351 Records

##### 351.1 Retention

###### 351.11 Records Control Schedules

The most widely held Postal Service records series are listed in Handbook AS-305, *Records Control*. See also Exhibit 351.11 (located at the end of 35) for the retention periods for most forms used at Post Offices. Keep records for the periods shown in Handbook AS-305 or Exhibit 351.11 and then dispose of them as specified in 351.4.

###### 351.12 Other Records

For information about the retention of records not covered by Handbook AS-305 or Exhibit 351.11, contact the manager of the Records Office at 202-268-2608.

###### 351.13 Extension of Retention Periods

The retention periods published in Handbook AS-305, *Records Control*, and Exhibit 351.11 are mandatory. Records must not be maintained for periods longer than those specified in these schedules. However, retention periods may be extended in response to a court order, or if the records are needed for a special use. Only the Postal Service Records Office may authorize these extensions. On expiration of such an extension of retention period, that office notifies concerned custodians to observe normal records retention requirements.

###### 351.2 Information Caveats

A caveat is a phrase typed or stamped on a record (usually at the top or bottom) indicating that the information in the record must be protected or handled in a special way. Officials who wish to use a *Restricted Information* caveat but are unsure about the proper application may request guidance from the manager of the Records Office. When

placing caveats on information or records, use the following guidelines:

- a. *Restricted Information.* The term *Restricted Information* may be used to indicate records or information that is restricted based on Postal Service regulations (see Handbook AS-353, *Guide to Privacy and the Freedom of Information Act*). Included is information about individuals, certain types of business information, and other information such as customer mailing lists. This information has limitations placed on its access within the Postal Service and its disclosure outside the Postal Service.
- b. *National Security Information.* The terms *CONFIDENTIAL*, *SECRET*, and *TOP SECRET* (also referred to as *Classified Information*) are used only to refer to national security information under Executive Order 12356. Only designated senior officials may apply these caveats.
- c. *Other Caveats.* *Limited Official Use*, *For Confidential Use Only*, and other similar terms are inappropriate for use at any time within the Postal Service.

### 351.3 Transfer

#### 351.31 Storage

##### 351.311 Requirement

Records no longer required for active reference but not yet eligible for destruction must be transferred by the cutoff period (e.g., period of time such as a quarter or fiscal year) to local storage or a Federal Records Center (FRC).

##### 351.312 Local Storage

Transfer to local Postal Service storage must be accompanied by PS Form 773, *Records Transmittal and Receipt*.

##### 351.313 Federal Records Centers

The following apply:

- a. *Conditions.* Forward to FRCs only:
  - (1) Records series approved by the National Archives and Records Administration (NARA) and having a remaining life of more than 1 year.
  - (2) Volumes of records consisting of 1 cubic foot or more. (Quantities less than 1 cubic foot must be kept by the installation and destroyed in-house when the retention period expires.)
- b. *Procedures.* Procedures for sending employee personnel and medical records to the National Personnel Records Center (NPRC) are provided in Handbook EL-301 section 131.5 and *Postal Bulletin* 21803 (11-28-91, page 6). For shipment to an

FRC other than the National Personnel Records Center at St. Louis, Missouri:

- (1) Assemble records to be shipped and pack (to capacity) in 1 cubic foot boxes, obtained for this purpose from the General Services Administration. Prepare a box list, identifying the folders in each box, in duplicate. Insert one copy of the box list in the first box of the accession, to be shipped with the records, and retain one copy locally.
- (2) Complete two copies of SF 135, *Records Transmittal and Receipt*. This form may be ordered from the Material Distribution Center (MDC). Send both copies to the receiving FRC at least 2 weeks before the intended shipping date.
- (3) The FRC shows approval by returning one annotated copy of SF 135 to the requesting installation.
- (4) Place a copy of SF 135 in the first box of the shipment and ship. Hold a copy as suspense.
- (5) The FRC then returns a receipted copy of SF 135.

c. *Location.* See Exhibit 351.313 for FRC addresses and areas served.

d. *Retrieval.* Retrieval of all records is handled by the installation from which the records were sent. Requests for retrievals are made on Optional Form (OF) 11, *Reference Request — Federal Records Centers*. FEDSTRIP ordering offices order this form directly from GSA; non-FEDSTRIP ordering offices order this form from their supporting supply section, or from their GSA Customer Supply Center. Retrievals are made at the FRCs by the accession number and the box location number recorded on the SF 135 when the records were approved for transfer.

### 351.32 Control

Records transferred to local or FRC storage remain under Postal Service control.

### 351.4 Disposal

#### 351.41 Definition

*Disposal* is the permanent removal of records or information from Postal Service custody using any of these methods:

- a. Transferring to the National Archives.
- b. Donating to the Smithsonian Institution, local museums, or historical societies.
- c. Selling as waste material (see 351.42).
- d. Discarding.
- e. Physically destroying.

**351.42 Sale**

Paper records whose retention periods have expired may be sold as waste paper, if they do not include information that cannot be disclosed to the general public, such as personal information. (Those records must be destroyed.) The contract for sale must prohibit the resale of the records as records or documents. Film or plastic records may be sold under the same conditions and in the same manner.

**351.43 Destruction**

Records that cannot be sold may be destroyed by shredding, pulping, or burning.

**352 Micrographics****352.1 Definitions****352.11 Micrographics**

*Micrographics* is a technology that reduces any form of information to a microform medium.

**352.12 Microform**

*Microform* is a generic term for any form, either film or paper, that contains microimages; a unit of information, such as a page of text or drawing, too small to be read without magnification.

**352.2 Policy**

Micrographics may be used for the following purposes, if the applications are supported by enough documentation to prove cost-effectiveness and provide maximum compatibility with other micrographic applications, systems, and equipment:

- a. Preservation of deteriorating records.
- b. Production of archival or intermediate records.
- c. Duplication of information for dissemination to other locations.
- d. Increased efficiency in searching records.
- e. Greater security for sensitive records.
- f. Reduction of paper record holdings or use of space.

**352.3 Requirements****352.31 Legal**

Federal statutes provide for the legality and admissibility of microforms that accurately reproduce or form a durable medium for reproducing the original record (28 U.S.C. 1732). To meet the requirements of these statutes, microform records must be produced in the regular course of

business and be able to be satisfactorily identified and certified (e.g., by Form 6550, *Declaration of Intent, and Certification of Authenticity*).

- a. Retention of original documents may sometimes be necessary to resolve questions of document authenticity.
- b. If authenticity of documents having legal significance could be subject to question, obtain the advice of the chief field counsel (or for Headquarters organizations, the managing counsel, civil practice) before disposing the original.

**352.32 Archival**

Only original silver halide microfilm has sufficient archival quality to be substituted for documents requiring permanent retention or to produce microforms of permanent retention value.

**352.33 Maintenance and Disposal**

Microforms are subject to all regulations on retention, disclosure, privacy, and security of Postal Service records and information.

**353 Automated Information Processing Security****353.1 General****353.11 Definition**

*Information protection* is the securing of information against unauthorized modification, destruction, or disclosure (intentional or accidental) from collection throughout its intended useful life.

**353.12 Scope**

This policy covers protection of automated information and related resources at all Postal Service facilities. It encompasses protection of information maintained on any equipment or system with automated information processing, storage and/or retrieval capabilities, as well as the related resources that allow processing, storage, and retrieval of the information. These automated systems/equipment can be referred to as any of the following: personal computers (PCs); data processing equipment; minicomputers; microcomputers; microprocessors; office automation systems; stand-alone, shared-logic, or shared-resource systems; process control systems. Related resources include hardware (central processing units (CPUs), terminals, modems, printers, etc.), software (programs and associated documentation), and media (magnetic tapes, disks, diskettes, etc.).



### 355.13 Information Life Cycle

Information must be protected during the information life cycle. This includes information creation/collection, information processing, information use, information maintenance, and information disposal.

### 353.2 Policy

It is Postal Service policy to protect its automated information systems from the hazards described below consistent with the value of the information:

- a. Theft, fraud, or other abuse of information, equipment, or funds.
- b. Unauthorized access to or disclosure of information.
- c. Accidental or unauthorized destruction or modification of information.
- d. Interruption of information processing capability due to equipment malfunction/damage, facility damage, power outage, etc.

### 353.3 Responsibility

#### 353.31 Specific

##### 353.311 Management

Management at all levels must recognize the need for information protection and enforce security policies and procedures.

##### 353.312 Installation Heads and Vice Presidents

As records custodians, installation heads and vice presidents are accountable for information, equipment, and systems within their custody including:

- a. Making staff aware of the need for security and developing necessary guidelines and procedures for staff to follow.
- b. Determining whether the level of security provided for a system is appropriate for the value of the information.
- c. Ensuring that Postal Service security policy, guidelines, and procedures are followed in all system activities, including procurement, development, and operation.
- d. Providing the resources to enable employees to carry out their responsibilities for securing information and related resources.
- e. Assigning overall information protection responsibility to a specific individual (e.g., a computer systems security officer).

### 353.313 Users

Individual users of information processing equipment are responsible for:

- a. Following permissible uses of systems, equipment, and information as well as the information disclosure prohibitions under the Postal Service Rules of Conduct (see ELM 668.3).
- b. Protecting systems, equipment, and information assigned to them or in their custody and use.
- c. Using the equipment only for activities approved by management.
- d. Protecting any user IDs and passwords assigned to them.
- e. Notifying management of any security violations of which they are aware.

### 353.32 Advisory

Security assistance to vice presidents, installation heads, and other managers is available from:

- a. *Corporate Information Security Office (CISO).* The CISO can provide guidance on technical (hardware, software) issues, risk analysis, and contingency planning.
- b. *Postal Inspection Service.* The local postal inspector can provide assistance on physical and personnel security. Consult the deputy chief auditor at Headquarters about audit trails.
- c. *Records Office.* The Records Office can assist with information evaluation and retention issues. Contact the Records Office at 202-268-2608.
- d. *Purchasing.* Supply Management at Headquarters and purchasing organizations in the field can help with purchase requests for security hardware, software, or services. They can also conduct market surveys of security features available commercially.

### 353.4 FLSA Considerations (Reserved)

### 353.5 Information Evaluation

#### 353.51 General

All information maintained on information processing equipment requires some protection. Sensitive information requires a greater degree of protection. Installation heads must evaluate the information they intend to maintain on information processing equipment for its sensitivity and develop security measures consistent with its sensitivity.

#### 353.52 Sensitive Information

Sensitive information is information identified by the Postal Service as "restricted" or "critical." *Restricted information* has limitations on its internal or external disclosure. *Critical information* is information that must be available for the

Postal Service to perform its mission and meet legally assigned responsibilities, and for which special precautions are taken to ensure its accuracy, relevance, timeliness, and completeness. (This information, if unavailable, can cause significant financial loss, inconvenience, or delay in performance of the Postal Service mission.)

### 353.6 Security Considerations

The type and degree of security needed varies by the value and sensitivity of the information, the type of equipment used, and the size and general nature of an installation. Installation heads must evaluate their individual situations to determine the degree of security that is practicable without being cost prohibitive. The following issues must be considered when determining security needs:

- a. Procurement.
- b. Risk analysis.
- c. Physical security.
- d. Personnel security.
- e. Hardware operations.
- f. Software.
- g. Audit trails.
- h. Contingency planning.
- i. Training.

### 353.7 Information Retention

Information must be retained as follows:

- a. Retention of information in automated information processing systems must be consistent with official Postal Service records retention schedules.
- b. Procedures must be established for routine purging/disposition of information maintained on diskettes and other storage media.
- c. Retention of information on information processing equipment must be according to Preservation Orders (e.g., as a result of FLSA litigation).

\* \* \* \* \*

*[Delete Appendix — Privacy Act Systems of Records.]*

\* \* \* \* \*

— Privacy Office,  
Consumer Advocate, 9-4-03

## Customer Relations

### Mail Alert

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

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

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JCP Week 33 Salon Color Treatment	Standard/Postcard	9/3/03–9/5/03	1.5	Nationwide	Car-Rt	Harte-Hanks
JCP Sale Multidivisional	Standard/Catalog	9/5/03–9/9/03	4.6	Nationwide	Car-Rt	Quebecorworld
JCP Week 33 Fall Sale Preview	Standard/Flat	9/6/03–9/9/03	20.4	Nationwide	Car-Rt	Harte-Hanks
Seventh Avenue	Standard	9/8/03–9/11/03	1.0	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
Through the Country Door	Standard	9/8/03–9/11/03	1.0	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
JCP Week 34 Fall Jewelry/Scratch Off	Standard/Flat or Letter	9/13/03–9/16/03	6.3	Nationwide	Car-Rt	Harte-Hanks
JCP Week 34 Privilege Gold	Standard/Letter	9/13/03–9/16/03	3.8	Nationwide	Car-Rt	Harte-Hanks
JCP Fall Preview Cat PC	Standard/Postcard	9/15/03–9/17/03	5.0	Nationwide	Car-Rt	Harte-Hanks
Seventh Avenue	Standard	9/15/03–9/18/03	2.6	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI

— *Business Service Network Integration,  
Service and Market Development, 9-4-03*

# Domestic Mail

## DMM REVISION

### New Procedures for Depositing Periodicals at Airport Mail Facilities

Effective September 4, 2003, *Domestic Mail Manual* (DMM) D210.2.0, D210.4.1, and D210.4.4 are revised and new D210.4.5 is added to incorporate the existing procedures for depositing Periodicals items at the airport mail centers/facilities (AMCs/AMFs) by freight forwarders. This option is available for only Periodicals mail.

With the Periodicals industry, the Postal Service™ has developed enhancements to the process for entering Periodicals items at AMCs/AMFs that are responsive to our customers' needs, retain accountability, and are standardized. Network Operations Management has developed a standard operating procedure (SOP) to standardize acceptance procedures at AMCs/AMFs (available through each AMC/AMF manager).

Freight forwarders and cargo agents have unique requirements imposed by airlines when delivering Periodicals items by air to AMCs/AMFs. Regular meetings are held among the Periodicals industry, publishers, commercial airfreight forwarders, and the Postal Service to improve Periodicals entry procedures. The national SOP uses established plant-verified drop shipment (PVDS) procedures. When normal procedures are insufficient, all parties can develop and agree on customized local solutions and operational agreements.

We will incorporate these revisions into the printed version of DMM Issue 59 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

#### Domestic Mail Manual (DMM)

	*	*	*	*	*
D	Deposit, Collection, and Delivery				
	*	*	*	*	*
D200	Periodicals				
D210	Basic Information				
	*	*	*	*	*
2.0	MAIL DEPOSIT				
***The publisher or news agent must present mailings at the Periodicals rates only:					
	*	*	*	*	*

[Revise item b to clarify that Periodicals must be deposited at times and places designated by the postmaster or AMC/AMF manager:]

- b. At times and places designated by the postmaster of the office of mailing or by the AMC/AMF manager.

\* \* \* \* \*

#### 4.0 DEPOSIT AT AMF

##### 4.1 General

[Revise 4.1 to clarify that Periodicals deposited at an AMC/AMF must be entered under the plant-verified drop shipment program:]

Periodicals publications air freighted to an AMC/AMF must have either an original or additional entry authorization at the verifying office (i.e., the Post Office where those copies are presented for Postal Service verification) and must be presented to an AMC/AMF under the PVDS program. Postage must be paid at the verifying office unless the publication is authorized under the Centralized Postage Payment program.

\* \* \* \* \*

##### 4.4 Publisher Responsibilities.

For each mailing to be presented at the AMF, the publisher or agent is required:

\* \* \* \* \*

[Revise item b to specify delivery area as required by the AMC/AMF manager to read as follows:]

- b. To arrange for delivery of the airfreighted copies of the publication to the AMC/AMF "back dock" or other area designated by the AMC/AMF manager.

\* \* \* \* \*

[Add items e through g to read as follows:]

- e. To ensure that Form 8125 accompanies each shipment. The total number of airline cargo containers must be annotated on the form in the comment section. Each airline cargo container must be sequentially numbered (e.g., 1 of 4, 2 of 4, etc.), and a copy of Form 8125 must be affixed to each airline cargo container.
- f. To provide a list, at least once a year, of publications entered at the AMC/AMF and a 24-hour contact number to the AMC/AMF manager.

- g. To follow procedures outlined in Network Operation Management's standard operating procedures. The procedures are available from the AMC/AMF manager.

[Add new 4.5 for nonconforming mailers to read as follows:]

#### 4.5 Nonconforming Mailers

Whenever a Periodicals mailing presented to an AMC/AMF fails to meet the procedures outlined in Network Operation Management's SOP or fails to meet either the basic mail preparation standards or the PVDS entry integrity and safety standards, the Postal Service will inform the mailer, or

the mailer's agent, who presented the mailing. If, after the initial notification, the mailer continues to fail to meet the standards, the mailer is considered nonconforming. If a mailer is found to be nonconforming, its authorization to enter mail at an AMC/AMF may be revoked by the Postal Service.

\* \* \* \* \*

— Business Mail Acceptance,  
Marketing Technology and Channel Management, 9-4-03

#### DMM REVISION

### Polywrap — Selvage Maximums for AFSM 100 Flats

Effective September 4, 2003, *Domestic Mail Manual* (DMM) C820.4.3 is revised to clarify polywrap standards for the maximum amount of overhang (selvage) permitted for automated flat sorting machine (AFSM) 100-compatible flat-size pieces. Current mailing standards for polywrap, re-organized and published in *Postal Bulletin* 22106 (7-10-03, pages 25–27), provide maximum limits on the amount of polywrap overhang (selvage) beyond the size of the enclosed mailpiece.

The overhang standards for AFSM 100-compatible flat-size pieces currently reflect the standards for the FSM 881, which the Postal Service™ has discontinued using for processing flat-size pieces. The actual maximum selvage limits for the AFSM 100 are the reverse of those used for the FSM 881 and are amended as follows:

- Overhang at Top. When the contents of an AFSM 100-compatible mailpiece are positioned completely at the bottom of the polywrap, the overhang must be 1/2 inch (0.5 inch) or less above the top of the mailpiece.
- Overhang on Side. When the contents of an AFSM 100-compatible mailpiece are positioned completely to the left or to the right side of the polywrap, the overhang must be 1-1/2 inches or less on the opposite side.

We will incorporate these revisions into the printed version of DMM 59 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

\* \* \* \* \*

#### C800 Automation-Compatible and Machinable Mail

\* \* \* \* \*

#### C820 Flats

\* \* \* \* \*

#### 4.0 POLYWRAP COVERINGS

\* \* \* \* \*

#### 4.3 Overhang

For purposes only of the polywrap standards for overhang (selvage) in 4.0, the edge of the mailpiece designated as top must be one of the two physically longer edges of the piece, regardless of address orientation and whether bound or unbound. Any polywrap overhang (selvage) around the four edges of the mailpiece (top, bottom, and left and right sides) must meet these standards:

- a. For an AFSM 100 mailpiece:

[Change “1.5 inches” to “0.5 inch” in 4.3a(1) to read as follows:]

- (1) When the mailpiece contents are totally positioned at the bottom of the polywrap, the overhang must not be more than 0.5 inch at the top of the mailpiece.

[Change “0.5 inch” to “1.5 inches” in 4.3a(2) to read as follows:]

- (2) When the mailpiece contents are totally positioned to the left or to the right side of the polywrap, the overhang must not be more than 1.5 inches on the opposite side.

\* \* \* \* \*

— Mailing Standards,  
Pricing and Classification, 9-4-03

## DMM REVISION

**NetPost Mailing Online — Expiration of Experiment**

Effective September 1, 2003, *Domestic Mail Manual* (DMM) E110.1.3, E110.4.1, E140.1.1b, E610.1.2, E610.2.1, E610.6.1, E610.8.0b, E640.1.1b, E670.8.1, G043, and I022 are revised and G991 (formerly DMM G091) is deleted to reflect the expiration of the experimental classification for NetPost Mailing Online™. While the Postal Service™ is no longer hosting Mailing Online for entry of hybrid mail, and its exceptions to requirements for volume minimums are no longer available to any hybrid providers, all preexisting NetPost™ services can be accessed via links from USPS.com.

The Postal Service conducted the experiment pursuant to the Decision of the Governors of the Postal Service on the Opinion and Recommended Decision of the Postal Rate Commission (PRC) in Docket No. MC2000-2. The experiment was approved by the Governors to run for 3 years, with an implementation date of September 1, 2000 (Resolution No. 00–10).

We will incorporate these revisions into the printed version of DMM 59 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

**Domestic Mail Manual (DMM)**

	*	*	*	*	*
<b>E</b>	<b>Eligibility</b>				
	*	*	*	*	*
<b>E100</b>	<b>First-Class Mail</b>				
<b>E110</b>	<b>Basic Standards</b>				
<b>1.0</b>	<b>CLASSIFICATION AND DESCRIPTION</b>				
	*	*	*	*	*
<b>1.3</b>	<b>Matter Closed Against Postal Inspection</b>				
	<i>[Revise 1.3 by deleting the second and third sentences.]</i>				
	*	*	*	*	*
<b>4.0</b>	<b>FEES</b>				
<b>4.1</b>	<b>Presort Mailing</b>				
	<i>[Revise 4.1 by deleting the last sentence.]</i>				
	*	*	*	*	*
<b>E140</b>	<b>Automation Rates</b>				
<b>1.0</b>	<b>BASIC STANDARDS</b>				

**1.1 All Pieces**

All pieces in a First-Class Mail® automation rate mailing must:

\* \* \* \* \*

*[Revise 1.1b by deleting “or be part of a mailing using NetPost Mailing Online service or a functionally equivalent service under G991” to read as follows:]*

- b. Be part of a single mailing of at least 500 pieces of automation rate First-Class Mail, subject to 1.2.

\* \* \* \* \*

**E600 Standard Mail****E610 Basic Standards****1.0 BASIC INFORMATION**

\* \* \* \* \*

**1.2 Postal Inspection**

*[Revise 1.2 by deleting references to NetPost Mailing Online to read as follows:]*

Standard Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Standard Mail rates constitutes consent by the mailer to postal inspection of the contents.

\* \* \* \* \*

**2.0 CONTENT****2.1 Circulars**

*[Revise the first sentence in 2.1 by deleting “or are provided for entry using NetPost Mailing Online service or a functionally equivalent service (G991)” to read as follows:]*

Circulars, including printed letters that, according to their contents, are sent in identical terms to more than one person are Standard Mail.\*\*\*

\* \* \* \* \*

**6.0 FEES****6.1 Annual Fees**

*[Revise 6.1 by deleting the last sentence.]*

\* \* \* \* \*

**8.0 PREPARATION**

Each Standard Mail mailing is subject to these general standards:

\* \* \* \* \*

[Revise the first sentence of 8.0b by deleting “or be provided for entry using NetPost Mailing Online service or a functionally equivalent service under G991” to read as follows:]

- b. Each mailing must contain at least 200 pieces or 50 pounds of pieces.\*\*\*

\* \* \* \* \*

## E640 Automation Rates

### 1.0 REGULAR AND NONPROFIT RATES

#### 1.1 All Pieces

All pieces in a Regular Standard Mail or Nonprofit Standard Mail automation rate mailing must:

\* \* \* \* \*

[Revise 1.1b by deleting “or be provided for entry using NetPost Mailing Online service or a functionally equivalent service under G991” to read as follows:]

- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of automation rate Standard Mail (Regular and Nonprofit mailings must meet separate minimum volumes).

\* \* \* \* \*

## E670 Nonprofit Standard Mail

\* \* \* \* \*

### 8.0 AUTHORIZATION—AT ADDITIONAL OFFICES

#### 8.1 Application

[Revise 8.1 by deleting last sentence.]

\* \* \* \* \*

## G General Information

### G000 The USPS and Mailing Standards

\* \* \* \* \*

### G040 Information Resources

\* \* \* \* \*

### G043 Address List for Correspondence

[Delete address entry for “NETPOST MAILING ONLINE.”]

\* \* \* \* \*

### G900 Experimental Classification and Rate Filings

\* \* \* \* \*

### G990 Experimental Classifications and Rates

\* \* \* \* \*

[Delete G991, NetPost Mailing Online.]

\* \* \* \* \*

## I Index Information

### I000 Information

\* \* \* \* \*

### I020 References

\* \* \* \* \*

### I022 Subject Index

[Delete all instances of “NetPost Mailing Online” and “Net-Post Mailing Online experiment.”]

— Mailing Standards,  
Pricing and Classification, 9-4-03

## DMM REVISION

### Labeling List Changes

Effective September 4, 2003, *Domestic Mail Manual* (DMM) L001, L004, L007, L601, and L603 are revised to reflect changes in mail processing operations. Mailers are encouraged to label according to these revised lists immediately, but *must* comply with these changes no later than November 16, 2003.

We will incorporate these revisions into the printed version of DMM Issue 59 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

### Domestic Mail Manual (DMM)

\* \* \* \* \*

## L Labeling Lists

### L000 General Use

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

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Add:</b> 48383, 86	WHITE LAKE MI 48383
<b>Delete:</b> 44240, 41 48383, 86	KENT OH 44240 COMMERCE TOWNSHIP MI 48382

\* \* \* \* \*

#### L004 3-Digit ZIP Code Prefix Groups—ADC Sortation

\* \* \* \* \*

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
<b>Change From:</b> 206-209	ADC SOUTHERN MD MD 207
<b>Change To:</b> 206-209	(PER, STD, and BPM only) ADC SOUTHERN MD MD 207
<b>Add:</b> 206-209	(FCM only) ADC SUBURBAN MD 208

\* \* \* \* \*

#### L007 5-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Packages

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b> 06510, 11, 19 22554-56, 23801, 03-05 23058, 23831, 36 23218, 19, 31 23234-37	NEW HAVEN CT 06510 STAFFORD VA 22554 GLEN ALLEN VA 23058 RICHMOND VA 23218 RICHMOND VA 23234
<b>Change To:</b> 06510, 11 22554-56 23058-60 23218, 19 23234, 37	NEW HAVEN CT 06510 STAFFORD VA 22554 GLEN ALLEN VA 23058 RICHMOND VA 23218 RICHMOND VA 23234
<b>Add:</b> 22402, 08 22403, 05, 06 22404, 07 23113, 14 23185-87 23229, 55, 94 23260, 61, 85 23831, 36 23832, 38 33508-11 33523, 25 33539-44 33548, 49, 58, 59 33564-67 33568, 69 33570, 72 33702, 16	FREDERICKSBURG VA 22402 FREDERICKSBURG VA 22403 FREDERICKSBURG VA 22404 MIDLOTHIAN VA 23113 WILLIAMSBURG VA 23185 RICHMOND VA 23229 RICHMOND VA 23260 CHESTER VA 23831 CHESTERFIELD VA 23832 BRANDON FL 33508 DADE CITY FL 33523 ZEPHYRHILLS FL 33539 LUTZ FL 33548 PLANT CITY FL 33564 RIVERVIEW FL 33568 RUSKIN FL 33570 ST PETERSBURG FL 33702



Column A Destination ZIP Codes	Column B Label Container To
33705, 15	ST PETERSBURG FL 33705
33707, 11	ST PETERSBURG FL 33707
33709, 10	ST PETERSBURG FL 33709
33713, 14	ST PETERSBURG FL 33713
33760, 62	CLEARWATER FL 33760
33763, 65	CLEARWATER FL 33763
33770, 71, 73, 79	LARGO FL 33770
33772, 74-78	SEMINOLE FL 33772
33780-82	PINELLAS PARK FL 33780
34601-03, 05, 13, 14	BROOKSVILLE FL 34601
34604, 06-11	SPRINGHILL FL 34604
34667, 69, 74	HUDSON FL 34667
34668, 73	PORT RICHEY FL 34668
34682-85	PALM HARBOR FL 34682
34688-91	TARPON SPRINGS FL 34688
34697, 98	DUNEDIN FL 34697
<b>Delete:</b>	
21710, 19, 37, 38, 56, 57, 67, 76, 80, 82, 88, 94, 98	ADAMSTOWN MD 21710
21713, 16, 22, 27, 50, 54, 55, 58, 69, 73, 74, 83, 87, 91, 93, 95	BOONSBORO MD 21713
22401-08, 12	FREDERICKSBURG VA 22401
23111, 16, 85-88	MECHANICSVILLE VA 23111
23112-14	MIDLOTHIAN VA 23112
23227-29, 55, 94	RICHMOND VA 23227
23832, 34, 38, 60	COLONIAL HEIGHTS VA 23834
44201, 10, 11, 15, 33, 35, 50, 51, 54, 55, 62, 65, 70, 72, 73, 80, 85-88	ATWATER OH 44201
44202, 12, 36	AURORA OH 44202
44203, 56, 58	BARBERTON OH 44203
44214, 16, 17, 30-32, 34, 53, 60, 64, 74-76, 78, 81, 82	BURBANK OH 44214
44221-24	CUYAHOGA FALLS OH 44221
44240, 41, 43, 66	KENT OH 44240
44301, 14, 19-21	AKRON OH 44301
44302-04, 07, 08, 11	AKRON OH 44302
44305, 06, 10, 12	AKRON OH 44305
44309, 15-17, 25, 26, 28, 98, 99	AKRON OH 44309
44313, 33, 34	AKRON OH 44313

\* \* \* \*

#### L600 Standard Mail and Package Services

#### L601 BMCs

\* \* \* \*

[Revise footnote two (2) to read as follows:]

2. Except for mail prepared for destination entry rates, if the origin entry Post Office is in ZIP Code areas 800-820, 822-831, 835, 838-884, 889-978, or 980-999 and the destination Post Office is in ZIP Code areas 850, 852, 853, 855-857, 859, 860, 863, or 864, then the mail containers are labeled to the Los Angeles BMC rather than the Denver BMC as follows:

BMC LOS ANGELS CA 90901

\* \* \* \*

#### L603 ADCs—Irregular Standard Mail Parcels

\* \* \* \*

[Revise footnote two (2) to read as follows:]

2. Except for mail prepared for destination entry rates, if the origin entry Post Office is in ZIP Code areas 800-820, 822-831, 835, 838-884, 889-978, or 980-999 and the destination Post Office is in ZIP Code areas 850, 852, 853, 855-857, 859, 860, 863, or 864, then the mail containers are labeled to the Los Angeles BMC rather than the Denver BMC as follows:

BMC LOS ANGELS CA 90901

\* \* \* \* \*

— Logistics,  
Network Operations Management, 9-4-03

## NOTICE

### Standard Operating Procedures for Determining Minimum Mailpiece Thickness

The general mailing standards in *Domestic Mail Manual* section C010.1.1 state that all mailable matter must be at least 0.007 inch thick. However, to qualify for certain postage rate categories (e.g., automation rates for letter-size pieces exceeding 4 1/4 inches high or 6 inches long), the required minimum thickness increases to 0.009 inch thick. Therefore, to determine the required minimum thickness of a mailpiece, you must first measure its height and length to know whether it must be at least either 0.007 inch or 0.009 inch thick.

The following standard operating procedures for testing Qualified Business Reply Mail for compliance with minimum thickness standards were first published in *Postal Bulletin* 21996 (4-22-99, pages 14–17). These same procedures should be followed to determine the minimum thickness for other automation-compatible and machinable mailpieces.

Nonmachinable letter-size pieces, Standard Mail Enhanced Carrier Route (ECR) line-of-travel letter-size pieces, and pieces mailed at any Standard Mail ECR flat-size rates are required to be at least 0.007 inch thick. For purposes of determining whether those pieces meet this standard, acceptance employees and mailpiece design analysts should use either a TMI digital micrometer or a portable dial hand gage to measure the thickness of the entire mailpiece in the following manner:

1. Select 10 pieces from the mailing for sampling.
2. Measure each mailpiece three times diagonally starting in the lower right corner as follows:
  - a) Measure the bottom right corner 1/2 inch from the mailpiece leading edge.
  - b) Measure the middle of the mailpiece area.
  - c) Measure the upper left corner 1/2 inch from the mailpiece edge.

3. Add all three measurements for each piece and divide by three to calculate the average thickness for each piece. If more than two of the pieces have an average thickness that falls below the minimum standards, the pieces do not meet the minimum thickness mailing standards and are not mailable.

Because some pieces may contain inserts of variable shapes or be unevenly layered in design, part of the piece may fall below the 0.007 inch minimum, while the majority of the piece meets or exceeds the minimum standard. Some nonautomation flat-size pieces prepared with half- or short-covers may also vary in thickness throughout the surface of the mailpiece. The intent of this process is to accommodate pieces containing inserts of varying sizes without compromising the integrity of the minimum size standards.

— Business Mail Acceptance,  
Marketing Technology and Channel Management, 9-4-03

NOTICE

# In-Home Delivery Instruction 7 for Nonautomated Standard Mail Items

Large amounts of money are spent preparing Standard Mail mailings to advertise a sale or event. While a very effective method of advertising, the mailing is of no use, and may actually create ill will, if it arrives after the sale or event has taken place or after the expiration date found in the mailer's endorsement. Since neither the mailpiece owner, mailer, nor the Postal Service wants this situation to occur, various options have been created to allow the mailing to be withdrawn from service if it arrives after the sale or event.

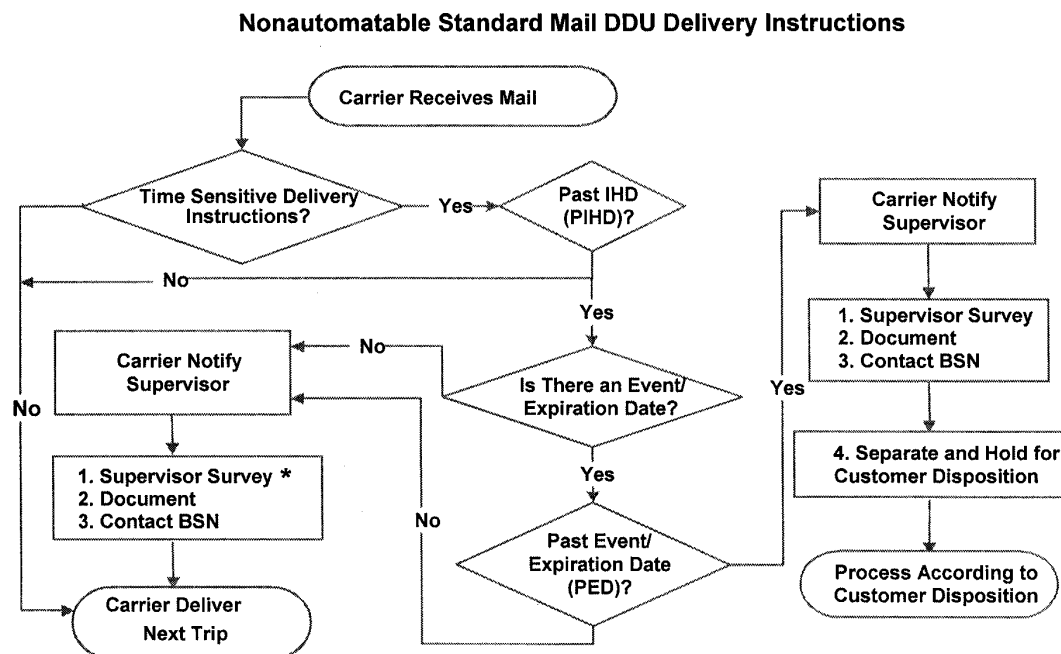
The Mailers' Technical Advisory Work Group has confirmed the need for a consistent process to handle a mailer's request for delivery after and/or before a specified date — a condition that often applies to a retailer's advertisement for a special sale or offer. This is a voluntary service that applies only to nonautomated Standard Mail items. Current instructions in the DMM (two options) are somewhat cumbersome. One allows the mailer to attach a memo to aggregates of mail (bundles, etc.), which lets the Postal Service™ know a final date after which mail should not be delivered. However, there is no way to direct disposition of that mail. The other requires advance notice before mail entry, which does allow the mailer to specify disposition (save and return or discard). To improve that situation, the work group developed a recommendation that mailers use a new standardized wording and format, and that they place the request/option adjacent to as well as above or below the address area.

The work group developed definitions as follows:

- Past In-Home Date (PIHD): mail received after requested in-home date (IHD) but before event date.
- Past Event Date (PED): mail received after the event or after some other date-sensitive characteristic, such as expiration of coupons, etc.

The mailer will print clear instructions for disposition of the mail if it arrives at the destination delivery unit after the requested IHD and either before or after the event date (ED). Those instructions will be printed on the mailpiece near the address and refer to a specified page of the mailpiece (e.g., "After 5/20 refer to page 1") where specific disposition instructions from the mailer could be found. The work group invited comments from mailers (via a survey form available from the MTAC Web site at <http://ribbs.usps.gov/mtac.htm>, in anticipation of finalizing the recommendation to the Postal Service. Implementation is planned for the fall 2003 mailing season.

## Nonautomatable Standard Mail DDU Delivery Instructions



\*Survey other carriers within unit

Currently, mailers may request that a mailing with an IHD, sale or event date, or an expiration date be withdrawn and disposed of if not delivered by a certain date by either of the following two options (found in DMM D030.2.2):

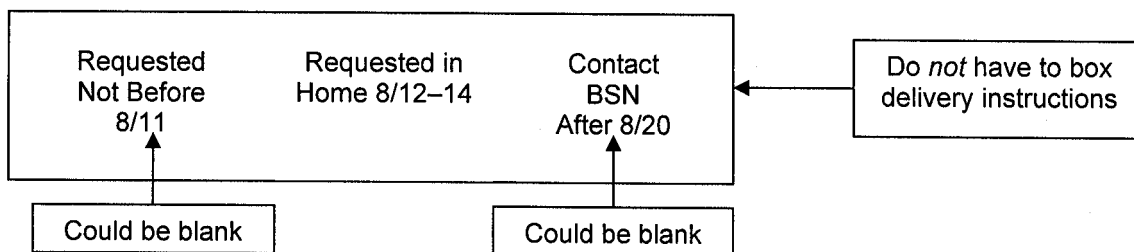
1. The mailer may attach a facing slip to each package of mail showing the company name, person to contact, telephone number (if collect calls are accepted), and the date after which the mailer does not want the mail delivered. The mailer also authorizes the withdrawal of, but not the disposal of, the mail.
2. The mailer sends a written request to the postmasters of destination offices, before depositing the mail, stating that time-dated mail is to be received at their offices and describing the mail by size, color, weight, identifying markings, number of pieces, class of mail, and type of postage payment. The mailer also authorizes the withdrawal and disposal of time-dated mail if received after a specific date.

Now, the mailer may notify the postmaster and all appropriate employees by printing the requested delivery dates and last delivery date of value.

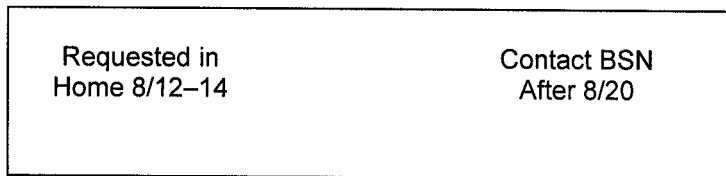
### Delivery Verbiage and Placement

*Note:* All options are to be placed adjacent to as well as above or below the address area in a minimum of 8-point type.

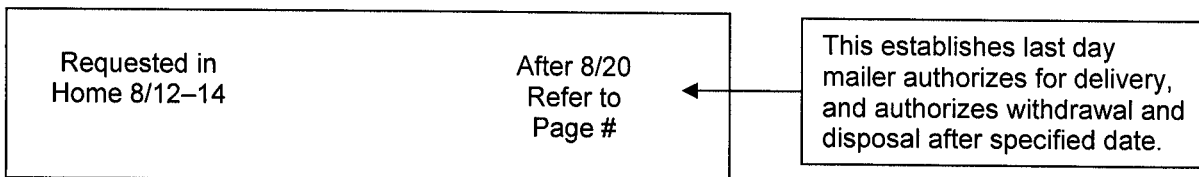
#### Option One



#### Option Two



#### Option Three



— Delivery,  
Delivery and Retail, 9-4-03

## REVISED FORMS

**Repositionable Notes — Revised Postage Statements**

The following six postage statements are revised to incorporate the additional data elements that must be completed by mailers entering mail with repositionable notes attached:

- PS Form 3600-P, *Postage Statement — First-Class Mail — Postage Affixed*
- PS Form 3600-R, *Postage Statement — First-Class Mail — Permit Imprint*
- PS Form 3602-N, *Postage Statement — Nonprofit Standard Mail Letters and Flats — Permit Imprint*
- PS Form 3602-NP, *Postage Statement — Nonprofit Standard Mail Letters and Flats — Postage Affixed*
- PS Form 3602-P, *Postage Statement — Standard Mail Letters and Flats — Postage Affixed*
- PS Form 3602-R, *Postage Statement — Standard Mail Letters and Flats — Permit Imprint*

Copies of the six revised postage statements appear on pages 23–34 of this *Postal Bulletin*. A description of repositionable notes and the mailing standards for this service are published in *Domestic Mail Manual* C810.7.0. That section explains how to prepare repositionable notes and provides information on mailpiece characteristics, mailpiece contents, mailpiece physical requirements and size standards, notes characteristics, and compliance.

**Effective Date**

The revised postage statements are dated August 2003. These revised postage statements include new entries for data collection for repositionable notes. All mailers preparing and entering mailings with repositionable notes must use the August 2003 statements (or approved facsimiles), which contain these additions:

- Repositionable notes data collection box on page 1.
- Privacy Notice in the Certification section on page 1.

**Use of June 2002 Editions**

Mailers not preparing mailings with repositionable notes may continue to use the June 2002 editions of PS Forms 3600-P, 3600-R, 3602-N, 3602-NP, 3602-P, and 3602-R until August 31, 2004. Mailers should, however, use the August 2003 editions as soon as possible. Any edition before June 2002 is obsolete and cannot be used.

**Availability of Revised Statements**

There will be no automatic distribution to Post Offices™ of printed copies of the August 2003 editions of the postage statements. You can order these postage statements from the Material Distribution Center 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 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 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

**PS Form 3600-P, *Postage Statement — First-Class Mail — Postage Affixed***

Use the following information to order PS Form 3600-P:

<b>PSIN:</b>	PS3600-P
<b>NSN:</b>	7530-03-000-7026
<b>Unit of Measure:</b>	EA
<b>Minimum Order Quantity:</b>	1
<b>Bulk Pack Quantity:</b>	NA
<b>Quick Pick Number:</b>	186
<b>Price:</b>	\$0.0197
<b>Edition Date:</b>	08/03

**PS Form 3600-R, *Postage Statement — First-Class Mail — Permit Imprint***

Use the following information to order PS Form 3600-R:

<b>PSIN:</b>	PS3600-R
<b>NSN:</b>	7530-02-000-8049
<b>Unit of Measure:</b>	SH
<b>Minimum Order Quantity:</b>	1
<b>Bulk Pack Quantity:</b>	NA
<b>Quick Pick Number:</b>	187
<b>Price:</b>	\$0.0197
<b>Edition Date:</b>	08/03

**PS Form 3602-N, *Postage Statement — Nonprofit Standard Mail Letters and Flats — Permit Imprint***

Use the following information to order PS Form 3602-N:

**PSIN:** PS3602-N  
**NSN:** 7530-02-000-8047  
**Unit of Measure:** SH  
**Minimum Order Quantity:** 1  
**Bulk Pack Quantity:** NA  
**Quick Pick Number:** 191  
**Price:** \$0.0197  
**Edition Date:** 08/03

**PS Form 3602-NP, *Postage Statement — Nonprofit Standard Mail Letters and Flats — Postage Affixed***

Use the following information to order PS Form 3602-NP:

**PSIN:** PS3602-NP  
**NSN:** 7530-05-000-5031  
**Unit of Measure:** EA  
**Minimum Order Quantity:** 1  
**Bulk Pack Quantity:** NA  
**Quick Pick Number:** 192  
**Price:** \$0.0197  
**Edition Date:** 08/03

**PS Form 3602-P, *Postage Statement — Standard Mail Letters and Flats — Postage Affixed***

Use the following information to order PS Form 3602-P:

**PSIN:** PS3602-P  
**NSN:** 7510-05-000-4296  
**Unit of Measure:** EA  
**Minimum Order Quantity:** 1  
**Bulk Pack Quantity:** NA  
**Quick Pick Number:** 192  
**Price:** \$0.0197  
**Edition Date:** 08/03

**PS Form 3602-R, *Postage Statement — Standard Mail Letters and Flats — Permit Imprint***

Use the following information to order PS Form 3602-R:

**PSIN:** PS3602-R  
**NSN:** 7530-02-000-8053  
**Unit of Measure:** EA  
**Minimum Order Quantity:** 1  
**Bulk Pack Quantity:** NA  
**Quick Pick Number:** 194  
**Price:** \$0.0197  
**Edition Date:** 08/03

The revised postage statements — along with all other postage statements — are also available on the Postal Service™ Web site at [www.usps.com](http://www.usps.com); click *Find a Form*, then *All Online PDF Forms in Numeric Order*. These forms can be printed locally and completed manually. Wherever possible, 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 Offices and detached mail units within the service area of their district have access to all statements to meet the needs of any local mailer who may want to enter mailings with repositionable notes. Post Offices without Internet access must be supplied by their district office.

Mailers with questions about the use and availability of postage statements should contact the Post Office where they usually enter their mailings. Postal Service employees with questions should contact their district manager of business mail entry.

— *Mailing Standards,  
Pricing and Classification, 9-4-03*

United States Postal Service  
**Postage Statement — First-Class Mail**  
**Postage Affixed**

Post Office: Note Mail Arrival Time

Mailer Information	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 Individual or Organization for Which Mailing Is Prepared (If other than permit holder)	
	Dun & Bradstreet No. _____			Dun & Bradstreet No. _____			Dun & Bradstreet No. _____	
Mailing Information	Post Office of Mailing		Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats (DMM C820) <input type="checkbox"/> Parcels		Mailing Date		Statement Seq. No.	No. of Containers
	Permit No. <input type="checkbox"/> Meter Postage <input type="checkbox"/> Precanceled Stamps				Weight of a Single Piece 0 . _____ pound		Total Pieces	No. of pieces with Repositionable Notes Attached (DMM C810.7):
	For Mail Enclosed Within Another Class <input type="checkbox"/> Periodicals <input type="checkbox"/> Standard Mail <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post						Total Weight	
	For Automation Rate Pieces, Enter Date of Address Matching and Coding (DMM A950.3.0) ____ / ____ / ____		For Automation Carrier Route Rate Pieces, Enter Date of Address Matching and Coding (DMM A950.3.0) ____ / ____ / ____					
Postage Computation (DMM P013)	For Automation Letters				Total From Part A (On reverse)			
	For Automation Flats				Total From Part B (On reverse)			
	For Nonautomation Letters, Flats, and Parcels				Total From Part C (On reverse)			
	For Automation and Nonautomation Cards				Total From Part D (On reverse)			
	For Special Services and Other Fees				Total From Attached Form 3540-S			
					<b>Total Postage (Add lines above)</b> →			
	Rate at Which Postage Affixed (Check one) (DMM P100) <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither				_____ pcs. x \$ _____ = <b>Postage Affixed</b> →			
				<b>Net Postage Due (Subtract postage affixed from total postage)</b> →				
				<b>For USPS Use Only: Additional Postage Payment (State reason)</b>				
				<b>Total Adjusted Postage (Add additional payment to net postage due)</b> →				
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. <b>Privacy Notice:</b> For information regarding our Privacy Policy visit <a href="http://www.usps.com">www.usps.com</a> .							
Signature of Mailer or Agent				Name of Mailer or Agent		Telephone		
USPS Use Only	Weight of a Single Piece 0 . _____ pound		Is figure 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 annual fee (if required).		Date Mailer Notified		Contact	By (Initials)		Round Stamp (Required)
	Verifying Employee's Signature		Verifying Employee's Name		Time	AM PM		

## First-Class Mail — Postage Affixed

Presort / Automation Discounts	Rate	Number of Pieces	Total	Presort / Automation Discounts	Rate	Number of Pieces	Total
<b>A</b> Automation Rates — Letters (DMM C810)				<b>B</b> Automation Rates — Flats (DMM C820)			
A1 Carrier Route		x	pcs. = \$	B1 5-Digit		x	pcs. = \$
A2 5-Digit		x	pcs. = \$	B2 3-Digit		x	pcs. = \$
A3 3-Digit		x	pcs. = \$	B3 ADC		x	pcs. = \$
A4 AADC		x	pcs. = \$	B4 Mixed ADC		x	pcs. = \$
A5 Mixed AADC		x	pcs. = \$	B5 Nonmachinable Surcharge (For pieces 1 oz. or less; see DMM E130)	.055	x	pcs. = \$
Total — Part A (Carry to front of form) \$				Total — Part B (Carry to front of form) \$			
<b>C</b> Nonautomation Rates — Letters, Flats, and Parcels (DMM C050)				<b>D</b> Cards Eligible for Card Rates (DMM C100)			
C1 Presorted		x	pcs. = \$	Automation Rates (DMM C810)			
C2 Single-Piece		x	pcs. = \$	D1 Carrier Route	.170	x	pcs. = \$
Nonmachinable Surcharge (For pieces 1 oz. or less; see DMM E130)				D2 5-Digit	.176	x	pcs. = \$
C3 Presorted	.055	x	pcs. = \$	D3 3-Digit	.183	x	pcs. = \$
C4 Single-Piece	.120	x	pcs. = \$	D4 AADC	.187	x	pcs. = \$
From Standard Mail (DMM E620)				D5 Mixed AADC	.194	x	pcs. = \$
C5 Single-Piece		x	pcs. = \$	Nonautomation Rates			
C6 Nonmachinable Surcharge (For pieces 1 oz. or less; see DMM E130)				D6 Presorted	.212	x	pcs. = \$
Single-Piece	.120	x	pcs. = \$	D7 Single-Piece	.230	x	pcs. = \$
Total — Part C (Carry to front of form) \$				Total — Part D (Carry to front of form) \$			



United States Postal Service  
**Postage Statement — First-Class Mail**  
**Permit Imprint**

**Post Office: Note Mail Arrival Time**

<b>Mailer Information</b>	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 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. _____	
<b>Mailing Information</b>	Post Office of Mailing	Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats (DMM C820) <input type="checkbox"/> Parcels		Mailing Date	Federal Agency Cost Code	Statement Seq. No.	Number of Containers	
	Permit No.			Weight of a Single Piece 0 . _____ pound		Total Pieces	No. of pieces with Repositionable Notes Attached (DMM C810.7):	
	For Mail Enclosed Within Another Class <input type="checkbox"/> Periodicals <input type="checkbox"/> Standard Mail <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post						Total Weight	
	For Automation Rate Pieces, Enter Date of Address Matching and Coding (DMM A950.3.0) ____ / ____ / ____			For Automation Carrier Route Rate Pieces, Enter Date of Address Matching and Coding (DMM A950.3.0) ____ / ____ / ____				
<b>Postage Computation (DMM P013)</b>	For Automation Letters				Total From Part A (On reverse)			
	For Automation Flats				Total From Part B (On reverse)			
	For Nonautomation Letters, Flats, and Parcels				Total From Part C (On reverse)			
	For Automation and Nonautomation Cards				Total From Part D (On reverse)			
	For Special Services and Other Fees				Total From Attached Form 3540-S			
	Postmaster: Report total postage in AIC 121.				<b>Total Postage (Add lines above) —▶</b>			
	For USPS Use Only: Additional Postage Payment (State reason)							
<b>Certification</b>	Postmaster: Report total adjusted postage in AIC 121.				<b>Total Adjusted Postage (Add additional postage to total postage) —▶</b>			
	<p>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.</p> <p>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.</p> <p>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: For information regarding our Privacy Policy visit <a href="http://www.usps.com">www.usps.com</a>.</i></p>							
	Signature of Mailer or Agent		Name of Mailer or Agent			Telephone		
<b>USPS Use Only</b>	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)			
	Total Pieces	Total Weight	If "Yes," Reason					
	Total Postage							
	Check One (If applicable) <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled		Date Mailer Notified	Contact	By (Initials)			
	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 annual fee (if required).							
	Verifying Employee's Signature		Verifying Employee's Name		Time		AM PM	

## First-Class Mail — Permit Imprint

Presort / Automation Discounts	Rate	Number of Pieces	Total
<b>A</b> Automation Rates — Letters (DMM C810)			
A1 Carrier Route	_____ x _____	pcs. = \$ _____	
A2 5-Digit	_____ x _____	pcs. = \$ _____	
A3 3-Digit	_____ x _____	pcs. = \$ _____	
A4 AADC	_____ x _____	pcs. = \$ _____	
A5 Mixed AADC	_____ x _____	pcs. = \$ _____	

Total — Part A (Carry to front of form) \$ \_\_\_\_\_

<b>C</b> Nonautomation Rates — Letters, Flats, and Parcels (DMM C050)			
C1 Presorted	_____ x _____	pcs. = \$ _____	
C2 Single-Piece	_____ x _____	pcs. = \$ _____	
Nonmachinable Surcharge (For pieces 1 oz. or less; see DMM E130)			
C3 Presorted	.055 x _____	pcs. = \$ _____	
C4 Single-Piece	.120 x _____	pcs. = \$ _____	
From Standard Mail (DMM E620)			
C5 Single-Piece	_____ x _____	pcs. = \$ _____	
C6 Nonmachinable Surcharge (For pieces 1 oz. or less; see DMM E130)			
Single-Piece	.120 x _____	pcs. = \$ _____	

Total — Part C (Carry to front of form) \$ \_\_\_\_\_

Presort / Automation Discounts	Rate	Number of Pieces	Total
<b>B</b> Automation Rates — Flats (DMM C820)			
B1 5-Digit	_____ x _____	pcs. = \$ _____	
B2 3-Digit	_____ x _____	pcs. = \$ _____	
B3 ADC	_____ x _____	pcs. = \$ _____	
B4 Mixed ADC	_____ x _____	pcs. = \$ _____	
B5 Nonmachinable Surcharge			
(For pieces 1 oz. or less; see DMM E130)			
	.055 x _____	pcs. = \$ _____	

Total — Part B (Carry to front of form) \$ \_\_\_\_\_

<b>D</b> Cards Eligible for Card Rates (DMM C100)			
Automation Rates (DMM C810)			
D1 Carrier Route	.170 x _____	pcs. = \$ _____	
D2 5-Digit	.176 x _____	pcs. = \$ _____	
D3 3-Digit	.183 x _____	pcs. = \$ _____	
D4 AADC	.187 x _____	pcs. = \$ _____	
D5 Mixed AADC	.194 x _____	pcs. = \$ _____	
Nonautomation Rates			
D6 Presorted	.212 x _____	pcs. = \$ _____	
D7 Single-Piece	.230 x _____	pcs. = \$ _____	

Total — Part D (Carry to front of form) \$ \_\_\_\_\_

United States Postal Service

**Postage Statement — Nonprofit Standard Mail Letters and Flats**  
**Permit Imprint**

**Post Office: Note Mail Arrival Time**

For letters subject to the nonmachinable surcharge and pieces subject to the residual shape surcharge, use Form 3602-NS.

<b>Mailer Information</b>	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. _____	
<b>Mailing Information</b>	Post Office of Mailing	Processing Category (DMM C050)		Mailing Date		Statement Seq. No.		Number of Containers
	Permit No.	<input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats (DMM C820)		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		No. of pieces with Repositionable Notes Attached (DMM C810.7):
	For Automation Rate Pieces, Enter Date of Address Matching and Coding (DMM A950.3.0) ____/____/____			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) ____/____/____		
<b>Postage Computation (P013)</b>	For Automation Letters and Flats (3.3 oz. or less)				Total From Part A (On reverse)			
	For Presorted Letters and Flats (3.3 oz. or less)				Total From Part B (On reverse)			
	For Enhanced Carrier Route Letters and Flats (3.3 oz. or less)				Total From Part C (On reverse)			
	For All Letters and Flats More Than 3.3 oz.				Total From Part D (On reverse)			
	Postmaster: Report total postage in AIC 125.				<b>Total Postage (Add lines above)</b> →			
	For USPS Use Only: Additional Postage Payment (State reason)							
<b>Postage Computation (P013)</b>	Postmaster: Report total adjusted postage in AIC 125.				<b>Total Adjusted Postage (Add additional postage to total postage)</b> →			
<b>Certification</b>	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)(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. <b>Privacy Notice:</b> For information regarding our Privacy Policy visit <a href="http://www.usps.com">www.usps.com</a> .							
	Signature of Mailer or Agent			Name of Mailer or Agent			Telephone	
<b>USPS Use Only</b>	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	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 Mailing Notified	Contact	By (Initials)			
	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 Employee's Signature		Verifying Employee's Name		Time		AM PM	

# Nonprofit Standard Mail Letters and Flats — Permit Imprint

Entry Discount	Presort / Automation Discount	Rate	Number of Pieces	Total
<b>A</b>	<b>Automation Rates — Letters and Flats 3.3 oz. (0.2063 lb.) or Less</b>			
None	A1. 5-Digit Letter	.114 x	_____ pcs. = \$	
	A2. 3-Digit Letter	.129 x	_____ pcs. = \$	
	A3. AADC Letter	.136 x	_____ pcs. = \$	
	A4. Mixed AADC Letter	.144 x	_____ pcs. = \$	
	A5. 3/5 Flat	.166 x	_____ pcs. = \$	
	A6. Basic Flat	.189 x	_____ pcs. = \$	
DBMC	A7. 5-Digit Letter	.093 x	_____ pcs. = \$	
	A8. 3-Digit Letter	.108 x	_____ pcs. = \$	
	A9. AADC Letter	.115 x	_____ pcs. = \$	
	A10. Mixed AADC Letter	.123 x	_____ pcs. = \$	
	A11. 3/5 Flat	.145 x	_____ pcs. = \$	
	A12. Basic Flat	.168 x	_____ pcs. = \$	
DSCF	A13. 5-Digit Letter	.088 x	_____ pcs. = \$	
	A14. 3-Digit Letter	.103 x	_____ pcs. = \$	
	A15. AADC Letter	.110 x	_____ pcs. = \$	
	A16. 3/5 Flat	.140 x	_____ pcs. = \$	
	A17. Basic Flat	.163 x	_____ pcs. = \$	
<b>Total — Part A (Carry to front of form)</b>				\$ _____
<b>C</b>	<b>ECR Rates — Letters and Flats 3.3 oz. (0.2063 lb.) or Less</b>			
None	C1. Saturation Letter	.095 x	_____ pcs. = \$	
	C2. High Density Letter	.102 x	_____ pcs. = \$	
	C3. Basic Letter	.126 x	_____ pcs. = \$	
	C4. Basic Auto. Letter	.111 x	_____ pcs. = \$	
	C5. Saturation Flat	.104 x	_____ pcs. = \$	
	C6. High Density Flat	.110 x	_____ pcs. = \$	
	C7. Basic Flat	.126 x	_____ pcs. = \$	
DBMC	C8. Saturation Letter	.074 x	_____ pcs. = \$	
	C9. High Density Letter	.081 x	_____ pcs. = \$	
	C10. Basic Letter	.105 x	_____ pcs. = \$	
	C11. Basic Auto. Letter	.090 x	_____ pcs. = \$	
	C12. Saturation Flat	.083 x	_____ pcs. = \$	
	C13. High Density Flat	.089 x	_____ pcs. = \$	
	C14. Basic Flat	.105 x	_____ pcs. = \$	
DSCF	C15. Saturation Letter	.069 x	_____ pcs. = \$	
	C16. High Density Letter	.076 x	_____ pcs. = \$	
	C17. Basic Letter	.100 x	_____ pcs. = \$	
	C18. Basic Auto. Letter	.085 x	_____ pcs. = \$	
	C19. Saturation Flat	.078 x	_____ pcs. = \$	
	C20. High Density Flat	.084 x	_____ pcs. = \$	
	C21. Basic Flat	.100 x	_____ pcs. = \$	
DDU	C22. Saturation Letter	.063 x	_____ pcs. = \$	
	C23. High Density Letter	.070 x	_____ pcs. = \$	
	C24. Basic Letter	.094 x	_____ pcs. = \$	
	C25. Basic Auto. Letter	.079 x	_____ pcs. = \$	
	C26. Saturation Flat	.072 x	_____ pcs. = \$	
	C27. High Density Flat	.078 x	_____ pcs. = \$	
	C28. Basic Flat	.094 x	_____ pcs. = \$	
<b>Total — Part C (Carry to front of form)</b>				\$ _____
<b>B</b>	<b>Presorted Rates — Letters and Flats 3.3 oz. (0.2063 lb.) or Less</b>			
None	B1. 3/5 Letter	.153 x	_____ pcs. = \$	
	B2. Basic Letter	.165 x	_____ pcs. = \$	
	B3. 3/5 Flat	.183 x	_____ pcs. = \$	
	B4. Basic Flat	.230 x	_____ pcs. = \$	
DBMC	B5. 3/5 Letter	.132 x	_____ pcs. = \$	
	B6. Basic Letter	.144 x	_____ pcs. = \$	
	B7. 3/5 Flat	.162 x	_____ pcs. = \$	
	B8. Basic Flat	.209 x	_____ pcs. = \$	
DSCF	B9. 3/5 Letter	.127 x	_____ pcs. = \$	
	B10. Basic Letter	.139 x	_____ pcs. = \$	
	B11. 3/5 Flat	.157 x	_____ pcs. = \$	
	B12. Basic Flat	.204 x	_____ pcs. = \$	
<b>Total — Part B (Carry to front of form)</b>				\$ _____
<b>D</b>	<b>All Letters and Flats More Than 3.3 oz. (0.2063 lb.)</b>			
None	D1. Saturation ECR	.028 x	_____ pcs. = \$	
	plus	.370 x	_____ lbs. = \$	
	D2. High Density ECR	.034 x	_____ pcs. = \$	
	plus	.370 x	_____ lbs. = \$	
	D3. Basic ECR	.050 x	_____ pcs. = \$	
	plus	.370 x	_____ lbs. = \$	
	D4. 3/5 Automation	.046 x	_____ pcs. = \$	
	plus	.584 x	_____ lbs. = \$	
	D5. Basic Automation	.069 x	_____ pcs. = \$	
	plus	.584 x	_____ lbs. = \$	
	D6. 3/5 Presorted	.063 x	_____ pcs. = \$	
	plus	.584 x	_____ lbs. = \$	
	D7. Basic Presorted	.110 x	_____ pcs. = \$	
	plus	.584 x	_____ lbs. = \$	
DBMC	D8. Saturation ECR	.028 x	_____ pcs. = \$	
	plus	.270 x	_____ lbs. = \$	
	D9. High Density ECR	.034 x	_____ pcs. = \$	
	plus	.270 x	_____ lbs. = \$	
	D10. Basic ECR	.050 x	_____ pcs. = \$	
	plus	.270 x	_____ lbs. = \$	
	D11. 3/5 Automation	.046 x	_____ pcs. = \$	
	plus	.484 x	_____ lbs. = \$	
	D12. Basic Automation	.069 x	_____ pcs. = \$	
	plus	.484 x	_____ lbs. = \$	
	D13. 3/5 Presorted	.063 x	_____ pcs. = \$	
	plus	.484 x	_____ lbs. = \$	
	D14. Basic Presorted	.110 x	_____ pcs. = \$	
	plus	.484 x	_____ lbs. = \$	
DSCF	D15. Saturation ECR	.028 x	_____ pcs. = \$	
	plus	.245 x	_____ lbs. = \$	
	D16. High Density ECR	.034 x	_____ pcs. = \$	
	plus	.245 x	_____ lbs. = \$	
	D17. Basic ECR	.050 x	_____ pcs. = \$	
	plus	.245 x	_____ lbs. = \$	
	D18. 3/5 Automation	.046 x	_____ pcs. = \$	
	plus	.459 x	_____ lbs. = \$	
	D19. Basic Automation	.069 x	_____ pcs. = \$	
	plus	.459 x	_____ lbs. = \$	
	D20. 3/5 Presorted	.063 x	_____ pcs. = \$	
	plus	.459 x	_____ lbs. = \$	
	D21. Basic Presorted	.110 x	_____ pcs. = \$	
	plus	.459 x	_____ lbs. = \$	
DDU	D22. Saturation ECR	.028 x	_____ pcs. = \$	
	plus	.213 x	_____ lbs. = \$	
	D23. High Density ECR	.034 x	_____ pcs. = \$	
	plus	.213 x	_____ lbs. = \$	
	D24. Basic ECR	.050 x	_____ pcs. = \$	
	plus	.213 x	_____ lbs. = \$	
<b>Total — Part D (Carry to front of form)</b>				\$ _____

United States Postal Service

**Postage Statement — Nonprofit Standard Mail Letters and Flats  
Postage Affixed****Post Office: Note Mail Arrival Time**

For letters subject to the nonmachinable surcharge and for pieces subject to the residual shape surcharge, use Form 3602-NPS.

<b>Mailer Information</b>	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)
	Dun & Bradstreet No. _____		Dun & Bradstreet No. _____		Dun & Bradstreet No. _____
<b>Mailing Info.</b>	Post Office of Mailing	Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats (DMM C820)	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	No. of pieces with Repositionable Notes attached (DMM C810.7):
	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 Automation Rate Pieces, Enter Date of Address Matching and Coding (DMM A950.3.0) ____/____/____	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) ____/____/____		
<b>Postage Computation (P013)</b>	For Automation Letters and Flats (3.3 oz. or less)		Total From Part A (On reverse)		
	For Presorted Letters and Flats (3.3 oz. or less)		Total From Part B (On reverse)		
	For Enhanced Carrier Route Letters and Flats (3.3 oz. or less)		Total From Part C (On reverse)		
	For All Letters and Flats More Than 3.3 oz.		Total From Part D (On reverse)		
	Is pound rate paid by permit imprint under DMM P600.2.0? <input type="checkbox"/> Yes (Form 3602-N required) <input type="checkbox"/> No		<b>Total Postage (Add lines above) →</b>		
	Rate at Which Postage Affixed (DMM P600) (Check one) <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither		_____ pcs. x \$ _____ = <b>Postage Affixed</b> →		
<b>Net Postage Due (Subtract postage affixed from total postage) →</b>					
<b>For USPS Use Only: Additional Postage Payment (State reason)</b>					
<b>Total Adjusted Postage (Add additional postage to total postage) →</b>					
<b>Certification</b>	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)(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. <b>Privacy Notice:</b> For information regarding our Privacy Policy visit <a href="http://www.usps.com">www.usps.com</a> .				
Signature of Mailer or Agent		Name of Mailer or Agent		Telephone	
<b>USPS Use Only</b>	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)

# Nonprofit Standard Mail Letters and Flats — Postage Affixed

Entry Discount	Presort / Automation Discount	Rate	Number of Pieces	Total	Entry Discount	Presort / Automation Discount	Rate	Number of Pieces	Total
<b>A Automation Rates — Letters and Flats 3.3 oz. (0.2063 lb.) or Less</b>					<b>B Presorted Rates — Letters and Flats 3.3 oz. (0.2063 lb.) or Less</b>				
None	A1. 5-Digit Letter	.114 x	_____ pcs. = \$		None	B1. 3/5 Letter	.153 x	_____ pcs. = \$	
	A2. 3-Digit Letter	.129 x	_____ pcs. = \$			B2. Basic Letter	.165 x	_____ pcs. = \$	
	A3. AADC Letter	.136 x	_____ pcs. = \$			B3. 3/5 Flat	.183 x	_____ pcs. = \$	
	A4. Mixed AADC Letter	.144 x	_____ pcs. = \$			B4. Basic Flat	.230 x	_____ pcs. = \$	
	A5. 3/5 Flat	.166 x	_____ pcs. = \$						
	A6. Basic Flat	.189 x	_____ pcs. = \$		DBMC	B5. 3/5 Letter	.132 x	_____ pcs. = \$	
DBMC	A7. 5-Digit Letter	.093 x	_____ pcs. = \$			B6. Basic Letter	.144 x	_____ pcs. = \$	
	A8. 3-Digit Letter	.108 x	_____ pcs. = \$			B7. 3/5 Flat	.162 x	_____ pcs. = \$	
	A9. AADC Letter	.115 x	_____ pcs. = \$			B8. Basic Flat	.209 x	_____ pcs. = \$	
	A10. Mixed AADC Letter	.123 x	_____ pcs. = \$		DSCF	B9. 3/5 Letter	.127 x	_____ pcs. = \$	
	A11. 3/5 Flat	.145 x	_____ pcs. = \$			B10. Basic Letter	.139 x	_____ pcs. = \$	
	A12. Basic Flat	.168 x	_____ pcs. = \$			B11. 3/5 Flat	.157 x	_____ pcs. = \$	
DSCF	A13. 5-Digit Letter	.088 x	_____ pcs. = \$			B12. Basic Flat	.204 x	_____ pcs. = \$	
	A14. 3-Digit Letter	.103 x	_____ pcs. = \$						
	A15. AADC Letter	.110 x	_____ pcs. = \$						
	A16. 3/5 Flat	.140 x	_____ pcs. = \$						
	A17. Basic Flat	.163 x	_____ pcs. = \$						
<b>Total — Part A (Carry to front of form)</b> \$ _____					<b>Total — Part B (Carry to front of form)</b> \$ _____				
<b>C ECR Rates — Letters and Flats 3.3 oz. (0.2063 lb.) or Less</b>					<b>D All Letters and Flats More Than 3.3 oz. (0.2063 lb.)</b>				
As described in DMM P013.8.0, compute and enter the rate for each piece in the "Rate" column.									
None	C1. Saturation Letter	.095 x	_____ pcs. = \$		None	D1. Saturation ECR	\$ _____ x	_____ pcs. = \$	
	C2. High Density Letter	.102 x	_____ pcs. = \$			D2. High Density ECR	\$ _____ x	_____ pcs. = \$	
	C3. Basic Letter	.126 x	_____ pcs. = \$			D3. Basic ECR	\$ _____ x	_____ pcs. = \$	
	C4. Basic Auto. Letter	.111 x	_____ pcs. = \$			D4. 3/5 Automation	\$ _____ x	_____ pcs. = \$	
	C5. Saturation Flat	.104 x	_____ pcs. = \$			D5. Basic Automation	\$ _____ x	_____ pcs. = \$	
	C6. High Density Flat	.110 x	_____ pcs. = \$			D6. 3/5 Presorted	\$ _____ x	_____ pcs. = \$	
	C7. Basic Flat	.126 x	_____ pcs. = \$			D7. Basic Presorted	\$ _____ x	_____ pcs. = \$	
DBMC	C8. Saturation Letter	.074 x	_____ pcs. = \$		DBMC	D8. Saturation ECR	\$ _____ x	_____ pcs. = \$	
	C9. High Density Letter	.081 x	_____ pcs. = \$			D9. High Density ECR	\$ _____ x	_____ pcs. = \$	
	C10. Basic Letter	.105 x	_____ pcs. = \$			D10. Basic ECR	\$ _____ x	_____ pcs. = \$	
	C11. Basic Auto. Letter	.090 x	_____ pcs. = \$			D11. 3/5 Automation	\$ _____ x	_____ pcs. = \$	
	C12. Saturation Flat	.083 x	_____ pcs. = \$			D12. Basic Automation	\$ _____ x	_____ pcs. = \$	
	C13. High Density Flat	.089 x	_____ pcs. = \$			D13. 3/5 Presorted	\$ _____ x	_____ pcs. = \$	
	C14. Basic Flat	.105 x	_____ pcs. = \$			D14. Basic Presorted	\$ _____ x	_____ pcs. = \$	
DSCF	C15. Saturation Letter	.069 x	_____ pcs. = \$		DSCF	D15. Saturation ECR	\$ _____ x	_____ pcs. = \$	
	C16. High Density Letter	.076 x	_____ pcs. = \$			D16. High Density ECR	\$ _____ x	_____ pcs. = \$	
	C17. Basic Letter	.100 x	_____ pcs. = \$			D17. Basic ECR	\$ _____ x	_____ pcs. = \$	
	C18. Basic Auto. Letter	.085 x	_____ pcs. = \$			D18. 3/5 Automation	\$ _____ x	_____ pcs. = \$	
	C19. Saturation Flat	.078 x	_____ pcs. = \$			D19. Basic Automation	\$ _____ x	_____ pcs. = \$	
	C20. High Density Flat	.084 x	_____ pcs. = \$			D20. 3/5 Presorted	\$ _____ x	_____ pcs. = \$	
	C21. Basic Flat	.100 x	_____ pcs. = \$			D21. Basic Presorted	\$ _____ x	_____ pcs. = \$	
DDU	C22. Saturation Letter	.063 x	_____ pcs. = \$		DDU	D22. Saturation ECR	\$ _____ x	_____ pcs. = \$	
	C23. High Density Letter	.070 x	_____ pcs. = \$			D23. High Density ECR	\$ _____ x	_____ pcs. = \$	
	C24. Basic Letter	.094 x	_____ pcs. = \$			D24. Basic ECR	\$ _____ x	_____ pcs. = \$	
	C25. Basic Auto. Letter	.079 x	_____ pcs. = \$						
	C26. Saturation Flat	.072 x	_____ pcs. = \$						
	C27. High Density Flat	.078 x	_____ pcs. = \$						
	C28. Basic Flat	.094 x	_____ pcs. = \$						
<b>Total — Part C (Carry to front of form)</b> \$ _____					<b>Total — Part D (Carry to front of form)</b> \$ _____				

United States Postal Service  
**Postage Statement — Standard Mail Letters and Flats**  
**Postage Affixed**

Post Office: Note Mail Arrival Time

For letters subject to the nonmachinable surcharge and pieces subject to the residual shape surcharge, use Form 3602-PS.

Mailer Information	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 Individual or Organization for Which Mailing Is Prepared (If other than permit holder)
	Dun & Bradstreet No. _____		Dun & Bradstreet No. _____		Dun & Bradstreet No. _____
Mailing Information	Post Office of Mailing	Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats (DMM C820)	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	No. of pieces with Repositionable Notes attached (DMM C810.7):
	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 Automation Rate Pieces, Enter Date of Address Matching and Coding (DMM A950.3.0) ____ / ____ / ____		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 Automation Letters and Flats (3.3 oz. or less)			Total From Part A (On reverse)	
	For Presorted Letters and Flats (3.3 oz. or less)			Total From Part B (On reverse)	
	For Enhanced Carrier Route Letters and Flats (3.3 oz. or less)			Total From Part C (On reverse)	
	For All Letters and Flats More Than 3.3 oz.			Total From Part D (On reverse)	
	Is pound rate paid by permit imprint under DMM P600.2.0? <input type="checkbox"/> Yes (Form 3602-R required) <input type="checkbox"/> No			Total Postage (Add lines above) →	
	Rate at Which Postage Affixed (Check one) (DMM P600) <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 payment to net postage due) →					
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 <a href="http://www.usps.com">www.usps.com</a> .				
Signature of Mailer or Agent		Name of Mailer or Agent		Telephone	
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 annual fee.		Round Stamp (Required)		
	Verifying Employee's Signature		Verifying Employee's Name		By (Initials) Time AM PM

## Standard Mail Letters and Flats — Postage Affixed

Entry Discount	Presort / Automation Discount	Rate	Number of Pieces	Total	Entry Discount	Presort / Automation Discount	Rate	Number of Pieces	Total
<b>A Automation Rates — Letters and Flats 3.3 oz. (0.2063 lb.) or Less</b>					<b>B Presorted Rates — Letters and Flats 3.3 oz. (0.2063 lb.) or Less</b>				
None	A1. 5-Digit Letter	.190 x	_____ pcs. = \$		None	B1. 3/5 Letter	.248 x	_____ pcs. = \$	
	A2. 3-Digit Letter	.203 x	_____ pcs. = \$			B2. Basic Letter	.268 x	_____ pcs. = \$	
	A3. AADC Letter	.212 x	_____ pcs. = \$			B3. 3/5 Flat	.288 x	_____ pcs. = \$	
	A4. Mixed AADC Letter	.219 x	_____ pcs. = \$			B4. Basic Flat	.344 x	_____ pcs. = \$	
	A5. 3/5 Flat	.261 x	_____ pcs. = \$		DBMC	B5. 3/5 Letter	.227 x	_____ pcs. = \$	
	A6. Basic Flat	.300 x	_____ pcs. = \$			B6. Basic Letter	.247 x	_____ pcs. = \$	
DBMC	A7. 5-Digit Letter	.169 x	_____ pcs. = \$			B7. 3/5 Flat	.267 x	_____ pcs. = \$	
	A8. 3-Digit Letter	.182 x	_____ pcs. = \$			B8. Basic Flat	.323 x	_____ pcs. = \$	
	A9. AADC Letter	.191 x	_____ pcs. = \$		DSCF	B9. 3/5 Letter	.222 x	_____ pcs. = \$	
	A10. Mixed AADC Letter	.198 x	_____ pcs. = \$			B10. Basic Letter	.242 x	_____ pcs. = \$	
A11. 3/5 Flat	.240 x	_____ pcs. = \$		B11. 3/5 Flat		.262 x	_____ pcs. = \$		
A12. Basic Flat	.279 x	_____ pcs. = \$		B12. Basic Flat		.318 x	_____ pcs. = \$		
DSCF	A13. 5-Digit Letter	.164 x	_____ pcs. = \$		<b>Total — Part B (Carry to front of form) \$</b>				
	A14. 3-Digit Letter	.177 x	_____ pcs. = \$		<b>D All Letters and Flats More Than 3.3 oz. (0.2063 lb.)</b>				
	A15. AADC Letter	.186 x	_____ pcs. = \$		As described in DMM P013.8.0, compute and enter the rate for each piece in the "Rate" column.				
	A16. 3/5 Flat	.235 x	_____ pcs. = \$		↓				
	A17. Basic Flat	.274 x	_____ pcs. = \$		None	D1. Saturation ECR	\$_____ x	_____ pcs. = \$	
<b>Total — Part A (Carry to front of form) \$</b>				D2. High Density ECR		\$_____ x	_____ pcs. = \$		
<b>C ECR Rates — Letters and Flats 3.3 oz. (0.2063 lb.) or Less</b>				D3. Basic ECR		\$_____ x	_____ pcs. = \$		
None	C1. Saturation Letter	.152 x	_____ pcs. = \$			D4. 3/5 Automation	\$_____ x	_____ pcs. = \$	
	C2. High Density Letter	.164 x	_____ pcs. = \$			D5. Basic Automation	\$_____ x	_____ pcs. = \$	
	C3. Basic Letter	.194 x	_____ pcs. = \$			D6. 3/5 Presorted	\$_____ x	_____ pcs. = \$	
	C4. Basic Auto. Letter	.171 x	_____ pcs. = \$			D7. Basic Presorted	\$_____ x	_____ pcs. = \$	
	C5. Saturation Flat	.160 x	_____ pcs. = \$		DBMC	D8. Saturation ECR	\$_____ x	_____ pcs. = \$	
	C6. High Density Flat	.169 x	_____ pcs. = \$			D9. High Density ECR	\$_____ x	_____ pcs. = \$	
	C7. Basic Flat	.194 x	_____ pcs. = \$			D10. Basic ECR	\$_____ x	_____ pcs. = \$	
DBMC	C8. Saturation Letter	.131 x	_____ pcs. = \$			D11. 3/5 Automation	\$_____ x	_____ pcs. = \$	
	C9. High Density Letter	.143 x	_____ pcs. = \$		D12. Basic Automation	\$_____ x	_____ pcs. = \$		
	C10. Basic Letter	.173 x	_____ pcs. = \$		D13. 3/5 Presorted	\$_____ x	_____ pcs. = \$		
	C11. Basic Auto. Letter	.150 x	_____ pcs. = \$		D14. Basic Presorted	\$_____ x	_____ pcs. = \$		
	C12. Saturation Flat	.139 x	_____ pcs. = \$		DSCF	D15. Saturation ECR	\$_____ x	_____ pcs. = \$	
	C13. High Density Flat	.148 x	_____ pcs. = \$			D16. High Density ECR	\$_____ x	_____ pcs. = \$	
	C14. Basic Flat	.173 x	_____ pcs. = \$			D17. Basic ECR	\$_____ x	_____ pcs. = \$	
DSCF	C15. Saturation Letter	.126 x	_____ pcs. = \$			D18. 3/5 Automation	\$_____ x	_____ pcs. = \$	
	C16. High Density Letter	.138 x	_____ pcs. = \$			D19. Basic Automation	\$_____ x	_____ pcs. = \$	
	C17. Basic Letter	.168 x	_____ pcs. = \$			D20. 3/5 Presorted	\$_____ x	_____ pcs. = \$	
	C18. Basic Auto. Letter	.145 x	_____ pcs. = \$			D21. Basic Presorted	\$_____ x	_____ pcs. = \$	
	C19. Saturation Flat	.134 x	_____ pcs. = \$		DDU	D22. Saturation ECR	\$_____ x	_____ pcs. = \$	
	C20. High Density Flat	.143 x	_____ pcs. = \$			D23. High Density ECR	\$_____ x	_____ pcs. = \$	
	C21. Basic Flat	.168 x	_____ pcs. = \$			D24. Basic ECR	\$_____ x	_____ pcs. = \$	
DDU	C22. Saturation Letter	.120 x	_____ pcs. = \$			<b>Total — Part D (Carry to front of form) \$</b>			
	C23. High Density Letter	.132 x	_____ pcs. = \$						
	C24. Basic Letter	.162 x	_____ pcs. = \$						
	C25. Basic Auto. Letter	.139 x	_____ pcs. = \$						
	C26. Saturation Flat	.128 x	_____ pcs. = \$						
	C27. High Density Flat	.137 x	_____ pcs. = \$						
	C28. Basic Flat	.162 x	_____ pcs. = \$						
<b>Total — Part C (Carry to front of form) \$</b>									



United States Postal Service

**Postage Statement — Standard Mail Letters and Flats**  
**Permit Imprint**

**Post Office: Note Mail Arrival Time**

For letters subject to the nonmachinable surcharge and pieces subject to the residual shape surcharge, use Form 3602-RS.

<b>Mailer Information</b>	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 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. _____		
<b>Mailing Information</b>	Post Office of Mailing	Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats (DMM C820)	Mailing Date	Federal Agency Cost Code	Statement Seq. No.	Number of Containers	
	Permit No.		Weight of a Single Piece 0 . _____ pound		Total Pieces	No. of pieces with Repositionable Notes attached: (DMM C810.7)	
	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 Automation Rate Pieces, Enter Date of Address Matching and Coding (DMM A950.3.0) ____ / ____ / ____		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) ____ / ____ / ____		
<b>Postage Computation (DMM P013)</b>	For Automation Letters and Flats (3.3 oz. or less)			Total From Part A (On reverse)			
	For Presorted Letters and Flats (3.3 oz. or less)			Total From Part B (On reverse)			
	For Enhanced Carrier Route Letters and Flats (3.3 oz. or less)			Total From Part C (On reverse)			
	For All Letters and Flats More Than 3.3 oz.			Total From Part D (On reverse)			
	Postmaster: Report total postage in AIC 130.			<b>Total Postage (Add lines above)</b> →			
	For USPS Use Only: Additional Postage Payment (State reason)						
<b>Certification</b>	Postmaster: Report total adjusted postage in AIC 130.					<b>Total Adjusted Postage (Add additional postage to total postage)</b> →	
	<p>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.</p> <p>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.</p> <p>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 <a href="http://www.usps.gov">www.usps.gov</a>.</p>						
	Signature of Mailer or Agent		Name of Mailer or Agent		Telephone		
<b>USPS Use Only</b>	Weight of a Single Piece 0 . _____ pound		Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Round Stamp (Required)</b>		
	Total Pieces	Total Weight	If "Yes," Reason				
	Total Postage						
	Check One <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled		Date Mailed Notified	Contact			By (Initials)
	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 Employee's Signature		Verifying Employee's Name		Time	AM PM	

# Standard Mail Letters and Flats — Permit Imprint

Entry Discount	Presort / Automation Discount	Rate	Number of Pieces	Total	Entry Discount	Presort / Automation Discount	Rate	Number of Pieces / Pounds	Total
<b>A</b> Automation Rates — Letters and Flats 3.3 oz. (0.2063 lb.) or Less					<b>B</b> Presorted Rates — Letters and Flats 3.3 oz. (0.2063 lb.) or Less				
None	A1. 5-Digit Letter	.190 x	_____ pcs.	= \$ _____	None	B1. 3/5 Letter	.248 x	_____ pcs.	= \$ _____
	A2. 3-Digit Letter	.203 x	_____ pcs.	= \$ _____		B2. Basic Letter	.268 x	_____ pcs.	= \$ _____
	A3. AADC Letter	.212 x	_____ pcs.	= \$ _____		B3. 3/5 Flat	.288 x	_____ pcs.	= \$ _____
	A4. Mixed AADC Letter	.219 x	_____ pcs.	= \$ _____		B4. Basic Flat	.344 x	_____ pcs.	= \$ _____
	A5. 3/5 Flat	.261 x	_____ pcs.	= \$ _____	DBMC	B5. 3/5 Letter	.227 x	_____ pcs.	= \$ _____
	A6. Basic Flat	.300 x	_____ pcs.	= \$ _____		B6. Basic Letter	.247 x	_____ pcs.	= \$ _____
DBMC	A7. 5-Digit Letter	.169 x	_____ pcs.	= \$ _____		B7. 3/5 Flat	.267 x	_____ pcs.	= \$ _____
	A8. 3-Digit Letter	.182 x	_____ pcs.	= \$ _____		B8. Basic Flat	.323 x	_____ pcs.	= \$ _____
	A9. AADC Letter	.191 x	_____ pcs.	= \$ _____	DSCF	B9. 3/5 Letter	.222 x	_____ pcs.	= \$ _____
	A10. Mixed AADC Letter	.198 x	_____ pcs.	= \$ _____		B10. Basic Letter	.242 x	_____ pcs.	= \$ _____
	A11. 3/5 Flat	.240 x	_____ pcs.	= \$ _____		B11. 3/5 Flat	.262 x	_____ pcs.	= \$ _____
	A12. Basic Flat	.279 x	_____ pcs.	= \$ _____		B12. Basic Flat	.318 x	_____ pcs.	= \$ _____
DSCF	A13. 5-Digit Letter	.164 x	_____ pcs.	= \$ _____	<b>Total — Part B (Carry to front of form)</b> \$ _____				
	A14. 3-Digit Letter	.177 x	_____ pcs.	= \$ _____	<b>D</b> All Letters and Flats More Than 3.3 oz. (0.2063 lb.)				
	A15. AADC Letter	.186 x	_____ pcs.	= \$ _____	None	D1. Saturation ECR	.034 x	_____ pcs.	= \$ _____
	A16. 3/5 Flat	.235 x	_____ pcs.	= \$ _____		plus	.610 x	_____ lbs.	= \$ _____
	A17. Basic Flat	.274 x	_____ pcs.	= \$ _____		D2. High Density ECR	.043 x	_____ pcs.	= \$ _____
<b>Total — Part A (Carry to front of form)</b> \$ _____						plus	.610 x	_____ lbs.	= \$ _____
<b>C</b> ECR Rates — Letters and Flats 3.3 oz. (0.2063 lb.) or Less						D3. Basic ECR	.068 x	_____ pcs.	= \$ _____
None	C1. Saturation Letter	.152 x	_____ pcs.	= \$ _____		plus	.610 x	_____ lbs.	= \$ _____
	C2. High Density Letter	.164 x	_____ pcs.	= \$ _____		D4. 3/5 Automation	.115 x	_____ pcs.	= \$ _____
	C3. Basic Letter	.194 x	_____ pcs.	= \$ _____		plus	.708 x	_____ lbs.	= \$ _____
	C4. Basic Auto. Letter	.171 x	_____ pcs.	= \$ _____		D5. Basic Automation	.154 x	_____ pcs.	= \$ _____
	C5. Saturation Flat	.160 x	_____ pcs.	= \$ _____		plus	.708 x	_____ lbs.	= \$ _____
	C6. High Density Flat	.169 x	_____ pcs.	= \$ _____		D6. 3/5 Presorted	.142 x	_____ pcs.	= \$ _____
	C7. Basic Flat	.194 x	_____ pcs.	= \$ _____		plus	.708 x	_____ lbs.	= \$ _____
DBMC	C8. Saturation Letter	.131 x	_____ pcs.	= \$ _____		D7. Basic Presorted	.198 x	_____ pcs.	= \$ _____
	C9. High Density Letter	.143 x	_____ pcs.	= \$ _____		plus	.708 x	_____ lbs.	= \$ _____
	C10. Basic Letter	.173 x	_____ pcs.	= \$ _____	DBMC	D8. Saturation ECR	.034 x	_____ pcs.	= \$ _____
	C11. Basic Auto. Letter	.150 x	_____ pcs.	= \$ _____		plus	.510 x	_____ lbs.	= \$ _____
	C12. Saturation Flat	.139 x	_____ pcs.	= \$ _____		D9. High Density ECR	.043 x	_____ pcs.	= \$ _____
	C13. High Density Flat	.148 x	_____ pcs.	= \$ _____		plus	.510 x	_____ lbs.	= \$ _____
	C14. Basic Flat	.173 x	_____ pcs.	= \$ _____		D10. Basic ECR	.068 x	_____ pcs.	= \$ _____
DSCF	C15. Saturation Letter	.126 x	_____ pcs.	= \$ _____		plus	.510 x	_____ lbs.	= \$ _____
	C16. High Density Letter	.138 x	_____ pcs.	= \$ _____		D11. 3/5 Automation	.115 x	_____ pcs.	= \$ _____
	C17. Basic Letter	.168 x	_____ pcs.	= \$ _____		plus	.608 x	_____ lbs.	= \$ _____
	C18. Basic Auto. Letter	.145 x	_____ pcs.	= \$ _____		D12. Basic Automation	.154 x	_____ pcs.	= \$ _____
	C19. Saturation Flat	.134 x	_____ pcs.	= \$ _____		plus	.608 x	_____ lbs.	= \$ _____
	C20. High Density Flat	.143 x	_____ pcs.	= \$ _____		D13. 3/5 Presorted	.142 x	_____ pcs.	= \$ _____
	C21. Basic Flat	.168 x	_____ pcs.	= \$ _____		plus	.608 x	_____ lbs.	= \$ _____
DDU	C22. Saturation Letter	.120 x	_____ pcs.	= \$ _____		D14. Basic Presorted	.198 x	_____ pcs.	= \$ _____
	C23. High Density Letter	.132 x	_____ pcs.	= \$ _____		plus	.608 x	_____ lbs.	= \$ _____
	C24. Basic Letter	.162 x	_____ pcs.	= \$ _____	DSCF	D15. Saturation ECR	.034 x	_____ pcs.	= \$ _____
	C25. Basic Auto. Letter	.139 x	_____ pcs.	= \$ _____		plus	.485 x	_____ lbs.	= \$ _____
	C26. Saturation Flat	.128 x	_____ pcs.	= \$ _____		D16. High Density ECR	.043 x	_____ pcs.	= \$ _____
	C27. High Density Flat	.137 x	_____ pcs.	= \$ _____		plus	.485 x	_____ lbs.	= \$ _____
	C28. Basic Flat	.162 x	_____ pcs.	= \$ _____		D17. Basic ECR	.068 x	_____ pcs.	= \$ _____
<b>Total — Part C (Carry to front of form)</b> \$ _____						plus	.485 x	_____ lbs.	= \$ _____
PS Form 3602-R, August 2003 (Page 2 of 2)						D18. 3/5 Automation	.115 x	_____ pcs.	= \$ _____
						plus	.583 x	_____ lbs.	= \$ _____
						D19. Basic Automation	.154 x	_____ pcs.	= \$ _____
						plus	.583 x	_____ lbs.	= \$ _____
						D20. 3/5 Presorted	.142 x	_____ pcs.	= \$ _____
						plus	.583 x	_____ lbs.	= \$ _____
						D21. Basic Presorted	.198 x	_____ pcs.	= \$ _____
						plus	.583 x	_____ lbs.	= \$ _____
					DDU	D22. Saturation ECR	.034 x	_____ pcs.	= \$ _____
						plus	.453 x	_____ lbs.	= \$ _____
						D23. High Density ECR	.043 x	_____ pcs.	= \$ _____
						plus	.453 x	_____ lbs.	= \$ _____
						D24. Basic ECR	.068 x	_____ pcs.	= \$ _____
						plus	.453 x	_____ lbs.	= \$ _____
<b>Total — Part D (Carry to front of form)</b> \$ _____									

# Employees

## NEW POSTERS/CORRECTION

### Posters 128 and 143 Show Workplace Interaction Do's and Don'ts

The article "New Posters: Posters 128 and 143 Show Workplace Interaction Do's and Don'ts" in Postal Bulletin 22108 (8-7-03, pages 28–29) listed the incorrect NSN for Poster 143. The correct NSN, and a new price, are shown in this article in bold.

Diversity Development has published two posters emphasizing the importance of addressing inappropriate workplace behavior. Early identification and elimination of inappropriate behavior helps to ensure that every employee in the United States Postal Service® can enjoy a safe, secure, and productive work environment. Together, these posters deliver a clear message that the Postal Service™ will not tolerate inappropriate behavior within the organization.

Posters 128 and 143 are available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on Posters.

You can also order Posters 128 and 143 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 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](mailto: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

Both posters are described below.

#### **Poster 128, To Them, Their Comments Are Harmless. To Her, They Are Offensive**

Poster 128 comes in two sizes (i.e., 8 1/2-by-11-inch and 16-by-20-inch posters).

The following information is needed to order Poster 128:

<b>PSIN:</b>	POS128
<b>NSN:</b>	7610-05-000-5588
<b>Unit of Measure:</b>	EA
<b>Minimum Order Quantity:</b>	1
<b>Bulk Pack Quantity:</b>	200
<b>Quick Pick Number:</b>	N/A
<b>Price:</b>	\$0.0395
<b>Edition Date:</b>	12/02

#### **Poster 143, This Is Serious Business**

Poster 143 shows a dialogue between a persistent person who gives unwanted attention and the recipient who takes action and reports it to her supervisor.

The following information is needed to order Poster 143:

<b>PSIN:</b>	POS143
<b>NSN:</b>	<b>7690-05-000-5963</b>
<b>Unit of Measure:</b>	EA
<b>Minimum Order Quantity:</b>	1
<b>Bulk Pack Quantity:</b>	1,000
<b>Quick Pick Number:</b>	N/A
<b>Price:</b>	<b>\$0.3683</b>
<b>Edition Date:</b>	02/03

— Headquarters and Field Programs,  
Diversity Development, 9-4-03

# Finance

## HANDBOOK AND ELM REVISIONS

### Payments to Jurors

Effective September 4, 2003, Handbook F-15, *Travel and Relocation*, and the *Employee and Labor Relations Manual* (ELM) are revised to change the policy regarding what payments a juror may keep when on court leave. The payment to a juror for actual expenses, including mileage reimbursement based on miles driven, is not considered a court allowance.

We will incorporate these revisions into the next printed edition of Handbook F-15 and the ELM and also into the next update of the online versions accessible on the Postal Service™ PolicyNet Web site at <http://blue.usps.gov>; click on *More References*, then *HBKs* or *Manuals*, respectively.

### Handbook F-15, *Travel and Relocation*

\* \* \* \* \*

#### 9 Handling Expenses for Special Travel Situations

\* \* \* \* \*

#### 9-2 As a Juror

*[Revise the introductory statement and item a in subchapter 9-2 to read as follows:]*

If you are on court leave, follow these guidelines to determine what payments you may keep:

- a. You may keep any allowances that you receive for a daily rate of \$25 or less. If the allowance exceeds \$25 per day, you must remit the excess to your supervisor.

\* \* \* \* \*

### *Employee and Labor Relations Manual* (ELM)

\* \* \* \* \*

#### 5 Employee Benefits

##### 510 Leave

\* \* \* \* \*

##### 516 Absences for Court-Related Service

\* \* \* \* \*

#### 516.4 Fees

##### 516.41 General

*[Revise 516.41 to read as follows:]*

Employees may retain any court allowance in the amount of \$25 or less per day on days court leave is authorized. Employees must remit to their supervisor amounts received in excess of \$25 per day. Employees who are eligible to receive such fees are not authorized to waive the fee.

\* \* \* \* \*

— National Accounting,  
Finance, 9-4-03

## Cash Retained/Cash Reserves Authorization

Effective October 1, 2003, Fiscal Year 2004, the policy and procedures for submitting the unit cash reserves authorization request to the district Finance manager for amounts greater than 5 percent of the previous quarter's average daily sales is revised. The current policy for the cash portion of the individual stamp credits is unchanged.

Initially, the postmaster will determine the amount needed to provide for normal cash flow operations. When a postmaster or designee increases the amount in the unit cash reserve and/or the cash portion of individual stamp credits for current retained amounts, he or she must list the current and the revised amounts on the attached Unit Cash Retained/Cash Reserves List (see page 39). Justification will be documented on the new Cash Retained/Cash Reserves Notification Letter. These documents will be submitted to the unit's district Finance manager for notification purposes with a courtesy copy to the district Marketing manager. If the district Finance manager finds the requested increase outside the normal range of cash reserves, he or she can deny the request and determine the appropriate cash reserve levels when necessary. The Internal Control Group's routine analysis of cash retained can also trigger a review.

Each unit that has an existing unit cash reserve must submit only the Unit Cash Retained/Cash Reserves List showing all current cash reserve and cash portion of the individual stamp credits amounts. The unit then must submit it to the district's manager of Internal Control.

After providing the initial list, send future lists and the Cash Retained/Cash Reserves Notification Letter only when there is an increase in AIC 753, Cash Retained.

For offices without a unit cash reserve, submit the Cash Retained/Cash Reserves Notification Letter and the list only when there is an increase in AIC 753, Cash Retained.

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

### Handbook F-1, Post Office Accounting Procedures

\* \* \* \*

#### 3 Managing Postal Funds

\* \* \* \*

## 33 Funds Received

### 331 Cash Reserves

[Revise 331 to read as follows:]

The purpose for the procedure on cash retained in window operations is to provide for normal cash flow operations that meet the needs of the office. For the cash portion of the individual stamp credits, retain \$100 or 10 percent of the accountability (whichever is less). In addition to the cash portion of the existing stamp credits, units may also maintain a cash reserve to supplement these needs, if required. To determine how much the office needs, calculate the previous quarter's postage sales and divide by the number of business days to get an average daily sales amount. (If a unit has reduced hours on Saturday, count those days as 1/2 days.) Multiply the average daily sales amount by 5 percent. Local management determines if this amount is sufficient. If the unit needs to increase the amount in the unit cash reserve or in the cash portion of the individual stamp credits from the amounts currently retained, then the unit must do the following:

- Establish the unit cash reserve amount for the unit.
- Document any change from the existing retained amounts for individual stamp credits and unit cash reserves on the Unit Cash Retained/Cash Reserves List (see Exhibit 331.1 on page 39) with justification for the change on the Cash Retained/Cash Reserves Notification Letter (see Exhibit 331.2 on page 40).
- Submit the letter and list to the district Finance manager for notification purposes, with a courtesy copy to the district Marketing manager.
- Consign the additional amounts to a designated employee on PS Form 3369, *Consigned Credit Report*.
- File a copy of the letter with the PS Form 3369 for the unit cash reserve.
- Implement the change and record additional reserves on PS Form 1412, *Daily Financial Report*, to AIC 753 (Cash Retained).
- Reduce the cash reserves amount if the original amount is denied by the district Finance manager.

*Note:* If the district Finance manager finds the requested increase higher than the typical range of cash reserves relative to the location's office size and existing reserves, then he or she can deny the request and determine the appropriate cash reserve levels, when necessary.

The district's Internal Control Group's routine analysis can also trigger a review.

\* \* \* \*

<b>4</b>	<b>Managing Accountable Paper</b>	*	*	*	*	*
<b>42</b>	<b>Managing Accountable Paper at Stations, Branches, and Post Offices With Stamp Accountability</b>	*	*	*	*	*
<b>426</b>	<b>Handling Stamp Credits</b>	*	*	*	*	*
<b>426.4</b>	<b>Initiating a Stamp Credit — Cash</b>					
<i>[Revise the title of 426.41 to read as follows:]</i>						
<b>426.41</b>	<b>Sales and Services Associates</b>	*	*	*	*	*
<b>48</b>	<b>Managing Accountable Paper and Cash at Offices With Segmented Inventory Accountability</b>	*	*	*	*	*
<b>486</b>	<b>Cash Credits</b>	*	*	*	*	*

#### **486.1 Unit Cash Retained Reserve**

*[Revise item 1 of 486.1 to read as follows:]*

- 1> The purpose of the procedure on cash retained in window operations is to provide for normal cash flow operations that meet the needs of the office. For the cash portion of the individual stamp credits, retain \$100. In addition to the cash portion of the existing stamp credits, units may also maintain a cash reserve to supplement these needs, if required.

To determine how much the office needs, calculate the previous quarter's postage sales and divide by the number of business days to get an average daily sales amount. (If a unit has reduced hours on Saturday, count those days as 1/2 days.) Multiply the average daily sales amount by 5 percent. Local management

determines if this amount is sufficient. If the unit needs to increase the amount in the unit cash reserve from the amounts currently retained, then the unit must do the following:

- Establish the unit cash reserve amount for the unit.
- Document any change from the existing retained amounts for individual stamp credits and unit cash reserves on the Unit Cash Retained/Cash Reserves List (see Exhibit 331.1 on page 39) with justification for the change on the Cash Retained/Cash Reserves Notification Letter (see Exhibit 331.2 on page 40).
- Submit the letter and list to the district Finance manager for notification purposes, with a courtesy copy to the district Marketing manager.
- Consign the additional amounts to a designated employee on PS Form 3369, *Consigned Credit Report*.
- File a copy of the letter with the PS Form 3369 for the unit cash reserve.
- Implement the change and record additional reserves on PS Form 1412, *Daily Financial Report*, to AIC 753 (Cash Retained).
- Reduce the cash reserves amount if the original amount is denied by the district Finance manager.

*Note:* If the district Finance manager finds the requested increase higher than the typical range of cash reserves relative to the location's office size and existing reserve, then he or she can deny the request and determine the appropriate cash reserve levels, when necessary.

The district's Internal Control Group's routine analysis can also trigger a review.

\* \* \* \* \*

— Revenue and Field Accounting,  
Finance, 9-4-03

**UNIT CASH RETAINED/CASH RESERVES LIST**

	Employee Name	CURRENT		REVISED	
		Individual Cash Retained	Unit Reserve	Individual Cash Retained	Unit Reserve
Unit Reserve		.		.	
Individual Credits			.		.
#1			.		.
#2			.		.
#3			.		.
#4			.		.
#5			.		.
#6			.		.
#7			.		.
#8			.		.
#9			.		.
#10			.		.
#11			.		.
#12			.		.
#13			.		.
#14			.		.
#15			.		.
#16			.		.
#17			.		.
#18			.		.
#19			.		.
#20			.		.
<b>TOTALS</b>					

(Attach additional forms as necessary)

Effective date for new reserve: \_\_\_\_\_

Current AIC 753: \_\_\_\_\_

Revised AIC 753: \_\_\_\_\_

Name of unit: \_\_\_\_\_

Finance number: \_\_\_\_\_

Manager name: \_\_\_\_\_

Unit I.D.: \_\_\_\_\_

Telephone: \_\_\_\_\_

Manager signature: \_\_\_\_\_

Date Notice filed: \_\_\_\_\_



TO: District Finance Manager

SUBJECT: Cash Retained/Cash Reserves Notification Letter

This letter is notification that this unit will be changing the cash retained/cash reserves amount currently being used for our retail operations.

Attached is a list showing the current amounts for the cash portion of the individual stamp credits and the amount in the unit's cash reserve. Next to the current amounts is the revised amounts that will be implemented.

**JUSTIFICATION:** (attach additional sheets if necessary)

Signature: \_\_\_\_\_

Postmaster/Manager Printed Name: \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_

cc: District Marketing Manager



# 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.

<b>005340</b>	018102	029082	068539	095844	109173	142403	207939	272317	296204	327862	333043	402125
005422	018135	029230	069071	096123	109219	142578	208486	272370	296345	327863	333164	402166
005471	018136	029822	069568	096357	109227	142605	208821	273114	<b>300118</b>	327884	333334	402410
005665	018596	030270	071307	096869	109584	142645	209043	274128	300514	327888	333388	402651
005783	018653	030412	071801	097424	109875	142745	210530	274250	301086	328030	333456	402726
005858	018805	030421	075505	097538	110098	142864	210533	275024	301368	328726	333501	402754
006120	018982	032040	075543	097625	110303	142872	210587	275025	301377	328766	333592	403001
006333	019124	034635	075585	097927	110705	142934	210690	275059	301426	328889	333673	405031
006336	019252	038073	075777	098151	111709	146050	210747	275109	301982	328932	333686	405049
006374	019303	038445	075817	098165	111733	146146	210803	276003	302674	328952	334010	405089
006633	019680	040315	075865	098874	112135	146342	210810	277021	302994	328960	334014	405153
006928	019717	040322	076508	098998	112470	146535	210817	277115	303744	328965	334025	405159
006942	019855	040328	076899	<b>100024</b>	112598	146610	210820	280179	303759	328988	334327	407102
007008	019983	042011	076947	100030	115012	146774	212876	282657	303762	328994	334831	426003
007195	020090	042114	076966	100059	115029	146810	220011	282773	305006	329643	334874	430078
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— Product Information Requirements,  
Product Development, 9-4-03

# 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	384 925 3641 to 385 568 2331 to	3654 2399
011 582 1889 to 011 582 1899	027 361 0430 to 027 361 0499	045 524 4121 to 045 524 4298	385 599 7554 to 385 774 2024 to	7575 2099
011 588 2900 to 011 588 3099	027 369 4482 to 027 369 4495	046 800 9870 to 046 800 9899	386 624 1412 to 386 883 8936 to	1599 8999
012 579 5675 to 012 579 5699	027 671 8762 to 027 671 8776	047 552 4370 to 047 552 4399	387 314 5574 to 387 837 6300 to	5599 6399
013 289 6176 to 013 289 6199	027 787 9886 to 027 787 9899	048 396 3647 to 048 396 3699	388 828 0656 to 389 696 2400 to	0699 2799
013 610 0014 to 013 610 0099	027 965 9487 to 027 965 9499	051 774 8857 to 051 774 8899	389 846 3104 to 389 846 3145 to	3135 3195
014 932 1000 to 014 932 1099	028 191 1852 to 028 191 1999	058 187 3836 to 058 187 3899	389 887 9211 to 389 887 9234 to	9230 9299
014 972 0800 to 014 972 0899	028 850 3000 to 028 850 3199	077 999 4001 to 077 999 4090	390 001 3182 to 390 001 3500 to	3199 3699
015 363 0007 to 015 363 0099	029 510 1500 to 029 510 1599	210 221 0548 to 210 221 0599	390 545 5974 to 391 104 6146 to	5999 6199
017 028 3200 to 017 028 3299	030 687 0903 to 030 687 0999	227 275 9400 to 227 275 9999	391 574 1466 to 391 783 3020 to	1499 3599
018 569 5333 to 018 569 5399	030 701 3442 to 030 701 3499	273 070 8059 to 273 070 8099	391 792 6100 to 392 668 2956 to	6199 2999
018 986 5264 to 018 986 5299	031 077 4507 to 031 077 4799	273 775 7700 to 273 775 7899	392 854 8500 to 393 584 7566 to	8899 7699
019 518 2814 to 019 518 2899	032 295 7500 to 032 295 9999	302 000 0000 to 302 123 9999	393 650 0074 to 393 838 8316 to	0099 8499
020 698 5159 to 020 698 5199	034 394 1000 to 034 394 1099	349 746 2056 to 350 518 7350 to	393 893 6007 to 394 126 6907 to	6099 6999
020 844 7307 to 020 844 7399	034 943 0400 to 034 943 0799	360 011 1690 to 360 168 6008 to	394 189 0405 to 394 822 3243 to	0599 3278
020 972 8948 to 020 972 8999	037 706 9578 to 037 706 9599	360 173 8800 to 360 324 2326 to	394 822 3243 to 394 990 1810 to	1899 3299
022 021 9110 to 022 021 9181	037 805 3677 to 037 805 3699	362 861 3064 to 373 006 2176 to	395 343 3264 to 395 373 3035 to	3099 9799
022 037 1411 to 022 037 1499	037 909 5490 to 037 909 5499	374 768 2600 to 375 169 4400 to	395 396 9649 to 395 970 3240 to	3299 4099
023 637 7169 to 023 637 7199	040 024 3901 to 040 024 3999	375 829 3400 to 375 851 9100 to	397 622 4054 to 397 819 8902 to	8999 7699
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025 729 1643 to 025 729 1799	044 087 3457 to 044 087 3499	383 892 1000 to 383 892 1382 to	401 045 1571 to 401 294 2700 to	2799

401 310 9505 to	9599	<b>420 277 0015 to</b>	<b>0049</b>	443 127 4000 to	4099	<b>460 349 6878 to</b>	<b>6899</b>
401 382 5312 to	5399	420 599 0734 to	0798	443 673 7900 to	7999	460 550 1909 to	1999
402 578 7876 to	7899	420 661 4115 to	4199	443 800 9335 to	9399	460 997 5234 to	5299
403 125 6744 to	6799	420 758 9500 to	9699	444 382 8822 to	8899	461 973 6443 to	6499
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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	<b>450 048 4173 to</b>	<b>4199</b>	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
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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
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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
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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
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408 682 8484 to	8599	427 412 6337 to	6499	453 603 7841 to	7891	469 213 0359 to	0399
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409 072 3941 to	3999	428 027 2742 to	2752	453 741 1300 to	1399	469 561 8011 to	8099
<b>410 491 2311 to</b>	<b>2399</b>	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	<b>430 150 4401 to</b>	<b>4599</b>	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	<b>470 755 5800 to</b>	<b>5818</b>
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
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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
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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
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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
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418 719 8520 to	8599	<b>440 698 1947 to</b>	<b>1999</b>	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
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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

477 681 5206 to	5299	493 470 2562 to	2599	612 291 8013 to	8099	634 803 3239 to	3299
478 010 4243 to	4268	493 473 7700 to	7799	612 751 5171 to	5199	634 807 2474 to	2499
478 010 4270 to	4291	493 716 2153 to	2199	612 751 5226 to	5299	634 827 5900 to	5999
478 450 5071 to	5099	494 206 2972 to	2999	612 751 6083 to	6099	634 886 3428 to	3499
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
<b>480 526 2000 to</b>	<b>2099</b>	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	<b>500 064 1858 to</b>	<b>1869</b>	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	<b>600 645 3223 to</b>	<b>3299</b>	619 859 3000 to	3099	639 657 8600 to	8799
483 363 7207 to	7299	601 339 1200 to	1399	<b>620 073 9400 to</b>	<b>9499</b>	<b>640 289 7500 to</b>	<b>7599</b>
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
<b>490 669 5850 to</b>	<b>6099</b>	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	<b>630 389 3056 to</b>	<b>3071</b>	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	<b>610 092 3200 to</b>	<b>3299</b>	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

647 811 2188	to	2199	666 696 2309	to	2399	690 941 6000	to	6199	740 470 2420	to	2443
648 009 6057	to	6099	667 032 9300	to	9399	691 313 6383	to	6399	740 523 7432	to	7449
648 163 5300	to	5499	667 729 5529	to	5599	691 313 6600	to	6699	740 535 1555	to	1580
648 722 5283	to	5299	668 383 8400	to	8699	691 582 8003	to	8099	740 701 6105	to	6114
648 892 3164	to	3199	<b>670 368 3400 to</b>	<b>3499</b>		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	<b>805 885 8411 to</b>	<b>8499</b>	
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
<b>650 114 7707 to</b>	<b>7719</b>		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	<b>830 125 0672 to</b>	<b>0699</b>	
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	<b>700 065 2570 to</b>	<b>2599</b>		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	<b>680 112 9565 to</b>	<b>9599</b>		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
<b>660 510 4100 to</b>	<b>4199</b>		685 297 7645	to	7699	701 695 3982	to	3999	<b>840 323 0600 to</b>	<b>0699</b>	
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	<b>690 291 1361 to</b>	<b>1371</b>		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	<b>740 002 7710 to</b>	<b>7719</b>		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

846 918 0572 to	0599	859 855 8873 to	8999	870 536 5820 to	5829	908 622 4225 to	4235
847 237 7690 to	7699	<b>860 240 8520 to</b>	<b>8599</b>	870 541 7167 to	7239	908 936 9254 to	9299
847 284 2481 to	2499	860 275 3900 to	3999	870 575 8155 to	8999	909 100 1787 to	1799
847 374 7055 to	7065	860 518 9629 to	9699	870 589 0485 to	0494	909 100 1900 to	2099
847 374 7055 to	7065	860 600 0021 to	0999	870 691 7060 to	7099	909 355 0422 to	0499
847 636 5304 to	5399	861 158 2350 to	2599	872 100 0445 to	0459	909 568 8900 to	9099
847 700 5447 to	5499	861 367 5400 to	5499	<b>900 556 4178 to</b>	<b>4199</b>	909 568 9300 to	9499
847 723 7500 to	7599	861 637 6010 to	6099	900 845 0044 to	0099	909 725 7307 to	7399
849 485 3427 to	3499	861 979 7292 to	7499	900 936 0217 to	0299	909 833 0947 to	0999
849 520 9850 to	9899	862 216 6100 to	6199	900 936 0435 to	0499	<b>910 219 8631 to</b>	<b>8699</b>
849 608 1357 to	1399	862 263 9213 to	9299	901 058 5255 to	5280	910 265 1100 to	1199
849 792 2600 to	2699	862 271 0800 to	0999	901 273 1082 to	1099	910 471 7273 to	7299
<b>850 546 1862 to</b>	<b>1899</b>	862 271 5000 to	5099	901 287 5143 to	5199	910 536 2505 to	2599
851 143 6826 to	6844	863 871 5138 to	5199	901 291 2789 to	2799	910 958 7499 to	7599
851 209 9880 to	9899	863 949 5300 to	5399	901 525 7122 to	7199	911 140 1000 to	2199
851 928 9221 to	9299	864 088 8200 to	8299	902 198 9769 to	9799	911 245 2545 to	2599
852 589 6560 to	6599	864 426 3972 to	3999	902 948 1269 to	1299	911 268 9077 to	9099
853 049 3646 to	3699	864 520 6117 to	6136	902 985 0833 to	0899	911 400 8948 to	8999
854 304 4089 to	4999	865 151 0526 to	0599	903 370 6934 to	6999	911 508 1620 to	1799
854 529 2200 to	2299	865 500 4034 to	4099	904 600 6523 to	6599	911 509 9310 to	9399
854 532 0000 to	2999	865 883 6082 to	6099	904 892 0378 to	0399	911 523 3000 to	3999
855 001 6204 to	6249	866 004 3000 to	3999	904 892 0648 to	1299	912 057 9922 to	9999
855 319 9364 to	9399	866 442 4100 to	4899	905 056 2216 to	2299	913 605 2218 to	2299
855 361 3390 to	3399	867 366 9108 to	9118	905 510 6647 to	6799	913 709 2429 to	2499
856 226 0490 to	0499	867 633 7403 to	7499	905 510 6900 to	7099	913 818 3501 to	3999
856 656 5800 to	5999	867 737 5623 to	5699	905 794 0000 to	0199	914 063 4300 to	4399
856 752 0200 to	0299	868 169 4529 to	4599	905 794 0288 to	0299	914 529 6185 to	6299
857 111 1352 to	1399	868 173 8400 to	8599	905 873 6900 to	6999	915 546 6822 to	6999
857 279 3450 to	3499	868 514 9000 to	9099	905 873 7100 to	7299	915 671 3963 to	3980
857 843 4000 to	4099	868 566 9200 to	9299	905 880 8900 to	8999	915 671 3982 to	3999
858 124 7644 to	7699	869 387 1150 to	1199	905 889 7100 to	7199	915 675 2217 to	2299
858 756 3111 to	3299	869 505 3500 to	3599	906 158 1508 to	1599	916 440 3377 to	3399
859 063 8200 to	8699	869 523 7033 to	7099	906 558 8812 to	8899	916 670 6352 to	6399
859 190 0600 to	0644	869 800 0000 to	999 9999	906 982 2214 to	2299	916 694 1414 to	1499
859 437 5538 to	5599	<b>870 054 4814 to</b>	<b>4899</b>	907 725 8500 to	8599	917 370 6300 to	6499
859 811 2888 to	2899	870 491 4812 to	4849	907 815 0216 to	0257		

— Group2—Security,  
Postal Inspection Service, 9-4-03

## 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.

<b>000 000 001 to 692 600 000</b>	702 410 595 to 1 050	712 003 381 to 3 650	722 378 265 to 8 280
<b>692 720 871 to 0 900</b>	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
<b>700 068 473 to 8 500</b>	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	<b>720 227 871 to 7 930</b>	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	<b>710 046 813 to 6 840</b>	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	<b>730 077 683 to 7 840</b>
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	<b>740 011 517</b>	<b>to</b>	<b>1 530</b>	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	<b>760 004 596</b>	<b>to</b>	<b>4 610</b>	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	<b>770 216 071</b>	<b>to</b>	<b>6 100</b>
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	<b>750 071 587</b>	<b>to</b>	<b>1 610</b>	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	775 579 301 to 9 320	780 533 288 to 3 310	785 429 491 to 9 520
773 125 387 to 5 410	775 622 683 to 2 760	780 625 208 to 5 920	785 989 351 to 9 440
773 179 320 to 9 410	776 144 621 to 4 670	780 711 345 to 1 540	786 036 450 to 6 480
773 202 989 to 3 140	776 154 010 to 4 060	780 778 894 to 8 920	786 111 854 to 1 930
773 208 991 to 9 290	777 561 631 to 2 080	780 865 851 to 5 920	786 510 527 to 0 540
773 231 311 to 1 340	776 657 371 to 7 490	780 873 421 to 3 450	786 510 571 to 0 600
773 348 739 to 8 940	776 817 421 to 7 450	781 141 891 to 1 980	786 676 937 to 6 980
773 575 891 to 5 950	776 951 225 to 1 250	781 238 697 to 8 730	786 730 831 to 0 920
773 852 971 to 3 030	777 141 601 to 2 140	781 503 151 to 3 180	786 743 671 to 3 700
773 858 011 to 8 100	777 297 421 to 7 510	781 518 818 to 8 840	786 743 711 to 3 730
773 892 721 to 7 190	777 621 721 to 1 750	781 624 126 to 4 200	786 854 491 to 4 550
773 958 061 to 8 660	777 810 309 to 0 330	781 679 221 to 9 340	786 977 256 to 7 461
774 101 148 to 1 190	778 049 651 to 9 670	781 723 771 to 3 890	787 158 121 to 8 390
774 107 161 to 7 190	778 106 225 to 6 310	781 723 964 to 3 990	787 325 701 to 5 910
774 177 226 to 7 270	778 218 730 to 8 780	781 761 391 to 1 720	787 493 281 to 3 340
774 279 481 to 9 810	778 251 871 to 1 930	781 878 721 to 9 020	787 793 816 to 3 880
774 408 399 to 8 420	778 286 911 to 6 940	782 424 840 to 4 900	787 822 428 to 2 440
774 431 821 to 2 450	778 328 699 to 8 730	782 939 821 to 9 850	787 887 881 to 7 901
774 510 451 to 0 780	778 567 471 to 7 860	782 985 347 to 5 360	788 326 339 to 6 380
774 652 981 to 3 010	778 570 771 to 0 830	783 063 631 to 3 690	788 403 671 to 3 690
774 778 981 to 9 040	778 699 096 to 9 110	783 578 101 to 8 130	788 815 771 to 5 860
774 867 481 to 7 510	778 779 471 to 9 480	783 578 143 to 8 160	789 044 014 to 4 100
774 867 515 to 7 540	779 146 205 to 6 230	783 663 991 to 4 050	<b>790 911 883 to 1 900</b>
774 934 275 to 4 290	779 233 681 to 3 710	783 739 838 to 0 280	791 057 441 to 7 550
774 961 261 to 1 290	779 316 961 to 7 200	784 142 598 to 2 610	791 239 081 to 9 290
775 106 223 to 6 235	779 339 221 to 9 400	784 380 061 to 0 090	791 387 971 to 8 030
775 106 237 to 6 248	779 702 191 to 2 250	784 507 591 to 7 740	791 447 521 to 7 850
775 331 515 to 1 550	779 994 001 to 4 090	784 507 759 to 7 860	791 451 151 to 1 240
775 444 210 to 4 230	<b>780 103 591 to 3 650</b>	784 913 509 to 3 531	791 500 009 to 0 470

— Group2—Security,  
Postal Inspection Service, 9-4-03

## 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, 9-4-03

## 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, 9-4-03

# Overseas Military Mail

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

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

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

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

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

## Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09803	Add (N)	Immediately	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1
APO AE 09811	Add (N)	Immediately	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1
APO AE 09852	Add (N)	Immediately	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1
APO AE 09858	Add (N)	Immediately	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1
APO AE 09882	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	09081	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U
09012	A1-B-B1-C-D-U	09089	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-U-Z1	09090	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U
09014	A1-B-B1-C-D-U	09094	A1-B-B1-C-D	09169	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U
09021	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U
09028	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U
09031	A1-B-B1-C-D-U	09098	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09033	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09302	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V- Z1
09034	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09303	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V- Z1
09036	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V- Z1
09042	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09183	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09045	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09046	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U	09307	A1-B-B1-V-Z1
09050	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09053	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V	09309	A-A1-B-B1-C1-E2-F-H1-M- R-R1-V-Z1
09054	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09056	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U	09314	A-A1-B-B1-C-F-M-N-V-X-Z1
09058	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09225	A1-B-B1-C-D-U		
09059	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U		
09060	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U		
09063	A1-B-B1-C-D-L-U	09136	A1-B-B1-C-D	09229	A1-B-B1-C-D-U		
09067	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V		
09069	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U		
09074	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U		
09076	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U		
09080	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09315	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09351	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09575	A1-B-V
09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09394	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09576	A1-B-V
09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09397	A-A1-B-B1-C-F-M-N-V-X-Z1	09577	A1-B-V
09321	A-A1-B-B1-E2-F-H1-M-N-R-R1-V-Z1	09355	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09399	A-A1-B-B1-C-F-M-V-Z1	09578	A1-B-V
09322	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09356	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09409	A1-B-B1-C-C1-U-V	09579	A1-B-V
09323	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09420	A1-B-B1-C-C1-U	09581	A1-B-V
09324	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09358	A-A1-B-B1-E2-F-H1-N-R-V-Z1	09447	A1-B-B1-C-C1-U-V	09582	A1-B-V
09325	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09359	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09454	A1-B-B1-C-C1-U-V	09586	A1-B-V
09326	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09360	A1-B-B1-V	09456	A1-B-B1-C-C1-U	09587	A1-B-V
09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09361	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09463	A1-B-B1-C-C1-U	09588	A1-B-V
09328	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09363	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09464	A1-B-B1-C-C1-U	09589	A1-B-B1-V
09329	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09468	A1-B-B1-C-C1-U	09590	A1-B-V
09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09469	A1-B-B1-C-C1-U	09591	A1-B-V
09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09368	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09470	A1-B-B1-C-C1-U	09593	A1-B-V
09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09372	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09494	A1-B-B1-C-C1-U	09594	A1-B-V
09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09375	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09496	A1-B-B1-C-C1-U-V	09595	A1-B-V
09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09376	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09498	A1-B-B1-C-C1-U	09596	A1-B-V
09335	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09377	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09499	A1-B-B1-C-C1-U	09599	A1-B-V
09336	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09501	A1-B-V	09601	A1-B-B1-C-F-F1-U
09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09379	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09502	A1-B-V	09602	A1-B-B1-C-F-F1-N-U
09338	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	09503	A1-B-V	09603	A1-B-B1-C-F-F1-U
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09384	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09504	A1-B-V	09604	A1-B-B1-C-F-F1-U
09340	A-A1-B-B1-C1-F-R-V	09385	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09505	A1-B-V	09609	A1-B-B1-C-F-U
09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09506	A1-B-V	09610	A1-B-B1-C-F-U
09344	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09387	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09507	A1-B-V	09612	A1-B-B1-C-F-U
09345	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09388	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09508	A1-B-V	09613	A1-B-B1-C-F-U-V
09346	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1	09509	A1-B-V	09617	A1-B-B1-C-F-U
09347	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1	09390	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09510	A1-B-V	09618	A1-B-B1-C-F-U
09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09391	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09511	A1-B-V	09619	A1-B-B1-C-F-U
09349	A-A1-B-B1-C-C1-D-E2-F-F1-H-I-M-N-R-R1-V-Z-Z1	09392	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09517	A1-B-V	09620	A1-B-B1-C-F-U
				09521	A1-B-V	09621	A1-B-B1-C-F-U
				09524	A1-B-V	09622	A1-B-B1-C-F-U
				09532	A1-B-V	09623	A1-B-B1-C-F-U
				09534	A1-B-V	09624	A1-B-B1-C-F-U
				09542	A1-B-V	09625	A1-B-B1-C-F-U
				09543	A1-B-V	09626	A1-B-B1-C-F-U
				09545	A1-B-V	09627	A1-B-B1-C-F-U
				09549	A1-B-V	09628	A1-B-B1-C-F-F1-U-V
				09550	A1-B-V	09630	A1-B-B1-C-F-U-V
				09554	A1-B-B1-V	09631	A1-B-B1-C-F-U
				09556	A1-B-V	09636	A1-B-B1-C-F-U
				09557	A1-B-V	09638	A1-B-B1-C-E2-F-U-V
				09564	A1-B-V	09642	A1-B-B1-N-U
				09565	A1-B-V	09643	A1-B-B1-U
				09566	A1-B-V	09644	A1-B-B1-U
				09567	A1-B-V	09645	A1-B-U
				09568	A1-B-V	09647	A1-B-B1-N-U
				09569	A1-B-V	09648	A1-B-B1-N-U-V-Z1
				09570	A1-B-V	09649	A1-B-B1-U
				09573	A1-B-V	09703	A1-B-B1-C-F1
				09574	A1-B-V	09704	A1-B-B1-C-D-V
						09705	A1-B-B1-U
						09706	A1-B-B1-C-U-V
						09707	A1-B-B1-C-N-U-V
						09708	A1-B-B1
						09709	A1-B-B1-F1
						09710	A1-B-B1-C-C1-F1-M-R-R1-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09711	A1-B-B1-F1-Z1	09830	A1-B-B1-C-N-Z1	34041	A1-B-B1-M-N-U-V-Z1	96310	A1-B-B1-M-W
09713	A1-B-B1-C-F1	09831	A1-B-B1-F-N-U-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96311	A1-B-B1-M-W
09714	A1-B-B1-C-C1-F1-M-R-R1-U	09832	A-B-B1-U1-V-Z1			96313	A1-B-B1-F-F1-F2-M-W
09715	A1-B-B1-F1	09833	A1-B-B1-U1-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1	96319	A1-B-B1-M-W
09716	A1-B-B1-C-D-N-U-V	09834	A1-B-B1-V-Z1	34050	A1-B-V	96321	A1-B-B1-F-F1-F2-M-W
09717	A1-B-B1-M-W	09835	A-A1-B-B1-V-Z1	34051	A1-B-V-Z1		
09718	A1-B-B1-F-I-N-U-V	09836	A-A1-B-B1-C-F-M-V-Z1	34053	A1-B-V-Z1	96322	A1-B-B1-F-F1-F2-M-W
09719	A1-B-B1-C-F1-V	09837	A1-B-B1-V-Z1	34055	A1-B-N-V-Z1		
09720	A1-B-B1-U-V	09838	A1-B-B1-V-Z1	34058	A1-B-B1-V-Z1	96323	A1-B-B1-M-V-W
09721	A1-B-B1-N-U-V-Z1	09839	A-A1-B-B1-U-V-Z1	34071	A1-B-I-M-N-V-Z	96326	A1-B-B1-M-W
09722	A1-B-B1-C-D-N-U-V	09841	A-A1-B-B1-N-U-Z1	34076	A1-B-B1-F1-N-V-Z1	96328	A1-B-B1-M-W
09723	A1-B-B1-N-U-V-Z1	09842	A-A1-B-B1-Z1	34078	A1-B-B1-F1-N-V-Z1	96330	A1-B-B1-M-W
09724	A1-B-B1-C-C1-F1-M-R-R1-U	09844	A-A1-B-B1-U-V-Z1	34079	A1-B-B1-F1-N-V-Z1	96336	A1-B-B1-M-V-W
09725	A1-B-B1-C	<b>09852</b>	<b>A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1</b>	34090	A1-B-V	96337	A1-B-B1-M-W
09726	A1-B-B1-N-U			34091	A1-B-V	96338	A1-B-B1-M-W
09728	A1-B-B1-C	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34092	A1-B-V	96339	A1-B-B1-M-V-W
09729	A1-B-B1-N-U-V			34093	A1-B-V	96343	A1-B-B1-M-W
09732	A1-B-B1-N-V-Z1	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34095	A1-B-V	96347	A1-B-B1-F-F1-F2-M-W
09733	A1-B-B1-V	<b>09858</b>	<b>A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1</b>	34098	A1-B-V		
09735	A1-B-B1-N-V-Z1			34099	A1-B-V	96348	A1-B-B1-F-F1-F2-M-W
09777	A-A1-B-B1-C-E1-N	09865	A-A1-B-B1-V-Z1	96201	A-A1-B		
09788	A-A1-B-B1-F-R-V	09868	A-A1-B-B1-U-V-Z1	96202	A-A1-B1-U-V	96349	A1-B-B1-F-F1-F2-M-W
09779	A-A1-B-B1-F-R-V	09871	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1	96203	A-A1-B		
09780	A-A1-B-B1-F-R-V			96204	A-A1-B-B1	96350	A1-B-B1-F-F1-F2-M-W
09789	A-A1-B-B1-F-R-V			96205	A-A1-B-B1-U		
09790	A-A1-B-B1-C1-F-R-V	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	96206	A-A1-B-B1-U	96351	A1-B-B1-F-F1-F2-M-W
09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09888	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	96207	A-A1-B-B1-V		
09793	A-A1-B-B1-F-R-V			96208	A-A1-B-B1-U	96362	A1-B-B1-F-F1-F2-M-W
09797	A1-B-B1-C-D-P-V	09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	96212	A-A1-B-B1-U		
09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1			96213	A-A1-B-B1-U	96365	A1-B-B1-M-V-W
09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09890	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96214	A-A1-B-B1-U	96367	A1-B-B1-L-M-W
<b>09803</b>	<b>A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1</b>	09892	A-A1-B-B1-F-N-R-R1-V-Z1	96215	A-A1-B-B1-U-V	96368	A1-B-B1-M-W
09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96217	A-A1-B-B1-U-V	96370	A1-B-B1-F-F1-F2-M-W
09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1			96218	A-A1-B-B1-U		
09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1			96219	A-A1-B-B1-U-V	96372	A1-B-B1-M-W
09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34002	A1-B-B1-N-U-Z1	96220	A-A1-B-B1-U-V	96373	A1-B-B1-M-W
<b>09811</b>	<b>A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1</b>	34020	A1-B-B1-M-N-V-Z1	96221	A-A1-B-B1-U-V	96374	A1-B-B1-M-W
09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34021	A1-B-M-N-V-Z1	96224	A-A1-B-B1-U	96375	A1-B-B1-M-W
09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96251	A-A1-B-B1-U	96376	A1-B-B1-M-W
09819	A-A1-B-F-P-V-Z1	34023	A1-B-B1-M-N-V-Z1	96257	A-A1-B-B1-U	96377	A1-B-B1-M-W
09821	A-A1-B-F-V-Z1	34024	A1-B-B1-M-N-V-Z1	96258	A-A1-B-B1-U	96378	A1-B-B1-M-W
09822	A-A1-B-F-V-Z1	34025	A1-B-B1-F-N-U-V-Z1	96259	A-A1-B-B1-U	96379	A1-B-B1-M-W
09823	A-A1-B-F-V-Z1	34030	A1-B-B1-M-N-V-Z1	96260	A-A1-B-B1-U	96384	A1-B-B1-M-W
09824	A-A1-B-F-V-Z1	34031	A1-B-B1-M-N-V-Z1	96264	A-A1-B-B1-U	96386	A1-B-B1-M-W
09827	A-A1-B-F-Z1	34032	A1-B-M-N-V-Z1	96267	A-A1-B-B1-U	96387	A1-B-B1-M-W
09828	A1-B-N-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96269	A-A1-B-B1-U	96388	A1-B-B1-M-W
		34034	A1-B-B1-M-N-V-Z1	96271	A-A1-B-B1-U	96401	A1-B-B1-F-N-V-Z1
		34035	A1-B-B1-H-M-N-V-Z1	96275	A-A1-B-B1-V	96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
		34036	A1-B-M-N-V-Z1	96276	A-A1-B-B1		
		34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96278	A-A1-B-B1-U	96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
		34038	A1-B-B1-M-N-V-Z1	96283	A-A1-B-B1-U		
		34039	A1-B-N-V-Z1	96284	A-A1-B-B1-U-V	96490	A1-B-B1-V
		34040	A1-B-V-Z1	96297	A-A1-B-B1-U	96507	A-A1-B-F-V
				96306	A1-B-B1-F-F1-F2-M-W	96511	A1-B-B1-I-N-V
				96309	A1-B-B1-M-V-W	96515	A1-B-B1-F
						96517	A1-B-B1-F-U3-V

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96518	A1-B-B1-V	96554	A-A1-B-B1-H-M-U	96614	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96666	A1-B-V
96520	A1-B-F-U3-V	96555	A1-B-B1-F-M-V			96667	A1-B-V
96521	A1-B-F-N	96557	A1-B-B1-F-M-V	96615	A1-B-V	96668	A1-B-V
96522	A1-B-F-N-U	96558	A1-B-V	96617	A1-B-V	96669	A1-B-V
96530	A-A1-B-B1-H-M-N-U- V	96595	A1-B-B1-V	96619	A1-B-V	96670	A1-B-V
		96598	A1-B-B1-V	96620	A1-B-V	96671	A1-B-V
96531	A1-B-B1-H-M-U-V	96599	A1-B-B1-V	96621	A1-B-V	96672	A1-B-V
96534	A-A1-B-F	96601	A1-B-V	96622	A1-B-V	96673	A1-B-V
96535	A-A1-B-B1-F-V	96602	A1-B-V	96623	A1-B-V	96674	A1-B-V
96536	A1-B-B1-V	96603	A1-B-V	96624	A1-B-V	96675	A1-B-V
96537	A1-B-B1-V	96604	A1-B-V	96628	A1-B-V	96677	A1-B-V
96538	A1-B-B1-V	96605	A1-B-O-V	96629	A1-B-V	96678	A1-B-V
96540	A1-B-B1-V	96606	A1-B-V	96634	A1-B-V	96679	A1-B-V
96541	A1-B-B1-V	96607	A1-B-V	96635	A1-B-V	96681	A1-B-V
96542	A1-B-B1-V	96608	A1-B-V	96643	A1-B-V	96682	A1-B-V
96543	A1-B-B1-P-V	96609	A1-B-V	96657	A1-B-V	96683	A1-B-V
96544	A1-B-F-U3-V	96610	A1-B-V	96660	A1-B-V	96684	A1-B-V
96546	A1-B-F-U3	96611	A1-B-V	96661	A1-B-V	96686	A1-B-V
96548	A-A1-B-B1-H-M-U	96612	A1-B-V	96662	A1-B-V	96687	A1-B-V
96549	A-A1-B-B1-H-M-U	96613	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96663	A1-B-V	96698	A1-B-V
96551	A-A1-B-B1-H-M-U			96664	A1-B-V		
96553	A-A1-B-B1-H-M-N-U- V			96665	A1-B-V		

# RESTRICTIONS

## LEGEND

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

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

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

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

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

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

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

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

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

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

**C.** Cigarettes and other tobacco products are prohibited.

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

**D.** Coffee is prohibited.

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

**E2.** Any matter 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:

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

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

**I1.** This restriction does not apply to registered mail.

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

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

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

**L.** All official mail is prohibited.

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

**N.** Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Z.** No outside pieces (OSPs).

**Z1.** The following restriction is applicable only to International Service Centers (ISC)/Exchange Offices. An Anti-Pilferage Seal (Item No 0817E or 0818A) is required on all pouches and sacks.

— *International Network Operations,  
Network Operations Management, 9-4-03*

FROM: Freebears.com  
TO: Loving Home



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saves us 1 to 2 hours a day!”**

— Gary Bisonett, Owner  
Freebears.com

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## 2003 International and Military Mail Christmas Dates

In response to customers' requests for this year's Christmas mailing dates, we are publishing the following recommended mailing dates. To ensure delivery of Christmas cards and packages by December 25 to military APO/FPO addresses overseas and to international addresses, we suggest that mail be entered by the recommended mailing dates listed below.

<b>Military Mail Addressed To</b>	<b>First-Class Mail® Letters/Cards</b>	<b>Priority Mail®</b>	<b>Parcel Airlift Mail (PAL) <sup>1/</sup></b>	<b>Space Available Mail (SAM) <sup>2/</sup></b>	<b>Parcel Post®</b>
APO/FPO AE ZIPs 090–099	Dec 11	Dec 11	Dec 4	Nov 28	Nov 13
APO/FPO AA ZIPs 340	Dec 11	Dec 11	Dec 4	Nov 28	Nov 13
APO/FPO AP ZIPs 962–966	Dec 11	Dec 11	Dec 4	Nov 28	Nov 13

<sup>1/</sup> PAL: A special service that provides air transportation for parcels on a space-available basis. PAL is available for Parcel Post not exceeding 30 pounds in weight or 60 inches in length and girth combined. The applicable PAL fee must be paid in addition to the regular surface rate of postage for each addressed piece sent by PAL service.

<sup>2/</sup> SAM: Parcels paid at Parcel Post postage rates are first transported domestically by surface and then to overseas destinations by air on a space-available basis. The maximum weight and size limits are 15 pounds in weight and 60 inches in length and girth combined.

<b>International Mail Addressed to</b>	<b>Air Letters and Cards</b>	<b>Air Parcel Post</b>	<b>Surface</b>
Africa	Dec 8	Dec 8	Oct 16
Asia/Pacific Rim	Dec 15	Dec 15	Oct 30
Australia/New Zealand	Dec 15	Dec 15	Oct 30
Canada	Dec 15	Dec 15	Nov 21
Caribbean	Dec 15	Dec 15	Nov 7
Central and South America	Dec 8	Dec 8	Nov 1
Mexico	Dec 15	Dec 15	Nov 7
Europe	Dec 15	Dec 15	Nov 7
Middle East	Dec 15	Dec 15	Oct 23

**Please Post on All Bulletin Boards.**

— International Network Operations,  
Network Operations Management, 9-4-03



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no problem, thanks to  
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Mail!**"

— Alexander Reinprecht, Co-founder  
Hawaiian XTreme Sports TV



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Monday,  
**October 13, 2003,**  
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## Postal Bulletin Distribution

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

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

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

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

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

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

### Postal Service Orders for Postal Bulletin

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

Attention Line

Postal Facility Name

Delivery Address

City State ZIP+4

Person to Contact  
( )

Daytime Telephone

Current Quantity \_\_\_\_\_ New Quantity \_\_\_\_\_

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

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

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475 L'ENFANT PLZ SW RM 5540  
WASHINGTON DC 20260-5540

All other facilities should contact their administrative post office.

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

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

### Public Orders for Postal Bulletin

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

Attention Line

Company Name

Delivery Address

City State ZIP+4  
( )

Daytime Telephone



**Subscription:** Domestic - \$163.00 per year; International - \$228.00 per year

**Subscription Orders:** 202-512-1800

**Subscription Inquiries:** 202-512-1806 Fax: 202-512-2250

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Total Amount \$ \_\_\_\_\_
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- ☐ Check/money order payable to: Superintendent of Documents
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Credit Card Number

Expiration Date

Signature

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# Finance (Continued)

## ANNOUNCEMENT

### Conversion to Monthly Reporting

#### It's Coming! It's Coming! It's Coming!

October 1, 2003, is coming and brings with it the new Fiscal Year (FY). FY 2004 will be a year of many changes. First and foremost is the reminder that the 28-day accounting period reporting will be replaced by monthly reporting. All employees need to develop the same situational awareness of the "end of the month" as they now have for the "end of the accounting period." Although pay periods and pay checks are not affected, it is particularly important that time and attendance data are correct and current at the end of the month.

Additionally, all finance systems will be driven by a new general ledger system and access to data will be accomplished through the Enterprise Data Warehouse.

#### Reporting Issues and Questions on Monthly Reporting, General Ledger, and Data Access

The change from the 28-day accounting period to calendar months may generate questions and issues that may need more explanation or correction. To assist in answering questions and resolving problems on monthly reporting, general ledger, and data access issues, a Web-based issue reporting system has been developed called Monthly Reporting Issue Tracking System (MRITS).

Each performance cluster has appointed a liaison to assist in answering an issue or question. The process for reporting issues is as follows:

1. An employee identifies a possible issue or question.

2. If the employee has access to the Postal Service Intranet, the employee checks the MRITS system to see if this issue has already been identified and resolved. The system will be available on September 8, 2003.
3. If the issue has not yet been identified or if the employee does not have access to the Postal Service Intranet, then the employee should call his or her performance cluster liaison.
4. If no one else has reported a similar issue or asked a similar question, the liaison will either enter the question into MRITS and/or call the area liaison for additional assistance.

*Note:* Only the liaison from either the performance cluster or the area may enter the information online. Liaisons will receive further instructions about using MRITS in the next few weeks via e-mail.

Once the issue or question is entered into MRITS, an appropriate subject matter expert enters an interim response within 24 hours and a final response within 7 days. If the issue or question requires more in-depth changes, those changes will be noted in the comment columns.

*Note:* MRITS will be available from September 8, 2003, to December 20, 2003.

— Corporate Financial Planning,  
Finance, 9-4-03

## NOTICE

### National Workhour Reporting System Changes

A description change is identified for the National Workhour Reporting System (NWRS) for the following labor distribution codes (LDCs) in Function 5 – Controller. The changes will be effective as of Fiscal Year 2004.

- 5 Controller
- 50 Supervision – All supervisory hours in support of finance activities.
- 51 Vacant
- 52 Financial Systems Coordinator – All nonsupervisory hours used by employees authorized to perform financial system coordinator activities.

- 53 Vacant
- 54 Budget and Financial Analysis – All nonsupervisory hours of finance employees involved in the preparation, tracking, and control of financial budgets. Also includes all financial analysis activities.
- 55 Internal Control Group (ICG) – All nonsupervisory hours of finance employees involved in internal control activities.

- 56 Administrative and Clerical – All nonsupervisory hours of finance employees involved in miscellaneous financial activities, including steward's duty time, travel time, and meeting time.
- 57 Statistical Programs – All nonsupervisory hours of employees involved in support of statistical programs such as Origin Destination Information System (ODIS), Revenue, Pieces, and Weight (RPW), In-Office Cost System (IOCS), Transportation Cost System (TRACS), etc.

- 58 Time and Attendance Control Systems (TACS) – All nonsupervisory hours of employees authorized to perform TACS or other timekeeping activities. *Note:* LDC 58 is only authorized in offices, ROG 1-5, with authorized finance staffing.
- 59 Vacant

— *Budget and Financial Analysis,  
Controller, Finance, 9-4-03*

#### REMINDER

### eTravel — Restricted Use

Using another employee's eTravel identification (ID) and password is unauthorized. Those employees authorized to enter an account in order to create and submit, or just create, an expense report have special access privileges. Approving manager access is given only to those specified in Appendix C of Handbook F-15, *Travel and Relocation Policy* (2003). Authorized approving managers may delegate their approval authority. Types of unauthorized and authorized uses of eTravel accounts are noted in the following table.

Unauthorized	Authorized
<ul style="list-style-type: none"> <li>■ Using another employee's ID and password to create and submit an expense report.</li> </ul>	<ul style="list-style-type: none"> <li>■ Employees with eTravel Concur expense alias access are authorized to create and submit an expense account for those employees who do not have access to a computer.</li> <li>■ Administrative assistants are designated by the eTravel user in their "MY INFO" workflow option. Administrative assistants may create an expense report for another employee. Only the owner of the account, however, may submit the expense report.</li> </ul>
<ul style="list-style-type: none"> <li>■ Using an approver's ID and password to approve an expense report while the approver is on vacation or out of office.</li> </ul>	<ul style="list-style-type: none"> <li>■ An approving manager's designated approver may approve expense reports in the absence of the manager. Approvers have a link at the lower left of the Concur Central screen that allows approvers to delegate their approval authority. When the approver returns from vacation, he or she should clear the delegation using the eraser icon on the delegation screen.</li> </ul>

— *National Accounting,  
Finance, 9-4-03*

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# Information Technology

## NEW MANAGEMENT INSTRUCTION

### Toll-Free Telephone Services

Management Instruction MI-AS-863-2003-7, *Toll-Free Telephone Services*, is now available on the Postal Service™ PolicyNet Web site at <http://blue.usps.com>; click on *More References*, then *MI*s.

This instruction describes the Postal Service process for acquiring toll-free telephone service and provides a high-level view of related roles and responsibilities.

— *Telecommunications Services,  
Information Technology, 9-4-03*

## HANDBOOK REVISION

### Handbook AS-805, Information Security

Handbook AS-805, *Information Security*, Chapters 6, 8, and 9 are revised as follows:

- Section 6-5.1, General Requirements, is revised to define the access permitted to information resources for personnel without security clearances.
- Section 6-5.2.1, Logon IDs, is changed to address the granting of logon IDs to personnel without security clearances.
- Section 8-2.6, Portfolio/Business Managers, is changed to add the responsibility for registering the information resource in eAccess.
- Section 9-4.1.1, Clearances, is revised to define the access permitted to Postal Service™ information resources for personnel without security clearances.
- Section 9-4.2.1, Baseline Information Services, is revised to show what information services may be authorized for individuals without an appropriate personnel clearance, what information services are not available, and that baseline access must be set to expire every 3 months for those individuals.
- Section 9-4.2.2, Requesting Authorization, is revised to identify the eAccess process.
- Section 9-4.2.3, Approving Requests, is revised to define the need to register applications in eAccess.

We will incorporate these revisions into the online version of Handbook AS-805, available on the Postal Service PolicyNet Web site at <http://blue.usps.gov>; click on *More References*, then *HBK*s.

### Handbook AS-805, Information Security

\* \* \* \* \*

#### 6 Personnel Security

\* \* \* \* \*

#### 6-5 Background Investigations and Clearances

##### 6-5.1 General Requirements

[Revise first paragraph to read as follows:]

Personnel must have appropriate background investigations and personnel clearances as determined by the Postal Inspection Service before accessing Postal Service information resources (see ASM 272, Personnel Security Clearances). For personnel without clearances, access will be restricted to baseline information services (see Section 9-4.2.1).

\* \* \* \* \*

##### 6.5.2 Access Privileges

###### 6.5.2.1 Logon IDs

[Revise text to read as follows:]

For personnel without clearances, access privileges of the logon ID will be restricted baseline information services (see Section 9-4.2.1). Managers must use eAccess to request access authorization for individuals who do not have the appropriate clearance and are responsible for the access activities of those individuals.

\* \* \* \* \*

#### 8 System, Applications, and Product Development

\* \* \* \* \*

## 8-2 Roles and Responsibilities

\* \* \* \*

### 8-2.6 Portfolio/Business Managers

Portfolio/business managers are responsible for the following:

\* \* \* \*

[Add item e to read as follows:]

- e. Ensuring that the information resource is registered in eAccess.

\* \* \* \*

## 9 Information Security Services

\* \* \* \*

### 9-4 Authorization

\* \* \* \*

#### 9.4.1 Authorization Principles

\* \* \* \*

##### 9-4.1.1 Clearances

[Revise text to read as follows:]

For personnel without clearances, access will be restricted to baseline information services (see Section 9-4.2.1). Managers must use eAccess to request access authorization for individuals who do not have the appropriate clearance and are responsible for the access activities of those individuals.

\* \* \* \*

### 9-4.2 Authorization Process

#### 9-4.2.1 Baseline Information Services

[Revise text to read as follows:]

The following baseline information services may be authorized for personnel without personnel security clearances.

- a. ACE Active Directory Account.
- b. E-mail access.
- c. Office suite of services.

The following information services are unavailable under baseline access:

- a. Internet or Intranet browser access.
- b. Remote access.
- c. Access to e-mail except within the Postal Service Intranet.

*Note:* No access beyond baseline information services will be authorized until the appropriate personnel security clearance is granted. Upon receipt of an appropriate security clearance, individuals requiring access beyond baseline information services may request additional authorization via eAccess.

#### Expiration of Baseline Access Authorization

This baseline access must be set to expire every 3 months and must be renewed via eAccess until the user receives the appropriate personnel security clearance.

##### 9-4.2.2 Requesting Authorization

[Revise text to read as follows:]

Requests for authorization to access Postal Service information resources (baseline and beyond baseline) are requested via eAccess at <https://eaccess>.

##### 9-4.2.3 Approving Requests

[Revise text to read as follows:]

All requests for authorization must be approved by the individual's manager or supervisor, the contracting officer's representative (if the request is for a contractor), and the executive sponsor of the application.

\* \* \* \*

— Corporate Information Security Office,  
Information Technology, 9-4-03

## EBUY UPDATE

**Certifying Energy Utility Bills**

When the utility bills are due, the Postal Service™ now turns to eBuy to certify them. This electronic invoice certification process has the potential to eliminate more than 1 million paper invoices each year.

Information Technology, in partnership with Supply Management, Finance, Shared Services/Accounting, and the Southwest area, incorporated the Southwest area's Web Bill Certification and Validation System (webCAVS) as part of eBuy. This allows utility companies to send electronic invoices, which are approved, certified, and sent to San Mateo ASC for payment — all of which is done electronically.

We have completed testing of the electronic data interchange with several utility vendors and are now ready to begin to pay invoices via the eBuy system. This system will automatically pay an invoice electronically within 7 days of receipt, then send an electronic version of the paper invoice to a designated bill reviewer. Bill reviewers will be able to open the electronic invoice as an attachment, then review and approve by entering their password for eBuy. There is no requirement to logon. This process is currently known as "pay and chase." All paper invoices from the supplier will stop when these accounts are switched to electronic billing.

The following companies have been activated:

- **Pepco:** Supplies electricity; services the Washington, DC, Metro area.
- **Consumers Energy:** Supplies both electricity and gas; services the Great Lakes area.
- **Allegheny Potomac Power/Allegheny Monongahela Power:** Supplies electricity; services the Richmond, Appalachian, and Pittsburgh districts.
- **Southern Companies Gulf Power:** Supplies electricity; services the North Florida district.

- **Georgia Power:** Supplies electricity; services the Atlanta district.
- **Savannah Electric:** Supplies electricity; services the Savannah Metro area.

The following companies will soon be added:

- **Dominion Virginia/North Carolina Power:** Supplies electricity; services the Richmond, Northern Virginia, and Greensboro districts.
- **Southern Company Mississippi Power:** Supplies electricity; services the Mississippi district.
- **Entergy Arkansas:** Supplies electricity; services the Arkansas district.

Utility bill payment through eBuy saves on transaction costs, reduces administrative effort, and provides access to utility consumption data. eBuy provides paperless purchasing for supplies and services and is an important part of the Postal Service's Transformation Plan's strategy for managing costs.

To access eBuy using Internet Explorer (version 5.0 or higher), go to the Blue page at <http://blue.usps.gov> and type "ebuy" in the address line and then hit the Return key. (The direct URL is <http://ebuy.usps.gov/jsp/co/Login.jsp>; note that this URL is case sensitive.)

Invoice reviewers can go to the eBuy online help. In the contents, click on *Approval*, then click on *Utility Invoice Review*, and follow the steps through the process.

Past invoices will be maintained in the eBuy database and will be available for viewing by anyone with eBuy access.

— SCM Systems Portfolio,  
Information Technology, 9-4-03



FROM: Minutes  
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PS13-412 (PS-011)  
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# International Mail

## IMM AND PUBLICATION 51 REVISION

### Afghanistan — Resumption of Service

Effective September 4, 2003, the U.S. Postal Service® is resuming most mail services to Afghanistan. In addition to the services currently available, economy letter-post (including publishers' periodicals and books and sheet music), economy and airmail M-bags, and economy and airmail parcel post service are available.

We will incorporate these revisions into the printed version of *International Mail Manual* (IMM) 30 and into the next printed version of Publication 51, *International Postal Rates and Fees*, and also into the online versions of the IMM and Publication 51, both of which can be accessed via Postal Explorer at <http://pe.usps.gov>.

### International Mail Manual (IMM)

\* \* \* \* \*

### Individual Country Listings

#### Afghanistan

### Country Conditions for Mailing

[Remove the introductory text about mail service being currently limited to airmail letter-post items.]

### Prohibitions (130)

[Revise the text to read as follows:]

Coins; banknotes; currency notes (paper money); securities payable to bearer; platinum, gold or silver, manufactured or not.

Infectious materials.

Perishable biological substances.

Radioactive materials.

\* \* \* \* \*

### Observations

[Revise the text to read as follows:]

Letter-post shipments may not contain dutiable articles.

\* \* \* \* \*

[Revise the text for Restricted Delivery to read as follows:]

### Restricted Delivery (350) NOT Available

\* \* \* \* \*

## Publication 51, *International Postal Rates and Fees*

\* \* \* \* \*

### Country Listing

[Revise the entry for Afghanistan to read as follows (removing the footnote "1" after the country name):]

Country	EMS Rate Group	EMS Max. Weight Limit (lb.)	Airmail Parcel Post Rate Group	Economy (Surface) Parcel Post Rate Group	Parcel Post Max. Weight Limit (lb.)	Parcel Post Insurance Indemnity Limit (\$)	Letter-post Rate Group *	GXG Rate Group
Afghanistan	—	—	7	7	44	—	5	—

\* \* \* \* \*

— Mailing Standards,  
Pricing and Classification, 9-4-03



IMM REVISION

Iraq — Resumption of Airmail Letter-Post Service

Effective August 14, 2003, the U.S. Postal Service® resumed limited mail service to Iraq.

Service is limited to airmail letter-post (including post cards, postal cards, and aerogrammes) containing personal communications not involving a transfer of anything of value and not exceeding 12 ounces.

Mailers may re-mail, without additional postage, airmail letter-post items that had been returned to the sender during the suspension of service. Mailers must obliterate the return endorsement.

We will incorporate this revision into the printed version of *International Mail Manual* (IMM) 30 and also into the on-line version of the IMM, which can be accessed via Postal Explorer at <http://pe.usps.gov>.

*International Mail Manual* (IMM)

\* \* \* \* \*

Individual Country Listings

\* \* \* \* \*

Iraq

Country Conditions for Mailing

*[Replace the introductory text, about all mail services being suspended as of April 7, 2003, with the following text:]*

Effective August 14, 2003, limited mail service to Iraq was resumed. Service is limited to airmail letter-post (including post cards, postal cards, and aerogrammes) containing personal communications not involving a transfer of anything of value and not exceeding 12 ounces. No other mail or special services are available.

\* \* \* \* \*

— Mailing Standards,  
Pricing and Classification, 9-4-03

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 Card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_  
 Purchaser: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
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not just pins  
not just pins



2" pin  
Item#50 28



1 1/4" pin  
Item#5 56252



1 1/4" pin  
Item#5 56253



1 1/4" pin  
Item#5 56254



1 1/4" pin  
Item#5 56251



1 1/4" pin  
Item#5 02017



2" dogtag  
Item#5 PO2017d



1 1/4" pin  
Item#5 3STA011C



1 1/4" pin  
Item#5 3STA011B



1 1/4" pin  
Item#5 3STA011D



1 1/4" pin  
Item#5 3STA011A



2" magnet  
Item#5 02017M



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# Philately

STAMP ANNOUNCEMENT 03-24

## District of Columbia Commemorative Stamp



Copyright 2002

The Postal Service™ will issue a 37-cent *District of Columbia* commemorative stamp (Item 455200) in a pressure-sensitive adhesive (PSA) pane of 16 stamps on September 23, 2003, in Washington, DC.

The stamp, designed by Greg Berger, Bethesda, Maryland, goes on sale nationwide September 24, 2003.

This stamp honors the District of Columbia and Washington, the dynamic city within its boundaries. The stamp is shaped like a diamond, as was the original 100-square-mile tract of land chosen to be the permanent site of the nation's capital.

- The top quadrant of the stamp features a detail from a plan of Washington developed by Pierre Charles L'Enfant in 1791.
- The right quadrant of the stamp shows typical row houses in a Washington neighborhood.
- The bottom quadrant of the stamp displays cherry blossoms.
- The left quadrant of the stamp is a view along the National Mall featuring three of the most widely recognized structures in the country: the U.S. Capitol, the Washington Monument, and the Lincoln Memorial.

Issue:	<i>District of Columbia</i>
Item Number:	455200
Denomination & Type of Issue:	37-cent commemorative
Format:	Pane of 16 special (1 design)
Series:	N/A
Issue Date & City:	September 23, 2003, Washington, DC 20066
Designer:	Greg Berger, Bethesda, MD
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Greg Berger, Bethesda, MD
Engraver:	Arnotek Industries
Modeler:	Donald Woo
Manufacturing Process:	Gravure
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomec 5, 3000
Stamps per Pane:	16
Print Quantity:	72 million stamps
Paper Type:	Prephosphored, Type II
Adhesive Type:	Pressure sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	PMS 155 (Buff), Magenta, Yellow, Cyan, Black, PMS 284 (Blue), PMS 1805 (Line red), PMS 287 (Line blue)
Stamp Orientation:	Square
Image Area (w x h):	1.0 x 1.0 in./25.4 x 25.4 mm
Overall Size (w x h):	1.25 x 1.25 in./31.75 x 31.75 mm
Full Pane Size (w x h):	5.625 x 5.625 in./142.87 x 142.87 mm
Plate Size:	128 stamps per revolution
Plate Numbers:	"S" followed by eight (8) single digits
Marginal Markings:	"© 2003 USPS" • Price • Plate position diagram • Plate numbers • 4 Barcodes on back • Selvage text on 4 sides: "WASHINGTON, D.C." / "DISTRICT OF COLUMBIA" (on 2 sides) / "THE NATION'S CAPITAL"
Catalog Item Number(s):	455220 Block of 4 — \$1.48 455230 Block of 8 — \$2.96 455240 Full Pane — \$5.92 455261 First Day Cover — \$0.75 455293 Full Pane w/FDC — \$6.67

### How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, and at the Postal Store Web site at [www.usps.com/shop](http://www.usps.com/shop). They

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

DISTRICT OF COLUMBIA COMMEMORATIVE STAMP  
POSTMASTER  
PO BOX 92282  
WASHINGTON DC 20090-2282

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by October 22, 2003.

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

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

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

## Philatelic Products

There are no philatelic products for this stamp issue.

## Distribution: Item 455200, 37-cent *District of Columbia* Commemorative Stamp

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

## Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for one-fourth of their standard automatic distribution quantities using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute these commemorative stamps to Post Offices before September 17, 2003.

## Philatelic Requirement

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

SDOs that serve this many philatelic retail counters...	will receive this quantity of the <i>District of Columbia</i> commemorative stamp, Item 455200.
1	12,800
2	25,600
3	38,400
4	51,200
5	64,000
6	76,800
8	102,400
9	115,200
12	153,600
13	166,400
16	204,800
19	243,200

## Additional Supply

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

For fulfilling supplemental orders from SDOs, the Memphis, Chicago, and New York APDs will each receive 1,000,000 additional stamps; the San Francisco APD will receive 680,000 additional stamps; and the Denver APD will receive 400,000 additional stamps.

## Sales Policy

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

— Stamp Services,  
Government Relations, 9-4-03



## STAMP ANNOUNCEMENT 03-25

## Reptiles &amp; Amphibians Commemorative Stamps



The Postal Service™ will issue 37-cent *Reptiles & Amphibians* commemorative stamps (Item 454900) in a pressure-sensitive adhesive (PSA) pane of 20 stamps on October 7, 2003, in San Diego, California.

The stamps, designed by Steve Buchanan, Winsted, Connecticut, go on sale nationwide October 8, 2003.

This pane of 20 stamps features five digital illustrations by Steve Buchanan of two amphibians and three reptiles native to the United States. The five designs are repeated four times each. They feature the following species:

- Although harmless, the colorful scarlet kingsnake (*Lampropeltis triangulum elapsoides*) closely resembles the venomous eastern coral snake. This mimicry protects it from potential predators. Dwelling in the southeastern and south-central United States, it is a secretive woodland reptile, seldom seen in the open except at night or after heavy rains.
- The blue-spotted salamander (*Ambystoma laterale*) earns its name from the blue spots on its shiny, black body. A secretive amphibian, it stays under cover during the day, hiding under leaves or logs or in burrows. At night it emerges to search for food on the forest floor. Its range includes the northeastern United States and the Great Lakes region.
- The reticulate collared lizard (*Crotaphytus reticulatus*) is an alert, active reptile with a large head, long tail, and strong limbs. A resident of thorny brush country in the Rio Grande Valley of South Texas, it may be seen sunning on rocks or found hiding beneath rocks or debris.
- A nocturnal amphibian, the ornate chorus frog (*Pseudacris ornata*) is more often heard than seen. Its distinctive call is a series of rapid metallic peeps, which it gives during late fall, winter, and early spring. This frog lives near ponds, ditches, and wet meadows. It is found in the southern U.S. coastal plain and in north Florida.
- The ornate box turtle (*Terrapene ornata*) is a reptile of prairies and open woodlands. It burrows to escape the heat but may emerge in large numbers after rainstorms. This turtle has an important adaptation that protects it from predators — it can close its shell completely because it has a hinged plastron (lower shell). It is found primarily in the central and southwestern United States.



## How to Order the First Day of Issue Postmark

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

REPTILES AND AMPHIBIANS COMMEMORATIVE STAMPS  
POSTMASTER  
PO BOX 509903  
SAN DIEGO CA 92150-9903

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by November 7, 2003.

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

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

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

## Philatelic Products

There is a philatelic product for this stamp issue. The *Reptiles & Amphibians* Poster, Item 454967, is an 11 x 14-inch metallic print with a strip of five *Reptiles & Amphibians* stamps affixed. The poster will be available while supplies last at select Postal Stores, by telephone at 800-STAMP-24, and at the Postal Store Web site at [www.usps.com/shop](http://www.usps.com/shop).

## Distribution: Item 454900, 37-cent *Reptiles & Amphibians* Commemorative Stamps

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

Issue:	<i>Reptiles &amp; Amphibians</i>
Item Number:	454900
Denomination & Type of Issue:	37-cent commemorative
Format:	Pane of 20 (5 designs)
Series:	N/A
Issue Date & City:	October 7, 2003, San Diego, CA 92199
Designer:	Steve Buchanan, Washington, DC
Art Director:	Derry Noyes, Winsted, CT
Typographer:	Steve Buchanan, Winsted, CT
Artist:	Steve Buchanan, Winsted, CT
Engraver:	Keating Gravure
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Pane:	20
Print Quantity:	80 million stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure sensitive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Cyan, Magenta, Black
Stamp Orientation:	Horizontal
Image Area (w x h):	1.475 x 1.100 in./35.814 x 21.336 mm
Overall Size (w x h):	1.625 x 1.25 in./39.624 x 25.146 mm
Full Pane Size (w x h):	7.750 x 7.150 in./173.48 x 130.175 mm
Plate Size:	200 stamps per revolution
Plate Numbers:	"V" followed by four (4) single digits
Marginal Markings:	"© 2002 USPS" • Header • Price • Plate position diagram • Plate numbers (2 per pane) • 4 Barcodes on back
Catalog Item Number(s):	454920 Strip of 5 — \$1.85 454930 Block of 10 — \$3.70 454940 Full pane of 20 — \$7.40 454963 First day cover, set of 5 — \$3.75 454993 Full Pane of 20 w/FDC, set of 5 — \$11.15 454967 Poster — \$12.95

## Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for one-half of their standard automatic distribution quantities using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute these commemorative stamps to Post Offices before October 2, 2003.

### Philatelic Requirement

SDOs with authorized philatelic centers will receive an automatic distribution of these stamps in 10 positions for subsequent distribution to each philatelic counter.

SDOs that serve this many philatelic retail counters . . .	will receive this quantity of the <i>Reptiles &amp; Amphibians</i> commemorative stamps, Item 454900.
1	20,000
2	20,000
3	40,000
4	40,000
5	60,000
6	60,000
8	80,000
9	100,000
12	120,000
13	140,000
16	160,000
19	200,000

### Additional Supply

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

For fulfilling supplemental orders from SDOs, the Memphis, Chicago, and New York APDs will each receive 1,120,000 additional stamps; the San Francisco APD will receive 920,000 additional stamps; and the Denver APD will receive 320,000 additional stamps.

### Sales Policy

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

— Stamp Services,  
Government Relations, 9-4-03

STAMP ANNOUNCEMENT 03-26

# Ohio University Stamped Card



Copyright 2002

The Postal Service™ will issue a 23-cent *Ohio University* stamped card (Item 221400) in Athens, Ohio, on October 10, 2003. The stamped card, designed by Tom Engeman of Brunswick, Maryland, goes on sale nationwide October 11, 2003.

The Postal Service commemorates the 200th anniversary of the founding of Ohio University with the issuance of a stamped card in the Historic Preservation series. Founded in 1804, Ohio University was the first institution of higher learning authorized by Congress in the Northwest Territory. The stamp art — a computer-generated design of Cutler Hall, located on the historic Athens campus — was created by Tom Engeman.

## How to Order the First Day of Issue Postmark

Customers have 90 days to obtain the first day of issue postmark by mail. They may purchase the new stamped card at their local Ohio Post Office™, at philatelic centers nationwide, by telephone at 800-STAMP-24, and at the Postal Store Web site at [www.usps.com/shop](http://www.usps.com/shop). They should address the cards (to themselves or others) and place them in an envelope addressed to:

OHIO UNIVERSITY STAMPED CARD  
POSTMASTER  
5 WEST STIMSON AVE  
ATHENS OH 45701-9998

After applying the first day of issue postmark, the Postal Service will return the stamped cards through the mail. There is no charge for the postmark. All orders must be postmarked by January 11, 2004.

Issue:	<i>Ohio University</i>
Item Number:	221400
Denomination & Type of Issue:	23-cent stamped card
Format:	Stamped card
Series:	Historic Preservation
Issue Date & City:	October 10, 2003, Athens, OH 45701
Illustrator:	Tom Engeman, Brunswick, MD
Designer:	Tom Engeman, Brunswick, MD
Engraver:	N/A
Art Director:	Derry Noyes, Washington, DC
Typographer:	N/A
Modeler:	N/A
Manufacturing Process:	Offset
Printer:	Government Printing Office (GPO)
Printed at:	GPO, Washington, DC
Press Type:	Offset
Print Quantity:	6 million stamped cards
Paper Type:	22-lb. bright white
Gum Type:	N/A
Processed at:	GPO, Washington, DC
Colors:	Yellow, Magenta, Cyan, Black
Card Orientation:	Horizontal
Image Area (w x h):	2.10 x 1.25 in./53.30 x 31.73 mm
Overall Size (w x h):	5.50 x 3.50 in./139.59 x 88.83 mm
Full Pane Size (w x h):	N/A
Plate Size:	N/A
Plate Numbers:	N/A
Marginal Markings:	"© 2003 USPS [Recycled logo] recycled"
Catalog Item Number(s):	221440 Ohio University Stamped Card — \$0.25 221461 Ohio University Canceled Stamped Card — \$0.35

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

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

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

## Philatelic Products

There are no philatelic products for this stamp issue.

### **Distribution: Item 221400, 23-cent *Ohio University* Stamped Card**

The 23-cent Ohio University stamped card (Item 221400) is to be sold only at regular Post Office counters within the state of Ohio; at philatelic centers nationwide; and through Stamp Fulfillment Services (SFS) in Kansas City, Missouri. There will be no standard distribution to stamp distribution offices (SDOs); only SDOs serving the state of Ohio will receive this stamped card for subsequent distribution to Post Offices.

### **Initial Supply to Post Offices**

To obtain an initial supply of the *Ohio University* stamped card, all Ohio Post Offices must immediately submit PS Form 17, *Stamp Requisition/Stamp Return*, to their designated SDO. SDOs must not distribute this stamped card to Post Offices before October 6, 2003.

### **Philatelic Requirement**

Although sale of the *Ohio University* stamped card is restricted to Post Offices in the state of Ohio, philatelic centers nationwide will receive this item for philatelic sale.

<b>SDOs that serve this many philatelic retail counters . . .</b>	<b>will receive this quantity of the <i>Ohio University</i> stamped card, Item 221400.</b>
1	5,000
2	5,000
3	10,000
4	10,000
5	15,000
6	15,000
8	20,000
9	25,000
12	30,000
13	35,000
16	40,000
19	50,000

### **Additional Supply**

Post Offices within the state of Ohio requiring additional *Ohio University* stamped cards must requisition them from their designated SDO using PS Form 17. For fulfilling supplemental orders from SDOs within the state of Ohio, the Columbus SDO will receive 2,200,000 stamped cards; the Akron and Cincinnati SDOs will each receive 800,000 stamped cards; and the Cleveland and Youngstown SDOs will each receive 400,000 stamped cards.

Philatelic centers nationwide that require additional *Ohio University* stamped cards must requisition them from their designated SDO using PS Form 17.

### **Sales Policy**

All Post Offices in the state of Ohio and authorized philatelic centers nationwide must acquire and maintain a supply of this stamped card as long as customer demand exists, until inventory is depleted, or until the card is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

— Stamp Services,  
Government Relations, 9-4-03

## STAMP ANNOUNCEMENT 03-27

# Antique Toys Definitive Stamps



Copyright 2001

The Postal Service™ will issue four 37-cent *Antique Toys* definitive stamps (Item 672500) in a pressure-sensitive adhesive (PSA) double-sided convertible booklet of 20 on September 3, 2003, in Washington, DC. The stamps, designed by Derry Noyes, Washington, DC, and photographed by Sally Andersen-Bruce, New Milford, Connecticut, will go on sale nationwide September 4, 2003.

The *Antiques Toys* definitive stamps previously were issued on July 26, 2002, in a PSA convertible booklet of 20 (670400), PSA vending booklet of 20 (670500), and PSA coil of 100 (Item 780400).

## Philatelic Products

There are no philatelic products for this stamp issue.

## Distribution: Item 672500, 37-cent *Antique Toys* Definitive Stamps PSA Double-Sided Convertible Booklet of 20

Stamp distribution offices (SDOs) will not receive a standard automatic distribution quantity of the *Antique Toys* double-sided booklet, Item 672500. SDOs will, however, receive an automatic distribution of philatelic stock, for subsequent distribution to their authorized philatelic centers (see Philatelic Requirement section below).

Issue:	<i>Antique Toys</i>
Item Number:	672500
Denomination & Type of Issue:	37-cent definitive
Format:	Double-sided convertible booklet of 20 (4 designs)
Series:	N/A
Issue Date & City:	September 3, 2003, Washington, DC 20066
Photographer:	Sally Andersen-Bruce, New Milford, CT
Designer:	Derry Noyes, Washington, DC
Engraver:	Keating Gravure
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Printer:	Avery Dennison, (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Booklet:	20
Print Quantity:	2.25 billion stamps
Paper Type:	Prephosphored, Type I
Adhesive Type:	Pressure sensitive
Processed at:	AVR, Clinton, SC
Colors:	Magenta, Yellow, Cyan, Black
Stamp Orientation:	Horizontal
Image Area (w x h):	0.818 x 0.720 in./20.777 x 18.288 mm
Overall Size (w x h):	0.980 x 0.870 in./24.892 x 22.098 mm
Full Booklet Size (w x h):	6.125 x 1.74 in./155.58 x 44.196 mm
Plate Size:	800 stamps per revolution
Plate Numbers:	"V" followed by four (4) single digits
Marginal Markings:	"© 2002 USPS" • Plate numbers • "Peel here to fold" • Self-adhesive stamps • "DO NOT WET"
Catalog Item Number(s):	674025 PSA double-sided convertible booklet of 20 — \$7.40

## Initial Supply to Post Offices

Produced primarily for the retail consignment program, administered by American Banknote Corporation, this double-sided booklet format will not be available to Post Offices™ other than at authorized philatelic centers. SDOs must not distribute philatelic quantities to Post Offices before August 29, 2003.

### Philatelic Requirement

SDOs with authorized philatelic centers will receive an automatic distribution of 400 double-sided booklets per each philatelic counter.

SDOs that serve this many philatelic counters . . .	will receive this quantity of the <i>Antique Toys</i> double-sided booklet, Item 672500.
1	400
2	800
3	1,200
4	1,600
5	2,000
6	2,400
8	3,200
9	3,600
12	4,800
13	5,200
16	6,400
19	7,200

### Additional Supply

Authorized philatelic centers nationwide that require additional *Antique Toys* double-sided booklets of 20 must requisition them from their designated SDO using PS Form 17, *Stamp Requisition/Stamp Return*. Additional quantities will not be available at accountable paper depositories for supplemental ordering by SDOs.

— Stamp Services,  
Government Relations, 9-4-03

# Pictorial Cancellations Announcement

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

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

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

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

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

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

The following cancellations have been extended for 30 days.



August 9, 2003  
Lexington Learning Cooperative  
SUMMER PASSPORT STATION  
POSTMASTER  
PO BOX 9998  
LEXINGTON KY 40507-9998

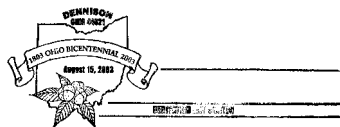


MEDAL OF HONOR RECIPIENT  
Corporal Andrew Jackson Smith Day  
Grand Rivers Community Center Station  
Grand Rivers, Ky. 42045  
August 9, 2003

August 9, 2003  
Kentucky Military History Museum  
GRAND RIVERS COMMUNITY CENTER  
STATION  
POSTMASTER  
PO BOX 9998  
GRAND RIVERS KY 42045-9998



August 11, 2003  
Comision Centenario Hostos 2003  
de Puerto Rico  
CENTENARIO STATION  
POSTMASTER  
PICTORIAL CANCELLATION  
COORDINATOR  
585 AVE FD ROOSEVELT STE 223  
SAN JUAN PR 00936-9996



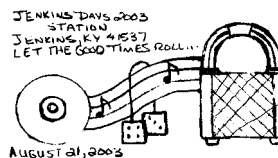
August 15, 2003  
DEDICATION DAY STATION  
POSTMASTER  
115 NORTH 3RD ST  
DENNISON OH 44621-9998



August 19, 2003  
DUTCHESS COUNTY FAIR  
STATION  
POSTMASTER  
PO BOX 9998  
RHINEBECK NY 12572-9998



August 15-21, 23-24, 2003  
New York Racing Association  
POTATO CHIPS STATION  
POSTMASTER  
245 WASHINGTON ST  
SARATOGA SPRINGS NY  
12866-9998



August 21, 2003  
Jenkins Festival Committee  
JENKINS DAYS 2003 STATION  
POSTMASTER  
PO BOX 9998  
JENKINS KY 41537-9998

## Seashore Trolley Museum



Restored U.S. Postal  
Delivery Car #108 Station  
Kennebunkport, ME 04046

Summer  
Reading  
Celebration  
August 22, 2003



Southern Maine  
Library District

August 22, 2003

Seashore Trolley Museum  
RESTORED US POSTAL  
DELIVERY CAR NO 108  
STATION  
POSTMASTER  
5 TEMPLE ST  
KENNEBUNKPORT ME  
04046-9998



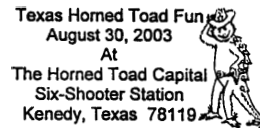
August 29–September 1, 2003

Postal Service  
ROLLAG STATION  
POSTMASTER  
PO BOX 9998  
COLFAX ND 58018-9998



August 22, 2003

Mexican Fiesta  
MEXICAN FIESTA STATION  
POSTMASTER  
PO BOX 5066  
MILWAUKEE WI 53201-5066



August 30, 2003

City of Kenedy, TX  
SIX SHOOTER STATION  
POSTMASTER  
223 SOUTH SECOND ST  
KENEDY TX 78119-9998



August 23, 2003

Saco Spirit  
MAINE STATE CRITERIUM  
CHAMPIONSHIP STATION  
POSTMASTER  
225 MAIN ST  
SACO ME 04072-9998



August 30, 2003

APPLE FESTIVAL STATION  
POSTMASTER  
427 5TH AVE WEST  
HENDERSONVILLE NC  
28739-9998



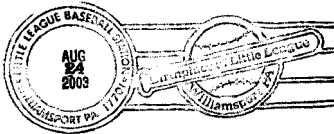
August 23, 2003

Postal Service  
90TH ANNIVERSARY LINCOLN  
HIGHWAY STATION  
POSTMASTER  
PO BOX 9998  
WOODBINE IA 51579-9998



August 30–September 1, 2003

Balloon Classic  
COLORADO SPRINGS  
BALLOON CLASSIC 2003  
STATION  
POSTMASTER  
201 EAST PIKES PEAK AVE  
COLORADO SPRINGS CO  
80903-9998



August 24, 2003

Little League Baseball  
Headquarters  
LITTLE LEAGUE BASEBALL  
STATION  
POSTMASTER  
PO BOX 9998  
WILLIAMSPORT PA 17701-9998



August 30–September 1, 2003

QWL/EI Miami County Work Team  
HERITAGE FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
PIQUA OH 45356-9998

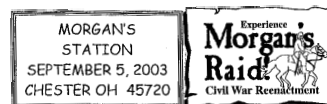
## Decommissioning Station



USS HAYLER DD-997  
August 25, 2003  
Portsmouth, VA 23707

August 25, 2003

Postal Service  
DECOMMISSIONING STATION  
POSTMASTER  
2600 ELTHAM AVE STE 109  
NORFOLK VA 23513-2501



September 5, 2003

MORGANS STATION  
POSTMASTER  
46416 B ST RT 248  
CHESTER OH 45720-9998



Vatican  
Philatelic  
Society

50th Anniversary  
National Convention  
BALPEX Station

August 29–31, 2003

50TH ANNIVERSARY NATIONAL  
CONVENTION BALPEX  
STATION  
POSTMASTER  
MANAGER, MOWS  
900 EAST FAYETTE ST  
BALTIMORE MD 21233-9715



September 5–6, 2003

Postal Service  
MATHEWS MARKET DAYS  
STATION  
POSTMASTER  
PO BOX 9998  
MATHEWS VA 23109-9998





September 5-7, 2003  
**Reynoldsburg Tomato Festival**  
 TOMATO FESTIVAL STATION  
 POSTMASTER  
 7185 EAST MAIN ST  
 REYNOLDSBURG OH  
 43068-9998



175<sup>th</sup> Anniversary Station  
 Newcomb, NY 12852  
 "Heart of the Adirondacks"  
 September 6, 2003

September 6, 2003  
**Town of Newcomb, NY**  
 175TH ANNIVERSARY STATION  
 POSTMASTER  
 PO BOX 9998  
 NEWCOMB NY 12852-9998



Sept. 5-14, 2003

September 5-14, 2003  
**York Fair Association**  
 YORK FAIR STATION  
 POSTMASTER  
 200 SOUTH GEORGE ST  
 YORK PA 17405-9998



September 6, 2003  
**American Legion Activities Committee**  
 HOMECOMING STATION  
 POSTMASTER  
 PO BOX 9998  
 STRATTANVILLE PA 16258-9998



**State Fair Station**  
 Hutchinson KS 67502  
 September 5, 2003

September 5-14, 2003

September 5-14, 2003  
**2003 Kansas State Fair Committee**  
 STATE FAIR STATION  
 POSTMASTER  
 128 EAST 1ST AVE  
 HUTCHINSON KS 67502-9998



September 6, 2003  
**Citizens Hose Company No. 1**  
 100TH ANNIVERSARY STATION  
 POSTMASTER  
 PO BOX 9998  
 DILLSBURG PA 17019-9998

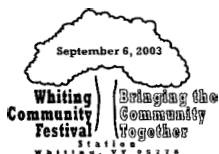


September 6, 2003  
**Vermont Stamp**  
 GLORY DAYS STATION  
 POSTMASTER  
 195 SYKES MOUNTAIN AVE  
 WHITE RIVER JUNCTION VT  
 05001-9998

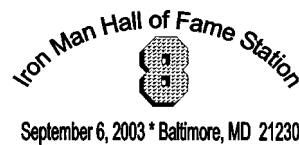


September 6, 2003  
 Hummelstown 17036-9998

September 6, 2003  
**Hummelstown Arts Festival**  
 22ND ANNUAL STATION  
 POSTMASTER  
 PO BOX 9998  
 HUMMELSTOWN PA  
 17036-9998



September 6, 2003  
**Whiting Community**  
 WHITING COMMUNITY  
 FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 WHITING VT 05778-9998



September 6, 2003 \* Baltimore, MD 21230

September 6, 2003  
**IRON MAN HALL OF FAME**  
 STATION  
 MANAGER, MOWS  
 900 EAST FAYETTE ST  
 BALTIMORE MD 21233-9715



Pennsville, NJ 08070  
 September 6, 2003

September 6, 2003  
**Septemberfest Committee**  
 SEPTEMBERFEST STATION  
 POSTMASTER  
 220 SOUTH BROADWAY  
 PENNSVILLE NJ 08070-9998



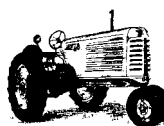
DRAKES BRANCH VA 23937

September 6, 2003  
**Postal Service**  
 CENTENNIAL CELEBRATION  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 DRAKES BRANCH VA  
 23937-9998



**ELEVENTH ANNUAL  
 COMMUNITY DAY STATION**  
 FRANKLINVILLE NJ 08322  
 SEPTEMBER 6, 2003

September 6, 2003  
**Township of Franklin**  
 ELEVENTH ANNUAL  
 COMMUNITY DAY STATION  
 POSTMASTER  
 2387 DELSEA DR  
 FRANKLINVILLE NJ 08322-9998



TRICOUNTY RURITAN 5  
 6<sup>th</sup> ANNUAL FLATWOODS FESTIVAL  
 FLATWOODS FESTIVAL STATION  
 BENNETT, NC 27208  
 SEPTEMBER 6, 2003

September 6, 2003  
**Tri County Ruritan**  
 FLATWOODS FESTIVAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 BENNETT NC 27208-9998

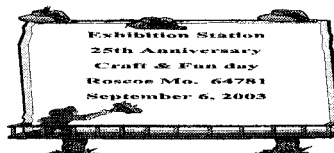


Livdalen Cabin Sesquicentennial Station  
Freeborn County Historical Museum  
September 6, 2003  
Albert Lea, Minnesota 56007

September 6, 2003

Freeborn County Historical  
Society Museum

LIVDALEN CABIN  
SESQUICENTENNIAL STATION  
POSTMASTER  
PO BOX 9998  
ALBERT LEA MN 56007-9998



September 6, 2003

Roscoe Historical Society

EXHIBITION STATION  
POSTMASTER  
100 PECAN ST  
ROSCOE MO 64781-9998



September 6, 2003

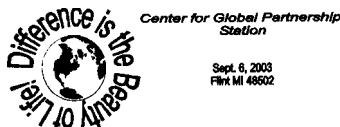
MORGANS STATION  
POSTMASTER  
212 EAST 2ND ST  
POMEROY OH 45769-9998



September 6, 2003

125th Anniversary Committee

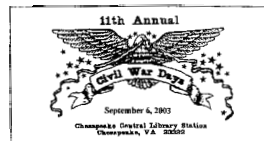
125TH ANNIVERSARY STATION  
POSTMASTER  
PO BOX 9998  
BLUE HILL NE 68930-9998



September 6, 2003

International Institute of Flint

CENTER FOR GLOBAL  
PARTNERSHIP STATION  
POSTMASTER  
PO BOX 9998  
FLINT MI 48502-9998



September 6-7, 2003

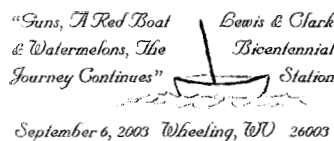
Postal Service

CHESAPEAKE CENTRAL  
LIBRARY STATION  
POSTMASTER  
2600 ELTHAM AVE STE 109  
NORFOLK VA 23513-2501



September 6, 2003

2003 ALTO FALL FESTIVAL  
STATION  
POSTMASTER  
PO BOX 9998  
ALTO MI 49302-9998



September 6-7, 2003

Wheeling Business and Visitors  
Bureau

LEWIS AND CLARK  
BICENTENNIAL STATION  
POSTMASTER  
2501 CHAPLINE ST  
WHEELING WV 26003-9998



September 6, 2003

Great Falls Stamp Club

STAMP SHOW STATION  
POSTMASTER  
PO BOX 9998  
GREAT FALLS MT 59401-9998



September 6-7, 2003

Pensacola Model Railroad Club

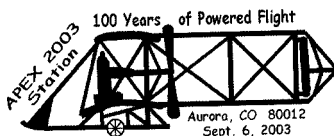
NINE MILE STATION  
POSTMASTER  
1400 WEST JORDAN ST  
PENSACOLA FL 32501-9998



September 6, 2003

Wayne Historical Preservation  
Society

WAYNE STATION  
POSTMASTER  
5N431 RAILROAD ST  
WAYNE IL 60184-9998



September 6-7, 2003

Aurora Stamp Club

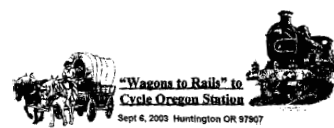
APEX 2003 STATION  
PHILATELIC CLERK  
16890 EAST ALAMEDA PKWY  
AURORA CO 80017-9998



September 6, 2003

Knox County Historical Society

COLONY MISSOURI POST  
OFFICE STATION  
POSTMASTER  
PO BOX 9998  
RUTLEDGE MO 63563-9998



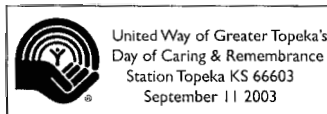
September 6-7, 2003

Huntington Lions Club,  
Huntington, OR

WAGONS TO RAILS TO CYCLE  
OREGON STATION  
POSTMASTER  
PO BOX 9998  
HUNTINGTON OR 97907-9998



September 6-13, 2003  
Warren County Fair  
FAIRFIELD VILLAGE STATION  
POSTMASTER  
102 EAST COURT SQ  
MCMINNIVILLE TN 37110-9998



September 11, 2003  
United Way of Greater Topeka, for  
Second Annual Day of Caring  
and Remembrance Event  
UNITED WAY OF GREATER  
TOPEKA'S DAY OF CARING  
AND REMEMBRANCE STATION  
POSTMASTER  
424 SOUTH KANSAS AVE  
TOPEKA KS 66603-9998



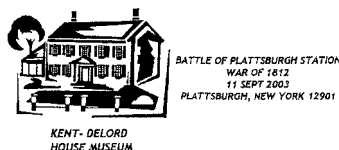
September 7, 2003  
Postal Service  
THE 12TH MAN STATION  
POSTMASTER  
1200 WILLIAM ST  
BUFFALO NY 14240-9998



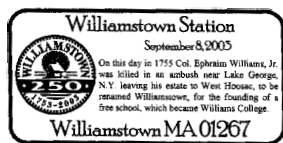
September 11, 2003  
Tidewater Stamp Club  
TALBOT REMEMBERS STATION  
POSTMASTER  
116 EAST DOVER ST  
EASTON MD 21601-9998



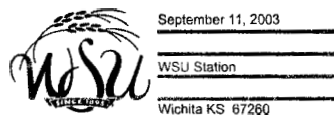
September 7, 2003  
EARLY FOOTBALL HEROES  
STATION  
POSTMASTER  
PO BOX 9998  
GREEN BAY WI 54303-9998



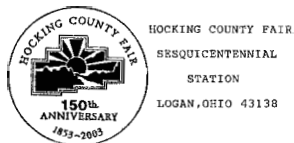
September 11, 2003  
Battle of Plattsburgh Committee  
BATTLE OF PLATTSBURGH  
STATION  
POSTMASTER  
10 MILLER ST  
PLATTSBURGH NY 12901-9998



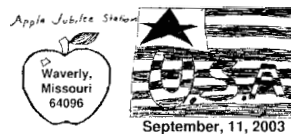
September 8, 2003  
Williamstown, MA  
WILLIAMSTOWN STATION  
POSTMASTER  
56 SPRING ST  
WILLIAMSTOWN MA  
01267-9998



September 11, 2003  
WSU STATION  
POSTMASTER  
PO BOX 9998  
WICHITA KS 67260-9998



September 8-13, 2003  
Hocking County Fair Board  
HOCKING COUNTY FAIR  
SESQUICENTENNIAL STATION  
POSTMASTER  
80 NORTH MARKET ST  
LOGAN OH 43138-9998



September 11-13, 2003  
Waverly Jaycees  
APPLE JUBILEE STATION  
POSTMASTER  
110 EAST KELLING AVE  
WAVERLY MO 64096-9998



September 10, 2003  
Veterans' Administration Medical  
Center — Milwaukee, WI  
VA MEDICAL CENTER STATION  
POSTMASTER  
PO BOX 5066  
MILWAUKEE WI 53201-5066



September 12, 2003  
NSRA  
STREET ROD STATION  
POSTMASTER  
PO BOX 9998  
KALAMAZOO MI 49001-9998



September 11, 2003  
Val Flt 93 Memorial Chapel  
TORCH OF LIBERTY STATION  
POSTMASTER  
PO BOX 9998  
SHANKSVILLE PA 15560-9998



September 12, 2003  
St. Mary's Parish  
ST MARY'S PARISH 100TH  
ANNIVERSARY STATION  
POSTMASTER  
72 SOUTH MAIN ST  
ORANGE MA 01364-9998



September 12-14, 2003

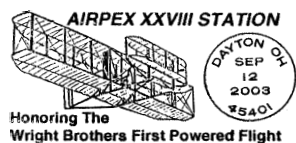
*Green County Bicentennial*  
 OLD FASHIONED DAYS  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 XENIA OH 45385-9998



PIERREPONT MANOR STATION  
 PIERREPONT MANOR NY 13674  
 SEPTEMBER 13, 2003  
 TOWN OF ELLISBURG  
 200 YEARS  
 IMPROVEMENT CLUB  
 100 YEARS

September 13, 2003

*Pierrepont Manor Improvement Club*  
 PIERREPONT MANOR STATION  
 POSTMASTER  
 PO BOX 9998  
 PIERREPONT MANOR NY  
 13674-9998



September 12-14, 2003

*Dayton Stamp Club*  
 AIRPEX XXVIII STATION  
 POSTMASTER  
 1111 EAST 5TH ST  
 DAYTON OH 45401-9998



CARNEGIE FREE LIBRARY  
 OF BEAVER FALLS  
 CENTENNIAL STATION  
 SEPTEMBER 13, 2003  
 BEAVER FALLS PA 15010

September 13, 2003

*Beaver County Federated Library System*  
 CARNEGIE FREE LIBRARY OF  
 BEAVER FALLS CENTENNIAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 BEAVER FALLS PA 15010-9998



September 13, 2003

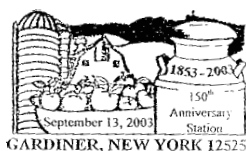
*Freeport Freedom Festival Committee*  
 FREEPORT FREEDOM  
 FESTIVAL STATION  
 POSTMASTER  
 141 MAIN ST  
 FREEPORT ME 04032-9998



92nd Annual  
 FLAX SCUTCHING FESTIVAL STATION  
 September 13, 2003  
 Stahlstown, PA 15687

September 13, 2003

*Flax Scutching Festival Committee*  
 FLAX SCUTCHING FESTIVAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 STAHLSTOWN PA 15687-9998



September 13, 2003

150TH ANNIVERSARY STATION  
 POSTMASTER  
 PO BOX 9998  
 GARDINER NY 12525-9998



September 13, 2003

*Rolling Fork Iron Horse Festival*  
 ROLLING FORK IRON HORSE  
 FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 NEW HAVEN KY 40051-9998



September 13, 2003

*Battle of Plattsburgh Committee*  
 BATTLE OF PLATTSBURGH  
 CAMPOREE STATION  
 POSTMASTER  
 10 MILLER ST  
 PLATTSBURGH NY 12901-9998



September 13, 2003

37TH ANNUAL PONY EXPRESS  
 MAIL RUN STATION  
 POSTMASTER  
 8842 NORTH MAIN ST  
 CANAAN IN 47224-9998



September 13, 2003

*Town of Sandy Creek Historian*  
 EARLY SETTLERS  
 BICENTENNIAL STATION  
 POSTMASTER  
 6067 SOUTH MAIN ST  
 SANDY CREEK NY 13145-9998



September 13, 2003

*Utschallung Station Committee*  
 UTSCHALLUNG STATION  
 POSTMASTER  
 PO BOX 9998  
 MOUNTAIN LAKE MN  
 56159-9998



September 13, 2003

*Hammond 4-H*  
 HAMMOND 4H AND FFA FAIR  
 STATION  
 POSTMASTER  
 50 SOUTH ST  
 HAMMOND NY 13646-9998



September 13, 2003

*Charlotte Sesquicentennial Committee*  
 CHARLOTTE  
 SESQUICENTENNIAL STATION  
 POSTMASTER  
 PO BOX 9998  
 CHARLOTTE IA 52731-9998



September 13, 2003  
*Bourbon Booster*  
 SESQUICENTENNIAL STATION  
 POSTMASTER  
 218 EAST PINE ST  
 BOURBON MO 65441-9998



September 13-14, 2003  
 HELVETIA FAIR STATION  
 POSTMASTER  
 PO BOX 9998  
 HELVETIA WV 26224-9998



September 13, 2003  
*Riverfest (Main Street)*  
 RIVERFEST 2003 STATION  
 POSTMASTER  
 330 SHAWNEE ST  
 LEAVENWORTH KS 66048-9998



September 13-21, 2003  
 NMLRA STATION  
 POSTMASTER  
 5918 EAST MAIN ST  
 FRIENDSHIP IN 47021-9998



September 13, 2003  
*NE Humanities Council  
 Smithsonian Exhibits*  
 HIGH PLAINS MUSEUM  
 STATION  
 POSTMASTER  
 411 WEST 3RD ST  
 MCCOOK NE 69001-9998



September 14, 2003  
*State University of NY at Stony  
 Brook, Dept of Theatre Arts*  
 JOHN GASSNER STATION  
 POSTMASTER  
 PO BOX 9998  
 STONY BROOK NY 11790-9998



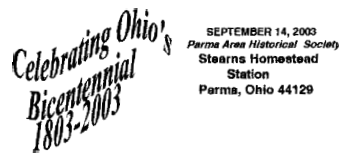
September 13, 2003  
*Postal Service*  
 GORMAN PEANUT FESTIVAL  
 STATION  
 POSTMASTER  
 112 NORTH KENT ST  
 GORMAN TX 76454-9998



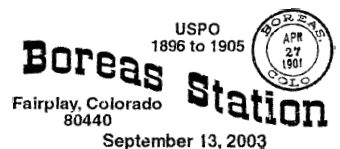
September 14, 2003  
*Dallas Borough Visioning  
 Committee*  
 HARVEST FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 DALLAS PA 18612-9998



September 13, 2003  
*125th Anniversary Committee*  
 ST JOHNS CLONMEL STATION  
 POSTMASTER  
 PO BOX 9998  
 VIOLA KS 67149-9998



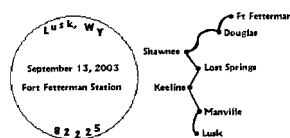
September 14, 2003  
*Parma Area Historical Society*  
 STEARNS HOMESTEAD  
 STATION  
 MANAGER  
 7801 DAY DR  
 PARMA OH 44129-9998



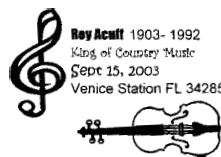
September 13, 2003  
*Postal Service*  
 BOREAS STATION  
 POSTMASTER  
 517 HATHAWAY  
 FAIRPLAY CO 80440-9998



September 15, 2003  
*Postal Service*  
 100TH ANNIVERSARY STATION  
 POSTMASTER  
 PO BOX 9998  
 BARRE VT 05641-9998



September 13, 2003  
*Lusk Pony Express*  
 FORT FETTERMAN STATION  
 POSTMASTER  
 PO BOX 9998  
 LUSK WY 82225-9998



September 15, 2003  
 ROY ACUFF KING OF  
 COUNTRY MUSIC STATION  
 POSTMASTER  
 314 SEABOARD AVE  
 VENICE FL 34292-9998



September 15–17, 2003  
SHIPS REUNION STATION  
POSTMASTER  
112 SOUTH 5TH ST  
ST CHARLES MO 63301-9998



September 18, 2003  
*Blue Whale Days*  
BLUE WHALE DAYS STATION  
POSTMASTER  
1805 SOUTH CHEROKEE ST  
CATOOSA OK 74015-9998



September 17, 2003  
*Lewisburg, KY, Post Office*  
LOGGERS STATION  
POSTMASTER  
PO BOX 9998  
LEWISBURGH KY 42256-9998



September 18–20, 2003  
125TH ANNIVERSARY STATION  
POSTMASTER  
159 WEST MAPLE ST  
SLATER MO 65349-9998



September 16–19, 2003  
*Miss America Organization*  
MISS AMERICA STATION  
POSTMASTER  
1701 PACIFIC AVE  
ATLANTIC CITY NJ 08401-9998

— *Stamp Services,  
Government Relations, 9-4-03*

## 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, 9-4-03*

## What's in Store

### Retail Coaches Corner

#### Welcome to the September Corner!

This month's edition has information on HAZMAT and flat-rate envelopes.

#### HAZMAT

Last month's Retail Coaches Corner included information on the mandatory HAZMAT question at retail — "Does this article contain anything fragile, liquid, perishable, or potentially hazardous?" Several readers had additional questions:

***What do retail acceptance employees do if the customer answers "yes" to the mandatory question?***

If customers answer yes, they must state the contents. Following identification of the article's contents, the retail associate should consult the HAZMAT-1, Quick Reference poster; DMM C020-024; Publication 52, *Hazardous, Restricted, and Perishable Mail*; or the IMM to determine mailability of the material and required packaging, labeling, documentation, and any mail class restrictions. If the package meets the requirements, then the item should be accepted.

***Where can we get HAZMAT shipper's declarations and hazardous materials labels?***

The materials used in shipping HAZMAT are the responsibility of the mailer. The Postal Service™ does not provide or sell hazardous materials labels or shipper's declarations. Mailers should be directed to stationery stores or other businesses where mailing supplies are sold.

***What if I cannot determine mailability?***

If you have used all available references and cannot determine the mailability, the article must be refused for mailing. The customer should be referred to a rates and classification service center for further information. A list of the rates and classification service centers can be found on the back of Notice 107, *Some Things Were Never Meant To Be Mailed*.

#### Flat-Rate Envelopes

Due to changes in Express Mail® and Priority Mail® flat rates that became effective with the last rate case,

there has been confusion about the acceptance of flat-rate envelopes. These rates offer the customer a predetermined rate regardless of weight or destination zone of the item mailed. Any mailable item is eligible, as long as it fits in a Postal Service–provided 12 1/2" x 9 1/2" cardboard envelope. Flat rates are \$13.65 for Express Mail items and \$3.85 for Priority Mail items.

***What happens if customers bring in the old Priority Mail or Express Mail 2-lb. flat-rate envelopes?***

The flat rate is to be afforded to any customer presenting any version of a Postal Service–provided Express Mail or Priority Mail 9 1/2" x 12 1/2" cardboard envelope. This direction applies to the old 2-lb. envelopes and the old standard envelopes, in addition to the current flat-rate envelope.

***Are flat-rate items limited to just documents or can any item be placed in flat-rate envelopes?***

Contents in flat-rate envelopes may be documents, but may also be all other mailable matter. A flat-rate envelope does not have to remain flat to be eligible for flat-rate postage. Any amount of mailable material mailed using the flat-rate envelope is afforded the flat rate regardless of the weight of the material enclosed.

***Can cellophane or masking tape be used to close or reinforce packages?***

When mailing at the Priority Mail or Express Mail flat rate, the contents of the flat-rate envelope must be confined within the envelope with the adhesive provided on the flap as the primary means of closure. The flap must be able to close and adhere to the envelope. Tape may be applied to reinforce the envelope, provided the design of the envelope is not enlarged by any means.

***Where can I order flat-rate envelopes?***

Call the Express and Priority Mail Supply Center at 800-222-1811.

Questions or comments? Submit them via e-mail to *Retail Coaches Corner*

## What's in Store

# september

retail employee bulletin



Bruce Jilka  
Postmaster  
28 years of service



## Make Way for Holiday

Holiday Retail Employee Kits will be arriving at the end of September.

- Make sure these materials get posted: October, November, December Retail Employee Calendar; Employee Security Poster; Employee Security Decals.
- **Managers:** Make time to read the Manager's Guide and share important information with your employees.
- **Employees:** Make time to review your new Retail Employee Calendar. It will help you prepare for the busy holiday season.

## ➔ LibertyCash Program Ending

LibertyCash® was a test program that enabled customers in 2,855 Post Offices™ to obtain a special debit card for purchasing postal services. Due to budgetary restraints and cost-cutting efforts, management decided to end the test.



For participating Post Offices:

- Effective September 1, 2003, LibertyCash cards will no longer be an accepted form of payment for postal products or services.
- Your counter card display with refund application forms should remain up until the end of the year, but please keep applications on hand after that.
- Encourage customers to submit their LibertyCash refunds prior to December 31, 2003, and remind them they can only request refunds by mail.

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



## What's in Store

# september

retail employee bulletin



## Together at Last

The United States Mint and the Postal Service™ have joined together to create a unique new collectible. The 37-cent "Greetings from America" stamp series is now offered with the US Mint 50 State Quarters®.

- Portfolios and Individual State Cards are available from the years 1999 through 2002.
- Make sure you order plenty of product for the holiday season.
- Order product through your normal stamp distribution order process.

## On the Move

### *Where's Your Change of Address Table Tent?*



Your office received an Internet Change of Address Table Tent mid-June. It was shipped to postmasters, separately from the POP kit, via First-Class Mail® service. It offers customers a convenient way to change their address online.

- Many offices are not displaying the table tent.
- Please make sure your table tent is displayed on the clerk counter today.

## September Stamp Releases:

- *Roy Acuff*: **September 13**
- *District of Columbia*: **September 22**



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

## What's in Store






### focus!

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

# september

retail employee bulletin

Summer/Fall '03 Retail Drive Period  
6/14/03 – 10/18/03

SAT	SUN	MON	TUES	WED	THUR	FRI
		1  Offices closed <b>LABOR DAY</b>	2	3	4	5  AP 13 ends
6	7  <b>usps.com</b> Customers can print labels for Express Mail®, Priority Mail®, and Global products — with or without postage — online at <a href="http://usps.com/clicknship">usps.com/clicknship</a>	8	9	10	11	12  \$\$\$ <b>payday!</b>
13   <b>Roy Acuff stamp</b>	14	15   <b>focus!</b> Remind your customers that FIRSTCLASS PHONECARDS® are now an especially good value.	16	17	18	19
20  POW/MIA flag National POW/MIA Recognition Day	21	22   <b>District of Columbia stamp</b>	23  Autumn begins	24	25	26  \$\$\$ <b>payday!</b>  <b>ROSH HASHANAH</b> begins at sundown
27  <b>did you know?</b> On the employee Intranet ( <a href="http://blue.usps.gov">http://blue.usps.gov</a> ), you have access to important retail information, the Visual Merchandising Web site, and much more! Check it out.	28	29	30			

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

# Supply Management

## POM REVISION

### Highway Contract Service

Effective September 4, 2003, the *Postal Operations Manual* (POM) is revised slightly to clarify language regarding highway contract service.

We will incorporate these revisions into the printed version of POM 10 and also into the online version of the POM, which is available on the Postal Service™ PolicyNet Web site at <http://blue.usps.gov>; click on *More References*, and then *Manuals*.

#### Postal Operations Manual (POM)

	*	*	*	*	*
<b>5</b>	<b>Mail Transportation</b>				
	*	*	*	*	*

### 53 Highway Contract Service

#### 531 Authorization

*[Revise the last sentence of the paragraph by replacing the first word ("Policies") and the verb "are" with "Procedural guidance" and the verb "is," to read as follows:]*

\*\*\* Procedural guidance regarding highway contracts is contained in Handbook PO-513, *Mail Transportation Procurement Handbook*.

#### 532 Types of Service

##### 532.1 General

*[Revise the last sentence of the paragraph by deleting the last four words ("in sparsely populated areas"), to read as follows:]*

\*\*\* Box delivery routes are similar to rural delivery service and provide home or business delivery of mail.

\* \* \* \* \*

— Surface Transportation,  
Supply Management, 9-4-03

## REVISED FORM

### PS Form 5429, Certification of Exceptional Contract Service Performed

PS Form 5429, *Certification of Exceptional Contract Service Performed*, recently has been revised and soon will be available at the Material Distribution Center. **Continue to use the current version of PS Form 5429 until the new version is available.**

The revision specifies that Supply Management will continue to pay Transportation Highway Contracts every 28 days, but the term for the cycle now will be "Transportation Pay Cycle" (28 days), instead of "Accounting Period" (28 days).

We will supply ordering information for revised PS Form 5429 in a future issue of the *Postal Bulletin*.

— Surface Transportation CMC,  
Supply Management, 9-4-03

## ORDERING INFORMATION

**Rotary Locks**

Rotary locks are used to secure registered mail, stamp stock, money orders, and bank deposits that are in transit. The locks are used whether the property is cased in a pouch, sack, CON-CON container, or LD-3 Dacon container. Metal seals may also be used for these purposes but, because they do not achieve the same level of security, are acceptable only as an emergency substitute for the rotary lock. Section 523.1 of Handbook DM-901, *Registered Mail*, states that the numbered tin band seal (Item O817-C) is to be used only when rotary locks are not available.

It is also more cost effective for you to use rotary locks instead of metal seals since they are reusable and unserviceable locks can be returned to a mail equipment shop for repair. Rotary locks are a valuable asset to the Postal Service™ and must be kept in circulation to achieve the fullest financial benefit.

Rotary locks are manufactured by mail equipment shops and distributed by the Material Distribution Center (MDC). You can obtain adequate rotary locks from the Registry Section servicing your office or by ordering through the 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 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 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

Use the following information to order rotary locks:

<b>PSN:</b>	5340-04-000-5608
<b>PSIN:</b>	O832
<b>Unit of Measure:</b>	EA
<b>Minimum Order Quantity:</b>	20
<b>Bulk Pack Quantity:</b>	20
<b>Quick Pick Number:</b>	N/A
<b>Price:</b>	\$39.2356
<b>Edition Date:</b>	N/A

You can obtain keys for rotary locks directly from the mail equipment shops using PS Form 4983, *Postal Key and Lock Requisition*.

Field sites are charged when rotary locks are ordered, but may be reimbursed through funds provided annually to their area offices.

— SCM Strategies,  
*Supply Management*, 9-4-03

ORDERING INSTRUCTIONS

# POW-MIA Flags



We're in the annual cycle of displaying the POW-MIA flag at Postal Service™ facilities on the following 6 specific days:

- Armed Forces Day, the third Saturday in May
- Memorial Day, the last Monday in May
- Flag Day, June 14
- Independence Day, July 4
- National POW-MIA Recognition Day, the third Friday in September
- Veterans Day, November 11

**Note:** If any of these days fall on a nonbusiness day, Postal Service facilities are required to display the POW-MIA flag on the last business day before the designated day.

The flag and its display at our facilities honor the sacrifices made by members of the armed forces held as prisoners of war or missing in action. Use the information below to order POW-MIA flags.

## Ordering Instructions

In compliance with the law requiring the display of POW-MIA flags, the Material Distribution Center offers the following sizes of flags, which it orders from the General Services Administration.

Order a POW-MIA flag based on the size of your United States flag.

If using this size U.S. flag:	Order this size POW-MIA flag:	Use this POW-MIA flag NSN:
5' x 9' 6" or larger	4' x 6'	8345-01-452-6283
3' 6" x 6' 7-3/4"	3' x 5'	8345-01-452-8114
2' 4-7/16" x 4' 6"	2' x 3'	8345-01-452-8111

You can order a POW-MIA flag by one of the following means:

- **Touch Tone Order Entry (TTOE):** Call 800-332-0317, select 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@email.usps.gov*.

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

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

You also can order the POW-MIA flag through the Postal Products Unlimited, Inc., catalog on eBay at <http://ebuy.usps.gov/jsp/co/Login.jsp> (URL is case-sensitive).

— Supply Management, 9-4-03

*EMPLOYEE DISCOUNTS***Maintenance, Repair, and Operating Supplies**

Thanks to the new maintenance, repair, and operating (MRO) supplies contracts, Postal Service™ employees are now eligible for discounts on all items in the supplier catalogs. The discounts are the same as those the Postal Service receives from MSC® Industrial Supply Company and W. W. Grainger, Inc.

You may take advantage of this opportunity by contacting the appropriate supplier at the telephone number provided below. You must identify yourself as a Postal Service employee and reference the appropriate account number.

**MSC® Industrial Supply Company**

Account number: 1868335

Credit cards: Visa, MasterCard, American Express, Discover

Telephone number: 800-msc4gov (800-672-4468)

**W. W. Grainger, Inc.**

Account number: 861770246

Credit cards: Visa, MasterCard, American Express

Telephone number: 800-govteam (800-468-8326)

You must use credit cards for telephone orders, and cash or credit cards for walk-in orders. You will be responsible for all freight charges and taxes.

— *SCM Strategies,  
Supply Management, 9-4-03*

**Boise Cascade Office Supplies Contract**

Supply Management is receiving many telephone and e-mail inquiries concerning recent Internet and newspaper articles about the strategic partnership between the Postal Service™ and Boise Cascade. We believe the articles, in conjunction with input from sales people working for competing office products suppliers, may be creating some confusion.

Postmaster General CEO John Potter issued a letter (see page 103) on August 6 clarifying that Boise Cascade does not supply certain office supplies to the Postal Service as part of our contract. The letter also reminds everyone of our statutory requirement to purchase comparable Javits-Wagner-O'Day Act (JWOD) office supplies — when available — from sheltered workshops that employ the physically and mentally challenged.

The letter also states that, while Boise Cascade is still our strategic partner for office supplies and we are still required to buy our office supplies from them, the following two exceptions exist:

- If you have an emergency and Boise Cascade cannot meet your required delivery date, but another supplier can, then you may purchase off-contract from another supplier.
- If you find a lower price with a supplier other than Boise Cascade, you can ask Boise Cascade to match the price or purchase the item at the lower price from the other supplier.

Please note that Boise Cascade can usually deliver in an emergency situation within 4 hours of receipt of your order and, if you ask for price matching, it will usually match any advertised price. We believe that office products available through the Boise Cascade contract are available at the lowest cost to the Postal Service. However, the postmaster general's letter clarifies the flexibility that is available to those ordering office products as far as the best method for meeting the needs of the Postal Service under these exceptions to the contract.

— *SCM Strategies,  
Supply Management, 9-4-03*

JOHN E. POTTER  
POSTMASTER GENERAL, CEO



August 6, 2003

ALL OFFICERS

SUBJECT: Purchasing Office Supplies

It has come to my attention that there is some confusion concerning the purchase of office supplies products. As you know, we have entered into a contract with Boise Cascade to provide office supplies. However, it was never our intent that the contract with Boise would fulfill all office supply needs. There are some Postal Service unique office supply products which will continue to be acquired under separate contracts.

**Further, there are two exceptions to the contract. (1) If you have a required delivery date that Boise cannot meet and another supplier can meet the requirement, you have the option of purchasing from that competitor. (2) If you find a lower price with a supplier other than Boise, you then have the options of asking Boise to match the price or just to purchase the item at the lower price from the other supplier.**

I encourage you to support the National Industry for the Blind and the National Institute for the Severely Handicapped by purchasing JWOD products. As a reminder, JWOD is a law requiring all federal agencies, including the Postal Service, to purchase certain office supply items from sheltered workshops. You may purchase your JWOD products from Boise Cascade or from other JWOD qualified suppliers when the total costs are lower than that offered by Boise Cascade.

Please ensure this information is shared with all employees responsible for procuring office supplies.

A handwritten signature in cursive script that reads "Jack Potter".

John E. Potter



475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-5540

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***DMM 200-A  
A Guide to Mailing for  
Businesses and  
Organizations***

**[www.usps.com](http://www.usps.com)**

