

POSTAL BULLETIN

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PB 22112, October 2, 2003

REVENUE GROWTH
It's up to ALL of you.
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the power to sell.**



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POSTAL SERVICE®**

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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			

MESSAGE FROM THE POSTMASTER GENERAL AND DEPUTY POSTMASTER GENERAL

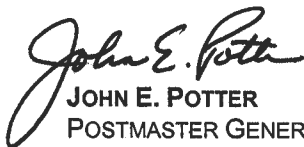
Hispanic Program

According to the most current U.S. Census data, Hispanics have become the largest minority group in the United States and are one of the fastest growing population segments of the American population. Consistent with our commitment to provide equal employment opportunity to all persons, it is critical that we continue to strengthen our efforts to recognize and fully utilize the unique qualities and talents of Hispanics in our diverse workforce and in the community at large.

Since its establishment in the 1970s, the Hispanic Program has been on a journey to transform and address the rapid growth in the Hispanic population. Today, the program helps support our organization's Transformation challenges, our organization's need to remove barriers that prevent the Postal Service from achieving a more inclusive workforce, and our quest to manage relationships with our customers that will enable us to provide services to communities with diverse needs.

As we celebrate National Hispanic Heritage Month, I reconfirm the Postal Service's commitment to our Hispanic employees, customers, and suppliers. The Postal Service is committed to ensuring that the Hispanic Program continues to receive necessary management attention and support.

By doing so, we will continue to realize the full talents of our diverse workforce, while fostering growth by adding value for our customers, improving operational efficiency, and improving service to this rapidly growing marketplace.



JOHN E. POTTER
POSTMASTER GENERAL, CEO



JOHN M. NOLAN
DEPUTY POSTMASTER GENERAL

USPSNEWS@WORK

POSTAL HEROES: NALC recognizes five letter carriers

Germantown, TN, Letter Carrier Rodger Parker saw a truck veer off the road into a large lake and begin to sink. Water was rushing into the cab, trapping an elderly couple. The Navy veteran sprung into action and jumped into the lake, along with two other people.

First, he freed the woman and took her to shore. "I climbed in the truck and told her to stay calm," Parker told *WREG-TV* in Tennessee. "I undid her seat belt and I climbed back out, put her on my shoulder and swam to shore, 30 to 40 yards," said Parker.

Then the 37-year-old Parker went back and rescued the woman's husband, who was trapped in the driver's seat with water up to his neck. The National Association of Letter Carriers (NALC) recently named Parker as the organization's National Hero of the Year.

The NALC also recognized four other letter carriers for their heroic efforts. Postmaster General Jack Potter praised the five honorees for their "selfless service" and thanked them for making Postal Service™ employees everywhere proud of the service that we provide to the nation.

The other honorees are as follows:

- Columbia, SC, Letter Carrier Elizabeth Myers was named Eastern Region Hero for attempting to save the life of an elderly man and his daughter from a burning house.
- Alexandria, LA, Letter Carrier Lawrence Swain was named Central Region Hero for saving the life of a driver in a fiery accident.
- Sherman Oaks, CA, Letter Carrier Richard Reimer was named Western Region Hero for capturing a purse-snatcher who assaulted a woman. He also testified in court, which led to the conviction of the assailant and an accomplice.
- San Jose, CA, Letter Carrier Marilyn Bonacorso received the Special Carrier Alert Rescue Award for saving the life of an elderly man on her route after he failed to pick up his mail for several days.

SERVICE UP, COSTS DOWN: NOM delivers with improved efficiencies

Transportation is leading the way — not only in helping the Postal Service achieve record-breaking service, but also in cutting costs.

Fiscal Year (FY) 2003 is Network Operations Management's (NOM) fourth consecutive year of reducing expenses below same period last year (SPLY). NOM will be approximately \$300 million under plan for FY 2003.

All modes of transportation — air, highway, rail, and water — are significantly below both plan and SPLY.

"The foundation of NOM's success is improved transportation efficiencies," said Network Operations Management V.P. Paul Vogel. The largest transportation dollar contributor was air transportation with more than \$100 million under plan. Vogel said this was primarily due to better utilization of the FedEx network and a much more efficient Christmas network.

Other cost-saving highlights: rail consolidations accounted for another \$40 million under plan. Mail transport equipment and the mail transport equipment service centers — both fall within NOM's responsibilities — were \$100 million under plan and SPLY, thanks to improved utilization, consolidation, and restraint.

Network Operations Management's cost reductions have come at the same time that the Postal Service has raised the bar on service — External First-Class measure for First-Class Mail® service hit a record-high 95 percent for the second straight quarter in a row. "Efficiency and good service go hand in hand," said Vogel. "We're delivering for our customers, and we're doing it more efficiently and at a lower cost."

The plan also includes further reductions of 25 million employee workhours. Since 1999, the Postal Service has reduced total workhours by a cumulative 512 million, the equivalent of \$13 billion in savings. Strasser also said that the financial plan would enable the Postal Service to fully recover all prior years' losses with projected net incomes this fiscal year and in FY 2004, capturing \$6 billion since the start of FY 2003.

DELIVER ME HOME: USPS announces new program to help find missing children

A new joint effort is underway to locate America's missing children. It's called the Deliver Me Home Network — USPS®, the Postal Inspection Service, and the National Center for Missing and Exploited Children (NCMEC) are combining resources and coordinating efforts to find America's missing children quickly and return them safely home.

USPSNEWS@WORK

Here's how it works: once a NCMEC "Team Adam" representative receives a law enforcement request about a missing child, fliers containing critical identifying information are printed and disseminated by USPS in the local area. The fliers are displayed at local Post Offices™, and letter carriers deliver them to mailboxes in a targeted ZIP Code.

The national program got its start in Northport, AL, when letter carriers delivered more than 16,000 fliers to help search for an 11-year-old girl, who had been missing since Aug. 19.

OPERATION IDENTITY CRISIS: Postal inspectors launch identity theft prevention campaign

Identity thieves ripped off consumers for \$5 billion last year, according to the Federal Trade Commission (FTC). Banks and businesses lost even more. To combat this growing crime, the Postal Inspection Service has launched "Operation Identity Crisis" — a consumer education campaign to prevent citizens from being victims of identity theft.

Joining the Inspection Service in this initiative are the FTC, the Secret Service, the Department of Justice and various financial organizations.

Identity theft involves acquiring key pieces of someone's personal identifying information, such as name, address, date of birth and Social Security number. Identity thieves use the information to commit fraud such as applying for loans, credit cards, and Social Security benefits.

TV actor and *Law and Order* star Jerry Orbach, himself a victim of identity theft, is the campaign's spokesperson. He will appear in a nationally distributed public service announcement about preventing identity theft. The campaign also includes posters in all 38,000 Post Office™ lobbies, numerous banks, and other financial institutions throughout the country.

Here are some tips on preventing identity theft:

- Don't leave mail in mailbox overnight or on week-ends.
- Deposit mail in Postal Service collection boxes.
- Tear up or shred unwanted documents that contain personal information.
- Review your consumer credit report annually.

Need more information? Go to www.usps.com/postalinspectors.

POTTER TO FORUM: Let's work together to make Postal Service better

Postmaster General (PMG) Jack Potter, addressing the recent National Postal Forum in Kansas City, MO, stressed that USPS and mailers need to work together to move the Postal Service forward in the 21st century.

Potter said USPS's efforts at improving service and cutting costs paid off during Fiscal Year 2003, which just ended. "Overnight First-Class Mail service, as measured by the External First-Class (EXFC) measurement system, has hit a record-breaking 95 percent for the past two quarters," said Potter. He told attendees USPS is \$1.2 billion under budget in nonpersonnel costs.

On postal reform, he praised the entire mailing industry for supporting the effort that led to the Civil Service Retirement System (CSRS) reform legislation. The legislative change will save the Postal Service billions that otherwise would've resulted in overpayment into the CSRS.

And the PMG noted the extensive work of the President's Commission on the U.S. Postal Service and its recommendations to the president on postal reform. "We must have legislative change," Potter said.

"Revenue growth is the key to a financially sound Postal Service," said Potter. The PMG said USPS is working hard to give mailers different options for using the Postal Service. He mentioned the recent negotiated service agreement with Capital One and products such as Customized MarketMail™ and Repositionable Notes — which allow mailers to attract customer attention through innovative mailpiece design.

Potter said these developments came about by working together. A successful mailing industry depends on a successful Postal Service. "We all must work together to make it better," said the PMG.

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 37 Friends & Family Privilege Gold	Standard/Letter	10/1/03–10/3/03	4.9	Nationwide	Car-Rt	Harte-Hanks
JCP Fall Shopping Spree	Standard/Postcard	10/2/03–10/4/03	6.5	Nationwide	Car-Rt	Harte-Hanks
JCP On Trend	Standard/Catalog	10/3/03–10/6/03	2.2	Nationwide	Car-Rt	Quebecorworld
JCP Women's Only	Standard/Catalog	10/3/03–10/6/03	1.5	Nationwide	Car-Rt	Quebecorworld
JCP Winter Warm-up Sale	Standard/Catalog	10/4/03–10/9/03	9.4	Nationwide	Car-Rt	RR Donnelley
Prevention	Standard/Flat	10/5/03–10/7/03	1.5	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Direct
Seventh Avenue	Standard/Catalog	10/6/03–10/9/03	1.6	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
JCP Week 38 Fall VIP Night	Standard/Letter	10/8/03–10/10/03	13.3	Nationwide	Car-Rt	Harte-Hanks
Men's Health	Standard/Flat	10/10/03–10/12/03	1.5	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Direct
Stop Dieting Lose Weight	Standard/Flat	10/10/03–10/12/03	1.3	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Direct
JCP Holiday Woman's Plus	Standard/Catalog	10/10/03–10/13/03	1.4	Nationwide	Car-Rt	Quebecorworld
JCP Holiday White Sale	Standard/Catalog	10/11/03–10/16/03	9.5	Nationwide	Car-Rt	RR Donnelley
JCP Week 38 Fall Shopping Spree	Standard/Postcard	10/14/03–10/16/03	16.3	Nationwide	Car-Rt	Harte-Hanks
Midnight Velvet	Standard/Catalog	10/14/03–10/17/03	1.0	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
JCP Week 39 Styling Salon	Standard/Postcard	10/15/03–10/17/03	1.5	Nationwide	Car-Rt	Harte-Hanks

— Business Service Network Integration,
Service and Market Development, 10-2-03

Domestic Mail

DMM REVISION

FSM 1000 Redesignated as UFSM 1000

Effective October 2, 2003, *Domestic Mail Manual* (DMM) C820.1.0, C820.3.0, C820.4.0, C840.3.2, E260.1.3, M820.1.0, M950.1.1, M950.2.1, M950.3.1, R200.1.2, R200.2.2, R200.3.2, and I022 are revised to reflect the change in the designation of “flat sorting machine (FSM) 1000” to “upgraded flat sorting machine (UFSM) 1000.” This redesignation is based on enhancements made to the FSM 1000.

Mailers who have stocks of polywrap film endorsed “USPS FSM 1000 Approved Polywrap” may continue using that film until October 2, 2004. Any mailer requiring an extension beyond that date must contact the appropriate rates and classification service center for approval to continue using any remaining film with the old endorsement.

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)

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C Content and Characteristics

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C800 Automation-Compatible Mail

* * * *

C820 Flats

1.0 BASIC STANDARDS

[Change “flat sorting machine (FSM) 1000” to “upgraded flat sorting machine (UFSM) 1000” in the second sentence and change “FSM 1000” to “UFSM 1000” in 1.0a.]

* * * *

[Revise heading to read as follows:]

3.0 CRITERIA FOR UFSM 1000 FLATS

* * * *

4.0 POLYWRAP COVERINGS

[Change “FSM 1000” to “UFSM 1000” in 4.1b and Exhibit 4.1; change “an FSM 1000 mailpiece” to “a UFSM 1000 mailpiece” in 4.2a(2), 4.2b, and 4.3b; and change “USPS FSM 1000 Approved Polywrap” to “USPS UFSM 1000 Approved Polywrap” in 4.4.]

* * * *

C840 Barcoding Standards for Letters and Flats

* * * *

[Revise heading to read as follows:]

3.0 BARCODE PLACEMENT—FLAT-SIZE MAIL

* * * *

[Revise heading to read as follows:]

3.2 Applying One Barcode

[Change “For FSM 1000 mailpieces” to “For UFSM 1000 mailpieces” in the second sentence.]

* * * *

[Revise heading to read as follows:]

3.3 Applying Second Barcode

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E Eligibility

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E200 Periodicals

* * * *

E260 Ride Along

* * * *

1.3 Physical Characteristics

[Change “FSM 1000” to “UFSM 1000” in the first sentence in 1.3c; change “on an FSM 1000” to “on a UFSM 1000” in 1.3c(1); change “an FSM 1000-compatible host piece” to “a UFSM 1000-compatible host piece” and “on the FSM 1000” to “on the UFSM 1000” in the first sentence in 1.3c(2).]

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M Mail Preparation and Sortation

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M800 All Automation Mail

* * * *

M820 Flat-Size Mail

[Change “FSM 1000” to “UFSM 1000” in 1.5a, 1.5c, 1.5d, 1.7, and 1.12.]

* * * *

M900 Advanced Preparation Options for Flats

* * * * *

M950 Co-Packaging Automation Rate and Presorted Rate Pieces

[Change "FSM 1000 requirements" to "UFSM 1000 requirements" in 1.1f, 2.1g, and 3.1g.]

* * * * *

R Rates and Fees

* * * * *

R200 Periodicals

[Change "FSM 1000" to "UFSM 1000" in footnotes in 1.2, 2.2, and 3.2.]

* * * * *

I Index Information**1000 Information**

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1020 References

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1022 Subject Index

[Change all instances of "FSM 1000" to "UFSM 1000."]

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— Mailing Standards,
Pricing and Classification, 10-2-03

*DMM REVISION***Parcel Return Services Experiment**

Effective October 19, 2003, *Domestic Mail Manual* (DMM) G993 is added to set forth the standards adopted by the Postal Service™ to implement the Parcel Return Services (PRS) experiment pursuant to the Decision of the Governors of the Postal Service approving the Recommended Decision of the Postal Rate Commission in its Docket No. MC2003-2. The recommended decision is based on the Stipulation and Agreement that represented a negotiated settlement of all issues in that docket.

The Postal Service is conducting this PRS experiment to respond to the rapidly evolving market of Internet and catalog sales. Merchandise sales inevitably lead to returns, and many consumers, as well as Internet and catalog retailers, rely on the Postal Service for return of merchandise. By taking advantage of new ways of handling returned parcels, the new PRS experiment can provide convenience to consumers and competitive prices for retailers. Commercial shippers generally enter their parcels in bulk at Postal Service facilities near their destinations and receive discounts for doing so. With the PRS experiment, they will be able to pick up returns in bulk at those same facilities and receive discounts for the handling and transportation costs the Postal Service otherwise would have incurred for single-piece handling and transportation of those parcels back to the original shipper. Thus, the experiment provides return parcels with the benefits of worksharing and the advantages of Parcel Select® service realized by mailers for outgoing parcels.

PRS consists of three rate categories for returned Package Services parcels retrieved in bulk by a permit holder.

- The Parcel Select return delivery unit (RDU) rate category applies to Parcel Post subclass parcels retrieved from a designated delivery unit. Designated delivery units (DDUs) are those that currently offer extended hours for entry of Parcel Select-DDU parcels. The RDU rates are flat rates that do not vary by weight. There is one rate category for all regular-sized parcels and a separate flat rate for all oversized parcels.
- The Parcel Select return bulk mail center (RBMC) rate category applies to Parcel Post subclass parcels retrieved in bulk from any of the 21 bulk mail centers (BMCs) listed in DMM L601, or other equivalent facility. Permit holders are required to develop reverse manifests of each piece they retrieve.
- The Bound Printed Matter (BPM) return bulk mail center (RBMC) rate category applies to BPM subclass parcels retrieved in bulk from any of the 21 BMCs. Permit holders are required to develop reverse manifests of each piece they retrieve. Flat-shaped single-piece rate BPM pieces eligible for a rate reduction in the form of a flat differential do not qualify for the RBMC rate. There is no separate BPM rate for parcels retrieved from RDUs. BPM parcels can qualify as PSRS parcels retrieved from a DDU.

As part of this experiment, participants will be charged the applicable rate in new DMM G993.3.1 through 3.4.

Parcels must be retrieved on a regular schedule. From BMCs, a minimum of every 48 hours excluding Sundays and Postal Service holidays, and from designated delivery units, a minimum of once every 7 days. Permit holders or their agents would be required to set up a recurring or standing appointment to retrieve PRS parcels. If the permit holder (or agent) already has existing appointments to deliver Parcel Select parcels to a BMC or DDU, the same appointment can be used for retrieving PRS parcels.

Participation in the first year of the experiment will be limited to 20 approved participants (permit holders). An additional 10 participants may be added during the second year. Participants will pay one annual PRS permit fee and one annual PRS advance deposit accounting fee of \$150.00 and \$475.00, respectively, at the Post Office™ where the PRS permit is held. Only one permit and accounting fee is required for each participant (permit holder). Payment of these fees allows permit holders to retrieve both Parcel Select and BPM PRS parcels for their clients, as well as their own parcels, at all approved locations. Permit holders must use the Centralized Account Processing System (CAPS) electronic postage payment system to fund postage payments for all returns through all locations. Information on CAPS can be found at <http://caps.usps.gov>.

The PRS permit may be canceled by the Postal Service for failure to maintain sufficient funds in a trust account to cover postage and fees on returned parcels, for distributing labels that do not conform to Postal Service specifications, or for several other reasons set out in this rule.

We will incorporate this revision 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)

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G General Information

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G900 Experimental Classification and Rate Filings

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G990 Experimental Classifications and Rates

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[Add new G993 to read as follows:]

G993 Parcel Return Services

Summary G993 describes the eligibility, standards, physical characteristics, markings, and rates that apply to the experimental Parcel Return Services classification.

1.0 BASIC INFORMATION

1.1 Description

The standards in G993 apply to parcels that are retrieved in bulk by authorized permit holders or their agents who are approved participants in the Parcel Return Services (PRS) experiment. The permit holder guarantees payment of postage and retrieval of all PRS parcels mailed with a PRS label. The permit holder has the option of retrieving returned parcels at a designated delivery unit (DDU) (the Post Office where PRS parcels are mailed by a customer)—or at the bulk mail center (BMC) that serves the Post Office where returned parcels are deposited by a customer. Payment for parcels returned under PRS is deducted from a separate advance deposit (postage due) account that is funded through the Centralized Account Processing System (CAPS).

1.2 Applicability

Parcels may use PRS when all of the following conditions apply:

- a. Parcels contain merchandise being returned to the merchant.
- b. Parcels bear a PRS label that meets the standards in 4.0.
- c. The parcel shows the permit number, and the permit holder has paid the annual PRS permit fee and the annual PRS accounting fee.

1.3 Services

Package Services pieces using Parcel Return Services are not eligible for ancillary or special services.

1.4 Customer Mailing Options

Returned parcels must be mailed within the service area of the Post Office shown in the return address on the label. They may be deposited at:

- a. The main Post Office or any associated office, station, or branch.
- b. In any collection box (except an Express Mail® box).
- c. With any rural carrier.
- d. On business routes during regular mail delivery if prior arrangements are made with the carrier.
- e. As part of a collection run for other mail (special arrangements may be required).
- f. At any place designated by the postmaster for the receipt of mail.

1.5 Participation

Companies who wish to participate in this experiment must send a request, on company letterhead, to the manager, Mailing Standards (see G043 for address). Requests also may be sent via e-mail to *sherry.s.freda@usps.gov*; or by fax to 703-292-4058. The request must contain the following information:

- a. Company name and address.
- b. Individual contact name, telephone number, fax number, and e-mail address.
- c. The rate category or categories to be used; proposed retrieval locations (delivery units and bulk mail centers); and individual contact information for the company contact or agent at each location.
- d. A list of clients, if the applicant is not the merchant (required for mailer identification number assignment).
- e. Projected volume per quarter for each RDU and/or RBMC.
- f. Label and instruction examples that comply with 4.0.
- g. Date(s) label distribution will begin for each client.
- h. Description of the electronic returns manifesting system to be used to document returns, by location and rate eligibility.
- i. Current Parcel Select and BPM parcel profile (volumes and weights).

1.6 Evaluation

The electronic returns manifesting system will be subject to approval by the manager, Business Mailer Support (BMS). BMS can provide applicants information for developing and receiving approval for a parcel returns system, electronic file transfer requirements, and certification process. Once approved, participants must comply with the terms of the PRS Service Agreement and pay the annual fees in 2.2 and 2.3. The manager, Mailing Standards may request additional data and a visit to the applicant's plant. In selecting participants, the manager, Mailing Standards uses the following additional criteria:

- a. The applicant must be prepared to begin operation at a mutually agreed upon time soon after selection.
- b. The applicant must demonstrate the ability to retrieve parcels on a regular schedule mutually agreed upon from the designated RDU, RBMC, or both.

1.7 Authorization

Participants during the first year of this experiment will be limited to the first 20; depending on the results in year one, 10 additional participants may be approved during the

second year. The manager, Mailing Standards will review each request and will proceed as follows:

- a. If the applicant meets the conditions required for the PRS experiment and the application is otherwise consistent with the purposes and goals of the experiment, the manager, Mailing Standards will approve the letter of request. For the purposes of the experiment, the Postal Service may require additional documentation and periodic review and inspection of each participant's PRS processing and accounting operations.
- b. If the application does not appear to meet the conditions required for the PRS experiment, the manager, Mailing Standards will deny the request and send a written notice to the applicant, with the reasons for denial.

1.8 Procedure

Upon approval and payment of fees, participants must provide a copy of the approval to each contact at each pickup location. The manager, Mailing Standards will provide a copy to each district manager, Business Mail Entry that has a pickup location. Local Post Offices can determine payment of fees through CAPS.

1.9 Pickup Schedule

Parcels must be retrieved on a regular schedule: from BMCs, a minimum of every 48 hours excluding Sundays and Postal Service holidays; and from DDUs, a minimum of once every seven days. Permit holders or their agents will be required to set up a recurring or standing appointment to retrieve PRS parcels. If the permit holder (or agent) already has existing appointments to deliver Parcel Select parcels to a BMC or DDU that meet these standards, the same appointment can be used for retrieving PRS parcels.

2.0 POSTAGE AND FEES

2.1 Postage

There are three PRS rate categories:

- a. Parcel Select RDU. Parcels returned as Parcel Post to, and retrieved in bulk from, a designated delivery unit.
- b. Parcel Select RBMC. Parcels returned as Parcel Post to, and retrieved in bulk from, a designated BMC.
- c. Bound Printed Matter RBMC. Parcels returned as Bound Printed Matter to, and retrieved in bulk from, a designated BMC.

2.2 Permit Fee

A \$150.00 permit fee must be paid annually at the Post Office where the PRS permit is held. The permit must remain valid during the course of the experiment.

2.3 Advance Deposit Account and Annual Accounting Fee

The participant must pay postage through an advance deposit account and must pay an annual accounting fee of \$475.00. The account must remain valid during the course of the experiment.

3.0 RATES

3.1 Parcel Select Return Services—Return Delivery Unit

Regardless of weight, any parcel that measures more than 108 inches (but not more than 130 inches) in combined length and girth must pay the oversized rate.

Weight Not Over (pounds)	Rate	Weight Not Over (pounds)	Rate
1	\$2.00	36	\$2.00
2	2.00	37	2.00
3	2.00	38	2.00
4	2.00	39	2.00
5	2.00	40	2.00
6	2.00	41	2.00
7	2.00	42	2.00
8	2.00	43	2.00
9	2.00	44	2.00
10	2.00	45	2.00
11	2.00	46	2.00
12	2.00	47	2.00
13	2.00	48	2.00
14	2.00	49	2.00
15	2.00	50	2.00
16	2.00	51	2.00
17	2.00	52	2.00
18	2.00	53	2.00
19	2.00	54	2.00
20	2.00	55	2.00
21	2.00	56	2.00
22	2.00	57	2.00
23	2.00	58	2.00
24	2.00	59	2.00
25	2.00	60	2.00
26	2.00	61	2.00
27	2.00	62	2.00
28	2.00	63	2.00
29	2.00	64	2.00
30	2.00	65	2.00
31	2.00	66	2.00
32	2.00	67	2.00
33	2.00	68	2.00
34	2.00	69	2.00
35	2.00	70	2.00
		Oversized	7.51

3.2 Parcel Select Return Services—Return BMC Machinable

Parcels that weigh less than 15 pounds but measure more than 84 inches in combined length and girth are charged the applicable rate for a 15-pound parcel.

Weight Not Over (pounds)	Zones 1 & 2	Zone 3	Zone 4	Zone 5
1	\$2.10	\$2.13	\$2.19	\$2.28
2	2.67	2.70	2.77	2.88
3	3.22	3.25	3.34	3.46
4	3.42	3.76	3.86	4.00
5	3.59	4.16	4.29	4.49
6	3.75	4.52	4.65	4.94
7	3.90	4.83	4.98	5.35
8	4.47	5.12	5.28	5.74
9	4.60	5.36	5.59	6.09
10	4.77	5.67	5.88	6.42
11	4.90	5.88	6.14	6.72
12	5.05	6.08	6.40	7.01
13	5.18	6.24	6.64	7.27
14	5.30	6.36	6.89	7.52
15	5.41	6.53	7.10	7.76
16	5.52	6.70	7.30	7.98
17	5.65	6.86	7.52	8.19
18	5.74	7.01	7.71	8.38
19	5.86	7.16	7.89	8.57
20	5.96	7.30	8.05	8.74
21	6.05	7.44	8.20	8.91
22	6.16	7.56	8.34	9.06
23	6.24	7.72	8.48	9.21
24	6.33	7.84	8.60	9.36
25	6.41	7.96	8.72	9.49
26	6.51	8.07	8.85	9.62
27	6.59	8.20	8.96	9.74
28	6.66	8.32	9.05	9.86
29	6.75	8.44	9.16	9.97
30	6.83	8.54	9.26	10.07
31	6.91	8.62	9.35	10.18
32	7.00	8.74	9.45	10.27
33	7.06	8.84	9.53	10.37
34	7.14	8.92	9.61	10.45
35	7.20	9.03	9.69	10.54

3.3 Parcel Select Return Services—Return BMC Nonmachinable

Parcels that weigh less than 15 pounds but measure more than 84 inches in combined length and girth are charged the applicable rate for a 15-pound parcel.

Regardless of weight, any parcel that measures more than 108 inches (but not more than 130 inches) in combined length and girth must pay the oversized rate.

Weight Not Over (pounds)	Zones 1 & 2	Zone 3	Zone 4	Zone 5
1	\$3.45	\$3.48	\$3.54	\$3.63
2	4.02	4.05	4.12	4.23
3	4.57	4.60	4.69	4.81
4	4.77	5.11	5.21	5.35
5	4.94	5.51	5.64	5.84
6	5.10	5.87	6.00	6.29
7	5.25	6.18	6.33	6.70
8	5.82	6.47	6.63	7.09
9	5.95	6.71	6.94	7.44
10	6.12	7.02	7.23	7.77
11	6.25	7.23	7.49	8.07
12	6.40	7.43	7.75	8.36
13	6.53	7.59	7.99	8.62
14	6.65	7.71	8.24	8.87
15	6.76	7.88	8.45	9.11
16	6.87	8.05	8.65	9.33
17	7.00	8.21	8.87	9.54
18	7.09	8.36	9.06	9.73
19	7.21	8.51	9.24	9.92
20	7.31	8.65	9.40	10.09
21	7.40	8.79	9.55	10.26
22	7.51	8.91	9.69	10.41
23	7.59	9.07	9.83	10.56
24	7.68	9.19	9.95	10.71
25	7.76	9.31	10.07	10.84
26	7.86	9.42	10.20	10.97
27	7.94	9.55	10.31	11.09
28	8.01	9.67	10.40	11.21
29	8.10	9.79	10.51	11.32
30	8.18	9.89	10.61	11.42
31	8.26	9.97	10.70	11.53
32	8.35	10.09	10.80	11.62
33	8.41	10.19	10.88	11.72
34	8.49	10.27	10.96	11.80
35	8.55	10.38	11.04	11.89
36	8.65	10.49	11.14	12.00
37	8.72	10.56	11.20	12.06
38	8.76	10.63	11.25	12.11
39	8.82	10.71	11.29	12.16
40	8.85	10.76	11.33	12.21
41	8.92	10.85	11.37	12.26
42	8.95	10.90	11.42	12.30
43	8.99	10.96	11.46	12.33
44	9.04	11.02	11.50	12.36
45	9.07	11.07	11.64	12.39
46	9.14	11.14	11.67	12.42
47	9.19	11.18	11.70	12.45
48	9.22	11.25	11.72	12.48
49	9.27	11.30	11.75	12.51
50	9.28	11.35	11.77	12.54
51	9.35	11.39	11.80	12.57
52	9.39	11.47	11.82	12.60
53	9.40	11.50	11.83	12.63
54	9.44	11.52	11.86	12.66
55	9.48	11.54	11.89	12.69
56	9.52	11.56	11.91	12.72

Weight Not Over (pounds)	Zones 1 & 2	Zone 3	Zone 4	Zone 5
57	\$9.57	\$11.56	\$11.91	\$12.75
58	9.60	11.58	11.93	12.78
59	9.63	11.59	11.95	12.81
60	9.68	11.60	11.95	12.84
61	9.72	11.61	11.97	12.87
62	9.75	11.62	12.01	12.90
63	9.78	11.62	12.06	12.93
64	9.82	11.62	12.09	12.96
65	9.85	11.64	12.13	12.99
66	9.90	11.64	12.18	13.02
67	9.94	11.65	12.23	13.05
68	9.94	11.65	12.25	13.08
69	9.99	11.65	12.30	13.11
70	10.02	11.65	12.34	13.14
Oversized	25.99	26.31	27.00	28.05

3.4 Bound Printed Matter Return Services—Return BMC

Weight Not Over (pounds)	Zones 1 & 2	Zone 3	Zone 4	Zone 5
1.0	\$1.63	\$1.68	\$1.72	\$1.80
1.5	1.63	1.68	1.72	1.80
2.0	1.70	1.76	1.82	1.92
2.5	1.77	1.85	1.92	2.05
3.0	1.84	1.93	2.02	2.17
3.5	1.91	2.02	2.12	2.30
4.0	1.98	2.10	2.22	2.42
4.5	2.05	2.19	2.32	2.55
5.0	2.12	2.27	2.42	2.67
6.0	2.26	2.44	2.62	2.92
7.0	2.40	2.61	2.82	3.17
8.0	2.54	2.78	3.02	3.42
9.0	2.68	2.95	3.22	3.67
10.0	2.82	3.12	3.42	3.92
11.0	2.96	3.29	3.62	4.17
12.0	3.10	3.46	3.82	4.42
13.0	3.24	3.63	4.02	4.67
14.0	3.38	3.80	4.22	4.92
15.0	3.52	3.97	4.42	5.17

4.0 LABEL FORMAT

4.1 Label Preparation

PRS labels must be certified for use by the Postal Service prior to distribution. In addition, permit holders must obtain Postal Service certification for barcode symbologies. Any photographic, mechanical, or electronic process or any combination of such processes may be used to produce PRS labels. The background of the label may be any light color that allows the address, barcodes, and other required information to be easily distinguished. If labels are electronically transmitted to customers for their local printing, the permit holder must advise customers of these printing requirements as part of the instructions in 4.3.

4.2 Labeling Methods

If all applicable content and format standards are approved (including instructions to the user), a PRS label may be distributed by any of the following methods:

- a. As an enclosure with merchandise when initially shipped, as part of the original invoice accompanying the merchandise, or as a separate label preprinted by the permit holder. If the reverse side of the label bears an adhesive, it must be strong enough to bond the label securely to the mailpiece.
- b. As an electronic file created by the permit holder for local output and printing by the customer.

4.3 Instructions

Regardless of label distribution method, written instructions always must be provided to the user of the PRS label that, at a minimum, direct the user to do the following:

- a. "If your name and address are not already printed in the return address area, please print them neatly in that area or attach a return address label there."
- b. "Attach the label provided by the merchant squarely onto the largest side of the mailpiece, unless you need to use another side to make the parcel more stable. Place the label at least 1 inch from the edge of the parcel, so that it does not fold over to another side. If you are using tape to attach the new label, do not put tape over any barcodes on the label, even if the tape is clear, because the reflection interferes with barcode readers."
- c. "If you are reusing the original container to return the merchandise, use the label to cover your original delivery address and the barcodes and any other postal information on it. If it is not possible to cover all that information with the label, either remove old labels containing these items, mark them out completely with a permanent marker, or cover them completely with blank labels or paper that cannot be seen through. If that cannot be done, or if the original container is no longer sound, please use a new box to return the merchandise and attach the return label to that new box."
- d. "Once repackaged and labeled, you can mail the parcel at a Post Office, deposit it in a collection box, or give it to the carrier at the original delivery address. If the parcel is addressed to RETURN DELIVERY UNIT, mail it at a local Post Office near the original delivery address. If the parcel is addressed to RETURN BULK MAIL CENTER, you can mail it at any Post Office or collection box in the town, city, or metropolitan area of the original delivery address."

4.4 Label Format Elements

There is no minimum size for PRS labels; however, the label must be of a sufficient size to accommodate all label elements and standards in this section. All PRS label elements must be legible. Except where a specific type size is required, elements must be of a type size large enough to be legible from a normal reading distance and to separate them from other elements on the label. Examples of PRS label formats are shown in Exhibits 4.4a, 4.4b, 4.4c, and 4.4d. The following elements are required:

- a. Postage Guarantee. The imprint "No Postage Necessary if Mailed in the United States" must appear in the upper right corner.
- b. Horizontal Bars. A minimum of three horizontal bars must appear directly below the imprint in the upper right corner. The bars must be uniform in length, at least 1 inch long, 1/16 inch thick, and evenly spaced.
- c. Parcel Return Service Legend. The legend must be placed directly above the address and include:
 - (1) Line 1: In capital letters at least 3/16 inch high, PARCEL SELECT RETURN SERVICE or BOUND PRINTED MATTER RETURN SERVICE, as appropriate. Bound Printed Matter may be abbreviated BPM.
 - (2) Line 2: In all capital letters, Permit holder's name, left justified, followed by PERMIT NO., followed by the permit number.
- d. Customer's return address. The return address of the customer using the label to mail the parcel back to the permit holder must appear in the upper left corner. If it is not preprinted by the permit holder or merchant, space must be provided for the customer to enter the return address.
- e. Address. The address must be the physical location of the return facility, as shown in the Drop Ship Product. The address must consist of at least three lines. If needed, the ZIP Code may appear left-justified on the line directly below the city and state line.
 - (1) Line 1: In all capital letters RETURN DELIVERY UNIT, or RETURN BULK MAIL CENTER, as appropriate. Center may be abbreviated CTR.
 - (2) Line 2: Street address, including number.
 - (3) Line 3: City, state, and ZIP Code.
- f. Parcel Return Service Barcode. A PRS barcode must be printed directly on the label. The barcode may appear in any location on the label, except the upper left, upper right, and lower right corners. The barcode

must meet the standards for barcodes in Publication 91, with the following exceptions:

- (1) The barcode must be produced using the UCC/EAN Code 128 barcode symbology.
 - (2) The service type code (STC) contained in the barcode must identify the rate associated with the label destination. For labels addressed to a return delivery unit, the STC must be 58. For labels addressed to a return bulk mail center, the STC must be 57.
 - (3) Human-readable text above the barcode must read USPS PARCEL RETURN SERVICE. If the barcode is a single concatenated barcode with the postal routing code described in 4.4g, the text above the barcode must read BMC ZIP — USPS PARCEL RETURN SERVICE.
 - (4) The clear zone between the barcode, human-readable text, and the horizontal bar above and below the barcode must be at least 1/16 inch.
- g. Postal Routing Barcode. If a single concatenated barcode is not used for the PRS Barcode, a postal routing barcode also must be printed directly on the label. The barcode may appear in any location on the label, except the upper left, upper right, and lower

right corners. Postal routing barcodes must meet the standards in C850, with the following exceptions:

- (1) The barcode symbology must be produced using the UCC/EAN Code 128 barcode symbology.
 - (2) The human-readable text below the barcode must read BMC ZIP — followed by the 5-digit ZIP Code for the BMC facility. The ZIP Code must be the correct ZIP Code for the RBMC as provided by the Postal Service. For RDU-addressed labels, the RBMC that services the location of the RDU must be used as the BMC 5-digit ZIP Code in the postal routing barcode.
- h. Mailer Identification (ID). An individual mailer ID must appear in the lower right corner. The mailer ID is assigned by the permit holder to each individual client (merchant) of the permit holder. The mailer ID must consist of a single, uppercase alpha character followed by a two-digit number, with no spaces or dashes (e.g., A01). The mailer ID must be at least 3/16 inch high and surrounded by a border (box), with a clearance of at least 3/16 inch between the mailer ID characters and the border. The mailer ID may be reverse-printed.
- i. Additional Information. Additional information (e.g., company logo, return authorization number, inventory barcode) is permitted on the PRS label if it does not interfere with any required format elements. Inventory barcodes must not resemble barcodes described in C850.

Exhibit 4.4a Parcel Select Return Services Label Addressed to a Return Delivery Unit With Separate Parcel Return Services and Postal Routing Barcodes

John Doe 123 Main St Washington DC 20260	 BMC ZIP - 60130	NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES 
PARCEL SELECT RETURN SERVICE PARCEL RETURNS PERMIT NO. 12345		
 9158 0268 3733 1000 0010 14	RETURN DELIVERY UNIT 1859 S ASHLAND AVE CHICAGO IL 60608-9998	


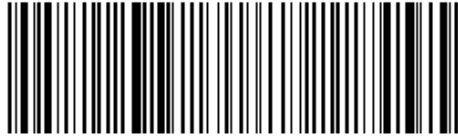
Exhibit 4.4b Parcel Select Return Services Label Addressed to a Return Delivery Unit With Concatenated Parcel Return Services and Postal Routing Barcodes



Exhibit 4.4c Parcel Select Return Service Label Addressed to a Return Bulk Mail Center



Exhibit 4.4d Bound Printed Matter Return Service Label

John Doe 123 Main St Washington DC 20260	NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES
	
BPM RETURN SERVICE PARCEL RETURNS PERMIT NO. 12345	
BMC ZIP - USPS PARCEL RETURN SVC	RETURN BULK MAIL CTR 7500 ROOSEVELT RD FOREST PARK IL 60130-2296
	A01
4206 0130 9157 0268 3733 1000 0010 15	

— Mailing Standards,
Pricing and Classification, 10-2-03

REVISED PUBLICATION

DMM 100, A Customer's Guide to Mailing

An updated version of the DMM 100, *A Customer's Guide to Mailing*, is now available. The newest edition of the guide includes design enhancements and additional information about international rates, claims, and online shipping labels. This publication is available through the Material Distribution Center (MDC).

The relevant ordering information for DMM 100 is as follows:

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

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

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

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

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

Here's the information that you'll need to order DMM 100:

PSIN:	DMM100
NSN:	7610-05-000-5072
Unit of Measure:	Each
Min. Order Qty:	1
Bulk Pack Quantity:	200
Quick Pick Number:	526
Price:	\$0.1883
Edition Date:	06/03

Please make the guide available in your Post Office™ and encourage your customers to take a copy.

The DMM 100 is accessible also on the Internet at www.usps.com; click *All Products & Services*, then *Publications*, then *Browse All Periodicals & Publications*, and then *A Customer's Guide to Mailing*. In addition, customers who order stamps and other merchandise from the Postal Store Web site at www.usps.com/shop will receive a copy with their order.



To order the Spanish-language version of the DMM 100, available through the MDC, refer to the article on the next page titled "DMM 100-S, Guia para el consumidor de los servicios postales (A Customer's Guide to Mailing)."

A Chinese-language version is coming soon.

— *Mailing Standards,
Pricing and Classification, 10-2-03*

NEW PUBLICATION

DMM 100-S, Guía para el consumidor de los servicios postales (A Customer's Guide to Mailing)

Pricing and Classification and Diversity Development are pleased to announce the availability of the Spanish-language publication, *Guía para el consumidor de los servicios postales* (A Customer's Guide to Mailing), *Domestic Mail Manual* (DMM) 100-S. This informative and easy-to-use publication is available through the Material Distribution Center (MDC). The Spanish version is a valuable source of information for every Spanish-speaking household and home office.

You can order DMM100-S by one of the following means:

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

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

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

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

The relevant ordering information for DMM 100-S is as follows:

PSIN: DMM100S
NSN: 7610-07-000-7132
Unit of Measure: Each
Min. Order Qty: 1
Bulk Pack Quantity: 200
Quick Pick Number: N/A
Price: \$0.4314
Edition Date: 08/03

Look for a Chinese-language version, coming soon.



— *Mailing Standards,
Pricing and Classification, 10-2-03*

Employees

NEW POSTER

Poster 159 Shows Postal Service's Zero-Tolerance Policy for Sexual Harassment

Poster 159, *Sexual Harassment: Know Your Rights! Take Responsibility!* is the third poster in a series that stresses the importance of the United States Postal Service's® policy on sexual harassment. The only way we can successfully identify and eliminate sexual harassment is to make sure everyone knows what it is and what to do about it when it happens.

You can order additional copies of Poster 159 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 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*.

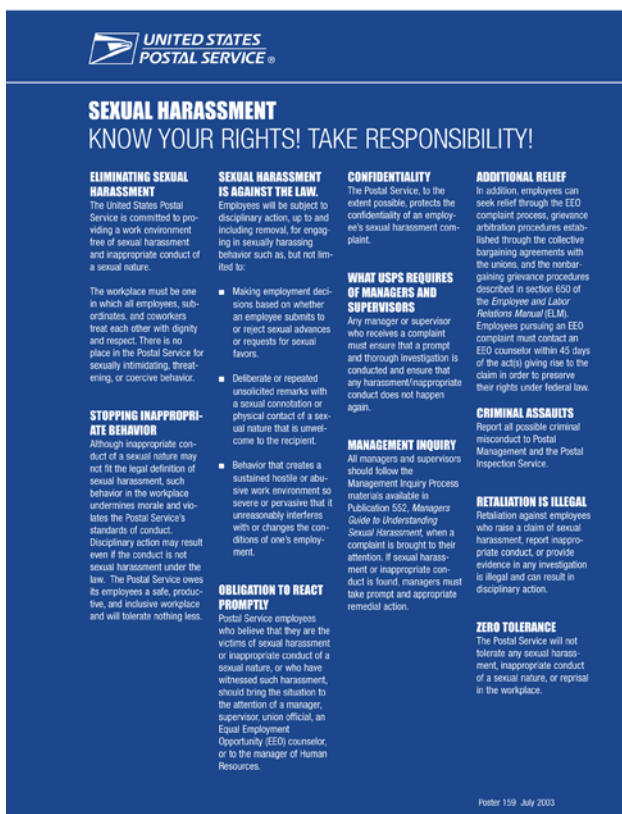
- **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

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

Use the following information to order Poster 159:

PSIN:	7690-07-000-7099
NSN:	POS159
Unit of Measure:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	1,000
Quick Pick Number:	N/A
Price:	\$0.1340
Edition Date:	07/03

— Headquarters and Field Programs,
Diversity Development, 10-2-03



Poster 159 replaces the following:

- Poster 21, *USPS Policy on Sexual Harassment* (small stop sign).
- Poster 21-A, *USPS Policy on Sexual Harassment* (large stop sign).

Poster 159 is available on the Postal Service™ Policy-Net Web site at <http://blue.usps.gov>; click on *More References*, then click on *Posters*.

*SAFETY TALK***Protect Your Back — It's Your Foundation**

It's the fall mailing season and that means more mail to handle, more mail to lift, and more mail to carry! Fall is a good time to think about your back. Your back is the foundation for your entire body. And like the foundation of your house, you want to keep your back strong so it too will last for decades to come.

Prevention

To prevent lower-back pain, you should practice good posture when standing and sitting. Have you checked your posture lately? To check your posture: first, stand with your heels against a wall. Your calves, buttocks, shoulders, and the back of your head should touch the wall, and you should be able to slip your hand behind the small of your back. Next, step forward and stand as you normally do. If your posture changes, correct it right away. If you stand for long periods at work, wear flat shoes with good arch support and periodically rest each foot by placing the foot on a box or step about 6 inches off the ground.

Your sitting posture may be even more important. A good chair bottom supports your hips comfortably but does not touch the backs of your knees. Your chair back should be set at an angle of about 10 degrees and should cradle the small of your back comfortably. If necessary, use a wedge-shaped cushion or lumbar pad. Your feet should rest flat on the floor. Your forearms should rest on your desk or work surface with your elbows almost at a right angle.

When you must lift objects, lift correctly. Let your legs do the lifting, not your back. Don't take your back for granted. It's your foundation, after all.

Remember: Only you can make safety happen!

— *Safety Performance Management,
Employee Resource Management, 10-2-03*



LIFT RIGHT HANDLE RIGHT

**Make
Safety
Happen.**



Plan the route to go before carrying. Get help if object too heavy or too bulky. Grip right. Use proper lifting technique. Use legs to lift. Keep back straight. Lift smoothly. Keep weight centered over feet. Never twist during lifting. Handle right by pushing, never pulling. Do not extend hands beyond side of container being pushed. Be alert and watch where going when pushing.

SAFETY DEPENDS ON ME.

FLEXIBLE SPENDING ACCOUNTS: You Deserve a Break on Taxes

*Every dollar
you put into
an FSA is
tax free.*

You work hard for your money. Why not keep more of it with a Flexible Spending Account (FSA)? Put more money in your pocket. Budget for your health care expenses. Set aside dollars for day care and other dependent care costs.

Every dollar you put into an FSA is tax free. When you enroll in an FSA, you decide how much you want to set aside from each paycheck before taxes are deducted. This lowers your taxable income and reduces the amount of tax you pay for the year.

Do you have a child in day care? Then you know how much you're going to pay during the year, right? *Set aside dollars in an FSA.*

Did you get the news from the orthodontist that your son or daughter needs braces? And you don't have insurance coverage for it? *Set aside dollars in an FSA.*

You, your spouse, and your three kids all wear glasses. That means five eye exams, five pairs of glasses or contacts — sometimes all during the same year. Or maybe you want to get laser vision surgery. *Set aside dollars in an FSA.*

Or you might have an elderly dependent parent who needs care during the day while you're at work. *Set aside dollars in an FSA.*

We all have deductibles on our health care policies, right? That's money out of our pocket that we know we're going to pay our doctors. Why not budget for this? *Set aside dollars in an FSA.*

Remember, you can set up two different FSAs — a Health Care FSA and a Dependent Care FSA. You can do either, or both. It's up to you. It's whatever works best for you.

Eligible health care expenses include whatever you pay for:

- Orthodontia.
- Medical and dental deductibles and co-pays.
- Prescription and over-the-counter drugs.
- Vision exams, contacts, and eyeglasses.
- Laser vision surgery and other services.
- Hearing aids.

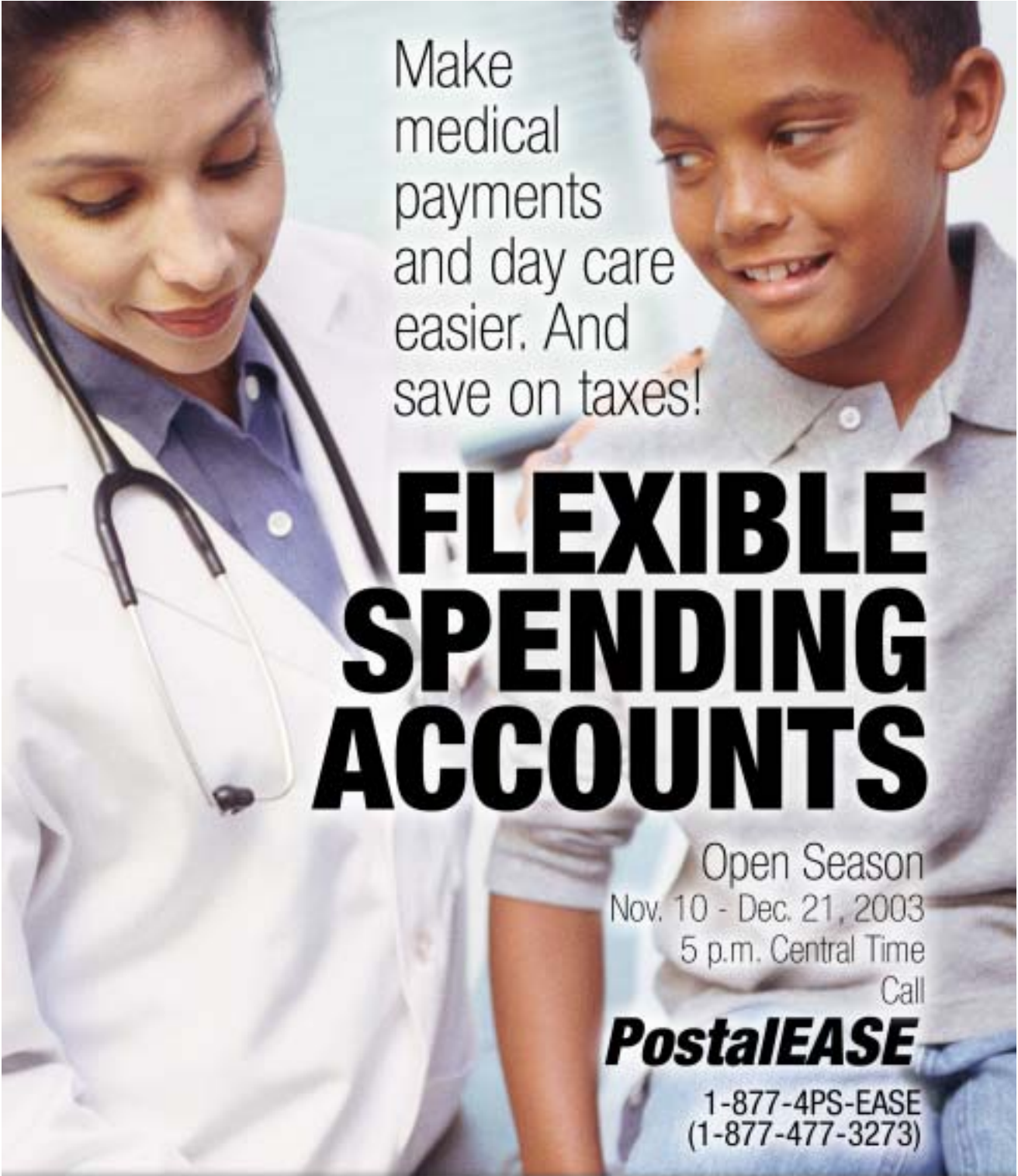
Eligible work-related dependent care expenses include:

- Nursery schools.
- Day care centers for your children.
- Summer day camp.
- Day care for an elderly dependent parent.

If you have questions or want more information, call the FSA Customer Service Center at 800-842-2026 from 8:00 A.M. to 10:00 P.M. Eastern Time, Monday through Friday.

Open season for FSAs begins November 10. Postal Service™ employees can use *PostalEASE*, the automated enrollment system for benefits, to enroll.

It's your money. Make it work for you.



Make
medical
payments
and day care
easier. And
save on taxes!

FLEXIBLE SPENDING ACCOUNTS

Open Season
Nov. 10 - Dec. 21, 2003
5 p.m. Central Time
Call

PostalEASE

1-877-4PS-EASE
(1-877-477-3273)



Thrift Savings Plan Open Season and PostalEASE

The next Thrift Savings Plan (TSP) open season is October 15 through December 31, 2003. This TSP open season ends December 31, 2003, at 5:00 P.M. Central Time (CT). The following information is provided to assist personnel offices in conducting this open season.

The booklet TSPBK08, *Summary of the Thrift Savings Plan for Federal Employees*, provides a good overview of TSP. Newly eligible career employees receive a copy of TSPBK08 from Headquarters through a direct mailing. Offices can order additional copies of TSPBK08 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, 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 to the following address:

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

The relevant ordering information for TSPBK08 is as follows:

PSN: 7530-03-000-9364
Unit of Measure: EA
Bulk Pack Qty: 150
Price: No cost
Edition Date: 05/01

TSP Open Season Dates

The dates of TSP open seasons are October 15 through December 31 and April 15 through June 30 (see TSP bulletin 02-12, dated May 2, 2002). The corresponding election periods are December and June. The "election period" is the earliest period during which a contribution election to start or to change the amount of contributions made during a TSP open season can become effective (see TSP bulletin 01-4, dated February 2, 2001).

Employees may change their fund investment choices (contribution allocations) both during and outside of the TSP open season. To make a fund investment choice, an employee must contact TSP directly, not *PostalEASE*. If employees do not contact TSP, their existing fund investment choice continues. The earnings statement (paycheck stub) shows the TSP contribution percentage or dollar

amount, but the statement does not show the TSP fund investment detail.

Because the TSP has moved the open season election period to December, the increases in the TSP employee contribution limits become effective each December (see TSP bulletin 01-3, dated January 23, 2001). For example, during the October 15 through December 31, 2003, open season, employees covered by the Federal Employees Retirement System (FERS) will become eligible to contribute up to 14 percent of basic pay in 2004 (the maximum was 13 percent for 2003). Eligible FERS employees still receive the Agency Automatic (1 percent) Contribution and the Agency Matching Contribution of up to 4 percent from the Postal Service — these amounts have not changed. Employees covered by the Civil Service Retirement System (CSRS) and CSRS Offset employees will become eligible to contribute up to 9 percent of basic pay in 2004 (the maximum was 8 percent for 2003).

The limits for FERS, CSRS, and CSRS Offset employees will continue to increase by 1 percentage point per year through 2005. Then, in 2006, all participants will be eligible to contribute up to the Internal Revenue Service (IRS) annual deferral limit without any percentage limit. The IRS annual deferral limit for 2004 is \$13,000. This amount is scheduled to increase by \$1,000 each year through 2006 to \$15,000. (See table below.)

Year	IRS Deferral Limit	FERS	CSRS and CSRS Offset
2003	\$12,000	13%	8%
2004	13,000	14	9
2005	14,000	15	10
2006	15,000	Contribution limits will be lifted entirely (effective December 2005).	

A newly hired career employee may elect to participate in TSP until the 61st day after the date of hire and in every subsequent open season. The waiting period of one to two open seasons continues to apply to the Agency Automatic (1 percent) Contribution and the Agency Matching Contribution for FERS employees.

Using *PostalEASE* for Enrollment

Employees who wish to make contribution elections must make them during the TSP open season. Employees must use the *PostalEASE* telephone system or the *PostalEASE* employee Web site to enroll, to make contribution elections, and to make cancellations. *PostalEASE's* toll-free number is 877-4PS-EASE (877-477-3273). For web access through the Postal Service intranet, employees must go to <http://blue.usps.gov>, click on *Employee Self Service*, and then click on *PostalEASE*. The employee must have his or her USPS personal identification number (PIN) to use

PostalEASE (for information on PINs, see “USPS PIN” and “TSP PIN” below).

Note: Personnel and employing offices must not distribute Form TSP-1, *Thrift Savings Plan Election Form*, to employees for making TSP open season elections. TSP-1 is no longer stocked at the MDC.

Contacting TSP to Make a Fund Investment Election

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

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

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

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

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

Using PINs to Make TSP Elections

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

USPS PIN

The Postal Service maintains the USPS PIN. Employees must use their USPS PIN to (1) begin a contribution percentage or a dollar amount election, or (2) change their current TSP contribution percentage or dollar amount, or (3) cancel TSP participation via *PostalEASE*. If employees do not know their USPS PIN, they must contact *PostalEASE* and do the following steps when prompted: (1) press 1 for *PostalEASE*; (2) enter your Social Security number; (3) when prompted to enter their PIN, pause and then press 2. Employees’ USPS PIN will be mailed to their address of record, usually by the next business day.

Note: When an employee requests his or her USPS PIN, the USPS PIN does not change (unlike the TSP PIN).

The employee’s old USPS PIN remains valid. (The USPS PIN is the same PIN employees use for telephone bidding and computerized bidding.)

TSP PIN

The TSP PIN is maintained by TSP. Employees must use their TSP PIN to make fund investment choices via the TSP Web site or the TSP ThriftLine. If employees are TSP participants and they do not know their TSP PIN, they have three methods for having a new TSP PIN mailed to their address of record:

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

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

Direct Mailings to Employees

Headquarters will mail to career employees leaflet TSP1003, *TSP Open Season*, and *PostalEASE* instructions at their mailing address of record during October.

In addition to receiving TSP1003, newly eligible career employees receive from Headquarters a direct mailing of TSPBK08, *Summary of the Thrift Savings Plan for Federal Employees*, as well as a cover letter and *PostalEASE* instructions at their mailing address of record soon after their accession PS Form 50, *Notification of Personnel Action*, is processed.

The return address for undeliverable TSP enrollment information for newly eligible employees is the employing office of record. The disposition of returned items is at the discretion of the district office or other administering office. When employees receive a forwarded enrollment package at their employing office of record, they should submit a correct PS Form 1216, *Employee’s Current Mailing Address*, available at the MDC. (Employees with access to web job bidding on the intranet should make address changes via the web. Other employees should return a completed PS Form 1216 to their local personnel office.) Personnel offices should maintain a supply of PS Form 1216. Ordering information for PS Form 1216 is as follows:

PSN 7530-02-000-7354
Quick Pick Number: 118
Unit of Measure: SE
Bulk Pack Qty: 4,000
Price: \$0.0171
Edition Date: 06/93

Eligibility

All career employees are eligible to make employee contribution elections this open season (subject to financial hardship withdrawal and cancellation exclusions). FERS employees hired before July 1, 2003, receive Agency Automatic (1 percent) Contributions and Agency Matching Contributions (as appropriate) beginning in December 2003.

All employees who participated in TSP and cancelled their TSP contributions after June 30, 2003, are not eligible to participate in this TSP open season. They must wait for the TSP open season beginning April 15, 2004.

Effective Dates

PostalEASE automates the processing of TSP elections. The windows of opportunity for employees to make TSP open season elections and the resulting effective dates are as follows.

If the employee entered his or her TSP open season election via <i>PostalEASE</i> from...	Then effective date will be...
10-15-2003 00:01 A.M. through 12-23-2003 12:00 noon Central Time (CT)	12-13-2003 (pay period [PP] 01-2004)
12-23-2003 12:01 P.M. through 12-31-2003 5:00 P.M. CT	12-27-2003 (PP 02-2004)

Because *PostalEASE* provides employees the ability to complete a TSP open season election without contacting the local personnel office and automates the processing of such elections, using *PostalEASE* should minimize the use of PS Form 6886, *Thrift Savings Plan — Request for Retroactive Contributions*. PS Form 6886 is used to correct administrative errors for TSP open season elections.

Personnel offices have the authority to determine whether an administrative error has occurred. If an error has delayed a TSP open season election past the appropriate effective date, personnel offices and the employee must complete PS Form 6886 and submit it to the Eagan Accounting Service Center (ASC). The effective dates for employees' elections delayed due to an administrative error must be made retroactive to December 13 or December 27, 2003, depending on the date the employee would have otherwise entered his or her open season election via *PostalEASE*.

Note: PS Form 6886 must be reproduced locally as needed. See page 49 for a copy of PS Form 6886.

Personnel offices also have the authority to determine whether a belated open season election opportunity exists. In such instances, personnel must submit the employee's election to the Eagan ASC for processing, in accordance with administrative instructions provided to personnel offices regarding *PostalEASE*. Belated open season elections are not retroactive in most circumstances.

Note: The processing dates and the closing dates of this TSP open season fall within a two pay-period time-frame, as indicated earlier.

Open Season Materials

In addition to the direct mailing of TSP information to employees, the MDC will automatically distribute residual supplies of the open season leaflet TSP1003, *TSP Open Season*, to Human Resources at district offices, area offices, processing and distribution centers/facilities (PDC/Fs), bulk mail centers (BMCs), airport mail centers/facilities (AMC/Fs), remote encoding centers, Office of Inspector General, Postal Inspection Service divisions, Headquarters, and selected Headquarters field units.

Non-Open Season Materials

Most of the current TSP publications and forms have been revised for the new TSP record-keeping system, which was implemented in June 2003.

The MDC completed its automatic distribution of all non-open season items to Human Resources at district offices, area offices, PDC/Fs, BMCs, AMC/Fs, remote encoding centers, Office of Inspector General, Postal Inspection Service divisions, Headquarters, and selected Headquarters field units.

Ordering TSP Items

Offices may place orders for new or revised TSP forms and/or publications with the MDC on an as-needed basis. It is not necessary to maintain a large stock of TSPBK08 because Headquarters mails this booklet to each newly hired career employee and newly eligible employee. In all cases where the MDC will stock a new or revised TSP item, the MDC will make an initial distribution to Human Resources at installations as noted earlier. Offices may check the TSP Web site for new or revised items. *Note:* Form TSP-50 is not available from the TSP Web site.

Participant Statements

Each employee with a TSP account will receive a participant statement from the TSP service office in October 2003.

Publicity

Human Resources at district offices, area offices, PDC/Fs, BMCs, AMC/Fs, remote encoding centers, Office of Inspector General, Postal Inspection Service divisions, Headquarters, and selected Headquarters field units will receive a supply of posters this open season from the MDC. Installations that receive the posters must widely distribute them and post them on bulletin boards.

To assist in publicizing this TSP open season, all offices must post (1) the open season notice provided on page 51 of this *Postal Bulletin* through December 31, 2003, and (2) the current TSP fact sheet on bulletin boards.

— *Compensation,
Employee Resource Management, 10-2-03*

Hurricane Helpers — Postal Employees' Relief Fund Offers Employees a Chance to Help

Hurricane Isabel packed quite a wallop and caused considerable damage to many areas on the East Coast last week. And while many USPS employees went above and beyond the call of duty to get the mail through, many were affected by the storm's high winds and heavy rains.

Here's one way you can help — contribute to PERF, the Postal Employees' Relief Fund. PERF was started in 1990 to help employees who were victims of major natural disasters certified by the Federal Emergency Management Association (FEMA) when their losses weren't reimbursed by insurance or grants.

If you'd like to make a contribution to PERF, there are several options available. You can mail a check or money order payable to:

POSTAL EMPLOYEES RELIEF FUND
PO BOX 34422
WASHINGTON DC 20043-4422

You can also contribute online via major credit card at www.postalrelief.org. Employees can also select CFC #9891 Postal Employees' Relief Fund as their choice during this year's Combined Federal Campaign.

If you're an employee in a FEMA-certified disaster area and you're looking for relief, visit www.postalrelief.org/criteria.html to get information on eligibility criteria. Visit www.postalrelief.org/appl.html for the application form to get the process started.

— *Public Affairs and Communications, 10-2-03*

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 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; 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 more than 10,000!

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, 10-2-03*

RETRACTION OF DMM, POM, AND PUBLICATION 122 REVISIONS

Indemnity Claims for Domestic Mail

The effective date of October 1, 2003, shown in the article "DMM, POM, and Publication 122 Revision: Indemnity Claims for Domestic Mail" in *Postal Bulletin* 22109 (8-21-03, pp. 112–120) is delayed until further notice. The reason for the delay is concern surrounding numerous organizational changes occurring on October 1, 2003.

As a result, *Domestic Mail Manual* (DMM) S020, S913, and S921; *Postal Operations Manual* (POM) 147; and Publication 122, *Customer Guide to Filing Domestic Insurance Claims or Registered Mail Inquiries*, are not amended at

this time. Please instruct all personnel who accept domestic claims from customers that current claim filing periods and the current PS Form 1000, *Domestic Claim or Registered Mail Inquiry* (April 1997), remain in effect.

Existing local adjudication policies and procedures remain in effect.

— *Revenue and Field Accounting
Finance, 10-2-03*

Finance

HANDBOOK F-1 REVISION

Financial Reporting for Contract Postal Units

Effective October 1, 2003, contract postal units (CPUs) must submit their daily unit PS Form 1412, *Daily Financial Report*, to their host Post Office™ with all required supporting documentation.

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

Handbook F-1, Post Office Accounting Procedures

	*	*	*	*	*
2	Financial Reporting Procedures				
21	Policies and Background Information				
	*	*	*	*	*
212	Responsibilities				
212.1	Post Office				
	*	*	*	*	*

[Revise the heading and text of the Contract Stations section to read as follows:]

Contract Postal Units

Host Post Office Responsibilities

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

Equipment

The MOVES system is a Web-based application that accepts financial data input from a PS Form 1412-A, including domestic and international money order data from units that operate without Integrated Retail Terminals (IRTs). Host Post Offices with CPUs have the ability to set up and configure a MOVES application for each CPU office with the finance number, unit ID, and stamp accountability.

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

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

Notes: CPUs with IRTs will provide a system-generated PS Form 1412 to the host Post Office daily. For CPUs with IRTs that are authorized by Headquarters to transmit daily, the host Post Office will not need to input the CPU PS Form 1412, but will continue to monitor daily PS Form 1412 activities.

Procedures

- 1> Daily Input of the CPU's PS Form 1412 Data. The host Post Office is responsible for the following:
 - a. Verify CPU PS Form 1412 opening balance and totals.
 - b. Verify supporting documents with PS Form 1412 totals entered.
 - c. Discrepancies will be resolved as follows:

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

- d. Enter corrected PS Form 1412 data into MOVES or SPORT.

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

- 2> Notice From the Accounting Service Center (ASC) of Financial Differences. When the ASC notifies the host Post Office of financial differences expensed to it (discrepancies in money orders, cash deposits, banking, unit's PS Form 1412, or stamp stock inventory) relating to a CPU, the host Post Office makes the following corrections:

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

- 3> The host Post Office postmaster or designated employee is responsible for the following:

- Issue a PS Form 1908, *Financial Adjustment Memorandum*, with the appropriate explanation annotated regarding the cause for the adjustment of the CPU's PS Form 1412.
- Examine the CPU's accountability for compliance with section 429.3.
- Ensure that the CPU's accountability does not exceed its bonded amount.

* * * * *

— *Revenue and Field Accounting, Finance, 10-2-03*

RETRACTION OF DMM, POM, AND PUBLICATION 122 REVISIONS

Indemnity Claims for Domestic Mail

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As a result, *Domestic Mail Manual* (DMM) S020, S913, and S921; *Postal Operations Manual* (POM) 147; and Publication 122, *Customer Guide to Filing Domestic Insurance Claims or Registered Mail Inquiries*, are not amended at this time. Please instruct all personnel who accept domestic claims from customers that current claim filing periods and the current PS Form 1000, *Domestic Claim or Registered Mail Inquiry* (April 1997), remain in effect.

Existing local adjudication policies and procedures remain in effect.

— *Revenue and Field Accounting, Finance, 10-2-03*

Fraud Alert

Withholding of Mail Orders

Withholding of mail orders are enforced by postmasters at the cities listed below.

State/City/ZIP Code	Names and Addresses Covered
CA, Long Beach 90810-3539	Any and All Names Except Frank or Francisco Cortes and Janet, Maria, Jose, Jesus and Alfredo Cortes, 2176 Gale Avenue
CA, Long Beach 90810-3540	Any and All Names, 2177 Gale Avenue
CA, Long Beach 90810-1723	Any and All Names Except Martha Ryerson and Michael Hoyt, 2524 East 219 Street
CA, San Francisco 94124-2520	Omar Bubec, 1870 Egbert Avenue
CA, San Francisco 94104-3503	Titofrancis Goroza and All Other Names, 268 Bush Street PMB 4004
CA, San Francisco 94102-2007	Any and All Various Names, 537 Jones Street, Number 9187

— Judicial Officer, 10-2-03

Domestic Orders

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

State/City/ZIP Code	Names and Addresses Covered	Product
CA, Santa Rosa 95402-0421	Yellow Pages, PO Box 421	A yellow pages false billing scheme
IL, McHenry 60051-9024	Yvonne Freund d/b/a Home Stuffers, PO Box 1474	An envelope stuffing program

— Judicial Officer, 10-2-03

Invalid Express Mail Corporate Account Numbers

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

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

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

005171	018596	042114	068526	093502	111410	150260	210530	271086	311557	332100	340644	462075
005340	018653	044157	068539	093768	111709	151229	210533	272018	312241	332103	340682	462589
005422	018891	049315	068552	093859	111733	152008	210577	272117	312527	332107	340899	462658
005471	019086	050069	069071	093931	111975	152739	210587	272198	320068	332129	340909	464174
005665	019124	053036	069279	094646	112135	152764	210716	272262	320070	332181	344162	468071
005858	019252	053057	069550	095436	112470	153078	210794	272317	320209	332248	344197	468383
006160	019303	054008	069555	095844	114218	156026	210810	273114	320970	332503	347091	469173
006211	019402	054141	070455	096123	114550	156194	210817	274128	321031	332534	347108	470036
006333	019605	054226	070788	097424	115012	165035	210820	274250	321066	332777	349693	473125
006928	019717	054284	071307	097781	115122	165152	210825	275024	321117	332921	349735	477025
007008	019855	055044	071584	097807	115171	170246	220011	275025	321219	332942	349770	478109
007195	019983	055079	071587	097815	115242	171329	220092	275043	322033	332982	352399	479119
007240	022391	055122	071801	097822	115286	173054	220129	275059	322046	333002	352597	479129
007352	022600	056086	075505	097927	115504	173063	220133	276003	322187	333012	352731	480275
007389	023314	057114	075777	097947	115663	173073	220148	277115	322351	333047	357600	480472
008079	023626	058074	075817	098151	116029	174079	220159	280179	322393	333161	362035	480707
008255	025431	060225	075836	098165	117056	175053	220174	282657	322858	333334	365068	480759
008395	026443	060302	075865	098874	117078	175057	220188	282773	323066	333388	372857	480921
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— Product Information Requirements,
Product Development, 10-2-03

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 3457 to 044 087 3499	381 645 9525 to 383 314 3968 to	9599 3999
011 582 1889 to 011 582 1899	027 361 0430 to 027 361 0499	044 087 4000 to 044 087 4099	383 892 1000 to 383 892 1382 to	1344 1399
011 588 2900 to 011 588 3099	027 369 4482 to 027 369 4495	045 524 4121 to 045 524 4298	384 925 3641 to 385 568 2331 to	3654 2399
012 579 5675 to 012 579 5699	027 671 8762 to 027 671 8776	046 800 9870 to 046 800 9899	385 599 7554 to 385 774 2024 to	7575 2099
013 289 6176 to 013 289 6199	027 787 9886 to 027 787 9899	047 552 4370 to 047 552 4399	386 624 1412 to 386 883 8936 to	1599 8999
013 610 0014 to 013 610 0099	027 965 9487 to 027 965 9499	048 396 3647 to 048 396 3699	387 314 5574 to 387 837 6300 to	5599 6399
014 932 1000 to 014 932 1099	028 191 1852 to 028 191 1999	051 774 8857 to 051 774 8899	388 828 0656 to 389 696 2400 to	0699 2799
014 972 0800 to 014 972 0899	028 850 3000 to 028 850 3199	058 187 3836 to 058 187 3899	389 846 3104 to 389 846 3145 to	3135 3195
015 363 0007 to 015 363 0099	029 510 1500 to 029 510 1599	058 591 1153 to 058 591 1299	389 887 9211 to 389 887 9234 to	9230 9299
017 028 3200 to 017 028 3299	030 687 0903 to 030 687 0999	077 999 4001 to 077 999 4090	390 001 3182 to 390 001 3500 to	3199 3699
018 569 5333 to 018 569 5399	030 701 3442 to 030 701 3499	210 221 0548 to 210 221 0599	390 545 5974 to 391 104 6146 to	5999 6199
018 986 5264 to 018 986 5299	031 077 4507 to 031 077 4799	227 275 9400 to 227 275 9999	391 574 1466 to 391 783 3020 to	1499 3599
019 518 2814 to 019 518 2899	032 295 7500 to 032 295 9999	273 070 8059 to 273 070 8099	391 792 6100 to 392 668 2956 to	6199 2999
020 698 5159 to 020 698 5199	034 394 1000 to 034 394 1099	273 775 7700 to 273 775 7899	392 668 2956 to 392 854 8500 to	2999 8899
020 844 7307 to 020 844 7399	034 943 0400 to 034 943 0799	302 000 0000 to 302 123 9999	393 584 7566 to 393 650 0074 to	7699 0099
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022 021 9110 to 022 021 9181	037 805 3677 to 037 805 3699	360 011 1690 to 360 168 6008 to	394 126 6907 to 394 189 0405 to	6999 0599
022 037 1411 to 022 037 1499	037 909 5490 to 037 909 5499	360 173 8800 to 360 324 2326 to	394 822 3243 to 394 990 1810 to	3278 1899
023 637 7169 to 023 637 7199	040 024 3901 to 040 024 3999	362 861 3064 to 373 006 2176 to	395 343 3264 to 395 373 3035 to	3299 3099
024 380 4100 to 024 380 4199	040 674 7100 to 040 674 7199	374 768 2600 to 375 169 4400 to	395 396 9649 to 395 970 3240 to	9799 3299
024 496 6870 to 024 496 6896	040 688 8816 to 040 688 8899	375 829 3400 to 375 851 9100 to	397 622 4054 to 397 819 8902 to	4099 8999
025 092 0987 to 025 092 0999	041 299 5852 to 041 299 5899	376 196 0911 to 378 085 3679 to	398 149 7200 to 399 070 0872 to	7699 0899
025 369 5535 to 025 369 5599	041 623 8889 to 041 623 8899	378 351 1063 to 379 843 5100 to	399 156 7119 to 399 203 5064 to	7199 5099
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400 427 1051 to	1999	418 744 2235 to	2299	440 858 6300 to	6399	459 274 7624 to	7699
401 045 1505 to	1549	418 962 2848 to	2899	440 858 6420 to	7299	459 365 5432 to	5499
401 045 1571 to	1599	419 543 0286 to	0299	441 199 1655 to	1699	459 378 5764 to	5799
401 294 2700 to	2799	419 730 0300 to	0399	443 127 3648 to	3699	459 472 4816 to	4999
401 310 9505 to	9599	420 277 0015 to	0049	443 127 4000 to	4099	460 349 6878 to	6899
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
403 260 7000 to	7499	420 969 3951 to	3971	444 390 1667 to	1699	462 152 0107 to	0299
403 280 6470 to	6499	420 969 3973 to	3999	444 457 3854 to	3899	462 274 1072 to	1099
403 685 8600 to	8699	421 116 3565 to	3599	450 048 4173 to	4199	462 277 8373 to	8399
404 003 0300 to	0399	421 130 9300 to	9399	450 048 4442 to	4699	462 554 6051 to	6099
404 041 8838 to	8899	421 313 4500 to	4999	450 560 5173 to	5199	463 011 5529 to	5540
404 071 4268 to	4299	421 364 5537 to	5599	450 620 3077 to	3099	463 176 4115 to	4199
404 347 5356 to	5399	421 656 2609 to	2699	450 620 3135 to	3199	463 176 4229 to	4299
404 347 5548 to	5599	421 988 9700 to	9799	450 780 2716 to	2799	463 185 2600 to	2799
404 726 4500 to	4599	422 172 4667 to	4699	450 801 2700 to	2799	463 227 7711 to	7799
404 961 5001 to	5199	422 484 4212 to	4299	451 109 2967 to	2984	463 414 4869 to	4899
405 325 0188 to	0198	422 556 1270 to	1299	451 115 4110 to	4125	463 808 3484 to	3499
406 009 4587 to	4599	422 587 7024 to	7099	451 115 4127 to	4199	463 945 7400 to	7899
406 260 6830 to	6899	422 819 7533 to	7599	451 746 0700 to	0799	464 629 9000 to	9399
406 459 6641 to	6999	422 842 5073 to	5087	452 265 0074 to	0099	464 711 4332 to	4399
406 733 3000 to	3999	422 907 7563 to	7599	452 265 0246 to	0299	465 692 3963 to	3999
407 545 1557 to	1599	424 500 6050 to	6099	452 265 0335 to	0999	465 698 8300 to	8599
407 594 0412 to	0599	424 641 8500 to	8599	452 509 1169 to	1199	465 743 7745 to	7799
407 692 9100 to	9299	424 871 6600 to	6699	452 855 6471 to	6499	466 798 6056 to	6067
407 959 2190 to	2199	425 298 2352 to	2399	452 890 4679 to	4799	467 147 4300 to	4399
408 265 2275 to	2288	425 418 4269 to	4299	452 900 8215 to	8238	468 079 5782 to	5799
408 499 7700 to	7799	425 418 4405 to	4499	453 117 9146 to	9199	469 067 2817 to	2899
408 499 7900 to	7999	426 547 4566 to	4599	453 334 3631 to	3699	469 127 8000 to	8199
408 682 8484 to	8599	427 412 6337 to	6499	453 603 7841 to	7891	469 213 0359 to	0399
408 698 7015 to	7099	427 481 0900 to	0999	453 650 1140 to	1199	469 213 0500 to	0599
409 072 3941 to	3999	428 027 2742 to	2752	453 741 1300 to	1399	469 561 8011 to	8099
410 491 2311 to	2399	429 474 4172 to	4199	454 013 2919 to	2999	469 658 1961 to	1999
410 694 8400 to	8599	429 889 2900 to	2999	454 186 2411 to	2499	469 666 9900 to	9999
410 775 1500 to	1599	430 150 4401 to	4599	454 268 4883 to	4899	469 678 1900 to	1999
410 795 7927 to	7999	430 172 9800 to	9899	454 302 5400 to	5499	469 781 4900 to	4999
410 867 0917 to	0966	430 177 1900 to	2099	454 490 8300 to	8399	469 947 6960 to	6999
410 867 0970 to	0999	430 444 9500 to	9699	454 547 7434 to	7499	470 755 5800 to	5818
411 868 1023 to	1199	430 664 4070 to	4099	454 922 4867 to	4895	471 918 0300 to	0999
411 922 2322 to	2399	432 168 8419 to	8499	455 221 1348 to	1499	471 985 2408 to	2419
412 193 0900 to	0999	432 708 6800 to	6999	455 364 2147 to	2199	472 191 6700 to	6799
412 395 8599 to	8699	432 744 1544 to	1599	455 399 5400 to	5499	472 270 2555 to	2599
412 485 6500 to	6599	432 995 9775 to	9799	455 476 0676 to	0699	472 987 0213 to	0241
412 485 6610 to	6699	433 003 5800 to	5899	455 543 0618 to	0699	472 987 0290 to	0299
412 885 5953 to	5999	433 757 3047 to	3099	456 410 9006 to	9099	473 151 2069 to	2199
414 193 3608 to	3674	433 765 4003 to	4099	456 470 4146 to	4299	473 666 9138 to	9199
414 193 3677 to	3699	434 482 7060 to	7199	456 619 4460 to	4499	473 952 3429 to	3499
414 411 7348 to	7399	434 513 2386 to	2399	457 333 2686 to	2699	474 108 5402 to	5499
414 640 0757 to	0799	434 968 3076 to	3092	457 729 1767 to	1777	474 356 5193 to	5299
414 965 1727 to	1799	435 303 1831 to	1842	457 937 8615 to	8699	474 949 3366 to	3399
417 302 8104 to	8199	435 303 1986 to	1999	458 028 9810 to	9899	475 134 9362 to	9399
417 387 6532 to	6599	435 666 6092 to	6399	458 057 2712 to	2999	475 167 9667 to	9699
417 496 6800 to	6999	436 082 6400 to	6899	458 069 9537 to	9599	475 319 3415 to	3499
417 871 9250 to	9299	436 160 6441 to	6499	458 069 9665 to	9699	475 319 3649 to	3799
417 930 9533 to	9599	437 316 7115 to	7199	458 337 5222 to	5299	475 340 6400 to	6599
418 164 6500 to	6799	437 427 0500 to	3499	458 354 7653 to	7999	475 424 8410 to	8499
418 423 9863 to	9899	439 179 2300 to	2399	458 671 8678 to	8699	475 629 9156 to	9199
418 633 5922 to	5999	439 310 0458 to	0499	458 671 8721 to	8798	475 850 6101 to	6199
418 719 8520 to	8599	440 698 1947 to	1999	458 847 5044 to	5999	475 875 2500 to	2599

PULL-OUT SECTION

476 169 8264 to	8299	492 254 4800 to	4899	609 893 1000 to	1099	633 110 4303 to	4499
476 189 3000 to	3499	492 283 5100 to	5199	610 092 3200 to	3299	633 438 6429 to	6599
476 331 2480 to	2499	492 610 6813 to	6899	610 582 4200 to	4299	633 588 7173 to	7182
477 289 8601 to	8699	493 394 5568 to	5599	611 879 6939 to	6999	634 725 0700 to	0799
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
480 526 2000 to	2099	498 449 8888 to	8899	614 645 1800 to	1899	638 318 1453 to	1499
480 640 6330 to	6399	498 929 8285 to	8499	614 832 1100 to	2099	638 885 0000 to	0299
480 658 0568 to	0599	498 936 5310 to	5399	615 017 7505 to	7599	638 903 4362 to	4373
480 689 5100 to	5199	499 016 5425 to	5499	617 711 6609 to	6699	639 415 1929 to	1999
481 072 9463 to	9499	499 440 8575 to	8899	617 760 5266 to	5299	639 415 2019 to	2099
481 673 0074 to	0095	499 731 6717 to	6799	617 813 3601 to	3699	639 420 6200 to	6299
482 527 1500 to	1599	500 064 1858 to	1869	618 840 9200 to	9299	639 469 3517 to	3799
482 541 5255 to	5299	500 070 5725 to	7799	619 551 7229 to	7299	639 605 2143 to	2199
482 729 6800 to	6899	600 645 3223 to	3299	619 859 3000 to	3099	639 657 8600 to	8799
483 363 7207 to	7299	601 339 1200 to	1399	620 073 9400 to	9499	640 289 7500 to	7599
483 402 2356 to	2399	601 653 5884 to	5899	621 614 7907 to	7930	640 289 7700 to	7999
483 486 5100 to	5199	601 661 7700 to	7799	621 614 7932 to	7999	641 170 4420 to	4499
483 632 1521 to	1599	601 682 5343 to	5399	621 648 8021 to	8199	641 318 3133 to	3199
483 632 2600 to	2799	601 928 1600 to	1699	621 648 8500 to	8599	641 378 6500 to	6999
483 849 1615 to	1699	602 512 2972 to	2999	621 904 8351 to	8599	641 383 8739 to	8799
484 174 4803 to	5299	602 555 2400 to	2799	621 916 1978 to	1989	641 877 3187 to	3299
484 323 8900 to	9199	602 829 7061 to	7099	622 989 8032 to	8099	641 877 3310 to	3399
484 680 5000 to	5038	603 483 9572 to	9599	623 076 9300 to	9399	642 355 8094 to	8199
484 680 5040 to	5074	603 490 7200 to	7299	623 819 5006 to	5099	642 355 8308 to	8999
484 680 5077 to	5099	603 678 7100 to	7199	623 895 8200 to	8399	642 900 0018 to	0099
485 029 4913 to	4999	603 678 7662 to	7699	623 917 0000 to	0099	643 030 6254 to	6299
486 176 0600 to	0699	603 678 7902 to	7999	623 917 0200 to	0299	644 066 0882 to	0899
486 559 7555 to	7599	603 678 8418 to	8499	624 468 5288 to	5299	644 069 0600 to	0699
486 696 3023 to	3199	603 678 8700 to	9999	624 665 3162 to	3198	644 077 7506 to	7699
488 173 7900 to	7999	604 086 0880 to	0899	625 088 6735 to	6799	644 085 8157 to	8199
488 206 4100 to	4199	604 349 1414 to	1499	625 916 9500 to	9799	644 112 9839 to	9899
488 226 0200 to	0299	604 503 7776 to	7799	625 968 8956 to	8999	644 373 9083 to	9099
488 709 3906 to	3999	605 520 9037 to	9099	627 005 3938 to	3999	644 380 1460 to	1499
488 855 8359 to	8399	605 685 4010 to	4099	627 384 3907 to	4099	644 733 4715 to	4799
489 181 8963 to	8999	605 988 6467 to	6499	627 496 7549 to	7599	644 900 9712 to	9799
489 223 2000 to	2099	607 689 7951 to	7960	627 708 3605 to	3699	644 901 0109 to	1299
489 311 1930 to	1999	607 728 1276 to	1299	627 776 2500 to	2599	644 901 1325 to	1399
489 318 6200 to	6300	608 727 7100 to	7199	628 226 3100 to	3199	644 923 6800 to	7799
489 384 0027 to	0099	608 727 7273 to	7599	628 814 4702 to	4799	644 932 4655 to	4699
489 427 0658 to	0899	608 813 9950 to	9999	628 851 9689 to	9699	645 318 7240 to	7499
489 997 5252 to	5299	609 067 5325 to	5399	629 510 7200 to	7299	645 333 1766 to	1799
490 669 5850 to	6099	609 067 5488 to	5499	629 964 4200 to	4294	645 790 8632 to	8699
490 717 7080 to	7099	609 067 5600 to	5699	630 389 3056 to	3071	645 821 0657 to	0699
490 721 6000 to	6099	609 289 6123 to	6199	630 463 0588 to	0599	645 930 7948 to	7999
490 793 1500 to	2099	609 438 4400 to	4499	631 459 9117 to	9199	645 975 0737 to	0762
490 886 8171 to	8199	609 493 1100 to	1199	631 762 9325 to	9399	646 242 6200 to	6299
490 977 9221 to	9240	609 766 8091 to	8999	632 217 4933 to	4999	646 270 7639 to	7799
491 258 8100 to	9099	609 825 4100 to	4115	632 510 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

647 049 2900 to	2999	665 274 8208 to	8299	690 788 2877 to	2899	702 878 0114 to	0199
647 398 8300 to	8399	665 669 5400 to	5499	690 893 5344 to	5399	740 002 7710 to	7719
647 398 8481 to	8499	666 132 8226 to	8299	690 893 5512 to	5599	740 241 9049 to	9099
647 437 3000 to	4999	666 696 2209 to	2299	690 904 1300 to	1599	740 255 1718 to	1799
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	670 368 3400 to	3499	691 664 1800 to	1999	740 705 9790 to	9799
649 100 3989 to	3999	670 369 7336 to	7399	691 664 2400 to	2499	740 726 6400 to	6500
649 647 0370 to	0399	670 750 7169 to	7199	692 727 9362 to	9399	740 765 3306 to	3399
649 647 0522 to	0599	671 046 6200 to	6399	692 798 1800 to	1899	805 885 8411 to	8499
649 647 5237 to	5399	671 251 5448 to	5499	693 249 0779 to	0799	806 087 1100 to	1499
649 647 9100 to	9299	671 926 5600 to	5799	693 249 0877 to	1699	806 268 9275 to	9299
649 666 7800 to	8299	672 444 2000 to	2999	693 445 0566 to	0999	806 534 3400 to	3477
650 114 7707 to	7719	672 828 3410 to	3499	693 448 8500 to	8999	807 342 3283 to	3399
650 130 3400 to	3599	673 167 5776 to	5799	693 645 9583 to	9599	808 086 7100 to	7199
650 213 0406 to	0499	675 464 3700 to	3799	693 965 4200 to	4299	808 090 3440 to	3499
650 555 1749 to	1799	675 464 4000 to	4199	695 741 2906 to	2999	808 325 5161 to	5699
650 564 1900 to	1999	676 365 5958 to	5999	695 947 8518 to	8599	808 784 8000 to	8299
650 627 4212 to	4299	676 669 1024 to	1099	696 662 8247 to	8299	830 125 0672 to	0699
650 736 2043 to	2099	677 126 6734 to	6799	697 447 8285 to	8296	830 602 5800 to	5999
650 739 1540 to	1699	677 333 9979 to	9999	698 042 4816 to	4899	830 610 3700 to	3799
651 741 4415 to	4499	677 466 1088 to	1099	698 131 2138 to	2157	830 983 3500 to	3599
651 882 2800 to	2899	678 071 4500 to	4799	698 227 0000 to	0099	830 983 3635 to	3699
652 754 6317 to	6399	678 096 7531 to	7599	700 065 2570 to	2599	831 354 1387 to	1399
653 131 4945 to	4999	679 909 2578 to	2599	700 065 4800 to	4899	831 815 8240 to	8299
653 426 3300 to	3399	680 112 9565 to	9599	700 190 3350 to	3359	832 525 3810 to	3899
653 455 4874 to	4899	680 244 0903 to	0999	700 228 6048 to	6099	833 159 1884 to	1899
654 238 0000 to	0399	680 412 6046 to	6099	700 650 0452 to	0499	833 456 2567 to	2599
654 404 3065 to	3092	680 761 6800 to	6899	700 666 1323 to	1349	833 566 3015 to	3071
654 962 2900 to	3199	681 677 0540 to	0699	700 786 9106 to	9142	834 130 5200 to	5299
655 103 5081 to	5199	682 070 1029 to	1099	700 859 0744 to	0758	834 316 5444 to	5499
655 523 2600 to	2999	682 956 6280 to	6299	701 028 6780 to	6899	834 354 8747 to	8766
656 305 2448 to	2499	682 956 6490 to	6599	701 213 3900 to	3999	834 354 8824 to	8838
657 347 4438 to	4999	682 956 6700 to	6799	701 267 2000 to	3999	835 269 5700 to	5799
657 710 8100 to	8999	682 965 1178 to	1199	701 335 7312 to	7399	835 496 7303 to	7399
657 780 0985 to	0999	682 965 1201 to	1299	701 369 2005 to	2050	835 539 5200 to	5999
658 586 1400 to	1499	683 118 2389 to	2399	701 499 2260 to	2299	835 813 3015 to	3099
658 877 8000 to	8199	683 378 2000 to	2099	701 503 2247 to	2299	837 672 8967 to	8999
658 880 8000 to	8199	683 378 2117 to	2299	701 541 2271 to	2299	837 784 3282 to	3299
659 398 7300 to	7399	683 415 1200 to	1499	701 553 6557 to	6599	838 176 8377 to	8399
659 706 8113 to	8199	683 444 8159 to	8199	701 601 3457 to	3499	838 518 1257 to	1299
659 846 7837 to	7899	685 154 7780 to	7789	701 605 5913 to	5999	839 718 8257 to	8299
660 510 4100 to	4199	685 297 7645 to	7699	701 695 3982 to	3999	840 323 0600 to	0699
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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
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663 078 7034 to	7099	686 899 1371 to	1399	702 254 9300 to	9399	842 860 0300 to	0399
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663 883 7039 to	7499	687 601 0973 to	0999	702 713 1800 to	1809	843 062 7100 to	7199
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664 656 3055 to	3099	688 314 3107 to	3191	702 846 6331 to	6399	843 758 5769 to	5778
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845 656 8165 to	8199	859 437 5538 to	5599	870 536 5820 to	5829	908 936 9254 to	9299
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845 746 2618 to	2635	859 855 8873 to	8999	870 575 8155 to	8999	909 100 1900 to	2099
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846 918 0572 to	0599	860 275 3900 to	3999	870 691 7060 to	7099	909 568 8900 to	9099
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847 284 2481 to	2499	860 600 0021 to	0999	900 556 4178 to	4199	909 725 7307 to	7399
847 374 7055 to	7065	861 158 2350 to	2599	900 845 0044 to	0099	909 833 0947 to	0999
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847 636 5304 to	5399	861 637 6010 to	6099	900 936 0435 to	0499	910 265 1100 to	1199
847 700 5447 to	5499	861 979 7292 to	7499	901 058 5255 to	5280	910 471 7273 to	7299
847 723 7500 to	7599	862 216 6100 to	6199	901 273 1082 to	1099	910 536 2505 to	2599
849 485 3427 to	3499	862 263 9213 to	9299	901 287 5143 to	5199	910 958 7499 to	7599
849 520 9850 to	9899	862 271 0800 to	0999	901 291 2789 to	2799	911 140 1000 to	2199
849 608 1357 to	1399	862 271 5000 to	5099	901 525 7122 to	7199	911 245 2545 to	2599
849 792 2600 to	2699	863 871 5138 to	5199	902 198 9769 to	9799	911 268 9077 to	9099
850 546 1862 to	1899	863 949 5300 to	5399	902 948 1269 to	1299	911 400 8948 to	8999
851 143 6826 to	6844	864 088 8200 to	8299	902 985 0833 to	0899	911 508 1620 to	1799
851 209 9880 to	9899	864 426 3972 to	3999	903 370 6934 to	6999	911 509 9310 to	9399
851 928 9221 to	9299	864 520 6117 to	6136	904 600 6523 to	6599	911 523 3000 to	3999
852 589 6560 to	6599	865 151 0526 to	0599	904 892 0378 to	0399	912 057 9922 to	9999
853 049 3646 to	3699	865 500 4034 to	4099	904 892 0648 to	1299	913 605 2218 to	2299
854 304 4089 to	4999	865 883 6082 to	6099	905 056 2216 to	2299	913 709 2429 to	2499
854 529 2200 to	2299	866 004 3000 to	3999	905 510 6647 to	6799	913 818 3501 to	3999
854 532 0000 to	2999	866 442 4100 to	4899	905 510 6900 to	7099	914 063 4300 to	4399
855 001 6204 to	6249	867 366 9108 to	9118	905 794 0000 to	0199	914 346 7621 to	7644
855 319 9364 to	9399	867 633 7403 to	7499	905 794 0288 to	0299	914 529 6185 to	6299
855 361 3390 to	3399	867 737 5623 to	5699	905 873 6900 to	6999	915 546 6822 to	6999
856 226 0490 to	0499	868 169 4529 to	4599	905 873 7100 to	7299	915 671 3963 to	3980
856 656 5800 to	5999	868 173 8400 to	8599	905 880 8900 to	8999	915 671 3982 to	3999
856 752 0200 to	0299	868 514 9000 to	9099	905 889 7100 to	7199	915 675 2217 to	2299
857 111 1352 to	1399	868 566 9200 to	9299	906 158 1508 to	1599	916 440 3377 to	3399
857 279 3450 to	3499	869 387 1150 to	1199	906 558 8812 to	8899	916 670 6352 to	6399
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858 124 7644 to	7699	869 523 7033 to	7099	907 725 8500 to	8599	916 694 1414 to	1499
858 756 3111 to	3299	869 800 0000 to	999 9999	907 815 0216 to	0257	917 370 6300 to	6499
859 063 8200 to	8699	870 054 4814 to	4899	908 622 4225 to	4235	920 309 9039 to	9199
859 190 0600 to	0644	870 491 4812 to	4849				

— Group2—Internal and External Investigations,
Postal Inspection Service, 10-2-03

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first 9 digits. The 10th digit is a check digit only.

Do not cash new style money orders **000 000 001 to 692 600 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

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

727 481 431	to	1 460	735 783 961	to	3 990	744 234 751	to	4 780	756 371 565	to	1 580
727 749 241	to	9 780	735 803 401	to	3 430	744 499 591	to	9 680	756 876 031	to	6 120
728 382 331	to	2 480	736 005 420	to	5 440	744 626 901	to	6 910	756 876 151	to	6 240
728 702 338	to	2 400	736 366 021	to	6 110	745 388 794	to	8 910	756 970 129	to	0 140
728 915 371	to	5 850	736 624 456	to	4 500	746 446 806	to	6 820	757 059 613	to	9 630
728 953 141	to	3 410	736 670 851	to	1 060	746 818 351	to	8 410	757 078 540	to	8 560
728 954 280	to	4 310	736 767 061	to	7 090	747 245 266	to	5 280	757 086 209	to	6 240
729 169 081	to	9 140	736 767 093	to	7 120	747 364 813	to	4 830	757 240 591	to	0 650
729 363 841	to	3 870	736 982 191	to	2 370	747 501 434	to	1 450	757 277 371	to	7 700
729 682 891	to	3 190	736 982 551	to	2 730	747 739 891	to	0 070	757 291 591	to	2 730
729 838 940	to	9 070	737 110 141	to	0 170	748 148 649	to	8 760	757 964 251	to	4 280
729 839 101	to	9 130	737 185 501	to	5 710	748 259 960	to	9 970	758 067 001	to	7 090
730 077 683	to	7 840	737 317 321	to	7 350	748 565 162	to	5 280	758 105 221	to	5 250
730 109 847	to	9 880	737 517 781	to	7 840	748 874 988	to	5 030	758 324 941	to	5 000
730 373 761	to	3 850	737 628 181	to	8 210	749 137 381	to	7 410	758 593 628	to	3 650
730 501 951	to	2 130	737 634 258	to	4 270	749 190 192	to	0 210	758 709 038	to	9 060
730 519 379	to	9 470	738 361 971	to	1 980	749 685 421	to	5 450	758 744 101	to	4 160
730 569 278	to	9 360	738 447 601	to	7 660	749 846 791	to	6 850	758 850 883	to	0 900
730 711 711	to	1 740	738 648 355	to	8 450	749 993 131	to	3 580	758 860 951	to	1 550
730 722 991	to	3 230	738 849 811	to	9 900	750 071 587	to	1 610	759 152 851	to	2 880
730 845 970	to	5 990	738 892 270	to	2 290	750 408 167	to	8 183	759 740 941	to	1 090
730 888 291	to	8 320	738 997 259	to	7 380	750 438 421	to	8 501	760 004 596	to	4 610
730 927 591	to	7 680	739 161 451	to	1 540	750 743 911	to	4 030	760 118 191	to	8 250
731 307 914	to	7 930	739 219 381	to	9 440	750 779 118	to	9 400	760 155 001	to	5 090
731 402 431	to	2 460	739 740 151	to	0 180	750 910 981	to	1 010	760 378 002	to	8 020
731 407 232	to	7 320	739 793 491	to	3 520	750 960 841	to	0 900	760 692 722	to	2 749
731 588 301	to	8 340	739 793 527	to	3 550	751 296 211	to	6 240	761 055 460	to	5 480
731 767 273	to	7 320	739 942 621	to	2 650	751 539 121	to	9 180	761 169 781	to	9 810
731 781 061	to	1 120	739 999 231	to	9 320	751 541 311	to	1 790	761 504 941	to	5 120
731 837 821	to	7 910	740 011 517	to	1 530	751 757 641	to	7 700	761 516 836	to	6 910
731 841 377	to	1 450	740 030 701	to	0 970	751 936 951	to	7 010	761 613 588	to	3 600
732 018 481	to	8 600	740 261 740	to	1 820	751 951 861	to	1 890	761 688 631	to	8 690
732 067 972	to	8 370	740 265 811	to	6 290	751 999 021	to	9 110	761 805 199	to	5 240
732 188 649	to	8 670	740 299 111	to	9 170	752 139 516	to	9 570	761 826 106	to	6 120
732 193 460	to	3 470	740 299 231	to	9 260	752 182 892	to	2 950	761 881 171	to	1 560
732 201 241	to	1 390	740 329 266	to	9 320	752 206 861	to	7 100	761 975 641	to	5 670
732 220 431	to	0 440	740 889 081	to	9 090	752 295 241	to	5 600	761 975 886	to	5 895
732 355 201	to	5 380	741 010 421	to	0 530	752 731 351	to	1 410	762 304 144	to	4 170
732 472 320	to	2 560	741 113 041	to	3 370	752 767 441	to	7 470	762 324 931	to	4 960
732 541 605	to	1 620	741 373 891	to	4 340	753 008 941	to	9 030	762 439 261	to	9 290
732 572 221	to	2 490	741 452 369	to	2 490	753 194 311	to	4 370	762 524 158	to	4 220
732 586 479	to	6 710	741 492 991	to	3 140	753 620 378	to	0 400	762 584 872	to	4 970
732 994 037	to	4 080	741 553 460	to	3 470	754 013 917	to	3 940	762 593 431	to	3 460
733 163 449	to	3 460	741 764 431	to	4 520	754 161 061	to	1 120	763 155 160	to	5 180
733 297 171	to	7 290	742 178 834	to	8 880	754 358 445	to	8 610	763 178 631	to	8 660
733 446 631	to	7 110	742 325 500	to	5 520	754 410 451	to	0 660	763 506 001	to	6 060
733 474 665	to	4 770	742 325 668	to	5 700	754 438 393	to	8 410	763 522 141	to	2 470
733 704 482	to	4 570	742 408 771	to	8 830	754 493 109	to	3 130	763 717 694	to	7 800
733 751 041	to	1 130	742 512 120	to	2 150	754 664 182	to	4 220	763 826 461	to	6 520
734 009 101	to	9 130	742 684 849	to	4 890	754 816 377	to	6 470	763 900 460	to	0 471
734 290 759	to	0 770	742 839 553	to	9 630	755 487 421	to	7 600	763 900 479	to	0 530
734 389 273	to	9 290	742 913 668	to	3 700	755 592 901	to	3 140	763 917 271	to	7 750
734 440 031	to	0 111	742 917 287	to	7 296	755 790 020	to	0 030	764 125 801	to	5 860
734 797 201	to	7 320	742 921 891	to	1 980	755 791 730	to	1 800	764 284 525	to	4 560
734 939 611	to	9 640	742 983 631	to	3 810	755 926 951	to	7 070	764 526 241	to	6 330
734 950 111	to	0 170	743 020 021	to	0 170	755 934 332	to	4 510	764 601 421	to	1 600
735 120 331	to	0 840	743 206 491	to	6 500	755 957 701	to	8 000	764 650 231	to	0 470
735 283 008	to	3 020	743 235 992	to	6 050	755 962 981	to	3 280	764 984 371	to	4 850
735 293 131	to	3 220	743 940 631	to	0 900	756 035 371	to	5 490	765 003 667	to	3 680
735 635 010	to	5 040	743 978 011	to	8 070	756 301 257	to	1 290	765 042 517	to	2 540

765 194 728	to	4 970	773 009 419	to	9 430	777 810 309	to	0 330	783 663 991	to	4 050
765 387 365	to	7 450	773 112 031	to	2 060	778 049 651	to	9 670	783 739 838	to	0 280
765 541 801	to	2 100	773 125 387	to	5 410	778 106 225	to	6 310	784 142 598	to	2 610
765 638 461	to	8 970	773 179 320	to	9 410	778 218 730	to	8 780	784 380 061	to	0 090
765 647 101	to	7 190	773 202 989	to	3 140	778 251 871	to	1 930	784 507 591	to	7 740
765 813 781	to	4 029	773 208 991	to	9 290	778 286 911	to	6 940	784 507 759	to	7 860
765 879 314	to	9 390	773 231 311	to	1 340	778 328 699	to	8 730	784 913 509	to	3 531
765 954 001	to	4 030	773 348 739	to	8 940	778 567 471	to	7 860	785 429 491	to	9 520
766 120 286	to	0 320	773 575 891	to	5 950	778 570 771	to	0 830	785 989 351	to	9 440
766 125 716	to	5 750	773 852 971	to	3 030	778 699 096	to	9 110	786 036 450	to	6 480
766 158 824	to	8 840	773 858 011	to	8 100	778 779 471	to	9 480	786 111 854	to	1 930
766 388 433	to	8 460	773 892 721	to	7 190	779 146 205	to	6 230	786 510 527	to	0 540
766 509 421	to	9 660	773 958 061	to	8 660	779 233 681	to	3 710	786 510 571	to	0 600
766 572 901	to	3 020	774 101 148	to	1 190	779 316 961	to	7 200	786 676 937	to	6 980
766 748 500	to	8 521	774 107 161	to	7 190	779 339 221	to	9 400	786 730 831	to	0 920
767 024 341	to	4 370	774 177 226	to	7 270	779 702 191	to	2 250	786 743 671	to	3 700
767 326 471	to	6 590	774 279 481	to	9 810	779 994 001	to	4 090	786 743 711	to	3 730
767 332 561	to	2 950	774 408 399	to	8 420	780 103 591	to	3 650	786 854 491	to	4 550
768 009 841	to	9 960	774 431 821	to	2 450	780 533 288	to	3 310	786 977 256	to	7 461
768 011 489	to	1 520	774 510 451	to	0 780	780 625 208	to	5 920	787 158 121	to	8 390
768 177 980	to	7 990	774 652 981	to	3 010	780 711 345	to	1 540	787 325 701	to	5 910
768 391 081	to	1 170	774 778 981	to	9 040	780 778 894	to	8 920	787 493 281	to	3 340
768 661 569	to	1 650	774 867 481	to	7 510	780 865 851	to	5 920	787 793 816	to	3 880
769 000 051	to	0 080	774 867 515	to	7 540	780 873 421	to	3 450	787 822 428	to	2 440
769 050 841	to	0 900	774 934 275	to	4 290	781 141 891	to	1 980	787 887 881	to	7 901
769 159 081	to	9 178	774 961 261	to	1 290	781 238 697	to	8 730	788 326 339	to	6 380
769 737 496	to	7 510	775 106 223	to	6 235	781 503 151	to	3 180	788 403 671	to	3 690
769 778 491	to	8 730	775 106 237	to	6 248	781 518 818	to	8 840	788 815 771	to	5 860
769 827 331	to	7 450	775 331 515	to	1 550	781 624 126	to	4 200	789 044 014	to	4 100
770 216 071	to	6 100	775 444 210	to	4 230	781 679 221	to	9 340	790 209 421	to	9 480
770 723 281	to	3 400	775 579 301	to	9 320	781 723 771	to	3 890	790 911 883	to	1 900
770 790 451	to	0 480	775 622 683	to	2 760	781 723 964	to	3 990	791 057 441	to	7 550
770 915 150	to	5 490	776 144 621	to	4 670	781 761 391	to	1 720	791 239 081	to	9 290
771 455 551	to	5 610	776 154 010	to	4 060	781 878 721	to	9 020	791 374 483	to	4 500
771 609 661	to	9 690	777 561 631	to	2 080	782 424 840	to	4 900	791 387 971	to	8 030
771 932 551	to	2 580	776 657 371	to	7 490	782 939 821	to	9 850	791 447 521	to	7 850
772 057 224	to	7 440	776 817 421	to	7 450	782 985 347	to	5 360	791 451 151	to	1 240
772 162 660	to	3 070	776 951 225	to	1 250	783 063 631	to	3 690	791 500 009	to	0 470
772 718 615	to	8 640	777 141 601	to	2 140	783 578 101	to	8 130	791 771 431	to	1 490
772 940 140	to	0 160	777 297 421	to	7 510	783 578 143	to	8 160	792 018 379	to	8 420
772 970 886	to	0 940	777 621 721	to	1 750						

— Group2—Internal and External Investigations,
Postal Inspection Service, 10-2-03

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—Internal and External Investigations,
Postal Inspection Service, 10-2-03*

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—Internal and External Investigations,
Postal Inspection Service, 10-2-03*

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 09397	Delete N	Immediately	A-A1-B-B1-C-F-I-M-V-Z1
APO AE 09841	Delete N	Immediately	A-A1-B-B1-U-Z1
APO AE 09890	Add N	Immediately	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1

We have eliminated “Not Active” entries from the table below to save space and paper.

APO/FPO Table

APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions
09007	A1-B-B1-C-D-U	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-M-N-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		
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
09314	A-A1-B-B1-C-F-M-N-V-X-Z1	09348	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	09550	A1-B-V
09315	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09349	A-A1-B-B1-C-C1-D-E2-F-F1-H-I-M-N-R-R1-V-Z-Z1	09390	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09554	A1-B-B1-V
09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09351	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09391	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09556	A1-B-V
09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09392	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09557	A1-B-V
09321	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	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09564	A1-B-V
09322	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09355	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09394	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09565	A1-B-V
09323	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	09397	A-A1-B-B1-C-F-I-M-V-Z-Z1	09566	A1-B-V
09324	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	09399	A-A1-B-B1-C-F-M-V-Z1	09567	A1-B-V
09325	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	09409	A1-B-B1-C-C1-U-V	09568	A1-B-V
09326	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	09420	A1-B-B1-C-C1-U	09569	A1-B-V
09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09360	A1-B-B1-V	09421	A1-B-B1-C-C1-U	09570	A1-B-V
09328	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	09447	A1-B-B1-C-C1-U-V	09573	A1-B-V
09329	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	09454	A1-B-B1-C-C1-U-V	09574	A1-B-V
09330	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	09456	A1-B-B1-C-C1-U	09575	A1-B-V
09331	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	09459	A1-B-B1-C-C1-U	09576	A1-B-V
09332	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	09461	A1-B-B1-C-C1-U	09577	A1-B-V
09333	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	09463	A1-B-B1-C-C1-U	09578	A1-B-V
09334	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	09464	A1-B-B1-C-C1-U	09579	A1-B-V
09335	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	09468	A1-B-B1-C-C1-U	09581	A1-B-V
09336	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	09469	A1-B-B1-C-C1-U	09582	A1-B-V
09337	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	09470	A1-B-B1-C-C1-U	09586	A1-B-V
09338	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	09494	A1-B-B1-C-C1-U	09587	A1-B-V
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09383	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09496	A1-B-B1-C-C1-U-V	09588	A1-B-V
09340	A-A1-B-B1-C1-F-R-V	09384	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09498	A1-B-B1-C-C1-U	09589	A1-B-B1-V
09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09385	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09499	A1-B-B1-C-C1-U	09590	A1-B-V
09344	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	09501	A1-B-V	09591	A1-B-V
09345	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09387	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09502	A1-B-V	09593	A1-B-V
09346	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09388	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09503	A1-B-V	09594	A1-B-V
09347	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1			09504	A1-B-V	09595	A1-B-V
				09505	A1-B-V	09596	A1-B-V
				09506	A1-B-V	09599	A1-B-V
				09507	A1-B-V	09601	A1-B-B1-C-F-F1-U
				09508	A1-B-V	09602	A1-B-B1-C-F-F1-N-U
				09509	A1-B-V	09603	A1-B-B1-C-F-F1-U
				09510	A1-B-V	09604	A1-B-B1-C-F-F1-U
				09511	A1-B-V	09609	A1-B-B1-C-F-U
				09517	A1-B-V	09610	A1-B-B1-C-F-U
				09521	A1-B-V	09612	A1-B-B1-C-F-U
				09524	A1-B-V	09613	A1-B-B1-C-F-U-V
				09532	A1-B-V	09617	A1-B-B1-C-F-U
				09534	A1-B-V	09618	A1-B-B1-C-F-U
				09542	A1-B-V	09619	A1-B-B1-C-F-U
				09543	A1-B-V	09620	A1-B-B1-C-F-U
				09545	A1-B-V	09621	A1-B-B1-C-F-U
				09549	A1-B-V	09622	A1-B-B1-C-F-U
						09623	A1-B-B1-C-F-U
						09624	A1-B-B1-C-F-U
						09625	A1-B-B1-C-F-U
						09626	A1-B-B1-C-F-U
						09627	A1-B-B1-C-F-U
						09628	A1-B-B1-C-F-F1-U-V
						09630	A1-B-B1-C-F-U-V
						09631	A1-B-B1-C-F-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09636	A1-B-B1-C-F-U	09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	96208	A-A1-B-B1-U
09638	A1-B-B1-C-E2-F-U-V	09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09892	A-A1-B-B1-F-N-R-R1-V-Z1	96212	A-A1-B-B1-U
09642	A1-B-B1-N-U	09807	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	96213	A-A1-B-B1-U
09643	A1-B-B1-U	09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	34002	A1-B-B1-N-U-Z1	96214	A-A1-B-B1-U
09644	A1-B-B1-U	09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34020	A1-B-B1-M-N-V-Z1	96215	A-A1-B-B1-U-V
09645	A1-B-U	09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34021	A1-B-M-N-V-Z1	96217	A-A1-B-B1-U-V
09647	A1-B-B1-N-U	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96218	A-A1-B-B1-U
09648	A1-B-B1-N-U-V-Z1	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34023	A1-B-B1-M-N-V-Z1	96219	A-A1-B-B1-U-V
09649	A1-B-B1-U	09819	A-A1-B-F-P-V-Z1	34024	A1-B-B1-M-N-V-Z1	96220	A-A1-B-B1-U-V
09703	A1-B-B1-C-F1	09821	A-A1-B-F-V-Z1	34025	A1-B-B1-F-N-U-V-Z1	96221	A-A1-B-B1-U-V
09704	A1-B-B1-C-D-V	09822	A-A1-B-F-V-Z1	34030	A1-B-B1-M-N-V-Z1	96224	A-A1-B-B1-U
09705	A1-B-B1-U	09823	A-A1-B-F-V-Z1	34031	A1-B-B1-M-N-V-Z1	96251	A-A1-B-B1-U
09706	A1-B-B1-C-U-V	09824	A-A1-B-F-V-Z1	34032	A1-B-M-N-V-Z1	96257	A-A1-B-B1-U
09707	A1-B-B1-C-N-U-V	09827	A-A1-B-F-Z1	34033	A1-B-C-F-M-N-V-Z1	96258	A-A1-B-B1-U
09708	A1-B-B1	09828	A1-B-N-V-Z1	34034	A1-B-B1-M-N-V-Z1	96259	A-A1-B-B1-U
09709	A1-B-B1-F1	09830	A1-B-B1-C-N-Z1	34035	A1-B-B1-H-M-N-V-Z1	96260	A-A1-B-B1-U
09710	A1-B-B1-C-C1-F1-M-R-R1-U	09831	A1-B-B1-F-N-U-V-Z1	34036	A1-B-M-N-V-Z1	96264	A-A1-B-B1-U
09711	A1-B-B1-F1-Z1	09832	A-B-B1-U1-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96266	A-A1-B-B1-U
09713	A1-B-B1-C-F1	09833	A1-B-B1-U1-V-Z1	34038	A1-B-B1-M-N-V-Z1	96267	A-A1-B-B1-U-V
09714	A1-B-B1-C-C1-F1-M-R-R1-U	09834	A1-B-B1-V-Z1	34039	A1-B-N-V-Z1	96269	A-A1-B-B1-U
09715	A1-B-B1-F1	09835	A-A1-B-B1-V-Z1	34040	A1-B-V-Z1	96271	A-A1-B-B1-U
09716	A1-B-B1-C-D-N-U-V	09836	A-A1-B-B1-C-F-M-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96275	A-A1-B-B1-V
09717	A1-B-B1-M-W	09837	A1-B-B1-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96276	A-A1-B-B1
09718	A1-B-B1-F-I-N-U-V	09838	A1-B-B1-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1	96278	A-A1-B-B1-U
09719	A1-B-B1-C-F1-V	09839	A-A1-B-B1-U-V-Z1	34050	A1-B-V	96283	A-A1-B-B1-U
09720	A1-B-B1-U-V	09841	A-A1-B-B1-U-Z1	34051	A1-B-V-Z1	96284	A-A1-B-B1-U-V
09721	A1-B-B1-N-U-V-Z1	09842	A-A1-B-B1-U	34053	A1-B-V-Z1	96297	A-A1-B-B1-U
09722	A1-B-B1-C-D-N-U-V	09844	A-A1-B-B1-U-V-Z1	34055	A1-B-N-V-Z1	96306	A1-B-B1-F-F1-F2-M-W
09723	A1-B-B1-N-U-V-Z1	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34058	A1-B-B1-V-Z1	96309	A1-B-B1-M-V-W
09724	A1-B-B1-C-C1-F1-M-R-R1-U	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34071	A1-B-I-M-N-V-Z	96310	A1-B-B1-M-W
09725	A1-B-B1-C	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96311	A1-B-B1-M-W
09726	A1-B-B1-N-U	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34078	A1-B-B1-F1-N-V-Z1	96313	A1-B-B1-F-F1-F2-M-W
09728	A1-B-B1-C	09865	A-A1-B-B1-V-Z1	34079	A1-B-B1-F1-N-V-Z1	96319	A1-B-B1-M-W
09729	A1-B-B1-N-U-V	09868	A-A1-B-B1-U-V-Z1	34090	A1-B-V	96321	A1-B-B1-F-F1-F2-M-W
09732	A1-B-B1-N-V-Z1	09871	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1	34091	A1-B-V	96322	A1-B-B1-F-F1-F2-M-W
09733	A1-B-B1-V	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34092	A1-B-V	96323	A1-B-B1-M-V-W
09735	A1-B-B1-N-V-Z1	09888	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34093	A1-B-V	96326	A1-B-B1-M-W
09777	A-A1-B-B1-C-E1-N	09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34095	A1-B-V	96328	A1-B-B1-M-W
09788	A-A1-B-B1-F-R-V			34098	A1-B-V	96330	A1-B-B1-M-W
09779	A-A1-B-B1-F-R-V			34099	A1-B-V	96336	A1-B-B1-M-V-W
09780	A-A1-B-B1-F-R-V			96201	A-A1-B	96337	A1-B-B1-M-W
09789	A-A1-B-B1-F-R-V			96202	A-A1-B1-U-V	96338	A1-B-B1-M-W
09790	A-A1-B-B1-C1-F-R-V			96203	A-A1-B	96339	A1-B-B1-M-V-W
09791	A-A1-B-B1-C1-E1-F-M-N-R-V			96204	A-A1-B-B1	96343	A1-B-B1-M-W
09793	A-A1-B-B1-F-R-V			96205	A-A1-B-B1-U	96347	A1-B-B1-F-F1-F2-M-W
09797	A1-B-B1-C-D-P-V			96206	A-A1-B-B1-U	96348	A1-B-B1-F-F1-F2-M-W
09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1			96207	A-A1-B-B1-V	96349	A1-B-B1-F-F1-F2-M-W
09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1						

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96350	A1-B-B1-F-F1-F2-M-W	96511	A1-B-B1-I-N-V	96598	A1-B-B1-V	96635	A1-B-V
96351	A1-B-B1-F-F1-F2-M-W	96515	A1-B-B1-F	96599	A1-B-B1-V	96643	A1-B-V
96362	A1-B-B1-F-F1-F2-M-W	96517	A1-B-B1-F-U3-V	96601	A1-B-V	96657	A1-B-V
96365	A1-B-B1-M-V-W	96518	A1-B-B1-V	96602	A1-B-V	96660	A1-B-V
96367	A1-B-B1-L-M-W	96520	A1-B-F-U3-V	96603	A1-B-V	96661	A1-B-V
96368	A1-B-B1-M-W	96521	A1-B-F-N	96604	A1-B-V	96662	A1-B-V
96370	A1-B-B1-F-F1-F2-M-W	96522	A1-B-F-N-U	96605	A1-B-O-V	96663	A1-B-V
96372	A1-B-B1-M-W	96530	A-A1-B-B1-H-M-N-U-V	96606	A1-B-V	96664	A1-B-V
96373	A1-B-B1-M-W	96531	A1-B-B1-H-M-U-V	96607	A1-B-V	96665	A1-B-V
96374	A1-B-B1-M-W	96534	A-A1-B-F	96608	A1-B-V	96666	A1-B-V
96375	A1-B-B1-M-W	96535	A-A1-B-B1-F-V	96609	A1-B-V	96667	A1-B-V
96376	A1-B-B1-M-W	96536	A1-B-B1-V	96610	A1-B-V	96668	A1-B-V
96377	A1-B-B1-M-W	96537	A1-B-B1-V	96611	A1-B-V	96669	A1-B-V
96378	A1-B-B1-M-W	96538	A1-B-B1-V	96612	A1-B-V	96670	A1-B-V
96379	A1-B-B1-M-W	96540	A1-B-B1-V	96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96671	A1-B-V
96384	A1-B-B1-M-W	96541	A1-B-B1-V	96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96672	A1-B-V
96386	A1-B-B1-M-W	96542	A1-B-B1-V	96615	A1-B-V	96673	A1-B-V
96387	A1-B-B1-M-W	96543	A1-B-B1-P-V	96617	A1-B-V	96674	A1-B-V
96388	A1-B-B1-M-W	96544	A1-B-F-U3-V	96619	A1-B-V	96675	A1-B-V
96401	A1-B-B1-F-N-V-Z1	96546	A1-B-F-U3	96620	A1-B-V	96677	A1-B-V
96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96548	A-A1-B-B1-H-M-U	96621	A1-B-V	96678	A1-B-V
96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96549	A-A1-B-B1-H-M-U	96622	A1-B-V	96679	A1-B-V
96490	A1-B-B1-V	96551	A-A1-B-B1-H-M-U	96623	A1-B-V	96681	A1-B-V
96507	A-A1-B-F-V	96553	A-A1-B-B1-H-M-N-U-V	96624	A1-B-V	96682	A1-B-V
		96554	A-A1-B-B1-H-M-U	96628	A1-B-V	96683	A1-B-V
		96555	A1-B-B1-F-M-V	96629	A1-B-V	96684	A1-B-V
		96557	A1-B-B1-F-M-V	96634	A1-B-V	96686	A1-B-V
		96558	A1-B-V			96687	A1-B-V
		96595	A1-B-B1-V			96698	A1-B-V

RESTRICTIONS

LEGEND

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

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

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

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

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

E2. Any matter 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 O817E or O818A) is required on all pouches and sacks.



FROM: Minutes
TO: More Minutes

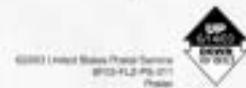


Get More Minutes On FIRSTCLASS PHONECARDS*!

~~100~~ ¹²⁰ minutes for \$15[†]
~~300~~ ³⁵⁰ minutes for \$30[†]



*120 minute card based on a rate of \$0.125/domestic minute. 350 minute card based on a rate of \$0.087/domestic minute. A surcharge of at least 4 minutes (subject to increase) applies to pay phone calls. International flat rates are higher than U.S. domestic flat rates, differ according to destination called and are subject to change. See packaging for complete terms and conditions.



Thrift Savings Plan — Request for Retroactive Contributions

Complete this form only when no deductions or underdeductions were taken as a result of an administrative error. In no other situation may contributions be made.

Personnel completes this form whenever a correction is processed involving underdeductions as a result of an administrative error.

Correct the administrative error as soon as it is discovered.

If the employee does NOT wish to have retroactive contributions withheld, file this form with the Thrift Savings Plan election form.

If the employee wishes to have retroactive contributions withheld, file a copy of this completed form with the Thrift Savings election form. Send the original to:

PAYROLL PROCESSING BRANCH
MINNEAPOLIS POSTAL DATA CENTER
TWIN CITIES AMF MN 55111-9630

Should the employee choose to terminate retroactive contributions after they have begun they must sign and date section 3 below. A copy is then sent to the PDC.

Name	Social Security No.	Finance No.
Pay Period(s) Error Occurred	Processed As:	Corrected To:

1. I do NOT wish to have retroactive contributions withheld from my salary for deposit to my Thrift Savings Plan account.
2. I wish to have retroactive contributions withheld from my salary for deposit to my Thrift Savings Plan account. (If you check this block, complete the following.)

Estimated Total Deduction
\$
Number of Pay Periods (This number may not exceed 4 times the number of pay periods over which the error occurred.)

I understand that no retroactive earnings will be posted to my Thrift Savings Plan account, and that once deductions for past due contributions have begun, they may be terminated. Once terminated they may never be restarted.

3. I wish to terminate my deduction for past due contributions and understand that this decision is irrevocable.

Signature	Date

Should I leave the Postal Service prior to completing these deductions, I wish:

4. Deductions to end
5. The balance due to be taken from my final salary payment.

Employee's Signature	Date
NOTE: You must return this form to personnel within 60 days of receipt.	
The Following Section Is Completed by the Employing Office	
I certify that the above adjustment is the result of an administrative error.	Date
Office Name	Date

Envíos Internacionales

Global Shipping

Global Priority Mail®

Designed to be delivered in 4-6 business days*
Diseñado para entrega en un período de 4 a 6 días laborables*

Entrega a más de
50 países y territorios.
Peso máximo: 4 lbs.

- Manejo prioritario
- Sobres de tarifa fija disponibles

Delivery to over
50 countries and
territories. Up to 4 lbs.

- Priority handling
- Flat rate envelopes available

Precio inicial¹
Starting price¹

from
\$4.00

A partir de \$4.00

Global Express Mail™

Designed to be delivered in 3-5 business days*
Diseñado para entrega en un período de 3 a 5 días laborables*

Entrega a más de
190 países y territorios.
Peso máximo: 70 lbs.

- Rastreo y localización
- Seguro incluido
- Manejo expeditivo

Delivery to over
190 countries and
territories. Up to 70 lbs.

- Track and trace
- Insurance included
- Expedited handling

Precio inicial¹
Starting price¹

from
\$15.50

A partir de \$15.50

Global Express Guaranteed™

Entrega a más de
200 países y territorios.
Peso máximo: 70 lbs.

- Fecha de entrega garantizada**
- Rastreo y localización
- Seguro incluido • Manejo expeditivo

Delivery to over
200 countries and
territories. Up to 70 lbs.

- Guaranteed** delivery date
- Track and trace
- Insurance included • Expedited handling

Precio inicial¹
Starting price¹

from
\$24.00
Documents

Documentos
A partir de \$24.00

from
\$36.00
Packages

Paquetes
A partir de \$36.00

Global Airmail™

Entrega a la mayor
parte del mundo.
Peso máximo: 70 lbs.

También están disponibles servicios de
correo de superficie Global Economy™.

Global Economy™ (surface) services also available.

Delivery to virtually
every country in
the world. Up to 70 lbs.

Precio inicial¹
Starting price¹

from
60¢

A partir de 60¢



*Diseñado para entrega en el número de días laborables especificado, dependiendo del lugar de origen y de destino.
**Se aplican algunas restricciones. Pida una lista completa de países y detalles de la garantía con devolución de su dinero,
a un dependiente de una instalación postal participante. †Los precios varían según el peso y el destino.

*Designed to be delivered in number of business days specified, depending upon origin and destination. **Some restrictions apply.
See retail associate at participating locations for complete list of countries and money-back guarantee details. †Prices vary by weight and destination.



www.usps.com

Thrift Savings Plan Open Season and *PostalEASE*

When and Who	October 15 through December 31, 2003 — all career employees
Contribution limits for calendar year 2004	<p>IRS Annual Deferral limit for 2004 is \$13,000. FERS Contribution limit is 14% of basic pay for 2004. CSRS & CSRS Offset limit is 9% of basic pay for 2004.</p> <p><i>Reminder:</i> If you are age 50 or older during calendar year 2004, to participate in the TSP Catch-Up Contribution election you must have either a regular election on file to contribute the maximum percentage of basic pay, or an election on file where the maximum IRS elective deferral limit will be reached during the calendar year.</p>
TSP Contribution Elections and Cancellations	Use the <i>PostalEASE</i> telephone system or the <i>PostalEASE</i> employee Web site during TSP open season to begin contributing, to change contribution amount or percentage, or to cancel TSP contributions.
(USPS PIN)	<p>To use <i>PostalEASE</i>, you will need your Social Security number (SSN) and USPS personal identification number (PIN); available only from <i>PostalEASE</i>.</p> <p>Call toll free: 877-4PS-EASE (877-477-3273).</p> <p>Don't know your USPS PIN? Call <i>PostalEASE</i>; press 1; enter SSN; when prompted to enter PIN, pause, then press 2. Your USPS PIN will be mailed to your address of record, usually by the next business day.</p> <p>Career employees who have trouble using <i>PostalEASE</i>, or who are unable to use a telephone, may contact local personnel office for help.</p>
TSP Fund Investment Elections	Contact TSP directly, during or outside TSP open season, to change investment of future TSP contributions or money already in account.
(TSP PIN)	<p>Go to the TSP Web site at www.tsp.gov, or call the TSP ThriftLine at 504-255-8777. Or mail TSP-50, <i>Investment Allocation</i>, to TSP; available from your local personnel office (election not effective as quickly).</p> <p>To use the TSP Web site or TSP ThriftLine, you must know your TSP PIN, available only from TSP.</p> <p>Don't know your TSP PIN? Request it from www.tsp.gov — choose <i>Account Access</i>. Or via TSP ThriftLine at 504-255-8777 — press 2, enter SSN, follow instructions. Or, call the TSP Service Office at 504-255-6000 and speak to a representative. Your new TSP PIN will be mailed to your address of record.</p>
PostalEASE and TSP Information Mailed to Career Employees	A TSP leaflet with <i>PostalEASE</i> instructions is mailed to all career employees. If you do not receive the mailing by mid-November, contact your local personnel office. In addition, a TSP Summary, cover letter, and <i>PostalEASE</i> instructions are mailed to all newly hired career employees soon after their accession PS Form 50 action is processed.
Closing Date and Time	<i>PostalEASE</i> closes 5:00 P.M. Central Time on December 31, 2003, for TSP open season elections.

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



**“usps.com
saves us 1 to 2 hours a day!”**

– Gary Bisonett, Owner
Freebears.com

Visit www.usps.com/clicknship to:

- Print and pay for postage
- Prepare and print shipping labels
- Get Delivery Confirmation™ service for Priority Mail® at no additional charge

©2003 United States Postal Service
PSN E, Z, PS-2 H
Windows Postnet Stack





This office will be
CLOSED
Monday,
October 13, 2003,
Columbus Day.

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



UNITED STATES
POSTAL SERVICE®

This office will be

CLOSED

Monday,

October 13, 2003,

Columbus Day.

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



This office will be
CLOSED
Tuesday,
November 11, 2003,
Veterans Day.

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



UNITED STATES
POSTAL SERVICE®

This office will be

CLOSED

Tuesday,

November 11, 2003,

Veterans Day.

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

Postal Bulletin Distribution

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

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

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

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

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

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

Postal Service Orders for Postal Bulletin

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

Attention Line _____

Postal Facility Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____

Person to Contact
 () _____

Daytime Telephone _____

Current Quantity _____ New Quantity _____

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

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

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

All other facilities should contact their administrative post office.

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

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

Public Orders for Postal Bulletin

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

Attention Line _____

Company Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____
 ()

Daytime Telephone _____

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

Subscription Orders: 202-512-1800

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

Single Copies (back to 16 issues): Domestic \$13.00; International \$18.20

Special Issues: Domestic \$23.00; International \$32.20

Enter _____ Annual Subscription(s).
 Total Amount \$ _____

Send _____ additional copies of *Bulletin* # _____
 Total Amount \$ _____

GPO deposit account [] [] [] [] [] [] [] - []

Check/money order payable to: Superintendent of Documents

VISA  MasterCard 

_____ Credit Card Number _____ Expiration Date

_____ Signature

Mail Completed Form and Payment To:

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

PULL-OUT SECTION

"I only have one employee...
Priority Mail."



Geoffrey Ellis, Owner
Earth Tone Flutes

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

Put the power of Priority Mail service to work for your business.

- Dependable delivery starting at \$3.85
- Delivery to every address in the United States, including P.O. Boxes
- Saturday and residential deliveries at no extra cost
- Add-on services like Delivery Confirmation, Insurance, and Signature Confirmation™ service available
- Package collection for one low price

Priority Mail service is trusted by business owners, like Geoffrey, to keep their businesses moving. For information about other delivery options for across the country and around the globe, visit www.usps.com/send.



"usps.com
saves us 1 to 2
hours a day!"



Gary Bisonett, Owner
Freebears.com

Gary owns an e-commerce business, so he values the Internet as a way to conduct business. He was happy to learn the Postal Service™ works online too. When Gary ships to customers around the world, he prints labels and pays for postage online. It's simple. Thanks to Click-N-Ship™ service, Gary saves time. And what business owner couldn't use more time?

Work online with the Postal Service.

Visit www.usps.com/clicknship to:

- Print and pay for postage
- Prepare and print shipping labels
- Upgrade your Priority Mail shipment with Delivery Confirmation service at no additional charge

At www.usps.com, you can also:

- Buy stamps
- Order supplies
- Calculate postage
- Schedule a package collection
- And much more!

The Postal Service is online to help businesses like Gary's and yours. Visit us online and see how simple and convenient mailing and shipping can be.



"With Direct Mail,
we grew to 40 teachers
and over 400 students."



Barbara Granneman, Owner
Midwest School of Music, Inc.

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

Use Direct Mail to grow your business.

Whether you're starting your first Direct Mail effort, or you want to improve your current campaign, we can help. On www.usps.com/directmail you'll find:

- Our how-to guide
- Graphic design templates
- Support and guidance resources
- Answers to your frequently-asked questions

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



Licensing



October 2, 2003

DISTRICT MANAGERS
POSTMASTERS

SUBJECT: 50 State Quarters® Greetings from America National Rollout

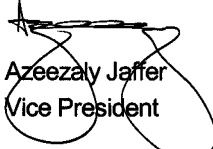
Last year the United States Postal Service® and the United States Mint signed an agreement to jointly develop and market a number of products that feature two of America's most popular items — the 50 State Quarters® and the *Greeting from America* postage stamps.

Until now, these products have been available only through 800-STAMP-24 and www.usps.com/shop. Because of popular demand, we are making them available to Post Offices™ nationwide beginning October 18, 2003.

Post Offices may order the 50 State Quarters Greetings from America philatelic items through their normal stamp distribution ordering process. This product will be supported during the holiday season with in-store messaging.

The 50 State Quarters Greetings from America program is a 10-year program, which began in 1999, with the issuance of 5 quarters per year. As your state quarter becomes available, you can showcase our products and services, increase revenue, and highlight this fun and educational program with a special ceremony or event.

Don't miss this special opportunity.



Azeezaly Jaffer
Vice President

cc: Mr. Donahoe
Ms. Bizzotto
Vice Presidents, Area Operations

NOTICE — POSTMASTERS, SUPERVISORS, AND RETAIL ASSOCIATES

50 State Quarters® Greetings from America Program

State stamps and state quarters — together at last! Last year the United States Postal Service® and the United States Mint signed an agreement to jointly develop and market a number of retail products that feature two of America's most popular items — the 50 State Quarters® and the *Greetings from America* stamps.

What does that mean to you? When the products were first offered, you could order them only by calling a toll-free number. **Now, these products are available to offer for sale at Postal Service retail locations nationwide.** Post Offices can request these products through their local stamp distribution office using their normal ordering process.

Here's how it works: Each year customers will be able to purchase products packaged in one of three ways:

- A *Portfolio*, which features 5 state quarters and 5 corresponding state stamps displayed in protective windows.
- A *State Card Collection*, which features 5 state quarters and 5 corresponding *Greetings from America* stamps.
- An *Individual State Card*, which features the state quarter and corresponding stamp.

Albums for the Portfolios and State Card Collections will be available by mid-2004.

Beginning October 15, 2003, Post Offices™ will be able to sell state cards that feature their state quarter, *Greetings from America* postage stamp, and information about their state for \$6.99. Annual Portfolios, which contain all 5 state quarters issued in a given year and the corresponding stamp (1999, 2000, 2001, 2002), will also be available for \$29.99.

Additionally, the Postal Service™ will sell these products through a subscription program by calling 800-STAMP-24 or as individual annual products through the Postal Service Web site at www.usps.com/shop. The subscription program is the only method through which customers can guarantee they will receive all items in the series. Customers may purchase the State Card Collection (all 5 state cards issued in a given year) for \$27.99 or an Individual State Card for \$6.99 through the above toll-free number.

The U.S. Mint began the 50 State Quarters program in 1999, issuing 5 quarters per year. The program will end in 2008.

When promoting these products, don't forget employees who may want to participate in this history-making event. Consider putting posters (will be available through the Retail In-Store Messaging program in October) and ordering information or forms in employee areas and on bulletin boards.

A publicity kit for this program was published in *Postal Bulletin* 22093 (1-9-03). The material in the kit will help you plan events in your community to promote this very special opportunity.

Background Information

On August 22, 2002, the United States Mint and the United States Postal Service signed an agreement to jointly develop and market a number of products that feature two of America's most popular collectible items — the 50 State Quarters and the *Greetings from America* stamps. This is the first time these two federal agencies have partnered to work on a joint, national project.

The Postal Service and the United States Mint will offer the 50 State Quarters Greetings from America Portfolio and 50 State Quarters Greetings from America State Card Collection each year (1999–2008). Individual State Cards will also be available for purchase.

The Portfolio features 5 state quarters and 5 corresponding *Greetings from America* stamps displayed in windows arranged in a portfolio. A protective slipcase includes Certificates of Authenticity signed by the postmaster general of the United States and the director of the United States Mint, attesting to the authenticity of the stamps and quarters.

About the size of a sports trading card, each Individual State Card features one state quarter and the corresponding state stamp displayed in protective windows. The cards are also offered as a collection — in sets of 5 for each year of the 50 State Quarters Greetings from America Program.

Product Timeline

Portfolios, State Card Collections, and Individual State Cards are currently available for the following products:

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

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

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

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

Portfolios, State Card Collections, and Individual State Cards will be available for the following products in 2004 and beyond:

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

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

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

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

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

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

Availability and Ordering Information

The following products incorporating the state and the corresponding *Greetings from America* stamps are now available for retail sale.

50 State Quarters Greetings from America Portfolio

Year Issued	Item Number	Price (\$)
1999	960051	29.99
2000	960052	29.99
2001	960053	29.99
2002	960054	29.99

50 State Quarters Greetings from America State Card Collection

Year Issued	Item Number	Price (\$)
1999	960061	27.99
2000	960062	27.99
2001	960063	27.99
2002	960064	27.99

Individual State Cards

Year Issued	State Card	Item Number	Price (\$)
1999	Connecticut	960005	6.99
1999	Delaware	960001	6.99
1999	Georgia	960004	6.99
2002	Indiana	960019	6.99
2001	Kentucky	960015	6.99
2002	Louisiana	960018	6.99
2000	Maryland	960007	6.99
2000	Massachusetts	960006	6.99
2002	Mississippi	960020	6.99
2000	New Hampshire	960009	6.99
1999	New Jersey	960003	6.99
2001	New York	960011	6.99
2001	North Carolina	960012	6.99
2002	Ohio	960017	6.99
1999	Pennsylvania	960002	6.99

Year Issued	State Card	Item Number	Price (\$)
2001	Rhode Island	960013	6.99
2000	South Carolina	960008	6.99
2002	Tennessee	960016	6.99
2001	Vermont	960014	6.99
2000	Virginia	960010	6.99

For more detailed information on these items, please consult the reference chart on page 63.

Customers can purchase these items at their local Post Offices or through a subscription program by calling 800-STAMP-24. Only through the subscription program will the entire series be guaranteed and only while supplies last. Customers can purchase annual products individually by logging on to www.usps.com/shop.

Collector albums for Portfolios and State Card Collections will also be available for purchase in mid-2004. These beautiful albums will display the products in a three-ring binder made of archival-safe materials. Included in the albums are a color-coded map with state quarter release dates, a history of the United States Mint and the United States Postal Service, and a timeline of our nation.

Subscription Program

Following enrollment, customers of the United States Postal Service 50 State Quarters Greetings from America subscription program will receive portfolios or State Card Collections featuring the series of 5 state quarters released in 1999, 2000, 2001, and 2002 along with the corresponding state stamps.

As years are completed, they will be shipped to the Stamp Fulfillment Services office for subsequent shipments to subscription customers. Each product will be shipped individually to minimize impact on subscribers' credit cards.

Customers must pay for the subscription program using a credit card. When customers join the subscription program, they will be signing up for all years of the program, not 2002 and beyond. *Previous year products will be shipped simultaneously, so customers should be advised of the costs involved in joining the subscription program.*

Product Descriptions

State Card Collection (Annual)

The 50 State Quarters and *Greetings from America* State Card Collections (3 1/2" x 2 1/2") will be sold as a subscription series or as an annual product. The quarters are encased in blisters that rotate so that both sides of the coin are visible. The stamps are encased in single side blisters with the state information that is printed on the back of the stamps, copied on the back of the card. The subscription program consists of 5 state cards per year. State Card

Collections will be available for 1999 through 2008 at \$27.99 per year. The entire series can be guaranteed only through the subscription program, and only while supplies last.

Portfolios (Annual)

Each Portfolio, issued annually, features 5 state quarters and 5 corresponding *Greetings from America* stamps displayed in protective windows. A slipcase includes Certificates of Authenticity signed by the postmaster general of the United States and the director of the United States Mint, attesting to the authenticity of the stamps and quarters. The portfolios will be available for 1999 through 2008 at \$29.99 per year. The entire series can be guaranteed only through the subscription program, and only while supplies last.

Individual State Cards

The 50 State Quarters Greetings from America Individual State Cards (3 1/2" x 2 1/2") will be sold in their corresponding states. The quarters are encased in blisters that rotate so that both sides of the coin are visible. The stamps are encased in single side blisters with the state information that is printed on the back of the stamps, copied on the back of the card. Individual State Cards will be available for 1999 through 2008 at \$6.99 per card. Refer customers who wish to buy an Individual State Card for another state to 800-STAMP-24 or usps.com/shop.

Portfolio Album

This beautiful album displays the 50 state quarters and the annual portfolios from the portfolio subscription program. The three-ring, 10-page binder is made of archival-safe materials. Each page holds one portfolio and includes information on the 5 state quarters released in a specific year and corresponding state stamp, a color-coded map with state quarter release dates, history of the United States Mint and the United States Postal Service, and a timeline of our nation. *Note:* This item is not yet available for retail sale. Product information will be posted in a future issue of the *Postal Bulletin* when it becomes available.

State Card Collection Album

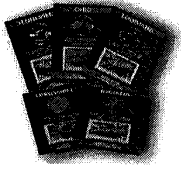
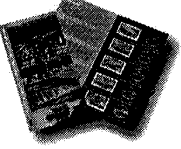
This beautiful album displays the 50 state quarters and the State Card Collections from the state card subscription program. The three-ring binder is made of archival-safe materials and includes 13 pages. Each page holds four collector cards that feature the 5 state quarters released in a specific year, a color-coded map with state quarter release dates, history of the United States Mint and the United States Postal Service, and a timeline of our nation. *Note:* This item is not yet available for retail sale. Product information will be posted in a future issue of the *Postal Bulletin* when it becomes available.

Talking Points

- Postmasters can promote the products to companies for holiday gift-giving.
- Excellent incentive awards for employees and gift idea for stamp or coin collectors.
- Wonderful way for companies to express their appreciation of employees and customers.
- The collections and individual cards are terrific products to insert in gift bags for conferences or events.
- All products are part of a limited set that will not be reproduced and will appreciate in value over time.
- The Postal Service tested the retail sale of these products in Indiana, and the result was an increase in sales revenue by an average of 495 percent per accounting period.
- Getting information placed in local newspapers can generate interest and raise awareness of the program.
- If product is not available in store, items can still be purchased from 800-STAMP-24 or online at www.usps.com.
- Informational posters and subscription take-ones will be available for Post Offices through the stamp distribution office when they place their orders. Post Offices that do not wish to sell products can promote the program by referencing the take-ones or inserting them in customer bags.

— Licensing,
Public Affairs and Communications, 10-2-03

50 State Quarters® Greetings from America Program Reference Chart

PRODUCT	DESCRIPTION	COST	PURCHASE OPTIONS										
Individual State Card	About the size of a sports trading card, each state card features one state quarter and the corresponding state stamp displayed in protective windows.	\$6.99	<ul style="list-style-type: none"> • Visit your local Post Office. • Call 800-STAMP-24. 										
State Card Collection <table border="1" data-bbox="240 520 446 730"> <thead> <tr> <th>Item #</th> <th>Year</th> </tr> </thead> <tbody> <tr> <td>960061</td> <td>1999</td> </tr> <tr> <td>960062</td> <td>2000</td> </tr> <tr> <td>960063</td> <td>2001</td> </tr> <tr> <td>960064</td> <td>2002</td> </tr> </tbody> </table>	Item #	Year	960061	1999	960062	2000	960063	2001	960064	2002	 <p>A set of all 5 Individual State Cards corresponding to the year in which the quarter was issued. (If purchased separately the 5 Individual State Cards would cost \$34.95)</p>	\$27.99	<ul style="list-style-type: none"> • Shop online at www.usps.com/shop. • Call 800-STAMP-24. • Mail an order form to the following address: 50 STATE QUARTERS GREETINGS FROM AMERICA STAMP FULFILLMENT SERVICES PO BOX 7247 PHILADELPHIA PA 19101-9014 • Fax an order form to 816-545-1212. <p><i>Note:</i> To receive all years, sign up for the subscription program.</p>
Item #	Year												
960061	1999												
960062	2000												
960063	2001												
960064	2002												
Portfolio <table border="1" data-bbox="240 898 446 1108"> <thead> <tr> <th>Item #</th> <th>Year</th> </tr> </thead> <tbody> <tr> <td>960051</td> <td>1999</td> </tr> <tr> <td>960052</td> <td>2000</td> </tr> <tr> <td>960053</td> <td>2001</td> </tr> <tr> <td>960054</td> <td>2002</td> </tr> </tbody> </table>	Item #	Year	960051	1999	960052	2000	960053	2001	960054	2002	 <p>Each Portfolio features the 5 state quarters issued in a given year and each state's corresponding <i>Greetings from America</i> stamp displayed in protective windows. A slipcase includes a Certificates of Authenticity signed by the postmaster general of the United States and the director of the United States Mint, attesting to the authenticity of the stamps and quarters. (Currently 1999, 2000, 2001, and 2002 are available. Portfolios will be issued through 2008.)</p>	\$29.99	<ul style="list-style-type: none"> • Visit your local Post Office. • Shop online at www.usps.com/shop. • Call 800-STAMP24. • Mail an order form to the following address: 50 STATE QUARTERS GREETINGS FROM AMERICA STAMP FULFILLMENT SERVICES PO BOX 7247 PHILADELPHIA PA 19101-9014 • Fax an order form to 816-545-1212. <p><i>Note:</i> To receive all years, sign up for the subscription program.</p>
Item #	Year												
960051	1999												
960052	2000												
960053	2001												
960054	2002												
Collector Albums	Collector albums for the portfolios and state card collections (available mid-2004).	TBD	<ul style="list-style-type: none"> • Shop online at www.usps.com/shop. • Call 800-STAMP-24. • Mail an order form to the following address: 50 STATE QUARTERS GREETINGS FROM AMERICA STAMP FULFILLMENT SERVICES PO BOX 7247 PHILADELPHIA PA 19101-9014 • Fax an order form to 816-545-1212. 										

Note for Postmasters: Please ensure that you provide all customers who purchase a 50 State Quarters® Greetings from America product with an order form and inform them that the subscription program is the only way to guarantee that they will receive future products in the series.

UPDATE

USPS Official Licensed Product Manufacturers and Distributors

The following are the additions, changes, and deletions for the list of USPS® Official Licensed Product manufacturers and distributors that appeared in *Postal Bulletin* 22109 (8-21-03, pages 142–151). Employees may use this information to purchase products for personal use or as premiums and giveaway items. **These products are not for resale.**

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

USPS Promotional Products

Licensee	Products	Where Can I Buy These?	Other Sources
Add:			
MODERN PROCESS COMPANY 3533 S DERENZY RD STE A PO BOX 630 BELLAIRES MI 49615-0630	Collectibles, corporate gifts, desk accessories, embroidered apparel, golf items, awards, plush products, tote bags, portfolios, umbrellas, watches, and clocks.	Web: www.modernprocess.net Telephone: 800-622-1310 Fax: 231-533-8833 E-mail: Modern@freeway.net	For USPS promotional use only.
Delete:			
CWS AWARDS 4709 23RD AVE SW SEATTLE WA 98106-1315	Awards including jeweled pins, standard pins, medallions, lapel pins, rings, plaques, and trophies.	Telephone: 206-270-0923 Fax: 206-933-9608	For USPS promotional use only.
FIF MARKETING 41 E MAIN ST STE 112 LAKE ZURICH IL 60047-3413	Corporate gifts and promotional products.	Web: www.fifmarketing.com Telephone: 847-540-0611 Fax: 847-540-0613	For USPS promotional use only.
JONATHAN GREY AND ASSOCIATES 920 CALLE NEGOCIO STE B SAN CLEMENTE CA 92673-6207	Lapel pins, awards, teddy bears, and framed sets of advertising specialty products. <i>Heroes of 2001</i> products: framed canvas reproductions, key chains, framed sets, and ornaments.	Web: www.jgrey.com Telephone: 949-498-2515 Fax: 949-298-2830 E-mail: raquel@jgrey.com	For USPS promotional use only.
MARCH COMPANY 3815 ACADEMY PKWY NE ALBUQUERQUE NM 87109-4408	Stamp design lapel pins, key chains, and money clips. <i>Heroes of 2001</i> products: lapel pins, magnets, key chains, money clips, marble paperweights, 2-D holiday ornaments, and framed pins.	Web: www.marchco.com Telephone: 800-336-2724 Fax: 505-345-0407	For USPS promotional use only.
PROFORMA CENTURY PROMOTIONS 457 FARNSWORTH CIR BARRINGTON IL 60010-1078	Promotional products, corporate gifts, and recognition and safety awards.	Web: www.proforma.com/century Telephone: 847-639-4259 Fax: 847-639-4260	For USPS promotional use only.

USPS Corporate Apparel

Licensee	Products	Where Can I Buy These?	Other Sources
Add:			
MODERN PROCESS COMPANY 3533 S DERENZY RD STE A PO BOX 630 BELLAIRES MI 49615-0630	Clothing accessories, embroidered apparel, screen printed apparel, and tote bags.	Web: www.modernprocess.net Telephone: 800-622-1310 Fax: 231-533-8833 E-mail: Modern@freeway.net	For USPS promotional and personal use only.
Delete:			
5 STAR MARKETING 4005 W GREEN TREE RD MILWAUKEE WI 53209-3034	Polo shirts, long-sleeved shirts, jackets, hats, and bags.	Telephone: 414-351-6212 Fax: 414-351-1336	For USPS promotional and personal use only.
FIF MARKETING 41 E MAIN ST STE 112 LAKE ZURICH IL 60047-3413	Corporate gifts, promotional products, and logo apparel.	Web: www.fifmarketing.com Telephone: 847-540-0611 Fax: 847-540-0613	For USPS promotional and personal use only.
PROFORMA CENTURY PROMOTIONS 457 FARNSWORTH CIR BARRINGTON IL 60010-1078	Logo apparel for men, women, and children. T-shirts, golf shirts, jackets, and caps.	Web: www.proforma.com/century Telephone: 847-639-4259 Fax: 847-639-4260	For USPS promotional and personal use only.

Commercial Apparel and Jewelry

Licensee	Products	Where Can I Buy These?	Other Sources
Delete:			
MALAMA PONO LTD 1401 MAULHARDT AVE OXNARD CA 93030-7966	100% cotton T-shirts featuring the <i>Duke Kahanamoku</i> stamp.	Telephone: 310-576-2444 Fax: 310-576-2440	

Toys and Games

Licensee	Products	Where Can I Buy These?	Other Sources
Delete:			
FUNKO INC 1221 MADRONA DR SNOHOMISH WA 98290-2488	Mr. Zip™ bobble head dolls.	Telephone: 425-783-3616 Fax: 425-252-2454	

Commercial Novelty

Licensee	Products	Where Can I Buy These?	Other Sources
Add:			
MOTION MARKETING INC 8231 W 100TH TER OVERLAND PARK KS 66212-3403	Mechanical scales designed to weigh mail with a maximum weight of 50 pounds; digital scales designed for weighing mail with a maximum weight of 250 pounds.	Telephone: 913-383-2641 Fax: 913-383-9017	AAFES, drug stores, and direct mail catalogs.
Delete:			
MARCH COMPANY 3815 ACADEMY PKWY NE ALBUQUERQUE NM 87109-4408	Stamp design lapel pins, key chains, and money clips. <i>Heroes of 2001</i> products: lapel pins, magnets, key chains, money clips, marble paperweights, 2-D holiday ornaments, and framed pins.	Web: www.marchco.com Telephone: 800-336-2724 Fax: 505-345-0407	

Promotion. Postal Service Official Licensed Products

Special Delivery!

Exclusive to the United States Postal Service®, Highlander is offering these unique, dozen, golf ball packages.



To order or request a catalog
call **800-334-2230**
fax **866-666-4525**

e-mail **usps@hpgolf.com**

HIGHLANDER

More USPS® items can
be found online at
<http://usps.hpgolf.com>

Each Mailbox package includes four, USPS decorated sleeves that contain three USPS brand golf balls imprinted with either Mr. ZIP™ or the USPS logo for **only \$11.95** per dozen.

Personalize your order!* – Call for more information.
*Add \$5/dz. Minimum order 6 dz. \$20 set-up/color.

Products featured in this promotion are for individual purchases or Postal Service promotional events. These items are *not* for resale in Postal Service retail stores.

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

Promotion. Postal Service Official Licensed Products

www.ipledge.com • 800-327-1402

STOP FAMILY VIOLENCE

FIRST DAY OF ISSUE – OCTOBER 11, 2003



MAGNET

\$1.50 each
 Hefty acrylic magnet
 measures 1 3/8" x 2 1/16".
 Order in multiples of 3.



POSTCARD

\$0.15 each
 4" x 6" postcards printed on
 sturdy, 14-point, UV-coated stock.
 Order in multiples of 50.



CLASSIC TOTE BAG

\$6.50 each
 16" x 18" x 5" natural canvas tote
 with extra long sturdy handles.
 Order in multiples of 3.



LAPEL PIN

\$1.50 each
 Brass lapel pin with epoxy
 dome. Measures 7/8" x 1 1/4".
 Order in multiples of 3.

Choose from these exclusive products for your special event!
 Or purchase individually by visiting www.ipledge.com!



U.S. Allegiance Inc.
 PUBLISHERS

For more information or to order, contact:
 800-327-1402 • www.ipledge.com

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Philately

2003 Commemorative Stamp Yearbook

The *2003 Commemorative Stamp Yearbook*, Item 990300, soon will be available for sale at all Post Offices™ and philatelic centers, and by mail, telephone, and Internet order from Stamp Fulfillment Services.

To obtain an initial supply of the *2003 Commemorative Stamp Yearbook*, Post Offices must immediately order Item 990300 from their designated stamp distribution office (SDO) using a separate PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute the 2003 yearbook to Post Offices before October 24, 2003. All locations may place the *2003 Commemorative Stamp Yearbook* on sale October 27, 2003, or as soon thereafter as initial quantities are received.

This item is a 64-page hardbound book that includes 66 commemorative stamps, with mounts, and sells for \$49.95. The beautifully illustrated book contains colorful pictures and text on stamps such as *Thurgood Marshall, American Filmmaking: Behind the Scenes, Old Glory, Korean War Veterans Memorial, Audrey Hepburn, Southeastern Lighthouses*, and 15 other subjects celebrated on 2003 commemorative stamps. The 66 commemorative stamps have a combined postage value of \$24.65.

The yearbooks and stamp packets are being shipped to SDOs separately from different suppliers.

The printing contractor for the yearbook has already completed its shipments to SDOs. Shipments are in master cartons of 15 books.

The stamp packets will be banded in bundles of 15 and shipped to SDOs in master cartons of 150 packets. Partial cartons will be used for shipments not in multiples of 150.

Minnesota Diversified Industries will ship the stamp packets to SDOs in two waves. Wave 1, consisting of approximately one-half of an SDO's designated quantity, is scheduled to begin shipment September 26, and will be completed October 15, 2003. The remaining stamp packets will be shipped in Wave 2 beginning October 20, and will be completed October 31, 2003. All SDOs must verify receipt of the quantities of stamp packets, as recorded on their PS Form 3309, *Advice of Shipment/Stamp Invoice*, and those actually received. SDOs should also verify that they have received equal quantities of books and stamp packets.

Offices must report all sales of Item 990300, 2003 Commemorative Stamp Yearbook, in AIC 092, Philatelic Product Sales.

For the fourth year, in partnership with HarperCollins Publishers, this book as well as the 30th edition of *The Postal Service Guide to U.S. Stamps* will be available in bookstores and other retail outlets where books are purchased.

— Stamp Services,
Government Relations, 10-2-03

The Postal Service Guide to U.S. Stamps, 30th Edition

The new 30th edition of *The Postal Service Guide to U.S. Stamps*, Item 890300, is available for sale at all Post Offices™ and philatelic centers, and by mail, telephone, and Internet order from Stamp Fulfillment Services.

To obtain the initial supply for your Post Office, immediately order Item 890300 from your designated stamp distribution office (SDO) using a separate PS Form 17, *Stamp Requisition/Stamp Return*. All locations may place the new edition of the guide on sale as soon as initial quantities are received.

The new 30th edition features more than 100 new illustrations, hundreds of new listings and prices, plus new features and stamp-related facts. Priced at \$18.95, the 576-page guide includes lists of market-based values for all U.S. used and unused stamps and for many valuable

stamp errors. In addition, the guide contains more than 2,000 full-color stamp illustrations; extensive lists of philatelic organizations, publications, and resources; and a wealth of basic stamp collecting information. These features make it a valuable tool for beginning, intermediate, and advanced collectors, and it is still one of the best bargains in the hobby.

The printing contractor for the guide shipped the books (which are accountable items) in cartons of 20 to SDOs and stamp service centers (SSCs). Installations should report any discrepancies between the quantities shown on the *Advice of Shipment* and those actually received by using the procedure outlined in Handbook F-1, *Post Office Accounting Procedures*, parts 436 or 446, Handling Discrepancies in Stock Received.

Promotional copies of the guide *will not* be distributed. You can now display the guide in your Post Office by simply removing a copy from your inventory for promotional use. Follow the procedures outlined in Handbook F-1, *Post Office Accounting Procedures*, section 428.8, Obtaining Stock for Promotions or Presentations.

Offices must report all sales of Item 890300, 30th Edition, *The Postal Service Guide to U.S. Stamps*, in AIC 092, Philatelic Product Sales.

For the fourth year, in partnership with HarperCollins Publishers, this book as well as the *2003 Commemorative Stamp Yearbook* will be available in bookstores and other retail outlets where books are purchased.

The Postal Service Guide to U.S. Stamps, 29th Edition

As the 30th edition of *The Postal Service Guide to U.S. Stamps* becomes available, Post Offices must withhold all remaining copies of the 29th edition (Item 880200) from sale and take the following actions:

1. *Retail Outlets.* Collect any copies of the 29th edition of the guide from stamp credits. Immediately return them to main stock using PS Form 17, *Stamp Requisition/Stamp Return*.
2. *Post Offices.* Consolidate all remaining copies of the 29th edition of the guide, if any, into the unit reserve stock. **Prepare all 29th editions of the guide in accordance with procedures established for disposing of obsolete and redeemed stock, and submit according to local district quarterly stamp destruction or return schedules.**
3. *Local Office Philatelic Programs.* Submit PS Form 17 to the local SDO and SSC for the number of 29th editions of the guide (Item 880200) needed for philatelic/promotional programs. You may give one or more copies to local schools, libraries, student groups, stamp clubs, and retirement homes.

4. *Stamp Distribution Offices.* Stamp all copies of the guide used in promoting philatelic programs **“NOT FOR RESALE.”** The SDO custodian of accountable paper must attest that each item is so stamped and prepare PS Form 3238, *Stamps and Stamped Paper Destruction Certificate*, endorsed **“PHILATELIC PRODUCTS GIVEN TO PHILATELIC PROGRAMS.”** Program coordinators must acknowledge receipt of Item 880200 and be responsible for its control.

Note: The instructions for providing obsolete editions of the guide for philatelic and promotional purposes are an exception to general guidelines for destruction of accountable items, especially regarding obsolete (withdrawn from sale) items. In this instance, it is Postal Service policy not to destroy copies of the previous year's edition of the guide when they can be used for valid promotional and/or educational purposes.

Disposition of Excess Guides

Dispose of all remaining copies of the 29th edition of *The Postal Service Guide to U.S. Stamps* (Item 880200) in accordance with Handbook F-1, subchapter 45, Destroying Stamp Stock. Because disposition instructions are issued annually for past issues of the guide, **your office should have only the new 30th edition in inventory after completing the above procedures.** If previous editions are on hand, dispose of them immediately, in accordance with Handbook F-1, subchapter 45.

— Stamp Services,
Government Relations, 10-2-03

Purple Heart Definitive Stamp Variety — 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 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. This variety is a six-position pane printed by Ashton Potter (USA) Ltd. (APU). 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:

PURPLE HEART DEFINITIVE STAMP
POSTMASTER
500 DEMOTT LANE
SOMERSET NJ 08873-2782

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 1, 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.

— Stamp Services,
Government Relations, 10-2-03

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

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

Do not permit sales of the stamp stock items, products, and their related vending and store-prepared stamp items listed below at retail counters and outlets after October 31, 2003, unless otherwise instructed. Items listed are also withdrawn from sale at Stamp Fulfillment Services (SFS).

Stamp issues listed below were advertised as off sale at SFS on June 30, 2003. They are removed from sale at all retail counters effective October 31, 2003. Stamp issues listed with an asterisk (*) were advertised as off sale at general counters on March 31, 2003.

Item Number	Description
215461	55-cent Ribbon Star Security Window envelope FDC

Stamp Issues

452800*	\$3.40 Longleaf Pine Forest pane
452884*	\$30.60 Longleaf Pine Forest Uncut press sheet
453300	37-cent John James Audubon stamp

First Day Covers (FDC)

100362	78-cent Star First Day Cover (FDC)
103861	75-cent Nondenominational (NDN) Flag FDC
102962	84-cent George Washington Reprint FDC
214161	55-cent Ribbon Star envelope FDC
214261	55-cent Ribbon Star Window envelope FDC

Item Number	Description
214361	55-cent Ribbon Star Security envelope FDC
264161	55-cent Ribbon Star envelope FDC
264261	55-cent Ribbon Star Window envelope FDC
221161	35-cent Carlsbad Stamp card FDC
221261	60-cent Carlsbad Reply stamp card FDC
452862*	\$5.40 Longleaf Pine Forest FDC
453364	75-cent John James Audubon FDC
453393	\$8.15 John James Audubon full pane FDC
562462	\$9.90 American Photography FDC
562464	\$9.90 American Photography FDC Cancelled
562961	75-cent Flag FDC
563161	75-cent NDN Flag ATM FDC
563261	75-cent NDN Flag FDC
566064	83-cent Heroes FDC
670961	75-cent Flat booklet FDC
671062	84-cent George Washington booklet FDC
671161	75-cent Flag NDN booklet FDC
671563	\$3.00 Antique Toys NDN booklet FDC
778162	56-cent Toileware coil FDC
780361	75-cent Flag PSA coil FDC
780761	75-cent Flag Gum coil FDC
781161	75-cent NDN Flag PSA coil FDC
781362	78-cent Star coil FDC

Stamp coils, stamp issues, and philatelic items listed below were advertised off sale at SFS on September 30, 2003. They are removed from sale at all retail counters effective October 31, 2003.

Item Number	Description
Stamp Issues	
103800	37-cent NDN Flag Gum stamp
103893	\$37.75 NDN Flag pane and FDC
563100	\$6.66 NDN Flag ATM
563200	37-cent NDN Flag stamp
563293	\$8.15 NDN Flag pane and FDC
671600	\$7.40 NDN Flag PSA booklet
781100	\$37 NDN Flag PSA coil
First Day Covers	
106061	98-cent Coverlet Eagle FDC
108361	\$1.21 Edna Ferber FDC
112161	\$4.23 Jefferson Memorial Priority FDC
112261	\$14.03 U.S. Capitol at Dusk FDC
216461	86-cent Graphic Eagle envelope FDC
218361	55-cent Official Mail envelope FDC
452164	75-cent Harry Houdini FDC
452364	75-cent Irving Berlin FDC
452461	75-cent Ogden Nash FDC
452563	\$1.50 Neuter or Spay FDC set
453063	\$3 American Bats FDC set
453161	75-cent Andy Warhol FDC
453263	\$3 Women in Journalism FDC set
453461	75-cent Duke Kahanamoku FDC
453563	\$3 Teddy Bear FDC set
562861	98-cent Love FDC
670463	\$3 Antique Toys booklet FDC
671761	75-cent Love booklet FDC
780463	\$3 Antique Toys coil FDC
780861	75-cent Official Mail coil FDC
Old First Day Covers Not Announced	
101162	63-cent Bison FDC
101261	76-cent Art Deco Eagle FDC
101461	97-cent Hattie W. Caraway FDC
102162	63-cent Bison Gum FDC
102362	67-cent George Washington FDC
102962	84-cent George Washington Gum FDC
105861	78-cent Art Deco Eagle FDC
106662	61-cent Joseph Stilwell FDC
107061	98-cent Mary Breckinridge FDC
107161	65-cent Uncle Sam FDC

Item Number	Description
109261	\$1.21 Red Fox FDC
223961	70-cent Scenic American Landmarks Aerogramme FDC
220861	80-cent Badlands stamped card FDC
229561	55-cent Mount Rainier stamped card FDC
451863	\$2.20 Winter Sports FDC
552261	69-cent Niagara Falls FDC
553061	61-cent Breast Cancer Semipostal FDC
553461	66-cent Universal Postal Union FDC
553561	76-cent Billy Mitchell FDC
553661	81-cent Grand Canyon FDC
560363	\$10.80 Legends of Baseball FDC / Set of 20
561461	91-cent Nine Mile Prairie FDC
772062	67-cent George Washington coil FDC
772461	65-cent Uncle Sam Gum coil FDC
776061	54-cent City Flag PSA coil FDC
791261	56-cent Atlas Presorted FDC
Philatelic Item	
999100	\$4.95 USPS Stamp Decoder™

Exceptions: Stamp coils and stamp issues listed below continue on general sale although they were advertised as off sale at SFS on June 30, 2003. They remain on sale at regular retail counters until depleted or announced in a future notice as off sale.

Item Number	Description
106600	10-cent Joseph Stilwell stamp
797000	\$500 Wetland Nonprofit PSA coil
797300	\$150 Wetland Nonprofit PSA coil
797400	\$500 Wetland Nonprofit Gum coil
796800	\$150 Wetland Nonprofit Gum coil

— Stamp Services,
Government Relations, 10-2-03

Pictorial Cancellations Announcement

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

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

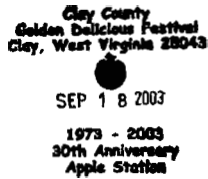
All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® post-

age. Items submitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserved.

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

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

The following cancellation has been extended for 30 days.



September 18–21, 2003
 Clay County Golden Delicious Festival
 APPLE STATION
 PO BOX 9998
 CLAY WV 25043-9998

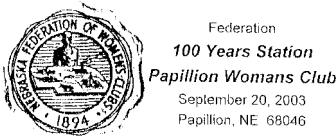


September 18–21, 2003
 Postal Service
 LOBEX III 2003 STATION
 POSTMASTER
 PO BOX 140
 LONG BEACH CA 90801-0140

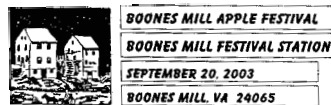


Sluhton-Jordan Covered Bridge
 Festival Station
 Sluhton, Oregon 97383
 September 20, 2003

September 20, 2003
 Covered Bridge Society of Oregon
 STAYTON JORDAN COVERED
 BRIDGE FESTIVAL STATION
 POSTMASTER PHILATELIC
 SERVICES
 PO BOX 9998
 STAYTON OR 97383-9998



September 20, 2003
 Federation
 100 Years Station
 Papillion Womens Club
 September 20, 2003
 Papillion, NE 68046
 Papillion Woman's Club
 100 YEARS STATION
 PHILATELIC WINDOW
 1124 PACIFIC ST
 OMAHA NE 68108-9998



September 20, 2003
 Boones Mill Lions Club
 BOONES MILL FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 BOONES MILL VA 24065-9998



September 20, 2003
 TRAIL OF TEARS STATION
 POSTMASTER
 326 MAIN ST
 WATERLOO AL 35677-9998



September 20–21, 2003
 The Clinton County Fire Police
 Association
 CRETE MEMORIAL CENTER
 STATION
 POSTMASTER
 10 MILLER ST
 PLATTSBURGH NY 12901-9998



September 20–21, 2003
 Southern Illinois Rural Postal
 Committee
 SIRPEX 2003 STATION
 POSTMASTER
 PO BOX 9998
 ZEIGLER IL 62999-9998



October 3, 2003
 Franklin Area Chamber of
 Commerce
 APPLEFEST STATION
 POSTMASTER
 1202 ELK ST
 FRANKLIN PA 16323-9998



September 24, 2003
 Philatelic Customers/
 Postal Service
 DATE MEETS ZIP STATION
 C/O PHILATELIC WINDOW
 OFFICE
 PO BOX 19001
 SAN BERNARDINO CA
 92423-9001



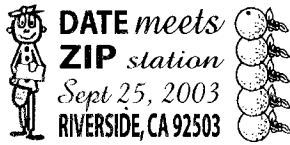
October 3, 2003
 Shafer Heritage Dagen 150th
 Anniversary Committee
 SHAHER HERITAGE DAGEN
 STATION
 POSTMASTER
 PO BOX 9998
 SHAHER MN 55374-9998



September 24, 2003
 PONY EXPRESS STATION
 POSTMASTER
 PO BOX 9998
 ARVIN CA 93203-9998



October 3, 2003
 Postal Service
 BARNET FALL FOLIAGE
 STATION
 POSTMASTER
 30 MONUMENT CIR
 BARNET VT 05821-9998



September 25, 2003
 Philatelic Customers/
 Postal Service
 DATE MEETS ZIP STATION
 POSTMASTER
 10275 HOLE AVE
 RIVERSIDE CA 92503-9998



October 3–4, 2003
 Kentucky Apple Festival
 KENTUCKY APPLE FESTIVAL
 OF JOHNSON COUNTY
 STATION
 POSTMASTER
 PO BOX 9998
 PAINTSVILLE KY 41240-9998



September 26, 2003
 Postal Service
 OKTOBERFEST STATION
 POSTMASTER
 PO BOX 9998
 LA CROSSE WI 54601-9998



October 4, 2003
 RACE FOR THE CURE STATION
 MANAGER MOWS
 900 EAST FAYETTE ST
 BALTIMORE MD 21233-9715



September 27, 2003
 The Town of Greenville
 200TH ANNIVERSARY STATION
 POSTMASTER
 4912 ROUTE 81
 GREENVILLE NY 12083-9998



October 4, 2003
 Goshen Historical Society
 GOSHEN OLD HOME DAY
 MEMORIAL STATION
 POSTMASTER
 25 MILL VILLAGE RD NORTH
 GOSHEN NH 03752-9998



September 28–October 5, 2003
 West Oxford Agricultural Society
 FRYEBURG FAIR STATION
 POSTMASTER
 91 MAIN ST
 FRYEBURG ME 04037-9998



October 4, 2003
 WOODEN SHOE STATION
 POSTMASTER
 100 WEST MAIN ST
 TEUTOPOLIS IL 62467-9998

October 4, 2003

**RACE FOR THE CURE®
STATION**
HOUSTON TX 77056
OCT 4, 2003



Susan G. Komen Breast Cancer Foundation and Sponsors: Yoplait, Reliant Energy, Ford Motor, American Airlines, Kellogg, New Balance, Silk Soy Milk, ADECCO, Johnson & Johnson
SUSAN G KOMEN BREAST CANCER FOUNDATION RACE FOR THE CURE STATION
WINDOW UNIT STATION MANAGER
401 FRANKLIN ST
HOUSTON TX 77201-9998

October 4, 2003

Keystone Area Council, BSA
RANGER SKILLS CAMP II STATION
POSTMASTER
PO BOX 9998
FREDERICKSBURG PA
17026-9998



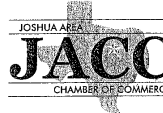
Keystone Area Council, BSA
Ranger Skills Camp II Station
Fredericksburg, PA 17026
October 4, 2003



Joliet, IL 60436

October 4, 2003

Philatelic Club of Will County Service
WILCOPEX STATION
POSTMASTER
2000 MCDONOUGH ST
JOLIET IL 60436-9998



FALL SPECTACULAR STATION
OCTOBER 4, 2003
JOSHUA TX 76058

October 4, 2003

Joshua Area Chamber of Commerce
FALL SPECTACULAR STATION
POSTMASTER
306 NORTH BROADWAY ST
JOSHUA TX 76058-9998

CELEBRATE DEWITT
150 YEARS 1853-2003
THE SESQUICENTENNIAL
SESQUICENTENNIAL STATION
DEWITT, AR 72042
OCTOBER 4, 2003

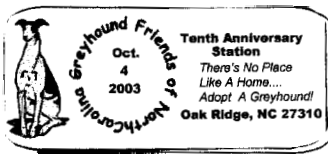
October 4, 2003

De Witt Chamber of Commerce
SESQUICENTENNIAL STATION
POSTMASTER
221 WEST CROSS ST
DEWITT AR 72042-9998



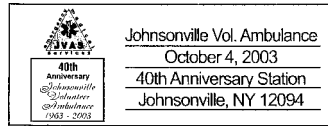
October 4, 2003

Robert C. Graebner Chapter #17, AFDCS
AFDCS 30TH STATION
POSTMASTER
3118 WASHINGTON BLVD
ARLINGTON VA 22210-9998



October 4, 2003

Greyhound Friends of North Carolina
TENTH ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
OAK RIDGE NC 27310-9998



October 4, 2003

The Johnsonville Volunteer Ambulance
40TH ANNIVERSARY STATION
POSTMASTER
2442 NY RTE 67
JOHNSONVILLE NY 12094-9998

DAYS GONE BY STATION OCT 4, 2003
THIDA AR 72165



October 4, 2003

DAYS GONE BY STATION
POSTMASTER
PO BOX 9998
THIDA AR 72165-9998



October 4, 2003

Postal Service
GROTON VT FALL FOLIAGE STATION
POSTMASTER
262 SCOTT HWY
GROTON VT 05046-9998

SPOON RIVER DRIVE STATION

Oct. 4 2003 Lewistown IL 61542



FULTON Co. COURT HOUSE

October 4, 2003

Dr. Ralph F. Davis
SPOON RIVER DRIVE STATION
POSTMASTER
301 NORTH MAIN
LEWISTOWN IL 61542-9998



October 4, 2003

Postal Service
RULE STATION
POSTMASTER
503 6TH ST
RULE TX 79547-9998



October 4, 2003

Sierra Madre Pioneer Days Association
FERN LODGE CAMP POSTAL STATION
POSTMASTER
61 SOUTH BALDWIN AVE
SIERRA MADRE CA 91024-9998

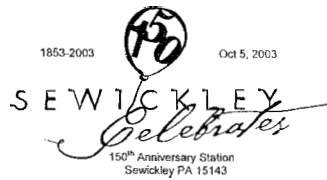


October 4, 2003

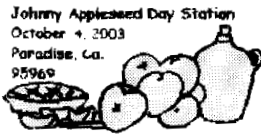
Heart O' Texas Fair and Rodeo
HEART O TEXAS FAIR AND RODEO STATION
POSTMASTER
430 WEST STATE HWY 6
WACO TX 76702-9998



October 4, 2003
 Chamber of Commerce
 MONEE POST OFFICE STATION
 POSTMASTER
 5410 WEST MAIN ST
 MONEE IL 60449-9998



October 5, 2003
 Postal Service
 150TH ANNIVERSARY STATION
 POSTMASTER
 521 THORN ST
 SEWICKLEY PA 15143-9998



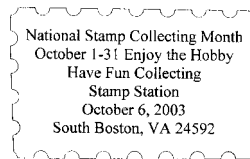
October 4-5, 2003
 Postal Service
 JOHNNY APPLESEED DAY
 STATION
 POSTMASTER
 6469 CLARK RD
 PARADISE CA 95969-9998



October 5, 2003
 Postal Service
 ST JOHNSBURY FALL FOLIAGE
 STATION
 POSTMASTER
 1153 MAIN ST
 ST JOHNSBURY VT 05819-9998



October 4-5, 2003
 Oregon, IL, Community
 UNITED IN FREEDOM STATION
 POSTMASTER
 500 WASHINGTON ST
 OREGON IL 61061-9998

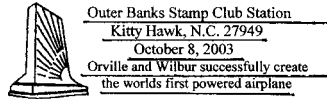


October 6, 2003
 NATIONAL STAMP COLLECTING
 MONTH STATION
 POSTMASTER
 PO BOX 9998
 SOUTH BOSTON VA
 24592-9998



OCTOBER 5, 2003
 APPLE 'N CHEESE
 FESTIVAL STATION
 CANTON PA 17724-9998

October 4-5, 2003
 Rekindle the Spirit Association
 APPLE N CHEESE FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 CANTON PA 17724-9998



October 8, 2003
 Outer Banks Stamp Club
 OUTER BANKS STAMP CLUB
 STATION
 POSTMASTER
 3841 NORTH CROATAN HWY
 KITTY HAWK NC 27949-9998

NATIONAL APPLE HARVEST FESTIVAL
 39TH ANNIVERSARY STATION



OCTOBER 4, 2003
 OCTOBER 4-5 & 11-12, 2003
 BIGLERVILLE, PA 17307

October 4-12, 2003
 Upper Adams Jaycees
 NATIONAL APPLE HARVEST
 FESTIVAL 39TH ANNIVERSARY
 STATION
 POSTMASTER
 2 HIGH ST
 BIGLERVILLE PA 17307-9998

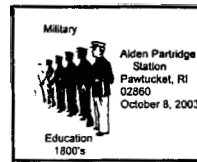


October 8, 2003
 Celebrating Science in School
 Committee, Readfield
 Elementary School
 SCIENCE IN SCHOOL
 READFIELD ELEMENTARY
 SCHOOL STATION
 POSTMASTER
 1138 MAIN ST
 READFIELD ME 04355-9998

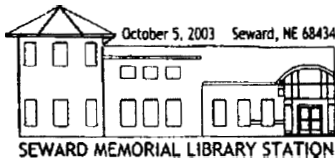


October 5, 2003
 Parma Area Historical Society
 Stearns Homestead
 Station
 Parma, Ohio 44129

October 5, 2003
 Parma Area Historical Society
 STEARNS HOMESTEAD
 STATION
 MANAGER
 7801 DAY DR
 PARMA OH 44129-9998



October 8, 2003
 S.E.N.E. District
 ALDEN PARTRIDGE STATION
 POSTMASTER
 40 MONTGOMERY ST
 PAWTUCKET RI 02860-9998



October 5, 2003
 Seward Memorial Library
 SEWARD MEMORIAL LIBRARY
 STATION
 POSTMASTER
 PO BOX 9998
 SEWARD NE 68434-9998

BOY SCOUT STAMPOREE 2003
 BROAD MOUNTAIN DISTRICT
 STAMPOREE STATION
 MAHANAY CITY, PA 17948
 OCTOBER 8, 2003

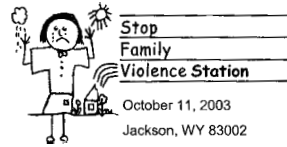


October 8, 2003
 Boy Scout Stamporee 2003 —
 Broad Mountain District
 STAMPOREE STATION
 POSTMASTER
 39 EAST PINE ST
 MAHANAY CITY PA 17948-9998



1908 to 95th Anniversary 2003
 Charles J. Bonaparte Station
 "Founder of the FBI"
 October 8, 2003
 New York, NY 10021

October 8, 2003
 Istituto Italiano Di Cultura
 CHARLES J BONAPARTE
 STATION
 POSTMASTER
 SPECIAL EVENTS
 JAF BLDG
 421 EIGHTH AVE RM 2029B
 NEW YORK NY 10199-9998

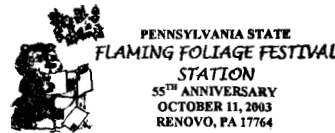


Stop
 Family
 Violence Station
 October 11, 2003
 Jackson, WY 83002

October 11, 2003
 STOP FAMILY VIOLENCE
 STATION
 POSTMASTER
 PO BOX 9998
 JACKSON WY 83002-9998

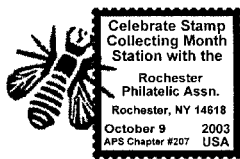


October 8, 2003
 AMPHIBIANS AND REPTILES
 STATION
 POSTMASTER
 1140 WALL ST
 LA JOLLA CA 92037-9998

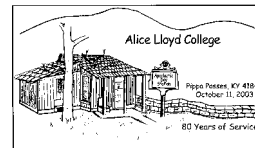


PENNSYLVANIA STATE
 FLAMING FOLIAGE FESTIVAL
 STATION
 55TH ANNIVERSARY
 OCTOBER 11, 2003
 RENOVO, PA 17764

October 11, 2003
 Flaming Foliage Committee
 FLAMING FOLIAGE FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 RENOVO PA 17764-9998



October 9, 2003
 CELEBRATE STAMP
 COLLECTING MONTH STATION
 POSTMASTER
 1335 JEFFERSON RD
 ROCHESTER NY 14692-9998



October 11, 2003
 Alice Lloyd College
 APPALACHIA DAY STATION
 POSTMASTER
 PO BOX 9998
 PIPPA PASSES KY 41844-9998



Village of Lyndonville
 Centennial
 ~ Station ~
 Lyndonville, NY 14098
 October 9, 2003

October 9, 2003
 Village of Lyndonville
 VILLAGE OF LYNDONVILLE
 CENTENNIAL STATION
 POSTMASTER
 18 SOUTH MAIN ST
 LYNDONVILLE NY 14098-9998



October 11, 2003
 SYRUP SOPPING STATION
 POSTMASTER
 6520 STAGE ROAD
 LOACHAPOKA AL 36865-9998



October 9-11, 2003
 King Biscuit Blues Festival
 KING BISCUIT BLUES FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 HELENA AR 72342-9998



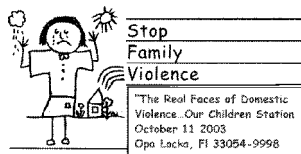
October 11, 2003
 Binney and Smith — Crayola
 Crayons
 CRAYOLA CENTENNIAL
 STATION
 POSTMASTER
 PO BOX 9998
 EASTON PA 18042-9998



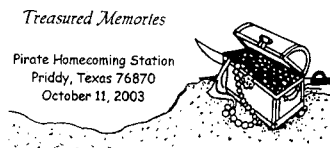
October 10-12, 2003
 Heritage Days Committee
 BLAIN STATION
 POSTMASTER
 PO BOX 9998
 BLAIN PA 17006-9998



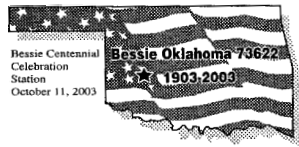
October 11, 2003
 US Fish and Wildlife Service
 WHITE RIVER NATIONAL
 WILDLIFE REFUGE STATION
 POSTMASTER
 PO BOX 9998
 ST CHARLES AR 72140-9998



October 11, 2003
 STOP FAMILY VIOLENCE
 STATION
 POSTMASTER
 550 FISHERMAN ST
 OPA LOCKA FL 33054-9998



October 11, 2003
 Priddy Post Office
 PIRATE HOMECOMING
 STATION
 POSTMASTER
 13420 HWY 16 NORTH
 PRIDDY TX 76870-9998

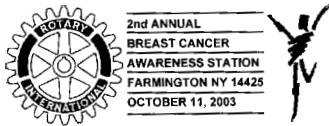


October 11, 2003
 Centennial Celebration Committee
 BESSIE CENTENNIAL
 CELEBRATION STATION
 POSTMASTER
 PO BOX 9998
 BESSIE OK 73622-9998

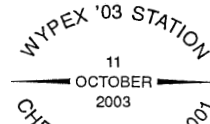


Lafayette
 Apple Festival
 Station
 October 11, 2003
 LaFayette NY 13084

October 11-12, 2003
 The Lafayette Apple Festival
 Board of Directors
 LAFAYETTE APPLE FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 LAFAYETTE NY 13084-9998



October 11, 2003
 Sands Cancer Center
 BREAST CANCER AWARENESS
 STATION
 POSTMASTER
 1560 STATE RTE 332
 FARMINGTON NY 14425-9998



October 11-12, 2003
 Postal Service
 WYPEX 03 STATION
 POSTMASTER
 4800 CONVERSE AVE
 CHEYENNE WY 82001-9998

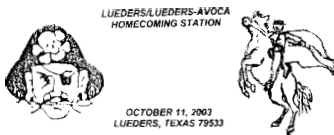


October 11, 2003
 MONROE EXHIBITION STATION
 POSTMASTER
 PO BOX 9998
 MONROE WI 53566-9998



Moose Lake, Minnesota 55767
 October 12, 2003
 85th Fire Commemoration Station

October 12, 2003
 Moose Lake Historical Society
 85TH FIRE COMMEMORATION
 STATION
 POSTMASTER
 PO BOX 9998
 MOOSE LAKE MN 55767-9998



October 11, 2003
 Lueders/Lueders Avoca
 Homecoming Committee
 LUEDELS LUEDELS AVOCA
 HOMECOMING STATION
 POSTMASTER
 125 EAST MAIN ST
 LUEDELS TX 79533-9998



44th FORT LIGONIER DAYS STATION
 OCTOBER 12, 2003
 LIGONIER, PENNSYLVANIA 15658

October 10-12, 2003
 Fort Ligonier Days, Inc.
 44TH FORT LIGONIER DAYS
 STATION
 POSTMASTER
 PO BOX 9998
 LIGONIER PA 15658-9998



October 11, 2003
 Spencerville Covered Bridge
 Festival Committee
 SPENCERVILLE COVERED
 BRIDGE FESTIVAL STATION
 POSTMASTER
 6909 STATE ROAD 1
 SPENCERVILLE IN 46788-9998



Tri-State Stamp Club
 Show Station
 October 12, 2003
 Dubuque, IA 52001

October 12, 2003
 TRI-STATE STAMP CLUB SHOW
 STATION
 POSTMASTER
 350 WEST 6TH ST
 DUBUQUE IA 52001-9998

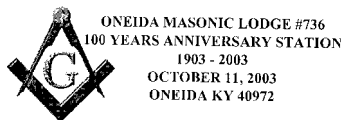


October 11, 2003
 Wakulla Chivaree
 WAKULLA CHIVAREE STATION
 POSTMASTER
 8219 WOODVILLE HWY
 WOODVILLE FL 32362-9998

AUSTIN COUNTY FAIR STATION
 Belville TX, 77418
 October 12, 2003



October 12, 2003
 Austin County Fair
 AUSTIN COUNTY FAIR STATION
 POSTMASTER
 PO BOX 9998
 BELLVILLE TX 77418-9998



October 11, 2003
 Oneida Masonic Lodge
 100 YEARS ANNIVERSARY
 STATION
 POSTMASTER
 PO BOX 9998
 ONEIDA KY 40972-9998

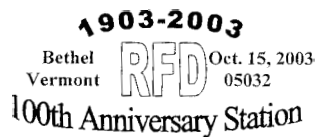


220TH ANNIVERSARY
 OF HIS ADMISSION TO
 AMERICAN CITIZENSHIP

October 13, 2003
 KOSCIUSKO STATION
 POSTMASTER
 65 VETERANS MEMORIAL DR
 KOSCIUSKO MS 39090-9998



October 14, 2003
Time Out Family Abuse Shelter
 STAMP OUT FAMILY VIOLENCE
 STATION
 POSTMASTER
 PO BOX 9998
 LADYSMITH WI 54848-9998



October 15, 2003
Postal Service
 100TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 BETHEL VT 05032-9998



October 14, 2003
 MADISON WI STATION
 POSTMASTER
 PO BOX 9998
 MADISON WI 53703-9998

— *Stamp Services,*
Government Relations, 10-2-03

Post Offices

FY2004 A/P Action Planner — Available From the Material Distribution Center

The FY2004 A/P Action Planner has been revised for use by all Postal Service™ employees and is now available from the Material Distribution Center (MDC). There is no automatic distribution of the planner. The individual cost is \$4.9995.

You can order the planner by one of the following means:

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

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

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

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

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

The relevant ordering information for the planner is as follows:

PSIN:	O101
NSN:	7610-03-000-5022
Unit of Measure:	EA (each)
Minimum Order Quantity:	1
Bulk Pack Quantity:	N/A
Price:	\$4.9995
Description:	Calendar, Action Planner, FY

— *Product Marketing,*
Product Development, 10-2-03

Retail

What's in Store

Holidays ahead

*The Cat
in the Hat*

The Cat in the Hat is going to spend time in your Post Office™ this holiday season. Retail signage for this year's Holiday Drive Period, which begins Oct. 18, features a tie-in with the movie, *Dr. Seuss's The Cat in the Hat* (starring Mike Myers). Characters from the movie will be displayed on promotional point-of-purchase materials.

The key product featured during this holiday campaign is Priority Mail® items, with a secondary focus on access to USPS® products and services.

You can check out all the elements of the holiday campaign online on Marketing's Web site at <http://blue.usps.gov/marketing> under the "Current Ad Campaign" section.

Bundles of value

Sell it!

The Postal Service™ is introducing something new this Holiday Drive Period — Priority Mail bundles. The bundles — Priority Mail service with Delivery Confirmation™ service, Priority Mail service with Insurance service and Priority Mail service with Delivery Confirmation and Insurance services — are designed to make it easier for customers to buy extra services. And that means increased revenue for the Postal Service. The bundles will be featured on a menuboard and/or poster for easy customer reference.

What's in Store

Stand-up message

*Sending a gift.
Winning a trip.*

What's 4 feet tall and dressed to sell? A new pop-up "standee" that will play a prominent promotional role at some Post Offices. This sign, which will stand alone in the queue line area, explains a sweepstakes that customers can enter exclusively at Post Offices during the holidays. Customers who use their MasterCard® to make a Priority Mail bundle purchase at any of the participating 12,000 Post Offices and who submit proofs-of-purchase will be entered in the sweepstakes. What do they win? There are 50 grand prizes of two round-trip airline tickets to anywhere in the continental United States. (Sorry, employees and their immediate families cannot enter. See official rules for details.)

MasterCard assumed the cost for the standees and is advertising this promotion in trade publications, via direct mail, and on the Internet.

Phone Santa

*New promotion
for new year*

Look for a new FIRSTCLASS PHONECARD® multipack for the Holiday Drive Period. There will be an automatic shipment to top-selling offices this month. This multipack will feature the new roller-skating Santa and reindeer stamp images. The price will be \$20 for a pack of four 50-minute phone cards. If you don't receive these by early November, please call 800-711-0428 to order them.

Also, be on the lookout for new signage for a FIRSTCLASS PHONECARD promotion starting just before the new year. This promotion features a \$3 discount on the 120-minute Capital Dome FIRSTCLASS PHONECARD only, from December 27, 2003, through March 31, 2004.

The FIRSTCLASS PHONECARD program strives to stay competitive, so watch for more special promotions in the future.

What's in Store

Lobby makeovers

*Suggestions
welcome*

The Retail Lobby Makeover Contest began with the selection of two winners — but it doesn't end there. The lobby makeover team is assessing what needs to be done at the two winning offices — East Sandwich, Massachusetts, and San Carlos, California — and is putting together a makeover plan. Check out the “before” pictures and make suggestions — and enter a drawing for two \$100 gift certificates (only postmasters or station/branch managers who have responsibility for lobby management may submit an entry). For more details, check the “Current Ad Campaign” section on the Marketing Web site at <http://blue.usps.gov/marketing>.

Feedback

Send comments and questions to:

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

What's in Store

Retail Coaches Corner

Welcome to the October Corner!

This month's edition has information on Priority Mail® service and its related services and requirements.

Priority Mail Service is Special

Recent editions of "Let's Talk Retail" discussed the opportunities missed to provide customers with value-added services. Specifically, customers appreciate learning about the security they can purchase at such a reasonable price when they add Delivery Confirmation™ or Signature Confirmation™ services to their Priority Mail service. Other value-added services include the following: Certified Mail™, Registered Mail™, Certificate of Mailing, and Insurance services. These are priced right and customers are interested in them — spread the word.

It's important to remember the following:

Who should do this? YOU — and all other sales and service associates.

What can I do? Simply offer the special services to your customers along with a brief explanation of them. If you do this, the services actually sell themselves.

When should I do this? You should offer special services EVERY time you sell Priority Mail service.

Why should I do this? Offering special services will help satisfy your customers and generate revenue thereby helping ensure a healthy future for the Postal Service™.

How should I do this? Just remember Priority Mail service should be SPECIAL — always!

Priority Mail Flat-Rate Envelopes

When mailing at the Priority Mail flat rate, you must confine the contents of the flat-rate 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 envelope sides are not opened then taped or the envelope is not reconstructed.

Any amount of material that can be mailed in the special Priority Mail flat-rate envelope available from the Postal Service is subject to the appropriate 2-pound rate, regardless of the weight of the material placed in the envelope.

Priority Mail packaging provided by the Postal Service must be used only for Priority Mail service, as applicable. Regardless of how the packaging is reconfigured or how markings may be obliterated, any matter mailed in Postal Service-provided Priority Mail packaging is charged the Priority Mail rate.

Please Note: The flat rate for Priority Mail service will be the 1-pound rate, and the flat rate for Express Mail service will be the 1/2-pound rate.

Priority Mail Service for Guam, APO / FPO

PS Form 2976, *Customs Sender's Declaration*, and 2976-A, *Customs Declaration and Dispatch Note*, are not just for international mail. Domestic Priority Mail items to Army Post Offices, Fleet Post Offices, and Guam (plus other U.S. territories and possessions) weighing 16 ounces or more **must** include either PS Form 2976 or PS Form 2976-A.

Aviation Mail Security requires a no-fly sticker on mailpieces without the proper form. This will force these Priority Mail pieces to travel by boat, making delivery slower.

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

What's in Store

october

retail employee bulletin

Holiday '03 Retail Drive Period
10/18/03 – 12/27/03



Hang onto your Hat!

The new Holiday campaign is here! POP Kits will arrive mid-October.

- Holiday POP signs feature characters from *Dr. Seuss' The Cat in the Hat* movie opening at theaters everywhere in November.
- The fun, whimsical Holiday campaign focuses on residential customers.
- Consult planograms to make sure signs are properly displayed.
- Check up/down dates on POP signs, and be sure to discard outdated materials.

➔ Introducing Priority Mail bundles



A new, easier way to sell Priority Mail® service, Priority Mail bundles include Delivery Confirmation™ and/or Insurance services. Priority Mail bundles will be introduced on new Holiday POP signs focused at small business customers.

- **Bundle #1:** Priority Mail service with Delivery Confirmation service
- **Bundle #2:** Priority Mail service with Insurance service
- **Bundle #3:** Priority Mail service with Delivery Confirmation and Insurance services

The movie "Dr. Seuss' The Cat in the Hat" ©2003 Universal Studios and DreamWorks LLC. Based on The Cat in the Hat book and characters™ & ©1957 Dr. Seuss Enterprises, L.P. Licensed by Universal Studios Licensing LLLP. All Rights Reserved. [www.catinthehat.com](http://catinthehat.com)

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

october

retail employee bulletin

Holiday '03 Retail Drive Period

10/18/03 – 12/27/03

Charge!

MasterCard® and Priority Mail® bundles promotion

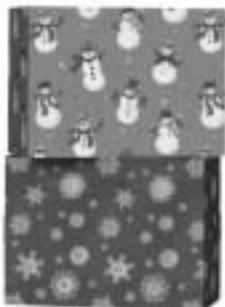
Postal Service™ customers could win a trip when they purchase Priority Mail bundles using their MasterCard credit card.

- Promotion runs from 10/18/03 to 12/26/03.
- Customers are entered when they purchase any bundle and submit receipt.
- Offer available at any of our 12,000 participating Post Offices™. These select locations will receive a special standee to communicate the offer.
- Fifty grand prizes will be awarded: Two round-trip tickets to anywhere in the United States.



'Tis the season!

The holiday season is the biggest time of year for ReadyPost® packaging supplies.



- If your Post Office offers premium packaging, direct your customers to the ReadyPost display.

Category 3 offices:

- Place orders by November 1st to have enough stock to meet the holiday rush.
- Limited quantities of holiday-themed product available.
- Order by phone: 1-800-711-0428 or by fax: 1-816-545-0589

October is National Stamp Collecting Month

- *Reptiles and Amphibians*: **October 7**
- *Holiday Music Makers*: **October 23**

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!

october

retail employee bulletin

Holiday '03 Retail Drive Period
10/18/03 – 12/27/03



Sonia Centeno
Retail Associate
8 years of service

Holiday fun has begun!

				WED	THUR	FRI
				1	2	3
				New fiscal year starts		
SAT	SUN	MON	TUES	4	5	6
7	8	9	10	11	12	13
	YOM KIPUR begins at sundown	Make sure Holiday Closings door sign is displayed	 Reptiles and Amphibians stamp Gather VESS data for AP 13	14	15	16
				October is National Stamp Collecting Month		
		Offices closed COLUMBUS DAY	Last day for districts to input VESS data	17	18	19
20	21	22	23	24	25	26
 Take down Summer/Fall POP. Put up Holiday POP.			 Holiday Music Makers stamp	\$ ^s payday!	27	28
29	30	31				
	Daylight Saving Time ends					HALLOWEEN

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

Supply Management

Manpower, Inc., National Contract

On April 30, 2002, Supply Management awarded a contract to Manpower, Inc. (contract number 102592-02-B-1200), for a full range of nonprofessional temporary services.

The period of performance for this contract is a base period of 2 years, with three 1-year renewal options. This contract is to be used by all Postal Service™ locations and is a mandatory source for purchasing nonprofessional *temporary* services. The Postal Service can continue to hire *casual* employees under the normal Postal Service hiring policy (using PS Form 50, *Request for Personnel Action*) or through the Manpower, Inc., contract.

Effective September 23, 2003, the Manpower, Inc., catalog will be available through eBuy, the preferred method for placing orders. You should contact your district or area eBuy representative to receive a logon ID and password. If you have access to the Postal Service Intranet, you can access the training module for eBuy (no logon ID or password is needed) as follows:

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

2. Click on *Catalogs*, then *Temporary Services*, then your state name.

If you do not have access to the Intranet, you should contact the appropriate area ordering official (for field offices) or the contracting officer's representative (for Headquarters and Headquarters field offices).

Complete ordering instructions are available in *Material Logistics Bulletin* MLB-CO-03-017, at <http://blue.usps.gov/purchase/material/mlb/03-017.doc>. If you do not have access to a computer, you can obtain the MLB by calling National Materials Customer Service at 800-332-0317; select the option for "Operations and Materials Customer Service."

If you have any questions, send an e-mail message to the Temporary Services Team at the Travel, Retail, and Temporary Services Category Management Center at *Denver CMC 2BTSER*.

— SCM Strategies,
Supply Management, 10-2-03

Xerox Phaser 3400 Toner Cartridges

Due to the increased return rate of empty Xerox Phaser 3400 toner cartridges, Boise Cascade will now fill orders for the remanufactured cartridges within 2 days of receiving an order. This is a vast improvement over the 2-week wait periodically experienced in the past.

To help Boise Cascade keep up this fill rate, please remember to mail your empty remanufactured or Original Equipment Manufacture (OEM) Xerox Phaser 3400 toner cartridges to Boise Cascade's minority-owned remanufacturer, Cartridge Source of America Inc. (CSA). Returning cartridges is easy and free. Postage paid labels are available at <http://blue.usps.gov/purchase/material/pmssc/windsor/bmrlabel.htm>.

For more information on ordering remanufactured Xerox Phaser 3400 toner cartridges (item # S1106R00462R), call Boise Cascade Customer Service at 888-229-8777. If you need only a new OEM toner, cartridges are available from Boise Cascade (item #S1106R00461 and item #S1106R00462).

Remember that CSA is just one of the many minority-owned small businesses manufacturing office supplies for Boise Cascade.

— SCM Strategies,
Supply Management, 10-2-03

2004 Year Type for Hand Stamps and Canceling Machines

The Material Distribution Center (MDC) will distribute automatically the 2004 year type for hand stamps and canceling machines to all Postal Service™ facilities that received the 2003 year type for hand stamps and canceling machines. The MDC is notifying each of the affected Postal Service facilities of this distribution via preaddressed postcard.

If your facility needs a different quantity or a different 2004 year type, identify your requirements on the postcard and mail it to the MDC. **If no changes are needed, do not mail the postcard.**

If your facility needs the 2004 year type for hand stamp or canceling machines but has not received the postcard notification by October 21, 2003, contact the MDC (800-332-0317, option 4) no later than October 28, 2003. Be prepared to give the customer service representative the following information:

- The PSIN for the item needed.
- The quantity needed.
- The FEDSTRIP number for the ordering facility.

The MDC will ship the year type no later than December 16, 2003. Please allow 10 to 14 days for delivery. We will not accept any orders for the 2004 year type until after the annual distribution of the 2004 year type has been made, so orders submitted for the 2004 year type between now and October 17, 2003, will be processed for the 2003 year type.

To determine the proper year type for your canceling machine, check the model number on the machine nameplate. (Use Publication 247, *USPS Supply and Equipment Catalog*, Exhibit 15, as a guide.)

PSIN	Item	NSN
O76E	Models D, K, and G new style canceling machines using 77, 225, and 218-A die hubs	7520-01-363-9283
O103HD2	Models HD-2 canceling machines	7490-00-920-9277
O133E	Model Flier and M canceling machines using 1207 die hubs	7490-00-996-3084
O217E	Model G canceling machines using 218 die hubs	7520-01-363-9279
O691G	Model Flier and M canceling machines using 1207-G die hubs	7520-01-363-9280
O702A	Steel post marked, hammer type	7520-01-363-9281
O718A	Steel post marker, rotary type	7520-01-363-9282
O642	Rubber, for use on Nos. 550, 570, and 552	7520-01-000-9100
O744	Steel, for use with No. 700 without flange	7520-01-364-1911
O747	Steel, for use with No. 700 with flange	7520-01-364-3887

We will distribute automatically the 2004 year type for Mark II Facer-Cancelers (7490-04-000-2004) to all plant maintenance facilities that received the 2003 year type. This year type is also used on the MRC small canceling machine (Models 3601/3602) and the AFCS machine, both lead and trail. Only plant maintenance facilities — which are responsible for supplying this year type to all offices they service — may order this year type.

— *National Supply Management Programs,
Supply Management, 10-2-03*



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

HURRICANE HELPERS

They helped us through the storm.

A black and white photograph showing a man in a dark suit and tie smiling broadly as he hands a large stack of mail to a woman. The woman is also smiling and holding a baby. They are outdoors, with a house and an American flag visible in the background.

Now you
can help
them by
contributing
to the
Employees' Relief Fund.

See page 27 for more details.

<http://www.postalrelief.org>