

POSTAL BULLETIN

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PB 22113, October 16, 2003

YOU
put the
SERVICE in
Postal
Service.

It's *your* business.

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

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Semiannual Index PB 22107 (7-24-03)



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

PB 22113: 7690-05-000-5982	PB 22105: 7690-05-000-5974	PB 22098: 7690-05-000-5967	PB 22091: 7690-05-000-4856
PB 22112: 7690-05-000-5981	PB 22104: 7690-05-000-5973	PB 22097: 7690-05-000-5966	PB 22090: 7690-05-000-4855
PB 22111: 7690-05-000-5980	PB 22103: 7690-05-000-5972	PB 22096: 7690-05-000-5965	PB 22089: 7690-05-000-4854
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

USPSNEWS@WORK

LEADING THE FIGHT AGAINST BREAST CANCER: Safeway purchases more than \$1 million of BCR stamps

The fight against breast cancer got a big boost when Safeway purchased more than \$1 million of *Breast Cancer Research* stamps. It's the largest single purchase of the semipostal stamp since it was issued five years ago.

The supermarket chain bought \$1,023,300 worth of *Breast Cancer Research* stamps as part of its community caring program. Customers can purchase the stamps at Safeway stores nationwide.

Safeway will sell a sheet of 20 *Breast Cancer Research* stamps, normally priced at \$9, for \$10 with the extra dollar going to local breast cancer research.

Breast Cancer Research stamps cost 45 cents. As a semipostal stamp, it's valid for the 37-cent First-Class Mail® rate with the difference, minus administrative costs, going to research. Funds are transferred to the National Institutes of Health and the medical research program of the Department of Defense.

STRONG LEADERSHIP PAYING DIVIDENDS: PMG earns high marks from industry magazine

PMG Potter's willingness to tackle the big issues facing the Postal Service™ earned him high praise in the most recent issue of *MAIL: The Journal of Communications Distribution*. "After two plus years at the helm, PMG Potter has toiled hard to manage in a difficult environment," the article said.

The publication gives Potter "high marks" for leading the agency through some of its most challenging times. He's done it by directing managers to cut overhead and staffing, and by steering Postal Service initiatives through Congress, said the publication.

The PMG pushed forward the Postal Service *Transformation Plan*, which has allowed USPS® to "set the agenda for future reform." He has used this plan to earmark cost reductions of roughly \$5 billion by 2006 and improve mail delivery, said the article.

"The Postal Service is in a race for its future," said the PMG recently. Not to worry, said the article, the Postal Service is in good hands: "No doubt in this race the USPS team has a strong leader managing the team."

POSTAL BRAND: It's our good name — protect it!

The United States Postal Service® brand carries with it the reputation and goodwill of the entire organization. From the sanctity of the mail, to the dedication of its employees, the Postal Service brand represents everything that makes its products and services unique to customers and corporate stakeholders. It includes the look, the feel and the impression that the Postal Service presents to them.

The corporate trademark — the Eagle symbol and the corporate logotype — is used to advertise, promote and communicate the Postal Service brand identity internally and externally. From corporate stationery to packaging materials, this trademark carries the Postal Service brand.

Unfortunately, there are occasions when our brand is used in advertisements by outside companies without our approval. If you suspect the Postal Service brand has been used without approval, send an e-mail message to the vice president of Public Affairs and Communications at imagereq@usps.gov.

Include the following information: Who is the advertisement for? If it's a television commercial, record the time of day, channel and network on which it appeared.

THE DOORS ARE OPEN: Customer Gateway makes it easy to do business online with USPS

The Customer Gateway recently opened its doors for national and premier account customers. Located conveniently on usps.com, the gateway gives our largest customers one place to go online for all their Postal Service information and resources.

The site mirrors the various steps of the mailing process and includes easy access to programs such as the dropship appointment system, *PostalOne!*, Centralized Account Processing System, and tracking — all in one location!

The most recent enhancement is access online to the Business Service Network — a test being conducted with six large mailers. This new feature will strengthen relationships between the Postal Service and mailers, increasing customer satisfaction and retention.

The site — a partnership between Marketing and Information Technology — will continue to evolve, adding new services and enterprise capabilities so that the Postal Service can provide the best service possible to our large business customers.

USPSNEWS@WORK

To visit the site, go to www.usps.com and click on *National & Premier Accounts* at the bottom of the page on the right.

SAFEGUARDING PERSONNEL RECORDS: Electronic back-up for official personnel folder is being pilot-tested

No file found? That's never a good thing, especially if it's a document in an employee's personnel records. That's why Human Resources and Information Technology are creating an electronic back-up for information maintained in an official personnel folder.

Most of the information in the folders is also stored in Human Resources and Payroll systems. However, some documents such as Designation of Beneficiaries are kept only in official personnel folders. If this file is lost or destroyed, the Postal Service must rely on the employee to provide copies of the documents.

An electronic official personnel folder will maintain scanned images of critical documents that can't be recreated from data stored in other systems. This electronic personnel folder is currently being pilot-tested in the Northeast Area. If this six-month trial is successful, the system will be implemented nationwide.

EASY ACCESS: Arizona has thousands of alternate stamp locations

About every third customer in Arizona buys stamps from somewhere other than a Post Office™. Arizona leads the nation in alternate retail outlets — several thousand, compared with their nearly 250 Post Offices.

Making it easy for customers to buy stamps at convenient alternate locations is a key strategy of the Postal Service *Transformation Plan* — providing customer satisfaction at reasonable prices.

Arizona averages almost \$7.5 million monthly in stamp sales generated at non-Postal Service retail outlets. Contract stations generate \$30.7 million annually, and vending machines pull in \$14.5 million.

Alternate access lets USPS retail employees better serve customers who come to Post Offices to purchase more than just stamps. Sales and services associates can focus on selling Priority Mail® products and bundled special services — such as Delivery Confirmation and Insurance — which helps increase revenue.

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, 10-16-03*

Administrative Services

ORDERING INFORMATION/NEW HANDBOOK

Handbook AS-353, Guide to Privacy and the Freedom of Information Act

Handbook AS-353, *Guide to Privacy and the Freedom of Information Act*, is now available from the Material Distribution Center (MDC). We announced the handbook in *Postal Bulletin* 22110 (9-4-03, pages 6–10).

You can order Handbook AS-353 from the MDC as follows:

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

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

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

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

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

Use the following information to order Handbook AS-353:

PSIN: HBK AS-353

NSN: 7610-07-000-7119

Unit of Measure: EA

Minimum Order Quantity: 1

Bulk Pack Quantity: 50

Price: \$0.9334

Edition Date: 09/03

The handbook is also available on the Postal Service PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *HBKs*.

— Privacy Office,
Consumer Advocate, 10-16-03

Directives and Forms Update

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

IWEB = Intranet = <http://blue.usps.gov>; click on *More References*.

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

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

F3 = F3 Fill Software.

We will incorporate these revisions into the next printed version of Publication 223 and also into the online version of Publication 223, which is available on the Postal Service PolicyNet Web site. Go to <http://blue.usps.gov>; click on *More References*, then *Publications*.

New Directives

Handbooks

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK MS-190-VOL-C	6/03	Delivery Bar Code Sorter Phase 5 (DBCS-5), Parts Information	7610-07-000-7127	N/A	ENG	MDC	R
HBK MS-192-VOL-C	6/03	Robotic Containerization System (RCS), Reference Information	7610-07-000-7114	N/A	ENG	MDC	R

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK MS-192-VOL-D	6/03	Robotic Containerization System (RCS), Parts Information	7610-07-000-7115	N/A	ENG	MDC	R
HBK MS-196-APP-E	6/03	Singulate-Scan-Induction Unit (SSIU), Des Moines Site Specific Data	7610-05-000-5093	N/A	ENG	MDC	R
HBK MS-196-APP-G	6/03	Singulate-Scan-Induction Unit (SSIU), Greensboro Site Specific Data	7610-05-000-5095	N/A	ENG	MDC	R
HBK MS-196-APP-L	5/03	Singulate-Scan-Induction Unit (SSIU), Minneapolis Site Specific Data	7610-05-000-5100	N/A	ENG	MDC	R
HBK MS-196-APP-P	5/03	Singulate-Scan-Induction Unit (SSIU), San Francisco Site Specific Data	7610-05-000-5104	N/A	ENG	MDC	R
HBK MS-196-APP-Q	5/03	Singulate-Scan-Induction Unit (SSIU), Seattle Site Specific Data	7610-05-000-5105	N/A	ENG	MDC	R
HBK MS-203-VOL-D	5/03	Delivery Bar Code Sorter 2, Input/Output Subsystem (DBCS-2/DIOSS), Parts Information	7610-07-000-7107	N/A	ENG	MDC	R
HBK MS-210-VOL-D	8/03	Delivery Bar Code Sorter 2, Output Subsystem (DBCS-2/OSS), Parts Information	7610-07-000-7108	N/A	ENG	MDC	R
HBK MS-217	4/03	Universal Co-Processor (UCP)	7610-07-000-7060	N/A	ENG	MDC	R
HBK MS-219-VOL-D	4/03	Delivery Bar Code Sorter 3, Output Subsystem (DBCS-3/OSS), Parts Information	7610-07-000-7011	N/A	ENG	MDC	R

Manuals

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
DMM 100-S	8/03	Guia para el consumidor de los servicios postales	7610-07-000-7132	P&C	MDC	MDC

New Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 4205	8/03	8/03	Delivery Type File Order Form	N/A	CD	SHEET	P&C	IWEB	WWW

Revised Directives

Handbooks

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
MS-192-VOL-A		6/03	Robot Containerization System (RCS), System Information	7610-05-000-4092	N/A	ENG	MDC	R
MS-192-VOL-B		6/03	RCS, Parts Information	7610-05-000-4093	N/A	ENG	MDC	R
EL-908		7/03	Agreement Between USPS and APWU Covering Information Systems/Accounting Service Centers	7610-03-000-0354	ELM	LR	MDC	N/A

Publications

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 286		7/03	Postal Customer Council Program	7610-02-000-9999	N/A	MKT	MDC, IWEB	P/F
PUB 280		8/03	Identity Theft	7610-05-000-0653	N/A	IS	MDC, IWEB	MDC, WWW

Revised Forms (revised forms appear on the Postal Service web sites before they are stocked at the MDC)

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 715	7/03	7/03	Property/Evidence Tag/Label	7530-03-000-8000	IC	SET	IS	MDC	N/A
PS 3600-P	8/03	8/03	Postage Statement — First Class Mail — Postage Affixed	7530-03-000-7026	PU	SHEET	P&C	MDC, IWEB	MDC, WWW
PS 3600-R	8/03	8/03	Postage Statement — First Class Mail — Permit Imprint	7530-02-000-8049	PU	SHEET	P&C	MDC, IWEB	MDC, WWW
PS 3602-N	8/03	8/03	Postage Statement — Nonprofit Standard Mail Letters and Flats — Permit Imprint	7530-02-000-8047	PU	SHEET	P&C	MDC, IWEB	MDC, WWW
PS 3602-P	8/03	8/03	Postage Statement — Standard Mail Letters and Flats — Postage Affixed	7510-05-000-4296	PU	SHEET	P&C	MDC, IWEB	MDC, WWW
PS 3602-NP	8/03	8/03	Postage Statement-Nonprofit Standard Mail Letters and Flats — Postage Affixed	7530-05-000-5031	PU	SHEET	P&C	MDC, IWEB	MDC, WWW
PS 3602-NPS	8/03	8/03	Postage Statement — Nonprofit Standard Mail With Residual Shape Surcharge — Postage Affixed	7530-05-000-4275	PU	SHEET	P&C	MDC, IWEB	WWW
PS 3602-NS	8/03	8/03	Postage Statement — Nonprofit Standard Mail With Residual Shape Surcharge — Permit Imprint	7530-05-000-4274	PU	SHEET	P&C	MDC, IWEB	WWW
PS 3602-PS	8/03	8/03	Postage Statement — Standard Mail With Residual Shape Surcharge	7530-05-000-4272	PU	SHEET	P&C	MDC, IWEB	WWW
PS 3602-R	8/03	8/03	Postage Statement — Standard Mail Letters and Flats — Permit Imprint	7530-02-000-8053	PU	SHEET	P&C	MDC, IWEB	MDC, WWW
PS 3602-RS	8/03	8/03	Postage Statement-Standard Mail With Residual Shape Surcharge	7530-05-000-4271	PU	SHEET	P&C	MED, IWEB	WWW
PS 3630-G	9/03	9/03	Penalty Business Reply Monthly Mail Report	7530-02-000-7197	PS	SHEET	FIN	MDC, IWEB	N/A
PS 3638-G	9/03	9/03	Penalty Mail Postage Due Monthly Report	7530-04-000-1899	PS	SHEET	FIN	MDC, IWEB	N/A
PS 3639-G	9/03	9/03	Penalty Merchandise Return Service Monthly Report	7530-04-000-1900	PS	SHEET	FIN	MDC, IWEB	N/A
PS 3666	9/03	9/03	Certification for Postal Service Employment of Individuals With Severe Disabilities	7530-02-000-9025	PS	SHEET	ERM	MDC, IWEB	N/A
PS 3811-A	7/03	7/03	Request for Delivery Information/Return Receipt After Mailing	7530-02-000-9054	PS	SHEET	MKT	MDC, IWEB	N/A

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 4243	7/03	7/03	National Five-Digit Zip Code & Post Office Directory Order Form for Mail Order Use	7530-02-000-9209	PU	SHEET	P&C	IWEB	WWW
PS 8130	10/03	10/03	Vending Equipment Sales and Service Daily Activity Log	7530-02-000-9839	PS	SHEET	D&R	MDC, IWEB	N/A
PS 8175-A	8/03	8/03	Postage Statement-International Direct Entry, Unsorted Conditions	N/A	PU	EACH	IB	HQO	HQO

Obsolete Directives

Labels

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
LAB C	5/74	All for Multicode City	7690-01-000-9001	NOM	MDC	N/A
LAB 14	2/88	Nine-Digit Encoded Mail	7690-01-000-9788	NOM	MDC	P/F
LAB U	12/96	All Uncoded for ADC Bundles	7690-03-000-9074	NOM	MDC	P/F
LAB CR	9/92	All for Carrier Route	7690-03-000-9230	NOM	MDC	P/F

— Policies and Procedures Information,
Public Affairs and Communications, 10-16-03

Customer Relations

Mail Alert

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

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

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JCP Men's Outdoor	Standard/Catalog	10/17/03–10/20/03	1.4	Nationwide	Car-Rt	Quebecorworld
Catherine's October Anniversary Sale	Standard/Flat	10/17/03–10/23/03	1.4	Nationwide	Barcoded, 3/5-Digit, Car-Rt	
JCP Week 39 Million \$ Jewelry	Standard/Flat/Letter	10/18/03–10/21/03	7.8	Nationwide	Car-Rt	Harte-Hanks
JCP Week 39 October Home Preview	Standard/Flat	10/18/03–10/21/03	6.7	Nationwide	Car-Rt	Harte-Hanks
JCP Fall Shopping Spree Follow-up	Standard/Postcard	10/20/03–10/22/03	7.5	Nationwide	Car-Rt	Harte-Hanks
JCP Week 39 Big and Tall	Standard/Flat	10/20/03–10/22/03	1.0	Nationwide	Car-Rt	Harte-Hanks
JCP Holiday Activation	Standard/Catalog	10/24/03–10/29/03	3.0	Nationwide	Car-Rt	RR Donnelley
JCP Women, Men, & Home	Standard/Catalog	10/24/03–10/29/03	2.0	Nationwide	Car-Rt	Quebecorworld
JCP Holiday Sale	Standard/Catalog	10/25/03–10/30/03	8.0	Nationwide	Car-Rt	RR Donnelley
The Sportsman's Guide, November Main	Standard/Catalog	10/27/03–10/31/03	5.4	Nationwide	3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
JCP BSOTA	Standard/Postcard	10/28/03–10/30/03	5.0	Nationwide	Car-Rt	Harte-Hanks
JCP Week 40 Biggest Sale of Them All	Standard/Flat	10/28/03–10/30/03	25.0	Nationwide	Car-Rt	Harte-Hanks
Swiss Colony	Standard/Letter	10/28/03–10/31/03	1.0	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Monroe, WI
The Swiss Colony	Standard/Catalog	10/29/03–11/01/03	4.4	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
Seventh Avenue	Standard/Letter	10/30/03–11/03/03	1.0	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Monroe, WI

— Business Service Network Integration,
Service and Market Development, 10-16-03

Domestic Mail

DMM REVISION

Independent Audit Bureaus — Periodicals Mail

Effective October 1, 2003, the *Domestic Mail Manual* (DMM) is revised to allow an authorized independent audit bureau to perform, at the publisher’s request, any required verification of circulation for “general” or “requester” Periodicals publications. These verifications may include those required as part of an initial application for Periodicals privileges or reentry of an authorized Periodicals publication, or other required verification of circulation for general or requester publications.

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)

	*	*	*	*	*
E	Eligibility				
	*	*	*	*	*
E200	Periodicals				
E210	Basic Standards				
	*	*	*	*	*
E214	Reentry				
	*	*	*	*	*
2.0	CHANGING QUALIFICATION CATEGORIES				
	*	*	*	*	*

[Revise the heading of 2.4 to read as follows:]

2.4 Filings

[Delete the second sentence of the introductory text of 2.4. to read as follows:]

The publisher must make all filings under 2.3 to the original entry postmaster.

	*	*	*	*	*
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E216 Publisher Records

1.0 BASIC STANDARDS

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1.3 Retention

[Revise 1.3 to read as follows:]

The publisher must keep records for each issue of a publication for 3 years from its issue date, except for circulation records for general or requester publications for which USPS® verification of circulation is done by a USPS-authorized audit bureau. In this case, the publisher is not required to keep source records of requests and subscriptions longer than required by the audit bureau.

2.0 VERIFICATION

*	*	*	*	*
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2.2 Authorized Verification

[Revise 2.2 to read as follows:]

USPS employees or an authorized audit bureau may conduct verifications of circulation for an application for Periodicals mailing privileges, reentry application, or other required circulation verification of general or requester publications.

— Mailing Standards,
Pricing and Classification, 10-16-03

DMM REVISION

Metered Mail — Irregularities

Effective November 13, 2003, *Domestic Mail Manual* (DMM) P030.11 is revised to restore section 11.5, Irregularities. This section was inadvertently omitted when DMM 57 was published in June 2002.

We will incorporate this revision 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)

	*	*	*	*	*
P	Postage and Payment Methods				
	*	*	*	*	*
P000	Basic Information				
	*	*	*	*	*

P030 Postage Meters (Postage Evidencing Systems)

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11.0 MAILINGS

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[Add 11.5 to read as follows:]

11.5 Irregularities

USPS® examines metered mail to detect irregularities in preparation and dating.

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— *Postage Technology Management, Product Development, 10-16-03*

CORRECTION

Parcel Return Services Experiment

The "Parcel Return Services Experiment" article that appeared in *Postal Bulletin* 22112 (10-2-03, pages 8–16) contained an error in the e-mail address for participation requests. Mailers who wish to participate may e-mail their requests to sherry.l.freda@usps.gov. The corrected text is printed below.

We will include this correction in the printed version of DMM Issue 59 and in the monthly update of the online version available via Postal Explorer at <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

	*	*	*	*	*
G	General Information				
	*	*	*	*	*
G900	Experimental Classification and Rate Filings				
	*	*	*	*	*
G990	Experimental Classifications and Rates				
	*	*	*	*	*

G993 Parcel Return Services

1.0 BASIC INFORMATION

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1.5 Participation

[Correct the e-mail address in the introductory text of 1.5 to read as follows:]

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.l.freda@usps.gov; or by fax to 703-292-4058. The request must contain the following information:

* * * * *

— *Mailing Standards, Pricing and Classification, 10-16-03*

*U.S. ARMED FORCES***Free Mail Program**

Effective September 2, 2003, under Section 3401 (a)(1) of Title 39, United States Code (U.S.C.), and according to Executive Order 12556, dated April 16, 1986, the Secretary of Defense has authorized free mail privileges for members of the U.S. Armed Forces deployed in the following countries, in support of military operations in Liberia:

- Burkina Faso
- Cape Verde
- Côte d'Ivoire (Ivory Coast)
- Gambia
- Ghana
- Guinea
- Guinea-Bissau
- Liberia
- Mali
- Senegal
- Sierra Leone
- Togo
- The waters of the Atlantic Ocean east of 30 degrees west longitude to 3 degrees east longitude and 25 degrees north latitude to 0 degrees latitude.

This authorization for the above locations expires on February 29, 2004.

In addition, free mail privileges remain in effect for the following military operations/locations:

Operation Enduring Freedom

- Afghanistan
- Bahrain
- Diego Garcia
- Djibouti
- Ethiopia
- Jordan
- Kazakhstan
- Kuwait
- Kyrgyzstan
- Oman
- Pakistan
- Qatar
- Saudi Arabia
- Tajikistan
- United Arab Emirates

- Uzbekistan
- Yemen
- Aboard ships in the Gulf of Aden
- Aboard ships in the Gulf of Oman
- Aboard ships in the North Arabian Sea (that portion of the Arabian Sea that lies north of 10 degrees north latitude and west of 68 degrees east longitude)
- Aboard ships in the Persian Gulf
- Aboard ships in the Red Sea

Operation Freedom Eagle

- All of the islands of the Republic of Philippines south of the island of Luzon within the following described limits: 08-00N/116-30E; 04-45N/119-30E; 05-00N/128-00E; 13-00N/129-00E; 12-30N/116-00E.

Operation Iraqi Freedom

- Iraq
- Bulgaria (mail originating from APO 09312)
- Crete
- Cyprus
- Romania (mail originating from APO 09338)
- Turkey (east of 35 degrees east longitude)
- Aboard ships in the eastern Mediterranean Sea (that portion of the Mediterranean Sea that lies east of 28 degrees east longitude)

Note: Free mail privileges for Operation Iraqi Freedom expire November 10, 2003, for all locations except Iraq.

Operation Joint Forge / Joint Guardian

- Albania
- Hungary
- Former Republic of Yugoslavia
 - Bosnia-Herzegovina
 - Croatia (including Zagreb)
 - Macedonia
 - Serbia-Montenegro (including Kosovo and Vojvodina)
 - Slovenia
- Aboard ships in the Adriatic Sea
- Aboard ships in the Ionian Sea north of the 39th parallel

In accordance with 39 U.S.C. 3401(a)(1)(B), free mail privileges will also be extended to individuals hospitalized for disease or injury in a facility under the jurisdiction of the Armed Forces as a result of service in these designated areas.

Personnel authorized this privilege may mail, without postage, letters, postcards, and sound recordings (audio or video recordings) having the character of personal correspondence to any place in the United States, its possessions or territories, or to any military post office (APO/FPO).

Free mail originating from the above overseas locations should have a complete APO or FPO return address, the word "Free" in the upper right corner, and a complete delivery address. In most cases, the mailpiece will also exhibit an APO or FPO postmark. Free mail is First-Class Mail® service; however, it may not be registered, insured, or certified.

All employees who handle and deliver mail should be made aware of this free mail privilege. **Do not collect postage upon delivery, or return this mail to the sender for postage. Mail having the appearance of free mail under this program should never be returned to sender.** Address questions regarding the legitimacy of users of this program to:

MILITARY POSTAL SERVICE AGENCY
2461 EISENHOWER AVE
ALEXANDRIA VA 22331-0006

Toll free: 800-810-6098

Monday–Friday, 7:30 A.M.–4:30 P.M.

Fax: 703-325-9534

DSN prefix: 221

E-mail: mpsawebcontacts@hqda.army.mil

— *International Network Operations,
Network Operations Management, 10-16-03*

NOTICE

Barcode Requirements for Machinable Parcel Labels

The transitional period for parcel mailers to comply with the *Domestic Mail Manual* (DMM) requirements for barcode discounts comes to an end on January 9, 2004. Beginning January 10, 2004, customers who want to qualify for the parcel barcode discount must print labels using the Uniform Code Council/European Article Number (UCC/EAN) Code 128 barcode symbology. The UCC/EAN Code 128 barcode will become the sole parcel barcode format accepted by the Postal Service™. Barcode discounts will be unavailable to mailers who fail to comply.

The parcel discount of \$0.03 per piece is available for machinable parcels prepared in eligible mailings. The following requirements apply:

- At least 50 pieces.
- A correct and properly prepared barcode representing the 5-digit ZIP Code or ZIP+4 code of the address on the mailpieces.

- ZIP Code information that is preceded by the application identifier (AI) "420", which signifies a domestic ZIP Code. This AI must not include the trailing verifier character "9" used with other barcode symbologies.
- Human-readable characters representing the numeric equivalent of the ZIP Code information in the barcode (i.e. omitting the 3-digit AI characters) preceded by the word "ZIP" near the barcode.

The UCC/EAN Code 128 barcode symbology continues to be one of the most reliable, compact, and widely accepted one-dimensional barcode symbologies used today.

For more information, please refer to DMM C850, Barcoding Standards for Parcels, at <http://pe.usps.gov>.

— *Mailing Standards,
Pricing and Classification, 10-16-03*

*FIELD INFORMATION AND IMPLEMENTATION KIT***Parcel Return Services**

This Parcel Return Services Field Information and Implementation Kit contains the following items:

- Delivery Unit Fact Sheet.
- Bulk Mail Center (BMC) Fact Sheet.
- Employee Stand-Up Talks for the following types of facilities:
 - “Early Bird” Delivery Units.
 - All BMCs.
 - All Facilities Except “Early Bird” Delivery Units and BMCs.
- Frequently Asked Questions (FAQs).
- Poster — Parcel Return Services Labels.

Delivery Unit Fact Sheet — Parcel Return Services*Description*

- Starting October 19, 2003, the U.S. Postal Service® will begin a 2-year test for Parcel Return Services (PRS).
- PRS allows consumers to return merchandise to merchants without paying postage. Consumers may drop off parcels at any Postal Service™ facility, hand them to a letter carrier, or place them in a collection box or any location designated by the Postal Service for the receipt of mail.
- PRS allows merchants to monitor the status of packages. The Postal Service will post on *usps.com* the PRS barcode, date, time, and ZIP Code™ where the parcel was scanned or manifested.
- The Postal Service will select up to 20 participants for the first year, and it may add up to 10 more in the second year. The Postal Service will offer PRS at “Early Bird” delivery units and bulk mail centers (BMCs).

Piece Requirements

- Merchants or their logistics partners (i.e., agents/consolidators that have multiple merchant clients) must pick up return parcels in bulk either at the delivery unit or BMC serving the original consumer (they must pick up Bound Printed Matter at the BMC) based on the address they put on the special PRS label, and manifest them for payment from advance deposit accounts via the Centralized Account Processing System (CAPS).

Mailing Requirements

- Three rate categories:
 - Parcel Select Return Delivery Unit (RDU). Flat rate is \$2.00 per parcel. Oversized parcels (i.e., more than 108 inches but not more than 130 inches length/girth) are \$7.51.
 - Parcel Select Return Bulk Mail Center (RBMC). Rates are \$0.86 to \$1.51 below current Intra-BMC Parcel Post rates.
 - Bound Printed Matter Return Bulk Mail Center (RBMC) (BMC pickup only). Rates are \$0.24 below non-workshared BPM rates.
- Annual Permit Fee: \$150.00 (single fee covers all categories and pickup locations).
- Annual Deposit Accounting Fee: \$475.00
- Participants must schedule pickups at least 1 business day in advance, and must pick up parcels at least once a week. If they have a dropship appointment at the RDU, they may pick up PRS at that time.
- For more details, see the article titled “DMM Revision: Parcel Return Services Experiment” in *Postal Bulletin* 22112 (10-2-03, starting on page 8).

Handling Requirements

- Complete PS Form 3801, *Standing Delivery Order*; identify who is authorized to make pickups.
- Establish a staging area for each PRS participant; work with the participant to schedule pickup appointments.

- As carriers bring in parcels or as customers drop them off, scan all return parcels as “Available For Pickup.” (Select “Main Option Menu,” “Option A” Returns Mode, Option #1 Scan Barcodes, scan the barcode, hit Enter, select “Available for Pickup.”)
- For oversized parcels, perform the required additional scan. (Select “Main Option Menu,” “Option A” Returns Mode, Option #2 Random Sampling, scan the barcode, hit Enter, input “69” in the pounds field, hit Enter.)
- Sort PRS parcels by Mailer ID number into appropriate staging equipment.
- When the merchant or agent picks up the parcels, scan each parcel as “Picked Up By Agent.” (Select “Main Option Menu,” “Option A” Returns Mode, Option #1 Scan Barcodes, scan the barcode, hit Enter, select “Picked Up By Agent.”)

BMC Fact Sheet — Parcel Return Services

Description

- Starting October 19, 2003, the U.S. Postal Service® will begin a 2-year test for Parcel Return Services (PRS).
- PRS allows consumers to return merchandise to merchants without paying postage. Consumers may drop off parcels at any Postal Service™ facility, hand them to a letter carrier, or place them in a collection box or any location designated by the Postal Service for the receipt of mail.
- PRS allows merchants to monitor the status of packages. The Postal Service will post on *usps.com* the PRS barcode, date, time, and ZIP Code™ where the parcel was scanned or manifested.
- The Postal Service will select up to 20 participants for the first year, and it may add up to 10 more in the second year. The Postal Service will offer PRS at “Early Bird” delivery units and bulk mail centers (BMCs).

Piece Requirements

- Merchants or their logistics partners (i.e., agents/consolidators that have multiple merchant clients) must pick up return parcels in bulk either at the delivery unit or BMC serving the original consumer (they must pick up Bound Printed Matter at the BMC) based on the address they put on the special PRS label, and manifest them for payment from advance deposit accounts via the Centralized Account Processing System (CAPS).

Mailing Requirements

- Three rate categories:
 - Parcel Select Return Delivery Unit (RDU). Flat rate is \$2.00 per parcel. Oversized parcels (i.e., more than 108 inches but not more than 130 inches length/girth) are \$7.51.
 - Parcel Select Return Bulk Mail Center (RBMC). Rates are \$0.86 to \$1.51 below current Intra-BMC Parcel Post rates.
 - Bound Printed Matter Return Bulk Mail Center (RBMC) (BMC pickup only). Rates are \$0.24 below non-workshared BPM rates.
- Annual Permit Fee: \$150.00 (single fee covers all categories and pickup locations).
- Annual Deposit Accounting Fee: \$475.00
- Participants must schedule pickups at least 1 business day in advance, and must pick up PRS at least every 48 hours, excluding Sundays and holidays. If they have a dropship appointment, they may make arrangements in advance to use the same appointment to pick up their PRS parcels.
- For more details, see the article titled “DMM Revision: Parcel Return Services Experiment” in *Postal Bulletin* 22112 (10-2-03, starting on page 8).

Handling Requirements

- Complete PS Form 3801, *Standing Delivery Order*; identify who is authorized to make pickups; get primary and secondary contact numbers.
- Designate an employee to serve as RBMC contact and set up mirrored sort of parcels/NMOs.
- Establish a staging area for each PRS participant; work with the participant to schedule pickup appointments.

- Stage parcels in Gaylord containers, or in Postal Paks if the participant agrees.
- Seal each trailer and enclose a bill of lading.

Employee Stand-Up Talk for “Early Bird” Delivery Units — Parcel Return Services Make Buying by Mail Easier, Cheaper

[Please read this stand-up talk to all employees at “Early Bird” delivery units. Show them the accompanying shipping label poster (see page 23 in this Postal Bulletin). Make and distribute copies of the Fact Sheet and Frequently Asked Questions (FAQs), and post copies of them on official bulletin boards.]

If you order merchandise by the Internet or by catalog, you probably know that returning items can be more difficult than getting them in the first place.

Starting October 19, 2003, the Postal Service will launch a 2-year test of new parcel services that will make it easier for consumers to return items, at very competitive prices for the merchants. They are called Parcel Return Services, or PRS. They work like dropshipping in reverse.

Here’s how they work:

There are three categories of PRS:

- Parcel Select Return Delivery Unit, or Parcel Select RDU.
- Parcel Select Return Bulk Mail Center, or Parcel Select RBMC.
- Bound Printed Matter Return Bulk Mail Center, or Bound Printed Matter RMBC.

When the merchandise or Bound Printed Matter is first shipped, the merchant will provide a special PRS mailing label. This poster shows an example of the special label. *[SHOW THEM THE POSTER WITH THE LABEL.]* Note the Mailer ID number in the lower right corner — that tells us which company the package belongs to. Also note the barcode and the postage indicia. The merchant pays the postage out of its postage-due account. Scanning the barcode automatically allows us to collect payment, so we don’t have to perform this function at the delivery unit. All the consumer has to do is affix the label and then give it to a letter carrier, drop it in the collection box — yes, that’s okay because we know who the merchant is — or bring it to the Post Office facility.

We will collect the return parcels marked “RDU” and addressed to this unit, and hold them for the merchants or authorized agents, who must pick up the returns at least once a week. They are required to contact us to make an

appointment for pickup at least 1 business day in advance. If they already have an appointment to drop off Parcel Select packages, they can pick up their PRS parcels at the same time. That way they can deliver and pick up in the same trip, saving additional time and money.

If we receive parcels marked “RBMC” or Bound Printed Matter Return Service, we will route them to the BMC for handling — we will not hold them here for pickup.

This is a 2-year experiment that will give us a chance to gauge the market demand for these services. During the first year of testing for these new experimental services, the Postal Service will have a limit of 20 prequalified participants. That number could grow to 30 participants in the second year. Then we’ll evaluate the services and see if we should offer them permanently.

Here are a Fact Sheet about PRS and a list of Frequently Asked Questions. Please read them and familiarize yourself with the proper handling procedures. We will also post these on the bulletin board. *[DISTRIBUTE COPIES OF THE FACT SHEET AND FAQs.]*

Keep these things in mind concerning PRS:

- Before we do anything, the merchant or agent must have an approved Mailer Service Agreement with the Postal Service to pick up PRS parcels at our facility. No agreement, no pickup. We will be notified if a merchant or agent is approved to pick up parcels here.
- The only PRS parcels we will hold are those addressed to our unit. Merchants or their agents will pick up other return parcels from other consumers at other Postal Service facilities.
- Retail employees, if a customer asks to buy postage for a parcel with one of these special PRS labels, tell them that the postage is being paid by the merchant.
- No extra services, such as insurance, are available with PRS. A customer who wants to insure the package cannot use the PRS label.
- If a package has a PRS label, we will charge the merchant the appropriate PRS rate, regardless of any additional postage that may be applied to the package.
- Letter carriers, please keep an eye out for PRS parcels addressed to this office, whether your customers give them to you or you find them in collection boxes.

Cull them out and turn them in when you return to the office each day.

- Clerks, when the letter carriers give you PRS packages addressed to our office, or if customers give them to you over the counter or at the dock, please make sure that you scan them as “Available for Pickup.” Then, if we have more than one PRS participant, we will sort them by Mailer ID and stage them by participant.
- And clerks, when the merchant or agent arrives to collect RDU PRS parcels, make sure you scan the parcels as “Picked Up By Agent.”
- We don’t have to weigh PRS parcels. Just scan the parcels with our hand-held scanners. Since the merchants are charged a flat rate of \$2.00, we will use

the scans to create a postage-due manifest, and we will deduct the amount from the appropriate account. Note that there is a separate scan for oversized PRS parcels, and the rate is \$7.51 regardless of weight. Refer to the PRS fact sheet for specific scanning instructions.

- A merchant or agent that wishes to participate must submit its request on company letterhead to the manager of Mailing Standards. If you know someone who might be interested, let them know that the specifics for making their request are available in *Postal Bulletin 22112 (10-02-03)* — the article starts on page 8, and the participation information starts on page 10. Or they can call *[IDENTIFY A PERSON IN YOUR OFFICE]* for more information.

Employee Stand-Up Talk for All BMCs — Parcel Return Services Make Buying by Mail Easier, Cheaper

[Please read this stand-up talk to all employees at all BMCs. Show them the accompanying shipping label poster (see page 23 in this Postal Bulletin). Make and distribute copies of the Fact Sheet and Frequently Asked Questions (FAQs), and post copies of them on official bulletin boards.]

If you order merchandise by the Internet or by catalog, you probably know that returning items can be more difficult than getting them in the first place.

Starting October 19, 2003, the Postal Service will launch a 2-year test of new parcel services that will make it easier for consumers to return items, at very competitive prices for the merchants. They are called Parcel Return Services, or PRS. They work like dropshipping in reverse.

Here’s how they work:

There are three categories of PRS:

- Parcel Select Return Delivery Unit, or Parcel Select RDU.
- Parcel Select Return Bulk Mail Center, or Parcel Select RBMC.
- Bound Printed Matter Return Bulk Mail Center, or Bound Printed Matter RMBC.

When the merchandise or Bound Printed Matter is first shipped, the merchant will provide a special PRS mailing label. This poster shows an example of the special label. *[SHOW THEM THE POSTER WITH THE LABEL.]* Note the Mailer ID number in the lower right corner — that

tells us which company the package belongs to. Note the barcode — this is a unique parcel tracking number, not a delivery confirmation number. Also note the postage indicia. The merchant pays the postage out of its postage-due account, so we don’t have to worry about that here at the BMC. All the consumer has to do is affix the label and then give it to a letter carrier, drop it in the collection box — yes, that’s okay because we know who the merchant is — or bring it to the Post Office facility.

We will collect the return parcels marked “RBMC” and addressed to this unit, and hold them for the merchants or authorized agents, who must collect the returns at least every 48 hours, excluding Sundays and holidays. They are required to make an appointment for pickup at least 1 business day in advance. If they already have an appointment to drop off Parcel Select packages, they can make arrangements prior to arrival to pick up their PRS parcels at the same time. Merchants also get the return items back quicker, and they can retrieve information about the return merchandise electronically.

If we receive parcels marked “RDU,” we must not re-route them to the delivery unit. Instead, we must combine them with RBMC parcels for that merchant and charge them at the RBMC rate.

This is a 2-year experiment that will give us a chance to gauge the market demand for these services. During the first year of testing for these new experimental services, the Postal Service will have a limit of 20 prequalified participants. That number could grow to 30 participants in the second year. Then we’ll evaluate the services and see if we should offer them permanently.

Here are a Fact Sheet about PRS and a list of Frequently Asked Questions. Please read them and familiarize yourself with the proper handling procedures. We will also post these on the bulletin board. *[DISTRIBUTE COPIES OF THE FACT SHEET AND FAQs.]*

Keep these things in mind concerning PRS:

- Before we do anything, the merchant or agent must have an approved Mailer Service Agreement with the Postal Service to pick up PRS parcels at our facility. No agreement, no pickup.
- The only PRS parcels we will hold are those addressed to our unit, or addressed to RDUs in our service area. Participants will pick up other return parcels from other consumers at other Postal Service facilities.
- For each PRS customer, we will establish a PS Form 3801, *Standing Delivery Order*, identifying who will be authorized to pick up the parcels. *[IDENTIFY A PERSON IN YOUR OFFICE]* will be the RBMC contact person and will take care of this. *[PERSON'S NAME]* will get primary and secondary contact phone numbers for the merchant or agent who is going to pick up the parcels.
- We will provide a system for mirrored sort of the merchant's parcels and NMOs, and set up a staging area for pickup. Make sure the staging area for finalized mail is away from operations, so we can avoid mishandlings.
- Remember that the barcode on PRS parcels is a unique parcel tracking number, not a delivery confirmation number.
- Participants must schedule appointments to retrieve parcels at least 1 business day in advance. However, if they have an appointment to dropship parcels here, they can make arrangements in advance to use the same appointment to retrieve RBMC PRS parcels.
- We don't have to weigh PRS parcels. The Postal Service will randomly sample parcels before they are manifested, compare the sampling to the original manifest for accuracy, and then deduct funds from the permit holder's account.
- The volume of return parcels will dictate the sort method and equipment we will use to collect and stage the PRS.
- Once we load the parcels onto the merchant's or agent's trailer, we will complete the bill of lading and seal the trailer. *[IDENTIFY A PERSON IN YOUR OFFICE]* will handle this.
- A merchant or agent that wishes to participate must submit its request on company letterhead to the manager of Mailing Standards. If you know someone who might be interested, let them know that the specifics for making their request are available in *Postal Bulletin 22112 (10-02-03)* — the article starts on page 8, and the participation information starts on page 10. Or they can call *[IDENTIFY A PERSON IN YOUR OFFICE]* for more information.

Employee Stand-Up Talk for All Facilities Except "Early Bird" Delivery Units and BMCs — Parcel Return Services Make Buying by Mail Easier, Cheaper

[Please read this stand-up talk to all employees at all facilities except "Early Bird" delivery units and BMCs.]

If you order merchandise by the Internet or by catalog, you probably know that returning items can be more difficult than getting them in the first place.

Starting October 19, 2003, the Postal Service will launch a 2-year test of new parcel services that will make it easier for consumers to return items, at very competitive prices for the merchants. They are called Parcel Return Services, or PRS. They work like dropshipping in reverse.

Here's how they work:

Qualifying merchants will be able to choose to pick up return parcels at the Post Office facility or BMC serving the original consumer. For saving us the time and trouble of sorting and transporting returns all the way back to their warehouse, the merchant will get a lower postage rate. That makes PRS a good deal for the merchant.

The merchant will provide a special PRS mailing label, in case the consumer needs to return the item. The merchant pays the postage. All the consumer has to do is affix the label and then give it to a letter carrier, drop it in the collection box — yes, that's okay because we know who the merchant is — or bring it to the Post Office facility. That makes PRS a good deal for the consumer, too.

Participating merchants will be able to schedule pickups at their convenience. When possible, they can even deliver new packages and pick up returns in the same trip.

Merchants get the return items back quicker and can obtain information about the return merchandise electronically. That makes PRS a good deal for the merchants, too.

This is a 2-year experiment that will give us a chance to gauge the market demand for these services. During the

first year of testing for these new experimental services, the Postal Service will have a limit of 20 prequalified participants. That number could grow to 30 participants in the second year. Then we'll evaluate the services and see if we should offer them permanently.

Frequently Asked Questions (FAQs) — Parcel Return Services

General Q&A

■ What are Parcel Return Services?

Parcel Return Services (PRS) are new experimental services that make it easier for consumers to return mail and Internet order merchandise, at very competitive rates for merchants. PRS will appeal to merchants who receive a large volume of returns and to shipping consolidators. Think of it as dropshipping in reverse.

Qualifying merchants or agents may elect to pick up return parcels at select delivery units or bulk mail centers (BMCs) serving the original consumers. They must retrieve the parcels on a regular schedule, at least once a week at delivery units and, at BMCs, at least every 48 hours, excluding Sundays and holidays. In most cases, merchants or agents will pick up returned parcels while they are entering new parcels into the mailstream, allowing them to perform both pickup and delivery functions in one trip. Merchants also will be able to get the return items back quicker, and retrieve information about the merchandise electronically. In exchange for picking up the return parcels, merchants will receive lower postage rates reflecting the savings to the Postal Service in reduced transportation and handling costs.

This is a 2-year experiment that will give us a chance to gauge the market demand for these services. During the first year of testing for these new experimental services, the Postal Service will have a limit of 20 prequalified participants. That number could grow to 30 participants in the second year. These participation limits will allow us to manage and document the operational aspects of these new services to determine if we should file a permanent classification request.

■ How is the postage paid?

When a consumer purchases merchandise by Internet or by catalog but then returns the merchandise, it

goes back one of two ways. Either the consumer decides how to send the parcel back and pays the shipping charges, or the merchant determines the carrier and type of service used and pays the bill. In the latter case, the merchant often provides a return shipping label.

PRS is a convenient and efficient example of the latter. Participating merchants will provide their consumers with special PRS mailing labels and manifest them at the designated Postal Service facility for payment. See page 23 in this *Postal Bulletin* for a poster showing the special PRS labels.

■ What are the rate categories? Rates? Fees?

There are three rate categories for PRS:

- The Parcel Select Return Delivery Unit (RDU) rate category applies to merchandise returned to the delivery unit of the original consumer for pickup. The delivery unit address appears on the special PRS mailing label. The Postal Service charges merchants who pick up these parcels a flat rate of \$2.00, regardless of weight — the charge for oversized parcels is \$7.51.
- The Parcel Select Return Bulk Mail Center (RBMC) rate covers parcels returned to the BMC. Rates are \$0.86 to \$1.51 below the current Intra-BMC Parcel Post rates.
- A third rate category, Bound Printed Matter Return Bulk Mail Center (RBMC), is available for returns that meet content and shape requirements for Bound Printed Matter parcels. The merchant or agent may pick these up only at designated BMCs. Rates are \$0.24 below the non-work-shared Bound Printed Matter rates for all zones.

For more details, see the article titled “DMM Revision: Parcel Return Services Experiment” in *Postal Bulletin* 22112 (10-2-03, starting on page 8) — specific rates begin on page 11.

Participants must pay an annual permit fee of \$150.00 and an advance deposit accounting fee of \$475.00. The Postal Service requires only a single

permit fee for all three rate categories, regardless of the number of locations from which the merchant or agent retrieves the parcels.

■ **What is the difference between PRS and Merchandise Return Service?**

Merchandise Return Service is end-to-end service. The consumer places an enclosed return mailing label on the item and puts it in the mailstream. The Postal Service transports the parcel to the designated postal facility shown on the label, where the postage is calculated and deducted from the merchant's account. Then the Postal Service delivers the parcel to the merchant or agent.

PRS allows the merchant or agent to intercept the returning parcel at one of two upstream locations. The label affixed by the consumer is addressed either to the delivery unit where the consumer lives or to the BMC that serves that delivery unit. Merchants or agents then will pick up the return parcels at these locations and manifest them for payment.

■ **Will all Postal Service facilities participate in PRS?**

No. During the 2-year experiment, the services will be limited to only those destinating delivery units that offer early acceptance hours for Parcel Select dropshipments — such facilities are commonly referred to as “Early Bird” offices. These facilities will be designated as return delivery units (RDUs). Also, all BMCs will participate and will be designated as return bulk mail centers (RBMCs).

■ **Will PRS offer tracking capability?**

The special PRS label includes a barcode that allows a consumer to confirm when the merchant or agent retrieves the package at the RDU or RBMC.

■ **What types of information will the merchant transmit to the Postal Service in the manifest file, and how will the Postal Service use it?**

The merchant will collect and transmit the PRS barcode, the date and time when the parcel was manifested, and the ZIP Code of the RBMC where the parcel was picked up. This information will be available on *usps.com* to confirm when the merchant or agent received the parcel. Additionally, the manifest file will include the origin ZIP Code of the parcel, the rate category, weight, zone, and postage information. The Postal Service will use this information to support our data collection plan and postage collection.

■ **Can a merchant or agent consolidate its returns at one RDU or BMC?**

No. A merchant or agent must retrieve its returns at the RDU or BMC that serves the original consumer. The merchant must prepare its PRS label with the address of the corresponding facility.

■ **How does a merchant or agent become a participant in the PRS experiment?**

A merchant or agent that wishes to participate must submit a request on its company letterhead to the manager of Mailing Standards. The specifics for making requests are available in *Postal Bulletin* 22112 (10-02-03) — the article starts on page 8, and the participation information starts on page 10.

Acceptance and Handling Q&A

■ **How often do merchants or agents have to pick up the return parcels at the RDU or RBMC?**

Merchants or agents must pick up parcels returned to an RDU at least once a week, with the Postal Service reserving the right to require more frequent pickups based on operational needs.

Merchants or agents must pick up parcels returned to an RBMC at least every 48 hours, excluding Sundays and holidays.

■ **What about missorted mail?**

The merchant or agent is responsible for and must agree to return all missent mail to the Post Office designated by the Postal Service.

■ **What about RDU parcels dropped in collection boxes?**

Like Merchandise Return Service parcels, RDU and RBMC parcels may be dropped in collection boxes. If an RDU parcel is picked up by the letter carrier and returned to the delivery unit shown on the PRS address, the parcel should be culled from the mail and held for pickup there. However, if it is collected and brought to a processing and distribution center (P&DC) during evening collections, the parcel should not be culled and rerouted to the delivery unit, but instead should be transported to the BMC. Any RDU parcel not captured at the Post Office on the address will be processed to the RBMC for pickup by the merchant or agent, and the merchant should be charged the RBMC rate.

- **How should we handle pieces deposited at a Post Office other than the RDU addressed on the label?**

If a consumer deposits a PRS item at a Postal Service facility other than the RDU addressed on the label, we must route the parcel to the RBMC, which must handle it as an RBMC piece.

- **How will we identify the number of oversized parcels returned through this service?**

A special scan event will identify oversized parcels retrieved at an RDU. The returns manifest will identify those parcels retrieved at an RBMC.

- **Can consumers insure a PRS package?**

No. No extra services are permitted with PRS. A consumer who wishes to insure the return package cannot use the PRS label.

- **What if a consumer affixes the PRS label and then applies postage?**

If a PRS label is used on a package, the Postal Service will charge the merchant the appropriate PRS rate, regardless of any additional postage that may be applied to the package. If a customer asks to purchase postage for a parcel that has one of these special PRS labels, explain that the merchant is already paying for the postage.

- **Will we weigh PRS items, like we do for Merchandise Return Service?**

No. At RDUs, we will scan parcels with the existing hand-held scanners. The scan will be used to create a postage-due manifest, and the amount will be deducted from the appropriate account. Clerks must check for oversized parcels and use the oversized scan event when applicable.

At RBMCs, the Postal Service will randomly sample parcels before they are manifested by the merchant or agent, will compare the sampling to the manifest for accuracy, and then will deduct funds from the permit holder's account.

- **Will PRS parcels carry a sort barcode, or will we need to key them?**

All PRS labels will contain a postal routing barcode identifying the unique ZIP Code for the merchant and the location where the parcels are collected.

- **Is the BMC responsible for sealing the trailer before it leaves the BMC?**

Yes. The BMC plant manager will designate personnel responsible for sealing the trailers prior to departure.

- **Who at the BMC completes the bill of lading?**

The BMC plant manager will designate personnel responsible for completing the bill of lading.

- **Will NMOs for this service receive an en route scan at the BMC?**

No. Only machinable parcels will receive passive en route scans when they are sorted on the parcel sorting machine.

- **How will the return parcels be loaded into the merchant's or agent's trailer?**

The parcels will be sorted into Gaylord containers at a location designated by the BMC. Full containers will be staged and transported via forklift to the merchant's or agent's trailer based on when the trailer is available. Merchants or agents will be required to make appointments to pick up the parcels.

- **Do we charge the merchants part of the shared cost for the use of the Gaylord containers?**

No. The cost of the containers is built into the cost model for the service.

- **Do merchants or agents have to return Gaylord containers to the BMC?**

The merchant or agent will return the Gaylord containers to the BMC nearest its processing facility.

- **Can we use Postal Paks to containerize return parcels for pickup?**

Yes. We may use Postal Paks at the discretion of the BMC manager based on operational needs, provided that both the participant and the BMC agree to their use.

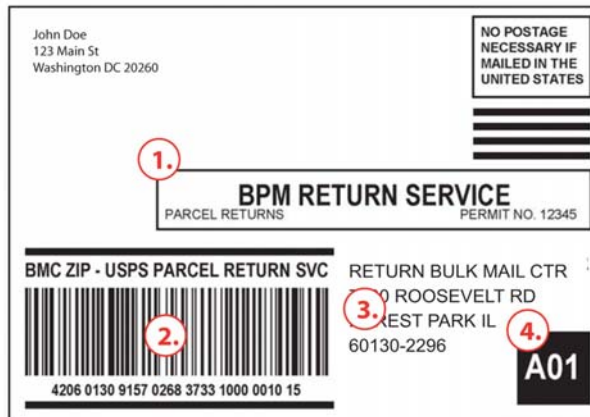
— Package Services,
Product Development, 10-16-03

New Parcel Return Services Labels

Look for these new labels beginning October 19, 2003

Parcel Select Return Delivery Unit (RDU) and Parcel Select Return Bulk Mail Center (RBMC)

1. **Legend Box** identifies the service offering.
2. **Parcel Return Services Barcode** is used for sorting and manifesting.
3. **Address** of the desired pick-up location of either the RDU or the RBMC.
4. **Mailer Identification** identifies the shipper or agent.



Bound Printed Matter Return Bulk Mail Center (RBMC)

1. **Legend Box** identifies the service offering.
2. **Parcel Return Services Barcode** is used for sorting and manifesting.
3. **Address** of the desired RBMC pick-up location
4. **Mailer Identification** identifies the shipper or agent.

Action Items:

- Retail/Carriers:** Hold out local parcels
- Retail Back Office:** Scan as directed
- Retail Back Office/BMC:** Sort by Mailer Identification



BE CAREFUL OUT THERE



**BE AWARE,
DRIVE
DEFENSIVELY.**



Employees

ELM REVISION

Birth Date Changes for Optional Life Insurance

Effective October 16, 2003, the *Employee and Labor Relations Manual* (ELM), section 533.224, Birthdays and Pay Periods, is revised to conform with Office of Personnel Management (OPM) regulations concerning the point at which an employee moves to a new age band in paying for optional insurance under the Federal Employees' Group Life Insurance (FGLI) program. Rather than waiting until after the first of the year, employees change age bands effective the pay period following a birthday.

We will incorporate these revisions into the next printed version of the ELM and into the next update of the online version accessible on the Postal Service™ PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *Manuals*.

Employee and Labor Relations Manual (ELM)

* * * * *

5 Employee Benefits

* * * * *

530	Life Insurance Program	*	*	*	*	*
533	Cost, Payment, Withholdings	*	*	*	*	*
533.2	Optional Insurance	*	*	*	*	*
533.22	Withholdings	*	*	*	*	*

[Revise the title and text of 533.224 to read as follows:]

533.224 Birthdays and Pay Periods

For optional insurance purposes, an employee attains age 35, 40, 45, 50, 55, or 60 on the first day of the first pay period following the pay period in which the birthday occurs.

* * * * *

— Compensation,
Employee Resource Management, 10-16-03

PUBLICATION AVAILABLE FOR HOLIDAY CEREMONIES

Publication 528, Veterans and the Military on Stamps, Is Available at the Material Distribution Center

The Material Distribution Center (MDC) has replenished its stock of Publication 528, *Veterans and the Military on Stamps*, in time for Veterans Day ceremonies. If your facility is planning a Veterans Day ceremony honoring those who have served our nation, especially Postal Service personnel who are veterans, this publication makes a wonderful memento.

Publication 528 presents more than a hundred stamps related to military veterans and events from the 20th century, accompanied by informative biographical and historical descriptions. The 2003 edition of Publication 528 includes the images of the recently issued stamps commemorating the Korean War Veterans Memorial and the Purple Heart. Through this publication, the Postal Service honors all the people who have served and who continue to serve in our nation's military forces and pays tribute to their sacrifices, devotion to duty, and place in history.

You can order Publication 528 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 MDC at the following address:

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

The relevant ordering information for Publication 528 is as follows:

PSIN: PUB528
NSN: 7610-05-000-5522
Unit of Issue: EA
Bulk Pack Quantity: 250
Price: \$0.5184
Edition Date: 07/03
Quick Pick Number: N/A

Publication 528 is accessible on the Postal Service PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *PUBs*. It also is accessible on the Internet at www.usps.com; click on *About USPS & News*, then *Forms & Publications*, then *Browse All Periodicals & Publications*, and then *Publications* (either *PDF Format* or *Text Format*).

— *Special Emphasis Programs,
Diversity Development, 10-16-03*

NEW EXAMINATIONS

Motor Vehicle Operator Exam 230, Tractor-Trailer Operator Exam 240, and Motor Vehicle Operator/Tractor-Trailer Operator Exam 238

Effective October 16, 2003, the following new exams will be activated:

- Motor Vehicle Operator (MVO), examination 230.
- Tractor-Trailer Operator (TTO), examination 240.
- MVO/TTO, examination 238.

These new exams are assessment questionnaires. They replace the current rated application process and make obsolete PS Form 5920, *Motor Vehicle Operator and Tractor-Trailer Operator Application for Employment*, dated September 1998.

Applicants should use revised PS Form 5920, *Motor Vehicle Operator and Tractor-Trailer Operator Assessment Worksheet*, dated June 2003, as a guide for completing the assessment part of the new exams.

PS Form 5920 is available on the Postal Service PolicyNet Web site; go to <http://blue.usps.gov>; click on *Forms*. The form is also available on the Internet; go to www.usps.com; click on *Find a Form*.

Applicants for MVO or TTO employment opportunities have the following two methods for completing the new exams (assessment questionnaires):

- Online via the Web: Go to www.usps.com/employment.
- Interactive voice response system: Using a touch tone telephone, call 866-999-8777 (TTY 800-800-8776).

Offices have a 6-month window (until April 16, 2004) to transition, open, and establish new MVO and TTO entrance and in-service registers. During the 6-month timeframe, offices can continue to fill MVO and TTO positions using the current registers. Once the Postal Service announces a new exam using the new automated exam (assessment questionnaire), examiners should terminate registers established using the former rated application process.

Because applicants can now access and take all three new exams (assessment questionnaires) online or by telephone, examiners do not have to order the new exams from the National Test Administration Center (NTAC).

Examiners can obtain the following items from the NTAC Web site at <http://blue.usps.gov/hrisp/ser/ntac.htm>:

- New examination announcements covering MVO and TTO positions.
- Optional application packages to be sent to eligible applicants who successfully complete the new exam(s) (assessment questionnaire).
- PS Form 5920, *Motor Vehicle Operator and Tractor-Trailer Operator Assessment Worksheet*, dated June 2003.

— *Selection, Evaluation, and Recognition,
Employee Resource Management, 10-16-03*

(Employees section continues on page 55.)

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, Culver City 90230-4049	Any and All Names Except the Surname Prado, 11165 Culver Boulevard, Apartment 1

— *Judicial Officer, 10-16-03*

Domestic Orders

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

State/City/ZIP Code	Names and Addresses Covered	Product
CA, Sacramento 95812-2003	California State Parking Enforcement and Cal State Parking Enforcement, PO Box 2003	A parking violations scheme
FL, Tampa 33689-0415	Trussell Inc, PO Box 89912	An envelope stuffing program

— *Judicial Officer, 10-16-03*

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	018135	042011	068230	090365	108240	122426	192974	222313	300321	326247	333501	392683
005340	018140	042114	068232	091439	108399	123089	193125	222329	300407	326346	333560	392722
005471	018496	044157	068367	091463	108499	125046	193380	223035	300434	326412	334014	400034
005665	018522	049315	068434	091515	108543	125257	195059	223036	300445	326414	334024	402125
005858	018653	050069	068526	091982	108691	125309	195061	223157	300519	326457	334210	402166
006160	018770	053036	068539	092240	108803	125395	195067	223305	300659	326593	334327	402754
006333	018891	053057	068552	092335	109173	130698	195076	223310	300683	326734	334349	403001
006928	018932	054008	069071	092574	109583	131264	196111	223371	300688	326745	334351	405108
007195	019124	054141	069279	093068	109584	134057	196143	226079	300731	327129	334874	417004
007240	019252	054284	069550	093262	109682	135139	196149	229108	300863	327144	334882	430078
007352	019266	054300	069555	093502	109875	135216	196151	232114	301002	328994	335172	432333
007389	019303	055044	070131	093768	110002	136015	196161	232293	301133	330004	335325	432965
008255	019402	056086	070455	093859	110098	136035	198120	232331	301322	330051	335704	439526
008395	019423	057114	070788	093931	110728	138011	198200	232377	301368	330148	335768	439712
008651	019437	058074	070795	094646	111410	139282	198260	235490	301426	330167	335774	441007
008676	019605	060225	071307	095436	111945	142113	200272	235540	301947	330197	335842	441430
009007	019717	060266	071584	095563	111975	142745	200656	245001	302927	330212	336154	441745
009264	019846	060302	071587	096123	112135	142788	200827	254012	305025	330216	336520	441987
009301	019983	060447	071689	096711	112470	146061	207001	261004	305036	330303	336622	443009
009348	020137	060679	075505	097569	114218	146613	207212	263002	305066	330331	336669	443135
009471	020267	060830	075817	097781	114250	150040	207453	263010	305188	330465	337045	443219
009645	020308	061586	075836	097807	114550	150233	208596	271086	305279	330594	337072	443276
009710	021454	061608	075865	097815	114564	150260	208636	272018	306178	330673	337081	443312
009784	021837	062067	075894	097822	115038	150298	210389	272117	306943	330699	337159	447134
009845	022155	063139	076539	097947	115171	151229	210530	272164	311163	331568	337276	447143
009871	022391	063147	076659	098151	115242	152008	210533	272262	311486	331572	338109	451004
009944	022600	063432	076899	098681	115286	152018	210577	274128	311557	331619	338152	452019
010127	023230	064068	076966	098874	115353	152315	210716	274145	311693	331631	338341	452287
010133	023314	064113	077449	098933	115504	152635	210794	274250	312241	331924	339053	452504
010300	023626	064148	077645	098952	115663	152764	210810	274350	312527	331981	339073	452577
010602	025431	064281	078400	100198	116029	156026	210817	275024	314358	331982	340040	452620
011384	026443	064329	078429	100395	117056	156194	210820	275025	319102	332024	340046	454828
011406	027121	064511	078856	100996	117163	165035	210825	275043	320070	332064	340141	457113
012330	027539	064562	079032	102679	117268	165152	220011	275059	320209	332100	340471	457123
013081	028017	064640	079035	102919	117292	170246	220092	276003	320808	332103	340601	458095
014342	028497	064869	079762	103265	117320	171280	220129	277045	320970	332107	340614	462065
014355	028602	065002	080057	103307	117342	171329	220188	277115	321031	332129	340644	462072
014430	028838	065044	080194	103341	117501	171331	220194	280179	321066	332181	340682	462277
014766	028988	065110	080208	103351	117547	171332	220251	282773	321117	332248	340899	462589
014959	029822	065180	080319	103363	117579	173054	220252	283460	321219	332503	340909	462658
015261	030412	065260	080371	103703	117637	173073	220279	283473	322033	332534	344125	468071
015568	033226	065341	080414	103812	117730	174079	220383	283500	322142	332777	344162	470036
015641	033253	065979	080543	103895	117810	175053	220645	283507	322187	332921	344197	473125
015681	038073	066025	080551	103970	117819	175057	220706	283510	322351	332942	347091	477025
015702	038089	066187	080561	104386	117884	175061	220749	283535	322393	332982	347108	478109
015708	038246	066353	080610	104633	118621	175065	221015	292373	322858	332998	347139	479119
016171	038449	066434	080681	105029	118700	176053	221040	292631	323066	333002	349484	480275
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481579	503009	601024	631803	744081	757319	780138	802370	833203	901415	917204	928809	958910
481625	511017	601065	631852	749110	757339	781052	802381	833400	901451	917208	931020	958962
481707	511027	601130	631878	749155	757364	782064	802405	833501	901522	917324	931065	967039
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481909	531453	601526	641120	750385	760032	782292	802670	837135	901909	917442	931315	967161
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481949	542020	601663	652245	750472	761053	782331	802753	837178	901985	917535	932706	967337
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482412	549074	601795	658165	750604	761709	782531	802791	841623	902668	918160	933551	968501
482488	551070	601998	658247	750721	761778	782639	802804	841635	902839	918508	935114	968621
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482721	551851	604120	680026	752030	763132	782786	803228	850833	904757	918942	937545	970781
482763	551960	604344	680072	752077	767533	782831	804033	852183	906022	920151	937554	970869
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482943	553150	605343	681551	752228	770133	782902	804275	871588	906602	921302	940301	972906
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483250	554103	605706	685080	752263	770580	782928	805102	871641	906924	921932	940341	973218
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485157	591490	607649	731819	752742	773519	790016	813049	891901	912321	926351	943028	992671
485308	591508	610106	737021	752830	774361	791112	813252	891943	913016	926372	943029	992683
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489366	597510	611185	740101	754025	775322	799001	816350	900021	913107	926722	946535	992763
489440	598535	611238	740296	755003	775368	799029	820320	900054	913109	926813	948241	992765
490213	598541	613101	740401	755004	776005	800224	824101	900087	913410	926859	948405	995265
490711	599501	616132	740636	756006	778301	800255	824102	900236	913539	926984	948751	995326
493025	600043	628130	740890	757005	778338	801334	828200	900310	914329	927017	950513	995340
493047	600135	631285	740926	757075	778373	801403	829047	900320	914356	927315	950709	995440
494121	600211	631341	740982	757141	779102	801410	829506	900356	914561	927860	950950	995823
494163	600593	631377	741020	757166	780069	801757	832068	900361	914713	928119	951041	995850
495490	600616	631579	741115	757225	780091	802191	832080	900751	915396	928295	953326	998345

— Product Information Requirements,
Product Development, 10-16-03

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	392 854 8500 to 393 584 7566 to	8899 7699
020 844 7307 to 020 844 7399	034 943 0400 to 034 943 0799	302 000 0000 to 302 123 9999	393 650 0074 to 393 838 8316 to	0099 8499
020 972 8948 to 020 972 8999	037 706 9578 to 037 706 9599	349 746 2056 to 350 518 7350 to	393 893 6007 to 394 126 6907 to	6099 6999
022 021 9110 to 022 021 9181	037 805 3677 to 037 805 3699	360 011 1690 to 360 168 6008 to	394 189 0405 to 394 189 0405 to	0599 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
025 729 1151 to 025 729 1199	041 803 6565 to 041 803 6599	380 093 9600 to 380 165 1165 to	399 296 9910 to 399 396 8935 to	9999 8999
025 729 1643 to 025 729 1799	043 205 5922 to 043 205 5999	381 325 4500 to 381 604 2510 to	399 792 7775 to 399 792 8300 to	7799 8399

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
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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

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
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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
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489 181 8963 to	8999	605 988 6467 to	6499	627 496 7549 to	7599	644 900 9712 to	9799
489 223 2000 to	2099	607 689 7951 to	7960	627 708 3605 to	3699	644 901 0109 to	1299
489 311 1930 to	1999	607 728 1276 to	1299	627 776 2500 to	2599	644 901 1325 to	1399
489 318 6200 to	6300	608 727 7100 to	7199	628 226 3100 to	3199	644 923 6800 to	7799
489 384 0027 to	0099	608 727 7273 to	7599	628 814 4702 to	4799	644 932 4655 to	4699
489 427 0658 to	0899	608 813 9950 to	9999	628 851 9689 to	9699	645 318 7240 to	7499
489 997 5252 to	5299	609 067 5325 to	5399	629 510 7200 to	7299	645 333 1766 to	1799
490 669 5850 to	6099	609 067 5488 to	5499	629 964 4200 to	4294	645 790 8632 to	8699
490 717 7080 to	7099	609 067 5600 to	5699	630 389 3056 to	3071	645 821 0657 to	0699
490 721 6000 to	6099	609 289 6123 to	6199	630 463 0588 to	0599	645 930 7948 to	7999
490 793 1500 to	2099	609 438 4400 to	4499	631 459 9117 to	9199	645 975 0737 to	0762
490 886 8171 to	8199	609 493 1100 to	1199	631 762 9325 to	9399	646 242 6200 to	6299
490 977 9221 to	9240	609 766 8091 to	8999	632 217 4933 to	4999	646 270 7639 to	7799
491 258 8100 to	9099	609 825 4100 to	4115	632 500 0000 to	599 9999	646 798 4000 to	4999
491 567 1376 to	1399	609 884 2981 to	2999	633 110 4165 to	4199	647 048 7035 to	7099

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
660 673 0400 to	0599	685 623 5264 to	5299	701 695 4148 to	4199	840 875 6235 to	6299
661 488 5000 to	5099	685 650 9487 to	9499	701 695 4227 to	4299	840 910 0900 to	0999
661 609 9100 to	9199	685 669 4200 to	4299	701 708 1741 to	1799	841 349 5000 to	5099
661 716 9420 to	9499	685 757 8452 to	8499	701 736 3966 to	3999	841 805 7747 to	7899
661 906 6522 to	6599	686 071 2694 to	2799	701 838 2800 to	2899	841 805 7944 to	8099
662 021 8332 to	8399	686 176 3333 to	3354	701 941 0600 to	0699	842 226 0685 to	0695
662 068 0700 to	0899	686 372 3200 to	3299	702 171 1603 to	1699	842 685 4600 to	4699
662 553 0774 to	0799	686 644 5879 to	5899	702 195 5109 to	5199	842 685 4742 to	4999
663 078 7034 to	7099	686 899 1371 to	1399	702 254 9300 to	9399	842 860 0300 to	0399
663 763 5300 to	5399	686 931 7636 to	7699	702 264 7569 to	7599	842 898 5582 to	5599
663 883 7039 to	7499	687 601 0973 to	0999	702 713 1800 to	1809	843 062 7100 to	7199
663 938 9200 to	9299	687 614 6774 to	6799	702 821 5730 to	5799	843 077 6288 to	6299
664 253 8000 to	8499	688 120 9000 to	9999	702 821 5805 to	5899	843 077 6378 to	6399
664 656 3055 to	3099	688 314 3107 to	3191	702 846 6331 to	6399	843 758 5769 to	5778
665 174 6400 to	6499	690 291 1361 to	1371	702 848 3900 to	3999	843 786 2554 to	2699

845 656 8165 to	8199	859 437 5538 to	5599	870 536 5820 to	5829	909 100 1787 to	1799
845 727 2100 to	2199	859 811 2888 to	2899	870 541 7167 to	7239	909 100 1900 to	2099
845 746 2618 to	2635	859 855 8873 to	8999	870 575 8155 to	8999	909 355 0422 to	0499
846 390 7531 to	7599	860 240 8520 to	8599	870 589 0485 to	0494	909 568 8900 to	9099
846 918 0572 to	0599	860 275 3900 to	3999	870 691 7060 to	7099	909 568 9300 to	9499
847 237 7690 to	7699	860 518 9629 to	9699	872 100 0445 to	0459	909 725 7307 to	7399
847 284 2481 to	2499	860 600 0021 to	0999	900 556 4178 to	4199	909 833 0947 to	0999
847 374 7055 to	7065	861 158 2350 to	2599	900 845 0044 to	0099	910 219 8631 to	8699
847 374 7055 to	7065	861 367 5400 to	5499	900 936 0217 to	0299	910 265 1100 to	1199
847 636 5304 to	5399	861 637 6010 to	6099	900 936 0435 to	0499	910 471 7273 to	7299
847 700 5447 to	5499	861 979 7292 to	7499	901 058 5255 to	5280	910 536 2505 to	2599
847 723 7500 to	7599	862 216 6100 to	6199	901 273 1082 to	1099	910 958 7499 to	7599
849 485 3427 to	3499	862 263 9213 to	9299	901 287 5143 to	5199	911 140 1000 to	2199
849 520 9850 to	9899	862 271 0800 to	0999	901 291 2789 to	2799	911 245 2545 to	2599
849 608 1357 to	1399	862 271 5000 to	5099	901 525 7122 to	7199	911 268 9077 to	9099
849 792 2600 to	2699	863 871 5138 to	5199	902 198 9769 to	9799	911 400 8948 to	8999
850 546 1862 to	1899	863 871 5138 to	5199	902 948 1269 to	1299	911 508 1620 to	1799
851 143 6826 to	6844	863 949 5300 to	5399	902 985 0833 to	0899	911 509 9310 to	9399
851 209 9880 to	9899	864 088 8200 to	8299	902 985 0833 to	0899	911 523 3000 to	3999
851 928 9221 to	9299	864 426 3972 to	3999	903 370 6934 to	6999	912 057 9922 to	9999
852 589 6560 to	6599	864 520 6117 to	6136	904 600 6523 to	6599	913 605 2218 to	2299
853 049 3646 to	3699	865 151 0526 to	0599	904 892 0378 to	0399	913 709 2429 to	2499
854 304 4089 to	4999	865 500 4034 to	4099	904 892 0648 to	1299	913 818 3501 to	3999
854 529 2200 to	2299	865 883 6082 to	6099	905 056 2216 to	2299	914 063 4300 to	4399
854 532 0000 to	2999	866 004 3000 to	3999	905 510 6647 to	6799	914 346 7621 to	7644
855 001 6204 to	6249	866 442 4100 to	4899	905 510 6900 to	7099	914 529 6185 to	6299
855 319 9364 to	9399	867 366 9108 to	9118	905 794 0000 to	0199	915 546 6822 to	6999
855 361 3390 to	3399	867 633 7403 to	7499	905 794 0288 to	0299	915 671 3963 to	3980
856 226 0490 to	0499	867 737 5623 to	5699	905 873 6900 to	6999	915 671 3982 to	3999
856 656 5800 to	5999	868 169 4529 to	4599	905 873 7100 to	7299	915 675 2217 to	2299
856 752 0200 to	0299	868 173 8400 to	8599	905 880 8900 to	8999	915 675 2217 to	2299
857 111 1352 to	1399	868 514 9000 to	9099	905 889 7100 to	7199	916 440 3377 to	3399
857 279 3450 to	3499	868 566 9200 to	9299	906 158 1508 to	1599	916 670 6352 to	6399
857 843 4000 to	4099	869 387 1150 to	1199	906 558 8812 to	8899	916 682 5300 to	5399
858 124 7644 to	7699	869 505 3500 to	3599	906 982 2214 to	2299	916 694 1414 to	1499
858 756 3111 to	3299	869 523 7033 to	7099	907 725 8500 to	8599	917 370 6300 to	6499
859 063 8200 to	8699	869 800 0000 to	999 9999	907 815 0216 to	0257	918 951 7231 to	7299
859 190 0600 to	0644	870 054 4814 to	4899	908 622 4225 to	4235	920 309 9039 to	9199
		870 491 4812 to	4849	908 936 9254 to	9299	920 857 5500 to	5899

— Group2—Internal and External Investigations,
Postal Inspection Service, 10-16-03

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	783 739 838	to	0 280
765 387 365	to	7 450	773 112 031	to	2 060	778 049 651	to	9 670	784 142 598	to	2 610
765 541 801	to	2 100	773 125 387	to	5 410	778 106 225	to	6 310	784 380 061	to	0 090
765 638 461	to	8 970	773 179 320	to	9 410	778 218 730	to	8 780	784 507 591	to	7 740
765 647 101	to	7 190	773 202 989	to	3 140	778 251 871	to	1 930	784 507 759	to	7 860
765 813 781	to	4 029	773 208 991	to	9 290	778 286 911	to	6 940	784 913 509	to	3 531
765 879 314	to	9 390	773 231 311	to	1 340	778 328 699	to	8 730	785 429 491	to	9 520
765 954 001	to	4 030	773 348 739	to	8 940	778 567 471	to	7 860	785 989 351	to	9 440
766 120 286	to	0 320	773 575 891	to	5 950	778 570 771	to	0 830	786 036 450	to	6 480
766 125 716	to	5 750	773 852 971	to	3 030	778 699 096	to	9 110	786 111 854	to	1 930
766 158 824	to	8 840	773 858 011	to	8 100	778 779 471	to	9 480	786 510 527	to	0 540
766 388 433	to	8 460	773 892 721	to	7 190	779 146 205	to	6 230	786 510 571	to	0 600
766 509 421	to	9 660	773 958 061	to	8 660	779 233 681	to	3 710	786 676 937	to	6 980
766 572 901	to	3 020	774 101 148	to	1 190	779 316 961	to	7 200	786 730 831	to	0 920
766 748 500	to	8 521	774 107 161	to	7 190	779 339 221	to	9 400	786 743 671	to	3 700
767 024 341	to	4 370	774 177 226	to	7 270	779 702 191	to	2 250	786 743 711	to	3 730
767 326 471	to	6 590	774 279 481	to	9 810	779 994 001	to	4 090	786 854 491	to	4 550
767 332 561	to	2 950	774 408 399	to	8 420	780 103 591	to	3 650	786 977 256	to	7 461
768 009 841	to	9 960	774 431 821	to	2 450	780 533 288	to	3 310	787 158 121	to	8 390
768 011 489	to	1 520	774 510 451	to	0 780	780 625 208	to	5 920	787 325 701	to	5 910
768 177 980	to	7 990	774 652 981	to	3 010	780 711 345	to	1 540	787 493 281	to	3 340
768 391 081	to	1 170	774 778 981	to	9 040	780 778 894	to	8 920	787 793 816	to	3 880
768 661 569	to	1 650	774 867 481	to	7 510	780 865 851	to	5 920	787 822 428	to	2 440
769 000 051	to	0 080	774 867 515	to	7 540	780 873 421	to	3 450	787 887 881	to	7 901
769 050 841	to	0 900	774 934 275	to	4 290	781 141 891	to	1 980	788 306 478	to	6.490
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	783 663 991	to	4 050			

— Group2—Internal and External Investigations,
Postal Inspection Service, 10-16-03

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, 10-16-03*

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, 10-16-03*

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 09342	Add I-Z	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
APO AE 09344	Add I-Z	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1

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

APO/FPO Table

APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions
09007	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-U	09089	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U
09012	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-U-Z1	09094	A1-B-B1-C-D	09172	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U
09014	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09021	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09302	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09028	A1-B-B1-C-D-U	09098	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09303	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-U2-V-Z1
09031	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09033	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09034	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09036	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09185	A1-B-B1-C-D-U	09307	A1-B-B1-V-Z1
09042	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09045	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09046	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09050	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U	09314	A-A1-B-B1-C-F-M-N-V-X-Z1
09053	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U	09315	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
09054	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U	09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09056	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09226	A1-B-B1-C-D-U		
09058	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U		
09059	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U		
09060	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09237	A1-B-B1-C-D-U-V		
09063	A1-B-B1-C-D-L-U	09137	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U		
09067	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U		
09069	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U		
09074	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U		
09076	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U		
09080	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U		
09081	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U		

PULL-OUT SECTION

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
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	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09568	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	09394	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09569	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	09397	A-A1-B-B1-C-F-I-M-V-Z-Z1	09570	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	09399	A-A1-B-B1-C-F-M-V-Z1	09573	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	09409	A1-B-B1-C-C1-U-V	09574	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	09420	A1-B-B1-C-C1-U	09575	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	09421	A1-B-B1-C-C1-U	09576	A1-B-V
09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09360	A1-B-B1-V	09447	A1-B-B1-C-C1-U-V	09577	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	09454	A1-B-B1-C-C1-U-V	09578	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	09456	A1-B-B1-C-C1-U	09579	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	09459	A1-B-B1-C-C1-U	09581	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	09461	A1-B-B1-C-C1-U	09582	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	09463	A1-B-B1-C-C1-U	09583	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	09464	A1-B-B1-C-C1-U	09584	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	09466	A1-B-B1-C-C1-U	09585	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	09586	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	09587	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	09588	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	09589	A1-B-B1-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	09590	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	09591	A1-B-V
09342	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09385	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09499	A1-B-B1-C-C1-U	09593	A1-B-V
09344	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09501	A1-B-V	09594	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	09595	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	09596	A1-B-V
09347	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09504	A1-B-V	09599	A1-B-V
09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09505	A1-B-V	09601	A1-B-B1-C-F-F1-U
09349	A-A1-B-B1-C-C1-D-E2-F-F1-H-I-M-N-R-R1-V-Z-Z1	09391	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09506	A1-B-V	09602	A1-B-B1-C-F-F1-N-U
09351	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09392	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09507	A1-B-V	09603	A1-B-B1-C-F-F1-U
				09508	A1-B-V	09604	A1-B-B1-C-F-F1-U
				09509	A1-B-V	09609	A1-B-B1-C-F-U
				09510	A1-B-V	09610	A1-B-B1-C-F-U
				09511	A1-B-V	09612	A1-B-B1-C-F-U
				09517	A1-B-V	09613	A1-B-B1-C-F-U-V
				09521	A1-B-V	09617	A1-B-B1-C-F-U
				09524	A1-B-V	09618	A1-B-B1-C-F-U
				09532	A1-B-V	09619	A1-B-B1-C-F-U
				09534	A1-B-V	09620	A1-B-B1-C-F-U
				09542	A1-B-V	09621	A1-B-B1-C-F-U
				09543	A1-B-V	09622	A1-B-B1-C-F-U
				09545	A1-B-V	09623	A1-B-B1-C-F-U
				09549	A1-B-V	09624	A1-B-B1-C-F-U
				09550	A1-B-V	09625	A1-B-B1-C-F-U
				09554	A1-B-B1-V	09626	A1-B-B1-C-F-U
				09556	A1-B-V	09627	A1-B-B1-C-F-U
				09557	A1-B-V	09628	A1-B-B1-C-F-F1-U-V
				09564	A1-B-V	09630	A1-B-B1-C-F-U-V
				09565	A1-B-V	09631	A1-B-B1-C-F-U
				09566	A1-B-V	09636	A1-B-B1-C-F-U
				09567	A1-B-V	09638	A1-B-B1-C-E2-F-U-V
						09642	A1-B-B1-N-U
						09643	A1-B-B1-U
						09644	A1-B-B1-U
						09645	A1-B-U
						09647	A1-B-B1-N-U
						09648	A1-B-B1-N-U-V-Z1

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09649	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	96218	A-A1-B-B1-U
09703	A1-B-B1-C-F1			34021	A1-B-M-N-V-Z1	96219	A-A1-B-B1-U-V
09704	A1-B-B1-C-D-V	09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96220	A-A1-B-B1-U-V
09705	A1-B-B1-U					96221	A-A1-B-B1-U-V
09706	A1-B-B1-C-U-V	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34023	A1-B-B1-M-N-V-Z1	96224	A-A1-B-B1-U
09707	A1-B-B1-C-N-U-V			34024	A1-B-B1-M-N-V-Z1	96251	A-A1-B-B1-U
09708	A1-B-B1	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34025	A1-B-B1-F-N-U-V-Z1	96257	A-A1-B-B1-U
09709	A1-B-B1-F1			34030	A1-B-B1-M-N-V-Z1	96258	A-A1-B-B1-U
09710	A1-B-B1-C-C1-F1-M-R-R1-U	09819	A-A1-B-F-P-V-Z1	34031	A1-B-B1-M-N-V-Z1	96259	A-A1-B-B1-U
		09821	A-A1-B-F-V-Z1	34032	A1-B-M-N-V-Z1	96260	A-A1-B-B1-U
09711	A1-B-B1-F1-Z1	09822	A-A1-B-F-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96264	A-A1-B-B1-U
09713	A1-B-B1-C-F1	09823	A-A1-B-F-V-Z1	34034	A1-B-B1-M-N-V-Z1	96266	A-A1-B-B1-U
09714	A1-B-B1-C-C1-F1-M-R-R1-U	09824	A-A1-B-F-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96267	A-A1-B-B1-U-V
		09827	A-A1-B-F-Z1	34036	A1-B-M-N-V-Z1	96269	A-A1-B-B1-U
09715	A1-B-B1-F1	09828	A1-B-N-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96271	A-A1-B-B1-U
09716	A1-B-B1-C-D-N-U-V	09830	A1-B-B1-C-N-Z1			96275	A-A1-B-B1-V
09717	A1-B-B1-M-W	09831	A1-B-B1-F-N-U-V-Z1	34038	A1-B-B1-M-N-V-Z1	96276	A-A1-B-B1
09718	A1-B-B1-F-I-N-U-V	09832	A-B-B1-U1-V-Z1	34039	A1-B-N-V-Z1	96278	A-A1-B-B1-U
09719	A1-B-B1-C-F1-V	09833	A1-B-B1-U1-V-Z1	34040	A1-B-V-Z1	96283	A-A1-B-B1-U
09720	A1-B-B1-U-V	09834	A1-B-B1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96284	A-A1-B-B1-U-V
09721	A1-B-B1-N-U-V-Z1	09835	A-A1-B-B1-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96297	A-A1-B-B1-U
09722	A1-B-B1-C-D-N-U-V	09836	A-A1-B-B1-C-F-M-V-Z1			96306	A1-B-B1-F-F1-F2-M-W
09723	A1-B-B1-N-U-V-Z1			34043	A1-B-B1-D-F-M-N-V-Z1		
09724	A1-B-B1-C-C1-F1-M-R-R1-U	09837	A1-B-B1-V-Z1			96309	A1-B-B1-M-V-W
		09838	A1-B-B1-V-Z1	34050	A1-B-V	96310	A1-B-B1-M-W
09725	A1-B-B1-C	09839	A-A1-B-B1-U-V-Z1	34051	A1-B-V-Z1	96311	A1-B-B1-M-W
09726	A1-B-B1-N-U	09841	A-A1-B-B1-U-Z1	34053	A1-B-V-Z1	96313	A1-B-B1-F-F1-F2-M-W
09728	A1-B-B1-C	09842	A-A1-B-B1-Z1	34055	A1-B-N-V-Z1		
09729	A1-B-B1-N-U-V	09844	A-A1-B-B1-U-V-Z1	34058	A1-B-B1-V-Z1	96319	A1-B-B1-M-W
09732	A1-B-B1-N-V-Z1	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34071	A1-B-I-M-N-V-Z	96321	A1-B-B1-F-F1-F2-M-W
09733	A1-B-B1-V			34076	A1-B-B1-F1-N-V-Z1		
09735	A1-B-B1-N-V-Z1	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34078	A1-B-B1-F1-N-V-Z1	96322	A1-B-B1-F-F1-F2-M-W
09777	A-A1-B-B1-C-E1-N			34079	A1-B-B1-F1-N-V-Z1		
09788	A-A1-B-B1-F-R-V	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34090	A1-B-V	96323	A1-B-B1-M-V-W
09779	A-A1-B-B1-F-R-V			34091	A1-B-V	96326	A1-B-B1-M-W
09780	A-A1-B-B1-F-R-V	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34092	A1-B-V	96328	A1-B-B1-M-W
09789	A-A1-B-B1-F-R-V			34093	A1-B-V	96330	A1-B-B1-M-W
09790	A-A1-B-B1-C1-F-R-V	09865	A-A1-B-B1-V-Z1	34095	A1-B-V	96336	A1-B-B1-M-V-W
09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09868	A-A1-B-B1-U-V-Z1	34098	A1-B-V	96337	A1-B-B1-M-W
		09871	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1	34099	A1-B-V	96338	A1-B-B1-M-W
09793	A-A1-B-B1-F-R-V			96201	A-A1-B	96339	A1-B-B1-M-V-W
09797	A1-B-B1-C-D-P-V	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	96202	A-A1-B1-U-V	96343	A1-B-B1-M-W
09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1			96203	A-A1-B	96347	A1-B-B1-F-F1-F2-M-W
		09888	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	96204	A-A1-B-B1		
09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	96205	A-A1-B-B1-U	96348	A1-B-B1-F-F1-F2-M-W
				96206	A-A1-B-B1-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	96207	A-A1-B-B1-V	96349	A1-B-B1-F-F1-F2-M-W
				96208	A-A1-B-B1-U		
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	96350	A1-B-B1-F-F1-F2-M-W
				96213	A-A1-B-B1-U	96351	A1-B-B1-F-F1-F2-M-W
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	96214	A-A1-B-B1-U		
				96215	A-A1-B-B1-U-V	96362	A1-B-B1-F-F1-F2-M-W
09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	34002	A1-B-B1-N-U-Z1	96217	A-A1-B-B1-U-V		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96365	A1-B-B1-M-V-W	96520	A1-B-F-U3-V	96601	A1-B-V	96635	A1-B-V
96367	A1-B-B1-L-M-W	96521	A1-B-F-N	96602	A1-B-V	96643	A1-B-V
96368	A1-B-B1-M-W	96522	A1-B-F-N-U	96603	A1-B-V	96657	A1-B-V
96370	A1-B-B1-F-F1-F2-M-W	96530	A-A1-B-B1-H-M-N-U-V	96604	A1-B-V	96660	A1-B-V
96372	A1-B-B1-M-W	96531	A1-B-B1-H-M-U-V	96605	A1-B-O-V	96661	A1-B-V
96373	A1-B-B1-M-W	96534	A-A1-B-F	96606	A1-B-V	96662	A1-B-V
96374	A1-B-B1-M-W	96535	A-A1-B-B1-F-V	96607	A1-B-V	96663	A1-B-V
96375	A1-B-B1-M-W	96536	A1-B-B1-V	96608	A1-B-V	96664	A1-B-V
96376	A1-B-B1-M-W	96537	A1-B-B1-V	96609	A1-B-V	96665	A1-B-V
96377	A1-B-B1-M-W	96538	A1-B-B1-V	96610	A1-B-V	96666	A1-B-V
96378	A1-B-B1-M-W	96540	A1-B-B1-V	96611	A1-B-V	96667	A1-B-V
96379	A1-B-B1-M-W	96541	A1-B-B1-V	96612	A1-B-V	96668	A1-B-V
96384	A1-B-B1-M-W	96542	A1-B-B1-V	96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	96669	A1-B-V
96386	A1-B-B1-M-W	96543	A1-B-B1-P-V			96670	A1-B-V
96387	A1-B-B1-M-W	96544	A1-B-F-U3-V	96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	96671	A1-B-V
96388	A1-B-B1-M-W	96546	A1-B-F-U3			96672	A1-B-V
96401	A1-B-B1-F-N-V-Z1	96548	A-A1-B-B1-H-M-U			96673	A1-B-V
96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	96549	A-A1-B-B1-H-M-U	96615	A1-B-V	96674	A1-B-V
		96551	A-A1-B-B1-H-M-U	96617	A1-B-V	96675	A1-B-V
96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	96553	A-A1-B-B1-H-M-N-U-V	96619	A1-B-V	96677	A1-B-V
		96554	A-A1-B-B1-H-M-U	96620	A1-B-V	96678	A1-B-V
96490	A1-B-B1-V	96555	A1-B-B1-F-M-V	96621	A1-B-V	96679	A1-B-V
96507	A-A1-B-F-V	96557	A1-B-B1-F-M-V	96622	A1-B-V	96681	A1-B-V
96511	A1-B-B1-I-N-V	96558	A1-B-V	96623	A1-B-V	96682	A1-B-V
96515	A1-B-B1-F	96559	A1-B-B1-V	96624	A1-B-V	96683	A1-B-V
96517	A1-B-B1-F-U3-V	96595	A1-B-B1-V	96628	A1-B-V	96684	A1-B-V
96518	A1-B-B1-V	96598	A1-B-B1-V	96629	A1-B-V	96686	A1-B-V
		96599	A1-B-B1-V	96634	A1-B-V	96687	A1-B-V
						96698	A1-B-V

RESTRICTIONS

LEGEND

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

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

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

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

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

E2. Any matter 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.



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 **UNITED STATES
POSTAL SERVICE®**

October 2003

Have You Seen Any of These Missing Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing persons, tell your Postal Service supervisor.



Amanda Sloderbeck
 Born: 5-9-87
 Date Missing: 8-6-02
 Missing From: Brooklyn
 Center, MN



Raven Sampson
 Born: 1-17-00
 Date Missing: 4-28-03
 Missing From: Oklawaha, FL



Tehona Sampson
 Born: 1-26-95
 Date Missing: 4-28-03
 Missing From: Oklawaha, FL



Christopher Rice
 Born: 11-20-85
 Date Missing: 4-29-02
 Missing From: Nashville, TN



Kristalynn Reeve
 Born: 9-21-86
 Date Missing: 7-1-03
 Missing From: Tacoma, WA



Kenny Magno
 Age progression to 4 years
 Born: 9-4-98
 Date Missing: 8-27-01
 Missing From: Bloomington, IN

**Please call the National Center for Missing and Exploited Children
 Hot Line 1-800-843-5678
 TDD 1-800-826-7653**

Missing Children Poster Display Instructions

Please display this poster prominently on bulletin boards in retail lobbies of main Post Offices™, classified stations, and branches. Operators of contract postal units may display this poster at their option.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children (NCMEC).

In addition to *Postal Bulletin* updates, NCMEC distributes information via broadcast fax. Notification of newly reported missing children is sent to designated district "Missing Children" coordinators at fax numbers provided by district managers. Within 24 hours of receipt of a facsimile Missing Children poster, district coordinators should distribute copies to all Postal Service™ facilities in their districts. Missing Children posters are to be displayed for 30 days in Post Office lobbies, workroom floor areas, and other Postal Service facilities, unless notification is received (from NCMEC) to remove a particular poster sooner. The broadcast fax network is used to distribute posters and information in only the most urgent cases of missing and exploited children. This system supplements, but does not replace, the missing children information in this *Postal Bulletin*.

Missing Children posters are available to the U.S. Postal Service® only as described above. If Postal Service employees are contacted by individuals or local agencies about displaying a sign or poster of a missing child in local Post Offices, the individual or agency should be politely informed that the U.S. Postal Service displays only those posters provided by NCMEC, because it has been designated by the U.S. Department of Justice to be the national clearinghouse and resource center for missing and exploited children. The individual or agency should then be referred to NCMEC at 1-800-843-5678.

October 2003

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Alexis Lopez
 Born: 8-29-00
 Date Missing: 5-19-01
 Missing From: Las Vegas, NV



Bethanie Lane
 Born: 5-6-93
 Date Missing: 7-3-02
 Missing From: Colorado Springs, CO



Christopher Lane
 Born: 12-2-91
 Date Missing: 7-3-02
 Missing From: Colorado Springs, CO



Kaylee Knox
 Born: 6-20-99
 Date Missing: 1-28-03
 Missing From: Galveston, TX



Matthew Cortes
 Age progression to 6 years
 Born: 8-10-96
 Date Missing: 10-29-00
 Missing From: Tulsa, OK



Jose Castro
 Born: 7-25-00
 Date Missing: 4-23-02
 Missing From: Grand Rapids, MI

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James Burn
 Age progression to 6 years
 Born: 2-4-95
 Date Missing: 4-15-96
 Missing From: Binghamton, NY



Rolandis Laurel Anderson
 Age progression to 11 years
 Born: 2-28-90
 Date Missing: 6-20-97
 Missing From: Elkhart, IN



Rommel Roshawn Anderson
 Age progression to 13 years
 Born: 4-3-88
 Date Missing: 6-20-97
 Missing From: Elkhart, IN



Laroya Bray
 Born: 10-4-87
 Date Missing: 3-26-03
 Missing From: Los Angeles, CA



Jonathon Arciniegas
 Born: 12-19-00
 Date Missing: 8-30-03
 Missing From: Los Angeles, CA



Laura Arciniegas
 Born: 6-27-97
 Date Missing: 8-30-03
 Missing From: Los Angeles, CA

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 TDD 1-800-826-7653**

PULL-OUT SECTION

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Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children (NCMEC).

In addition to *Postal Bulletin* updates, NCMEC distributes information via broadcast fax. Notification of newly reported missing children is sent to designated district "Missing Children" coordinators at fax numbers provided by district managers. Within 24 hours of receipt of a facsimile Missing Children poster, district coordinators should distribute copies to all Postal Service™ facilities in their districts. Missing Children posters are to be displayed for 30 days in Post Office lobbies, workroom floor areas, and other Postal Service facilities, unless notification is received (from NCMEC) to remove a particular poster sooner. The broadcast fax network is used to distribute posters and information in only the most urgent cases of missing and exploited children. This system supplements, but does not replace, the missing children information in this *Postal Bulletin*.

Missing Children posters are available to the U.S. Postal Service® only as described above. If Postal Service employees are contacted by individuals or local agencies about displaying a sign or poster of a missing child in local Post Offices, the individual or agency should be politely informed that the U.S. Postal Service displays only those posters provided by NCMEC, because it has been designated by the U.S. Department of Justice to be the national clearinghouse and resource center for missing and exploited children. The individual or agency should then be referred to NCMEC at 1-800-843-5678.

NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released October 2, 2003, by the Federal Retirement Thrift Investment Board

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

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

2002 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Oct.	0.33	-0.44	-0.46	8.77	8.80	3.38	3.28	5.42	5.37
Nov.	0.34	-0.01	-0.03	5.87	5.89	6.76	6.90	4.49	4.54
Dec.	0.38	2.08	2.07	-5.85	-5.88	-4.32	-4.21	-3.27	-3.36

2003 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Jan.	0.35	0.10	0.09	-2.67	-2.62	-2.35	-2.16	-4.24	-4.17
Feb.	0.32	1.41	1.38	-1.49	-1.50	-2.56	-2.54	-2.29	-2.29
March	0.33	-0.05	-0.08	0.97	0.97	1.55	1.48	-1.90	-1.96
April	0.33	0.83	0.83	8.26	8.24	8.31	8.33	9.82	9.80
May	0.34	1.87	1.86	5.26	5.27	9.42	9.50	6.07	6.06
June	0.20	-0.30	-0.20	1.20	1.28	2.20	2.38	2.30	2.42
July	0.30	-3.41	-3.36	1.78	1.76	4.60	4.67	2.35	2.42
Aug.	0.40	.73	.66	1.94	1.95	4.12	4.19	2.39	2.41
Sept.	0.40	2.68	2.65	-1.14	-1.06	-1.35	-1.24	3.08	3.08
LAST 12 MONTHS	4.08	5.49	5.41	24.16	24.40	32.78	33.81	25.89	26.01

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

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

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

* Implemented May 2001.

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

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2003 International and Military Mail Christmas Mailing Dates

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

Military Mail Addressed To	First-Class Mail® Letters/Cards	Priority Mail®	Parcel Airlift Mail (PAL) ^{1/}	Space Available Mail (SAM) ^{2/}	Parcel Post®
APO/FPO AE ZIPs 090–092	Dec 11	Dec 11	Dec 4	Nov 28	Nov 13
APO/FPO AE ZIP 093	Dec 4	Dec 4	Nov 26	Nov 13	Nov 13
APO/FPO AE ZIPs 094–099	Dec 11	Dec 11	Dec 4	Nov 28	Nov 13
APO/FPO AA ZIP 340	Dec 11	Dec 11	Dec 4	Nov 28	Nov 13
APO/FPO AP ZIPs 962–966	Dec 11	Dec 11	Dec 4	Nov 28	Nov 13

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

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

International Mail Addressed to	Global Airmail Letters and Cards	Global Airmail Parcel Post	Global Economy (Surface)
Africa	Dec 8	Dec 8	Oct 16
Asia / Pacific Rim	Dec 15	Dec 15	Oct 30
Australia / New Zealand	Dec 15	Dec 15	Oct 30
Canada	Dec 15	Dec 15	Nov 21
Caribbean	Dec 15	Dec 15	Nov 7
Central and South America	Dec 8	Dec 8	Nov 1
Mexico	Dec 15	Dec 15	Nov 7
Europe	Dec 15	Dec 12	Nov 7
Middle East	Dec 15	Dec 15	Oct 23

This poster replaces the version published in *Postal Bulletin* 22110 (9-4-03, page 57). Discard/recycle the previous version.

Please Post on All Bulletin Boards.

— International Network Operations,
Network Operations Management, 10-16-03

PULL-OUT SECTION

Done shopping at last?
Express Mail[®] service is fast.
 Next Day. Guaranteed*.



*Next day delivery to many locations.
 See a retail associate for limited money-back guarantee.



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Dr. Seuss THE CAT IN THE HAT

Employees (Continued)

REVISED PUBLICATION

Publication 295 Honors Hispanic Culture and History

The latest edition of Publication 295, *Hispanic People and Events on U.S. Postage Stamps*, features two new stamps honoring Desi Arnaz and Cesar Chavez. Sixty stamps celebrate and honor Hispanic places, events, and people including explorers, pioneers, statesmen, athletes, entertainers, artists, and educators. Since 1869, when the Postal Service™ issued the earliest stamp shown in this publication, stamps have depicted our rich heritage.

Publication 295 is available on the Postal Service PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *PUBs*. It is also available on the Internet; go to www.usps.com; click on *About USPS & News*, then *Forms & Publications*, then *Browse All Periodicals & Publications*, and then *Publications* (either *PDF Format* or *Text Format*).

You can order Publication 295 from the Material Distribution Center (MDC) as follows:

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

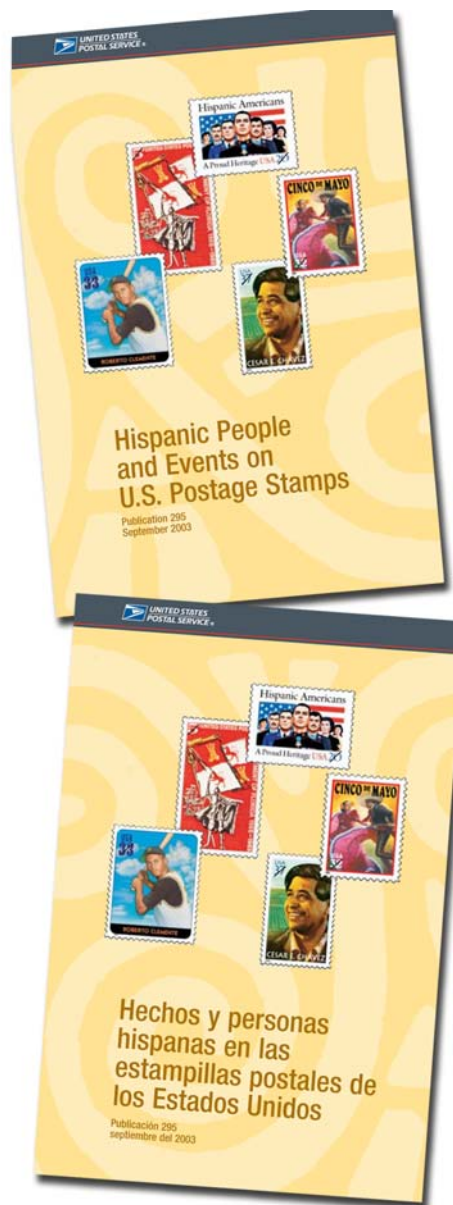
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— Headquarters and Field Programs,
Diversity Development, 10-16-03

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Postal policies and procedures are an essential part of every business process. They tell customers how to do business with us, and they give employees information they need to do their jobs. Policies and procedures impact the bottom line of the Postal Service in four ways:

Productivity -- When a task is done correctly, it prevents rework and saves workhours.
Revenue -- When we charge customers the correct amount, we make money.
Legal Liability -- When we comply with federal and state laws and regulations, we avoid fines and penalties.
Customer Service -- When we give correct and consistent answers, our customers are happier.

Defining Policies and Procedures

Policies are:

- Statements of the Postal Service position on an issue.
- Interpretations of how the Postal Service complies with federal, state, and local laws.
- Specific guidelines or standards which must be followed.
- Designed to influence decisions and actions.

Procedures are:

- The official way business is done in the Postal Service.
- A set of established methods of how a task is performed.

This collection is updated when new information becomes available.

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Please send a cc:mail message to #policynet with any questions or comments.

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International Mail

IMM AND PUBLICATION 51 REVISION

International Mail — Nonmachinable Surcharge Characteristics for Letter-post Items

Effective October 16, 2003, the *International Mail Manual* (IMM) and Publication 51, *International Postage Rates and Fees*, are revised to include existing mail characteristics that had been inadvertently omitted for letter-post items.

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

International Mail Manual (IMM)

	*	*	*	*	*
2	Conditions for Mailing				
	*	*	*	*	*
240	Letter-Post				
	*	*	*	*	*
243	Weight and Size Limits				
	*	*	*	*	*
243.2	Size Limits				
	*	*	*	*	*

243.24 Nonmachinable Surcharge

[Revise the introductory text to read as follows:]

A \$0.12 per-piece surcharge is applied to an airmail letter-post item (but *not* to an economy (surface) letter-post item) that weighs 1 ounce or less, if it has one or more of the following characteristics:

[Revise the list by inserting new item a, to read as follows. Reletter current items a–i as b–j, respectively.]

- a. Has any dimension that exceeds the acceptable standard dimension — i.e., if length exceeds 11-1/2 inches, or if height exceeds 6-1/8 inches, or if thickness exceeds 1/4 inch.

* * * * *

Publication 51, *International Postal Rates and Fees*

* * * * *

Mail Preparation

* * * * *

Size Limits — Letter-post

* * * * *

[Revise the current heading “Surcharge for Nonstandard Sized Items” to read as follows:]

Surcharge for Nonmachinable Items

[Revise the introductory text to read as follows:]

A \$0.12 per-piece surcharge is applied to an airmail letter-post item (but *not* to an economy (surface) letter-post item) that weighs 1 ounce or less, if it has one or more of the following characteristics:

[Revise the list by inserting new item a, to read as follows. Reletter current items a–i as b–j, respectively.]

- a. Has any dimension that exceeds the acceptable standard dimension — i.e., if length exceeds 11-1/2 inches, or if height exceeds 6-1/8 inches, or if thickness exceeds 1/4 inch.

* * * * *

— *Mailing Standards, Pricing and Classification, 10-16-03*

IMM REVISION

Closing of Exchange Office and Customs Service Location at Washington Dulles International Airport

Effective October 16, 2003, *International Mail Manual* (IMM) Exhibits 292.452 and 292.455 are revised to reflect a network change that removes Washington Dulles International Airport as a U.S. International Exchange Office. Also, IMM 711.62 is revised to reflect the closing of the Customs Service location at the airport.

We will incorporate these revisions into the printed version of IMM 30 and also into the online version of the IMM, which can be accessed via Postal Explorer at <http://pe.usps.gov>.

International Mail Manual (IMM)

* * * * *

2 Conditions for Mailing

* * * * *

290 Commercial Services

* * * * *

292 International Priority Airmail Service

* * * * *

292.4 Preparation Requirements for Individual Items

* * * * *

292.45 Sacking Requirements

* * * * *

292.452 Mixed Direct Country Package Sacks

* * * * *

Exhibit 292.452 Labeling of IPA Mail to Postal Service Exchange Offices

[Revise Exhibit 292.452 by changing the first entry to read as follows. Delete the second entry (for "DIS DULLES FGN VA 20199").]

IPA Acceptance Office 3-Digit ZIP Code Prefix	U.S. Exchange Office and Routing Code for Line 1
004-005, 010-089, 100-268, 270-297, 400-418, 420-427, 470-471, 476-477	ISC NEW YORK NY 003

* * * * *

292.455 Preparation Requirements for Canada

* * * * *

Exhibit 292.455 Canadian Labeling Information

[Revise Exhibit 292.455 by changing the first entry to read as follows. Delete the third entry (for the Exchange Office designated "IAD").]

Origin ZIP Code	Exchange Office	Canadian Destination	U.S. Exchange Office Code
004-005, 010-089, 100-129, 150-268, 270-297, 400-418, 420-427, 470-471, 476-477	JFK	MONTREAL QC FWD	11430

* * * * *

7 Treatment of Inbound Mail

710 U.S. Customs Information

711 Customs Examination of Mail Believed to Contain Dutiable or Prohibited Articles

* * * * *

711.6 Handling Subsequent to Customs Inspection

* * * * *

711.62 U.S. Customs Service Locations

* * * * *

[Revise the list of U.S. Customs Service locations by removing the second-to-last location (for Virginia), so that the end of the list of locations reads as follows:]

U.S. Virgin Islands: MAIL BRANCH FACILITY
US CUSTOMS SERVICE
SUGAR ESTATE POST OFFICE
CHARLOTTE AMALIE VI 00801-9998

Washington: US CUSTOMS SERVICE
16601 AIR CARGO RD
SEATTLE WA 98158-9998

* * * * *

— International Network Operations,
Network Operations Management, 10-16-03

ICM UPDATES

International Customized Mail

We have combined ICM updates into one *Postal Bulletin* article to save space and paper. 12 ICM updates appear here.

On August 21, 2003, the Postal Service™ amended an International Customized Mail (ICM) Service Agreement dated April 19, 2001. The Agreement was published on page 60 of *Postal Bulletin* 22054 (7-12-01). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this Qualifying Mailer and now makes public the following information regarding this Amendment:

- a. **Term:** May 1, 2001, through February 13, 2004.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

On August 25, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated May 28, 2001. The Agreement was published on page 37 of *Postal Bulletin* 22105 (6-26-03). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this Qualifying Mailer and now makes public the following information regarding this Amendment:

- a. **Term:** May 1, 2001, through February 13, 2004.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

On September 5, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** September 19, 2003, through September 18, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.

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

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

- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS.
- f. **Worksharing:** The Mailer has agreed to:
 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%

1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On September 5, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated October 17, 2002. The Agreement was published on page 36 of *Postal Bulletin* 22090 (11-28-02). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and now makes public the following information regarding this Amendment:

- a. Term:** October 31, 2002, through October 30, 2006.

On August 21, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated March 23, 2001. The Agreement was published on page 49 of *Postal Bulletin* 22048 (4-19-01). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this Qualifying Mailer and now makes public the following information regarding this Amendment:

- a. Term:** April 5, 2001, through December 31, 2003.

On August 28, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated October 17, 2002. The Agreement was published on page 35 of *Postal Bulletin* 22090 (11-28-02). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and now makes public the following information regarding this Amendment:

- a. Term:** October 31, 2002, through October 30, 2006.
b. Type of mail: *All other provisions of the Agreement shall remain in force.*

- b. Type of mail:** *All other provisions of the Agreement shall remain in force.*

- c. Destination countries:** *All other provisions of the Agreement shall remain in force.*

- d. Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*

- e. Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*

- f. Worksharing:** *All other provisions of the Agreement shall remain in force.*

- g. Rates:** *All other provisions of the Agreement shall remain in force.*

- b. Type of mail:** *All other provisions of the Agreement shall remain in force.*

- c. Destination countries:** *All other provisions of the Agreement shall remain in force.*

- d. Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*

- e. Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*

- f. Worksharing:** *All other provisions of the Agreement shall remain in force.*

- g. Rates:** *All other provisions of the Agreement shall remain in force.*

- c. Destination countries:** *All other provisions of the Agreement shall remain in force.*

- d. Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*

- e. Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*

- f. Worksharing:** *All other provisions of the Agreement shall remain in force.*

- g. Rates:** *All other provisions of the Agreement shall remain in force.*

On September 2, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** September 16, 2003, through September 15, 2006.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 3,000 pieces of EMS.

On August 22, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated April 30, 2001. The Agreement was published on page 61 of *Postal Bulletin* 22059 (9-20-01). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this Qualifying Mailer and now makes public the following information regarding this Amendment:

- a. **Term:** May 1, 2001, through February 13, 2004.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

On August 22, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated June 18, 2001. The Agreement was published on page 68 of *Postal Bulletin* 22054 (7-12-01). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this Qualifying Mailer and now makes public the following information regarding this Amendment:

- a. **Term:** May 1, 2001, through February 13, 2004.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

- f. **Worksharing:** The Mailer has agreed to:
 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at twelve (12) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

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

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

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

On September 5, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated July 31, 2001. The Agreement was published on page 34 of *Postal Bulletin* 22060 (10-04-01). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this Qualifying Mailer and now makes public the following information regarding this Amendment:

- a. **Term:** August 1, 2001, through February 13, 2004.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

On August 28, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** September 11, 2003, through September 10, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 3,000 pieces of EMS.

On August 22, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated April 30, 2001. The Agreement was published on page 42 of *Postal Bulletin* 22057 (8-23-01). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this Qualifying Mailer and now makes public the following information regarding this Amendment:

- a. **Term:** May 1, 2001, through February 13, 2004.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

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

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

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

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

Exhibit 1

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

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

Licensing

CORRECTION

USPS Official Licensed Product Manufacturers and Distributors — March Company

The article “Update: USPS Official Licensed Product Manufacturers and Distributors” in *Postal Bulletin* 22112 (10-2-03, pages 64–65) incorrectly stated that the March Company was no longer a United States Postal Service® licensee. While the March Company is no longer licensed to produce or sell *Heroes of 2001* merchandise, they are still licensed to create products featuring other wholly owned stamp images. Jointly owned merchandise can be produced pending approval of any other rights-holders.

The March Company is currently licensed to produce products that fall within the product categories listed below.

USPS Promotional Products

Licensee	Products	Where Can I Buy These?	Other Sources
MARCH COMPANY 3815 ACADEMY PKWY NE ALBUQUERQUE NM 87109-4408	Stamp design lapel pins, key chains, and money clips.	Web: www.marchco.com Telephone: 800-336-2724 Fax: 505-345-0407	For USPS promotional use only.

Commercial Novelty

Licensee	Products	Where Can I Buy These?	Other Sources
MARCH COMPANY 3815 ACADEMY PKWY NE ALBUQUERQUE NM 87109-4408	Stamp design lapel pins, key chains, and money clips.	Web: www.marchco.com Telephone: 800-336-2724 Fax: 505-345-0407	

— Licensing,
Public Affairs and Communications, 10-16-03

NOTICE

50 State Quarters and Greetings from America Messaging — Coming Soon

The Postal Service™ Retail In-Store Messaging Program will be releasing a Retail In-Store Messaging Kit, containing a counter card to promote the 50 State Quarters® Greetings from America products outlined in *Postal Bulletin* 22112 (10-2-03, pages 59–63).

The 50 State Quarters Greetings from America counter card is 9” x 12” with an easel back that you can easily set on retail counters. Along with this versatile marketing device, we will send a “Buy Here Now” sticker, which you can affix to the counter card. For offices that do not order the products or have them available for sale, the counter card contains a tear-off pad of subscription cards, which you can give to customers to use in placing an order by mail.

Be on the lookout for this great marketing tool in the upcoming Retail In-Store Messaging Kit!

— Licensing,
Public Affairs and Communications, 10-16-03

Promotion. Postal Service Official Licensed Products



SnowA



SnowB



SnowC



SnowD



DrumA



FluteB



HornC



SantaD



3547



3546



3368

Collect your favorite holiday
Wonder Bear™



Coming Soon:

50 State Quarters®
Greetings From America
Wonder Bears™
www.wonderlandbears.com



To order call toll free: 888-876-2451

9" Bear cost: \$10.00. 3-piece minimum. Please allow 2 weeks for delivery.

Shipping & Handling: \$7.95 Priority Mail® Delivery Confirmation™ for minimum quantity.

Payment: Visa, Mastercard, Discover. For Wonder Bears™ colors, please visit our Web site www.wonderlandbears.com

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

Sonoma Pins etc.

not just pins



1 ¼" pin
Item#5 56252



1 ¼" pin
Item#5 56253



1 ¼" pin
Item#5 56254



1 ¼" pin
Item#5 56251



1 ¼" pin
Item#5 452501



1 ¼" pin
Item# 52599



1 ¼" pin
Item#5 02017



1 ¼" pin
Item#5 010703



1 ¼" pin
Item#5 452502



1 ¼" pin
Item#5 P2269



1 ¼" pin
Item#5 1013



1 ¼" pin
Item#5 P2268



1 ¼" pin
Item#5 P2272



1 ¼" pin
Item#5 P3012

800-996-8655 • Fax 707-996-9957

www.usstamppins.com • stamps@sonomapins.com

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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



An official licensed
product of the United
States Postal Service.

Unique, High-Quality Gift Collectibles



I Love America Bear

Made with the finest plush

Size: 8.5" tall Color: Royal Blue

Retail: \$10.00

Item#: 68044



Uncle Sam Bear

Enjoy our patriotic design

Size: 10" tall

Retail: \$10.00

Item#: 68020

Order from our Web site: www.StampBears.com

Or call toll-free: 888-587-2327

Minimum order quantity: 1 piece plus shipping & handling.

Payment: Visa, Mastercard, Discover, American Express.

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.

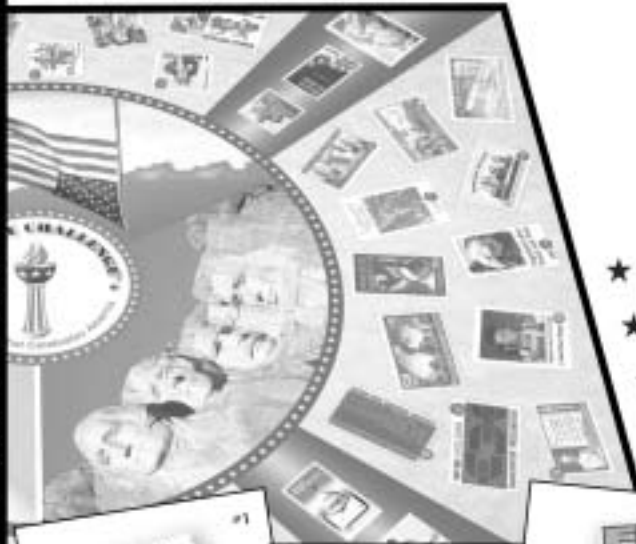
You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. To become a member of the OLRP program, please contact your area retail manager. If you are currently a member of the OLRP program, you can purchase retail products online at <http://ebuy.usps.gov/>.

Promotion. Postal Service Official Licensed Products

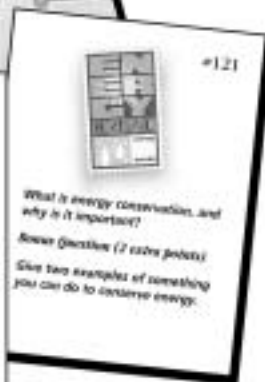
NEW! Educational Family Board Game

Patriot Challenge™

The game that celebrates America



- ★ Family FUN for ages 10 and up
- ★ Features colorful stamp art
- ★ Entertaining *and* educational
- ★ A great holiday gift!



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Call now for immediate shipment

949-837-7444

www.patriotchallenge.com

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/>.

Philately

Pictorial Cancellations Announcement

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

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

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

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

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

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



October 20, 2003

New Horizons

STAMP OUT FAMILY VIOLENCE STATION
PO BOX 9998
ALMA WI 54610-9998

STAMP OUT FAMILY VIOLENCE STATION
PO BOX 9998
JEFFERSON WI 53549-9998

The following cancellation has been extended for 60 days.



September 11, 2003

Postal Service

HEROES OF 2001 STATION
POSTMASTER
525 8TH ST
AUGUSTA GA 30901-9998

The following cancellations have been extended for 30 days.



11th Annual Little Red Lighthouse Festival Station
September 13, 2003
NY, NY 10034

September 8, 2003
The Historic House Trust of NYC
11TH ANNUAL LITTLE RED LIGHTHOUSE FESTIVAL STATION
POSTMASTER SPECIAL EVENTS
JAF1-BLDG 421 EIGHTH AVE RM 2029B
NEW YORK NY 10199-9998



September 21, 2003
Greater Kansas City Postal Customer Council
SIGNS OF CHANGE STATION
315 WEST PERSHING RD RM 507
KANSAS CITY MO 64108-9998



September 11, 2003
Federal Executive Board
FEDERAL PLAZA STATION
POSTMASTER SPECIAL EVENTS
JAF1-BLDG 421 EIGHTH AVE RM 2029B
NEW YORK NY 10199-9998



September 26, 2003
Sorghum Festival Committee
SORGHUM STATION
POSTMASTER
PO BOX 9998
WEST LIBERTY KY 41472-9998



September 11, 2003
USPS New York District
WORLD TRADE CENTER STATION
POSTMASTER SPECIAL EVENTS
JAF-BLDG 421 EIGHTH AVE RM 2029B
NEW YORK NY 10199-9998

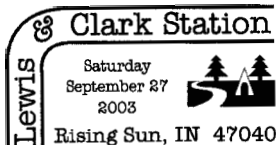
KALONA FALL FESTIVAL STATION
September
SEP 26 2003
2003
KALONA, IOWA
52247



September 26-27, 2003
Kalona Historical Society
KALONA FALL FESTIVAL STATION
POSTMASTER
302 5TH ST
KALONA IA 52247-9998



October 3, 2003
Postal Service
50TH ANNIVERSARY STATION
POSTMASTER
430 AVE A
SAN MANUEL AZ 85631-9998



September 27, 2003
Lewis and Clark Station
LEWIS AND CLARK STATION
POSTMASTER
PO BOX 9998
RISING SUN IN 47040-9998



"Learning from the past to build the future"
African Burial Ground Reinterment Station
New York, NY 10007
October 4, 2003

October 4, 2003
U.S. General Services Admin. & Schomburg Ctr. for Research in Black Culture
AFRICAN BURIAL GROUND REINTERMENT STATION
POSTMASTER SPECIAL EVENTS
JAF BLDG 421 EIGHTH AVE RM 2029B
NEW YORK NY 10199-9998

CELEBRATING 50 YEARS



Manchester Lions Club
50th Anniversary Station
Manchester Maine 04351
September 29, 2003

September 29, 2003
Manchester Lions Club
MANCHESTER LIONS CLUB 50TH STATION
POSTMASTER
31 READFIELD RD
MANCHESTER ME 04351-9998



October 4, 2003
Carlsbad Foundation
100 YEAR ANNIVERSARY STATION
POSTMASTER
301 NORTH CANYON
CARLSBAD NM 88220-9998



20th Anniversary Station
USS PORTSMOUTH
SSN-707
Oct. 1, 2003
Groton, CT 06340

October 1, 2003
United We Stand
20TH ANNIVERSARY STATION
POSTMASTER
100 PLAZA CT
GROTON CT 06340-9998



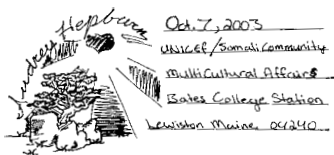
October 4-5, 2003
NORPEX Stamp Committee
NORPEX STATION
POSTMASTER
PO BOX 9998
NORTH PLATTE NE 69101-9998



October 4-5, 2003
STUCK ON STAMPS STATION
 POSTMASTER
 PO BOX 9998
 HARBERT MI 49115-9998



October 11, 2003
The Maine Mall
BREAST CANCER RESEARCH STATION
 POSTMASTER
 15 COTTAGE RD
 SOUTH PORTLAND ME
 04106-9998



October 7, 2003
United States Fund for UNICEF
AUDREY HEPBURN UNICEF SOMALI COMMUNITY MULTICULTURAL AFFAIRS BATES COLLEGE STATION
 POSTMASTER
 49 ASH ST
 LEWISTON ME 04240-9998

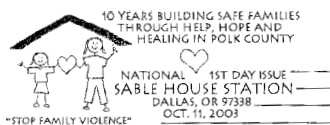


October 11, 2003
STAMP OUT FAMILY VIOLENCE STATION
 POSTMASTER
 PO BOX 9998
 MONROE WI 53566-9998

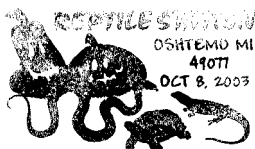


CONSERVATION STATION
OCT 8 2003
RACINE WI 53404

October 8, 2003
Racine 200
CONSERVATION STATION
 POSTMASTER
 2635 4 MI RD
 RACINE WI 53404-9998



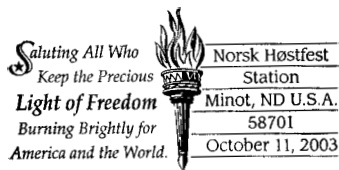
October 11, 2003
Sable House
SABLE HOUSE STATION
 POSTMASTER PHILATELIC SERVICES
 768 SOUTHWEST CHURCH ST
 DALLAS OR 97338-9998



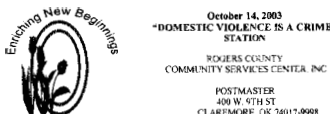
October 8, 2003
REPTILE STATION
 POSTMASTER
 PO BOX 9998
 OSHTEMO MI 49077-9998



October 12, 2003
Tercentennial Celebration
TERCENTENNIAL CELEBRATION STATION
 POSTMASTER
 168 WESTMINSTER RD
 CANTERBURY CT 06331-9998



October 8-11, 2003
Postal Service
NORSK HØSTFEST STATION
 POSTMASTER
 PO BOX 9998
 MINOT ND 58701-9998

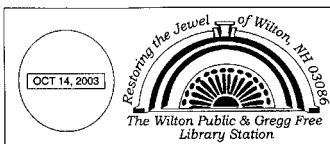


October 14, 2003
DOMESTIC VIOLENCE IS A CRIME STATION
 POSTMASTER
 400 W. 9TH ST
 CLAREMORE, OK 74017-9998



October 10, 2003
Bicentennial Station
 Athens, OH 45701
 October 10, 2003

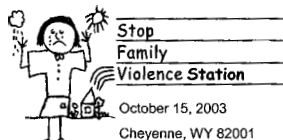
October 10, 2003
Ohio University
BICENTENNIAL STATION
 POSTMASTER
 SOUTH WEST STINSON AVE
 ATHENS OH 45701-9998



October 14-31, 2003
The Library Renovation Campaign Steering Committee
THE WILTON PUBLIC AND GREGG FREE LIBRARY STATION
 POSTMASTER
 79 MAIN ST
 WILTON NH 03086-9998



October 10-12, 2003
8TH ANNUAL GREAT LAKES LIGHTHOUSE FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 ALPENA MI 49701-9998



October 15, 2003
Postal Service
STOP FAMILY VIOLENCE STATION
 POSTMASTER
 4800 CONVERSE AVE
 CHEYENNE WY 82009-9998



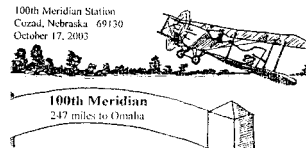
October 15-18, 2003
 Circleville Pumpkin Show
 PUMPKIN STATION
 POSTMASTER
 224 SOUTH COURT ST
 CIRCLEVILLE OH 43113-9998



October 17, 2003
 Anchorage Philatelic Society
 50TH ANNIVERSARY STATION
 STATION MANAGER
 PO BOX 109998
 ANCHORAGE AK 99510-9998



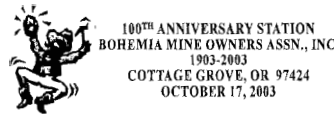
October 15-18, 2003
 Mile Branch Settlement
 MILE BRANCH SETTLEMENT
 STATION
 POSTMASTER
 900 MAIN ST
 FRANKLITON LA 70438-9998



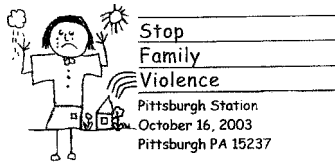
October 17, 2003
 Cozad Historical Society
 100TH MERIDIAN STATION
 POSTMASTER
 PO BOX 9998
 COZAD NE 69130-9998



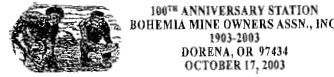
October 16, 2003
 Panna Maria Historical Society
 ANNIVERSARY STATION
 POSTMASTER
 HIGHWAY 81 SOUTH
 PANNA MARIA TX 78144-9998



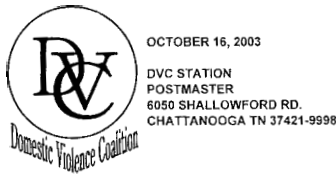
October 17, 2003
 Bohemia Mine Owners
 Association, Inc.
 100TH ANNIVERSARY STATION
 POSTMASTER
 115 NORTH 14TH ST
 COTTAGE GROVE OR
 97424-9998



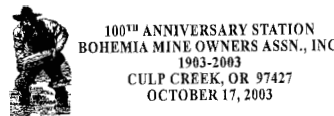
October 16, 2003
 Crisis Center North
 STOP FAMILY VIOLENCE
 PITTSBURGH STATION
 MANAGER
 PO BOX 9998
 PITTSBURGH PA 15237-9998



October 17, 2003
 Bohemia Mine Owners
 Association, Inc.
 100TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 DORENA OR 97434-9998



October 16, 2003
 The Coalition Against Domestic
 and Community Violence
 DVC STATION
 POSTMASTER
 6050 SHALLOWFORD RD.
 CHATTANOOGA TN 37421-9998



October 17, 2003
 Bohemia Mine Owners
 Association, Inc.
 100TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 CULP CREEK OR 97427-9998



October 16-19, 2003
 Jessamine County, KY
 CAMP NELSON STATION
 POSTMASTER
 PO BOX 9998
 NICHOLASVILLE KY
 40356-9998



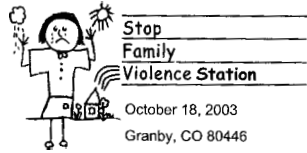
October 17-19, 2003
 Fall Festival of Leaves Committee
 FALL FESTIVAL OF LEAVES
 STATION
 POSTMASTER
 PO BOX 9998
 BAINBRIDGE OH 45612-9998



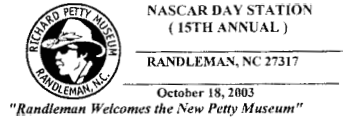
October 16-19, 2003
 Postal Service
 HAHN 50TH AIR POLICE K9
 REUNION STATION
 POSTMASTER
 305 RAILROAD AVE
 LYONS CO 80540-9998



October 17-19, 2003
 Postal Service
 OYSTER FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 OYSTER BAY NY 11771-9998



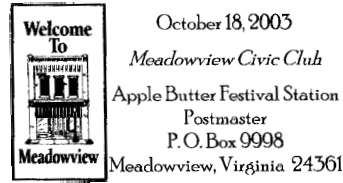
October 18, 2003
Postal Service
STOP FAMILY VIOLENCE STATION
 POSTMASTER
 54 ZERO ST
 GRANBY CO 80446-9998



October 18, 2003
NASCAR DAY STATION (15TH ANNUAL)
 RANDLEMAN, NC 27317
 October 18, 2003
"Randleman Welcomes the New Petty Museum"
 Randleman Chamber of Commerce
 NASCAR DAY STATION
 POSTMASTER
 611 WEST ACADEMY ST
 RANDLEMAN NC 27317-9998



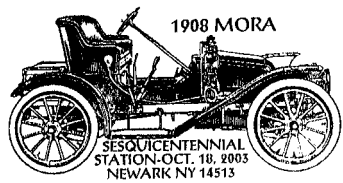
October 18, 2003
Town of Pleasant Hill
100 YEARS ON THE MOUNTAIN STATION
 POSTMASTER
 626 EAST MAIN ST
 PLEASANT HILL TN 38578-9998



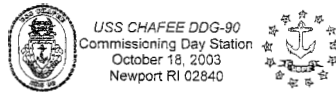
October 18, 2003
Meadowview Civic Club
Apple Butter Festival Station
 Postmaster
 P. O. Box 9998
 Meadowview, Virginia 24361
 October 18, 2003
 APPLE BUTTER FESTIVAL STATION
 POSTMASTER
 29063 WALKEN LN
 MEADOWVIEW VA 24361-9998



October 18, 2003
Parish Bicentennial Station
PARISH BICENTENNIAL STATION
 POSTMASTER
 2963 EAST MAIN
 PARISH NY 13131-9998



October 18, 2003
1908 MORA
SESQUICENTENNIAL STATION-OCT. 18, 2003
 NEWARK NY 14513
 October 18, 2003
Arcadia Historical Society
SESQUICENTENNIAL STATION
 POSTMASTER
 300 SOUTH MAIN ST
 NEWARK NY 14513-9998



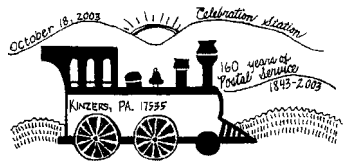
October 18, 2003
USS CHAFEE DDG 90 COMMISSIONING DAY STATION
 POSTMASTER
 320 THAMES ST
 NEWPORT RI 02840-9998



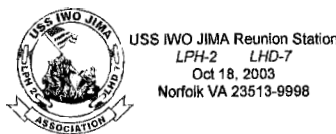
October 18, 2003
SILVERDALE STATION
 OPS 2003 SHOW
 October 18, 2003
Olympic Philatelic Society
SILVERDALE STATION
 POSTMASTER
 10855 SILVERDALE WAY NW
 SILVERDALE WA 98383-9998



October 18, 2003
War Eagle Mill Fall Arts and Craft Show
50TH ANNUAL FAIR STATION
 POSTMASTER
 PO BOX 9998
 HINDSVILLE AR 72738-9998



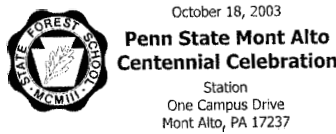
October 18, 2003
CELEBRATION STATION
 POSTMASTER
 3583 LINCOLN HWY EAST
 KINZERS PA 17535-9998



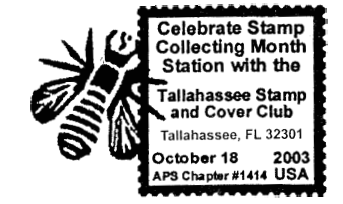
October 18, 2003
Postal Service
USS IWO JIMA REUNION STATION
 CRC
 2600 ELTHAM AVE STE 109
 NORFOLK VA 23513-2504



October 18, 2003
Hawk Mountain Council Camporee Station
 Schuylkill Haven, PA 17972
 October 18, 2003
Boy Scouts of America
CAMPOREE STATION
 POSTMASTER
 2 WEST MAIN ST
 SCHUYKILL HAVEN PA 17972-9998



October 18, 2003
Penn State Mont Alto Centennial Celebration
 Station
 One Campus Drive
 Mont Alto, PA 17237
 October 18, 2003
Penn State Mont Alto Campus
PENN STATE MONT ALTO CENTENNIAL CELEBRATION STATION
 POSTMASTER
 PO BOX 9998
 MONT ALTO PA 17237-9998



October 18, 2003
CELEBRATE STAMP COLLECTING MONTH STATION
 Tallahassee Stamp and Cover Club
 Tallahassee, FL 32301
 October 18 2003
 APS Chapter #1414 USA
 October 18, 2003
Tallahassee Stamp & Cover Club
CELEBRATE STAMP COLLECTING MONTH STATION
 POSTMASTER
 2800 SOUTH ADAMS ST
 TALLAHASSEE FL 32301-9998



October 18-19, 2003
 CUY LORPEX STATION
 MARKETING
 SPECIAL CANCELS
 2200 ORANGE AVE NO 206
 CLEVELAND OH 44101-9996



October 19, 2003
 Wallingford Historic Preservation
 Trust
 JOSEPH ORTENSE STATION
 POSTMASTER
 4 SOUTH MAIN ST
 WALLINGFORD CT 06492-9998



October 18-19, 2003
 Old Home Foliage Days
 Committee
 OLD HOME FOLIAGE DAYS
 STATION
 POSTMASTER
 PO BOX 9998
 PORT ROYAL PA 17082-9998



October 19, 2003
 Presbyterian United Church
 BICENTENNIAL CELEBRATION
 STATION
 POSTMASTER
 172 MAIN ST
 SCHAGHTICOKE NY
 12154-9998



October 18-19, 2003
 Tri-Cities Stamp Club
 SACAJAWEA STATION
 POSTMASTER
 3500 WEST COURT ST
 PASCO WA 99345-9998



October 19, 2003
 Batsto Citizens Committee
 COUNTRY LIVING FAIR
 STATION
 POSTMASTER
 114 SOUTH 3RD ST
 MAMMONTON NJ 08037-9998



October 18-19, 2003
 Waltham Stamp Club
 WALPEX STATION
 POSTMASTER
 25 DORCHESTER AVE RM 4009
 BOSTON MA 02205-9998



October 20, 2003
 MURFREESBORO STATION
 POSTMASTER
 PO BOX 9998
 MURFREESBORO AR
 71958-9998



October 18-19, 2003
 Metroplex Committee and
 Postmark America
 METROPEX STATION
 MANAGER POSTMARK
 AMERICA
 C/O METROPEX STATION
 254 NORTH GARDEN
 BLOOMINGTON MN 55425-5513



October 20, 2003
 Domestic/Sexual Assault
 Outreach Center
 THE COMPASSIONATE
 COMMUNITY STATION
 POSTMASTER
 PO BOX 9998
 FORT DODGE IA 50501-9998



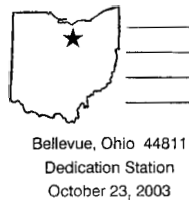
October 18-19, 2003
 Spring-Ford Philatelic Society
 VALPEX STATION
 POSTMASTER
 1000 WEST VALLEY RD
 SOUTHEASTERN PA
 19399-9621



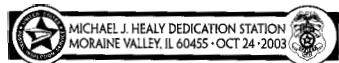
October 22-24, 2003
 NJ School Boards Asso.
 NJ Asso. of School Administrators
 NJ Asso. of School Business
 Officials
 WORKSHOP 2003 STATION
 POSTMASTER
 1701 PACIFIC AVE
 ATLANTIC CITY NJ 08401-9998



October 18-19, 2003
 Umpqua Valley Stamp Club
 UMPQUA STAMPFEST STATION
 POSTMASTER/PHILATELIC
 SERVICES
 6451 FORT MCKAY RD
 UMPQUA OR 97486-9706



October 23, 2003
 Postmark Collector's Club
 DEDICATION STATION
 POSTMASTER
 140 NORTH SANDUSKY ST
 BELLEVUE OH 44811-9998



October 24, 2003
 Central Illinois District, Postal Inspectors
 MICHAEL J HEALY DEDICATION STATION
 POSTMASTER
 7401 WEST 100TH PLACE
 BRIDGEVIEW IL 60455-9998



October 25, 2003
 Dickson County Bicentennial Commission
 DICKSON COUNTY BICENTENNIAL STATION
 POSTMASTER
 855 HIGHWAY 46 SOUTH
 DICKSON TN 37056-9998



Woopex Station
 October 24, 2003
 Wooster OH 44691
 October 24-25, 2003
 Woopex S&A
 WOOPEX STATION
 POSTMASTER
 PO BOX 9998
 WOOSTER OH 44691-9998

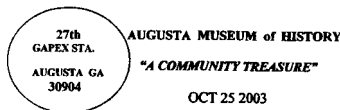


October 25, 2003
 City of Lexington
 BARBECUE FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 LEXINGTON NC 27292-9998

Dickinson Bayou Festival Station
 Dickinson TX 77539
 October 25, 2003



October 25, 2003
 City of Dickinson
 DICKINSON BAYOU FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 DICKINSON TX 77539-9998



October 25-26, 2003
 Greater Augusta Stamp Club
 GAPEX STATION
 POSTMASTER
 525 8TH ST
 AUGUSTA GA 30901-9998



October 25, 2003
 Chittenden County Stamp Club
 CHAMPEX STATION 2003
 CUSTOMER SERVICES SUPERVISOR
 11 ELMWOOD AVE
 BURLINGTON VT 05403-9998



October 25-26, 2003
 Madisonville Wooden Boat Festival
 MADISONVILLE WOODEN BOAT FESTIVAL STATION
 POSTMASTER
 100 GOVINGTON ST
 MADISONVILLE AL 70447-9998



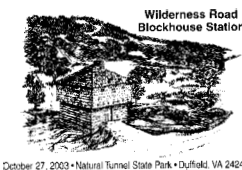
October 25, 2003
 Glacier Stamp Club
 GLAPEX XIX STATION
 POSTMASTER
 PO BOX 9998
 KALISPELL MT 59901-9998



October 26, 2003
 Connecticut Eastern Railroad Museum
 CERR MUSEUM STATION
 POSTMASTER
 919 MAIN ST
 WILLIMANTIC CT 06226-9998



October 25, 2003
 DEPOT CENTENNIAL STATION
 POSTMASTER
 616 GLOVER AVE
 ENTERPRISE AL 36330-9998



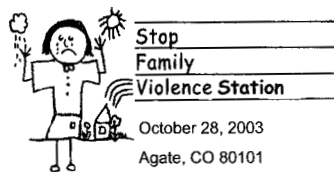
October 27, 2003
 Daniel Boone Wilderness Trail Assoc., Inc.
 WILDERNESS ROAD BLOCKHOUSE STATION
 POSTMASTER
 7005 DUFF PATT RD
 DUFFIELD VA 24244-9998

AWPEX 2003 Station Commemorates

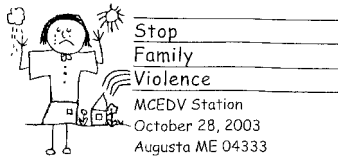


"The Circus"
 October 25, 2003
 Fort Wayne, IN. 46805

October 25, 2003
 Anthony Wayne Stamp Society
 AWPEX 2003 STATION
 POSTMASTER
 1501 SOUTH CLINTON ST
 FORT WAYNE IN 46802-9998



October 28, 2003
 Postal Service
 STOP FAMILY VIOLENCE STATION
 POSTMASTER
 40992 HWY 40
 AGATE CO 80101-9998



October 28, 2003
 Maine Coalition to End Domestic Violence
 STOP FAMILY VIOLENCE
 MCEDV STATION
 POSTMASTER
 40 WESTERN AVE
 AUGUSTA ME 04330-9998



October 31, 2003
 Scarecrowville Canadensis, PA 18325
 SCARECROWVILLE STATION
 POSTMASTER
 PO BOX 9998
 CANADENSIS PA 18325-9998



Borpex Station
 Borger, TX 79007
 October 30, 2003

October 30, 2003
 Borger Stamp Club
 BORPEX STATION
 POSTMASTER
 500 SOUTH MCGEE ST
 BORGER TX 79007-9998



October 31, 2003
 Hometown Halloween
 HOMETOWN HALLOWEEN
 STATION
 POSTMASTER
 1805 SOUTH CHEROKEE ST
 CATOOSA OK 74015-9998

— Stamp Services,
 Government Relations, 10-16-03

Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

Cancellation	Period of Use
Only You Can Prevent Forest Fires	April 1–Oct. 31
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— Mailing Standards,
 Pricing and Classification, 10-16-03

Retail

REVISED HANDBOOK

Handbook P0-610, Signature Capture and Electronic Record Management

Handbook P0-610, *Signature Capture and Electronic Record Management: Manager's Guide to Standard Operating Procedures*, has been revised. This revision updates the previous version, published July 2000, to reflect the current system of electronic record keeping and the discontinuance of manual record keeping of PS Form 3849, *Delivery Notice / Reminder / Receipt*, in the United States (including Hawaii, Alaska, Puerto Rico, and the U.S. Virgin Islands).

This handbook is accessible on the Postal Service PolicyNet Web site. Go to <http://blue.usps.gov>; click on *More References*, then *HBKs*.

You can order Handbook PO-610 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 Handbook PO-610:

PSIN:	HBKPO610
PSN:	7610-05-000-4048
Unit of Measure:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	100
Quick Pick Number:	N/A
Price:	\$1.3814
Edition Date:	07/03

— *Product Information Requirements, Product Development, 10-16-03*

NOTICE

Digitally Printing Postage Meters to Replace Letterpress Meters

As part of a long-term process to improve postage meter security, Postage Technology Management (PTM) has established, in cooperation with the four authorized meter manufacturers, a timetable for transitioning from letterpress meters to digitally printing postage meters. Letterpress meters print indicia by the impact of a hard, inked printing die on the print surface. Digitally printing postage meters print indicia electronically on the print surface by a nonimpact technology, such as an ink jet, thermal, or laser printing process.

A letterpress meter without an automatic shut-off capability, called an unenhanced meter, must be off the market by December 31, 2006. With limited exceptions, PTM has not allowed manufacturers to make any new placements of unenhanced letterpress meters since December 31, 2002. New placements of enhanced letterpress meters with an

automatic shut-off capability are allowed only until June 30, 2004. These meters must be off the market by December 31, 2008. PTM requires manufacturers placing these meters to notify the meter user of this end date prior to signing a lease or rental agreement for the new meter.

Not all digitally printing postage meters print information-based indicia (IBI). While a firm timetable for conversion to IBI meters from digital printing meters has not yet been established, customers should consider this when selecting a new meter. Given the rapid pace of new technological developments for secure postage meter technology, Postal Service™ customers should exercise good judgment when considering long-term meter leases.

— *Postage Technology Management, Product Development, 10-16-03*

ALL IRT AND DEBIT/CREDIT CARD OFFICES

Setting Clocks for Standard Time

Managers must ensure that before opening for business on Monday, October 27, 2003, the clocks in all integrated retail terminals (IRTs) and debit/credit card terminals under their control are set *back* (in most locations) 1 hour to reflect the change to Standard Time. Facilities with Saturday night operations should reset the time as soon as possible after the 2 A.M. start time, Sunday, October 26, 2003.

The correct system time in IRTs is critical since their internal clocks are used to verify Express Mail® and Global Express Guaranteed™ acceptance times and service commitments. The IRT system time is also printed on customer receipts and employee reports. It is very important that the debit/credit card terminal clocks be set to the correct day, date, and time as this will help reduce the possibility of accepting an expired debit/credit card.

Integrated Retail Terminals (IRTs)

On the UNISYS III Supervisor Disk, select menu item 11, Set System Date and Time, from the Control menu, and perform the following steps:

1. Observe that the date appears.
2. Press the ENTER key to accept the current date. The time appears.
3. Press the CE key to clear the time.
4. Enter correct Standard Time in military format (examples: 8 A.M. = 0800, 1:30 P.M. = 1330).
5. Press the ENTER key to save the corrected time. The Control menu appears.
6. Observe that the corrected time is displayed in the upper right-hand corner of the screen.

Debit/Credit Card Terminals

For debit/credit card terminals, follow these steps:

Display	Action
U.S. Postal Service	Press the (*) key and the (3) key at the same time. (If you are having trouble, simply hold the (*) key and tap the (3) key.)
Diagnostics	Press ALPHA key.
Year	Key in the current year (4 digits). Press ENTER key.
Month	Key in a number (1–12) for current month. Press ENTER key.
Date	Key in a number (1–31) for current date. Press ENTER key.
Hour	Key in a number (1–24) for current hour. Press ENTER key.
Minutes	Key in number of minutes (0–59). Press ENTER key.
Seconds	Key in number of seconds or press ENTER key to bypass.

You must make an entry for each selection, even if the display is correct.

Note: The date and time of Tranz 380s located in Europe should be set to Eastern (New York) time. The date and time of Tranz 380s located in the Pacific should be set to Pacific (San Francisco) time.

Displaying the Clock and Calendar

To verify the existing date and time of the clock in the terminal, follow these steps:

Display	Action
U.S. Postal Service	Press ENTER key.
Function	Press the (4) key.
Day, Date, Time	
Exit	Press CLEAR key.
<US Postal Service>	

Retail Consolidation Unit (RCU)

The time for the RCU/CONA will be updated automatically by the Raleigh Distributed Systems Service Center, Operations and Support Services. However, all RCU operators should validate the correct time and date when they log on to the RCU on Monday, October 27, 2003, and notify Raleigh if the time and date are incorrect.

Mobile Data Collection Devices (MDCDs)

The Delivery Confirmation™ handheld scanners will automatically change to Standard Time. No manual changes are necessary.

IBM and NCR POS ONE Terminals

The IBM and NCR POS ONE terminals will automatically change to Standard Time. No manual changes are necessary.

— Customer Service Systems Support,
Delivery and Retail, 10-16-03

*ALL POST OFFICES WITH RURAL DELIVERY SERVICE***Rural Carrier Guarantee Period**

Postal Service™ managers must effectively manage rural carriers who work under the provisions of the Fair Labor Standards Act (FLSA) section 7(b)(2). Those carriers are paid overtime for all hours actually worked in excess of 2,080, up to 2,240, within the 52-consecutive-week guarantee period.

If a carrier works more than 2,240 hours within the guarantee period, the agreement under FLSA, section 7(b)(2), is considered void, and the carrier must be compensated for all hours worked during the guarantee period in accordance with FLSA, section 7(a).

It is important that we make every effort to minimize the number of hours carriers work over 2,080 and strictly monitor these carriers to ensure that no carrier works in excess of 2,240 actual workhours.

Last year's guarantee period was from Saturday, November 2, 2002, through Friday, October 31, 2003. The guarantee period for this year runs from Saturday, November 1, 2003, through Friday, October 29, 2004.

— *Delivery Support,
Delivery and Retail, 10-16-03*

Supply Management

*INSTALLATION HEADS, DMMSs, AND MAOs***Semiannual Review of Capital Records — Instructions**

Installation heads and material accountability officers (MAOs) are reminded of the policy contained in Handbook AS-701, Material Management, Section 541.28, Internal Reviews. That policy requires that under the guidance of the district material management specialist (DMMS), either the installation head or MAO conduct a semiannual internal review and evaluation of the status of property records and files. Follow the steps below to complete the review and evaluation process.

1. If you have delegated MAO assistants, meet with them and discuss the material accountability background of the installation.

2. Review the local standard operating procedures.
3. Randomly select and inventory 10 percent of capital items and 10 percent of sensitive items.
4. Review files and records to verify that those required by Handbook AS-701 Chapter 5, Asset Accountability, are being maintained.
5. Review the past six accounting period change lists to ensure that they have been properly verified.

— *National Supply Management Programs,
Supply Management, 10-16-03*

ORDERING INSTRUCTIONS

POW-MIA Flags



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

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

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

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

Ordering Instructions

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

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

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

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

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

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

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

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

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

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



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

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

HO.



HO.



HO.



Click-N-Ship.™ It's everything you need to ship your packages online. You can calculate rates, print labels, pay postage and even get free Delivery Confirmation™ service for your Priority Mail® packages. Then just hand the package to your mail carrier. It's that easy. To get started, visit usps.com/clicknship and you're on your way.



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