

POSTAL BULLETIN

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Make
Holiday Service
YOUR Priority.



Keep up the great work!

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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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PB 22117: 7690-05-000-5986	PB 22109: 7690-05-000-5978	PB 22102: 7690-05-000-5971	PB 22095: 7690-05-000-5964
PB 22116: 7690-05-000-5985	PB 22108: 7690-05-000-5977	PB 22101: 7690-05-000-5970	PB 22094: 7690-05-000-4859
PB 22115: 7690-05-000-5984	PB 22107: 7690-05-000-5976	PB 22100: 7690-05-000-5969	PB 22093: 7690-05-000-4858
PB 22114: 7690-05-000-5983	PB 22106: 7690-05-000-5975	PB 22099: 7690-05-000-5968	PB 22092: 7690-05-000-4857
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			

USPSNEWS@WORK

HIGH MARKS: Trade magazine praises PMG's leadership

There's nothing like a good report card. Postmaster General (PMG) Jack Potter just got one from the *Journal of Communication Distribution*.

The publication gives the PMG "high marks" for managing the Postal Service™ the last two years. Potter has "steadied" the agency during a time marked by a sluggish economy, terrorist attacks and decreasing mail volume. How? By driving through new service and rate initiatives, cutting overhead and staffing and steering postal initiatives through Congress, said the article.

"Potter's experience in postal operations . . . has shown itself in service initiatives such as Confirm®, the automated package processing system and negotiated service agreements," said the *Journal*.

Those achievements are part of a comprehensive *Transformation Plan* that Potter has championed as a "21st century blueprint" for the Postal Service, said the *Journal*. Potter has used the plan to " earmark cost reductions of roughly \$5 billion by 2006, improve mail delivery and lay the groundwork for many of the President's Commission's recommendations," said the article.

Leading the Postal Service into the 21st century, the PMG faces some tough challenges. "First and foremost on his 'to-do' list is finding ways to grow mail volume," said the *Journal*. But the Postal Service will be able to forge ahead with this "strong leader managing the team," said the article.

PERFORMANCE: Central Plains employees lead the nation in service

Ask Central Plains employees what it takes to make a nation stand and take notice and they'll answer emphatically — top-notch service. You can take their word for it. Central Plains led the nation in overall performance in FY 2003, as measured by the national performance assessment (NPA).

The NPA system rates each cluster's performance by service scores for First-Class Mail®, Priority Mail® and Express Mail® services; OSHA Illness/Injury Rate; Voice of the Employee survey scores; national total revenue; and total factor productivity. Happy to be No. 1, Central Plains employees scored highest of 85 PCs — 11.78 on a scale of 15. Los Angeles Performance Cluster finished at a close second with a score of 11.58.

FSA FLEXIBILITY: Now you can claim over-the-counter drugs and medicines

A flexible spending account (FSA) isn't just about doctor co-pays and daycare costs. It's also about Clearasil, Bena-dryl, Advil, Neosporin and Claritin. And diaper rash cream, first aid kits and cough drops. And . . . well, the list is pretty l-o-n-g.

Starting in January 2004, an FSA will reimburse you for the money you spend during the year for over-the-counter drugs, medicines and medical care items.

Sure, FSAs are use it or lose it — that's an IRS rule. But now, there's no reason to lose a penny of the money you set aside in an FSA. If your trips to the doctor or dentist don't use it up, your trips to the drug store will.

Remember: Every dollar you set aside in an FSA is tax-free. Questions? Call 800-842-2026. You can ask whether specific over-the-counter items and other expenses can be covered.

Use *PostalEASE* to enroll. Open season ends Dec. 21 at 5 p.m. central time. Enroll now!

STAR-STUDED LINEUP: 2004 Commemorative Stamp Program

It's a star-studded lineup that could make a Hollywood executive jealous. It's got more famous faces than the cover of the *Sgt. Pepper's* album. Well, almost. It's the Postal Service's 2004 Commemorative Stamp Program.

Let's drop a few names: explorers Lewis and Clark, whimsical children's book author Dr. Seuss, inventor and architect Buckminster Fuller, author James Baldwin, athlete Wilma Rudolph, dramatist and director Moss Hart and choreographers Alvin Ailey and George Balanchine.

Need more? The *Black Heritage* series recognizes actor, singer and activist Paul Robeson. Composer Henry Mancini gets full philatelic honors, too.

Feeling romantic or sweetly sentimental? A new *Love* stamp celebrates Candy Hearts — those crunchy little tokens of affection that have been a Valentine's Day tradition for more than a century.

How about patriotic? The Postal Service will honor the 50th anniversary of the U.S. Air Force Academy, the new National World War II Memorial and the 150th anniversary of the USS Constellation, the last all-sail-powered warship built by the U.S. Navy.

USPSNEWS@WORK

And pretty stamps? Customers will get a double dose with the 37-cent *Garden Bouquet* and 60-cent *Garden Botanical* stamps — perfect for weddings, anniversaries and Mother's Day.

That's a preview of next year's new stamps. Check out the whole lineup at <http://www.usps.com/communications/news/stamps/welcome.htm>. Images aren't available for all stamp issues yet.

CARRIER PICKUP: USPS extends Post Office to customer's doorstep

Customers who like snuggling up to a computer have a new reason to cuddle. It's Carrier Pickup, the service that lets customers notify their delivery office through a pilot Web site that packages will be ready for pick-up the next delivery day.

Here's how it works: Customers request pickup online via a unique URL. The local Post Office™ retrieves that information from the My Post Office™ system. Letter carriers are notified of any pickup requests before they hit the streets.

And since the packages are picked up as part of the carrier's normal delivery route, there's no pickup fee. Good for business . . . great for our customers.

The program includes Post Offices with My Post Office access in the Long Island, Los Angeles, San Diego, Van Nuys, Santa Ana and Arizona Districts. National rollout could begin as early as January 2004.

GREETINGS FROM THE TOP: Media ratings giant ranks NetPost Cardstore #1

NetPost CardStore conquered the Nielsen ratings. While it didn't top *Fear Factor* or *Everybody Loves Raymond*, it did take first recently in the Special Occasions Web site category, finishing ahead of several well-known makers of greeting cards.

And yes, that's the same world-famous Nielsen Media Research Co. we grew up with that's still known for its authoritative ratings of TV audiences. It also now measures the popularity of Web sites.

At NetPost CardStore, you select from a wide collection of cards for business or personal use. Design your own cards, using a favorite photo or design. Add a personal touch by creating your own greeting. Upload your addressees quickly. You can even get automatic reminders of special occasions. Want to do something a little different for your holiday cards? NetPost CardStore is the place.

GOT BACKUP: Information Technology delivers data storage and protection

So, you think you lost your data? Probably not, if the data is in a Postal Service mainframe computer.

The Postal Service is on the leading edge of technology when it comes to storing and protecting information. More than 60 terabytes of data are stored on state-of-the-art disk devices. That's enough information to fill 360 million telephone books.

Data that's changed during the day is automatically copied to tape that night so a previous version is readily available. More than 700 terabytes of data (4 billion more phone books) are stored on state-of-the-art tape technology.

All of the storage devices are extremely reliable. On average, a device isn't expected to fail for at least 90 years. And, on the rare occasion that a device does fail, data is automatically recovered within seconds.

The Information Technology mainframe computer team is dedicated to making sure your data is there when you need it.

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.

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 15,000!

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, 12-11-03*

Administrative Services

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 AS-805-A	7/03	Application Information Security Assurance (ISA) Process	N/A	ASM 8	IT	IWEB	N/A
HBK AS-885	5/03	USPS.com Development Process and Standards	N/A	ASM 8	IT	IWEB	N/A

Labels

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
LAB 5	10/03	Same 5-Digit ZIP Code	3/4 x 1/2	7690-01-000-9003	ROLL	NOM	MDC	P/F
LAB X	10/03	Mixed ADC	3/4 x 1/2	7690-03-000-8654	ROLL	NOM	MDC	P/F

Management Instructions

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
MI AS-810-2003-1	2/03	Information Technology Governance	N/A	IT	IWEB	N/A
MI AS-840-2003-3	4/03	Electronic Messaging (e-Mail)	N/A	IT	IWEB	N/A
MI AS-850-2003-12	11/03	Field Applications: Development and Retention	N/A	IT	IWEB	N/A
MI AS-860-2003-2	3/03	Data Stewardship: Data Sharing Roles and Responsibilities	N/A	IT	IWEB	N/A
MI AS-860-2003-4	4/03	Secure Videoconferences	N/A	IT	IWEB	N/A
MI AS-860-2003-7	7/03	Toll-Free Telephone Services	N/A	IT	IWEB	N/A
MI AS-860-2003-11	11/03	Securing Wireless Local Area Networks	N/A	IT	IWEB	N/A

Publications

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 316	9/03	Reasonable Accommodation in the U.S. Postal Service	7690-07-000-7707	N/A	ERM	MDCIWB	MDCWEB
PUB 364	8/03	IPP Proofing Program	N/A	N/A	PD	IWEB	N/A

New Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 3337-A	10/00	10/00	Community Service Participation Pre-Event Evaluation	N/A	PS	SHEET	PA&C	IWEB	N/A
PS 3337-B	10/00	10/00	Community Service Participation Post-Event Evaluation	N/A	PS	SHEET	PA&C	IWEB	N/A
PS 5454	9/03	9/03	Highway Contract Route Enroute Box Change	N/A	PS	SHEET	SM	IWEB	N/A

Revised Directives*Handbooks*

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK AS-709	10/03	Credit Card Policies and Procedures for Local Buying	7610-03-000-0339	ASM 7	SM	MDCIWB	N/A

Labels

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
LAB A	10/03	All for ADC	3/4 x 1/2	7690-03-000-9313	ROLL	NOM	MDC	P/F
LAB 3	10/03	Same 3-Digit ZIP Code	3/4 x 1/2	7690-01-000-9791	ROLL	NOM	MDC	P/F
LAB F	10/03	Firm – Same Address	3/4 x 1/2	7690-01-000-9004	ROLL	NOM	MDC	P/F

Posters

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
POS 123-S	10/03	Postal Rates and Fees	14 x 21	7690-03-000-4151	EACH	P&C	MDC	MDC

Publications

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 42	11/03	Manager's Guide to Retaining Career Employees	7610-03-000-8772	N/A	DIV	MDCIWB	N/A
PUB 51	11/03	International Postal Rates and Fees	7610-01-000-9815	IMM	P&C	MDCIWB	MDCWEB
PUB 94	8/03	REDRESS	7610-03-000-7914	N/A	ERM	MDCIWB	MDCWEB
PUB 100	9/03	History of the U.S. Postal Service 1775-1993	7610-03-000-9247	ASM 1	GR	MDC	P/F
PUB 146	10/03	A Law Enforcement Guide to Postal Crimes	7610-03-000-5307	ELM	IS	MDCIWB	P/F
PUB 333	10/03	eIDEAS	N/A	N/A	FIN	IWEB	N/A

Revised Forms (revised forms appear on the Web before they are stocked at MDC)

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 1578-B	10/03	10/03	Requisition for Facing Slips or Labels (2-part set)	7530-02-000-7171	PS	SHEET	NOM	MDC	N/A
PS 3152	9/03	9/03	Confirmation Services Clarification	N/A	NCS	SHEET	PD	LOC	N/A
PS 8215	8/03	8/03	Statistical Programs Employee Training Profile	N/A	PS	SHEET	FIN	FF	N/A
PS 8216	8/03	8/03	Statistical Programs Planning Calendar for Monitoring Data Collection	N/A	PS	SHEET	FIN	FF	N/A

Obsolete Directives

Management Instructions

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
MI PO-530-97-1	4/97	Economic Pay Adjustments for Highway and Inland Domestic Water Contacts	N/A	NOM	IWEB	N/A

— *Policies and Procedures Information, Public Affairs and Communications, 12-11-03*

Customer Relations

Mail Alert

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

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

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JCP Week 46 Last Minute Santa Cat	Standard/Postcard	12/11/03–12/13/03	5.0	Nationwide	Car-Rt	Harte-Hanks
JCP Week 47 Holiday Appreciation	Standard/Letter	12/15/03–12/17/03	35.8	Nationwide	Car-Rt	Harte-Hanks

— *Business Service Network Integration, Service and Market Development, 12-11-03*

Domestic Mail

DMM REVISION

DSF² and eLOT — Carrier Route Products

Effective December 11, 2003, *Domestic Mail Manual* (DMM) A950.1.3, M050.2.2, M050.2.4, and M050.3.1 are revised to update information for the following two Address Information System (AIS) products: Delivery Sequence File, Second Generation (DSF²) and enhanced Line-of-Travel (eLOT).

An earlier revision to DMM A930.7.0 and A930.8.0, published in the article “Address Quality” in *Postal Bulletin* 22104 (6-12-03, pages 26–29), updated the descriptions and information on the availability of these two AIS products but did not amend related sections in the DMM.

DSF²

DSF² is a licensed address hygiene product that contains information on all addresses — except general delivery addresses — served by the Postal Service™. DSF² includes the ZIP Code™, ZIP+4® code, carrier route code, walk-sequence information, and all other delivery attributes related to each specific address.

DSF² is one of the approved methods under DMM M050.2.2 for preparing mail to meet the walk-sequence criteria required for carrier route Periodicals mailpieces and Enhanced Carrier Route Standard Mail pieces mailed at high density and saturation rates.

Walk sequence is the exact order in which a carrier delivers mail from one delivery point to the next. As provided in DMM M050.2.4, walk sequence may also be used, at the mailer’s option, to satisfy the LOT sequencing criteria required for carrier route Periodicals mailpieces and Enhanced Carrier Route Standard Mail pieces mailed at basic rates.

The DSF² product is updated monthly and is available through Postal Service–approved licensees. A current list of these licensees is maintained at www.ribbs.gov and can also be obtained from:

NATIONAL CUSTOMER SUPPORT CENTER
 US POSTAL SERVICE
 6060 PRIMACY PKWY STE 201
 MEMPHIS TN 38188-0001
 Telephone: 800-238-3150

eLOT

The eLOT product is a computerized file that contains address information that allows a mailer to arrange mail in a carrier’s line of delivery travel. This LOT is not the exact walk sequence from one delivery point to the next, but rather

a series of ZIP+4 codes arranged in the order that the carrier serves the route. Before address lists can be processed using eLOT, they must first be processed through CASS-certified ZIP+4 address-matching software.

The eLOT product is a method under DMM M050.2.4 to meet the LOT sequence criteria required for carrier route Periodicals pieces and Enhanced Carrier Route Standard Mail pieces mailed at basic rates. Mailers also have the option to prepare such mail in walk sequence, using the various available walk-sequence methods.

The eLot product is updated monthly and is available for purchase directly from the National Customer Support Center.

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)

A Addressing
 * * * * *

A900 Customer Support
 * * * * *

A950 Coding Accuracy Support System (CASS)

1.0 BASIC INFORMATION
 * * * * *

1.3 Methods

[Revise 1.3 by deleting “Delivery Sequence File (DSF) or” to read as follows:]

Delivery point or ZIP+4 coding may be obtained by using the National Change of Address (NCOA) process or NCOALink; CASS-certified DPC address matching software; CASS-certified Z4CHANGE process; or Delivery Sequence File, Second Generation (DSF²) process.
 * * * * *

M Mail Preparation and Sortation

M000 General Preparation Standards
 * * * * *

M050 Delivery Sequence
 * * * * *

2.0 DELIVERY SEQUENCE INFORMATION

* * * * *

2.2 Without Simplified Addressing

[Change in the introductory text of 2.2 “simplified address” to “simplified address format under 2.1” to read as follows:]

Walk-sequence rate pieces prepared with other than a simplified address format under 2.1 must be sequenced using USPS® data from one of the following sources, issued within 90 days before the mailing date:

* * * * *

[Revise 2.2b by removing “Delivery Sequence File (DSF) or” to read as follows:]

- b. The Delivery Sequence File, Second Generation (DSF²).

* * * * *

2.4 Line-of-Travel Sequence

[Revise the fourth sentence to read as follows:]

The USPS eLOT product provides a list of the ZIP+4 codes each carrier route serves, identifies the order in which they are delivered, and provides an indicator specifying whether the addresses that share the same ZIP+4 code must be sorted in ascending or descending order.

* * * * *

3.0 DOCUMENTATION

3.1 General

***Acceptable forms of documentation are:

* * * * *

[Revise 3.1b by deleting “DSF or” to read as follows:]

- b. DSF² invoice or documentation.

* * * * *

[Revise 3.1e by deleting “LOT or” to read as follows:]

- e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification Report produced by presort software.

* * * * *

— Mailing Standards,
Pricing and Classification, 12-11-03

REMINDER

Customized MarketMail Service — Sample Mailpieces

Effective August 10, 2003, the Postal Service™ introduced Customized MarketMail™ (CMM) service, a new rate category for Regular Standard Mail mailpieces and Nonprofit Standard Mail mailpieces. CMM service represents a significant innovation for advertisers, marketers, and organizations wanting to reach targeted market segments with highly individualized mailpieces that use non-rectangular shapes and multidimensional formats.

Postal Service employees — as well as mailers interested in using this new service — should review the standards for CMM mailpieces, including the standards requiring the submission of sample CMM mailpieces at the time of mailing and the use of standardized documentation for mailings with more than three different types of containers. Questions about all CMM mailing standards should be directed to the appropriate manager of business mail entry.

Sample Mailpieces

As provided under *Domestic Mail Manual (DMM) M660.1.3*, each CMM mailing presented to the Postal Service must include not only a signed and completed postage statement, but also an extra copy of the postage statement and a sample of the CMM mailpiece. If a consolidated postage statement is used for plant-verified drop shipment (PVDS) mailings, a copy of that consolidated postage statement with a single CMM mailpiece is sufficient. If available, documentation supporting the use of Priority Mail® or Express Mail® drop shipment should also be provided.

Sample mailpieces submitted with the extra copy of the postage statements should be similar to the “live” mailpieces and show proper markings and addressing formats. The submission of CMM mailpiece samples applies to each CMM mailing, even if the same mailpiece design is used in subsequent mailings. If a CMM mailing includes more than one physical mailpiece design or contains nonidentical-weight pieces, a sample of each unique CMM mailpiece is required.

Collection of Samples

Employees collecting the sample CMM mailpieces and postage statement copies must send these items within 2 weeks after the date of mailing to the manager of the New York Rates and Classification Service Center at the following address:

MANAGER
RATES AND CLASSIFICATION SERVICE CENTER
US POSTAL SERVICE
1250 BROADWAY 14TH FL
NEW YORK NY 10095-9599

Mailing Standards

DMM E660 and M660 contain the specific standards for CMM eligibility and mail preparation, including postage payment methods, rate markings, packaging, labeling, and documentation.

In addition to the appropriate Standard Mail™ postage statement designated for mailpieces subject to the residual shape surcharge, standardized documentation meeting the standards in DMM P012 is required for CMM mailings containing nonidentical-weight pieces or mailings using more than three different types of containers.

Reference Information

To support this new service, the Postal Service has launched a Web site dedicated to updated information on CMM service at www.usps.com/customizedmarketmail. This site includes frequently asked questions, testimonials, benefits, and a special Quick Service Guide on CMM, as well as links to related information on using the mail for selling products and services.

In addition to the special online site, extensive information about CMM service appears in the following *Postal Bulletin* articles, which mailers can access at www.usps.com; click *All Products & Services*, then *Publications*, then *Browse All Periodicals & Publications*, then *Postal Bulletin*, then *2003 Issues*:

- “Customized MarketMail,” *Postal Bulletin* 22106 (7-10-03, pages 27–38). This comprehensive article describes the basic standards for CMM service and provides guidance on mail preparation and proper entry. This article also presents the complete text of the mailing standards that support CMM service.
- “Customized MarketMail — Nonmachinable Surcharge,” *Postal Bulletin* 22107 (7-24-03, pages 8–10). This article explains that CMM pieces are exempt from the nonmachinable surcharge that affects certain letter-size mailpieces claimed at Standard Mail rates.
- “Customized MarketMail — Revised Postage Statements,” *Postal Bulletin* 22107 (7-24-03, pages 13–22). This article contains information about the postage statements used for CMM service, along with ordering instructions and sample copies of the four affected postage statements.
- “Customized MarketMail Pieces — Attachments and Enclosures,” *Postal Bulletin* 22108 (8-7-03, page 19). This article clarifies when attachments and enclosures are permitted with CMM service.

— *New York Rates and Classification Service Center,
Pricing and Classification, 12-11-03*

REMINDER

Thirty Days To Go — End of Transitional Period

January 10, 2004, officially marks the end of a transitional period that the Postal Service™ provided for enabling parcel mailers to comply with the barcode symbology requirements. At that time, all machinable parcels qualifying for and claiming the 3-cent parcel barcode discount must be printed with the UCC/EAN Code 128 barcode symbology.

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

— *Mailing Standards,
Pricing and Classification, 12-11-03*

Holiday HAZMAT

'Tis the season. . . to make this the safest and most successful holiday season ever for the Postal Service™.

With the busy holiday season upon us, it is important to take a moment to reinforce some important points regarding hazardous material (or HAZMAT) that can be found in the mail, especially at this time.

Customers rely heavily on the Postal Service to safely and efficiently deliver their gifts to friends, business associates, and loved ones during this season and also to return packages after the holidays. It is important that every Postal Service employee take steps to ensure that holiday parcels known to or suspected to contain hazardous material (Holiday HAZMAT) are properly handled.

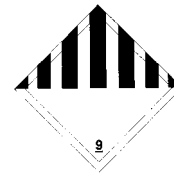
Acceptance employees are required to ask the question "Does your parcel contain anything liquid, fragile, perishable, or potentially hazardous?"

During this festive and giving period the Postal Service handles an additional 20 billion pieces of parcels. While the vast majority of these packages contain nondangerous items, some of them may contain a material that can cause harm to employees and disrupt operations. When a parcel contains hazardous material that is unacceptable for mailing or is improperly packaged, it is a concern to everyone.

At this time of year it is important to remember that hazardous materials can be found in a wide variety of common household and consumer products. Holiday HAZMAT can be found in:

- Shipments of liquor/wine/beer (nonmailable).
- Electronic equipment containing batteries.
- Cosmetics (perfumes, hair products, body and bath oils, etc.).
- Consumer products containing petroleum products such as, but not limited to, chain saws and string trimmers.
- Parcels bearing an ORM-D/ORM-D-Air marking. See the examples in the right-hand column.
- Food shipments preserved with dry ice.
- Parcels bearing a DOT hazard class 9 label. See the example in the right-hand column.
- Fireworks and sparklers (nonmailable).

Some items are not outwardly hazardous, but when packaged improperly can be mistaken for a dangerous item. Electronic toys/games, for instance, when shipped with the batteries in place can create an electromagnetic hazard that may interfere with airplane navigation equipment.



It is also common to encounter parcels that have been mailed in reused packaging that formerly contained hazardous materials. Postal Service employees are required to assume that markings or labels present on parcels indicate the actual contents of the parcel. It is acceptable to reuse boxes for mail shipments provided that the mailer has removed or completely obliterated all former HAZMAT package markings and labels. Merely crossing out a label or marking or writing the current contents on a box is insufficient to allow mailing. If any evidence of the former contents is visible, do not accept the parcel. The former markings and labels must be blotted out even if the parcel will be wrapped in paper for mailing, because if the wrapping becomes damaged during shipment, these markings will cause the package to be returned.

While it is not possible to list every type of hazardous material that could be reasonably expected to be found in the mail, recognizing those parcels that are known to or suspected to contain Holiday HAZMAT is crucial to safe operations.

If you suspect a parcel contains an identified/undeclared Holiday HAZMAT, immediately notify your supervisor. Under no circumstances should a parcel containing undeclared HAZMAT be allowed to continue through processing. Process for delivery only Holiday HAZMAT parcels that meet the packaging and labeling requirements of the *Domestic Mail Manual* and Publication 52, *Hazardous, Restricted, and Perishable Mail*.

Responsibility for properly packaging and labeling Holiday HAZMAT ultimately rests with the mailer. However,

by being alert and able to recognize HAZMAT parcels, we can all do our part to make this a successful holiday season for the Postal Service.

If you have any questions regarding the mailability of any material, contact your local Business Mail Entry Unit or Rates and Classification Service Center. Packaging and labeling requirements for HAZMAT can be found in the following Postal Service documents:

- *Domestic Mail Manual C023.*

- *Publication 52, Hazardous, Restricted, and Perishable Mail.*
- *International Mail Manual.*

Note: HAZMAT mail sent to Army Post Office (APO) or Fleet Post Office (FPO) addresses must conform to *International Mail Manual* regulations.

— *Aviation Mail Security,
Network Operations Management, 12-11-03*

Employees

GUIDELINES

Gifts to Postal Service Employees

The Standards of Ethical Conduct for Employees of the Executive Branch (“Standards”), which are codified in Title 5, *Code of Federal Regulations*, Section 2635, cover all Postal Service™ employees, including letter carriers. The “gifts from outside sources” portion of the Standards specifies that Postal Service employees may not accept gifts from outside sources (including Postal Service customers) or gifts given to them because of their official positions. Postal Service employees are also prohibited from soliciting gifts from outside sources.

There are a number of exceptions and exclusions to the general gifts rule. **Postal Service employees may accept the following items:**

- Snacks and beverages that are not offered as part of a meal.
- Items with little intrinsic value (i.e., greeting cards, plaques, pens, coffee mugs, etc.).
- Perishable items (i.e., flowers, chocolates, cookies, etc.); if the items are clearly worth more than \$20, employees should share them with others in the Postal Service workplace.
- Items with a market (retail) value of \$20 or less.

- Gifts motivated solely because of a personal relationship.
- Gifts for which the employee has paid market (retail) value.
- Gifts paid for by the Postal Service.

Postal Service employees may not accept cash — in any amount or form (bills, change, checks, money orders) — from an outside source in connection with doing their job. This prohibition is referenced in Title 5, *Code of Federal Regulations*, Section 2635.202(c)(4)(ii). It is derived from a criminal statute (18 U.S.C. § 209) that prohibits an employee from receiving — for services provided as a government employee — any contribution to or supplementation of his or her salary from any source other than the government. While many Postal Service customers have traditionally thanked their letter carriers with gifts of cash during the holiday season, this practice puts our employees at risk of violating federal law.

If you need more information, please contact the U.S. Postal Service® Law Department’s Ethics Helpline at 202-268-6346, or send an e-mail message to ethics.help@usps.gov.

— *Ethics and Federal Requirements,
General Counsel, 12-11-03*

REMINDER

Thrift Savings Plan Participant Statements

The Thrift Savings Board has sent out to Thrift Savings Plan (TSP) participants a statement covering the period June 1, 2003, through September 30, 2003. This statement will be the last mailed statement to TSP participants unless participants send in the yellow card requesting that future statements be sent in the mail. Otherwise, TSP participants

must access their participant statement information on the TSP Web site at www.tsp.gov.

— *Compensation,
Employee Resource Management, 12-11-03*

GIFTS TO POSTAL SERVICE EMPLOYEES

YOU MAY NOT ACCEPT cash — in any amount or form — from an outside source in connection with doing your job.

YOU MAY ACCEPT:

- Snacks and beverages that are not offered as part of a meal.
- Items with little intrinsic value.
- Perishable items; if the items are clearly worth more than \$20, employees should share them with others in the Postal Service workplace.
- Items with a market (retail) value of \$20 or less.
- Gifts motivated solely because of a personal relationship.
- Gifts for which the employee has paid market (retail) value.
- Gifts paid for by the Postal Service.

If you need more information, please contact the U.S. Postal Service® Law Department's Ethics Helpline at 202-268-6346, or send an e-mail message to ethics.help@usps.gov.

Finance

NOTICE

Household Diary Study

The Postal Service's™ Household Diary Study (HDS), conducted since 1987, provides information about the contents of the mail sent and received by U.S. households. The Postal Service uses this information to help understand why and how customers use the mail. The results are used to:

- Forecast mail volume.
- Plan marketing strategies.
- Provide information for rate-setting purposes.

The HDS is administered at Headquarters by the Office of Demand Forecasting and Economic Analysis, Finance. NuStats, the HDS survey research firm contractor since July 1999, conducts the interviews and collects and analyzes the HDS data throughout the year.

HDS is a two-stage survey. Stage 1 is the *Household Interview*. NuStats sends an advance letter, signed by the postmaster general, to a representative sample of U.S. households. This letter emphasizes the importance of the HDS and asks for participation. These sample households are contacted either by telephone or in person and asked about the mail they send and receive, their adoption and use of various communications' technologies, their attitudes about mail service in general, and information relating to their household and personal demographics. Those respondent households are recruited to participate in HDS Stage 2.

Stage 2 is the *Mail Diary*. NuStats asks households that agree to participate in Stage 2 to record information about the mail they send and receive for a 7-day period from Monday to Sunday. Information recorded includes: number of mailpieces received and sent, industry mail source, mail characteristics, and attitudes regarding mail received. As an incentive for HDS Stage 2 participation, households are offered the options of receiving: \$30, \$30 to donate to the Lance Armstrong Foundation, or a roll of 100 First-Class Mail® stamps.

Data gathered in both HDS stages is available in a final report, "The Household Diary Study — Mail Use and Attitudes." The report is published in hard copy and as a free electronic file. Order forms for the latest HDS report may be obtained via the Postal Service Internet at www.usps.com/householddiary.

For additional information, contact either of the following individuals:

Malcolm Harris
Telephone: 202-268-3650
Fax: 202-268-6841
E-mail: malcolm.c.harris@usps.gov

Greg Dawson
Telephone: 202-268-7446
Fax: 202-268-6841
E-mail: gregory.e.dawson@usps.gov

— Office of Demand Forecasting and Economic Analysis,
Finance, 12-11-03

NOTICE

International Reply Coupons

The redemption rate table in the article "Instructions: International Reply Coupons" published in *Postal Bulletin* 22068 (1-24-02, page 25) has expired. Customers redeeming foreign issued international reply coupons must receive the exchange rate as specified in the *International Mail Manual* (IMM), Section 372.3, Selling Price and Rate of Exchange. IMM 372.3 (b) states:

International reply coupons purchased in foreign countries are exchangeable at U.S. Post Office

facilities toward the purchase of postage stamps and embossed stamped envelopes (including aerogrammes) at the rate of \$0.80 per coupon, irrespective of the country where they were purchased.

— Revenue and Field Accounting,
Finance, 12-11-03

NOTICE

2004 Pay Dates, Organization Dues, and Leave Year

The following chart lists the pay periods for 2004. For the convenience of timekeepers, each biweekly pay period appears as two separate weeks, with the beginning and ending dates indicated for each week.

Pay periods with an asterisk indicate when monthly dues for unions and employee organizations are deducted.

The leave year always begins the first day of the first full pay period in the calendar year. The 2004 leave year begins January 10, 2004 (Pay Period 03-04), and extends for 26 full pay periods, ending January 07, 2005 (Pay Period 01-05).

2004 Pay Period Inclusive Dates

Pay Period	Week One	Week Two	Pay Date	Holidays
01	12-13 to 12-19	12-20 to 12-26	01-02	12-25
*02	12-27 to 01-02	01-03 to 01-09	01-16	01-01
03	01-10 to 01-16	01-17 to 01-23	01-30	01-19
*04	01-24 to 01-30	01-31 to 02-06	02-13	
05	02-07 to 02-13	02-14 to 02-20	02-27	02-16
*06	02-21 to 02-27	02-28 to 03-05	03-12	
07	03-06 to 03-12	03-13 to 03-19	03-26	
*08	03-20 to 03-26	03-27 to 04-02	04-09	
09	04-03 to 04-09	04-10 to 04-16	04-23	
10	04-17 to 04-23	04-24 to 04-30	05-07	
*11	05-01 to 05-07	05-08 to 05-14	05-21	
12	05-15 to 05-21	05-22 to 05-28	06-04	
*13	05-29 to 06-04	06-05 to 06-11	06-18	05-31
14	06-12 to 06-18	06-19 to 06-25	07-02	
*15	06-26 to 07-02	07-03 to 07-09	07-16	07-04
16	07-10 to 07-16	07-17 to 07-23	07-30	
*17	07-24 to 07-30	07-31 to 08-06	08-13	
18	08-07 to 08-13	08-14 to 08-20	08-27	
*19	08-21 to 08-27	08-28 to 09-03	09-10	
20	09-04 to 09-10	09-11 to 09-17	09-24	09-06
*21	09-18 to 09-24	09-25 to 10-01	10-08	
22	10-02 to 10-08	10-09 to 10-15	10-22	10-11
23	10-16 to 10-22	10-23 to 10-29	11-05	
*24	10-30 to 11-05	11-06 to 11-12	11-19	11-11
25	11-13 to 11-19	11-20 to 11-26	12-03	11-25
*26	11-27 to 12-03	12-04 to 12-10	12-17	
27	12-11 to 12-17	12-18 to 12-24	12-31	

2005 Pay Periods Begin

Pay Period	Week One	Week Two	Pay Date	Holidays
*01	12-25 to 12-31	01-01 to 01-07	01-14	12-25, 01-01
02	01-08 to 01-14	01-15 to 01-21	01-28	01-17

— Payroll Accounting,
Finance, 12-11-03

International Mail

ICM UPDATES

International Customized Mail

We have combined ICM updates into one *Postal Bulletin* article to save space and paper. 19 ICM updates appear here.

On October 31, 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:** November 14, 2003, through November 13, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS.

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

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

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

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

On October 8, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated July 17, 1999. The Agreement was published on page 35 of *Postal Bulletin* 22025 (6-01-00). 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:** July 17, 1999, through December 31, 2003.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

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

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

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

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

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

On October 1, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated November 21, 2001. The Agreement was published on page 41 of *Postal Bulletin* 22091 (12-12-02). 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:** December 5, 2001, through December 4, 2005.

On August 27, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated June 18, 2002. The Agreement was published on page 73 of *Postal Bulletin* 22082 (8-8-02). 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:** July 1, 2002, through February 13, 2004.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

On August 15, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated May 1, 2001. The Agreement was published on page 34 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 14, 2004.
- 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.*

- 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 November 4, 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:** November 18, 2003, through November 17, 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 \$12,000 in postage for EMS.

On October 3, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated October 17, 2002. The Agreement was published on page 34 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, 2004.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

On October 9, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated October 17, 2002. The Agreement was published on page 37 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, 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 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

- 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 October 7, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated November 13, 2002. The Agreement was published on page 44 of *Postal Bulletin* 22091 (12-12-02). 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:** November 27, 2002, through November 26, 2006.

On October 3, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated October 17, 2002. The Agreement was published on page 34 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, 2004.
b. Type of mail: *All other provisions of the Agreement shall remain in force.*

On November 3, 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:** November 17, 2003, through November 16, 2004.
b. Type of mail: Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
c. Destination countries: Worldwide.
d. Service provided by the Postal Service: The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
e. Minimum volume commitments: The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS.

- 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.*

- 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 November 6, 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:** November 20, 2003, through November 19, 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 \$20,000 in postage for EMS.

On August 15, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated May 1, 2001. The Agreement was published on page 34 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 14, 2004.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

On September 24, 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:** October 8, 2003, through October 7, 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.

- f. **Worksharing:** The Mailer has agreed to:
 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at ten (10) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

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

- e. **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 \$20,000 in postage for EMS.
- f. **Worksharing:** The Mailer has agreed to:
 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at ten (10) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

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

On October 10, 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:** October 24, 2003, through October 23, 2004.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS.

On October 6, 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:** October 20, 2003, through October 21, 2004.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 1,000 pieces of EMS.

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

f. Worksharing: The Mailer has agreed to:

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

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

Exhibit 1

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

On October 6, 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:** October 20, 2003, through October 21, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS.

On September 29, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated September 12, 2002. The Agreement was published on page 73 of *Postal Bulletin* 22086 (10-03-02). 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:** September 26, 2002, through September 25, 2006.

- 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

- 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.*

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 USPS hereby makes public the following information concerning the Agreement:

- a. Term:** October 1, 2003, through September 30, 2004.
- b. Type of mail:** Global Direct-Canada Lettermail. Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. Destination countries:** Canada.
- d. Service provided by the Postal Service:** The Postal Service has agreed to:
 1. Provide Mailer with pre-mailing consultation on postal regulations as they relate to letter mail to Canada, including information on indicia, sortation, mail preparation and presentation.
 2. Furnish Mailer with letter trays as well as any postal equipment and/or supplies required for the use of Qualifying Mail.
 3. Accept and verify mailings at the designated USPS location.
 4. Facilitate postage payment through the use of USPS permit accounts.
 5. Prepare appropriate export documentation for dispatch of Qualifying Mail to Canada.
 6. Transport Qualifying Mail to the Canadian Postal Corporation (CPC) acceptance site in Canada.
 7. Confirm tender of Qualifying Mail to CPC with the Mailer.
 8. Coordinate with CPC for delivery of Qualifying Mail to addressees.
- e. Minimum volume commitment:** The Mailer has agreed to tender a minimum of 1,000,000 pieces of Qualifying Mail on an annualized basis with a minimum of 200 pieces per mailing.

f. Worksharing: The Mailer has agreed to:

1. Tender Qualifying Mail to the USPS in accordance with USPS and CPC requirements.
2. Present Qualifying Mail at the designated USPS Bulk Mail Entry unit.
3. Provide the USPS with an advance schedule of all mailings.
4. Use a dedicated permit imprint account to pay for all Qualifying Mail. For nonidentical weight items, mailings are acceptable if authorized under specific procedures in one of the special postage payment programs in DMM P710, P720, or P730.
5. Notify the USPS of any new permit numbers to be used for Qualifying Mail at least two (2) weeks in advance of using the permit numbers.
6. Provide transportation of mailings to the designated USPS Bulk Mail Entry Unit either directly or through a mailing agent.

g. Rates: The Mailer has agreed to pay postage for Qualifying Mail according to the rate chart in Exhibit 1.

Exhibit 1

Piece Weight (in ounces)	Piece Weight (in grams)	Rate Per Piece (U.S. \$)
Up to 1.06 oz.	Up to 30.0 g.	\$0.410
Over 1.06; up to 1.76	Over 30.0 g.; up to 50.0	0.629
Over 1.76; up to 3.53	Over 50.0 g.; up to 100.0	0.784

— Pricing Strategy,
Pricing and Classification, 12-11-03

Promotion. Postal Service Official Licensed Products



USPS® Products

Quantity Discounts Available for All Products



Lapel Pins \$1.50



ROSEWOODSET
Rosewood Pen and Pencil Set \$12.00



PENSABER Custom Pen \$4.75

P113B Custom Pen \$4.75



Custom Gift Sets \$5.75



D200 Desk Clock \$8.75



ALL KEYCHAINS \$2.90
Engrave your Post Office™ name on the back of the key tag



MUGSILVER Travel Mug \$9.25



O101 Wreath Ornament \$5.50



O104 Globe Ornament \$8.00
Includes red leatherette box

Concord Industries, Inc.

19 Willard Rd. Norwalk, CT 06851

Toll-Free: 800-553-9824 Fax: 203-750-6057 Web: www.uspsproducts.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. All offices are eligible to participate in the program and may order products through the OLRP catalog on eBuy.

Promotion. Postal Service Official Licensed Products

HOLIDAY SALE

Special for Postal Service™ Employees



100% Cotton

Blanket - \$38⁹⁵

Pillow - \$20⁰⁰

Tote - \$20⁰⁰



\$3.95 for Priority Mail® shipping for each product.



TECHNICRAFT INDUSTRIES, INC.

Master Card, Visa accepted
Send check or money order to:
 TECHNICRAFT INDUSTRIES INC
 880 DONALD LYNCH BLVD STE 231
 MARLBORO MA 01752



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You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. All offices are eligible to participate in the program and may order products through the OLRP catalog on eBuy.

Promotion. Postal Service Official Licensed Products



A Tradition of Service ...Dedicated to Detail



As a licensed partner with the United States Postal Service[®], Athearn, Inc., is pleased to offer high quality, exacting miniatures of Postal Service[™] vehicles in the popular Model Railroading scales of HO (1/87TH) and N (1/160TH). These exquisite models capture the vehicles that are an integral part of the daily delivery of the U.S. Mail[™].

A special set of commemorative collectibles has been created under the supervision of the Postal Service, to honor the fifty states of the Union and the historic role that the Postal Service has played.

America's most comprehensive line of quality licensed collectible train and vehicle miniatures is available at finer hobby retailers and online at www.athearn.com.

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You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. All offices are eligible to participate in the program and may order products through the OLRP catalog on eBuy.

Promotion. Postal Service Official Licensed Products



all stamp pins \$1.75 ea.



plus shipping & handling

choose from our large stock of regular-priced stamp pins • 10-piece minimum order • sale ends January 31, 2004



CALL OR WRITE TODAY TO REQUEST A COMPLIMENTARY BROCHURE



3815 Academy Parkway North NE
Albuquerque, NM 87109-4408

800-336-2724
stamppins.com

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You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. All offices are eligible to participate in the program and may order products through the OLRP catalog on eBuy.

Promotion. Postal Service Official Licensed Products

NOW AVAILABLE! **50 State Quarters®** **Greetings from America albums!**

Collect and store your 50 State Quarter products. The archive-safe pages hold all 50 states and are finished with an elegant and functional design with a magnetic closure.

\$29.95
each

Call 800-Stamp-24
(800-782-6724)

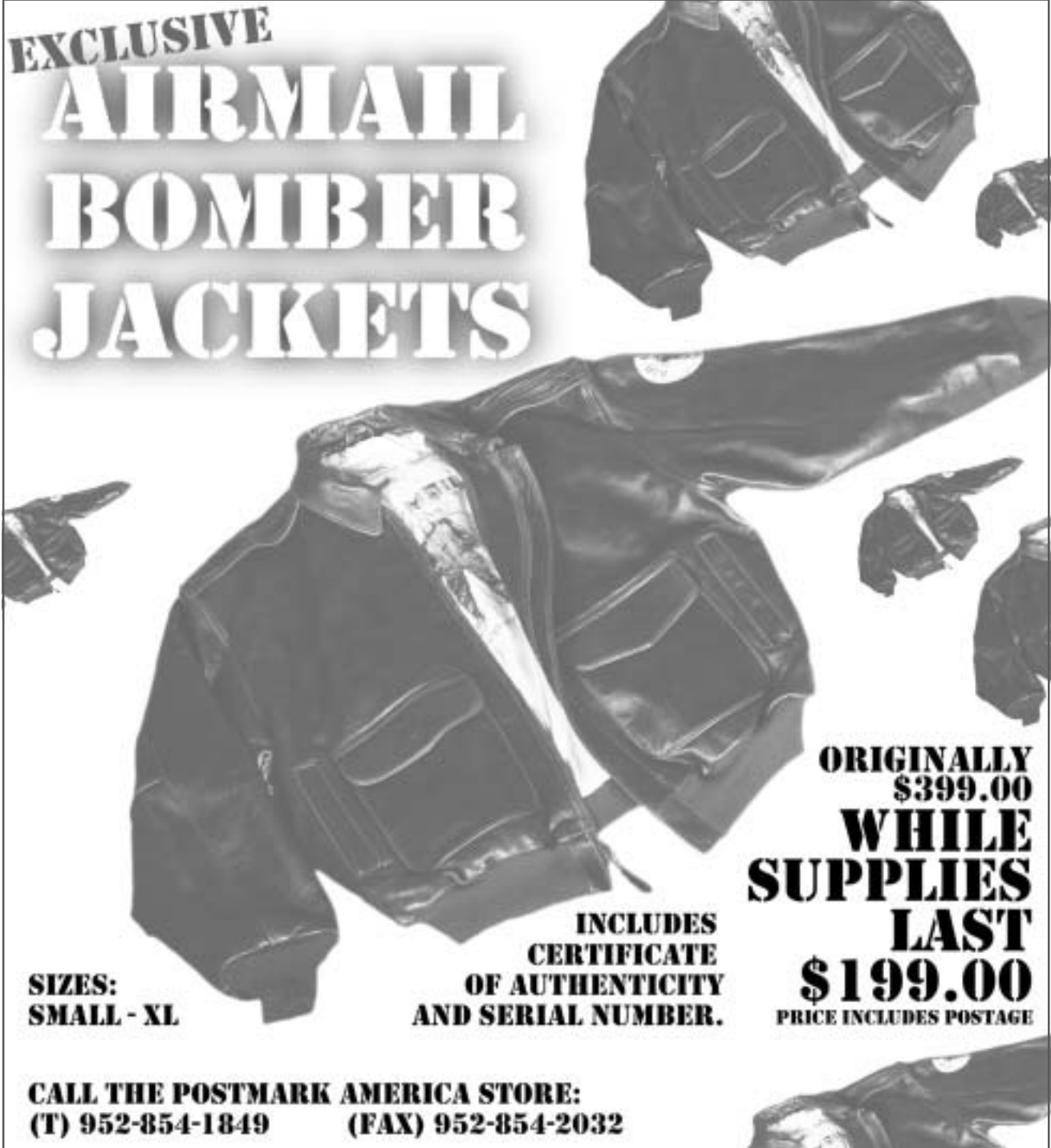
to order your album and the 50 State Quarters Greetings from America products for the perfect holiday keepsake gift.

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. All offices are eligible to participate in the program and may order products through the OLRP catalog on eBuy.

Promotion. Postal Service Retail Marketing

EXCLUSIVE
AIRMAIL
BOMBER
JACKETS



SIZES:
SMALL - XL

INCLUDES
CERTIFICATE
OF AUTHENTICITY
AND SERIAL NUMBER.

ORIGINALLY
\$399.00
WHILE
SUPPLIES
LAST
\$199.00
PRICE INCLUDES POSTAGE

CALL THE POSTMARK AMERICA STORE:
(T) 952-854-1849 (FAX) 952-854-2032

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. All offices are eligible to participate in the program and may order products through the OLRP catalog on eBuy.

(Licensing section continues on page 59.)

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
Highland Park, IL 60035-2000	Any and All of Various Names Other Than the Surname of Below, 555 Vine Avenue, Suite 110

— *Judicial Officer, 12-11-03*

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.

005159	018051	061260	076078	097300	110494	132064	171280	192575	245001	286112	321066	333018
005171	018140	061343	076539	097473	110728	132197	171289	192827	249106	286137	322128	333047
005755	018441	061399	076625	097569	110765	132407	171328	192974	249109	286187	322142	333161
006155	018770	061586	076659	097781	110851	134052	171331	193125	254026	292273	322143	333175
006160	018879	063118	076706	097807	111472	134057	171332	193264	257133	292598	322183	333243
006357	018932	063447	076894	097815	113010	135139	172041	193520	271086	292631	322187	333314
006784	019086	064085	077123	097822	113107	135216	172062	195061	271104	294552	322317	333770
007062	019266	064120	077387	097947	113350	136015	172065	195062	271111	296127	322351	334024
007102	019402	064255	078142	098002	113432	136035	173054	195076	271123	300024	322858	334032
007150	019423	064281	078429	098148	115038	136176	173073	196108	271169	300090	323577	334075
007207	019437	064283	079035	098242	115176	136177	175053	196111	271180	300321	325115	334210
007352	019846	064310	079148	098342	115214	138011	175061	196143	271182	300407	325116	334335
007389	020137	064316	080173	098549	115282	139057	175067	196149	272004	300659	325603	334349
008109	020267	064342	080208	098559	115299	139063	176053	196151	272019	300688	325611	334351
008255	020308	064353	080319	098671	115353	139282	177025	196161	272046	300731	325770	334738
008334	021140	064426	080412	098681	115767	139300	177069	198260	272065	300863	326414	334882
009007	021454	064515	080457	098703	115815	142788	177077	200272	272102	300952	326518	335172
009139	021503	064535	080543	098839	116046	146527	178065	200435	272110	301002	326725	335239
009162	021837	064685	080651	098840	117268	146613	178069	200751	272141	301082	327129	335704
009239	022016	064707	080681	098933	117332	146778	178070	207893	272164	301094	327709	335741
009264	022146	064802	085092	098952	117625	150040	180007	208596	272167	301121	328066	335768
009301	022155	064815	085459	098970	118001	150233	180043	208636	272175	301133	328568	336093
009310	023230	064932	085472	098992	118042	150298	180058	208727	272226	301142	328592	336207
009471	023271	065033	085772	100077	118125	151229	180065	210577	272268	301222	328974	336588
009645	025403	065444	088031	100107	118886	152018	180092	210794	272321	301322	329028	336824
009733	028017	065502	088075	100150	119021	152252	181022	212570	272325	301416	329609	337081
009739	028101	065572	088257	100198	119169	152315	182003	212928	272362	301427	329663	338080
009871	028497	065685	089315	100406	119342	152390	183009	212953	273015	302213	330004	338149
009944	028988	065709	089902	100424	120182	152635	183023	220129	273073	302927	330051	338341
009975	029096	065866	090391	102679	120183	152754	184008	220188	273077	305027	330108	340141
010372	030428	065913	091144	102919	120286	153073	184035	220251	273118	305036	330132	340471
010524	032117	065923	091357	103265	120296	156141	184038	220257	274145	305109	330154	340493
011406	033253	066109	091515	103328	121164	156194	184053	220577	274149	305188	330212	340910
012113	037119	067277	091586	103341	121178	156248	185023	220726	274218	305323	330216	340912
012338	038089	068005	091982	103363	122317	156249	185038	221040	274238	306035	330424	340982
012416	038400	068006	092240	103400	122345	159234	185040	221071	274278	306104	330528	344125
014276	038449	068037	092335	103762	122363	165099	185046	221135	274295	306178	330717	347002
014342	038529	068468	092574	103970	122364	165373	185058	221191	274303	306899	331129	347068
014467	038640	068581	093223	104386	123140	169015	185067	221204	274322	311097	331568	347119
014766	040357	069150	093262	104597	124168	170099	185071	221221	274350	311163	331572	347139
014959	041342	069402	093442	104633	125046	170150	185080	221263	274354	311486	331619	349016
015136	042092	070131	093502	105046	125357	170210	186009	221376	274502	311693	331981	349100
015261	044065	070795	093768	105584	128105	170278	186036	221559	276408	312383	332100	349169
015568	049004	070951	094414	105932	128128	170285	187014	222024	277045	314358	332129	349405
015585	054034	070984	094644	106184	128504	170291	187025	222030	278031	314573	332184	349443
015594	054199	071203	094854	106309	128992	170318	187031	222038	282783	314656	332186	349484
015641	054300	071437	095436	106353	128999	170322	187044	222271	282932	317179	332294	349588
015680	055164	071643	095563	108096	129877	170330	187053	223108	283344	317266	332300	349613
015702	056086	071647	095995	108504	129928	171112	187058	224024	283510	319102	332503	349619
015708	060044	071689	096199	108890	130018	171139	187069	235129	283592	319142	332560	349814
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352767	462026	481707	482838	554611	617198	740038	756017	799029	900074	904663	921329	952338
356700	462052	481710	482864	554650	618057	740294	757001	800102	900087	904749	921372	952344
358038	462065	481726	482868	554705	620040	740592	757005	800220	900097	904775	921729	953254
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361122	462277	481766	482893	574032	627061	740952	757166	802104	900133	906160	924302	953369
365076	463046	481795	482899	577077	628130	741115	757173	802112	900224	906211	924476	953371
366201	463052	481810	482943	581174	630010	741647	757185	802324	900230	906395	924689	958125
372857	463055	481837	482953	585228	631285	746007	757225	802459	900236	906473	926117	958643
392645	463072	481841	482993	591036	631398	746021	757238	802747	900243	906651	926200	958778
395203	463073	481909	483190	591415	631435	749110	757295	802754	900254	906657	926368	958791
402026	464004	481910	483245	591508	631499	750142	757319	802772	900260	906817	926372	958812
402068	464013	481913	483319	591580	631791	750171	757331	804234	900320	906857	926418	958816
402201	464043	481924	483351	596520	631803	750303	757339	804281	900356	906903	926512	958862
402303	464056	481939	483528	597502	631986	750493	757364	805037	900361	907095	927315	958894
402573	464066	481949	483578	597510	641026	750658	757561	805174	900412	907154	928218	958910
402907	464102	481955	483793	600031	641145	750741	757610	805439	900446	907207	928317	958923
403001	464124	481963	483892	600135	641238	750791	759008	805473	900452	907221	928707	958941
405069	464178	481990	485149	600173	641405	751050	760032	805505	900469	907225	931020	958981
417004	464179	482193	485206	600211	641455	751185	760091	809138	900508	907245	931502	958999
430133	464202	482200	489225	600226	641486	752023	763132	811011	900672	907259	932627	960087
431061	467099	482204	489360	600593	652240	752030	765618	811029	900726	907286	933202	967310
432333	468071	482218	489366	600633	652245	752036	767521	813055	900751	907298	933305	968166
432366	470001	482250	489441	600650	652335	752056	770195	820817	900873	907398	933417	968347
432477	477087	482274	490479	600821	652390	752144	770454	829506	900881	907461	933451	968621
432713	478007	482330	491106	600963	654102	752228	771543	833246	900965	907517	933461	968845
432791	478008	482335	492034	601024	658107	752263	772317	833501	901165	907578	933551	968895
432828	478060	482339	492060	601065	658165	752300	772539	834042	901233	907592	935114	968952
432922	478109	482353	494121	601120	666520	752322	773049	834075	901270	907596	937453	970183
432926	479058	482368	494163	601584	681401	752332	774341	836400	901415	907707	937699	970771
432964	479118	482412	495229	601868	681551	752400	774362	837700	901451	907717	939609	970775
441007	479120	482418	497254	602930	681612	752436	775351	841275	901481	907811	940032	970782
441129	479122	482423	498360	603059	683014	752461	778001	846210	901507	907857	940390	970909
441399	479127	482442	501001	604178	685080	752472	778022	852205	901522	907875	940935	970933
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443135	480448	482488	526034	605182	701744	752554	782070	856202	901736	911282	941575	972628
443219	480456	482493	531154	605349	701998	752566	782292	856420	901782	912257	941605	980161
443312	480555	482498	531640	606240	711525	752644	782417	880003	901806	913084	941746	982107
445156	480814	482501	531766	606608	722145	752652	782515	891282	901813	913095	941757	982256
447134	480996	482507	532460	607104	722206	752660	782683	891348	901836	913109	945390	982310
451004	481007	482515	551070	607655	722219	752681	785704	891435	901909	914015	945855	982313
452007	481138	482530	551082	607838	723049	752716	785725	891489	901931	914039	948241	982504
452059	481155	482536	551181	608135	723092	752830	787012	891542	901942	914528	948405	982519
452231	481369	482574	551187	608209	727079	752875	787048	891680	901985	915303	948496	992495
452287	481428	482579	551297	608348	730219	752976	787060	891717	902440	915396	948518	995265
452433	481459	482624	551299	610106	730885	753022	787070	891741	902739	915619	948719	995340
452577	481465	482625	551356	610113	731461	753137	787090	891958	902811	917208	949575	998345
452804	481505	482637	551400	610142	731465	754005	787095	895057	902816	917253	950160	
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454523	481673	482734	551993	613101	735008	754033	794011	900021	903535	917839	950877	
457123	481688	482763	553150	614011	737021	755003	797023	900023	903628	921080	951319	
458095	481700	482787	553256	616091	738003	755004	797029	900054	904438	921302	952247	

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	043 205 5922 to 043 205 5999	378 351 1063 to 379 843 5100 to	1099 5199
011 582 1889 to 011 582 1899	027 361 0430 to 027 361 0499	044 087 3457 to 044 087 3499	380 093 9600 to 380 165 1165 to	9699 1199
011 588 2900 to 011 588 3099	027 369 4482 to 027 369 4495	044 087 4000 to 044 087 4099	381 325 4500 to 381 604 2510 to	4599 2699
012 579 5675 to 012 579 5699	027 671 8762 to 027 671 8776	045 524 4121 to 045 524 4298	381 645 9525 to 383 314 3968 to	9599 3999
013 289 6176 to 013 289 6199	027 787 9886 to 027 787 9899	046 800 9870 to 046 800 9899	383 892 1000 to 383 892 1382 to	1344 1399
013 610 0014 to 013 610 0099	027 965 9487 to 027 965 9499	047 352 4000 to 047 352 4099	384 925 3641 to 385 568 2331 to	3654 2399
014 932 1000 to 014 932 1099	028 191 1852 to 028 191 1999	047 552 4370 to 047 552 4399	385 599 7554 to 385 774 2024 to	7575 2099
014 972 0800 to 014 972 0899	028 850 3000 to 028 850 3199	048 396 3647 to 048 396 3699	386 624 1412 to 386 883 8936 to	1599 8999
015 363 0007 to 015 363 0099	029 510 1500 to 029 510 1599	051 774 8857 to 051 774 8899	387 314 5574 to 387 837 6300 to	5599 6399
017 028 3200 to 017 028 3299	030 687 0903 to 030 687 0999	051 781 2875 to 051 781 2885	388 828 0656 to 389 696 2400 to	0699 2799
018 569 5333 to 018 569 5399	030 701 3442 to 030 701 3499	058 187 3836 to 058 187 3899	389 846 3104 to 389 846 3145 to	3135 3195
018 986 5264 to 018 986 5299	031 077 4507 to 031 077 4799	058 591 1153 to 058 591 1299	389 887 9211 to 389 887 9234 to	9230 9299
019 518 2814 to 019 518 2899	032 295 7500 to 032 295 9999	077 999 4001 to 077 999 4099	390 001 3182 to 390 001 3500 to	3199 3699
020 698 5159 to 020 698 5199	034 394 1000 to 034 394 1099	210 221 0548 to 210 221 0599	390 545 5974 to 391 104 6146 to	5999 6199
020 844 7307 to 020 844 7399	034 943 0400 to 034 943 0799	227 275 9400 to 227 275 9999	391 574 1466 to 391 783 3020 to	1499 3599
020 972 8948 to 020 972 8999	035 035 4337 to 035 035 4399	273 070 8059 to 273 070 8099	391 792 6100 to 392 668 2956 to	6199 2999
022 021 9110 to 022 021 9181	037 706 9578 to 037 706 9599	273 775 7700 to 273 775 7899	392 854 8500 to 393 584 7566 to	8899 7699
022 037 1411 to 022 037 1499	037 805 3677 to 037 805 3699	302 000 0000 to 302 123 9999	393 650 0074 to 393 838 8316 to	0099 8499
023 637 7169 to 023 637 7199	037 909 5490 to 037 909 5499	349 746 2056 to 350 518 7350 to	393 893 6007 to 394 126 6907 to	8499 6099
024 380 4100 to 024 380 4199	040 024 3901 to 040 024 3999	360 011 1690 to 360 168 6008 to	394 189 0405 to 394 822 3243 to	6999 0599
024 496 6870 to 024 496 6896	040 674 7100 to 040 674 7199	360 173 8800 to 360 324 2326 to	394 990 1810 to 395 343 3264 to	3278 1899
025 092 0987 to 025 092 0999	040 688 8816 to 040 688 8899	362 861 3064 to 373 006 2176 to	395 373 3035 to 395 396 9649 to	3299 9799
025 369 5535 to 025 369 5599	041 299 6752 to 041 299 6799	374 768 2600 to 375 169 4400 to	395 970 3240 to 397 622 4054 to	3099 4099
025 729 1151 to 025 729 1199	041 623 8889 to 041 623 8899	375 829 3400 to 375 851 9100 to	397 819 8902 to 398 149 7200 to	8999 7699
025 729 1643 to 025 729 1799	041 803 6565 to 041 803 6599	376 196 0911 to 378 085 3679 to	399 070 0872 to 399 070 0872 to	0999 0899

399 156 7119 to 7199	417 871 9250 to 9299	436 160 6441 to 6499	458 069 9665 to 9699
399 203 5064 to 5099	417 930 9533 to 9599	437 316 7115 to 7199	458 337 5222 to 5299
399 296 9910 to 9999	418 164 6500 to 6799	437 427 0500 to 3499	458 354 7653 to 7999
399 396 8935 to 8999	418 423 9863 to 9899	439 179 2300 to 2399	458 671 8678 to 8699
399 792 7775 to 7799	418 633 5922 to 5999	439 310 0458 to 0499	458 671 8721 to 8798
399 792 8300 to 8399	418 719 8520 to 8599	440 698 1947 to 1999	458 847 5044 to 5999
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
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410 795 7927 to 7999	430 172 9800 to 9899	454 302 5400 to 5499	469 678 1900 to 1999
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410 867 0970 to 0999	430 444 9500 to 9699	454 490 8300 to 8399	469 947 6960 to 6999
411 868 1023 to 1199	430 664 4070 to 4099	454 547 7434 to 7499	470 755 5800 to 5818
411 922 2322 to 2399	432 168 8419 to 8499	454 922 4867 to 4895	471 918 0300 to 0999
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412 395 8599 to 8699	432 744 1544 to 1599	455 364 2147 to 2199	472 191 6700 to 6799
412 485 6500 to 6599	432 995 9775 to 9799	455 399 5400 to 5499	472 270 2555 to 2599
412 485 6610 to 6699	433 003 5800 to 5899	455 476 0676 to 0699	472 987 0213 to 0241
412 885 5953 to 5999	433 757 3047 to 3099	455 543 0618 to 0699	472 987 0290 to 0299
414 193 3608 to 3674	433 765 4003 to 4099	456 410 9006 to 9099	473 151 2069 to 2199
414 193 3677 to 3699	434 482 7060 to 7199	456 470 4146 to 4299	473 666 9138 to 9199
414 411 7348 to 7399	434 513 2386 to 2399	456 619 4460 to 4499	473 952 3429 to 3499
414 640 0757 to 0799	434 968 3076 to 3092	457 333 2686 to 2699	474 108 5402 to 5499
414 965 1727 to 1799	435 303 1831 to 1842	457 729 1767 to 1777	474 356 5193 to 5299
417 302 8104 to 8199	435 303 1986 to 1999	457 937 8615 to 8699	474 949 3366 to 3399
417 387 6532 to 6599	435 666 6092 to 6399	458 028 9810 to 9899	475 134 9362 to 9399
417 496 6800 to 6999	436 082 6400 to 6899	458 057 2712 to 2999	475 167 9667 to 9699
		458 069 9537 to 9599	475 319 3415 to 3499

475 319 3649 to	3799	490 721 6000 to	6099	609 289 6123 to	6199	630 463 0588 to	0599
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475 424 8410 to	8499	490 886 8171 to	8199	609 493 1100 to	1199	631 762 9325 to	9399
475 629 9156 to	9199	490 977 9221 to	9240	609 766 8091 to	8999	632 217 4933 to	4999
475 850 6101 to	6199	491 258 8100 to	9099	609 825 4100 to	4115	632 500 0000 to	599 9999
475 875 2500 to	2599	491 567 1376 to	1399	609 884 2981 to	2999	633 110 4165 to	4199
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
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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
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486 559 7555 to	7599	603 678 8418 to	8499	624 468 5288 to	5299	644 069 0600 to	0699
486 696 3023 to	3199	603 678 8700 to	9999	624 665 3162 to	3198	644 077 7506 to	7699
488 173 7900 to	7999	604 086 0880 to	0899	625 088 6735 to	6799	644 085 8157 to	8199
488 206 4100 to	4199	604 349 1414 to	1499	625 916 9500 to	9799	644 112 9839 to	9899
488 226 0200 to	0299	604 503 7776 to	7799	625 968 8956 to	8999	644 373 9083 to	9099
488 709 3906 to	3999	605 520 9037 to	9099	627 005 3938 to	3999	644 380 1460 to	1499
488 855 8359 to	8399	605 685 4010 to	4099	627 384 3907 to	4099	644 733 4715 to	4799
489 181 8963 to	8999	605 988 6467 to	6499	627 496 7549 to	7599	644 900 9712 to	9799
489 223 2000 to	2099	607 689 7951 to	7960	627 708 3605 to	3699	644 901 0109 to	1299
489 311 1930 to	1999	607 728 1276 to	1299	627 776 2500 to	2599	644 901 1325 to	1399
489 318 6200 to	6300	608 727 7100 to	7199	628 226 3100 to	3199	644 923 6800 to	7799
489 384 0027 to	0099	608 727 7273 to	7599	628 814 4702 to	4799	644 932 4655 to	4699
489 427 0658 to	0899	608 813 9950 to	9999	628 851 9689 to	9699	645 318 7240 to	7499
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490 717 7080 to	7099	609 067 5600 to	5699	630 389 3056 to	3071	645 821 0657 to	0699

645 930 7948 to	7999	663 763 5300 to	5399	686 931 7636 to	7699	702 264 7569 to	7599
645 975 0737 to	0762	663 883 7039 to	7499	687 601 0973 to	0999	702 713 1800 to	1809
646 242 6200 to	6299	663 938 9200 to	9299	687 614 6774 to	6799	702 821 5730 to	5799
646 270 7639 to	7799	664 253 8000 to	8499	688 120 9000 to	9999	702 821 5805 to	5899
646 798 4000 to	4999	664 656 3055 to	3099	688 314 3107 to	3191	702 846 6331 to	6399
647 048 7035 to	7099	665 174 6400 to	6499	690 291 1361 to	1371	702 848 3900 to	3999
647 049 2900 to	2999	665 274 8208 to	8299	690 788 2877 to	2899	702 857 7302 to	7499
647 398 8300 to	8399	665 669 5400 to	5499	690 893 5344 to	5399	702 878 0114 to	0199
647 398 8481 to	8499	666 132 8226 to	8299	690 893 5512 to	5599	740 002 7710 to	7719
647 437 3000 to	4999	666 696 2209 to	2299	690 904 1300 to	1599	740 241 9049 to	9099
647 811 2188 to	2199	666 696 2309 to	2399	690 941 6000 to	6199	740 255 1718 to	1799
648 009 6057 to	6099	667 032 9300 to	9399	691 313 6383 to	6399	740 470 2420 to	2443
648 163 5300 to	5499	667 729 5529 to	5599	691 313 6600 to	6699	740 523 7432 to	7449
648 722 5283 to	5299	668 383 8400 to	8699	691 582 8003 to	8099	740 535 1555 to	1580
648 892 3164 to	3199	670 368 3400 to	3499	691 664 1800 to	1999	740 701 6105 to	6114
649 100 3989 to	3999	670 369 7336 to	7399	691 664 2400 to	2499	740 705 9790 to	9799
649 647 0370 to	0399	670 750 7169 to	7199	692 727 9362 to	9399	740 726 6400 to	6500
649 647 0522 to	0599	671 046 6200 to	6399	692 798 1800 to	1899	740 765 3306 to	3399
649 647 5237 to	5399	671 251 5448 to	5499	693 249 0779 to	0799	805 885 8411 to	8499
649 647 9100 to	9299	671 926 5600 to	5799	693 249 0877 to	1699	806 087 1100 to	1499
649 666 7800 to	8299	672 444 2000 to	2999	693 445 0566 to	0999	806 268 9275 to	9299
650 114 7707 to	7719	672 828 3410 to	3499	693 448 8500 to	8999	806 534 3400 to	3477
650 130 3400 to	3599	673 167 5776 to	5799	693 645 9583 to	9599	807 342 3283 to	3399
650 213 0406 to	0499	675 464 3700 to	3799	693 965 4200 to	4299	808 086 7100 to	7199
650 555 1749 to	1799	675 464 4000 to	4199	695 741 2906 to	2999	808 090 3440 to	3499
650 564 1900 to	1999	676 365 5958 to	5999	695 947 8518 to	8599	808 325 5161 to	5699
650 627 4212 to	4299	676 669 1024 to	1099	696 662 8247 to	8299	808 784 8000 to	8299
650 736 2043 to	2099	677 126 6734 to	6799	697 447 8285 to	8296	830 125 0672 to	0699
650 739 1540 to	1699	677 333 9979 to	9999	698 042 4816 to	4899	830 602 5800 to	5999
651 741 4415 to	4499	677 466 1088 to	1099	698 131 2138 to	2157	830 610 3700 to	3799
651 882 2800 to	2899	678 071 4500 to	4799	698 227 0000 to	0099	830 983 3500 to	3599
652 754 6317 to	6399	678 096 7531 to	7599	700 065 2570 to	2599	830 983 3635 to	3699
653 131 4945 to	4999	679 909 2578 to	2599	700 065 4800 to	4899	831 354 1387 to	1399
653 426 3300 to	3399	680 112 9565 to	9599	700 190 3350 to	3359	831 815 8240 to	8299
653 455 4874 to	4899	680 244 0903 to	0999	700 228 6048 to	6099	832 525 3810 to	3899
654 238 0000 to	0399	680 412 6046 to	6099	700 650 0452 to	0499	833 159 1884 to	1899
654 404 3065 to	3092	680 761 6800 to	6899	700 666 1323 to	1349	833 456 2567 to	2599
654 962 2900 to	3199	681 677 0540 to	0699	700 786 9106 to	9142	833 566 3015 to	3071
655 103 5081 to	5199	682 070 1029 to	1099	700 859 0744 to	0758	834 130 5200 to	5299
655 523 2600 to	2999	682 956 6280 to	6299	701 028 6780 to	6899	834 316 5444 to	5499
656 305 2448 to	2499	682 956 6490 to	6599	701 213 3900 to	3999	834 354 8747 to	8766
657 347 4438 to	4999	682 956 6700 to	6799	701 267 2000 to	3999	834 354 8824 to	8838
657 710 8100 to	8999	682 965 1178 to	1199	701 335 7312 to	7399	835 269 5700 to	5799
657 780 0985 to	0999	682 965 1201 to	1299	701 369 2005 to	2050	835 496 7303 to	7399
658 586 1400 to	1499	683 118 2389 to	2399	701 499 2260 to	2299	835 539 5200 to	5999
658 877 8000 to	8199	683 378 2000 to	2099	701 503 2247 to	2299	835 813 3015 to	3099
658 880 8000 to	8199	683 378 2117 to	2299	701 541 2271 to	2299	837 672 8967 to	8999
659 398 7300 to	7399	683 415 1200 to	1499	701 553 6557 to	6599	837 784 3282 to	3299
659 706 8113 to	8199	683 444 8159 to	8199	701 601 3457 to	3499	838 176 8377 to	8399
659 846 7837 to	7899	685 154 7780 to	7789	701 605 5913 to	5999	838 518 1257 to	1299
660 510 4100 to	4199	685 297 7645 to	7699	701 695 3982 to	3999	839 718 8257 to	8299
660 673 0400 to	0599	685 623 5264 to	5299	701 695 4148 to	4199	840 323 0600 to	0699
661 488 5000 to	5099	685 650 9487 to	9499	701 695 4227 to	4299	840 875 6235 to	6299
661 609 9100 to	9199	685 669 4200 to	4299	701 708 1741 to	1799	840 910 0900 to	0999
661 716 9420 to	9499	685 757 8452 to	8499	701 736 3966 to	3999	841 349 5000 to	5099
661 906 6522 to	6599	686 071 2694 to	2799	701 838 2800 to	2899	841 805 7747 to	7899
662 021 8332 to	8399	686 176 3333 to	3354	701 941 0600 to	0699	841 805 7944 to	8099
662 068 0700 to	0899	686 372 3200 to	3299	702 171 1603 to	1699	842 226 0685 to	0695
662 553 0774 to	0799	686 644 5879 to	5899	702 195 5109 to	5199	842 685 4600 to	4699
663 078 7034 to	7099	686 899 1371 to	1399	702 254 9300 to	9399	842 685 4742 to	4999

842 860 0300 to	0399	858 124 7644 to	7699	870 491 4812 to	4849	909 100 1900 to	2099
842 898 5582 to	5599	858 756 3111 to	3299	870 536 5820 to	5829	909 355 0422 to	0499
843 062 7100 to	7199	859 063 8200 to	8699	870 541 7167 to	7239	909 568 8900 to	9099
843 077 6288 to	6299	859 190 0600 to	0644	870 575 8155 to	8999	909 568 9300 to	9499
843 077 6378 to	6399	859 437 5538 to	5599	870 589 0485 to	0494	909 725 7307 to	7399
843 758 5769 to	5778	859 811 2888 to	2899	870 691 7060 to	7099	909 833 0947 to	0999
843 786 2554 to	2699	859 855 8873 to	8999	872 100 0445 to	0459	910 219 8631 to	8699
845 656 8165 to	8199	860 240 8520 to	8599	900 556 4178 to	4199	910 265 1100 to	1199
845 727 2100 to	2199	860 275 3900 to	3999	900 845 0044 to	0099	910 471 7273 to	7299
845 746 2618 to	2635	860 518 9629 to	9699	900 936 0217 to	0299	910 536 2505 to	2599
846 390 7531 to	7599	860 600 0021 to	0999	900 936 0435 to	0499	910 958 7499 to	7599
846 918 0572 to	0599	861 158 2350 to	2599	901 058 5255 to	5280	911 140 1000 to	2199
847 237 7690 to	7699	861 367 5400 to	5499	901 273 1082 to	1099	911 245 2545 to	2599
847 284 2481 to	2499	861 637 6010 to	6099	901 287 5143 to	5199	911 268 9077 to	9099
847 374 7055 to	7065	861 979 7292 to	7499	901 291 2789 to	2799	911 400 8948 to	8999
847 374 7055 to	7065	862 216 6100 to	6199	901 525 7122 to	7199	911 508 1620 to	1799
847 636 5304 to	5399	862 263 9213 to	9299	902 198 9769 to	9799	911 509 9310 to	9399
847 700 5447 to	5499	862 271 0800 to	0999	902 948 1269 to	1299	911 523 3000 to	3999
847 723 7500 to	7599	862 271 5000 to	5099	902 985 0833 to	0899	912 057 9922 to	9999
849 485 3427 to	3499	863 871 5138 to	5199	903 370 6934 to	6999	912 882 0563 to	0899
849 520 9850 to	9899	863 949 5300 to	5399	904 600 6523 to	6599	913 605 2218 to	2299
849 608 1357 to	1399	864 088 8200 to	8299	904 892 0378 to	0399	913 709 2429 to	2499
849 792 2600 to	2699	864 426 3972 to	3999	904 892 0648 to	1299	913 818 3501 to	3999
850 546 1862 to	1899	864 520 6117 to	6136	905 056 2216 to	2299	914 063 4300 to	4399
851 143 6826 to	6844	865 151 0526 to	0599	905 510 6647 to	6799	914 346 7621 to	7644
851 209 9880 to	9899	865 500 4034 to	4099	905 510 6900 to	7099	914 529 6185 to	6299
851 928 9221 to	9299	865 883 6082 to	6099	905 794 0000 to	0199	915 546 6822 to	6999
852 589 6560 to	6599	866 004 3000 to	3999	905 794 0288 to	0299	915 671 3963 to	3980
853 049 3646 to	3699	866 442 4100 to	4899	905 794 0288 to	0299	915 671 3982 to	3999
854 304 4089 to	4999	867 366 9108 to	9118	905 873 6900 to	6999	915 671 3982 to	3999
854 529 2200 to	2299	867 633 7403 to	7499	905 873 7100 to	7299	915 675 2217 to	2299
854 532 0000 to	2999	867 737 5623 to	5699	905 880 8900 to	8999	916 440 3377 to	3399
855 001 6204 to	6249	868 169 4529 to	4599	905 889 7100 to	7199	916 670 6352 to	6399
855 319 9364 to	9399	868 173 8400 to	8599	906 158 1508 to	1599	916 682 5300 to	5399
855 361 3390 to	3399	868 514 9000 to	9099	906 558 8812 to	8899	916 694 1414 to	1499
856 226 0490 to	0499	868 566 9200 to	9299	906 982 2214 to	2299	916 703 0802 to	0821
856 656 5800 to	5999	869 387 1150 to	1199	907 725 8500 to	8599	917 370 6300 to	6499
856 752 0200 to	0299	869 505 3500 to	3599	907 815 0216 to	0257	917 486 4900 to	4999
857 111 1352 to	1399	869 523 7033 to	7099	908 622 4225 to	4235	918 951 7231 to	7299
857 279 3450 to	3499	869 800 0000 to	999 9999	908 936 9254 to	9299	920 309 9039 to	9199
857 843 4000 to	4099	870 054 4814 to	4899	909 100 1787 to	1799	920 857 5500 to	5899

— Group2—Internal and External Investigations,
Postal Inspection Service, 12-11-03

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	773 125 387	to	5 410	778 251 871	to	1 930	785 429 491	to	9 520
765 387 365	to	7 450	773 179 320	to	9 410	778 286 911	to	6 940	785 989 351	to	9 440
765 541 801	to	2 100	773 202 989	to	3 140	778 328 699	to	8 730	786 036 450	to	6 480
765 638 461	to	8 970	773 208 991	to	9 290	778 567 471	to	7 860	786 111 854	to	1 930
765 647 101	to	7 190	773 231 311	to	1 340	778 570 771	to	0 830	786 510 527	to	0 540
765 813 781	to	4 029	773 348 739	to	8 940	778 699 096	to	9 110	786 510 571	to	0 600
765 879 314	to	9 390	773 575 891	to	5 950	778 779 471	to	9 480	786 676 937	to	6 980
765 954 001	to	4 030	773 852 971	to	3 030	779 146 205	to	6 230	786 730 831	to	0 920
766 120 286	to	0 320	773 858 011	to	8 100	779 233 681	to	3 710	786 743 671	to	3 700
766 125 716	to	5 750	773 892 721	to	7 190	779 316 961	to	7 200	786 743 711	to	3 730
766 158 824	to	8 840	773 958 061	to	8 660	779 339 221	to	9 400	786 854 491	to	4 550
766 388 433	to	8 460	774 101 148	to	1 190	779 702 191	to	2 250	786 977 256	to	7 461
766 509 421	to	9 660	774 107 161	to	7 190	779 994 001	to	4 090	787 158 121	to	8 390
766 572 901	to	3 020	774 177 226	to	7 270	780 103 591	to	3 650	787 325 701	to	5 910
766 748 500	to	8 521	774 279 481	to	9 810	780 533 288	to	3 310	787 493 281	to	3 340
767 024 341	to	4 370	774 408 399	to	8 420	780 625 208	to	5 920	787 793 816	to	3 880
767 326 471	to	6 590	774 431 821	to	2 450	780 711 345	to	1 540	787 822 428	to	2 440
767 332 561	to	2 950	774 510 451	to	0 780	780 778 894	to	8 920	787 887 881	to	7 901
768 009 841	to	9 960	774 652 981	to	3 010	780 865 851	to	5 920	788 306 478	to	6.490
768 011 489	to	1 520	774 778 981	to	9 040	780 873 421	to	3 450	788 326 339	to	6 380
768 177 980	to	7 990	774 867 481	to	7 510	781 141 891	to	1 980	788 403 671	to	3 690
768 391 081	to	1 170	774 867 515	to	7 540	781 238 697	to	8 730	788 815 771	to	5 860
768 661 569	to	1 650	774 934 275	to	4 290	781 503 151	to	3 180	789 044 014	to	4 100
769 000 051	to	0 080	774 961 261	to	1 290	781 518 818	to	8 840	789 326 341	to	6 880
769 050 841	to	0 900	775 106 223	to	6 235	781 624 126	to	4 200	790 209 421	to	9 480
769 159 081	to	9 178	775 106 237	to	6 248	781 679 221	to	9 340	790 418 170	to	8 190
769 737 496	to	7 510	775 331 515	to	1 550	781 723 771	to	3 890	790 448 020	to	8 460
769 778 491	to	8 730	775 444 210	to	4 230	781 723 964	to	3 990	790 597 485	to	7 530
769 827 331	to	7 450	775 579 301	to	9 320	781 761 391	to	1 720	790 911 883	to	1 900
770 216 071	to	6 100	775 622 683	to	2 760	781 878 721	to	9 020	791 057 441	to	7 550
770 723 281	to	3 400	776 144 621	to	4 670	782 424 840	to	4 900	791 239 081	to	9 290
770 790 451	to	0 480	776 154 010	to	4 060	782 939 821	to	9 850	791 374 483	to	4 500
770 915 150	to	5 490	777 561 631	to	2 080	782 985 347	to	5 360	791 387 971	to	8 030
771 455 551	to	5 610	776 657 371	to	7 490	783 063 631	to	3 690	791 447 521	to	7 850
771 609 661	to	9 690	776 817 421	to	7 450	783 578 101	to	8 130	791 451 151	to	1 240
771 932 551	to	2 580	776 951 225	to	1 250	783 578 143	to	8 160	791 500 009	to	0 470
772 057 224	to	7 440	777 141 601	to	2 140	783 663 991	to	4 050	791 771 431	to	1 490
772 162 660	to	3 070	777 297 421	to	7 510	783 739 838	to	0 280	792 004 293	to	4 320
772 718 615	to	8 640	777 621 721	to	1 750	784 142 598	to	2 610	792 018 379	to	8 420
772 940 140	to	0 160	777 810 309	to	0 330	784 380 061	to	0 090	792 070 621	to	0 740
772 970 886	to	0 940	778 049 651	to	9 670	784 507 591	to	7 740	792 391 381	to	1 620
773 009 419	to	9 430	778 106 225	to	6 310	784 507 759	to	7 860	792 772 728	to	2 770
773 112 031	to	2 060	778 218 730	to	8 780	784 913 509	to	3 531	792 903 511	to	3 990

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, 12-11-03*

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, 12-11-03*

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.

Changes

APO/FPO	Action	Effective Date	See Restrictions
09397	Close	Immediately	

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

APO/FPO Table

APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions
09007	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09009	A1-B-B1-C-D-U	09098	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U		
09012	A1-B-B1-C-D-U	09099	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
09013	A1-B-B1-C-D-U-Z1	09100	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V		
09014	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09021	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09214	A1-B-B1-C-D-U		
09028	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U	09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09031	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U		
09033	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U	09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09034	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U		
09036	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V	09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V- Z1
09042	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U		
09045	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09245	A1-B-B1-C-D-U	09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09046	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U		
09050	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U	09322	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V- Z1
09053	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09261	A1-B-B1-C-D-U		
09054	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U	09323	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09056	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U		
09058	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U	09324	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V- Z1
09059	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U		
09060	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U	09325	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V- Z1
09063	A1-B-B1-C-D-L-U	09143	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U		
09067	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09326	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V- Z1
09069	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U				
09074	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09302	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V- Z1	09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V- Z1
09076	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U				
09080	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V- Z1	09328	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V- Z1
09081	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U				
09086	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09329	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V- Z1
09089	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U				
09090	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V- Z1
09094	A1-B-B1-C-D	09182	A1-B-B1-C-D-U				
09095	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U	09307	A1-B-B1-V-Z1	09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V- Z1

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09332	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	09509	A1-B-V	09624	A1-B-B1-C-F-U
09333	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	09510	A1-B-V	09625	A1-B-B1-C-F-U
09334	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	09511	A1-B-V	09626	A1-B-B1-C-F-U
09335	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	09517	A1-B-V	09627	A1-B-B1-C-F-U
09336	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09383	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09521	A1-B-V	09628	A1-B-B1-C-F-F1-U-V
09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09384	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09524	A1-B-V	09630	A1-B-B1-C-F-U-V
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09385	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09532	A1-B-V	09631	A1-B-B1-C-F-U
09340	A-A1-B-B1-C1-F-R-V	09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09534	A1-B-V	09636	A1-B-B1-C-F-U
09342	A-A1-B-B1-C1-E2-F-H1-M-I-R-R1-V-Z-Z1	09387	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09542	A1-B-V	09638	A1-B-B1-C-E2-F-U-V
09344	A-A1-B-B1-C1-E2-F-H1-M-I-R-R1-V-Z-Z1	09388	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09543	A1-B-V	09642	A1-B-B1-N-U
09345	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1	09545	A1-B-V	09643	A1-B-B1-U
09346	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	09549	A1-B-V	09644	A1-B-B1-U
09347	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09391	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09550	A1-B-V	09645	A1-B-U
09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09392	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09554	A1-B-B1-V	09647	A1-B-B1-N-U
09349	A-A1-B-B1-C-C1-D-E2-F-F1-H-I-M-N-R-R1-V-Z-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09556	A1-B-V	09648	A1-B-B1-N-U-V-Z1
09351	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09394	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09557	A1-B-V	09649	A1-B-B1-U
09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09399	A-A1-B-B1-C-F-M-V-Z1	09564	A1-B-V	09701	A1-B-B1-C-V-Z1
09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U-V	09565	A1-B-V	09702	A1-B-B1-C-V-Z1
09355	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09420	A1-B-B1-C-C1-U	09566	A1-B-V	09703	A1-B-B1-C-F1
09356	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09421	A1-B-B1-C-C1-U	09567	A1-B-V	09704	A1-B-B1-C-D-V
09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09447	A1-B-B1-C-C1-U-V	09568	A1-B-V	09705	A1-B-B1-U
09358	A-A1-B-B1-E2-F-H1-N-R-V-Z1	09454	A1-B-B1-C-C1-U-V	09569	A1-B-V	09706	A1-B-B1-C-U-V
09359	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09456	A1-B-B1-C-C1-U	09570	A1-B-V	09707	A1-B-B1-C-N-U-V
09360	A1-B-B1-V	09459	A1-B-B1-C-C1-U	09573	A1-B-V	09708	A1-B-B1
09361	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09461	A1-B-B1-C-C1-U	09574	A1-B-V	09709	A1-B-B1-F1
09363	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09463	A1-B-B1-C-C1-U	09575	A1-B-V	09710	A1-B-B1-C-C1-F1-M-R-R1-U
09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09464	A1-B-B1-C-C1-U	09576	A1-B-V	09711	A1-B-B1-F1-Z1
09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09468	A1-B-B1-C-C1-U	09577	A1-B-V	09713	A1-B-B1-C-F1
09368	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09469	A1-B-B1-C-C1-U	09578	A1-B-V	09714	A1-B-B1-C-C1-F1-M-R-R1-U
09372	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09470	A1-B-B1-C-C1-U	09579	A1-B-V	09715	A1-B-B1-F1
09375	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09494	A1-B-B1-C-C1-U	09582	A1-B-V	09716	A1-B-B1-C-D-N-U-V
		09496	A1-B-B1-C-C1-U-V	09586	A1-B-V	09717	A1-B-B1-M-W
		09498	A1-B-B1-C-C1-U	09587	A1-B-V	09718	A1-B-B1-F-I-N-U-V
		09499	A1-B-B1-C-C1-U	09588	A1-B-V	09719	A1-B-B1-C-F1-V
		09501	A1-B-V	09589	A1-B-B1-V	09720	A1-B-B1-U-V
		09502	A1-B-V	09590	A1-B-V	09721	A1-B-B1-N-U-V-Z1
		09503	A1-B-V	09591	A1-B-V	09722	A1-B-B1-C-D-N-U-V
		09504	A1-B-V	09593	A1-B-V	09723	A1-B-B1-N-U-V-Z1
		09505	A1-B-V	09594	A1-B-V	09724	A1-B-B1-C-C1-F1-M-R-R1-U
		09506	A1-B-V	09595	A1-B-V	09725	A1-B-B1-C
		09507	A1-B-V	09596	A1-B-V	09726	A1-B-B1-N-U
		09508	A1-B-V	09599	A1-B-V	09727	A1-B-B1-C-V-Z1
				09601	A1-B-B1-C-F-F1-U	09728	A1-B-B1-C
				09602	A1-B-B1-C-F-F1-N-U	09729	A1-B-B1-N-U-V
				09603	A1-B-B1-C-F-F1-U	09730	A1-B-B1-C-V-Z1
				09604	A1-B-B1-C-F-F1-U	09731	A1-B-B1-C-V-Z1
				09609	A1-B-B1-C-F-U	09732	A1-B-B1-N-V-Z1
				09610	A1-B-B1-C-F-U	09733	A1-B-B1-V
				09612	A1-B-B1-C-F-U	09735	A1-B-B1-N-V-Z1
				09613	A1-B-B1-C-F-U-V	09777	A-A1-B-B1-C-E1-N
				09617	A1-B-B1-C-F-U	09788	A-A1-B-B1-F-R-V
				09618	A1-B-B1-C-F-U	09779	A-A1-B-B1-F-R-V
				09619	A1-B-B1-C-F-U	09780	A-A1-B-B1-F-R-V
				09620	A1-B-B1-C-F-U	09789	A-A1-B-B1-F-R-V
				09621	A1-B-B1-C-F-U	09790	A-A1-B-B1-C1-F-R-V
				09622	A1-B-B1-C-F-U		
				09623	A1-B-B1-C-F-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	96214	A-A1-B-B1-U	96368	A1-B-B1-M-W
09793	A-A1-B-B1-F-R-V	09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	96215	A-A1-B-B1-U-V	96370	A1-B-B1-F-F1-F2-M-W
09797	A1-B-B1-C-D-P-V	09892	A-A1-B-B1-F-N-R-R1-V-Z1	96217	A-A1-B-B1-U-V	96372	A1-B-B1-M-W
09801	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	96218	A-A1-B-B1-U	96373	A1-B-B1-M-W
09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	34002	A1-B-B1-N-U-Z1	96219	A-A1-B-B1-U-V	96374	A1-B-B1-M-W
09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34020	A1-B-B1-M-N-V-Z1	96220	A-A1-B-B1-U-V	96375	A1-B-B1-M-W
09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34021	A1-B-M-N-V-Z1	96224	A-A1-B-B1-U	96376	A1-B-B1-M-W
09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96251	A-A1-B-B1-U	96377	A1-B-B1-M-W
09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	34023	A1-B-B1-M-N-V-Z1	96257	A-A1-B-B1-U	96378	A1-B-B1-M-W
09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34024	A1-B-B1-M-N-V-Z1	96258	A-A1-B-B1-U	96379	A1-B-B1-M-W
09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34025	A1-B-B1-F-N-U-V-Z1	96259	A-A1-B-B1-U	96384	A1-B-B1-M-W
09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34030	A1-B-B1-M-N-V-Z1	96260	A-A1-B-B1-U	96386	A1-B-B1-M-W
09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34031	A1-B-B1-M-N-V-Z1	96264	A-A1-B-B1-U	96387	A1-B-B1-M-W
09819	A-A1-B-F-P-V-Z1	34032	A1-B-M-N-V-Z1	96266	A-A1-B-B1-U	96388	A1-B-B1-M-W
09821	A-A1-B-F-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96267	A-A1-B-B1-U-V	96401	A1-B-B1-F-N-V-Z1
09822	A-A1-B-F-V-Z1	34034	A1-B-B1-M-N-V-Z1	96269	A-A1-B-B1-U	96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
09823	A-A1-B-F-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96271	A-A1-B-B1-U	96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
09824	A-A1-B-F-V-Z1	34036	A1-B-M-N-V-Z1	96275	A-A1-B-B1-V		
09827	A-A1-B-F-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96276	A-A1-B-B1		
09828	A1-B-N-V-Z1	34038	A1-B-B1-M-N-V-Z1	96278	A-A1-B-B1-U	96490	A1-B-B1-V
09830	A1-B-B1-C-N-Z1	34039	A1-B-N-V-Z1	96283	A-A1-B-B1-U	96507	A-A1-B-F-V
09831	A1-B-B1-F-N-U-V-Z1	34040	A1-B-V-Z1	96284	A-A1-B-B1-U-V	96511	A1-B-B1-I-N-V
09832	A-B-B1-U1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96297	A-A1-B-B1-U	96515	A1-B-B1-F
09833	A1-B-B1-U1-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96306	A1-B-B1-F-F1-F2-M-W	96517	A1-B-B1-F-U3-V
09834	A1-B-B1-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1	96309	A1-B-B1-M-V-W	96518	A1-B-B1-V
09835	A-A1-B-B1-V-Z1	34050	A1-B-V	96310	A1-B-B1-M-W	96520	A1-B-F-U3-V
09836	A-A1-B-B1-C-F-M-V-Z1	34051	A1-B-V-Z1	96311	A1-B-B1-M-W	96521	A1-B-F-N
09837	A1-B-B1-V-Z1	34053	A1-B-V-Z1	96313	A1-B-B1-F-F1-F2-M-W	96522	A1-B-F-N-U
09838	A1-B-B1-V-Z1	34055	A1-B-N-V-Z1	96319	A1-B-B1-M-W	96530	A-A1-B-B1-H-M-N-U-V
09839	A-A1-B-B1-U-V-Z1	34058	A1-B-B1-V-Z1	96321	A1-B-B1-F-F1-F2-M-W	96531	A1-B-B1-H-M-U-V
09841	A-A1-B-B1-U-Z1	34071	A1-B-I-M-N-V-Z	96322	A1-B-B1-F-F1-F2-M-W	96534	A-A1-B-F
09842	A-A1-B-B1-Z1	34076	A1-B-B1-F1-N-V-Z1	96323	A1-B-B1-M-V-W	96535	A-A1-B-B1-F-V
09844	A-A1-B-B1-U-V-Z1	34078	A1-B-B1-F1-N-V-Z1	96326	A1-B-B1-M-W	96536	A1-B-B1-V
09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34079	A1-B-B1-F1-N-V-Z1	96328	A1-B-B1-M-W	96537	A1-B-B1-V
09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34090	A1-B-V	96330	A1-B-B1-M-W	96538	A1-B-B1-V
09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34091	A1-B-V	96336	A1-B-B1-M-V-W	96540	A1-B-B1-V
09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34092	A1-B-V	96337	A1-B-B1-M-W	96542	A1-B-B1-V
09865	A-A1-B-B1-V-Z1	34093	A1-B-V	96338	A1-B-B1-M-W	96543	A1-B-B1-P-V
09868	A-A1-B-B1-U-V-Z1	34095	A1-B-V	96339	A1-B-B1-M-V-W	96544	A1-B-F-U3-V
09871	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1	34098	A1-B-V	96343	A1-B-B1-M-W	96546	A1-B-F-U3
09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34099	A1-B-V	96347	A1-B-B1-F-F1-F2-M-W	96548	A-A1-B-B1-H-M-U
		96201	A-A1-B	96348	A1-B-B1-F-F1-F2-M-W	96549	A-A1-B-B1-H-M-U
		96202	A-A1-B1-U-V	96349	A1-B-B1-F-F1-F2-M-W	96551	A-A1-B-B1-H-M-U
		96203	A-A1-B	96350	A1-B-B1-F-F1-F2-M-W	96553	A-A1-B-B1-H-M-N-U-V
		96204	A-A1-B-B1	96351	A1-B-B1-F-F1-F2-M-W	96554	A-A1-B-B1-H-M-U
		96205	A-A1-B-B1-U	96362	A1-B-B1-F-F1-F2-M-W	96555	A1-B-B1-F-M-V
		96206	A-A1-B-B1-U	96365	A1-B-B1-M-V-W	96557	A1-B-B1-F-M-V
		96207	A-A1-B-B1-V	96367	A1-B-B1-L-M-W	96595	A1-B-B1-V
		96208	A-A1-B-B1-U			96598	A1-B-B1-V
		96212	A-A1-B-B1-U			96599	A1-B-B1-V
		96213	A-A1-B-B1-U			96601	A1-B-V
						96602	A1-B-V
						96603	A1-B-V

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96604	A1-B-V	96615	A1-B-V	96660	A1-B-V	96673	A1-B-V
96605	A1-B-O-V	96617	A1-B-V	96661	A1-B-V	96674	A1-B-V
96606	A1-B-V	96619	A1-B-V	96662	A1-B-V	96675	A1-B-V
96607	A1-B-V	96620	A1-B-V	96663	A1-B-V	96677	A1-B-V
96608	A1-B-V	96621	A1-B-V	96664	A1-B-V	96678	A1-B-V
96609	A1-B-V	96622	A1-B-V	96665	A1-B-V	96679	A1-B-V
96610	A1-B-V	96623	A1-B-V	96666	A1-B-V	96681	A1-B-V
96611	A1-B-V	96624	A1-B-V	96667	A1-B-V	96682	A1-B-V
96612	A1-B-V	96628	A1-B-V	96668	A1-B-V	96683	A1-B-V
96613	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96629	A1-B-V	96669	A1-B-V	96684	A1-B-V
96614	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96634	A1-B-V	96670	A1-B-V	96686	A1-B-V
		96635	A1-B-V	96671	A1-B-V	96687	A1-B-V
		96643	A1-B-V	96672	A1-B-V	96698	A1-B-V
		96657	A1-B-V				

RESTRICTIONS

LEGEND

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

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

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

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

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

E2. Any matter depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited. Although religious materials contrary to the Islamic faith are prohibited in bulk quantities, items for the personal use of the addressee are permissible.

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

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

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

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

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

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

H1. Pork or pork by-products are prohibited.

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

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

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

I1. This restriction does not apply to registered mail.

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

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

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Z. No outside pieces (OSPs).

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



WALK RIGHT

**Make
Safety
Happen.**



ALWAYS BE CAREFUL WHEN WALKING. NEVER RUN. USE STAIRS IN LOADING DOCK AREA. ALWAYS USE HANDRAILS. CLEAN UP STRAPS AND SPILLS SO SOMEONE ELSE WON'T TRIP. DO NOT FINGER PAPER OR MAIL WHILE WALKING. WEAR US/SRA SHOES. BE EXTRA CAREFUL IN BAD WEATHER. SHORTEN STRIDE AND MOVE CAREFULLY IN A DRAG-AND-SHOVE SHUFFLE IN SNOW AND ICY CONDITIONS.

SAFETY DEPENDS ON ME.

December 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.



Juan Felipe
 Born: 9-11-00
 Date Missing: 2-13-02
 Missing From: Live Oak, FL



Octavio Farias
 Born: 6-2-98
 Date Missing: 6-15-03
 Missing From: Torrance, CA



Antoine Edwards
 Born: 11-14-99
 Date Missing: 2-7-02
 Missing From: Buffalo, NY



Christian DeLaGarza
 Born: 1-15-00
 Date Missing: 2-4-03
 Missing From: Northville, MI



Brittany Crittenden
 Born: 4-25-87
 Date Missing: 9-23-03
 Missing From: Huntsville, AL



Ana Contreras
 Born: 1-21-91
 Date Missing: 8-9-03
 Missing From: Altoona, FL

**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.

December 2003

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Holly Charlie
 Born: 11-18-88
 Date Missing: 9-19-03
 Missing From: Murray, UT



Jimmie Caractor
 Born: 6-28-87
 Date Missing: 3-24-03
 Missing From: Opa Locka, FL



Angel Briones
 Born: 7-15-01
 Date Missing: 7-7-03
 Missing From: Waukegan, IL



Nicholas Candela
 Born: 9-7-96
 Date Missing: 6-14-03
 Missing From: Oklahoma City, OK



Gio'annah Candela
 Born: 12-9-97
 Date Missing: 6-14-03
 Missing From: Oklahoma City, OK



Chelsea Bibb
 Born: 2-17-89
 Date Missing: 7-4-03
 Missing From: Fair Oaks, CA

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Jacob Barnett
Born: 9-20-85
Date Missing: 8-13-03
Missing From: Cullman, AL



Kimberly Archambault
Born: 9-15-86
Date Missing: 3-31-03
Missing From: Mandan, ND



Cheryl Abasolo
Born: 6-22-87
Date Missing: 10-7-03
Missing From: Henderson, NV

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Hot Line 1-800-843-5678
TDD 1-800-826-7653**

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This office will be
CLOSED
Thursday,
December 25, 2003,
Christmas Day.

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This office will be
CLOSED
Thursday,
December 25, 2003,
Christmas Day.

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NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released December 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
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
Oct.	0.30	-1.00	-0.93	5.68	5.66	7.65	7.62	6.06	6.23
Nov.	0.30	0.30	0.24	0.91	0.88	3.47	3.42	2.22	2.22
LAST 12 MONTHS	4.00	5.22	5.18	14.99	15.09	34.01	34.93	23.91	24.22

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.

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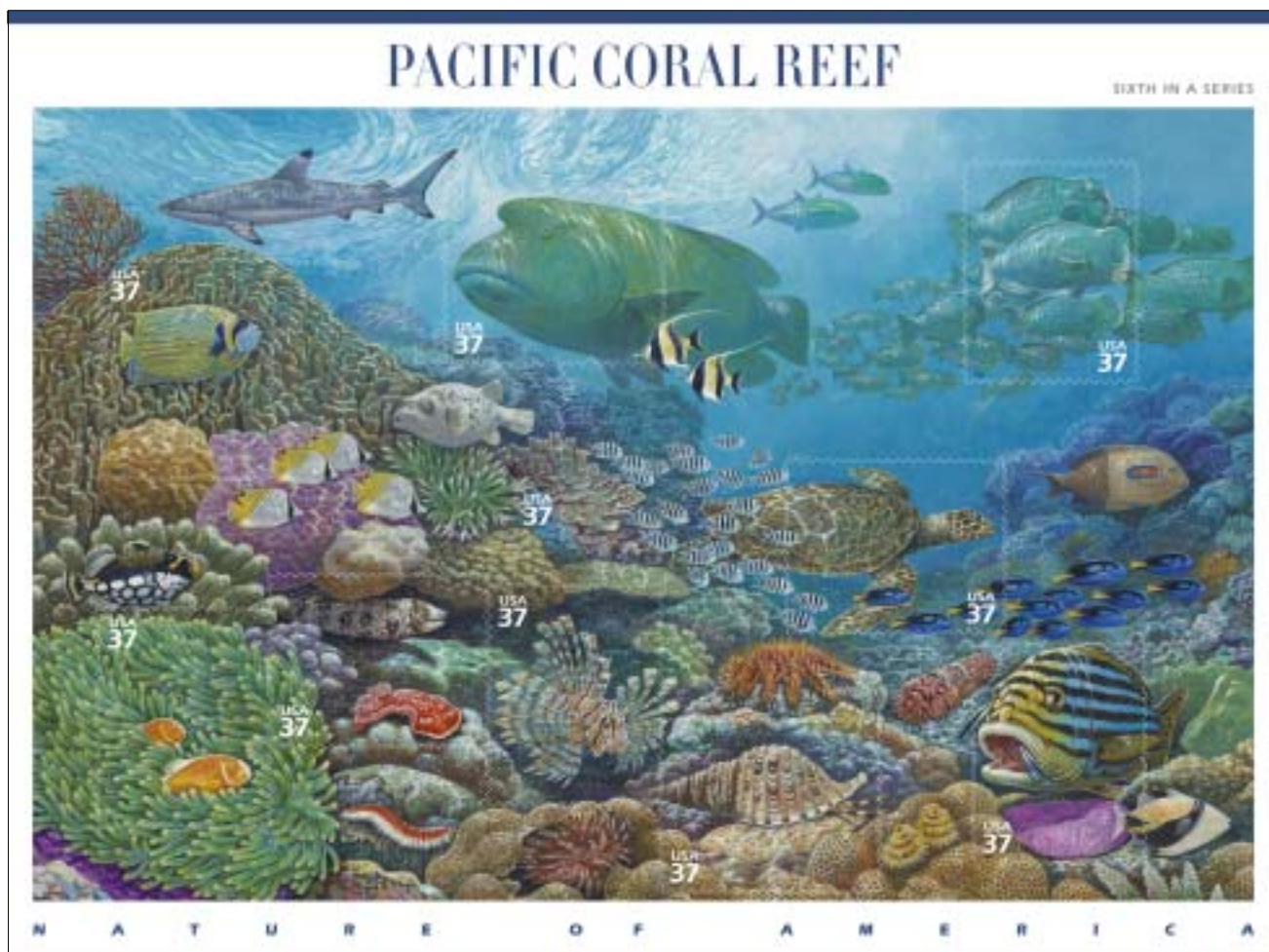
Products featured in this promotion are for individual purchases or Postal Service promotional events. These items are *not* for resale in Postal Service retail stores.

You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. All offices are eligible to participate in the program and may order products through the OLRP catalog on eBay.

Philately

STAMP ANNOUNCEMENT 03-33

Pacific Coral Reef Stamps



Copyright USPS 2003

The Postal Service™ will issue a souvenir sheet of the 37-cent *Pacific Coral Reef* stamps (Item 457100) on January 2, 2004, in Honolulu, Hawaii. The stamps, designed by Ethel Kessler, Bethesda, Maryland, and illustrated by John D. Dawson, Hilo, Hawaii, go on sale nationwide January 3, 2004. The souvenir sheet may not be split and the stamps may not be sold individually.

The *Pacific Coral Reef* stamps are the sixth in an educational series designed to promote appreciation of North America's major plant and animal communities. The previous issuances in the *Nature of America* series were the *Sonoran Desert* (1999), *Pacific Coast Rain Forest* (2000),

Great Plains Prairie (2001), *Longleaf Pine Forest* (2002), and *Arctic Tundra* (2003). This new issue portrays a typical coral reef near the U.S. territory of Guam.

Coral reefs and their surrounding waters are complex ecosystems supporting thousands of different life forms. But like the biologically rich rain forests of the tropics, they are also fragile realms, sensitive to temperature changes and highly vulnerable to human activities that exploit their resources. Reefs can stretch for miles in the clear, shallow waters of the tropics and subtropics. Built up primarily by coral polyps, tiny organisms that secrete calcium carbonate, these massive structures protect the shores of nearby

landmasses from wave-induced erosion while providing food and shelter for countless creatures. In Guam alone, scientists have documented approximately 6,000 marine species, including some 250 coral species.

To illustrate the diversity of species associated with a coral reef, artist John D. Dawson portrayed more than 30 different kinds of marine animals in his colorful painting. Although the scene itself is imaginary, all species and interactions are appropriate and were recommended by scientists.

How to Order the First Day of Issue Postmark

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

PACIFIC CORAL REEF STAMPS
 POSTMASTER
 3600 AOOLELE STREET
 HONOLULU HI 96820-3670

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by February 1, 2004.

How to Order First Day Covers

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

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

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

Philatelic Products

There is no philatelic product for these stamps.

Issue:	<i>Pacific Coral Reef</i>
Item Number:	457100
Denomination & Type of Issue:	\$3.70 Souvenir Sheet
Format:	Pane of 10 (10 designs)
Series:	<i>Nature of America</i>
Issue Date & City:	January 2, 2004, Honolulu, HI 96820
Artist:	John D. Dawson, Hilo, HI
Designer:	Ethel Kessler, Bethesda, MD
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Ethel Kessler, Bethesda, MD
Modeler:	Avery Dennison, SPD
Engraver:	Keating Gravure
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Pane:	10
Print Quantity:	7.6 million panes
Paper Type:	Nonphosphored, Type III, Block tagged
Adhesive Type:	Pressure sensitive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Magenta, Cyan, Black, PMS 294 (Blue), PMS 5635 (Green)
Stamp Orientation:	Horizontal and vertical
Orientation 1:	Horizontal
Image Area (w x h):	1.410 x 1.075 in./35.814 x 27.305 mm
Overall Size (w x h):	1.410 x 1.075 in./35.814 x 27.305 mm
Orientation 2:	Vertical
Image Area (w x h):	1.225 x 1.560 in./31.115 x 39.624 mm
Overall Size (w x h):	1.225 x 1.560 in./31.115 x 39.624 mm
Full Pane Size (w x h):	9.125 x 6.75 in./231.775 x 171.45 mm
Plate Size:	80 stamps per revolution
Catalog Item Number(s):	457140 Full Pane of 20 — \$3.70 457162 First Day Cover Full Pane — \$6.20 457164 Canceled Full Pane — \$6.20 457184 Press Sheet — \$29.60 457193 Full Pane w/First Day Cover — \$9.90

Distribution: Item 457100, \$3.70 *Nature of America, Pacific Coral Reef Souvenir Sheet of 10*

Stamp distribution offices (SDOs) will receive approximately two-thirds of their standard automatic distribution quantities for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (2,000 souvenir sheets/20,000 stamps).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for one-half of their standard automatic distribution quantities using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute this souvenir sheet to Post Offices before December 26, 2003.

Philatelic Requirement

SDOs will *not* receive a separate quantity of this souvenir sheet for their authorized philatelic centers. Philatelic centers must be supplied their quantities from the initial automatic distribution made to SDOs.

Additional Supply

Post Offices requiring additional souvenir sheet must requisition Item 457100 from their designated SDO using PS Form 17. SDOs requiring additional souvenir sheets must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the San Francisco APD will receive 216,000 additional souvenir sheets; the Memphis, Chicago, and New York APDs will each receive 144,000 additional souvenir sheets; and the Denver APD will receive 72,000 additional souvenir sheets.

Sales Policy

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures. The *Pacific Coral Reef* souvenir sheet may not be split and the stamps may not be sold individually.

— Stamp Services,
Government Relations, 12-11-03

CORRECTION

U.S. Flag Definitive Stamp Announcement

The article "Stamp Announcement 03-29: U.S. Flag Definitive Stamp" in *Postal Bulletin* 22115 (11-13-03, pages 92–93) was incorrectly numbered out of sequence. The article is actually Stamp Announcement 03-32.

— Stamp Services,
Government Relations, 12-11-03

STAMP ANNOUNCEMENT 03-34

Lunar New Year — Monkey Commemorative Stamp



Copyright USPS 2003

The Postal Service™ will issue a 37-cent *Lunar New Year — Monkey* commemorative stamp (Item 455300) in a pressure-sensitive adhesive (PSA) pane of 20 on January 13, 2004, in San Francisco, California. The stamp, designed by Clarence Lee, Honolulu, Hawaii, goes on sale nationwide January 14, 2004.

The *Year of the Monkey* is the twelfth stamp in the award-winning *Lunar New Year* series. The series began in 1992 with the issuance of the *Year of the Rooster* stamp, followed by stamps for Year of the Dog, Boar, Rat, Ox, Tiger, Hare, Dragon, Snake, Horse, and Ram.

The monkey is the ninth of the twelve animals associated with the Chinese lunar calendar. The Year of the Monkey begins on January 22, 2004, and ends on February 8, 2005.

Known for their excellent sense of humor, people born during the Year of the Monkey are said to be mischievous and sociable. With their keen intellect they can easily adapt to new situations.

How to Order the First Day of Issue Postmark

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

LUNAR NEW YEAR MONKEY COMMEMORATIVE STAMP
 POSTMASTER
 SPECIAL CANCELLATIONS
 PO BOX 880066
 SAN FRANCISCO CA 94188-0066

Issue:	<i>Lunar New Year — Monkey</i>
Item Number:	455300
Denomination & Type of Issue:	37-cent Commemorative
Format:	Pane of 20 (1 design)
Series:	<i>Lunar New Year</i>
Issue Date & City:	January 13, 2004, San Francisco, CA
Designer:	Clarence Lee, Honolulu, HI
Engraver:	Arnotek Industries
Artist:	Clarence Lee, Honolulu, HI
Art Director:	Terry McCaffrey, USPS
Typographer:	Clarence Lee, Honolulu, HI
Modeler:	Donald Woo
Manufacturing Process:	Gravure
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomec 4
Stamps per Pane:	20
Print Quantity:	80 million stamps
Paper Type:	Prephosphored, Type II
Adhesive Type:	Pressure sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Yellow, Cyan, PMS 321 (Green)
Stamp Orientation:	Horizontal
Image Area (w x h):	1.41 x 0.84 in./35.81 x 21.33 mm
Overall Size (w x h):	1.56 x 0.99 in./39.21 x 25.14 mm
Full Pane Size (w x h):	7.9557 x 5.9375 in./202.07 x 150.81 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	“S” followed by four (4) single digits
Marginal Markings:	“© 2003 USPS” • Price • Plate numbers in four corners • Plate position diagram • Four barcodes on back of pane
Catalog Item Number(s):	455320 Block of 4 — \$1.48 455330 Block of 10 — \$3.70 455340 Full Pane of 20 — \$7.40 455361 First Day Cover — \$0.75 455393 Full Pane w/FDC — \$8.15

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by February 12, 2004.

How to Order First Day Covers

Stamp Fulfillment Services also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may

request a free catalog by telephoning 800-STAMP-24 or writing to:

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

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

Philatelic Products

There are no philatelic products for this stamp issue.

Distribution: Item 455300, 37-Cent *Lunar New Year* — *Monkey Commemorative Stamp*

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

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for one-half of their standard automatic distribution quantities using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute these stamps to Post Offices before January 8, 2004.

Philatelic Requirement

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

SDOs that serve this many philatelic retail counters...	Will receive this quantity of the <i>Lunar New Year</i> — <i>Monkey</i> commemorative stamp, Item 455300.
1	12,000
2	24,000
3	36,000
4	48,000
5	60,000
6	72,000
7	84,000
8	96,000
9	108,000
12	144,000
13	156,000
16	192,000
19	228,000

Additional Supply

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

For fulfilling supplemental orders from SDOs, the San Francisco APD will receive 8,000,000 additional stamps; the New York APD will receive 4,000,000 additional stamps; the Memphis and Chicago APDs will each receive 2,000,000 additional stamps; and the Denver APD will receive 1,000,000 additional stamps.

Sales Policy

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

— *Stamp Services,
Government Relations, 12-11-03*

STAMP ANNOUNCEMENT 03-35

Love — Candy Hearts Special Stamp



Copyright USPS 2003

The Postal Service™ will issue a 37-cent *Love — Candy Hearts* special stamp (Item 672800) in a pressure-sensitive adhesive (PSA) pane of 20 on January 14, 2004, in Revere, Massachusetts.

The stamp features candy hearts, one pink and one yellow, with words and a heart symbol printed on them to spell out “I love you.”

These little tokens of affection, bearing short-and-to-the-point messages, have been a Valentine’s Day tradition for more than a century. The stamp designed by Michael Osborne, San Francisco, California, goes on sale nationwide January 15, 2004.

How to Order the First Day of Issue Postmark

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

address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

LOVE CANDY HEARTS SPECIAL STAMP
 POSTMASTER
 PO BOX 9696
 BOSTON MA 02205-9696

Issue:	<i>Love — Candy Hearts</i>
Item Number:	672800
Denomination & Type of Issue:	37-cent Special
Format:	Convertible Booklet of 20 (1 design)
Series:	N/A
Issue Date & City:	January 14, 2004, Revere, MA 02151
Designer:	Michael Osborne, San Francisco, CA
Engraver:	Keating Gravure
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Michael Osborne, San Francisco, CA
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure with Scrambled Indicia®
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Booklet:	20
Print Quantity:	750 million stamps
Paper Type:	Prephosphored, Type I
Adhesive Type:	Pressure sensitive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Magenta, Cyan, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.770 x 1.050 in./26.67 x 19.558 mm
Overall Size (w x h):	0.910 x 1.190 in./23.114 x 30.226 mm
Booklet Size (w x h):	4.55 x 5.00 in./115.57 x 127 mm
Plate Size:	420 stamps per revolution
Plate Numbers:	“V” followed by four (4) single digits
Marginal Markings:	Plate numbers • “Peel here to fold” • Self-adhesive stamps • DO NOT WET • © 2003 USPS”
Catalog Item Number(s):	672840 Double-side Book of 20 — \$7.40 672861 First Day Cover — \$0.75

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by February 13, 2004.

How to Order First Day Covers

Stamp Fulfillment Services also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may

request a free catalog by telephoning 800-STAMP-24 or writing to:

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

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

Philatelic Products

There is one philatelic product available for the *Love — Candy Hearts*, the Cancellation Keepsake. This philatelic product *(Item 672893) is priced at \$8.15 and will be available while supplies last at Postal Stores, by telephone at 800-STAMP-24, and at the Postal Store Web site at www.usps.com/shop.

Distribution: Item 672800, \$7.40 *Love — Candy Hearts* PSA Convertible Booklet of 20

Stamp distribution offices (SDOs) will receive approximately one-half the standard automatic distribution quantity for a PSA booklet. Distributions are rounded up to the nearest master carton size (4,000 booklets).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for one-half of their standard automatic booklet distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute these booklets to Post Offices before January 7, 2004.

Philatelic Requirement

SDOs will not receive a separate quantity of this special booklet for their authorized philatelic centers. Philatelic centers must be supplied their quantities from the initial automatic distribution made to SDOs.

Additional Supply

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

For fulfilling supplemental orders from SDOs, the Chicago, Memphis, and New York APDs will each receive 600,000 additional booklets; the San Francisco APD will receive 500,000 additional booklets; and the Denver APD will receive 256,000 additional booklets.

Sales Policy

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

— Stamp Services,
Government Relations, 12-11-03

STAMP ANNOUNCEMENT 03-36

Paul Robeson Commemorative Stamp



Copyright USPS 2003

The Postal Service™ will issue a 37-cent *Paul Robeson* commemorative stamp (Item 455400) in a pressure-sensitive adhesive (PSA) pane of 20 on January 20, 2004, in Princeton, New Jersey. The stamp, designed by Richard Sheaff, Scottsdale, Arizona, goes on sale nationwide January 21, 2004.

The 27th stamp in the *Black Heritage* series commemorates Paul Leroy Robeson, who achieved worldwide renown as an actor, singer, athlete, and activist. Robeson is remembered not only for his prodigious talents as a performer, but also for his tireless and uncompromising commitment to civil rights and social justice.

Issue:	<i>Paul Robeson</i>
Item Number:	455400
Denomination & Type of Issue:	37-cent Commemorative
Format:	Pane of 20 (1 design)
Series:	<i>Black Heritage</i>
Issue Date & City:	January 20, 2004, Princeton, NJ 08540
Photograph:	Attributed to Annette and Basil Zarov, Montreal, Canada
Designer:	Richard Sheaff, Scottsdale, AZ
Engraver:	Southern Graphic
Art Director:	Richard Sheaff, Scottsdale, AZ
Typographer:	Richard Sheaff, Scottsdale, AZ
Modeler:	Donald Woo
Manufacturing Process:	Gravure
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Champlain, Roto 3
Stamps per Pane:	20
Print Quantity:	130 million stamps
Paper Type:	Prephosphored, Type I
Adhesive Type:	Pressure sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Gray, Black, Cool Grey, PMS 181 (Red)
Stamp Orientation:	Vertical
Image Area (w x h):	0.84 x 1.41 in./21.336 x 35.814 mm
Overall Size (w x h):	0.99 x 1.56 in./25.146 x 39.624 mm
Pane Size (w x h):	5.94 x 7.25 in./150.87 x 184.15 mm
Plate Size:	360 stamps per revolution
Plate Numbers:	"S" followed by four (4) single digits
Marginal Markings:	"© 2003 USPS" • Plate numbers in four corners • Plate position diagram • Price • Four barcodes and text on back of pane
Catalog Item Number(s):	455420 Block of 4 — \$1.48 455430 Block of 10 — \$3.70 455440 Full Pane of 20 — \$7.40 455461 First Day Cover — \$0.75 455493 Full Pane w/First Day Cover — \$8.15

The stamp art is a detail of a circa 1943 photograph of Robeson. Although the photographer is unknown, an inscription by Robeson in the lower left corner of the print used by the Postal Service suggests that Montreal-based photographers Annette and Basil Zarov made the original photograph.

How to Order the First Day of Issue Postmark

This information is not available at the time of this printing.

How to Order First Day Covers

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

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

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

Philatelic Products

There is one philatelic product available for the Paul Robeson stamp, the Cancellation Keepsake. This philatelic product (Item 455493) is priced at \$8.15 and will be available while supplies last at Postal Stores, by telephone at 800-STAMP-24, and at the Postal Store Web site at www.usps.com/shop.

Distribution: Item 455400, 37-cent *Black Heritage, Paul Robeson Commemorative Stamp*

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

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of a full standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before January 15, 2004.

Philatelic Requirement

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

SDOs that serve this many philatelic retail counters...	Will receive this quantity of the <i>Paul Robeson</i> commemorative stamp, Item 455400.
1	12,000
2	24,000
3	36,000
4	48,000
5	60,000
6	72,000
7	84,000
8	96,000
9	108,000
12	144,000
13	156,000
16	192,000
19	228,000

Additional Supply

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

For fulfilling supplemental orders from SDOs, the Chicago, Memphis, and New York APDs will each receive 8,000,000 additional stamps; the San Francisco APD will receive 4,800,000 additional stamps; and the Denver APD will receive 1,600,000 additional stamps. For fulfilling supplemental orders from APDs, the Kansas City Stamp Services Center will receive 17,600,000 additional stamps.

Sales Policy

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

— Stamp Services,
Government Relations, 12-11-03

Pictorial Cancellations Announcement

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

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

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

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

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

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

The following cancellations have been extended for 30 days.



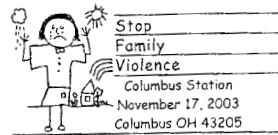
December, 10 2003
 Postal Service
 PARKER COUNTY CUTTING HORSE CAPITAL OF THE WORLD STATION
 POSTMASTER
 104 WEST AVE
 POOLVILLE TX 76487-9998

Postal Service
 PARKER COUNTY CUTTING HORSE CAPITAL OF THE WORLD STATION
 POSTMASTER
 191 MAIN ST
 WHITT TX 76490-9998

The following cancellations have been extended for 30 days.



November 6, 2003
 Periodico La Semana
 LA SEMANA EL PIONERO DE LOS REGIONALES EN PR STATION
 POSTMASTER
 PICTORIAL CANCELLATION COORDINATOR
 585 AVE FD ROOSEVELT STE 223
 SAN JUAN PR 00936-9996



November 17, 2003
 Postal Service
 STOP FAMILY VIOLENCE COLUMBUS STATION
 CANCELLATION REQUEST RETAIL
 850 TWIN RIVERS DR
 COLUMBUS OH 43216-9653

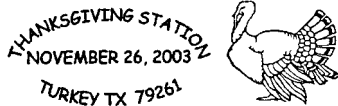


November 11, 2003
 Oficina del Procurador del Veterano
 THE PURPLE HEART STATION
 POSTMASTER
 PICTORIAL CANCELLATIONS COORDINATOR
 CARIBBEAN DISTRICT
 585 AVE FD ROOSEVELT STE 223
 SAN JUAN PR 00936-9996

The following cancellation has been extended for 60 days.



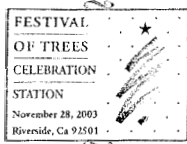
October 11, 2003
 Mauna COOP
 40 ANOS MAUNA COOP DE PUERTO RICO STATION
 POSTMASTER
 PICTORIAL CANCELLATION COORDINATOR
 585 AVE FD ROOSEVELT STE 223
 SAN JUAN PR 00936-9996



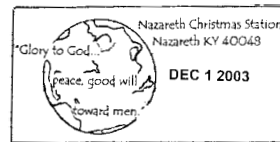
November 26, 2003
 Postal Service
 THANKSGIVING STATION
 POSTMASTER
 505 MAIN ST
 TURKEY TX 79261-9998



December 1-31, 2003
 City of Bethlehem
 CHRISTMAS CITY STATION
 POSTMASTER
 PO BOX 9998
 BETHLEHEM PA 18016-9998



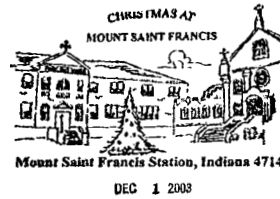
November 28, 2003
 Festival of Trees
 FESTIVAL OF TREES
 CELEBRATION STATION
 POSTMASTER
 4150 CHICAGO AVE
 RIVERSIDE CA 92507-9998



December 1-31, 2003
 Nazareth Post Office
 NAZARETH CHRISTMAS
 STATION
 POSTMASTER
 PO BOX 9998
 NAZARETH KY 40048-9998



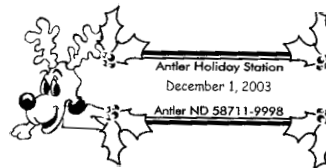
November 29-30, 2003
 Washington Stamp Club
 3 BICENTENNIALS STATION
 PHILATELIC UNIT
 6316 NICHOLAS DR
 COLOMBUS OH 43235-9998



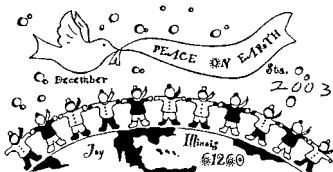
December 1-31, 2003
 Mount Saint Francis Friary and
 Retreat Center
 MOUNT SAINT FRANCIS
 STATION
 POSTMASTER
 PO BOX 9998
 MOUNT SAINT FRANCIS IN
 47146-9998



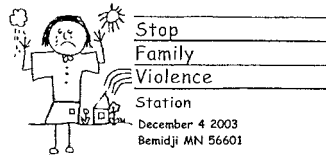
November 29, 2003
 The Downtown Action Corporation
 FESTIVAL OF LIGHTS STATION
 POSTMASTER
 320 NORTH 1ST ST
 LAKE CITY FL 32055-9998



December 1-31, 2003
 Postal Service
 ANTLER HOLIDAY STATION
 POSTMASTER
 PO BOX 9998
 ANTLER ND 58711-9998



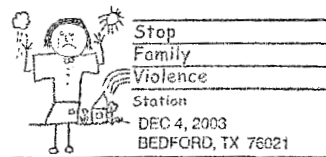
December 1-30, 2003
 Postal Service
 PEACE ON EARTH STATION
 POSTMASTER
 PO BOX 9998
 JOY IL 61260-9998



December 4, 2003
 Postal Service
 STOP FAMILY VIOLENCE
 STATION
 POSTMASTER
 PO BOX 9998
 BEMIDJI MN 56601-9998



December 1-31, 2003
 City of Bethlehem
 CHRISTMAS CITY STATION
 POSTMASTER
 PO BOX 9998
 BETHLEHEM PA 18016-9998



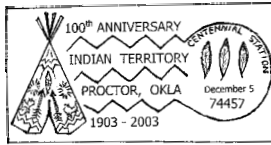
December 4, 2003
 Bedford Post Office
 STOP FAMILY VIOLENCE
 STATION
 POSTMASTER
 1300 HARWOOD RD
 BEDFORD TX 76021-9998



December 4-7, 2003
COIN AND CURRENCY STATION
 MANAGER MAIN OFFICE
 WINDOW SERVICES
 SUBURBAN WASH BALTIMORE
 COIN SHOW STATION
 900 EAST FAYETTE ST
 BALTIMORE MD 21233-9715



December 6, 2003
The Pony Express
BRACKEN VILLAGE STOP STATION
 POSTMASTER
 18771 FM 2252
 BRACKEN TX 78266-9998



December 5, 2003
Postal Service
CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 PROCTOR OK 74457-9998



December 6, 2003
Chippewa Falls Main Street Association
GREAT AMERICAN MAIN STREET CITY STATION
 POSTMASTER
 PO BOX 9998
 CHIPPEWA FALLS WI 54729-9998



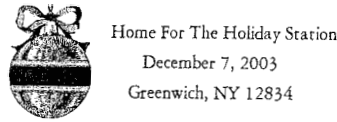
December 5, 2003
Postal Service
PARKER COUNTY CUTTING HORSE CAPITAL OF THE WORLD STATION
 POSTMASTER
 8816 FM RD 920
 PEASTER TX 76485-9998



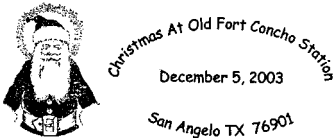
December 7, 2003
Norskedalen Nature and Heritage Center, Inc.
OLD FASHIONED CHRISTMAS STATION
 POSTMASTER
 PO BOX 9998
 COON VALLEY WI 54623-9998



December 5-6, 2003
Skowhegan Downtown Business Association
EMPIRE FALLS STATION
 POSTMASTER
 242 WATER ST
 SKOWHEGAN ME 04976-9998



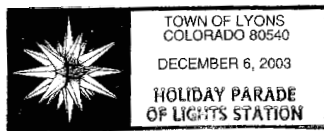
December 7, 2003
Downtown Retail Merchants Association
HOME FOR THE HOLIDAYS STATION
 POSTMASTER
 39 MAIN ST
 GREENWICH NY 12834-9998



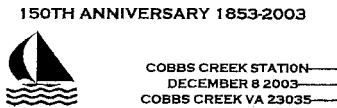
December 5-7, 2003
Postal Service
CHRISTMAS AT OLD FORT CONCHO STATION
 POSTMASTER
 1 NORTH BRYANT ST
 SAN ANGELO TX 76902-9998



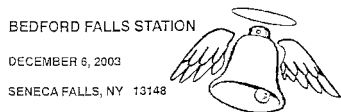
December 7, 2003
Orange, CT, Special Events Committee
HOLIDAY FESTIVAL STATION
 POSTMASTER
 36 OLD TAVERN RD
 ORANGE CT 06477-9998



December 6, 2003
Town of Lyons
LYONS MAIN OFFICE STATION
 POSTMASTER
 305 RAILROAD AVE
 LYONS CO 80540-9998



December 8, 2003
Postal Service
COBBS CREEK STATION
 POSTMASTER
 PO BOX 9998
 COBBS CREEK VA 23035-9998



December 6, 2003
Seneca Falls Post Office
BEDFORD FALLS STATION
 POSTMASTER
 38 STATE ST
 SENECA FALLS NY 13148-9998



December 9, 2003
Postal Service
PARKER COUNTY CUTTING HORSE CAPITAL OF THE WORLD STATION
 POSTMASTER
 6940 FM RD 1189
 DENNIS TX 76439-9998



Delaware Fund for UNICEF
Gift Wrap Station
Newark, DE 19702
December 10, 2003

December 10, 2003
Delaware UNICEF
GIFT WRAP STATION
POSTMASTER
401 OGLETOWN RD
NEWARK DE 19711-9998

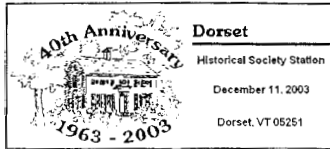


"May you always find
Hope wherever you go."

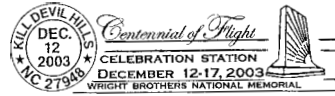
Your Holiday Station
Hope, ND 58046

December 12, 2003

December 12, 2003
Postal Service
YOUR HOLIDAY STATION
POSTMASTER
PO BOX 9998
HOPE ND 58046-9998



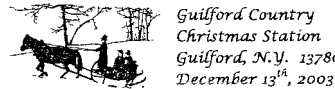
December 11, 2003
Dorset Historical Society
HISTORICAL SOCIETY STATION
POSTMASTER
3309 RTE 30
DORSET VT 05251-9998



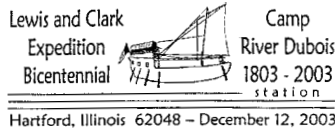
December 12-17, 2003
Outer Banks Stamp Club
CENTENNIAL OF FLIGHT
CELEBRATION STATION
POSTMASTER
PO BOX 9998
KILL DEVIL HILLS NC
27948-9998



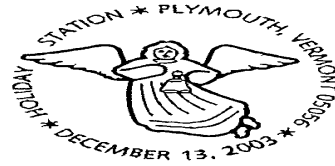
December 11, 2003
5TH ANNIVERSARY STATION
POSTMASTER
100 PLAZA CT
GROTON CT 06340-9998



December 13, 2003
Guilford Historical Society
GUILFORD COUNTRY
CHRISTMAS STATION
POSTMASTER
PO BOX 9998
GUILFORD NY 13780-9998



December 12, 2003
Lewis & Clark Society of America
CAMP RIVER DUBOIS STATION
100 WEST CHERRY ST
HARTFORD IL 62048-9998



December 13, 2003
Postal Service
HOLIDAY STATION
POSTMASTER
236 COOLIDGE MEMORIAL RD
PLYMOUTH VT 05056-9998



December 12, 2003
ANGEL STATION
POSTMASTER
1 WEST MAIN
ANGELICA NY 14709-9998



December 13, 2003
Postal Service
HOLIDAY STROLL STATION
POSTMASTER
129 MAIN ST
ASHAWAY RI 02804-9998



December 12, 2003
Springfield Area Nativity Theatre Association (SANTA)
PAGEANT STATION
POSTMASTER
PO BOX 9998
SPRINGFIELD MN 56087-9998



December 13, 2003
City of Coldspring
CHRISTMAS ON THE SQUARE
STATION
POSTMASTER
PO BOX 9998
COLDSRING TX 77331-9998




December 12, 2003
Postal Service
PARKER COUNTY CUTTING
HORSE CAPITAL OF THE
WORLD STATION
POSTMASTER
1145 SANTA FE DR
WEATHERFORD TX 76086-9998




December 13, 2003
National Pony Express Association, Sweetwater County, Wyoming, Division
NPEA PONY EXPRESS
STATION
POSTMASTER
350 UINTA DR
GREEN RIVER WY 82935-9998

St. Johnsbury Academy
161st Anniversary Station
Founded December 13, 1842
A Proud Tradition And A Bright Future




December 13, 2003 St. Johnsbury, Vermont 05819

December 13, 2003
Postal Service
161TH ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
ST JOHNSBURY VT 05819-9998



HAPPY HOLIDAYS STATION
DECEMBER 15, 2003
JASPER OH 45642

December 15, 2003
HAPPY HOLIDAYS STATION
POSTMASTER
PO BOX 9998
JASPER OH 45642-9998



**Victorian Walk
Station
Geneseo, IL
61254
December 13,
2003**

December 13, 2003
Geneseo Chamber of Commerce
VICTORIAN
WALK STATION
POSTMASTER
120 WEST FIRST ST
GENESEO IL 61254-9998



DECEMBER 15, 2003
HAPPY HOLIDAYS STATION
RARDEN OH 45671

December 15, 2003
HAPPY HOLIDAYS STATION
POSTMASTER
PO BOX 9998
RARDEN OH 45671-9998



OLD TYME CHRISTMAS
WEEDSPORT, NY 13166-DEC. 13, 2003
Weedport Station

December 13, 2003
Old Tyme Christmas Committee
WEEDSPORT STATION
POSTMASTER
8942 NORTH SENECA ST
WEEDSPORT NY 13166-9998



Smithsonian
National Air and Space Museum
Steven F. Udvar-Hazy Center
Opening Day—December 15, 2003
Udvar-Hazy Station
Chantilly, VA 20151


December 15, 2003
Smithsonian National Air and
Space Museum
UDVAR HAZY STATION
POSTMASTER
4410 BROOKFIELD
CORPORATE DR
CHANTILLY VA 20151-9998

BILL EMERSON MEMORIAL BRIDGE



Dedication
Ceremony
BILL EMERSON STATION
DECEMBER 13, 2003
CAPE GIRARDEAU, MISSOURI 63701

December 13, 2003
Bill Emerson Bridge Opening
BILL EMERSON STATION
POSTMASTER
320 NORTH FREDERICK ST
CAPE GIRARDEAU MO
63701-9998



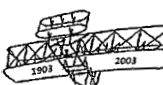
DECEMBER 15, 2003
TILLAMOOK COUNTY
STATION
TILLAMOOK, OREGON
2003 97141

December 15, 2003
Tillamook County & Tillamook
County Historical Society
TILLAMOOK COUNTY STATION
POSTMASTER PHILATELIC
SERVICES
PO BOX 9998
TILLAMOOK OR 97141-9998



COUNTRY CHRISTMAS
STATION
DEC
13
2003
RUDOLPH, WI 54475


December 13, 2003
COUNTRY CHRISTMAS
STATION
POSTMASTER
PO BOX 9998
RUDOLPH WI 54475-9998



Centennial of Powered Flight
Aviation-Hall of Fame Station
December 17 2003
Teterboro New Jersey 07608

December 17, 2003
Hudson Valley Stamp Society
AVIATION HALL OF FAME
STATION
POSTMASTER
560 HUYLER ST
SOUTH HACKENSACK NJ
07606-9998

BROUGHER-BATH MANSION
100th YEAR ANNIVERSARY




BROUGHER-BATH
STATION
DECEMBER 14, 2003
CARSON CITY NV 89703

December 14, 2003
BROUGHER BATH STATION
POSTMASTER
1111 SOUTH ROOP
CARSON CITY NV 89701-9998

100th Anniversary First Flight Station
Oyster Bay, NY 11771
December 17, 2003




December 17, 2003
Postal Service
OYSTER BAY 100TH
ANNIVERSARY FIRST FLIGHT
STATION
PO BOX 9998
OYSTER BAY NY 11771-9998



Arlington Station
December 14, 2003
Arlington, IL 61312

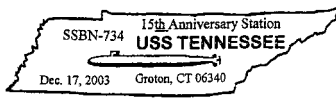
1853-2003
SESQUICENTENNIAL
Founded December 19, 1853

December 14, 2003
Arlington Sesquicentennial
Committee
ARLINGTON STATION
POSTMASTER
PO BOX 9998
ARLINGTON IL 61312-9998



100 YEARS OF FLIGHT STA
BOCA RATON FL 33431
DEC 17, 2003

December 17, 2003
Boca Raton Stamp & Coin Club
100 YEARS OF FLIGHT STATION
POSTMASTER
PO BOX 811943
BOCA RATON FL 33481-1943



December 17, 2003
 15TH ANNIVERSARY STATION
 POSTMASTER
 100 PLAZA CT
 GROTON CT 06340-9998



December 17, 2003
 Little Rock National Airport
 LITTLE ROCK NATIONAL
 AIRPORT STATION
 POSTMASTER
 PO BOX 9998
 LITTLE ROCK AR 72202-9998



December 17, 2003
 Dayton Stamp Club
 CENTENNIAL OF FLIGHT
 STATION
 POSTMASTER
 1111 EAST 5TH ST
 DAYTON OH 45401-9998



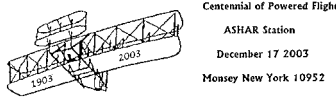
December 17, 2003
 FAA
 FIRST POWERED FLIGHT
 STATION
 POSTMASTER
 251 WEST LANCASTER
 FORT WORTH TX 76102-9998



December 17, 2003
 Postal Service
 PARKER COUNTY CUTTING
 HORSE CAPITAL OF THE
 WORLD STATION
 POSTMASTER
 103 FAIRVIEW RD
 MILLSAP TX 76066-9998



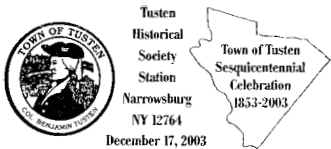
December 18, 2003
 Rutland County Stamp Club
 RUTLAND COUNTY STAMP
 CLUB STATION
 OFFICER IN CHARGE
 151 WEST ST
 RUTLAND VT 05701-9998



December 17, 2003
 ASHAR STATION
 POSTMASTER
 PO BOX 9998
 MONSEY NY 10952-9998



December 18, 2003
 Postal Service
 PARKER COUNTY CUTTING
 HORSE CAPITAL OF THE
 WORLD STATION
 POSTMASTER
 8816 FM RD 920
 PEASTER TX 76485-9998



December 17, 2003
 TUSTEN HISTORICAL SOCIETY
 STATION
 POSTMASTER
 PO BOX 9998
 NARROWSBURG NY
 12764-9998



December 19, 2003
 Postal Service
 PARKER COUNTY CUTTING
 HORSE CAPITAL OF THE
 WORLD STATION
 POSTMASTER
 1145 SANTA FE DR
 WEATHERFORD TX 76086-9998



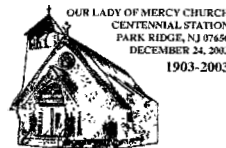
December 17, 2003
 Postal Service
 FIRST FLIGHT STATION
 POSTMASTER
 PO BOX 9998
 INDIANOLA PA 15051-9998



December 22, 2003
 Batsto Citizens Committee
 WINTER SOLSTICE STATION
 POSTMASTER
 114 SOUTH 3RD ST
 HAMMONTON NJ 08037-9998



December 17, 2003
 KALAMAZOO AIR ZOO STATION
 POSTMASTER
 PO BOX 9998
 OSHTEMO MI 49077-9998



December 24, 2003
 Our Lady of Mercy
 OUR LADY OF MERCY
 CHURCH CENTENNIAL
 STATION
 OIC
 38 PARK AVE
 PARK RIDGE NJ 07656-9998

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
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— *Mailing Standards,
Pricing and Classification, 12-11-03*

Post Offices

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	40-0144	97322	OR	Albany	Linn	Albany Detached Carrier Unit	Detached Carrier Unit	07/01/2003	Closing Albany Detached Carrier Unit. Carriers are being moved back to the main office.
New	40-0144	97322	OR	Albany	Linn	Main Office	Post Office		
Old	40-1872	97333	OR	Corvallis	Benton	Corvallis Detached Carrier Unit	Detached Carrier Unit	07/01/2003	Closing Corvallis Detached Carrier Unit. Carriers are being moved to the main office.
New	40-1872	97333	OR	Corvallis	Benton	Main Office	Post Office		

— *Address Management,
Intelligent Mail and Address Quality, 12-11-03*

Retail

NEW FORM

PS Form 5454, Highway Contract Route Enroute Box Change

PS Form 5454, *Highway Contract Route Enroute Box Change*, was recently developed for postmasters and administrative officials to keep track of enroute boxes added to box contracts. When the supplier obtains 14 additional enroute boxes, the administrative official or postmaster sends this sheet to the contracting officer for processing and pay increase. The administrative official or postmaster usually attaches the form to the side of the supplier's mail case.

See page 76 of this *Postal Bulletin* for a copy of PS Form 5454. Additional hard copies are available from customer service district representatives. The form is also available on the Postal Service™ PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *Forms*.

— *Surface Transportation CMC,
Supply Management, 12-11-03*

United States Postal Service

Highway Contract Route Enroute Box Change

Use this form when there is an increase or decrease of 14 boxes or more along the line of existing travel.

Five-Digit HCR Number	Telephone Number <i>(Include area code)</i>
Beginning of Route	End of Route
Administrative Post Office Name	ZIP + 4®

Box Count									
Office	Total Boxes			Total Families			Total Stops		
	Paid*	Live**	+/-	Previous	Present	+/-	Previous	Present	+/-
Total ▶									

* Denotes number of boxes as stated on the last Statement of Service.
 ** Denotes number of boxes receiving mail.

<p>Distribution of daily time as a result of this change ▶</p>	<p>Street Time <i>(Minutes)</i></p>	<p>Office Time <i>(Minutes)</i></p> <p>AM:</p> <p>PM:</p>
<p>I have reviewed the documentation to support this request and certify its accuracy ▶</p>	<p>Signature of Administrative Official/Designee</p> <hr/> <p>Title</p>	<p>Date</p>

What's in Store

Holiday outlook

*Dec. 15, Dec. 17,
Dec. 22*

How much mail will be delivered between Thanksgiving and Christmas? Twenty billion pieces. Many Post Offices™ will stay open late and will open Sundays to handle holiday mail. This year's busiest mailing day will be Monday, Dec. 15, with 850 million pieces of mail entering the system. The busiest delivery day will be 2 days later — Dec. 17. And since Christmas falls on a Thursday this year, expect Monday, Dec. 22, to be another very busy day.

Secret Santa

Promo ends soon

The "Secret Santa" promotion with eBay continues through Dec. 18. If you're one of the Post Offices displaying a poster about eBay's Secret Santa Gift Exchange, please remove it after that date. The posters invite customers to start or join a Secret Santa group at eBay and exchange gifts with family and friends. But most important: the posters encourage gift-givers to ship their holiday presents with the Postal Service™ — a featured shipper at eBay!

Here comes 2004

*New Year POP
coming*

The New Year drive period begins Dec. 27 and continues through March 31. Point of purchase (POP) materials will emphasize Postal Service solutions for small businesses. Signage will feature alternate access, Click-N-Ship™ service, the three Priority Mail® bundles that were introduced during the Holiday drive period, and an additional fourth bundle — Priority Mail service with Signature Confirmation™ service.

Don't look for queue panels in your POP kits. Think "standee." The Cat in the Hat introduced you to this stand-alone sign and you'll get another "standee" for the New Year drive period.

And here's something else that's new for 2004 — Retail drive periods will go monthly. The Spring drive period, for example, will begin April 1 and run through June 30. That means changing POP materials midweek, instead of Saturdays under previous drive period schedules.

What's in Store

Lobby makeovers

Phase III

Get the latest on the retail lobby makeovers at <http://blue.usps.gov/corporate/realtime/index.html>. A new phase begins in late December. Look for comments from the makeover team on progress so far and your suggestions for creating retail lobbies that sell, sell, sell!

Face to face

Adding value and revenue

If you build it — a Business Solutions Center that allows customers to meet face to face with Postal Service representatives and learn how to grow their business through the mail — they will come. Two Business Solutions Centers are being pilot tested in two San Diego district Post Offices — Midway and Temecula. So far, the centers are generating 150 leads per month each.

The centers focus on helping small business customers identify and use USPS® products and services to acquire and retain customers, and on fulfillment. It's about adding value to customer visits and adding revenue to the Postal Service. A new center is planned to open in Spring 2004 in Northern Virginia.

Feedback

Send comments and questions to:

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

What's in Store

Retail Coaches Corner

Welcome to the December Corner!

This month's edition has information on the balloon rate.

'Tis the Season to Collect the Balloon Rate

The holiday season is upon us and customers are rushing to our Post Offices™ and other access channels to mail holiday packages to their loved ones and friends. Undoubtedly, retail acceptance employees will encounter packages that will qualify for the balloon rate.

Forgetting to collect the balloon rate costs the Postal Service™ approximately \$13 million a year on Priority Mail® packages alone. Similar revenue losses also exist for Parcel Post® balloon rate parcels as well as parcels subject to oversized and nonmachinable rates. We need your help in ensuring that we collect sufficient revenue to cover the additional transportation costs incurred for these packages.

How can you help the Postal Service recoup this lost revenue?

- The balloon rate applies to Priority Mail and Parcel Post packages that measure more than 84 inches up to 108 inches in length + girth and weigh less than 15 pounds.

Note: For parcels, length is the measurement of the longest dimension and girth is the distance around the thickest part (perpendicular to the length).

- Watch the training video, "The Balloon Rate: A \$13 million Opportunity" (Course Number 18201-06) to understand how the balloon rate is applied and how to handle negative customer reactions. (Contact your local retail manager or training manager if you did not receive the video.)
- Be on the lookout for packages that are bulky and relatively lightweight.
- For Parcel Post balloon rate packages, check to see whether the package is machinable or nonmachinable. Remember, for Parcel Post, there is an additional surcharge for parcels that are nonmachinable. In those instances both the balloon rate and nonmachinable surcharge must be collected.
- Make sure your unit has a measuring tape. Parcel measuring tapes can be ordered through the Postal Products Unlimited catalog on eBay at <http://ebuy.usps.gov/jsp/co/Login.jsp>. (Item 65873, Model Number N1025156, \$1.94 + shipping)

What's in Store

december

retail employee bulletin

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



➔ 'Tis the Season for Shopping!

The holidays are a great time to show customers that the Post Office™ is about more than just shipping — it's about shopping too! Suggest FIRSTCLASS PHONECARDS® as stocking stuffers or gifts to mail with greeting cards. Make the most of the holiday gift-giving season by also suggesting framed stamp art, stationery, commemorative stamps, and stamp books too. Whether customers are searching for a fun or functional gift, the Post Office is just the place!

FIRSTCLASS PHONECARDS Sell Fast!

Are you looking for ways to help your Post Office increase revenue? Then make sure your office is a part of the FIRSTCLASS PHONECARD program and always keep your display stocked. FIRSTCLASS PHONECARDS deliver value and convenience — and when they're displayed correctly, they really sell! If your Post Office is not a part of the FIRSTCLASS PHONECARD program, meet with your district and request to be added to this revenue-building program.

To order more FIRSTCLASS PHONECARDS for your Post Office, call 1-800-711-0428 or 1-800-297-0521.

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

What's in Store

december

retail employee bulletin

Holiday '03 Retail Drive Period

10/18/03 – 12/27/03



The New Year is Around the Corner!

It's about that time again — time to start thinking about the new year and a new Drive Period! So keep your eyes peeled for the New Year Drive Period POP kit arriving in mid-December. Once it arrives, consult the Planograms to prepare to take down the old Holiday POP signs and put up the new.

Remember to display all the New Year's POP materials on Saturday, December 27. At that time, take down Holiday POP signs and check Up/Down dates on all other materials. Discard any outdated materials to help your Post Office™ reduce clutter and maximize space.

POP signage for the new year will target small businesses and introduce a new Priority Mail® bundle. Now customers will be able to buy Bundle #4, which is Priority Mail service with Signature Confirmation™ service.

Standeers Replace Queue Panels



Starting December 27, Queue Panels will no longer be displayed in Post Offices. They are being replaced by an innovative pop-up Queue Standee. This Standee takes up very little floor space, communicates with customers right at their eye level, and nearly assembles itself!

On December 27, 2003, don't forget to remove all Holiday Queue Panels and all Queue Panel hardware. Then display the New Year Standee in an eye-catching place that can be viewed from the queue line.

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

What's in Store

december

retail employee bulletin

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

Annette Randell
Retail Associate
16 years of service



SAT		MON	TUES	WED	THUR	FRI
		1	2	3	4	5 \$\$\$ payday! Gather VESS data for November
6	7	8	9	10	11	12 Last day for districts to input VESS data
13	14	15	16	17	18 Make sure Holiday Closings door sign is displayed	19 \$\$\$ payday! HANUKKAH begins at sundown
20 Last day for customers to ship via Priority Mail® service and have gifts arrive before Christmas	21	22 Winter begins	23 Last day for customers to ship via Express Mail® service and have gifts arrive before Christmas	24 CHRISTMAS EVE	25 Offices closed CHRISTMAS	26 KWANZAA begins
27  Take down Holiday POP Put up New Year POP	28	29	30	31 NEW YEAR'S EVE	 focus! Remind customers they can ship and shop at the Post Office®! Suggest phone cards, stationery, stamps, and more as fun and functional holiday gifts!	

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

Click on your mouse To ship from your house!

Visit: usps.com/clicknship to:

- Print online shipping labels with or without postage
- Pay for postage with credit card
- Get free Delivery Confirmation™ service for Priority Mail® service



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**THE
CAT
IN THE
HAT**
See
the
MOVIE

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Supply Management

POM REVISION

Air, Highway, and Water Route Mail Transportation Service Contracts

Effective December 11, 2003, *Postal Operations Manual* (POM), Chapter 5, is revised to reflect current practices in the administration of mail transportation contracts.

Most of the changes involve simply replacing the terms *contractor* and *contractors* with the terms *supplier* and *suppliers*, respectively, throughout Subchapters 52 (Air Transportation Service), 53 (Highway Contract Service), and 55 (Water Route Service). The more substantial revisions are shown below.

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

Postal Operations Manual (POM)

	*	*	*	*	*
5	Mail Transportation				
	*	*	*	*	*
53	Highway Contract Service				
	*	*	*	*	*
532	Types of Service				
	*	*	*	*	*
532.2	Regular				
	*	*	*	*	*

[Revise text to read as follows:]

Generally, *Regular* highway transportation contracts are competitively awarded. Contracts are normally awarded for a term of 4 years and are renewable by mutual agreement. An indemnity clause makes the Postal Service liable for the indemnity payment in the event the contract is terminated (for other than default) by the Postal Service before its scheduled expiration date.

536 Certification and Payment

* * * * *

536.2 Omitted Service Deductions

[Revise text to read as follows:]

The contracting officer, by considering circumstances and past records, must decide whether deductions should be made for service omitted. Deductions are not made for omitted service caused by catastrophes or acts of God. If deductions are warranted, the contracting officer prepares orders on PS Form 7440, *Contract Route Service Order*, as follows: "Deduct \$__ for service not performed as shown below. Such amount to be deducted from the supplier's pay for HCR transportation pay cycle __." List service omitted and dates.

* * * * *

55 Water Route Service

* * * * *

556 Certification and Payment

* * * * *

556.2 Omitted Service Deductions

[Revise text to read as follows:]

The contracting officer, by considering circumstances, and the terms of the contract, must decide whether deductions should be made for service omitted. If deductions are warranted, the contracting officer prepares orders on PS Form 7440, *Contract Route Service Order*. Such amounts will be deducted from the supplier's pay.

* * * * *

— *Surface Transportation CMC, Supply Management, 12-11-03*

HANDBOOK P-5 REVISION

Highway Contract Route Transportation Pay Cycle

Effective December 11, 2003, Handbook P-5, *Highway Contract Routes — Box Delivery Service*, is revised to allow Supply Management to continue to pay Transportation Highway Contracts every 28 days, but the term for the 28-day cycle will now be *highway contract route transportation pay cycle* (HCR-TPC) instead of *accounting period* (AP).

We will incorporate these revisions into the next printed edition of Handbook P-5 and also into the online version of the handbook, which is accessible at the Postal Service PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *HBKs*.

Handbook P-5, Highway Contract Routes — Box Delivery Service

1	General Contract Administration	*	*	*	*	*
13	Responsibilities	*	*	*	*	*
134	Administrative Officials	*	*	*	*	*
134.2	Supervisory Responsibilities	*	*	*	*	*

134.25 Exceptional Service

[Revise text of 134.25 to read as follows:]

Certify, on the last day of the highway contract route transportation pay cycle (HCR-TPC), all detours and additional service on PS Form 5429, *Certification of Exceptional Contract Service Performed*. Submit copies to the Accounting Service Center, PO Box 80191, St. Louis, MO 63180-9191, to the appropriate district manager, to the respective local distribution networks office in the area, and to the supplier. Document all omitted service and submit it to the local distribution networks office in the area no later than the close of the HCR-TPC in which the service was omitted.

* * * * *

Appendix A: Abbreviations and Acronyms Used in Highway Transportation Box Delivery Service

[Delete the entry “AP Accounting Period” from the alphabetical list of abbreviations and acronyms and insert the following entry:]

HCR-TPC Highway contract route transportation pay cycle
 * * * * *

— *Surface Transportation CMC, Supply Management, 12-11-03*

NON-SUPPLY MANAGEMENT EMPLOYEES

Total Cost of Ownership (TCO)

Have you ever wondered why Supply Management suggests that you make eBuy purchases, paying a seemingly higher price for an item that is available at a local store? You probably ask yourself, “Why would management want me to pay a higher price for something and at the same time tell me to do all I can to hold costs down?” The frustration of this situation seems quite valid, but if you take a closer look at all the costs involved in making a purchase from a local supplier and compare them to how little it costs to make an eBuy purchase, you will come away with a different conclusion. This closer examination is often referred to as an “all-in-cost” or “true cost,” or “total cost of ownership” (TCO) analysis.

Hidden Costs

A TCO analysis is routinely performed for items that Supply Management purchases from all of the Postal Service’s™ national strategic contracts (e.g., office supplies, custodial products, furniture, etc.). All purchasing decisions

take item price into consideration, as this is usually the major component of the total cost. However, Supply Management professionals also take into account “all-in-cost” components — the hidden costs associated with requisition preparation and approval, invoicing, and payment — before awarding a contract.

An example of an “all-in-cost” consideration in a TCO analysis is the shipping and handling (S&H) cost. When you order items from eBuy, the item price almost always includes S&H. Even if you pick up the item yourself to avoid the S&H costs, you still have to factor in the cost of your time and — if you use a Postal Service vehicle to pick up the item — the cost of gas and maintenance.

Other less obvious costs are those associated with requisition preparation and approval, invoicing, and payment. The least expensive way to make and pay for a Postal Service purchase is by using eBuy. With eBuy, requisition preparation and approval, invoicing, and payment are

made electronically. If you purchase an item locally and pay for it using miscellaneous disbursement, no-fee money orders, or cash, the administrative costs to process the associated paperwork are significant, often costing more than the price paid for the item. Of course, using a Postal Service credit card helps to lower these costs, but when you consider the credit card reconciliation process, eBuy is still by far the least expensive method for anyone in the Postal Service to purchase and pay for an item.

You may often spend several hours searching for better prices for items you want to purchase. If you look hard enough, you may find the item you are looking for on sale. But considering the time and effort you spend to hunt out this "bargain," when you do find it, that bargain may, in fact, not be a bargain at all. Also, do not make the mistake of comparing the price of an item in one of our supplier's commercial catalogs with that of a competitor. Commercial catalogs do not show the Postal Service's negotiated prices. To obtain these prices, you must look the item up in eBuy or call the supplier and ask for the special Postal Service price. You will be pleasantly surprised at the discount.

All of these less obvious transaction costs are real and must be taken into consideration. The "hidden" costs of time spent tracking down the correct order information, shopping for the lowest price, placing and receiving the order, processing and paying the invoice, and all of the associated material costs for these necessary steps are significant. However, when you use eBuy, you can be assured of receiving a quality product, timely delivery, and a fair price at the absolute lowest transaction costs to the Postal Service. eBuy incorporates the latest technological advances to ensure our transaction costs are always kept to a minimum.

Product Quality Costs

Costs associated with product quality (warranties and returns) are also often overlooked. When you purchase an item through eBuy from one of our national strategic suppliers, warranty issues and returns are not a problem. Each of these suppliers has agreed to total customer satisfaction. Warranty issues and returns are accepted without added costs, such as restocking charges. Additionally, Supply

Management professionals are available to assist if you have a problem with a purchase from these suppliers. Our purchasing power with these suppliers is significant and suppliers do not want to lose Postal Service business due to unsatisfied customers.

There are also important organization-wide strategic benefits to consider when making a purchasing decision. The Postal Service takes its corporate goals toward environmental stewardship, supplier diversity, and small-business development very seriously. Each strategic partner is committed to search out and offer environmentally friendly products and services, manufactured by small minority- or woman-owned businesses. Similarly, there are important legal requirements that must be met throughout the purchasing process such as compliance with the Javits-Wagner-O'Day Act. This act mandates that certain items must be purchased from workshops that provide employment opportunities for blind and severely disabled persons.

Additionally, knowing how much the Postal Service spends for products and services is invaluable for Supply Management when making future strategic sourcing decisions. If we can accurately identify and consolidate similar purchases, we can leverage the organization's total spending to negotiate larger discounts from our suppliers. This "cheaper by the dozen" principle can amount to huge savings when applied to a \$66 billion organization. All of these strategic nonprice issues are automatically addressed when making purchases from our suppliers.

In short, TCO analysis is an important step that Supply Management professionals always consider when selecting a national supplier. So the next time you see an item "on sale" at a local business and wonder why you are asked to pay a slightly higher price through a Postal Service national contract, remember that a whole team of Supply Management professionals worked to ensure that you get the absolute best value (a combination of quality, delivery, and price) at the absolute lowest total cost of ownership.

— *SCM Strategies,*
Supply Management, 12-11-03

New Strapping Materials Contract on eBuy

On July 19, 2003, the Postal Service™ awarded a contract to Signode Packaging Systems (Contract Number 1CIEQU-03-P-6563) for textured and nontextured strapping materials. The two existing contracts for strapping materials are with EAM-Mosca and with Polychem.

Detailed ordering instructions are contained in *Material Logistics Bulletin* MLB-CO-02-003. The bulletin is available at <http://blue.usps.gov/purchase/depot.htm>. If you do not have access to a computer, you can obtain the MLB by calling the Material Distribution Center (MDC) at 800-332-0317, option 2.

Effective December 11, 2003, you must order Signode strapping materials using eBuy — the preferred purchasing method — at <http://ebuy.usps.gov/eBuyWelcome.jsp>. To order through eBuy and to obtain an eBuy logon ID and password:

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

Contract pricing is available from the electronic catalog on eBuy or by calling Signode Packaging Systems at:

Contact: Linda Beckner
Telephone: 800-323-2464, ext. 2022
Fax: 847-913-9078
E-mail: lbeckner@signode.com

All orders under this contract must contain a valid Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) number and ensure that locally established buying procedures have been followed. You cannot use a credit card to order under this contract.

The Delivery and Industrial Equipment Category Management Center (CMC) has administration responsibility for this contract. If you have any questions concerning contract requirements, contact the following commodity manager:

WANDA S BOST CPM
DELIVERY AND INDUSTRIAL EQUIPMENT
CATEGORY MANAGEMENT CENTER
PO BOX 27496
GREENSBORO NC 27498-0001
Telephone: 336-665-2851
Fax: 336-665-2866
E-mail: wanda.s.bost@usps.gov

— *SCM Strategies,*
Supply Management, 12-11-03



**UNITED STATES
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WASHINGTON DC 20260-5540

First-Class Mail
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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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