

# POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22118, December 25, 2003

## Which Priority Mail bundle does *your* customer need?



**1** with  
**Delivery Confirmation**  
service

Know when it got there.

**2** with  
**Insurance\***

Protect against loss or damage.

**3** with  
**Insurance\* & Delivery Confirmation**  
service

Know when it got there & protect against loss or damage.

**4** with  
**Signature Confirmation**  
service

Verify delivery & know who accepted your package.

usps.com

\*Prices reflect insurance for packages up to 1 lb. and \$50 of coverage

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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
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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			

## USPSNEWS@WORK

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### A STAR IN OUR EYES: PMG's five-point plan continues to drive success

The key to the Postal Service's™ continued success is summed up in the five points of Postmaster General Jack Potter's star: Develop people, grow revenue, improve service, manage costs and pursue reform. See the star at [www.usps.com/news/online/starplan.htm](http://www.usps.com/news/online/starplan.htm).

### COMMISSION UPDATE: Bush administration recommends five principles for reform

It's been a year since President Bush issued an executive order establishing the President's Commission on the U.S. Postal Service. The commission's purpose was to "identify the operational, structural and financial challenges facing the Postal Service; examine potential solutions; and recommend legislative and administrative steps to ensure the long-term viability of postal service in the United States."

The nine-member bipartisan commission held public meetings, met with stakeholders and heard testimony from USPS® officials, mail industry leaders, union representatives and postal experts. After eight months, the commission issued its final report July 31.

The president met recently with commission members, thanking them for their service and hard work. Postmaster General Jack Potter also was in attendance.

The president urged Congress to enact postal reform legislation based on five principles that were in the commission's final report:

- **Implement Best Practices:** Ensure that the Postal Service's governing body is equipped to meet the responsibilities and objectives of an enterprise of its size and scope.
- **Transparency:** Ensure that important factual information on the Postal Service's product costs and performance is accurately measured and made available to the public in a timely manner.
- **Flexibility:** Ensure that the Postal Service's governing body and management have the authority to reduce costs, set rates and adjust key aspects of its business in order to meet its obligations to customers in a dynamic marketplace.

- **Accountability:** Ensure that a Postal Service operating with greater flexibility has appropriate independent oversight to protect consumer welfare and universal mail service.
- **Self-Financing:** Ensure that a Postal Service operating with greater flexibility is financially self-sufficient, covering all of its obligations.

### WELCOME HOME: Returning activated military members entitled to five days leave

President Bush recently issued a directive authorizing five days of administrative leave for federal employees returning from active duty in Operations Noble Eagle, Enduring Freedom and Iraqi Freedom.

The Postal Service supports this directive and appreciates the service and sacrifice of its employees who are members of the Reserve Forces and the Air and Army National Guard. Even though USPS employees aren't covered by the president's directive, the Postal Service will provide the same benefit to its members of the Reserve and National Guard who were engaged in these operations.

Who qualifies? If you're a career employee who served on active military duty for more than 30 consecutive days under official orders dated on or after Sept. 11, 2001, for Operation Noble Eagle, Operation Enduring Freedom, Operation Iraqi Freedom or any other military operations later established under Executive Order 13223, you're eligible for five days of administrative leave.

Employees need to provide a copy of their orders to their manager to establish eligibility. Leave should be taken as five consecutive days, not intermittently.

### OPERATIONAL EFFICIENCIES PAY OFF: USPS exceeded FY 2003 financial plan

USPS exceeded its financial plan for Fiscal Year (FY) 2003 by \$300 million — despite declining mail volume and an expanding delivery network — thanks to operational efficiencies employed during the year. The Postal Service finished the year with a total net income of \$3.9 billion when the recently enacted change to retirement funding is incorporated.

## USPSNEWS@WORK

Speaking at the December Board of Governors meeting, Chief Financial Officer Richard Strasser said that \$3.8 billion of the net income was used to pay down Postal Service debt.

Based on the audited financial results, USPS had an unprecedented fourth straight year of productivity gains. Productivity was twice that anticipated by the financial plan.

Strasser credited the year's success to Postmaster General Jack Potter's continued focus on implementing the *Transformation Plan*, the Postal Service's blueprint for the future.

### **KUDOS FOR USPS.COM: Web site honored with government technology leadership award**

Top honors for USPS.com! The Postal Service Web site has been recognized for leadership in the innovative application of information technology to improve service to the public and make it easier for citizens to do business with government agencies.

At a recent awards ceremony in Washington, DC, the Web site was named by *Government Executive* magazine as one of the winners of this year's Grace Hopper Government Technology Leadership Awards.

The awards honor government organizations that use information technology to improve service to the public, lower the cost of government and improve overall organizational performance.

Currently, [www.usps.com](http://www.usps.com) averages more than 650,000 visits and 40,000 paid transactions each day. During the holiday season, it's expected that visits to the Web site will peak near 1 million a day.

### **GOLDEN RETIREMENT: America's oldest man, retired postal clerk, turns 113**

Fred Hale is more than a mere centenarian — he's a *super*-centenarian. Maybe his longevity is due to 39 years of good, honest work. After all, he retired as a railway postal clerk in 1957. That was 46 years ago.

Hale is recognized as the oldest man in America and the world's ninth-oldest person, said the *Associated Press*. The retired postal worker was born Dec. 1, 1890.

Until 1995, he lived independently in South Portland, ME, the article said. That year, Guinness World Records named him the world's oldest licensed driver at age 107. Up until that time, Hale "walked a mile each day, mowed his lawn, tended a vegetable garden and fruit trees and kept honey bees," said the article.

Four generations of his descendants gathered this week to celebrate his 113th birthday at a small, quiet party near Syracuse, NY, the article said. Among party-goers was Hale's son, 83-year-old Fred, Jr.

### **OPEN FOR BUSINESS: USPS employees to report for work Dec. 26**

President Bush issued an Executive Order closing federal agencies Friday, Dec. 26. The order also permits agency heads to determine if certain offices should remain open to meet the needs of the public. Upon careful review, USPS has determined that, as a critical element of the nation's communications infrastructure, we will operate as normal Dec. 26.

## The Postal Bulletin — Help Us Save Paper and Money

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

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

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

### Reducing or Canceling Your Subscription

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

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

### Accessing the *Postal Bulletin* Online

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

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

### More Information

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

We started publishing this article in early April, asking you to let us know if we can reduce or eliminate your subscriptions. Since April of this year, many of you have responded, and together we have reduced the total number of printed copies by 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, 12-25-03*

## 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 Holiday White Sale	Standard/Catalog	12/27/03–1/2/04	8.7	Nationwide	Car-Rt	RR Donnelley
The Sportsman's Guide, January Main	Standard/Catalog	12/29/03–1/2/04	2.1	Nationwide	3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
JCP Week 49 Super Weekend	Standard/Letter	12/30/03–1/2/04	10.2	Nationwide	Car-Rt	Harte-Hanks
JCP Week 50 Salon Color	Standard/Postcard	12/31/03–1/3/04	1.7	Nationwide	Car-Rt	Harte-Hanks
Costco "Wallet"	Standard/Letter & Catalog	1/2/04–1/9/04	18.0	Nationwide	Barcoded, Car-Rt	Vertis
Pottery Barn Kids	Standard/Flat	1/5/04–1/6/04	6.2	Nationwide	3/5-Digit, Car-Rt	Quad Graphics, Hartford, WI
Seventh Avenue	Standard/Catalog	1/5/04–1/9/04	1.9	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI

— Business Service Network Integration,  
Service and Market Development, 12-25-03

### NATIONAL CONSUMER PROTECTION WEEK

#### February 2–7: Get Rich Quick...Don't Count on It!

##### What Is National Consumer Protection Week?

The primary goal of National Consumer Protection Week (NCPW) is to inform consumers of how they can protect themselves and their privacy from unscrupulous individuals who make a living out of defrauding unsuspecting victims. February 2–7, 2004, has been designated as National Consumer Protection Week. For five consecutive years, the U.S. Postal Service® Office of the Consumer Advocate and the Postal Inspection Service have jointly pulled their resources together to educate consumers about mail fraud, which rears its ugly head in many forms. This year's consumer outreach campaign is focused on the top five fraudulent schemes identified by the Postal Inspection Service. The theme is *Get Rich Quick...Don't Count on It*.

##### What Are the Top Five Mail Fraud Schemes?

With promising opportunities for "hitting the jackpot," consumers are unknowingly falling victim to a variety of scams. The Postal Inspection Service has identified the following top five scams that can deplete a lifetime of hard-earned savings:

- Free prize schemes.
- Foreign lotteries.
- Multi-level marketing.
- Investment fraud schemes.
- Work-at-home schemes.

##### How Does the Postal Service Help to Prevent Mail Fraud Scams?

The Mail Fraud Statute is the oldest and most effective weapon against mail fraud. Postal inspectors have been

using it since its passage in 1872. The U.S. Postal Inspection Service preserves the integrity of the U.S. Mail for consumers through vigorous law enforcement, public education, and crime prevention. Postal inspectors work with a variety of bank and credit card issuers, financial institutions, retail merchants, credit bureaus, and other industry sources to help prevent financial schemes and provide guidance to potential victims.

### **What Can Consumers Do to Protect Themselves From Becoming Innocent Victims?**

Every year thousands of people and businesses are victimized by fraudulent schemes. Consumers should be skeptical of any offer that sounds “too good to be true.” The following questions can help consumers evaluate questionable offers:

- Do you have to pay to receive your “prize” or enter a sweepstakes?
- Do you have to give any personal or financial information?
- Are you a “guaranteed” winner, or told “no risk is involved?”
- Are you pressured into responding or investing right away?
- Are you asked for advanced payment or cash only?

If you answered “yes” to any of these questions, be extremely wary. Ask that all statements about the product or service be provided in writing. Check out offers with consumer protection agencies located nearest to the company.

There is no easy way to wealth. A consumer’s good judgment is the last line of defense against the con artist.

### **What Can Postmasters and Facility Managers Do to Help Educate Consumers?**

Postmasters and facility managers are encouraged to support this annual consumer awareness effort by sponsoring local activities during the designated week of February 2–7, 2004.

### **How Do Postmasters and Facility Managers Sponsor Local Consumer Awareness Activities?**

This national consumer education initiative can be your “Gateway to the Consumer” in developing or improving local relationships. The following are some guidelines to help you start your program:

- Appoint a planning committee. Whenever possible, involve Customer Advisory Council members in planning events.
- Partner with your local Postal Inspection Service office to plan events and identify current scams

that occur in your district. Visit their Web site at [www.usps.com/postalinspectors](http://www.usps.com/postalinspectors) for more information.

- Work with the Public Affairs and Communications representatives to plan media events and help you promote consumer tips to avoid mail fraud scams.
- List planned events. Set a date for each event and work backward, incorporating a contingency plan for possible last-minute changes. If you are ordering postal or non-postal-related materials, remember to allow enough time for delivery.
- Visit the dedicated Web site at [www.consumer.gov/ncpw](http://www.consumer.gov/ncpw) for information related to financial literacy and related NCPW topics.
- Identify potential audiences (e.g., residents, businesses, students, or special interest groups) and plan an event pertinent to each audience.

### **What Types of Activities Are Suggested for National Consumer Protection Week?**

Following are some suggested activities:

- Have an NCPW kick-off and open house. Hand out consumer publications such as the following:
  - Publication 162, *Because The Mail Matters*.
  - Publication 280, *Identity Theft, Safeguard your Personal Information*.
  - Publication 281, *Consumer Fraud by Phone or Mail*.
  - Publication 300-A, *Consumer and Business Guide to Preventing Mail Fraud*.
  - Publication 370, *Extra Services*.
  - Publication 546, *Sweepstakes Advertising*.

Have a Postal Service™ representative available to answer questions about how to get the most from our products and services. Consider including brochures that provide information on consumer issues from other federal and state agencies and local consumer bureaus, such as the Consumer Product Safety Commission.

- Focus activities on the top five fraud scams.
- Partner with other federal agencies, community groups, educational institutions, and businesses to sponsor educational workshops or seminars for consumers with special needs.
- Hold a joint press conference with another consumer agency and include a local postal inspector. The postal inspector can discuss the latest postal-related scams in your community.

- Ask the U.S. Postal Inspection Service to participate in a seminar about the different methods used to stamp out fraudulent practices in the marketplace. Provide materials that explain the U.S. Postal Inspection Service's role in mail fraud investigations.
- Work with a local postal inspector to inform senior citizens about get-rich-quick schemes. Hold seminars at local retirement communities. Postal inspectors can discuss recent fraudulent schemes, steps to help senior citizens avoid becoming victims and potentially losing their life savings, and other issues that affect the elderly.
- Design a check stuffer to include with employee paychecks with information about NCPW activities planned for your area. Ask employees to participate in NCPW activities.
- Educate customers about the other consumer services we offer, such as mail forwarding service, the new Internet Hold/Redelivery service, money orders, stamp service, and stamp collecting information. Suggest customers visit [www.usps.com](http://www.usps.com).
- Partner with a local restaurant or food franchise to provide refreshments during a "Conversation with the Postmaster" session(s).
- Celebrate or announce something recently completed to improve local service and enhance customer satisfaction. For example, promote extended hours, an expanded Post Office box section, or an improved facility featuring modifications for disabled customers.
- Hold a special training session on mail preparation for business and nonprofit mailers.
- Establish a Consumer Advisory Council. Refer to the Consumer Advocate's intranet Web site at <http://blue.usps.gov/caweb/> for access to the *Consumer Advisory Council Handbook* (to access the handbook, click on *Consumer Affairs Operations*, then *Consumer Advisory Councils*, and *CAC Guidelines*). A good first project for the council would be to link consumer protection efforts with the U.S. Postal Inspection Service and local law enforcement.
- Set up a booth at a busy shopping area and have publications about fraud, identity theft, and the Postal Service available as handouts.

### Who Can Help Us Plan Activities for National Consumer Protection Week Activities?

Postmasters and managers planning NCPW activities can consult with their local District Consumer Affairs and Claims Manager. The District Consumer Affairs and Claims office also serves as the clearinghouse for additional information and materials.

### When and Where Can I Submit My Entry to the Internal Recognition Program?

The Office of the Consumer Advocate and the Postal Inspection Service developed a program to recognize efforts to publicize NCPW. Applicants must complete the application on page 53 and return it to the following address by March 12, 2004:

ATTN MICKIE MORIARTY  
 CONSUMER AFFAIRS  
 US POSTAL SERVICE  
 475 L'ENFANT PLZ SW RM 5801  
 WASHINGTON DC 20260-2202

### Are There Any Publications That I Can Use for National Consumer Protection Week?

A list of Postal Service notices, publications, posters, and kits that may be useful as handouts for customers during NCPW is on page 9. They also serve as good resource material for postmasters and managers when preparing for the week's events.

The publications (except for Publication 225) are available on the Postal Service PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *PUBs*. They are also available on the Internet; go to [www.usps.com](http://www.usps.com); click on *About USPS & News*, then *Forms & Publications*, then *Browse All Periodicals & Publications*, and then *Publications* (either *PDF Format* or *Text Format*).

You can also order these publications from the Material Distribution Center (MDC) by using touch tone order entry (TTOE): Call 800-332-0317, option 2.

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



Use the following information to order these publications:

<b>Title</b>	<b>NSN</b>	<b>PSIN</b>	<b>Quick Pick Number</b>	<b>Edition Date</b>	<b>Unit of Measure</b>	<b>Price</b>	<b>Min. Order Quantity</b>	<b>Bulk Pack Quantity</b>
<i>Approaches to Curbside Mailboxes</i>	NOT38	7610-03-000-9147	66	N/A	EA	\$0.0035	1	N/A
<i>Theft? Protect Your Mail</i>	NOT50	7610-02-000-9874	N/A	N/A	EA	\$0.0156	1	5,000
<i>Postal Rates and Fees (large)</i>	POS 123L	7690-03-000-4150	463	04/03	EA	\$0.1666	1	300
<i>Postal Rates and Fees (small)</i>	POS123-S	7690-03-000-4151	464	10/03	EA	\$0.0784	1	400
<i>Packaging for Mailing</i>	PUB2	7610-01-000-9774	421	01/02	EA	\$0.3299	25	100
<i>Designing Letter Mail</i>	PUB25	7610-03-000-9119	267	07/03	EA	\$0.7813	1	40
<i>Consumer's Guide to Postal Rates and Fees</i>	PUB123	7610-03-000-5306	69	06/02	EA	\$0.0428	50	1,350
<i>Because The Mail Matters</i>	PUB162	7610-05-000-5085	N/A	04/03	EA	\$0.1892	1	300
<i>Addressing for Success</i>	PUB221	7610-03-000-9513	377	08/95	EA	\$0.0522	100	1,000
<i>Introduction to Stamp Collecting</i>	PUB225	7610-02-000-7089	264	01/00	EA	\$0	25	500
<i>Identity Theft, Safeguard your Personal Information</i>	PUB280	7610-05-000-0653	527	08/03	EA	\$0.051	1	1,200
<i>Consumer Fraud by Phone or Mail</i>	PUB281	7610-02-000-9388	N/A	05/03	EA	\$0.0576	50	1,800
<i>¡No muerda el anzuelo! (Spanish)</i>	PUB281-S	7610-03-000-9410	N/A	02/00	EA	\$0.1667	1	1,800
<i>Consumer and Business Guide to Preventing Mail Fraud</i>	PUB300-A	7610-04-000-6949	426	07/99	EA	\$0.1938	25	300
<i>Consumer and Business Guide to Preventing Mail Fraud (Spanish)</i>	PUB300-A-S	7610-04-000-6950	N/A	07/99	EA	\$0.2948	1	300
<i>Sweepstakes Advertising</i>	PUB546	7610-03-000-4600	465	12/02	EA	\$0.1117	50	1,000

— Field Support and Integration,  
Office of Consumer Advocate, 12-25-03

December 2003

DISTRICT MANAGER, CUSTOMER SERVICE AND SALES  
POSTMASTERS

SUBJECT: Black History Month

In February we celebrate Black History Month, reflecting on the progress, richness, and diversity of African-American achievements. Although February has been designated as the official month to celebrate Black history, every day is an occasion to highlight the monumental significance of African-American contributions and the vital role they have played in shaping America's history.

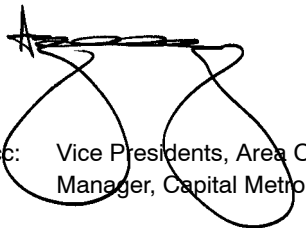
This year Black History Month provides an opportunity to raise awareness of the *Black Heritage* commemorative stamp series and the 2004 honoree, Paul Robeson. The *Black Heritage* series began in 1978 with the issuance of the *Harriett Tubman* commemorative stamp. The U.S. Postal Service® is committed to this popular stamp series, which helps educate Americans on the achievements and contributions of noted African-American leaders, inventors, educators, scientists, lawyers, entrepreneurs, entertainers, and sports figures.

We encourage you to host special events in your community throughout the month of February, highlighting the achievements of Paul Robeson and others honored in the *Black Heritage* series. Take advantage of Black History Month by inspiring both children and adults to learn more about African-American history through the educational hobby of stamp collecting.

The *Paul Robeson* stamp will be issued on January 20, 2004, and Black History Month launches nationally on February 1. The enclosed publicity kit provides a step-by-step guide to help you plan your local Black History Month and *Paul Robeson* commemorative stamp local dedication events and activities. The kit includes the following:

- Suggestions to generate publicity.
- Fill-in news releases for Black History Month events.
- A letter to the editor you can send to local newspapers thanking residents for support.
- Sample media advisory, public service announcement, and thank-you notes.
- Talking points for a speech to be given during local community events.
- Public Affairs and Communications contacts.
- Government Relations contacts.

Please use this Black History Month Community Relations Publicity Kit to help develop and plan your local events. Be sure to keep your Public Affairs and Communications field manager informed of your activities. Your support of this year's campaign is vital to its success.



cc: Vice Presidents, Area Operations  
Manager, Capital Metro Operations

PUBLICITY KIT

## Black History Month

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### Publicity Ideas to Interest the Media

#### February Is Black History Month

There are many ways to interest local media in your Black History Month/*Paul Robeson* commemorative stamp local dedication stamp events. Following are some methods to capture media attention.

*Note:* You can plan Black History Month events in conjunction with *Paul Robeson* local dedication stamp ceremonies. You should emphasize the fact that this is the 27th anniversary of the *Black Heritage* stamp series featuring Paul Robeson.

- Have a month-long Black History Month celebration involving employees and their families, school children, and congressional, civic, and community leaders. Involve those people in helping to create a traveling or permanent African-American stamp collection exhibit that could either be placed in Post Office™ lobbies or taken to stamp events at libraries, schools, or museums throughout the month of February. Highlight a different honoree theme every week of the month. Some examples of different themes might include sports figures, entertainers, inventors, educators, leaders, and scientists.
  - Photo opportunity: Encourage media to cover the opening day of your exhibit. Media can take pictures of employees and community members

setting up the exhibit to accompany an article about Black History Month.

- Opening day of the exhibit should feature unveilings of the *Paul Robeson* commemorative stamp and possibly other stamps in the *Black Heritage* series. Ask congressional, civic, and community leaders to participate in ceremonies.
- Invite local children to design stamps about African-American history, and display their designs in the Post Office. Have local customers select the winners. Winners can be awarded *Black Heritage* or other commemorative stamp materials.
- Using this kit, spread the word about Black History Month and the *Paul Robeson* commemorative stamp in your community by giving presentations and workshops to local elementary schools, libraries, reading clubs, and community organizations like the Scouts and the Rotary Club.
- Look for opportunities to partner with local philatelic organizations that may be sponsoring local exhibits or other events. Offer to speak, conduct workshops, or organize volunteers from among your staff to help.
- Help local after-school programs set up stamp collecting clubs and share African-American history. Ask a local stamp collector to set up a display of stamp collecting tools and philatelic materials, such as tongs, magnifier, perforation gauge, albums, first day covers, and so on. Go online to the American Philatelic Society’s Web site at [www.stamps.org](http://www.stamps.org) to find local chapters (including African-American stamp clubs) and affiliates that might be willing to help.
- Postal Service™ employees can find an electronic version of this stamp publicity kit on the Intranet at <http://blue.usps.gov>. Under “Tools” click on *Postmaster’s Toolkits*. Downloading the Microsoft Word version of the kit makes it easy to complete the fill-in-the-blank materials included in this kit.

Implement any of these ideas, combine them, or brainstorm with your employees to come up with ideas of your own. Using the publicity materials in this kit, be sure to publicize each and every event to your local newspaper, radio, and television stations via press releases, media

advisories, and letters to the media. Don't forget to make follow-up telephone calls.

### Products and Licensing

*Paul Robeson* stamp products:

- First Day Cover — \$0.75
- Full Pane with First Day Cover — \$8.15

Licensing and use of *Paul Robeson* stamp image:

- Information regarding licensed products will be available in a future issue of the *Postal bulletin*, in the Licensing section.

### Stamp Artwork

To purchase artwork of the *Paul Robeson* stamp or other stamps in the *Black Heritage* commemorative stamp series, including poster-sized enlargements, color transparencies, and color prints, contact:

JOHN GRIM  
DODGE COLOR  
4827 RUGBY AVE STE 100  
BETHESDA MD 20814-3028

E-mail: [johnng@dodgecolor.com](mailto:johnng@dodgecolor.com)  
Telephone: 301-656-0025, x230  
Fax: 301-656-0435

Please plan ahead and allow enough time for production and shipping.

### Suggested Participating Organizations and Contact Information

The information below is a suggested listing of partners for *Paul Robeson* stamp local dedication to help generate maximum exposure for the *Paul Robeson* stamp and *Black Heritage* stamp series.

#### *Alpha Phi Alpha Fraternity, Inc.*

Robeson was a member of the Alpha Phi Alpha Fraternity, Inc.

Contact:

HARRY E JOHNSON SR ESQ  
NATIONAL GENERAL PRESIDENT  
OR  
GREGORY PHILLIPS  
EXECUTIVE DIRECTOR  
ALPHA PHI ALPHA FRATERNITY INC  
2313 ST PAUL ST  
BALTIMORE MD 21218-5234

E-mail: [gphillips@apa1906.net](mailto:gphillips@apa1906.net)  
Telephone: 410-554-0040  
Fax: 410-554-0064

Please contact your local libraries for participation in the events.

Other suggestions:

Local NAACP  
Local African-American bookstores  
Public libraries

### Black Heritage Series (1978–2004)

#### *Harriet Tubman* (February 1, 1978)

Born a slave, abolitionist Tubman was the first African-American woman to be honored on a U.S. stamp, and the first honoree in the *Black Heritage* series. Tubman was the conductor for the famed Underground Railroad by which many slaves escaped to freedom in the years leading to the Civil War.

#### *Martin Luther King, Jr.* (January 13, 1979)

King is considered one of the most powerful and popular leaders of the African-American Civil Rights movement of the 1950s and 1960s. He spearheaded a massive peace movement through marches, sit-ins, boycotts, and demonstrations that profoundly and positively affected America's attitudes toward race relations. He was presented the Nobel Peace Prize in 1964.

#### *Benjamin Banneker* (February 15, 1980)

In 1753, Banneker constructed the first wooden striking clock made in America. At age 60 he was chosen by George Washington to help lay out blueprints for the Capitol in Washington, D.C.

#### *Whitney Moore Young, Jr.* (January 30, 1981)

Young served for 10 years as the executive director of the National Urban League. In 1969, he received the nation's highest civilian honor — the Medal of Freedom.

#### *Jackie Robinson* (August 2, 1982)

Robinson broke the Major League Baseball color barrier in 1947. After retirement from baseball in 1956, he remained active in civil rights and youth activities. In 1962, he became the first African American inducted into the Baseball Hall of Fame.

#### *Scott Joplin* (June 9, 1983)

A composer and pianist, Joplin was the "King of Ragtime," fighting for recognition of ragtime as a significant genre in modern music. Some 50 years after his death, he was awarded the Pulitzer Prize for his ragtime opera *Treemonisha*.

*Dr. Carter G. Woodson* (February 1, 1984)

A prominent historian and the son of former slaves from Virginia, Woodson is credited with starting the observance of Negro History Week in 1926.

*Mary McLeod Bethune* (March 5, 1985)

A noted educator and social activist, Bethune was an advisor to President Franklin D. Roosevelt. She founded the National Council of Negro Women in 1935.

*Sojourner Truth* (February 4, 1986)

Born into slavery, Isabella Baum Free went to live in New York City after acquiring freedom. In 1843, she changed her name to Sojourner Truth and began traveling and lecturing on women's rights and the evils of slavery. She was considered one of the greatest orators of her time.

*Jean Baptiste DuSable* (February 20, 1987)

A pioneer and entrepreneur, DuSable was the first settler in the community that was known as the cornerstone of America's heartland — Chicago. The stamp was issued during the city's sesquicentennial.

*James Weldon Johnson* (February 2, 1988)

Johnson was noted as a lawyer, educator, and writer. His composition "Lift Every Voice and Sing" is sung today as the Black National Anthem.

*Phillip Randolph* (February 3, 1989)

An eloquent spokesperson for civil rights and minority labor, Randolph organized the Brotherhood of Sleeping Car Porters. After 10 years of fierce struggle, he achieved the first union contract signed by a white employee and an African-American leader.

*Ida B. Wells* (February 1, 1990)

Wells devoted her life to educating people about the horrors of discrimination and lynching.

*Jan E. Matzeliger* (September 15, 1991)

Matzeliger's invention, the shoe-lacing machine, patented in 1883, revolutionized the shoemaking industry and made mass-produced shoes a reality in America.

*W.E.B. Du Bois* (January 31, 1992)

Critic, editor, scholar, author, civil rights leader, and one of the most influential African Americans of the 20th century, Du Bois was one of the founders of the National Association for the Advancement of Colored People (NAACP) in 1909.

*Percy Lavon Julian* (January 29, 1993)

Julian won fame for his work as a research chemist. He synthesized cortisone for arthritis, a drug for glaucoma, and progesterone. In 1990, he was inducted into the National Inventors Hall of Fame.

*Dr. Allison Davis* (February 1, 1994)

A psychologist and educator, Davis served on the President's Commission on Civil Rights and was vice chairman of the Department of Labor's Commission Manpower Retraining during the Johnson and Nixon Administrations. He was a Fellow of the Academy of Arts and Sciences and of the National Academy of Education.

*Bessie Coleman* (April 27, 1995)

Coleman was the first woman to earn an international aviation license and the world's first licensed African-American aviator.

*Ernest E. Just* (February 1, 1996)

Known primarily for his research in marine biology, Just pioneered experiments in the process of the fertilization of marine invertebrates. He also studied the fundamental role of the cell surface in the development of organisms.

*Benjamin O. Davis, Sr.* (January 28, 1997)

Davis distinguished himself in a long military career that saw him become the nation's first African-American Brigadier General. He was a driving force in the eventual integration of the U.S. armed forces.

*Madam C. J. Walker* (January 28, 1998)

Walker was an early 20th century beauty product pioneer and one of the nation's first female millionaires. An early advocate of women's economic independence and empowerment, her hair products manufacturing company employed thousands of women as sales agents and beauty consultants.

*Malcolm X (El-Hajj Malik El-Shabazz)* (January 20, 1999)

In the late 1950s Malcolm X emerged as a major spokesperson for African Americans. He was both a brilliant scholar and a fiery orator whose persuasive and passionate views helped define the debate on race relations.

*Patricia Roberts Harris* (January 27, 2000)

An extraordinary leader, committed public servant, and champion of civil rights, Harris dedicated her life to improving the quality of life for all Americans. She was the first African-American woman to hold a U.S.

ambassadorship and the first African-American woman to serve as a member of a presidential Cabinet.

*Roy Wilkins* (January 24, 2001)

Wilkins advocated tirelessly for racial equality. In 1931 Wilkins joined the NAACP and led the organization from 1955 to 1977 as executive secretary and executive director. Under his leadership, the NAACP campaigned for the Civil Rights Act of 1964, the Voting Rights Act of 1965, and the Fair Housing Act of 1968. Wilkins helped organize the August 1963 March on Washington for Jobs and Freedom, during which he also delivered a speech.

*Langston Hughes* (February 1, 2002)

Hughes is acclaimed for his vivid portrayals of black America from the Harlem Renaissance to the Civil Rights era. A noted poet, novelist, and playwright, he is regarded as one of the most important writers of the 20th century. His poems embraced radical politics, poverty, prejudice, violence, and a host of other socioeconomic issues that chronicle the African-American experience.

*Thurgood Marshall* (January 7, 2003)

Marshall is one of the best known lawyers in the history of civil rights in America. In 1954 Marshall and his legal team prevailed in the landmark Supreme Court case "Brown v. Board of Education of Topeka, Kansas" that struck down segregation in public schools. He was the first African American to serve as a U.S. Supreme Court Justice.

*Paul Robeson* (January 20, 2003)

Robeson is remembered not only for his extraordinary talents as an actor, singer, and athlete but also for his tireless and uncompromising commitment to civil rights and social justice. His talent as a singer helped establish African-American spirituals as a legitimate art form. In addition to his famous repertoire of spirituals, Robeson became well-known for performing and interpreting folk songs from around the world. His posthumous honors reflect his wide range of accomplishments: In 1978 he was honored by the United Nations for his opposition to apartheid in South Africa, in 1995 he was inducted in the College Football Hall of Fame, and in 1998 he received a Grammy Award for Lifetime Achievement.

### Speech Segment and Talking Points

*[Use talking points for speeches at local ceremonies and events to support Black History Month/Paul Robeson stamp.]*

*[Recognize participants from other organizations.]*

This month we celebrate Black History Month, reflecting on the progress, richness, and diversity of African-American achievements.

Although February is devoted to Black History Month, every month is a celebration as we continually pay homage to the African Americans who were instrumental in shaping America's history.

This year, the Postal Service celebrates the 27th anniversary of the *Black Heritage* stamp series and *Paul Robeson* commemorative stamp. Robeson joins 26 other honorees in the Postal Service's *Black Heritage* series, which salutes outstanding African-American activists, theorists, writers, educators, and leaders.

Paul Robeson was one of the most popular and well-known African-American public figures in the world. Robeson is remembered not only for his extraordinary talents as an actor, singer, and athlete but also for his tireless and uncompromising commitment to civil rights and social justice. His talent as a singer helped establish African-American spirituals as a legitimate art form. In addition to his famous repertoire of spirituals, Robeson became well-known for performing and interpreting folk songs from around the world, many included on his classic album, *Ballad for Americans*. "Ol' Man River" from the musical *Showboat*, became his signature song. Robeson played many stage roles in his career, but he was best known for his interpretation of the title character in Shakespeare's *Othello*.

Other notable Americans honored in the *Black Heritage* stamp series include Harriet Tubman, Martin Luther King, Jr., Jackie Robinson, Carter G. Woodson, Mary McLeod Bethune, Bessie Coleman, Ernest E. Just, Benjamin O. Davis, Sr., Madam C. J. Walker, Malcolm X, Patricia Roberts Harris, Roy Wilkins, Langston Hughes, and Thurgood Marshall, who was honored in January 2003.

African Americans have played a vital role in shaping America's history, and the U.S. Postal Service is committed to educate and inform America regarding their achievements and contributions.

There have been numerous e-mail rumors and newspaper articles stating that the U.S. Postal Service will discontinue the *Black Heritage* stamp series. This is absolutely untrue! It is unfortunate such rumors continue to spread. We are sincerely committed to honoring African Americans on stamps: given the popularity and importance of the *Black Heritage* stamps, there are no plans to discontinue the series.

Learning about our history and notable African Americans through stamps can help us learn more about today's world and ourselves.

We encourage children and adults to continually learn about black history and African Americans on stamps. There is a phenomenal story behind every commemorative stamp — stories that can take us back in time to learn about great Americans and to help us relive moments in the past — moments that we cherish.

For more than 200 years the Postal Service has been a shining example of a public service institution that the American people can rely on and trust. But in many ways, it's our commemorative stamp program that best connects the Postal Service with the American people.

This month, we hope children and adults of all ages will be participating in Black History Month activities around the country.

Thanks to all of you for joining us here today.

# # #

**Suggested Public Relations Timeline**

*Note:* If you have questions or need assistance with any of these items, please contact your area's Public Affairs and Communications representative.

Action:	Suggested Timing:
1. Send invitations to local and area dignitaries.	A few weeks before event.
2. Send announcement and invitations to employees.	A few weeks before event.
3. Distribute public service announcement to radio/TV.	A few weeks before event.
4. Distribute news release.	A few weeks before event.
5. Distribute media advisory to newspapers, radio/TV.	1 week before event.
6. Remind invited dignitaries about event via telephone.	5 days before event.
7. Redistribute media advisory to all news media.	1 to 2 days before event.
8. Make follow-up calls to local news media.	1 day before event.
9. Distribute day-of-issuance news release.	Day of event.
10. Send letter to newspaper editor thanking community.	1 day after event's completion.
11. Send newspaper clips and "media successes" summary to area Public Affairs managers.	Within 1 week after event.

**Area Public Affairs and Communications Field Managers**

EARL ARTIS  
 MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS  
 SOUTHEAST AREA US POSTAL SERVICE  
 225 NORTH HUMPHREY BLVD 5TH FL  
 MEMPHIS TN 38166-0832  
 Telephone: 678-442-6018

CESTA AYERS  
 (A) MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS  
 SOUTHWEST AREA US POSTAL SERVICE  
 7800 N STEMMONS FWY STE 450  
 DALLAS TX 75247-4220  
 Telephone: 214-819-8717

SCOTT BUDNY  
 MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS  
 WESTERN AREA US POSTAL SERVICE  
 1745 STOUT ST STE 1075  
 DENVER CO 80299-7500  
 Telephone: 303-313-5130

DEBRA HAWKINS  
 MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS  
 NORTHEAST AREA US POSTAL SERVICE  
 6 GRIFFIN RD N  
 WINDSOR CT 06006-9876  
 Telephone: 860-285-7265

DAVID MAZER  
 MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS  
 PACIFIC AREA US POSTAL SERVICE  
 7001 S CENTRAL AVE RM 364A  
 LOS ANGELES CA 90052-9641  
 Telephone: 323-586-1210

JIM MRUK  
 MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS  
 GREAT LAKES AREA US POSTAL SERVICE  
 244 KNOLLWOOD DR 4TH FLOOR  
 BLOOMINGDALE IL 60117-2208  
 Telephone: 630-539-6565

PAUL SMITH  
 MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS  
 EASTERN AREA US POSTAL SERVICE  
 PO BOX 40593  
 PHILADELPHIA PA 19197-0593  
 Telephone: 215-931-5054

DIANE TODD  
 MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS  
 NY METRO AREA US POSTAL SERVICE  
 421 EIGHTH AVE RM 5114  
 NEW YORK NY 10199-9681  
 Telephone: 212-330-3167

DEBORAH YACKLEY  
 COMMUNICATIONS PROGRAM SPECIALIST  
 CAPITAL METRO OPERATION  
 16501 SHADY GROVE  
 GAITHERSBURG MD 20898-9998  
 Telephone: 301-548-1465

*Black History Month**Publicity Kit***POSTAL NEWS**

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

***PUBLIC SERVICE ANNOUNCEMENT FOR RADIO***

**Public Invited to Participate in Celebration of Black History Month and Dedication of  
*Paul Robeson Stamp***

[INSERT CITY] postmaster [INSERT NAME] invites everyone to [INSERT LOCATION] to participate in activities surrounding the Postal Service's™ celebration of Black History Month and the unveiling of the 2004 *Black Heritage* stamp featuring Paul Robeson, on [INSERT DAY AND DATE] from [INSERT TIME] to [INSERT TIME].

On that day children and adults will learn more about black history and African Americans on stamps. Activities include [DESCRIBE ACTIVITIES].

Come take a moment to celebrate African-American history with stamps. It's an educational way to learn about the historic people, places, and events honored on U.S. postage stamps each year.

- end -



Publicity Kit

Black History Month

**POSTAL NEWS**

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

**BLACK HISTORY MONTH CELEBRATION IN [INSERT CITY]  
FEATURES AFRICAN-AMERICAN HISTORY ON STAMPS**

**Tribute Given to the Anniversary of the *Black Heritage* Stamp Series and 2004 Honoree  
Paul Robeson**

Paul Robeson, singer, actor, athlete and activist, became the 27th American honored in the long-running *Black Heritage* series. The stamp will be issued on Jan. 20, 2004.

The celebration comes to [INSERT CITY] with a special ceremony scheduled for [INSERT EXACT TIME OF EVENT] on [INSERT DATE] at the [INSERT NAME OF POST OFFICE, LIBRARY, SCHOOL, MUSEUM, ETC. WHERE EVENT IS HELD].

[INSERT EVENT AGENDA]

[INSERT QUOTE FROM USPS UNVEILING OFFICIAL]

[INSERT QUOTE FROM ORGANIZATION OFFICIAL YOU ARE WORKING WITH]

**[FEEL FREE TO USE THE FOLLOWING BACKGROUND INFORMATION AND CUSTOMIZE FOR INSERTION INTO YOUR RELEASE]** Robeson joins 26 other honorees in the Postal Service's™ *Black Heritage* series, which salutes outstanding African-American activists, theorists, writers, educators and leaders. Other notable Americans in the series include Harriet Tubman, Martin Luther King, Jr., Benjamin Banneker, Jackie Robinson, Carter G. Woodson, Mary McLeod Bethune, W.E.B. Du Bois, Bessie Coleman, Ernest E. Just, Benjamin O. Davis, Sr., Madam C.J. Walker, Malcolm X (El-Hajj Malik El-Shabazz), Patricia Roberts Harris, Roy Wilkins, Langston Hughes, and Thurgood Marshall, who was honored in January 2003.

Robeson was born on April 9, 1898, in Princeton, N.J. His broad range of talents was evident as early as high school, where he was an outstanding student and athlete. In 1915, he entered Rutgers College (now Rutgers University) on a scholarship and became the third African American to attend the school. He graduated as class valedictorian in 1919. Robeson was a member of Phi Beta Kappa and was an All-American football player.

From 1920 to 1923, Robeson helped pay his way through Columbia Law School in New York City by working as an athlete and a performer. He played professional football, served as assistant football coach at Lincoln University in Pennsylvania, and starred in the 1922 play *Taboo* in New York and in London (where it was renamed *Voodoo*).

After graduating from law school, Robeson briefly worked in a law firm, but he resigned after a white secretary refused to take dictation from him. By 1924, he had devoted himself to his career as a performer, playing hit lead roles in productions of two Eugene O'Neill plays: *All God's Chillun Got Wings* and *The Emperor Jones*. He played numerous stage roles during his career, but he was best known for his interpretation of the title character in Shakespeare's *Othello*.

Robeson was renowned worldwide for his talents as a singer, which helped establish African-American spirituals as a legitimate art form. In addition to his famous repertoire of spirituals, Robeson became well-known for performing and interpreting folk songs from around the world. "Ol' Man River," from the musical *Showboat*, became his signature song.



Between 1925 and 1942, Robeson also appeared in several American and British movies, including *The Emperor Jones*, *Show Boat*, *King Solomon's Mines*, *Jericho*, and his favorite, *The Proud Valley*. His image became the personification of human dignity. Discouraged by the limited roles available to black actors in Hollywood, Robeson announced in 1942 that he would no longer appear in films.

Well known as an activist, Robeson was an outspoken participant in labor and peace movements, and his public appearances were infused with his strong political beliefs, especially his principled stand against racism in the U.S. and around the world. He was opposed to colonialism in Africa and worked to assist and support African liberation movements. Alarmed by the spread of fascism in Europe, Robeson was also a prominent supporter of the Allied war effort during World War II. In 1945, the NAACP awarded him its highest honor for achievement among African Americans, the prestigious Spingarn Medal.

Robeson died Jan. 23, 1976, at the age of 78. His posthumous honors reflect his wide range of accomplishments: In 1978 he was honored by the United Nations for his opposition to apartheid in South Africa, in 1995 he was inducted in the College Football Hall of Fame, and in 1998 he received a Grammy Award for Lifetime Achievement. Many schools, community centers and theaters have been named for him, as well as numerous academic and cultural institutions.

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Publicity Kit

Black History Month

**POSTAL NEWS**

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

**MEDIA ADVISORY**

**BLACK HISTORY MONTH CELEBRATION IN [INSERT CITY]  
HIGHLIGHTS ACCOMPLISHMENTS OF AFRICAN AMERICANS ON STAMPS**

- EVENT:** The U.S. Postal Service® teams up with **[FILL IN NAMES OF ORGANIZATIONS OR PERSONS]** for a Black History Month celebration and the unveiling of the *Paul Robeson* commemorative stamp, the 27th honoree in the *Black Heritage* series. **[CHANGE OR ADD TO THIS INFO IF YOUR EVENT IS DIFFERENT, BUT KEEP IT SHORT]**
- WHO:** **[LIST ONLY DIGNITARIES, KEY POSTAL OFFICIALS, AND ANY WELL-KNOWN SPECIAL GUESTS PARTICIPATING AND/OR ATTENDING EVENT]**
- WHAT:** **[Describe what makes event newsworthy — list any entertainment, refreshments, sales, etc.]**
- WHEN:** **[Insert hour, day, date]**
- WHERE:** **[Insert exact location of event]**
- BACKGROUND:** Throughout the 1930s and 1940s, Paul Robeson was one of the most popular and well-known African-American public figures in the world. Robeson is remembered not only for his extraordinary talents as an actor, singer and athlete but also for his tireless and uncompromising commitment to civil rights and social justice. His talent as a singer helped establish African-American spirituals as a legitimate art form. In addition to his famous repertoire of spirituals, Robeson became well-known for performing and interpreting folk songs from around the world, many included on his classic album, *Ballad for Americans*. "Ol' Man River" from the musical *Showboat* became his signature song. Robeson played many stage roles in his career, but he was best known for his interpretation of the title character in Shakespeare's *Othello*.
- CONTACT:** **[LIST AREA PUBLIC AFFAIRS AND COMMUNICATIONS REPRESENTATIVE OR POSTMASTER'S NAME AND PHONE NUMBER]**

# # #

**SAMPLE LETTER TO LOCAL NEWSPAPER EDITOR THANKING RESIDENTS FOR SUPPORT****[INSERT DATE]****[INSERT NAME]****[INSERT TITLE]****[INSERT NAME OF PUBLICATION]****[INSERT ADDRESS]****[INSERT CITY, STATE, ZIP+4]**Dear **[INSERT TITLE AND NAME]:**

I want to thank the citizens of **[INSERT CITY NAME]** for their enthusiasm and support in making yesterday's Black History Month celebration such a successful event for our community and for the U.S. Postal Service®.

African Americans have played a vital role in shaping America's history. The U.S. Postal Service continues its commitment to honoring the historical achievements and contributions of noted African-American leaders, inventors, educators, scientists, entrepreneurs, entertainers and sports figures. The *Black Heritage* series stamp, along with other stamps, pay tribute to these individuals.

Our nation's commemorative stamp program has been developed over the past 100 years largely through the participation of the American people. Their stamp ideas and suggestions are instrumental in helping the Postal Service™ honor some of the greatest achievements and achievers who have made our country great.

Again, thanks to everyone in our community who participated in our Black History Month celebration. We hope everyone enjoyed celebrating African-American history with stamps.

Sincerely,

**[SIGN]****[INSERT POSTMASTER'S NAME]**

Postmaster

U.S. Postal Service

**[INSERT CITY, STATE, ZIP+4]**

## Participation of Public Officials

Black History Month events are a perfect opportunity to involve elected public officials in an important and positive local event. They are likely to have a keen interest in the event, as it provides elected representatives a chance to interact with constituents in a friendly, civic setting with secured media coverage.

You are encouraged to reach out directly to your federal, state, and local elected officials. *Government Relations representatives are available to assist you in coordinating political involvement and would be pleased to help in any way.*

This Black History Month Community Relations publicity kit contains simple guidelines, sample letters, a suggested invitation list, and the names and telephone numbers of your Government Relations contacts.

### *Before the Event*

**Send a written invitation** 4 to 6 weeks before the event to your two U.S. senators, your congressional representatives, the governor of your state and the mayor of your community. Please include any other local elected officials you feel would be appropriate. The local postmaster should sign the invitations.

**Follow up** the written invitation with a telephone call to the elected official's scheduler within a week if you have not received a reply. You may need to call more than once.

**Keep in touch** with all elected officials who respond. If asked, provide updated information to the elected official's staff as it becomes available (e.g., who else is participating, where and when to meet, what his or her role will be, etc.). Stress that remarks should be brief and limited to the unveiling of the *Paul Robeson* stamp and his achievements, and *Black Heritage* stamps and recognition of the role the U.S. Postal Service continually plays in celebrating African-American history with stamps.

**Include names** of all participating elected officials on the "official program" as honored guests, and mention them in all media advisories, if applicable.

**Provide a courtesy copy** of the program to the elected official in advance.

### *After the Event*

**Send a written thank-you** letter to all elected officials who participated in the ceremony, expressing your appreciation.

**Provide copies** to their offices of any newspaper articles about the event. Even though they might see those articles on their own, you can take the opportunity to remind them of the press coverage the event received.

**Provide a supply of extra cachets** with the special cancellation, if applicable, to elected officials, even to those who could not attend. These make great giveaways and serve as a positive reminder of the event.

**Obtain and frame a photo** of the elected official posing beside the stamp image and make an appointment to present it in person, if possible. A matted, well-framed photograph stands a good chance of being hung on the wall of the official's office, again serving as a positive reminder of the event.

Keep in touch with your elected officials. Good relationships are built over time.

# # #

**SAMPLE INVITATION TO PUBLIC OFFICIALS/PARTICIPATING ORGANIZATIONS****[INSERT DATE]****[INSERT NAME]****[INSERT TITLE]****[INSERT ORGANIZATION]****[INSERT ADDRESS]****[INSERT CITY, STATE, ZIP+4]**Dear **[INSERT TITLE AND NAME]:**

Employees of the **[INSERT NAME]** Post Office™ invite you to be an honored guest at a special ceremony celebrating Black History Month on **[DATE]** at **[TIME]**. During our ceremony, the United States Postal Service® will dedicate the *Paul Robeson* commemorative stamp **[OR stamps IF DEDICATING ENTIRE SERIES AND/OR *Black Heritage* series]**.

The Postal Service™ values its role as a community leader, and we believe that our commemorative stamp program gives us an opportunity to connect with customers in a very personal and entertaining way. During our ceremony, children and adults alike will have an opportunity to learn about the achievements and contributions of African-American leaders, inventors, educators, scientists, entrepreneurs, entertainers, and sports figures.

At the stamp ceremony, you will be invited to say a few words about the *Paul Robeson* stamp **[AND/OR *Black Heritage* series]** and any comments you may have about African-American history. We expect significant press coverage of the ceremony and a good size crowd, including families, schools, and civic organizations.

We hope you will join us for our stamp dedication and special Black History Month celebration. Please confirm your participation by calling **[NAME OF CONTACT]** at **[TELEPHONE NUMBER]** as soon as possible.

Sincerely,

**[SIGN]****[INSERT POSTMASTER'S NAME]**

Postmaster

U.S. Postal Service

**[INSERT CITY, STATE, ZIP+4]**

**SAMPLE THANK-YOU LETTER TO PUBLIC OFFICIALS/PARTICIPATING ORGANIZATIONS****[INSERT DATE]****[INSERT NAME]****[INSERT TITLE]****[INSERT ORGANIZATION]****[INSERT ADDRESS]****[INSERT CITY, STATE, ZIP+4]**Dear **[INSERT TITLE AND NAME]:**

On behalf of the United States Postal Service®, I want to thank you for joining us during our special ceremony celebrating Black History Month and the dedication of the *Paul Robeson* commemorative postage stamp **[AND/OR *Black Heritage* series]**. It was a wonderful event for **[INSERT NAME OF COMMUNITY]**, and your participation helped make it a success.

All of us in the Postal Service™ are extremely proud of the role our organization has played as a community leader and in commemorating many of the people, places, and events that have made our country great. The stamp dedication ceremony was a wonderful way for us to share African-American history on stamps with our friends, neighbors, children, and customers here in **[INSERT NAME OF COMMUNITY]**. I am enclosing 10 copies of our special cancellation **[IF APPLICABLE]** for you to share with your constituents, as well as copies of press clippings and photographs that recorded the event **[IF APPLICABLE]**.

I look forward to working with you on future community events. If I can be of assistance with any postal matter, please contact me at **[TELEPHONE NUMBER]**.

Sincerely,

**[SIGN]****[INSERT POSTMASTER'S NAME]**

Postmaster

U.S. Postal Service

**[INSERT CITY, STATE, ZIP+4]**

### Government Relations Contacts

We can help! Your Government Relations representatives are here to serve you. We can assist you in contacting and inviting elected officials to participate in your event — please let us know.

#### *Alphabetical State/Representative Listing*

Area code and prefix for all extensions is 202-268-XXXX.

State	Name	Telephone No.
Alabama	Laurie Solnik	x 3743
Alaska	Talaya Simpson	x 3750
American Samoa	Talaya Simpson	x 3750
Arizona	Gerald Kreienkamp	x 3744
Arkansas	Renee Gadson	x 7217
California	Bill Weagley	x 3745
Connecticut	Jo Waterman	x 6748
Colorado	Gerald Kreienkamp	x 3744
Delaware	Jo Waterman	x 6748
District of Columbia	Rebecca Sumner	x 3755
Florida	Laurie Solnik	x 3743
Georgia	Bill Weagley	x 3745
Guam	Talaya Simpson	x 3750
Hawaii	Talaya Simpson	x 3750
Idaho	Talaya Simpson	x 3750
Illinois	Jennifer Alvarez	x 7839
Indiana	Linda Macasa	x 7505
Iowa	Linda Macasa	x 7505
Kansas	Gerald Kreienkamp	x 3744
Kentucky	Paul Harrington	x 6029
Louisiana	Gerald Kreienkamp	x 3744
Maine	Katherine Sitterle	x 6027
Maryland	Rebecca Sumner	x 3755
Massachusetts	Jo Waterman	x 6748
Michigan	Jennifer Alvarez	x 7839
Minnesota	Linda Macasa	x 7505
Mississippi	Laurie Solnik	x 3743
Missouri	Linda Macasa	x 7505
Montana	Talaya Simpson	x 3750
Nebraska	Gerald Kreienkamp	x 3744
Nevada	Talaya Simpson	x 3750
New Hampshire	Jo Waterman	x 6748
New Jersey	Jo Waterman	x 6748
New Mexico	Gerald Kreienkamp	x 3744
New York	Katherine Sitterle	x 6027
North Carolina	Bill Weagley	x 3745
North Dakota	Linda Macasa	x 7505
Ohio	Paul Harrington	x 6029
Oklahoma	Renee Gadson	x 7217
Oregon	Talaya Simpson	x 3750
Pennsylvania	Rebecca Sumner	x 3755
Puerto Rico	Katherine Sitterle	x 6027
Rhode Island	Jo Waterman	x 6748

State	Name	Telephone No.
South Carolina	Talaya Simpson	x 3750
South Dakota	Linda Macasa	x 7505
Tennessee	Talaya Simpson	x 3750
Texas	Renee Gadson	x 7217
Utah	Gerald Kreienkamp	x 3744
Vermont	Katherine Sitterle	x 6027
Virgin Islands	Katherine Sitterle	x 6027
Virginia	Paul Harrington	x 6029
Washington	Talaya Simpson	x 3750
West Virginia	Paul Harrington	x 6029
Wisconsin	Jennifer Alvarez	x 7839
Wyoming	Gerald Kreienkamp	x 3744

— *Community Relations,  
Public Affairs and Communications, 12-25-03*



# Domestic Mail

## PUBLICATION 363 REVISION

### Permissible Number of Days for Updating Delivery Address Records

Effective November 13, 2003, Publication 363, *Updating Address Lists Is a Smart Move*, is revised to increase the maximum permissible number of days from 180 to 185 days for updating delivery address records to meet the Move Update standard for Presorted and automation rate First-Class Mail® pieces. This revision mirrors the revision to *Domestic Mail Manual (DMM) A030.1.1* that was published in *Postal Bulletin 22115 (11-13-03, page 34)*.

Many mailers and address list vendors have requested this change to increase their flexibility in meeting production schedules and to account for the difference in the number of days in any given cycle of consecutive months. Many mailers and list vendors prefer to incorporate only two or four processing cycles into their data processing operations to cover a complete 12-month period such as a calendar year or a fiscal year.

With this increase in the number of permissible days for processing address records before the mailing date, mailers can effectively stay within an even number of processing cycles during any 12-month period. This arrangement allows mailers to avoid adding another processing cycle that spills into the next 12-month period, which leads to a “floating” start date.

We will incorporate these revisions into the next printed version of Publication 363 and also into the online version of Publication 363, which is available on the Internet; go to [www.usps.com](http://www.usps.com); click on *About USPS & News*, then *Forms & Publications*, then *Browse All Periodicals & Publications*, and then *Publications* (either *PDF Format* or *Text Format*). It is also available on the Postal Service™ PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *PUBs*.

### Publication 363, *Updating Address Lists Is a Smart Move*

[Revise the text throughout the publication by changing each instance of “180 days” to read “185 days.”]

— Business Mail Acceptance,  
Service and Market Development, 12-25-03

## DMM AND POM REVISION

### Refunds for Post Office Box Keys

Effective December 25, 2003, the *Domestic Mail Manual (DMM)* is revised to clarify that the key fee for additional keys is nonrefundable. However, the deposit fee for all keys is refundable. The *Postal Operations Manual (POM)* is revised to eliminate the limit of two keys for which a customer can receive a deposit refund. Additional Post Office™ box keys must be listed on PS Form 1094, *Request for Post Office Box Key or Lock Service*, and customers receive deposit refunds for these keys when returned.

We will incorporate these revisions into the printed versions of DMM 59 and POM 10 and into the online updates of the DMM available via Postal Explorer at <http://pe.usps.gov> and of the POM available via the Postal Service™ PolicyNet Web site at <http://blue.usps.gov>; click on *More References*, then *Manuals*.

### Domestic Mail Manual (DMM)

	*	*	*	*	*
<b>D</b>	<b>Deposit, Collection, and Delivery</b>				
	*	*	*	*	*
<b>D900</b>	<b>Other Delivery Services</b>				
<b>D910</b>	<b>Post Office Box Service</b>				
	*	*	*	*	*
<b>7.0</b>	<b>KEYS AND LOCKS</b>				
	*	*	*	*	*

**7.2 Additional Key Fee**

*[Revise text to read as follows:]*

A box customer may obtain additional or replacement keys by submitting Form 1094 and paying the refundable key deposit (see 7.1) and the key fee in R900. The key fee for additional or replacement keys is not refundable. Worn or broken keys are replaced without charge when returned to the Post Office where the box is located.

\* \* \* \* \*

**Postal Operations Manual (POM)**

\* \* \* \* \*

**8 Special Services**

\* \* \* \* \*

**84 Other Delivery Services****841 Post Office Box Service**

\* \* \* \* \*

**841.4 Keys**

\* \* \* \* \*

**841.46 Refund of Key Fee**

*[Revise text to read as follows:]*

After terminating box service, the Postal Service refunds to box customers the refundable key deposits for the initial two keys plus any additional keys listed on PS Form 1094, if the keys are returned to the Post Office where the box was issued.

\* \* \* \* \*

— *Customer Service Operations,  
Delivery and Retail, 12-25-03*

## Employees

---

*REMINDER***Federal Taxation Percentage for Supplemental Wages**

Postal Service™ employees are reminded that the percentage used to tax supplemental wages is different from the normal taxation percentage(s). As information, supplemental wages include, but are not limited to, prizes, awards, back-pay awards, severance pay, and reimbursements for moving expenses.

When President Bush signed into law the Jobs and Growth Tax Relief Reconciliation Act of 2003, one of the provisions of that law required a change in the percentage used to tax supplemental wages. Since July 12, 2003, the percentage used to calculate the taxes due on supplemental wages has been 25 percent. The Postal Service will continue to use the 25 percent tax rate for supplemental wages until further notice.

— *Payroll Accounting,  
Finance, 12-25-03*

*RURAL CARRIERS***Equipment Maintenance Allowance Schedule for Rural Routes**

In accordance with provisions of Article 9, Section 2.J.3 of the Rural Carrier National Agreement, effective January 10, 2004 (pay period 3-04), the equipment maintenance allowance (EMA) will decrease from 40.0 cents per mile to 39.0 cents per mile.

The EMA is 39.0 cents per mile, or a minimum of \$15.60 per day, whichever is greater.

**Auxiliary Rural Carriers, Rural Carrier Reliefs, Rural Carrier Associates, Rural Carrier Part-Time Flexibles, and Auxiliary Assistance**

Employees providing auxiliary assistance or serving auxiliary routes under provisions of Article 9, Section 2.J.5, receive an EMA of 39.0 cents per mile or \$4.50 per hour, whichever is greater. This EMA should not exceed the amount provided in the special EMA for the route stops and miles.

**EMA Rate Schedule**

The EMA rate schedule on pages 28–29 supersedes all previously published EMA schedules for employees receiving EMA.

— *Collective Bargaining and Arbitration,  
Labor Relations, 12-25-03*



RURAL EQUIPMENT MAINTENANCE

R A T E S C H E D U L E

BASED ON \$0.390 PER MILE

MILES STOPS = \*0640\*\*0660\*\*0680\*\*0700\*\*0720\*\*0740\*\*0760\*\*0780\*\*0800\*\*0820\*\*0840\*\*0860\*\*0880\*\*0900\*\*0920\*\*0940\*\*0960\*\*0980\*\*1000

8	17.10	17.20	17.30	17.40	17.50	17.60	17.70	17.80	17.90	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90
9	17.20	17.30	17.40	17.50	17.60	17.70	17.80	17.90	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00
20	17.30	17.40	17.50	17.60	17.70	17.80	17.90	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10
11	17.40	17.50	17.60	17.70	17.80	17.90	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20
12	17.50	17.60	17.70	17.80	17.90	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30
13	17.60	17.70	17.80	17.90	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40
14	17.70	17.80	17.90	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50
15	17.80	17.90	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60
16	17.90	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70
17	18.00	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80
18	18.10	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90
19	18.20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00
20	18.30	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10
21	18.40	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20
22	18.50	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30
23	18.60	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40
24	18.70	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50
25	18.80	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60
26	18.90	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60	
27	19.00	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60		
28	19.10	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60			
29	19.20	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60				
30	19.30	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60					
31	19.40	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60						
32	19.50	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60							
33	19.60	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60								
34	19.70	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60									
35	19.80	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60										
36	19.90	20.00	20.10	20.20	20.30	20.40	20.50	20.60											
37	20.00	20.10	20.20	20.30	20.40	20.50	20.60												
38	20.10	20.20	20.30	20.40	20.50	20.60													
39	20.20	20.30	20.40	20.50	20.60														
40	20.30	20.40	20.50	20.60															
41	20.40	20.50	20.60																
42	20.50	20.60																	
43	20.60																		

## ALL EMPLOYEES

**2003 Tax Information****Form W-2, Wage and Tax Statement**

## 1. Current Mailing Address

To facilitate processing of 2003 tax information and to ensure correct and timely receipt of a 2003 Form W-2, *Wage and Tax Statement*, all employees must have a current mailing address on file at their local personnel office. Current employees can use Employee Self Service via the Postal Service™ Intranet or current and former employees may submit PS Form 1216, *Employee's Current Mailing Address*, to their local personnel office. All Form W-2s are sent to the address on file at the time of printing and will not be forwarded.

## 2. General Form W-2 Information

If an employee has earnings for more than one state or locality a separate Form W-2 will be issued for each. The format of the 2003 Form W-2 has been modified from the 2002 version as follows:

- a. Box 12, "See instructions for box 12," has been expanded to Box 12a and Box 12b.
- b. Box 14, "Other (Current Year TSP)," has been renamed "Other."
- c. Box 30, "Prior Year TSP Contributions," has been deleted.

See pagex 62–63 for an example of the 2003 Form W-2.

## 3. Inquiries

All inquiries concerning payroll items, such as employee business expense, equipment maintenance, rent, T-COLA, money differences between earnings statement and W-2, leave buy backs, erroneous state or local tax deductions, Thrift Savings Plan (TSP), Flexible Spending Account (FSA), etc., should be sent to Payroll Adjustments.

All questions regarding Form W-2s must be submitted in writing. The request must include:

1. Employee's name.
2. Current mailing address.
3. Social Security number.
4. Name of office where employed (or where previously employed if not a current Postal Service employee).
5. Year(s) involved.
6. Specific question.

## 7. Employee's signature.

If the first three digits of your Social Security number are...	Then submit a written request to...
000–365	ATTN PAYROLL ADJUSTMENTS W 2 EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9633
366 and up	ATTN PAYROLL ADJUSTMENTS W 2 EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9634

**General Questions***Imputed Income Life Insurance*

The imputed income life insurance amount shown in Box 35 of the 2003 Form W-2 form is the net result of the IRS computation for taxable insurance benefits less the amount an employee pays for optional insurance in the calendar year.

The IRS requires the Postal Service to report as income the cost of Group Term Life Insurance in excess of \$50,000, which is paid by the employer. The formula is based on an employee's age, salary, and life insurance coverage.

*Thrift Savings Plan*

The following facts will clarify some of the common tax questions regarding the TSP:

- a. Box 12a or 12b, "See instructions for box 12," may contain employee TSP contributions.
- b. TSP contributions are reported in Box 12a or 12b with a code "D." Letter code "D" is explained on the reverse side of Form W-2 "Notice to Employee."
- c. Box 1, "Wages, tips, other compensation," has been reduced by the amount of the employee's TSP contributions shown in Box 12a or 12b.
- d. Box 16, "State wages, tips, etc.," has been reduced by the amount of employee TSP contributions in Box 12a or 12b for all states, except New Jersey, Pennsylvania, and Puerto Rico.

**(Employees section continues on page 59.)**

## Fraud Alert

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*ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD*

### Foreign Order No. 490

Keep all foreign order notices for use as reference.

#### Tentative Orders

##### *Australia*

AUSTRALIAN INTERNATIONAL WINNERS  
GROUP (AIWG)  
RESERVATIONS DEPARTMENT  
GPO BOX 4808  
SYDNEY NSW 2001  
AUSTRALIA

AUSTRALIAN INTERNATIONAL WINNERS  
GROUP (AIWG)  
BOX 1467  
GPO SYDNEY NSW 2001  
AUSTRALIA

Do not dispatch any mail to the above. Place the mail pieces in a pouch endorsed "Foreign Order Mail" and send it to:

POSTMASTER  
CLAIMS AND INQUIRY  
JAMES A FARLEY BUILDING RM 2029A  
NEW YORK NY 10199-9652

Do not place any endorsement on the mail pieces themselves.

Personnel may post this notice at the outgoing primary. They must post it on the Foreign Order Board at all Processing and Distribution plants, designated international exchange offices, and Customer Service plants.

— *Judicial Officer, 12-25-03*

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.

Table listing 13 columns of invalid Express Mail Corporate Account Numbers, ranging from 005159 to 020308.



443312	480814	482574	543470	608135	722145	752400	773515	834075	900726	906657	926368	952344
445156	480930	482579	551082	608209	722206	752425	774341	836400	900751	906817	926372	953244
452007	480996	482624	551297	608348	722219	752436	774362	837700	900873	906857	926418	953254
452059	481007	482625	551299	610106	723049	752483	775351	841249	900881	906903	926512	953311
452231	481155	482637	551356	610177	723092	752498	778001	841275	900965	907095	928218	953369
452433	481428	482697	551400	611238	727079	752545	778022	841393	901165	907154	928317	953371
452528	481459	482714	551525	614011	730219	752566	782070	844227	901233	907192	928451	958125
452536	481465	482734	551960	616091	730885	752716	782417	846210	901270	907207	928707	958643
452804	481505	482787	553256	617198	731461	752732	782515	852205	901415	907221	930025	958778
452827	481650	482838	554611	618057	731465	752738	782683	852756	901451	907225	931502	958791
453008	481673	482864	554650	620040	735006	752875	785704	852970	901481	907245	932627	958812
454523	481688	482868	571023	622023	735008	752900	785725	853049	901507	907259	933305	958816
462026	481700	482892	574032	627061	740038	752996	787012	853689	901522	907286	933417	958862
462052	481710	482899	577077	628130	740294	753022	787048	853799	901567	907298	933451	958894
462277	481726	482953	581174	630010	740592	753137	787060	856202	901664	907398	933461	958923
463046	481756	482993	585228	631398	740678	754005	787070	856420	901736	907461	937453	958941
463052	481766	483190	591415	631435	740759	754019	787095	880003	901782	907517	937699	958981
463055	481795	483245	591508	631465	740952	754025	787781	891230	901806	907578	937737	958999
463072	481810	483319	591580	631499	741647	754033	787996	891332	901813	907592	937867	960087
463073	481837	483345	597502	631791	741664	755003	794011	891348	901836	907596	939609	967310
464004	481841	483578	<b>600031</b>	631803	741877	755004	797023	891369	901909	907707	940390	968160
464013	481910	483892	600135	631944	746007	756017	797029	891376	901931	907717	940935	968166
464043	481913	485149	600173	641026	746021	757001	799139	891680	901942	907857	941329	968347
464056	481939	485206	600226	641145	748029	757046	<b>800102</b>	891717	901985	907875	941393	968845
464066	481955	486334	600633	641405	750142	757075	800104	891958	902440	910372	941605	968895
464102	481963	489360	600650	641455	750171	757166	800220	895074	902739	911282	941757	968952
464124	482193	489441	600655	641484	750285	757173	802065	895662	902811	913084	945389	969020
464178	482200	490479	600821	641486	750303	757185	802104	<b>900021</b>	902816	913095	945855	970183
464179	482204	490692	600963	641602	750658	757225	802112	900023	903087	913109	945893	970411
464202	482218	491106	601105	641630	750781	757238	802324	900054	903378	913542	948112	970771
467099	482250	492034	601120	641672	750789	757319	802354	900074	903535	914015	948379	970775
470001	482274	492053	601584	641676	750791	757331	802459	900087	903628	914039	948438	970782
473069	482330	492060	601868	641873	750867	757339	802754	900097	904438	914528	948496	970909
477087	482335	494163	602930	652240	751011	757500	802772	900126	904663	915303	948518	970933
478007	482339	495229	604178	652335	751039	757561	803126	900133	904749	915619	948625	970942
478008	482353	495439	604326	652390	751050	757610	804234	900224	904775	917253	948646	972325
478060	482368	496131	605080	652500	751081	759008	804281	900230	906022	917697	948719	972628
479058	482418	498360	605182	654102	751185	760091	805037	900243	906056	917839	949510	980161
479118	482423	<b>501001</b>	605349	658107	752023	765618	805174	900254	906075	917874	949575	982107
479120	482442	507002	606240	666520	752036	767521	805439	900260	906081	921080	950160	982256
479122	482459	515015	606290	681401	752056	770103	805505	900320	906160	921329	950513	982310
479127	482477	526034	606529	683014	752253	770195	809138	900412	906211	921729	950665	982313
480251	482498	531154	606580	685274	752257	770561	811029	900446	906395	924476	950877	982504
480334	482501	531640	606608	<b>701627</b>	752300	771543	813055	900452	906473	924689	951077	982519
480448	482507	531766	607104	701744	752309	772317	820817	900469	906484	926117	951319	992495
480456	482515	531794	607655	701998	752314	772539	833246	900508	906502	926200	952247	
480555	482530	532460	607838	711525	752322	773049	834042	900672	906651	926265	952338	

## 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	<b>380 093 9600 to</b> 380 165 1165 to	<b>9699</b> 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 4090	<b>390 001 3182 to</b> 390 001 3500 to	<b>3199</b> 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	6099 6999
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	0599 3278
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	1899 3299
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	3099 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	3299 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 1099	7699 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	<b>440 698 1947 to 1999</b>	458 847 5044 to 5999
<b>400 427 1051 to 1999</b>	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	<b>420 277 0015 to 0049</b>	443 127 4000 to 4099	<b>460 349 6878 to 6899</b>
401 382 5312 to 5399	420 599 0734 to 0798	443 673 7900 to 7999	460 550 1909 to 1999
402 578 7876 to 7899	420 661 4115 to 4199	443 800 9335 to 9399	460 997 5234 to 5299
403 125 6744 to 6799	420 758 9500 to 9699	444 382 8822 to 8899	461 973 6443 to 6499
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	<b>450 048 4173 to 4199</b>	462 277 8373 to 8399
404 003 0300 to 0399	421 130 9300 to 9399	450 048 4442 to 4699	462 554 6051 to 6099
404 041 8838 to 8899	421 313 4500 to 4999	450 560 5173 to 5199	463 011 5529 to 5540
404 071 4268 to 4299	421 364 5537 to 5599	450 620 3077 to 3099	463 176 4115 to 4199
404 347 5356 to 5399	421 656 2609 to 2699	450 620 3135 to 3199	463 176 4229 to 4299
404 347 5548 to 5599	421 988 9700 to 9799	450 780 2716 to 2799	463 185 2600 to 2799
404 726 4500 to 4599	422 172 4667 to 4699	450 801 2700 to 2799	463 227 7711 to 7799
404 961 5001 to 5199	422 484 4212 to 4299	451 109 2967 to 2984	463 414 4869 to 4899
405 325 0188 to 0198	422 556 1270 to 1299	451 115 4110 to 4125	463 808 3484 to 3499
406 009 4587 to 4599	422 587 7024 to 7099	451 115 4127 to 4199	463 945 7400 to 7899
406 260 6830 to 6899	422 819 7533 to 7599	451 746 0700 to 0799	464 629 9000 to 9399
406 459 6641 to 6999	422 842 5073 to 5087	452 265 0074 to 0099	464 711 4332 to 4399
406 733 3000 to 3999	422 907 7563 to 7599	452 265 0246 to 0299	465 692 3963 to 3999
407 545 1557 to 1599	424 500 6050 to 6099	452 265 0335 to 0999	465 698 8300 to 8599
407 594 0412 to 0599	424 641 8500 to 8599	452 509 1169 to 1199	465 743 7745 to 7799
407 692 9100 to 9299	424 871 6600 to 6699	452 855 6471 to 6499	466 798 6056 to 6067
407 959 2190 to 2199	425 298 2352 to 2399	452 890 4679 to 4799	467 147 4300 to 4399
408 265 2275 to 2288	425 418 4269 to 4299	452 900 8215 to 8238	468 079 5782 to 5799
408 499 7700 to 7799	425 418 4405 to 4499	453 117 9146 to 9199	469 067 2817 to 2899
408 499 7900 to 7999	426 547 4566 to 4599	453 334 3631 to 3699	469 127 8000 to 8199
408 682 8484 to 8599	427 412 6337 to 6499	453 603 7841 to 7891	469 213 0359 to 0399
408 698 7015 to 7099	427 481 0900 to 0999	453 650 1140 to 1199	469 213 0500 to 0599
409 072 3941 to 3999	428 027 2742 to 2752	453 741 1300 to 1399	469 561 8011 to 8099
<b>410 491 2311 to 2399</b>	429 474 4172 to 4199	454 013 2919 to 2999	469 658 1961 to 1999
410 694 8400 to 8599	429 889 2900 to 2999	454 186 2411 to 2499	469 666 9900 to 9999
410 775 1500 to 1599	<b>430 150 4401 to 4599</b>	454 268 4883 to 4899	469 678 1900 to 1999
410 795 7927 to 7999	430 172 9800 to 9899	454 302 5400 to 5499	469 781 4900 to 4999
410 867 0917 to 0966	430 177 1900 to 2099	454 490 8300 to 8399	469 947 6960 to 6999
410 867 0970 to 0999	430 444 9500 to 9699	454 547 7434 to 7499	<b>470 755 5800 to 5818</b>
411 868 1023 to 1199	430 664 4070 to 4099	454 922 4867 to 4895	471 918 0300 to 0999
411 922 2322 to 2399	432 168 8419 to 8499	455 221 1348 to 1499	471 985 2408 to 2419
412 193 0900 to 0999	432 708 6800 to 6999	455 364 2147 to 2199	472 191 6700 to 6799
412 395 8599 to 8699	432 744 1544 to 1599	455 399 5400 to 5499	472 270 2555 to 2599
412 485 6500 to 6599	432 995 9775 to 9799	455 476 0676 to 0699	472 987 0213 to 0241
412 485 6610 to 6699	433 003 5800 to 5899	455 543 0618 to 0699	472 987 0290 to 0299
412 885 5953 to 5999	433 757 3047 to 3099	456 410 9006 to 9099	473 151 2069 to 2199
414 193 3608 to 3674	433 765 4003 to 4099	456 470 4146 to 4299	473 666 9138 to 9199
414 193 3677 to 3699	434 482 7060 to 7199	456 619 4460 to 4499	473 952 3429 to 3499
414 411 7348 to 7399	434 513 2386 to 2399	457 333 2686 to 2699	474 108 5402 to 5499
414 640 0757 to 0799	434 968 3076 to 3092	457 729 1767 to 1777	474 356 5193 to 5299
414 965 1727 to 1799	435 303 1831 to 1842	457 937 8615 to 8699	474 949 3366 to 3399
417 302 8104 to 8199	435 303 1986 to 1999	458 028 9810 to 9899	475 134 9362 to 9399
417 387 6532 to 6599	435 666 6092 to 6399	458 057 2712 to 2999	475 167 9667 to 9699
417 496 6800 to 6999	436 082 6400 to 6899	458 069 9537 to 9599	475 319 3415 to 3499

475 319 3649 to	3799	490 721 6000 to	6099	609 289 6123 to	6199	630 463 0588 to	0599
475 340 6400 to	6599	490 793 1500 to	2099	609 438 4400 to	4499	631 459 9117 to	9199
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	<b>610 092 3200 to</b>	<b>3299</b>	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
<b>480 526 2000 to</b>	<b>2099</b>	498 449 8888 to	8899	614 645 1800 to	1899	638 318 1453 to	1499
480 640 6330 to	6399	498 929 8285 to	8499	614 832 1100 to	2099	638 885 0000 to	0299
480 658 0568 to	0599	498 936 5310 to	5399	615 017 7505 to	7599	638 903 4362 to	4373
480 689 5100 to	5199	499 016 5425 to	5499	617 711 6609 to	6699	639 415 1929 to	1999
481 072 9463 to	9499	499 440 8575 to	8899	617 760 5266 to	5299	639 415 2019 to	2099
481 673 0074 to	0095	499 731 6717 to	6799	617 813 3601 to	3699	639 420 6200 to	6299
482 527 1500 to	1599	<b>500 064 1858 to</b>	<b>1869</b>	618 840 9200 to	9299	639 469 3517 to	3799
482 541 5255 to	5299	500 070 5725 to	7799	619 551 7229 to	7299	639 605 2143 to	2199
482 729 6800 to	6899	<b>600 645 3223 to</b>	<b>3299</b>	619 859 3000 to	3099	639 657 8600 to	8799
483 363 7207 to	7299	601 339 1200 to	1399	<b>620 073 9400 to</b>	<b>9499</b>	<b>640 289 7500 to</b>	<b>7599</b>
483 402 2356 to	2399	601 653 5884 to	5899	621 614 7907 to	7930	640 289 7700 to	7999
483 486 5100 to	5199	601 661 7700 to	7799	621 614 7932 to	7999	641 170 4420 to	4499
483 632 1521 to	1599	601 682 5343 to	5399	621 648 8021 to	8199	641 318 3133 to	3199
483 632 2600 to	2799	601 928 1600 to	1699	621 648 8500 to	8599	641 378 6500 to	6999
483 849 1615 to	1699	602 512 2972 to	2999	621 904 8351 to	8599	641 383 8739 to	8799
484 174 4803 to	5299	602 555 2400 to	2799	621 916 1978 to	1989	641 877 3187 to	3299
484 323 8900 to	9199	602 829 7061 to	7099	622 989 8032 to	8099	641 877 3310 to	3399
484 680 5000 to	5038	603 483 9572 to	9599	623 076 9300 to	9399	642 355 8094 to	8199
484 680 5040 to	5074	603 490 7200 to	7299	623 819 5006 to	5099	642 355 8308 to	8999
484 680 5077 to	5099	603 678 7100 to	7199	623 895 8200 to	8399	642 900 0018 to	0099
485 029 4913 to	4999	603 678 7662 to	7699	623 917 0000 to	0099	643 030 6254 to	6299
486 176 0600 to	0699	603 678 7902 to	7999	623 917 0200 to	0299	644 066 0882 to	0899
486 559 7555 to	7599	603 678 8418 to	8499	624 468 5288 to	5299	644 069 0600 to	0699
486 696 3023 to	3199	603 678 8700 to	9999	624 665 3162 to	3198	644 077 7506 to	7699
488 173 7900 to	7999	604 086 0880 to	0899	625 088 6735 to	6799	644 085 8157 to	8199
488 206 4100 to	4199	604 349 1414 to	1499	625 916 9500 to	9799	644 112 9839 to	9899
488 226 0200 to	0299	604 503 7776 to	7799	625 968 8956 to	8999	644 373 9083 to	9099
488 709 3906 to	3999	605 520 9037 to	9099	627 005 3938 to	3999	644 380 1460 to	1499
488 855 8359 to	8399	605 685 4010 to	4099	627 384 3907 to	4099	644 733 4715 to	4799
489 181 8963 to	8999	605 988 6467 to	6499	627 496 7549 to	7599	644 900 9712 to	9799
489 223 2000 to	2099	607 689 7951 to	7960	627 708 3605 to	3699	644 901 0109 to	1299
489 311 1930 to	1999	607 728 1276 to	1299	627 776 2500 to	2599	644 901 1325 to	1399
489 318 6200 to	6300	608 727 7100 to	7199	628 226 3100 to	3199	644 923 6800 to	7799
489 384 0027 to	0099	608 727 7273 to	7599	628 814 4702 to	4799	644 932 4655 to	4699
489 427 0658 to	0899	608 813 9950 to	9999	628 851 9689 to	9699	645 318 7240 to	7499
489 997 5252 to	5299	609 067 5325 to	5399	629 510 7200 to	7299	645 333 1766 to	1799
<b>490 669 5850 to</b>	<b>6099</b>	609 067 5488 to	5499	629 964 4200 to	4294	645 790 8632 to	8699
490 717 7080 to	7099	609 067 5600 to	5699	<b>630 389 3056 to</b>	<b>3071</b>	645 821 0657 to	0699

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	<b>690 291 1361 to 1371</b>	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	<b>740 002 7710 to 7719</b>
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	<b>670 368 3400 to 3499</b>	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	<b>805 885 8411 to 8499</b>
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
<b>650 114 7707 to 7719</b>	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	<b>830 125 0672 to 0699</b>
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	<b>700 065 2570 to 2599</b>	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	<b>680 112 9565 to 9599</b>	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
<b>660 510 4100 to 4199</b>	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	<b>840 323 0600 to 0699</b>
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	909 355 0422 to	0499
842 898 5582 to	5599	858 756 3111 to	3299	870 536 5820 to	5829	909 568 8900 to	9099
843 062 7100 to	7199	859 063 8200 to	8699	870 541 7167 to	7239	909 568 9300 to	9499
843 077 6288 to	6299	859 190 0600 to	0644	870 575 8155 to	8999	909 725 7307 to	7399
843 077 6378 to	6399	859 437 5538 to	5599	870 589 0485 to	0494	909 833 0947 to	0999
843 758 5769 to	5778	859 811 2888 to	2899	870 691 7060 to	7099	<b>910 219 8631 to</b>	<b>8699</b>
843 786 2554 to	2699	859 855 8873 to	8999	872 100 0445 to	0459	910 265 1100 to	1199
845 656 8165 to	8199	<b>860 240 8520 to</b>	<b>8599</b>	<b>900 556 4178 to</b>	<b>4199</b>	910 471 7273 to	7299
845 727 2100 to	2199	860 275 3900 to	3999	900 845 0044 to	0099	910 536 2505 to	2599
845 746 2618 to	2635	860 518 9629 to	9699	900 936 0217 to	0299	910 958 7499 to	7599
846 390 7531 to	7599	860 600 0021 to	0999	900 936 0435 to	0499	911 140 1000 to	2199
846 918 0572 to	0599	861 158 2350 to	2599	901 058 5255 to	5280	911 245 2545 to	2599
847 237 7690 to	7699	861 367 5400 to	5499	901 273 1082 to	1099	911 268 9077 to	9099
847 284 2481 to	2499	861 637 6010 to	6099	901 287 5143 to	5199	911 400 8948 to	8999
847 374 7055 to	7065	861 979 7292 to	7499	901 291 2789 to	2799	911 508 1620 to	1799
847 374 7055 to	7065	862 216 6100 to	6199	901 525 7122 to	7199	911 509 9310 to	9399
847 636 5304 to	5399	862 263 9213 to	9299	902 198 9769 to	9799	911 523 3000 to	3999
847 700 5447 to	5499	862 271 0800 to	0999	902 948 1269 to	1299	912 057 9922 to	9999
847 723 7500 to	7599	862 271 5000 to	5099	902 985 0833 to	0899	912 882 0563 to	0899
849 485 3427 to	3499	863 871 5138 to	5199	903 370 6934 to	6999	913 605 2218 to	2299
849 520 9850 to	9899	863 949 5300 to	5399	904 600 6523 to	6599	913 709 2429 to	2499
849 608 1357 to	1399	864 088 8200 to	8299	904 892 0378 to	0399	913 818 3501 to	3999
849 792 2600 to	2699	864 426 3972 to	3999	904 892 0648 to	1299	914 063 4300 to	4399
<b>850 546 1862 to</b>	<b>1899</b>	864 520 6117 to	6136	905 056 2216 to	2299	914 346 7621 to	7644
851 143 6826 to	6844	865 151 0526 to	0599	905 510 6647 to	6799	914 529 6185 to	6299
851 209 9880 to	9899	865 500 4034 to	4099	905 510 6900 to	7099	915 546 6822 to	6999
851 928 9221 to	9299	865 883 6082 to	6099	905 794 0000 to	0199	915 671 3963 to	3980
852 589 6560 to	6599	866 004 3000 to	3999	905 794 0288 to	0299	915 671 3982 to	3999
853 049 3646 to	3699	866 442 4100 to	4899	905 873 6900 to	6999	915 675 2217 to	2299
854 304 4089 to	4999	867 366 9108 to	9118	905 873 7100 to	7299	916 440 3377 to	3399
854 529 2200 to	2299	867 633 7403 to	7499	905 880 8900 to	8999	916 670 6352 to	6399
854 532 0000 to	2999	867 737 5623 to	5699	905 889 7100 to	7199	916 682 5300 to	5399
855 001 6204 to	6249	868 169 4529 to	4599	906 158 1508 to	1599	916 694 1414 to	1499
855 319 9364 to	9399	868 173 8400 to	8599	906 558 8812 to	8899	916 703 0802 to	0821
855 361 3390 to	3399	868 514 9000 to	9099	906 982 2214 to	2299	917 370 6300 to	6499
856 226 0490 to	0499	868 566 9200 to	9299	907 725 8500 to	8599	917 486 4900 to	4999
856 656 5800 to	5999	869 387 1150 to	1199	907 815 0216 to	0257	918 951 7231 to	7299
856 752 0200 to	0299	869 505 3500 to	3599	908 622 4225 to	4235	<b>920 309 9039 to</b>	<b>9199</b>
857 111 1352 to	1399	869 523 7033 to	7099	908 936 9254 to	9299	920 857 5500 to	5899
857 279 3450 to	3499	869 800 0000 to	999 9999	909 100 1787 to	1799	920 864 3480 to	3499
857 843 4000 to	4099	<b>870 054 4814 to</b>	<b>4899</b>	909 100 1900 to	2099		

— Group2—Internal and External Investigations,  
Postal Inspection Service, 12-25-03

## Missing, Lost, or Stolen Canadian Money Order Forms

### Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

<b>000 000 001 to 692 600 000</b>	702 104 368 to 4 900	709 649 804 to 9 820	719 869 731 to 9 760
<b>692 720 871 to 0 900</b>	702 128 306 to 8 400	709 733 281 to 3 580	<b>720 227 871 to 7 930</b>
692 876 955 to 7 050	702 179 891 to 9 900	<b>710 046 813 to 6 840</b>	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	714 442 952 to 2 980	723 331 081 to 1 110
696 870 601 to 0 650	704 568 751 to 8 990	714 562 843 to 2 860	723 331 081 to 1 110
697 047 501 to 7 600	704 965 301 to 5 770	714 590 391 to 0 430	723 496 443 to 6 470
697 052 101 to 2 350	705 116 780 to 6 790	714 609 811 to 9 930	723 967 291 to 7 320
697 217 251 to 7 400	705 280 801 to 0 980	714 609 961 to 9 990	724 655 196 to 5 340
697 249 952 to 50 050	705 475 651 to 6 040	714 807 181 to 7 240	724 711 441 to 1 500
697 414 886 to 4 900	705 566 127 to 6 280	714 871 321 to 1 500	724 711 538 to 1 560
697 469 606 to 9 700	705 566 127 to 6 280	714 928 529 to 8 590	724 793 221 to 3 250
697 850 401 to 0 750	705 740 581 to 0 730	715 128 183 to 8 330	724 908 109 to 8 120
698 098 446 to 8 550	705 782 796 to 2 820	715 144 171 to 4 470	724 937 461 to 7 670
698 300 251 to 0 300	705 822 271 to 2 480	715 197 211 to 7 570	725 163 118 to 3 151
698 504 383 to 4 650	706 180 148 to 0 290	715 595 910 to 6 180	725 202 735 to 2 750
698 533 927 to 4 200	706 184 041 to 4 220	715 941 781 to 1 810	725 398 591 to 8 800
698 562 268 to 2 400	706 357 861 to 8 190	715 962 421 to 2 480	725 464 591 to 4 920
699 090 686 to 0 750	706 382 419 to 2 430	716 477 396 to 7 430	725 475 321 to 5 330
699 752 699 to 2 850	706 628 735 to 8 820	716 556 635 to 6 660	725 711 057 to 1 070
<b>700 068 473 to 8 500</b>	706 638 211 to 8 420	717 083 841 to 3 960	725 738 581 to 8 730
700 161 501 to 1 650	706 817 959 to 8 000	717 191 648 to 1 690	725 981 311 to 1 430
700 202 522 to 2 700	707 034 391 to 4 450	717 193 161 to 3 490	725 987 835 to 7 880
700 290 275 to 0 300	707 292 636 to 2 660	717 228 591 to 8 680	726 060 811 to 0 900
700 465 730 to 5 750	707 441 401 to 1 687	717 333 902 to 3 950	726 391 970 to 2 520
700 561 444 to 1 550	707 441 836 to 1 940	717 739 745 to 9 910	726 484 771 to 4 800
701 423 101 to 3 150	707 958 541 to 8 570	717 884 991 to 5 050	726 493 351 to 5 300
701 625 469 to 5 550	707 960 107 to 0 160	718 026 171 to 6 290	726 504 031 to 4 063
701 643 829 to 3 850	708 059 941 to 60 000	718 466 370 to 6 420	726 504 070 to 4 090
701 945 451 to 5 500	708 115 830 to 5 860	718 568 451 to 8 479	726 504 331 to 4 390
702 033 701 to 4 050	708 116 251 to 6 310	718 590 741 to 0 770	726 563 701 to 4 060
702 051 501 to 1 750	708 138 301 to 8 480	718 714 210 to 4 370	726 599 371 to 9 460
702 053 601 to 3 800	709 222 591 to 2 920	718 795 881 to 6 000	726 626 356 to 6 370
	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
<b>730 077 683</b>	<b>to</b>	<b>7 840</b>	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	<b>750 071 587</b>	<b>to</b>	<b>1 610</b>	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	<b>760 004 596</b>	<b>to</b>	<b>4 610</b>
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	<b>740 011 517</b>	<b>to</b>	<b>1 530</b>	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	<b>780 103 591</b>	<b>to</b>	<b>3 650</b>	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	<b>790 209 421</b>	<b>to</b>	<b>9 480</b>
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
<b>770 216 071</b>	<b>to</b>	<b>6 100</b>	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

— Group2—Internal and External Investigations,  
Postal Inspection Service, 12-25-03

## Counterfeit Canadian Money Order Forms

### Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*.

671,819,086	686,794,382
676,612,640	686,794,426
677,891,039	686,794,427
678,282,493	686,794,431
678,916,031	687,262,502
679,552,215	687,262,503
679,694,334	687,262,525
679,751,983	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

— *Group2-Internal and External Investigations,  
Postal Inspection Service, 12-25-03*

## 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, 12-25-03*

### Overseas Military Mail

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

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

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

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

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

### Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09347	Delete N	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09359	Delete N	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09378	Delete M Add U2	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AE 09379	Delete M Add U2	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AE 09830	Add V	Immediately	A1-B-B1-C-N-V-Z1

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

### APO/FPO Table

APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions
09007	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09302	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V- Z1
09009	A1-B-B1-C-D-U	09094	A1-B-B1-C-D	09175	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V- Z1
09012	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09013	A1-B-B1-C-D-U-Z1	09096	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
09014	A1-B-B1-C-D-U	09098	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U	09307	A1-B-B1-V-Z1
09021	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09028	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M- R-R1-V-Z1
09031	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09033	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09211	A1-B-B1-C-D-U	09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09034	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V	09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09036	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U	09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V- Z1
09042	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U	09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09045	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U	09322	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V- Z1
09046	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U	09323	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09050	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U	09324	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V- Z1
09053	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09229	A1-B-B1-C-D-U		
09054	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V		
09056	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U		
09058	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09245	A1-B-B1-C-D-U		
09059	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U		
09060	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U		
09063	A1-B-B1-C-D-L-U	09139	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U		
09067	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U		
09069	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U		
09074	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U		
09076	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U		
09080	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U		
09081	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U		
09086	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		
09089	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09325	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09363	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09501	A1-B-V	09621	A1-B-B1-C-F-U
09326	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09365	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09502	A1-B-V	09622	A1-B-B1-C-F-U
09327	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09366	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09503	A1-B-V	09623	A1-B-B1-C-F-U
09328	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09368	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09504	A1-B-V	09624	A1-B-B1-C-F-U
09329	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09372	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09505	A1-B-V	09625	A1-B-B1-C-F-U
09330	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09375	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09506	A1-B-V	09626	A1-B-B1-C-F-U
09331	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	09507	A1-B-V	09627	A1-B-B1-C-F-U
09332	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	09508	A1-B-V	09628	A1-B-B1-C-F-F1-U-V
09333	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	<b>09378</b>	<b>A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1</b>	09509	A1-B-V	09630	A1-B-B1-C-F-U-V
09334	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	<b>09379</b>	<b>A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1</b>	09510	A1-B-V	09631	A1-B-B1-C-F-U
09335	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	09511	A1-B- V	09636	A1-B-B1-C-F-U
09336	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	09517	A1-B-V	09638	A1-B-B1-C-E2-F-U-V
09337	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09385	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09521	A1-B-V	09642	A1-B-B1-N-U
09339	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09386	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09524	A1-B-V	09643	A1-B-B1-U
09340	A-A1-B-B1-C1-F-R-V	09387	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09532	A1-B-V	09644	A1-B-B1-U
09342	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	09534	A1-B-V	09645	A1-B-U
09344	A-A1-B-B1-C1-E2-F- H1-M-I-R-R1-V-Z-Z1	09389	A-A1-B-B1-C1-E2-F- H1-I-M-N-R-R1-V-Z- Z1	09542	A1-B-V	09647	A1-B-B1-N-U
09345	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09543	A1-B-V	09648	A1-B-B1-N-U-V-Z1
09346	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09391	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09545	A1-B-V	09649	A1-B-B1-U
<b>09347</b>	<b>A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1</b>	09392	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09549	A1-B-V	09701	A1-B-B1-C-V-Z1
09348	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09550	A1-B-V	09702	A1-B-B1-C-V-Z1
09349	A-A1-B-B1-C1-D- E2-F-F1-H-I-M-N-R- R1-V-Z-Z1	09394	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09554	A1-B-B1-V	09703	A1-B-B1-C-F1
09351	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09399	A-A1-B-B1-C-F-M-V-Z 1	09556	A1-B-V	09704	A1-B-B1-C-D-V
09353	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U-V	09557	A1-B-V	09705	A1-B-B1-U
09354	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09420	A1-B-B1-C-C1-U	09565	A1-B-V	09706	A1-B-B1-C-U-V
09355	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09421	A1-B-B1-C-C1-U	09566	A1-B-V	09707	A1-B-B1-C-N-U-V
09356	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09447	A1-B-B1-C-C1-U-V	09567	A1-B-V	09708	A1-B-B1
09357	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09454	A1-B-B1-C-C1-U-V	09577	A1-B-V	09709	A1-B-B1-F1
09358	A-A1-B-B1-E2-F-H1- N-R-V-Z1	09456	A1-B-B1-C-C1-U	09578	A1-B-V	09710	A1-B-B1-C-C1-F1-M- R-R1-U
<b>09359</b>	<b>A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1</b>	09459	A1-B-B1-C-C1-U	09579	A1-B-V	09711	A1-B-B1-F1-Z1
09360	A1-B-B1-V	09461	A1-B-B1-C-C1-U	09581	A1-B-V	09713	A1-B-B1-C-F1
09361	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09463	A1-B-B1-C-C1-U	09582	A1-B-V	09714	A1-B-B1-C-C1-F1-M- R-R1-U
		09464	A1-B-B1-C-C1-U	09586	A1-B-V	09715	A1-B-B1-F1
		09466	A1-B-B1-C-C1-U	09587	A1-B-V	09716	A1-B-B1-C-D-N-U-V
		09469	A1-B-B1-C-C1-U	09588	A1-B-V	09717	A1-B-B1-M-W
		09470	A1-B-B1-C-C1-U	09589	A1-B-B1-V	09718	A1-B-B1-F-I-N-U-V
		09494	A1-B-B1-C-C1-U	09590	A1-B-V	09719	A1-B-B1-C-F1-V
		09496	A1-B-B1-C-C1-U-V	09591	A1-B-V	09720	A1-B-B1-U-V
		09498	A1-B-B1-C-C1-U	09593	A1-B-V	09721	A1-B-B1-N-U-V-Z1
		09499	A1-B-B1-C-C1-U	09594	A1-B-V	09722	A1-B-B1-C-D-N-U-V
				09595	A1-B-V	09723	A1-B-B1-N-U-V-Z1
				09596	A1-B-V	09724	A1-B-B1-C-C1-F1-M- R-R1-U
				09599	A1-B-V	09725	A1-B-B1-C
				09601	A1-B-B1-C-F-F1-U	09726	A1-B-B1-N-U
				09602	A1-B-B1-C-F-F1-N-U	09727	A1-B-B1-C-V-Z1
				09603	A1-B-B1-C-F-F1-U	09728	A1-B-B1-C
				09604	A1-B-B1-C-F-F1-U	09729	A1-B-B1-N-U-V
				09609	A1-B-B1-C-F-U	09730	A1-B-B1-C-V-Z1
				09610	A1-B-B1-C-F-U	09731	A1-B-B1-C-V-Z1
				09612	A1-B-B1-C-F-U	09732	A1-B-B1-N-V-Z1
				09613	A1-B-B1-C-F-U-V	09733	A1-B-B1-V
				09617	A1-B-B1-C-F-U	09735	A1-B-B1-N-V-Z1
				09618	A1-B-B1-C-F-U	09777	A-A1-B-B1-C-E1-N
				09619	A1-B-B1-C-F-U	09788	A-A1-B-B1-F-R-V
				09620	A1-B-B1-C-F-U	09779	A-A1-B-B1-F-R-V
						09780	A-A1-B-B1-F-R-V
						09789	A-A1-B-B1-F-R-V
						09790	A-A1-B-B1-C1-F-R-V
						09791	A-A1-B-B1-C1-E1-F- M-N-R-V

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09793	A-A1-B-B1-F-R-V	09898	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1	96258	A-A1-B-B1-U	96388	A1-B-B1-M-W
09797	A1-B-B1-C-D-P-V			96259	A-A1-B-B1-U	96401	A1-B-B1-F-N-V-Z1
09801	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	34002	A1-B-B1-N-U-Z1	96260	A-A1-B-B1-U	96426	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1
09802	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	34020	A1-B-B1-M-N-V-Z1	96264	A-A1-B-B1-U		
09803	A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V-Z1	34021	A1-B-M-N-V-Z1	96266	A-A1-B-B1-U	96427	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1
09806	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	34022	A1-B-B1-D-F-M-N-V- Z1	96267	A-A1-B-B1-U-V		
09807	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	34023	A1-B-B1-M-N-V-Z1	96269	A-A1-B-B1-U		
09808	A-A1-B-B1-C-C1-F-I- V-Z-Z1	34024	A1-B-B1-M-N-V-Z1	96271	A-A1-B-B1-U		
09809	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1	34025	A1-B-B1-F-N-U-V-Z1	96275	A-A1-B-B1-V	96490	A1-B-B1-V
09811	A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V-Z1	34030	A1-B-B1-M-N-V-Z1	96276	A-A1-B-B1	96507	A-A1-B-F-V
09812	A1-B-B1-E2-E3-F-F1- I-N-R-U-V-Z-Z1	34031	A1-B-B1-M-N-V-Z1	96278	A-A1-B-B1-U	96511	A1-B-B1-I-N-V
09814	A1-B-B1-E2-E3-F-F1- I-N-R-U-V-Z-Z1	34032	A1-B-M-N-V-Z1	96283	A-A1-B-B1-U	96515	A1-B-B1-F
09819	A-A1-B-F-P-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96284	A-A1-B-B1-U-V	96517	A1-B-B1-F-U3-V
09821	A-A1-B-F-V-Z1	34034	A1-B-B1-M-N-V-Z1	96297	A-A1-B-B1-U	96518	A1-B-B1-V
09822	A-A1-B-F-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96306	A1-B-B1-F-F1-F2-M- W	96520	A1-B-F-U3-V
09823	A-A1-B-F-V-Z1	34036	A1-B-M-N-V-Z1	96309	A1-B-B1-M-V-W	96521	A1-B-F-N
09824	A-A1-B-F-V-Z1	34037	A1-B-B1-C-F-H-I-M- N-V-Z-Z1	96310	A1-B-B1-M-W	96522	A1-B-F-N-U
09827	A-A1-B-F-Z1	34038	A1-B-B1-M-N-V-Z1	96311	A1-B-B1-M-W	96530	A-A1-B-B1-H-M-N-U- V
09828	A1-B-N-V-Z1	34039	A1-B-N-V-Z1	96313	A1-B-B1-F-F1-F2-M- W	96531	A1-B-B1-H-M-U-V
<b>09830</b>	<b>A1-B-B1-C-N-V-Z1</b>	34040	A1-B-V-Z1	96319	A1-B-B1-M-W	96534	A-A1-B-F
09831	A1-B-B1-F-N-U-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96321	A1-B-B1-F-F1-F2-M- W	96535	A-A1-B-B1-F-V
09832	A-B-B1-U1-V-Z1	34042	A1-B-B1-D-F-M-N-V- Z1	96322	A1-B-B1-F-F1-F2-M- W	96536	A1-B-B1-V
09833	A1-B-B1-U1-V-Z1	34043	A1-B-B1-D-F-M-N-V- Z1	96323	A1-B-B1-M-V-W	96537	A1-B-B1-V
09834	A1-B-B1-V-Z1	34050	A1-B-V	96326	A1-B-B1-M-W	96538	A1-B-B1-V
09835	A-A1-B-B1-V-Z1	34051	A1-B-V-Z1	96328	A1-B-B1-M-W	96540	A1-B-B1-V
09836	A-A1-B-B1-C-F-M-V-Z 1	34053	A1-B-V-Z1	96330	A1-B-B1-M-W	96541	A1-B-B1-V
09837	A1-B-B1-V-Z1	34055	A1-B-N-V-Z1	96336	A1-B-B1-M-V-W	96542	A1-B-B1-V
09838	A1-B-B1-V-Z1	34058	A1-B-B1-V-Z1	96337	A1-B-B1-M-W	96543	A1-B-B1-P-V
09839	A-A1-B-B1-U-V-Z1	34071	A1-B-I-M-N-V-Z	96338	A1-B-B1-M-W	96544	A1-B-F-U3-V
09841	A-A1-B-B1-U-Z1	34076	A1-B-B1-F1-N-V-Z1	96339	A1-B-B1-M-V-W	96546	A1-B-F-U3
09842	A-A1-B-B1-Z1	34078	A1-B-B1-F1-N-V-Z1	96343	A1-B-B1-M-W	96548	A-A1-B-B1-H-M-U
09844	A-A1-B-B1-U-V-Z1	34079	A1-B-B1-F1-N-V-Z1	96347	A1-B-B1-F-F1-F2-M- W	96549	A-A1-B-B1-H-M-U
09852	A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V-Z1	34090	A1-B-V	96348	A1-B-B1-F-F1-F2-M- W	96551	A-A1-B-B1-H-M-U
09853	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1	34091	A1-B-V	96349	A1-B-B1-F-F1-F2-M- W	96553	A-A1-B-B1-H-M-N-U- V
09855	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	34092	A1-B-V	96350	A1-B-B1-F-F1-F2-M- W	96554	A-A1-B-B1-H-M-U
09858	A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V-Z1	34093	A1-B-V	96351	A1-B-B1-F-F1-F2-M- W	96555	A1-B-B1-F-M-V
09865	A-A1-B-B1-V-Z1	34095	A1-B-V	96362	A1-B-B1-F-F1-F2-M- W	96557	A1-B-B1-F-M-V
09868	A-A1-B-B1-U-V-Z1	34098	A1-B-V	96365	A1-B-B1-M-V-W	96595	A1-B-B1-V
09871	A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V-X- Z1	34099	A1-B-V	96367	A1-B-B1-L-M-W	96598	A1-B-B1-V
09880	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	96201	A-A1-B	96368	A1-B-B1-M-W	96599	A1-B-B1-V
09889	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	96202	A-A1-B1-U-V	96370	A1-B-B1-F-F1-F2-M- W	96601	A1-B-V
09890	A1-B-B1-E2-F-H1-N- R-R1-U2-V-Z1	96203	A-A1-B	96372	A1-B-B1-M-W	96602	A1-B-V
09892	A-A1-B-B1-F-N-R- R1-V-Z1	96204	A-A1-B-B1	96373	A1-B-B1-M-W	96603	A1-B-V
		96205	A-A1-B-B1-U	96374	A1-B-B1-M-W	96604	A1-B-V
		96206	A-A1-B-B1-U	96375	A1-B-B1-M-W	96605	A1-B-O-V
		96207	A-A1-B-B1-V	96376	A1-B-B1-M-W	96606	A1-B-V
		96208	A-A1-B-B1-U	96377	A1-B-B1-M-W	96607	A1-B-V
		96212	A-A1-B-B1-U	96378	A1-B-B1-M-W	96608	A1-B-V
		96213	A-A1-B-B1-U	96379	A1-B-B1-M-W	96609	A1-B-V
		96214	A-A1-B-B1-U	96384	A1-B-B1-M-W	96610	A1-B-V
		96215	A-A1-B-B1-U-V	96386	A1-B-B1-M-W	96611	A1-B-V
		96217	A-A1-B-B1-U-V	96387	A1-B-B1-M-W	96612	A1-B-V
		96218	A-A1-B-B1-U			96613	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1
		96219	A-A1-B-B1-U-V			96614	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1
		96220	A-A1-B-B1-U-V				
		96221	A-A1-B-B1-U-V				
		96224	A-A1-B-B1-U				
		96251	A-A1-B-B1-U				
		96257	A-A1-B-B1-U				
						96615	A1-B-V
						96617	A1-B-V
						96619	A1-B-V
						96620	A1-B-V

<b>APO/ FPO</b>	<b>See Restrictions</b>	<b>APO/ FPO</b>	<b>See Restrictions</b>	<b>APO/ FPO</b>	<b>See Restrictions</b>	<b>APO/ FPO</b>	<b>See Restrictions</b>
96621	A1-B-V	96660	A1-B-V	96669	A1-B-V	96679	A1-B-V
96622	A1-B-V	96661	A1-B-V	96670	A1-B-V	96681	A1-B-V
96623	A1-B-V	96662	A1-B-V	96671	A1-B-V	96682	A1-B-V
96624	A1-B-V	96663	A1-B-V	96672	A1-B-V	96683	A1-B-V
96628	A1-B-V	96664	A1-B-V	96673	A1-B-V	96684	A1-B-V
96629	A1-B-V	96665	A1-B-V	96674	A1-B-V	96686	A1-B-V
96634	A1-B-V	96666	A1-B-V	96675	A1-B-V	96687	A1-B-V
96635	A1-B-V	96667	A1-B-V	96677	A1-B-V	96698	A1-B-V
96643	A1-B-V	96668	A1-B-V	96678	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.

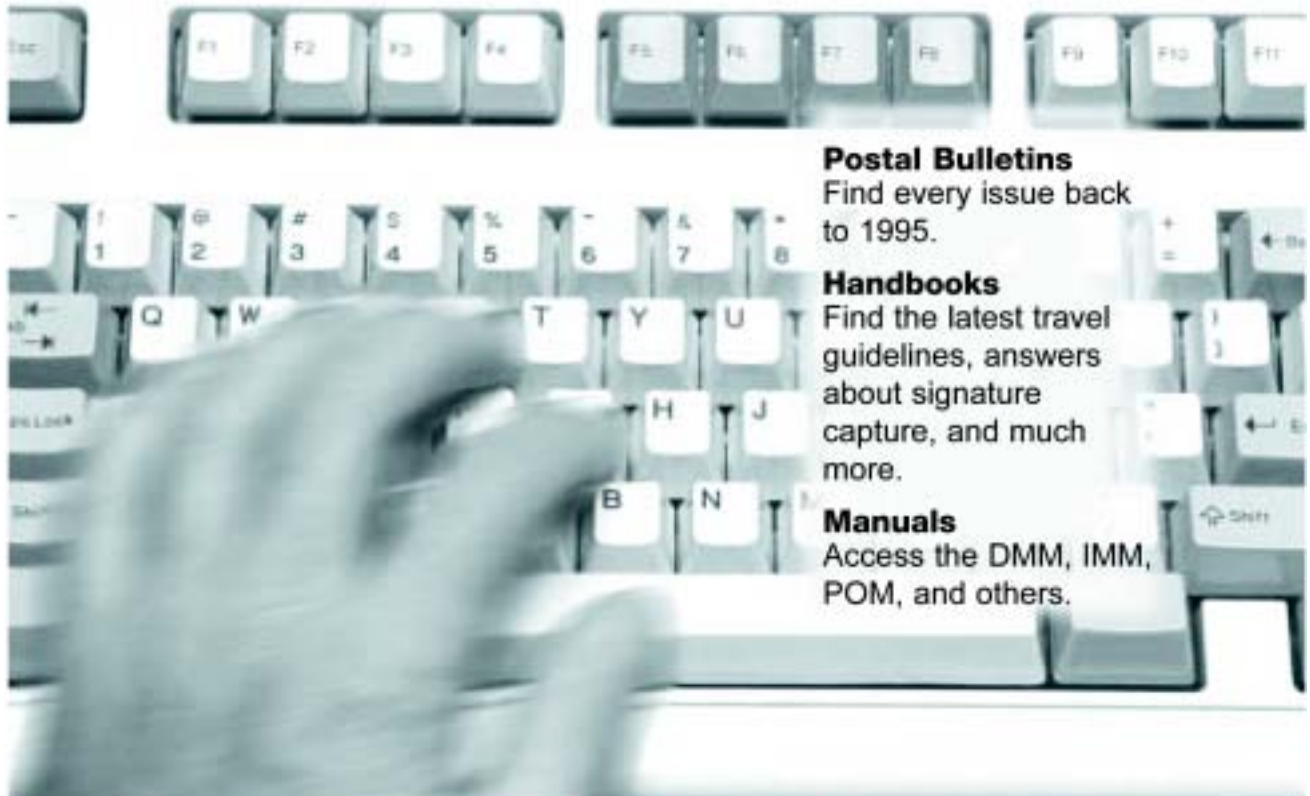
**Y.** Mail is limited to First-Class and Priority Mail items only. All Periodicals, Standard Mail items, and Package Services items (including SAM and PAL) are not authorized. This restriction also applies to official mail.

**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.

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The Postal Service PolicyNet Web site:  
***<http://blue.usps.gov/cpim>***

**Postal Bulletins**

Find every issue back to 1995.

**Handbooks**

Find the latest travel guidelines, answers about signature capture, and much more.

**Manuals**

Access the DMM, IMM, POM, and others.

Next time you need a Postal Service publication, check the Postal Service PolicyNet Web site first.



<b>Vending Machine Income<sup>1</sup></b>		
Vending machine commissions received from commercial concessionaire (do not include the 1 ½% operating fee):	Receipts of locally operated vending machine, after deducting the costs of goods sold, including reasonable maintenance cost:	Amount disbursed to state licensing agency:
\$	\$	\$

**Applications From State Licensing Agency (SLA) for Permits or Contracts to Operate Vending Facilities**

Number Pending at Beginning of Period	Total Number Received	Number Awarded to SLA	Number Denied <sup>2</sup>	Number Pending at End of Period

The above data is taken from records on file in the office of:

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

Title: \_\_\_\_\_

Installation: \_\_\_\_\_

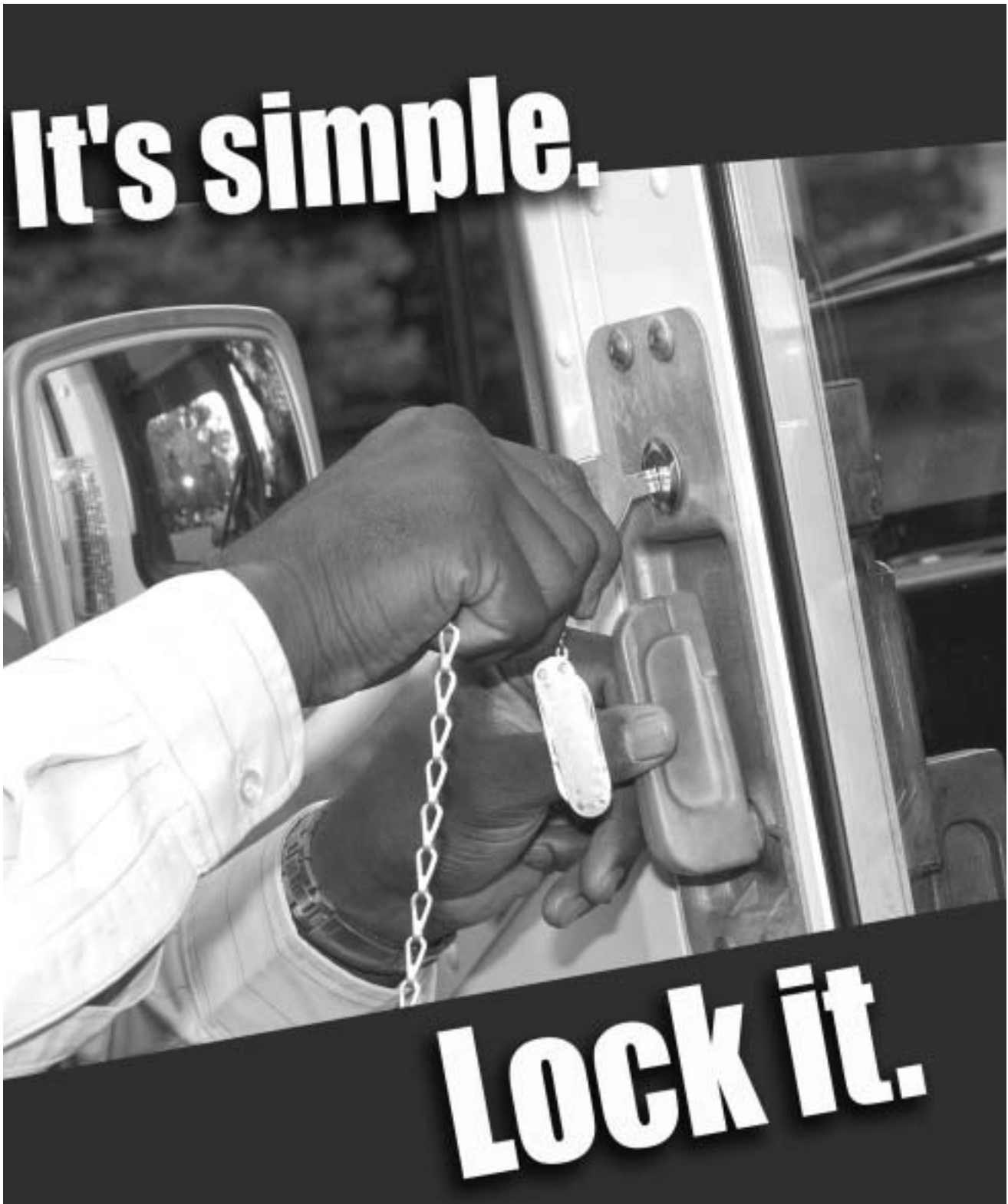
Address: \_\_\_\_\_

\_\_\_\_\_

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

<sup>1</sup> Do not include income from postal products machines or recreational information or service machines.

<sup>2</sup> Attach explanation of each denial.



### 2003 to 2004 Leave Year — Annual Leave Carryover

The Postal Service™ 2003 leave year ends on January 9, 2004. The 2004 leave year begins on January 10, 2004. The maximum amount of annual leave that employees may carry over from 2003 into the 2004 leave year appears below.

As of January 10, 2004, no provisions exist for employees to carry over annual leave in excess of the applicable carryover maximums.

Employees should coordinate with their supervisors to schedule any excess leave before January 10, 2004.

#### Maximum Carryover Hours Into the 2004 Leave Year\*

Employee Classification	Maximum Carryover
<b>Bargaining Employees</b>	440 hours (55 days)
<b>Nonbargaining Employees</b>	
EAS (including rate schedule codes E, F, J, and U)	560 hours (70 days)
PCES I (who entered PCES in leave year 2003**)	688 hours
Other PCES I**	2002 to 2003 carryover plus 128 hours
PCES II**	2002 to 2003 carryover plus 208 hours

#### All Postal Service Employees

**Note:** Leave earned or accumulated in the 2003 leave year in excess of the carryover limits stated above will be lost if not used before January 10, 2004.

\* Employees who, on January 1, 1953, had more accumulated leave to their credit than the amounts provided above and who have maintained balances in excess of those amounts may carry over the balance they have maintained.

\*\* PCES executives impacted by organizational change/reduction-in-force are subject to RIF policy.

— Compensation, Employee Resource Management, 12-25-03

**PLEASE POST ON ALL BULLETIN BOARDS.**



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a customer's perception.**



**NATIONAL CONSUMER PROTECTION WEEK (NCPW)  
CONSUMER ADVOCATE/U.S. POSTAL INSPECTION SERVICE  
RECOGNITION PROGRAM APPLICATION**

The deadline for submission is **March 12, 2004**. Please complete this application and send two (2) copies along with supporting materials (e.g., videotapes, brochures, reports, or printed materials) to the address below. *Note: do not include Postal Service™ or agency publications* when submitting your application to:

CONSUMER AFFAIRS  
ATTN MICKIE MORIARTY  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW ROOM 5801  
WASHINGTON DC 20026-2202

District/Inspection Service Location: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Descriptions of NCPW activities (If necessary, include additional information on a separate page and attach to application).

\_\_\_\_\_  
\_\_\_\_\_

List names of partners: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date(s) and location(s) of activities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Size and description of audience reached: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How the activity relates to the theme: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other relevant information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_



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This office will be  
**CLOSED**  
Thursday,  
**January 1, 2004,**  
New Year's Day.

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This office will be  
**CLOSED**  
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This office will be  
**CLOSED**  
Monday,  
**January 19, 2004,**  
Martin Luther King Jr's.  
Birthday

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



This office will be  
**CLOSED**

Monday,

**January 19, 2004,**

Martin Luther King Jr's.

Birthday

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

## Employees (Continued)

- e. New York City, NY; Kansas City, MO; Detroit, MI; St. Louis, MO; and Madison County, KY, are the only localities that allow income deferral for TSP. Box 18, "Local wages, tips, etc.," will be reduced by the amount of employee TSP contributions only if New York City, NY; Kansas City, MO; Detroit, MI; St. Louis MO; or Madison County, KY, are indicated in Box 20, "Locality name."

### Employee Business Expense (EBE)

Equipment maintenance allowance (EMA), carrier drive-out, vehicle hire, supervisor vehicle usage, and special delivery are all considered employee expenses. Box 32, "Employee business expense," will contain the nontaxable (not the total) EBE amount, while Box 33, "Taxable Employee business expense," will contain the taxable EBE amount. The taxable amount shown in Box 33 will also be included in Box 1, "Wages, tips, other compensation."

### Flexible Spending Account

The amount contributed to an employee's FSA for health care will be included in Box 40, "FSA health care." The amount contributed to dependent care will be included in Box 10, "FSA Dependent care benefits." Both have been deducted from Box 1, "Wages, tips, other compensation."

### Health Benefit Pretax

The amount contributed for health benefit premiums are considered pretax unless the employee declined the pretax benefit. The health benefit pretax amount is shown in Box 37, "Pre-tax health benefits," and has been deducted from Box 1, "Wages, tips, other compensation."

### State/Territory Gross Wages

The amount in Box 16, "State wages, tips, etc.," will equal Box 1 with the following exceptions: New Jersey, Pennsylvania\*, and Puerto Rico do not allow income deferral. Therefore, the employee TSP, FSA, and health benefit pretax contributions are not deducted from their state gross.

\* Pennsylvania law was changed in 1997 to allow income deferral for FSAHC and health benefit pretax. Therefore, only these two amounts will be deducted from Pennsylvania state gross.

Pennsylvania is the only state that does not require the imputed income life insurance to be added into the state gross.

### Annuity Protection Program

Form W-2s are issued to former employees who receive payments from the Postal Service under the Annuity Protection Program. Any questions regarding these Form W-2s should be directed to:

PAYROLL BENEFITS BRANCH  
EAGAN ACCOUNTING SERVICE CENTER  
2825 LONE OAK PKWY  
EAGAN MN 55121-9621

### Relocation Payments

Relocation wages are reported in Box 39, "Relocation gross," on the Form W-2.

Relocation gross is reduced by the excludable reportable amount reported in Box 12a or 12b before it is added to Box 1, "Wages, tips, other compensation."

Excludable reportable wages are reported in Box 12a or 12b with a code "P." Letter code "P" is explained on the reverse side of Form W-2 in "Notice to Employee."

### 4. Obtaining Duplicate Forms

To obtain duplicate forms employees may call the Accounting Help Desk at 866-974-2733. All requests must include:

1. Employee's name.
2. Current mailing address.
3. Social Security number.
4. Name of office where employed (or where previously employed if not a current Postal Service employee).
5. Year(s) requested.
6. Employee's signature.

<b>If you are requesting a duplicate Form W-2 for wages, relocation, or Annuity Protection Program...</b>	<b>Then call...</b>
1989 to the present	Accounting Help Desk at 866-974-2733*

\* If unsuccessful requesting duplicate Form W-2s from the DDE/DDR site, duplicates can also be requested in writing from:

FINANCIAL REPORTING SECTION (W 2S)  
EAGAN ACCOUNTING SERVICE CENTER  
2825 LONE OAK PKWY  
EAGAN MN 55121-9617

**Form W-2c, Corrected Wage and Tax Statement**

1. General Form W-2c Information

The Postal Service uses Form W-2c, *Corrected Wage and Tax Statement*, to correct errors previously filed on a Form W-2. The Form W-2c will only report the corrections and should be used in conjunction with the original Form W-2 issued when filing taxes and/or other related information.

2. Requesting a Form W-2c

All requests for a Form W-2c must be submitted in writing. The request must include:

1. Employee's name.
2. Current mailing address.
3. Social Security number.
4. Name of office where employed (or where previously employed if not a current Postal Service employee).
5. Year(s) requested.
6. Reason for request.
7. Employee's signature.

<b>If you disagree with the tax information provided and are requesting that the tax statement issued be reviewed and corrected if wrong for...</b>	<b>Then submit a written request to...</b>
Wages (1989 to the present)	For employees with Social Security numbers beginning with 0-365: ATTN PAYROLL ADJUSTMENTS W 2 EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9633  For employees with social security numbers beginning with 366 and up: ATTN PAYROLL ADJUSTMENTS W 2 EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9634
Relocation	SAN MATEO ACCOUNTING SERVICE CENTER 2700 CAMPUS DR SAN MATEO CA 94097-9420
Annuity Protection Program	PAYROLL BENEFITS BRANCH EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9621

3. Obtaining Duplicate W-2c Forms

All requests for a duplicate W-2c must be submitted in writing. The request must include:

1. Employee's name.
2. Current mailing address.
3. Social Security number.
4. Name of office where employed (or where previously employed if not a current Postal Service employee).
5. Year(s) request.
6. Employee's signature.

<b>If you are requesting a duplicate Form W-2c...</b>	<b>Then submit a written request to...</b>
1989 to the present	FINANCIAL REPORTING SECTION (W 2C) EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9617

**IRS Forms 1099**

Depending on your specific circumstances, up to three different IRS Forms 1099 *may be* issued to you. They are:

- IRS Form 1099-MISC, *Miscellaneous Income*
- IRS Form 1099-R, *Distributions from Pensions, Annuities, Retirement or Profit Sharing Plans, IRAs, Insurance Contracts, etc.*
- IRS Form 1099-INT, *Interest Income*

1. Form 1099-MISC

Form 1099-MISC originates from all three accounting service centers (ASCs). Please determine the nature of the payments and contact the appropriate office/ASC.

<b>Requests for duplicate copies and questions regarding...</b>	<b>Should be directed to...</b>
Payments to the beneficiaries of deceased employees of the unpaid compensation due at the time of death. Please provide name, SSN, and date of death of the deceased.	FINANCIAL PROCESSING SECTION EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9616

<b>Requests for duplicate copies and questions regarding...</b>	<b>Should be directed to...</b>
Lump sum payments with no deductions as the result of settlements. Please provide name, SSN, date of settlement, type of settlement, amount of settlement, period involved, and the date it was sent to the ASC for payment.	FINANCIAL PROCESSING SECTION EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9616
Contract cleaners	CONTRACT CLEANERS SECTION ST LOUIS ACCOUNTING SERVICE CENTER 1720 MARKET ST ST LOUIS MO 63180-9181
All others	ATTN 1099 RESEARCH TEAM SAN MATEO ACCOUNTING SERVICE CENTER 2700 CAMPUS DR SAN MATEO CA 94497-9422

2. Form 1099-R

This year, both the Office of Personnel Management (OPM) and the Eagan Accounting Service Center are sending out Form 1099-R. Eagan sends them for Annuity Protection Program checks, and OPM sends them for monthly annuity checks. The originating agency should be listed on the Form 1099-R. Try to determine which agency made the payments before making the inquiry.

<b>Requests for duplicate copies and questions regarding...</b>	<b>Should be directed to...</b>
Forms issued from the Eagan Accounting Service Center	FINANCIAL PROCESSING CENTER EAGAN ACCOUNTING SERVICE CENTER 2925 LONE OAK PKWY EAGAN MN 55121-9616
Forms issued from OPM	RETIREMENT OPERATIONS CENTER TAX PROCESSING UNIT OFFICE OF PERSONNEL MANAGEMENT PO BOX 45 BOYERS PA 16017-0045

3. Form 1099-INT

Form 1099-INT is used to report interest payments that were the result of employment related settlements against the Postal Service.

<b>Requests for duplicate copies and questions regarding Form 1099-INT...</b>	<b>Should be directed to...</b>
Please provide name, SSN, and date of payment if known.	FINANCIAL PROCESSING SECTION EAGAN ACCOUNTING SERVICE CENTER 2925 LONE OAK PKWY EAGAN MN 55121-9616

— Payroll Accounting,  
Finance, 12-25-03



Exemption from withholding: Employees claiming "exempt" from withholding during the year must complete a new Form W-4 each year to keep their "exempt" status. Please contact your local personnel office for details.

Notice: If an employee has earnings for more than one state or locality, a separate W-2 is issued for each.

FOR EMPLOYMENT VERIFICATION CALL 1-800-278-9850

Finance Number.

Source of reported wages

The Wages and Other Compensation amount reported in Box 1 of Form W-2 is derived from year-to-date totals reflected on the employee's Pay Period 26-2003 (or last period in pay status 2003) Earnings Statement, plus several other totals from the Form W-2. Use the Reconciliation Formula below to reconcile your Earnings Statement with your Form W-2. If any checks issued during 2003 were returned or canceled after the last Earnings Statement was printed, this reconciliation is not applicable.

Earnings Statement (YTD)

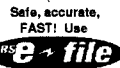
Gross
Social Security Tax
Medicare Tax
Fed Tax
HB Pretax
State Tax
Thrift
FSA

Reconciliation Formula

Gross Pay (YTD)
- FSA Contributions (W-2 Boxes 10 + 40)
- TSP Contrib / Rolo Excludable (W-2 Boxes 12a - 12b)
- Pre-tax Health Benefits (W-2 Box 37)
+ Taxable Carrier Drive-Out (W-2 Box 33)
+ Taxable Vehicle Hire (W-2 Box 33)
+ Taxable Special Delivery (W-2 Box 33)
+ Taxable Supervisor Vehicle Usage (W-2 Box 33)
+ Imputed Income-Life Insurance (W-2 Box 35)
+ Miscellaneous (W-2 Box 36)
+ Relocation Gross (W-2 Box 39)
= Wages, tips, other compensation (W-2 Box 1)

Box 36 - Miscellaneous

Includes one or more of the following:
Rent
Non-Cash Awards
Spousal Travel
Outstanding Travel Advances



Form W-2 Federal Filing Copy 2003 Wage and Tax Statement. Includes fields for Employer identification number, Employee's social security no., Employer's name, address, and ZIP code, and various wage and tax boxes (1-40).

Form W-2 Employee's Copy 2003 Wage and Tax Statement. Includes fields for Employer identification number, Employee's social security no., Employer's name, address, and ZIP code, and various wage and tax boxes (1-40).

Form W-2 State Filing Copy 2003 Wage and Tax Statement. Includes fields for Employer identification number, Employee's social security no., Employer's name, address, and ZIP code, and various wage and tax boxes (1-40).

Form W-2 City or Local Filing Copy 2003 Wage and Tax Statement. Includes fields for Employer identification number, Employee's social security no., Employer's name, address, and ZIP code, and various wage and tax boxes (1-40).

## Notice to Employee

**Refund.** Even if you do not have to file a tax return, you should file to get a refund if box 2 shows Federal income tax withheld, or if you can take the earned income credit.

**Earned income credit (EIC).** You must file a tax return if any amount is shown in box 9. You may be able to take the EIC for 2003 if (a) you do not have a qualifying child and you earned less than \$11,230 (\$12,230 if married filing jointly), (b) you have one qualifying child and you earned less than \$29,666 (\$30,666 if married filing jointly), or (c) you have more than one qualifying child and you earned less than \$33,692 (\$34,692 if married filing jointly). You and any qualifying children must have valid social security numbers (SSNs). You cannot claim the EIC if your investment income is more than \$2,600. Any EIC that is more than your tax liability is refunded to you, but only if you file a tax return. If you have at least one qualifying child, you may get as much as \$1,528 of the EIC in advance by completing Form W-6, Earned Income Credit Advance Payment Certificate.

**Clergy and religious workers.** If you are not subject to social security and Medicare taxes, see Pub 517, Social Security and Other Information for Members of the Clergy and Religious Workers.

**Corrections.** If your name, SSN, or address is incorrect, correct Copies B, C, and 2 and ask your employer to correct your employment record. Be sure to ask the employer to file Form W-2c, Corrected Wage and Tax Statement, with the Social Security Administration (SSA) to correct any name, SSN, or money error reported to the SSA on Form W-2. If your name and SSN are correct but are not the same as shown on your social security card, you should ask for a new card at any SSA office or call 1-800-772-1213.

**Credit for excess taxes.** If you had more than one employer in 2003 and more than \$5,394.00 in social security and/or Tier 1 railroad retirement (RRTA) taxes were withheld, you may be able to claim a credit for the excess against your Federal income tax. If you had more than one railroad employer and more than \$3,160.50 in Tier 2 RRTA tax was withheld, you also may be able to claim a credit. See your Form 1040 or 1040A instructions and Pub 505, Tax Withholding and Estimated Tax.

## Instructions

**Box 1.** Enter this amount on the wages line of your tax return.

**Box 2.** Enter this amount on the Federal income tax withheld line of your tax return.

**Box 8.** This amount is not included in boxes 1, 3, 5, or 7. For information on how to report tips on your tax return, see your Form 1040 instructions.

**Box 9.** Enter this amount on the advanced earned income credit payments line of your 1040 or 1040A.

**Box 10.** This amount is the total dependent care benefits your employer paid to you or incurred on your behalf (including amounts from a section 125 (cafeteria) plan). Any amount over \$5,000 also is included in box 1. You must complete Schedule 2 (Form 1040A) or Form 2441, Child and Dependent Care Expenses, to compute any taxable and nontaxable amounts.

**Box 11.** This amount is (a) reported in box 1 if it is a distribution made to you from a nonqualified deferred compensation or nongovernment section 457 plan or (b) included in box 3 and/or 5 if it is a prior year deferral under a nonqualified or section 457 plan that became taxable for social security and Medicare taxes this year because there is no longer substantial risk of forfeiture of your right to the deferred amount.

**Box 12.** The following list explains the codes shown in box 12. You may need this information to complete your tax return. Elective deferrals (codes D, E, F, G, H, and S) under all plans are generally limited to \$12,000 (\$15,000 for section 403(b) plans, if you qualify for the 15-year rule explained in Pub. 571). However, if you were at least age 50 in 2003, your employer may have allowed an additional deferral of up to \$2,000 (\$1000 for section 401(k)(11) and 408(p) SIMPLE plans). This additional deferral amount is not subject to the overall limit on elective deferrals. For code G, the limit on elective deferrals may be higher for the last 3 years before you reach retirement age. Contact your plan administrator for more information. Amounts in excess of the overall elective deferral limit must be included in income. See the "Wages, Salaries, Tips, etc." line instructions for your tax return.

**Note:** If a year follows code D, E, F, G, H, or S, you made a make-up pension contribution for a prior year(s) when you were in the military service. To figure whether you made excess deferrals, consider these amounts for the year shown, not the current year. If no year is shown, the contributions are for the current year.

**A-**Uncollected social security or RRTA tax on tips (include this tax on Form 1040. See "Total Tax" in the Form 1040 instructions.)

**B-**Uncollected Medicare tax on tips (include this tax on Form 1040. See "Total Tax" in the Form 1040 instructions.)

**C-**Cost of group-term life insurance over \$50,000 (include in boxes 1, 3 (up to social security wage base), and 5)

**D-**Elective deferrals to a section 401(k) cash or deferred arrangement. Also includes deferrals under a SIMPLE retirement account that is part of a section 401(k) arrangement.

**E-**Elective deferrals under a section 403(b) salary reduction agreement.

**F-**Elective deferrals under a section 408(k)(6) salary reduction SEP.

**G-**Elective deferral and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan.

**H-**Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan (see "adjusted Gross Income" in the Form 1040 instructions for how to deduct).

**J-**Nontaxable sick pay (not included in boxes 1, 3, or 5).

**K-**20% Excise tax on excess golden parachute payments (see "Total Tax" in the Form 1040 instructions).

**L-**Substantiated employee business expense reimbursements (nontaxable).

**M-**Uncollected social security or RRTA tax cost of group-term life insurance over \$50,000 (former employees only) (see "Total Tax" in the Form 1040 instructions).

**N-**Uncollected Medicare tax on cost of group-term life insurance over \$50,000 (former employees only) (see "Total Tax" in the Form 1040 instructions).

**P-**Excludable moving expense reimbursements paid directly to employee (not included in boxes 1, 3, or 5).

**R-**Employer contributions to your Archer (MSA) (see Form 8853, Archer MSAs and Long-Term Care Insurance Contracts).

**S-**Employee salary reduction contributions under a section 408(p) SIMPLE (not included in box 1)

**T-**Adoption benefits (not included in box 1). You must complete Form 8839, Qualified Adoption Expenses, to compute any taxable and nontaxable amounts.

**V-**Income from exercise of nonstatutory stock option(s) (included in boxes 1, 3 (up to social security wage base), and 5).

**Box 13.** If the "Retirement plan" box is checked, special limits may apply to the amount of traditional IRA contributions you may deduct.

**Note:** Keep Copy C of Form W-2 for at least 3 years after the due date for filing your income tax return. However, to help protect your social security benefits, keep Copy C until you begin receiving social security benefits, just in case there is a question about your work record and/or earnings in a particular year. Review the information shown on your annual (for workers over 25) Social Security Statement.

## NOTICE

**RIF Competitive Areas for the Postal Service**

The Office of Personnel Management requires agencies covered by reduction-in-force (RIF) procedures to establish Competitive Areas and to publish them for their employees. Competitive Areas are organizational units under separate management authority within which preference-eligible employees compete during a RIF. Listed below are the Competitive Areas for the Postal Service™ as of December 25, 2003.

<b>Organization</b>	<b>Office</b>	<b>Competitive Area</b>	
<b>Headquarters</b>	Office of the Postmaster General/Chief Executive Officer	Separate	
	Office of the Chief Operating Officer/Executive Vice President	Separate	
	Office of the Deputy Postmaster General	Separate	
	Office of the Chief Postal Inspector	Separate	
	Office of the General Counsel/vice president	Separate	
	Offices of Senior Vice Presidents	Separate	
	Each vice president's organization	Separate	
<b>Headquarters-Related Organization — Organizational Type</b>	Each accounting service center	Separate	
	Each communications service center <sup>1</sup>	Separate	
	Each facilities service office	Separate	
	Each field counsel unit <sup>1</sup>	Separate	
	Each forensic lab <sup>1</sup>	Separate	
	Each information technology site	Separate	
	Each Inspection Service division	Separate	
	Each Inspection Service operation support unit	Separate	
	Each mail recovery center	Separate	
	Each supply management site	Separate	
	Each rates and classification service center	Separate	
	Each statistical programs service center <sup>1</sup>	Separate	
	<b>Unique Organization — Separate Competitive Area</b>	Address management, Memphis, TN	Separate
Capitol Metro Area Operations, Gaithersburg, MD		Separate	
Center for Employee Development, Norman, OK		Separate	
Engineering, Merrifield, VA		Separate	
Facilities, Arlington, VA		Separate	
International Business Information Technology, Jamaica, NY		Separate	
Kansas Stamp Services Center, Kansas City, MO		Separate	
Maintenance Technical Support Center, Norman, OK		Separate	
Nonprofit Service Center, Memphis, TN		Separate	
Sales, Arlington, VA		Separate	
Topeka Material Distribution Center, Topeka, KS		Separate	
<b>Unique Organization — Part of Another Competitive Area</b>		Supply Management Facilities Portfolio, Arlington, VA	Supply Management, National HQ, Washington, DC
		Supply Management Mail Equipment Portfolio, Merrifield, VA	Supply Management National HQ, Washington, DC
	Career Development (Inspection Service), Potomac, MD	Inspection Service, National HQ, Washington, DC	
	Dulles Stamp Distribution Network, Dulles, VA	Government Relations and Public Policy, National HQ, Washington, DC	
	Field Counsel — Capital Metro, Washington, DC	General Counsel, National HQ, Washington, DC	
	HQ Facilities Services, HQ, Washington, DC	Facilities, Arlington, VA	



Organization	Office	Competitive Area
<b>Unique Organization — Part of Another Competitive Area (continued)</b>	Business Customer Support Services Portfolio, Ballston, VA	Chief Technology Officer, National HQ, Washington, DC
	Mail Equipment Shop, Washington, DC	Supply Management, National HQ, Washington, DC
	Mid-Atlantic Communications Service Center, Columbia, MD	Public Affairs and Communications, National HQ, Washington, DC
	National Test Administration Center, Merrifield, VA	Employee Resource Management, National HQ, Washington, DC
	Technical service and electronic evidence units	Inspection Service, National HQ, Washington, DC
	William F. Bolger Center for Leadership Development, Potomac, MD	Employee Resource Management, National HQ, Washington, DC
	Each air mail center	Separate
	Each air mail facility	Separate
	Each area office	Separate
	Each bulk mail center	Separate
	Each district office (including its vehicle maintenance facilities)	Separate
	Each independent delivery distribution center	Separate
	Each independent mail transfer center	Separate
	Each international satellite facility	Separate
	Each international service center	Separate
	Each mail equipment facility	Separate
	Each Post Office	Separate
	Each priority mail center	Separate
	Each processing and distribution center	Separate
	Each processing and distribution facility	Separate
Each remote encoding center	Separate	
Each senior processing and distribution center	Separate	

<sup>1</sup> The units located in the Washington, DC, commute area are part of the parent national Headquarters organization Competitive Area.

— Selection, Evaluation, and Recognition, Employee Resource Management, 12-25-03

## 2004 Social Security and Medicare Tax Withholding

For 2004, the maximum limit on earnings for withholding in the Old-Age, Survivors, and Disability (OASDI) portion of the Social Security tax increases from \$87,000 to \$87,900. This is a \$900 increase from the 2003 limit. The Social Security tax rate remains at 6.2 percent, resulting in a maximum Social Security tax of \$5,449.80. This is a \$55.80 increase from the 2002 limit of \$5,394.00. There is still no limit on the amount of earnings subject to the Medicare portion of the tax rate. The Medicare tax rate applies to all taxable wages, and remains at 1.45 percent. The FICA tax rate, which is the combined Social Security tax rate of 6.2 percent and the Medicare tax rate of 1.45 percent, remains at 7.65 percent for 2004.

The information in the following table is effective January 1, 2004.

Tax Withholding Limit	2003	2004
Social Security Gross Limit	\$87,000.00	\$87,900.00
Social Security Liability Limit	5,394.00	5,449.80
Medicare Gross Limit	No Limit	No Limit
Medicare Liability Limit	No Limit	No Limit

— Payroll Accounting, Finance, 12-25-03

## Form W-5 Renewal

Employees must renew Form W-5, *Earned Income Credit Advance Payment Certificate*, which allows eligible employees to receive advance payment of their earned income credit, for 2004. All certificates currently in effect expire at the end of the calendar year and must be renewed by submitting a new Form W-5 as soon as possible.

*Note:* This article is normally published earlier in the calendar year to coincide with the federal publication of the new earned income credit information. However, the publication of that information has been delayed. Because of this delay, personnel offices must receive the Form W-5 by no later than January 4, 2004, which is the beginning of the second week of Pay Period 02-04, to ensure that the information on the form will be effective as soon as possible in the new calendar year.

Internal Revenue Service (IRS) regulations specifically prohibit *any* retroactive changes or additions to the information submitted on the original Form W-5. Any changes, corrections, or additions to a Form W-5 require submission of a new form.

*Reminder:* Personnel offices are reminded that (1) employees are responsible for timely submission of their Form W-5 and (2) IRS regulations mandate that all employers submit copies of all Forms W-5 received from their employees. Personnel offices must mail one copy of Form W-5 in a separate envelope marked "PROCESSED W-5 FOR IRS" in the lower left-hand corner of the envelope to the following address:

ATTN CONTROL SECTION  
EAGAN ACCOUNTING SERVICE CENTER  
2825 LONE OAK PKWY  
EAGAN MN 55121-9611

Subsequently, the Control Section in Eagan will forward the forms to the IRS.

— Payroll Accounting,  
Finance, 12-25-03

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## Form W-4 Completion for Calendar Year 2004

Internal Revenue Service (IRS) regulations permit employees who anticipate no federal tax liability for 2004 to continue to claim total exemption from federal tax withholding provided they owed no federal taxes for 2003. These regulations also require that a new Form W-4, *Employee's Withholding Allowance Certificate*, be submitted every calendar year. Because of *PostalEase*, employees no longer need to file a hard copy Form W-4.

IRS filing requirements concerning Form W-4s are met by calling the *PostalEase* toll-free number at 877-477-3273. Follow the Form W-4 instructions provided by *PostalEase*, and your form will be updated for calendar year 2004.

Any employee currently in an exempt status who does not use *PostalEase* to submit a new Form W-4 to claim a continuation of his or her exempt status will be converted to a taxable status, effective Pay Period (PP) 05-04. For exempt information on a Form W-4 to remain effective into the next year, the IRS requires completion, submission, and acceptance of the form no later than February 6, 2004.

Since February 6 falls within PP-05, the new information on the Form W-4s must be entered into *PostalEase* by no later than Friday, February 6, 2004. Any employee who claimed exempt status for 2003 who does not update in *PostalEase* will have federal taxes withheld at the rate that would normally be applicable to a single employee with no dependent allowances. Employees with a current exempt status (as of PP 26-03) will receive printed messages on their earnings statement during PP 02-04 and 03-04 reminding them that a new Form W-4 is required.

*Reminder:* Personnel offices should not provide tax advice to employees about completing Form W-4s. Additionally, since all employees must now use *PostalEase* to update their Form W-4s, the practice of sending certain hard copies of the forms to the Eagan Accounting Service Center was discontinued last year. The IRS will be notified electronically of all employees who claim more than 10 withholding allowances and/or total exemption from withholding.

— Payroll Accounting,  
Finance, 12-25-03

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# Finance

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## NEW AND OBSOLETE MANAGEMENT INSTRUCTIONS

### Advance Payments

Management Instruction (MI) FM-610-2003-1, *Advance Payments*, is now available on the Postal Service™ Policy-Net Web site; go to <http://blue.usps.gov>; click on *More References*, then *MI*s.

This MI replaces MI FM-610-96-1, also titled *Advance Payments*.

The new MI differs from the obsolete MI as follows:

- *Change in approval process.* The vice president of Controller/Finance must approve requests in excess of \$1 million. Approvals for other levels of spending are unchanged.

- *Added requirement.* All software maintenance fees expected to be paid in the following fiscal year must be submitted to the manager of Accounting each August.

— National Accounting,  
Finance, 12-25-03

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## NOTICE AVAILABLE ONLINE

### Notice 25, Monthly Planning Schedule, Fiscal Year 2004

Notice 25, *Monthly Planning Schedule, Fiscal Year 2004*, is available on the Postal Service™ PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *Notices*. It is also available on the Finance Web site; go to <http://blue.usps.gov>; click on *Finance*, then scroll down on the left side of the screen to “Calendars & Events.”

We will not print/distribute hard copies of Notice 25.

— National Accounting,  
Finance, 12-25-03

## Annual Vending Machine Income Report Due Soon

A summary of vending machine income sharing and other activities related to the Randolph-Sheppard Act Amendments of 1974 is required for fiscal year 2003 (September 7, 2002, through September 30, 2003). This report (see page 49) complies with an annual request from the Department of Education and Handbook EL-602, *Food Service Operations*, 441.3.

The report covers proceeds and/or commissions of every Postal Service™ installation with even a single coin-operated vending machine (stamp machines excepted) selling snacks, drinks, food, or tobacco. Postmasters, installation heads, lead plant and district managers, and district Human Resources and Headquarters field unit managers must prepare or consolidate and send reports as described below by the dates shown.

### By January 26, 2004 — All Postmasters and Installation Heads

Send final reports to the processing and distribution lead plant or Customer Service and Sales district level manager. Postmasters must send consolidated reports to appropriate managers (see format for reporting vending machine income provided) including proceeds and/or commissions from vending machines at their branches and stations.

### By February 16, 2004 — Lead Plant and District Managers

Consolidate reports by state and forward them to district Human Resources managers.

### By March 8, 2004 — District Human Resources Managers and Headquarters Field Unit Managers

Send consolidated reports, summarized by state, to this address:

MANAGER PERSONNEL OPERATIONS SUPPORT  
ANNUAL VENDING INCOME REPORT  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW RM 1831  
WASHINGTON DC 20260-4261

— Personnel Operations Support,  
Employee Resource Management, 12-25-03

## International Mail

### ICM UPDATES

### International Customized Mail

We have combined ICM updates into one *Postal Bulletin* article to save space and paper. 7 ICM updates appear here.

On November 14, 2003, the Postal Service™ amended an International Customized Mail (ICM) Service Agreement dated August 7, 2002. The Agreement was published on page 31 of *Postal Bulletin* 22083 (8-22-02). 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:** August 7, 2002, through August 20, 2004.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

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

On November 14, 2002, the Postal Service™ amended an International Customized Mail (ICM) Service Agreement dated October 31, 2002. The Agreement was published on page 51 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 November 13, 2006.

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On November 25, 2003, the Postal Service™ amended an International Customized Mail (ICM) Service Agreement dated December 3, 2002. The Agreement was published on page 72 of *Postal Bulletin* 22092 (12-26-02). 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 17, 2002, through December 16, 2004.

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On December 3, 2003, the Postal Service™ amended an International Customized Mail (ICM) Service Agreement dated January 29, 2003. The Agreement was published on page 60 of *Postal Bulletin* 22096 (2-20-03). 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:** February 12, 2003, through February 11, 2006.

- 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.*
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- a. **Term:** February 12, 2003, through February 11, 2006.

On December 3, 2003, the Postal Service™ amended an International Customized Mail (ICM) Service Agreement dated December 17, 2002. The Agreement was published on page 42 of *Postal Bulletin* 22096 (2-20-03). 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:** December 31, 2002, through December 30, 2005.

On December 3, 2003, the Postal Service™ amended an International Customized Mail (ICM) Service Agreement dated January 29, 2002. The Agreement was published on page 62 of *Postal Bulletin* 22096 (2-20-03). 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:** February 12, 2002, through February 11, 2005.
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— Pricing Strategy,  
Pricing and Classification, 12-25-03

Promotion. Postal Service Official Licensed Products



# USPS® Products

**Quantity Discounts Available for All Products**

Q57-5" x 7" x 1/2"  
Clear optical glass with the laser engraved Heroes of 2001 stamp image enclosed in the glass. Wood base can be engraved \$39.99



Chinese New Year



Lapel Pins-Many styles \$1.25



Kwanzaa



D701-Leather Note Pad Holder with Pen \$22.00

L04-Gold Plated Letter Opener \$7.00



New Year's Gift Set-Silver finished Keychain with brass plated Lapel Pin in a metal box \$5.00

**ALL KEY CHAINS \$2.90**  
Engrave your Post Office™ name on the back of the Key Tag



## Concord Industries, Inc.

19 Willard Rd. Norwalk, CT 06851

Toll-Free: 800-553-9824 Fax: 203-750-6057 Web: [www.uspsproducts.com](http://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

# CONGRATULATIONS

## A 22kt GOLD U.S. STAMP REPLICA IS YOURS FREE!

*Here's how your FREE gift will look...*

OFFICIAL FIRST DAY OF ISSUE POSTMARK, certifying each engraved envelope as an official first day cover, which can never again be issued.

THE OFFICIAL U.S. POSTAGE STAMP which is the basis of each 22kt Gold Stamp Replica.



Each gold replica has a fascinating story behind it and you'll read it on a matching collector's card. You'll learn about America's institutions and ideals, pioneers, athletes, pop culture, and historic moments.

Rich red velvet backer and crystal clear case that hold the 22kt gold replica.

22kt GOLD STAMP REPLICA. Not an ingot or a medallion, but an exact replica of a U.S. postage stamp.

First Day Cover shown smaller than actual size of 7 1/2" X 4 1/4". The Gold Stamp Replica you receive may not be the one shown.



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### A GOLDEN OPPORTUNITY!

You have the opportunity to receive a FREE 22kt Gold Stamp Replica. You can examine it up close to see how the luster of gold captures the exquisite details of the postage stamp it duplicates.

You are not automatically enrolled in a series and you do not have to purchase anything. This is simply our way to attract the attention of people who know quality and cherish fine collectibles.

To claim your free gift and learn how to collect more Gold Stamp Replicas, simply return the order form below.

### THERE'S NO RISK—ACT NOW!

Due to the exceptional value of the free gift, supplies are limited to one per household.



Return this form to:  
**POSTAL COMMEMORATIVE SOCIETY**  
47 Richards Ave • Norwalk, CT 06857

Yes! Please send my FREE 22kt Gold Stamp Replica and a FREE brochure that describes the enduring fun of collecting more gold replicas.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

F42/B021/

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.

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Promotion. Postal Service Official Licensed Products

**WWW.POSTALSTUFF.COM**

**EMBROIDERED HEADWEAR,  
APPAREL & ACCESSORIES...  
and THAT'S JUST THE  
BEGINNING!**



#A11113

**Bold, Daring, Jagged  
Edge Pro-Style Cap.**  
White or Royal with  
Embroidered Logo.  
**\$14.95** Reg. \$16.95

**The Ultimate Polar  
Fleece Headband.**  
Black, Navy, or Charcoal.  
**\$6.95** Reg. \$9.95



#A200724



#A200379

**Colorful Polar Fleece  
Scarves.** Red, Royal,  
Green, Navy, Black,  
Charcoal.  
**\$12.95** Reg. \$14.95



Prices good  
through  
01-31-04

**Ladies Full-Zip, Cropped,  
Hooded Sweatshirt by JERZEES.**  
Navy, Oxford Grey, Black.  
Sizes S - \*2XL  
**\$24.95** Reg. \$29.95

**Three-Button Henley's by ANVIL.**  
100% Cotton, Long and Short  
Sleeves. White, Birch, Oxford  
Grey, Navy, Black.  
Long-Sleeve Sizes M - \*2XL  
**\$19.95** Reg. \$22.95  
**#A97126 Short-Sleeve**  
Sizes M - \*3X  
**\$18.95** Reg. \$21.95



#A974998



#A97993

**Full-Zip, Hooded,  
Unisex Sweatshirt  
with Pouch Pockets  
by JERZEES.**  
Birch, Oxford Grey,  
Black, Navy, Red,  
Royal. Sizes M - \*3XL.  
**\$24.95** Reg. \$29.95



#A97126LS

**ORDER YOURS TODAY**  
VISIT US ONLINE  
**WWW.POSTALSTUFF.COM**  
**800-877-7492**



**Embroidery:** USPS® logo included in price.  
**Other Options:** Additional charges apply.  
\*Larger Sizes please add: \$2.00(2XL); \$3.50(3XL)  
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COLUMBUS OH 43204-3591  
614-276-9717 FAX 614-276-9726

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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.

## Philately

STAMP ANNOUNCEMENT 03-37

### Snowy Egret Definitive Stamp



Copyright USPS 2003

The Postal Service™ will issue a 37-cent *Snowy Egret* definitive stamp (Item 672600) in a pressure-sensitive adhesive (PSA) convertible booklet of 20 on January 30, 2004, in Norfolk, Virginia. The stamp, designed by Carl T. Herrman, Carlsbad, California, goes on sale nationwide January 31, 2004.

The *Snowy Egret* stamp features artist Nancy Stahl's rendering of a snowy egret, which is considered one of the most beautiful American birds. The stamp art, based on photographs, depicts the head and upper body of a snowy egret against a blue background.

This stamp was issued in a coil of 100 on October 24, 2003, in New York, New York.

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

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

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

SNOWY EGRET DEFINITIVE BOOKLET FDOI  
POSTMASTER  
2600 ELTHAM AVE STE 109  
NORFOLK VA 23513-2504

Issue:	<i>Snowy Egret</i>
Item Number:	672600
Denomination & Type of Issue:	37-cent Definitive
Format:	Convertible Booklet of 20 (1 design)
Series:	N/A
Issue Date & City:	January 30, 2004, Norfolk, VA 23501
Designer:	Carl T. Herrman, Carlsbad, CA
Artist:	Nancy Stahl, New York, NY
Art Director:	Carl T. Herrman, Carlsbad, CA
Typographer:	Carl T. Herrman, Carlsbad, CA
Illustrator:	Nancy Stahl, New York, NY
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset
Printer:	Ashton Potter USA Ltd.
Printed at:	Williamsville, NY
Press Type:	Stevens, Varisize Security Press
Stamps per booklet:	20
Print Quantity:	1.5 billion stamps
Paper Type:	Glatfelter / Flexcon, Type 1
Adhesive Type:	Pressure sensitive
Processed at:	Williamsville, NY
Colors:	Black, Cyan, Magenta, Yellow, Special Blue (match color)
Stamp Orientation:	Vertical
Image Area (w x h):	0.71 x 0.82 in./18.034 x 20.828 mm
Overall Size (w x h):	0.87 x 0.98 in./22.098 x 24.892 mm
Flat Booklet Size (w x h):	4.125 x 4.35 in./104.775 x 110.49 mm
Plate Size:	400 stamps per revolution
Plate Numbers:	"P" followed by five (5) single digits
Marginal Markings:	
Stamp Side:	"© 2003 USPS" • Price • Plate numbers • "Peel here and fold"
Cover Side:	Price, barcode, Web site on cover
Catalog Item Number(s):	672640 Convertible Book of 20 — \$7.400 672661 First Day Cover — \$0.750

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 29, 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 672600, \$7.40 *Snowy Egret* PSA Convertible Booklet of 20

Stamp distribution offices (SDOs) will receive two automatic distributions of this convertible booklet of 20 self-adhesive definitive stamps. Wave 1 distribution of approximately one-half the standard automatic distribution quantity for a 20-stamp booklet will complete shipment December 18, 2003.

Wave 2 distribution, also approximately one-half the standard automatic distribution quantity for a 20-stamp booklet, will complete shipment March 5, 2004. Distribution quantities are rounded up to the nearest master carton size (4,000 booklets).

### Initial Supply to Post Offices

From their initial automatic distribution, 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 definitive stamp booklet to Post Offices before January 26, 2004.

### Philatelic Requirement

SDOs will not receive a separate quantity of this definitive 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 Item 672600 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 1,060,000 additional booklets; the San Francisco APD will receive 800,000 additional booklets; and the Denver APD will receive 488,000 additional booklets. These supplemental quantities will be provided to APDs in both Wave 1 and Wave 2 of distribution.

— *Stamp Services,*  
*Government Relations, 12-25-03*

STAMP ANNOUNCEMENT 03-38

## Prepaid Priority Mail Flat Rate Stamped Envelope



Copyright USPS 2003

The Postal Service™ will issue a new version of the Priority Mail® flat rate envelope (Item 212110) on December 29, 2003, in Washington, DC. The new product is an accountable item and features the \$3.85 *Jefferson Memorial* stamp image printed directly on the envelope along with standard Priority Mail graphics. The prepaid envelope seeks to enhance customer convenience, improving access to USPS® services by saving time and simplifying transactions.

The *Jefferson Memorial* stamp, which was designed by Derry Noyes of Washington, DC, and photographed by Carol Highsmith, Takoma Park, Maryland, originally went on sale July 30, 2002. The stamp will continue to be sold via all current outlets.

*Note:* the prepaid envelope will not be available in Post Offices™ at this time, but only via the Postal Store Web site at [www.usps.com/shop](http://www.usps.com/shop), by telephone at 800-STAMP-24, and via the USPS Inside Sales team.

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

Customers can order envelopes with the first day of issue postmark at a cost of \$4.23 each. They can purchase the envelopes by telephone at 800-STAMP-24, at the Postal Store Web site at [www.usps.com/shop](http://www.usps.com/shop), or by mail.

After applying the first day of issue postmark, the Postal Service will fulfill the envelopes through the mail.

Orders by mail should be sent to:

STAMP FULFILLMENT SERVICES  
8300 NE UNDERGROUND DR PILLAR 210  
KANSAS CITY MO 64144-0001

### Philatelic Products

There is no philatelic product for this stamped envelope.

### Distribution: Item 212110, \$3.85 Prepaid Priority Mail Flat Rate Stamped Envelope

Stamp distribution offices will not receive quantities of this item at this time.

### Initial Supply to Post Offices

Post Offices will not receive the prepaid envelope item at this time. However, there are plans to offer prepaid envelopes via Post Offices at a later date.

### Philatelic Requirement

Philatelic centers will not receive this item at this time, but will be notified separately of future plans.

## Sales Policy

Initially, envelopes will be available only via the Postal Store Web site at [www.usps.com/shop](http://www.usps.com/shop), by telephone at 800-STAMP-24, and via the USPS Inside Sales team. Post Offices will be notified of any distribution plans at a later time.

Issue:	<i>Prepaid Priority Mail Flat Rate Stamped Envelope</i>
Item Number:	212110
Denomination & Type of Issue:	\$3.85 Prepaid Priority Mail Flat Rate Stamped Envelope
Format:	Normal Issue: Pack of 10 (\$38.50) First Day Souvenir: Individually (\$4.23)
Issue Date & City:	December 29, 2003, Washington, DC 20066
Designer:	Derry Noyes, Washington, DC
Photographer:	Carol Highsmith, Takoma Park, MD
Manufacturing Process:	Flexography
Printer:	Bell, Inc.
Printed at:	Bell, Inc., Sioux Falls, SD
Press Type:	Stevens
Print Quantity:	2.484 million envelopes (first run)
Paper Type:	12-point, clay-coated newsback
Colors:	Yellow, Magenta, Cyan, Black, PMS 294 (Blue), PMS 485 (Red), Varnish
Stamp Orientation:	Horizontal
Image Area (w x h):	1.59375 x 1.25 in./40.48 x 31.75 mm
Overall Size (w x h):	9.5 x 12.5 in. (envelope)
Catalog Item Number(s)	212110 Regular Issue Envelope (10/pack) — \$38.50 212161 First Day Cover (each) — \$4.23

— Stamp Services,  
Government Relations, 12-25-03

## Breast Cancer Research Semipostal Stamps Withdrawn From Regular Sale and From Sale at Philatelic Centers — Statutory Authority Will Expire December 31

Effective close of business December 31, 2003, all Post Offices™, stations, branches, postal stores, contract postal units, vending outlets, and authorized philatelic centers must withdraw from sale the *Breast Cancer Research* semipostal stamps and products listed below. They must withdraw stamps and stock items from the retail counters, return them to the unit reserve, and hold them until we send further instructions. Also, all offices should remove any visible *Breast Cancer Research* semipostal stamp stock on display.

Absolutely no sales of the *Breast Cancer Research* semipostal stamps and products listed below are permitted at retail counters and outlets after December 31, 2003. The items listed below are also withdrawn from sale at Stamp Fulfillment Services (SFS) and the Online Postal Store.

Currently, legislation is pending in Congress to reauthorize the *Breast Cancer Research* semipostal stamps for an additional two years. If that legislation is enacted, we will notify you if or when the *Breast Cancer Research* semipostal stamps will be returned for sale.

Retail associates should use the following message when speaking with customers regarding the *Breast Cancer Research* semipostal stamp:

The Congressional authorization for the Postal Service's sale of the *Breast Cancer Research* semipostal stamp expired on December 31st, so we had to stop selling the stamp. If Congress restores the authorization, we will begin selling the stamp again.

Stamp Issues	
Item Number	Description
367200	\$4.50 Breast Cancer Research Vending 10 Pack
553000*	45-cent Breast Cancer Research Stamp
553015	\$9 Breast Cancer Research Pane
553019	45-cent Breast Cancer Research Consignment Stamp
553061	61-cent Breast Cancer Research First Day Cover
893000 & 893001	\$10 Breast Cancer Research Poster

— Stamp Services,  
Government Relations, 12-25-03

### Semipostal Counter Card Instructions

The New Year '04 drive period begins December 27, 2003, and runs through March 31, 2004. Retail employees in all units are reminded to display all the new point-of-purchase (POP) elements according to the planograms included in the POP kits. Despite the moratorium on the sale of the *Breast Cancer Research* semipostal stamp effective close of business December 31, 2003, the semipostal stamps counter card already on display on retail counters in postal retail units (except Kit 1 offices) should remain on display until further notice. This element depicts all three semipostal stamps: *Breast Cancer Research*, *Heroes of 2001*, and *Stop Family Violence*.

— Retail Planning and Development,  
Service and Market Development, 12-25-03

### Self Service Vending Instructions

Effective immediately, SSPC technicians and personnel who service vending machines must, at their next regular servicing, remove all *Breast Cancer Research* semipostal stamps (Item 367200). The task must be completed by close of business, December 31, 2003.

- This action is necessary because this is the last sales date authorized by legislation. Therefore, by existing law the Postal Service cannot sell this stamp beyond December 31, 2003.
- On or before December 31, when servicing machines containing the *Breast Cancer Research* semipostal stamp, vending servicing personnel must remove these stamps and secure them within their individual vending unit subaccount established for each vending machine. These stamps will remain within this accountability until we provide future disposition instructions. For further information, reference Handbook PO-102, *Self Service Vending Operational and Marketing Program*, Chapter 5, Financial Control
- Replace the *Breast Cancer Research* semipostal stamp with either the *Heroes of 2001* semipostal stamp (Item 367400) or the *Stop Family Violence* semipostal stamp (Item 367500). Depending on the choice of the replacement product, insert the corresponding product identifier in the product selection window.

— Self Service and Access Management,  
Delivery and Retail, 12-25-03

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

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

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

Item Number	Description
<b>Stamp Issues</b>	
452100	37-cent Harry Houdini Stamp
452115	\$7.40 Harry Houdini Pane
452193	\$8.15 Harry Houdini Pane and Cover Set
452300	37-cent Irving Berlin Stamp
452315	\$7.40 Irving Berlin Pane
452364	75-cent Irving Berlin First Day Cover
452397	\$8.75 Irving Berlin Panel
452400	37-cent Ogden Nash Stamp
452415	\$7.40 Ogden Nash Pane
452461	75-cent Ogden Nash First Day Cover
452961	75-cent Cary Grant First Day Cover
452962	\$9.90 Cary Grant Full Pane First Day Cover
453000	37-cent American Bats Stamp
453015	\$7.40 American Bats Pane
453063	\$3 American Bats First Day Cover
453093	\$10.40 American Bats Pane and Cover Set
453097	\$8.75 American Bats Panel
453100	37-cent Andy Warhol Stamp
453115	\$7.40 Andy Warhol Pane
453193	\$8.15 Andy Warhol Pane and Cover Set
453197	\$8.50 Andy Warhol Panel
453200	37-cent Women in Journalism Stamp
453215	\$7.40 Women in Journalism Pane
453263	\$3 Women in Journalism First Day Cover
453293	\$10.40 Women in Journalism Pane and Cover Set
453461	75-cent Duke Kahanamoku First Day Cover
453500	37-cent Teddy Bears Stamp
453515	\$7.40 Teddy Bears Pane
453584	\$44.40 Teddy Bears Uncut Press Sheet
453593	\$10.40 Teddy Bears Pane and Cover Set
453597	\$8.75 Teddy Bears Panel
562200	\$1.48 Hawaiian Missionaries Souvenir Sheet
562215	\$1.48 Hawaiian Missionaries Souvenir Sheet
562262	\$3.98 Hawaiian Missionaries First Day Cover

Item Number	Description
562284	\$8.88 Hawaiian Missionaries Press Sheet
562293	\$5.46 Hawaiian Missionaries Pane and Cover Set
562400	\$7.40 American Photography Pane
562415	\$7.40 American Photography Pane
562462	\$9.90 American Photography First Day Cover
562484	\$44.40 American Photography Press Sheet
562497	\$17.95 American Photography Panel
562563	\$3 Holiday Snowmen First Day Cover
563461	75-cent Hanukkah First Day Cover
563561	75-cent Kwanzaa First Day Cover
563661	75-cent EID First Day Cover
563761	75-cent Happy Birthday First Day Cover
564362	\$20.50 Greetings From America First Day Cover Full Pane
564364	\$20.50 Greetings From America Cancelled Full Pane
670163	\$3 Holiday Snowmen Booklet First Day Cover
670261	75-cent Christmas Gossaert First Day Cover
781263	\$3 Snowmen Linerless Coil First Day Cover
781461	77-cent Sea Coast Nonprofit Coil First Day Cover

*Exceptions:* Stamp items listed below are off sale at SFS effective December 31, 2003. However, they will remain on general sale until further notice.

Stamp Items	Description
453400	37-cent Duke Kahanamoku Stamp
453415	\$7.40 Duke Kahanamoku Pane

— Stamp Services,  
Government Relations, 12-25-03

### 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® postage. Items submitted for cancellation may not include

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

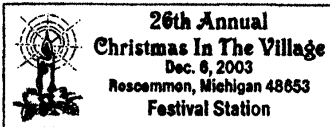
Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope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

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

The following cancellation has been extended for 30 days.



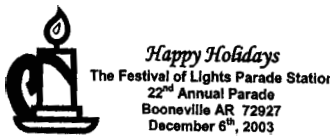
November 25, 2003  
*Sra. Ana S. Toro Vda. De Fourquet*  
ESCUELA DE LA COMUNIDAD SEGUNDO RUIZ BELVIS STATION  
POSTMASTER  
PICTORIAL CANCELLATION COORDINATOR  
CARIBBEAN DISTRICT  
585 AVE FD ROOSEVELT STE 223  
SAN JUAN PR 00936-9996



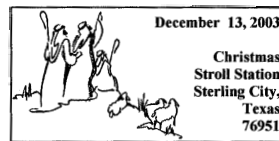
December 6, 2003  
FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
ROSCOMMON MI 48653-9998



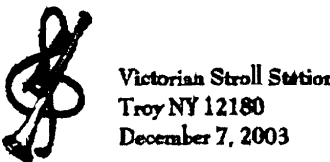
December 12, 2003  
CHRISTMAS IN A RAILROAD  
TOWN STATION  
POSTMASTER  
PO BOX 9998  
OPELIKA AL 36801-9998



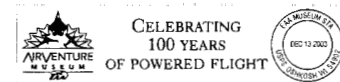
December 6, 2003  
Festival of Lights  
FESTIVAL OF LIGHTS PARADE  
STATION  
POSTMASTER  
PO BOX 9998  
BOONEVILLE AR 72927-9998



December 13, 2003  
*Sterling City Lions Club*  
CHRISTMAS STROLL STATION  
POSTMASTER  
616 4TH AVE  
STERLING CITY TX 76951-9998



December 7, 2003  
*Uncle Sam Stamp Club*  
VICTORIAN STROLL STATION  
POSTMASTER  
400 BROADWAY  
TROY NY 12180-9998



December 13, 2003  
*EAA AIRVENTURE MUSEUM*  
EAA MUSEUM STATION  
POSTMASTER  
PO BOX 9998  
OSHKOSH WI 54902-9998





100TH ANNIVERSARY  
OF  
POWERED FLIGHT  
KILL DEVIL HILLS, NC 27948



December 17, 2003  
WRIGHT BROTHERS  
MEMORIAL STATION  
POSTMASTER  
302 SOUTH CROATAN HWY  
KILL DEVIL HILLS NC  
27948-9998



December 31, 2003  
*First Night York Committee*  
FIRST NIGHT YORK STATION  
POSTMASTER  
200 SOUTH GEORGE ST  
YORK PA 17405-9998



100TH ANNIVERSARY OF POWERED FLIGHT  
KITTY HAWK, NC 27949

December 17, 2003  
WRIGHT BROTHERS STATION  
POSTMASTER  
3841 NORTH CROATAN HWY  
KITTY HAWK NC 27949-9998



December 31, 2003  
*City of Albany*  
FIRST NIGHT STATION  
POSTMASTER  
COLONIE CENTER POST  
OFFICE  
50001 COLONIE CENTER MALL  
ALBANY NY 12205-9998

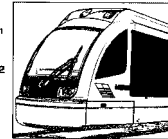


FAA WESTERN  
PACIFIC STATION  
100 YEARS OF POWERED FLIGHT  
DEC 17, 2003 - LAWYDALE CA 90280-9998



December 17, 2003  
FAA  
FAA WESTERN PACIFIC  
STATION  
RETAIL SERVICES  
7001 SOUTH CENTRAL AVE RM  
338  
LOS ANGELES CA 90052-9602

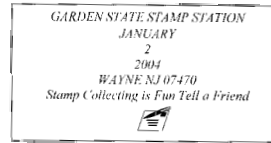
METRORail Station  
Houston, TX 77002  
January 1, 2004



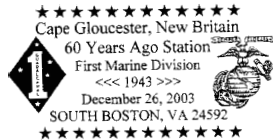
January 1, 2004  
*Metropolitan Transit Authority of  
Harris County, Texas*  
METRORAIL STATION  
WINDOW UNIT STATION  
MANAGER  
401 FRANKLIN ST  
HOUSTON TX 77201-9998



December 19, 2003  
*Community Players c/o Jane  
Green*  
HAPPY HOLIDAYS STATION  
POSTMASTER  
PO BOX 9998  
KNOXVILLE PA 16928-9998



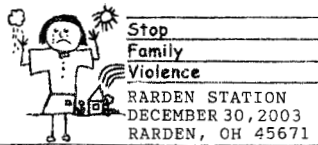
January 2-4, 2004  
NJ Stamp Dealer Association  
GARDEN STATE STAMP SHOW  
STATION  
POSTMASTER  
35 TAYLOR DR  
WAYNE NJ 07470-9998



December 26, 2003  
60 YEARS AGO STATION  
POSTMASTER  
PO BOX 9998  
SOUTH BOSTON VA  
24592-9998



January 3, 2004  
The Town of Occoquan  
BICENTENNIAL STATION  
POSTMASTER  
202 MILL ST  
OCCOQUAN VA 22125-9998



December 30, 2003  
STOP FAMILY VIOLENCE  
STATION  
POSTMASTER  
PO BOX 9998  
GARDEN OH 45671-9998

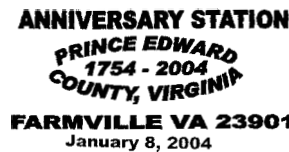


January 5, 2004  
*Postal Service*  
INKOM STATION  
POSTMASTER  
PO BOX 9998  
INKOM ID 83245-9998



LAKE OSWEGO  
YOUR SESQUICENTENNIAL STATION  
1853 - 2003  
LAKE OSWEGO, OR 97034  
DECEMBER 31, 2003

December 31, 2003  
*Lake Oswego Chamber of  
Commerce*  
LAKE OSWEGO YOUR  
SESQUICENTENNIAL STATION  
POSTMASTER PHILATELIC  
SERVICES  
501 4TH ST  
LAKE OSWEGO OR 97034-9998



January 8, 2004  
*Postal Service*  
ANNIVERSARY STATION  
POSTMASTER  
301 EAST 3RD ST  
FARMVILLE VA 23901-9998

## 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, 12-25-03*

## Post Offices

### 2003 IRS Tax Packages

On December 26, 2003, contract mailers for the Internal Revenue Service (IRS) will begin mailing approximately 60 million tax-related items for tax year 2003. The total includes approximately 34 million individual tax packages. The remaining quantity of approximately 26 million items will consist of pamphlets that promote electronic filing. Each year, the IRS reduces the number of individual tax packages it mails as more taxpayers transition from filing paper tax returns to filing electronically.

All mail should be entered by mid-January 2003. Postage will be paid through IRS Permit Imprint Number G-48. Tax packages for Alaska, Hawaii, and Puerto Rico will be mailed using Priority Mail® drop shipment.

### Acceptance Offices

Contract mailers for the IRS will prepare tax packages for mailing at the Standard Mail Enhanced Carrier Route rates. Acceptance office employees must verify that mailings meet all preparation and marking requirements in the *Domestic Mail Manual* (DMM).

Contract mailers will deliver the mail to plants according to scheduled appointment dates recorded in the Drop Shipment Appointment System (DSAS) and will also provide PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*. Plant personnel must verify trailer contents with mailer information recorded on PS Form 8125. Acceptance office employees must verify that tax package mailings are prepared according to the presort requirements for Enhanced Carrier Route Standard Mail. Acceptance office employees must weigh and verify mailings unless the Rates and Classification Service Center (RCSC) serving the Post Office™ of mailing authorizes an optional procedure for that contract mailer. The contract mailer must provide supporting paperwork for the optional procedure at the time of mailing. This verification ensures that the rates

and piece counts reported on the postage statements are accurate and that the IRS has paid the correct postage.

### Destination Offices

**Crossdock Pallets:** Bulk Mail Centers (BMCs) and Processing and Distribution Centers (P&DCs) will receive pallets labeled to 5-digit, 3-digit, and sectional center facility (SCF) destinations. Keep the pallets intact and dispatch them to the appropriate destination.

**BMC Working Pallets:** Upon receiving working pallets, Operations employees will break open the pallets for distribution of the contents. The destination for each package, sack, or tray is on the label. Dispatch the packages, sacks, and trays to the destination facilities for distribution to the delivery units.

### Delivery

Deliver tax packages upon receipt.

### Errors and Irregularities

Delivery office personnel should be alert to errors in preparation and marking requirements. When carrier route presort errors exceed the 5 percent allowance, deliver the mail and use established reporting procedures to report errors to the following address:

ATTN IRS FORMS TAX PACKAGE 2003  
MANAGER REVENUE AND FIELD ACCOUNTING  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW RM 8831  
WASHINGTON DC 20260-5242

### Undeliverable Tax Packages

Carriers and markup clerks must pay particular attention to Packages 1040 and 1040A-2 with ancillary service endorsements. These two types of packages are the *only* ones eligible for forwarding or return services. If such

pieces are undeliverable as addressed, send them to the CFS unit (normal procedure), where they will be handled as specified in DMM F010.5.0 and DMM Exhibit F010.5.3. The CFS unit must return these packages to the IRS at the return address printed on the package.

**Treat all other undeliverable forms as waste — do not place them in Postal Service™ lobbies for any reason.**

— Capital Metro Sales, 12-25-03

# Retail

HANDBOOK PO-102 REVISION

## Machine Servicing Frequency Changes

Effective December 25, 2003, the column heading of “Servicing Frequency per Month” in Exhibit 451.2, *Standard Servicing Frequencies*, is revised to provide a succession of servicing periods with no overlap. The automated workload analysis available on the Vending Equipment and Services System (VESS) Web site at [vess.usps.gov](http://vess.usps.gov), click *Workload Analysis*, already incorporates this change in its calculations.

We will incorporate this revision into the next printed edition of Handbook PO-102 and into the online version of the handbook available on the Postal Service™ PolicyNet Web site at <http://blue.usps.gov>; click on *More References*, then *HBKs*.

### Handbook PO-102, *Self Service Vending Operational and Marketing Program*

\* \* \* \* \*

#### 4 Servicing Self Service Vending Equipment

\* \* \* \* \*

#### 45 Workload

#### 451 Determining Frequencies

\* \* \* \* \*

### Exhibit 451.2 Standard Servicing Frequencies

[Revise the number ranges of the columns in Exhibit 451.2 to read as follows:]

Machine Type	Servicing Frequency per Month <sup>1</sup>							
	1	2	3	4	5–8	9–12	13–16	17–20
	Self Service Equipment Revenue per Month (\$)							

\* \* \* \* \*

— Self Service and Access Management, Delivery and Retail, 12-25-03

## RETAIL ASSOCIATES

**Keep the Mail Safe**

All employees have a role to play in ensuring the safety and security of the mail. Retail associates play an especially important role because they have the unique opportunity of face-to-face interaction with our customers.

**Ask the HAZMAT Question!**

To maximize the benefit of the interaction between retail associates and customers, retail associates must ask the HAZMAT question, "Does your article contain anything liquid, fragile, perishable, or potentially hazardous?"

By asking customers this question, our retail associates can determine if the contents of an article are mailable. The consequences of not asking the question are clear. Many times we find hazardous materials after they leak in the mailstream, potentially causing injuries to our employees or damage to our equipment. Nonmailable HAZMAT must be kept out of the mailstream, and mailable HAZMAT must be properly labeled, packaged, and isolated in the mailstream. Retail associates are the first line of defense in this effort.

**Examine Parcels for HAZMAT Markings!**

In addition to asking the HAZMAT question, retail associates must examine all sides of a parcel to check for HAZMAT markings. A parcel bearing HAZMAT markings may not be reused to mail other items — the customer must entirely remove or completely obliterate such markings prior to mailing. If customers present reused parcels with unobliterated markings, retail associates should encourage them to repackage their items by using our free packaging supplies or by purchasing packaging materials.

Retail associates must refuse to accept any material that does not meet the *Domestic Mail Manual* C023 requirements for mailing. They must refer any customers unhappy with this decision to their supervisor or their rates and classification service center for a mailability ruling.

— Aviation Mail Security,  
Network Operations Management, 12-25-03

## Supply Management

**Bulk Quantities of Rubber Bands Now Available on eBuy**

Do you need to purchase bulk quantities of rubber bands for your facility? If so, there's a new way you can order 50-pound cases of #64 rubber bands.

Supply Management and Information Technology are pleased to announce that the same great Alliance Rubber Company product you have used for years is now available on eBuy.

Effective December 10, Postal Service™ employees with Intranet access can order cases of #64 rubber bands on eBuy. Whether you need just one 50-pound case or several pallets, they are available on eBuy and easier than ever to order. See *Material Logistics Bulletin* (MLB) MLB-CO-04-002 at <http://blue.usps.gov/purchase/material/mlbframes.htm> for more information about this mandatory source contract. For more details, you can also visit the Office Products & Utilities CMC's website at <http://blue.usps.gov/purchase/material/pmsc/windsor>.

Please check out the new Alliance Rubber Company catalog on eBuy and place your orders for bulk quantities against this mandatory contract today!

To obtain an eBuy logon ID and password, you should contact your district or area eBuy representative. If you have access to the Postal Service Intranet, you can obtain an eBuy logon ID and password as follows:

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/jsp/co/Login.jsp>; note that this URL is case sensitive).

If you don't have access to eBuy, you can still use the touch tone order entry (TTOE) system. You should continue ordering with PSN 7510-01-368-3495 for your bulk needs and you will continue to receive the highest quality #64 rubber bands available — until you receive access to eBuy, of course.

Also remember, when you buy from Alliance Rubber Company, you are buying from a small, woman-owned business.

— SCM Strategies,  
Supply Management, 12-25-03

## Multifunctional Peripherals (MFP)

Two new national strategic contracts have recently been awarded for purchasing MFPs. Effective November 10, 2003, Hewlett-Packard (HP) and Lexmark began providing four different models of MFPs.

MFPs have the capability of printing, copying, scanning, and faxing documents.

HP will supply stand-alone MFPs for offices that need one computer connected to one MFP device. The HP stand-alone MFPs are expense items.

Lexmark will provide workgroup/network MFPs for offices that need several computers connected to one or several MFP devices through a local area network (LAN) connection. The Lexmark workgroup/network MFPs are capital items, and requests for these devices must have capital budget approval.

Please note: Use the Ricoh copier contract for stand-alone copiers that will not require networking capability.

Lexmark will conduct site surveys on an as-needed basis to assist in determining workgroup requirements within large facilities or functions. We will provide full details and ordering instructions in a future *Material Logistics Bulletin* (MLB). MLBs can be found at <http://blue.usps.gov/purchase/root/smoframes.htm>.

Contract numbers are:

- Hewlett-Packard: 1A0SEQ-04-Q-0714
- Lexmark: 1A0SEQ-04-Q-0740

If you have questions or require technical information, you may contact the suppliers beginning December 15, 2003, at the following toll-free numbers:

- Hewlett-Packard: 800-896-8699, Option 2
- Lexmark: 800-444-7881

— *SCM Strategies,*  
*Supply Management, 12-25-03*

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## Submitting Orders to the Material Distribution Center

Effective December 25, 2003, all Post Offices™ ordering from the Material Distribution Center (MDC) must use electronic ordering methods to submit orders. If you are a Visual Maintenance Activity Reporting and Scheduling (VMARS)–capable office, please use VMARS to the maximum extent possible when submitting orders. If you are not a VMARS-capable office, please use touch tone order entry (TTOE) to the maximum extent possible for your future ordering needs. To use TTOE, call 800-332-0317, option 2.

*Note:* You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.) If you need additional assistance, please contact Materials Customer Service at 800-332-0317, option 4, option 1, option 4. You can also obtain complete TTOE ordering instructions and Quick Pick number listings by visiting our Web site at <http://blue.usps.gov/purchase/material/download.htm>, and click on *Other Files*.

TTOE provides you with information on each ordered item. This helps reduce ordering errors regarding unit of measure or issue increment matters. It also provides you with a nine-digit order number, the total number of items ordered, and the total approximate cost.

Electronic ordering methods save the U.S. Postal Service® money, process orders faster, and promote the transition to a paperless environment. Once your order is electronically transmitted and accepted, it is processed and sent to the MDC warehouse for fulfillment the next working day.

We know there are order exceptions such as special handling instructions, alternate shipping addresses, standing orders, and so on, and — in those instances — the MDC will continue to accept paper requisitions. However, these types of orders will be monitored and we will work with those offices to promote electronic order entry.

— *SCM Strategies,*  
*Supply Management, 12-25-03*

## Postal Voyager Fleet Card — Delinquent Site Reconciliation Reporting Now Operational in WebEIS

### *Postal Voyager Fleet Card Purchases*

Purchases of fuel and repairs made with the Postal Voyager Fleet Card involve a “pay and chase” method: Postal Service™ employees initiate purchases at the point of sale and — for the most part — without pre-authorization. Once the sale is reported in the eFleet card system, each manager verifies that the sale information is legitimate and follows up to correct any reported discrepancies. Although the vast majority of transactions is entirely legitimate, fraud and abuse are still possible. More significantly, incidents of “credit card cloning” and fraudulent purchases by third parties have occurred.

Left unnoticed and unchecked, these criminal abuses can proliferate and spread throughout the system, costing the Postal Service millions of dollars. This is why regular review of transactions and reconciliation are absolutely essential to preventing abuse or fraudulent use of the data contained on the credit cards. Postmasters and managers *must* monitor credit card transactions on a *routine* basis and research and resolve questionable transactions promptly. Immediately dispute and report to Voyager any transactions that you cannot validate. Also report any evidence of fraudulent activity to the Office of Inspector General.

### *The eFCS tracking system*

The Intranet-based eFleetCard System (eFCS) — which highlights potentially questionable transactions on an exception basis — allows postmasters and managers to accomplish the monitoring, transaction validation, and reporting identified above. Perform reconciliation at least once a month, and resolve disputed transactions within 60 days of purchase.

To ensure that this activity is happening on a regular basis, Voyager reconciliation indicators have been added to WebEIS. To access these indicators, go to the WebEIS home page (<http://webeis.usps.gov/>), select *Finance*; select *Delinquent Voyager Reconciliation*; select the sub-folder *eFleetCardReconciliation*; select *eFleet Card Reconciliation*. The following information is available with drill-down capability to the finance number level:

- Total dollars transacted
- Total dollar value of unreconciled transactions
- Percent of dollars unreconciled
- Total number of transactions
- Total number of unreconciled transactions
- Percentage of unreconciled transactions
- Number and identification of delinquent finance numbers

Data for a given month is not incorporated to the WebEIS indicators until 60 days after the close of that month to accommodate normal reconciliation activity. After 60 days, invoices not marked as reconciled in eFCS are considered delinquent and rolled up into the WebEIS indicators. The challenge is a simple one: to reduce and eliminate the possibility of fraud in each and every finance number. Remember, if your finance numbers are listed in this report, you have charges you have not reconciled and you have the potential for waste, fraud, and abuse.

— *SCM Strategies,*  
*Supply Management, 12-25-03*

*NEW PM ISSUE***Purchasing Manual Issue 3**

Effective December 25, 2003, *Purchasing Manual* (PM) Issue 3 is available on the Internet; go to [www.usps.com](http://www.usps.com); click on *About USPS & News*, then *Forms & Publications*, then *Browse All Periodicals & Publications*, and then *Manuals*. It is also available on the Postal Service™ PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *Manuals*.

The revised manual contains a number of significant policy changes, changes in organization names and managerial titles and authorities, and all other administrative changes made to the *Purchasing Manual* since January 31, 2002.

Pending the update of purchasing support systems for consistency with the new policies in *Purchasing Manual* Issue 3, purchasing organizations may adopt the policies and procedures contained in Issue 3, or continue to follow

the policies and procedures contained in *Purchasing Manual* Issue 2. If a purchasing organization adopts Issue 3 policies and procedures for any category or categories of purchases, it must use those policies and procedures consistently for that category or categories, and may not revert to previous policies and procedures. Contracting officers must ensure that solicitations and other purchasing documents make prospective offerors fully aware of the authority (Issue 3 or Issue 2, as revised through April 18, 2002) pursuant to which a purchase is made.

We will announce the end of this transition period in a future issue of the *Postal Bulletin*.

— *Supply Management Infrastructure,  
Supply Management, 12-25-03*



475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-5540

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

Prefer online convenience?



Use  
**Click-N-Ship™**  
service.

At [usps.com/clicknship](http://usps.com/clicknship), you can print a shipping label with or without postage, then either drop off your package at the Post Office; hand it to a letter carrier, or call for package collection. Log on for complete details.



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