

POSTAL BULLETIN

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



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

PB 22125: 7690-07-000-0109	PB 22117: 7690-05-000-5986	PB 22110: 7690-05-000-5979	PB 22103: 7690-05-000-5972
PB 22124: 7690-07-000-0108	PB 22116: 7690-05-000-5985	PB 22109: 7690-05-000-5978	PB 22102: 7690-05-000-5971
PB 22123: 7690-07-000-0107	PB 22115: 7690-05-000-5984	PB 22108: 7690-05-000-5977	PB 22101: 7690-05-000-5970
PB 22122: 7690-05-000-5991	PB 22114: 7690-05-000-5983	PB 22107: 7690-05-000-5976	PB 22100: 7690-05-000-5969
PB 22121: 7690-05-000-5990	PB 22113: 7690-05-000-5982	PB 22106: 7690-05-000-5975	PB 22099: 7690-05-000-5968
PB 22120: 7690-05-000-5989	PB 22112: 7690-05-000-5981	PB 22105: 7690-05-000-5974	PB 22098: 7690-05-000-5967
PB 22119: 7690-05-000-5988	PB 22111: 7690-05-000-5980	PB 22104: 7690-05-000-5973	PB 22097: 7690-05-000-5966

USPSNEWS@WORK

POSTAL REFORM: USPS leaders testify at joint hearing

The topic: Reforming the laws that govern the Postal Service™.

The setting: A rare joint hearing by the House of Representatives Committee on Government Reform and the Senate's Committee on Governmental Affairs.

The message: USPS® needs a business model for a new century.

The messengers: USPS Board of Governors Chairman David Fineman and Postmaster General (PMG) Jack Potter.

The Postal Service's 34-year business model is based on the outdated assumption that rising First-Class Mail® volume will fund an ever-expanding delivery network, said Fineman and Potter.

Postal reform is fraught with challenges, said Potter, "but the rewards for the people of our nation can't be understated. If we are successful in our efforts, we will preserve the right of every American to affordable, universal mail service."

Mail volume has declined in each of the last three years, dropping more than 5 billion pieces from its peak in 2000, said the PMG. During the same three-year period, the number of addresses USPS served increased by 5.4 million.

In 2003, for the first time since the Postal Service was reorganized 34 years ago, First-Class Mail volume was less than 50 percent of total mail volume, said Fineman. Total mail volume was 202 billion — only 99 billion pieces were First-Class Mail. Why the loss of volume? The Internet, e-mail, faxes and electronic bill-paying were the stuff of science fiction in 1970.

While Standard Mail® volume has risen, it doesn't contribute as much to the Postal Service's bottom line. It takes about three new pieces of Standard Mail to make up for the loss of one of First-Class Mail, said Fineman. The decline in First-Class Mail volume took away \$642 million in revenue contribution last year, he added.

Potter and Fineman thanked Congress and the administration for passing legislation that prevented USPS from overfunding Civil Service Retirement System (CSRS). The law helped USPS reduce its outstanding debt by more than one third — from \$11.1 billion to \$7.3 billion — in fiscal year 2003. It will provide more debt relief this year.

This same legislation, however, creates new financial obligations that increase costs, said Potter. The law forces USPS to pick up the \$27 billion tab for military retirement benefits earned by USPS employees when they were in military service. For every other federal agency, this cost is borne by the Treasury.

And, in 2006, any savings realized by CSRS will be placed in an escrow fund controlled by Congress — not by the Postal Service. CSRS legislation needs to be amended, he said, so military retirement costs are returned to the Treasury and the escrow requirement is eliminated.

Building bridges: Diversity Web site helps USPS reach non-English speakers

USPS serves a country of more than 292 million people. That's a large customer base. And the fastest growing sector is non-English speaking.

To better reach these customers, Diversity Development has launched a new Multicultural Outreach Web site. It features translation aids for special services and product fact sheets in five languages — Spanish, Chinese, Vietnamese, French and Russian. The translation aids can be printed and are a valuable resource for postal employees, especially retail associates, sales representatives and others.

Using the new translation aids, non-English-speaking customers can get step-by-step instructions on completing USPS special services forms and a description of Postal Service products. Reaching more customers — in any language — translates into a revenue boost for USPS.

Visit the site today at <http://blue.usps.gov/diversitynet/multicultural/>.

MORE ON NEW BLUE: Some access from home coming soon

Public Affairs and Communications and Human Resources are partnering with Information Technology to make Blue available to employees at home. IT is hard at work on a version of Blue that will be available to employees via their home computers.

The first release, expected in the next 90 days, will launch with a limited number of features. The challenge is to make external access to the Postal Service Intranet safe so the Postal Service's infrastructure isn't at risk. Our overall goal is to add as many of Blue's services and features as possible over time.

USPSNEWS@WORK

Since this will be the first launch of the Postal Service Intranet available to all employees at home, IT is making sure we have it right to ensure a successful launch.

E-Learning: NCED partners with Oklahoma colleges

Ready to advance your career and expand your horizons? USPS's National Center for Employee Development (NCED) in Norman, OK, can help.

NCED has partnered with the University of Oklahoma, Rose State College and Oklahoma City Community College to offer specialized degree plans for USPS employees. Some NCED courses will count toward an associate or bachelors degree. Students also may be able to apply college-level course work from other schools toward the degrees. Tuition discounts are available.

Online learning is a practical way for working people to earn a college degree without stepping foot on a campus. Interested? Go to <http://nced.usps.gov>.

Fly like a . . . Hawk: Mississippi employee Jerry Hawk wins national award

Gulfport, MS, Mailing Standards Specialist Jerry Hawk has been selected as the national winner of the 6th annual Benjamin Franklin Community Newspaper and Postal Service Partnership Award of Excellence. The award was presented by Postmaster General Jack Potter, National Newspaper Association (NNA) President Bob Sweeney and NNA Postal Committee Chair Max Heath at the Library of Congress in Washington, DC.

The Benjamin Franklin Award of Excellence is presented to a Postal Service employee who best represents the spirit of Benjamin Franklin — founding father, newspaper publisher, statesman and our country's first postmaster general.

Hawk was recognized in part for training small newspaper staffs on how to use the Postal Wizard program — a USPS electronic program that helps mailers prepare postage statements.

Shining brightly: NetPost superstars boost holiday sales

Superstars aren't just on the playing field or the movie screen. They're here in the Postal Service, too. This time the spotlight shines on four employees who won the NetPost® Sales Superstars contest for generating the most NetPost-related revenue during December and January. The contest helped increase revenue and generated more than 400,000 pieces of NetPost mail.

Using NetPost services, customers can create and send letters, cards, postcards and Certified Mail™. NetPost superstars included Dallas, TX, Senior Account Manager Deborah Howard; Denver, CO, National Account Manager Cleo Swenson; Erie, PA, Account Manager Cheryl Zellefrow; and Norfolk, VA, Account Manager Kathy Lynch.

Employee Assistance Program: There when you need it

Need help handling personal problems? The Employee Assistance Program (EAP) is there for you. EAP can provide the tools you need to deal with any number of concerns, big or small. It's a free, confidential service offered to Postal Service employees and their families. Support services are there when you need them — 24 hours a day, 7 days a week.

For more information, call 800-EAP-4YOU or go to www.EAP4YOU.com.

Help Us Help You Save Time and Money

Stop Redistributing the *Postal Bulletin* to CPUs, and Decrease Your Subscription Accordingly.

Why?

We now have access to the master mailing list for contract postal units (CPUs). We are mailing the *Postal Bulletin* directly to all CPUs.

What Does This Mean for You?

Less work.

Since we are mailing the *Postal Bulletin* directly to CPUs, you won't have to spend your time and energy doing it. We'll do it for you.

You must do the following if you are redistributing to CPUs:

- Immediately stop redistributing.
- As soon as possible, contact us to decrease your subscription (since you won't need those extra copies to redistribute anymore).

Example:

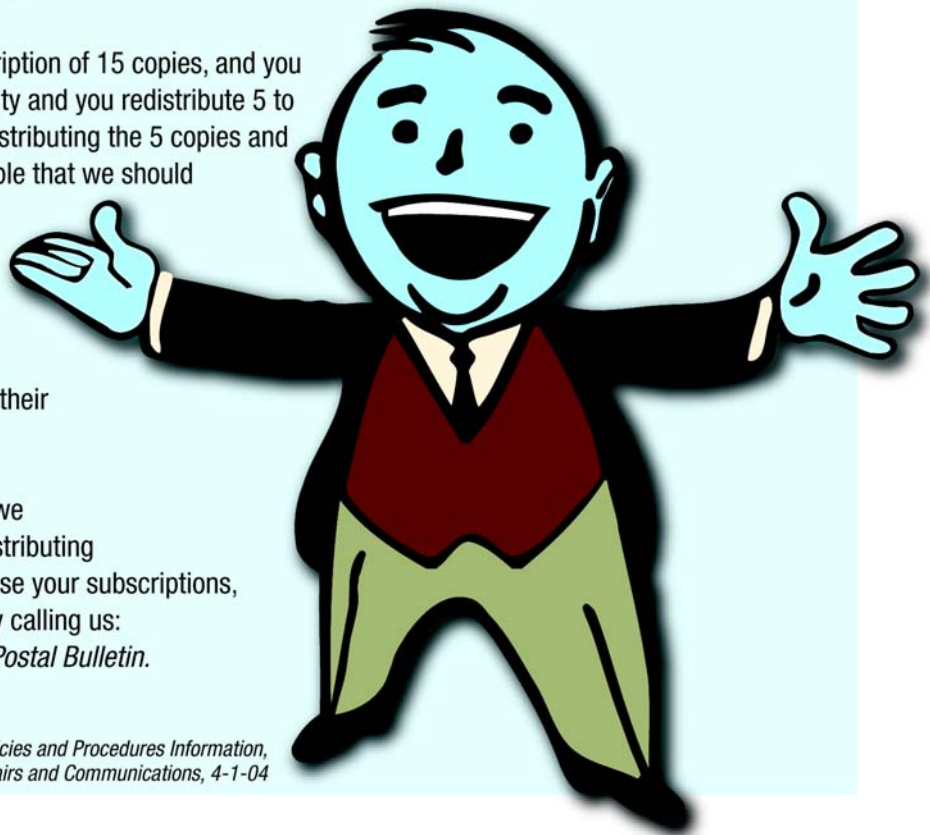
If you currently have a subscription of 15 copies, and you usually keep 10 for your facility and you redistribute 5 to CPUs, you'll need to stop redistributing the 5 copies and let us know as soon as possible that we should decrease your subscription from 15 to 10.

How Do You Decrease Your Subscription?

We have the list of CPUs and their mailing lists, but we don't know how many you are forwarding to your CPUs. So we need your help. If you're redistributing to CPUs, contact us to decrease your subscriptions, by sending us an e-mail or by calling us:

- Send an internal e-mail to *Postal Bulletin*.
- Call us at 202-268-5776.

— Policies and Procedures Information,
Public Affairs and Communications, 4-1-04



Administrative Services

Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog* (June 1999), is revised. The tables below contain the document ID, edition date, title, PSN (Postal Service™ stock number), and the Postal Service and public supply source for all new, revised, and obsolete

directives and forms. Use this article to keep Publication 223 current. Information on how to order directives and forms is available in chapter 1 of Publication 223.

The electronic version of Publication 223 is available at www.usps.com/cpim/ftp/pubs/pub223.pdf.

Revised Directives

Handbooks

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK MS-166-VOL-A	12/03	Advanced Facer Canceler System/Input Subsystem (AFCS/ISS), System Information	7610-07-000-7696	N/A	ENG	MDC	R
HBK MS-166-VOL-B	12/03	Advanced Facer Canceler System/Input Subsystem (AFCS/ISS), Maintenance Information	7610-07-000-7697	N/A	ENG	MDC	R
HBK MS-166-VOL-C	12/03	Advanced Facer Canceler System/Input Subsystem (AFCS/ISS), Software Reference	7610-07-000-7698	N/A	ENG	MDC	R
HBK MS-166-VOL-D	12/03	Advanced Facer Canceler System/Input Subsystem (AFCS/ISS), Parts Information	7610-07-000-7699	N/A	ENG	MDC	R
HBK MS-188-VOL-A	11/03	Delivery Bar Code Sorter Phase III (DBCS III), Background Information	7610-07-000-8263	N/A	ENG	MDC	R
HBK MS-188-VOL-B	11/03	Delivery Bar Code Sorter Phase III (DBCS III), Maintenance Information	7610-07-000-8264	N/A	ENG	MDC	R

Publications

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 553	2/04	Employees Guide to Understanding Sexual Harassment (2/2004)	7610-04-000-5098	N/A	DIV	MDCIWB	N/A

Revised Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 835	1/04	1/04	Quarterly Report of Originating Registered and C.O.D. Transactions	7530-01-000-9461	PO	SHEET	FIN	MDIBFF, MDC	N/A
PS 1164-E	1/04	1/04	eTravel Expense Report — Local Travel	N/A	PS	EACH	FIN	IWEB	N/A
PS 2130	1/04	1/04	Claim for Loss	7530-02-000-7390	PS	SET	FIN	MDIBFF, MDC	N/A
PS 2933	12/03	12/03	Register of Uncollected Customs Charges	7530-01-000-9792	PS	PAD	FIN	MDCIWB	N/A
PS 2976	1/04	6/97	Customs Declaration CN 22 — Sender's Declaration	7530-01-000-9833	PU	EACH	P&C	MDC	P/F
PS 3811	2/04	3/01	Domestic Return Receipt	7530-02-000-9053	PS	EA	MKT	MDC	P/F
PS 4000-A	1/04	1/04	Retail Lobby Observation	N/A	PO	SHEET	D&R	IWEB	N/A
PS 4000-B	1/04	1/04	Retail Employee Observation	N/A	PO	SHEET	D&R	IWEB	N/A

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 5399	12/03	12/03	Contract Routes Performance Record	7530-02-000-9199	PS	SHEET	SM	MDCIWB	N/A
PS 5639	1/04	1/04	Express Mail Corporate Account Application	7530-02-000-9488	PU	SHEET	MKT	IWEB	WWW
PS 8038	1/04	1/04	Employee Statement to Recover Back Pay	7530-01-000-9907	PS	SHEET	ERM	MDCIWB	N/A
PS 8105-A	1/04	1/04	Fund Transaction Report (FTR)	7530-04-000-0302	PS	SHEET	FIN	MDCIWB	N/A
PS 8105-B	1/04	1/04	Suspicious Transactions Report (STR)	7530-04-000-0303	PS	SHEET	FIN	MDCIWB	N/A
PS 8144	11/03	11/03	Stamp Discrepancy Report	N/A	PO	SHEET	GR	IWEB	N/A
PS 8232	11/03	11/03	Payment for Personal Services Contracts	N/A	PS	SHEET	FIN	FF	N/A

Obsolete Directives

Management Instructions

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
MI PO-510-89-5	6/89	Transportation Management Service Center Operating Requirements	7610-02-000-9046	SM	HQO	HQO

Obsolete Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 3600-IPM	6/02	6/02	Postage Statement — International Inbound Priority Mail Permit Imprint	N/A	PU	SHEET	P&C	IWEB	WWW
PS 3600-PMRX	6/02	6/02	Postage Statement — Presorted Priority Mail Permit Imprint	N/A	TST	SHEET	P&C	N/A	N/A
PS 3605-IPR	6/02	N/A	Postage Statement — International Inbound Parcel Post Permit Imprint	N/A	N/A	SHEET	P&C	IWEB	WWW
PS 3605-ISR	6/02	N/A	Postage Statement — International Parcel Select Permit Imprint	N/A	PU	SHEET	P&C	IWEB	WWW
PS 4534	10/76	10/76	Inventory Adjustment Record and Parts Transferred Between VMFs	7530-02-000-9242	VM	SHEET	D&R	MDC	N/A

— Policies and Procedures Information,
Public Affairs and Communications, 4-1-04

ASM REVISION

Vice President, Emergency Preparedness — Position Added to ASM

Effective April 1, 2004, Administrative Support Manual (ASM) 13, section 111.541, Reporting Directly to the Postmaster General, is revised to include the position of vice president, Emergency Preparedness, in the Headquarters organization. The postmaster general announced this position on November 13, 2003.

Specifically, we revised section 111.541 as follows:

- Increased the number of corporate officers reporting to the postmaster general from 9 to 10.
Added the words "the vice president of Emergency Preparedness" to the list of corporate officers.

We will incorporate this revision into the printed version of ASM 14 and into an incremental update of the online ASM, which is accessible through the Postal Service™ PolicyNet page Web site; go to http://blue.usps.gov; click on More References, then Manuals.

Administrative Support Manual (ASM)

1 Postal Organization
11 Authority and Responsibilities
111 General Organization
* * * * *

111.5 Headquarters Organization
* * * * *

111.54 Heads of Headquarters Organizational Units

111.541 Reporting Directly to the Postmaster General

[Revise 111.541 to read as follows:]

Ten of the corporate officers report directly to the postmaster general. These are the deputy postmaster general, the chief operating officer and executive vice president, the vice president of Strategic Planning, the general counsel and vice president, the senior vice president of Human Resources, the chief inspector, the senior vice president of Government Relations and Public Policy, the chief financial officer and executive vice president of Finance, the vice president of Emergency Preparedness, and the president of Expedited/Package Services, who is overseen by a management committee of officers.

* * * * *

— Vice President,
Emergency Preparedness, 4-1-04

ASM REVISION

Disclosure of Information Collected From Mail Sent or Received by Customers

Administrative Support Manual (ASM) sections 213.3 and 274.5 have been revised to reflect organizational and technological changes and to ensure that updated cross references are included.

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

Administrative Support Manual (ASM)

	*	*	*	*	*
2					
	Audits and Investigations				
21					
	General				
	*	*	*	*	*
213					
	Mail Covers				
	*	*	*	*	*
213.3					
	Definitions				
The following definitions apply to mail covers:					
	*	*	*	*	*
<i>[Revise paragraph b to read as follows:]</i>					
	b. <i>Record</i> , for the purposes of this section, is a transcription, photograph, electronic image, photocopy, or any other facsimile of the image of the outside cover, envelope, wrapper, or contents of any class of mail.				
	*	*	*	*	*
27					
	Security				
	*	*	*	*	*
274					
	Mail Security				
	*	*	*	*	*

274.5 Disclosure of Information Collected From Mail Sent or Received by Customers

[Revise first paragraph to read as follows:]

As a general rule, Postal Service employees may not disclose information or data from the exterior of a piece of mail, disclose information about the contents of a piece of mail, or disclose other information about a piece of mail, within or outside the Postal Service. Only under the following conditions may an employee disclose information while performing official duties:

* * * * *

- f. For the following Postal Service operations, employees may make, record, or disclose an image of a mailpiece. Any image created for Postal Service operations must be destroyed once the information is no longer necessary for that operational purpose:

* * * * *

[Revise first two sentences of paragraph 5 to read as follows and delete last sentence:]

- (5) To facilitate internal Postal Service operations under specific authorization and written instructions from the chief privacy officer. Requests for authorization to the chief privacy officer must describe the process for facilitating operations and specify the necessary retention period.

* * * * *

[Revise paragraph 8 to read as follows:]

- (8) To provide information to a Postal Service contractor, or its subcontractor, in the performance of a contract with the Postal Service, but only if each disclosure and use of the information is in strict compliance with contract clause 1-1, Privacy Protection (Appendix B of the *Purchasing Manual*, January 2002).

* * * * *

— Consumer Affairs,
Chief Privacy Officer, 4-1-04

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
Men's Health	Standard/Flat	4/2/04–4/4/04	1.3	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Direct
People's Pharmacy	Standard/Flat	4/2/04–4/4/04	1.3	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Direct
Ben Franklin Almanac	Standard/Flat	4/6/04–4/8/04	1.6	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Direct
Betty Crocker Fix It Fast	Standard/Flat	4/11/04–4/13/04	1.0	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Direct

— *Business Service Network Integration, Service and Market Development, 4-1-04*

NEW FORM AND NOTICE SET

We Care — Acknowledgement Card and Follow-Up Form Set Available

The check is in the mail. The check on how well we are resolving customer complaints, that is.

A set of 80 copies each of Notice 110, *We Care Acknowledgement Card*, and PS 8225, *Acknowledgement Card Follow-Up*, is on the way to each Consumer Affairs Office. Destroy/recycle locally created variations of these forms when you receive the new Postal Service™ forms.

Each Consumer Affairs Office is required to select 5 random We Care cases and 15 random MyPO cases each month for follow-up using these forms.

You can order additional copies of PS Form 8225 and Notice 110 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.)

Forms are packaged in unit sets of 80 each per package. Use the following information to order PS Form 8225 and Notice 110 together in sets:

PSIN: PS 8225
PSN: 9915-07-000-0011
Unit of Measure: EA
Minimum Order Quantity: 1
Bulk Pack Quantity: 480
Quick Pick Number: N/A
Price: \$0.1661
Edition Date: 01/04

— *Office of Corporate Customer Contact, Office of Consumer Advocate, 4-1-04*



Automated Postal Center

APC Services

- Express Mail
Next-day delivery to every business, government
- Priority Mail
1-3 day average delivery time*
- First-Class Mail
Printed for postage and meter use in a kiosk
- Parcel Post
Average 3-5 day delivery time
- Extra Services
Select additional services
- Stamps
Self-serve stamp of US
- ZIP Code Search
Find the nearest post office

Fast.
Easy.
NEW

UNITED STATES POSTAL SERVICE

Thank you! The information you provided is good. Your items are now ready for pickup. 3:29:00 PM

Business Mail

ACCEPT

Automated Postal Center®

Going to the Post Office™ just got easier!

FAST EASY CONVENIENT

Domestic Mail

DMM REVISION

Standard Mail Low-Weight Flats — 15-Piece Minimum for 5-Digit and 5-Digit Scheme Packages

Effective August 1, 2004, *Domestic Mail Manual* (DMM™) E620.2.0, E640.1.5, M610.4.2, M820.5.1, and M950.3.2 are revised to raise the required minimum number of pieces from 10 to 15 at which 5-digit and, for certain automation-compatible mail, optional 5-digit scheme presort destination packages are prepared in a Standard Mail® job consisting of flat-size pieces each weighing no more than 5 ounces (0.3125 pound) and measuring no more than 3/4 inch thick.

The long lead time provided with this notice will permit mailers, software developers, and Postal Service™ employees to make the necessary adjustments to existing equipment and systems. Mailers are advised to consider production runs and mailing dates to ensure that Standard Mail flats entered for verification and acceptance on Sunday, August 1, 2004, meet the new standards. Mailers may begin using the 15-piece minimum immediately under the current standards now available and explained in the section “Current Standards.”

New Standards

When the changes take effect on August 1, 2004, mailers will not be permitted to prepare 5-digit packages until there are 15 or more pieces to a 5-digit ZIP Code™ or optional 5-digit scheme destination for Standard Mail mailings of flat-size pieces that each weigh no more than 5 ounces and measure no more than 3/4 inch thick.

For mailings that contain any pieces that weigh more than 5 ounces, and for upgraded flat sorting machine (UFSM) 1000 automation rate flats measuring more than 3/4 inch thick, regardless of weight, mailers will be required to prepare 5-digit packages whenever there are 10 or more pieces to a destination. For ease of administration, mailers will use the 10-piece package minimum for mailings of non-identical-weight pieces if any pieces in the mailing weigh more than 5 ounces.

Current Standards

Under current mailing standards, mailers have the option to prepare 5-digit and 5-digit scheme presort destination packages (collectively referred to in this final rule as 5-digit packages) of Standard Mail flat-size pieces not more than 3/4 inch thick, regardless of the piece weight, whenever there are as few as 10 pieces to the same 5-digit ZIP

Code or to the same 5-digit scheme destination in DMM L007.

Under these same current standards, mailers must prepare such packages when there are 17 or more pieces to these destinations. If a mailer selects an optional minimum 5-digit package size from 10 to 16 pieces, that same package size must be used consistently throughout the mailing job for all 5-digit packages.

The current mailing standards allowing the variable package minimums were implemented on September 5, 2002, and gave mailers the option to select a number from 10 to 17 as the minimum number of pieces at which 5-digit packages are prepared in a Standard Mail job of flat-size pieces no more than 3/4 inch thick, without regard to the weight of the individual pieces. Prior to that date, mailers were required to prepare 5-digit packages whenever there were 10 or more pieces to the same 5-digit ZIP Code destination.

Effective January 9, 2003, mailing standards were further amended to permit the preparation of optional 5-digit scheme packages under DMM L007 using the same flexible minimum of 10 to 17 pieces. Under current mailing standards, mailers may still prepare 5-digit packages with as few as 10 pieces.

Productivities

The Postal Service had adopted the current optional 5-digit package minimum (optional with 10 to 16 pieces, required with 17 pieces) based in large part on an examination of the productivities and piece processing efficiencies of the automated flat sorting machine (AFSM) 100, which can handle flat-size pieces up to 3/4 inch thick. Furthermore, as a result of the combined 3/5-rate, a change to the 5-digit package minimum would have little impact on postage.

Initial analysis of piece, package, and container handling costs indicated that the appropriate minimum for 5-digit packages of Standard Mail flat-size pieces is, on average, above 10 pieces, and that the minimum could be further increased for flats likely to be processed on the AFSM 100. AFSM 100-compatible flats are limited to pieces measuring no more than 12 inches high, 15 inches long, and 3/4 inch thick. (Only flat-size pieces claimed and prepared at

automation rates and meeting the standards for the UFSM 1000 may measure up to 1-1/4 inches thick. All other flat-size pieces may not measure more than 3/4 inch thick.)

Increasing the minimum for 5-digit packages of such pieces could help reduce overall Postal Service processing costs, with the additional AFSM 100 piece handlings for pieces moving from 5-digit to 3-digit packages more than offset by reduced package handling costs. Package handling costs include processing the packages, either on a small parcel and bundle sorter (SPBS) or manually, and opening the packages in preparation for piece processing.

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

Domestic Mail Manual (DMM)

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E Eligibility

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E600 Standard Mail

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E620 Presorted Rates

1.0 BASIC STANDARDS

1.1 All Pieces

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

* * * * *

[Revise 1.1b to read as follows:]

- b. Except as provided in 1.2, be part of a single mailing of at least 200 addressed pieces or 50 pounds of pieces qualifying for Presorted Standard Mail. Basic rate and 3/5 rate pieces prepared as part of the same mailing are subject to a single minimum volume standard. Regular and Nonprofit mailings must meet separate minimum volumes.

* * * * *

2.0 RATES

[Revise 2.0 by reorganizing text to read as follows:]

2.1 Application

Presorted rates for Regular and Nonprofit Standard Mail apply to letters, flats, and machinable and irregular parcels that meet the eligibility standards in E610 and the preparation standards in M045, M610, M800, or, for flat-size mail only, M900.

2.2 Basic Rate

The basic rate applies to pieces that do not meet the standards for 3/5 rates described in 2.3.

2.3 3/5 Rates

The 3/5 rate applies to qualifying pieces if they are presented:

- a. For letter-size pieces (see C050.2.0), in quantities of 150 or more pieces for a single 3-digit ZIP Code prefix area, prepared in 5-digit or 3-digit trays.
- b. For flat-size pieces (see C050.3.0):
 - (1) In a 5-digit scheme (under M950) or 5-digit package of 10 or more pieces, or 15 or more pieces, as applicable; or in a 3-digit package of 10 or more pieces; placed in a 5-digit scheme (under M920), 5-digit, or 3-digit sack containing at least 125 pieces or 15 pounds of pieces.
 - (2) In a 5-digit package of 10 or more pieces, or 15 or more pieces, as applicable, that is part of a group of packages sorted to a merged 5-digit or merged 5-digit scheme (under M920) sack that contains either at least one qualifying carrier route package of 10 or more pieces, or contains at least 125 pieces or 15 pounds of pieces prepared in 5-digit packages (both automation and Presorted rate 5-digit packages count toward the 125-piece or 15-pound sack minimum).
 - (3) In a 5-digit scheme (under M950) or 5-digit package of 10 or more pieces, or 15 or more pieces, as applicable; or in a 3-digit package of 10 or more pieces; palletized under M045, M920, M930, or M940.
- c. For machinable parcels (see C050.4.0):
 - (1) In a 5-digit scheme (L606), 5-digit, ASF, or BMC sack containing at least 10 pounds of parcels. (The 3/5 rates are available only when all possible 5-digit scheme and 5-digit sacks are prepared.)
 - (2) On a 5-digit scheme (L606), 5-digit, ASF, or BMC pallet. (The 3/5 rates are available only when all possible 5-digit scheme and 5-digit pallets are prepared.)
- d. For irregular parcels (see C050.5.0), in a 5-digit scheme (L606), 5-digit, or 3-digit sack containing at least 125 parcels or 15 pounds of parcels. (The 3/5 rates are available only when all possible 5-digit scheme and 5-digit sacks are prepared.)
- e. For commingled machinable and irregular parcels, in a 5-digit scheme (L606) or 5-digit sack containing at least 10 pounds of parcels.

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E640 Automation Rates

1.0 REGULAR AND NONPROFIT RATES

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1.5 Rate Application—Flats

Automation rates apply to each piece that is sorted under M045, M820, or M900 into the qualifying groups:

[Revise 1.5a to read as follows:]

- a. Pieces in 5-digit or 5-digit scheme packages of 10 or more pieces, or 15 or more pieces, as applicable, or in 3-digit packages of 10 or more pieces qualify for the 3/5 automation rate.

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M Mail Preparation and Sortation

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M600 Standard Mail (Nonautomation)

M610 Presorted Standard Mail

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4.0 PREPARATION—FLAT-SIZE PIECES

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4.2 Packaging and Labeling

Preparation sequence, package size, and labeling:

[Revise 4.2a to read as follows:]

- a. 5-digit (required):
 - (1) For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 or optional endorsement line (OEL).
 - (2) For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 or OEL.

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M800 All Automation Mail

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M820 Flat-Size Mail

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5.0 STANDARD MAIL

5.1 Packaging and Labeling

Preparation sequence, package size, and labeling:

[Revise 5.1a and 5.1b to read as follows:]

- a. 5-digit scheme (optional):
 - (1) For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; optional endorsement line (OEL) required.

- (2) For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; OEL required.

b. 5-digit (required):

- (1) For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less and measuring 3/4 inch thick or less: 15-piece minimum; red Label 5 or OEL.
- (2) For mailings containing any pieces weighing more than 5 ounces (0.3125 pound) or measuring more than 3/4 inch thick: 10-piece minimum; red Label 5 or OEL.

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M900 Advanced Preparation Options for Flats

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M950 Co-Packaging Automation Rate and Presorted Rate Pieces

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3.0 STANDARD MAIL

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3.2 Package Preparation

Package size, preparation sequence, and labeling:

[Revise 3.2a and 3.2b to read as follows:]

- a. 5-digit scheme (optional):
 - (1) For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; optional endorsement line (OEL) required.
 - (2) For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; OEL required.
- b. 5-digit (required):
 - (1) For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less and measuring 3/4 inch thick or less: 15-piece minimum; red Label 5 or OEL.
 - (2) For mailings containing any pieces weighing more than 5 ounces (0.3125 pound) or measuring more than 3/4 inch thick: 10-piece minimum; red Label 5 or OEL.

* * * * *

— Mailing Standards,
Pricing and Classification, 4-1-04

DMM REVISION

Permissible Barcode Symbology for Confirmation Services Labels/Mailings

Effective April 1, 2004, *Domestic Mail Manual* (DMM™) S918 and S919 are revised to establish a required use date of the UCC/EAN Code 128 barcode symbology for all electronic option Delivery Confirmation™ and Signature Confirmation™ services mail and for retail rate Delivery Confirmation service used with Merchandise Return Service. As of January 31, 2005, the UCC/EAN Code 128 barcode symbology will be the only permissible barcode for items mailed with electronic option Delivery Confirmation and Signature Confirmation services. This standard also applies to Merchandise Return Service labels with Delivery Confirmation service.

Since January 10, 2004, the UCC/EAN Code 128 barcode is the only symbology acceptable for postal routing barcodes on Standard Mail® and Package Services parcels to qualify for the \$0.03 barcode discount (see *Postal Bulletin* 22122 (2-19-04), pages 6–8)).

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

Domestic Mail Manual (DMM)

	*	*	*	*	*
S	Special Services				
	*	*	*	*	*
S900	Special Postal Services				
S910	Security and Accountability				
	*	*	*	*	*
S918	Delivery Confirmation				
	*	*	*	*	*

3.0 BARCODES

3.1 Symbology

[Revise text to read as follows:]

Labels printed by mailers must meet the following barcode symbology requirements:

- a. Mailers printing their own barcodes and using the retail service option (1.4a) must use the Automatic Identification Manufacturers' (AIM) Uniform Specifications for USS Code Interleaved 2 of 5 barcode symbology. Each barcode must contain a unique Package Identification Code (PIC) as specified in 3.2. Barcodes must also meet the specifications in Publication 91.

- b. Effective January 31, 2005, mailers printing their own barcodes and using the electronic service option (1.4b) must use the UCC/EAN Code 128 barcode symbology. All new mailers must also use this symbology. Through January 30, 2005, mailers printing their own barcodes and using the electronic service option may use one of the following barcode symbologies: UCC/EAN Code 128, USS Code Interleaved 2 of 5, USS Code 39, or USS Code 128. Each barcode must contain a unique PIC as specified in 3.2. Barcodes must also meet the specifications in Publication 91. Refer to DMM S923 for Delivery Confirmation service with Merchandise Return Service.

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S919 Signature Confirmation

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3.0 BARCODES

3.1 Symbology

[Revise text to read as follows:]

Labels printed by mailers must meet the following barcode symbology requirements:

- a. Mailers printing their own barcodes and using the retail service option (1.4a) must use the Automatic Identification Manufacturers' (AIM) Uniform Specifications for USS Code Interleaved 2 of 5 barcode symbology. Each barcode must contain a unique Package Identification Code (PIC) as specified in 3.2. Barcodes must also meet the specifications in Publication 91.
- b. Effective January 31, 2005, mailers printing their own barcodes and using the electronic service option (1.4b) must use only the UCC/EAN Code 128 barcode symbology. All new mailers must also use this symbology. Through January 30, 2005, mailers printing their own barcodes and using the electronic service option may use one of the following barcode symbologies: UCC/EAN Code 128, USS Code Interleaved 2 of 5, USS Code 39, or USS Code 128. Each barcode must contain a unique PIC as specified in 3.2. Barcodes must also meet the specifications in Publication 91.

* * * * *

Click-N-Ship Contest for Postal Service Facilities

As a Postal Service™ employee, you have spread the word about Click-N-Ship® service, the easy and convenient online service that allows customers to print labels from their offices or home computers. And now you are ready to help your area, district, and Post Office™ facility become a winner in the Postal Service's new Click-N-Ship contest.

The goal of this contest is to increase Click-N-Ship awareness and usage nationwide. The contest will run for 3 months, from April 1, 2004, to June 30, 2004. Areas, districts, and Post Office™ facilities will compete nationally against comparable-level entities — there will be six categories — based on the following two measurement criteria:

- Highest Click-N-Ship revenue (April 1, 2004 – June 30, 2004).
- Highest dollar increase in revenue over baseline (April 1, 2004 – June 30, 2004). Baseline is equivalent to each office's combined Click-N-Ship revenue for the previous 3 months — January, February, and March 2004 — as reported in WebEIS.

Each participating district will be responsible for determining the baseline for each of its Post Offices and determining a winning Post Office for each of the two measurement criteria. Each district must submit this information to its area office by July 23, 2004.

Based on information received from the districts, each area will select a winning Post Office for each of the two measurement criteria and will submit this information to Product Development in Marketing at Headquarters by August 6, 2004, to an e-mail address that we will provide in a later *Postal Bulletin* article as we get closer to the deadline. We will use the information we receive from the area offices to select the winners, and we will announce the winners by August 13, 2004.

Each winner will receive a plaque and public recognition. In addition, each winning district and Post Office facility will receive monetary awards as noted below.

Level of Competition	Awards
Areas	Plaque
District Offices	Plaque and \$5,000
Level 25, 26, and PCES Post Offices	Plaque and \$2,000
Level 22–24 Post Offices	Plaque and \$1,000
Level 18–21 Post Offices	Plaque and \$500
Level 15 Post Offices and below	Plaque and \$200

It is easy for each district to find its baseline information for each of its offices on the new and improved Click-N-Ship WebEIS site. Just follow these easy directions:

1. Go to <http://blue.usps.gov>.
2. On the left-hand side under "Essential Links," click on *WebEIS*.

3. On the left-hand side, click on *Marketing*.
4. On the left-hand side, click on the *Corporate/Marketing/Click-N-Ship* folder, and then click on *Click-N-Ship Revenue Report*.
5. On the buttons across the top of the screen, click on *Trend* (if it isn't already selected).
6. In the columns across the top of the screen, under "Time," select *Month*. To clear the unwanted months from the display, click on every checkbox except the three checkboxes for just "Jan FY2004," "Feb FY2004," and "Mar FY2004." (Be sure to scroll down to access the checkboxes for all available months.) *Note:* Monthly data will be available on the Monday following the end of the month, so the data for March 2004 will be available on Monday April 5, 2004.
7. Under "Type," click on *Fin#*.
8. Under "Area," click on your area.
9. Under "Cluster," click on the appropriate cluster.
10. Under "Fin#," click on the appropriate finance number.
11. Determine the baseline from the graphic summarizing and totaling the data. The baseline will be the total revenue for all 3 months. For instance, if the data for the 3 months showed revenue of \$5,000 for January, \$6,000 for February, and \$7,000 for March, the baseline for the contest would be \$18,000.
12. To download the information to an Excel file, click on *Download* at the top of the screen, and after the screen refreshes, click on *Download* in the bottom right of the screen.

You now have your baseline and can begin tracking your revenue. If you have any questions, contact your area retail manager.

During this contest, you might want to review your progress on a weekly or monthly basis by selecting the appropriate reporting time frame in the "Time" column. You can also check on the progress of other areas by making the appropriate selections in the "Type" column.

Good luck! And remember — your winning office is just a Click-N-Ship away!

— *Product Information Requirements, Product Development, 4-1-04*

Employees

REVISED PUBLICATION

Publication 354 Celebrates African-American Culture and History

The latest edition of Publication 354, *African Americans on Stamps: A Celebration of African-American Heritage*, features five new stamps honoring Paul Robeson, Wilma Rudolph, Alvin Ailey, James Baldwin, and a second 37-cent Kwanzaa stamp. This publication contains ninety-nine stamps that honor leaders, explorers, pioneers, inventors, athletes, entertainers, and educators. Since 1978, when the Postal Service™ issued the *Harriet Tubman* stamp, the *Black Heritage* series stamps have depicted our rich heritage.

Publication 354 is available on the Postal Service PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *PUBs*. They are also on the Internet at www.usps.com; click on *About USPS & News*, then *Forms & Publications*, then *Browse All Periodicals & Publications*, and then *Publications* (either *PDF Format* or *Text Format*).

You can order additional copies of Publication 354 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 Publication 354:

PSIN:	PUB354
PSN:	7610-03-000-9403
Unit of Measure:	EA
Minimum Order Quantity:	25
Bulk Pack Quantity:	200
Quick Pick Number:	N/A
Price:	\$0.3187
Edition Date:	01/04



— Headquarters and Field Programs,
Diversity Development, 4-1-04

*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 April 3, 2004 (pay period 9-04), the equipment maintenance allowance (EMA) will increase from 39.0 cents per mile to 40.0 cents per mile.

The EMA is 40.0 cents per mile, or a minimum of \$16.00 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 40.0 cents per mile or \$4.60 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 19–20 supersedes all previously published EMA schedules for employees receiving EMA.

— *Collective Bargaining and Arbitration,
Labor Relations, 4-1-04*

Thrift Savings Plan Open Season and *PostalEASE*

The next Thrift Savings Plan (TSP) open season is April 15 through June 30, 2004. This TSP open season ends June 30, 2004, at 5:00 P.M. Central Time (CT). The following information is provided to assist personnel offices in conducting this open season.

The booklet TSPBK08, *Summary of the Thrift Savings Plan for Federal Employees* (dated May 2001), provides a good overview of TSP. Newly eligible career employees receive a copy of TSPBK08 from Headquarters through a direct mailing. Pending delivery of new stock from TSP to the Material Distribution Center (MDC), offices can order additional copies of TSPBK08 from the 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 TSPBK08:

PSN: 7530-03-000-9364
Unit of Measure: EA
Bulk Pack Quantity: 150
Minimum Order Quantity: 1
Price: No cost

TSP Open Season Dates

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

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

Because the TSP has moved the open season election period to December, the increases in the TSP employee contribution limits become effective each December (see TSP bulletin 01-3, dated January 23, 2001). For example, during the October 15 through December 31, 2003, open season, employees covered by the Federal Employees Retirement System (FERS) became eligible to contribute up to 14 percent of basic pay in 2004 (the maximum was 13 percent for 2003). Eligible FERS employees still receive the

Agency Automatic (1 percent) Contribution and the Agency Matching Contribution of up to 4 percent from the Postal Service™ — these amounts have not changed. Employees covered by the Civil Service Retirement System (CSRS) and CSRS Offset employees became eligible to contribute up to 9 percent of basic pay in 2004 (the maximum was 8 percent for 2003).

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

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

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

Using *PostalEASE* for Enrollment

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

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

Contacting TSP to Make a Fund Investment Election

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

- **Web site:** Go to the TSP Web site at www.tsp.gov.

- **Telephone:** Call the TSP ThriftLine at 504-255-8777.
- **Mail:** Mail Form TSP-50, *Investment Allocation* (dated August 2002), to the TSP service office in New Orleans.

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

PSN: 7530-05-000-4305
Unit of Measure: EA
Bulk Pack Quantity: 3,800
Minimum Order Quantity: 1
Price: No cost

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

Using PINs to Make TSP Elections

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

USPS PIN

The Postal Service maintains the USPS PIN. Employees must use their USPS PIN to (1) begin a contribution percentage or a dollar amount election, or (2) change their current TSP contribution percentage or dollar amount, or (3) cancel TSP participation via *PostalEASE*. If employees do not know their USPS PIN, they must contact *PostalEASE* at 877-4PS-EASE (877-477-3273) and do the following steps when prompted: (1) press 1 for *PostalEASE*; (2) enter their Social Security number; (3) when prompted to enter their PIN, pause and then press 2. Employees' USPS PIN will be mailed to their address of record, usually by the next business day.

Note: When an employee requests his or her USPS PIN, the USPS PIN does not change (unlike the TSP PIN). The employee's old USPS PIN remains valid. (The USPS PIN is the same PIN employees use for telephone bidding and computerized bidding.)

TSP PIN

The TSP PIN is maintained by TSP. Employees must use their TSP PIN to make fund investment choices via the TSP Web site or the TSP ThriftLine. If employees are TSP participants and they do not know their TSP PIN, they have

three methods for having a new TSP PIN mailed to their address of record:

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

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

Direct Mailings to Employees

Headquarters will mail to career employees leaflet TSP0404, *TSP Open Season*, and *PostalEASE* instructions at their mailing address of record during April.

In addition to receiving TSP0404, newly eligible career employees receive from Headquarters a direct mailing of TSPBK08, *Summary of the Thrift Savings Plan for Federal Employees*, as well as a cover letter and *PostalEASE* instructions at their mailing address of record soon after their accession PS Form 50, *Notification of Personnel Action*, is processed.

The return address for undeliverable TSP enrollment information for newly eligible employees is the employing office of record. The disposition of returned items is at the discretion of the district office or other administering office. When employees receive a forwarded enrollment package at their employing office of record, they should submit a correct PS Form 1216, *Employee's Current Mailing Address* (dated June 1993). (Employees with access to Web job bidding on the intranet should make address changes via the Web. Other employees should return a completed PS Form 1216 to their local personnel office.)

Personnel offices should maintain a supply of PS Form 1216. They may obtain it from the Postal Service PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *Forms*. They may also order PS Form 1216 from the MDC using the following information:

PSN: 7530-02-000-7354
Quick Pick Number: 118
Unit of Measure: SE
Bulk Pack Qty: 4,000
Minimum Order Quantity: 1
Price: \$0.0147

Eligibility

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

Matching Contributions (as appropriate) beginning in June 2004.

All employees who participated in TSP and cancelled their TSP contributions after December 31, 2003, are not eligible to participate in this TSP open season. They must wait for the TSP open season beginning October 15, 2004.

Effective Dates

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

If the employee entered his or her TSP open season election via <i>PostalEASE</i> from...	Then effective date will be...
04-15-2004 00:01 A.M. through 06-22-2004 12:00 noon Central Time (CT)	06-12-2004 (pay period [PP] 14-2004)
06-22-2004 12:01 P.M. through 06-30-2004 5:00 P.M. CT	06-26-2004 (PP 15-2004)

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

Personnel offices have the authority to determine whether an administrative error has occurred. If an error has delayed a TSP open season election past the appropriate effective date, personnel offices and the employee must complete PS Form 6886 and submit it to the Eagan Accounting Service Center (ASC). The effective dates for employees' elections delayed due to an administrative error must be made retroactive to June 12 or June 26, 2004, depending on the date the employee would have otherwise entered his or her open season election via *PostalEASE*.

Note: PS Form 6886 must be reproduced locally as needed. See page 57 for a copy of PS Form 6886.

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

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

Open Season Materials

In addition to the direct mailing of TSP information to employees, the MDC will automatically distribute residual

supplies of the open season leaflet TSP0404, *TSP Open Season*, to Human Resources at district offices, area offices, processing and distribution centers/facilities (PDC/Fs), bulk mail centers (BMCs), airport mail centers/facilities (AMC/Fs), remote encoding centers, the Office of Inspector General, Postal Inspection Service divisions, Headquarters, and selected Headquarters field units.

Non-Open Season Materials

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

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

Ordering TSP Items

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

Participant Statements

Each employee with a TSP account will receive a participant statement from the TSP service office in April 2004.

Publicity

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

To assist in publicizing this TSP open season, all offices must post (1) the open season notice provided on page 59 of this *Postal Bulletin* through June 30, 2004, and (2) the current TSP fact sheet on bulletin boards.

— Compensation,
Employee Resource Management, 4-1-04

District Managers Take the Donahoe Challenge

Submit your video for
“Growing the Business”

VIDEO DUE
APRIL 30, 2004

LOCAL
PEOPLE

LOCAL
ISSUES

LOCAL
SUCCESSSES

Rules

- 3 minutes tops.
- USPS® employees and customers **only** (no actors).
- Judged on message.
- Due April 30, 2004.

Submit your videotape to: COO VIDEO, C/O USPS-TV, PO BOX 23783, WASHINGTON DC 20026-3783

Information Technology

NEW HANDBOOK

Handbook AS-805-G, Information Security for Mail Processing Equipment/Mail Handling Equipment

Handbook AS-805-G, *Information Security for Mail Processing Equipment/Mail Handling Equipment*, is now available.

This handbook contains the policies and requirements for information security for the mail processing equipment/mail handling equipment environment that are not addressed in Handbook AS-805, *Information Security*. We have established these procedures, based on the policies established in Handbook AS-805, as part of the Postal Service's™ continuing efforts to protect the computerized systems and electronic data that support its mission.

Handbook AS-805-G is available on the Postal Service PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *HBKs*. We will not issue a printed version of this handbook.

— *Corporate Information Security Office,
Information Technology, 4-1-04*

International Mail

ICM UPDATES

International Customized Mail

We have combined ICM updates into one *Postal Bulletin* article to save space and paper. 18 ICM updates appear here.

On March 12, 2004, the Postal Service™ amended an International Customized Mail (ICM) Service Agreement dated May 12, 2003. The Agreement was published on page 42 of *Postal Bulletin* 22105 (6-26-03). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and now makes public the following information regarding this Amendment:

- a. **Term:** May 26, 2003, through May 25, 2006.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

On March 2, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** March 16, 2004, through March 15, 2006.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS mail or \$12,000 in postage for EMS.

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

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

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

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

Exhibit 1

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

On March 10, 2004, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated March 3, 2003. The Agreement was published on page 70 of *Postal Bulletin* 22099 (4-3-03). 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:** March 17, 2003, through March 16, 2005.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

On February 5, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** February 19, 2004, through February 18, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS or \$12,000 in EMS postage.

On December 16, 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.

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

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

Exhibit 1

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

- 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 January 9, 2004, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated January 16, 2003. The Agreement was published on page 40 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:** January 30, 2003, through January 29, 2006.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

On March 9, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** March 23, 2004, through March 22, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of \$20,000 in EMS postage.

On January 13, 2004, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated January 27, 2003. 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:** February 10, 2003, through February 9, 2005.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

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

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

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

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

Exhibit 1

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

- 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.*

(International Mail section continues on page 61.)

Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 495

Keep all foreign order notices for use as reference.

Tentative Orders

Germany

L A STEPULACK (LOTTERY AGENCY STEPULACK)
AND NORTHWEST GERMAN STATE LOTTERY
LIEBIGSTRASSE 3
32052 HERFORD
GERMANY

L A STEPULACK (LOTTERY AGENCY STEPULACK)
AND NORTHWEST GERMAN STATE LOTTERY
ORDER CENTER
POSTFACH 5151
32055 HERFORD
GERMANY

Netherlands

GLOBAL SEARCH NETWORK (GSN)
AND EURO AMERICAN
WWE GSN PROCESSING CENTER
POSTBUS 232
1180 AE AMSTELVEEN
THE NETHERLANDS

Final Orders

Netherlands

USA GROUP AND
PROCESSING CENTRE
GELDERLANDPLEIN 75L
1082 LV AMSTERDAM
THE NETHERLANDS

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, 4-1-04

Withholding of Mail Orders

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

State/City/ZIP Code	Names and Addresses Covered
NY, Keeseville 12944-0482	Any and All of Various Names Other Than the Surname Valentine or the Business Name Galaxy Pictures, P.O. Box 482
NY, Keeseville 12944-3759	Any and All of Various Names Other Than the Surname Valentine or the Business Name Galaxy Pictures, 142 Ausable Street, #2

— Judicial Officer, 4-1-04

Domestic Orders

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

State/City/ZIP Code	Names and Addresses Covered	Product
CA, West Covina 91991-0399	Summit Group Publications, P.O. Box 4399	A work-at-home envelope-stuffing scheme.
CO, Denver 80206-4084	Starlite Publishing, 700 N. Colorado Blvd., PMB 357	A work-at-home envelope-stuffing scheme.
FL, Clearwater 33761-4174	Marketing Resources Direct, 2519 McMullen Booth Road, #510-265	A money-making scheme.
FL, Largo 33771-1989	Universal Wealth Ind and United Prosperity, 3665 East Bay Drive, #204-278	A money-making scheme.
FL, Tampa 33624-6976	United Resource Group and Worldwide Multimedia, 5364 Ehrlich Road, #355	A money-making scheme.
FL, Tampa 33614-8116	Business Opportunities c/o Michael Sanders, 4143 W. Waters Avenue, #140	A money-making scheme.
FL, Tampa 33618-2808	Unlimited Opportunities, 13014 N. Dale Mabry, #314 and #353	A money-making scheme.
FL, Tampa 33634-2292	Professional Business Marketing, 7028 W. Waters Avenue, #399	A money-making scheme.
FL, Tampa 33609-2820	United Prosperity, 405 S. Dale Mabry, #390	A money-making scheme.
MI, Coloma 49038-0520	Bruce Unruh d/b/a Stuff-N-Again, P.O. Box 520	An envelope-stuffing scheme.
NV, Las Vegas 89128-7640	Starbright Publishing, 2251 N. Rampart Blvd., PMB 700	A work-at-home envelope-stuffing scheme.

— Judicial Officer, 4-1-04

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.

005087	018567	026174	060369	079027	096393	101737	119041	206142	301324	329065	340165	441125
005117	018591	026589	060385	079057	096467	101952	119337	208388	301414	329429	340174	441244
005407	018814	026620	060925	079200	096481	101977	120298	208482	301520	329495	340481	441256
005505	018889	027116	060929	080010	096649	102060	129938	210024	301913	330001	340562	441335
005831	019171	028022	061250	080023	096681	102269	139101	210331	301939	330096	340620	441410
006175	019176	028031	061589	080151	096754	102618	142027	210528	301963	330233	340694	441422
006346	019263	029053	061635	080191	096886	103295	142191	210585	301983	330294	344011	441449
006626	019310	029126	063145	080220	096938	103409	142282	210774	302275	330332	344037	441527
006654	019365	029132	063318	080356	097061	103425	142463	210812	302408	330374	344063	441536
006864	019370	029146	064131	080523	097076	103940	142519	210818	302479	330513	344153	441559
006961	019407	029167	067132	085581	097121	104099	146608	210834	302933	330782	344158	441568
007070	019489	029168	067226	085692	097282	104126	148242	210838	303903	330784	349004	441630
007110	019645	029206	067372	088007	097287	104420	150222	220675	303969	330803	349511	441775
007136	019870	029257	068013	088062	097496	104454	151074	220836	305020	331659	349587	441923
007281	019957	029274	068025	088153	097540	104515	151207	221089	305023	331681	349712	443003
008011	020238	029301	068070	088560	097732	104628	152014	221107	305034	332048	349818	443014
008295	021005	029351	068412	089296	097733	105340	152113	221158	305042	332053	351026	443034
008382	021073	029367	068415	089727	097752	107326	152447	221338	305069	332084	352587	443037
008524	021094	029369	068460	089728	097789	108326	152465	221637	305098	332180	363039	443123
008546	021113	029398	068639	090265	097960	108500	152579	222008	306253	332881	381507	443138
008658	021216	029423	069283	090603	098167	108736	152808	222084	306485	332937	382033	443187
008697	021297	029426	069299	091476	098177	108770	152903	222297	311019	332950	383145	443211
008874	021379	029450	069321	091497	098280	108842	165050	223146	311033	332986	387020	443335
009009	021382	029482	069579	091636	098302	109950	165078	227100	311125	332989	387022	444101
009082	021423	029505	069687	091677	098322	110061	165246	235272	311284	333064	388077	445121
009262	021506	029540	069983	092070	098343	110481	165316	235316	311372	333148	392707	447006
009307	021649	029580	070088	092429	098346	110886	170340	235498	314360	333473	401010	447131
009608	021753	029589	070613	092670	098392	110891	171200	254006	314383	333899	402151	450180
009758	021831	029599	070772	092680	098480	111359	171334	254009	314668	334021	402176	452237
009932	021913	029654	071273	093047	098489	113605	180018	272041	314953	334066	402180	452262
010074	021918	029733	071299	093222	098608	113718	180022	272150	315028	335020	402235	452410
010322	021926	029764	071417	093290	098644	114225	180033	273029	319156	335176	402236	452698
010577	022043	029784	071442	093427	098647	114243	180061	274313	320059	335229	402260	452902
010677	022053	029800	071505	093589	098683	114259	180066	275007	320081	335238	402281	454748
010722	022135	029802	071589	093719	098715	114335	180083	275029	320141	335242	402621	458097
010763	022153	029928	071621	093912	098817	114517	180089	275062	320877	335249	402661	462031
011101	022259	029933	071923	094048	098825	114525	180096	275201	321050	335260	402711	462080
012302	022311	029934	075134	094103	098867	115006	180100	276083	321073	335264	402771	462796
012321	022323	029960	075267	094372	098872	115096	180104	277075	321090	335350	402825	462852
012408	022340	029965	075449	094387	098905	115120	183005	278023	321235	335379	403005	462931
014536	022386	029980	075573	094430	098937	115231	184013	278078	322100	335691	404700	463015
014897	022429	033242	075820	094546	098949	115284	184033	278208	322236	335922	405168	463065
014939	022441	037009	075874	094572	098967	115309	184037	281145	322317	335930	405209	464050
015011	022482	038097	075945	094634	100037	115338	185700	282540	322485	336082	405800	464086
015300	022527	038422	076008	094653	100080	115583	191174	282675	322762	336129	421022	465072
015441	022529	039001	076075	094787	100170	115833	192232	282899	323056	336139	424013	465114
015573	022572	041174	076082	094956	100190	117042	192436	283269	323176	336377	427025	468112
015671	022608	044058	076229	094964	100193	117129	192836	284032	325089	336455	431032	468404
015720	022635	047304	076354	094965	100224	117304	192847	292636	325137	337033	432106	469104
016123	022776	049081	076395	095276	100249	117311	192888	300102	325790	337082	432144	469112
016197	023174	050068	076640	095533	100250	117337	192899	300127	326268	337332	432424	469124
016650	023306	054011	077400	095600	100283	117372	193106	300168	326329	338009	432813	469180
018018	023482	055007	077406	095772	100291	117391	193587	300671	326726	338069	436176	469188
018105	023564	055111	077510	095830	100366	117397	193725	300928	327854	338344	436458	469189
018208	023614	055236	077782	096104	100380	118009	196086	300990	327876	339332	439443	469200
018229	025482	060052	078425	096274	101515	118056	198014	301074	328987	339614	439712	473155
018318	026006	060231	079022	096342	101548	118877	200925	301221	329009	340008	439713	475684

477162	482712	559051	610109	750217	774319	820835	853764	906172	907480	920444	941548	968321
477175	482730	563052	611111	750226	775026	827104	853775	906176	907541	921038	945286	968477
478100	482764	570005	618042	750232	778307	827106	853776	906182	907590	921088	945560	968719
478823	482770	573001	620047	750375	782516	827351	853782	906188	907610	921172	945816	968863
479107	482779	581011	627004	750396	782945	834060	853785	906191	907620	921336	945914	968911
479115	482818	591510	627040	750433	785411	837130	853790	906214	907628	921384	945941	969085
480035	482866	598652	628014	750442	785525	837132	853801	906287	907629	921400	946230	969093
480056	482950	598659	628139	750459	785533	840556	853806	906315	907646	921448	946375	970242
480687	482985	600074	631174	750471	785545	841194	853808	906396	907650	921461	946452	970701
480793	482987	600197	631304	750479	786100	841283	853812	906412	907687	921959	946595	970795
480811	483317	600302	631524	750486	787062	841296	856030	906414	907690	921960	948225	970899
481121	483341	600337	641112	750497	787689	841326	856075	906416	907706	921970	948332	970916
481122	483839	600357	641133	750500	791119	841981	856126	906440	907724	922364	948406	972284
481142	484002	600408	641246	750574	797165	846065	856150	906499	907730	922370	948522	972376
481148	485243	600512	641370	750640	799004	846190	856155	906529	907771	924088	948599	972669
481153	485317	600584	641402	750650	799134	850005	856156	906545	907777	924577	949175	972769
481372	488009	600638	641592	750996	799169	850064	856193	906551	907817	925210	949512	972868
481417	488020	600795	641644	751024	800079	850285	856246	906636	907820	925244	949632	973115
481430	489228	600885	641996	752009	800115	850344	856252	906639	907825	926106	950103	974110
481440	489244	601106	658208	752037	800526	850514	856274	906644	907881	926130	951004	974150
481623	489329	601203	660613	752060	800555	850749	856284	906806	907926	926342	951019	980298
481641	489419	601268	662165	752063	801285	852315	856304	906811	907945	926545	951038	981955
481642	490554	601271	662287	752405	801311	852439	856425	906821	907976	927160	951062	982474
481646	490578	601486	662472	752412	801473	852593	856508	906822	907987	927221	951139	982479
481703	492040	601931	662505	752417	801570	852610	856573	906832	910209	927701	951381	985056
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481927	532393	605163	730661	760025	802850	853338	901001	907133	914946	933316	958860	995337
481974	532574	605798	730774	760033	802911	853357	902141	907161	915025	933398	958883	995623
481980	532891	606019	731048	761740	802931	853361	902169	907169	915054	933547	958897	995909
481984	537216	606222	731750	763021	804140	853377	902207	907179	915119	934201	958905	995974
481991	537356	606378	740131	766516	805385	853391	902593	907186	915227	934268	958915	997126
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482288	549189	606611	741017	770383	805591	853490	904161	907241	915504	937245	958927	
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482519	551099	607417	741789	770613	811001	853556	906046	907323	915631	940394	958980	
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482684	554396	608475	749102	772924	816253	853763	906144	907468	920005	941466	968269	

— Product Information Requirements,
Product Development, 4-1-04

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	025 729 1643 to 025 729 1799	041 803 6565 to 041 803 6599	373 006 2176 to 374 768 2600 to	2199 2699
011 582 1889 to 011 582 1899	026 492 3180 to 026 492 3199	043 205 5922 to 043 205 5999	375 169 4400 to 375 829 3400 to	4599 3499
011 588 2900 to 011 588 3099	027 361 0430 to 027 361 0499	044 087 3457 to 044 087 3499	375 851 9100 to 376 196 0911 to	9199 0999
012 579 5675 to 012 579 5699	027 369 4482 to 027 369 4495	044 087 4000 to 044 087 4099	378 085 3679 to 378 351 1063 to	3699 1099
013 289 6176 to 013 289 6199	027 671 8762 to 027 671 8776	045 524 4121 to 045 524 4298	379 843 5100 to 380 093 9600 to	5199 9699
013 610 0014 to 013 610 0099	027 787 9886 to 027 787 9899	046 800 9870 to 046 800 9899	380 165 1165 to 381 325 4500 to	1199 4599
014 932 1000 to 014 932 1099	027 965 9487 to 027 965 9499	047 352 4000 to 047 352 4099	381 604 2510 to 381 645 9525 to	2699 9599
014 972 0800 to 014 972 0899	028 191 1852 to 028 191 1999	047 552 4370 to 047 552 4399	383 314 3968 to 383 892 1000 to	3999 1344
015 363 0007 to 015 363 0099	028 850 3000 to 028 850 3199	048 396 3647 to 048 396 3699	383 892 1382 to 384 925 3641 to	1399 3654
017 028 3200 to 017 028 3299	029 510 1500 to 029 510 1599	051 774 8857 to 051 774 8899	385 568 2331 to 385 599 7554 to	2399 7575
018 569 5333 to 018 569 5399	030 687 0903 to 030 687 0999	051 781 2875 to 051 781 2885	385 774 2024 to 386 624 1412 to	2099 1599
018 986 5264 to 018 986 5299	030 701 3442 to 030 701 3499	058 187 3836 to 058 187 3899	386 883 8936 to 387 314 5574 to	8999 5599
019 518 2814 to 019 518 2899	031 077 4507 to 031 077 4799	058 591 1153 to 058 591 1299	387 837 6300 to 388 828 0656 to	6399 0699
020 698 5159 to 020 698 5199	032 295 7500 to 032 295 9999	058 895 3746 to 058 895 3799	389 696 2400 to 389 846 3104 to	2799 3135
020 844 7307 to 020 844 7399	034 394 1000 to 034 394 1099	060 406 7650 to 060 406 7699	389 846 3145 to 389 887 9211 to	3195 9230
020 972 8948 to 020 972 8999	034 943 0400 to 034 943 0799	065 392 6345 to 065 392 6399	389 887 9234 to 390 001 3182 to	9299 3199
022 021 9110 to 022 021 9181	035 035 4337 to 035 035 4399	077 999 4001 to 077 999 4090	390 001 3500 to 390 545 5974 to	3699 5999
022 037 1411 to 022 037 1499	037 706 9578 to 037 706 9599	210 221 0548 to 210 221 0599	391 104 6146 to 391 574 1466 to	6199 1499
022 527 9201 to 022 527 9210	037 805 3677 to 037 805 3699	227 275 9400 to 227 275 9999	391 783 3020 to 391 792 6100 to	3599 6199
023 637 7169 to 023 637 7199	037 909 5490 to 037 909 5499	273 070 8059 to 273 070 8099	392 668 2956 to 392 854 8500 to	2999 8899
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		362 861 3064 to 3099	395 373 3035 to 3099	

395 396 9649 to	9799	414 411 7348 to	7399	434 513 2386 to	2399	457 333 2686 to	2699
395 970 3240 to	3299	414 640 0757 to	0799	434 968 3076 to	3092	457 729 1767 to	1777
397 622 4054 to	4099	414 965 1727 to	1799	435 303 1831 to	1842	457 937 8615 to	8699
397 819 8902 to	8999	417 302 8104 to	8199	435 303 1986 to	1999	458 028 9810 to	9899
398 149 7200 to	7699	417 387 6532 to	6599	435 666 6092 to	6399	458 057 2712 to	2999
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399 396 8935 to	8999	418 423 9863 to	9899	439 179 2300 to	2399	458 671 8678 to	8699
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401 045 1571 to	1599	419 543 0286 to	0299	441 199 1655 to	1699	459 378 5764 to	5799
401 294 2700 to	2799	419 730 0300 to	0399	443 127 3648 to	3699	459 472 4816 to	4999
401 310 9505 to	9599	420 277 0015 to	0049	443 127 4000 to	4099	460 349 6878 to	6899
401 382 5312 to	5399	420 599 0734 to	0798	443 673 7900 to	7999	460 550 1909 to	1999
402 578 7876 to	7899	420 661 4115 to	4199	443 800 9335 to	9399	460 997 5234 to	5299
403 125 6744 to	6799	420 758 9500 to	9699	444 382 8822 to	8899	461 973 6443 to	6499
403 260 7000 to	7499	420 969 3951 to	3971	444 390 1667 to	1699	462 152 0107 to	0299
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403 685 8600 to	8699	421 116 3565 to	3599	450 048 4173 to	4199	462 277 8373 to	8399
404 003 0300 to	0399	421 130 9300 to	9399	450 048 4442 to	4699	462 554 6051 to	6099
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404 071 4268 to	4299	421 364 5537 to	5599	450 620 3077 to	3099	463 176 4115 to	4199
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407 959 2190 to	2199	425 298 2352 to	2399	452 890 4679 to	4799	467 147 4300 to	4399
408 265 2275 to	2288	425 418 4269 to	4299	452 900 8215 to	8238	468 079 5782 to	5799
408 499 7700 to	7799	425 418 4405 to	4499	453 117 9146 to	9199	469 067 2817 to	2899
408 499 7900 to	7999	426 547 4566 to	4599	453 334 3631 to	3699	469 127 8000 to	8199
408 682 8484 to	8599	427 412 6337 to	6499	453 603 7841 to	7891	469 213 0359 to	0399
408 698 7015 to	7099	427 481 0900 to	0999	453 650 1140 to	1199	469 213 0500 to	0599
409 072 3941 to	3999	428 027 2742 to	2752	453 741 1300 to	1399	469 561 8011 to	8099
410 491 2311 to	2399	429 474 4172 to	4199	454 013 2919 to	2999	469 658 1961 to	1999
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410 775 1500 to	1599	430 150 4401 to	4599	454 268 4883 to	4899	469 678 1900 to	1999
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410 867 0917 to	0966	430 177 1900 to	2099	454 490 8300 to	8399	469 947 6960 to	6999
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412 193 0900 to	0999	432 708 6800 to	6999	455 364 2147 to	2199	472 191 6700 to	6799
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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

474 108 5402 to	5499	489 318 6200 to	6300	608 727 7100 to	7199	628 226 3100 to	3199
474 356 5193 to	5299	489 384 0027 to	0099	608 727 7273 to	7599	628 814 4702 to	4799
474 949 3366 to	3399	489 427 0658 to	0899	608 813 9950 to	9999	628 851 9689 to	9699
475 134 9362 to	9399	489 997 5252 to	5299	609 067 5325 to	5399	629 510 7200 to	7299
475 167 9667 to	9699	490 669 5850 to	6099	609 067 5488 to	5499	629 964 4200 to	4294
475 319 3415 to	3499	490 717 7080 to	7099	609 067 5600 to	5699	630 389 3056 to	3071
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	610 092 3200 to	3299	633 438 6429 to	6599
476 331 2480 to	2499	492 610 6813 to	6899	610 582 4200 to	4299	633 588 7173 to	7182
477 289 8601 to	8699	493 394 5568 to	5599	611 879 6939 to	6999	634 725 0700 to	0799
477 681 5206 to	5299	493 470 2562 to	2599	612 291 8013 to	8099	634 803 3239 to	3299
478 010 4243 to	4268	493 473 7700 to	7799	612 751 5171 to	5199	634 807 2474 to	2499
478 010 4270 to	4291	493 716 2153 to	2199	612 751 5226 to	5299	634 827 5900 to	5999
478 450 5071 to	5099	494 206 2972 to	2999	612 751 6083 to	6099	634 886 3428 to	3499
478 469 7838 to	7858	494 217 3446 to	3999	612 751 6268 to	6299	635 559 3449 to	3499
478 469 7883 to	7899	494 224 0500 to	0599	612 751 6572 to	6599	636 289 6214 to	6299
479 280 9800 to	9899	495 145 0600 to	0699	612 774 2111 to	2199	636 634 8007 to	8042
479 365 9116 to	9176	496 209 7425 to	7499	612 774 2254 to	2299	637 150 1200 to	1299
479 412 9900 to	9999	496 213 8728 to	8799	612 774 2500 to	2599	637 562 5828 to	5899
479 667 6190 to	6199	496 474 5226 to	5248	614 469 0979 to	0999	638 042 1647 to	1699
479 748 9680 to	9699	497 053 8517 to	8699	614 474 3000 to	3099	638 049 4984 to	4999
479 860 7000 to	7199	497 854 8673 to	8699	614 521 3490 to	3499	638 318 1115 to	1199
480 526 2000 to	2099	498 449 8888 to	8899	614 645 1800 to	1899	638 318 1453 to	1499
480 640 6330 to	6399	498 929 8285 to	8499	614 832 1100 to	2099	638 885 0000 to	0299
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480 689 5100 to	5199	499 016 5425 to	5499	617 711 6609 to	6699	639 415 1929 to	1999
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482 527 1500 to	1599	500 064 1858 to	1869	618 840 9200 to	9299	639 469 3517 to	3799
482 541 5255 to	5299	500 070 5725 to	7799	619 551 7229 to	7299	639 605 2143 to	2199
482 729 6800 to	6899	600 645 3223 to	3299	619 859 3000 to	3099	639 657 8600 to	8799
483 363 7207 to	7299	601 339 1200 to	1399	620 073 9400 to	9499	640 289 7500 to	7599
483 402 2356 to	2399	601 653 5884 to	5899	621 614 7907 to	7930	640 289 7700 to	7999
483 486 5100 to	5199	601 661 7700 to	7799	621 614 7932 to	7999	641 170 4420 to	4499
483 632 1521 to	1599	601 682 5343 to	5399	621 648 8021 to	8199	641 318 3133 to	3199
483 632 2600 to	2799	601 928 1600 to	1699	621 648 8500 to	8599	641 378 6500 to	6999
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484 174 4803 to	5299	602 555 2400 to	2799	621 916 1978 to	1989	641 877 3187 to	3299
484 323 8900 to	9199	602 829 7061 to	7099	622 989 8032 to	8099	641 877 3310 to	3399
484 680 5000 to	5038	603 483 9572 to	9599	623 076 9300 to	9399	642 355 8094 to	8199
484 680 5040 to	5074	603 490 7200 to	7299	623 819 5006 to	5099	642 355 8308 to	8999
484 680 5077 to	5099	603 678 7100 to	7199	623 895 8200 to	8399	642 900 0018 to	0099
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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
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489 223 2000 to	2099	607 689 7951 to	7960	627 708 3605 to	3699	644 901 0109 to	1299
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644 923 6800 to	7799	661 716 9420 to	9499	685 757 8452 to	8499	701 736 3966 to	3999
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645 790 8632 to	8699	662 553 0774 to	0799	686 644 5879 to	5899	702 195 5109 to	5199
645 821 0657 to	0699	663 078 7034 to	7099	686 899 1371 to	1399	702 254 9300 to	9399
645 930 7948 to	7999	663 763 5300 to	5399	686 931 7636 to	7699	702 264 7569 to	7599
645 975 0737 to	0762	663 883 7039 to	7499	687 601 0973 to	0999	702 713 1800 to	1809
646 242 6200 to	6299	663 938 9200 to	9299	687 614 6774 to	6799	702 821 5730 to	5799
646 270 7639 to	7799	664 253 8000 to	8499	688 120 9000 to	9999	702 821 5805 to	5899
646 798 4000 to	4999	664 656 3055 to	3099	688 314 3107 to	3191	702 846 6331 to	6399
647 048 7035 to	7099	665 174 6400 to	6499	690 291 1361 to	1371	702 848 3900 to	3999
647 049 2900 to	2999	665 274 8208 to	8299	690 788 2877 to	2899	702 857 7302 to	7499
647 398 8300 to	8399	665 669 5400 to	5499	690 893 5344 to	5399	702 878 0114 to	0199
647 398 8481 to	8499	666 132 8226 to	8299	690 893 5512 to	5599	740 002 7710 to	7719
647 437 3000 to	4999	666 696 2209 to	2299	690 904 1300 to	1599	740 241 9049 to	9099
647 811 2188 to	2199	666 696 2309 to	2399	690 941 6000 to	6199	740 255 1718 to	1799
648 009 6057 to	6099	667 032 9300 to	9399	691 313 6383 to	6399	740 470 2420 to	2443
648 163 5300 to	5499	667 729 5529 to	5599	691 313 6600 to	6699	740 523 7432 to	7449
648 722 5283 to	5299	668 383 8400 to	8699	691 582 8003 to	8099	740 535 1555 to	1580
648 892 3164 to	3199	670 368 3400 to	3499	691 664 1800 to	1999	740 701 6105 to	6114
649 100 3989 to	3999	670 369 7336 to	7399	691 664 2400 to	2499	740 705 9790 to	9799
649 647 0370 to	0399	670 750 7169 to	7199	692 727 9362 to	9399	740 726 6400 to	6500
649 647 0522 to	0599	671 046 6200 to	6399	692 798 1800 to	1899	740 765 3306 to	3399
649 647 5237 to	5399	671 251 5448 to	5499	693 249 0779 to	0799	805 885 8411 to	8499
649 647 9100 to	9299	671 926 5600 to	5799	693 249 0877 to	1699	806 087 1100 to	1499
649 666 7800 to	8299	672 444 2000 to	2999	693 445 0566 to	0999	806 268 9275 to	9299
650 114 7707 to	7719	672 828 3410 to	3499	693 448 8500 to	8999	806 534 3400 to	3477
650 130 3400 to	3599	673 167 5776 to	5799	693 645 9583 to	9599	807 342 3283 to	3399
650 213 0406 to	0499	675 464 3700 to	3799	693 965 4200 to	4299	808 086 7100 to	7199
650 555 1749 to	1799	675 464 4000 to	4199	695 741 2906 to	2999	808 090 3440 to	3499
650 564 1900 to	1999	676 365 5958 to	5999	695 947 8518 to	8599	808 325 5161 to	5699
650 627 4212 to	4299	676 669 1024 to	1099	696 662 8247 to	8299	808 784 8000 to	8299
650 736 2043 to	2099	677 126 6734 to	6799	697 447 8285 to	8296	830 125 0672 to	0699
650 739 1540 to	1699	677 333 9979 to	9999	698 042 4816 to	4899	830 602 5800 to	5999
651 741 4415 to	4499	677 466 1088 to	1099	698 131 2138 to	2157	830 610 3700 to	3799
651 882 2800 to	2899	678 071 4500 to	4799	698 227 0000 to	0099	830 983 3500 to	3599
652 754 6317 to	6399	678 096 7531 to	7599	700 065 2570 to	2599	830 983 3635 to	3699
653 131 4945 to	4999	679 909 2578 to	2599	700 065 4800 to	4899	831 354 1387 to	1399
653 426 3300 to	3399	680 112 9565 to	9599	700 190 3350 to	3359	831 815 8240 to	8299
653 455 4874 to	4899	680 244 0903 to	0999	700 228 6048 to	6099	832 525 3810 to	3899
654 238 0000 to	0399	680 412 6046 to	6099	700 650 0452 to	0499	833 159 1884 to	1899
654 404 3065 to	3092	680 761 6800 to	6899	700 666 1323 to	1349	833 456 2567 to	2599
654 962 2900 to	3199	681 677 0540 to	0699	700 786 9106 to	9142	833 566 3015 to	3071
655 103 5081 to	5199	682 070 1029 to	1099	700 859 0744 to	0758	834 130 5200 to	5299
655 523 2600 to	2999	682 956 6280 to	6299	701 028 6780 to	6899	834 316 5444 to	5499
656 305 2448 to	2499	682 956 6490 to	6599	701 213 3900 to	3999	834 354 8747 to	8766
657 347 4438 to	4999	682 956 6700 to	6799	701 267 2000 to	3999	834 354 8824 to	8838
657 710 8100 to	8999	682 965 1178 to	1199	701 335 7312 to	7399	835 269 5700 to	5799
657 780 0985 to	0999	682 965 1201 to	1299	701 369 2005 to	2050	835 496 7303 to	7399
658 586 1400 to	1499	683 118 2389 to	2399	701 499 2260 to	2299	835 539 5200 to	5999
658 877 8000 to	8199	683 378 2000 to	2099	701 503 2247 to	2299	835 813 3015 to	3099
658 880 8000 to	8199	683 378 2117 to	2299	701 541 2271 to	2299	837 672 8967 to	8999
659 398 7300 to	7399	683 415 1200 to	1499	701 553 6557 to	6599	837 784 3282 to	3299
659 706 8113 to	8199	683 444 8159 to	8199	701 601 3457 to	3499	838 176 8377 to	8399
659 846 7837 to	7899	685 154 7780 to	7789	701 605 5913 to	5999	838 518 1257 to	1299
660 510 4100 to	4199	685 297 7645 to	7699	701 695 5913 to	3999	839 718 8257 to	8299
660 673 0400 to	0599	685 623 5264 to	5299	701 695 4148 to	4199	840 323 0600 to	0699
661 488 5000 to	5099	685 650 9487 to	9499	701 695 4227 to	4299	840 875 6235 to	6299
661 609 9100 to	9199	685 669 4200 to	4299	701 708 1741 to	1799	840 910 0900 to	0999

841 349 5000 to 5099	857 279 3450 to 3499	870 541 7167 to 7239	910 219 8631 to 8699
841 805 7747 to 7899	857 843 4000 to 4099	870 575 8155 to 8999	910 265 1100 to 1199
841 805 7944 to 8099	858 124 7644 to 7699	870 589 0485 to 0494	910 471 7273 to 7299
842 226 0685 to 0695	858 756 3111 to 3299	870 691 7060 to 7099	910 536 2505 to 2599
842 685 4600 to 4699	859 063 8200 to 8699	872 100 0445 to 0459	910 958 7499 to 7599
842 685 4742 to 4999	859 190 0600 to 0644	900 556 4178 to 4199	911 140 1000 to 2199
842 860 0300 to 0399	859 437 5538 to 5599	900 845 0044 to 0099	911 245 2545 to 2599
842 898 5582 to 5599	859 811 2888 to 2899	900 936 0217 to 0299	911 268 9077 to 9099
843 062 7100 to 7199	859 855 8873 to 8999	900 936 0435 to 0499	911 400 8948 to 8999
843 077 6288 to 6299	860 240 8520 to 8599	901 058 5255 to 5280	911 508 1620 to 1799
843 077 6378 to 6399	860 275 3900 to 3999	901 273 1082 to 1099	911 509 9310 to 9399
843 758 5769 to 5778	860 518 9629 to 9699	901 287 5143 to 5199	911 523 3000 to 3999
843 786 2554 to 2699	860 600 0021 to 0999	901 291 2789 to 2799	912 057 9922 to 9999
845 656 8165 to 8199	861 158 2350 to 2599	901 525 7122 to 7199	912 882 0563 to 0899
845 727 2100 to 2199	861 367 5400 to 5499	902 198 9769 to 9799	913 605 2218 to 2299
845 746 2618 to 2635	861 637 6010 to 6099	902 948 1269 to 1299	913 709 2429 to 2499
846 390 7531 to 7599	861 979 7292 to 7499	902 985 0833 to 0899	913 818 3501 to 3999
846 918 0572 to 0599	862 216 6100 to 6199	903 370 6934 to 6999	914 063 4300 to 4399
847 237 7690 to 7699	862 263 9213 to 9299	904 600 6523 to 6599	914 346 7621 to 7644
847 284 2481 to 2499	862 271 0800 to 0999	904 892 0378 to 0399	914 529 6185 to 6299
847 374 7055 to 7065	862 271 5000 to 5099	904 892 0648 to 1299	915 546 6822 to 6999
847 374 7055 to 7065	863 871 5138 to 5199	905 056 2216 to 2299	915 671 3963 to 3980
847 636 5304 to 5399	863 949 5300 to 5399	905 510 6647 to 6799	915 671 3982 to 3999
847 700 5447 to 5499	864 088 8200 to 8299	905 510 6900 to 7099	915 675 2217 to 2299
847 723 7500 to 7599	864 426 3972 to 3999	905 794 0000 to 0199	916 440 3377 to 3399
849 485 3427 to 3499	864 520 6117 to 6136	905 794 0288 to 0299	916 670 6352 to 6399
849 520 9850 to 9899	865 151 0526 to 0599	905 873 6900 to 6999	916 682 5300 to 5399
849 608 1357 to 1399	865 500 4034 to 4099	905 873 7100 to 7299	916 694 1414 to 1499
849 792 2600 to 2699	865 883 6082 to 6099	905 880 8900 to 8999	916 703 0802 to 0821
850 546 1862 to 1899	866 004 3000 to 3999	905 889 7100 to 7199	917 089 0709 to 0799
851 143 6826 to 6844	866 442 4100 to 4899	906 158 1508 to 1599	917 089 0842 to 0899
851 209 9880 to 9899	867 366 9108 to 9118	906 558 8812 to 8899	917 370 6300 to 6499
851 928 9221 to 9299	867 633 7403 to 7499	906 982 2214 to 2299	917 486 4900 to 4999
852 589 6560 to 6599	867 737 5623 to 5699	907 725 8500 to 8599	918 460 0602 to 0699
853 049 3646 to 3699	868 169 4529 to 4599	907 815 0216 to 0257	918 951 7231 to 7299
854 304 4089 to 4999	868 173 8400 to 8599	908 622 4225 to 4235	919 519 2786 to 2799
854 529 2200 to 2299	868 514 9000 to 9099	908 936 9254 to 9299	919 536 0770 to 0799
854 532 0000 to 2999	868 566 9200 to 9299	909 100 1787 to 1799	919 915 2774 to 2787
855 001 6204 to 6249	869 387 1150 to 1199	909 100 1900 to 2099	920 155 4662 to 4687
855 319 9364 to 9399	869 505 3500 to 3599	909 355 0422 to 0499	920 309 9039 to 9199
855 361 3390 to 3399	869 523 7033 to 7099	909 568 8900 to 9099	920 857 5500 to 5899
856 226 0490 to 0499	869 800 0000 to 999 9999	909 568 9300 to 9499	920 864 3480 to 3499
856 656 5800 to 5999	870 054 4814 to 4899	909 725 7307 to 7399	921 333 7400 to 7499
856 752 0200 to 0299	870 491 4812 to 4849	909 833 0947 to 0999	923 032 7000 to 7399
857 111 1352 to 1399	870 536 5820 to 5829		

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

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

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

765 194 728	to	4 970	773 208 991	to	9 290	778 779 471	to	9 480	786 743 711	to	3 730
765 387 365	to	7 450	773 231 311	to	1 340	779 146 205	to	6 230	786 854 491	to	4 550
765 541 801	to	2 100	773 348 739	to	8 940	779 233 681	to	3 710	786 977 256	to	7 461
765 638 461	to	8 970	773 575 891	to	5 950	779 316 961	to	7 200	787 158 121	to	8 390
765 647 101	to	7 190	773 852 971	to	3 030	779 339 221	to	9 400	787 325 701	to	5 910
765 813 781	to	4 029	773 858 011	to	8 100	779 702 191	to	2 250	787 493 281	to	3 340
765 879 314	to	9 390	773 892 721	to	7 190	779 994 001	to	4 090	787 793 816	to	3 880
765 954 001	to	4 030	773 958 061	to	8 660	780 103 591	to	3 650	787 822 428	to	2 440
766 120 286	to	0 320	774 101 148	to	1 190	780 533 288	to	3 310	787 887 881	to	7 901
766 125 716	to	5 750	774 107 161	to	7 190	780 625 208	to	5 920	788 306 478	to	6.490
766 158 824	to	8 840	774 177 226	to	7 270	780 711 345	to	1 540	788 326 339	to	6 380
766 388 433	to	8 460	774 279 481	to	9 810	780 778 894	to	8 920	788 403 671	to	3 690
766 509 421	to	9 660	774 408 399	to	8 420	780 865 851	to	5 920	788 815 771	to	5 860
766 572 901	to	3 020	774 431 821	to	2 450	780 873 421	to	3 450	789 044 014	to	4 100
766 748 500	to	8 521	774 510 451	to	0 780	781 141 891	to	1 980	789 326 341	to	6 880
767 024 341	to	4 370	774 652 981	to	3 010	781 238 697	to	8 730	790 209 421	to	9 480
767 326 471	to	6 590	774 778 981	to	9 040	781 503 151	to	3 180	790 418 170	to	8 190
767 332 561	to	2 950	774 867 481	to	7 510	781 518 818	to	8 840	790 448 020	to	8 460
768 009 841	to	9 960	774 867 515	to	7 540	781 624 126	to	4 200	790 597 485	to	7 530
768 011 489	to	1 520	774 934 275	to	4 290	781 679 221	to	9 340	790 911 883	to	1 900
768 177 980	to	7 990	774 961 261	to	1 290	781 723 771	to	3 890	791 057 441	to	7 550
768 391 081	to	1 170	775 106 223	to	6 235	781 723 964	to	3 990	791 239 081	to	9 290
768 661 569	to	1 650	775 106 237	to	6 248	781 761 391	to	1 720	791 374 483	to	4 500
769 000 051	to	0 080	775 331 515	to	1 550	781 878 721	to	9 020	791 387 971	to	8 030
769 050 841	to	0 900	775 444 210	to	4 230	782 424 840	to	4 900	791 447 521	to	7 850
769 159 081	to	9 178	775 579 301	to	9 320	782 939 821	to	9 850	791 451 151	to	1 240
769 737 496	to	7 510	775 622 683	to	2 760	782 985 347	to	5 360	791 500 009	to	0 470
769 778 491	to	8 730	776 144 621	to	4 670	783 063 631	to	3 690	791 771 431	to	1 490
769 827 331	to	7 450	776 154 010	to	4 060	783 578 101	to	8 130	792 004 293	to	4 320
770 216 071	to	6 100	777 561 631	to	2 080	783 578 143	to	8 160	792 018 379	to	8 420
770 723 281	to	3 400	776 657 371	to	7 490	783 663 991	to	4 050	792 070 621	to	0 740
770 790 451	to	0 480	776 817 421	to	7 450	783 739 838	to	0 280	792 145 211	to	5 230
770 915 150	to	5 490	776 951 225	to	1 250	784 142 598	to	2 610	792 391 381	to	1 620
771 455 551	to	5 610	777 141 601	to	2 140	784 380 061	to	0 090	792 452 779	to	2 790
771 609 661	to	9 690	777 297 421	to	7 510	784 507 591	to	7 740	792 772 728	to	2 770
771 932 551	to	2 580	777 621 721	to	1 750	784 507 759	to	7 860	792 903 511	to	3 990
772 057 224	to	7 440	777 810 309	to	0 330	784 913 509	to	3 531	793 282 518	to	2 533
772 162 660	to	3 070	778 049 651	to	9 670	785 429 491	to	9 520	794 041 831	to	2 040
772 718 615	to	8 640	778 106 225	to	6 310	785 989 351	to	9 440	794 397 709	to	7 780
772 940 140	to	0 160	778 218 730	to	8 780	786 036 450	to	6 480	794 581 741	to	2 040
772 970 886	to	0 940	778 251 871	to	1 930	786 111 854	to	1 930	794 592 122	to	2 150
773 009 419	to	9 430	778 286 911	to	6 940	786 510 527	to	0 540	796 373 406	to	3 430
773 112 031	to	2 060	778 328 699	to	8 730	786 510 571	to	0 600	796 602 961	to	3 050
773 125 387	to	5 410	778 567 471	to	7 860	786 676 937	to	6 980	796 708 441	to	8 500
773 179 320	to	9 410	778 570 771	to	0 830	786 730 831	to	0 920	796 886 281	to	6 430
773 202 989	to	3 140	778 699 096	to	9 110	786 743 671	to	3 700	796 901 701	to	2 000
									796 975 466	to	5 590

— Group2—Internal and External Investigations,
Postal Inspection Service, 4-1-04

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, 4-1-04*

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, 4-1-04*

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 09346	Close	Immediately	
APO AE 09374	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AE 09377	Close	2 April 2004	
APO AE 09380	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AA 34005	Add C1, N	Immediately	A-A1-B-B1-C1-F1-N-V-Z1
APO AA 34006	Add C1, N	Immediately	A-A1-B-B1-C1-F1-N-V-Z1
APO AA 34007	Activate	Immediately	A-A1-B-B1-C1-F1-V-Z1
APO AA 34008	Activate	Immediately	A-A1-B-B1-C1-F1-V-Z1
APO AP 96424	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
APO AP 96425	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1

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

APO/FPO Table

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09003	A1-B-B1-C-D-P-U-V	09060	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U
09007	A1-B-B1-C-D-U	09063	A1-B-B1-C-D-L-U	09112	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-U	09067	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U
09012	A1-B-B1-C-D-U	09069	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-U-Z1	09074	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09185	A1-B-B1-C-D-U
09014	A1-B-B1-C-D-U	09076	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U
09021	A1-B-B1-C-D-U	09080	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U
09028	A1-B-B1-C-D-U	09081	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09212	A1-B-B1-C-D-U-V
09031	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U
09033	A1-B-B1-C-D-U	09089	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U
09034	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U
09036	A1-B-B1-C-D-U	09094	A1-B-B1-C-D	09140	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U
09042	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U
09045	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U
09046	A1-B-B1-C-D-U	09098	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V
09050	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U
09053	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U
09054	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U
09056	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09172	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U
09058	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U
09059	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09263	A1-B-B1-C-D-U	09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09378	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09506	A1-B-V
09264	A1-B-B1-C-D-U					09507	A1-B-V
09265	A1-B-B1-C-D-N-U	09335	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09379	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09508	A1-B-V
09266	A1-B-B1-C-D-U					09509	A1-B-V
09267	A1-B-B1-C-D-U	09336	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09380	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09510	A1-B-V
09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09381	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09511	A1-B-V
09302	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09384	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09517	A1-B-V
09304	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09385	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09521	A1-B-V
09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09340	A-A1-B-B1-C1-F-R-V	09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09524	A1-B-V
09306	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09342	A-A1-B-B1-C1-E2-F-H1-M-I-R-R1-V-Z1			09532	A1-B-V
09307	A1-B-B1-V-Z1	09344	A-A1-B-B1-C1-E2-F-H1-M-I-R-R1-V-Z1	09387	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09534	A1-B-V
09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09347	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09388	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09542	A1-B-V
09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09348	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1			09543	A1-B-V
09310	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09349	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09545	A1-B-V
09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1					09549	A1-B-V
09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09351	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	09550	A1-B-V
09313	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09353	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	09554	A1-B-B1-V
09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09392	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09556	A1-B-V
09316	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09355	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	09557	A1-B-V
09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09356	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09394	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09564	A1-B-V
09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09396	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09565	A1-B-V
09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09358	A-A1-B-B1-E2-F-H1-N-R-V-Z1	09399	A-A1-B-B1-C-F-M-V-Z1	09566	A1-B-V
09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U-V	09567	A1-B-V
09322	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09360	A1-B-B1-V	09420	A1-B-B1-C-C1-U	09568	A1-B-V
09323	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09361	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09421	A1-B-B1-C-C1-U	09569	A1-B-V
09324	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	09447	A1-B-B1-C-C1-U-V	09570	A1-B-V
09325	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	09454	A1-B-B1-C-C1-U-V	09573	A1-B-V
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	09456	A1-B-B1-C-C1-U	09574	A1-B-V
09328	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	09459	A1-B-B1-C-C1-U	09575	A1-B-V
09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09373	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09461	A1-B-B1-C-C1-U	09576	A1-B-V
09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09374	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09463	A1-B-B1-C-C1-U	09577	A1-B-V
09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09375	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09464	A1-B-B1-C-C1-U	09578	A1-B-V
09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09376	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09468	A1-B-B1-C-C1-U	09579	A1-B-V
				09469	A1-B-B1-C-C1-U	09581	A1-B-V
				09470	A1-B-B1-C-C1-U	09582	A1-B-V
				09494	A1-B-B1-C-C1-U	09586	A1-B-V
				09496	A1-B-B1-C-C1-U-V	09587	A1-B-V
				09498	A1-B-B1-C-C1-U	09588	A1-B-V
				09499	A1-B-B1-C-C1-U	09589	A1-B-B1-V
				09501	A1-B-V	09590	A1-B-V
				09502	A1-B-V	09591	A1-B-V
				09503	A1-B-V	09593	A1-B-V
				09504	A1-B-V	09594	A1-B-V
				09505	A1-B-V	09595	A1-B-V
						09596	A1-B-V
						09599	A1-B-V
						09601	A1-B-B1-C-F-F1-U
						09602	A1-B-B1-C-F-F1-N-U
						09603	A1-B-B1-C-F-F1-U
						09604	A1-B-B1-C-F-F1-U
						09609	A1-B-B1-C-F-U
						09610	A1-B-B1-C-F-U
						09612	A1-B-B1-C-F-U
						09613	A1-B-B1-C-F-U-V
						09617	A1-B-B1-C-F-U
						09618	A1-B-B1-C-F-U
						09619	A1-B-B1-C-F-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09620	A1-B-B1-C-F-U	09780	A-A1-B-B1-F-R-V	09871	A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V-X- Z1	34092	A1-B-V
09621	A1-B-B1-C-F-U	09789	A-A1-B-B1-F-R-V			34093	A1-B-V
09622	A1-B-B1-C-F-U	09790	A-A1-B-B1-C1-F-R-V			34095	A1-B-V
09623	A1-B-B1-C-F-U	09791	A-A1-B-B1-C1-E1-F- M-N-R-V	09880	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	34098	A1-B-V
09624	A1-B-B1-C-F-U			09889	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	34099	A1-B-V
09625	A1-B-B1-C-F-U	09793	A-A1-B-B1-F-R-V			96201	A-A1-B
09626	A1-B-B1-C-F-U	09797	A1-B-B1-C-D-P-V	09890	A1-B-B1-E2-F-H1-N- R-R1-U2-V-Z1	96202	A-A1-B1-U-V
09627	A1-B-B1-C-F-U	09801	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09892	A-A1-B-B1-F-N-R- R1-V-Z1	96203	A-A1-B
09628	A1-B-B1-C-F-F1-U-V	09802	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09898	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1	96204	A-A1-B-B1
09630	A1-B-B1-C-F-U-V			34002	A1-B-B1-N-U-Z1	96205	A-A1-B-B1-U
09631	A1-B-B1-C-F-U	09803	A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V-Z1	34004	A1-B-B1-D-F-M-N-V- Z1	96206	A-A1-B-B1-U
09636	A1-B-B1-C-F-U			34005	A-A1-B-B1-C1-F1-N- V-Z1	96207	A-A1-B-B1-V
09642	A1-B-B1-N-U	09806	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	34006	A-A1-B-B1-C1-F1-N- V-Z1	96208	A-A1-B-B1-U
09643	A1-B-B1-U			34007	A-A1-B-B1-C1-F1-V- Z1	96212	A-A1-B-B1-U
09644	A1-B-B1-U	09807	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	34008	A-A1-B-B1-C1-F1-V- Z1	96213	A-A1-B-B1-U
09645	A1-B-U			34020	A1-B-B1-M-N-V-Z1	96214	A-A1-B-B1-U
09647	A1-B-B1-N-U	09808	A-A1-B-B1-C-C1-F-I- V-Z-Z1	34021	A1-B-M-N-V-Z1	96215	A-A1-B-B1-U-V
09648	A1-B-B1-N-U-V-Z1			34022	A1-B-B1-D-F-M-N-V- Z1	96217	A-A1-B-B1-U-V
09649	A1-B-B1-U	09809	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1			96218	A-A1-B-B1-U
09701	A1-B-B1-C-V-Z1					96219	A-A1-B-B1-U-V
09702	A1-B-B1-C-V-Z1	09811	A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V-Z1			96220	A-A1-B-B1-U-V
09703	A1-B-B1-C-F1					96221	A-A1-B-B1-U-V
09704	A1-B-B1-C-D-V	09812	A1-B-B1-E2-E3-F-F1- I-N-R-U-V-Z-Z1	34023	A1-B-B1-M-N-V-Z1	96224	A-A1-B-B1-U
09705	A1-B-B1-U			34024	A1-B-B1-M-N-V-Z1	96251	A-A1-B-B1-U
09706	A1-B-B1-C-U-V	09814	A1-B-B1-E2-E3-F-F1- I-N-R-U-V-Z-Z1	34025	A1-B-B1-F-N-U-V-Z1	96257	A-A1-B-B1-U
09707	A1-B-B1-C-N-U-V			34030	A1-B-B1-M-N-V-Z1	96258	A-A1-B-B1-U
09708	A1-B-B1	09819	A-A1-B-F-P-V-Z1	34031	A1-B-B1-M-N-V-Z1	96259	A-A1-B-B1-U
09709	A1-B-B1-F1	09821	A-A1-B-F-V-Z1	34032	A1-B-M-N-V-Z1	96260	A-A1-B-B1-U
09710	A1-B-B1-C-C1-F1-M- R-R1-U	09822	A-A1-B-F-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96264	A-A1-B-B1-U
		09823	A-A1-B-F-V-Z1	34034	A1-B-B1-M-N-V-Z1	96266	A-A1-B-B1-U
09711	A1-B-B1-F1-Z1	09824	A-A1-B-F-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96267	A-A1-B-B1-U-V
09713	A1-B-B1-C-F1	09827	A-A1-B-F-Z1	34036	A1-B-M-N-V-Z1	96269	A-A1-B-B1-U
09714	A1-B-B1-C-C1-F1-M- R-R1-U	09828	A1-B-N-V-Z1	34037	A1-B-B1-C-F-H-I-M- N-V-Z-Z1	96271	A-A1-B-B1-U
		09830	A1-B-B1-C-N-V-Z1	34038	A1-B-B1-M-N-V-Z1	96275	A-A1-B-B1-V
09715	A1-B-B1-F1	09831	A1-B-B1-F-N-U-V-Z1	34039	A1-B-N-V-Z1	96276	A-A1-B-B1
09716	A1-B-B1-C-D-N-U-V	09832	A-B-B1-U1-V-Z1	34040	A1-B-V-Z1	96278	A-A1-B-B1-U
09717	A1-B-B1-M-W	09833	A1-B-B1-U1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96283	A-A1-B-B1-U
09718	A1-B-B1-F-I-N-U-V	09834	A1-B-B1-V-Z1	34042	A1-B-B1-D-F-M-N-V- Z1	96284	A-A1-B-B1-U-V
09719	A1-B-B1-C-F1-V	09835	A-A1-B-B1-V-Z1	34043	A1-B-B1-D-F-M-N-V- Z1	96297	A-A1-B-B1-U
09720	A1-B-B1-U-V	09836	A-A1-B-B1-C-F-M-V-Z 1	34050	A1-B-V	96306	A1-B-B1-F-F1-F2-M- W
09721	A1-B-B1-N-U-V-Z1			34051	A1-B-V-Z1		
09722	A1-B-B1-C-D-N-U-V	09837	A1-B-B1-V-Z1	34053	A1-B-V-Z1	96309	A1-B-B1-M-V-W
09723	A1-B-B1-N-U-V-Z1	09838	A1-B-B1-V-Z1	34055	A1-B-N-V-Z1	96310	A1-B-B1-M-W
09724	A1-B-B1-C-C1-F1-M- R-R1-U	09839	A-A1-B-B1-U-V-Z1	34058	A1-B-B1-V-Z1	96311	A1-B-B1-M-W
		09841	A-A1-B-B1-U-Z1	34071	A1-B-I-M-N-V-Z	96313	A1-B-B1-F-F1-F2-M- W
09725	A1-B-B1-C	09842	A-A1-B-B1-Z1	34076	A1-B-B1-F1-N-V-Z1		
09726	A1-B-B1-N-U	09844	A-A1-B-B1-U-V-Z1	34078	A1-B-B1-F1-N-V-Z1	96319	A1-B-B1-M-W
09727	A1-B-B1-C-V-Z1	09852	A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V-Z1	34079	A1-B-B1-F1-N-V-Z1	96321	A1-B-B1-F-F1-F2-M- W
09728	A1-B-B1-C			34090	A1-B-V		
09729	A1-B-B1-N-U-V	09853	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1	34091	A1-B-V	96322	A1-B-B1-F-F1-F2-M- W
09730	A1-B-B1-C-V-Z1					96323	A1-B-B1-M-V-W
09731	A1-B-B1-C-V-Z1	09855	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1			96326	A1-B-B1-M-W
09732	A1-B-B1-N-V-Z1					96328	A1-B-B1-M-W
09733	A1-B-B1-V	09858	A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V-Z1			96330	A1-B-B1-M-W
09735	A1-B-B1-N-V-Z1					96336	A1-B-B1-M-V-W
09777	A-A1-B-B1-C-E1-N	09865	A-A1-B-B1-V-Z1			96337	A1-B-B1-M-W
09788	A-A1-B-B1-F-R-V	09868	A-A1-B-B1-U-V-Z1			96338	A1-B-B1-M-W
09779	A-A1-B-B1-F-R-V						

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96339	A1-B-B1-M-V-W	96425	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96549	A-A1-B-B1-H-M-U	96623	A1-B-V
96343	A1-B-B1-M-W			96551	A-A1-B-B1-H-M-U	96624	A1-B-V
96347	A1-B-B1-F-F1-F2-M-W	96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96553	A-A1-B-B1-H-M-N-U-V	96628	A1-B-V
96348	A1-B-B1-F-F1-F2-M-W			96554	A-A1-B-B1-H-M-U	96629	A1-B-V
96349	A1-B-B1-F-F1-F2-M-W	96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96555	A1-B-B1-F-M-V	96634	A1-B-V
96350	A1-B-B1-F-F1-F2-M-W			96557	A1-B-B1-F-M-V	96635	A1-B-V
96351	A1-B-B1-F-F1-F2-M-W	96447	A-A1-B-B1-F-U3-V-Z1	96595	A1-B-B1-V	96643	A1-B-V
96362	A1-B-B1-F-F1-F2-M-W			96598	A1-B-B1-V	96657	A1-B-V
96365	A1-B-B1-M-V-W	96490	A1-B-B1-V	96599	A1-B-B1-V	96660	A1-B-V
96367	A1-B-B1-L-M-W	96507	A-A1-B-F-V	96601	A1-B-V	96661	A1-B-V
96368	A1-B-B1-M-W	96511	A1-B-B1-I-N-V	96602	A1-B-V	96662	A1-B-V
96370	A1-B-B1-F-F1-F2-M-W	96515	A1-B-B1-F	96603	A1-B-V	96663	A1-B-V
96372	A1-B-B1-M-W	96517	A1-B-B1-F-U3-V	96604	A1-B-V	96664	A1-B-V
96373	A1-B-B1-M-W	96518	A1-B-B1-V	96605	A1-B-O-V	96665	A1-B-V
96374	A1-B-B1-M-W	96520	A1-B-F-U3-V	96606	A1-B-V	96666	A1-B-V
96375	A1-B-B1-M-W	96521	A1-B-F-N	96607	A1-B-V	96667	A1-B-V
96376	A1-B-B1-M-W	96522	A1-B-F-N-U	96608	A1-B-V	96668	A1-B-V
96377	A1-B-B1-M-W	96530	A-A1-B-B1-H-M-N-U-V	96609	A1-B-V	96669	A1-B-V
96378	A1-B-B1-M-W			96610	A1-B-V	96670	A1-B-V
96379	A1-B-B1-M-W	96531	A1-B-B1-H-M-U-V	96611	A1-B-V	96671	A1-B-V
96384	A1-B-B1-M-W	96534	A-A1-B-F	96612	A1-B-V	96672	A1-B-V
96386	A1-B-B1-M-W	96535	A-A1-B-B1-F-V	96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96673	A1-B-V
96387	A1-B-B1-M-W	96536	A1-B-B1-V			96674	A1-B-V
96388	A1-B-B1-M-W	96537	A1-B-B1-V	96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96675	A1-B-V
96401	A1-B-B1-F-N-V-Z1	96538	A1-B-B1-V			96677	A1-B-V
96424	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96540	A1-B-B1-V	96615	A1-B-V	96678	A1-B-V
		96541	A1-B-B1-V	96617	A1-B-V	96679	A1-B-V
		96542	A1-B-B1-V	96619	A1-B-V	96681	A1-B-V
		96543	A1-B-B1-P-V	96620	A1-B-V	96682	A1-B-V
		96544	A1-B-F-U3-V	96621	A1-B-V	96683	A1-B-V
		96546	A1-B-F-U3	96622	A1-B-V	96684	A1-B-V
		96548	A-A1-B-B1-H-M-U			96686	A1-B-V
						96687	A1-B-V
						96698	A1-B-V

RESTRICTIONS

LEGEND

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

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

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

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

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

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

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

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

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

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

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

H1. Pork or pork by-products are prohibited.

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

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

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

I1. This restriction does not apply to registered mail.

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

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

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

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

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

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

R. All alcoholic beverages, including those available 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.



Pictorial Cancellation Announcement

<p>Complete this announcement and forward it to the following address:</p> <p>PICTORIAL CANCELLATIONS PROGRAM MANGER STAMP SERVICES US POSTAL SERVICE 475 L'ENFANT PLZ SE RM 5610 WASHINGTON DC 20260-2435</p>	<p><i>Insert pictorial cancellation Copy here</i> (Camera ready or reproducible) No larger than 4" horizontal x 2" vertical (the dimensions of this box)</p>
--	---

Postal Service Contact (name, address, phone)	
Station Date(s)	
Sponsor	
Station Name	
Complete Street Address or PO Box Number	
City/State/ZIP+4	

Mail Cancellation Requests to:

Station Name	
Addressee Name (usually "Postmaster")	
Complete Street Address or PO Box 9998	
City/State/ZIP+4	

A photograph of a woman with curly hair and glasses, wearing a white t-shirt and a headband, smiling while operating a vehicle. The background shows a warehouse or industrial setting with metal shelving and equipment. The entire image has a blue color cast.

OPERATE RIGHT

Make Safety Happen.

CHECK BRAKES, STEERING AND HORN AT START OF SHIFT. REPORT DEFECTS TO SUPERVISOR IMMEDIATELY. DO NOT USE HANDS FOR TOWING. ONLY USE TOWBARS TO TOW. USE DESIGNATED VEHICLE TRAFFIC LANES ONLY. KEEP TO RIGHT WHENEVER POSSIBLE. OBEY 5 mph SPEED LIMIT. NEVER USE REVERSE CONTROL AS BRAKE. WATCH OUT FOR FELLOW EMPLOYEES. APPROACH INTERSECTIONS AND CROSSINGS SLOWLY. 3 VEHICLE LENGTHS WHEN FOLLOWING ANOTHER VEHICLE. CAREFUL OF REAR-END SWING WHEN TURNING. PUT LOADS ON GRADE OR UPHILL SIDE WHEN ON RAMP. DO NOT RAISE OR LOWER FORKS WHILE DRIVING. MAKE SURE TRUCK AND TRAILER WHEELS CHOCKED. INSPECT TRUCK AND TRAILER FLOORS FOR DAMAGE BEFORE ENTERING WITH LOAD. PARK RIGHT.

SAFETY DEPENDS ON ME.

2004 STAMPS AND POSTAL STATIONERY

This schedule is subject to change.

Updated Announcement 04-C (April 2004)

This is a periodic announcement of new stamps and postal stationery items being issued during the calendar year. For additional information on stamps and stamp products visit our Postal Store Web site at www.usps.com.

NOTE	ISSUE	FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
	37¢ Pacific Coral Reef (Nature of America; 10 designs)	Jan 2	Honolulu, HI 96820	PSA pane of 10 w/selvage	Feb 1
	37¢ Year of the Monkey (Lunar New Year)	Jan 13	San Francisco, CA 94188	PSA pane of 20	Feb 12
P	37¢ Love: Candy Hearts	Jan 14	Boston, MA 02205	PSA convertible booklet of 20	Feb 13
	37¢ Paul Robeson (Black Heritage)	Jan 20	Princeton, NJ 08540	PSA pane of 20	Feb 19
	37¢ Snowy Egret	Jan 30	Norfolk, VA 23501 (APS Stamp Show)	PSA convertible booklet of 20	Feb 29
	37¢ Theodor Seuss Geisel	Mar 2	La Jolla, CA 92038	PSA pane of 20 w/selvage	Apr 1
	37¢ and 60¢ Garden Blossoms (two designs for weddings)	Mar 4	New York, NY 10199 (Mega Stamp Show)	PSA single-sided convertible booklet of 20 and PSA pane of 20	Apr 3
1	4¢ American Design Chippendale Chair	Mar 5	New York, NY 10199 (Mega Stamp Show)	PSA pane of 20	Apr 4
	23¢ Columbia University	Mar 25	New York, NY 10199	Stamped Card	Apr 24
C	37¢ United States Air Force Academy	Apr 1	USAF Academy, CO 80840	PSA pane of 20	May 1
1	Seacoast (Nonprofit rate)	Apr 6	Washington, DC 20066 (no ceremony)	PSA coil of 3000	May 6
P	37¢ Henry Mancini	Apr 13	Los Angeles, CA 90052	PSA pane of 20	May 13
1	American Eagle (Presorted First-Class rate, 10 designs)	May 12	Washington, DC 20066 (no ceremony)	Gummed coil of 3000	Jun 11
C	37¢ Lewis and Clark Bicentennial (three designs)	May 14	Astoria, OR 97103 Atchison, KS 66002 Great Falls, MT 59401 Hartford, IL 62048 Ilwaco, WA 98624 Orofino, ID 83544 Omaha, NE 68108 Pierre, SD 57501 Sioux City, IA 51101 St. Charles, MO 63301 Washburn, ND 58577	PSA prestige book of 20 (two designs) and PSA pane of 20 (one design)	Jun 13
C	37¢ Isamu Noguchi (five designs)	May 18	Long Island City, NY 11101	PSA pane of 20 w/selvage	Jun 17
C	37¢ National World War II Memorial	May 29 Nationwide	Washington, DC 20066	PSA pane of 20	Jun 28
C	37¢ American Choreographers (four designs)	May	New York, NY 10199	PSA pane of 20 w/header	
C	37¢ Summer Olympic *Athens, Greece	Jun 9	Philadelphia, PA 19104	PSA pane of 20	Jul 9
C	23¢ Harriton House	Jun 10	Bryn Mawr, PA 19010	Stamped Card	Jul 10
1	Seacoast (Nonprofit rate)	Jun 11	Washington, DC 20066 (no ceremony)	Gummed coil of 3000	Jul 11
	37¢ The Art of Disney: Friendship (four designs)	Jun 23	Anaheim, CA 92803	PSA pane of 20 w/selvage	Jul 23
C	23¢ Wilma Rudolph (Distinguished Americans)	TBD	TBD	PSA pane of 20 and PSA booklet of 10	
1	5¢ Toleware	Jun 25	Santa Clara, CA 95050 (ASDA Stamp Show)	PSA pane of 20	Jul 25
C	37¢ USS Constellation	Jun 30	Baltimore, MD 21233	PSA pane of 20	Jul 30
	37¢ R. Buckminster Fuller	Jul 12	Stanford, CA 94305	PSA pane of 20	Aug 11
C	37¢ James Baldwin (Literary Arts)	Jul 23	New York, NY 10199	PSA pane of 20	Aug 22

NOTE	ISSUE	FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
	37¢ "Magnolia" by Heade (American Treasures)	Aug 12	Sacramento, CA 95813 (APS Stamp Show)	PSA double-sided booklet of 20	Sep 11
1	2¢ Navajo Jewelry	Aug 20	Indianapolis, IN 46206 (Americover Stamp Show)	PSA pane of 20	Sep 19
C	37¢ Art of the American Indian (10 designs)	Aug 21	Santa Fe, NM 87501	PSA souvenir sheet of 10	Sep 20
N	37¢ John Wayne (Legends of Hollywood)	Aug	Los Angeles, CA 90052	PSA pane of 20	
C	37¢ Sickle Cell Disease	Sep 29	Atlanta, GA 30304	PSA pane of 20	Oct 29
	37¢ Holiday Ornaments (four designs)	Oct 14	New York, NY 10199 (Mega Stamp Show)	Double-sided booklet of 20, vending book of 20, and PSA pane of 20	Nov 13
C	37¢ Christmas: "Madonna and Child" by Lorenzo Monaco	Oct 14	New York, NY 10199 (Mega Stamp show)	Double-sided booklet of 20	Nov 13
C	37¢ Hanukkah (Holiday Celebrations)	Oct 14	New York, NY 10199 (Mega Stamp Show)	PSA pane of 20	Nov 13
C	37¢ Kwanzaa (Holiday Celebrations)	TBD	Chicago, IL 60607	PSA pane of 20	
	37¢ Moss Hart	Oct 24	New York, NY 10199	PSA pane of 20	Nov 23
C 2	37¢ Cloudscapes (15 designs)	Oct	TBD	PSA souvenir sheet of 15	

Note Descriptions

C: Change in previously announced date, site, and/or rate

N: New issue

P: Pictorial first day postmark

1: Customers must affix additional postage to bring total postage to at least the minimum First-Class Mail® rate for an envelope or stamped card, depending on which is used. Also, the cost for a stamped envelope is the value of the postage plus 8 cents, and the cost for a stamped card is the value of the postage plus 2 cents.

2: Issued to kick off National Stamp Collecting Month.

(See article on page 69.)

April 2004

Have You Seen Any of These Missing Children?

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



Mariana Cisneros
 Born: 1-22-95
 Date Missing: 2-20-03
 Missing From: Nashville, TN

NO PHOTO
 AVAILABLE

Edgardo Espinoza
 Born: 12-1-01
 Date Missing: 2-20-03
 Missing From: Nashville, TN



Dianeth Ramos-Mazariegos
 Born: 10-29-98
 Date Missing: 2-13-04
 Missing From: West Palm Beach, FL



Timeka Pridgen
 Born: 9-8-84
 Date Missing: 5-12-01
 Missing From: La Grange, NC



Lukas Pokorny
 Born: 4-21-02
 Date Missing: 11-11-02
 Missing From: Oakland, CA



Crystal Lora
 Born: 3-3-89
 Date Missing: 9-10-03
 Missing From: Valhalla, NY

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

Missing Children Poster Display Instructions

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

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

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

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

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

April 2004

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



Ta'Niyah Leonard
 Born: 11-16-01
 Date Missing: 10-19-02
 Missing From: Bartow, FL



Irose Jean-Charles
 Born: 1-15-87
 Date Missing: 7-23-03
 Missing From: Fort Myers, FL



Grisel Hernandez
 Age progression to 16 years
 Born: 3-12-86
 Date Missing: 3-19-00
 Missing From: Portland, OR



Stephanie Hantla
 Born: 9-25-85
 Date Missing: 5-11-02
 Missing From: Tucson, AZ



Sam Frederick
 Born: 4-22-02
 Date Missing: 7-26-02
 Missing From: Melbourne, FL



Joann Delgado
 Born: 9-9-87
 Date Missing: 1-27-03
 Missing From: Elgin, IL

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

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April 2004

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



Monica Carrasco
Born: 12-13-86
Date Missing: 10-1-03
Missing From: Balmorhea, TX



Anthony Baxter
Born: 9-21-87
Date Missing: 11-18-03
Missing From: Orangeburg,
SC



Sonya Aguilar
Born: 10-18-88
Date Missing: 2-2-03
Missing From: Reston, VA

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

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

Thrift Savings Plan — Request for Retroactive Contributions

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

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

Correct the administrative error as soon as it is discovered.

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

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

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

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

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

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

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

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

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

Signature	Date

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

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

Employee's Signature	Date

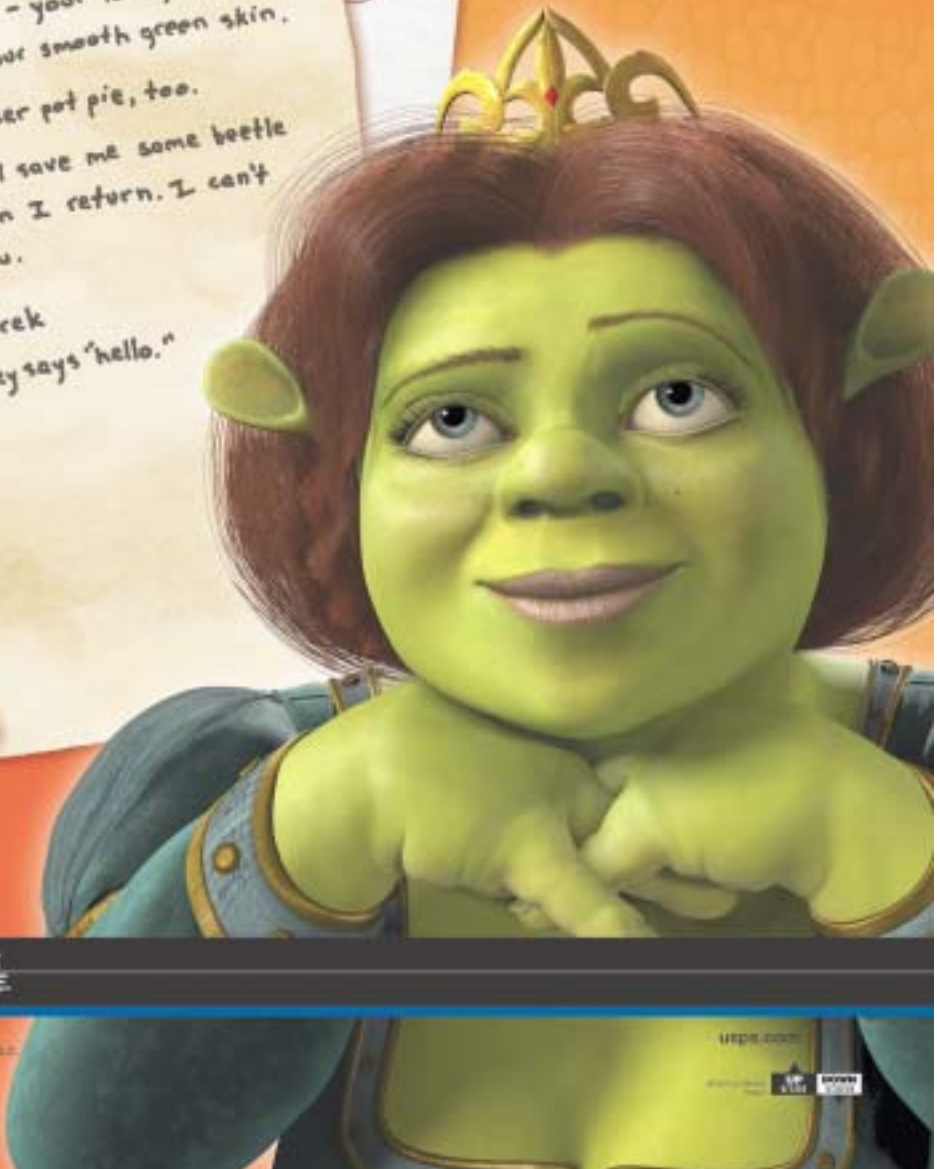
NOTE: You must return this form to personnel within 60 days of receipt.

The Following Section Is Completed by the Employing Office

I certify that the above adjustment is the result of an administrative error.	Office Name	Date

Send mail they'll treasure

April is National Card & Letter Writing Month



 UNITED STATES
 POSTAL SERVICE

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usps.com



Thrift Savings Plan Open Season and *PostalEASE*

When and Who	April 15 through June 30, 2004 — all career employees
Contribution Limits for Calendar Year 2004	<p>IRS Annual Deferral limit for 2004 is \$13,000. FERS Contribution limit is 14% of basic pay for 2004. CSRS & CSRS Offset limit is 9% of basic pay for 2004.</p> <p><i>Reminder:</i> If you are age 50 or older during calendar year 2004, to participate in the TSP Catch-Up Contribution election you must have either a regular election on file to contribute the maximum percentage of basic pay, or an election on file where the maximum IRS elective deferral limit will be reached during the calendar year.</p>
TSP Contribution Elections and Cancellations	Use the <i>PostalEASE</i> telephone system or the <i>PostalEASE</i> employee Web site during TSP open season to begin contributing, to change contribution amount or percentage, or to cancel TSP contributions.
(USPS PIN)	<p>To use <i>PostalEASE</i>, you will need your Social Security number (SSN) and USPS personal identification number (PIN), available only from <i>PostalEASE</i>.</p> <p>Call toll free: 877-4PS-EASE (877-477-3273).</p> <p>Don't know your USPS PIN? Call <i>PostalEASE</i>; press 1; enter SSN; when prompted to enter PIN, pause, then press 2. Your USPS PIN will be mailed to your address of record, usually by the next business day.</p> <p>Career employees who have trouble using <i>PostalEASE</i>, or who are unable to use a telephone, may contact local personnel office for help.</p>
TSP Fund Investment Elections	Contact TSP directly, during or outside TSP open season, to change investment of future TSP contributions or money already in account.
(TSP PIN)	<p>Go to the TSP Web site at www.tsp.gov, or call the TSP ThriftLine at 504-255-8777. Or mail TSP-50, <i>Investment Allocation</i>, to TSP; available from your local personnel office (election not effective as quickly).</p> <p>To use the TSP Web site or TSP ThriftLine, you must know your TSP PIN, available only from TSP.</p> <p>Don't know your TSP PIN? Request it from www.tsp.gov — choose <i>Account Access</i>. Or via TSP ThriftLine at 504-255-8777 — press 2, enter SSN, follow instructions. Or, call the TSP Service Office at 504-255-6000 and speak to a representative. Your new TSP PIN will be mailed to your address of record.</p>
<i>PostalEASE</i> and TSP Information Mailed to Career Employees	A TSP leaflet with <i>PostalEASE</i> instructions is mailed to all career employees. If you do not receive the mailing by mid-May, contact your local personnel office. In addition, a TSP Summary, cover letter, and <i>PostalEASE</i> instructions are mailed to all newly hired career employees soon after their accession PS Form 50 action is processed.
Closing Date and Time	<i>PostalEASE</i> closes 5:00 P.M. Central Time on June 30, 2004, for TSP open season elections.

Please post on all bulletin boards through June 30, 2004.

(See article on page 21.)

New Stamps



Snowy Egret

Now Available

37¢



Henry Mancini

Available in April

37¢



American Choreographers

Available in May

37¢



Lewis & Clark Bicentennial

Available in May

37¢



Garden Blossoms

Now Available

37¢



Garden Blossoms

Valid for the 2oz. First-Class® Single-Piece rate

60¢

Now Available

usps.com



International Mail (Continued)

On March 12, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** March 26, 2004, through March 25, 2006.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 1,000 pieces of EMS mail.

On February 3, 2004, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated March 14, 2002. The Agreement was published on page 51 of *Postal Bulletin* 22073 (4-04-02). 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:** March 28, 2002, through March 27, 2005.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

On January 9, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** January 15, 2004, through January 14, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.

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

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

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

Exhibit 1

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

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.*

d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.

e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 3,000 pieces of EMS.

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

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.

2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

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

On March 9, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** March 23, 2004, through March 22, 2005.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS mail or \$20,000 in EMS postage.

On January 7, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** January 21, 2004, through January 20, 2005.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.

Exhibit 1

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

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

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

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

Exhibit 1

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

- e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of \$20,000 in EMS postage.

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

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

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

Exhibit 1

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

On January 9, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** January 23, 2004, through January 22, 2006.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 1,000 pieces of EMS mail.

f. Worksharing: The Mailer has agreed to:

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

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

Exhibit 1

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

On January 22, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** January 23, 2004, through January 22, 2006.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS mail or \$12,000 in EMS postage.

f. Worksharing: The Mailer has agreed to:

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

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

Exhibit 1

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

On February 5, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** February 19, 2004, through February 18, 2006.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 3,000 pieces of EMS mail.

On January 12, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** January 26, 2004, through January 25, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of \$12,000 in postage for EMS.

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

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

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

Exhibit 1

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

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

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

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

Exhibit 1

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

On March 12, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** March 26, 2004, through March 25, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS mail or \$12,000 in EMS postage.

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

Exhibit 1

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

— Pricing Strategy,
Pricing and Classification, 4-1-04

Promotion. Postal Service Official Licensed Products

Sonoma Pins etc.

not just pins
not just pins



1 ¼" pin
Item#5 0006



1 ¼" pin
Item#5 010703



1 ¼" pin
Item#5 453501



1 ¼" pin
Item#5 453504



1 ¼" pin
Item#5 453501



1 ¼" pin
Item#5 453503



1 ¼" pin
Item# 52599



2" keychain
Item#5 02017K



2" magnet
Item#5 02017M

Pins \$1.00
Magnets \$2.50
Keychains \$2.50

6 piece minimum per design
\$100.00 minimum order
allow 2-3 weeks for delivery

800-996-8655 • Fax 707-996-9957

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Promotion. Postal Service Official Licensed Products

Presenting...

THE LUNAR NEW YEAR COLLECTION

IN CELEBRATION OF AN ANCIENT CULTURE AND A LIVING TRADITION

In 1993, in recognition of the contribution made by Chinese-Americans, the United States Postal Service issued a special commemorative stamp, the "Year of the Rooster." It was so popular that an unprecedented decision was made to issue a Lunar New Year Stamp every year, fulfilling the 12-year cycle of the Chinese lunar zodiac.

The complete series of 12 stamps has now been expertly engraved by craftsmen as solid silver ingots, layered with 24-karat gold, to create The Lunar New Year Collection. Each ingot in this unique collection faithfully reproduces Clarence Lee's historic Chinese paper-cut animal designs of the original stamp, honoring an ancient tradition maintained to this day in the Chinese New Year Festival.

As a subscriber to The Lunar New Year Collection you will receive one stamp ingot every month, (or at a faster rate if you wish), until your Collection is complete. You will also receive, at no additional cost to you, a special Jeweler's Cloth and Gloves, a lacquered wood Collector's Chest, a numbered Certificate of Authenticity, and a card bearing the twelve actual Lunar Stamps personally signed by Clarence Lee.

Of special importance, this collection is the only one of its kind that is officially authorized by the United States Postal Service. But it is a strictly limited edition that is not available in any store or Post Office.

For more details and a subscription application, simply fill out the information request form and mail it today!



An official licensed product of the United States Postal Service.



The intricate engraving has been flawlessly reproduced in precious metal. Each ingot is exactly the same size as the original stamp and is 2.2mm thick.

✂ Clip and Mail for Your Free Information today!

FOR MORE INFORMATION

Please fill out this information request form, and we will send an information package.

Mail To: **THE LUNAR NEW YEAR COLLECTION**
18200 MINNETONKA BLVD • MINNEAPOLIS MN 55391-3329

Yes!
Please send me more information on The Lunar New Year Collection.

Name _____

Address _____

City _____ State _____ Zip _____

E-mail _____

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UNITED STATES POSTAL SERVICE

Postal Service PolicyNet

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

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

Defining Policies and Procedures

Policies are:

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

Procedures are:

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

This collection is updated when new information becomes available.

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

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up-to-date information.**

<http://blue.usps.gov/cpim>

Philately

UPDATED ANNOUNCEMENT 04-C

2004 Stamps and Postal Stationery

"2004 Stamps and Postal Stationery" (Announcement 04-C, April 2004), which appears on page 49, is intended to replace the quarterly announcement of the same name, previously printed and sent to customers on request through Stamp Fulfillment Services in Kansas City. The announcement is a listing of stamps and postal stationery items scheduled for issuance during calendar year 2004. Post Offices™ may wish to post this schedule on their bulletin boards.

Customers may also access the *Postal Bulletin* through the Postal Service™ Web site at www.usps.com, then click on *About USPS & News*, then *Forms & Publications*, then *Postal Bulletin*.

This announcement will be updated every 2 to 3 months, as changes warrant.

How to Order First Day of Issue Cancellations and Covers

Customers may purchase new stamps or postal stationery items at their Post Office, from the *USA Philatelic* catalog, by calling 800-STAMP-24, or online at www.usps.com by clicking on *Buy Stamps & Shop*. Then they should

prepare their own covers by affixing new stamps to the upper right corner of envelopes or postcards of their choice, and address those envelopes, postcards, or postal stationery items to themselves or others. (Postage must equal the current First-Class Mail® rate.) For sturdiness, include a card of postcard thickness in each cover (envelopes only) submitted, and tuck in the flap. Place the cover in a larger envelope addressed to: NAME OF ISSUE, POSTMASTER, CITY, STATE, and ZIP CODE™ (followed by -9991). Covers submitted for first day of issue cancellations may include additional uncanceled stamps only if the uncanceled stamps were issued before the first day of issue of the new stamps or postal stationery items. All orders must be postmarked on or before the deadline indicated in the "2004 Stamps and Postal Stationery" announcement that follows.

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

— Stamp Services,
Government Relations, 4-1-04

Theodor Seuss Geisel Pictorial Cancellation

The first day of issue for the *Theodor Seuss Geisel* stamp was March 2, 2004, in La Jolla, California. The stamp was issued nationwide on March 3, 2004. We developed the *Theodor Seuss Geisel* Station pictorial cancellation art exclusively for *Theodor Seuss Geisel* events. Do not alter the authorized pictorial cancellation in any way, except as instructed in the guidelines below.

Guidelines for Finalizing *Theodor Seuss Geisel* Station Pictorial Cancellation Art

To finalize the *Theodor Seuss Geisel* Station pictorial cancellation art, do the following:

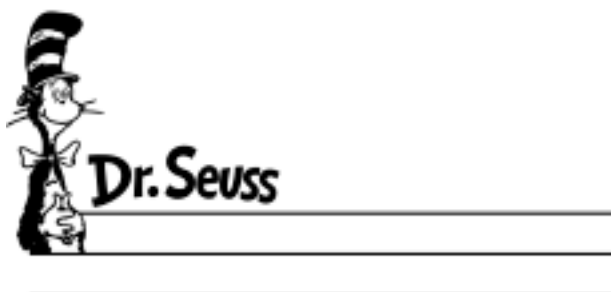
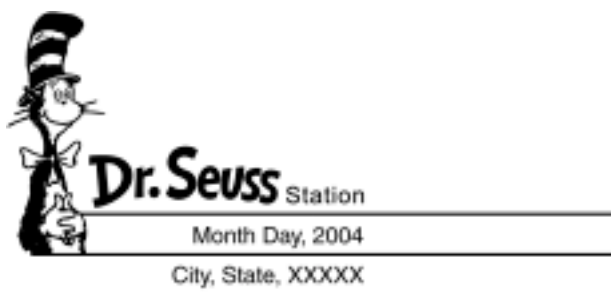
- Insert the city, state, and ZIP Code™ of the physical location of your event.
- Insert the month, day, and year (2004) that the cancellation is being offered.
- Use the word “STATION” or “STA.”
- For the overall dimensions of the pictorial cancellation, do not exceed 3.5 inches horizontally by 1.5 inches vertically, as shown in the example on this page.
- Use a copy of the artwork on this page and have a cancellation stamp made with your city, state, and ZIP Code. Date the cancellation stamp the date of your actual event.

Guidelines for Approving Pictorial Cancellations

As a reminder, the Postal Service™ must try to make all unusual postmarking widely known to collectors through advance national publicity to avoid limiting the availability of those postmarks. Therefore, all pictorial cancellations for local events, including *Theodor Seuss Geisel* events, must be reported to Stamp Development. Send the *Pictorial Cancellation Announcement* form on page 47 to us so that we can arrange national publicity. Participating Post Offices™ must honor mail-back service for 30 days following the event.

Send all pictorial cancellation announcements to:

PICTORIAL CANCELLATIONS PROGRAM MANAGER
STAMP SERVICES
US POSTAL SERVICE
475 L'ENFANT PLZ SE RM 5610
WASHINGTON DC 20260-2435



— Stamp Services,
Government Relations, 4-1-04

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).

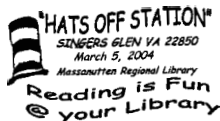
Customers can also send stamped envelopes and postcards without addresses for cancellation, as long as they supply a larger envelope with adequate postage and their return address. After applying the pictorial cancellation, the Postal Service returns the items (with or without addresses) under addressed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

The following cancellation has been extended for 150 days.

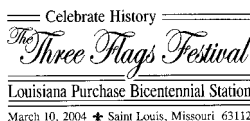


March 1, 2004
Westward Journey Nickel Series
 ST LOUIS STATION
 POSTMASTER
 PO BOX 9998
 ST LOUIS MO 63155-9998

The following cancellations have been extended for 30 days.



March 5, 2004
Postal Service
 HATS OFF STATION
 POSTMASTER
 PO BOX 9998
 SINGERS GLEN VA 22850-9998



March 10-13, 2004
Missouri Historical Society
 THE THREE FLAGS FESTIVAL STATION
 POSTMASTER
 1720 MARKET ST
 ST LOUIS MO 63155-9998



*Seneca County
 Bicentennial
 Station*
1804-2004
 March 29, 2004
 Ovid, NY 14521

March 29, 2004
Seneca County Bicentennial
 SENECA COUNTY BICENTENNIAL
 STATION
 POSTMASTER
 7161 MAIN ST
 OVID NY 14521-9998

March 29, 2004
Seneca County Bicentennial Committee
 SENECA COUNTY BICENTENNIAL
 STATION
 POSTMASTER
 38 STATE ST
 SENECA FALLS NY 13148-9998

March 28-29, 2004
Seneca County Bicentennial
 SENECA COUNTY BICENTENNIAL
 STATION
 POSTMASTER
 2 EAST MAIN ST
 WATERLOO NY 13165-9998



March 9, 2004
 PAUL ROBESON STATION
 POSTMASTER
 PO BOX 9998
 MADISON WI 53703-9998



April 3, 2004
 Upper Valley Stamp Club
 CROSSROADS STAMP SHOW
 STATION
 POSTMASTER
 PO BOX 9998
 WHITE RIVER JCT VT
 05001-9998



March 16, 2004
 Boston District Diversity Office
 WOMENS HISTORY MONTH
 STATION
 POSTMASTER
 25 DORCHESTER AVE RM 4009
 BOSTON MA 02205-9998

Garden Party Station
 Postmaster
 Southington OH 44470
 April 3, 2004



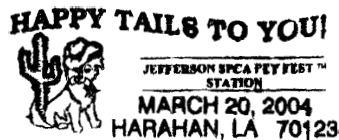
April 3, 2004
 GARDEN PARTY STATION
 POSTMASTER
 3307 STATE RTE 534
 SOUTHLINGTON OH 44470-9998



March 20, 2004
 Maine Women's Hall of Fame
 MAINE WOMENS HALL OF
 FAME 15TH ANNUAL
 INDUCTION CEREMONY
 STATION
 POSTMASTER
 40 WESTERN AVE
 AUGUSTA ME 04330-9998



April 3, 2004
 Badger Stamp Club
 DANEPEX 2004 STATION
 POSTMASTER
 PO BOX 9998
 MADISON WI 53707-9998



March 20, 2004
 SPCA
 JEFFERSON SPCA PET FEST
 STATION
 STATION MANAGER
 5720 CITRUS BLVD
 NEW ORLEANS LA 70123-5855



April 3, 2004
 Mt Vernon Historical Society
 MT VERNONS FOUNDERS DAY
 CELEBRATION STATION
 POSTMASTER
 205 EAST SOUTH
 MT VERNON MD 65712-9998

NINTH ANNUAL DAFFODIL FESTIVAL
 ROUND ROCK, TEXAS 78664
 MARCH 20, 2004
 DAFFODIL STATION



March 20, 2004
 Round Rock Senior Citizens
 Foundation
 DAFFODIL STATION
 POSTMASTER
 2250 DOUBLE CREEK DR
 ROUND ROCK TX 78664-9998



April 4, 2004
 Manchester Stamp Club
 QPEX STATION
 OIC
 1328 HOOKSETT RD
 HOOKSETT NH 03106-9998



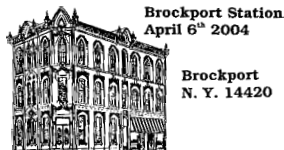
March 24, 2004
 Borough of Stanhope
 STANHOPE STATION
 POSTMASTER
 4 KELLY PL
 STANHOPE NJ 07874-9998



April 4, 2004
 Postal Service
 APRIL SHOWER STATION
 POSTMASTER
 129 W GRAY ST
 NORMAN OK 73069-9998



March 26-28, 2004
 American Numismatic Association
 NATIONAL MONEY SHOW
 CONVENTION STATION
 POSTMASTER PHILATELIC
 SERVICES
 PO BOX 3480
 PORTLAND OR 97208-9615



April 6, 2004
 Village of Brockport
 BROCKPORT STATION
 POSTMASTER
 14 S MAIN ST
 BROCKPORT NY 14420-9998



April 6, 2004
Ripon College, Donna Mueller
LEGENDS OF HOLLYWOOD
SPENCER TRACY SECOND
DAY OF ISSUE STATION
POSTMASTER
PO BOX 9998
RIPON WI 54971-9998



April 10, 2004
Delta Music Museum Foundation
DELTA MUSIC MUSEUM
FESTIVAL STATION
POSTMASTER
999 FIRST ST
FERRYDAY LA 71334-9998

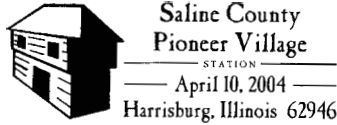
MANCHESTER WOLVES STATION
VERIZON WIRELESS ARENA
Manchester NH 03101
April 10, 2004



April 10, 2004
*Manchester Wolves Arena
Football Team*
MANCHESTER WOLVES
STATION
COMMUNICATION SPECIALIST
955 GOFFS FALLS RD
MANCHESTER NH 03103-9996



April 15, 2004
USS NEW YORK BB34 90TH
ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
NATHALIE VA 24577-9998



April 10, 2004
Saline County Historical Society
SALINE COUNTY PIONEER
VILLAGE STATION
POSTMASTER
101 W CHURCH ST
HARRISBURG IL 62946-9998

— Stamp Services,
Government Relations, 4-1-04

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
Easter Seals, Fight Crippling	March 1–April 22
April Is Child Abuse Prevention Month	April 1–April 30
April Is Organ Donor Awareness Month — Donors Make Miracles	April 1–April 30
Law Day USA Freedom Under Law, May 1	April 1–April 30
Strike Back at Cancer, Give to the American Cancer Society	April 1–April 30
National Carih Asthma Week	April 1–May 6
Only You Can Prevent Forest Fires	April 1–Oct. 31
National Salvation Army Week, 4th Week in May	May 1–May 31
Support Research for “NF,” Neurofibromatosis	May 1–May 31
Support Your Mental Health Association	May 1–May 31
National Flag Day, June 14, Pause for the Pledge	May 1–June 14
Goodwill Industries — Our Business Works So People Can	May 1–June 30
Support National Historic Preservation Week	May 9–May 15
National Transportation Week	May 14–May 20
Fight Disease, Support City of Hope Pilot Medical Center	May 15–June 15
Defeat Muscular Dystrophy, Support MDAA	May 15–June 17
Conquer Multiple Sclerosis	May 17–June 17
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— Mailing Standards, Pricing and Classification, 4-1-04

Post Offices

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	16-3672	61746	IL	Holder	McLean	Main Office	Post Office	12/06/1985	Post Office™ and ZIP Code™ discontinued. Establish a place name. Holder IL becomes an acceptable last line for use with ZIP Code 61736.
New	16-2214	61736	IL	Downs	McLean	Holder	Place Name	01/03/2004	
Old	28-8682	65589	MO	Yukon	Texas	Main Office	Post Office	11/18/1994	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Yukon MO 65589 as last line of address.
New	28-2538	65589	MO	Eunice	Texas	Yukon	Place Name	12/27/2003	
Old	28-4908	65543	MO	Lynchburg	Laclede	Main Office	Post Office	03/29/1996	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Lynchburg MO 65543 as last line of address.
New	28-6354	65543	MO	Plato	Texas	Lynchburg	Place Name	01/31/2004	
Old	28-0792	65727	MO	Bolivar	Polk	Polk	Community Post Office	09/14/2001	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Polk MO 65727 as last line of address.
New	28-0792	65727	MO	Bolivar	Polk	Polk	Place Name	01/31/2004	
Old	28-1158	64777	MO	Butler	Bates	Passaic	Community Post Office	10/19/1998	Community Post Office and ZIP Code discontinued. Establish a place name. Passaic MO becomes an acceptable last line for use with ZIP Code 64730.
New	28-1158	64730	MO	Butler	Bates	Passaic	Place Name	12/06/2003	
Old	28-2988	65657	MO	Garrison	Christian	Main Office	Post Office	10/20/1995	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Garrison MO 65657 as last line of address.
New	28-1440	65657	MO	Chadwick	Christian	Garrison	Place Name	12/27/2003	
Old	27-4823	39112	MS	Magee	Simpson	Sanatorium	Community Post Office	12/30/2001	Community Post Office and ZIP Code discontinued. Establish a place name. Sanatorium MS becomes an acceptable last line for use with ZIP Code 39111.
New	27-4823	39111	MS	Magee	Simpson	Sanatorium	Place Name	12/06/2003	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	37-1424	58219	ND	Buxton	Traill	Caledonia	Community Post Office	01/10/2003	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Caledonia ND 58219 as last line of address.
New	37-1424	58219	ND	Buxton	Traill	Caledonia	Place Name	12/20/2003	
Old	37-6928	58359	ND	Orrin	Pierce	Main Office	Post Office	10/31/2001	Post Office and ZIP Code discontinued. Establish a place name. Rugby ND becomes an acceptable last line for use with ZIP Code 58368.
New	37-7680	58368	ND	Rugby	Pierce	Rugby	Place Name	12/20/2003	
Old	37-6480	58363	ND	Mylo	Towner	Perth	Community Post Office	05/16/2003	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Perth ND 58363 as last line of address.
New	37-6480	58363	ND	Mylo	Towner	Perth	Place Name	01/31/2004	
Old	39-4598	73847	OK	Knowles	Beaver	Main Office	Post Office	08/08/2003	Post Office and ZIP Code discontinued. Establish a place name. Knowles OK becomes an acceptable last line for use with ZIP Code 73844.
New	39-3333	73844	OK	Gate	Beaver	Knowles	Place Name	01/03/2004	
Old	41-4132	15548	PA	Kantner	Somerset	Main Office	Post Office	09/30/1992	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Kantner PA 15548 as last line of address.
New	41-8176	15548	PA	Stoystown	Somerset	Kantner	Place Name	12/20/2003	
Old	41-3632	18430	PA	Herrick Center	Susquehanna	Main Office	Post Office	02/19/1994	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Herrick Center PA 18430 as last line of address.
New	41-8648	18430	PA	Uniondale	Susquehanna	Herrick Center	Place Name	01/03/2004	
Old	41-3236	17836	PA	Leck Kill	Northumberland	Main Office	Post Office	12/31/1999	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Leck Kill PA 17836 as last line of address.
New	41-2080	17836	PA	Dornsife	Northumberland	Leck Kill	Place Name	01/03/2004	
Old	41-6072	17759	PA	Nisbet	Lycoming	Main Office	Post Office	08/28/1992	Post Office and ZIP Code discontinued. Establish a place name. Nisbet PA becomes an acceptable last line for use with ZIP Code 17702.
New	41-9276	17702	PA	Williamsport	Lycoming	Nisbet	Place Name	01/03/2004	
Old	41-0080	16910	PA	Alba	Bradford	Main Office	Post Office	09/10/1996	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Alba PA 16910 as last line of address.
New	41-8544	16910	PA	Troy	Bradford	Alba	Place Name	01/03/2004	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	46-1818	57529	SD	Gregory	Gregory	Dallas	Community Post Office	10/31/2002	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Dallas SD 57529 as the last line of address.
New	46-3438	57529	SD	Gregory	Gregory	Dallas	Place Name	12/06/2003	
Old	56-3980	54565	WI	Hurley	Iron	Upson	Community Post Office	03/01/2004	This announcement changes the administrative office for this ZIP Code from Hurley WI to Montreal WI. Continue to use Upson WI 54565 as last line for addresses.
New	56-5610	54565	WI	Montreal	Iron	Main Office	Post Office		

— Address Management,
Intelligent Mail and Address Quality, 4-1-04

HANDBOOK MS-47 REVISION

VMF Workroom Floor Cleaning Requirements

Effective April 1, 2004, Handbook MS-47, *Housekeeping Postal Facilities*, is revised to reflect changes necessary to clarify cleaning responsibilities in the vehicle maintenance facilities.

We will incorporate this revision into the next printed version of Handbook MS-47 and into the online version, located on the Postal Service's™ PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *HBKs*.

Handbook MS-47, Housekeeping Postal Facilities

* * * * *

5 Performance Standards

5.1 General

* * * * *

511 Area Cleaning

* * * * *

d. WORKROOM

* * * * *

[Revise the first sentence in item 2 to read as follows:]

2. Cleaning (VMF only) No plant maintenance custodial cleaning is authorized for the VMF workroom.

* * * * *

— Maintenance Policies and Programs,
Engineering, 4-1-04

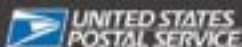
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Retail

What's in Store

Spring begins today

Time for Shrek



Look around your Post Office™. Are green ogres looking back at you from your point-of-purchase (POP) signage? If they aren't, now is the time for some spring cleaning. April 1 marks the start of the spring 2004 retail drive period, which runs through June 30. Be sure to take down your old New Year POP and put up the new spring messaging.

Retail employee information kits containing the *Retail Employee Calendar* and *Ready, Set, Retail Manager's Guide* have been distributed to all retail units. So have the spring POP kits containing planograms that tell you where to place signs in your particular office.

The instore messaging for spring is aimed at residential/household customers. Because of a corporate partnership with DreamWorks, many POP elements will feature characters from the movie *Shrek 2*. Priority Mail® bundles and Express Mail® service will be featured on key signage.

And there's more to come. New continuity menu boards will be sent in separate POP kits. Expect them to arrive in late May or early June.

What goes up ...

Check the expiration date

If it's old POP signage, it must come down. The timing of retail drive periods is not an arbitrary decision. Many factors are involved, including the primary goal of providing a consistent and uniform message about our products and services to our customers across America. Handmade signs detract from this goal. So do signs that are left hanging well after the drive period for which they were intended has ended. In many cases, the POP materials include images of people or characters that require a talent fee for their usage. These fees are for specific time periods. If you don't take the signs down when you're supposed to, the Postal Service™ could be subject to additional fees.

What's in Store

Don't get emotionally attached to your signs. There are costs to the Postal Service for keeping them up past their expiration dates. Let your planogram show you the proper placement of POP elements.

eBay posters reminder

Contest ends soon

Small businesses have about 2 more weeks to enter the eBay contest "Dream big. Save big." If your office currently is displaying a poster about this promotion, be sure to take it down April 16.

APCs

Self-service kiosk

A new high-tech machine is coming to some Post Office lobbies this month. It's the Automated Postal Center — APC. This self-service kiosk enables customers to weigh and mail packages at their convenience rather than just during our business hours. It extends quick, easy, and convenient access to postal products and services when and where customers want it. The Postal Service will begin installing APCs in select Post Offices this month.



What's in Store

Click-N-Ship Labels

Stock up!

Boost your revenue with Click-N-Ship® labels. You can order them for resale through eBay — look in the Retail Merchandise Center catalog under “Other Retail Products.” Click-N-Ship labels can be used for Priority Mail or Express Mail items, domestic shipping only. They work with laser or inkjet printers, but only with PCs. If customers have more questions about the labels, refer them to Label Universe’s Customer Support Center at *support@labeluniverse.com* or 800-861-8680.

Postage meters

Phase IV change

As the Postal Service moves toward the highest level of security for postage meters, there has been a change in the schedule for final placement of phase IV postage meters. This change is necessary in order to allow our customers to make informed decisions about investing in newer technology. Phase IV postage meters use letterpress printing technology and are reset remotely through the Computerized Meter Resetting System (CMRS). The Postal Service is extending the date for new customer placement of phase IV meters to Dec. 31, 2004 (the date had been June 30, 2004). However, the final date for removal of these meters from the market remains Dec. 31, 2008. Manufacturers who place phase IV CMRS letterpress meters must notify customers in writing about this removal date.

This change in no way affects the placement or removal of phase III meters. Phase III meters, with a few exceptions, have not been placed with customers since Dec. 31, 2002, and must be removed from the market by Dec. 31, 2006. Refer customers with questions to 703-292-3691 for more information.

Feedback

Send comments and questions to:

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

What's in Store

Retail Coaches Corner

This month's edition has information about **military mail addressing, Mili-Pac envelopes, and product translation aids.**

Sales and services associates can assist customers by letting them know that the name of a foreign country is not necessary when addressing Air/Army Post Office (APO) and Fleet Post Office (FPO) military mail. The last line of the address for overseas military personnel, dependants, and U.S. civilians should include the APO or FPO, the armed forces identifier of "AA," "AE" or "AP", and the ZIP Code™. For example:

CAPTAIN JOHN Q PUBLIC
123RD AIR LIFT WING
APO AE 12345-6789

If the country is listed in the last line of the address on a mailpiece addressed to an APO or FPO, advise the customer that including the country name may delay delivery of the mailpiece because it will be routed via the international mail system and not the military mail system.

Mili-Pac Priority Packaging

Working with the Military Postal Service Agency to provide support to U.S. armed forces, the Postal Service™ introduced a new Priority Mail® packaging item — Military Mail Mili-Pac.

Available at Army PX and Air Force BX locations, the free Tyvek envelopes feature Old Glory on one side and contain fields for address information on the other. This template ensures address accuracy for military mail and helps to prevent delays and undeliverables.



The address fields printed on the envelope specifically reinforce the message that the country name should not be included when addressing military mail.



Navy and Marine Corps PX locations are being considered for additional distribution of the Mili-Pac envelopes.

Product Translation Aids

Diversity Development on its new Multicultural Outreach Web page provides translation aids for special services and product fact sheets for selected Postal Service products in five languages — Spanish, Chinese, Vietnamese, French, and Russian. These tools provide our non-English speaking customers with a brief description of products and services offered by the Postal Service, along with step-by-step instructions on how to use special service forms.

The site's translation aids and fact sheets are easy to use and can be printed locally by postmasters and station managers. Access the Multicultural Outreach site from the Postal Service intranet Blue page. Look under the Headquarters heading for Human Resources, then click on *Diversity Development*.

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

What's in Store

april

retail employee bulletin

Spring '04 Retail Drive Period
4/1/04 - 6/30/04



Shrek Creates Excitement in Store!

On April 1, don't forget to display your Spring POP signage that features characters from DreamWorks' upcoming movie, *Shrek 2*.

The Spring Drive Period Kit:

- Targets residential customers
- Promotes Express Mail® service, especially helpful during tax time
- Reminds customers that our Priority Mail® bundles are easy to purchase

Be on the lookout for the Postal Service™ in *Shrek 2* premiering in theaters May 21, 2004. Also, look for your Spring POP Kits featuring *Shrek 2*, which will arrive in your Post Office™ near the end of March.

NOTE:

Before you display your Spring POP signage on April 1, refer to the Planogram enclosed within your Spring POP Kit.

New Stamps

United States Air Force Academy
37¢ April 1

Henry Mancini
37¢ April 13



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

What's in Store

april

retail employee bulletin

Spring '04 Retail Drive Period
4/1/04 – 6/30/04



Focus on FIRST-CLASS PHONECARDS!

FIRSTCLASS PHONECARDS® are a great way to build revenue! And effective April 1, they have ALL NEW rates and minutes. So don't forget to inform customers of the new prices and to encourage them to purchase:

- NEW 100-minute Statue of Liberty Card (now \$10.00)
- NEW 250-minute Capitol Dome Card (now \$20.00)
- NEW 450-minute United We Stand Flag Card (still \$30.00)

NOTE:

All Holiday multipacks should have been destroyed as of February 14, 2004. Any Teddy Bear FIRSTCLASS PHONECARDS can still be sold. Contact your district retail manager for more information.

Bundles of Value!

Spring POP signage will continue to support Priority Mail® bundles as a convenient way to up-sell services. Familiarize yourself with the benefits of each so they're even easier to sell:

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

Relieve the Stress of Tax Time!

As the tax deadline draws closer, remind customers of Express Mail® service. Starting at just \$13.95, customers get the reassurance of:

- Next day delivery, guaranteed to help ensure it gets there
- Tracking service at no additional cost to let them follow its progress
- Delivery Confirmation™ service at no additional cost to verify its arrival

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

What's in Store



focus!

Remind customers that Express Mail® service is an excellent way to mail last-minute tax returns!

Marilyn Luna
Sales and Services Associate
6 years of service

april

retail employee bulletin

Spring '04 Retail Drive Period

4/1/04 – 6/30/04

SUN	MON	TUES	WED	THUR	FRI	SAT
				1 Issue date of <i>United States Air Force Academy</i> stamp	2	3
4	5	6	7	8 New FCPC rates and minutes effective	9 \$\$\$ payday!	10
		Passover	Gather VESS data for March		Good Friday	
11 Easter	12	13	14	15 Tax Day	16	17
		Issue date of <i>Henry Mancini</i> stamp	Last day for districts to input VESS data for March		23 \$\$\$ payday!	24
18	19	20	21	22		
25	26	27	28	29	30	

April is National Card & Letter Writing Month

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

Supply Management

Postal Service Partnerships — Advance Lifts, Inc., and Southworth Products Corporation

Background

In December 2003, the Postal Service™ formed strategic partnerships with two industrial equipment suppliers:

- Advance Lifts, Inc.
- Southworth Products Corporation

These are potential 10-year contracts that will meet the Postal Service's present and future requirements for dock lift, container unloader, and work positioner technology. These partnerships will also maximize parts interchangeability and increase standardization opportunities every time we purchase their equipment.

The Advance Lifts, Inc., contract will meet Postal Service dock lift, commercial container, unloader, and hamper dumper requirements nationwide and provide a 36% discount on original equipment manufacturer (OEM) parts with a one-year warranty. The contract requires ordering officials to purchase all dock lifts (including dock lifts purchased by contractors working on Postal Service construction projects) from Advance Lifts, Inc.

The Southworth Products Corporation contract will make them the exclusive supplier of work positioners (i.e., tilters, pallet positioners, and other electric/hydraulic ergonomic equipment, etc.) and provide a 30% discount on parts with a two-year warranty.

These partnerships are consistent with Supply Management's commitment to provide cost savings through leveraged Postal Service national buying, transaction cost savings, and streamlined procedures. Both partnerships are expected to save the Postal Service an average of 35% over previously paid new equipment pricing.

Ordering Instructions

Advance Lifts, Inc.

For product pricing, specifications, and an easy ordering form, go to <http://blue.usps.gov/purchase/material/pmsc/greensboro> and click on *Advance Lifts*.

Postal Service customers may contact Advance Lifts, Inc., directly for a quote at 800-843-3625.

Advance Lifts, Inc., offers all common dock lift sizes, options, and voltages. The contract also has an option for disposal of existing lifts. The company provides equipment

that is predominantly capital and you must purchase it with the capital credit card (for orders under \$10,000) or submit a purchase order to the Delivery and Industrial Equipment-Telecommunications Category Management Center if the order is over \$10,000 or exceeds your credit card limit. You must obtain funding authorization and capital committee approvals before placing orders for this equipment.

Freight is FOB and delivery includes off-loading, set-up, and installation. Competent maintenance personnel or contract electrician must determine voltage. Ordering sites are responsible for ensuring that power is pre-wired for "plug-in" installation or obtaining an electrical installation quote from Advance Lifts, Inc.

Detailed ordering instructions are in Material Logistics Bulletin MLB-CO-04-008 and can be accessed at <http://blue.usps.gov/purchase/material/mlbframes.htm>; click on *Material Logistics Bulletins*. If you do not have access to a computer, you can get a copy of the MLB by calling the MDC at 800-332-0317; select option 2.

Southworth Products Corporation

For product pricing and specifications go to <http://blue.usps.gov/purchase/material/pmsc/greensboro> and click on *Southworth*, or contact Southworth at 800-743-1000.

Southworth provides all common work positioner sizes and capacities. You may contact Southworth directly and place credit card orders (for orders under \$10,000) or submit a purchase order to the Delivery and Industrial Equipment-Telecommunications Category Management Center if the order is over \$10,000 or exceeds your credit card limit. You must obtain a written quote before submitting an order to the Delivery and Industrial Equipment-Telecommunications Category Management Center. Postal Service customers may also contact Southworth directly for application guidance. Freight is FOB Destination and you can obtain freight pricing by accessing the Web site link above.

Detailed ordering instructions are in Material Logistics Bulletin MLB-CO-04-009 and can be accessed at <http://blue.usps.gov/purchase/material/mlbframes.htm>; click on *Material Logistics Bulletins*. If you do not have access to a computer, you can get a copy of the MLB by calling the MDC at 800-332-0317; select option 2.

You should direct questions regarding these partnerships to Patrick J. Freeman, C.P.M., Contract Administrator:

Telephone: 336-665-2876

Fax: 336-665-2866

E-mail: patrick.j.freeman@usps.gov

— *SCM Strategies,*
Supply Management, 4-1-04

Flight Tracking System

Supply Management's Supply Chain Management Strategies and Air Transportation Category Management Center are in the process of awarding a contract to CORE Systems for its Flight Tracking System. The system will take the Postal Service™ to a new level of proactively managing contracted mail flights.

The Flight Tracking System uses real-time status reporting and historical data to monitor the performance of both scheduled and ad-hoc air contracts, while distributing real-time alert notifications as soon as aircraft are detected operating outside of user-defined timing criteria. In addition, the tool provides the user with automatic alerts to schedule changes before an aircraft even departs.

The Postal Service will benefit from using the Flight Tracking System in the following ways:

- Performance data is taken from the Federal Aviation Administration's Air Traffic Control Radar, so it's accurate.
- Transportation managers are able to stay abreast of flight delays without relying on carrier notification or spending additional time and resources manually checking flight schedules.

- Proactive responses to flight delays are allowed thanks to automatic flight alerts. When configured to monitor specific city pairs, as specified by the individual user, all down-line parties involved in servicing flights on that route can be notified simultaneously through real-time alerting. During the 2003 Christmas season, automatic flight alerts allowed Postal Service shared networks to avoid significant costs related to scheduled flight operations.
- The reporting capabilities are a valuable tool for compiling and validating historical flight data for accurate contract reconciliation. All reports can be exported to a spreadsheet file with one click.

The anticipated contract award date is April 1, 2004. Please look for the announcement in a future issue of the *Postal Bulletin*. If you need further information or want to obtain services and pricing information, please contact Glen Gates, contracting officer representative (COR), at 202-268-8856.

— *SCM Strategies,*
Supply Management, 4-1-04



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FSA

Flexible Spending Accounts

flu shots

cough medicine

allergy relief

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